

CASWELL COUNTY BOARD OF EDUCATION MINUTES

April 4, 2022

The Caswell County Board of Education met in regular session on Monday, April 4, 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, Tracy Stanley, and Trudy Blackwell. Donna Hudson was absent. Others present included Superintendent Dr. Sandra Carter, Andrew Tyrrell, Nicole McGhee, Medina Jones, Joel Lillard, Steve Evans, Lance Stokes, Christy Clay, 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 Vennie Beggarly, to approve the minutes of the March 28, 2022 regular meeting as presented. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

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

I. D. ANNOUNCEMENTS

Dr. Carter welcomed those in attendance which included many recent new hires who have not attended a board meeting due to covid restrictions. Dr. Carter turned this portion over to Human Resources Director Nicole McGhee. Mrs. McGhee welcomed those in attendance and shared positive comments on the work they are doing. Those in attendance introduced themselves to the board. They include:

- Morgan Brooks, Central Office
- Twanna Graham-Badgett, Oakwood – PreK EC Teacher
- Syeda Smith-Williams, BYSHS – Assistant Principal
- Julianne Hollingsworth, BYSHS – History
- Steven Hancock, BYSHS – History
- Elizabeth Thomas, BYSHS – Caswell Online/Credit Recovery
- Kendall Cobb, BYSHS – Math
- Andrea Anika, NL Dillard – EC & also at Oakwood Elementary
- Katie Dailey, South Elementary – 1st Grade Teacher
- Connor Haskins, South Elementary – Kindergarten Teacher
- Morgan Gregory, South Elementary – 3rd Grade Teacher
- Sheila Fernos, South Elementary – Pre-K
- Melissa Pullen, South Elementary – Receptionist
- Ashley Wrenn South Elementary – Teacher Asst.
- Annette Burnett, North Elementary – Teacher Asst.

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I. E. PUBLIC COMMENTS

One individual signed up and will be discussed in closed session.

II. REPORTS

Jeremy Teetor, Financial Consultant reviewed updated information to the budget resolution for 2021-2022 as well as reviewed information to present to Board of County Commissioners. Currently we have been operating under an interim resolution and the approval of the resolution will be in compliance with the auditing portion for this fiscal year. Mr. Teetor also shared that once approved; additional information will be brought back to the board with a budget amendment at the next meeting which are typical throughout the year with the movement of federal funds.

Mr. Teetor noted that some formulas did not carry through and that was the reason for incorrect information when last presented in February.

Mr. Teetor shared he reviewed the request going to the Board of Commissioners and noted that includes two pots of money in which the commissioners are responsible for. Those include local and capital outlay. The request includes an 8% increase. Mr. Teetor shared that additional information of breakdowns will be included regarding the capital outlay to show broader categories and specific projects that are needed. Mr. Teetor shared he hoped his schedule will allow him to be available when making the request to the commissioners. Dr. Carter shared that included in the general request is the School Resource Officer for elementary. Although we will apply for any future grant, none are available at this time.

Vennie Beggarly requested a listing of the playground equipment in need of repair.

Mel Battle requested a copy of the adopted budget showing what we have spent and the amount requested.

Dr. Carter recommended approval of the budget resolution for 2021-2022 as presented by Jeremy Teetor. Gladys Garland moved, seconded by Mel Battle, to approve the budget resolution for 2021-2022 as presented. The motion carried unanimously.

Dr. Carter recommended approval of County Appropriation Funding Request for Fiscal Year 2022-2023 as presented with additions as requested in earlier conversation. Tracy Stanley moved, seconded by Gladys Garland, to approve County Appropriation Funding Request for Fiscal Year 2022-2023 as presented with additions to be included per noted. The motion carried unanimously.

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**Caswell County Schools
BUDGET RESOLUTION
2021-2022**

BE IT RESOLVED by the Board of Education of the Caswell County Schools Administrative Unit.

Section 1 - The following amounts are hereby appropriated for the operation of the school administrative unit in the State Public School Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

Instructional Programs:			
5100	Regular Curricular Services	\$	12,369,409
5200	School Population Services	\$	1,971,882
5300	Alternative Programs & Services	\$	221,680
5400	School Leadership Services	\$	1,588,948
5500	Co-Curricular Services	\$	4,100
5800	School-Based Support Services	\$	1,705,528
Supporting Services:			
6100	Support and Development Services	\$	159,499
6200	Special Population Support and Development	\$	82,743
6300	Alternative Program Services	\$	-
6400	Technology Support Services	\$	288,552
6500	Operational Support Services	\$	2,246,189
6600	Financial and Human Resources Services	\$	288,585
6700	Student Testing Services	\$	110,049
6800	System-wide Pupil Support	\$	-
6900	Policy Leadership and Public Relations	\$	286,034
7100	Community Services	\$	1,700
7200	Nutrition Services	\$	84,747
8400	Interfund Transfers	\$	-
Total State Public School Fund Appropriation			\$ 21,409,645

Section 2 - The following revenues are estimated to be available to the State Public School Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

3000	Allocations from State Public School Fund	\$	21,409,645
Total State Public School Fund Revenue			\$ 21,409,645

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Section 3 - The following amounts are hereby appropriated for the operation of the school administrative unit in the Local Current Expense Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

		Instructional Programs:		
	5100	Regular Curricular Services	\$	31,877
	5200	School Population Services	\$	42,531
	5300	Alternative Programs & Services	\$	72,433
	5400	School Leadership Services	\$	57,224
	5500	Co-Curricular Services	\$	192,342
	5800	School-Based Support Services	\$	24,598
		Supporting Services:		
	6100	Support and Development Services	\$	8,854
	6200	Special Population Support and Development	\$	3,231
	6300	Alternative Program Services	\$	-
	6400	Technology Support Services	\$	181,826
	6500	Operational Support Services	\$	1,676,634
	6600	Financial and Human Resources Services	\$	355,725
	6700	Student Testing Services	\$	2,754
	6800	System-wide Pupil Support Services	\$	-
	6900	Policy Leadership and Public Relations	\$	407,905
	7100	Community Services	\$	53,577
	7200	School Nutrition Services	\$	21,530
		Non-Programmed Charges:		
	8100	Payments to Other Governmental Units and Transfers of Funds	\$	228,575
	8300	Debt Service	\$	-
		Total Local Current Expense Fund Appropriation	\$	3,361,616

Section 4 - The following revenues are estimated to be available to the Local Current Expense Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	3200	State Revenue- Other Funds	\$	40,000
	3700	Federal Revenue- Other Funds	\$	40,000
	4100	County Appropriation	\$	2,655,000
	4200	Tuition & Fees	\$	3,000
	4400	Local Unrestricted	\$	101,250
	4800	Lease/Installment Purchase Agreement	\$	130,000
	4910	Fund Balance Appropriated	\$	392,366
		Total Local Current Expense Fund Revenues	\$	3,361,616

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Section 5 - The following amounts are hereby appropriated for the operation of the school administrative unit in the Federal Grant Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

		Instructional Programs:		
	5100	Regular Curricular Services	\$	3,676,701
	5200	School Population Services	\$	1,084,894
	5300	Alternative Programs & Services	\$	4,605,226
	5400	School Leadership Services	\$	-
	5800	School-Based Support Services	\$	1,822,277
		Supporting Services:		
	6100	Support and Development Services	\$	-
	6200	Special Population Support and Development	\$	74,080
	6300	Alternative Programs and Services Support & Development	\$	54,606
	6500	Operational Support Services	\$	1,062,552
	6600	Financial and Human Resources Services	\$	97,839
	7200	Nutrition Services	\$	43,803
		Non-Programmed Charges:		
	8100	Payments to Other Governmental Units & Transfers of Funds	\$	601,992
	8200	Unbudgeted Funds	\$	-
		Total Federal Grant Fund Appropriation	\$	13,123,969

Section 6 - The following revenues are estimated to be available to the Federal Grant Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	3600	Federal Grants Revenue	\$	13,123,969
		Total Federal Grant Fund Revenues	\$	13,123,969

Section 7 - The following amounts are hereby appropriated for the operation of the school administrative unit in the Capital Outlay Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	5100	Regular Instructional Program	\$	15,000
	5500	Co-curricular Services	\$	1,000
	6300	Admin Support Services	\$	5,000
	6500	Operational Support Services	\$	91,382
	7200	Nutrition Services	\$	10,000
	8300	Debt Service	\$	-
	9000	Capital Construction	\$	12,788,410
		Total Capital Outlay Fund Appropriation	\$	12,910,792

Section 8 - The following revenues are estimated to be available to the Capital Outlay Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	3200	State Revenue Other Funds	\$	5,000

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Section 8 - The following revenues are estimated to be available to the Capital Outlay Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	3200	State Revenue-Other Funds	\$	5,000
	3400	Capital Reserves	\$	71,882
	4100	Local County Appropriation	\$	465,000
	4400	Local Unrestricted	\$	53,000
	4810	Local Bond Referendum Proceeds	\$	11,337,511
	4890	Lottery Proceeds	\$	868,339
	4910	Fund Balance Appropriated	\$	110,060
		Total Capital Outlay Fund Revenues	\$	12,910,792

Section 9 - The following amounts are hereby appropriated for the operation of the school administrative unit in the Child Nutrition Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

		Supporting Services:		
	7200	Nutrition Services	\$	1,121,918
	8100	Payments to Other Governmental Units & Transfers of Funds	\$	-
		Total Child Nutrition Fund Appropriation	\$	1,121,918

Section 10 - The following revenues are estimated to be available to the Child Nutrition Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

		Child Nutrition Revenues	\$	1,121,918
		Total Child Nutrition Fund Revenue	\$	1,121,918

Section 11 - The following amounts are hereby appropriated for the operation of the school administrative unit in the Daycare Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	5100	Regular Curricular Services	\$	-
	5200	School Population Services	\$	-
	5400	School Leadership Services	\$	-
	5800	School Based Support Services	\$	-
	7100	Community Services	\$	102,833
	8100	Payments to Other Governmental Units	\$	-
		Total Daycare Fund Appropriation	\$	102,833

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Section 12 - The following revenues are estimated to be available to the Daycare Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

		Before & After School Care Revenue	\$	102,833
		Total After School Care Enrichment Services Revenue	\$	102,833

Section 13 - The following amounts are hereby appropriated for the operation of the school administrative unit in the Other Restricted Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

		Instructional Programs:		
	5100	Regular Curricular Services	\$	54,671
	5200	School Population Services	\$	599,145
	5300	Alternative Programs & Services	\$	315,733
	5400	School Leadership Services	\$	21,820
	6200	Special Population Support and Development	\$	-
	6400	Technology Support Services	\$	-
	6500	Operational Support Services	\$	-
	6600	Financial & Human Resources Services	\$	30
	6800	System-wide Pupil Support Services	\$	-
	6900	Policy, Leadership and Public Relations Services	\$	-
	7200	Nutrition Services	\$	-
	8100	Payments to Other Governmental Units	\$	-
	8600	Educational Foundation	\$	-
		Total Other Restricted Fund Appropriation	\$	1,191,399

Section 14 - The following revenues are estimated to be available to the Other Restricted Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	3200	State Allocation	\$	486,296
	3700	Federal Allocations	\$	150,000
	4200	Tuition and Fees - Regular	\$	-
	4400	Local Unrestricted	\$	-
	4800	Local Restricted	\$	-
	4900	Other Restricted Re-allocated	\$	555,103
		Total Other Restricted Fund Revenues	\$	1,191,399

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Section 15 - All appropriations shall be paid first from revenues restricted as to use, and second from general unrestricted revenues.

Section 16 - The superintendent is hereby authorized to:

- a. transfer amounts between sub-functions and objects of expenditures within a function without limitations and without a report to the Board of Education being required.
- b. transfer amounts between functions of the same fund with a report on such transfers being made at the next meeting of the Board of Education.
- c. may not transfer any amounts between funds nor from any contingency appropriation within a fund.

Section 17 - Copies of the budget resolution shall be immediately furnished to the superintendent and school finance officer for direction in carrying out their duties.

Adopted this 4th day of April 2022.

Board Chair, Wayne Owen

III. UNFINISHED BUSINESS

None at this time.

IV. NEW BUSINESS

1. Consent Agenda
 - Face Masking

Dr. Carter recommended approval of the consent agenda as presented noting that we are required by legislation to review the face masking option monthly. Based on the current data on March 31, the low positivity rate for Caswell is 3.56% and will continue to recommend optional face masking. Tracy Stanley moved, seconded by Vennie Beggarly, to approve the consent agenda as presented.

2. Bartlett Yancey Sr. High School (BYSHS) Course Updates

Principal Lance Stokes reviewed the course updates and answered questions from the board.

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Dr. Carter recommended approval of the course updates for BYSHS as presented. Tracy Stanley moved, seconded by Trudy Blackwell, to approve course updates as presented for BYSHS. The motion carried unanimously.

Course Updates include:

Advanced Placement Art

Credit: 1 Grade Level: 10, 11, 12
Prerequisite: Pre-AP Visual Art

Advanced Placement Computer Science Principles through Game Design

Credit: 1 Grade Level: 11, 12
Prerequisite: Math 1

Marching Band 1

Credit: 1 Grade Level: 9, 10

Marching Band 2, 3, 4

Credit: 1 Grade Level 10, 11, 12
Prerequisite: Marching Band 1

Drone Technology

Age requirement = 16 to take the FAA Drone Test (per DPI)

Journalism/Yearbook 1

Credit: 1 Grade Level: 9, 10, 11, 12

Honors Journalism/Yearbook 2

Credit: 1 Grade Level: 10, 11, 12
Prerequisite: Journalism/Yearbook 1

Honors Journalism/Yearbook 3

Credit: 1 Grade Level: 10, 11, 12
Prerequisite: Journalism/Yearbook 1 and Honors Journalism/Yearbook 2

Honors Journalism/Yearbook 4

Credit: 1 Grade Level: 10, 11, 12
Prerequisite: Journalism/Yearbook 1, Honors Journalism/Yearbook 2,
and Honors Journalism/Yearbook 3

V. SUPERINTENDENT UPDATES

Dr. Carter shared that kindergarten registration is gearing up and all elementary schools will hold an event on May 3, 2022 from 5:30 p.m. to 6:45 p.m. Information is also shared on the website and schools are making announcements for any student who is eligible for kindergarten.

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Dr. Carter shared that schools will be transitioning back into the cafeteria for lunch and principals are working on their master schedules so that all students will be eating in the cafeterias when they return from spring break. A week after this transition period, parents can return to eating with their child and a designated space will be provided. Principals will be following up to make sure all protocols are followed with the NC Strong toolkit. It was shared that the kindergarten students will need to adjust as they have never went through the cafeteria line, etc. The grab-and-go breakfast will continue to stay in place. The timeframe at the high school may differ due to construction.

Other events such as field trips, field day, etc. are being worked on by principals with plans to start back into pre-covid mode.

VI. OBSERVATIONS

None at this time.

VII. CLOSED SESSION

Gladys Garland 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. Tracy Stanley seconded the motion. The motion carried unanimously.

VIII. OPEN SESSION

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

IX. PERSONNEL LISTING

Dr. Carter recommended approval of the personnel listing as presented. Mel Battle made a motion, seconded by Gladys Garland to approve the personnel listing as presented. The motion carried unanimously.

Resignation	
Central Office - Human Resources	Nicole McGhee = HR Director = Eff. 5/31/22
Retirement	
NL Dillard Middle	Todd Bouchard, 6-8 Science Teacher - Eff. 6/9/22
Employment	
Bartlett Yancey Sr. High School	Harlee Denny, 9-12 CTE Agri. Teacher - Eff. 7/1/22

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	Shaye Yarbrough, 9-12 Science Teacher = Eff. TBD
Substitute	Frances Williamson - Child Nutrition Sub. = Eff. 4/5/22
Contracted Services	Karen Self, Federal Funding Program Oversight Support - (District Contracted Services) = Part Time Position (\$30.00/hourly)

Dr. Carter recommended approval of the pilot program for the receptionist position with corresponding pay as presented in closed session. Gladys Garland moved, seconded by Mel Battle, to approve the pilot program for the receptionist position as presented with corresponding pay. The motion carried unanimously.

It was noted that the Superintendent will review with participants at the end of the summer months. If Dr. Carter and participants agree it is working well, the program will continue.

X. COMMUNICATIONS

- April 12, 2022 = Chamber of Commerce Annual Meeting/Awards Banquet @ 6:00 p.m.
- April 21, 2022 = Webinar - The Board's Role in Hiring and Nonrenewal
- May 6, 2022 = Joint meeting with Board of County Commissioners @ 10:30 a.m.

XI. ADJOURN

Gladys Garland made a motion to adjourn the meeting at 8:30 p.m., Vennie Beggarly seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on May 9, 2022 at 9:00 a.m. in the Caswell County Schools Administration Building.

Wayne Owen
Chairman

Dr. Sandra Carter
Superintendent