

CASWELL COUNTY BOARD OF EDUCATION MINUTES

November 19, 2018

The Caswell County Board of Education met in regular session on Monday, November 19, 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, Ross Gwynn, Gordon Satterfield, Donna Hudson, and Tracy Stanley. Others present include Superintendent Dr. Sandra Carter, Nicole McGhee, Carla Murray, JoAnna Gwynn, Emily Buchanan, Medina Jones, Jennifer O'Briant, Terri Gullick, Franchesca Gantt, Vennie Beggarly, Angela Underwood, Steve Evans, Carol Boaz, Jerry Hatchett, Amy Chandler, Adam Scepurek, David Useche, Anthony Leak, and Wayne Owen. 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 Donna Hudson, to approve the minutes of the October 22, 2018 regular meeting as presented. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

Dr. Carter recommended approval of revised agenda as presented. Mel Battle moved, seconded by Sylvia Johnson to approve the revised agenda as presented. The motion carried unanimously.

I. D. ANNOUNCEMENTS

Chairman Gladys Garland expressed thanks to Mr. Gordon Satterfield for filling the interim seat on the Board of Education and also thanked Mrs. Sylvia Johnson for her service of 16 years. Mrs. Garland noted that she will be missed. A reception is planned for the afternoon.

Dr. Carter also expressed thanks to Mr. Satterfield for his time and service and to Mrs. Johnson for her dedication and service to the students and staff of Caswell County Schools.

Dr. Carter shared that the Board of Education recently received an award for Master Board Status (Level 1) at the North Carolina School Boards Association Annual Conference.

Dr. Carter recognized Oakwood and Stoney Creek on receiving the Green Ribbon for Positive Behavior Intervention System (PBIS).

Dr. Carter shared that the bond results supporting the construction of a new high school were very significant in the vote which resulted in 61.22% in favor and 38.78% against.

Personnel Director Nicole McGhee introduced Ann Paschal to the Board of Education. Ms. Paschal was recently hired for the finance department.

I. E. PUBLIC COMMENTS

None at this time.

CASWELL COUNTY BOARD OF EDUCATION MINUTES
November 19, 2018

II. AUDITORS REPORT

Adam Scepurek with Anderson Smith & Wike PLLC shared an overview of the auditor's report.

An investment of idle cash was questioned by the auditing company. During the current fiscal year (ending June 30, 2018) the Board opened an investment account to invest idle funds. Within this account the Board purchased investments that violated State law (G.S. 115C-443) because their maturity exceeded the allowable 18 months after the date of purchase or the security was invested in obligations outside the State of North Carolina. Anderson, Smith, & Wike PLLC recommend that management update their investment policies and monitor investment activity to ensure compliance with State law (G.S. 115C-443). Upon notification of the violation, management took steps to sell the investments that violated State Law and update their investment strategy with their investment advisors.

Mr. Scepurek noted that the incident was covered by the bank, who took responsibility for making out of compliance investments and the school system is now back in compliance.

Mel Battle questioned when the investments were purchased? Mr. Scepurek shared they were purchased throughout January to maximize the return on idle cash. When doing this, you are limited to 18-months, which were exceeded. Also, investments need to be North Carolina State investments.

Donna Hudson shared that although the bank has made things right, the bank should have made the Board of Education aware. Mr. Scepurek agreed and noted that the bank that is used does a lot of business in Virginia and a common use agreement form was used. Going forward the bank should develop a strategy and adhere to North Carolina law.

Mr. Scepurek shared that his firm audits 50 schools and no other district invests in idle cash outside of using the STIF (Short Term Investment Fund) or NC Management Trust. At one point the interest rate was basically nothing; however, the rate is increasing and when you use outside investments you are also paying an investment fee. You are continuously chasing interest rates by using outside investments. This will be a management decision on how to proceed.

Dr. Sandra Carter shared that the bank took 100% responsibility and refunded the amount as well as reimbursed the amount we would have earned over the term of the investment.

Mr. Scepurek suggested that going forward the Board of Education and management should be included when you invest idle cash. The remainder of the audit received an unmodified opinion which is basically a "clean report."

Two items noted were shared from Page 15 and included Exhibits 3 and 4. Income statement by fund added \$291,496 from general fund balance and \$151,442 was moved to other special revenue.

Dr. Carter recommended approval of the audit report. Gordon Satterfield moved, seconded by Tracy Stanley to approve the audit report as presented. The motion carried unanimously.

III. UNFINISHED BUSINESS

Sylvia Johnson moved, seconded by Mel Battle to remove Policy # 200, Code of Ethics for School Board Members, from the table. The motion carried unanimously.

CASWELL COUNTY BOARD OF EDUCATION MINUTES

November 19, 2018

Dr. Carter recommended approval of the changes to Policy # 200 as presented. Sylvia Johnson moved, seconded by Ross Gwynn to approve Policy # 200 as presented.

Donna Hudson expressed concerns with Item # 15 and reminded board members that she felt board members should refrain from listening to complaint's as there may be issues that come to the board and may require recusing yourself from the situation. Discussion took place and Chairman Garland reminded board members to be aware; however, Item # 15 addresses refraining from investigating the situation on your own. If situations arise they should be shared with the Superintendent.

Upon no other discussion the motion to the second reading of Policy # 200, Code of Ethics for School Board Members, was unanimously approved.

Policy # 200, Code of Ethics for School Board Members

The board recognizes that, collectively and individually, all members of the board must adhere to a code of ethics as required by G.S. 160A-83 and G.S. 115C-47(57).

A. Board Member Ethical Requirements

The following considerations will guide each board member in the performance of his or her official duties:

- 1. the need to obey all applicable state and federal laws regarding official actions taken as a board member;*
- 2. the need to uphold the integrity and independence of the board member's office;*
- 3. the need to avoid impropriety in the exercise of the board's and board member's official duties;*
- 4. the need to perform faithfully the duties of the office; and*
- 5. the need to conduct the affairs of the board in an open and public manner, complying with all applicable laws governing open meetings and public records.*

B. Additional Board Member Commitments

Each member of the board commits to the following:

- 1. attend all regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;*
- 2. endeavor to make policy decisions only after full discussion at publicly held board meetings;*
- 3. render all decisions based on the available facts and independent judgment and refuse to surrender that judgment to individuals or special interest groups;*
- 4. encourage the free expression of opinion by all board members and seek systematic communications between the board and students, staff and all elements of the community;*
- 5. work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent;*
- 6. communicate to other board members and the superintendent expressions of public reaction to board policies and school programs;*
- 7. learn about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the state and national school boards associations;*
- 8. comply with North Carolina General Statute 115C-50 by earning annually the required 12 hours of training;*
- 9. comply with G.S. 160A-84 by earning two hours of ethics education within 12 months of election or appointment to the board;*
- 10. support the employment of those persons best qualified to serve as school employees and insist upon a regular and impartial evaluation of all employees;*

CASWELL COUNTY BOARD OF EDUCATION MINUTES

November 19, 2018

11. *avoid being placed in a position of conflict of interest and refrain from using the board member's position on the board for personal or partisan gain;*
12. *take no private action that will compromise the board of administration and respect the confidentiality of information that is privileged under applicable law; and*
13. *remember always that a board member's first and greatest concern must be the educational welfare of the students attending the public schools.*
14. *respect the confidentiality of information that is privileged under applicable law and refrain from unauthorized disclosure of matters discussed in closed session;*
15. *refrain from investigating or attempting to resolve complaints received personally, but instead direct complainant to follow the board's complaint or grievance process to resolve concerns.*
16. *recuse from promoting and/or voting on contracts, employment or other matters that directly involve a spouse or immediate family member.*

All newly elected board members are expected to sign a code of ethics statement that includes these provisions at the organizational meeting of the board.

IV. NEW BUSINESS

1. Consent Agenda

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

a. Follett – Renewal Quote

(Follett is the hosted service for both Library and Resource Manager inventory and circulation for all schools and the Central Office).

Quote Total: \$11,805.15 / State Technology funds (PRC 015)

2. SpyGlass Snapshot Audit Agreement

Dr. Carter recommended approval of SpyGlass Snapshot Audit Agreement as presented. This company will audit the telephone and internet bills. The only thing that could occur is to gain money back. Sylvia Johnson questioned if this would affect the e-Rate funding we receive. Mr. David Useche responded that it would not.

Mel Battle moved, seconded by Tracy Stanley to approve agreement with SpyGlass Snapshot Audit company. The motion carried unanimously.

Note: If there are savings found, the school system can decide to implement the savings or not implement. If the system decides to implement the cost savings, the fee to SpyGlass would be dependent on the savings implemented. If the district decides to pursue the cost savings, the fee to SpyGlass would come from the local telephone budget (2.6510.802.341.000.000.00).

3. Resolutions

Vice Chairman Sylvia Johnson and Chairman Gladys Garland read aloud resolutions for Sarah Bradsher and Kate Hope respectively. Gordon Satterfield moved, seconded by Sylvia Johnson to approve the resolutions as presented. The motion carried unanimously.

CASWELL COUNTY BOARD OF EDUCATION MINUTES

November 19, 2018

*Resolution in Memorial and Appreciation
Of the Life of
Sarah Winstead Bradsher*

WHEREAS, Sarah Winstead Bradsher was born on November 9, 1948, and resided at 598 Slade Road, Blanch, NC, 27212 at the time of her death on October 20, 2018, and

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

WHEREAS, Sarah Bradsher graduated from Person County High School and Meredith College. She earned her Masters of Math from UNC at Greensboro; and

WHEREAS, Sarah Bradsher was an active member of Purley United Methodist Church and enjoyed volunteering her services within the community; and

WHEREAS, Sarah Bradsher was an employee of Caswell County Schools as a math teacher. She was a well loved and respected teacher among her students and colleagues long after her retirement; and

WHEREAS, Sarah Bradsher 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 Sarah Bradsher 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 19th day of November 2018.

Gladys Garland, Chairman

Sylvia Johnson, Vice Chairman

Donna R. Hudson

Gordon Satterfield

Ross Gwynn, Jr.

Tracy Stanley

Mel O. Battle

Dr. Sandra Carter, Superintendent

*Resolution in Memorial and Appreciation
Of the Life of
Kate Jeffreys Hope*

WHEREAS, Kate Jeffreys Hope was born on November 30, 1926, and resided at 3642 NC Hwy 57, Milton, NC, 27305, at the time of her death on November 1, 2018, and

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

CASWELL COUNTY BOARD OF EDUCATION MINUTES

November 19, 2018

WHEREAS, Kate Hope was an employee of Caswell County Schools and served as a teacher in the district until her retirement; and

WHEREAS, Kate Hope 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 Kate Hope 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 19th day of November 2018.

Gladys Garland, Chairman

Sylvia Johnson, Vice Chairman

Donna R. Hudson

Gordon Satterfield

Ross Gwynn, Jr.

Tracy Stanley

Mel O. Battle

Dr. Sandra Carter, Superintendent

4. School Improvement Plans

School Improvement Plans were presented for all schools.

Comments made after presentations include:

Bartlett Yancey High School

Gordon Satterfield shared comments at the end of the presentation of Bartlett Yancey High School Improvement Plan and noted this comment was for all schools. In his opinion, public perception is not good and the public does not feel they are welcome at the schools. The United Methodist Conference has pushed the local churches to become more involved with the schools and reminded principals to reach out to pastors in the community and tell them what they have to do as far as safety measures (approved volunteers, etc.)

JoAnna Gwynn expressed that Bartlett Yancey High School has reached out and some local churches have paid off student cafeteria debts.

Tracy Stanley shared that she has seen a difference at the high school this year.

Ross Gwynn inquired on the Eureka Math and felt that the most recent training was not effective from comments he had heard and the training was not centered toward the high school math. Mrs. Emily Buchanan responded that the launch session was very structured and resources were shared. She felt that once the teachers found out the training was for grades 6-12 that some teachers may have tuned the instructor out but she felt it was very useful. The teachers that participated from N.L. Dillard Middle School embraced it. Mr. Gwynn questioned what will happen to our students if it takes 1-2 years for our teachers to grasp the Eureka Math.

CASWELL COUNTY BOARD OF EDUCATION MINUTES

November 19, 2018

Mr. Gwynn questioned Ms. Gwynn on how the Eureka Math is aligned with the NC curriculum. Ms. Gwynn responded that the biggest concern is with Algebra and Geometry and teachers say they do not have time to align it. It does provide framework and structure and she plans to work with teachers to assist them. She mentioned including Jamie Buchanan and using the instructional coach along with the math coach from the middle school to assist our teachers.

Mrs. Buchanan shared that training began in March prior to the school year with in-house training (Buchanan and instructional coaches). She also noted that we cannot select the instructor that is sent to do the training. A list of questions was sent to the instructor and the instructor felt we are in a very good place.

Mel Battle shared he was impressed with South Lenoir High School (Lenoir County) with improvements they have made. A presentation was shared at the North Carolina School Boards Association Annual Conference he recently attended. He suggested Ms. Gwynn reach out to them.

Donna Hudson questioned what subject area has traditionally resulted in the lowest scores. Ms. Gwynn responded Math I. Mrs. Hudson was glad to see something else being used and how we can stick with this to make it work. Although we are experiencing growing pains she applauded the system for doing something different.

N.L. Dillard Middle School

Tracy Stanley thanked the principal noting that teachers are keeping their websites updated.

Sylvia Johnson shared she recently visited N.L. Dillard and the students were well behaved and she saw good things happening.

Ross Gwynn also shared that he felt that needed changes are taking place and Ms. Gantt is doing a great job.

North Elementary

Mel Battle questioned Indicator # 3. Ms. Murray explained that the principal and instructional coach both provide feedback on lesson plans; however, the walk-throughs come back as a whole team.

Donna Hudson shared that she hoped time is well spent during the PLCs and not just reviewing lesson plans. Ms. Murray responded that data is being reviewed and looking at ways to monitor the data.

Ross Gwynn questioned what is being done to reduce the number of suspensions? Ms. Murray responded that she is using different strategies and looking at ways to reward students for doing something good. She shared examples of small incentives.

At this time, Chairman Gladys Garland called for a five-minute break.

Oakwood Elementary

Ross Gwynn questioned if the school guidance counselor has a regular class? Ms. O'Briant responded that she does not have classes all day every day; however, she is used in enhancement classes. Mr. Gwynn questioned what happens if a problem occurs with a student

CASWELL COUNTY BOARD OF EDUCATION MINUTES

November 19, 2018

and how this is handled. Ms. O'Briant responded that if an emergency occurs, staff will cover the class for the counselor.

Mel Battle questioned the two-hours of math and how this is handled. Ms. O'Briant responded that depending on the lesson for the day, math is done in a group block of instruction. The teacher meets with smaller groups while others are working in group stations. Mr. Battle questioned if every elementary school is doing this? Ms. O'Briant responded "no."

Donna Hudson questioned with the block of times for math how does this integrate social studies and science? Ms. O'Briant responded that the ELA block includes non-fiction books that align with social studies and math. Fifth grade is still allotted dedicated time for social studies and science.

Tracy Stanley questioned if the smart board that was requested previously was purchased? Ms. O'Briant responded "yes."

South Elementary

(No questions)

Stoney Creek Elementary

Tracy Stanley questioned Mrs. Gullick, as she came from a school that used Eureka Math, on her thoughts. Mrs. Gullick responded that there will be learning pains and it includes training for teachers, students and parents.

Ross Gwynn asked what her reasonable expectations are.

Mrs. Gullick responded that it will take time but you will see results. Continuous feedback is needed and to follow through with fidelity. It will take over a year or possibly two years to fully implement the strategies and for teachers to learn as well.

Mrs. Gullick shared examples of several churches that have contacted her. She also shared that the guidance counselor does a wonderful job at the school and is in the classroom at times. She meets with students and is meeting their needs socially and emotionally.

Dr. Carter thanked the principals for working diligently on these plans as well as Carol Boaz and Emily Buchanan. Ms. O'Briant, Oakwood Elementary and Mrs. Gullick, Stoney Creek Elementary School both made academic growth for the 2017-2018 school year. Congratulations were expressed on this accomplishment.

Upon no further questions or comments, Dr. Carter recommended approval of all School Improvement Plans as presented. Tracy Stanley moved, seconded by Ross Gwynn to approve the School Improvement Plans as presented. The motion carried unanimously.

5. Caswell Online

Dr. Carter reviewed a proposal to begin the process of developing Caswell Online course opportunities for high school students. This initiative will assist in providing additional course offerings to students beyond what is available during the regular school day. It may also assist when we have prolonged teacher absences, if a Caswell Online course is available. A Facilitator job description was shared for Caswell Online as well as a CEU (Continued Education Units)

CASWELL COUNTY BOARD OF EDUCATION MINUTES

November 19, 2018

outline. This will be offered at the high school level and if successful it could be implemented at the middle school.

Dr. Carter shared how the process would include training teachers to teach online to earn CEU credits. From those successful in completing "How to Teach Online," they have an opportunity to submit proposals for an online course. Selected teachers (who have history of student achievement) then go through a semester of creating an online course. At the end of the semester, those who have completed the course will receive a stipend. There will be staff who "vet" the courses. Once complete, students will be able to register for the courses. The teacher, facilitator and staff vetting courses receive a stipend based on number of students. All of this occurs outside of the school day.

Questions and discussion took place regarding the implementation. Upon no further questions, Dr. Carter recommended approval of the development and implementation of Caswell Online as presented. Gordon Satterfield moved, seconded by Donna Hudson to approve Caswell Online as presented. Funding will be used from Federal Funds (Title IV - 3.5310.108.192). The motion carried unanimously.

6. Transportation Support Personnel

Dr. Carter reviewed a job description for an additional office support person in the transportation department. She also noted that per Transportation Director, Anthony Leak that we have additional funds and if not used, they will be reverted back to the State. Dr. Carter shared that the assistant principals and principals spend excessive time calling for substitute drivers and felt they need additional support in this area. This position will also assist in the recruitment of bus drivers, line up professional development, and check buses in and out as well as county vehicles.

Considerable discussion took place regarding this position. Upon review, Mel Battle asked that this be held until after closed session.

Dr. Carter also shared that discussion will need to take place for an additional activity bus in the near future.

V. REPORTS/UPDATES

None at this time.

VI. SUPERINTENDENT UPDATES

Assistant Superintendent Andrew Tyrrell shared information on a potential after-school care program at Stoney Creek Elementary. He shared that information and a survey was shared with parents. Based on the survey results there seems to be enough interest to pursue. At this time he would like to advertise for an after-school care position and look at moving forward. Additional information will be brought back to the board. Based on the data the program appears to be sustainable.

Dr. Carter recommended approval of moving forward with after-school care at Stoney Creek Elementary. Tracy Stanley moved, seconded by Mel Battle to move forward with posting the position and job description requirement as discussed. The motion carried unanimously.

CASWELL COUNTY BOARD OF EDUCATION MINUTES

November 19, 2018

Dr. Carter discussed the school bond and where we are with moving forward with construction for the high school. A timeline was reviewed and a copy of the Request for Proposal (RFP) was shared along with an addendum to the RFP that includes the option to continue services with the firm selected to do the feasibility study and to provide complete architectural/engineering design services including programming, schematic design, design development, working drawings, bidding and construction administration services.

Board Attorney Ron Bradsher stated that the proposal included the scope of the project and did not feel the contract will need to be rebid. Dr. Carter recommended approval of moving forward with Dewberry & Davis based on the guidelines from the attorney. Mel Battle moved, seconded by Tracy Stanley. The motion carried unanimously.

Plans going forward include a meeting with Brian Bradner with Dewberry & Davis as plans need to be submitted to the State. Discussion took place with who handles the contracts for the architectural firm. Dr. Carter referenced General Statutes (G.S. 115C-521) that state the Board of Education holds the contracts (not the commissioners).

Donna Hudson questioned if plans for the elementary schools need to be submitted to the State as well. Maintenance Director Jerry Hatchett responded that a lot of things need to happen and will need to confirm what is needed to meet timelines. Dr. Carter suggested that we need to receive approval from the county commissioners to pull the \$1.4 million to use for safety.

A work session is needed very soon to discuss these issues. No date was determined at this time. Board Attorney Ron Bradsher will plan a meeting with Attorney Brian Ferrell (County Commissioners).

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

VIII. OPEN SESSION

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

IX. PERSONNEL LISTING

Dr. Carter recommended approval of the personnel listing as presented. Sylvia Johnson moved, seconded by Tracy Stanley to approve personnel listing as presented with additional names shared in meeting. The motion carried unanimously.

Resignation	
Bartlett Yancey High School	Mark Bouska, Bus Driver = Eff. 10/30/18
South Elementary	Tiffany Roberts, 3 rd Grade Teacher = Eff. 11/20/18
Retirement	

**CASWELL COUNTY BOARD OF EDUCATION MINUTES
November 19, 2018**

North Elementary	Sandra Newberry, 5 th Grade Teacher = Eff. 1/31/19
Leave Notification	
Stoney Creek Elementary	Calla Wilson (EC Teacher)
Employment	
Elementary Schools	Tasha Perkins, K-2 Wolfpack WORKS Intervention - Grant Funded / Eff. 12/19/18
Stoney Creek Elementary	Ollie Graves, Child Nut. Asst. = Eff. 11/20/18 Julie Ross, Eff. 12/17/18
N.L. Dillard Middle School	Kristen Harris, Child Nut. Asst. = Eff. 11/20/18
South Elementary	Shenica Williams, Child Nut. Asst. = Eff. 11/20/18 Gladys Lipscomb, Child Nut. Asst. = Eff. 11/20/1
North Elementary	Olivia Talbert, Eff. 2/1/19
Substitute Teacher	Charletter Mack = Eff. 11/20/18

Dr. Carter recommended approval of the student transfer request as presented and discussed in closed session. Ross Gwynn moved, seconded by Donna Hudson to approve the student transfer request. The motion carried unanimously. Tuition will apply towards this request.

Request for Transfer

Smith, Jacob Danville City Schools to Caswell County Schools
North Elementary / 4th grade

Tuition applies

Transportation Office Support Personnel

A revised description for the transportation office personnel will be brought back to the Board of Education for review and discussion.

October 22, 2018 Open Session Minutes

Sylvia Johnson moved, seconded by Ross Gwynn to approve revised changes to the October 22, 2018 Open Session Minutes and to include information inadvertently included in Closed Session minutes of October 22, 2018. The motion carried 6-1 with Battle voting "No."

Due to time constraints, Ross Gwynn moved, seconded by Sylvia Johnson to recess the meeting until November 26, 2018 at 6:30 p.m., the motion carried unanimously.

(Meeting reconvened at 6:30 p.m. on Monday, November 26, 2018.)

Members present: Chairman Gladys Garland, Vice Chairman Sylvia Johnson, Mel Battle, Ross Gwynn, Gordon Satterfield, and Tracy Stanley. Others present include Superintendent Dr. Sandra Carter, Board Attorney Ron Bradsher, and Adam Powell with the Caswell Messenger. Donna Hudson was absent. Connie Kimrey recorded the minutes.

CASWELL COUNTY BOARD OF EDUCATION MINUTES

November 19, 2018

Gordon Satterfield moved, seconded by Sylvia Johnson to reconvene the November 19, 2018 Board of Education meeting at 6:30 p.m. on November 26, 2018. The motion carried unanimously.

X. COMMUNICATIONS

Chairman Gladys Garland reminded board members of the Signature Breakfast on December 14, 2018.

Discussion took place regarding a Christmas bonus for non-instructional staff. A handout was shared listing four options to consider. Upon review and discussion, Gordon Satterfield moved to approve Option A, seconded by Mel Battle for discussion.

Mel Battle indicated that he preferred to consider Option B noting that we approved \$300,000 for teacher supplements and felt we should be able to afford to offer the same bonus as last year to the non-instructional staff.

Gordon Satterfield withdrew his motion for Option A and moved to approve Option B as presented, Mel Battle seconded the motion. The motion carried 5-1 with Sylvia Johnson voting "No." (Donna Hudson was absent).

Mrs. Johnson expressed that the board needs to consider carefully including part-time employees.

Dr. Carter clarified that part time does not include substitutes. Tracy Stanley questioned if an employee is out on leave will they still receive the bonus? Dr. Carter responded "yes."

XI. BOARD MEMBER OBSERVATIONS

Chairman Gladys Garland expressed that Mrs. Hudson had mentioned a calendar of events and Mrs. Garland suggested developing a Board of Education handbook to include dates of items, budget codes, inclement weather codes, etc., and noted this could be discussed further at the next work session. Mr. Battle expressed that due to the size of our system he felt that principals could easily send a calendar of events each Monday to board members. Mr. Battle noted that currently the only principal that does this is Mrs. Gullick from Stoney Creek Elementary. This is a simple thing that can be shared with board members to alert them of any events at the school.

Mr. Battle inquired on the article included in the Caswell Messenger by Emily Buchanan. He expressed it was a very good article; however, he felt it could be confusing to the public in regards to the implementation date that was listed. Adam Powell with the Caswell Messenger was present and stated he actually wrote the article and apologized for the confusion stating he was referencing the comments made from the recent meeting. Dr. Carter confirmed that the implementation of Eureka Math began with this school year and training was early as last spring.

XII. 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. Tracy Stanley seconded the motion. The motion carried unanimously.

CASWELL COUNTY BOARD OF EDUCATION MINUTES
November 19, 2018

XIII. ADJOURN

Ross Gwynn made a motion to adjourn the reconvened meeting at 8:55 p.m., Sylvia Johnson seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on December 10, 2018 at 9:00 a.m. in the Caswell County Schools Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent