

CASWELL COUNTY BOARD OF EDUCATION MINUTES

February 26, 2018

The Caswell County Board of Education met in regular session on Monday, February 26, 2018, at 6:30 p.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chairman Sylvia Johnson, Mel Battle, Donna Hudson, Ross Gwynn, Gordon Satterfield, and Tracy Stanley. Others present include Superintendent Dr. Sandra Carter, Board Attorney Ron Bradsher, Nicole McGhee, Andrew Tyrrell, Steve Evans, Janice Castle, Emily Buchanan, Jane Sartin, Maribeth Howe, Hollie Martin, Julie Dortch, Jeremy Teetor, Lisa Lassiter, Carol Boaz, Jerry Hatchett, Casey Evans, Sarah Smith, Danielle Hall, Jeff Bunnell, Holly Martin, Shannon Pointer, Bliss Pointer, JoAnna Gwynn, Kim Shelton, and Katrina Madden. 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

Sylvia Johnson moved, seconded by Gordon Satterfield, to approve the minutes of the February 12, 2018 regular meeting and February 12, 2018 joint meeting with County Commissioners minutes as presented. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

Donna Hudson moved, seconded by Tracy Stanley to approve the revised agenda as presented. The motion carried unanimously.

I. D. ANNOUNCEMENTS

Human Resources Director Nicole McGhee introduced Maribeth Howe and recognized her on her recent National Board certification. Also in attendance were new hires which include: Danielle Hall, Julie Dortch, Jeff Bunnell from Bartlett Yancey High School; Janice Castle, N.L Dillard Middle; and Casey Evans, South Elementary.

I. E. PUBLIC COMMENTS

None at this time.

II. UNFINISHED BUSINESS

Ross Gwynn moved, seconded by Mel Battle to remove Policy # 205, Board of Education Meetings & Procedures, from the table. The motion carried unanimously.

Upon no questions, Dr. Carter recommended approval of Policy # 205, Board of Education Meetings & Procedures, as presented. Mel Battle moved, seconded by Gordon Satterfield to approve Policy # 205 as presented. The motion carried 5-2 with Stanley and Johnson voting "No."

Sylvia Johnson moved, seconded by Tracy Stanley to remove Policy # 703, Contracts for Certified Personnel, from the table. The motion carried unanimously.

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Upon no questions, Dr. Carter recommended approval of Policy # 703, Contracts for Certified Personnel, as presented. Mel Battle moved, seconded by Donna Hudson to approve Policy # 703 as presented.

Tracy Stanley questioned Item C on Page 2 confirming if this was two years.

Upon no further questions, the motion carried unanimously.

Sylvia Johnson moved, seconded by Tracy Stanley to remove Policy # 711, Code of Ethics, from the table. The motion carried unanimously.

Upon no questions, Dr. Carter recommended approval of Policy # 711, Code of Ethics, as presented. Gordon Satterfield moved, seconded by Ross Gwynn to approve Policy # 711 as presented.

Mel Battle expressed concerns with Section B regarding the word "may." Dr. Carter stated this wording will allow the option to review each situation. Gordon Satterfield also felt that by having the word "may" included allows options. Donna Hudson questioned how these new and/or updated policies would be shared with staff. Dr. Carter stated Mrs. McGhee will send them out directly to staff.

Upon no further comments, the motion carried unanimously.

Mel Battle moved, seconded by Tracy Stanley to remove Policy # 780, Absences Due to Inclement Weather, from the table. The motion carried unanimously.

Upon no questions, Dr. Carter recommended approval of Policy # 780, Absences Due to Inclement Weather, as presented. Mel Battle moved, seconded by Gordon Satterfield to approve Policy # 780 as presented.

Tracy Stanley questioned when the student day is forgiven does the teacher have to make up that day? Dr. Carter shared that time is given for teachers to make up the time. Mel Battle shared that with new teachers it takes time to accrue annual leave and this policy does not give the option to take a sick day if the individual is actually sick. He also noted that all sickness does not merit going to a doctor. Dr. Carter shared that the wording allows for employees to make up the missed time.

Upon no further questions, the motion carried 6-1 with Battle voting "No."

Signing Bonus Stipulation

Dr. Carter reviewed the wording and options for sign-on bonus for highly qualified teachers in the areas of math and science and K-12 Exceptional Children in the amount of \$2000. Also information was shared for other areas for sign-on bonuses in the amount of \$1000.

Donna Hudson questioned if tuition reimbursement (section C) is specific to the job? Dr. Carter shared that it should be job specific with educational needs.

Tracy Stanley questioned the payment for sign on bonuses. Sylvia Johnson felt the need to pay the newly hired teachers in January on a pro-rated scale and if they were to leave the system they would be

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required to pay the amount back to the school system. If the teacher returns in August they would receive the remaining amount.

On section C it was noted that a cap amount was not included. It was agreed earlier that the amount would be set at \$8000.

Upon review, Dr. Carter recommended approval of the sign-on bonus stipulations as presented with wording to include pro-rating from January through the end of the year and include \$8000 as a cap in tuition reimbursement, section C. Gordon Satterfield moved, seconded by Tracy Stanley to approve sign-on bonus stipulations as presented with wording to include pro-rating from January through the end of the year and include \$8000 as a cap in tuition reimbursement, section C as presented. The motion carried unanimously.

III. NEW BUSINESS

1. Consent Agenda

Dr. Carter recommended approval of the consent agenda as presented with notation that no other fundraising requests will be submitted to the board unless brought by the Board of Education. Mel Battle moved, seconded by Donna Hudson to approve the consent agenda as presented.

- a. BYHS & N.L. Dillard Fundraising Requests
- b. Requests for Transfer
- c. Blackboard Connect Invoice

Fundraising Requests:

- Musical Lunch (Taylor Gauldin) Prom Committee (BYHS)
- FFA Decal Sale (Stephanie Hollifield) FFA (N.L. Dillard)
- Krispy Kreme Doughnuts (Stephanie Hollifield) FFA (N.L. Dillard)
- AHA Heartchase (Stephanie Hammock) HOSA (BYHS)

Requests for Transfer

Poole, Allyson Grace	Caswell	to	Person	2018-2019 (K)
Lunsford, III Thomas	Caswell	to	Rockingham	2018-2019 (9 th)

Blackboard Invoice: \$5,400.00

3815 River Crossing Parkway, Suite, 200, Indianapolis, IN 46240

2. Piedmont Community College (PCC) & Career Promise 2018-2019

Emily Buchanan shared an overview of the College & Career Promise for 2018-2019. Additions include: Human Services, Associate in Nursing, Associate in Fine Arts. Updates were also made to the codes for articulated credit. Tracy Stanley questioned if there is a cost for college textbooks and fees. Katrina Madden responded in some situations there is; however, it is usually related to after school courses.

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Upon review, Dr. Carter recommended approval of the College & Career Promise for 2018-2019 as presented. Tracy Stanley moved, seconded by Sylvia Johnson to approve the College & Career Promise for 2018-2019 as presented. The motion carried unanimously.

3. Policy # 422, Administering Medication

Lead Nurse Kim Shelton reviewed Policy # 422 noting the policy was old and outdated and the new changes include state requirements as well as items that are similar to other local policies. The forms have been updated and are user-friendly.

Dr. Carter recommended approval of first reading of Policy # 422, Administering Medication as presented. Sylvia Johnson moved, seconded by Ross Gwynn to approve first reading of Policy # 422, Administering Medication as presented. The motion carried unanimously.

4. Policy # 537, Staff Insurance Program

Due to changes in the State Health Plan the wording was changed to match what is currently being done. Concerns were expressed with the wording of dependent and payroll deduction. Upon no further questions, Dr. Carter recommended approval of first reading of Policy # 537, Staff Insurance Program with deletion of the word "dependent." Tracy Stanley moved, seconded by Mel Battle to approve first reading of Policy # 537, Staff Insurance Program with changes as noted. The motion carried unanimously.

5. Secondary Curriculum Changes 2018/2019

Secondary Curriculum Director Emily Buchanan reviewed the secondary curriculum along with changes which include the addition of animal science and veterinary science.

Tracy Stanley reviewed items she had noted throughout the document questioned how long the paperwork process is for career academy students as well as DMV eligibility.

Mel Battle questioned if students are surveyed on courses they would like to take noting brick laying, etc. Mr. Battle also questioned if we compete in Skills USA? Mrs. Buchanan responded that the students participate in Skills USA. Gordon Satterfield also shared the same concerns related to identifying particular needs for students and if any are being unmet.

Mrs. Buchanan shared that Lisa Lassiter develops plans and works with students and their approved pathway. As of now they are not aware of any needs that are not being met.

Donna Hudson was impressed with the chart and asked if things are in order for the parents to be able to work on registration with the Latin Honors. Rising 10th, 11th, and 12th graders can register on March 8, 2018 at the curriculum fair. Rising 9th graders will have access to the information and will schedule a meeting at N.L. Dillard at a later time to discuss with parents in detail.

Dr. Carter recommended approval of the secondary curriculum changes for 2018-2019 as presented. Gordon Satterfield moved, seconded by Tracy Stanley to approve the 2018-2019 secondary curriculum as presented. The motion carried unanimously.

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6. Architect Quote

Maintenance Director Jerry Hatchett reviewed information from Alley, Williams, Carmen & King, Inc. regarding proposal for architectural and engineering services for the addition and renovations for the Caswell County Schools Central Office area. Bathroom renovations were discussed for the West Wing area noting that currently there are no handicap accessible bathrooms. The amount of work that is required will be more than the maintenance department can handle and may require a formal bid and blue prints for bid documentation.

Lengthy discussion took place regarding suggestions from board members along with questions and answers. Suggestions included enclosing the corridor and build new bathrooms to accommodate the amount of people who will be using the new professional development room. Mr. Hatchett shared that amount could be anywhere from \$250,000 to \$260,000. The State square foot rate is currently \$215.00/square foot. Questions were asked if any other current areas with water connections are available to renovate. Mr. Hatchett shared that concerns with that would be drainage and may require a civil engineer to review. Other suggestions included forming a committee to look and at what we currently have and review possibilities and proceed with bid process.

Upon board discussion, Dr. Carter recommended approval of Proposal # 3 at a cost of \$18,000 to design an enclosed access corridor between the two buildings and to construct new restrooms attached to the corridor and proceed with the bid process. Sylvia Johnson moved, seconded by Tracy Stanley.

Gordon Satterfield shared he would like to look into this further before making a final decision. Mel Battle shared he felt we owed it to ourselves to look at it personally and have Mr. Hatchett show us visually where the areas are and regroup. Mr. Satterfield clarified that he sees the need for it; however, we need to make changes to meet handicap accessibility right now and be compliant and then look at the money to see if we can afford the renovations.

Upon discussion, the motion died with a vote of 4-3 with Hudson, Gwynn, Battle and Satterfield voting "No."

It was agreed the board will meet with Jerry Hatchett at an agreed upon time prior to the next meeting.

7. Cell Phone Pilot

Dr. Carter shared information regarding current cell phone policy and the option of putting in place a pilot program at Bartlett Yancey High School. This will allow students the opportunity to use their cell phones during their lunch periods. The "pilot program" would begin now and run through the end of the year. Testing periods will not be included. Other counties have initiated this and results were a success. Once the school year is over Ms. JoAnna Gwynn will review and evaluate the results and report back to Dr. Carter.

Upon review, Dr. Carter recommended approval of the pilot cell phone program at Bartlett Yancey High School beginning now through the end of the year. Donna Hudson moved,

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seconded by Tracy Stanley to approve the cell phone pilot program as presented. The motion carried unanimously.

IV. REPORTS/UPDATES

Emily Buchanan shared a video that was in honor of CTE month. The video consisted of CTE students in a video sharing their thoughts and accolades for their CTE teachers.

Assistant Superintendent Andrew Tyrrell shared an update on school safety. We are currently reminding principals of safety at the forefront. Reminders to school staff that doors are secure and not allowing strangers in the building especially at the elementary levels. Currently Mr. Tyrrell has contacted SchoolDude on the crisis management portion of their program. This will allow access of safety plans to local fire and EMS. This system provides features that will enhance our current safety program. A safety audit checklist is currently being updated as part of the strategic plan.

Mr. Tyrrell shared that recently the date of March 14th was brought to his attention as “National School Walk-out Day” which brings attention to gun violence in school. Mr. Tyrrell shared he is working on taking a different approach to this and provide a platform for students to speak if they so desire and turn this into a positive.

Donna Hudson shared that she has seen this information on social media and it is already being discussed. We need to remind our students and staff continuously of safety issues and how to react.

Attorney Ron Bradsher cautioned the board on how much information to discuss in open session regarding safety plans.

V. SUPERINTENDENT UPDATES

- Dr. Carter shared that embargoed scores were released on Friday. Our dropout rate for 2016-2017 was 1.28% which was less than the current year. The State rate is 2.31%.
- Dr. Carter shared an update on the activity bus that was involved in an accident. The bus has been totaled per Liberty Insurance. Options to repair the bus would cost \$67,000; if we take the bus and sell it for scrap it would amount to \$51,000; and if we decide to keep the bus and sell for scrap ourselves it would amount to \$42,000. The price of a new activity bus is \$85,864. This was the only activity bus that was accessible for EC students. The board was in agreement to purchase a new bus.

Mel Battle moved, seconded by Ross Gwynn to declare the activity bus as surplus salvage and receive the payout from Liberty Insurance in the amount of \$51,040.48 and approve additional needed funds to proceed with the purchase of a new bus. The motion carried unanimously.

VI. CLOSED SESSION

Tracy Stanley 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

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a public record (NC General Statute 143-318.11(a)(1) and to confer with legal counsel after a five minute break. Donna Hudson seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

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

VIII. PERSONNEL LISTING

Dr. Carter recommended approval of the personnel listing as presented. Donna Hudson moved, seconded by Tracy Stanley to approve the personnel listing as presented. The motion carried unanimously.

Resignation	
South Elementary	Jordan Garnett, 5 th grade teacher = Eff. 4/12/18
N.L. Dillard Middle	Swanita Smith, IT Technician = Eff. 2/27/18
Leave Notification	
Bartlett Yancey High School	Zenaida Daniel, Secondary Math Teacher Eff. 3/1-14/18
Employment	
Substitutes	Harriette Fairley = Eff. 2/27/18 Katie Lam = Eff. 2/27/18

IX. COMMUNICATIONS

- Spelling Bee = March 1, 2018 @ CCCC - 7:00 p.m.
- Multiplication Madness = March 27, 2018 @ CCCC = 1:00 p.m.
- Updated Transportation Guide for Bus Drivers

Mel Battle shared he had several concerns before the book is ready to be shared. He will email them to Dr. Carter. Tracy Stanley also stated she will do the same.

- County Commissioner Meeting / Resolution

Dr. Carter shared that Finance Officer Jeremy Teetor would work on what numbers would look like for a school bond. The information would be shared with the Board of Education first before presented to all the County Commissioners. Mr. Teetor shared that he has recently found out that it is possible to request and advocate for a 25-year loan. This may assist with the financial concerns. Mr. Teetor shared a summary of information, financial numbers and scenarios to review.

Upon lengthy discussion Mr. Teetor will touch base with the County Finance Officer, Gwen Vaughn and discuss this further. Dr. Carter shared a resolution for the board to sign; however, at this time, the board was not in agreement to move forward with this

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and suggested Dr. Carter hold this until another time and allow Mr. Teetor to work with Ms. Vaughn.

Dr. Carter was instructed to wait until the finance officers have had a chance to meet before contacting Chairman Nate Hall to set up a meeting.

- April 9, 2018 Board of Education meeting will be cancelled due to the timing of spring break.

X. BOARD MEMBER OBSERVATIONS

- Donna Hudson shared concerns with the high school buses waiting on the middle school buses in the afternoon.

XI. ADJOURN

Ross Gwynn made a motion to adjourn the regular meeting at 11:05 p.m., Sylvia Johnson seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on March 12, 2018, at 9:00 a.m. in the Caswell County Schools Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent