

# CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 12, 2018

The Caswell County Board of Education met in regular session on Monday, March 12, 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, Board Attorney Ron Bradsher, Nicole McGhee, Andrew Tyrrell, Jeremy Teetor, Jerry Hatchett, David Useche, Sheriff Tony Durden. 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 Tracy Stanley, to approve the minutes of the February 26, 2018 regular meeting and March 5, 2018 special called meeting minutes as presented. The motion carried unanimously. A minor change was noted by Sylvia Johnson to page 3 and will be corrected accordingly.

## **I. C. APPROVAL OF AGENDA**

Tracy Stanley moved, seconded by Donna Hudson to approve the revised agenda with addition of safety updates as presented. The motion carried unanimously.

## **I. D. ANNOUNCEMENTS**

Sheriff Tony Durden presented a check to Caswell County Schools in the amount of \$10,331 from drug forfeiture money.

## **I. E. PUBLIC COMMENTS**

None at this time.

## **II. UNFINISHED BUSINESS**

Sylvia Johnson moved, seconded by Mel Battle to remove Policy # 422, Administering Medication, from the table. The motion carried unanimously.

Dr. Carter recommended approval of Policy # 422, Administering Medication, as presented. Mel Battle moved, seconded by Donna Hudson to approve Policy # 422 as presented.

Tracy Stanley asked for clarification regarding the wording with over the counter labels and questioned who is actually trained as it lists school personnel. Another question included if emergency medication is available for students on the bus. Mr. Tyrrell responded that it is based on the student's needs and proper protocol is taken.

Sylvia Johnson suggested changing the wording on page 2 to "the original" in regards to labels.

# CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 12, 2018

Upon a motion and a second, Policy 422, Administering Medication, was approved unanimously with the change as noted.

*The board recognizes that students may need to take medication during school hours. The school district will administer medication prescribed by a health care practitioner for chronic health conditions, health conditions for which emergency measures may be required, or for acute illness that requires treatment during the school day upon the written request of the health care practitioner and the parents or legal guardian.*

*To minimize disruptions to the school day, medication should be taken at home rather than at school whenever feasible. School officials may deny a request to administer any medication that could be taken at home or when, in the opinion of the superintendent or designee in consultation with school nursing personnel, the administration of the medication by school personnel would pose a substantial risk of harm to the student or others.*

*The Caswell County School Board of Education and/or its agents assume no liability or responsibility for complications or side effects of medications when administered by school personnel in accordance with the instructions from the health care practitioner and the parent/legal guardian. Further, the Board of Education and/or its agents assume no liability or responsibility for complications or side effects of medications that are self-administered or administered by the parent or legal guardian or their representative.*

## A. STANDARDS FOR ADMINISTERING MEDICATION

*School employees are authorized to administer medication(s) to students when all of the following conditions are met. These conditions apply to all medications, including those available over the counter medications.*

- 1. Medication Authorization/Order:** *A health care practitioner must prescribe the medication for use by the student (prescription and/or over the counter medication) and has provided explicit written instructions for administration of the medication by completing the Authorization for Medication Administration Form;*
- 2. Certification of Necessity:** *The student's health care practitioner must certify that administration of the medication (prescription and/or over the counter) to the student during the school day is necessary;*
- 3. Parental Consent:** *The student's parent or legal guardian must request that medication be given at school by completing and signing the parent section of the Caswell County Authorization for Medication Administration Form. The form is only valid for the school year in which it is presented. A new completed form must be submitted each school year;*
- 4. Proper Container/Labeling:** *The parent must provide the medication in the original pharmacy-labeled container with directions for how and when the medicine is to be given. If the medication is available over the counter, it must be provided in the original container or packaging, labeled with the student's name. The label must match the order given by the health care practitioner and a reasonable quantity provided.*
- 5. Proper Administration:** *The employee must administer the medication pursuant to the health care practitioner's written instructions provided to the school by the student's parent or legal guardian and in accordance with professional standards.*

## B. PROCEDURES FOR ADMINISTERING MEDICATION

*The superintendent shall develop procedures for the implementation of this policy. The procedures and a copy of the policy must be made available to all students and parents each year. The superintendent's procedures should be developed according to the guidelines listed below.*

# CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 12, 2018

1. *The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medication.*
2. *Procedures for medication administration must be consistent with recommendations of the School Health Unit of the Children & Youth Branch of the N.C. Division of Public Health, as described in North Carolina School Health Program Manual.*
3. *Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the Policies Governing Services for Children with Disabilities. Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.*
4. *No student may possess, use, or transmit any drug or counterfeit drug prohibited by the Caswell County Code of Student Conduct.*
5. *The board generally encourages school personnel to administer medication from a centralized location. However, in all instances, whether from a centralized location or multiple locations, any medication maintained by the school district for a student must be kept secured and locked. Exceptions may be made for medications that require refrigeration or for emergency medications which must be immediately accessible.*
6. *All school personnel who will be administering medications must receive annual training.*
7. *Only medications clearly prescribed and intended for the student may be administered by school personnel. If school personnel have concerns regarding the appropriateness of medication or dosage for a student, a confirmation should be obtained from the student's health care practitioner prior to administering the medication or allowing the student to self-administer the medication.*
8. *Although efforts should be made not to disrupt instructional time, a parent has the right to administer medication to his or her child at any time while the child is on school property.*
9. *Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.*

## C. EMERGENCY MEDICATION

*Students who are at risk for medical emergencies, such as those with diabetes, asthma, or severe allergies, must have an emergency health care plan developed for them to address emergency administration of medication. Students must have an order from the health care practitioner and signed permission from the parent or legal guardian in order for emergency medication to be administered by school personnel while the student is at school, at a school-sponsored activity and /or while in transit to or from school or school-sponsored event.*

## D. STUDENT SELF ADMINISTERING EMERGENCY MEDICATION

*The board recognizes that students with certain health conditions like diabetes, asthma or an allergy that could result in an anaphylactic reaction, may need to possess and self-administer medication on school property in accordance with their individualized health care plan or emergency health care plan. As used in this section of the policy, "medication" refers to a medicine prescribed for the treatment of diabetes, asthma, or anaphylactic reactions and includes insulin or a source of glucose, a prescribed asthma inhaler, or a prescribed epinephrine auto-injector. The superintendent shall develop procedures for the possession and self-administration of such medication by students on school property during the school day, at a school-sponsored activity, and/or while in transit to or from school-sponsored event.*

### 1. Authorization to Self-Administer Medication

*Before a student will be allowed to self-administer medication pursuant to this section and [G.S. 115C375.2](#), the following requirements must be met:*

- a. *written authorization from the student's parent or legal guardian for the student to possess and self-administer the medication;*
- b. *a written statement from the student's health care practitioner verifying that:*
  1. *the student has diabetes or asthma, or an allergy that could result in anaphylactic reaction;*

## CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 12, 2018

2. *the health care practitioner prescribed the medication for use on school property during the school day, at a school-sponsored activity, or while in transit to or from school or school-sponsored event; and*
  3. *the student understands, has been instructed in self-administration of the medication and has demonstrated the skill level necessary to use the medication and any accompanying device;*
- c. *a written health care plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's diabetes, asthma, or anaphylaxis episodes and for medication use by the student;*
  - d. *a statement provided by the school system and signed by the student's parents acknowledging that the board of education and its agents are not liable for injury arising from the student's possession and self-administration of the medication; and*
  - e. *any other documents or items necessary to comply with state and federal laws.*

*Prior to being permitted to self-administer medication at school, the student also must demonstrate to the school nurse, the skill level necessary to use the medication and any accompanying device.*

*The student's parent or legal guardian must provide to the school backup medication that school personnel are to keep in a location to which the student has immediate access in the event the student does not have the required medication.*

*All information provided to the school by the student's parent or legal guardian must be reviewed by the school nurse and kept on file at the school in an easily accessible location. Any permission granted by the principal or designee for a student to possess and self-administer medication will be effective only for the school year in which it is submitted. A new completed form must be submitted each school year.*

### 2. *Responsibilities of the Student*

*A student who is authorized in accordance with this policy to carry medication for self-administration must carry the medication in the original labeled container with the student's name on the label.*

### 3. *Consequences for Improper Use*

*A student who uses his or her medication in a manner other than as prescribed or who permits another person to use the medication may be subject to disciplinary action pursuant to the Caswell County Code of Student Conduct. However, school officials shall not impose disciplinary action on the student that limits or restricts the student's immediate access to the diabetes, asthma or anaphylactic medication.*

*The school district discourages students from bringing prescription and non-prescription medications to school and from self-administering medication without the assistance or knowledge of school officials. The school district assumes no responsibility for students who self-medicate or for the transportation of medication to and from school. Students who self-medicate must follow the administrative rules regarding self-medication procedures or risk possible violation of the drug and alcohol provisions of the Caswell County Code of Student Conduct.*

Tracy Stanley moved, seconded by Sylvia Johnson to remove Policy # 537, Staff Insurance Program, from the table. The motion carried unanimously.

Upon no questions, Dr. Carter recommended approval of Policy # 537, Staff Insurance Program, as presented. Tracy Stanley moved, seconded by Ross Gwynn to approve Policy # 537 as presented. The motion carried unanimously.

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**

**March 12, 2018**

*The State of North Carolina provides a group hospitalization for all full-time employees, paying for the majority of the cost for the employee and providing the option for the employee to purchase additional coverage for dependents. Payroll deductions are made for the additional coverage cost.*

*Full-time employees are offered insurance and must enroll or decline within the first thirty (30) days of employment. Employees may enroll at a later date but may have restrictions imposed by the health insurance provider.*

**Architect Quote**

Discussion took place regarding the renovations for the bathrooms and revisited the quote provided by Alley, Williams, Carmen & King, Inc.

Sylvia Johnson moved, seconded by Gordon Satterfield to approve Proposal Three in the amount of \$18,000. Proposal Three is to design an enclosed access corridor between the two buildings and to construct new restrooms attached to this corridor.

Mr. Gwynn questioned how long this proposal is good? Mr. Hatchett responded that he felt it would fall back to their hourly rate. Tracy Stanley questioned what the hourly rate is. Mr. Hatchett will confirm and share the information with Dr. Carter.

Upon no further questions, the motion carried unanimously.

**III. NEW BUSINESS**

**1. Consent Agenda**

Dr. Carter recommended approval of the consent agenda as presented. Mel Battle moved, seconded by Sylvia Johnson to approve the consent agenda as presented.

Dr. Carter noted that the invoice from Pearson is for Success Maker. Mel Battle questioned why there is only one quote from Camcor for the Smart Boards. Donna Hudson questioned the scan sheets. It was shared this is for a two-year supply.

Upon no further question, the motion carried unanimously.

- a. Requests for Transfer (2018-2019)
- b. Budget Amendments # 21 - # 22
- c. Apperson Invoice
- d. Pearson Invoice
- e. Smart Boards / CTE

Requests for Transfer

Baker, Maci	Caswell to Alamance-Burlington	7 <sup>th</sup> grade (2018-2019)
Wiley-Aldridge, Jaylen	South to Stoney Creek	4 <sup>th</sup> grade (2017-2018)

Budget Amendments # 21 & # 22

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**  
**March 12, 2018**

CASWELL COUNTY SCHOOLS		BUDGET AMENDMENT # 21	
Caswell County Board of Education made the following resolution:			
Be it resolved that the following amendments be made to the Budget Resolution for this fiscal year ending June 30, 2018.			
Account Code	Description	Debit	Credit
1.3100.000.000.000.000.00	Allocations from State Public School Fund		8,115.97
1.5400.009.184.000.000.00	Longevity Pay	3,638.60	
1.5820.009.188.000.000.00	Annual Leave Payout	572.76	
1.6550.009.184.000.000.00	Longevity Pay	3,538.14	
1.6720.009.184.000.000.00	Longevity Pay	139.47	
1.5110.015.411.000.000.00	Technology Supplies	1,053.17	
1.5110.015.312.000.000.00	Technology Workshops	227.00	
1.8100.015.472.000.000.00	Sales & Use Tax Refund		1,053.17
		<b>9,169.14</b>	<b>9,169.14</b>
<b>Funding Source: State</b>			
<b>Justification: Allotment Revision #33, Adjusting for Longevity and Technology portion of local sales tax refund.</b>			
	Total appropriation in current budget:		<b>\$ 20,635,295.78</b>
	Amount of increase/decrease of amendment:		<b>\$ 9,169.14</b>
	Total appropriation in amended budget:		<b>\$ 20,644,464.92</b>

CASWELL COUNTY SCHOOLS		BUDGET AMENDMENT # 22	
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
3.5120.017.312.000.000.00	CTE Workshops	635.59	
3.8100.017.392.000.000.00	Indirect Cost		53.16
3.8100.017.472.000.000.00	Sales & Use Tax Refund		582.43
3.5330.050.411.000.000.00	Title I Supplies	76,002.15	
3.5340.050.121.000.000.00	Pre-K Teacher		53,512.18
3.6300.050.113.000.000.00	Title I Director		18,941.36
3.8100.050.392.000.000.00	Indirect Cost		2,211.08
3.8100.050.472.000.000.00	Sales & Use Tax Refund		1,337.53
3.5210.060.142.000.000.00	EC TA	225,810.99	
3.5840.060.311.000.000.00	EC Nursing Contracted Services	55,440.00	
3.6200.060.151.000.000.00	EC Office Personnel	22,563.31	
3.6550.060.147.000.000.00	EC Bus Monitor		23,942.86
3.8100.060.392.000.000.00	Indirect Cost		12,560.00
3.8100.060.472.000.000.00	Sales & Use Tax Refund		522.84
3.8200.060.399.000.000.00	Unbudgeted Carryover		266,788.60
3.5210.082.312.000.000.00	EC SIP Workshops	17.89	
3.8100.392.000.000.000.00	Indirect Cost	0.78	
3.8100.472.000.000.000.00	Sales & Use Tax Refund		18.67
3.5230.119.312.000.000.00	IDEA Preschool Workshops	34.10	
3.8100.119.392.000.000.00	Indirect Cost	1.50	
3.8100.119.472.000.000.00	Sales & Use Tax Refund		35.60
		<b>380,506.31</b>	<b>380,506.31</b>
<b>Funding Source: Federal</b>			
<b>Justification: Budgeting sales tax refund for federal programs. Adjusting Title I and EC to reflect approved plans.</b>			
	Total appropriation in current budget:		<b>\$ 1,227,589.20</b>
	Amount of increase/decrease of amendment:		<b>\$ 1,159.54</b>
	Total appropriation in amended budget:		<b>\$ 1,228,748.74</b>

Apperson Invoice / Amount: \$7,768.70  
 (Scan Sheets)

Pearson Invoice / Amount: \$18,681.25  
 (Success Maker / Qty: 1400 @ \$12.50 each)

SMART Boards (Qty. of 6 for remaining CTE classrooms @ BYHS)  
 Camcor / \$25,250.86



## CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 12, 2018

### IV. REPORTS/UPDATES

Dr. Carter shared information on a budget proposal to present to the county commissioners. Per County Manager, Bryan Miller, he requested that budgets be submitted by the end of March. Dr. Carter stated she would like to add an addendum to include the duties of the current social worker and list the needs of an additional social worker.

Board members voiced concerns with additional money needed to increase security noting metal detectors, etc. Upon discussion, Mel Battle suggested coming back to this topic later in the meeting.

Andrew Tyrrell shared updates with the board regarding safety. He is working closely with the sheriff's department noting that Mr. Underwood (with the sheriff's office) has developed plans of all schools. Mr. Tyrrell has met with school counselors and currently working with students to make them feel more comfortable in reporting situations they are aware of. Mr. Tyrrell is continuing to work on securing a SRO grant.

Board members felt that information needs to be sent out to parents to inform them of what is being done, what an actual lock down means, etc. Tracy Stanley suggested that all staff needs training with mental health. Gordon Satterfield felt that something should be listed on the website showing what safety measures are being done in the school and send out a phone call message to direct parents to look at the website and review this information. Mrs. Garland questioned metal detectors within the school.

Mr. Tyrrell shared information for the March 14, National Walkout Day, and stated an assembly program is planned for the high school. Mr. Gwynn questioned what was planned for the middle school. At this time, nothing has been planned for N.L. Dillard. Discussion took place on what the consequences would be if students actually walked out. It was suggested from the board that some type of program should be planned for the middle school as well.

Mr. Satterfield questioned if parents have been made aware of the assembly plans for the high school. Dr. Carter said that Ms. Gwynn can send an alert message out to the parents. Board Attorney Ron Bradsher advised to have a specific person assigned at the school to deal with the public, media, etc. in the event the students walk out. He also suggested having a written statement prepared.

Mr. Satterfield questioned when the board can sit down as a group and look at costs, plans and scenarios for each school to prevent situations from occurring. He felt that an outside source may be needed to come and assess each school and give ideas and suggestions for the board to review.

The Board of Education resumed discussion on the budget proposal at this time.

Board Attorney suggested discussing safety issues with the sheriff's office as a joint effort to assist with safety concerns when presenting to the county commissioners. Mr. Bradsher suggested contracting with outside agencies for metal detectors or using outside security. Mr. Bradsher suggested meeting with Captain Gwen Brandon and see what his suggestions are. He also suggested that both the school board and sheriff's office meet with county commissioners to show the need for security within the schools of Caswell County rather than the school system trying to find the additional money needed to enhance security.

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**

**March 12, 2018**

Dr. Carter stated she will add safety to the budget proposal. Board members voiced the need to wait on the budget until the board can meet again to discuss safety needs in more detail. Mr. Satterfield felt that the board needs a report on each school and what the recommendations are. He stated we need a plan first before you can put a cost on it. Board Attorney Ron Bradsher felt the deadline the county manager gave will not allow the board enough time to thoroughly review what is needed. He advised to share information with the public on what we are doing and inform the county manager we are not capable of submitting a budget until safety needs are decided upon.

Dr. Carter recommended putting a plan together. Donna Hudson was in agreement with Mr. Bradsher, that we need more information and input from other sources.

**V. SUPERINTENDENT UPDATES**

- Dr. Carter shared that a presentation will be shared with the Board of Education at the next meeting from Danville Regional Foundation and Caswell Family Medical Center on a school based health center. This will show what an actual center is comprised of. They would like to receive feedback to see if there is any interest prior to pursuing a planning grant.

**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. Sylvia Johnson seconded the motion. The motion carried unanimously.

**VII. OPEN SESSION**

Sylvia Johnson made a motion to return to open session. Ross Gwynn seconded the motion. The motion carried unanimously.

**VIII. PERSONNEL LISTING**

Dr. Carter recommended approval of the personnel listing as presented. Sylvia Johnson moved, seconded by Donna Hudson to approve the personnel listing as presented. The motion carried unanimously.

<b>Resignation</b>	
<b>N.L. Dillard Middle School</b>	Kimberly Hinrichs, 7 <sup>th</sup> grade Math Teacher = Eff. Feb. 27, 2018 (date change)
<b>Bartlett Yancey High School</b>	Meredith Rudisill, Science Teacher = Eff. 4/4/18
<b>Retirement</b>	
<b>North Elementary</b>	Brenda Floyd, 2 <sup>nd</sup> grade = Eff. 7/1/18
<b>Oakwood Elementary/N.L. Dillard</b>	Eva Neal, CN Asst. (Dillard) / Bus Aide (Oakwood) = Eff. 6/8/18

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**

**March 12, 2018**

<b>Leave Notification</b>	
<b>Stoney Creek Elementary</b>	Rose Graves, 4 <sup>th</sup> grade = Eff. 4/25/18
<b>Oakwood Elementary</b>	Jamie Horsley, Teacher Asst. = 3/22/18
<b>Employment</b>	
<b>Transportation / Bus Drivers</b>	
<b>Bartlett Yancey High School</b>	Dayna Beck = Eff. 3/13/18
<b>District wide</b>	Keith Smith = Eff. TBD (pending pre-employment data)
<b>Termination</b>	
<b>Oakwood Elementary</b>	Ida Chaney, EC Teacher Asst. = Eff. 3/6/18

Dr. Carter recommended approval of salary increase to Finance Director Jeremy Teetor in the amount of \$5,000 with a yearly evaluation in March 2019. If evaluation is positive, the salary will be brought to the same amount as Assistant Superintendent Andrew Tyrrell. Ross Gwynn moved, seconded by Sylvia Johnson to approve salary increase to Finance Director Jeremy Teetor in the amount of \$5,000 with a yearly evaluation in March 2019. If evaluation is positive, the salary will be brought to the same amount as Assistant Superintendent Andrew Tyrrell. The motion carried unanimously.

Dr. Carter recommended approval of internal posting of Lead Transportation Mechanic, Salary Grade 67, within the Transportation Department mechanics. Sylvia Johnson moved, seconded by Tracy Stanley. The motion carried 5-2 with Battle and Satterfield voting "No."

Dr. Carter recommended approval for board to uphold prior decision to terminate Ida Chaney after hearing grievance concerns. Tracy Stanley moved, seconded by Gordon Satterfield to uphold superintendent's decision to terminate Ida Chaney. The motion carried unanimously. Dr. Carter will write a follow-up letter to Ms. Chaney.

**IX. COMMUNICATIONS**

None at this time.

**X. BOARD MEMBER OBSERVATIONS**

None at this time.

**XI. ADJOURN**

Ross Gwynn made a motion to adjourn the regular meeting at 1:30 p.m., Sylvia Johnson seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on March 12, 2018, at 9:00 a.m. in the Caswell County Schools Administration Building.

---

Gladys Garland  
Chairman

---

Dr. Sandra Carter  
Superintendent