

CASWELL COUNTY BOARD OF EDUCATION MINUTES

November 9, 2020

The Caswell County Board of Education met in regular session on Monday, November 9, 2020, at 9:00 a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chair Wayne Owen, Ross Gwynn, Tracy Stanley, Donna Hudson, Vennie Beggarly, and Mel Battle. Others present include Superintendent Dr. Sandra Carter, HR Director Nicole McGhee, Debra Ferrell (Caswell Messenger), Finance Officer Amy Chandler, Assistant Superintendent Andrew Tyrrell, Medina Jones, and Board Attorney Ron Bradsher. Connie Kimrey recorded the minutes. *Others may have been in attendance but did not sign the roster.*

I. A. CALL TO ORDER

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

I. B. APPROVAL OF MINUTES

Dr. Carter recommended approval of the minutes from October 26, 2020, as presented with updated page 9 to reflect accurate pay scale. Mel Battle moved, seconded by Donna Hudson, to approve the minutes of the October 26, 2020 regular meeting. The motion to approve the minutes carried unanimously.

I. C. APPROVAL OF AGENDA

Dr. Carter recommended approval of the agenda as presented. Ross Gwynn moved, seconded by Wayne Owen, to approve the agenda as presented. The motion carried unanimously.

I. D. ANNOUNCEMENTS

Dr. Carter shared congratulations to the following teachers for being selected as recipients of the "Bright Ideas" grant. Those include:

Ryan Moretz, North Elementary	\$2,000
Heart of PE (heart rate monitors)	
Mauriah Smith, North Elementary	\$1,198
Sew Much Fun (sewing machines)	
Amanda Haney, Oakwood Elementary	\$2,000
Virtual Books (virtual library)	
Brittany Mecedo, South/Stoney Creek	\$1,800
Art opportunities	

Dr. Carter thanked all of the teachers for securing additional funding for educational opportunities.

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I. E. PUBLIC COMMENTS

None at this time.

II. AUDITORS REPORT

Adam Scepurek with Anderson Smith & Wike, PLLC presented the auditors' report. The financial statement disclosures are neutral, consistent, and clear. There were no disagreements with management and no transactions were noted without accounting practices for each transaction. Mr. Scepurek shared the audit reflected accurately managed accounting practices and received a clean, unmodified opinion letter. He shared this was a very positive report and Caswell County Schools is in a strong financial position to weather difficult times.

Dr. Carter recommended approval to accept the auditors' report as presented. Tracy Stanley moved, seconded by Wayne Owen, to accept the auditors' report as presented. The motion carried unanimously.

III. UNFINISHED BUSINESS

Policy # 205, Board of Education Meetings and Procedures

Tracy Stanley moved, seconded by Donna Hudson, to remove Policy # 205 from the table. Upon no comments, Dr. Carter recommended approval of updated Policy # 205 as presented. Mel Battle moved, seconded by Vennie Beggarly, to approve second reading of Policy # 205 as presented. The motion carried unanimously.

Policy # 205 (Page 1)

The Board Chairman has authority to cancel meeting due to emergency situations. Prior to decision to cancel a meeting, the Board Chairman will make reasonable effort to seek Board members input. If a meeting is cancelled, the board will plan on a 48-hour timeframe as a standard to base rescheduling of meetings if needed and advise the Chairman if they are unable to meet. Polling may be necessary to confirm a quorum.

IV. NEW BUSINESS

1. Consent Agenda

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Dr. Carter recommended approval of the consent agenda as presented. Wayne Owen moved, seconded by Donna Hudson, to approve consent agenda as presented.

CASWELL COUNTY SCHOOLS										BUDGET AMENDMENT # 1	
Caswell County Board of Education made the following resolution:											
Be it resolved that the following amendments be made to the											
Budget Resolution for the fiscal year ending June 30, 2021.											
#	Account Code							Description	Debit	Credit	
1	1	3100	000	000	000	000	00	Allocations from State Public School Fund		16,203.00	
	1	5800	000	000	000	000	00	School Based Support Services	16,203.00		
2	1	3100	000	000	000	000	00	Allocations from State Public School Fund		22,281.00	
	1	5100	000	000	000	000	00	Regular Instruction Services	22,183.00		
	1	5800	000	000	000	000	00	School Based Support Services	98.00		
3	1	3100	000	000	000	000	00	Allocations from State Public School Fund		6,613.00	
	1	6400	000	000	000	000	00	Technology Support	6,613.00		
4	1	3100	000	000	000	000	00	Allocations from State Public School Fund		12,180.00	
	1	5800	000	000	000	000	00	School Based Support Services	12,180.00		
5	1	3100	000	000	000	000	00	Allocations from State Public School Fund		10,036.00	
	1	6400	000	000	000	000	00	Technology Support	10,036.00		
6	1	3100	000	000	000	000	15	Allocations from State Public School Fund-Technology		138.00	
	1	6400	000	000	000	000	00	Technology Support	138.00		
7	1	3100	000	000	000	000	00	Allocations from State Public School Fund		2,153.00	
	1	5400	000	000	000	000	00	School Leadership	2,153.00		
8	1	3100	000	000	000	000	00	Allocations from State Public School Fund		12,772.00	
	1	5100	000	000	000	000	00	Regular Instruction Services	962.00		
	1	5200	000	000	000	000	00	Special Population Services	11,810.00		
									82,376.00	82,376.00	
Justification(s):											
1	Allotment Revision #5 - Coronavirus Relief Funds allocation Mental Health Support.										
2	Allotment Revision #8 - FY 19/20 At-risk carryover and Early Grade Reading Proficiency allocations.										
3	Allotment Revision #13 - Coronavirus Relief Funds allocation Cyber Security.										
4	Allotment Revision #14 - K-8 Literacy allocations.										
5	Allotment Revision #16 - School Connectivity allocations.										
6	Allotment Revision #19 - May, June, July 2020 school technology interest.										
7	Allotment Revision #20 - Principal Bonuses.										
8	Allotment Revision #21 - August & September Subpay; Coronavirus Relief Funds additional EC Support.										
Funding Source: State											
Total appropriation in current budget:									\$ 18,956,993		
Amount of increase/decrease of amendment:									\$ 82,376		
Total appropriation in amended budget:									\$ 19,039,369		

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V. REPORTS

Quarterly Reports

Finance Director, Amy Chandler, reviewed the summary of First Quarter Financial results as of September 30, 2020. She noted that all funds are comparable to the prior year with measurable differences noted below.

State revenues and expenditures decreased approximately \$351,000. The State fund is our primary source of revenue and mainly funds salaries and benefits. Some of the decrease can be attributable to a decrease in state funds received. The remaining difference can be attributable to some funds not being utilized during the first quarter of this fiscal year due to the students not being in the classroom.

Local revenues are very comparable to the prior year showing a slight increase of approximately \$28,000, which is primarily related to a timing difference for Medicaid Reimbursement, offset by decreases in Civic Center rental and Activity Bus revenue. Last year we had not received any Medicaid reimbursement, whereas this year we have received almost \$38,000. Local expenditures decreased by approximately \$28,000. The major decreases were in Athletics, Support and Development Services and Operational Support Services offset by an increase in Financial and Personnel Services. The decrease in athletics is due to the fact athletics are not taking place currently and the athletic supply funds have not been sent to the schools. The decrease in Support and Development Services is related to the Secondary Curriculum Director being funded out of local in 19-20 and state in 20-21. Financial and Personnel Services increased approximately \$40,000, due to the timing of the property insurance payment. Last year the invoice was received late and paid during the second quarter and this year it was paid in the first quarter. Other variances were primarily related to timing differences and were in line with prior year and budget.

Federal revenues and expenditures increased approximately \$91,000. Federal revenue is realized when expenditures are incurred. The increase is primarily related to the CARES Act revenue (PRC 163) received and more revenue received for Title I (PRC 050), offset by decreases in PRC 060 and PRC 115. As mentioned when the budget was presented the federal programs department at DPI waived the carryover amount from fiscal year 19-20, thus more revenue and expenditures will be realized in 20-21. PRC 115 is TSI funding received in fiscal year 19-20, but was not received this fiscal year as the grant ended.

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Capital Outlay revenues increased approximately \$866,000, primarily attributable to lottery proceeds, grant proceeds, and bond proceeds received for the new high school. Capital Outlay expenditures show an increase of approximately \$840,000 from the prior year, again primarily related to expenditures at the new high school. Although the County is making the payments, the expenditures still have to be recorded on our books for financial reporting purposes.

Child Nutrition revenues reflect a decrease of approximately \$139,000 from the prior year. This decrease can be attributable to the decrease in participation with school being remote. Expenses also decreased by nearly \$81,000, primarily related to food costs. As of September 30, the fund shows a net loss of approximately \$118,000, however the State Coronavirus Relief Funds of \$109,000 will be used to offset this loss.

The Restricted fund is performing as expected, showing a decrease in revenue of approximately \$3,000, which is related to the leadership grant received from American National Bank last year. Expenditures also saw a decrease of approximately \$10,000, primarily related to the personnel associated with the DRF grant, offset by an increase in School Leadership for the STEAM program operated during the month of July. At this point, all funds are performing as expected.

Coronavirus Financial Update

Finance Director, Amy Chandler, shared an update on the Coronavirus Finances.

HB1043 (Spend by 12/30/2020)

PRC	Allotment	Expended/ Encumbered as of 11/6/2020	Unencumbered As of 11/6/20	Fund Purpose
121	\$112,785	\$93,486	\$19,299	Summer Jump Start
122	16,203	0	16,203	Mental Health Support
123	4,782	4,782	0	Non-digital Resources
124	59,984	59,984	0	Student Computers/Devices
125	109,041	94,575	14,466	CN Feeding Program
126	7,969	7,969	0	Personnel Computers/Devices
128	23,978	23,978	0	Home & Community WiFi
132	49,942	35,982	6,960	EC Support
134	72,698	72,698	0	Low Wealth Support
135	6,613	4,115	2,498	Cyber Security
137	22,560	2,059	20,501	PPE
Total:	\$479,555	\$399,628	\$79,927	

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Governor’s Emergency Educational Relief (GEER) – Spend by 9/30/2022
 Estimated allotments below:

PRC 169 \$94,08

- Restricted to positions.
- Will use to fund the two new nurses at the elementary schools and free up CARES act funding for additional chromebooks.

PRC 170 \$39,968

- Must be used to serve at-risk students or students with disabilities.
- Will use to fund remediation efforts at all schools.

CARES ACT – PRC 163 (Spend by 9/30/22)

Description	Budget	Expended/ Encumbered as of 11/6/2020	Unencumbered As of 11/6/20
Additional Nurse	\$167,848	\$26,766	\$141,082
Mobile Communication	6,600	493	6,107
Chromebooks/Inst. Technology Equipment	466,675	953	465,722
Additional Custodial support	21,986	9,160	12,826
PPE Supplies	66,556	40,304	26,252
Indirect Costs	43,247	4,377	38,870
Total	\$772,912	\$82,053	\$690,859

Summary of Resources

Funding Source	Amount	Balance	Deadline
HB1043	\$479,555	\$79,927	Dec. 30, 2020
GEER	134,055	134,055	Sept. 30, 2022
CARES Act	772,912	690,859	Sept. 30, 2022
Total	\$1,386,522	\$904,841	

Upon completion of the report the board requested a hard copy.

Dr. Carter thanked the finance department and noted that everyone is working diligently.

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VI. SUPERINTENDENT UPDATES

Dr. Carter shared that Stoney Creek Elementary plans to roll out a virtual parent academy as a resource for parents. This will take place one night a week and begin on November 17th. Some of the areas or partnerships include: navigating google classroom; counseling; social worker support; technology support; community resources and wellness. If this is successful, we may look at adding it to other schools.

Question was asked from board member regarding the minutes from earlier in the meeting if all the pay steps are correct. Dr. Carter shared that with the addition of the updated Page 9 of the minutes they are all correct.

VII. 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 short break. Vennie Beggarly seconded the motion. The motion carried unanimously.

VIII. OPEN SESSION

Wayne Owen made the motion to go into Open Session, seconded by Vennie Beggarly. The motion carried unanimously.

IX. PERSONNEL

Dr. Carter recommended approval of the personnel listing as presented. Vennie Beggarly moved, seconded by Tracy Stanley.

Mel Battle requested the personnel listing be voted on separately.

Dr. Carter withdrew her recommendation. Vennie Beggarly and Tracy Stanley both withdrew their motions.

Dr. Carter recommended approval of the personnel listing, Section II (1) as presented. Tracy Stanley moved, seconded by Vennie Beggarly, to approve

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Section II (1) of the personnel listing as presented. The motion carried 6-1 with Mel Battle abstaining.

Dr. Carter recommended approval of the personnel listing, Section II (2) as presented. Mel Battle moved, seconded by Wayne Owen, to approve Section II (2) of the personnel listing as presented. The motion carried unanimously.

Retirement	
Oakwood Elementary	Ruth Vernon, K-5 Teacher Asst. = Eff. 11/1/2020
South Elementary	Antonia Henderson, CN Asst. = Eff. 12/31/2020
Resignation	
Bartlett Yancey Sr. High School	Jeffrey Bunnell, CTE Public Safety Teacher = Eff. 12/31/2020
Maintenance Dept.	Jonathan Watlington, HVAC, Eff. 11/30/2020
Employment	
Central Office	Sharon Hicks, Student Support & Dropout Prevention Specialist = Temporary Part Time (Grant Funded) Eff. 11/10/2020 (Grant expires Dec. 2020)
Oakwood Elementary	James Pachall, Bus Driver = Eff. TBD

Step Scale / Classified Employees

Dr. Carter recommended that the Caswell County Board of Education, in prior years, approved a Yearly Pay Step Scale for classified employees. The State of North Carolina did not approve a budget for the 2019-2020 school year; as a result of no state budget in 2019-2020, the state did not approve step increases until later in the school year for state paid employees. As a result, eligible classified employees of Caswell County Schools did not receive their approved yearly step increase in 2019-2020. As a result, the Caswell County Schools Board of Education approve that all classified employees who were eligible to receive their approved step increase in 2019-2020 be granted the step as in the previously approved Yearly Pay Step Scale.

Ross Gwynn moved, seconded by Mel Battle to approve payment of step increases for the 2019-2020 school year as recommended by the Superintendent.

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Dr. Carter recommended moving \$60,000 from fund balance to cover the amount needed for the step scale payment for 2019-2020. (This was less than the amount put into fund balance for the 2019-2020 school year. This is also the funds that would have paid for the step increase last year.) Any of the funds not used will be reverted back to fund balance. Donna Hudson moved, seconded by Ross Gwynn to approve moving \$60,000 from fund balance to cover amount needed to pay classified employees step increase for 2019-2020. Any funds not used will be reverted back to fund balance. The motion carried unanimously.

X. COMMUNICATIONS

Board members were reminded of the recognition for Mr. Gwynn on November 23, 2020 at 5:30 p.m.

Board members were reminded to submit work session topics by Friday, November 13, 2020. Work session is scheduled for December 16, 2020 at 9:00 a.m.

XI. BOARD MEMBER OBSERVATIONS

Question was asked regarding fundraiser for the FFA and if it was for FFA or alumni. Dr. Carter shared proceeds go toward the FFA alumni who are paying for any fees for students that cannot afford it. Other questions regarded school pictures. Dr. Carter shared that pictures have been postponed at this time.

A board member questioned the article in the messenger and why the principals' picture was included with the article. Dr. Carter shared the local paper added the picture.

Dr. Carter stated that a PowerPoint presentation will be shared with the board at the next meeting. Board members indicated they would like information regarding the opening of school prior to the next meeting. This could be included with their packet to allow time to review and make a decision. If the PowerPoint could not be included they requested a summary sheet.

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A board member questioned what exactly teachers are going to be required to do if school does reopen and wanted clarification to be included as there have been several issues discussed.

XI. ADJOURN

Ross Gwynn made a motion to adjourn the meeting at 11:15 a.m., Vennie Beggarly seconded the motion. The motion carried unanimously. The next regular meeting of the Board of Education is on November 23, 2020 at 6:30 p.m. in the Caswell County Schools Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent