

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**  
**September 11, 2017**

The Caswell County Board of Education met in regular session on Monday, September 11, 2017, at 9:00 a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chairman Sylvia Johnson, Mel Battle, Donna Hudson, Gordon Satterfield, and Tracy Stanley. Ross Gwynn was absent. Others present include Superintendent Dr. Sandra Carter, Nicole McGhee, Andrew Tyrrell, and Jeremy Teetor. 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**

Tracy Stanley noted two changes on wording on the August 28, 2017 minutes under public comments.

Sylvia Johnson moved, seconded by Tracy Stanley, to approve the minutes of the August 14, 2017 and August 28, 2017 regular meeting with changes as noted. The motion carried unanimously.

**I. C. APPROVAL OF AGENDA**

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

**I. D. ANNOUNCEMENTS**

Dr. Carter shared that embargo scores were published and all were the same except for the high school who went from a "D" to a "C" and stated this is a move in the right direction. Mr. Battle questioned if he could receive a hard copy of the scores.

**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 the consent agenda as presented. Sylvia Johnson moved, seconded by Mel Battle to approve the consent agenda as presented. The motion carried unanimously.

- a. Requests for Transfer
- b. Community Health Assessment Survey
- c. Budget Amendments # 1 & # 2



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CASWELL COUNTY SCHOOLS	BUDGET AMENDMENT # 2		
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
4.4910.000.000.000.000.00	Capital Outlay Fund Balance Appropriated		144,871.00
4.9017.001.523.000.000.00	HVAC Capital Projects	88,853.00	
4.9009.001.326.000.000.00	Electrical Contracted Repairs	56,018.00	
		<b>144,871.00</b>	<b>144,871.00</b>
<b>Funding Source: Capital Outlay</b>			
<b>Justification: DPI Allotment Revisions: HVAC work in Central Office B-Building</b>			
	Total appropriation in current budget:		<b>\$ 0.00</b>
	Amount of increase/decrease of amendment:		<b>\$ 0.00</b>
	Total appropriation in amended budget:		<b>\$ 0.00</b>
Passed by majority vote of the Caswell County Board of Education on the 11th day of September, 2017.			

2. Beginning Teacher Support Program Plan

Nicole McGhee reviewed the beginning teacher support program plan and shared a revised copy with the board noting a few minor corrections.

Questions were asked of Mrs. McGhee as well as other comments on wording and grammar. Mrs. McGhee will correct the changes as discussed.

Upon no further questions, Dr. Carter recommended approval of the beginning teacher support program plan. Mel Battle moved, seconded by Gordon Satterfield to approve the beginning teacher support program plan as presented with changes as shared with Mrs. McGhee. The motion carried unanimously.

3. Participate Invoice (formerly VIF)

Finance Director Jeremy Teetor reviewed the invoice from Participate which was formally called VIF. Invoice was in the amount of \$16,720.00 for foreign exchange teacher. This will be the final bill unless we bring on an additional foreign exchange teacher. Upon review, Dr. Carter recommended approval of the invoice for Participate in the amount of \$16,720. Tracy Stanley moved, seconded by Sylvia Johnson to approve the Participate invoice in the amount of \$16,720 as presented. The motion carried unanimously.

4. Resolution

Chairman Gladys Garland read aloud the resolution for former employee, Barbara Davis, who recently passed away. Sylvia Johnson moved, seconded by Mel Battle to approve the resolution for Barbara Davis as presented. The motion carried unanimously.

*Resolution in Memorial and Appreciation  
 Of the Life of  
 Barbara Pittard Davis*

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*WHEREAS, Barbara Pittard Davis was born on November 6, 1938, and formerly resided at 539 Main Street East, Yanceyville, NC, 27379, at the time of her death on August 30, and*

*WHEREAS, Barbara Davis was a faithful and loving wife and mother and her family's welfare was her major and constant concern; and*

*WHEREAS, Barbara Davis was an active learner and enjoyed other places and cultures, traveling to all 50 states and 24 countries. Those experiences enhanced her ability to be an enthusiastic teacher of world history and geography. She enjoyed introducing her students to knowledge of other areas of the country and world; and*

*WHEREAS, Barbara Davis was a faithful and active member of the former Yanceyville United Methodist Church from 1962 until it closed in 2012. She held many positions in the local church and especially enjoyed her time with the United Methodist Women. She served as the President and Treasurer of the Burlington District United Methodist Women and as the Secretary of the Program Materials for the NC Conference UMW. She volunteered at the Caswell Parish and Brian Center and was known for her caring and compassionate demeanor; and*

*WHEREAS, Barbara Davis was employed for Caswell County Schools as a teacher at Bartlett Yancey High School until her retirement; and*

*WHEREAS, Barbara Davis 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 Barbara Davis 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 11<sup>th</sup> day of September 2017.*

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*Gladys Garland, Chairman*

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*Sylvia Johnson, Vice Chairman*

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*Donna R. Hudson*

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*Gordon Satterfield*

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*Ross Gwynn, Jr.*

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*Tracy Stanley*

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*Mel O. Battle*

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*Dr. Sandra Carter, Superintendent*

**IV. REPORTS**

Mr. Andrew Tyrrell shared information from the 2017 Healthy Active Children Progress Report. Mr. Tyrrell noted he plans to add the social worker to this committee.

**V. SUPERINTENDENT UPDATES**

- Dr. Carter thanked the team that met regarding the inclement weather that may have occurred noting they were prepared if there had been an emergency situation.

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- Dr. Carter stated we will partner with the Art's Council so that all elementary students will be afforded the opportunity to attend a performance. The Art's Council will offer a reduced rate and we will use \$1500 from instructional funds for each performance. Mr. Battle shared that in years past, our schools have always participated and tickets were purchased in advance through the schools and/or PTA's. Not sure what has occurred in recent years; however, he noted the change in directors referencing Mr. Lee Fowlkes and his leadership with the program and working with the school system. Dr. Carter shared that the last year there was higher participation from outside participants than within our schools. Tracy Stanley noted that she has had to pay for her child to attend these events.
- Dr. Carter reviewed a map and information regarding the Parks & Rec. Dept. They are looking into a grant that would offer upgrades to the park to include a new walking trail. If received, they would like to pave the area to the side of the central office building and this will assist the Parks & Rec. Dept. with overflow parking. Dr. Carter suggested the grant include the back of the central office area. The board was in agreement to move forward if the grant is approved. Dr. Carter shared that Maintenance Director Jerry Hatchett stated the paving would have to meet guidelines/requirements.
- Dr. Carter stated she plans to tour schools on Friday and one board member has expressed interest. If others are interested please let her know.
- Dr. Carter stated that the board discussed interest in recording or having the board meetings video recorded. Discussion took place and Board Attorney Ron Bradsher stated the recording just needs to be clear. It was asked of Connie Kimrey if we have a recorder. She stated that we do and it seems to be clear when recording. Donna Hudson suggested using this and not spending additional money if it will work. Other discussion from board members suggested the recording should be clear. Dr. Carter stated she will talk with David Useche regarding this matter. Board members were not in favor of having the meetings video recorded.

### 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. Gordon Satterfield seconded the motion. The motion carried unanimously.

### VII. OPEN SESSION

Donna Hudson made a motion to return to open session. Gordon Satterfield seconded the motion. The motion carried unanimously.

### VIII. PERSONNEL LISTING

Dr. Carter recommended approval of the personnel listing as presented. Sylvia Johnson moved, seconded by Gordon Satterfield to approve the personnel listing as presented with correction of name on Section II, Item C. The motion carried unanimously.

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<b>Resignation</b>	
<b>Bartlett Yancey High School</b>	James Samuel, Child Nutrition Manager = Eff. 8/28/17
<b>Employment</b>	
<b>N.L. Dillard Middle School</b>	Rachel Shumaker, 6 <sup>th</sup> grade Science Teacher = Eff. 9/12/17
<b>Transportation</b>	Anthony Leak, Director of Transportation = Eff. 9/18/17
<b>Oakwood Elementary</b>	Beverly Myers, EC Teacher Asst./Bus Driver = Eff. 9/12/17
<b>Substitute Teachers</b>	Jeff Sicz = Eff. 9/5/17 @ Bartlett Yancey High School
	Erin Russell = Eff. 9/12/17
<b>Contract Renewal</b>	Doretha Winstead, CTE Family & Consumer Science Teacher = 1 Year Teacher Contract

Dr. Carter recommended approval of a six-month increase to Finance Director Jeremy Teetor in the amount of \$5000 and an additional \$4000 on his one-year anniversary with salary levels to follow the outline as shared. Gordon Satterfield moved, seconded by Sylvia Johnson.

Discussion took place regarding the motion including both increases and the motion was amended to reflect Dr. Carter’s recommendation to approve six-month salary increase for Jeremy Teetor in the amount of \$5,000 and will be reviewed again in March 2018. Gordon Satterfield moved to amend his original motion, seconded by Sylvia Johnson and the motion carried 5-1 with Battle voting “No.” (Ross Gwynn was absent)

Donna Hudson stated she would like Dr. Carter to look at the classified salaries and report back.

**XIII. COMMUNICATIONS**

- District 5 meeting = September 20, 2017 (carpool)
- Opioid Forum = September 29, 2017 (12:00 p.m. – 4:00 p.m.)

Mr. Battle questioned when the next master board training is scheduled. Dr. Carter responded that would be up to the board. She was instructed to see what dates are available and communicate with the board members.

Donna Hudson shared her church collected supplies for schools and they received a nice thank you note from Principal Steve Evans. The church was very impressed. Mrs. Johnson also shared the same sentiments.

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Donna Hudson shared that Nelson Showalter participated in the prayer gathering at the courthouse yesterday and represented the school system very well.

Board members will have lunch at N.L. Dillard Middle School.

**XIV. BOARD MEMBER OBSERVATIONS**

- Mel Battle questioned what the plans are for the offices in the back. Dr. Carter stated they can be used for conferences. Mr. Battle noted the expense that went into the windows and not being utilized. Dr. Carter stated the nurses and social worker are housed at the schools. Ms. Jones may be using one of the offices.
- Gordon Satterfield stated he attended some of the open houses and was impressed with the teachers and their enthusiasm. He also shared that he felt we need to do a better job on public relations and sharing information with parents/grandparents. Principals need to encourage more parental participations. Mr. Satterfield shared that there seemed to be some miscommunication with parents on how to check their child’s grades. This is not spelled out in the student handbook.
- Gladys Garland noted that the schools were very clean during open house and appeared to be in good shape.

**XV. ADJOURN**

Sylvia Johnson made a motion to adjourn the regular meeting at 11:20 a.m., Tracy Stanley seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on September 25, 2017, at 6:30 p.m. in the Caswell County Schools Administration Building.

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Gladys Garland  
Chairman

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Dr. Sandra Carter  
Superintendent