

CASWELL COUNTY BOARD OF EDUCATION MINUTES

October 9, 2017

The Caswell County Board of Education met in regular session on Monday, October 9, 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, Edgar Zimmerman, Mindy Mitchell, Carol Boaz, Brian Bradner, Heather Albert, Jeff Sicz, Doris Carver, Jerry Hatchett, Jennifer Coeburn, Lisa Lassiter, Jeremy Teetor, Steve Evans, Carla Murray, and Joanna Gwynn. 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 September 25, 2017 regular meeting as presented. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

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

I. D. ANNOUNCEMENTS

No announcements at this time.

I. E. PUBLIC COMMENTS

One public comment will be discussed in closed session.

II. UNFINISHED BUSINESS

Dr. Carter shared updated information from Dewberry & Davis on the feasibility study. The price has been changed from the original document sent to the board. Dewberry & Davis condensed some of the meetings and refined the process to decrease the original amount.

Questions were asked regarding the process and if a construction plan would be included? Mr. Bradner of Dewberry & Davis responded that this will not include a construction plan. They will look at the entire campus and work with the board to define what the priorities are and what improvements are necessary. A site plan will be given in a written report with details to envision what the entire campus would need and include a color rendering of what the improvements will look like. This will assist the board in moving forward with information to share with the county commissioners and the community. Portions of the civic center that are currently being used by students will be included in the study.

Upon no further discussion, Dr. Carter recommended approval of the revised feasibility study to be conducted by Dewberry & Davis at a cost of \$29,900.00. Gordon Satterfield moved, seconded by Tracy

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Stanley to approve feasibility study with Dewberry & Davis at a cost of \$29,900.00. The motion carried unanimously.

Dr. Carter, Mel Battle and Jerry Hatchett will meet with Dewberry & Davis on October 19, 2017.

III. NEW BUSINESS

1. Consent Agenda

Chairman Gladys Garland requested Items A & E be removed from the consent agenda. Dr. Carter recommended approval of the consent agenda with those deletions. Mel Battle moved, seconded by Donna Hudson to approve the consent agenda with the removal of Items A & E.

Questions were asked of Finance Director Jeremy Teetor on prior budget amendments that were approved and if this did not increase our budget? Mr. Teetor replied that budget amendments 1 & 2 should have shown an increase.

Mr. Teetor was requested to provide additional reasoning in the justification portion of the budget amendments going forward.

Upon no further questions, the motion carried unanimously.

- a. ~~Requests for Transfer~~ (removed)
- b. SAS invoice
- c. Classified Pay Schedule
- d. Budget Amendment # 3
- e. ~~Budget Amendment # 4~~ (removed)
- f. Year End Budget Amendment (2016-2017)

SAS

SAS Invoice \$10,638.60

SAS Institute, SAS Campus Drive, Cary, NC 27513 / (919) 677-8000 / Invoice # 7572138 / License Agmt. 78311

Classified Pay Schedule – Updated to include \$1000 from State
(Salaries for Bus Aide, Bus Driver, TAs & Salary Grades 50-70)

Budget Amendment # 3

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CASWELL COUNTY SCHOOLS		BUDGET AMENDMENT # 3	
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		8,252.00
1.5120.014.315.000.000.00	CTE-Credentials	1,553.00	
1.5110.015.312.000.000.00	Technology Workshops	500.00	
1.5110.015.462.000.000.00	Technology-Noncap Instructional Computers	27,393.93	
1.6401.015.461.000.000.00	Technology-Noncap Equipment		27,478.93
1.6400.019.418.000.000.00	Computer Software and Supplies	10,638.00	
1.5110.019.411.000.000.00	Instructional Supplies		10,638.00
1.5210.029.142.000.000.00	Behavioral Support TA	5,036.06	
1.5210.029.211.000.000.00	Employer Social Security	385.26	
1.5210.029.221.000.000.00	Employer Retirement	862.68	
		46,368.93	46,368.93
Funding Source:	State		
Justification: DPI Allotment Revisions 10 & 11, Technology Realignment.			
	Total appropriation in current budget:		\$ 17,651,700.06
	Amount of increase/decrease of amendment:		\$ 8,252.00
	Total appropriation in amended budget:		\$ 17,659,952.06

2. Year End Budget Amendments 2016-2017

Finance Director Jeremy Teetor reviewed year end budget amendment that included payment for health insurance. The money provided from the state to pay for health insurance was not pulled down and the money was paid from local funds. These entries will move remaining funds to local line items to be in compliance with the budget. Mr. Teetor stated he waited until the auditors were here to review to assure everything was in compliance.

Mr. Teetor shared that the auditors were very complimentary with the progress that has occurred over the last seven months and the needed changes. Upon review and no further questions, Dr. Carter recommended approval of the year end budget amendment as presented. Tracy Stanley moved, seconded by Gordon Satterfield to approve the year end budget amendment for 2016-2017 as presented. The motion carried unanimously.

CASWELL COUNTY SCHOOLS		YEAR END BUDGET AMENDMENT	
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
2.5110.001.121.000.000.00	Regular Instruction Services	101,471.24	
2.6110.801.411.000.000.00	Support & Development Services		16,000.00
2.6300.801.181.000.000.00	Alternative Programs Support Services		5,500.00
2.6510.802.326.000.000.00	Communication Services		4,971.24
2.6530.802.321.000.000.00	Public Utilities & Energy Services		36,000.00
2.6613.802.232.000.000.00	Financial & Personnel Services		15,000.00
2.8100.036.717.000.000.00	Charter Schools		24,000.00
		101,471.24	101,471.24
Funding Source:	Local		
Justification: Budget Amendment to Facilitate Close-out of FY 2017.			
	Total appropriation in current budget:		\$ 4,436,437.00
	Amount of increase/decrease of amendment:		\$ 0.00
	Total appropriation in amended budget:		\$ 4,436,437.00

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3. Purchase of Utility Vehicle for Maintenance Department

Donna Hudson moved, seconded by Ross Gwynn to table Item 3, purchase of utility vehicle for the maintenance department until more information is available. The motion carried unanimously.

4. Memorandum of Understanding / Danville Church Based Tutorial Program

Dr. Carter reviewed changes she would like to be included in the memorandum of understanding regarding the responsibilities for Caswell County Schools.

Gordon Satterfield questioned if anyone from the school system followed-up on this last year to see what the results were and if the program is worthwhile. No one was aware if anyone had followed-up.

Upon discussion, Dr. Carter recommended tabling this item until she can talk with Kenny Lewis to provide more information to the board. Gordon Satterfield moved, seconded by Tracy Stanley to table Item 4, Memorandum of Understanding, until more information is provided. The motion carried unanimously.

5. Board Member Per Diem

Discussion took place on what the rate is for board members. Mr. Battle questioned why this was even being discussed and referenced the board allotment that is for each board member to use.

Sylvia Johnson moved, seconded by Ross Gwynn to table this item until closed session and to review board policy. The motion carried unanimously.

6. Paperless Board Meetings

Mr. Battle shared that he requested this item to be included on the agenda noting the volume of paper the board receives. Mr. Battle referenced that all board members have iPads and felt we should move forward to go paperless.

Gordon Satterfield, Sylvia Johnson, Ross Gwynn and Donna Hudson were in favor of moving in that direction. Gladys Garland and Tracy Stanley voiced concerns with their internet service and were not sure they would be able to receive the information at their home using the computer.

Mel Battle moved, seconded by Sylvia Johnson to table this item until the next work session (possibly in December) for further discussion. The motion carried unanimously.

7. School Improvement Plans (SIP)/ Oakwood Elementary & N.L. Dillard Middle

Principal Jennifer Coeburn reviewed School Improvement Plan for Oakwood Elementary noting the five goals which include: 12% increase in End of Grades, show growth in EVAAS, teachers show positive growth in EVAAS, Positive Behavior Intervention Support increase by 15% and parental involvement increase by at least 50%.

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Questions were asked of Mrs. Coeburn as to why only limit having one student of the month. She was also questioned on who can be considered coaches. Mrs. Coeburn responded that anyone on staff can be a coach.

Donna Hudson added input on the comprehensive assessment to include wording noting the curriculum coaches and mentors for beginning teachers. Mrs. Hudson felt this needs to be included in all SIP plans.

Gordon Satterfield questioned the target dates. Mrs. Coeburn shared that these ideas are being implemented now; however, results at the end of the year will show the effectiveness.

Tracy Stanley asked that PowerSchool is being implemented by the teachers.

Principal Terri Gullick reviewed the N.L. Dillard Middle School SIP. The goals included: 6th-8th grade end of grade reading and math proficiency and growth by 10%, decrease the amount of in school suspensions by 50%, increase parental involvement by 50%, and increase use of data to improve instruction and student growth by June 2018.

Discussion took place regarding the SIP's and the goals. Mr. Battle stated the plans look good and it would be nice to see the end of year results. Mr. Satterfield questioned if the plans are reviewed over the past 2-3 years and look at where we fell short. Mrs. Gullick shared that the plans are monitored and when students are falling behind remediation is put in place.

Mr. Satterfield questioned if parents can go online and see homework assignments, grades, etc. Mrs. Gullick responded that grades are entered for parents to view. Teachers have links to input class assignments and homework. Although they are not yet posting, this will be implemented by the end of the quarter.

Dr. Carter reviewed that the SIP's will be posted online and be brought back to the board at the next meeting for approval.

IV. REPORTS

Firefighter Program

CTE Coordinator Lisa Lassiter shared a brief update of where the fire academy program stands and options for public safety classes. At this time, we are unable to move forward due to the lack of a qualified instructor. Mrs. Lassiter stated plans are underway to partner with Piedmont Community College (PCC) for the public safety pathway. Classes will be free to high school students who qualify. Representatives from PCC also shared options that will be offered at the Caswell site.

Currently 53 students have signed up for the public safety portion of the fire fighter program. This program will only be available to juniors and seniors unless exception and permission of the school principal. This also falls under the guidelines of the Career and College Promise.

Auditor Visit – Update

Finance Director Jeremy Teetor reemphasized that the auditors were pleased and will be working on financial statements. P-Card packets were given out to board members for their review and signature.

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V. SUPERINTENDENT UPDATES

- Dr. Carter shared information on county commissioner's meeting and their approval (6-1) to provide 3-1 match if the grant is received. Dr. Carter has received letters of support from Mike Woodard and Bert Jones. It was noted that this is not for renovation but for new construction and will focus on the first three halls at the high school.
- Master Board Training is tentatively scheduled for October 23rd. Board members were in agreement to begin at 2:00 p.m.
- Survey is posted on the Caswell County Schools homepage for the valedictorian/salutatorian for easier accessibility to parents.
- Principal evaluations will begin next week.
- Teacher Advisory and Parent Advisory meetings are scheduled to begin this month.
- Directors will be meeting with Dr. Carter on October 18th to begin working on the strategic plan.
- There will be no weekly update as Dr. Carter will be in Asheville with most of the board members at the fall law conference.
- New employees will be in attendance at the next board meeting and in November.

VI. CLOSED SESSION

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

VII. OPEN SESSION

Gordon Satterfield made a motion to return to open session. Tracy Stanley seconded the motion. The motion carried unanimously.

VIII. PERSONNEL LISTING

Dr. Carter recommended approval of the personnel listing as presented. Gordon Satterfield moved, seconded by Donna Hudson to approve the personnel listing as presented. The motion carried unanimously.

Resignation	
Central Office / Finance Dept.	Deborah Bohannon, Office Support III = Effective 10/13/17
South Elementary	Alia Hatchett, EC Teacher = Effective 10/3/17
Leave Notification	
Bartlett Yancey High School	Leslie Hunt, Social Studies Teacher = Eff. 11/16/17
	Shari Manning, Guidance Counselor = Eff. 10/13/17

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N.L. Dillard Middle School	Paul Overmann, Social Studies Teacher = Eff. 9/24/17
Employment/Substitutes	
	Billy Deaton, Eff. 10/10/17
	Adrian Lea, Eff. 10/10/17
	Gina Watlington, Eff. 10/16/17 for finance department / part time @ \$25.00
Contract Renewal	
N.L. Dillard Middle School	Mary Beth Smith, Math/Science Teacher = 1 year teacher contract
Bartlett Yancey High School	Jeanette Long, Math Teacher = 1 year teacher contract
	Taylor Paschal, Social Studies Teacher = 1 year teacher contract

XIII. COMMUNICATIONS

- Active Shooter Drill @ BYHS on October 11, 2017
- Fall Law Conference = Asheville, NC / dinner w/ group on Thursday night

XIV. BOARD MEMBER OBSERVATIONS

- Mel Battle questioned who handles the updates on the website noting that former employees are still listed with contact information.

XV. ADJOURN

Ross Gwynn made a motion to adjourn the regular meeting at 10:25 p.m., Sylvia Johnson seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on October 23, 2017, at 6:30 p.m. in the Caswell County Schools Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent