

CASWELL COUNTY BOARD OF EDUCATION MINUTES

July 16, 2018

The Caswell County Board of Education met in regular session on Monday, July 16, 2018, at 9:00 a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chairman Sylvia Johnson, Mel Battle, Donna Hudson, Ross Gwynn, Gordon Satterfield, and Tracy Stanley. Others present include Superintendent Dr. Sandra Carter, Nicole McGhee, Medina Jones, Franchesca Gantt, Nelson Showalter, Kim Mims, David Useche, John Crews, Carol Boaz, Adam Powell. Connie Kimrey recorded the minutes. (Note: Others may have been present but did not sign the roster).

I. A. CALL TO ORDER

The meeting was called to order and a moment of silence was observed followed by the pledge of allegiance.

I. B. APPROVAL OF MINUTES

Sylvia Johnson moved, seconded by Gordon Satterfield, to approve the minutes of the June 25, 2018 regular meeting as presented. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

Donna Hudson moved, seconded by Sylvia Johnson to approve the agenda as presented with additional transfer request. The motion carried unanimously.

I. D. ANNOUNCEMENTS

Personnel Director, Nicole McGhee, introduced Ms. Franchesca Gantt, newly hired principal at N.L. Dillard. Ms. Gantt thanked the Board of Education for the opportunity and expressed her excitement to lead N.L. Dillard in a positive direction.

I. E. PUBLIC COMMENTS

None at this time.

II. UNFINISHED BUSINESS

- Dr. Carter shared she is working on back to school schedules with principals. There will be some overlapping of schedules but timeframe is difficult to stagger all schools due to the one week window. Open house times will be flexible to accommodate parents.
- Transportation Guide was shared for final approval. Changes were made to include phone numbers to call after hours as well as a discipline form for drivers to complete.

Donna Hudson questioned how the drivers are informed regarding the discipline action. Dr. Carter responded that there are several schools of thought and was not sure the exact outcome needs to be shared with everyone but she will meet with principals and discuss this at the administrative retreat. There is definitely a need for communication among the drivers and administrators. Mel Battle also stated that drivers do not like to be left in the dark on the outcome and also felt better communication was needed.

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Upon no further questions Dr. Carter recommended approval of the transportation guide as presented. Gordon Satterfield moved, seconded by Ross Gwynn to approve the transportation guide as presented. The motion carried unanimously. Pending the approval of a new logo, this will also be included when printed.

Gordon Satterfield stated he felt that bus driver signs and placement are not very visible to the public. Dr. Carter shared that currently signs are placed on buses and being rotated throughout the county.

III. NEW BUSINESS

1. Consent Agenda

Dr. Carter reviewed briefly items on the consent agenda and noted that the invoice for J.M. Microscopes will be looked at going forward. Funds will be used for this invoice from small school funds. PTEC invoice will come from federal funds, LINQ invoice will be paid from school food services, and Dewberry & Davis will be paid from capital outlay funds.

Tracy Stanley questioned the fundraising information and felt it needed to be updated. Mrs. Stanley also questioned if other charter bus companies were contacted.

Mel Battle asked for clarity on the fundraising activities noting that information received today was for the first semester and the board will receive another listing for second semester. Dr. Carter confirmed that was correct. Mr. Battle also questioned the process used for charter bus companies and felt it would be nice to use local companies or at least reach out to them to see if there is an interest. Mr. Battle felt that some local companies are not aware of the process.

Donna Hudson requested that a short cover letter be included with the board packets to give a brief update on the information included within the packet. Mrs. Hudson also requested that going forward all budget codes be included on invoices and/or contracts.

Sylvia Johnson questioned the dates on two of the invoices and noted concern. Mrs. Johnson also stated she thought discussion took place last year on the microscope invoice and possibly putting this out for bid or comparison.

Upon no further questions, Dr. Carter recommended approval of the consent agenda with Item G, Fundraising Requests, being removed from the list. Tracy Stanley moved, seconded by Ross Gwynn to approve the consent agenda as presented with Item G being removed. The motion carried unanimously.

- a. Requests for Transfer
- b. Exceptional Children Contracted Services 2018-2019
- c. Invoice - J.M.'s Microscope & Triple Beam Balance Repairs
- d. Invoice - PTEC
- e. Invoice = LINQ (Meals Plus)
- f. Invoice = Dewberry & Davis (facilities study)
- ~~g. BYHS Fundraising Requests 2018-2019~~
- h. Charter Bus Listing 2018-2019
- i. Child Nutrition Meal Pricing 2018-2019
- j. Child Nutrition Renewals & Contract Recommendations

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k. Proclamation Countywide Back to School Blast/Book Bag Project

Requests for Transfer

Grace, Violet	Caswell	to	Person (4 th)
Harris, Claire	Caswell	to	Person (3 rd)
Jones, Christian	Caswell	to	Rockingham (4 th)
Jones, Samuel	Caswell	to	Rockingham (7 th)
Jones, Grace	Caswell	to	Rockingham (7 th)
Jones, Rachel	Caswell	to	Rockingham (9 th)
Sutton, Emma	Caswell	to	Rockingham (4 th)
Sutton, Tucker	Caswell	to	Rockingham (4 th)

Exceptional Children Contracted Services 2018-2019

Occupational Therapy
 Company = Cherie Fredricks
 Cost = \$60/hr.
 Estimated Annual Cost = \$32,000

Invoice = J.M.'s Microscope & Triple Beam Balance Repairs, 921 Ross Street, Graham, NC 27253
 Total: \$5,590.00 (BYHS & N.L. Dillard microscopes) (small school funds)

Invoice = PTEC / Piedmont Triad Education Consortium
 UNCG School of Education, Room 116, 1300 Spring Garden Street, Greensboro, NC 27412
 Total: \$16,200 (federal funds)

Invoice = LINQ (Meals Plus)
 EMS LINQ, Inc., PO Box 745000, Atlanta, GA 30374
 Total: \$5,450 (school food services funds)

Invoice = Dewberry & Davis (facilities study)
 PO Box 821824, Philadelphia, PA 19182-1824
 Total: \$26,910 + \$2,990 = \$29,900 (capital outlay funds)

Charter Bus Listing 2018-2019

- Academy Bus, LLS, PO Box 11345, Durham, NC 27703 / Thomas Slaughter
- First Class Tours, Inc., 1411 Bridgton Road, Winston-Salem, NC 27127 / Bonnie Goods
- Holiday Tours, 10367 Randleman, NC 27317 / Gary Moody
- Sunway Charters, 3636 N. Glenn Ave., Winston-Salem, NC 27105 / Allison Carithers

Child Nutrition Meal Pricing 2018-2019

Students	2018-2019	2017-2018	Difference
Reduced Breakfast (Pre K-5)	\$0.30*	\$0.30*	
Paid Breakfast (Pre K-5)	\$1.40*	\$1.35*	\$0.05
Reduced Breakfast (Grades 6-12)	\$0.30	\$0.30	
Paid Breakfast (Grades 6-12)	\$1.40	\$1.35	\$0.05
Reduced Lunch (Pre K-5)	\$0.40*	\$0.40*	
Paid Lunch (Pre K-5)	\$2.35*	\$2.25*	\$0.10
Reduced Lunch (Grades 6-12)	\$0.40	\$0.40	
Paid Lunch (Grades 6-12)	\$2.60	\$2.50	\$0.10

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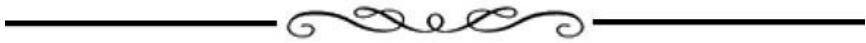
Adults – a la carte (total price based upon items selected)			
Breakfast	a la carte	\$1.60	
Lunch with milk	a la carte	\$3.25	
Lunch with tea	a la carte	\$3.40	
Lunch without beverage	a la carte	\$2.80	
*The Community Eligibility Provision (CEP) provides meals FREE to Caswell County CEP sites:			

Child Nutrition Renewals & Contract Recommendations 2018-2019

- General Grocery = SYSCO Raleigh
- Non-Vended Snacks = SYSCO Raleigh
- Chemical & Supplies = Southeastern Paper Group of NC
- Fresh Produce = Foster-Caviness Produce
- Milk/Dairy & Ice Cream = Pet Dairy
- Water & Beverages = North Carolina Procurement Alliance / Pepsi-Cola of Roxboro / Coca-Cola Bottling Company

Proclamation Countywide Back to School Blast/Book Bag Project

Proclamation for Caswell County Schools



PROCLAMATION
In Recognition Of

COUNTYWIDE BACK TO SCHOOL BLAST/BOOK BAG PROJECT

AUGUST 25, 2018

WHEREAS, it has come to the attention of the Caswell County Board of Education that the Back To School Blast will take place on Saturday, August 25, 2018; and

WHEREAS, there are a lot of children in Caswell County that will not have book bags and/or school supplies to start the 2018-2019 school year; and

WHEREAS, several organizations including County Outreach Ministry, the Last Dons, LLC, Caswell County Sheriff's Department, Caswell County Chamber of Commerce, Caswell County Parks and Recreation, Caswell Family Medical Center, Local Churches and other Partners put together the Book Bag Project; and

WHEREAS, these organizations have risen to the challenge to make sure that each and every school age child in Caswell County has the supplies they need for the 2018-2019 school year; and

*NOW, THEREFORE, We, The Caswell County Board of Education, do hereby proclaim August 25, 2018 **Countywide Back to School Blast / Book Bag Project Day**, a time to urge our citizens, all agencies and organizations to unite and participate in this event to ensure that the needs of the school age children in Caswell County, NC are met as they prepare to return to school.*

This the 16th day of July, 2018.

 Gladys Garland, Chairman
 Caswell County Board of Education

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2. Bus Driver Incentive Proposal

Dr. Carter reviewed the proposed bus driver incentive program guidelines.

Mel Battle questioned what tardy consists of and noted that there are things that may occur that are out of a drivers control noting paving of roads, accident, etc. and asked that these type of situations be looked at as they occur and to use common sense. Dr. Carter stated that Mr. Leak would look at the situations individually as they occur.

Upon no further questions, Dr. Carter recommended approval of the monthly attendance incentive for bus drivers as presented. Sylvia Johnson moved, seconded by Tracy Stanley to approve the monthly attendance incentive program for bus drivers as presented. The motion carried unanimously.

Incentive program is for regular bus drivers that report to work each day, with no exceptions, and on time. This incentive is proposed for fifty dollars (\$50) per month and would be equally dispersed over a ten-month period.

3. Code of Conduct 2018-2019

Changes to the Code of Conduct handbook were shared with the board for their review. Dr. Carter noted that upon approval the new logo will be included on the handbook prior to printing. Gordon Satterfield questioned if wording is included to damage of school property. Dr. Carter shared information is included in the handbook on page 19. Concerns mentioned included monitoring damage to bathrooms, duty rosters and bathroom duty assignment needs to be addressed with school administrators. Dr. Carter will add this to her list of items to discuss at the administrative retreat.

Dr. Carter recommended approval of the 2018-2019 Code of Conduct as presented. Ross Gwynn moved, seconded by Gordon Satterfield to approve the code of conduct handbook as presented. The motion carried unanimously.

4. Policy # 825, Civic Center Rental

Dr. Carter reviewed the changes made to Policy # 825 which will now provide an overview of the guidelines for the civic center. The pricing and fee structure will now be posted online and not included in the policy. The rental application will also be posted online. Pricing was changed for profit and non-profit rentals. Dr. Carter shared that other venues were reviewed regarding pricing.

Mel Battle shared that in the past there was a civic center committee and asked if this has been dissolved? Dr. Carter shared she had not heard of this committee but will look into it. Mr. Battle shared that the civic center has never made a profit and shared

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concerns with the increased pricing for set-up fees and felt that the local people will not be able to absorb the increased cost.

Dr. Carter suggested adding another group to be called "local non-profit" to the pricing chart.

Gordon Satterfield questioned what venues were looked at? Dr. Carter shared that venues in Rockingham, Burlington and Stanly County were reviewed and Caswell was still well underpriced. Mr. Satterfield questioned what the budget is for the civic center as well as the revenue. Mr. Satterfield stated he would like to see pricing from other areas and venues and work on pricing.

Sylvia Johnson shared that the commissioners used to appoint two members to serve on the committee and felt this needs to be looked into before removing the wording from the policy.

Dr. Carter recommended tabling this policy until further investigation on pricing and other questions on civic center committee. Mel Battle moved, seconded by Donna Hudson to table Policy # 825, Civic Center Rental, until further investigation. The motion carried unanimously.

IV. REPORTS/UPDATES

None at this time.

V. SUPERINTENDENT UPDATES

- Dr. Carter shared information on unofficial testing results. Dr. Carter noted that Ms. Medina Jones is doing an excellent job. Unofficial results are obvious that Oakwood pushed very hard and proficiency has grown in almost every area. Increases in 3rd and 5th grade Math and 3rd & 5th grade English Language Arts (ELA). Sporadic growth was made in 4th grade ELA/Math. Math scores for 6th and 7th grade show increased efficiency scores and 8th grade showed a decrease. Dr. Carter stated we continue to make strides and reemphasized that numbers are unofficial at this time.
- Grants - Legislation will use another grant for School Resource Officer. Mr. Tyrell and Ms. Jones have information ready to submit.
- Sheriff Durden met with Ms. Medina Jones and indicated the sheriff's office is pursuing a grant for school safety. This will require additional funding from the commissioners and if approved will provide extra security cameras for the schools.
- Carol Boaz has been working with a grant for elementary grades. "Wolfpack Works" supports literacy interventions for grades K-2. This grant will provide funding for a literacy support person for one year. There will be no cost to the school system. If the board is in agreement, the position will be posted on the website. Mrs. Boaz indicated that we will interview for the position and NC State may or may not send someone to be on the interview panel. The position will report to NC State but would be housed here in this district. There was no objection to move forward.
- At this time there was no additional information for the Needs Based Grant.

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- Master Board Training dates were discussed. Board members are to send several dates that will work with their schedules to Dr. Carter.
- October School Law Conference registration is now open.
- Logo – Updated design was shared with the board.
Dr. Carter recommended approval of the new logo as presented. Gordon Satterfield moved, seconded by Donna Hudson to approve the new logo. The motion carried 6-1 with Battle voting “No.”

Dr. Carter shared that the new logo will be included on letterhead and the website but would not be changed on trucks, etc. at this time. We will continue to use the current logo on the vehicles.

- Dr. Carter shared the need for bus drivers and recommended hiring two permanent subs. Funding is available in the transportation budget. One sub will be housed at the high school and one at the middle school. If they are not needed to drive a bus they would serve as a bus monitor on buses that needed additional monitoring. Concerns were shared that if an emergency situation occurred that the subs could be used in the elementary schools if needed. Dr. Carter shared that Mr. Leak could allow flexibility. Rate of pay would be the same as current full time bus drivers and this position would also be eligible for the monthly attendance incentive. All board members were in agreement to advertise for the two permanent substitute positions.

Mel Battle asked for an update on the school feeding program. Kim Mims shared that a small amount has participated. In the combined cluster 195 have participated within a 4 day period. Mr. Battle shared that he has heard parent complaints from the community that they cannot get the students to the schools.

- Dr. Carter shared a copy of all the work orders from the maintenance department from June 2017 thru June 2018. A total of 879 were completed. Others are in progress due to ordered parts, etc. This shows that the maintenance department is constantly working in the schools and is evident that they do a great job.

VI. CLOSED SESSION

Tracy Stanley made a motion to go into closed session for the purpose of considering a personnel action that involves an officer or employee of this Board (NC General Statute 143-318.11(a)(6); and for the purpose of discussing information that is privileged, confidential or not a public record (NC General Statute 143-318.11(a)(1) and to confer with legal counsel after a five minute break. Mel Battle seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

Tracy Stanley made a motion to return to open session. Sylvia Johnson seconded the motion. The motion carried unanimously.

VIII. PERSONNEL LISTING

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Dr. Carter recommended approval of the personnel listing as presented with removal of Letter “E” from the list.

Tracy Stanley moved, seconded by Donna Hudson to approve the personnel listing as presented. The motion carried unanimously.

Resignation	
N.L. Dillard Middle School	Desmond Thompson, Art Teacher = Eff. 6/29/18
Oakwood Elementary	Jennie Hall, K-5 Teacher = Eff. 7/16/18
Central Office / Finance Dept.	Jeremy Teetor, Finance Officer = Eff. 7/6/18
Transfers	
Bartlett Yancey High School	Relisa Thomas, Office Support II - School Accounting from Central Office Finance Dept. = Effective = TBD (once position is filled)
Athletics	
N.L. Dillard Middle School	Angela Ouzts, Athletic Director = Eff. 8/17/18
Employment	
Bartlett Yancey High School	Johnathan Bradsher, Social Studies Teacher = Eff. 8/17/18
	Carol Emmerson, Health Science Teacher = Eff. 8/17/18
N.L. Dillard Middle School	Franchesca Gantt, Principal = Eff. 7/16/17
	Jillian Spain, 6 th grade Math/Science = Eff. 8/17/18
Stoney Creek Elementary/South	Erica Biechy, K-5 Music = Eff. 8/17/18
Stoney Creek Elementary	Terrie Scales, K Teacher = Eff. 8/17/18
	Heather Stroher, 2 nd grade Teacher = Eff. 8/17/18
South Elementary	Tiffany Roberts, 3 rd grade Teacher = Eff. 8/17/18
	Alexandra Velasco, 4 th grade Teacher = Eff. 8/17/17
Child Nutrition	Kenyada Graves = Effective 7/5/18 (correction)

Dr. Carter recommended contracting with Mr. Jeremy Teetor to offer support in the finance officer position at a rate of \$50/hour, not to exceed cap of \$5,000. Gordon Satterfield moved, seconded by

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Ross Gwynn to approve contracting with Jeremy Teetor at a rate of \$50/hour, not to exceed \$5,000. The motion carried unanimously.

Dr. Carter recommended approval of Amy Chandler as Finance Officer at a rate of \$84,000. Upon a six-month positive review an additional \$2,000 will be added to the rate of pay. Approval was also recommended to contract with Ms. Chandler at an hourly rate of salary to work with Jeremy Teetor on Friday's. Donna Hudson moved, seconded by Gordon Satterfield to approve the recommendation for Amy Chandler as Finance Officer with rate of pay and stipulations as presented. The motion carried unanimously.

IX. COMMUNICATIONS

- Dr. Carter shared that the National Teacher of the Year will be the speaker for convocation. The date is August 20, 2018. A breakfast and welcome will be provided to everyone with breakout sessions later in the morning.

X. BOARD MEMBER OBSERVATIONS

- Sylvia Johnson requested receiving a central calendar as received in the past of all school events. Connie Kimrey will send to board members. Principals will be instructed to alert board members and Mrs. Kimrey as changes occurs.

XI. ADJOURN

Ross Gwynn made a motion to adjourn the regular meeting at 12:11 p.m., Sylvia Johnson seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on August 13, 2018 at 9:00 a.m. in the Caswell County Schools Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent