

CASWELL COUNTY BOARD OF EDUCATION MINUTES

January 23, 2023

The Caswell County Board of Education met in regular session on Monday, January 23, 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, Nicole Smith, and Trudy Blackwell. Others present include Superintendent Dr. Sandra Carter, Jennifer O'Briant, Carla Murray, Brook Underwood, Jeremy Teetor, Nelson Showalter, Chuck Hudson, Patricia Roberson, Stephen Camp, Dakota Williams, Nannie Jeffers, Quentin Anglero, Deborah Coleman, Meghan Blaar, Brown Family, Danny Wyatt, Heather Franklin, Clarence Garrett, Janice Castle, Michelle Robinson, Allen Smith, Emily Smith, Allie Smith, Anna Kate Smith, Heather O'Brien, Trinity Younger, Crystal Carter, Adam Carter, Addison Carter, Kim Loye, Marty Smith, Jessica Poteat, Mason Smith, Daniela Flores, Jenise Best, Cathy Randall, Courtney Hoskins, Elizabeth Thomas, and Annette Burnett. 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

Joel Lillard moved, seconded by Nicole Smith, to approve the minutes of the January 9, 2023 regular meeting as presented. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

Dr. Carter recommended approval of agenda. Joel Lillard asked that QAI process be added. With that addition of New Business, # 3 - QAI process, Trudy Blackwell moved, seconded by Vennie Beggarly, to approve the agenda with changes as presented. The motion carried unanimously.

I. D. ANNOUNCEMENTS

Dr. Carter recognized elementary students from North Elementary who submitted artwork to the North Carolina School Board Associations' (NCSBA) annual conference held in November. Seven students received honorable mention and were recognized. Art Teacher Mary Chavez and Principal Janice Castle also assisted in recognizing the students. Those include:

Mason Smith (4th grade)
Addison Carter (4th grade)
Emersyn Randall (5th grade)
Laila Ramirez (4th grade)
Trinity Younger (5th grade)
Allie Smith (4th grade)

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Maggie Brown (5th grade)

Dr. Carter welcomed additional staff to be introduced to the board. Dr. Carla Murray introduced principals to recognize their staff as follows:

Oakwood = Deborah Coleman, Meghan Blair

South = Daniella Flores

NL Dillard = Jenise Best, Nannie Jeffers, Heather Franklin, Kimberly Loye

BYSHS = Stephen Camp, Quentin Anglero, Dakota Williams, Patricia Kim Roberson

Transportation = Dan Wyatt

EC Department = Rebecca Day

Dr. Carter reminded the board of the upcoming recognition for former band teacher Ron Amos. The date is February 10, 2023 and will be held after the JV basketball game. A reception is planned to begin at 4:30 p.m. in the cafeteria.

Dr. Carter shared that each year PTEC (Piedmont Triad Education Consortium) host a signature school award and each district announces their selected school. Bartlett Yancey Sr. High School is being selected as the signature school this year because of the drop-out being lower than the state, increasing graduation cohort rate, and for classes offered which include drone technology and others.

I. E. PUBLIC COMMENTS

None at this time.

II. UNFINISHED BUSINESS

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

- ❖ Policy # 4342, Student Searches
- ❖ Policy # 4352, Removal of Student During the Day
- ❖ Policy # 5000, Schools and the Community
- ❖ Policy # 5008, Automated Phone & Text Messaging
- ❖ Policy # 5010, Parent Organizations & Other School Support Groups
- ❖ Policy # 5013/9033, Volunteer Capital Projects
- ❖ Policy # 5015, School Volunteers
- ❖ Policy # 5020, Visitors to the Schools

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- ❖ Policy # 5024/6127/7266, Emergency Epinephrine Auto-Injector Devices
- ❖ Policy # 5025, Prohibition of Drugs and Alcohol
- ❖ Policy # 7240, Drug-Free & Alcohol-Free Workplace
- ❖ Policy # 7241, Drug & Alcohol Testing of Commercial Motor Vehicle Operators

Dr. Carter reviewed policies for second reading.

Upon review, Dr. Carter recommended approval of second reading for policies as presented. Joel Lillard moved, seconded by Nicole Smith, to approve policies for second reading as recommended. The motion carried unanimously.

Dr. Carter recommended rescinding current policies as listed below. Joel Lillard moved, seconded by Gladys Garland, to approve rescinding policies as recommended. The motion carried unanimously.

Rescind

- Policy # 453, Student Searches
- Policy # 625, Curriculum Development (#625 was missed when we did the 3000 section)
- Policy # 305, Trespassing/Unauthorized use of School Property
- Policy # 315, School Visitors
- Policy # 316, Prohibition of Drugs and Alcohol
- Policy # 330, Parent/Booster and/or Support Organizations
- Policy # 423, Emergency Epinephrine Auto Injector Devices
- Policy # 735, Drug Free Workplace
- Policy # 740, Alcohol & Drug Testing
- Policy # 792, Volunteers
- Policy # 817, Volunteer Capital Projects

III. REPORTS

Quarterly Reports

Jeremy Teetor reviewed the quarterly reports and answered questions from the board.

It was requested that a list of the amounts in each scholarship be shared with the board.

Discussion took place regarding cafeteria workers as well as others that may be affected with the new minimum rate and step scale. Jeremy Teetor will look into working with his HR partner to look into a salary study. Dr. Carter noted that this is time consuming and may require additional hours. Mr. Teetor shared he will work with his partner to see if this is something that can be done and noted they recently just finished two other counties that are very similar in size to Caswell.

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Upon reviewing the Capital Outlay report, it was requested that a listing of invoices be shared with the board for account # 9006 (Landscaping). Dr. Carter shared that a lot of work goes into this at the beginning of the school year.

Also requested was a list of what has been done in regards to account # 9016 (doors).

Child Nutrition report was reviewed and it was requested that the board receive a listing of equipment so that they can review short and long term plan as well as prioritize. Dr. Carter shared they received the list in their packet of information.

IV. NEW BUSINESS

1. Consent Agenda

Dr. Carter recommended approval of the consent agenda. Tracy Stanley moved, seconded by Vennie Beggarly, to approve the consent agenda as presented.

Consent Agenda:

- Fundraising Requests
- Request for Transfer
- Auditor’s Contract

Fundraising Requests (2nd semester)

BYSHS

- | | |
|--------------|---------------------|
| EC | Raffle Baskets |
| Cheerleaders | Double Good Popcorn |
| Wrestling | Concessions |
| Track | Pledge Drive |

North Elementary

- Spring Book Fair
- Spring Fling
- Tee-shirts
- Spring Yearbook
- Spring Pictures

Oakwood Elementary

- Online Spirit Wear
- Spring Pictures
- 5th Grade underclass Grad. Pictures
- Spring Book Fair

Request for Transfer = 2023/2024 School Year

Brandon, Cassidy M.	Oakwood	to	North	1 st Grade
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Auditor's Contract

Anderson Smith & Wike PLLC
5639 Seven Lakes West, West End, NC 27376
Audit Fee: \$24,500
Writing Financial Statements: \$4,000

Fiscal Year ending June 30, 2023 / Audit will be submitted = October 31, 2023

It was shared that this is the last one year extension with this bid and will go out for bids after this audit.

2. Resolutions

Board member Joel Lillard read aloud resolution for former employee who recently passed away. Gladys Garland moved, seconded by Nicole Smith, to approve the resolution as presented. The motion carried unanimously.

***Resolution in Memorial and Appreciation
Of the Life of
William Henry Williamson***

WHEREAS, William Henry Williamson, was born on July 23, 1944, and resided in Yanceyville, NC, at the time of his death on January 5, 2023, and

WHEREAS, William Williamson, was a faithful and loving husband, father, grandfather, brother, and friend to many and his family's welfare was his major and constant concern; and

WHEREAS, William Williamson received his education from Caswell County High School graduating in 1962. He later graduated from Piedmont Community College and Guilford College after joining the US Air Force at the height of the Vietnam War and rising to the rank of Sergeant; and

WHEREAS, William Williamson, was a Lieutenant with the North Carolina Department of Corrections and retired in 2002 and began his second career as a bus driver for Caswell County Schools; and

WHEREAS, William Williamson was a member of the local VFW Post 210. He loved to travel, fish, and pull for his favorite Dallas Cowboys football team. An avid bowler, William Williamson bowled with a league in Danville, VA and dabbled in the sport of golf. He volunteered in the community and loved serving others; and

NOW THEREFORE BE IT RESOLVED that the Caswell County Board of Education wishes to honor the memory of William Williamson 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.

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This the 23rd day of January 2023.

Mel Battle, Chairman

Vennie Beggarly, Vice Chair

Trudy Blackwell

Gladys Garland

Joel Lillard

Nicole Smith

Tracy P. Stanley

Dr. Sandra Carter, Superintendent

3. QAI Results

Dr. Carter reviewed the process for Quality Assurance Inventory (QAI) that is conducted in the schools. She shared an overview noting that they look at continuous improvement and if curriculum is being followed as well as if the students are receiving the best outcome. The process started when she began as superintendent and shared that she oversees the QAI's. Other areas that are included are social/emotional, instructional aspect, and organizational management. When returning from Covid a "mini" QAI was conducted and plans are getting back into the full process in the spring. The time included usually is a half day with three individuals on a team. Those included on teams are from guidance, student services, principals and directors. The Department of Public Instruction (DPI) was invited to come in the district several years ago and conducted a comprehensive needs assessment on each school and shared what areas we needed to work on. This left areas to use as springboard for the QAI's. Principals are given a template to complete that includes instructional data, growth data, grade level, growth index, etc. Ethnicity and sub-group data as well as absenteeism of student and staff are all reviewed. Teams go into classrooms and look for things to bring back on what is working or what areas of support are needed and what can the central office do to help with each school. When finished, teams leave and the superintendent meets with the principal and concludes with a report on the overall visit which allows data to work with upon the next QAI visit. This serves as a continuous improvement model.

Questions included:

- How often do they occur? Dr. Carter shared usually one in fall and one in the spring and teams are rotated. This year a "full" QAI has not taken place.
- Does every classroom receive a QAI? Dr. Carter responded yes. Teams go into classrooms and once they are finished they place a sticky note on the door to indicate that team has visited that classroom. No classroom is targeted.

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- Do multiple teams go into the same classroom? Dr. Carter shared that this can occur if they are looking for something in particular. She shared she was not going to limit a team.
- Do teachers receive the information? Dr. Carter shared the information is shared with the principal who shares with staff.
- When did the last QAI occur? Dr. Carter shared that “mini” QAIs have occurred at North, Stoney Creek, NL Dillard and BYSHS. It was requested that the information received from the “mini” QAIs as well as the breakdown of teams and when they occurred be shared with the board. Dr. Carter shared she would like to share a PowerPoint which gives more updates. It was agreed this will occur at the next meeting.

V. SUPERINTENDENT UPDATES

Dr. Carter shared she attended the state superintendent meeting and the topic of school accountability was discussed; however, there was much more information to be looked at and reviewed and this topic looks like it will be pushed out over the next six months.

Dr. Carter has met with Amanda Hodges to begin work on retrieving data to support writing an art’s grant. She also met with Suzanne Bell with the Danville Regional Foundation who will share guidance.

Dr. Carter shared the high school is looking at tweaking their schedule for the spring to allow remediation to occur during the school day. If this occurs, the schedule will be brought to the board for approval.

Dr. Carter shared that a school safety grant was brought to their attention during the prior week and she worked with Lance Stokes and Medina Jones to submit this grant prior to the deadline Friday evening. If received, this will allow funding for vape detectors which also detects certain key words, motion, and illegal drugs. We hope to receive positive news soon.

VI. BOARD MEMBER OBSERVATIONS

Mel Battle questioned the warranty with CT Wilson for the high school noting he was aware of leaks in the building and multiple leaks in the kitchen as well as an issue with the brick in the back. Dr. Carter shared that there is still a “punch list” and thought everything has been taken care of.

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Trudy Blackwell expressed she had requested an academic update and although data was given she would like a short update from directors in the future.

Tracy Stanley did not have anything.

Vennie Beggarly shared she is hearing that the staff member who is over testing at the high school is doing a wonderful job.

Vennie Beggarly shared her concerns with the metal detectors and shared she would like this topic to be investigated as there are some detectors where you just walk through and do not require an individual to monitor it. Dr. Carter shared if the detector alarmed then someone would need to be present to handle the situation. Mel Battle questioned how many entrances are at the high school. Dr. Carter responded that there are three. He shared the staff with first period planning could assist with this and it was requested that this topic be looked into and information brought back to the board.

Vennie Beggarly also shared that the school lunch menu is not up to date online and parents have shared concerns. Other concerns were with the PE department and are they receiving money that is budgeted for them.

Nicole Smith shared she attended a basketball game at the high school and actually worked the concession stand. She shared that students were well behaved and polite. She also attended the 20th anniversary celebration at NL Dillard and this was very encouraging. Everyone seemed happy and the students were excited. She visited South Elementary and felt the principal has enthusiasm as well as the curriculum coach and noted that the principal has created a staff area for her staff to take a short break when they just need to get away from things for a few minutes. She shared the teachers appreciated this very much. A concern was with Stoney Creek and the need for teachers. She shared that during a recent workday, the staff had a concern and someone from central office had gone back to the school to assist.

Gladys Garland shared she also attended the NL Dillard celebration and it was very nice. She thanked the staff for all the grant writing that is taking place and shared she attended a portion of a basketball game at the high school.

Joel Lillard also noted that the school menus are not posted on time and paper copies are not given out ahead of schedule. He shared he had asked previously the hours for custodians at North and would like to receive that information as he would like clarity on what is taking place. He also shared he had requested information on teachers calling substitutes and questioned if there were any updates. Dr. Carter shared that Dr. Carla Murray was looking into it. It was requested that a follow-up be provided at the next meeting.

VI. CLOSED SESSION

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Vennie Beggarly 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. Tracy Stanley seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

Gladys Garland made a motion to return to open session. Vennie Beggarly seconded the motion. The motion carried unanimously.

VIII. PERSONNEL LISTING

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

Resignation	
Stoney Creek Elementary	Jessica Lunsford, K-5 Teacher = Eff. 2/4/23
Employment	
NL Dillard Middle School	Elizabeth Crews, 6 th grade math = Eff. 1/24/23
Bartlett Yancey Sr. High School	Makaila Hawk, 9-12 ELA Teacher = Eff. 1/24/23
Transportation	Jason Reaves, Lead Mechanic (from Level 3 Mechanic) = Eff. 2/4/23

IX. COMMUNICATIONS

None at this time.

X. ADJOURN

Gladys Garland made a motion to adjourn the meeting at 10:00 p.m., Vennie Beggarly seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on February 13, 2023 at 9:00 a.m. in the Caswell County Schools Administration Building.

Mel O. Battle
Chairman

Dr. Sandra Carter
Superintendent