

CASWELL COUNTY BOARD OF EDUCATION MINUTES

August 28, 2017

The Caswell County Board of Education met in regular session on Monday, August 28, 2017, at 6:30 p.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chairman Sylvia Johnson, Mel Battle, Ross Gwynn, Donna Hudson, Gordon Satterfield, and Tracy Stanley. Others present include Superintendent Dr. Sandra Carter, Nicole McGhee, Cody Johnson, Ricky Blackstock, Medina Jones, Nicholas Stanley, Nelson Showalter, Sheena Sigmon, Desera Placer, Andrew Tyrrell, Carol Boaz, Troy Nevells, Jeremy Teetor. Nicole McGhee 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 hold approval of the minutes of the August 14, 2017 regular meeting until after closed session. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

Donna Hudson moved, seconded by Gordon Satterfield to approve the agenda as presented. The motion carried unanimously.

I. D. ANNOUNCEMENTS

Dr. Carter congratulated BYHS FFA Chapter on recently receiving a chapter improvement grant for \$500 with the Universal Leaf Foundation. Mrs. Buchanan shared that supplies will be purchased for the animal farm.

I. E. PUBLIC COMMENTS

Cody Johnson, 1390 Pagetown Road, Elon, NC, 27244

Mr. Johnson spoke to the board on behalf of the Baseball Alumni Association. He stated they need to talk to the building inspector to get a building permit to work on baseball building. Ms. Gwynn and Mr. Hatchett have been notified. The building needs a metal wall, sealants outside of the building, painting, vinyl siding replacement, and lights. Gladys Garland questioned if this will be up to code once all this is completed? Mr. Johnson responded, "yes." The building inspector will return and do a walkthrough. The inspector will not charge nor will a charge be incurred for the building permit. Gary Smith will serve as the contractor. Mr. Smith and the Alumni Association will be the only people involved. Dr. Carter questioned if the color will be approved by the principal. Mr. Johnson responded the sealant is white and Ms. Gwynn is aware of this. They did not see a need to paint another color.

The Alumni Association would like to do more to the field and surrounding areas in the future at no cost to the school. Mr. Johnson will return in a few months with information regarding a new backstop and building a press box. He stated that Caswell is the only county that does not have a press box.

Ricky Blackstock was also in attendance and shared that the Baseball Alumni Association has looked into areas of improvement for quite some time. There will be no cost to the school and everything will be done properly using a licensed contractor and working hand in hand with the building inspector

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and Mr. Hatchett. If approved by the board, we would like to begin moving forward and receive permission to start. Dr. Carter questioned how much needs to be moved out of the building immediately. Mr. Blackstock stated they are willing to assist. Dr. Carter advised to touch base with Mr. Hatchett. Mr. Johnson stated he has spoken with Mr. Hatchett and advised it would not be a problem to move things out as soon as possible for work to begin.

Gladys Garland stated the other individual, Desera Placer, would be heard in closed session due to a student matter.

II. UNFINISHED BUSINESS

Mel Battle moved, seconded by Donna Hudson, to remove 2017-2018 budget from the table. The motion carried unanimously.

Finance Director Jeremy Teetor reviewed the budget with the board noting the format had been changed to reflect what has been done in the past. Questions were asked of Mr. Teetor on the following:

Current Expense

Mel Battle

- Questioned 4420, Civic Center Event Label – Mr. Teetor stated that when individuals rent there are two fees: actual use and custodial fee. The custodial fee was collected, but it was not represented in revenue and they were not split. This is the best estimate of what will be collected. Mr. Battle stated the fees have always been collected and reimbursed out to employees. He asked if this is the budget for the whole year. Mr. Teetor responded “yes.”
- Questioned 5840, School Nurse. Mr. Teetor stated we received \$200,000 from State Health Department that passes down through the county to use to pay for four nurses. That amount of money is not enough to pay for the four nurses. We pay as much as we can from that pot of money and then the remainder is paid out of other funds.
- Questioned 6540, Custodial Salary. Mr. Teetor explained this is for extra duty custodial work that needs to occur. Example would be Mrs. Robinson needing to work overtime at the central office for a specific reason.
- 6941 – Supt. Salary .5 – is this correct? Mr. Teetor stated the .5 is not correct; it should be .1 or 10%. Supplies 6941, went from \$5000 to \$15000? Mr. Teetor stated this is anticipation that Dr. Carter will host professional development. Example: Mr. Campbell and things organized from her office. The budget will account for such events.
- 6942 – Should be whole position.
- 7100 – Civic Center Clerical – Mr. Teetor explained the person who handles rental of civic center. This is being handled by Lisa McDowell and no longer by LaQuita Williamson (who was moved to the high school). That amount is half of compensation and is taken from this budget. The other comes from PRC 3, clerical allotment. Donna Hudson questioned that the 1.5 is for Dr. Carter’s personnel and 0.5 comes from the other budget? Mr. Teetor stated this is correct.

Sylvia Johnson

- Civic Center – We do not have anyone there, so why is there a need for copying cost, postage, travel. Mr. Teetor shared an example, on billing from Toshiba, whatever copier coded related to civic center is charged as well as stamps.com for postage for civic center needs.

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Donna Hudson

- 5320 - Is there a total? Do we need additional. Mr. Teetor responded we have to have additional. At the time the budget was drafted, he took the \$55,000 from County Commissioner and backed into that so after budget is approved, this most likely will need an amendment. This year we budgeted to run in June but our social worker is not starting until September. By not having that whole month of employment, we should be okay. He will keep an eye on that and next year we can begin with a higher amount.
- 6120 - Secondary CTE Director. Mr. Teetor stated that should be .8.
- 6720 - Federal Curriculum is specified 75%; I'm assuming this is the other 25%?

Gordon Satterfield

- Revenue 3200 line item, \$200,000 revenue. What is the revenue for? Mr. Teetor says it starts at the state health, goes to county commissioner and they pass it on to us on a month-to-month basis. It's a grant, not something the commissioners give us. We apply for it through the county health department each year. Mr. Satterfield stated he was wondering about the source. Mr. Satterfield questioned the extra \$7000. Mr. Teetor stated we use two pots of state money. Mr. Satterfield questioned if we have had times in the year when funds were not spent down? Mr. Teetor stated that unfortunately, there have been times we reverted state money. Last year it was \$52,000. At Risk money needs to be spent by August 16-17. Last year, they had \$200,000 they need to spend by August 31st. They spent all but \$52,000. This year we carried over \$429,000 in that pot and as of today we have spent \$435,000 and will not be reverting any money. Tracy Stanley questioned if the money that is sent back is cut the next year? Mr. Teetor stated not necessarily, but they could. Allotment policy manual states that anytime we carry over money, such as the \$429,000 that was carried over, they could say we are only going to renew a portion of that. If we are in a practice of reverting, they may say Caswell is not in need of that money, so it could be directed to another system. We have the carry over and our normal allotment, so we are fortunate.

State Funds

Mel Battle

- 6550 - requested an explanation. Mr. Teetor stated there are two installments. November - \$200,000 & \$250,000.
- 5100 - Drivers Education, 29 for last year. Mr. Teetor stated there are two classroom teachers, two contracted and amount is based on freshman enrollment.
- 5110 - line item 372, zero for insurance? Mr. Teetor stated insurance is paid out of local funds on fleet funds. Drivers education fees were taken and deposited in an account but must go in the revenue account.
- Instructional supplies are not broken down by schools as in the past? Mr. Teetor stated that bookkeepers were flustered. The money is coming from PRC 19, and the same amount; however, curriculum directors will oversee going forward.
- What is considered secondary? Mr. Teetor stated N.L. Dillard and Bartlett Yancey. Mr. Battle noted North and 5000 is the code they have. Mr. Teetor stated ADM is per school by pupil. In the past, each school has a different pot of money. Now they have one pot. Curriculum Director will use the money as needed. Curriculum Director will control the funds and can be strategic.

Donna Hudson

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- Page 3, Central Office Support - Are these all positions? Mr. Teetor stated Secondary CTE is .2, Curriculum 1 and some changes and only there for one month. Director should be .2.
- Do you keep a total or a tally? Maintenance .67 - Are you going to fix it and use all state dollars? Central office support? Proposed salary schedule - will all these numbers reflect implementation? Mr. Teetor responded if not approved, we will change and readjust. Mrs. Hudson stated that for years we have been told that we didn't have funds to do this. Can this happen without taking things from the teachers and students year after year? Mr. Teetor responded that he conducted a 5 year analysis. We had substantial carry over in just one area of allotment; we had the second largest in the state that we carried over from at-risk. Title I allotment guidelines recommend that you only carry over 15% of your original allotment. We've been carrying 30-35%, on average of \$300,000 carry over. As a finance officer, I look at what we can do as a zero based budgeting practice. So we are not at the end of the game trying to scramble and spend down rather than losing it. We are being more proactive so that we are spending it up front. We are trying to avoid purchasing things just to spend the funds.
- CTE MS/HS expectations of Fire Tech teacher will receive substitute pay? This teacher will be paid with substitute allotment; depending on experience of a teacher will assist on placement. Funds could be used from PRC 1 or low wealth. We have it and Mrs. Buchanan has promised that it is just for this year.
- PRC 14 - Vocational I - is this office personnel that was paid and left? Mr. Teetor replied, yes. That was one-half of the month that was paid.
- Summer reading camps 016 for fuel and drivers. Do we receive that later or take it out? Mr. Teetor responded that LEAs have the option to pay summer reading camps and cannot pass to transportation budget. It must come out of another budget. Some districts use PRC 16 or 69 or At Risk.
- Small Schools 5101 - additional responsibility to pay? Mr. Teetor stated Ms. Gwynn's clerical may be needed for graduation or an event over the summer.
- Did we pay a data manager out of At Risk? Mr. Teetor stated that we did. The board did a great service when they designated high school career academy. That put us in a position where anyone working on that campus is serving a student in an alternative environment. We can now pay anyone out of At Risk allotment. This will help us reduce significant carry over.
- AIG 121 - Is that to finish out someone's pay? Mr. Teetor stated the part-time lead teacher who works and is retired is the cost for their employment.

Federal

Donna Hudson

- 6300 Elementary Curriculum Specialist - is this the elementary director? Mr. Teetor stated 113 is the code for the director. We are also paying our academic coaches this year. We are not using anything that we are not supposed to use to pay out for Title I, we can only add supplemental. It double guards us when asked why they were paid from that code.

Mel Battle

- 9019 - Demolition Contract - what is that? Mr. Teetor stated this will be for the demolition of the two trailers and other events that will occur this year per Mr. Hatchett.

Mr. Teetor stated we are due new yellow school buses this year. DPI pays but we keep the purchase orders on our books; however, the capital outlay can look inflated

Child Nutrition

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Mr. Teetor shared the main thing with child nutrition is revisiting revenue streams. For years we have used the same estimates. Mr. Gwynn questioned supplemental sales and if more kids are receiving free or reduced lunch? Mr. Teetor stated that it could be a combination. Mrs. Mims could probably shed more light on the decreases we see. We have less students and less are in the position to purchase extra.

Before and After School Care (BASC)

Mr. Teetor shared that this is pretty straight forward. We visited the revenue stream and looked at how much tuition we are actually collecting. Mr. Satterfield questioned if BASC is being offered at each school? Mr. Teetor shared it is not at every location just at Oakwood, South & North. It also aligns with the schools who offer Pre-K programs. Mr. Satterfield questioned if we knew how many employees use this service? Dr. Carter stated she has not researched the numbers but have been asked if we could look at not having a rate for our employees. Currently they receive a discounted rate. Mr. Satterfield stated he would be interested in knowing how many employees use this.

Grant

Mr. Teetor stated this is a new fund. It is used explicitly to manage our grants. In previous years, they were managed from Fund 2 with other revenue streams. This will make it easier to manage.

Sylvia Johnson questioned the \$300,000. Mr. Teetor stated the \$300,000 is sitting in the bank, and at this point, it has not been appropriated to be a part of this budget. The idea was the \$300,000 would sit aside in our fund balance as the need arises. Year 4 (2018-19) budget the 1:1 Initiative is when we will need that money. A revenue line will be needed appropriating \$100,000 for the 1:1 to cover the cost that we will occur. Mrs. Johnson stated she understood that and we had asked the previous finance officer to set it aside on a separate line.

Mr. Teetor stated it has a separate line in fund balance. He scanned the page from his fund balance so that they can see how it is divided out. The board decided to do it all at one time. The auditors have it ear-marked. This is the third year doing this. The Danville Regional Foundation has asked for proof that the \$300,000 is there and as a result we are due another \$50,000 from them. The money is there.

Budget Resolution

Mr. Teetor explained this is the format required by the local government. This is what is actually voted on for the official use and what is submitted to the auditors. Mr. Teetor shared that this Friday, the Department of Public Instruction has approved an additional allotment to increase bus drivers pay. Caswell County received \$45,500 for extra pay for bus drivers. They are doing the same as they have for all state employees. This will be delivered in their September paycheck. A new schedule will be in place before their first paycheck.

Dr. Carter appreciates the work of the finance department on the budget, organization and clarity in making sure the budget was in the correct format.

Upon no further questions, Dr. Carter recommended approval of the 2017-2018 budget and budget resolution as presented. Gordon Satterfield moved, seconded by Ross Gwynn to approve the 2017-2018 budget and budget resolution as presented. The motion carried unanimously.

**CASWELL COUNTY SCHOOLS
BUDGET RESOLUTION
2017-2018**

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BE IT RESOLVED by the Board of Education of the Caswell County:

Section 1. The following amounts are hereby appropriated for the operation of the school administrative unit in the Local Current Expense fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

5100 Regular Instruction Services	\$314,309.30
5200 Special Population Services	157,233.00
5300 Alternative Programs Support Services	221,276.00
5400 School Leadership	20,000.00
5500 Co-Curricular Services – Athletics	118,584.87
5800 School Based Support Services	207,599
6100 Support & Development Services	77,027.56
6400 Technology Support	30,092.84
6510 Communication Services	96,000.00
6520 Printing & Copying Services	32,500.00
6530 Public Utility & Energy Services	882,900.00
6540 Custodial Services	1,872.00
6550 Transportation Services	88,973.80
6580 Maintenance Services	505,805.91
6600 Financial & Personnel Services	293,241.80
6710 Student Testing Services	2,500.00
6720 Planning, Development, Research, Evaluation	23,901.40
6910 Board of Education	107,320
6920 Legal Services	45,000
6930 Audit Services	35,000
6940 Leadership Services	175,950.62
7100 Community Services	78,961.90
8100 Charter Schools	215,000.00
8500 Contingency	10,000

Total Local Current Expense Fund Appropriations **\$3,741,050**

Section 2. The following revenues are estimated to be available to the Local Current Expense Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

NC Pre-K	\$ 165,550
School Nurse Funding	200,000
Sales & Use Tax	23,000
Medicaid Remib	40,000
Medicaid Fee for Serv.	135,000
County Appropriation	2,655,000
County Approp-Supplements	300,000
Tuition & Fees	3,000
Fines & Forfeitures	60,000

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Civic Center Rental	19,000
Civic Center Labor	5,500
Interest Earned	8,000
Activity Bus	16,000
Drivers Ed Fees	12,500
Misc. Revenue	12,500
Restitution Fees	1,000
Indirect Costs	85,000

Total Local Current Expense Fund Revenue **\$ 3,741,050**

Section 3. The following amounts are hereby appropriated for the operation of the school administrative unit in the State Public School Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

5100 Regular Instruction Services	\$11,821,017.87
5200 Special Population Services	1,825,995.98
5300 Alternative Programs Support Services	516,866.40
5400 School Leadership	1,467,303.01
5800 School Based Support Services	1,414,309.43
6100 Support & Development Services	68,191.11
6200 Special Population Support and Development	70,192.80
6300 Alternative Programs Support	1,116.00
6400 Technology Support	232,426.12
6540 Custodial Services	787,267.29
6550 Transportation Services	975,211.20
6580 Maintenance Services	115,700.02
6600 Financial & Personnel Services	241,663.85
6700 Accountability Services	129,340.38
6720 Planning, Research Dev & Prog Eval	1,403.00
6900 Policy, Leadership and Public relations Services	229,714.54
7200 Nutrition Services	37,500.38

Total State Public School Fund Appropriations **\$19,935,219.38**

Section 4. The following revenues are estimated to be available to the State Public School Fund for the fiscal year beginning July 1, 2017 and June 30, 2018.

State Public School Fund	\$19,646,231.07
Textbook Allocation	288,988.31
Total State Public School Fund	<u>\$19,935,219.38</u>

Section 5. The following amounts are hereby appropriated for the operation of the school administrative unit in the Federal Grants Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

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5100 Regular Instruction Services	\$143,226.41
5200 Special Population Services	\$607,649.19
5300 Alternative Programs Support Services	\$1,092,662.86
5400 School Leadership	\$3,000.00
5800 School Based Support Services	\$10,000.00
6100 Support & Development Services	\$300.00
6200 Special Population Support	\$65,675.56
6300 Alternative Programs Support Services	\$71,022.90
6550 Transportation Services	\$66,644.50
6620 Human Resources Services	\$27,211.58
8100 Payments to other Gov. Units	\$109,253.45
8200 Unbudgeted Funds	<u>\$291,475.65</u>

Total Federal Grant Fund Appropriations **\$ 2,488,122.10**

Section 6. The following revenues are estimated to be available to the Federal Grant Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

Total Federal Fund **\$ 2,488,122.10**

Section 7. The following amounts are hereby appropriated for the operation of the schools administrative unit in the Capital Outlay Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

5110 Furniture & Equipment	\$42,000.00
5502 Co-Curricular Services - Band	1,000.00
6300 Adm Furniture	3,500.00
6550 Transportation	34,500.00
6580 Vehicles & Maint. Equip	26,000.00
7200 Child Nutrition Equip	11,000.00
8500 Contingency	10,000.00
9001 Plumbing	40,000.00
9002 Floor Covering	15,500.00
9003 Painting	15,000.00
9004 Roof Repairs	10,000.00
9005 Weatherization	10,000.00
9006 Landscaping	11,000.00
9007 Asbestos	27,050.00
9008 Field Chemicals	2,000.00
9009 Electrical	17,000.00
9010 Athletic Facilities	5,000.00
9011 Buildings	5,000.00
9012 Civic Center Repairs	1,200.00
9013 Emergency Items	6,000.00
9014 Paving	30,000.00
9015 Cameras	16,500.00

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9016 Doors	29,500.00
9017 HVAC	79,152.75
9019 Demolition Contracted Services	25,000.00
9022 Playground Upgrades	25,000.00
9100 Capital Repair Projects	<u>11,597.25</u>

Total Capital Outlay Appropriations **\$ 509,500**

Section 8. The following revenues are estimated to be available to the Capital Outlay Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

Local Funds – County Appropriation	\$ 465,000
Miscellaneous	<u>44,500</u>

Total Capital Outlay Revenue **\$ 509,500**

Section 9. The following revenues are estimated to be available to the Child Nutrition Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

7200 Nutrition Services	\$1,720,239
8100 Payment to other Gov. Units	67,861

Total Child Nutrition Appropriations **\$ 1,788,100**

Section 10. The following revenues are estimated to be available to the Child Nutrition Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

3811 USDA Grants	\$ 1,400,000
4311 Breakfast Sales	4,000
4314 Lunch Sales	95,000
4318 Supplemental Sales	135,000
4322 Catered Lunch	11,000
4341 State Reimb.—Breakfast	800
4450 Interest Earned	2,300
4880 Indirect Cost	140,000

Total Child Nutrition Revenue **\$ 1,788,100**

Section 11. The following amounts are hereby appropriated for the operation of the school administrative unit in the Before & After School Care Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

7100 701 178 BASF Assistants	\$ 47,000.00
7100 701 211 Social Security	3,595.50
7100 701 221 Retirement	3,242.02
7100 701 231 Hospitalization	5,764.00
7100 701 332 Travel	100.00

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7100 701 411 Supplies & Materials	150.00
7100 701 459 Snacks	10,498.48

Total Before & After School Care Fund Appropriation \$ 70,350

Section 12. The following revenues are estimated to be available to the Before & After School Care Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

4210 Tuition & Fees	\$ 70,000
4450 Interest	\$ 350

Total Before & After School Fund \$ 70,350

Section 13. The following amounts are hereby appropriated for the operation of the school administrative unit in the Grant Revenue Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

5100 Regular Instruction Services	\$ 951,192.82
6400 Technology Support	190,624.00

Total Grant Revenue Fund Appropriation \$ 1,141,816.82

Section 14. The following revenues are estimated to be available to the Grant Revenue Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

4890.516 DRF 1:1 Grant	\$ 678,410.00
4890.518 DRF STEM Lab Grant	117,200.00
4890.519 Golden Leaf STEM Lab Grant	346,206.82

Total Before & After School Fund \$ 1,141,816.82

Section 15. The Superintendent is hereby authorized to transfer appropriations within a fund under the following conditions:

- A. He/she may transfer amounts between sub-functions and objects of expenditures within a function without limitations with a report to the Board of Education being required at the first meeting of the Board of Education of the following month.
- B. He/she may transfer amounts not to exceed \$5,000 between functions of the same fund with a report on such transfers being required at the first meeting of the Board of Education of the following month.
- C. He/she may transfer amounts not to exceed \$5,000 from any contingency appropriation within a fund with a report on such transfers being required at the first meeting of the Board of Education of the following month.

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Section 16. Copies of the Budget Resolution shall be immediately furnished to the Superintendent and Finance Officer for direction in carrying out their duties.

Budget Resolution
Adopted by the Caswell County Schools Board of Education
August 28, 2017

Gladys Garland, Chairman

III. NEW BUSINESS

1. Consent Agenda

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

- a. Requests for Transfer
- b. Additional fundraising requests
- c. Caswell Council for the Arts Contribution - \$100
- d. Invoice / School Resource Officers (2017-2018)

Requests for Transfer

Into County (renewals)

Gibson, Nolen	Danville-Pitt. County	to	Caswell (5 th) **
Gunn, Morgan	Danville-Pitt. County	to	Caswell (7 th) **

Out of County (renewals)

Adams, Meredith	Caswell	to	Person (2 nd)
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Intradistrict (new)

Cybrea Farrish	South	to	Oakwood (2 nd)
Jones, Jataelliz	South	to	Oakwood (4 th)
Leath, Jaziah	South	to	Oakwood (K)
Tyndall, Everly	Oakwood	to	North (K)

(**Tuition will apply)

Additional Fundraising Requests

Stoney Creek Elementary	Yardsale = Sept. 29-30, 2017
Bartlett Yancey High School	Band / Apparel = late August - early September

Caswell Council for the Arts - Donation = \$100.00

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2017-2018 School Resource Officers

Payable to: Caswell County / Finance Dept. / PO Box 98, Yanceyville, NC 27379

Amount: \$82,432.00

2. Contract - Bayada Home Health Care

Nelson Showalter reviewed contract with Bayada Home Health Care which is needed for an individual student. Our school nurse is not able to perform the task needed. We will receive the Medicaid rate. A family member will drive him to school and a nurse will ride with him. Clarity was given on the dates of the actual contract. Mr. Showalter stated it is for eight hours a day (7 hours for school and 1 hour for transportation). Calculations were done for 175 days. Our school nurses are not permitted to serve in this capacity as it is a specialized one to one role. The nurse has to be with the student at all times. Mr. Battle questioned if other programs were contacted? Mr. Showalter responded this is the only one and the family was currently working with them.

Upon review and no further questions, Dr. Carter recommended approval of the contract with Bayada Home Health Care as presented. Sylvia Johnson moved, seconded by Ross Gwynn to approve the contract with Bayada Home Health Care as presented. The motion carried unanimously.

Cost = \$39.60/hour

Estimated Annual Cost - \$55,440

IV. REPORTS

Mr. Nevells shared information from the transportation department. He reported that we currently have 55 buses in operation. The GPS system needs to be updated on 12 of the buses. We are currently in the process of updating or the software is on order along with antennas. A call was made to the company to determine why the antennas were not sent. Tracy Stanley questioned if the \$25,000 approved was not used for GPS? Mr. Nevells stated the \$25,000 was used for cameras. Dr. Carter requested Mr. Nevells share with the board how the Navman system works. Mr. Nevells stated that the Navman system works through the computer and physically types in a request. Each bus has a device that is about the size of a cell phone. The message is sent to the bus through the GPS screen. The bus driver will find an area to pull over and is not recommended to answer the message while driving. Once pulled over, the driver will type a message and we respond that we did receive the message.

Mr. Gwynn questioned if the system allows you to know if a driver is wasting time. Mr. Nevells stated "yes." If a bus is at a stop for 15 minutes, the system will show that and we can track that to see why the bus was sitting there. We will notify the driver to see if something is wrong. Mr. Gwynn questioned is someone is monitoring the system? Mr. Nevells stated the system is monitored while drivers are on the road from 6:00 a.m. to 8:00 a.m. and from 3:00 p.m. to 5:00-5:15 p.m.

Per Mr. Teetor, the transportation's budget has been pretty stable for the last two years. Better utilization of gas has occurred and not using local funds for the past two years. Money is set aside for fuel.

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Mr. Nevells reported that there were some glitches this morning on the first day of school and the company was called to correct the problem.

Plans for recruitment of drivers include three large banners that will be on three of our buses sharing that bus drivers are needed with a phone number to inquire. Mr. Teetor stated that OfficeMax will print the signs for \$969.81. Mr. Battle questioned if Trophy Sign Center was contacted?

Mr. Nevells stated we were four drivers short on the first day of school and noted that other counties are experiencing the same difficulty in employing drivers.

Another banner will be made advertising information on the next bus driver class.

V. SUPERINTENDENT UPDATES

- Dr. Carter discussed information with the Art’s Council and the programs for the children. Dr. Carter shared concerns with the amount of attendance and plans to meet with the Art’s Council to see if a lower rate could be implemented.
- First day of enrollment comparison, numbers are up 42 students compared to last year. Mr. Battle questioned the breakdown at Stoney Creek. Mr. Teetor responded two per grade level. Dr. Carter shared that the principals are excited and felt we are off to a good year.

VI. CLOSED SESSION

Donna Hudson 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. Ross Gwynn 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

Resignation	
N.L. Dillard Middle School	Jamel Milliken, 7 th grade Science (Eff. 9/15/17)
	Lisa Pittman, 6 th grade Language Arts (Eff. 8/23/17)
	Nicole Royal, Child Nutrition Asst. (Eff. 8/25/17)
Leave Notification	
Bartlett Yancey High School	Emily Reagan (Returning 1/2/18)
North Elementary	Linda Wagoner (Returning 9/18/17)

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Retirement	
Oakwood Elementary	Sandy Hatchett, Teacher Asst. (Eff. 8/25/17)
Employment	
Bartlett Yancey High School	Todd Christensen, Social Studies = Eff. 8/22/17
N.L. Dillard Middle School	Lori Hock, Asst. Principal = Eff. 8/21/17 (10 months)
North Elementary	Lola Smith, K Teacher = Eff. 8/30/17
	Connie Gibbs, Bus Driver = Eff. 8/19/17
	Tina Hall, Teacher Asst. = Eff. 9/1/17
Central Office	Brandi Teetor, Social Worker = Eff. 8/23/17
South Elementary	Felicia Crews, Pre-K Teacher = Eff. 8/29/17
Oakwood Elementary	Denise Henderson, Bus Aide = Eff. 8/28/17
	JoAnn Williams, Bus Driver = Eff. 8/28/17
Contract Renewal	
Bartlett Yancey High School	Mary Beth Brown, English Teacher = 2017-18 school year

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.

Dr. Carter recommended approval of the new central office administrator pay scale for directors. Gordon Satterfield moved, seconded by Ross Gwynn to approve the new central office administrator pay scale for directors. The motion carried unanimously. The pay scale will be effective beginning September 1, 2017.

Dr. Carter recommended approval of moving forward with hiring of new personnel before the next board meeting. Gordon Satterfield moved, seconded by Donna Hudson to move forward with hiring of new personnel prior to the next board meeting if all requirements are met. The motion carried 6-1 with Stanley voting "No."

XIII. COMMUNICATIONS

- Opioid Forum = September 20, 2017 (12:00 p.m. – 4:00 p.m.) Rockingham County (Tracy Stanley & Sylvia Johnson indicated they plan to attend)
- CTE newsletter
- District 5 meeting (Winston Salem) = September 20, 2017 (4:00 p.m. – 8:00 p.m.)

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XIV. BOARD MEMBER OBSERVATIONS

- High school parking lot paved but central office was not. Lines were painted on the high school lot on Sunday.
- Ross Gwynn indicated he will not be in attendance at the next meeting.
- Ross Gwynn questioned if David Williamson was a custodian with the school system? Mel Battle responded that he was not.
- Sylvia Johnson stated that the grants are wonderful for the school; however, she thought that the board must approve grant requests prior to submittal. The FFA has done this more than once.
- Tracy Stanley stated the auto body shop was not painted. She was told there was not enough time. Mr. McKercher's shop was not painted and was told it would be around Christmas before it would happen. She did not feel it should be left up to him.

XV. ADJOURN

Ross Gwynn made a motion to adjourn the regular meeting at 10:30 p.m., Sylvia Johnson seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on September 11, 2017, at 9:00 a.m. in the Caswell County Schools Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent