

CASWELL COUNTY BOARD OF EDUCATION MINUTES

June 25, 2018

The Caswell County Board of Education met in regular session on Monday, June 25, 2018, at 6:30 p.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, John Crews, Nelson Showalter, Jeremy Teeter, Wayne Owen, Emily Buchanan. 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 Mel Battle, to approve the minutes of the June 11, 2018 regular meeting and June 15 special called meeting as presented. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

Ross Gwynn moved, seconded by Mel Battle to approve the agenda as presented. The motion carried unanimously.

I. D. ANNOUNCEMENTS

None at this time.

I. E. PUBLIC COMMENTS

None at this time.

II. UNFINISHED BUSINESS

- Dr. Carter shared she attended the superintendent conference in Asheville, NC. State Superintendent Mark Jones was in attendance and shared that the capital needs grant should be available in July. The funding amount is \$117 million and is only available to Tier 1 counties. They expect a quick turn-around and anticipate results being shared in September. Dr. Carter shared that she discussed open house schedules with principals and requested that dates not conflict with each other in order to share information regarding the bond referendum at each open house. Other events for the fall and beginning of school will be reviewed to plan times to share information with the public.
- Transportation Guide was shared. Concerns mentioned included adding a sample disciplinary reporting form as there are several substitutes who drive buses. Other suggestions included adding cell phone numbers for transportation contacts to page #7 as activity buses are on the road after school hours. Dr. Carter shared that Mr. Leak, Transportation Director, has made a card with phone numbers for each bus. Dr. Carter shared she will bring the transportation guide back to the board in July as a final version for the board to approve.

Gordon Satterfield shared that school buses are parked in prominent places in Danville, VA with signs referencing that drivers are needed. This may be an idea that Caswell needs to consider. The bus stands out and is visible. Dr. Carter shared that she plans to bring a small

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incentive program for bus drivers to the board. The program will offer incentives for driver attendance.

III. NEW BUSINESS

1. Consent Agenda

Dr. Carter recommended approval of the consent agenda as presented. Tracy Stanley moved, seconded by Donna Hudson to approve the consent agenda as presented. The motion carried unanimously.

- a. Requests for Transfer
- b. Exceptional Children Contracted Services 2018-2019
- c. Budget Amendments # 31, # 32, # 33
- d. Interim Spending Resolution

Requests for Transfer

Cannuli, Aliannce Marie	North	to	Stoney Creek (5 th)
Cunnuli, Braden Anthony	North	to	Stoney Creek (5 th)
Hawkins, Anna	Oakwood	to	North (3 rd)
Ridge, Bella C.	Danville-Pitt.	to	Caswell/Oakwood (2 nd)*
Ridge, Cheyenne R.	Danville-Pitt.	to	Caswell/Oakwood (4 th)*
Ridge, Brianna I.	Danville-Pitt.	to	Caswell/Oakwood (6 th)*
Wilson, Elyana	Caswell	to	Person (4 th)
Wilson, Jace	Caswell	to	Person (2 nd)

*Tuition is waived/ employee of Caswell County Schools

Exceptional Children Contracted Services 2018-2019

Audiologist

Company = John E. Sexton & Associates

Cost = \$545/month + travel from office & battery replacements

Estimated Annual Cost = \$6,600

Physical Therapy (Two Contracts)

Company = Ann Ramey Therapies

Cost = \$65/hours

Estimated Annual Cost = \$12,500

Company = Rosie Kirby Physical Therapist Assistant

Cost = \$50/hr.

Estimated Annual Cost = \$25,000

School Psychologist

Company = David Caron

Cost = determined by individual assessment forms requested by the IEP team

Estimated Annual Cost = \$30,600

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Speech Therapist
 Company = Cheshire Center
 Cost = \$50/hr
 Estimated Annual Cost = \$199,800

Vision Support Services
 Company = Invision, Inc.
 Teacher of the Visually Impaired
 Cost = \$80/hr. for direct services & \$125/hr. for assistive technology evaluations
 Estimated Annual Cost = \$38,600

Orientation/Mobility Services
 Cost = \$80/hr. for direct services & \$125/hr. for assistive technology evaluations
 Estimated Annual Cost = \$6,600

Braille Production
 Cost = \$55/hr. for production of print materials into Braille
 Estimated Annual Cost = \$10,000

Budget Amendments # 31, # 32, #33

CASWELL COUNTY SCHOOLS		BUDGET AMENDMENT # 31	
Caswell County Board of Education made the following resolution:			
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2018.			
Account Code	Description	Debit	Credit
4.3250.000.000.000.000.00	Sales & Use Tax Refund		2,733.07
4.4430.000.000.000.000.00	Parking Revenue		4,829.43
4.4490.000.000.000.000.00	Misc. Revenue		51,042.39
4.9100.001.532.000.000.00	BYE Renovation		24,745.11
4.6550.120.000.000.001.00	Activity Bus	83,350.00	
		83,350.00	83,350.00
Funding Source: Capital Outlay			
Justification: Budgeting funds for activity bus replacement.			
Total appropriation in current budget:			\$ 984,145.91
Amount of increase/decrease of amendment:			\$ 58,604.89
Total appropriation in amended budget:			\$ 1,042,750.80

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CASWELL COUNTY SCHOOLS	BUDGET AMENDMENT # 32		
Caswell County Board of Education made the following resolution:			
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2018.			
Account Code	Description	Debit	Credit
1.3100.000.000.000.000.00	Allocations from State Public School Fund		30,140.33
1.6610.003.151.000.000.00	Curriculum Support		7,208.06
1.7200.003.151.000.000.00	Child Nutrition Support	7,208.06	
1.5110.009.188.000.000.00	Annual Leave	19,996.67	
1.5830.009.188.000.000.00	Annual Leave	8,882.75	
1.6550.009.188.000.000.00	Annual Leave	277.05	
1.7200.009.188.000.000.00	Annual Leave	810.86	
1.5110.015.411.000.000.00	Technology Supplies	173.00	
		37,348.39	37,348.39
Funding Source: State			
Justification: Realigning funds to satisfy child nutrition match, annual leave payouts, and allotment revision #46			
	Total appropriation in current budget:		\$ 20,796,097.95
	Amount of increase/decrease of amendment:		\$ 30,140.33
	Total appropriation in amended budget:		\$ 20,826,238.28

CASWELL COUNTY SCHOOLS	BUDGET AMENDMENT # 33		
Caswell County Board of Education made the following resolution:			
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2018.			
Account Code	Description	Debit	Credit
2.6530.802.322.000.000.00	Natural Gas	26,000.00	
2.6550.056.322.000.000.00	Transportation-Natural Gas		5,362.77
2.8100.036.717.000.000.00	Charter Schools		10,866.58
2.8500.801.399.000.000.00	Contingency		9,770.65
2.6920.801.311.000.000.00	Legal Fees	10,000.00	
2.6932.801.311.000.000.00	Audit Fees		8,000.00
2.6942.002.311.000.000.00	Assistant Super. Contracted Services		2,000.00
		36,000.00	36,000.00
Funding Source: Local			
Justification: Realigning funds in anticipation of remaining expenses.			
	Total appropriation in current budget:		\$ 3,895,279.00
	Amount of increase/decrease of amendment:		\$ 0.00
	Total appropriation in amended budget:		\$ 3,895,279.00

Interim Spending Resolution

To: Caswell County Board of Education

From: Jeremy Teetor

Date: June 25, 2018

Subject: Interim Spending Resolution

A resolution is required to permit expenditure of all funds between July 1 and the adoption of budgets by the Board of Education. This request is to authorize expenditures at the same level as previously approved for the

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2017-2018 school year. Recommending a resolution at this spending level early in the fiscal year should not cause problems if additional cuts are required.

RESOLUTION: Be it, therefore, resolved that the Caswell County Board of Education authorizes an appropriation of funds at the same funding level as 2017-2018 for the purpose of paying salaries and usual and ordinary expenses for the period of July 1, 2018 until adoption of budgets for 2018-2019.

Gladys Garland, Chairperson

Dr. Sandra Carter, Superintendent

2. Resolution – Anne Smith Neal

Gordon Satterfield moved, seconded by Mel Battle to approve resolution for Anne Smith Neal, former employee who recently passed away. The motion carried unanimously.

*Resolution in Memorial and Appreciation
Of the Life of
Anne Smith Neal*

WHEREAS, Anne Smith Neal was born on March 6, 1926, and resided at 10596 NC Hwy 150, Reidsville, NC, 27320, at the time of her death on June 18, 2018, and

WHEREAS, Anne Neal was a faithful and loving mother and friend and her family’s welfare was her major and constant concern; and

WHEREAS, Anne Neal was born in Tarrytown, FL. She attended Pineland Junior College, FL, and was a graduate of Montreat College, NC, Emory University, GA, where she also served in the Army Cadet Corp., and Elon College, NC; and

WHEREAS, Anne Neal was a member of Bethesda Presbyterian Church, where she served as choir director and Sunday school teacher. She also volunteered with the Red Cross, teaching first-aid, and began a 4H program in Caswell County and was also a genealogist. She spent numerous hours volunteering for the county she loved so dearly all the while continuing to take care of her family, home, farm and community; and

WHEREAS, Anne Neal was an employee of Caswell County Schools and served as a teacher until her retirement; and

WHEREAS, Anne Neal will be remembered by her Community and Board of Education for her leadership and her commitment to education; and being known for her benevolence and servant’s heart to children; and

NOW THEREFORE BE IT RESOLVED that the Caswell County Board of Education wishes to honor the memory of Anne Neal and expresses its sympathy to her family by causing a copy of this Resolution to be spread upon the official minutes of the Board of Education and a copy forwarded to the family.

This the 25th day of June 2018.

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Gladys Garland, Chairman

Sylvia Johnson, Vice Chairman

Donna R. Hudson

Gordon Satterfield

Ross Gwynn, Jr.

Tracy Stanley

Mel O. Battle

Dr. Sandra Carter, Superintendent

3. Insurance Quotes 2018-2019

Surry Insurance:

Auto & Garage	\$34,264	Employers Mutual Casualty Insurance
Workers Comp	\$32,660	Employers Mutual Casualty Insurance
Boiler & Machinery	\$4,965	Travelers Property & Casualty Company
Crime	\$1,181	Travelers Casualty & Surety Company
Cyber Liability	\$9,858	National Union Fire Insurance Company
Active Shooter Coverage	\$1,500	National Union Fire Insurance Company
Student Accident	\$8,550	Young Group
Property & Terrorism	\$49,679	Department of Public Instruction

Dr. Carter recommended approval of the insurance quotes as presented. Tracy Stanley moved, seconded by Sylvia Johnson to approve insurance quotes. The motion carried unanimously.

4. Hourly Pay Schedule 2018-2019

Finance Director Jeremy Teetor reviewed the updated hourly pay schedule which includes a 2% increase that was recently passed by legislature for state employees. The schedule includes the 2% increase and reflects the step increases. Upon review, Dr. Carter recommended approval of the hourly pay schedule. Tracy Stanley moved, seconded by Donna Hudson to approve the hourly pay schedule as presented. The motion carried unanimously.

IV. REPORTS/UPDATES

Low Wealth Counties Supplemental Funding

Finance Director Jeremy Teetor reviewed information regarding issues the school system may face due to the recent decision from the county commissioners not to approve teacher supplements. Dr. Carter met with Chairman Nate Hall on Thursday and shared information on how this will impact the school system. He may agree to bring it up at their next meeting. Mr. Hall requested that the school system come up with an exact number needed that would not jeopardize the low wealth funding. Mr. Teetor has been in discussion with Department of Public Instruction and reviewed scenarios. Continued monitoring will take place regarding the average daily membership (ADM). If the ADM stays the same we will need an additional

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\$40,690 to avoid any issues with low wealth and small school funding. Mrs. Hudson shared that these funds pay for teacher salaries as well as custodians and clerical staff within the schools along with other areas. Mr. Teetor shared he will continue to monitor the numbers.

V. SUPERINTENDENT UPDATES

Strategic Plan / Vision & Mission Statement / Logo

Dr. Carter reviewed information on the strategic plan and explained the process of how teams worked together on the strategic plan. Contests were held for the vision/mission statement as well as the new logo. The scorecard also aligns with the strategic plan and will change accordingly. Dr. Carter asked input from the board.

Mel Battle shared he felt the vision and mission statements are good; however, he felt a similar logo with Stafford County in Virginia was already in place. Mr. Battle asked that Dr. Carter look at their website to see if it is similar. Dr. Carter stated she will put the logo on hold until further review.

Upon review, Dr. Carter recommended approval of the strategic plan, vision and mission statement as presented. Mel Battle moved, seconded by Gordon Satterfield to approve the strategic plan, vision and mission statement as presented and hold off on the logo until further notice. The motion carried unanimously.

Vision: Empower, Engage and Excel

Mission: Engaging all students in learning that will foster academic excellence, responsible citizenship, and lifelong learning.

Dr. Carter shared information from Emily Buchanan and JoAnna Gwynn regarding flexibility for seniors. The flexibility would be for seniors who are on track to meeting the minimum graduation requirements and are not in need of a full course load during the semesters of their senior year. They would be required to take a minimum of two courses, and this would not affect the average daily membership. This would eliminate scheduling unneeded and/or unwanted courses for seniors.

VI. CLOSED SESSION

Mel Battle 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. Tracy Stanley seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

Ross Gwynn made a motion to return to open session. Donna Hudson seconded the motion. The motion carried unanimously.

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VIII. PERSONNEL LISTING

Dr. Carter recommended approval of the personnel listing as presented.

Gordon Satterfield moved, seconded by Ross Gwynn to approve the personnel listing as presented. The motion carried unanimously.

Resignation	
Bartlett Yancey High School	Jenna Bengal, EC Teacher = Eff. 7/18/18
	Anna Foster, Social Studies Teacher = Eff. 7/13/18
	Darren Hooker, Custodian = Eff. 6/23/18
	Melinda McKinnon, Child Nut. Mgr. = Eff. 6/26/18
	Stephanie Hammock, Health Science Teacher = Eff. 7/13/18
N.L. Dillard Middle School	Jennifer Horton, EC Teacher = Eff. 6/12/18
	Kerry Duncan, Asst. Principal = Eff. 7/1/18
Stoney Creek Elementary	Jasmine Wilson, 3 rd Grade Reading/Social Studies Teacher = Eff. 7/15/18
	Edgar Zimmerman, Principal = Eff. 6/25/18
Transfers	
North Elementary	Anna Butts, 1 st Grade Teacher = Eff. 8/17/18 South to North
	Joel Johnson, PE Teacher = Eff. 8/17/18 Dillard to North
N.L. Dillard Middle School	Taylor Gauldin, Art Teacher = Eff. 7/1/18 BYHS to Dillard
	Susan Price-Cole, Middle School Math Instructional Coach = Eff. 7/1/18 Stoney Creek to Dillard
	Danielle Hall, 8 th grade English LA Teacher = Eff. 7/1/18 BYHS to Dillard
Stoney Creek Elementary	Terri Gullick, Principal = Eff. 7/1/18 Dillard to Stoney Creek Elementary
Retirement	
N.L. Dillard Middle School	Darnce Mims, Custodian = Eff. 8/1/18
Oakwood Elementary	Janice Sadler, Teacher Asst. = Eff. 8/1/18
Employment	

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N.L. Dillard Middle School	Janice Castle, Asst. Prin. = from 10-month employee to 11-month = Eff. 8/1/18
	Meghan Craft, 7 th grade math = Eff. 8/17/18
	Mary Stallings, 7 th grade math = Eff. 8/17/18
	Erin Weston, Special Education: Adaptive Curriculum = Eff. 8/17/18
	Darin Height, Custodian = Eff. 8/1/18
Oakwood Elementary	Anna Isaacs, School Counselor = Eff. 8/17/18
	Kirsten Viscount, Special Education Gen. Curr. Teacher = Eff. 8/17/18
Bartlett Yancey High School	Michael Olsen, Marketing Teacher = Eff. 8/17/18
EC Department	Jouette Rowe, Occupational Therapist = Eff. 8/17/18
Child Nutrition	Kenyada Graves, CN Asst. = Mobile Summer Feeding = Eff. 7/9/18
Contract Recommendation	Robert Thomas, Jr. = Math Teacher @ N.L. Dillard 4-yr. contract
Leave Notification	Tracey Bowman-Stone - Office Support/Cost Clerk/TIMS Coordinator = Eff. 6/18/18 - 7/27/18

Summer School Listing (Summer Camp 2018)

Julie Allen
Christine Crozier
Sue Cumbo
Stacey Gammon
Melissa Gillie-Lawson
Beth Griffin
Stephanie Hodges

Teletha Jones
Beth Kirby
Cynthia McNeil
Paige Wall
Logan Webb
Kathryn Wilmarth
Wendy Witty

Laura Salcedo & Jessica Ridge will split a position
Susan Price-Cole & Semond Coleman will split a position

Substitutes: Teacher substitutes: M. Mitchell, J. Lee, M. Parsons, L. Adkins, and other teachers, teacher assistants or substitutes currently employed or on the substitute list if needed.

Office substitutes: Other substitutes who are school employees trained to give medications and provide office support for camp will be needed to fill in for any dates that office staff and principals cannot cover.

Teacher Assistants for Camp

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Two teacher assistants (TAs) will be utilized at North. One will drive the EC bus and the other will ride it as well as work in the classroom during the day. Lutisha Pyles Rone and Sharone Stewart Hamlett will serve as the TAs at North for these needs.

IX. COMMUNICATIONS

- July 16, 2018 @ 9:00 a.m. will be the next scheduled board meeting and only meeting for the month of July
- July 4th holiday and two hours for employees who work 10-hours during the summer was discussed. Dr. Carter shared that Finance Director Jeremy Teetor stated this was illegal and she cannot recommend approval of this. Employees can use annual leave or comp time or take the two-hours as unpaid leave.
- Sylvia Johnson questioned if a home-schooled student is allowed to play sports at N.L. Dillard. It was shared that the state of North Carolina does not allow this and follows the North Carolina High School Athletic Association guidelines.
- Gordon Satterfield shared he received several calls from concerned parents regarding the \$36.5 million bond and the perception that maintenance department has not done their jobs over the years. He took the time to visit the high school earlier in the week and felt that the school was clean, there were some problems in the science labs and bathrooms but overall it was in good condition. He felt that Dr. Carter needs to stress upon the staff the importance of having pride and being vigilant in what the students are doing in the facility. Mr. Satterfield shared that he tried to find faults but could not find a lot. If issues occur the teachers need to report it. He also shared he reviewed the maintenance requests log and the high school has 44 pages of incidents for this month. He would like to see the requests from other schools.
- Gladys Garland shared she would like to let the central office staff know that the board appreciates the level of professionalism shown with job duties, dress code, etc.

X. BOARD MEMBER OBSERVATIONS

- None at this time.

XI. ADJOURN

Ross Gwynn made a motion to adjourn the regular meeting at 9:10 p.m., Sylvia Johnson seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on July 16, 2018 at 9:00 a.m. in the Caswell County Schools Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent