

CASWELL COUNTY BOARD OF EDUCATION MINUTES

April 4, 2022

Work Session Minutes

The Caswell County Board of Education met in a work session on Monday, April 4, 2022, beginning at 6:00 p.m. in the Caswell County Schools Administration Building of Caswell County Schools. Members present: Chairman Wayne Owen, Vice Chair Gladys Garland, Trudy Blackwell, Mel Battle, Tracy Stanley, and Vennie Beggarly. Donna Hudson was absent. Others present include Superintendent Dr. Sandra Carter. Connie Kimrey recorded the minutes. *(Meeting was livestreamed via Zoom.)*

CALL TO ORDER

The meeting was called to order at 6:00 p.m.

Board Minutes

Discussion took place regarding how detailed the board minutes need to be. Several board members participated in a webinar entitled "Sixty Minutes on Minutes" and shared information that was included. Concerns were shared with or with not listing board members names and referencing that a particular topic was discussed. It was noted that listing board members individual names is allowable; however, the concern was that someone's comment may not be listed if not transcribed verbatim. Other concerns included if a certain board member requested information they would like that in the minutes with their name, if there was no discussion.

The consensus was to proceed as we are currently doing with the minutes and include board members individual's names if there is a specific request for information, if there was no discussion.

Other concerns shared from the webinar included attaching the contract of the superintendent and assistant superintendent to the minutes when approved. We currently are not doing that and it is not a requirement. Upon discussion, the board was in agreement to begin doing this going forward.

Training for New Board Members

Discussion took place regarding how to better assist new board members. The core training offered through the North Carolina School Boards Association (NCSBA) is a good starting point. Other suggestions was to have board members be available to assist new board members and possibly assign a board member to work with them with understanding the superintendent timeline and process. It was discussed that a new board member can call any current board members to ask questions or seek input. It was also discussed that the superintendent can assist board members with procedures and protocol.

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A notebook with general information will be shared with new members. Other suggestions included explanation of participating in professional development (using your p-card, hotel, food, etc.).

Board members were in agreement for all new board members (once elected) to participate in the core training with the NCSBA as soon as it is available.

Suggestion was made to have a review for all board members when a new board member is elected and on the board. Another suggestion was for the board to have a board retreat prior to the beginning of the school year.

ADJOURN

Gladys Garland moved, seconded by Tracy Stanley to adjourn the meeting at 6:25 p.m. The motion carried unanimously.

Wayne Owen
Chairman

Dr. Sandra Carter
Superintendent