

CASWELL COUNTY BOARD OF EDUCATION MINUTES

October 23, 2017

The Caswell County Board of Education met in regular session on Monday, October 23, 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, Gordon Satterfield, Ross Gwynn, and Tracy Stanley. Others present include Superintendent Dr. Sandra Carter, Nicole McGhee, Andrew Tyrrell, Charlie Hudson, Sheena Sigmon, Anthony Leak, Ryan Moretz, Beverly Myers, Troy Nevells, Jeremy Teetor, Carol Boaz, Carla Murray, Jennifer Coeburn, Stephen Evans, Laura Salado, Whitney Witty, Joanna Gwynn, Terri Gullick, Jerry Hatchett, Meredith Rudisill, Edgar Zimmerman, Latisha Pyles-Rene, Samantha Lawrence, and Todd Christina. 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 Tracy Stanley, to approve the minutes of the October 9, 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 shared that the area was under a tornado warning and asked everyone to be mindful of that during the meeting.

Dr. Carter stated that homecoming at Bartlett Yancey was a success and the football team won the game. Great job to Ms. JoAnna Gwynn and her staff.

Dr. Carter shared that the active shooter drill went well and thanked Mr. Tyrrell for heading this up. The results indicated we have safety concerns that need to be addressed.

Human Resources Director, Nicole McGhee, welcomed new employees to the meeting and asked them to introduce themselves. New employees were from Bartlett Yancey, Oakwood and Central Office. No one was in attendance from N.L. Dillard at this time.

I. E. PUBLIC COMMENTS

None at this time.

II. UNFINISHED BUSINESS

None at this time.

III. NEW BUSINESS

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1. Consent Agenda

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

- a. Budget Amendment # 4
- b. Budget Amendment # 5

CASWELL COUNTY SCHOOLS	BUDGET AMENDMENT # 4		
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	Allocatons from State Public School Funds		127.00
1.6401.015.461.000.000.00	Technology- Noncap. Equipment	127.00	
1.5310.069.121.000.000.00	At-Risk Teacher		1,031.35
1.5420.069.116.000.000.00	At-Risk Assistant Principal		5,122.51
1.5420.069.211.000.000.00	Employer Social Security		396.70
1.5420.069.221.000.000.00	Employer Retirement		877.49
1.5420.069.231.000.000.00	Employer Hospitalization		905.95
1.6300.069.311.000.000.00	At-Risk Contracted Services	8,334.00	
		8,461.00	8,461.00
Funding Source: State			
Justification: Allotment Revision #15 and Adjusting At-Risk funds to reflect actual spend-down of carryover.			
Total appropriation in current budget:			\$ 20,020,967.00
Amount of increase/decrease of amendment:			\$ 127.00
Total appropriation in amended budget:			\$ 20,021,094.00

CASWELL COUNTY SCHOOLS	BUDGET AMENDMENT # 5		
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
4.3200.120.000.000.000.00	Bus Lease Revenue (Remaining State Payment for Buses)		169,298.00
4.4490.000.000.000.000.00	Misc. Revenue (Stoney Creek Curtain Funds)		1,726.91
4.6550.120.551.000.000.00	LEA Financed School Buses (Budgeting for pass through of state bus funds)	169,298.00	
4.6300.001.461.000.000.00	ADM. Furniture (Office furniture for Testing Director and Social Worker)	2,097.00	
4.6580.001.461.000.000.00	Maintenance Non-cap Equipment (Re-aligning for purchase of Kaivac Machines)	10,787.00	
4.9000.001.541.000.000.00	School Match- Equipment (Re-aligning for purchase of Stoney Creek Curtains)	5,897.29	
4.9014.001.532.000.000.00	Paving- Capital Project (Paving came in under budget)		2,854.38
4.9019.001.329.000.000.00	Demolition Contracted Services (Needed less funds for demolition)		14,200.00
		188,079.29	188,079.29
Funding Source: Capital Outlay			
Justification: Adjusting Capital Outlay to match spending on Board approved projects and other needs.			
Total appropriation in current budget:			\$ 654,371.00
Amount of increase/decrease of amendment:			\$ 171,024.91
Total appropriation in amended budget:			\$ 825,395.91

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2. Landscaping Needs @ N.L. Dillard

Maintenance Director Jerry Hatchett shared information on pricing regarding the area at N.L. Dillard that needs reseeding. This particular area has been difficult to get grass to grow and would like to use the hydro seeding as he had success with this in the past at other areas in the school district. Due to the season, it is important to move forward as soon as possible. Mr. Hatchett suggested using Custom Cuts Outdoor Maintenance and noted they offered a guarantee for the grass to germinate and produce coverage and if not they will rework in the spring at no cost to the school system. Sylvia Johnson asked Mr. Hatchett if he could ask the company if they would guarantee it for a full year due to the problems we have had with this particular area. Mr. Hatchett stated he would ask but wasn't sure if they would be agreeable to the full year. It was also noted that funds will need to be transferred from the HVAC line item to landscaping to cover this cost. If problems should arise down the road with the HVAC units, Mr. Hatchett wanted the board to be aware he would need funding from fund balance to cover the amount being transferred to landscaping. At this time, he does not foresee any problems but this is not something you can predict.

Upon review and discussion Dr. Carter recommended approval with Custom Cuts Outdoor Maintenance at a cost of \$19,000 with a budget amendment forthcoming to transfer funds from HVAC to landscaping. Gordon Satterfield moved, seconded by Ross Gwynn to approve the work for N.L. Dillard with Custom Cuts Outdoor Maintenance at a cost of \$19,000. The motion carried unanimously. A budget amendment will be forthcoming for approval of transfer of funds.

3. BOE Policy # 450, Discipline and # 451, Student - Restraint/Seclusion/Isolation

Dr. Carter shared these board policies were provided to remove the wording "corporal punishment" as that had been removed previously and this is just to clean up the policies with the corrected wording. Upon review, Dr. Carter recommended Policies 450 & 451 lie on the table for a second reading. Mel Battle moved, seconded by Sylvia Johnson for Policies 450 & 451 to lie on the table for second reading. The motion carried unanimously.

4. BOE Policy # 504, Payment of Board Members

Dr. Carter shared this policy revision was to update what the board had changed last year regarding travel amounts. Upon review, Dr. Carter recommended Policy 504 lie on the table for second reading. Ross Gwynn moved, seconded by Mel Battle for Policy 504 to lie on the table for a second reading. The motion carried unanimously.

5. Resolutions

Chairman Garland and Vice Chair Johnson read aloud resolutions for former employees who recently passed away. Gordon Satterfield moved, seconded by Donna Hudson to approve the resolutions as presented. The motion carried unanimously. Mr. Satterfield noted the church township for Annette Law resolution should be Pelham instead of Providence.

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*Resolution in Memorial and Appreciation Of the Life of
Brenda Rust Parrish*



WHEREAS, Brenda Rust Parrish was born on October 23, 1946, and formerly resided at 461 Shady Grove Road, Providence, NC, 27315, at the time of her death on October 6, 2017, and

WHEREAS, Brenda Parrish was a faithful and loving wife and mother and her family's welfare was her major and constant concern; and

WHEREAS, Brenda Parrish was a devoted member of Gatewood Baptist Church in Providence, NC and her faith was inspiring to many; and

WHEREAS, Brenda Parrish graduated from George Washington High School and earned both her Bachelors and Masters' degrees in Education from Averett University in Danville, VA. She taught elementary school for Caswell County Schools for twenty-seven years before her retirement; and

WHEREAS, Brenda Parrish was a member of the Wyanette Council No. 22 of Danville where she rose to the position of Great Pocahontas of Virginia. She enjoyed working in her vegetable garden, planting flowers and caring for her plants. She came from humble beginnings and worked hard to become a great mother, teacher and friend to many; and

WHEREAS, Brenda Parrish 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 Brenda Parrish 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 23rd day of October 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 Lillian Annette Law**



WHEREAS, Lillian Annette Law was born on June 26, 1939, and formerly resided at 242 Serendipity Lane, Ruffin, NC, 27326 at the time of her death on October 11, 2017, and

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

WHEREAS, Annette Law was a member of Bethesda Presbyterian Church; however, she attended Bethel United Methodist Church in Pelham, NC and was a faithful and devoted sister in Christ; and

WHEREAS, Annette Law shared a compassion for helping others and demonstrated that by coordinating collections at church of canned goods and supplies to be donated to the Caswell Parish. Annette also gave of her time to volunteer at the Caswell Parish as well as serving on the Caswell Parish Board. She was also very active to serve in her community and spent many hours actively involved with the Caswell County Animal Shelter; and

WHEREAS, Annette Law was employed with Caswell County Schools as a teacher assistant at South Elementary prior to her retirement. She enjoyed working with others and giving back in all that she did; and

WHEREAS, Annette Law 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 Annette Law 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 23rd day of October 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

6. School Improvement Plans

Principals were in attendance to review and answer questions on school improvement plans. Bartlett Yancey High School, North Elementary, South Elementary and Stoney Creek Elementary shared their goals. Oakwood and N.L. Dillard were reviewed at the previous meeting. Upon review, Dr. Carter recommended approval of all six school improvement plans as presented. Mel Battle moved, seconded by Tracy Stanley to approve school improvement plans for all schools as presented. The motion carried unanimously.

IV. REPORTS

Quarterly Reports

Finance Director Jeremy Teetor reviewed quarterly reports and answered questions of the board.

V. SUPERINTENDENT UPDATES

- Dr. Carter shared a copy of proposed study process with the board and shared that she, Mel Battle and Jerry Hatchett met with Brian Bradner and Alan Davis with Dewberry &

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Davis. Upon review, it was noted that Items # 3 & # 5 should be changed to be open to all board members.

- A reception for Betty Sartin is on hold until her health will allow her to participate.
- Dr. Carter has a meeting scheduled with Kenny Lewis to discuss the Memorandum of Understanding for the church based tutorial program on October 31st at 10:00 a.m. She will bring back more information to the board for discussion and approval.
- The Central Office will host a “trick-or-read” event on October 31st from 4:30-6:00. Dr. Carter noted that Lisa Lassiter approached her with this idea and will tie the event in with anti-bullying and red ribbon week. Books will be purchased using Title I community involvement funds to pass out to the children.

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 after a five minute break. Sylvia Johnson seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

Tracy Stanley 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 the personnel listing as presented with effective date for Item “C” to be November 23, 2017. Tracy Stanley moved, seconded by Sylvia Johnson to approve the personnel listing as presented. The motion carried unanimously.

Resignation	
Central Office/HR	Kamisha Johnson (Office Support III) = Eff. 10/31/17
South Elementary - Child Nutrition	Ashley Kirby, Child Nut. Asst. = Eff. 10/4/17
Oakwood Elementary	Lynnette Thomas, EC Teacher = Eff. 11/23/17
Employment	
North Elementary	Crystal Hughes, Office Support II: Data Manager/Bookkeeper = Eff. 11/1/17
N.L. Dillard Middle School	Christy Johnson, 6 th Grade ELA Teacher = Eff. 10/24/17
Contract Extension	
Bartlett Yancey High School	Karla Hernandez Perez, Spanish Teacher 2 year “extension beyond the maximum duration of participation” 2018-2020

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XIII. COMMUNICATIONS

- Out of State Field Trip = N.L. Dillard 6th grade AIG class = Green Hill Cemetery, Danville, VA = October 28, 2017
- NCSBA Annual Conference = Nov. 13-15, 2017
- Board discussed rescheduling Nov. 13th meeting due to annual conference. Board was in agreement to have one meeting on November 20, 2017. Mr. Satterfield stated he would not be in attendance.
- Discussion took place on superintendent evaluation and timelines needed.
 - Superintendent will provide summary and artifact information notebook by November 13, 2017.
 - Superintendent evaluations submitted to Chair by November 20, 2017
 - Prior to December 11, 2017 Chair will review with Superintendent
 - December 11, 2017 = Evaluation

- Gordon Satterfield stated he will not be able to attend the annual conference on Monday, November 13th.
- Board members will carpool to annual conference for those that so choose.
- Dr. Carter reviewed dates for the board to have dinner together. The board agreed on November 27, 2017 at 6:00 p.m. Dinner selections include: Chub Lake, VIR or Homestead. Dr. Carter will make reservations and confirm with the board.

XIV. BOARD MEMBER OBSERVATIONS

- None at this time.

XV. ADJOURN

Ross Gwynn made a motion to adjourn the regular meeting at 8:35 p.m., Sylvia Johnson seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on November 20, 2017, at 6:30 p.m. in the Caswell County Schools Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent