

CASWELL COUNTY BOARD OF EDUCATION MINUTES
September 10, 2018

The Caswell County Board of Education met in regular session on Monday, September 10, 2018, at 9:00 a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chairman Sylvia Johnson, Mel Battle, Ross Gwynn, Gordon Satterfield, Donna Hudson, and Tracy Stanley. Others present include Superintendent Dr. Sandra Carter, Nicole McGhee, Jerry Hatchett, Emily Buchanan, Medina Jones, Carol Boaz, Vennie Beggarly, Angela Underwood, Sheena Sigmon, Nelson Showalter, Lisa Lassiter, and David Useche. 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. APPROVAL OF MINUTES

Mel Battle moved, seconded by Sylvia Johnson, to approve the minutes of the August 27, 2018 regular meeting with changes on pages 3 and 6 as recorded in the notes. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

Dr. Carter recommended approval of agenda as presented with addition of Secondary Curriculum update and Revised School Calendar listed under Reports. Ross Gwynn moved, seconded by Donna Hudson to approve the agenda as presented with additions as noted. The motion carried unanimously.

I. D. ANNOUNCEMENTS

Personnel Director, Nicole McGhee, introduced Brooke Underwood who will be working in the finance department.

I. E. PUBLIC COMMENTS

None at this time.

II. UNFINISHED BUSINESS

III. NEW BUSINESS

1. Consent Agenda

Dr. Carter reviewed briefly items on the consent agenda and recommended approval. Mel Battle moved, seconded by Gordon Satterfield to approve the consent agenda as presented. The motion carried unanimously.

- a. Consulting Agreement with NCSBA
- b. Parental Transportation Agreement for EC Department
- c. Kindergarten Transfer Request 2018-2019
- d. Request for transfer 2018-2019

Consulting Agreement with NCSBA to provide arrangement of Fee for Service billing under Medicaid.

Budget: 1.5210.032.311

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Parental Transportation Agreement to meet requirements for IEP for EC student.
Budget = 3.6550.801.060.000.000.00 (Federal Funds / IDEA)

Kindergarten Transfer Requests 2018-2019

Banda, Elaina	Stoney Creek	to	Oakwood (K)
Rojas, Abigail	Oakwood	to	South (K)

Request for transfer

Hobbs, Alice	Rockingham	to	Caswell/Oakwood (4 th)*
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*Tuition waived / parent employee @ N.L. Dillard

Discussion took place regarding the transfer requests. Mr. Battle questioned if there were any other kindergarten requests that had not been approved. Mr. Tyrrell responded "no." Mr. Tyrrell explained the process when reviewing approval for kindergarten requests. Mr. Tyrrell responded that he needs to be more aware of siblings that are already enrolled at schools for future kindergarten transfer requests. He stated that parents have been very patient during this process. Sylvia Johnson felt that we need to work on procedures to have in place going forward to do a better job with transfer requests noting that currently we have no specifics in policy. Donna Hudson questioned if the 10-day report is still used as kindergarteners are on a staggered entry. Mr. Tyrrell responded the 10-day report is used. Mel Battle shared he felt that employees that are out of the county should fall under the same realm; however, Donna Hudson disagreed noting that teachers should receive perks and have first consideration for transfer requests.

2. Forklift

Maintenance Director Jerry Hatchett answered questions from the board regarding the purchase of a forklift. The current forklift is in need of repairs and the parts are obsolete due to the age of the forklift that is approximately 50 years old. Questions included if the forklift for purchase would include a warranty. Mr. Hatchett shared this forklift, which is used, would not include a warranty; however, the company recently rebuilt this forklift and has approximately 2600 hours. Further discussion took place regarding usage, rental cost, and age. Dr. Carter recommended approval of the purchase of forklift as presented with Bo's Hydraulics at a cost of \$19,590.50. Gordon Satterfield moved, seconded by Ross Gwynn to approve purchase of forklift from Bo's Hydraulics at a cost of \$19,590.50. The motion carried 6-1 with Stanley Voting "No."

Bo's Hydraulics, Inc., 1138 Huell Matthews Hwy, South Boston, VA 24592
Budget = 4.9003.001.326.000.000.00 (Painting Contracted Services)

3. Budget Amendment # 1

Dr. Carter recommended approval of Budget Amendment # 1 to transfer funds from painting contracted repairs to maintenance equipment for purchase of forklift. Sylvia Johnson moved, seconded by Ross Gwynn to approve Budget Amendment # 1 as presented with correction of amount to be \$19,590.50. The motion carried 6-1 with Stanley voting "No."

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CASWELL COUNTY SCHOOLS								BUDGET AMENDMENT # 1		
At a meeting on the 10th day of September 2018, the 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	Increase	Decrease
1	4	6580	001	541	000	000	00	MAINTENANCE EQUIPMENT	19,590.50	
	4	9003	001	326	000	000	00	PAINTING-CONTRACTED REPAIRS		19,590.50
									19,590.50	19,590.50
Justification(s):										
1 Reduce Painting Contracted Repairs to fund purchase of forklift.										
Funding Source: Capital Outlay										
									\$ 520,610	
									\$ 0	
									\$ 520,610	

4. Dell Laser Projector

David Useche, IT Director, prepared a listing of needs for each school. Due to age on current equipment, the purchase of a laser projector for each school is recommended for approval. The new laser projectors will not require replacement of bulbs. Dr. Carter recommended approval of Dell quote in the amount of \$6,725.18 for purchase of six laser projectors as presented. Gordon Satterfield moved, seconded by Donna Hudson to approve Dell quote for laser projectors as presented in the amount of \$6,725.18. The motion carried unanimously. Funding used from Budget 1.5110.019.461.000 Small Schools Non Cap. Equipment.

5. 2018-2019 Beginning Teacher Support Program Plan

Personnel Director Nicole McGhee presented the 2018-2019 Beginning Teacher Support Program Plan and answered questions from the board.

Upon review, Dr. Carter recommended approval of the 2018-2019 Beginning Teacher Support Program Plan with changes as noted. Mel Battle moved, seconded by Sylvia Johnson to approve the 2018-2019 Beginning Teacher Support Program Plan. The motion carried unanimously.

IV. REPORTS/UPDATES

- o Student Services Report (Andy Tyrrell)
- o Secondary Curriculum/Careers Cluster Guide (Emily Buchanan/Lisa Lassiter)

V. SUPERINTENDENT UPDATES

- Academic Report
- Additional fundraising requests will be received through the month of September. All additional fundraising requests for the fall semester will be shared at the last meeting in

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September. Additional requests for spring semester will be presented to the board at the last meeting in February.

- Revised School Calendar 2018-2019. Dr. Carter discussed moving October 31 as the make-up day for the workday needed for September 7th due to water issues with the Town of Yanceyville.

Dr. Carter recommended approval of revised calendar changing October 31, 2018 to a student day and September 7, 2018 as a workday. Mel Battle moved, seconded by Sylvia Johnson to approve the revised calendar as noted. The motion carried unanimously.

- Dr. Carter noted that the website has been updated to include a section for updated policies but is still under construction as well as recently adopted policies. The website also includes an updated price listing for the Civic Center. Gordon Satterfield questioned the format for the website. Dr. Carter shared we cannot change the format and we currently have one-year left with our current provider.

VI. CLOSED SESSION

Mel Battle 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. Ross Gwynn seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

Sylvia Johnson made a motion to return to open session. Ross Gwynn seconded the motion. The motion carried unanimously.

VIII. PERSONNEL LISTING

Dr. Carter asked for clarity regarding the lawn care at schools and what direction the board would like to pursue. It was agreed to continue with the quotes for contracted services and bring back to the board. Sylvia Johnson felt that a person was needed on staff to handle the care of the athletic grounds and could be used elsewhere during off seasons. The board will discuss further once quotes are shared for contracted services. At the current time, a mower is needed at N.L. Dillard until further action is approved.

Dr. Carter recommended approval of the personnel listing as presented. Gordon Satterfield moved, seconded by Sylvia Johnson to approve personnel listing as presented. The motion carried unanimously.

Leave Notification	
Central Office / EC Dept.	Shana LeGrant (Eff. 9/7/18)
Bartlett Yancey High School	Margaret Hinrichs (Staton) = ELA Teacher = Parental Leave (Eff. 9/10/18)
Employment	

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Oakwood Elementary	Nyra Williams, Bus Driver = Eff. 9/11/18
Substitute Teacher	
	Sharon Hicks = Eff. 9/11/18
	Deloris Phillips = Eff. 9/11/18

IX. COMMUNICATIONS

- Master Board training = September 17, 2018 @ 2:00 p.m.
- District 5 Meeting = September 19, 2018 (4-8 pm) @ Davie County High School (Garland, Stanley & Dr. Carter will be attending).
- BYHS Field Trip = FFA Wildlife Camp has been cancelled due to potential hurricane threats.
- Board meeting scheduled for November 12 falls on Veterans Day holiday. Board was in agreement to change date to November 19, 2018 @ 9:00 a.m. and have one meeting in November and December.

X. BOARD MEMBER OBSERVATIONS

- Tracy Stanley shared that Kin Watlington’s daughter won a blue ribbon at the statewide FFA convention in Raleigh. She also stated that multiple students were involved in the Hydroponics System Agriscience Project at Bartlett Yancey High School.

XI. ADJOURN

Ross Gwynn made a motion to adjourn the regular meeting at 12:20 p.m., Sylvia Johnson seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on September 24, 2018 at 6:30 p.m. in the Caswell County Schools Administration Building.

Gladys Garland
 Chairman

Dr. Sandra Carter
 Superintendent