

# CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 14, 2022

The Caswell County Board of Education met in regular session on Monday, March 14, 2022 at 9:00 a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Wayne Owen, Vice Chair Gladys Garland, Mel Battle, Vennie Beggarly, Tracy Stanley, Trudy Blackwell, and Donna Hudson. Others present included Superintendent Dr. Sandra Carter, Andrew Tyrrell, Nicole McGhee, Carol Boaz, Julia Bowling, Jerry Hatchett, Brook Underwood, Joel Lillard, and Medina Jones. Connie Kimrey recorded the minutes. 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 February 28, 2022 regular meeting as presented. The motion carried unanimously.

## **I. C. APPROVAL OF AGENDA**

Dr. Carter recommended approval of agenda as presented with addition of face masking to the consent agenda. She shared that the legislature requires that boards continue to review monthly the optional masking policy and at this time she will recommend for optional masking to continue. 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 Bartlett Yancey Senior High School wrestling team was in attendance and congratulations were extended on their recent accomplishments of a winning season. Athletic Director Tyler Coleman and Coach Rick Hill also shared sentiments to the team and thanked the Board of Education for their support throughout the year.

## **I. E. PUBLIC COMMENTS**

None at this time.

## **II. REPORTS**

Bill Powell, Project Manager, shared a PowerPoint presentation and an overview of the updates at the high school.

Jerry Hatchett, Maintenance Director, shared an overview of the maintenance department and answered questions from the board.

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**  
**March 14, 2022**

**III. UNFINISHED BUSINESS**

None at this time.

**IV. NEW BUSINESS**

1. Consent Agenda

- 2022-2023 School Calendar
- Lexia Learning Professional Development
- Optional Face Masking

Dr. Carter recommended approval of the consent agenda as presented with continuance of optional face masking and also noted that once we receive the four (4) mandated training (LETRS) work days as required district wide, the calendar will be adjusted and brought back for approval. Tracy Stanley moved, seconded by Donna Hudson, to approve the consent agenda as presented. The motion carried 6-1 with Blackwell voting "No."

2022-2023 School Calendar

<b>Caswell County Schools</b> Academic Calendar 2022-2023		Approved by BOE March 14, 2022																									
<i>"Engaging all students in learning that will foster academic excellence, responsible citizenship, and life-long learning."</i>																											
		<b>July 2022</b>	<b>January 2023</b>																								
4-Jul	Independence Day Holiday	3 4 5 6 7 8 9	1 2 3 4 5 6 7																								
	12 month Staff Only	10 11 12 13 14 15 16	8 9 10 11 12 13 14																								
		17 18 19 20 21 22 23	15 16 17 18 19 20 21																								
		24 25 26 27 28 29 30	22 23 24 25 26 27 28																								
		31	29 30 31																								
			Martin Luther King Jr. Holiday 15-Jan																								
			End of Grading Period 18-Jan																								
			Required Teacher Workday 19-Jan																								
			Optional Teacher Workday 20-Jan																								
			Semester 2 Begins 23-Jan																								
			Report Cards Issued 26-Jan																								
		<b>August 2022</b>	<b>February 2023</b>																								
15-Aug	Optional Teacher Workday	1 2 3 4 5 6	1 2 3 4																								
18-Aug	Optional Teacher Workday	7 8 9 10 11 12 13	5 6 7 8 9 10 11																								
802 - 808	Required Teacher Workdays	14 15 16 17 18 19 20	12 13 14 15 16 17 18																								
		21 22 23 24 25 26 27	19 20 21 22 23 24 25																								
25-Aug	Day 1 School for Students	28 29 30 31	26 27 28																								
			Student Early Release 12:30 15-Feb																								
			Interim Grade Reports 27-Feb																								
		<b>September 2022</b>	<b>March 2023</b>																								
5-Sep	Labor Day Holiday	4 5 6 7 8 9 10	1 2 3 4																								
		11 12 13 14 15 16 17	5 6 7 8 9 10 11																								
		18 19 20 21 22 23 24	12 13 14 15 16 17 18																								
23-Sep	Interim Grade Reports	25 26 27 28 29 30	19 20 21 22 23 24 25																								
			26 27 28 29 30 31																								
			Student Early Release 12:30 15-Mar																								
			End of Grading Period 26-Mar																								
		<b>October 2022</b>	<b>April 2023</b>																								
		2 3 4 5 6 7 8	2 3 4 5 6 7 8																								
		9 10 11 12 13 14 15	9 10 11 12 13 14 15																								
		16 17 18 19 20 21 22	16 17 18 19 20 21 22																								
26-Oct	Student Early Release 12:30	23 24 25 26 27 28 29	23 24 25 26 27 28 29																								
27-Oct	End Of Grading Period	30 31	30																								
			Report Cards Issued 5-Apr																								
			Good Friday Holiday 7-Apr																								
			Spring Break / No School 4/10 - 4/14																								
		<b>November 2022</b>	<b>May 2023</b>																								
1-Nov	Report Cards Issued	6 7 8 9 10 11 12	1 2 3 4 5 6																								
11-Nov	Veterans Day Holiday	13 14 15 16 17 18 19	7 8 9 10 11 12 13																								
23-Nov	Optional Teacher Workday	20 21 22 23 24 25 26	14 15 16 17 18 19 20																								
11/24, 11/25	Thanksgiving Holidays	27 28 29 30	21 22 23 24 25 26 27																								
			28 29 30 31																								
			Interim Grade Reports 8-May																								
			Memorial Day Holiday 23-May																								
		<b>December 2022</b>	<b>June 2023</b>																								
5-Dec	Interim Grade Reports	4 5 6 7 8 9 10	1 2 3																								
12/19 - 12/30	Holiday Break / No School	11 12 13 14 15 16 17	4 5 6 7 8 9 10																								
19-Dec	Optional Teacher Workday	18 19 20 21 22 23 24	11 12 13 14 15 16 17																								
12/20 - 12/21	Annual Leave Days	25 26 27 28 29 30 31	18 19 20 21 22 23 24																								
12/28 - 12/30	Annual Leave Days		25 26 27 28 29 30																								
12/22 - 12/27	Holidays		25 26 27 28 29 30																								
			Last Day School Students 8-Jun																								
			Student Early Release Day 12:30 9-Jun																								
			Required Teacher Workday 12-Jun																								
			Optional Teacher Workday 13-Jun																								
			Optional Teacher Workday 14-Jun																								
			Report Cards Mailed 16-Jun																								
<b>Inclement Weather Plan</b>		<b>Calendar Legend</b>																									
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 reduction days. Additional professional development days will be added to the calendar once state required training dates are set for OCS.		<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <table border="0"> <tr><td>Holiday</td><td>AL</td></tr> <tr><td>Annual Leave Day</td><td>AL</td></tr> <tr><td>Optional Teacher Workday</td><td>OWTD</td></tr> <tr><td>Required Teacher Prof. Dev / Workday</td><td>RTW</td></tr> <tr><td>Student Early Release/Required Prof. Dev</td><td>SR</td></tr> <tr><td>End of Grading Period</td><td>★</td></tr> </table> </td> <td style="width: 50%; vertical-align: top;"> <table border="0"> <tr><td>Semester Begins / Semester Ends</td><td>BC</td></tr> <tr><td>Student Early Release Day 12:30</td><td>SR</td></tr> <tr><td>Interim Reports Issued - Dates Subject to Change</td><td>IR</td></tr> <tr><td>Report Cards Issued - Dates Subject to Change</td><td>RC</td></tr> <tr><td>Early Release w/Parent Teacher Conferences</td><td>SR, RC</td></tr> </table> </td> </tr> </table>		<table border="0"> <tr><td>Holiday</td><td>AL</td></tr> <tr><td>Annual Leave Day</td><td>AL</td></tr> <tr><td>Optional Teacher Workday</td><td>OWTD</td></tr> <tr><td>Required Teacher Prof. Dev / Workday</td><td>RTW</td></tr> <tr><td>Student Early Release/Required Prof. Dev</td><td>SR</td></tr> <tr><td>End of Grading Period</td><td>★</td></tr> </table>	Holiday	AL	Annual Leave Day	AL	Optional Teacher Workday	OWTD	Required Teacher Prof. Dev / Workday	RTW	Student Early Release/Required Prof. Dev	SR	End of Grading Period	★	<table border="0"> <tr><td>Semester Begins / Semester Ends</td><td>BC</td></tr> <tr><td>Student Early Release Day 12:30</td><td>SR</td></tr> <tr><td>Interim Reports Issued - Dates Subject to Change</td><td>IR</td></tr> <tr><td>Report Cards Issued - Dates Subject to Change</td><td>RC</td></tr> <tr><td>Early Release w/Parent Teacher Conferences</td><td>SR, RC</td></tr> </table>	Semester Begins / Semester Ends	BC	Student Early Release Day 12:30	SR	Interim Reports Issued - Dates Subject to Change	IR	Report Cards Issued - Dates Subject to Change	RC	Early Release w/Parent Teacher Conferences	SR, RC
<table border="0"> <tr><td>Holiday</td><td>AL</td></tr> <tr><td>Annual Leave Day</td><td>AL</td></tr> <tr><td>Optional Teacher Workday</td><td>OWTD</td></tr> <tr><td>Required Teacher Prof. Dev / Workday</td><td>RTW</td></tr> <tr><td>Student Early Release/Required Prof. Dev</td><td>SR</td></tr> <tr><td>End of Grading Period</td><td>★</td></tr> </table>	Holiday	AL	Annual Leave Day	AL	Optional Teacher Workday	OWTD	Required Teacher Prof. Dev / Workday	RTW	Student Early Release/Required Prof. Dev	SR	End of Grading Period	★	<table border="0"> <tr><td>Semester Begins / Semester Ends</td><td>BC</td></tr> <tr><td>Student Early Release Day 12:30</td><td>SR</td></tr> <tr><td>Interim Reports Issued - Dates Subject to Change</td><td>IR</td></tr> <tr><td>Report Cards Issued - Dates Subject to Change</td><td>RC</td></tr> <tr><td>Early Release w/Parent Teacher Conferences</td><td>SR, RC</td></tr> </table>	Semester Begins / Semester Ends	BC	Student Early Release Day 12:30	SR	Interim Reports Issued - Dates Subject to Change	IR	Report Cards Issued - Dates Subject to Change	RC	Early Release w/Parent Teacher Conferences	SR, RC				
Holiday	AL																										
Annual Leave Day	AL																										
Optional Teacher Workday	OWTD																										
Required Teacher Prof. Dev / Workday	RTW																										
Student Early Release/Required Prof. Dev	SR																										
End of Grading Period	★																										
Semester Begins / Semester Ends	BC																										
Student Early Release Day 12:30	SR																										
Interim Reports Issued - Dates Subject to Change	IR																										
Report Cards Issued - Dates Subject to Change	RC																										
Early Release w/Parent Teacher Conferences	SR, RC																										

CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 14, 2022

Lexia Learning Systems, LLC (Professional Development)

Total Price: \$21,685.41

Funding:

Literacy PD Funds: 1.5110.085.312.000.000.00

Title I PD Funds: 3.5330.050.411.000.000.00

Optional Face Masking - to continue as optional

2. Resolution

Trudy Blackwell moved, seconded by Mel Battle, to approve the resolution for Carolyn Lunsford as presented. The motion carried unanimously.

*Resolution in Memorial and Appreciation  
Of the Life of  
Carolyn Chandler Lunsford*



**WHEREAS**, Carolyn Chandler Lunsford, was born on June 11, 1936, and resided at 135 Old Montgomery Road, Milton, NC 27305, at the time of her death on February 22, 2022, and

**WHEREAS**, Carolyn Lunsford, was a faithful and loving wife, mother, grandmother, great grandmother, sister, and friend and her family’s welfare was her major and constant concern; and

**WHEREAS**, Carolyn Lunsford was a graduate of Bartlett Yancey Senior High School. She was a life time member of Shiloh Baptist Church in Milton, NC, where she was very active member and served as the church pianist for 72 years; and

**WHEREAS**, Carolyn Lunsford was employed by the Caswell County Public School System as a secretary in the office at the former Murphy School before transferring to North Elementary School in 1992 where she remained until her retirement with 33 years of service. She also was a former bus driver for Caswell County Schools. She was well loved by all who knew her and was a pleasure to be around for those who worked with her. She will be remembered for her commitment to education; and being known for her benevolence and servant’s heart to children; and

**NOW THEREFORE BE IT RESOLVED** that the Caswell County Board of Education wishes to honor the memory of Carolyn Lunsford and expresses its sympathy to her 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.

This the 14<sup>th</sup> day of March 2022.

\_\_\_\_\_  
Wayne Owen, Chairman

\_\_\_\_\_  
Gladys Garland, Vice Chairman

\_\_\_\_\_  
Mel O. Battle

\_\_\_\_\_  
Vennie Beggarly

\_\_\_\_\_  
Trudy Blackwell

\_\_\_\_\_  
Donna R. Hudson

\_\_\_\_\_  
Tracy P. Stanley

\_\_\_\_\_  
Dr. Sandra Carter, Superintendent

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**  
**March 14, 2022**

3. Policy Transition / North Carolina School Board Association

- a. Policy # 2302 – Remote Participation in Board Meetings
- b. Policy # 2335 – Advance Delivery of Meeting Materials
- c. Policy # 2341 – Quorum
- d. Policy # 2460 – Administration in Policy Absence
- e. Policy # 2470 – Administrative Procedures
- f. Policy # 2475 – School Rules
- g. Policy # 2500 – Option A – Hearings Before the Board
- h. Policy # 2500 – Option B – Hearings Before the Board
- i. Policy # 2600 – Consultants to the Board
- j. Policy # 2610 – Board Attorney
- k. Policy # 2650 – Liaison with School Boards Association
- l. Policy # 2670 – Business Advisory Council

Dr. Carter reviewed each policy with suggestions or clarification on changes that have been made.

- Concerns were shared on Policy # 2475 (School Rules) and felt that that third paragraph should be removed.
- 2400 – Option A was recommended.
- 2600 – It was suggested that the board have copies of the contract going forward.
- 2650 – It was agreed that this policy was not needed.
- 2670 – Delete the last sentence from Section C.

Dr. Carter recommended approval of first reading of the policies as presented with changes as suggested and for policies to lay on the table for a second reading. Gladys Garland moved, seconded by Tracy Stanley, to approve first reading of the policies as presented with changes as suggested and for policies to lay on the table for a second reading. The motion carried unanimously.

**V. SUPERINTENDENT UPDATES**

Dr. Carter shared information regarding the Caswell County Schools Scholarship fund through the Community Foundation and shared funding is available for two awards this year at approximately \$900 each. The guidelines approved were to not exceed \$1000 per student. She shared with the Board the high yield of interest received through the Community Foundation.

Donna Hudson also shared Gordon Plumblee had messaged her and wanted the board to be aware that his scholarship has now increased to \$75,000 by moving the funds to the Community Foundation. He will be able to award a \$2,000 scholarship this year.

Dr. Carter shared information on security cameras at the high school in regards to the old non-construction areas.

## CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 14, 2022

She also shared she is looking into lottery and remaining ADM (Average Daily Membership) funds to add to other parts of the campus if this is agreeable with the board. All were in agreement to pursue lottery funds if available.

Funding is provided for teacher supplements as discussed at the last meeting. A copy of a draft proposed schedule for distribution was reviewed. Dr. Carter shared that for this school year only a lump sum will be paid out. Upon review, it was suggested to discuss further in closed session due to employee names.

Dr. Carter shared that Mr. Jeremy Teetor would like to be present to review the financial information and is available the evening of April 4<sup>th</sup>. It was suggested to move the board meeting from April 11<sup>th</sup> to April 4<sup>th</sup> at 6:30 p.m. and this would be the only meeting for the month of April due to spring break and timing with board packets. All were in agreement to change the schedule of the meetings and the work session scheduled for April 11<sup>th</sup> will be prior to the April 4<sup>th</sup> evening meeting.

### VI. OBSERVATIONS

- Storm damage debris is at NL Dillard Middle School and it was questioned if the landscaping company we use is responsible for removal.
- Question was asked on who is responsible for the maintenance of the ballfields. It was shared that if there are needs the athletic director should bring to the attention of the principal and then to the superintendent.
- Information requested from the Exceptional Children's department (as questioned from last meeting) was shared in Dr. Carter's weekly update.

### 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 ten-minute break. Tracy Stanley seconded the motion. The motion carried unanimously.

### VIII. OPEN SESSION

Gladys Garland made a motion to return to open session. Mel Battle seconded the motion. The motion carried unanimously.

### IX. PERSONNEL LISTING

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**

**March 14, 2022**

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

<b>Resignation</b>	
Bartlett Yancey Sr. High School	Shawon Coles, 9-12 EC Teacher = Eff. 2/23/22
NL Dillard Middle School	Levi Garland, Bus Driver = Eff. 3/3/22
<b>Retirement</b>	
Central Office / School Psychologist	Dr. Joseph Bunch, Eff. 6/9/22
Stoney Creek Elementary	Janice McLaughlin, K-5 Teacher Asst. = Eff. 6/9/22
Bartlett Yancey Sr. High School	Gaye Poteat, Data Manager = Eff. 6/30/22
	Ena Wood, Media Specialist = Eff. 6/9/22
<b>Transfer</b>	
Finance Dept./Central Office	Brenda Dozier, Office Support III Student Services & Secondary Curr. To Accounts Payable Specialist in Finance Dept. = Eff. - TBD
<b>Employment</b>	
NL Dillard & Oakwood = Split Position	Andrea Anika, EC Teacher = Eff. TBD (Split between Oakwood & NL Dillard)
Stoney Creek Elementary	Antonio Stanley, Custodian/Bus Driver = Eff. 3/15/22
<b>Substitute</b>	
	Harvey Long, Custodian Substitute = Eff. 3/15/22

Dr. Carter recommended approval of the draft proposal for teacher supplemental funding with changes as made in closed session. Mel Battle moved, seconded by Vennie Beggarly, to approve draft proposal for Teacher Supplemental Funding with changes as shared in closed session. The motion carried unanimously.

Tracy Stanley moved, seconded by Gladys Garland, to extend Dr. Sandra Carter’s contract for two additional years.

Clarification was asked if the contents of the contract would remain the same. It was shared that no other changes to the contract would be made other than extending it by two years.

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**

**March 14, 2022**

Board members shared it was not a problem with the extension; however, there were concerns with the timing of the extension and shared they weren't aware that it would be voted on today.

The motion made by Tracy Stanley, seconded by Gladys Garland, to extend Dr. Sandra Carter's contract for an additional two years with no other changes to the contract was approved 4-3 with Battle, Beggarly, and Blackwell voting "No."

Attorney Ron Bradsher will make the changes to the contract and Dr. Carter will need to accept it. It was requested that board member receive a legible copy of the new contract.

**X. COMMUNICATIONS**

- An email was sent to board members to promote the Parks and Recreation by distributing flyers within the school system. Dr. Carter shared she will touch base with them and was in full support to assist them.
- It was questioned if board members could receive an ID badge. A time will be made available prior to the April 4<sup>th</sup> board meeting to make badges.
- In planning to meet with Board of Commissioners, it was suggested to have a vision for the future to share with them similar to what was shared with board members today.
- Information from the recent Spring Law Conference was suggested to be shared with principals and directors especially the information on search and seizure and text book select and appeals.
- Dr. Carter shared thanks to the board for the renewal of her contract.

**XI. ADJOURN**

Vennie Beggarly made a motion to adjourn the meeting at 1:10 p.m., Gladys Garland seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on March 28, 2022 at 6:30 p.m. in the Caswell County Schools Administration Building.

---

Wayne Owen  
Chairman

---

Dr. Sandra Carter  
Superintendent