

CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 27, 2023

The Caswell County Board of Education met in regular session on Monday, March 27, 2023, at 6:30 p.m. in the Administration Building of Caswell County Schools. Members present: Chairman Mel Battle, Vice Chair Vennie Beggarly, Gladys Garland, Tracy Stanley, Joel Lillard, and Nicole Smith. Trudy Blackwell was absent. Others present include Superintendent Dr. Sandra Carter, Jennifer O'Briant, Carla Murray, Carol Boaz, Jolandria Graves, Jerry Hatchett, Medina Jones. Board Attorney Ron Bradsher was present. 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.

I. B. APPROVAL OF MINUTES

Gladys Garland moved, seconded by Vennie Beggarly, to approve the minutes of the March 13, 2023 regular meeting as presented.

It was questioned if the punch list for the high school will be shared with the board. Mel Battle shared that Bill Powell will provide at the next meeting. Upon no other questions, the motion carried unanimously.

I. C. APPROVAL OF AGENDA

Dr. Carter recommended approval of agenda as presented. Gladys Garland moved, seconded by Nicole Smith, to approve the agenda as presented. The motion carried unanimously.

I. D. ANNOUNCEMENTS

Dr. Carter shared that a reminder for parents will be going out for students that transition to the middle school. The date will be April 24th as well as an 8th grade tour to the high school on May 9th and 10th and schedule registrations will occur on May 17th.

A presentation for the Associates Pathway will take place on April 18th (5:30 - 6:30 p.m.) virtually and an in person will occur on May 2nd.

Dr. Carter shared that through an awarded grant, middle students will have the opportunity to engage in STEMmatics, which is an integrated approach for students to increase their math skills through STEM activities. These sessions will take place after school at NL Dillard Middle School. The grant will cover the cost of paying for teachers and instructional supplies. The amount of the grant is \$54,754.00. Thanks to Medina Jones and Karen Self for their work in this opportunity.

CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 27, 2023

The other awarded grant is for high school CTE programs that will empower students to identify their long-term career goals and complete coursework that prepares them to attain the postsecondary and industry credentials required for success in their chosen fields. Students will have the opportunity to engage in a CTE Credentialing Camp through available summer CTE courses including coding and drone technology. Upon completion, students will have completed the credential and/or documented hours towards the program area or license. The amount of the grant is \$54,630.00. Thanks to Medina Jones and Lisa Lassiter for securing this grant.

Dr. Carter thanked the board for allowing the Chamber of Commerce to host their annual banquet in the large professional development room recently noting everyone enjoyed the evening.

Mel Battle read a note from Marilyn Foley on behalf of Stoney Creek Elementary School staff thanking the board for the recent lunch provided by the board.

I. E. PUBLIC COMMENTS

None at this time.

II. UNFINISHED BUSINESS

Gladys Garland moved, seconded by Vennie Beggarly, to remove the policies listed below from the table for second reading. The motion carried unanimously.

Dr. Carter reviewed the policies.

- 6000, Support Services
- 6200, Goals of School Nutrition Services
- 6210, Organization of School Nutrition Services
- 6220, Operation of School Nutrition Services
- 6225, Free and Reduced Price Meal Services
- 6230, School Meal and Competitive Food Standards
- 6400, Goals of the Purchasing Function
- 6401/9100, Ethics and the Purchasing Function
- 6402, Participation by Historically Underutilized Businesses
- 6410, Organization of the Purchasing Function
- 6420, Contracts with the Board
- 6421, Preaudit and Disbursement Certifications
- 6425, Continuing Contracts
- 6430, Purchasing Requirements for Equipment, Materials, and Supplies (Option 1)
- 6441/9121, Bidders' List
- 6442, Vendor Lists

CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 27, 2023

- 6450, Purchase of Services

Child Nutrition Director Jolandria Graves answered questions regarding Policy # 6230. She shared that fast food wrappers are not allowed and noted that Caswell participates in the National School Lunch and this is included on the NC Local Wellness Policy checklist. She shared copies of Policy # 424, Student Wellness, along with other information regarding smart snacks. A list of the SHAC (School Health Advisory Committee) was provided.

Joel Lillard noted that a board member should be included on this list according to the policy.

