

CASWELL COUNTY BOARD OF EDUCATION MINUTES

February 12, 2018

The Caswell County Board of Education met in regular session on Monday, February 12, 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, Medina Jones, Sheena Sigmon, Lisa Lassiter, Edgar Zimmerman, Sr., Carol Boaz, Karen Self, Michelle Robinson, Susan Price-Cole, Nicole McGhee, 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 Ross Gwynn, to approve the minutes of the January 22, 2018 regular meeting and January 22, 2018 work session minutes as presented. Upon no other comments or concerns, the motion carried unanimously.

I. C. APPROVAL OF AGENDA

Sylvia Johnson moved, seconded by Donna Hudson to approve the agenda as presented. The motion carried unanimously.

I. D. ANNOUNCEMENTS

Carol Boaz introduced and gave a summary of the instructional support that the elementary curriculum coaches are providing this school year. Mrs. Boaz extended thanks to the Board of Education (BOE) for supporting these positions. Susan Price-Cole (Stoney Creek), Karen Self (North), and Michele Robinson (Oakwood) were in attendance. Mrs. Mims (South) was not able to be at the meeting. Dr. Carter also expressed thanks to the curriculum coaches for the impact they are making in the schools and also thanked the BOE for their support in funding these positions.

Donna Hudson shared she would like this information to be shared in the local paper also.

I. E. PUBLIC COMMENTS

None at this time.

II. UNFINISHED BUSINESS

Donna Hudson moved, seconded by Tracy Stanley to remove Policy # 515, Federal Fund, from the table. The motion carried unanimously.

Upon no questions, Dr. Carter recommended approval of Policy # 515, Federal Fund, as presented. Gordon Satterfield moved, seconded by Mel Battle to approve Policy # 515 as presented. The motion carried unanimously.

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III. NEW BUSINESS

1. Consent Agenda

Dr. Carter recommended approval of the consent agenda as presented. Mel Battle moved, seconded by Gordon Satterfield to approve the consent agenda as presented.

Mel Battle questioned the timing for the additional fundraising requests. Dr. Carter shared additional fundraising requests for the spring will be accepted during the month of February. No additional requests will be brought to the board after the February 26th meeting.

- a. BYHS Fundraising Requests
- b. Requests for Transfer
- c. Budget Amendment # 20
- d. Early Graduates (additional)

Fundraising Requests:

- School Cookbook (Prom Committee) = 2/13/18-3/30/18
- 5k Color Run (FFA) = 5/12/18
- Art Fair (Prom Committee & Art Club) = 3/14/18

Requests for Transfer

Vernon, Colin Rice	Caswell	to	Alamance	2018-2019 (8 th)
Vernon, Sarah	Caswell	to	Alamance	2018-2018 (4 th)

Budget Amendments # 20

Account Code	Description	Debit	Credit
4.4910.000.000.000.000.00	Capital Outaly Fund Balance Appropriated		100,000.00
4.9100.001.532.000.000.00	BYE Annex Renovation	100,000.00	
		100,000.00	100,000.00
Funding Source: State			
Justification: Appropriating fund balance for Central Office project.			
Total appropriation in current budget:			\$ 834,145.91
Amount of increase/decrease of amendment:			\$ 100,000.00
Total appropriation in amended budget:			\$ 934,145.91

Early Graduates (additional)

Kyonna Rice
 Spencer Richmond

2. Bartlett Yancey High School Associate in Arts Pathway

Emily Buchanan shared an overview of the Associate in Arts Pathway in which Bartlett Yancey High School (BYHS) will partner with Piedmont Community College (PCC) in an accelerated pathway for an Associate’s Degree Program. If approved, current 8th grade students who

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successfully complete Math I will be eligible to participate in this College & Career Promise accelerated program. Successful program completers will graduate with a high school diploma and an Associate's Degree for free.

A breakdown of expenses was shared with the Board of Education with numbers estimated for a cohort of 15 students. Costs may be less as PCC pursues funding opportunities. Total estimated cost per cohort (15 students) \$46,800.

Mrs. Buchanan also thanked Lisa Lassiter and Katrina Madden who both have been instrumental in working on this project.

It was shared that there is ample funding in textbooks for course materials. The schedule will be rigorous; however the end results will be worthwhile. Mr. Satterfield shared he would like to get the vocational on the same fast track to teach students vocational needs and suggested sharing this with the community regarding this opportunity.

Upon review, Dr. Carter recommended approval of the partnership with PPC for the BYHS Associates in Arts Pathway as presented at a cost estimated at \$46,800. Tracy Stanley moved, seconded by Sylvia Johnson to approve the Associates in Arts Pathway as presented with an estimated cost of \$46,800. The motion carried unanimously.

3. Auditor's Contract (Anderson, Smith, Wike PLLC)

Dr. Carter reviewed information for renewal of auditor's contract with Anderson, Smith, Wike PLLC noting this is the fifth and final year we can retain this firm without conducting a bidding process. Upon review, Dr. Carter recommended approval of renewal contract with Anderson, Smith, Wike PLLC as presented in the amount of \$28,000. Gordon Satterfield moved, seconded by Mel Battle to approve renewal contract with Anderson, Smith, Wike PLLC in the amount of \$28,000 as presented. The motion carried unanimously.

4. Policy # 205, BOE Meetings and Procedures

Dr. Carter reviewed changes to Policy # 205 to include suggestions from previous work session on January 22, 2018. Board Attorney Ron Bradsher also reviewed updates to the policy and found all to be satisfactory. Gordon Satterfield questioned why the exact time of the meetings are not listed. Dr. Carter replied this does not limit you if situations arise to change the time of the meeting.

Dr. Carter recommended first reading of Policy # 205, BOE Meetings and Procedures as presented. Mel Battle moved, seconded by Gordon Satterfield. The motion carried 6-1 with Johnson voting "No."

5. Policy # 703, Contracts for Certified Personnel

Dr. Carter reviewed changes from North Carolina School Board Association to clarify contracts for certified personnel. Upon review, Dr. Carter recommended approval of Policy # 703, Contracts for Certified Personnel for first reading. Ross Gwynn moved, seconded by Donna Hudson to approve first reading of Policy # 703, Contracts for Certified Personnel as presented. The motion carried unanimously.

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

Dr. Carter reviewed Policy # 711, Code of Ethics, Standards of Conduct & Staff Responsibilities and noted this is a new policy. Issues have occurred that merits the need for this policy. Section "B" relates to requirements for employees to notify Human Resources (HR) if arrests are made to an employee. The information will be held in confidence with the HR Director. Information was gathered from similar local board policies.

Mel Battle expressed he had concerns with Section B and felt some instances should not be required to report to HR. What is considered public and/or private? Mr. Battle shared we've hired individuals in the past who had incidents and felt we need to be careful and consistent.

Ross Gwynn questioned who makes the final decision on these types of situations? Dr. Carter shared it all falls under high standards and this would be to make the Board of Education aware. Donna Hudson shared with social media that in most cases information is already posted and felt this would assist board members if they were told in advance and not be caught off-guard. Mr. Battle felt that it may be needed on a case by case basis and noted incidents that occurred in the past. Board Attorney Ron Bradsher shared that currently grounds for termination were only used in the initial application if an employee had not answered correctly as well as based on the individual situation.

Upon no further questions, Dr. Carter recommended approval of Policy # 711, Code of Ethics, Standards of Conduct & Staff Responsibilities for first reading. Sylvia Johnson moved, seconded by Gordon Satterfield. The motion carried 6-1 with Battle voting "No."

7. Policy # 780, Absences Due to Inclement Weather

Dr. Carter shared information regarding Policy # 780, Absences Due to Inclement Weather and noted this aligned board policy with inclement weather procedure for staff that is posted on the district website. Upon review, Dr. Carter recommended approval of first reading of Policy # 780, Absences Due to Inclement Weather as presented. Gordon Satterfield moved, seconded by Tracy Stanley to approve first reading of Policy # 780, Absences Due to Inclement Weather as presented.

Mel Battle questioned if an employee can use a sick leave day? Dr. Carter shared that according to the procedures an employee cannot use a sick leave day and noted that principals work with staff to make up their time. Mr. Battle questioned if the superintendent can request a doctor's note and felt that some instances where employees are sick do not merit going to a doctor. Sylvia Johnson felt that if the employee was truly sick that they are entitled to take a sick day. Dr. Carter shared this particular situation has not occurred but would deal with it on a case by case situation.

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

8. Resolution

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Vice Chairman Sylvia Johnson read aloud the resolution for Golden Bigelow as presented. Tracy Stanley moved, seconded by Mel Battle to approve the resolution for Golden Bigelow as presented. The motion carried unanimously.

*Resolution in Memorial and Appreciation
Of the Life of
Golden Randolph Bigelow*

WHEREAS, Golden Randolph Bigelow was born on September 29, 1929, and formerly resided at 1712 Slade Road, Blanch, NC, 27212, at the time of her death on January 27, 2018, and

WHEREAS, Golden Bigelow was a faithful and loving mother and friend and her family’s welfare was her major and constant concern; and

WHEREAS, Golden Bigelow was a member of Hamer Baptist Church, where she was a member of the usher board; and

WHEREAS, Golden Bigelow was an employee at Bartlett Yancey Elementary School working in the cafeteria prior to her retirement; and

WHEREAS, Golden Bigelow will be remembered by her Community and Board of Education for her leadership and her commitment to education; and being known for her benevolence and servant’s heart to children; and

NOW THEREFORE BE IT RESOLVED that the Caswell County Board of Education wishes to honor the memory of Golden Bigelow and expresses its sympathy to her family by causing a copy of this Resolution to be spread upon the official minutes of the Board of Education and a copy forwarded to the family.

This the 12th day of February 2018.

Gladys Garland, Chairman

Sylvia Johnson, Vice Chairman

Donna R. Hudson

Gordon Satterfield

Ross Gwynn, Jr.

Tracy Stanley

Mel O. Battle

Dr. Sandra Carter, Superintendent

IV. REPORTS/UPDATES

None at this time.

V. SUPERINTENDENT UPDATES

- Dr. Carter reviewed winter weather delays and shared areas are being looked into to improve the process of informing bus drivers. Dr. Carter stated the extended days are going well and had received positive feedback. With the change of temperature on two particular days, the delayed call was made too late and bus drivers were already on their routes. Due to the difficulty for drivers, Dr. Carter would like to compensate the

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drivers that were already on their routes that day by paying them for an additional hour for each day. The approximate cost would be \$1500.00 and would be paid from local funds.

Upon review, Dr. Carter recommended payment to drivers for an additional hour of time for two days to the bus drivers that were on their routes on the morning of the inclement weather days. Gordon Satterfield moved, seconded by Tracy Stanley to approve payment of two additional hours to bus drivers on their morning routes on January 9, 2018 and January 30, 2018. The motion carried unanimously.

- Dr. Carter shared information she learned while attending Piedmont Triad Education Center (PTEC) regarding UNCG students. She was told by students that they were not allowed to travel to Caswell for their student teaching as the distance was too far. Dr. Carter spoke with their supervisor and will work to get this changed to include Caswell in the travel range. Also on March 8 UNCG will hold their third annual interview fair. Each county has their own room to conduct mock interviews and later in the evening some counties actually extended early signing of contracts pending all positive background checks and board approval. The Board of Education was in agreement to offer job opportunity contracts to students.
- Dr. Carter will have details for sign-on bonuses at the next meeting for the board to review.
- Calendar Committee will meet on February 19, 2018.
- Legislation approved SRO grant for LEAs to submit. Medina Jones will begin working on this.
- Mr. Tyrrell was contacted by the boy scouts in Raleigh to work with Caswell County Schools on a project and has \$4000 to contribute. Dr. Carter suggested using this money for literature and allow the boy scouts to categorize the literature materials. This project could offer opportunities to the summer reading sites. The Board of Education was in agreement to pursue this opportunity.
- Dr. Carter briefly reviewed the EduFocus booklet and shared information on teachers teaching teachers and offering insight on best practices. Teachers in attendance will receive CEU credits and the presenter will receive a \$50 stipend for those that meet requirements.
- Dr. Carter reviewed dates for April board meetings noting short timeframe between the March 26th meeting and April 9th with spring break falling in between.
- Dr. Carter shared that Emily Buchanan has prepared a handout to share with students and parents at the high school regarding Latin Honors. Donna Hudson asked that N.L. Dillard be included also.

VI. CLOSED SESSION

Sylvia Johnson 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 five minute break. Ross Gwynn seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

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Ross Gwynn made a motion to return to open session. Gordon Satterfield seconded the motion. The motion carried unanimously.

VIII. PERSONNEL LISTING

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

Resignation	
South Elementary	Christina McDowell, EC Teacher (Eff. 1/30/18)
Oakwood Elementary	Candice Fuller, EC Teacher Asst. (Eff. 3/1/18)
N.L. Dillard Middle	Kimberly Hinrichs, Math Teacher (Eff. 3/9/18)
Stoney Creek Elementary	Jeremye Totten, K Teacher Asst. (Eff. 2/19/18)
Retirement	
North Elementary	Robin Loftis, 5 th grade Teacher (Eff. 3/1/18)
Employment	
N.L. Dillard Middle	Michele Bouchard, Middle School Curr. Coach (Effective: TBD - once ELA position is filled) 11 months
Bartlett Yancey High School	Karen Worlds, High School Curr. Coach (Eff. 3/7/18) 11 months
South Elementary	Hollie Martin, EC Teacher (Eff. 3/5/18)
Substitute	
	Keith Smith (District) - Eff. 2/13/18
	Sheila Fernos, Bus Driver Sub. - Eff. 2/13/18
	Kristin Harris, Child Nutrition Sub. - Eff. 2/1/18

IX. COMMUNICATIONS

- Master Board Training = February 26, 2018 @ 2:30 p.m.
- Spelling Bee = March 1, 2018

X. BOARD MEMBER OBSERVATIONS

- Mr. Battle shared he felt the County Commissioners will support the Board of Education on the bond referendum; however, we have a lot of work before us and we need to make all efforts to inform the county of what is needed. Mr. Battle suggested Dr. Carter touch base with Rick Frederick and recommended that all board members attend the Board of Commissioners meeting on Monday.

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XI. ADJOURN

Ross Gwynn made a motion to adjourn the regular meeting at 9:40 p.m., Sylvia Johnson seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on February 26, 2018, at 6:30 p.m. in the Caswell County Schools Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent