

CASWELL COUNTY BOARD OF EDUCATION MINUTES

November 20, 2017

The Caswell County Board of Education met in regular session on Monday, November 20, 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, Donna Hudson, Ross Gwynn, and Tracy Stanley. Gordon Satterfield was absent. Others present include Superintendent Dr. Sandra Carter, Nicole McGhee, Andrew Tyrrell, Jeremy Teetor, Adam Scepurek, Katherine Eastep, Marceai Foster, Mary Beth Brown, Cameron Brown, Carrie Brown, Madeline Helbling, Kris Williamson, Crystal Hughes, Teresa Crumpton, Taylor Williams, Julie Wall, Sheena Sigman, Carol Boaz, Emily Buchanan, Medina Jones, Felicia Crews, Norma Lee, Jerry Hatchett, Sharon Jones, Brandi Teetor, Edgar Zimmerman, Steve Evans, Carla Murray, Brittini Macedo, Lola Smith, Celena Benton, Sydnee Barton, Kandice Stanfield-Ceparano, David Useche, Yvette Worsham, Leslie Brewer, Barbara Hodges, Carla Edwards. The minutes were recorded. Connie Kimrey transposed 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 approve the minutes of the October 23, 2017 regular meeting as presented. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

Donna Hudson moved, seconded by Ross Gwynn to approve the revised agenda as presented. The motion carried unanimously.

I. D. ANNOUNCEMENTS

Dr. Carter requested Carol Boaz to introduce Yvette Worsham who received the 2017 Outstanding Mathematics Teacher of the Year for Caswell County Schools. Ms. Worsham met all the guidelines and continues to do an excellent job for our students. Congratulations to Ms. Worsham were extended.

Nicole McGhee introduced new personnel that were attendance from South, Stoney Creek and North Elementary. Individuals introduced themselves to the board.

Dr. Carter welcomed Senator Woodard who was in attendance. Senator Woodard presented two flags to Dr. Carter and Chairman Gladys Garland on behalf of Caswell County Schools along with a certificate from the Governor certifying it was flown over the State Capital.

I. E. PUBLIC COMMENTS

None at this time.

II. REPORTS

Adam Scepurek from Anderson, Smith & Wike presented the audited financial statements for Fiscal Year 2017. He reviewed the status of all fund balances and noted that the Child Nutrition Program will soon require a spend down plan of its reserves. He also addressed the outstanding state bank

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reconciliation issue that dates back to Fiscal Year 2014 and recommended the Board send funds back to the state. There were no budget violations to be reported. He stated that the present finance staff is able to research and resolve any issues as they arise and that he was happier with the report this year compared to last year.

A vote was not taken on the audit report at this time. Per the auditor, some boards vote on the audit report and some do not.

Finance Director Jeremy Teetor reviewed the financial report with the amount due to the Department of Public Instruction (DPI) in the amount of \$56,996.56. Dr. Carter recommended approval of issuing a check to DPI in the amount of \$56,996.56. Sylvia Johnson moved, seconded by Mel Battle to approve the payment of unreconciled funds in the amount of \$56,996.56. The motion carried unanimously.

III. UNFINISHED BUSINESS

BOE Policy # 450

Donna Hudson moved to remove Policy # 450 from the table, seconded by Sylvia Johnson. The motion carried unanimously. Upon no questions, Dr. Carter recommended approval of second reading for Policy # 450. Ross Gwynn moved, seconded by Tracy Stanley. The motion carried unanimously.

BOE Policy # 451

Tracy Stanley moved to remove Policy # 451 from the table, seconded by Sylvia Johnson. The motion carried unanimously. Upon no questions, Dr. Carter recommended approval of second reading for Policy # 451. Sylvia Johnson moved, seconded by Tracy Stanley. The motion carried unanimously.

BOE Policy # 504

Sylvia Johnson moved to remove Policy # 504 from the table, seconded by Donna Hudson. The motion carried unanimously. Upon no questions, Dr. Carter recommended approval of second reading for Policy # 504. Sylvia Johnson moved, seconded by Tracy Stanley. The motion carried unanimously.

IV. NEW BUSINESS

1. Consent Agenda

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

- a. Budget Amendment # 6
- b. Budget Amendment # 7
- c. Budget Amendment # 8
- d. Follett Annual Renewal

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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, 2018.			
Account Code	Description	Debit	Credit
4.9006.001.326.000.000.00	Landscaping- Contracted Repairs (Dillard Erosion)	19,000.00	
4.9017.001.523.000.000.00	HVAC- Capital Projects		19,000.00
		19,000.00	19,000.00
Funding Source: Capital Outlay			
Justification: Adjusting Capital Outlay to match spending on Board approved projects and other needs.			
Total appropriation in current budget:			\$ 825,395.91
Amount of increase/decrease of amendment:			\$ 0.00
Total appropriation in amended budget:			\$ 825,395.91

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, 2018.			
Account Code	Description	Debit	Credit
2.6611.002.115.000.000.00	Finance Director (Pro-rated increase)	4,166.67	
2.6611.002.211.000.000.00	Employer Social Security (Pro-rated increase)	318.75	
2.6611.002.221.000.000.00	Employer Retirement (Pro-rated increase)	713.75	
2.6941.801.311.000.000.00	Superintendent's Office- Contracted Services		2,599.59
2.6942.002.311.000.000.00	Assistant Superintendent's Office- Contracted Services		2,599.58
		5,199.17	5,199.17
Funding Source: Local			
Justification: Adjusting Current Expense Fund to reflect Finance Officer pay increase.			
Total appropriation in current budget:			\$ 3,741,050.00
Amount of increase/decrease of amendment:			\$ 0.00
Total appropriation in amended budget:			\$ 3,741,050.00

CASWELL COUNTY SCHOOLS		BUDGET AMENDMENT # 8	
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	21,013.00	
1.3211.130.000.000.000.00	State Textbook Revenue	170.00	
1.5110.001.121.000.000.00	Salary-Teacher		11,944.00
1.5110.003.162.000.000.00	Substitute Pay		1,032.00
1.5830.007.131.000.000.00	Salary-Guidance Counselor		1,251.00
1.5120.013.121.000.000.00	Salary-CTE Teacher		1,630.00
1.5120.014.411.000.000.00	CTE Supplies		68.00
1.6401.015.461.000.000.00	Technology-Noncap. Equipment	97.00	
1.5110.019.411.000.000.00	Small Schools Supplies		564.00
1.5110.024.312.000.000.00	DSSF-Workshops		283.00
1.5110.027.142.000.000.00	Teacher Assistants		980.00
1.5110.031.121.000.000.00	Low Wealth-Teacher Salary		441.00
1.5260.034.411.000.000.00	AIG-Supplies		211.00
1.6550.056.423.000.000.00	Transportation-Gas/Diesel		1,679.00
1.5110.061.411.000.000.01	Instructional Supplies		122.00
1.5310.069.411.000.000.00	At-Risk Supplies		905.00
1.5110.130.412.000.000.00	State Textbooks		170.00
		21,280.00	21,280.00
Funding Source: State			
Justification: DPI Allotment Revision #19. Annual adjustment for Charter School Enrollment.			
Total appropriation in current budget:			\$ 20,021,094.38
Amount of increase/decrease of amendment:			(\$ 21,280.00)
Total appropriation in amended budget:			\$ 19,999,814.38

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Follett (Renewal Quote)

Used in all school libraries & computer resources management systems

Funds: PRC 015 / Technology

Total Cost: \$12,585.23 (expires 12/31/2017)

2. Fire Alarm System Upgrades @ Caswell County Civic Center

Maintenance Director Jerry Hatchett shared information on issues with the current fire alarm system at the civic center. Over the past few months, the situation has gotten worse. The solution is to replace it. The system was installed in the 1970's. The same company needs to continue working with current system so that all units work compatibly.

Upon review and discussion Dr. Carter recommended approval with System Electric Corporation in the amount of \$8,750. Funding will be used from capital outlay miscellaneous revenue noting the reimbursement from damaged awning. A budget amendment will be brought back to the board for approval. Tracy Stanley moved, seconded by Mel Battle to approve the contract with System Electric Corporation in the amount of \$8,750. The motion carried unanimously.

3. Surveillance System @ N.L. Dillard

David Useche reviewed the proposal for surveillance for N.L. Dillard and other areas of the county. The middle school currently has the oldest surveillance system within the schools. This system is only available for use at the site and cannot be used remotely. Currently Mr. Useche has received two proposals. VideoInsight Server was reviewed and estimates for possible updates for other sites after the initial implementation of VideoInsight. The cost of the license is included.

Dr. Carter felt that with upcoming renovations we should hold off on BYHS. One area Dr. Carter felt that needed additional coverage is the central office. Upon discussion, Dr. Carter recommended approval of surveillance proposal for N.L. Dillard as well as the central office. Tracy Stanley moved, seconded by Donna Hudson to approve the proposal with VideoInsight for N.L. Dillard and the addition of six cameras at the central office. Total amount will be \$37,132.54. Budget amendments will be brought to the board. The motion carried unanimously.

Discussion took place regarding who will have access to view the camera(s).

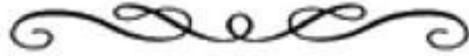
4. Resolutions

Dr. Carter recommended approval of the resolutions for Maggie Harrison and Judy Poythress as presented. Sylvia Johnson moved, seconded by Tracy Stanley to approve the resolutions as presented. The motion carried unanimously.

*Resolution in Memorial and Appreciation
Of the Life of
Maggie M. Harrison*

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WHEREAS, Maggie M. Harrison was born on May 14, 1926, and formerly resided at 1384 Old Hwy 86 N., Yanceyville, NC, 27379, at the time of her death on November 5, 2017, and

WHEREAS, Maggie Harrison was a faithful and loving mother and friend and her family's welfare was her major and constant concern; and

WHEREAS, Maggie Harrison was a member of Mt. Olive Baptist Church, where she was mother of the church, secretary of the missionary circle and Sunday school; and

WHEREAS, Maggie Harrison was an employee at Bartlett Yancey Elementary School working in the cafeteria prior to her retirement; and

WHEREAS, Maggie Harrison will be remembered by her Community and Board of Education for her leadership and her commitment to education; and being known for her benevolence and servant's heart to children; and

NOW THEREFORE BE IT RESOLVED that the Caswell County Board of Education wishes to honor the memory of Maggie Harrison and expresses its sympathy to her family by causing a copy of this Resolution to be spread upon the official minutes of the Board of Education and a copy forwarded to the family.

This the 20th day of November 2017.

Gladys Garland, Chairman

Sylvia Johnson, Vice Chairman

Donna R. Hudson

Gordon Satterfield

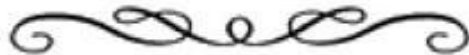
Ross Gwynn, Jr.

Tracy Stanley

Mel O. Battle

Dr. Sandra Carter, Superintendent

***Resolution in Memorial and Appreciation
Of the Life of
Judy Reynolds Poythress***



WHEREAS, Judy Reynolds Poythress was born on June 24, 1949, and formerly resided at 564 Hatchett Road, Yanceyville, NC, 27379, at the time of her death on November 1, 2017, and

WHEREAS, Judy Poythress was a faithful and loving wife, mother, and friend and her family's welfare was her major and constant concern; and

WHEREAS, Judy Poythress was a member of Mebane Street Church of Christ in Burlington, NC, and was a faithful and devoted sister in Christ; and

WHEREAS, Judy Poythress shared a compassion for helping others and enjoyed spending time with friends and serving her community. Judy was a 1967 graduate of Bartlett Yancey High School and began working for the Tastee Freeze in Yanceyville, NC and 35 years later retired as the owner of Joe's Charcoal Burger. After her retirement, she was an employee at N.L. Dillard Middle School working in the cafeteria; and

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WHEREAS, Judy Poythress will be remembered by her Community and Board of Education for her leadership and her commitment to education; and being known for her benevolence and servant's heart to children; and

NOW THEREFORE BE IT RESOLVED that the Caswell County Board of Education wishes to honor the memory of Judy Poythress and expresses its sympathy to her family by causing a copy of this Resolution to be spread upon the official minutes of the Board of Education and a copy forwarded to the family.

This the 20th day of November 2017.

Gladys Garland, Chairman

Sylvia Johnson, Vice Chairman

Donna R. Hudson

Gordon Satterfield

Ross Gwynn, Jr.

Tracy Stanley

Mel O. Battle

Dr. Sandra Carter, Superintendent

5. Policy # 703, Contracts for Certified Personnel

Dr. Carter shared updates for policy # 703 noting changes from the state regarding career status. The changes include requirements for teacher performance expectations as well as changes from the state for length of contract, dismissal and nonrenewal. Upon review, Dr. Carter recommended approval of first reading for Policy # 703. Ross Gwynn moved, seconded by Donna Hudson to approve first reading of Policy # 703 as presented and to lie on table for a second reading.

Mr. Battle expressed concerns with "A-F," especially "F." It looks as if teacher may not receive multi-year contract based on principal transitions. This needs to be looked at before making final decision.

Sylvia Johnson questioned timeline for contract renewals. Dr. Carter and Nicole McGhee will begin looking at current contracts and investigate item "F" or reword to protect teachers in the event of a change in principal and bring back changes for the second reading. Upon no further discussion, the motion carried unanimously.

V. REPORTS/UPDATES

Teacher Supplement

Dr. Carter shared information on teacher supplement for teachers. A chart was shared including the 2.5% of annual salary. Teachers who met the qualifications will be paid the first half in December and the second half in June.

Mr. Battle questioned the "start date" on the report noting the information is not correct. Mr. Teetor wasn't sure if this was the date that was in LINQ. Amount is based on rate of pay and years of service. Supplement is calculated on annual salary and if the dates are incorrect it should not affect the amount of pay they are to receive.

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Dr. Carter recommended approval of the teacher supplement as presented. Mel Battle moved, seconded by Tracy Stanley to approve the teacher supplement as presented. The motion carried unanimously.

Non-Instructional Staff / Bonus Proposal

Dr. Carter reviewed a proposal for employees who do not receive a supplement. All employees make a difference for our schools and this will make a difference to our employees that they are valued. Several scenarios were reviewed for full time and part time employees. The listing does not include substitutes.

Discussion took place regarding who actually received the bonus. Mrs. Nicole McGhee shared information from past years.

Mel Battle moved, seconded by Tracy Stanley, to approve Option B bonus for non-instructional staff based on the personnel that was included in the last time the bonus was given noting \$300 for full time and \$200 for part time excluding those that will currently receive a supplement. Dr. Carter will review and if changes need to be made, Dr. Carter was instructed to poll the board. The motion carried unanimously.

Funding will be used from fund balance. An electronic check will be used versus an actual check. Mr. Teetor will create a memo to share with staff to inform them of the bonus. Mrs. Hudson suggested including in the memo the reason for electronic checks. Tentative date of payment is December 1st.

Mr. Battle questioned past issues with checks and not being able to cash the check. Mr. Teetor noted "positive pay." There have been no other issues as far as he is aware.

VI. SUPERINTENDENT UPDATES

- Dr. Carter shared survey results for valedictorian/salutatorian. The majority (56%) was in favor to change to Latin honors. There was no control over how many times an individual could complete the survey. Based on the fact that this year's juniors could have multiple valedictorians/salutatorians we will need to move forward with the Latin honors. At graduation all honors will continue to be recognized. Several options are available to move forward and will need to discuss further. Dr. Carter recommended approval of moving forward with the Latin honor system beginning with the Class of 2018/2019. Tracy Stanley moved, seconded by Sylvia Johnson to approve moving forward with the Latin honors beginning with the class of 2018-2019.

Mr. Gwynn questioned what the significance is? Dr. Carter shared that the state moved to a 10-point grading scale. The classes after 2018-19 are familiar with the new grading system and there will be multiple students with same grade point averages. Most districts have moved in this direction.

Mel Battle personally didn't feel the need for the change. Looking at the comments it appears that the two distinctions are still desired in the community. Mr. Battle would like to see how many of the systems have made the change before a final decision is made. Class rank and GPA should still be considered. Dr. Carter understood the concerns and felt that we could poll other counties and withdraw the recommendation

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until more information can be gathered. If the move goes forward, Mrs. Hudson noted that we need to provide workshops, forums, etc. to make the community aware.

Tracy Stanley withdrew her motion and Sylvia Johnson withdrew the second to the motion. At this time no action was taken.

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

VIII. OPEN SESSION

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

IX. PERSONNEL LISTING

Dr. Carter recommended approval of the personnel listing as presented. Sylvia Johnson moved, seconded by Tracy Stanley to approve the personnel listing as presented. The motion carried unanimously.

Resignation	
North Elementary	Chelsea Carhuff, 2 nd Grade Teacher = Eff. 1/2/18
Bartlett Yancey High School	Steven Funderburk, CTE Bus. & Mktg. Teacher = Eff. 11/3/17
	Marcus Norton, Math Teacher = Eff. 12/1/17
N.L. Dillard Middle School	Lori Hock, Asst. Prin. = Eff. 10/27/17
	Christy Johnson, 6 th Grade English Lang. Arts = Eff. 11/3/17
	Moeneebah Villines, Eng. Lang. Arts Teacher = Eff. 1/12/18
Central Office	Christopher Vaden, Maintenance = Eff. 11/24/17
Leave Notification	
Oakwood Elementary	Candace Fuller = EC Teacher Asst. = 12/20/17 thru 2/13/18
Employment	
North Elementary	Julie Allen, EC Teacher = Eff. 1/2/18
Central Office/ Human Resources	Teresa Myers, Office Support III = Eff. 12/11/18

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Substitutes (teachers)	
	Rhonda Badgett = Eff. 11/21/17
	Kwanna Byrd = Eff. 11/21/17
	Sarah Rising = Eff. 11/28/17
	Paula Diggs-Thompson = Eff. 11/21/17
	Ashley Wrenn = Eff. 11/21/17
Substitutes (office support)	Marilyn Gwen Foster = Eff. 11/21/17
Substitutes (bus drivers)	Shenica Williams = Eff. 11/21/17
Transfer	
Finance	Relisa Thomas = Office Support III - Finance = Eff. 1/2/18 (moving from BYHS/bookkeeper)

Dr. Carter recommended approval of elementary school principal supplement proposal on a recurring basis and paid for from small school funding source and low wealth. Donna Hudson moved, seconded by Sylvia Johnson to approve the elementary school principal supplement.

Mr. Battle questioned if the assistant principals will receive the Christmas bonus? Dr. Carter felt that they will be included in the Christmas bonus and stated she will verify. Upon discussion, the motion carried unanimously.

X. COMMUNICATIONS

- Dr. Carter thanked Mr. Tyrrell for taking the minutes and noted that the meeting was also being recorded tonight.
- Nov. 27th - Dinner @ Cutting Board
- Betty Sartin recognition - Provide a meal and purchase a rocking chair along with a scrap book. Dr. Carter suggested using the amount that would be spent on the cost of a reception and use it toward a scholarship for a student at the end of the school year and allow Mrs. Sartin to have input on selecting the student. Everyone was in agreement to move forward with these suggestions.
- A Dec. 11 work session was discussed and it was agreed that the board will hold a January work session. Supt. evaluation will be reviewed at the Dec. 11, 2017 meeting.
- Evaluations are due to Mrs. Garland today.
- December 8, 2017 = PTEC

Tracy Stanley questioned if the dinner at the Cutting Board will be paid for? Dr. Carter replied that the meal for board members will be paid for; however, individual spouses will need to pay for their own meal.

XI. BOARD MEMBER OBSERVATIONS

- None at this time.

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XII. ADJOURN

Ross Gwynn made a motion to adjourn the regular meeting at 10:15 p.m., Sylvia Johnson seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on December 11, 2017, at 9:00 a.m. in the Caswell County Schools Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent