

CASWELL COUNTY BOARD OF EDUCATION MINUTES

January 22, 2018

Work Session Minutes

The Caswell County Board of Education met in a work session on Monday, January 22, 2018, beginning at 10:00 a.m. in the Caswell County Schools Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chairman Sylvia Johnson, Tracy Stanley, Donna Hudson, Mel Battle, Gordon Satterfield, and Ross Gwynn. Others present include Superintendent Dr. Sandra Carter. Connie Kimrey recorded the minutes.

I. A. CALL TO ORDER

The meeting was called to order at 10:00 a.m. A moment of silence was held followed by the pledge of allegiance.

Agenda

Tracy Stanley moved, seconded by Donna Hudson to approve the work session agenda as presented. The motion carried unanimously.

Opening Work Session

- Discussion & possible revote of vice chair
- Minutes of vote of chair/vice chair
- Roles and responsibilities of vice chair

Discussion took place regarding the vote in the December 11, 2017 meeting for the vice chair position. Information was shared with the board in the form of an email from Board Attorney Ron Bradsher. He expressed that when voting for a sole person a motion in the form of a second was not needed in his opinion.

Mr. Battle expressed he did not feel the vote needed to be redone; however, in his opinion, he felt the board should be consistent in how they handled voting issues as we have had motions die for the lack of a second motion. Mr. Gwynn shared the same sentiments stating that consistency is important. Mr. Battle suggested Mr. Bradsher speak up during the meeting if the vote is not carried out correctly.

Roles of vice chair were discussed as there is nothing in policy. Mrs. Garland stated she has asked Mrs. Johnson to sit in on some of the meetings to review board packets with the superintendent. Discussion took place among the board noting that it is good to have a second set of eyes when reviewing the packet. All board members were in agreement that the vice chair should be knowledgeable and only leads the meeting in the absence of the chair.

Dr. Carter will bring a draft of Policy 205 for the board to review at the next meeting.

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Board Communication

- Procedures for Cancellation/Rescheduling of Board Meetings

Discussion took place regarding procedures for cancelling or rescheduling board meetings. Nothing is listed in board policy. A copy of Alamance-Burlington School System was shared with the board.

Mr. Battle shared he had never known the board not to reschedule and felt that wording needs to be included in Policy 205. In the past, communication with all board members was done by the former chair person prior to cancelling a meeting.

It is a common practice to meet once in July and December; however, the board has had to meet more than twice a month based on needs.

Dr. Carter was instructed to include wording in Policy 205 on rescheduling.

- Meeting Schedule Proposal

Mr. Battle suggested changing the board meetings to one day meeting and one night meeting per month noting the commissioners recently made this change. Mr. Battle felt this will be helpful to staff who have been here all day. Mr. Satterfield was in agreement noting that when serving as a commissioner, most of the business was conducted during the day meeting and the night meeting was an opportunity for the public to attend and/or participate. Mrs. Johnson expressed concerns with people who work noting this may be a conflict during the day. Dr. Carter shared she felt this would be a benefit to the directors.

Chairman Garland asked for a show of hands of those that were in favor to leave the meeting schedule as is. Gladys Garland, Sylvia Johnson and Ross Gwynn voted to leave as is. Tracy Stanley, Donna Hudson, Gordon Satterfield and Mel Battle were in favor of changing to one day and one night meeting per month.

It was agreed for this to be implemented in June or July once Policy # 205 is clarified to include this wording, along with the other changes as noted earlier.

- Polling Procedures

Mr. Battle felt that polling is being used too often and when doing so does not allow the opportunity for questions and discussion. It was noted also, that three quotes are not being provided to the board and in some occasions the quotes are not "apples to apples." This should be done consistently to allow for an accurate vote. Donna

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Hudson questioned why directors do not know this. Mrs. Garland expressed that polling does take away from discussion as a group. Tracy Stanley felt that polling is sufficient in some instances. Ross Gwynn was in agreement to use polling for emergency situations.

The consensus of the board was to avoid polling unless it is a true emergency.

- IntraBoard Communications

How much information should board members share if someone approaches them, etc. The general consensus was to bring the information to the superintendent to investigate. Mrs. Johnson felt that all board members should be informed in case they are approached on the same subject.

Chairman Gladys Garland questioned how much information should be shared at the end of the regular meetings noting comments and observations. No one considered this an issue and felt that comments at the end of the meeting are generally observations and did not feel anything needs to be changed at this time. Donna Hudson expressed the board needs to remember that comments and observations are held in "open session" and if comments are relative to individuals they should be shared in "closed session."

- Budget Amendments

Dr. Carter questioned how much information the board would like to have included on budget amendments. Upon discussion, it was agreed that as much information as possible allows the board to understand the budget amendments as well as avoid questions during the meeting. Donna Hudson questioned if a handout is available why is it not included with the information prior to the meeting rather than at the meeting. Sylvia Johnson shared that detailed information especially with local budget is helpful to understand what the finance officer is doing.

- Board Policy # 501

Mel Battle shared this went along with the budget amendments and concerns were that directors get comfortable with using the same vendors. More investigation needs to be done when pursuing quotes.

- Paperless Meetings

Mr. Battle made the suggestion to go paperless for board meetings. Tracy Stanley shared her concerns with internet connections at her home. A show of hands was taken for those that would like paperless board packets. Those include: Gordon Satterfield,

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Mel Battle, Ross Gwynn. Hard copies will be provided to: Tracy Stanley, Gladys Garland, Donna Hudson and Sylvia Johnson. Brief discussion took place on having a stationery computer at the board table in the future.

- Quarterly Meetings with County Commissioners

Dr. Carter shared that she met with Commissioner Hall and later received a call from Paula Seamster stating the commissioners would like to begin meeting on a quarterly basis with a rotating schedule. The tentative meeting would be on February 19th at 4:30 (prior to their regular 6:30 meeting). The next meeting will be prior to the Board of Education's regular meeting.

Mr. Battle felt these meetings need to be positive and information should be provided prior to the meetings for discussion so that both boards can be prepared. All members were in agreement to meet on February 19, 2018 at 4:30 p.m. with the commissioners.

Annex Tour and Updates

Dr. Carter shared information and updates on the annex area. Suggestions were shared to include renovation to the restrooms to make them handicap accessible. Dr. Carter shared that, per Mr. Hatchett if there are no issues the cost would be approximately \$30,000. Phases 2 and 3 were reviewed and Dr. Carter would like to replace the old exterior doors. Upgrading the restrooms could range anywhere from \$30,000 to \$75,000 based on plumbing issues once the construction occurs. Dr. Carter shared that replacement of windows would be costly in the form of \$200,000 and asbestos issues could be a problem if windows are broken or chipped. Mel Battle questioned asbestos in the gym area. Dr. Carter stated with carpet installed over the tile floor, the asbestos does not need to be removed. Maintenance is installing the carpet and this will avoid an installation cost. Mr. Hatchett will be able to pull a portion of the carpet up each year to assure the tile floor is not cracked to meet inspection requirements. Donna Hudson expressed concerns with the entrance area and installing signs, etc. Dr. Carter shared she has spoken with Bryan Miller who was to receive the community grant as well as talking with Kin Watlington to have the agricultural students work on landscaping.

Dr. Carter shared the capital outlay fund balance is \$651,542. At the beginning of the school year the amount was \$796,000. Dr. Carter shared this is separate from the general fund balances.

Sylvia Johnson felt that the commissioners question the amount in fund balance and felt we should use it to make these improvements.

Dr. Carter shared the priority at this time would be to upgrade the bathrooms and replace the old exterior doors.

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Dr. Carter recommended using \$100,000 for these improvements. Tracy Stanley moved, seconded by Sylvia Johnson to approve using \$100,000 from capital outlay fund balance for bathroom upgrades and replacing exterior doors. If extra money is left over, the balance can be used for enhancements to the gym (fans, lights, etc.). If the amount exceeds \$100,000 information will be brought back to the board for further discussion. Three quotes will be shared with the board for approval of purchases. Upon no further discussion, the motion carried unanimously.

Ross Gwynn moved, seconded by Sylvia Johnson to recess the meeting at 11:55 a.m. The motion carried unanimously. Lunch will be held at Oakwood Elementary and upon returning the board will tour the gym area as well as the west wing of the annex area.

Sylvia Johnson moved, seconded by Tracy Stanley to reconvene the work session meeting at 1:00 p.m. The motion carried unanimously.

Dr. Carter asked if the board had any feedback upon touring the annex area. Mel Battle felt that the blinds look good; however, the windows do not. When going forward, he felt a plan should be formed so as not to piece-mill it and spend accordingly.

NCSBA

- Master Board Training

The third module regarding superintendent responsibilities is tentatively scheduled for February 26, 2018 at 2:00 p.m. It was suggested to request another trainer. Upon discussion, it was realized the spelling bee is scheduled for Feb. 26 as well. Dr. Carter will touch base with Carol Boaz to reschedule the spelling bee.

- Policy Manual

Dr. Carter shared that we have received updates from NCSBA and address the policies that are mandatory. We are slowly working through the stack. Dr. Carter felt we are in a better situation this year compared to last year at this time with updated policies.

Superintendent Goals

At this time, Superintendent Dr. Carter and Connie Kimrey left the meeting. The minutes were recorded by Vice Chair Sylvia Johnson. The board discussed superintendent goals for the upcoming year. Chairman Gladys Garland kept a list of the goals that were discussed.

The Board was in agreement to use the same superintendent evaluation instrument as in prior years. It is the General Review of Superintendent's Performance.

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Those who voted for: Chairman Gladys Garland, Vice Chair Sylvia Jonson, Ross Gwynn, Tracy Stanley and Mel Battle.

Opposed: Donna Hudson and Gordon Satterfield.

The Board was in agreement to evaluate the Superintendent in December.

Upon review and no further discussion of superintendent goals Dr. Carter and Connie Kimrey returned to the meeting.

Teacher Recruitment

- Tuition Reimbursement was discussed and a copy of what surrounding counties implement was shared. Dr. Carter suggested doing away with the tuition reimbursement at the beginning of the 2018-19 school year and use this money as signing bonuses for hard to fill positions. Discussion took place regarding stipulations for sign on bonuses for EC/Science and Math. Mel Battle felt that it should not be restricted to just EC/Science and Math noting we have had difficulty hiring language art positions. It should be open to all hard to fill positions. Mel Battle also shared he was not in agreement to do away with the tuition reimbursement. Gladys Garland shared she felt the same but teachers should be required to stay for two years. Gordon Satterfield felt this was a bad idea to disband tuition reimbursement especially when an employee tries to better themselves. Upon further discussion and suggestions regarding hard to fill positions, Dr. Carter suggested offering \$2000 for EC/Science and Math and \$1000 for all other certified teaching positions and put a cap on the amount. The board was in agreement to move forward with this. The amount of \$50,000 was suggested from Title II funds with a stipulation of new hire committing to two-years of employment. Gordon Satterfield shared he would like to continue with the tuition reimbursement and factor in an amount. Sylvia Johnson was not in favor of the tuition reimbursement noting that if a teacher receives a Master's Degree they also receive an increase from the State and felt it was unfair for the school to pay for advanced degrees. Mel Battle questioned what the school does for National Board Certified. At one time, we paid for the individual to take the test. Gladys Garland shared we need to do something to recruit new teachers.

Upon lengthy discussion, Gordon Satterfield moved, seconded by Ross Gwynn to allot \$400 per school year for anyone in the school system for tuition reimbursement and cap the total amount to \$8000. The motion carried 4-3 with Stanley, Johnson and Garland voting "No."

Dr. Carter was directed to share this information with all staff so they are aware of it. Stipulations will be drafted and brought back to the board for their review at the next meeting.

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Val./Sal. vs. Latin Honors

Discussion took place with a spreadsheet shared with the board that included results of surrounding counties as well as other counties in North Carolina. Upon discussion of the spreadsheet, Dr. Carter stated her suggestion would be to move to Latin honors. Mel Battle noted one of the larger school systems on the spreadsheet (Rocky Mt./Nash) opted to stay with Val./Sal. Mel Battle stated this comes down to a personal opinion; however, he would like to continue with Val./Sal. noting that students should be rewarded for taking the difficult classes. Mr. Battle gave an explanation of the 4.0 scale and advanced courses. Mr. Battle noted in all of his years with education he has not been aware of a tie. Donna Hudson noted that with the Latin honors those students will still be recognized. Dr. Carter shared that multiple decisions at the school level could be made regarding the speaker for graduation if we move forward with the Latin honors.

Upon discussion, Tracy Stanley moved, seconded by Donna Hudson to move to Latin Honors with the ten point grading scale beginning with the graduating class of 2018-2019. The motion carried 5-2 with Gwynn and Battle voting "No."

Strategic Plan

Dr. Carter shared that she recently found the strategic plan that was approved in 2015. It has recently been posted on the website. Dr. Carter requested permission to move forward with creating committees involving teachers, parents, members of the community, etc. and work on development of a new strategic plan vision statement and mission statement. The board was in agreement to move forward. Dr. Carter shared she would like to have a new strategic plan in place for the beginning of the 2018-19 school year.

Dewberry & Davis - BYHS Scope of Work

A presentation was shared with the board from Dewberry & Davis. Upon conclusion of the presentation it was shared that the next step would be the schematic design and to meet with the county commissioners.

The board was in agreement for Dr. Carter to contact the commissioners and see if they would allow the Board of Education to host the first quarterly meeting here and request Dewberry & Davis to share this presentation again. Dates to meet that were mentioned included: Feb. 12 or 26 at 4:30 p.m.

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Adjourn

Ross Gwynn moved, seconded by Sylvia Johnson to adjourn the work session meeting at 5:20 p.m. The motion carried unanimously.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent