

CASWELL COUNTY BOARD OF EDUCATION MINUTES

June 26, 2017

The Caswell County Board of Education met in regular session on Monday, June 26, 2017, at 9:00 a.m. in the Whitley Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chairman Sylvia Johnson, Mel Battle, Ross Gwynn, and Tracy Stanley. Donna Hudson was absent. Others present include Superintendent Dr. Sandra Carter, Dr. Sammy Shields, Attorney Ron Bradsher, Jeremy Teetor, Carol Boaz, Vennie Beggerly, Angela Underwood, Elin Claggett, Jerry Hatchett. Connie Kimrey recorded the minutes. (Note: Others may have been present but did not sign the roster).

I. A. CALL TO ORDER

The meeting was called to order and a moment of silence was observed followed by the pledge of allegiance.

I. B. APPROVAL OF MINUTES

Sylvia Johnson moved, seconded by Mel Battle, to approve the minutes of the June 5, 2017 regular meeting as presented. Mrs. Johnson questioned the time for the last meeting in August. It was stated it should be 6:30 p.m. rather than 9:00 a.m. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

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

I. D. ANNOUNCEMENTS

None at this time.

I. E. PUBLIC COMMENTS

Dr. Sammy Shields, Assistant Superintendent, addressed the board and expressed his gratitude for his service in Caswell County Schools noting his upcoming retirement. Dr. Shields shared that the members of the Board of Education were a special group to work with and have the best interest of the students as their main focus. Dr. Shields thanked them for their service as well as the opportunity to serve the students of Caswell County.

II. UNFINISHED BUSINESS

Dr. Carter shared that she had updated the information in the code of conduct for the alternative program as discussed and is ready for approval unless the board had any further discussion. Upon no questions, Dr. Carter recommended approval of the code of conduct as presented. Mel Battle moved, seconded by Ross Gwynn to approve the code of conduct as presented. The motion carried unanimously.

Dr. Carter stated that Finance Director Jeremy Teetor would take care of printing.

III. NEW BUSINESS

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1. Consent Agenda

Dr. Carter recommended approval of consent agenda as presented. Upon discussion, Items "A" and "E" were removed from the consent agenda. Mel Battle moved, seconded by Sylvia Johnson to approve the consent agenda items "B, C, D, F, and G" as presented. The motion carried unanimously.

- a. (removed)
- b. Interim Spending Resolution
- c. NCSBA Invoice (Jane Doe Case)
- d. Sessions & Carver, Inc.
- e. Saffelle, Inc. (pulled from consent agenda)
- f. Surplus Item
- g. PTEC Invoice (membership dues)

Interim Spending Resolution

A resolution is required to permit expenditure of all funds between July 1 and the adoption of budgets by the Board of Education. This request is to authorize expenditures at the same level as previously approved for the 2016 – 2017 school year. Recommending a resolution at this spending level early in the fiscal year should not cause problems if additional cuts are required. RESOLUTION: Be it, therefore, resolved that the Caswell County Board of Education authorizes an appropriation of funds at the same funding level as 2016 – 2017 for the purpose of paying salaries and usual and ordinary expenses for the period of July 1, 2017 until adoption of budgets for 2017 – 2018 or September 1, 2017, whichever comes first.

NCSBA Invoice

Jane Doe v. Caswell County Board of Education
NCSBA = Amount Due = \$5,000.00
NCSBA / North Carolina School Boards Trust, Attn: Melody Coons
PO Box 97877, Raleigh, NC 27624-7877

Sessions & Carver, Inc. (contract renewal)
Sales & Use Tax Refund Service
Fiscal Year(s) 2-16/2017, 2017/2018, and 2018/2019

Surplus Item
Curriculum Trailer was declared surplus

PTEC Invoice
Piedmont Triad Education Consortium
6000 Meadowbrook Mall Court, Suite 202
Clemmons, NC 27012
Total: \$16,200.00
(Note: It was not stated what line item this is paid from)

2. NCSBA Trust Worker's Compensation Fund

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Finance Officer Jeremy Teetor reviewed quote with NCSBA and Surry who we are currently using. Recommendation was to continue with Surry (Liberty). No vote was taken on this item.

3. Budget Resolution

Finance Officer Jeremy Teetor reviewed the budget resolution which basically cleans up loose ends due to the turnover in finance officers over the past few years. This resolution is only done in special circumstances and the auditors are aware of it at this time. Upon review and discussion, Dr. Carter recommended approval of the budget resolution as presented. Sylvia Johnson moved, seconded by Tracy Stanley to approve the budget resolution as presented. The motion carried unanimously.

CASWELL COUNTY SCHOOLS
BUDGET RESOLUTION
2016-2017

BE IT RESOLVED by the Board of Education of the Caswell County Schools in light of the fact that there have been three finance officers during the course of the 2016-2017 fiscal year and despite any previous budget resolutions and budget amendments:

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, 2016 and ending June 30, 2017.

5100 Regular Instruction Services	\$893,436
5200 Special Population Services	105,643
5300 Alternative Programs Support Services	83,565
5400 School Leadership	38,308
5500 Co-Curricular Services – Athletics	160,938
5800 School Based Support Services	206,799
6100 Support & Development Services	22,500
6300 Alternative Programs Support Services	6,000
6400 Technology Support	229,124
6510 Communication Services	139,000
6520 Printing & Copying Services	30,000
6530 Public Utility & Energy Services	874,248
6540 Custodial Services	1,860
6550 Transportation Services	161,267
6580 Maintenance Services	567,830
6600 Financial & Personnel Services	280,703
6710 Student Testing Services	3,300
6910 Board of Education	107,520
6920 Legal Services	45,000
6930 Audit Services	35,000
6940 Leadership Services	118,534
7100 Community Services	85,862
8100 Charter Schools	230,000

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8500 Contingency	10,000
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Total Local Current Expense Fund Appropriations	<u>\$4,436,437</u>
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Section 2. The following revenues are estimated to be available to the Local Current Expense Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

NC Pre-K	\$ 165,550
School Nurse Funding	200,000
Sales & Use Tax	30,000
Medicaid Remib	48,000
Medicaid Fee for Serv.	130,000
County Appropriation	2,592,884
County Approp-Supplements	300,000
Tuition & Fees	2,793
Fines & Forfeitures	80,000
School Property Rental	200
Civic Center Rental	18,955
Head Start Rental	26,500
Interest Earned	3,600
Activity Bus	15,000
Misc. Revenue	12,500
Drivers Ed	9,750
Indirect Costs	40,000
DRF 1:1 Grant	706,050
Golden Leaf 1:1 Grant	20,000
SREB	3,630
DRF PE Grant South	29,675
F/B Appropriated	1,350

Total Local Current Expense Fund Revenue	<u>\$ 4,436,437</u>
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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, 2016 and ending June 30, 2017.

5100 Regular Instruction Services	\$11,711,013
5200 Special Population Services	1,769,138
5300 Alternative Programs Support Services	821,827
5400 School Leadership	1,416,898
5800 School Based Support Services	1,365,720
6100 Support & Development Services	87,105
6200 Special Population Support and Development	62,468
6300 Alternative Programs Support	21,911
6400 Technology Support	239,895
6540 Custodial Services	772,048
6550 Transportation Services	1,195,128
6580 Maintenance Services	75,724

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6600 Financial & Personnel Services	270,091
6700 Accountability Services	27,943
6720 Planning, Research Dev & Prog Eval	46,960
6900 Policy, Leadership and Public relations Services	275,944
7200 Nutrition Services	63,622

Total State Public School Fund Appropriations **\$20,222,971**

Section 4. The following revenues are estimated to be available to the State Public School Fund for the fiscal year beginning July 1, 2014 and June 30, 2015.

State Funds	\$20,118,224
Textbook Allocation	<u>104,747</u>

Total State Public School Fund **\$20,222,971**

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, 2016 and ending June 30, 2017.

5100 Regular Instruction Services	\$291,008
5200 Special Population Services	\$878,677
5300 Alternative Programs Support Services	\$967,904
5400 School Leadership	\$6,500
5800 School Based Support Services	\$10,000
6100 Support & Development Services	\$320
6200 Special Population Support	\$85,843
6300 Alternative Programs Support Services	\$66,453
6550 Transportation Services	\$46,361
6620 Human Resources Services	\$200
8100 Payments to other Gov. Unites	\$96,241
8200 Unbudgeted Funds	<u>\$101,725</u>

Total Federal Grant Fund Appropriations **\$ 2,551,232**

Section 6. The following revenues are estimated to be available to the Federal Grant Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Total Federal Fund **\$ 2,551,232**

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, 2016 and ending June 30, 2017.

5110 Furniture & Equipment	\$46,156
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5502 Co-Curricular Services - Band	\$1,050
6300 Adm Furniture	3,490
6550 Transportation	217,030
6580 Vehicles & Maint. Equip	97,579
7200 Child Nutrition Equip	10,500
8500 Contingency	10,500
9000 School Match	7,390
9001 Plumbing	52,157
9002 Floor Covering	15,323
9003 Painting	0
9004 Roof Repairs	10,500
9005 Weatherization	7,657
9006 Landscaping	8,400
9007 Asbestos	27,050
9008 Field Chemicals	1,461
9009 Electrical	13,294
9010 Athletic Facilities	4,149
9011 Buildings	4,350
9012 Civic Center Repairs	1,050
9013 Emergency Items	5,693
9014 Paving	35,112
9015 Cameras	3,800
9016 Doors	28,520
9017 HVAC	105,750
9018 Lighting	0
9022 Playground Upgrades	5,250
9100 Capital Repair Projects	<u>242,738</u>

Total Capital Outlay Appropriations **\$ 965,949**

Section 8. The following revenues are estimated to be available to the Capital Outlay Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Local Funds – County Appropriation	\$ 465,000
Miscellaneous	<u>500,949</u>

Total Capital Outlay Revenue **\$ 965,949**

Section 9. 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, 2016 and ending June 30, 2017.

7100 701 178 BASF Assistants	\$ 47,000
7100 701 211 Social Security	\$ 3,596
7100 701 221 Retirement	\$ 3,242
7100 701 231 Hospitalization	\$ 5,320
7100 701 332 Travel	\$ 100

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Upon review Dr. Carter recommended approval of Policy # 555 for first reading. Sylvia Johnson moved, seconded by Ross Gwynn to approve the first reading of Policy # 555, Disposal, Rental or Lease of Property as presented. The motion carried unanimously.

5. Policy # 605, Graduation Requirements

Dr. Carter reviewed changes to Policy # 605 and stated this cleaned up policy and aligned it with State requirements. Currently we have two options for graduation which include Future Ready and Occupational Course of Study. Dr. Carter reviewed information that will affect the 2013-14 freshman class with the 10 point grading scale and the possibility of multiple valedictorians, and salutatorians. Dr. Carter felt this is something the board needs to address at some point prior to the students senior year.

Dr. Carter recommended approval of first reading of Policy # 605, Graduation Requirements as presented. Sylvia Johnson moved, seconded by Tracy Stanley to approve first reading of Policy # 605, Graduation Requirements as presented. The motion carried unanimously.

6. Career Academy Program of BYHS

Dr. Carter reviewed information presented to the board regarding a Career Academy Program of BYHS. This will allow students at risk to graduate. They will receive a diploma which will state Career Academy of BYHS. The program is designed specifically for at risk students to prevent them from dropping out. They will receive a state minimum of 22 credits rather than the 27 credits required from Caswell County Schools. Dr. Carter stated she had discussed with Ms. Joanna Gwynn and the curriculum directors and they highly recommended it. This will not take the place of the alternative program.

Tracy Stanley questioned who the committee would consist of? Dr. Carter shared it would include social worker, counselor, principal and the middle/high school or elementary curriculum director.

It was stated that the counselors should currently be taking these steps to prevent drop outs; however, this will put this into an organized pathway for students on the verge of dropping out.

Dr. Carter recommended tabling this item until the board had more time to review the information. Tracy Stanley moved, seconded by Sylvia Johnson to table the Career Academy item. The motion carried unanimously.

IV. REPORTS

- Quarterly Reports
- Preliminary Report - State Assessment

V. SUPERINTENDENT UPDATES

- Dr. Carter discussed letters of interest for the vacant board seat formerly held by Betty Sartin. Four individuals have expressed interest: Vennie Beggerly, Elin Claggett, Rickey Blackstock and Gordon Satterfield. Discussion took place regarding what qualities the board is looking for. It was agreed that each member would submit their questions to Dr. Carter by July 5, 2017. Dr. Carter will compile a list and share it at the next meeting.

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It was agreed to hold interviews the afternoon of July 24, 2017 beginning at 1:00 p.m. and continuing every hour.

- Dr. Carter shared she has planned an administrative retreat for July 12-13, 2017. Upon questioning, Dr. Carter stated board members are invited to attend. An attorney is scheduled to present legal updates for a portion of the retreat and other professional development is being planned.
- Dr. Carter reviewed information on the budget noting the house and senate have approved and it is now waiting on the governor to sign. The budget includes a slight increase to public schools; however, some restrictions are included with spending.

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

VII. OPEN SESSION

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

VIII. PERSONNEL LISTING

Dr. Carter recommended approval of updated personnel listing as presented noting length of administrator contracts will be two years.

Dr. Carter also recommended approval of reclassification of job for Brenda Scales, Payroll Specialist in the Finance Department at new salary of \$38,000 per year.

Dr. Carter also recommended approval of one assistant principal position at the middle school be a ten-month position to save the system money.

Tracy Stanley moved, seconded by Ross Gwynn to approve personnel listing and additional recommendations for job reclassification of Brenda Scales (payroll specialist) to new salary of \$38,000 per year as well as (1) assistant principal position at the middle school be changed to a ten-month position. The motion carried unanimously.

Resignation	
North Elementary	Kelly Brown (Teacher) - Eff. 6/22/17
South Elementary	Tara Holmes (Principal) - Eff. 8/21/17
Stoney Creek Elementary	Nicole Lancaster (Principal) - Eff. 8/14/17
Retirement	
Oakwood Elementary	Brenda Hamlett (Teacher) - Eff. 8/1/17

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Transfers	
N.L. Dillard Middle	Swanita Smith - Technology Technician - Eff. 7/1/17
Bartlett Yancey High School	Relisa Thomas - Data Manager - Eff. 7/1/17 (formerly bookkeeper @ BYHS)
Bartlett Yancey High School	LaQuita Williamson - Bookkeeper - Eff. 7/1/17 (formerly IT clerical)
Central Office	Medina Jones, Director of Accountability/Testing & Federal - Eff. 7/1/17 (formerly assistant principal @ N.L. Dillard)
Stoney Creek Elementary	Lisa Strader, ELA Teacher (formerly at Dillard) - Eff. 8/18/17
South Elementary	Tammy Zylka, Speech Therapist (formerly at Oakwood) = Eff. 8/18/17
South Elementary	Stephen Evans, Principal (formerly assistant principal @ BYHS) = Eff. 7/1/17
Leave Notification	
South Elementary	Lynn Moretz - Eff. August 2017
Employment	
N.L. Dillard Middle School	Arcana Almeida, ELA Teacher - Eff. 8/18/17
	Kimberly Hinrichs, Math/Science Teacher = Eff. 8/18/17
Bartlett Yancey High School	Richard Franklin, CTE High School Public Safety & Firefighter Technology Teacher = Eff. 8/18/17
Oakwood Elementary	Mikayla LeCates, Interim K-5 Teacher = Eff. 8/18/17
	Lynette Thomas, EC Self Contained Teacher = Eff. 8/18/17
North Elementary	Carla Murray, Principal (replaces Andy Tyrrell) = Eff. 7/1/17
Stoney Creek Elementary	Logan Webb, K-5 Teacher = Eff. 8/18/17
Elementary Curriculum Coach (11-month position)	Susan Price-Cole (11-month) = Eff. 8/1/17
	Sheletha Mims (11-month) = Eff. 8/1/17
	Michelle Robinson (11-month) = Eff. 8/1/17
	Karen Self (11-month) = Eff. 8/1/17

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Job Reclassification/Salary Change	
Finance Department	Brenda Scales, Payroll Specialist New Salary = \$38,000/year

It was also agreed that vacant positions can be filled upon meeting all requirements pending board approval prior to the July 24th board meeting.

Items removed from Consent Agenda for approval:

Request for Transfer

Dr. Carter recommended approval of requests for transfer as presented with correction of signature on one request with tuition included. Ross Gwynn moved, seconded by Tracy Stanley to approve requests for transfer as presented. The motion carried unanimously.

Brown, Jason Eric	Caswell	to	Alamance-Burlington (5 th)
Henderson, Keely	Caswell	to	Rockingham (5 th)
Hooker, Alyssa	Caswell	to	Alamance-Burlington (12 th)
Stephens, Paxson	Caswell	to	Rockingham (5 th)
Stephens, Perry	Caswell	to	Rockingham (1 st)
Perkins, Shane	Orange	to	Caswell (9 th) *

*tuition will apply

Saffelle, Inc. Contract

Dr. Carter recommended approval of Saffelle, Inc. contract as presented. Tracy Stanley moved, seconded by Ross Gwynn to approve contract with Saffelle, Inc. as presented. The motion carried unanimously.

XIII. COMMUNICATIONS

- Dr. Carter shared that if the budget is passed it will increase funding for bus drivers.
- It was shared that effective June 5, 2017, Mrs. Betty Sartin resigned her seat for District 1 on the Board of Education. Chairman Garland offered thanks on behalf of the board to Mrs. Sartin for her dedication and time she has given to the students of Caswell County and shared that she will be missed. Letters of interest are due by July 5, 2017.
- Retirement reception for Dr. Sammy Shields is planned for Thursday, June 29, 2017 from 3:00-4:00 p.m.
- July 24th board meeting will be held at the new central office location.

XIV. BOARD MEMBER OBSERVATIONS

- Summer school plans are underway.
- July 24, 2017 will be the date of the next board meeting
- It was shared that the parking lanes at the new office need to be repainted so they are aligned in the same direction.
- Chairman Gladys Garland shared that Mrs. Hudson’s mother is in the hospital and asked to remember her family as well as remember Mrs. Sartin.

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XV. ADJOURN

Ross Gwynn made a motion to adjourn the regular meeting at 12:55 p.m., Sylvia Johnson seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on July 24, 2017, at 9:00 a.m. in the new central office location.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent