

# CASWELL COUNTY BOARD OF EDUCATION MINUTES

January 24, 2022  
Work Session Minutes

The Caswell County Board of Education met in a work session on Monday, January 24, 2022, beginning at 3:30 p.m. in the Caswell County Schools Administration Building of Caswell County Schools. Members present: Chairman Wayne Owen, Vice Chair Gladys Garland, Donna Hudson, Mel Battle, Tracy Stanley, and Vennie Beggarly. Trudy Blackwell 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 3:30 p.m.

### Title IX Information

Assistant Superintendent Andrew Tyrrell reviewed information on Title IX in association with Federal law for Caswell County Schools and is included in the Board of Education policies. Mr. Tyrrell is the Title IX Coordinator and should be contacted if there are any issues with harassment. The specific sections for the Board of Education are included in Section F. A notebook was given to all board members to review and a flash-drive was included which have training videos. The board is required to review Sections 1, 2, 3, and the last 20 minutes of Section 8 and if any questions please contact Mr. Tyrrell.

Action: Board to review Sections 1, 2, 3, and 8 (last 20 minutes) by end of February. Contact Mr. Tyrell when completed so he can document training has been completed.

### Superintendent evaluation and timeline

Brief discussion was reviewed regarding the evaluation and timeline. Chairman Owen suggested taking all board comments and typing them up (as provided) and return to board member to proof and sign prior to attaching to evaluation. Discussion took place on the one-on-one meetings with the superintendent and the timing.

Action: Dr. Carter will remove the third bullet from the Timeline of Superintendent Evaluation.  
Delete:  
August - September: "Meet one-on-one with Superintendent to share and discuss one-on-one evaluation"

### Board Member Observations

As discussed in previous meetings it was agreed to move observations on the agenda prior to closed session.

Action: Observations will now be listed on the regular Board of Education agenda prior to closed session.

## CASWELL COUNTY BOARD OF EDUCATION MINUTES

January 24, 2022

### Work Session Minutes

#### Policy # 2010 - Board and Superintendent Relations

Mel Battle had concerns with the terminology listed in the second paragraph. Discussion took place regarding if board members can contact directors instead of the superintendent. He did not want a culture to exist that board members cannot talk to directors or principals and noted an example of the recent changes in ballgames that occurred over the last three weeks. Current information is not always posted.

Dr. Carter shared the intent is to have an open door and to continually go through proper channels and not bypass others. If a request is made by a board member the response is sent to all board members. It was agreed that "general" questions should be acceptable to ask directors or principals; however, if the question is specific for informational purposes it should continue to go through the superintendent.

Action: Policy # 2010 - Second Paragraph will be changed to bring back for first reading.  
"All directions for action shall be given to the superintendent by the board acting in official meetings. No member of the board shall individually give directions to the superintendent or any other school personnel except as expressly authorized by the board in official action. Requests for special information or documented materials by individual board members should be channeled through the superintendent. General discussion is acceptable among board members with directors and/or principals.

#### Policy # 2300 - Board Meetings

Discussion occurred regarding emergency meetings and who can call them. Chairman Owen shared suggested wording which will be included in Policy # 2300 for first reading.

Action: Policy #2300 = Section "D" Emergency Meetings  
An emergency meeting may be called in order to address generally unexpected circumstances that required immediate consideration by the board. Any board member or the superintendent may request an emergency meeting. Board members will be polled to determine if the meeting is necessary and cannot be delayed until 48 hours' notice for a special called meeting as described in Section E.

#### Policy # 2310 - Public Participation at Board Meetings

Discussion took place regarding the three minute time allotment for public comments. Individuals are allowed three minutes and a representative for a group may have five minutes. It was agreed to include that if individuals do not have time to finish then a written document can be submitted for board members to finish reading. Also, the length of time for public comments was discussed. It was agreed to change the wording to not to exceed thirty minutes.

CASWELL COUNTY BOARD OF EDUCATION MINUTES

January 24, 2022

Work Session Minutes

Action: Policy # 2310 – Section “B”  
The first part of each regularly scheduled board meeting will be set aside for citizens to address the board through public comment. Each speaker will receive three minutes to present comments; however, the public comment session will not exceed 30 minutes total except by majority vote of the board.....

A clock will be ordered to assist in the three/five minute guidelines.

Board Response for Hearing/Grievance Decisions (Policy # 1740 and 1750)

Discussion took place regarding the timing for board to respond to grievances once the board hearing had taken place. The policy currently states “within 30 days.” It was agreed that if the response is ready that the decision would be made as soon as possible without waiting until the full 30 days.

Procedure is to move forward with response and do not wait the entire thirty days if not necessary.

Action: Policy # 1740/4010 – Student and Parent Grievance Procedure  
Section E – Process for Grievance  
#5 – Appeal to the Board  
#c.....(new wording to include).....”The board will provide a final written decision within 30 days after the board hearing. Once a board decision is made it is the intent of the board to make all efforts to follow-up as quickly as possible without waiting the full 30 days.

Policy # 1750/7220 – Grievance Procedure for Employees  
Section E – Process for Grievance  
# 3 – Appeal to the Board  
#c.....(new wording to include).....”The board will provide a final written decision within 30 days after the board hearing. Once a board decision is made it is the intent of the board to make all efforts to follow-up as quickly as possible without waiting the full 30 days.

Board Minutes

Chairman Wayne Owen suggested holding off on this topic until after the Feb. 24<sup>th</sup> webinar on “Sixty minutes on minutes” offered through the North Carolina School Board Association. All members were encouraged to participate.

Action: Webinar = Feb. 24, 2022 = Sixty Minutes on Minutes

CASWELL COUNTY BOARD OF EDUCATION MINUTES

January 24, 2022

Work Session Minutes

Zoom Meetings - Length of time for meetings to be posted

Discussion took place regarding how long the meetings that are broadcasted via Zoom are posted online to view. Dr. Carter shared that currently the meetings are only for viewing while the meeting is going on. It was suggested that they be available to the public for a reasonable amount of time.

Action: Zoom meeting broadcasts of board meetings will remain active for 7 days from the original date of the board meeting (Monday to Monday). This will be posted on the website for informational purposes also.

Student Backpacks

Gladys Garland shared concerns with the safety at our schools and inquired on clear backpacks. The topic was discussed but felt at this time it would be difficult to mandate and sustain. Security was discussed and Dr. Carter shared that a grant is being reviewed for school safety for metal detectors.

Action: Dr. Carter will communicate with the community that we are making all efforts to continue all avenues of school safety.

CLOSED SESSION

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 after a ten-minute break. Mel Battle seconded the motion. The motion carried unanimously.

OPEN SESSION

Donna Hudson made a motion to return to open session. Gladys Garland seconded the motion. The motion carried unanimously.

Substitute Bonus

Dr. Carter recommended approval of a substitute bonus pay scale for hours worked beginning in the second semester of the 2021-2022 school year as follows:

200-349 hours	\$500.00 bonus
350-499 hours	\$750.00 bonus
500 + hours	\$1,000.00 bonus

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**

**January 24, 2022**

**Work Session Minutes**

This will be paid out at the end of the school year and is for this school year (2021-2022) only using ESSER funding. Dr. Carter will send information.

Gladys Garland moved, seconded by Vennie Beggarly, to approve the substitute bonus pay scale as presented. The motion carried unanimously.

**ADJOURN**

Donna Hudson moved, seconded by Gladys Garland to adjourn the meeting at 5:45 p.m. The motion carried unanimously.

---

Wayne Owen  
Chairman

---

Dr. Sandra Carter  
Superintendent