Joel Lillard shared his concerns with competitive foods being sold and shared that something has changed in the last thirty days as principals are no longer allowing food to be brought in that has been occurring previously.

Discussion took place regarding the marketing restrictions and fast food wrappers. Jolandria Graves shared that Child Nutrition is funded through what is reimbursed. The question was asked if lunchables are not allowed. Ms. Graves shared she is not saying that but that they must follow the guidelines that are in place with competitive foods.

Mel Battle shared that all schools should be on the same page. He referenced the sign that was posted at the high school and noted it has now been taken down and at some point someone instructed that sign to be posted and taken down. He shared that Mr. Lillard has valid concerns. An example was shared of a child having cupcakes or cookies brought in and shared with the classmates noting this has been done in the past but was recently stopped. Ms. Graves shared that the food must have a store nutrition label on them and are allowed in the classroom but not in the cafeteria.

Dr. Carter shared that she felt all have good intentions in trying to follow the rules and noted we have new principals and new teachers who are doing their best and agreed everyone should be doing the same and be consistent.

Joel Lillard expressed his concern on what changed in the last thirty days as this has occurred years prior to Covid and food was allowed in the cafeteria and now parents are being told this cannot occur. He also felt that teachers should be allowed to purchase food during the school day from vendors who may stop at the school.

Dr. Carter shared that if allowed, they would like to open it up to all food trucks and vendors, which includes deliveries.

Other discussion included to clarify if this can occur in the classrooms and if all are being consistent as well as the confusion with lunchables, large bag of chips, and it was shared that a child could not share chips with another student due to allergies. Vennie shared that lunchables include cookies and in some instances a child may not even be aware that a special treat is going to be provided. Vennie Beggarly also shared that if a child wants ice cream they

CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 27, 2023

have to eat that prior to their lunch. Vennie Beggarly questioned how the food is chosen. Jolandria Graves shared that we are a part of the procurement alliance which looks at sodium intake and other nutritional values which follows the USDA proposed rules and guidelines.

Dr. Carter shared that child nutrition has a food taste testing that goes over well and the director is following all the Federal and State regulations as well as guidelines from SHAC and local policy for children to receive free meals, avoid food allergies, and to make sure that department is ran self-sufficiently.

Gladys Garland shared she was aware of the wellness policy; however, she had concerns with why there seems to be a problem now and there were no concerns previously.

Vennie Beggarly expressed her concerns with the policy being student related but does not reference adults in regards to outside food. Mel Battle questioned if we need to go back and look at the policy. The question was asked why was O'Kelly's stopped from going to the schools. It was shared that this was a perk that we can offer our staff. Jolandria Graves shared that students give teachers money to purchase items for them. Mel Battle shared this needs to be addressed as soon as possible and all schools should be consistent and inform parents of the protocol. Joel Lillard shared that until we resolve this he felt the cupcake and cookies being brought in should continue until the wording in the policy is updated.

Joel Lillard moved, seconded by Nicole Smith, to pull Policy # 6230, School Meal and Competitive Food Standards, from the listing for approval. The motion carried unanimously. Upon further discussion with Policy # 6410, Organization of the Purchasing Function having wording with eProcurement and, noted that Jolandria Graves shared we are using them, it was decided to pull this from the listing for approval as well.

Dr. Carter recommended approval of second reading for the policies listed below. Joel Lillard moved, seconded by Nicole Smith, to approve second reading for policies listed below. The motion carried unanimously.

- 6000, Support Services
- 6200, Goals of School Nutrition Services
- 6210, Organization of School Nutrition Services
- 6220, Operation of School Nutrition Services
- 6225, Free and Reduced Price Meal Services
- 6400, Goals of the Purchasing Function
- 6401/9100, Ethics and the Purchasing Function
- 6402, Participation by Historically Underutilized Businesses
- 6420, Contracts with the Board
- 6421, Preaudit and Disbursement Certifications
- 6425, Continuing Contracts
- 6430, Purchasing Requirements for Equipment, Materials, and Supplies (Option 1)

CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 27, 2023

- 6441/9121, Bidders' List
- 6442, Vendor Lists
- 6450, Purchase of Services

III. REPORTS

None at this time.

IV. NEW BUSINESS

1. Consent Agenda

Dr. Carter recommended approval of the consent agenda.

Mel Battle requested that the consent agenda be moved until after closed session.

2. Carpet Quotes – Caswell County Civic Center

Maintenance Director Jerry Hatchett shared that two contractors responded with quotes for the civic center. The Mohawk carpet has been used previously in schools and meets all requirements and noted there is no asbestos in the civic center so Mohawk is not required noting the low bid quote. Upon approval, a detailed quote will be obtained prior to issuing a purchase order for carpet installation.

Dr. Carter recommended Newcomb Carpet, Inc. for carpet installation in the small auditorium at the civic center at a cost of \$12,596.20. Joel Lillard moved, seconded by Gladys Garland, to approve Newcomb Carpet quote to install carpet in the small auditorium of the Caswell County Civic Center as presented.

Joel Lillard questioned where the funding would come from. Dr. Carter shared it would be from the maintenance budget.

Upon no further questions, the motion by Joel Lillard, seconded by Gladys Garland, to approve Newcomb Carpet quote to install carpet in the small auditorium of the Caswell County Civic Center as presented passed unanimously. (Vennie Beggarly abstained from the vote).

Newcomb Carpet

1491 W. Main Street, Danville, VA 24541

Take up existing glued down carpet and install new glue down carpet tiles (Shaw Straight Shift, color: 400 Wedge) with 4" vinyl base (Color: Moonrock – to be verified by customer) in the small auditorium.

Cost: \$12,596.20

CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 27, 2023

3. Capital Outlay / 10 year plan (draft)

Dr. Carter and Jerry Hatchett reviewed a draft 10-year plan for capital needs. They both met with Brady and reviewed upcoming needs. One major priority is the air handler units at Oakwood. A grant is provided every three years and will look at replacing the unit(s) one school at a time.

Dr. Carter would like to move forward with approval from the board to advertise an RFQ (Request for Qualifications) contingent upon receiving the needs based grant. Jerry Hatchett shared that the RFQ will include wording to specifically state that the job, if awarded, is contingent upon receipt of the grant money.

Dr. Carter recommended approval of the RFQ to post based on receipt of needs based grant. Tracy Stanley moved, seconded by Vennie Beggarly. The motion carried unanimously.

Mel Battle shared this is good information to have and will assist with budgeting preparation for the county commissioners when it is budget time. This assists with long range planning.

Nicole Smith shared she has been told the East Wing is very hot and questioned if the units are working correctly. Jerry Hatchett responded that with the recent warmer weather and the boilers running it makes the temperature hot but it is up to the teacher to switch to the AC unit and noted this is an older building and is not controlled with technology as the newer areas of the school.

Nicole Smith also shared that if possible at some point, she would like to see if the wood working class can assist with building things for the school (i.e., press box, etc.) It would be great if they could assist. Jerry Hatchett also shared that it would be a huge asset for our students if masonry is brought back as there is a huge need for this skillset. Dr. Carter shared that masonry is in the future plan.

Upon no other comments, the motion made by Vennie Beggarly, seconded by Tracy Stanley, to approve the RFQ to be posted based on receipt of needs based grant was approved unanimously.

4. Latin Honors/Valedictorian/Salutatorian

Dr. Carter reviewed the changes that occurred with the ten-point grading scale a few years ago and most districts converted from Valedictorian and Salutatorian to Latin Honors as due to the increased possibility of multiple valedictorians and salutatorians. However, the students rank is still listed on their transcript.

CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 27, 2023

Mel Battle shared he was not in favor of this when the board voted to change and is a proponent for the Valedictorian and Salutatorian and referenced that Junior Marshalls are determined by the top ten students and this still occurs. Although there could be a tie, the same would be true with Latin Honors. Nicole Smith shared she would like to re-implement these back. Mel Battle shared he wasn't sure we could do that this year and recommended finishing out the year and send out information to the parents and staff for the 2023-2024 school year and bring back for a vote.

All were in agreement to bring back at a future meeting to vote on re-implementing the Valedictorian and Salutatorian recognition.

5. 2023-2024 School Calendar (DRAFT)

Dr. Carter reviewed the draft 2023-2024 school calendar. She shared the committee had met and had hoped to have two calendars with one including exams ending prior to Christmas; however, it was quickly realized that due to the amount of hours needed and the need of having a separate calendar for elementary and high and middle it would be difficult to do. This calendar includes the LETRS mandatory training dates given by the State and if those dates change we would need to automatically change accordingly.

It was noted that graduation date is not listed. Discussion took place with the date and concerns with having a night graduation. Board members were not comfortable voting on the calendar without the graduation. Joel Lillard asked if a second calendar could be made in the event the senate approves the calendar flexibility so we would be proactive. Mel Battle agreed and asked Ms. Jennifer O'Briant to work on this draft with starting date of the 10th and bring back to the board.

Vennie Beggarly also asked if the calendar guidelines can be shared with the new board members in regards to what is required by the state, hours, etc.

V. SUPERINTENDENT UPDATES

Dr. Carter shared a survey went out for interest in the NJROTC and there was very little survey results. She contacted principals and will work with them to see if there is more input.

LETRS completion and stipend for staff were discussed with requirements.

Those include:

LETRS Participants:

CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 27, 2023

*CCS staff who complete all components of Volume 1 of LETRS by August 1, 2023 and are employed with CCS at the end of the 2022-2023 school year and remain employed as of August 31, 2023 shall receive a stipend of \$500. Volume 1 completion includes Units 1-4 reading, online video lessons, assignments, attendance in Live Online Sessions for each unit (Parts 1 and 2), Units 1-4 posttest, and all Unit Bridge to Practice PLCs.

*CCS Staff who complete the LETRS Early Childhood Course by August 1, 2023 and are employed with CCS at the end of the 2022-2023 school year and remain employed as of August 31, 2023 shall receive a \$250 stipend (due to less coursework)

*CCS Staff who complete the LETRS Admin Course by August 1, 2023 and are employed with CCS at the end of the 2022-2023 school year and remain employed as of August 31, 2023 shall receive a \$250 stipend (due to less coursework)

Discussion took place with the amounts and who will receive this.

Joel Lillard requested moving this to closed session to review the names.

Dr. Carter recommended that the central office staff and school staff who work during the summer be allowed to work a four day (40 hour) week as we have in the past and make sure all departments are covered as well as the schools.

Mel Battle shared he doesn't have a problem with this; however, he wanted everyone to be consistent with the times they arrive and all should be doing the same thing from the top down.

Gladys Garland moved, seconded by Tracy Stanley, to allow central office staff and school staff who work during the summer to be allowed to work a four day (40 hour) week as we have in the past and make sure all departments are covered as well as the schools. The motion resulted in a tie vote and therefore the motion fails. (Battle/Garland/Stanley voted "Yes" and Beggarly/Lillard/Smith voted "No" Trudy Blackwell was absent).

VI. BOARD MEMBER OBSERVATIONS

Mel Battle shared that Jeremy Teetor will provide a copy of the budget at the April meeting. He suggested that the board stipend be increased by \$1600.00 each and also to add an additional \$5000 to the high school and middle school line item.

Mel Battle shared he would like to see the End of Year Banquet go back to the way it was held prior to Covid. This would include service pin recognitions, retirees, and Teacher, Teacher Assistant, Beginning Teacher of the Year and Classified of the Year. He felt there is time to plan it for this year.

CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 27, 2023

Mel Battle moved, seconded by Joel Lillard, to host the end of year banquet in the format prior to Covid and for Connie Kimrey to work out the logistics. The motion carried unanimously.

Nicole Smith shared she recently attended several ballgames and the kids were well behaved. She visited NLD Middle School and North Elementary and was impressed with the data wall at North and felt this is very good. She also observed in one classroom the students were using mirrors to assist in pronunciation and shared the kids seem to enjoy this and were excited. She offered thanks to the maintenance department for their assistance for things needed in the concession stand.

Gladys Garland shared she enjoyed having lunch at Oakwood at the last meeting and was happy that the board provided lunch for the staff recently.

Joel Lillard shared he had received comments from staff regarding the lunch that was provided. He also shared concerns with teachers not being allowed to wear jeans on Friday's and shared he was told they would have to pay \$1.00 and felt this is inconsistent with board policy. Dr. Carter shared that jeans are allowed on school spirit day and the principal can deem a school spirit day and shared that the central office staff pays \$1.00 to assist a family in need during the Christmas holidays. The schools can have a school spirit day without having a charge to teachers.

Joel Lillard requested that the dress code policy be on the agenda for the next meeting so that wording can be included to avoid confusion.

Mel Battle shared we are still awaiting input from the North Carolina School Boards Association regarding Master Board Training.

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

Vennie Beggarly made a motion to return to open session. Tracy Stanley seconded the motion. The motion carried unanimously.

CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 27, 2023

Consent Agenda

Dr. Carter recommended approval of the inter-district request for transfer as presented. Vennie Beggarly moved, seconded by Gladys Garland. The motion failed 5-1 with (Battle, Garland, Stanley, Smith, and Lillard voting “No”/ Beggarly voted “Yes” - Trudy Blackwell was absent). The request for transfer was denied.

2022-2023 school year

Johnson, Desion Oakwood to North (K) denied

Dr. Carter recommended approval of the out of county request for transfers as requested. Joel Lillard moved, seconded by Vennie Beggarly, to approve the out of county request for transfers as presented. The motion carried unanimously.

2023-2024 school year

Poole, Emily Hope Caswell to Person (2nd)
Poole, Allyson Grace Caswell to Person (5th)

EC Contracted Services

Dr. Carter recommended approval of the EC contracted services with IntelliChoice Staffing, LLC as presented. Vennie Beggarly moved, seconded by Gladys Garland, to approve EC contracted services with IntelliChoice as presented. The motion carried unanimously.

IntelliChoice Staffing, LLC

4735 Reedy Branch Road, Suite C, Winterville, NC 28590

Nursing services for an individual student (will include: feeding, monitoring for unique health needs, and intervening with prescribed treatments as well as other individual related issues that the student requires. The nursing services will begin/end when the student accesses the school setting (either when the parents elect to transport the student themselves or when the student is transported to school on the school bus).

Funding: EC funds (Once the service is established, an application for Risk Pool funding support will be completed).

LETRS Stipend – Completion of training

Dr. Carter recommended approval of the stipend for completion of LETRS training as provided. Joel Lillard moved, seconded by Gladys Garland, to approve the LETRS training using ESSER funding. The motion carried unanimously.

LETRS Participants:

*CCS staff who complete all components of Volume 1 of LETRS by August 1, 2023 and are employed with CCS at the end of the 2022-2023 school year and remain employed as of August 31, 2023 shall receive a stipend of \$500. Volume 1 completion includes Units

CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 27, 2023

1-4 reading, online video lessons, assignments, attendance in Live Online Sessions for each unit (Parts 1 and 2), Units 1-4 posttest, and all Unit Bridge to Practice PLCs.

*CCS Staff who complete the LETRS Early Childhood Course by August 1, 2023 and are employed with CCS at the end of the 2022-2023 school year and remain employed as of August 31, 2023 shall receive a \$250 stipend (due to less coursework)

*CCS Staff who complete the LETRS Admin Course by August 1, 2023 and are employed with CCS at the end of the 2022-2023 school year and remain employed as of August 31, 2023 shall receive a \$250 stipend (due to less coursework)

VIII. PERSONNEL LISTING

Dr. Carter recommended approval of the personnel listing as presented. Vennie Beggarly moved, seconded by Joel Lillard to approve the personnel listing as presented. The motion carried unanimously.

| | |
|---------------------------------|--|
| Retirement | |
| North Elementary | Anna Butts, K-5 Teacher = Eff. 6/14/23 |
| | April Boswell, K-5 Teacher = Eff. 6/14/23 |
| | Stacey Gammon, K-5 Teacher = Eff. 6/14/23 |
| | |
| Bartlett Yancey Sr. High School | Relisa Thomas, Bookkeeper = Eff. 6/30/23 |
| | |
| Resignation | |
| North Elementary | Danny Wyatt, Bus Driver = Eff. 3/23/23 |
| | |
| | |
| Substitute | Shanisha Smith, Child Nutrition - Eff. 3/28/23 (Currently employed as a bus driver) |

IX. COMMUNICATIONS

None at this time.

X. ADJOURN

Gladys Garland made a motion to adjourn the meeting at 9:30 p.m., Joel Lillard seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on April 24, 2023 at 9:00 a.m. in the Caswell County Schools Administration Building.

Mel O. Battle
Chairman

Dr. Sandra Carter
Superintendent