

# CASWELL COUNTY BOARD OF EDUCATION MINUTES

October 9, 2023

The Caswell County Board of Education met in regular session on Monday, October 9, 2023, at 9:00 a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Mel Battle, Vice Chair Vennie Beggarly, Joel Lillard, Gladys Garland, Nicole Smith, Tracy Stanley, and Trudy Blackwell. Others present include Interim Superintendent Dr. Douglas Barker, JoAnna Gwynn, Nelson Showlater, Brook Underwood, and Board Attorney Ron Bradsher. Connie Kimrey recorded the minutes. (*Note: Others may have been present but did not sign the roster or names were not legible*).

## **I. A. CALL TO ORDER**

The meeting was called to order by Chairman Mel Battle. A moment of silence was observed followed by the Pledge of Allegiance followed.

## **I. B. APPROVAL OF MINUTES**

Joel Lillard moved, seconded by Trudy Blackwell, to approve the minutes of the September 25, 2023 regular meeting as presented. The motion carried unanimously.

Joel Lillard moved, seconded by Nicole Smith, to approve the minutes of the September 25, 2023 work session meeting as presented. The motion carried unanimously.

## **I. C. APPROVAL OF AGENDA**

Dr. Barker recommended approval of agenda as presented. Gladys Garland moved, seconded by Vennie Beggarly, to approve the agenda as presented. The motion carried unanimously.

## **I. D. ANNOUNCEMENTS**

Dr. Barker shared congratulations to the maintenance employees on recently passing their tests and receiving certifications for heating and air.

## **I. E. PUBLIC COMMENTS**

None at this time.

## **II. REPORTS**

Exceptional Children Director, Nelson Showalter, shared an overview of the IEP (Individualized Education Plan) with the board.

## **III. UNFINISHED BUSINESS**

Mel Battle reviewed information regarding the upcoming Superintendent search as discussed in the work session held on September 25, 2023. A timeline was shared and information will be posted on the websites where there is no cost. The proposed timeline will hopefully end with

CASWELL COUNTY BOARD OF EDUCATION MINUTES

October 9, 2023

announcing a Superintendent in March and allow them to work with Dr. Barker through July 1, 2024.

Nicole Smith moved, seconded by Vennie Beggarly, to accept the process timeline for the superintendent search as presented. The motion carried unanimously.

IV. NEW BUSINESS

Consent Agenda

It was requested to hold the consent agenda until after closed session.

1. Resolutions

Mel Battle read aloud the resolution for Louise Briggs, Trudy Blackwell read aloud the resolution for Charles Crisco, Gladys Garland read aloud the resolution for William Wells, and Dr. Douglas Barker read aloud the resolution for Joe Hammack. Joel Lillard moved, seconded by Trudy Blackwell, to approve all resolutions as presented. The motion carried unanimously.

*Resolution in Memorial and Appreciation  
Of the Life of  
Louise Crews Briggs*

---

**WHEREAS**, Louise Crews Briggs, was born on December 8, 1935, and resided at 23 Woody Road, Leasburg, NC, at the time of her death on September 22, 2023, and

**WHEREAS**, Louise Briggs, was a faithful wife and loving mother, grandmother, sister, and friend and her family’s welfare was her major and constant concern; and

**WHEREAS**, Louise Briggs was a member of Semora Baptist Church and a dedicated member of her community by always being willing to help others. She was a dedicated volunteer with the United Way and was a founding member of the Caswell County Recreation Department; and

**WHEREAS**, Louise Briggs was a secretary with the Caswell County School System prior to her retirement and later worked at Piedmont Community College as the receptionist. She held several offices with the North Carolina Association of Educational Office Personnel; and

**NOW THEREFORE BE IT RESOLVED** that the Caswell County Board of Education wishes to honor the memory of Louise Briggs 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 9<sup>th</sup> day of October 2023.

CASWELL COUNTY BOARD OF EDUCATION MINUTES

October 9, 2023

*Resolution in Memorial and Appreciation  
Of the Life of  
Charles A. Crisco*

---



**WHEREAS**, Charles A. Crisco was born on May 15, 1936, and resided in Yanceyville, NC, at the time of his death on September 22, 2023, and

**WHEREAS**, Charles Crisco, was a faithful and loving husband, father, brother, uncle, and friend to many and his family's welfare was his major and constant concern; and

**WHEREAS**, Charles Crisco served his country and was a veteran of the United States Army; and


**WHEREAS**, Charles Crisco, was a true servant to his family and community. He worked for Caswell County Schools and served as a bus driver prior to his retirement; and

**NOW THEREFORE BE IT RESOLVED** that the Caswell County Board of Education wishes to honor the memory of Charles Crisco and expresses its sympathy to his 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 9<sup>th</sup> day of October 2023.

*Resolution in Memorial and Appreciation  
Of the Life of  
William Noward Wells, Jr.*

---



**WHEREAS**, Williams Noward Wells, Jr. was born on June 11, 1952, and resided in Reidsville, at the time of his death on September 26, 2023, and

**WHEREAS**, William Wells, was a faithful and loving husband, brother, uncle, and friend to many and his family's welfare was his major and constant concern; and

**WHEREAS**, William Wells was a 1970 graduate of Reidsville Senior High School. He received his Bachelor of Science degree in Music Education in May of 1974 and also received his Masters Degree in Education Administration from North Carolina Agricultural and Technical State University; and

**WHEREAS**, William Wells, was a true servant to his family and community. He was a faithful and active member of Zion Baptist Church for many years serving as Chairman of the Deacon Board, Choir Director and working in the media department. He later joined Love and Faith Christian Fellowship in Greensboro, NC and served with Partners in Prayer as well as the Men's Ministry. He was considered warm and committed to any task put before him in his working career as well as his community. His love of music was evident as he was a member of Phi Mu

CASWELL COUNTY BOARD OF EDUCATION MINUTES

October 9, 2023

Alpha Music Fraternity, a member of the NC A&T Alumni Band Association and a member of the Reidsville Lions Club. Upon retirement he worked with the Rockingham County Board of Elections Voter Registration; and

**WHEREAS**, William Wells was employed in the Caswell County School System for over 30 years. He was the Choral Director for numerous years at Bartlett Yancey Sr. High School and NL Dillard Middle School. He also served as the Assistant Principal of Bartlett Yancey Sr. High School, Assistant Superintendent of Caswell County Schools and later served as the Child Nutrition Director prior to his retirement from the school system. William Wells impacted many students and still remember him well for the many concerns that were given and the love of music he shared. He truly was a teacher that related to his students and those that were in his classes remember him and cherish him to this day; and

**NOW THEREFORE BE IT RESOLVED** that the Caswell County Board of Education wishes to honor the memory of William Wells and expresses its sympathy to his 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 9<sup>th</sup> day of October 2023.

*Resolution in Memorial and Appreciation  
Of the Life of  
Joseph Glenn "Joe" Hammack*

---

**WHEREAS**, Joseph Glenn "Joe" Hammack, was born on March 16, 1951, and resided in Caswell County, at the time of his death on September 28, 2023, and

**WHEREAS**, Joe Hammack, was a faithful and loving husband, father, brother, uncle, and friend to many and his family's welfare was his major and constant concern; and

**WHEREAS**, Joe Hammack, was a true servant to his family and community. He was a member of Trinity Missionary Baptist Church where he was a former member of the cemetery committee. He served his community by serving in the Casville Volunteer Fire Department for a number of years; and

**WHEREAS**, Joe Hammack was employed in the Caswell County School System for 28 years. He was a carpentry teacher at Bartlett Yancey Senior High School. His love for woodworking was felt by his students as they learned valuable skills in the woodworking field. At one time he and his students built homes that were sold for the school system. Joe Hammack was always willing to assist with projects at the high school that were in his skillset. Joe Hammack impacted many students and they still remember him well for the skills and craftsmanship he taught them; and

**NOW THEREFORE BE IT RESOLVED** that the Caswell County Board of Education wishes to honor the memory of Joe Hammack and expresses its sympathy to his 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 9<sup>th</sup> day of October 2023.

## CASWELL COUNTY BOARD OF EDUCATION MINUTES

October 9, 2023

### 2. Policy # 4318, Use of Cell Phones and Other Electronic Devices

Joel Lillard requested this for the agenda and shared concerns with the issues that have occurred with students recording at the school and asked if wording can be added to include inappropriate recording and what the consequences will be if caught.

Discussion took place regarding the use of cell phones during class change and felt this is becoming a problem when students are entering the classroom and they are still using the phone.

Board Attorney Ron Bradsher shared that if a student records and posts something on the internet the school system is not liable and it is the parent's responsibility to pursue legal action or report to the sheriff's department.

Dr. Barker will add wording to Policy # 4318 and be brought back for a second reading at the next meeting.

### 3. NCSBA Policy Transition – Section 8000, Part 1 of 2

- ❖ Policy # 8000, Fiscal Goals
- ❖ Policy # 8100, Budget Planning and Adoption
- ❖ Policy # 8110, Budget Resolution
- ❖ Policy # 8210, Grants and Funding for Special Projects
- ❖ Policy # 8220, Gifts and Requests
- ❖ Policy # 8230, Penalties, Fines and Forfeitures
- ❖ Policy # 8300, Fiscal Management Standards
- ❖ Policy # 8305, Federal Grant Administration
- ❖ Policy # 8310, Annual Independent Audit

#### Policy # 8110

Discussion took place with Policy # 8110 and the limit that the superintendent has authority to approve. Dr. Barker shared that this allows a superintendent to move money from one-line item to another; however, the superintendent should update the board at the next meeting. If there are concerns with the amount, the board can make this change. With the current board's schedule of meeting twice a month, there should not be much that cannot wait for the board's approval. Dr. Barker shared that he always had a contingency line item in the budget and could be used in the event an emergency occurred. Dr. Barker advised the board to make sure they receive budget amendments in a timely manner. Good communication is key and if the board feels they need more information on issues they should ask prior to making a decision.

#### Policy # 8201

Dr. Barker shared that the board should be notified prior to any grants being applied for as well as received.

## CASWELL COUNTY BOARD OF EDUCATION MINUTES

October 9, 2023

### Policy # 8220

The overriding factor in this policy is if the item is something that can be used and what will it cost you to keep it up yearly.

Wording will be changed to the paragraph for principals to accept gifts.

### Policy # 8230

Fines and forfeitures are received; however, not as much as in the past. ABC board also decides how much or if any the school system will receive. The amount varies.

### Policy # 8300

Dr. Barker shared the key in this policy is to receive reports when you are supposed to. Due to state budget it can offset the timing, but once the budget is received the board should be kept abreast of the budget.

### Policy # 8310

Concerns were shared with the length of the auditing firm. The policy says a maximum of five years. Generally, the board has; however, they are not required to stay with the same. This should be the last year with the current auditing firm and will have to be sent out for bids in March or early April. Dr. Barker shared with the board that the auditing firms only audit a small portion of your accounts and you are not getting a true audit when the reports come back as a "clean audit" but just on the portion of the books that were audited. Some superintendents request that a complete audit be done when they are hired to get a better knowledge of where things are at but noted this is costly to have done.

Dr. Barker shared the auditing company will be giving their report soon and advised the board to ask questions and if it is something they do not have they can get it to you. The board should be comfortable asking the Superintendent or Finance Officer at any time questions regarding the budget.

It was questioned who audits the p-cards throughout the year. Brook Underwood, Finance Officer, shared that systems are in place to make sure these procedures are handled correctly. The board asked to see a report of the p-card expenditures on a quarterly basis.

Upon no other questions, Dr. Barker recommended approval of first reading with changes. Joel Lillard moved, seconded by Nicole Smith, to approve first reading of policies as presented. The motion carried unanimously.

- ❖ Policy # 8000, Fiscal Goals
- ❖ Policy # 8100, Budget Planning and Adoption
- ❖ Policy # 8110, Budget Resolution
- ❖ Policy # 8210, Grants and Funding for Special Projects

## CASWELL COUNTY BOARD OF EDUCATION MINUTES

October 9, 2023

- ❖ Policy # 8220, Gifts and Requests
- ❖ Policy # 8230, Penalties, Fines and Forfeitures
- ❖ Policy # 8300, Fiscal Management Standards
- ❖ Policy # 8305, Federal Grant Administration
- ❖ Policy # 8310, Annual Independent Audit

### V. SUPERINTENDENT UPDATES

Dr. Barker shared the following:

- Upcoming give away for staff scheduled for October 20<sup>th</sup> at the Civic Center
- Draft coaching supplement was shared for board to review. In order to put the new scale in place approximately \$10,000 to \$12,000 would be needed to be included in the budget. Dr. Barker noted that the board agreed to hire a full-time athletic director and with the coaching supplements would total approximately \$75,000 to \$100,000 plus benefits. Dr. Barker noted the system has never had a full-time athletic director and this is a huge increase. This is only a draft for the board to review at this time.

Mel Battle shared he did not feel like the current draft percentage is enough and would like to look at other options. Dr. Barker can run another draft but reminded the board that we are already trying to look at the non-certified salary scale. He did suggest once a new coaching salary scale is approved that it be revisited yearly to look at what the state has given regarding salary increases.

### VI. BOARD MEMBER OBSERVATIONS

Trudy Blackwell shared she attended the scholarship event at the high school and it went well noting there were a lot of parents and students in attendance. She also shared homecoming went well and was well attended. She worked in the concession stand and shared how organized it was and things went well. It was nice to see some elementary principals and teachers at the game.

Tracy Stanley shared thanks to the staff who have to break up fights and to let them know it is appreciated.

Vennie Beggarly shared she attended the scholarship meeting at the high school, has been a substitute in the elementary and middle schools, and attended the high school and middle school “pink out” volleyball games and both had a good turnout and was very nice.

Nicole Smith shared she was at homecoming and it was very nice. She thought the scholarship/guidance night was very informative and noted that someone was in attendance from East Carolina University. She also participated in the “pink out” event

CASWELL COUNTY BOARD OF EDUCATION MINUTES

October 9, 2023

and was touched she was asked to represent her mother and noted one student walked in honor of her mom who had cancer. This was a very nice event.

Gladys Garland shared she attended homecoming and also worked in the concession stand and shared that was truly teamwork in action. It was a very positive event.

Joel Lillard shared he was unable to attend but had heard that homecoming was very nice as well as the volleyball event. He had a parent reach out to him and asked if the agriculture program is being held at NL Dillard. Dr. Barker will find out.

Mel Battle shared that he recently visited another school outside of the district and shared he was able to get into the school by trying several doors and a student noted that the last door was open. He brought that to the attention noting that the Bartlett Yancey High School is very secure and has heard that from the community.

**VI. CLOSED SESSION**

Joel Lillard 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. Gladys Garland seconded the motion. The motion carried unanimously.

**VII. OPEN SESSION**

Gladys Garland made a motion to return to open session. Nicole Smith seconded the motion. The motion carried unanimously.

**VIII. CONSENT AGENDA**

(Note: Tracy Stanley left during closed session at 12:30 p.m.)

Consent Agenda

Dr. Barker recommended approval of the consent agenda as presented. Joel Lillard moved, seconded by Nicole Smith, to approve the consent agenda as presented.

Transfer Requests

New Requests (2023/24)

Broadnax, Avery	Oakwood	to	North (4 <sup>th</sup> )
Crisson, Austin	South	to	Stoney Creek (2 <sup>nd</sup> )
Moore, Trenton	Oakwood	to	North (K)



CASWELL COUNTY BOARD OF EDUCATION MINUTES

October 9, 2023

**Charter Bus Listing**

Academy Bus, LLC  
Blue Diamond Transportation, Inc.  
First Class Tours, Inc.  
Holiday Tours, Inc.  
Sunway Charters  
W&W Luxury Limousine Service  
Carolina Livery

**IX. PERSONNEL LISTING**

Dr. Barker recommended approval of the personnel listing as presented. Gladys Garland moved, seconded by Vennie Beggarly, to approve the personnel listing as presented.

<b>Resignation</b>	
Bartlett Yancey Sr. High School	Angela Kelly, Bus Driver = Eff. 9/28/23
	Christopher Pinkleton, 9-12 EC Teacher Asst. = Eff. 9/23/23
NL Dillard Middle School	Stephanie Hammock, 6 <sup>th</sup> grade Science Teacher = Eff. 9/26/23
<b>Substitute</b>	Chris Massingale, (BYSHS) = Eff. 10/10/23
	Shelia Richmond (South) = Eff. 10/10/23
<b>Salary Grade Scale Adjustments</b>	
Central Office Maintenance	Andy Butts = Pay Grade 62 / Step 14
	Timothy Russel = Pay Grade 62 / Step 15
Central Office Transportation	Bobby Chilton = Pay Grade 65 / Step 15

**Change of Employment Date**

Dr. Barker recommended approval of change to employment date for Brenda Dozier from September 29, 2023 to September 30, 2023. Trudy Blackwell made a motion. The motion died for lack of a second.

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**  
**October 9, 2023**

**X. COMMUNICATIONS**

- Only one meeting will be held in November for the board which will occur on November 20, 2023 at 6:30 p.m.
- Meeting for December is on December 11, 2023 at 9:00 a.m.

**XI. ADJOURN**

Gladys Garland made a motion to adjourn the meeting, Trudy Blackwell seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on October 23, 2023 at 6:30 p.m. in the Caswell County Schools Administration Building.

---

Mel O. Battle  
Chairman

---

Dr. Douglas Barker  
Interim Superintendent