

CASWELL COUNTY BOARD OF EDUCATION MINUTES

May 22, 2017

The Caswell County Board of Education met in regular session on Monday, May 22, 2017, at 6:30 p.m. 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, Kim Shelton, Kim Mims. 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 Betty Sartin, to approve the minutes of the May 8, 2017 regular meeting 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

Dr. Carter thanked the staff appreciation committee and those that participated on an outstanding job. Dr. Carter felt the banquet was well received and noted she enjoyed it very much.

I. E. PUBLIC COMMENTS

None at this time.

II. UNFINISHED BUSINESS

Code of Conduct was reviewed with questions and changes added in red. Concerns expressed included the alternative program noting the handbook does not address this program. Dr. Carter shared she would like to change the perception of this program and needs board direction on how to proceed.

Donna Hudson expressed concern that information needs to be listed and be specific to avoid discrepancies later down the road. Dr. Carter shared her feelings noting that referrals should come to the central office before the student is placed at the alternative program.

Upon lengthy discussion, Dr. Carter will add a section for the alternative program and bring back to the board. It was suggested to allow the principals to review and look at discipline issues in the Code of Conduct. Dr. Carter recommended approval of the handbook as presented with additions to be made for the alternative program. Mel Battle moved, seconded by Betty Sartin to approve the changes thus far to the Code of Conduct as presented. The motion carried unanimously.

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Dr. Carter was directed to wait until June before sharing the code of conduct with principals.

Sylvia Johnson moved, seconded by Tracy Stanley to remove from the table board polices: 450, 453, 456, 465, 470, 478, 481, and 482. The motion carried unanimously.

Upon review and changes noted in red that were shared with the board, Dr. Carter recommended approval of the policies reviewed. Donna Hudson moved, seconded by Tracy Stanley to approve second reading of policies: 450, 453, 456, 465, 470, 478, 481, and 482 as presented. The motion carried unanimously.

Sylvia Johnson moved, seconded by Betty Sartin to remove from the table board policy 424. The motion carried unanimously.

Changes were shared with the board on Policy 424, Student Wellness. Minor changes were noted from the board and will be made accordingly. Tracy Stanley noted concern on the fast food policy and principals enforcing this in the school.

Upon review and comments, Dr. Carter recommended approval of Policy 424, Student Wellness with changes as noted. Tracy Stanley moved, seconded by Sylvia Johnson to approve Policy 424, Student Wellness with changes as noted from the board. The motion carried unanimously.

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.

- a. Requests for Transfer (2017-2018)
- b. Budget Amendments # 14 & #15
- c. NCSBA Membership Dues & Legal Assistance Fund Invoice

Requests for Transfer:

Gardner, Carter	Caswell	to	Rockingham (5 th)
Horton, Kaylee	Caswell	to	Person (5 th)
Sutton, Emma	Caswell	to	Rockingham (3 rd)
Sutton, Tucker	Caswell	to	Rockingham (3 rd)

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Budget Amendments

CASWELL COUNTY SCHOOLS		BUDGET AMENDMENT # 14	
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	Debit	Credit
1.3100.000.000.000.000.00	Allocations from SPSF		4,000.00
1.6550.056.411.000.000.00	Transportation Supplies	4,000.00	
		4,000.00	4,000.00
Funding Source: State			
Justification: Reimbursement for TIMS SQL conversion.			
Total appropriation in current budget:			\$0.00
Amount of increase/decrease of amendment:			\$0.00
Total appropriation in amended budget:			\$0.00
Passed by majority vote of the Caswell County Board of Education on the 22nd day of May, 2017.			

CASWELL COUNTY SCHOOLS		BUDGET AMENDMENT # 15	
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	Debit	Credit
4.3400.120.000.000.000.00	State Capital Outlay Allocation		42,926.00
4.6550.120.551.000.000.00	LEA Finance School Buses	42,926.00	
		42,926.00	42,926.00
Funding Source: State/Capital			
Justification: Recording state payment for new school buses.			
Total appropriation in current budget:			\$0.00
Amount of increase/decrease of amendment:			\$0.00
Total appropriation in amended budget:			\$0.00
Passed by majority vote of the Caswell County Board of Education on the 22nd day of May, 2017.			

NCSBA Membership Dues & Legal Assistance Fund

Dues total: \$13,477

2017/2018 NCSBA Membership Dues (\$12,277)

2017/2018 Legal Assistance Fund Contribution (\$1,200)

(Due on or before July 1, 2017)

2. Policy # 440, Student Records

Dr. Carter reviewed information on policies 440 and 441, student discipline records noting these both aligned with NCSBA policies.

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Upon review, Dr. Carter recommended policies 440 and 441 lay on table for a second reading. Betty Sartin moved, seconded by Tracy Stanley for policies 440 and 441 to lay on the table for a second reading. The motion carried unanimously.

3. CTE Local Planning System (LPS)

Emily Buchanan reviewed the Local Planning System for CTE which includes a major thrust for the year noting animal science, fire academy, and early childhood classes. Mrs. Buchanan also noted that Lisa Lassiter will be a full time CTE Coordinator which will be paid in full using CTE funds.

Donna Hudson commended Emily Buchanan on a wonderful job noting the time involved on this plan.

Upon review and notation of minor changes to the plan, Dr. Carter recommended approval of the Local Planning System for CTE as presented. Donna Hudson moved, seconded by Betty Sartin to approve the Local Planning System for CTE as presented. The motion carried unanimously.

4. Grant Applications (Carolina Farm Credit & NC FFA Charter Improvement)

Emily Buchanan and Sarah Smith shared information on two grants for CTE which will assist the animal science area and other areas. Upon review, Dr. Carter recommended approval of both grant applications as presented. Betty Sartin moved, seconded by Ross Gwynn to approve Carolina Farm Credit and NC FFA Charter Improvement Grant applications as presented. The motion carried unanimously.

IV. REPORTS

None at this time.

V. SUPERINTENDENT UPDATES

- Dr. Carter reminded board members of Governor Coopers' wife visit on May 24th.
- May 24th = Joint budget meeting with commissioners at 5:00 p.m. Discussion took place on information that will be shared at the meeting.
- May 25th = Visit with Senator Woodard @ 4:00 p.m.
- Dr. Carter visited the NCSBA office along with Finance Officer Jeremy Teetor and were updated on the services they offer. Dr. Carter shared information regarding NCSBA Master Board Program and asked board members if they were interested in pursuing this. Dr. Carter asked board members to email her with their three top course selections.
- Dr. Carter shared that the annex renovations are coming along and finance department should be moving soon. Dr. Carter asked the board what they would like to call the building. It was decided that the annex will now be called "CCS Administrative Offices.

VI. CLOSED SESSION

Mel Battle made a motion to go into closed session for the purpose of considering a personnel action that involves an officer or employee of this Board (NC General Statute 143-318.11(a)(6); and for the purpose of discussing information that is privileged, confidential or not a public

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record (NC General Statute 143-318.11(a)(1) and to confer with legal counsel. Tracy Stanley seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

Sylvia Johnson made a motion to return to open session. Donna Hudson seconded the motion. The motion carried unanimously.

VIII. PERSONNEL LISTING

Dr. Carter recommended approval of updated personnel listing as presented and administrative contract renewals as presented. Ross Gwynn moved, seconded by Sylvia Johnson to approve personnel listing as presented. The motion carried unanimously.

Resignation	
Bartlett Yancey High School	William Curtis, Math Teacher - Eff. 6/9/17
Retirement	
South Elementary	Ann Patterson, Reading Specialist - Eff. 7/1/17
	Robert Mise, Elementary Teacher - Eff. 7/1/17
Leave Notification	
BYAB	Lauren Appel, Behavior Specialist (Medical Leave) - Eff. 6/1/17
Recommendation for Termination	
South Elementary	Scott Berdine, Bus Driver (Eff. 2/28/17)
Oakwood Elementary	Gwendolyn Brandon, Bus Aide (Eff. 5/12/17)
Contract Renewals	
Emily Buchanan Director of Secondary & CTE	4 year contract - Expires 6/30/2021
Stephen Evans, Assistant Principal - BYHS	2 year contract - Expires 6/30/2019
Shannon Gammon, Assistant Principal - Dillard	1 year contract - Expires 6/30/2018

Dr. Carter recommended approval of two year contract for Terri Gullick as principal at N.L. Dillard Middle School and Andy Tyrrell as Assistant Superintendent/Student Services & Accountability effective July 1, 2017.

Mel Battle moved, seconded by Tracy Stanley to approve the recommendation of Terri Gullick as principal of N.L. Dillard Middle School for a two year contract and Andy Tyrrell as Assistant Supt./Student Services/Accountability for a two year contract. The motion carried unanimously.

N.L. Dillard Middle School	Terri Gullick, Principal (Replaces Ben Gravely) - Eff. 7/1/17
Central Office	Andy Tyrrell, Asst. Supt./Student Services/Accountability = Eff. 7/1/17

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Dr. Carter reviewed organizational chart and recommended approval. It was questioned if guidance counselors should be included on the chart. Upon review, Donna Hudson moved, seconded by Sylvia Johnson to approve the organizational chart with guidance counselors being added. The motion carried unanimously.

XIII. COMMUNICATIONS

- June 12, 2017 is scheduled for next board meeting. The meeting has been rescheduled for June 5 to allow board members to have lunch at South Elementary.
- Exam schedule was shared with board
- BYHS graduation = June 10th @ 10:00 a.m. = Page Gym

XIV. BOARD MEMBER OBSERVATIONS

The question was asked if the new finance officer has made visits to each school for introductions and to share changes within the finance staff. Dr. Carter will discuss this with Mr. Teetor.

XV. ADJOURN

Ross Gwynn made a motion to adjourn the regular meeting at 9:40 p.m., Sylvia Johnson seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on June 5, 2017, at 9:00 a.m. in the Whitley Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent