

CASWELL COUNTY BOARD OF EDUCATION MINUTES

December 11, 2017

The Caswell County Board of Education met in regular session on Monday, December 11, 2017, at 9:00 a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chairman Sylvia Johnson, Mel Battle, Donna Hudson, Ross Gwynn, Gordon Satterfield, and Tracy Stanley. Others present include Superintendent Dr. Sandra Carter, Nicole McGhee, Andrew Tyrrell, Jeremy Teetor, Emily Buchanan, Kin Watlington, Hannah McNeill, Cameron Brown, Carrie Brown, Sarah Kate Watlington, Kaleb Stephens, Hannah Watlington, Sydnee Barton, Sophia Bochard, Cassidy Millner, Norah Massey, Carol Boaz, Medina Jones. 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. REORGANIZATION OF THE BOARD

Superintendent Dr. Carter asked for nominees for Board Chair. Donna Hudson nominated Gladys Garland as chairman, Ross Gwynn seconded the motion. Sylvia Johnson moved to close the nominations, Tracy Stanley seconded the motion. The motion carried unanimously.

Chairman Gladys Garland asked for nominees for Vice Chair. Tracy Stanley nominated Sylvia Johnson as vice chairman. Ross Gwynn made the motion to close the nominations, Mel Battle seconded the motion. The motion carried unanimously.

I. C. APPROVAL OF MINUTES

Sylvia Johnson moved, seconded by Donna Hudson, to approve the minutes of the November 20, 2017 regular meeting as presented. Tracy Stanley expressed concern with the minutes and felt that portions of comments are picked and chosen as to what is included. Upon no other comments or concerns, the motion carried unanimously.

I. D. APPROVAL OF AGENDA

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

I. E. ANNOUNCEMENTS

Dr. Carter welcomed Kin Watlington to the podium and offered congratulations to the tennis team. Mr. Watlington thanked the Board of Education for their support from many years ago for the refurbished tennis courts. This was an investment to our students. Mr. Watlington introduced the members of the tennis team and expressed how proud he was of their accomplishments in being the State runner up with a 22-3 record overall. Mr. Watlington also shared that the BYHS tennis team also received the sportsmanship award which is selected by the coaches in the tournament.

Chairman Gladys Garland offered congratulations to the team on behalf of the board.

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I. F. PUBLIC COMMENTS

None at this time.

II. UNFINISHED BUSINESS

BOE Policy # 703, Teacher Contracts

Sylvia Johnson moved to remove Policy # 703 from the table, seconded by Donna Hudson. The motion carried unanimously. Upon no questions, Dr. Carter shared that one paragraph was removed due to the concerns expressed with changes in principal. Dr. Carter recommended approval of second reading for Policy # 703. Tracy Stanley moved, seconded by Donna Hudson to approve Policy # 703, Teacher Contracts as presented. The motion carried unanimously.

Teacher Contracts

The board recognizes the importance of establishing a clear contractual relationship with teachers employed by the school system. All teacher employment contracts entered into by the board will meet the requirements of state law and State Board of Education policy. Nothing in this policy is intended to grant or confer any employment rights beyond those existing in law.

For the purposes of this policy, the term "teacher" is defined as a person who meets the requirements of G.S. 115C-325.1(6). An individual who is employed under a part-time teacher contract does not meet this definition of teacher; however, the board's performance expectations established in this policy apply to such individuals.

A. TEACHER PERFORMANCE EXPECTATIONS

Teachers are responsible for facilitating student learning in a safe and orderly environment in which students become college and career ready. Teachers must be familiar with the current statewide instructional standards for their teaching assignment and able to teach the curriculum effectively. The board expects teachers to meet all performance standards established by the board, state law, and State Board of Education policy, and pursue professional and staff development. Employment contracts for teaching will be granted or renewed only for individuals of proven ability who strive for excellence.

B. SUPERINTENDENT'S RECOMMENDATION

The board will employ teachers upon the recommendation of the superintendent. The superintendent is expected to be able to substantiate with supporting information any recommendation for a new or renewed contract for an applicant or current teacher. The superintendent's recommendation for a new or renewed contract must include the length of the term of the contract, which must be consistent with state law and board requirements as described in Section C, below. The board will follow a recommendation of the superintendent regarding the length of the contract that is consistent with law and this policy unless specific circumstances justify offering the teacher a contract of a different term. In considering the superintendent's recommendation, the board may review any information that was in the teacher's personnel file at the time of the superintendent's recommendation.

C. DETERMINATION OF CONTRACT LENGTH

This section applies when the superintendent has decided to recommend that the board offer a teacher a new or renewed contract. For information regarding a decision by the superintendent not to recommend that the board offer a teacher a renewed contract, see G.S. 115C-325.3, Teacher Contracts.

A new or renewed contract will be for a term of one school year unless the teacher meets the following criteria for a four-year contract.

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1. To be recommended for a four-year contract, a teacher must:
 - a. have been employed by the board as a teacher for at least three years;
 - b. have received a rating of at least “proficient” on all standards on the two most recent annual evaluations;
 - c. not be on a growth, improvement, or corrective action plan currently and not have been on any such plan at any time during the current or previous school year;
 - d. not have received a reprimand, demotion, suspension without pay, or other disciplinary consequence during the current or previous two school years;
 - e. not have other relevant performance information in his or her personnel file that would support a decision to disqualify the teacher from a multi-year contract; and

D. DISMISSAL AND NONRENEWAL

This policy is not intended to limit the superintendent’s discretion to recommend dismissal, demotion, or nonrenewal of any teacher in accordance with law and board policy. Any employee who does not meet the performance or other standards of the board, the standards of state law or the State Board of Education, or the terms of the employment contract may be subject to demotion or dismissal, as provided G.S. 115C-325, Teacher Employment Contracts.

IV. NEW BUSINESS

1. Consent Agenda

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

 - a. Early Graduates
 - b. Budget Amendment # 9
 - c. Budget Amendment # 10
 - d. Budget Amendment # 11

Early Graduates 2017

Adams, Raheem	Johnson, Joseph
Barnwell, Elizabeth	Jones, Shakera
Carroll, Madison	Lee, Dustin
Chattin, Kaylyn	Martin, Shelby
Crumpt, Bridgett	Oakley, Kelby
Daye, Tatayana	Pruitt, Andrew
Durham, Ariel	Scearce, Madison
Enoch, Patrick	Smith, William
Faircloth, Allison	Southern, Bryson
Findlay, Antonio	Stewart, Jadasha
Goots, Abigail	Wilkerson, Landyn
Hampton, Shamiah	Wilson, Lucas
Hill, Katelyn	Withers, Natalie
Humphries, Samuel	

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CASWELL COUNTY SCHOOLS		BUDGET AMENDMENT # 9	
Caswell County Board of Education made the following resolution:			
Be it resolved that the following amendments be made to the			
Budget Resolution for the fiscal year ending June 30, 2018.			
Account Code	Description	Debit	Credit
1.3100.000.000.000.000.00	Allocations from State Public School Fund (New Revenue)		208,008.00
1.5110.003.162.000.000.00	Substitute Pay	150.00	
1.5210.063.311.000.000.00	EC Contracted Services-Interpreter	50,400.00	
1.5840.063.311.000.000.00	EC Contracted Services-Nursing	57,024.00	
1.6400.073.343.000.000.00	Technology Support-Telecommunication/Internet	100,277.00	
1.6401.015.461.000.000.00	Technology-Non Cap Equipment	157.00	
1.5110.019.411.000.000.00	Small Schools Supplies (Reducing for Principal Supplements)		9,982.40
1.5410.019.181.000.000.00	Small Schools Principal Supplement	8,000.00	
1.5410.019.211.000.000.00	Employer Social Security	612.00	
1.5410.019.221.000.000.00	Employer Retirement	1,370.40	
		217,990.40	217,990.40
Funding Source:	State		
Justification: DPI Allotment Revisions #21-22 and Budgeting Elementary Principal Supplements.			
	Total appropriation in current budget:		\$ 19,999,911.38
	Amount of increase/decrease of amendment:		\$ 208,008.00
	Total appropriation in amended budget:		\$ 20,207,919.38

CASWELL COUNTY SCHOOLS		BUDGET AMENDMENT # 10	
Caswell County Board of Education made the following resolution:			
Be it resolved that the following amendments be made to the			
Budget Resolution for the fiscal year ending June 30, 2018.			
Account Code	Description	Debit	Credit
2.4910.000.000.000.000.00	Fund Balance Appropriated		66,960.00
2.5110.001.180.000.000.00	Bonus	62,200.00	
2.5110.001.211.000.000.00	Employer Social Security	4,760.00	
		66,960.00	66,960.00
Funding Source: Local			
Justification: Appropriating Fund Balance for Holiday Bonus			
	Total appropriation in current budget:		\$ 3,741,050.00
	Amount of increase/decrease of amendment:		\$ 66,960.00
	Total appropriation in amended budget:		\$ 3,808,010.00

CASWELL COUNTY SCHOOLS		BUDGET AMENDMENT # 11	
Caswell County Board of Education made the following resolution:			
Be it resolved that the following amendments be made to the			
Budget Resolution for the fiscal year ending June 30, 2018.			
Account Code	Description	Debit	Credit
4.4490.000.000.000.00.00	Miscellaneous Capital Outlay Revenue (Insurance Check)		8,750.00
4.9013.001.326.000.000.00	Emergency Items- Contracted Repairs (Fire Alarm)	8,750.00	
4.9007.001.532.000.000.00	Asbestos Management-Capital Project		25,800.00
4.9007.001.411.000.000.00	Asbestos Management-Supplies		50.42
4.9015.001.326.000.000.00	Security Cameras--Contracted Services	25,850.42	
		34,600.42	34,600.42
Funding Source:	Capital Outlay		
Justification: Budgeting funds for fire alarm and security camera system.			
	Total appropriation in current budget:		\$ 825,395.91
	Amount of increase/decrease of amendment:		\$ 8,750.00
	Total appropriation in amended budget:		\$ 834,145.91

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2. Invoice – Goodheart-Wilcox Publisher

Emily Buchanan reviewed the invoice request with Goodheart-Wilcox for the purchase of online textbook licenses for the health/physical education department at Bartlett Yancey High School. This bundle includes 70 student licenses as well as four instructor licenses plus a hardcopy of the teacher's edition in the amount of \$6,873.21.

Mrs. Buchanan shared they reviewed several resources and this best fits the needs. This also coincides with the curriculum currently in place.

Upon review, Dr. Carter recommended approval of the invoice with Goodheart-Wilcox in the amount of \$6,873.21. Donna Hudson moved, seconded by Tracy Stanley to approve invoice with Goodheart-Wilcox in the amount of \$6,873.21 as presented. The motion carried unanimously.

Goodheart-Wilcox Publisher, 18604 West Creek Drive, Tinley Park, IL 60477-6243

1-800-323-0440

ISBN: 978-1-63563-037-4 (70) @ \$122.64

ISBN: 978-1-63563-039-8 (4)

Tax: \$434.61

Total: \$6,873.21

3. CTE (Career and Technical Education) Advisory Bylaws

Emily Buchanan shared information for the establishment of Business Advisory Councils for the Career and Technical Education Program. The recently passed legislature dictates changes to current procedures on establishing a CTE advisory council. The changes must be put in place beginning January 1, 2018. Mrs. Buchanan reviewed the list and answered questions of the board and requested permission to move forward with the process and the advisory council members.

Upon review, Dr. Carter recommended approval of the CTE bylaws and initial membership list with ability to make changes to list based on conflicts. Gordon Satterfield moved, seconded by Tracy Stanley to approve the CTE bylaws and initial membership list with conditions as specified and updates to the board if changes occur to the list. The motion carried unanimously.

V. REPORTS/UPDATES

Secondary Updates

Emily Buchanan shared updates relating to secondary education. Those include:

- Career Academy Enrollment = 9 students
- Alternative Enrollment = 14 students
- Early Graduation List = 27 students (2 of which = Career Academy)
- STEM labs
- Tutoring busses / Tuesday & Thursday
- Second phase of Animal Science implementation
- CTE benchmark data = very strong
- 6-12 teachers common book of study = The Leader in Me

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- ACT WorkKeys (certification test)
- Public Safety/Firefighting program = moving forward
- Curriculum Mapping Meetings (1/2 day = Jan. 26)
- Rigor PD (Jan. 22 for K-8 / Feb. 5 = webinar for BYHS)
- BYHS Beta Club Peer tutoring on Thursdays
- PBIS Mentoring Program (pairing Seniors with Freshman)

Finance Report / Jeremy Teetor

Mr. Teetor shared updates which include a new format for W2's and 1099's. This will decrease the amount of manual labor needed to produce these documents. Now that the budget is under control, Mr. Teetor is pursuing avenues to invest the money to receive a better return. Anticipated increases should go from 1.2% of what we are currently receiving to 2.5% or possible 3% with bond market. Approximately \$2 million in idle cash will be invested.

Risk Management policies were reviewed and a district wide safety committee plans to meet in January to look at workers compensation claims and focus on what we can do to reduce accidents. The insurance company has also offered to do inspections in our school kitchens to offer input and advice.

The finance department is exploring software to use to enhance management of our systems and reduce costs.

Andy Tyrrell - Student Services

Mr. Tyrrell introduced the social worker, Brandi Teetor, to the group and shared what she has been involved with for the first semester. Those include: 39 referrals in which barriers were identified, connection with resources (tangible and intangible). Of the 39, 8 were referred due to attendance/court violations. Ms. Teetor has also identified and partnered with 8 resources which include: Allied Churches of Alamance County, New Eyes for Needy, Optometry Cares, Catholic Charities, Toys for Tots, National Hearing Aid Projects, Salvation Army of Reidsville, and Juvenile Diabetes. Others that she is reaching out to include: Caswell Social Services, Hospice of Alamance, Red Cross, Faith and Families, Shady Grove Food Pantry, CATS (Caswell Transportation Services), Caswell Parish, and Caswell County Library.

Ms. Teetor has also assisted parents and families in preparing for the holidays and is available for counseling services with the students at the alternative program on Thursdays. During the second semester she plans to create 5 new partnerships for kids and focus on counseling with parents at N.L. Dillard as needed.

VI. SUPERINTENDENT UPDATES

- Dr. Carter shared a list of various districts and their decisions on the valedictorian/salutatorian. With the new ten-point grading scale, multiple students may have the same grade point average. It would be up to the school to decide who the speaker would be at graduation. Mr. Battle would like to receive more input from other schools within the state before making a decision. Dr. Carter will retrieve more information and report back to the board.
- Dr. Carter shared that the fire alarm at the Civic Center was to be installed last week and should have no further issues in the future.
- Report cards are out and links should be provided online for parents.

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- Dr. Carter and Medina Jones received a grant from Danville Chamber of Commerce in the amount of \$5600 for elementary school "Time for Kids" literature.
- Dr. Carter shared she received nice comments from employees regarding the bonus.
- NCDOT will be reviewing the traffic at North Elementary and offer suggestions.
- Dr. Carter shared an academic report PowerPoint presentation. Hard copies will be provided to the board. Dr. Carter plans to present this information in September-October going forward.

Board members felt the data shared was informative. Tracy Stanley expressed that teachers need to be held accountable as well as the attitude of faculty at the schools. Gordon Satterfield also shared that we should be able to take data and relay this to teachers to make needed changes. Mr. Satterfield questioned if we know where we are this year. Dr. Carter shared until test results are in it will be difficult to share that information. Dr. Carter emphasized that all teachers are aware of what is expected, the QAI's are making huge impacts as well as upcoming rigor training.

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 after a five minute break. Gordon Satterfield seconded the motion. The motion carried unanimously.

VIII. OPEN SESSION

Tracy Stanley made a motion to return to open session. Gordon Satterfield seconded the motion. The motion carried unanimously.

IX. PERSONNEL LISTING

Dr. Carter recommended approval of the personnel listing as presented. Gordon Satterfield moved, seconded by Mel Battle to approve the personnel listing as presented. The motion carried unanimously.

Resignation	
N.L. Dillard Middle School	Arcana Almeida (7 th grade English) = Eff. 1/6/18
	John Roller, (CTE Technology & Eng. & Design) = Eff. 1/3/18
Bartlett Yancey High School	Laquita Williamson (Data Manager) = Eff. 1/2/18
Employment	
Bartlett Yancey High School	Jeffrey Bunnell, CTE (Public Safety & Firefighting Technology Teacher) = Eff. 1/22/18
	Brittany Slade, Child Nut. Asst. = Eff. 12/12/17
North Elementary	Lisa Ranzo, 2 nd grade teacher = Eff. 1/2/18
	Rhonda Gordon, PreK Teacher Asst. = Eff. 1/2/18

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Oakwood Elementary	Andae Sexton, Child Nut. Asst. = Eff. 12/12/17
Substitutes:	Adam Baugus = Eff. 12/12/17
	Laquita Williamson = Eff. 1/2/18
	Sandra Womack = Eff. 12/12/17
Transportation	Dayna Beck = Bus Driver (district) = Eff. 12/12/17
	Margo Crisp = Bus Driver (district) = Eff. 12/12/17

Dr. Carter recommended that Principal Carla Murray at North Elementary be held harmless with principal pay due to changes with legislature for the remainder of the school year. Gordon Satterfield moved, seconded by Tracy Stanley to allow Carla Murray to be held harmless with principal pay for the remainder of the school year. The motion carried unanimously.

X. COMMUNICATIONS

- South Christmas Concert = Dec. 14th @ 6:30 p.m.
- Stoney Creek Holiday Program = Dec. 18th & 19th @ 6:00 p.m.
- BYHS Dance Program = Dec. 19th @ 6:00 p.m.

XI. BOARD MEMBER OBSERVATIONS

- Mr. Battle would like to see if the schools can email board members on upcoming events. With technology this should be easy to share.
- Mrs. Hudson expressed accolades on the good news that was shared at the meeting and would like this shared within the community to inform them of the positives within the school system.
- Tracy Stanley shared she would like to have the Board of Education participate in the Christmas Parade next year.

XII. ADJOURN

Ross Gwynn made a motion to adjourn the regular meeting at 2:40 p.m., Tracy Stanley seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on January 8, 2018, at 6:30 p.m. in the Caswell County Schools Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent