

CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 29, 2017

The Caswell County Board of Education met in regular session on Monday, March 29, 2017, at 6:30 p.m. (postponed from March 27, 2017) in the Whitley Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chairman Sylvia Johnson, Donna Hudson, Mel Battle, Ross Gwynn, Tracy Stanley, and Betty Sartin. Others present include Superintendent Dr. Sandra Carter, Dr. Sammy Shields, Attorney Ron Bradsher, Nicole McGhee, Emily Buchanan, Jeremy Teetor, David Useche, Kim Shelton, Kim Mims, and Sheena Sigmon. 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

Betty Sartin moved, seconded by Tracy Stanley, to approve the minutes of the March 13, 2017 regular meeting, work session and joint meeting with County Commissioners as presented. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

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

I. D. ANNOUNCEMENTS

Superintendent Dr. Carter acknowledged that Assistant Superintendent Sammy Shields will be retiring at the end of the school year and thanked him for his service to Caswell County Schools. Dr. Carter also introduced Finance Officer Jeremy Teetor and welcomed him noting how well he has worked with everyone during his first few weeks. We are delighted to have him with us.

I. E. PUBLIC COMMENTS

None at this time.

II. UNFINISHED BUSINESS

None at this time.

III. NEW BUSINESS

1. Consent Agenda

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

Requests for Transfer (2017-2018)

Vernon, Sarah Michelle	Caswell	to	Alamance-Burlington (3 rd grade)
Vernon, Colin Rice	Caswell	to	Alamance-Burlington (7 th grade)

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2. MentoringMinds Contract

Dr. Carter reviewed information regarding contract with MentoringMinds noting this was a resource requested by South Elementary spending their State funds. This will assist with EOG's for math and reading and align with common core and professional development for staff. The online features will extend into the next school year.

Upon review, Dr. Carter recommended approval of contract with MentoringMinds for South Elementary at a cost of \$8,206.66. Mel Battle moved, seconded by Donna Hudson to approve contract with MentoringMinds in the amount of \$8,206.66. The motion carried unanimously. CTE funds will be used.

Funding: 1.5110.031.411.342.000.00 / 1.5110.061.411.342.000.00

3. Camcor, Inc.

Emily Buchanan reviewed request to purchase three mobile Smart SPNL 65" Flat Panel presentation boards for use in the CTE department. Upon review, Dr. Carter recommended approval of purchase with Camcor, Inc. at a cost of \$17,362.08 using CTE funds. Tracy Stanley moved, seconded by Sylvia Johnson to approve the contract with Camcor, Inc. as presented in the amount of \$17,362.08. The motion carried unanimously.

4. Auditor's Contract = Anderson, Smith, Wike, PLLC

Dr. Carter reviewed contract with the auditors who will be onsite next week. This is consistent with the past three years. It was suggested that the auditors look at all schools and not just a selected few. Upon review, Dr. Carter recommended approval of the auditor's contract as presented in the amount of \$19,875 using fund balance. Mel Battle moved, seconded by Sylvia Johnson to approve the auditor's contract as presented in the amount of \$19,875. The motion carried unanimously.

5. Policy # 424 - Student Wellness

Kim Mims and Kim Shelton reviewed requirements that are needed to Policy # 424, Student Wellness. Upon review and questions, it was noted that information would be forthcoming from the State. Questions were asked regarding the fast food issue and if this is being enforced. If board members have other concerns they were instructed to get with Kim Mims, Kim Shelton, or Dr. Carter. This policy will be brought back to the board.

Upon review and discussion, Dr. Carter recommended approval to table Policy # 424, Student Wellness. Tracy Stanley moved, seconded by Betty Sartin to table Policy # 424. The motion carried unanimously.

6. Budget Amendments # 5, # 6, #7

Finance Officer Jeremy Teetor reviewed Budget Amendment # 5 noting that this included updates from the State and to properly record additional funding from DPI. This revenue will become part of the budget. Adjustments were also made to the capital outlay funds.

Dr. Carter recommended approval of Budget Amendment # 5 as presented. Sylvia Johnson moved, seconded by Mel Battle to approve Budget Amendment # 5. The motion carried unanimously.

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CASWELL COUNTY SCHOOLS			
Budget Amendment #5 - 16/17			
March 27, 2017			

The following budget amendment for 2016-17 is to align State funds with Allotments thru #40 and to re-align based on expenditures. Re-allocate CO PRC 002 for Supt. & Asst. Supt. Salaries using projected unused \$\$ from other CO Directors; reallocate PRC 019 & 031 for Subs, Asst. Prin & Office Personnel from Maintenance salaries that cannot be paid from State\$\$

<u>STATE PUBLIC SCHOOL FUND</u>	<u>CURRENT BUDGET</u>	<u>REVISION</u>	<u>REVISED BUDGET</u>
<u>REVENUES</u>			
3100 State Allocations	\$ 19,984,860	\$ 42,279	\$ 20,027,139
3200 State Revenue - Other Funds	103,851	-	103,851
TOTAL STATE FUNDS REVENUE	\$ 20,088,711	\$ 42,279	\$ 20,130,990
<u>EXPENDITURES</u>			
5100 Regular Instructional Services	\$ 11,550,559	\$ 157,390	\$ 11,707,949
5200 School Population Services	1,785,449	233	1,785,682
5300 Alternative Programs & Services	739,185	(11,298)	727,887
5400 School Leadership Services	1,300,653	116,245	1,416,898
5800 School Based Support Services	1,364,420	1,300	1,365,720
6100 Support & Development Services	96,228	(9,123)	87,105
6200 Special Population Support Services	65,649	(3,647)	62,002
6300 Alternative Programs Support	21,752	159	21,911
6400 Technology Support Services	237,052	2,843	239,895
6540 Custodial Services	772,048	-	772,048
6550 Transportation Services	1,196,815	(13,207)	1,183,608
6580 Maintenance Services	357,927	(259,479)	98,448
6600 Financial & HR Services	317,956	(70,590)	247,366
6710 Student Testing Services	143	27,800	27,943
6720 Curriculum Services	70,073	(23,113)	46,960
6940 Policy Leadership & Public Relations	121,664	154,280	275,944
7200 Nutrition Services	91,136	(27,514)	63,622
TOTAL STATE FUND EXPENDITURES	\$ 20,088,711	\$ 42,280	\$ 20,130,990

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The following bud. Amend. for 2016-17 is to allocate revenue recvd. & not budgeted. Re-align based on expds.			
Use projected unused dollars from Supt.&Asst. Supt. Salaries to budget for Maint. Salaries & benefits			
LOCAL CURRENT EXPENSE FUND	CURRENT BUDGET	REVISION	REVISED BUDGET
REVENUES			
3200 NC Pre-K	\$ 165,550	\$ -	\$ 165,550
3200 School Nurse	200,000	-	200,000
3250 Sales & Use Tax	30,000	-	30,000
3700 Medicaid Fee for Service	40,000	-	40,000
3700 Medicaid MAC	48,000	-	48,000
3700 Medicaid Cost Recovery	90,000	-	90,000
4110 County Appropriation	2,592,884	-	2,592,884
4110 County Approp-Supplements	300,000	-	300,000
4210 Tuition/Fees	-	2,793	2,793
4410 Fines & Forfeitures	80,000	-	80,000
4420 School Property Rental	200	-	200
4420 Civic Center Rental	15,500	3,454	18,954
4420 Head Start Rental	26,500	-	26,500
4450 Interest Earned	3,600	-	3,600
4490 Activity Bus	15,000	-	15,000
4490 Drivers Ed Fees	9,750	-	9,750
4490 Miscellaneous Revenue	12,500	-	12,500
4880 Indirect Costs-Federal Programs	40,000	-	40,000
4890 Local Grants - DRF 1:1	706,050	-	706,050
4890 Local Grants - Golden Leaf 1:1	20,000	-	20,000
4890 Local Grants - SREB	-	3,630	3,630
4890 Local Grants - PE South	-	29,675	29,675
TOTAL LOCAL CURRENT REVENUE	\$ 4,395,534	\$ 39,552	\$ 4,435,086
EXPENDITURES			
5100 Regular Instructional Services	\$ 1,064,103	\$ (72,557)	\$ 991,546
5200 School Population Services	152,273	8,233	160,506
5340 Alternative Programs & Services	28,702	-	28,702
5400 School Leadership Services	47,500	(9,192)	38,308
5500 CoCurricular Services	159,587	-	159,587
5800 School Based Support Services	206,799	-	206,799
6100 Support & Development Services	22,500	-	22,500
6300 Alternative Programs Support	6,000	-	6,000
6400 Technology Support Services	131,014	-	131,014
6510 Communication Services	139,000	-	139,000
6520 Printing & Copying Services	30,000	-	30,000
6530 Public Utility & Energy Services	892,748	-	892,748
6540 Operation of Plant	1,860	-	1,860
6550 Transportation Services	274,846	-	274,846
6580 Maintenance Services	223,000	218,751	441,751
6600 Financial & HR Services	262,327	12,376	274,703
6710 Accountability Services	3,300	-	3,300
6910 Board of Education	107,520	-	107,520
6920 Legal Services	45,000	-	45,000
6930 Audit Services	35,000	-	35,000
6941 Office of Superintendent	182,797	(71,400)	111,397
6942 Office of Asst. Superintendent	57,252	(50,115)	7,137
7100 Community Services	82,406	3,456	85,862
8100 Charter Schools	230,000	-	230,000
8500 Contingency	10,000	-	10,000
TOTAL LOCAL CURRENT EXPENDITURES	\$ 4,395,534	\$ 39,552	\$ 4,435,086
	4		

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The following bud. Amend. for 2016-17 is to allocate revenue received and not budgeted. Allocate for DPI Fin.
 Buses, Fund bal. for Maint. Veh's. Water Heater at Dillard, Doors @ BYHS. Apprp. Lottery \$\$ rcvd. For Oakwood

<u>CAPITAL OUTLAY FUND</u>	<u>CURRENT BUDGET</u>	<u>REVISION</u>	<u>REVISED BUDGET</u>
<u>REVENUES</u>			
3200 Other Revenue-Buses	\$ -	171,705	\$ 171,705
3250 Sales & Use Tax	5,000	-	5,000
4100 County Appropriation	465,000	90,455	555,455
4440 ABC Revenues	27,000	12,179	39,179
4450 Interest Earned	2,000	-	2,000
4910 Fund Balance Appropriated	-	149,684	149,684
TOTAL CAPITAL OUTLAY REVENUES	\$ 499,000	\$ 424,023	\$ 923,023
<u>EXPENDITURES</u>			
5110 Furniture & Equipment	\$ 42,000	\$ -	\$ 42,000
5110 Computer Equipment	42,000	-	42,000
5502 Band Instruments	1,050	-	1,050
6300 Admin. Equipment	-	3,490	3,490
6550 Transportation	10,500	174,104	184,604
6580 Vehicles & Maint. Equipment	22,575	83,706	106,281
6621 HR Equipment	-	5,250	5,250
7200 Child Nutrition Equipment	15,750	(5,250)	10,500
8500 Contingency	10,500	-	10,500
9000 School Match	5,250	2,140	7,390
9001 Plumbing	16,000	38,920	54,920
9002 Floor Covering	19,600	-	19,600
9003 Painting	12,600	-	12,600
9004 Roof Repairs	10,500	-	10,500
9005 Weatherization	10,500	-	10,500
9006 Landscaping	8,400	-	8,400
9007 Asbestos	27,050	-	27,050
9008 Field Chemicals	3,150	1,203	4,353
9009 Electrical	39,875	-	39,875
9010 Athletic Facilities	-	4,149	4,149
9011 Buildings	10,500	-	10,500
9012 Civic Center Repairs	1,050	-	1,050
9013 Emergency Items	10,500	-	10,500
9014 Paving	37,800	-	37,800
9015 Cameras	20,100	-	20,100
9016 Doors	3,150	25,856	29,006
9017 HVAC	100,750	-	100,750
9018 Lighting	12,600	-	12,600
9022 Playground Replacements	5,250	-	5,250
9100 Oakwood	-	90,455	90,455
TOTAL CAPITAL OUTLAY EXPENDITURES	\$ 499,000	424,023	\$ 923,023

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CASWELL COUNTY SCHOOLS	BUDGET AMENDMENT # 6		
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, 2017.			
Account Code	Description	Increase	Decrease
2.6580.801.411.000.000.00	Maintenance Supplies	12,500.00	
2.6530.802.421.000.000.00	Heating Oil		12,500.00
		12,500.00	12,500.00
Funding Source: Local			
	Total appropriation in current budget:		\$ 0.00
	Amount of increase/decrease of amendment:		\$ 0.00
	Total appropriation in amended budget:		\$ 0.00

CASWELL COUNTY SCHOOLS	BUDGET AMENDMENT # 7		
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, 2017.			
Account Code	Description	Increase	Decrease
4.9100.001.532.000.000.00	BY Annex Renovation	90,000.00	
4.9009.001.326.000.000.00	Electrical- Contracted Repairs		11,320.88
4.9009.001.323.000.000.00	Electrical- Repair Parts		1,794.22
4.9015.001.461.000.000.00	Security Cameras-Non Cap Equipment		7,500.00
4.9018.001.326.000.000.00	Lighting- Contracted Repairs		3,150.00
4.9018.001.411.000.000.00	Lighting- Supplies		4,200.00
4.9018.001.422.000.000.00	Lighting- Repair Parts		5,250.00
4.5110.001.461.000.000.00	Furniture/Equip-Non Cap		31,895.96
4.6621.001.461.000.000.00	HR Furniture		5,250.00
4.9002.001.411.000.000.00	Floor Covering Supplies		1,026.61
4.9002.001.422.000.000.00	Floor Covering- Repair Parts		3,250.00
4.9003.001.411.000.000.00	Painting-Supplies		6,300.00
4.9003.001.422.000.000.00	Painting- Repair Parts		5,250.00
4.9003.001.461.000.000.00	Painting-Non Cap Equipment		1,050.00
4.9001.001.422.000.000.00	Plumbing- Repair Parts		2,762.33
		90,000.00	90,000.00
Funding Source: Local			
	Total appropriation in current budget:		\$ 0.00
	Amount of increase/decrease of amendment:		\$ 0.00
	Total appropriation in amended budget:		\$ 0.00

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Budget Amendment # 5 was reviewed noting maintenance supplies and heating and oil. Budget Amendment # 6 included moving money from various line items to fund annex renovations as discussed.

Upon review, Dr. Carter recommended approval of Budget Amendment # 6. Betty Sartin moved, seconded by Tracy Stanley. The motion carried unanimously.

Upon review, Dr. Carter recommended approval of Budget Amendment # 7. Sylvia Johnson moved, seconded by Tracy Stanley. The motion carried unanimously.

7. Phone System – Updates

David Useche shared updates regarding phone systems and the renovations at the annex. The current phone system at the annex is not capable of handling the amount of extensions once move is complete. Four options were reviewed as listed: Option A – expand old system at cost of \$12,000+, Option B – Replace old system and add more capacity at cost of \$17,000+, Option C – swap out phone systems from central office to annex at a cost of \$13,000+, or Option D – look into newer technology to host PBX. This option will save a tremendous amount of money initially and long term. This option is lower than the current telephone bills we receive and would be an advantage to pursue for all schools if this system works well with the central office. Mr. Useche will continue to pursue the bidding process for eRate requirements.

Dr. Carter recommended tabling this item until completion of the bidding process. Sylvia Johnson moved, seconded by Donna Hudson to table this item until bidding process is completed. The motion carried unanimously.

IV. REPORTS

None at this time.

V. SUPERINTENDENT UPDATES

- Dr. Carter reviewed renovations at the annex with anticipation of being moved in by the end of May.
- Asbestos removal will take place during the week of spring break.
- Headstart was offered rooms at South Elementary and have indicated the size of the rooms and restrictions would only allow 30 students and currently they have 50. They are going to continue to look at options and will follow-up with Dr. Carter.
- Alternative Program is still in transition and Dr. Carter plans to meet with Lori Daniel on Thursday. Restrictions and concerns will be discussed. Guidelines are still in progress but will be shared with the board upon completion.
- Civic Center Seating – Jerry Hatchett received a quote from Learning Environments in the amount of \$635,250 to replace seating in the civic center. Dr. Carter will include this request to the commissioners when submitting the budget. Mr. Battle questioned if all the seats need repair noting the seating in the back section.
- BYHS Renovation – architect can be paid out of fund balance and the board was in agreement to pursue the bidding process. This plan will include the suggestions for the high school and athletics. Dr. Carter will move forward with the bid process.

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- Dr. Carter met with PCC regarding Innovative High School. A letter of intent was submitted and will continue to seek more information.
- Senator Woodard submitted bill in support of calendar flexibility.
- House Bill 92 has passed in the House and is going to Senate. This will eliminate NC final exams for the purpose of teacher evaluation instrument. (Not sure when this will occur.)

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. Betty Sartin seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

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

VIII. PERSONNEL LISTING

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

Resignation	
Finance Department	Melissa Miller, Acctg./Budget - Eff. 4/5/17
Bartlett Yancey High School	Nicole Royal, Bus Driver - BYHS - Eff. 3/16/17 Kim Watson, Bus Driver - BYHS - Eff. 3/24/17
N.L. Dillard Middle School	Tawanna Yates, English Teacher - Eff. 3/27/17
Retirement	
N.L. Dillard Middle School	Charlie Brandon, Custodian - Eff. 7/1/17
North Elementary	Janet Dillard, Teacher Asst. - Eff. 7/1/17 Terri Snead, Teacher - Eff. 7/1/17
Leave Notification	
Bartlett Yancey High School	Karen Holshouser (maternity leave) Emily Reagan (maternity leave)
Classified Employment	
Bartlett Yancey High School	Leslie Lawson, Special Ed. Teacher Asst. - Eff. 3/30/17
Child Nutrition	Beverly Hall, Child Nut. Substitute - Eff. 3/30/17 Kimberly Scott, Child Nut. Substitute - Eff. 30/30/17
Maintenance Department	Webster Johnson, Painter - Eff. 3/15/17

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XIII. COMMUNICATIONS

- Dates to meet with Senator Woodard were discussed. Connie Kimrey will contact his office for more dates for consideration
- Tours of schools with County Commissioners = Friday @ 8:30 a.m.
- End of Year Banquet = May 18, 2017
- FYI – Field Trip (out of state) Oakwood EC & PreK = March 28, Danville Science Center & May 5th = Oakwood K
- April calendar of events for schools
- Toolkit Newsletter
- Prom Fashion Show invite = March 30, 2017
- VIP for a VIP = Invite = April 5, 2017 (Vehicle Injury Prevention) @ BYHS (10:00 & 1:45)

XIV. BOARD MEMBER OBSERVATIONS

Mel Battle expressed displeasure of the joint meeting with the county commissioners. He suggested questions be submitted prior to any future meetings. Very disappointed that elected officials present themselves in the manner they did. Dr. Carter shared we requested questions prior to the meeting but did not receive anything.

April board meeting will include teacher renewals, contracts for consideration, etc.

Mel Battle questioned if information has been sent from the commissioners regarding the budget process. Dr. Carter stated she had received it but had not received anything prior to the joint meeting. The budget is due in mid-April.

Donna Hudson shared she was very impressed with the new finance director and his professionalism.

XV. ADJOURN

Ross Gwynn made a motion to adjourn the regular 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 April 10, 2017, at 6:30 p.m. in the Whitley Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent