

CASWELL COUNTY BOARD OF EDUCATION MINUTES
December 17, 2018

The Caswell County Board of Education met in regular session on Monday, December 17, 2018, (*rescheduled from December 10, 2018 due to inclement weather*) at 9:00 a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chairman Donna Hudson, Mel Battle, Ross Gwynn, Tracy Stanley, Vennie Beggarly, and Wayne Owen. Others present include Superintendent Dr. Sandra Carter, Nicole McGhee, Angela Underwood, Lisa Watlington, Laura Tranbarger, Candace Detweiler, Emily Buchanan, Amy Chandler, Ruth Damers, Austin Beggarly, Barry Beggarly, Lisa Lassier, Kim Mims, Janice Beggarly, Anthony Leak, Medina Jones, Jerry Hatchett, Nelson Showalter, David Useche, Shannon Gammon, Barbara Owen, Larry Payne, Betty Payne, Ron Bradsher. Connie Kimrey recorded the minutes. (Note: Others may have been present but did not sign the roster).

I. A. CALL TO ORDER

The meeting was called to order and a moment of silence was observed followed by the pledge of allegiance.

I. B. SWEARING IN OF NEWLY ELECTED BOARD MEMBERS

Clerk of Court, John Irvin Satterfield, swore in newly elected board members Vennie Beggarly, Wayne Owen and Donna Hudson.

I. C. REORGANIZATION OF BOARD

Superintendent Dr. Sandra Carter called for nominations to serve as Board Chair. Ross Gwynn nominated Mel Battle. Tracy Stanley nominated Gladys Garland.

Donna Hudson moved, seconded by Tracy Stanley to close nominations. The motion carried unanimously.

Board Attorney Ron Bradsher tallied the votes and read aloud as follows:

In favor of Gladys Garland: Tracy Stanley, Wayne Owen, Gladys Garland, Donna Hudson

In favor of Mel Battle: Ross Gwynn, Vennie Beggarly, Mel Battle

Gladys Garland was elected as Chair of the Board of Education.

Gladys Garland called for nominations for Vice-Chairman. Tracy Stanley nominated Donna Hudson.

Tracy Stanley moved, seconded by Wayne Owen to close nominations for vice chairman. The motion carried unanimously.

All board members voted, by a show of hands, in favor of Donna Hudson as vice chairman.

Chairman Gladys Garland called for a ten-minute recess.

I. D. APPROVAL OF MINUTES

Dr. Carter noted a change on page 8 stating that growth was made by Mrs. Gullick; however, the school should be listed as N.L. Dillard.

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Donna Hudson moved, seconded by Tracy Stanley, to approve the minutes of the November 19, 2018 regular meeting as presented with changes as noted. The motion carried unanimously.

I. E. APPROVAL OF AGENDA

Dr. Carter recommended approval of agenda with addition of New Business, # 7, School Calendar. Ross Gwynn moved, seconded by Tracy Stanley to approve the agenda with addition of New Business, # 7, School Calendar. The motion carried unanimously.

I. F. ANNOUNCEMENTS

Dr. Carter shared that the transportation department recently received efficiency ratings and noted this was the highest rate received over the last seven years. This rating is above the state average and also noted this relates to how we are funded. Dr. Carter congratulated Mr. Leak.

Emily Buchanan, CTE & Secondary Curriculum Director and Lisa Lassiter, CTE Coordinator, recognized students who received the ServSafe credential in Foods classes. The following students were recognized:

Brianna Reynolds, Skylar Oakley, Jayne Macias, Hannah Cates, Kenneth Young, Matasia Dixon-Streater, Kayla Gwynn, Yasmin Sittle, Emalouise Davis, Destiny Edmunds, and Kamari- Cosby-Pritchett.

Chairman Gladys Garland read a thank you note from Sylvia Johnson thanking the Board of Education, Dr. Carter and Connie Kimrey for the reception and gifts in recognition of her years of service on the Board of Education.

I. G. PUBLIC COMMENTS

None at this time.

II. UNFINISHED BUSINESS

Transportation Personnel Office Assistant

Dr. Carter requested this item be moved to closed session for further discussion.

III. NEW BUSINESS

1. Consent Agenda

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

It was noted that the date for the Blackboard contract will be honored through the end of the year. Also, Budget Amendment # 9 should indicate local funds instead of capital outlay.

- a. Blackboard Renewal = \$5,400
Budget: 1.5110.019.418.000.000.00 = Small Schools Software Licenses
- b. Budget Amendment # 7 - #9

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CASWELL COUNTY SCHOOLS BUDGET AMENDMENT # 7

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, 2019.

#	Account Code							Description	Debit	Credit
1	1	3100	000	000	000	000	00	Allocations from SPSF		10,036.00
	1	6400	073	343	000	000	00	Technology Support-Telecommunications Services	10,036.00	
2	1	3100	000	000	000	000	15	Allocations from SPSF-Technology Fund		12.00
	1	5110	015	411	000	000	00	Technology - Supplies	12.00	
3	1	3100	000	000	000	000	00	Allocations from SPSF		102.00
	1	5110	003	162	000	000	00	Substitute Pay	94.75	
	1	5110	003	211	000	000	00	Employer Social Security	7.25	
4	1	3100	000	000	000	000	00	Allocations from SPSF		874.00
	1	5120	014	351	000	000	00	Vocational Ed-Credentials	874.00	
5	1	3100	000	000	000	000	00	Allocations from SPSF	26,619.00	
	1	3211	130	000	000	000	00	State Textbook Revenue	363.00	
	1	5110	001	121	000	000	00	Salary-Teacher		15,631.00
	1	5110	003	162	000	000	00	Substitute Pay		1,344.00
	1	5830	007	131	000	000	00	Salary-Guidance Counselor		1,692.00
	1	5120	013	121	000	000	00	Salary-CTE Teacher		2,120.00
	1	5120	014	411	000	000	00	CTE Supplies		84.00
	1	5110	024	312	000	000	00	DSSF Workshops		368.00
	1	5110	027	142	000	000	00	Teacher Assistants		1,368.00
	1	5260	034	411	000	000	00	AIG Supplies		267.00
	1	6550	056	423	000	000	00	Transportation-Gas/Diesel		2,404.00
	1	5110	061	411	000	000	01	Instructional Supplies		153.00
	1	5310	069	411	000	000	00	At Risk Supplies		1,188.00
	1	5110	130	412	000	000	00	State Textbooks		363.00
6	1	5850	039	149	000	000	00	SRO Salary		42,602.17
	1	5850	039	211	000	000	00	Employer Social Security		3,259.06
	1	5850	039	221	000	000	00	Employer Retirement		8,034.77
	1	5850	039	231	000	000	00	Employer Hospitalization		6,104.00
	1	5320	039	131	000	000	00	Social Worker Salary	42,602.17	
	1	5320	039	211	000	000	00	Employer Social Security	3,259.06	
	1	5320	039	221	000	000	00	Employer Retirement	8,034.77	
	1	5320	039	231	000	000	00	Employer Hospitalization	6,104.00	
									98,006.00	98,006.00

Justification(s):

- 1 Allotment Revision #12 - WAN - A1 Allocation (Additional Revenue)
- 2 Allotment Revision #12 - July 2018 Interest (Additional Revenue)
- 3 Allotment Revision #13 - Sub Pay July, August, September 2018 (Additional Revenue)
- 4 Allotment Revision #13 - CTE Credentials (Additional Revenue)
- 5 Allotment Revision #19 - Annual Adjustment for Charter School Enrollment (Decreased Revenue)
- 6 Adjust Social Worker Salary Purpose Code per revised Chart of Accounts from DPI. (Adjustment)

Funding Source: State

Total appropriation in current budget:	\$ 20,587,652
Amount of increase/decrease of amendment:	(\$ 15,958)
Total appropriation in amended budget:	\$ 20,571,694

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CASWELL COUNTY SCHOOLS BUDGET AMENDMENT # 8

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, 2019.

#	Account Code							Description	Debit	Credit
1	4	6580	001	541	000	000	00	Maintenance Equipment	275.00	
	4	9001	001	326	000	000	00	Plumbing Contracted Repairs		275.00
2	4	6580	001	425	000	000	00	Maintenance-Tires & Tubes	4,000.00	
	4	9001	001	326	000	000	00	Plumbing Contracted Repairs		4,000.00
3	4	9011	001	522	000	000	00	Building Improvements	3,393.00	
	4	9001	001	326	000	000	00	Plumbing Contracted Repairs		3,393.00
4	4	9022	001	532	000	000	00	Playground Upgrades	15,400.00	
	4	9001	001	326	000	000	00	Plumbing Contracted Repairs		15,400.00
									23,068.00	23,068.00

Justification(s):

- 1 Sales tax on Forklift Purchase - Original ammendment did not include sales tax.
- 2 Align budget for purchase of tires for maintenance vehicles.
- 3 Align budget for sign expenditures.
- 4 Align budget for playground expenditures-mulch at four elementary schools.

Funding Source: Capital Outlay

Total appropriation in current budget:	\$ 520,610
Amount of increase/decrease of amendment:	\$ 0
Total appropriation in amended budget:	\$ 520,610

CASWELL COUNTY SCHOOLS BUDGET AMENDMENT # 9

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, 2019.

#	Account Code							Description	Debit	Credit
1	2	6540	801	173	000	000	00	Custodian-Salary	1,500.00	
	2	6540	801	211	000	000	00	Employer Social Security	115.00	
	2	6540	801	221	000	000	00	Employer Retirement	283.00	
	2	5400	802	341	000	000	00	Principal-Telephone Svc		1,898.00
2	2	5110	001	180	000	000	00	Bonus Pay	55,000.00	
	2	5110	001	211	000	000	00	Employer Social Security	4,208.00	
	2	4910	000	000	000	000	00	Fund Balance Appropriated		59,208.00
									61,106.00	61,106.00

Justification(s):

- 1 Align budget for Custodial Pay for Athletic Events--Custodians are normally funded by state, atheletic event custodial pay is funded by local.
- 2 Appropriate fund balance for Non-Instructional Staff Bonus.

Funding Source: Local Funds

Total appropriation in current budget:	\$ 3,934,790
Amount of increase/decrease of amendment:	\$ 59,208
Total appropriation in amended budget:	\$ 3,993,998

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2. Central Office Bid Tabulation / Handicapped Bathrooms & Hallway

Jerry Hatchett, Maintenance Director, reviewed the bids received for the central office. Dr. Carter reminded the board that during this time, the board was involved in trying to pass the bond referendum for high school construction and safety upgrades.

Mel Battle asked Mr. Hatchett to explain the process of the architectural bidding process.

Mr. Hatchett responded that a bidding process was used by electronic forum as well as posting in the Burlington and Greensboro newspapers. Prices received are good for 45 days from the date of the bid opening. The 45 day time span has expired. Mr. Hatchett contacted the low bidder who indicated their price would stay the same although their sub-contractor prices may change and would need to revisit. Mr. Hatchett noted other variables to consider which include building code changes effective January 2019 and may require revising blue prints and possibly having to redo the bid process.

Discussion took place regarding how to proceed. Dr. Carter also shared that currently we have \$708,000 in capital fund balance with the need for an activity bus to be used from this fund also which could cost approximately \$90,000. Upon discussion, Mr. Hatchett shared that normally a 10% contingency is included but due to the circumstances he would recommend a 20% at this time. Mr. Hatchett will contact the low bidder and bring back correct figures at the January 14, 2019 meeting.

Discussion took place regarding the 45 day time frame and the additional cost that may be incurred. Donna Hudson stated that the building is used by others for professional development and we are not in compliance noting the handicap bathrooms and referenced that the additions are needed. Mr. Hatchett shared this is true; however, we have not received any violations in this regard over the past year.

Dr. Carter recommended approval of Legacy Building Company (Roxboro, NC) for construction of handicap bathrooms and enclosure at a cost of \$399,000 using capital fund balance.

Donna Hudson moved, seconded by Wayne Owen to approve the bid with Legacy Building Company of Roxboro, NC at a cost of \$399,000 using capital fund balance. The motion carried 5-2 with Battle and Stanley voting "No."

Mr. Hatchett will bring exact amounts to the next meeting.

3. Policy # 316, Prohibition of Drugs and Alcohol

Upon review and discussion, Dr. Carter recommended approval of first reading of Policy # 316, Prohibition of Drugs and Alcohol. Tracy Stanley moved, seconded by Mel Battle to approve first reading of Policy # 316, Prohibition of Drugs and Alcohol and to lay on table for a second reading. The motion carried unanimously.

4. Policy #413, Homeless Students

Andrew Tyrrell, Assistant Superintendent, reviewed Policy # 413 and answered questions from the board. Tracy Stanley had concerns regarding vaccinations. Mr. Tyrrell explained the process

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and Board Attorney Ron Bradsher shared that in some situations, local LEAs (Local Education Agencies) will bear the cost if situations arose. Mr. Battle noted that we have always had students, due to religious beliefs, that do not receive certain vaccinations.

5. Policy # 733, Voluntary shared Leave included changes from the state in regards to sick leave.

Changes were noted on minor formatting corrections to be changed.

6. Policy # 711, Code of Ethics, Standards of Conduct and Staff Responsibilities

Upon review and no further discussion, Dr. Carter recommended approval of first reading of Policy #413, #733, and # 711 as presented. Ross Gwynn moved, seconded by Mel Battle to approve first reading of Policy # 413, # 733, and # 711 and to lay on the table for second reading. The motion carried unanimously.

7. School Calendar 2018-2019 Revisions

Dr. Carter reviewed changes to the school calendar due to recent inclement weather. Extended school days were included beginning on January 28, 2019 through April 3, 2019 by thirty-minutes. Teachers will have the opportunity to make up time on the optional workdays at the end of the school year.

Donna Hudson shared that she had heard from teachers last year regarding the extended days and felt that the time was not spent successfully especially at the middle and elementary levels. Mrs. Hudson felt that the bell schedule needs to be changed and something set in place for all classes for this time to be used and monitored wisely. Mrs. Hudson also shared that she had heard from high school students who indicated it was a waste of time.

Wayne Owen questioned if the calendar committee still exists? Dr. Carter shared that the committee is only involved in the original calendar and she relies on principals and directors for input on revisions. Mr. Owen asked if Dr. Carter had discussed these changes with principals and if they had received input from their staff. Dr. Carter said due to the time frame and the recent weather we've had she had only spoken with principals.

Tracy Stanley shared that the extended days for high school were wasted; however, she felt that elementary used the time for remediation.

Dr. Carter shared that due to the state guidelines there are not many options to consider without taking away spring break and noted that we are not even into the winter months.

Upon no further discussion, Dr. Carter recommended approval of the revisions to the 2018-2019 school calendar as presented. Tracy Stanley moved, seconded by Vennie Beggarly to approve revised calendar changes as presented. The motion carried 5-2 with Hudson and Owen voting "No."

IV. REPORTS/UPDATES

Quarterly Reports

Finance Director Amy Chandler reviewed the quarterly reports and answered questions from the board.

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V. SUPERINTENDENT UPDATES

Dr. Carter shared information regarding the joint meeting scheduled for today. An updated email was shared with the time and location being changed. Dr. Carter will update board members as soon as she receives confirmation.

VI. CLOSED SESSION

Ross Gwynn 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. Tracy Stanley seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

Tracy Stanley made a motion to return to open session. Ross Gwynn seconded the motion. The motion carried unanimously.

VIII. PERSONNEL LISTING

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

Resignation	
Maintenance	Bruce Powell, Maint. Dept. = Eff. 12/6/18
Stoney Creek Elementary	Erica Biechy, K-5 Music Teacher = Eff. 1/2/19
Retirement	
N.L. Dillard Middle School	Dora Denault, 6 th Grade Social Studies = Eff. 1/1/19
Parental Leave	
South & Stoney Creek Elementary	Brittini Macedo, Art Teacher = Eff. 11/19/18 - 6/13/19
Employment	
Central Office - EC Dept.	Tonya Pleasant, EC Admn. Asst. = Eff. 1/22/18
N.L. Dillard Middle	Jeremy Miller, 6 th Grade Social Studies = Eff. 1/2/19
	Megan Kaltenback, Art Teacher = Eff. 1/11/19
Oakwood Elementary	Angela Jones, EC Teacher Asst./Bus Driver = Eff. 1/1/19
	Jeri Jones, EC Teacher Asst./Bus Driver = Eff. 1-1-

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Bartlett Yancey High School	Jeff Minton, Secondary Social Studies = Eff. 1/14/19
Substitutes	Amber Glasscock = Eff. 12/11/18
	Jillian Medlin = Eff. 12/11/18
	James Totten = Eff. 1/2/19
Bus Driver	Priscilla Trumpower = Eff. 12/11/18

Transportation Personnel Office Support

Dr. Carter recommended approval of the additional office support personnel in transportation. Tracy Stanley moved, seconded by Donna Hudson. The motion carried 5-2 with Battle and Beggarly voting "No." This position will be funded fully by transportation funds.

IX. COMMUNICATIONS

Dr. Carter reminded board members of the breakfast at Bartlett Yancey High School on December 20th noting today is the last day to RSVP.

The Signature Breakfast has been rescheduled to March 1, 2019.

X. BOARD MEMBER OBSERVATIONS

None at this time.

XI. ADJOURN

Ross Gwynn made a motion to adjourn the meeting at 12:25 p.m., Tracy Stanley seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on January 14, 2019 at 9:00 a.m. in the Caswell County Schools Administration Building.

Gladys Garland
 Chairman

Dr. Sandra Carter
 Superintendent