

## CASWELL COUNTY BOARD OF EDUCATION MINUTES

May 23, 2022

The Caswell County Board of Education met in regular session on Monday, May 23, 2022 at 6:30 p.m. in the Administration Building of Caswell County Schools. Members present: Chairman Wayne Owen, Vice Chair Gladys Garland, Mel Battle, Vennie Beggarly, Donna Hudson, and Trudy Blackwell. Tracy Stanley was absent. Others present included Superintendent Dr. Sandra Carter, Andrew Tyrrell, Nicole McGhee, Medina Jones, Joel Lillard, Nicole Smith, and Board Attorney Ron Bradsher. Meeting was livestreamed via Zoom. (*others may have been in attendance, but did not sign in.*)

### I. A. CALL TO ORDER

The meeting was called to order by Chairman Wayne Owen. A moment of silence was observed, followed by the Pledge of Allegiance.

### I. B. APPROVAL OF MINUTES

Gladys Garland moved, seconded by Mel Battle, to approve the minutes of the May 9, 2022 regular meeting as presented. The motion carried unanimously.

### I. C. APPROVAL OF AGENDA

Dr. Carter recommended approval of agenda as presented. Donna Hudson moved, seconded by Trudy Blackwell, to approve the agenda as presented. The motion carried unanimously.

### I. D. ANNOUNCEMENTS

Dr. Carter shared that the last day of school for students in June 7<sup>th</sup> with an early release at 12:30 p.m. She also shared the high school hosted the senior prom and was the first prom held at the new high school. The theme was "Enchanted Garden" and was a nice event for our students.

Congratulations to Mrs. Carol Boaz and Ms. Medina Jones on writing and receiving a federal grant in the amount of \$113,637. The funding will be used for summer bridge and summer accelerator for rising 6<sup>th</sup> graders as well as credentialing opportunities for 10-12<sup>th</sup> grade.

### I. E. PUBLIC COMMENTS

None at this time.

## II. RECOGNITIONS

Dr. Carter and Human Resources Director, Nicole McGhee, announced nominees for Teacher of the Year, Beginning Teacher of the Year, and Classified of the Year. The winners of each category were announced. They are as follows:

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Classified of the Year Nominees:

Morgan Mitchell, Bartlett Yancey Sr. High School

Cassandra Graves, NL Dillard Middle School

Latisha Brown, North Elementary

Kim Brooks, Oakwood Elementary

Randy Jones, South Elementary

Shemeka Willis, Stoney Creek Elementary

Beginning Teacher of the Year Nominees:

Steven Hancock, Bartlett Yancey Sr. High School

LaShawn Parker, NL Dillard Middle School

Conner Haskins, South Elementary

Victoria Galloway, Stoney Creek Elementary

Teacher of the Year Nominees:

Jared Terrell, Bartlett Yancey Sr. High School

Leslie Gehris, NL Dillard Middle School

Kimberly Owen, North Elementary

Lauryn Thomas, Oakwood Elementary

Karen Barbieri, South Elementary

Melissa Parsons, Stoney Creek Elementary

Winners of each category were announced as follows:

Classified of the Year = Cassandra Graves (NL Dillard Middle)

Beginning Teacher of the Year = LaShawn Parker (NL Dillard Middle)

Teacher of the Year = Kimberly Owen (North Elementary)

Principal of the Year = Lance Stokes (Bartlett Yancey Sr. High School)

### III. REPORTS

Bill Powell, Project Manager for the high school construction shared an update on the most recent renovations at the high school. A PowerPoint presentation was shared with the board and Mr. Powell answered questions from the board.

### IV. UNFINISHED BUSINESS

Dr. Carter recommended removing policies listed below from the table for second reading. Gladys Garland moved, seconded by Mel Battle, to remove policies from the table. The motion carried unanimously.

Policy # 3000 = Goals & Objectives of the Educational Program

Policy # 3101 = Dual Enrollment

Policy # 3102 = Online Instruction

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Upon no questions, Dr. Carter recommended approval of second reading of policies as listed below for approval. Mel Battle moved, seconded by Gladys Garland, to approve second reading of policies listed below. The motion carried unanimously.

Policy # 3000 = Goals & Objectives of the Educational Program

Policy # 3101 = Dual Enrollment

Policy # 3102 = Online Instruction

**V. NEW BUSINESS**

1. Consent Agenda

- Request for Transfer
- 2022-2023 Revised School Calendar
- NC School Boards Trust Errors & Omissions/General Liability Fund
- iReady
- Learning A to Z

Dr. Carter recommended approval of the consent agenda as presented noting the four stated mandated professional development days for LETRS training as well as June 10<sup>th</sup>, 2023 as graduation at the high school.

Questions regarding iReady were asked if this is being monitored and are the teachers and students using this. Ms. Medina Jones shared that the teachers are actually the ones who requested it and they are using it. Originally it was offered as a pilot and now the cost is more.

Upon no further questions, Gladys Garland moved, seconded by Donna Hudson, to approve the consent agenda as presented. The motion carried unanimously.

Request for Transfer

Stephens, Perry	Caswell	to	Rockingham (6 <sup>th</sup> )
Stephens, Paxson	Caswell	to	Rockingham (10 <sup>th</sup> )
Wilson, Cullen	Caswell	to	Person (2 <sup>nd</sup> )

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### 2022-2023 School Calendar (revised)



### Caswell County Schools Academic Calendar 2022-2023

Approved by BOE  
May 23, 2022

*"Engaging all students in learning that will foster academic excellence, responsible citizenship, and life-long learning."*

		July 2022							January 2023								
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
4-Jul	Independence Day Holiday	3	H	5	6	7	8	9	1	2	3	4	5	6	7	Martin Luther King Jr. Holiday	16-Jan
	12 month Staff Only	10	11	12	13	14	15	16	8	9	10	11	12	13	14	End of Grading Period	18-Jan
		17	18	19	20	21	22	23	15	H	17	★18	RWD	OWD	21	Required Teacher Workday	19-Jan
		24	25	26	27	28	29	30	22	23	24	25	RC	27	28	Optional Teacher Workday	20-Jan
		31							29	30	31					Semester 2 Begins	23-Jan
																Report Cards Issued	26-Jan
		August 2022							February 2023								
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
18-Aug	Optional Teacher Workday		1	2	3	4	5	6				1	2	3	4		
19-Aug	Optional Teacher Workday	7	8	9	10	11	12	13	5	6	7	8	9	10	11		
8/22 - 8/26	Required Teacher Workdays	14	15	16	17	OWD	OWD	20	12	13	14	ER	16	17	18	Student Early Release 12:30	15-Feb
		21	RWD	RWD	RWD	RWD	RWD	27	19	20	21	RWD	23	24	25	Required Teacher Workday	22-Feb
29-Aug	Day 1 School for Students	28	29	30	31				26	Interim	28					Interim Grade Reports	27-Feb
		September 2022							March 2023								
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
5-Sep	Labor Day Holiday	4	H	6	7	8	9	10	5	6	7	8	9	10	11		
		11	12	13	14	15	16	17	12	13	14	ER	16	17	18	Student Early Release 12:30	15-Mar
		18	19	20	21	22	23	24	19	20	★21	RWD	23	24	25	Required Teacher Workday	22-Mar
29-Sep	Interim Grade Reports	25	26	27	28	Interim	30		26	27	28	29	30	31	End of Grading Period	28-Mar	
		October 2022							April 2023								
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
								1							1		
		2	3	4	5	6	7	8	2	3	4	RC	6	H	8	Report Cards Issued	5-Apr
		9	10	11	12	13	14	15	9	AL	AL	AL	AL	AL	15	Good Friday Holiday	7-Apr
19-Oct	Required Teacher Workday	16	17	18	RWD	20	21	22	16	17	18	19	20	21	22	Spring Break / No School	4/10 - 4/14
26-Oct	Student Early Release 12:30	23	24	25	ER	★27	28	29	23	24	25	26	27	28	29		
27-Oct	End Of Grading Period	30	31						30								
		November 2022							May 2023								
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
7-Nov	Report Cards Issued			1	2	3	4	5		1	2	RWD	4	5	6	Required Teacher Workday	3-May
11-Nov	Veterans Day Holiday	6	RC	8	9	10	H	12	7	Interim	9	10	11	12	13	Interim Grade Reports	8-May
23-Nov	Optional Teacher Workday	13	14	15	16	17	18	19	14	15	16	17	18	19	20		
11/24, 11/25	Thanksgiving Holidays	20	21	22	OWD	H	H	26	21	22	23	24	25	26	27		
		27	28	29	30				28	H	30	31				Memorial Day Holiday	29-May
		December 2022							June 2023								
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
5-Dec	Interim Grade Reports															Last Day School Students	9-Jun
12/19-12/30	Holiday Break / No School					1	2	3					1	2	3	Student Early Release 12:30	9-Jun
19-Dec	Optional Teacher Workday	4	Interim	6	7	8	9	10	4	5	6	7	8	ER	10	High School Graduation	10-Jun
12/20 - 12/21	Annual Leave Days	11	12	13	14	15	16	17	11	RWD	OWD	OWD	15	RC	17	Required Teacher Workday	12-Jun
12/28 - 12/30	Annual Leave Days	18	OWD	AL	AL	H	H	24	18	19	20	21	22	23	24	Optional Teacher Workday	13-Jun
12/22 - 12/27	Holidays	25	H	H	AL	AL	AL	31	25	26	27	28	29	30		Optional Teacher Workday	14-Jun
																Report Cards Mailed	16-Jun

**Inclement Weather Plan**  
Calendar is subject to change due to weather conditions or other disruptions. In instances of calendar disruptions, calendar revisions will be made. To make up for missed instructional time, calendar revisions may include a plan to add additional minutes and/or make-up days.  
**Additional workday dates for state required training are**  
October 19, 2022; February 22, 2023; March 22, 2023; and May 3, 2023

**Calendar Legend**

Holiday	H	Semester Begins / Semester Ends	RC
Annual Leave Day	AL	Student Early Release Day 12:30	ER
Optional Teacher Workday	OWD	Interim Reports issued-Dates Subject to Change	*Interim
Required Teacher Prof. Dev. / Workday	RWD	Report Cards Issued-Dates Subject to Change	RC
Student Early Release/Required Prof. Dev.	ER	Early Release w/Parent Teacher Conferences	ER, PC
End of Grading Period	★		

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NC School Boards Trust Errors & Omissions/General Liability Fund

2022-2023 EO/GL Fund Contribution: \$4,647.00

Funding Source: Local Liability Insurance: 2.6613.801.371.810.000.00

iReady

Curriculum Associates

i-Ready Classroom	\$10,166.00
i-Ready	20,757.50
Toolbox	3,366.00
Professional Development	3,500.00
(Shipping/Tax)	913.42
Total:	\$38,702.92

Funding Source:

3.3600.109.338.338.000.00 (Middle Schools / Rural Low-Income School (RLS) funds

Learning A to Z

Raz-Plus.com / Renew

51 classrooms (1 year) / List Price: \$11,628.00

Funding Source: Rural Low Income Schools Computer Software

3.3600.109.000.000.00

2. Policy # 3135, Homework

Dr. Carter recommended approval of Policy # 3135 as presented. Concerns were noted regarding homework and if the policy says it, we need to be consistent in doing it. It was shared there should be a balance with homework and should be monitored if included in the policy. Upon no further questions Mel Battle moved, seconded by Donna Hudson, to approve first reading of Policy # 3135 as presented. The motion carried unanimously.

3. Policy # 3120, Lesson Planning

Dr. Carter recommended approval of Policy # 3120 as presented. Gladys Garland moved, seconded by Vennie Beggarly, to approve first reading of Policy # 3120 as presented. The motion carried unanimously.

4. Policy # 3130, Grouping for Instruction

Dr. Carter recommended approval of Policy # 3130 as presented. Concerns were shared with the wording of "homogeneous" noting the rationale of students will not always work out and we need to be careful when looking at this. Principal has the authority to assign students and make sure that

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principals are aware of the updates in this policy. Upon no further comments, Gladys Garland moved, seconded by Vennie Beggarly, to approve first reading of Policy # 3130 as presented. The motion carried unanimously.

### 5. Policy # 3115, Curriculum & Instructional Guides

Dr. Carter recommended approval of Policy # 3115 as presented. Gladys Garland moved, seconded by Mel Battle, to approve first reading of Policy # 3115 as presented. The motion carried unanimously.

### 6. Policy # 3110, Innovation in Curriculum & Instruction

Dr. Carter recommended approval of Policy # 3110 as presented and noted a typo on page 1. Mel Battle moved, seconded by Trudy Blackwell, to approve first reading of Policy # 3110 as presented. The motion carried unanimously.

### 7. Policy # 3100, Curriculum Development

Dr. Carter recommended approval of Policy # 3100 as presented. Gladys Garland moved, seconded by Trudy Blackwell, to approve first reading of Policy # 3100 as presented. The motion carried unanimously.

### 8. Policy # 3140, Evaluation of Instructional Programs

Dr. Carter recommended approval of Policy # 3140 as presented. Donna Hudson moved, seconded by Vennie Beggarly, to approve first reading of Policy # 3140 as presented. The motion carried unanimously.

### 9. Policy # 3200, Selection of Instructional Materials

Dr. Carter recommended approval of Policy # 32000 as presented. Concerns were shared regarding the selection of textbooks. It was shared that with Caswell being a small school it was felt that the elementary schools should not have that much variation. Dr. Carter shared this portion was included; however, a submittal request would be needed for any alternate textbooks to be used and would go through the request process. Upon no further questions or comments, Gladys Garland moved, seconded by Trudy Blackwell to approve first reading of Policy # 3200 as presented. The motion carried 5-1 with Hudson voting "No." (Tracy Stanley was absent).

### 10. Policy # 3210, Parental Inspection of and Objection to Instructional Materials

Dr. Carter recommended approval of Policy # 3210 as presented. Concerns were shared that forms should be readily available at schools in the event a parent needs them as some parents do not have internet access. Schools should be willing to assist parents with printing forms if needed. Suggestion

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was made to remove "Section E" noting the board does not have committees and the full board will always be involved; however, no decision was made to remove this section.

Upon no further comments, Gladys Garland moved, seconded by Trudy Blackwell, to approve Policy # 3210 as presented for first reading. The motion carried unanimously.

### VI. SUPERINTENDENT UPDATES

Dr. Carter shared that we will no longer require dual roles for custodians and bus drivers. At this time the increase of bus drivers pay has assisted with needed drivers.

It was asked if the buses that are parked to advertise for drivers needed could be moved to allow mowing to take place under them. Mr. Hudson will make sure this is taken care of. It was shared that additional custodial help is needed at the high school noting we cannot overwork our current employees and now the high school is a large space. Dr. Carter shared she is in the process of gathering quotes for cleaning companies to come in and do a deep clean to the older area of the high school. It was suggested to offer a sign on bonus for custodians so we can pursue help especially over the summer when students are not in the building. Other areas included the lighting in the older area and Dr. Carter noted that now that the new school is there, issues like lighting, etc. stand out more. Once cleaned, it was suggested that staff assist in maintaining their areas and keep them clean.

Dr. Carter reviewed a job description for a grant funded position to assist with the LETRS training. This mandated training will require a lot of work from our teachers and we hope to find someone to be a lead teacher with the LETRS training and offer support to our teachers. This is not a permanent position and not sure if anyone will be interested but if possible it would be an asset to the district.

Dr. Carter recommended approval of the grant funded position for LETRS training as presented. Mel Battle moved, seconded by Donna Hudson, to approve the grant funded position for LETRS training as presented. The motion carried unanimously.

### VII. OBSERVATIONS

Gladys Garland shared she attended the prom at the high school and it was very nice. She also shared she attended the dance recital and noted how wonderful it was. She shared our students are doing great things.

Vennie Beggarly questioned if we are going to reschedule the meeting with the Board of County Commissioners. Dr. Carter shared she plans to meet with County Manager Bryan Miller and hope to meet towards the beginning of the school year.

Donna Hudson reiterated how nice the end of year recognition (prior to the board meeting) was and thanks to Nicole McGhee, Connie Kimrey, and Teresa Myers for their efforts in preparation. Thanks

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and congratulations again to all the nominees recognized at the event and also thank you to the directors for their assistance in reviewing the updated policies we are working on at last meeting.

Wayne Owen also shared similar sentiments to all the staff for doing a wonderful job this year and it was nice to recognize the nominees at the meeting tonight.

Dr. Carter shared that during a visit at NL Dillard, a student gave the principal a desk plate with a design of a bull (for NL Dillard mascot) that was made out of the 3D printers. She noted the student was very proud of their work and shared the excitement from the classroom by working with the 3D printers.

Trudy Blackwell shared the event tonight was very nice and looked forward to hopefully inviting everyone back for more recognition in the future.

**VIII. CLOSED SESSION**

Donna Hudson 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. Gladys Garland seconded the motion. The motion carried unanimously.

**XI. OPEN SESSION**

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

**X. PERSONNEL LISTING**

Dr. Carter recommended approval of the personnel listing as presented. Vennie Beggarly made a motion, seconded by Trudy Blackwell to approve the contract renewal listing as presented. The motion carried unanimously.

<b>Resignation</b>	
NL Dillard Middle	Ashley Clowers, CTE Teacher = Eff. 6/9/22
	Pegeen Ryan-Murray, ELA Teacher = Eff. 6/9/22
Oakwood Elementary	Jennifer O'Briant - Principal = Eff. 7/16/22
	Kathryn Thornton, EC Teacher = Eff. 6/9/22
Bartlett Yancey Sr. High School	Thomas Nowicki, 9-12 Math = Eff. 6/9/22
<b>Retirement</b>	
South Elementary	Steve Evans, Principal - Eff. 8/1/22



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North Elementary	Ruby Sizemore, Custodian = Eff. 6/7/22
<b>Employment</b>	
Maintenance Dept.	Anthony Butts = Eff. 5/24/22
North Elementary	Melissa Comalander, Custodian = Eff. 5/24/22
Substitutes / District	Leslie Lawson = Eff. 5/24/22
	Thomas Nowicki = Eff. 5/24/22
North Elementary	Janice Castle = Principal = Eff. 7/1/22 (currently AP @ NL Dillard)
Oakwood Elementary	Michelle Robinson = Principal = Eff. 7/1/22 (currently Curr. Coach @ Oakwood)

(A listing of all summer program employees was approved as part of the personnel listing also.)

Dr. Carter recommended approval of contract with School Operations Specialists (SOS) with Jeremy Teetor as presented. Gladys Garland moved, seconded by Vennie Beggarly, to approve contract with SOS. The motion carried unanimously.

An additional \$10,000 will be included for the current contract with Jeremy Teetor.

Contract agreement with SOS includes working with CCS from July 1, 2022 through no later than June 30, 2023. These services will be performed in-person and remotely as needed. Either party may terminate the agreement with a 30-day written notice. A consulting fee of up to \$105,000 (depending on the total number of hours worked), shall be paid to SOS for the scope of work noted per the engagement.

**XI. COMMUNICATIONS**

- Scholarship winners were shared with the board. Suggestion was to work with guidance counselor to make students are aware of all options that are available to students.

**XII. ADJOURN**

Gladys Garland made a motion to adjourn the meeting at 9:30 p.m., Vennie Beggarly seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on June 13, 2022 at 9:00 a.m. in the Caswell County Schools Administration Building.

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Wayne Owen  
Chairman

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Dr. Sandra Carter  
Superintendent