CASWELL COUNTY BOARD OF EDUCATION MINUTES
February 27, 2017

The Caswell County Board of Education met in regular session on Monday, February 27, 2017, at 6:30 p.m. in the Whitley Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chairman Sylvia Johnson, Donna Hudson, Mel Battle, Ross Gwynn, Tracy Stanley, and Betty Sartin. Others present include Superintendent Dr. Sandra Carter, Dr. Sammy Shields, Attorney Ron Bradsher, Nicole McGhee, Emily Buchanan, Elaine McAdams, Lisa Lassiter, Carla Massey, Keith Smith, Sheena Sigmon, Jerry Hatchett, Steve Evans, Joanna Gwynn, Stephanie Hollifield, Sara Smith, Maribeth Howe, Jolandria Graves. Members of local volunteer fire departments in attendance at meeting include: James Mise, Alan Poteat, Vernon Massengill, Bryan Reagan, Mitch Foster, Will Strader, Bryan Smith, Billy Hodges, Gaither Clayton, Marc Pollard, Irvin Dailey, Caleb Mishue, Brian Massey, Josh Hyatt. 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 Betty Sartin, to approve the minutes of the February 13, 2017 regular meeting as presented. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

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

I. D. ANNOUNCEMENTS

Dr. Carter congratulated the ladies basketball team on advancing to the next level. If the team wins tomorrow they will advance to the regionals.

I. E. PUBLIC COMMENTS

Vernon Massengill, Fire Marshall, spoke on behalf of the local fire departments and expressed his support and need of the proposed fire academy that is listed on the agenda. Mr. Massengill strongly urged the board to support this class noting the need for young adults to assist in the community in this capacity. This will be of great assistance to the youth that would like to volunteer in achieving some of the needed fire study hours.

Kenneth Everett, Fireman, also spoke on behalf of the fire academy and shared how this would benefit young adults with the amount of study hours required to be a volunteer fireman. With many of the young adults, it is difficult to obtain the amount of study hours required while working a job and/or college careers. This would enhance the requirements as no local college offers this on a regular basis. This would be a wonderful opportunity at the local high school.

Jeff Sicz also spoke in support of the program and stated that the firemen in the county are willing to offer support and provide assistance with needed supplies, etc. The only cost would be of the instructor. Mr. Sicz stressed the need for this program in the county.

II. UNFINISHED BUSINESS

None at this time.

III. NEW BUSINESS

1. Consent Agenda
   a. Requests for Transfer
   b. Additional Fundraising Request

   Upon lengthy discussion it was decided that the fundraising request for the alumni association for baseball should be removed from the consent agenda and reports should be submitted similar to the booster club. Approval would be needed through the school for use of the school grounds. A form is available at the school for principal approval.

   Dr. Carter recommended approval of the consent agenda as presented with this deletion. Ross Gwynn moved, seconded by Tracy Stanley to approve the consent agenda as presented. The motion carried unanimously.

   2017-18

Baker, Maci	Caswell	to	Alamance	6th grade
Chapple, Nadia	Caswell	to	Orange	10th grade

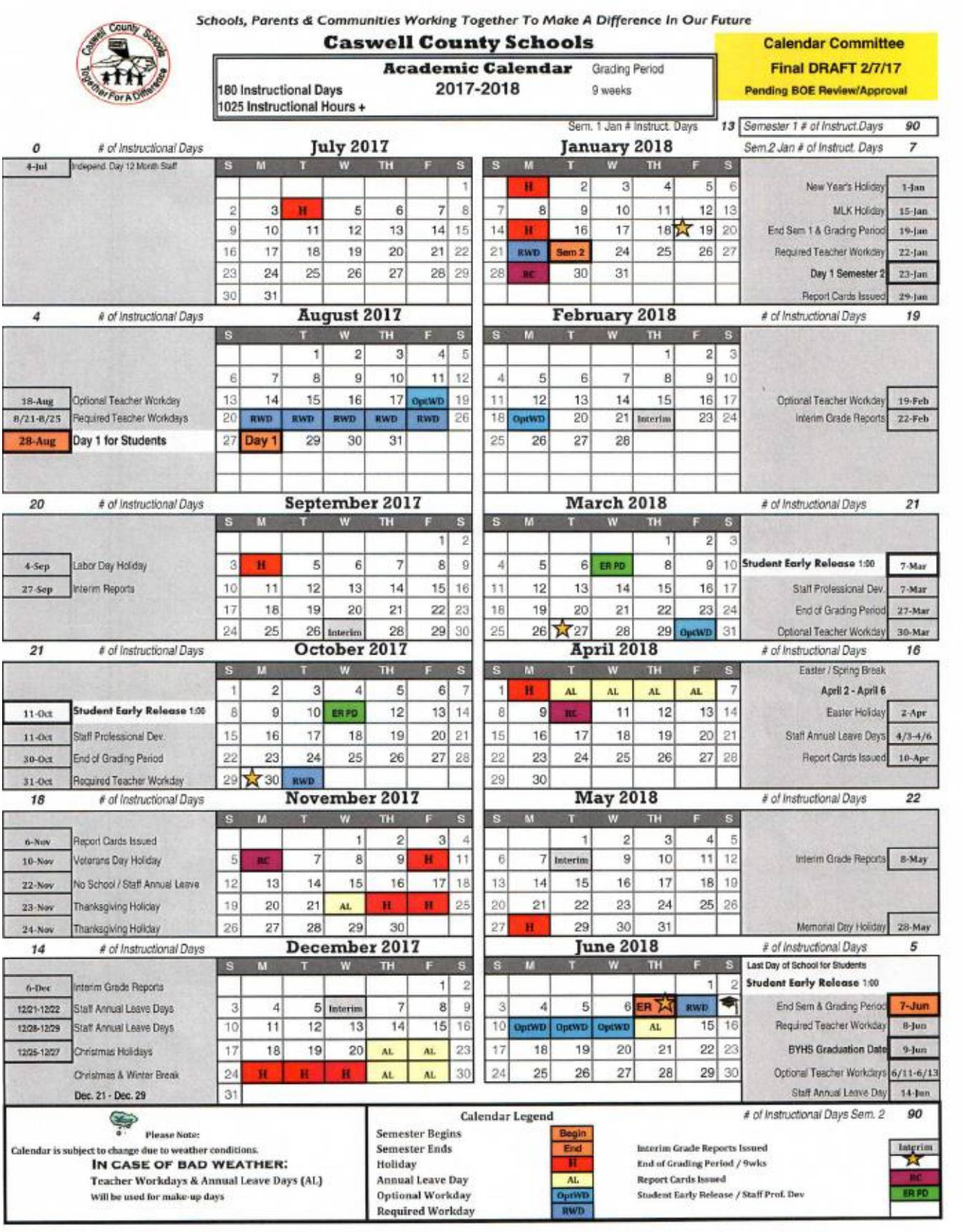
   Fundraising Request – BYHS
   Prom Fashion Show Tickets = Proceeds = Prom 2017

2. BYHS Proposed Curriculum Changes - 2017-18
   Emily Buchanan, CTE Director, reviewed proposed curriculum changes for the 2017-2018 school year. An overview was shared of the following: Public Safety I, Firefighter Technology I, II, III, Culinary Arts I & II, Animal Science I, II & Small Animal Science. Details were shared for all courses.

   Upon review and questions, Dr. Carter recommended approval of the proposed curriculum changes for the CTE department for the 2017-2018 school year as presented. Tracy Stanley moved, seconded by Betty Sartin. The motion carried unanimously.

3. 2017-2018 School Calendar
   Kim Mims reviewed the 2017-2018 school calendar. Dr. Carter recommended approval of the 2017-2018 school calendar as presented and noted changing the time to early release days to 12:30 p.m. instead of 1:00 p.m. to allow for professional development.

   Mel Battle moved, seconded by Donna Hudson to approve the 2017-2018 school calendar as presented. The motion carried unanimously.



Schools, Parents & Communities Working Together To Make A Difference In Our Future

Caswell County Schools

Academic Calendar 2017-2018 — Grading Period: 9 weeks

180 Instructional Days
1025 Instructional Hours +

Calendar Committee
Final DRAFT 2/7/17
Pending BOE Review/Approval

Sem. 1 Jan # Instruct. Days: 13 | Semester 1 # of Instruct.Days: 90

July 2017

0 # of Instructional Days

S	M	T	W	TH	F	S
						1
2	3	H	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4-Jul Independ. Day 12 Month Staff

August 2017

4 # of Instructional Days

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	OptWD	19
20	RWD	RWD	RWD	RWD	RWD	26
27	Day 1	29	30	31		

18-Aug Optional Teacher Workday
8/21-8/25 Required Teacher Workdays
28-Aug Day 1 for Students

September 2017

20 # of Instructional Days

S	M	T	W	TH	F	S
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	Interim	28	29	30

4-Sep Labor Day Holiday
27-Sep Interim Reports

October 2017

21 # of Instructional Days

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	ER PD	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	RWD				

11-Oct Student Early Release 1:00
11-Oct Staff Professional Dev.
30-Oct End of Grading Period
31-Oct Required Teacher Workday

November 2017

18 # of Instructional Days

S	M	T	W	TH	F	S
			1	2	3	4
5	BC	7	8	9	H	11
12	13	14	15	16	17	18
19	20	21	AL	H	H	25
26	27	28	29	30		

6-Nov Report Cards Issued
10-Nov Veterans Day Holiday
22-Nov No School / Staff Annual Leave
23-Nov Thanksgiving Holiday
24-Nov Thanksgiving Holiday

December 2017

14 # of Instructional Days

S	M	T	W	TH	F	S
					1	2
3	4	5	Interim	7	8	9
10	11	12	13	14	15	16
17	18	19	20	AL	AL	23
24	H	H	H	AL	AL	30
31						

6-Dec Interim Grade Reports
12/21-12/22 Staff Annual Leave Days
12/26-12/29 Staff Annual Leave Days
12/25-12/27 Christmas Holidays
Christmas & Winter Break
Dec. 21 - Dec. 29

January 2018

Sem.2 Jan # of Instruct. Days: 7

S	M	T	W	TH	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	RWD	Sem 2	24	25	26	27
28	BC	30	31			

New Year's Holiday 1-Jan
MLK Holiday 15-Jan
End Sem 1 & Grading Period 19-Jan
Required Teacher Workday 22-Jan
Day 1 Semester 2 23-Jan
Report Cards Issued 29-Jan

February 2018

of Instructional Days 19

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	OptWD	20	21	Interim	23	24
25	26	27	28			

Optional Teacher Workday 19-Feb
Interim Grade Reports 22-Feb

March 2018

of Instructional Days 21

S	M	T	W	TH	F	S
				1	2	3
4	5	6	ER PD	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	OptWD	31

Student Early Release 1:00 7-Mar
Staff Professional Dev. 7-Mar
End of Grading Period 27-Mar
Optional Teacher Workday 30-Mar

April 2018

of Instructional Days 16

S	M	T	W	TH	F	S
1	H	AL	AL	AL	AL	7
8	9	BC	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Easter / Spring Break
April 2 - April 6
Easter Holiday 2-Apr
Staff Annual Leave Days 4/3-4/6
Report Cards Issued 10-Apr

May 2018

of Instructional Days 22

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	Interim	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	H	29	30	31		

Interim Grade Reports 8-May
Memorial Day Holiday 28-May

June 2018

of Instructional Days 5

S	M	T	W	TH	F	S
					1	2
3	4	5	6	ER	RWD	
10	OptWD	OptWD	OptWD	AL	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Last Day of School for Students
Student Early Release 1:00
End Sem & Grading Period 7-Jun
Required Teacher Workday 8-Jun
BYHS Graduation Date 9-Jun
Optional Teacher Workdays 6/11-6/13
Staff Annual Leave Day 14-Jun

# of Instructional Days Sem. 2: 90 | Semester 1 # of Instruct.Days: 90

Please Note:
Calendar is subject to change due to weather conditions.

IN CASE OF BAD WEATHER:
Teacher Workdays & Annual Leave Days (AL)
Will be used for make-up days

Calendar Legend

Semester Begins	Begin
Semester Ends	End
Holiday	H
Annual Leave Day	AL
Optional Workday	OptWD
Required Workday	RWD
Interim Grade Reports Issued	Interim
End of Grading Period / 9wks	★
Report Cards Issued	RC
Student Early Release / Staff Prof. Dev	ER PD

4. Budget Amendment # 4
Consultant Kim McVey presented an overview of the budget and changes needed to align with allotments from Raleigh.

CASWELL COUNTY SCHOOLS			
Budget Amendment #4 - 16/17			
February 25, 2017			
The following budget amendment for 2016-17 is to align State funds with Allotments thru #37			
This amendment is presented for your approval.			
STATE PUBLIC SCHOOL FUND	**CURRENT BUDGET**	**REVISION**	**REVISED BUDGET**
REVENUES			
3100 State Allocations	$ 19,375,307	$ 609,553	$ 19,984,860
3200 State Revenue - Other Funds	-	103,851	103,851
TOTAL STATE FUNDS REVENUE	$ 19,375,307	$ 713,404	$ 20,088,711
EXPENDITURES			
5100 Regular Instructional Services	$ 11,076,092	$ 474,467	$ 11,550,559
5200 School Population Services	1,707,676	77,773	1,785,449
5300 Alternative Programs & Services	722,330	16,855	739,185
5400 School Leadership Services	1,301,595	(942)	1,300,653
5800 School Based Support Services	1,257,339	107,081	1,364,420
6100 Support & Development Services	95,852	376	96,228
6200 Special Population Support Services	42,381	23,268	65,649
6300 Alternative Programs Support	20,726	1,026	21,752
6400 Technology Support Services	226,904	10,148	237,052
6540 Custodial Services	761,520	10,528	772,048
6550 Transportation Services	1,174,960	21,855	1,196,815
6580 Maintenance Services	361,527	(3,600)	357,927
6600 Financial & HR Services	314,025	3,931	317,956
6710 Student Testing Services	38,246	(38,103)	143
6720 Curriculum Services	68,494	1,579	70,073
6940 Policy Leadership & Public Relations	117,237	4,427	121,664
7200 Nutrition Services	88,401	2,735	91,136
TOTAL STATE FUND EXPENDITURES	$ 19,375,305	$ 713,406	$ 20,088,711

The following budget amendment for 2016-17 is to re-align Local funds as expended.			
This amendment is presented for your approval.			
LOCAL CURRENT EXPENSE FUND	**CURRENT BUDGET**	**REVISION**	**REVISED BUDGET**
REVENUES			
3200 NC Pre-K	$ 165,550	$ -	$ 165,550
3200 School Nurse	200,000	-	200,000
3250 Sales & Use Tax	30,000	-	30,000
3700 Medicaid Fee for Service	40,000	-	40,000
3700 Medicaid MAC	48,000	-	48,000
3700 Medicaid Cost Recovery	90,000	-	90,000
4110 County Appropriation	2,592,884	-	2,592,884
4110 County Approp-Supplements	300,000	-	300,000
4410 Fines & Forfeitures	80,000	-	80,000
4420 School Property Rental	200	-	200
4420 Civic Center Rental	15,500	-	15,500
4420 Head Start Rental	26,500	-	26,500
4450 Interest Earned	3,600	-	3,600
4490 Activity Bus	15,000	-	15,000
4490 Drivers Ed Fees	9,750	-	9,750
4490 Miscellaneous Revenue	12,500	-	12,500
4880 Indirect Costs-Federal Programs	40,000	-	40,000
4890 Local Grants - DRF 1:1	706,050	-	706,050
4890 Local Grants - Golden Leaf 1:1	20,000	-	20,000
4910 Fund Balance Appropriated	-	-	-
4910 Fund Balance Approp - 1:1 DRF	-	-	-
4910 Fund Balance Approp - Signing Bonus	-	-	-
4910 Fund Balance Approp - EC PRC 306	22,273	(22,273)	-
TOTAL LOCAL CURRENT REVENUE	$ 4,417,807	$ (22,273)	$ 4,395,534

EXPENDITURES			
5100 Regular Instructional Services	$ 1,065,965	$ (1,862)	$ 1,064,103
5200 School Population Services	152,273	-	152,273
5340 Alternative Programs & Services	28,702	-	28,702
5400 School Leadership Services	47,500	-	47,500
5500 CoCurricular Services	159,587	-	159,587
5800 School Based Support Services	206,799	-	206,799
6100 Support & Development Services	22,500	-	22,500
6300 Alternative Programs Support	6,000	-	6,000
6400 Technology Support Services	131,014	-	131,014
6510 Communication Services	139,000	-	139,000
6520 Printing & Copying Services	30,000	-	30,000
6530 Public Utility & Energy Services	915,021	(22,273)	892,748
6540 Operation of Plant	-	1,860	1,860
6550 Transportation Services	274,846	-	274,846
6580 Maintenance Services	223,000	-	223,000
6600 Financial & HR Services	221,445	40,882	262,327
6710 Accountability Services	3,300	-	3,300
6910 Board of Education	107,519	1	107,520
6920 Legal Services	45,000	-	45,000
6930 Audit Services	35,000	-	35,000
6941 Office of Superintendent	182,797	-	182,797
6942 Office of Asst. Superintendent	98,133	(40,881)	57,252
7100 Community Services	82,406	-	82,406
8100 Charter Schools	230,000	-	230,000
8500 Contingency	10,000	-	10,000
TOTAL LOCAL CURRENT EXPENDITURES	$ 4,417,807	$ (22,273)	$ 4,395,534

The following budget amendment for 2016-17 is to allocate all Federal programs as awarded, including carryover. This amendment is presented for your approval.

FEDERAL GRANTS FUND	CURRENT BUDGET	REVISION	REVISED BUDGET
REVENUES			
017 Career Tech Ed - Program Improvement	$ 43,926	$ 50	$ 43,976
049 IDEA Preschool	41,042	-	41,042
050 ESEA Title I Basic	1,089,849	-	1,089,849
060 IDEA Title VI-B Handicapped	1,089,438	-	1,089,438
082 State Improvement Grant	-	10,000	10,000
103 Title II - Improving Teacher Quality	202,843	(3,901)	198,942
109 Rural & Low Income Schools	74,077	(2,079)	71,998
114 Children w/Disabilities Risk Pool	-	-	-
118 IDEA Title VI-B Targeted	-	7,219	7,219
119 IDEA Preschool Targeted	-	2,000	2,000
TOTAL FEDERAL GRANTS REVENUE	$ 2,541,175	$ 13,289	$ 2,554,464
EXPENDITURES			
5100 Regular Instructional Services	$ 285,678	$ 1,384	$ 287,062
5200 School Population Services	804,456	214,312	1,018,768
5300 Alternative Programs & Services	967,904	0	967,904
5400 School Leadership	6,500	-	6,500
5800 School Based Support Services	10,000	-	10,000
6100 Support & Development Services	800	(480)	320
6200 Special Population Support Services	106,491	(37,421)	69,070
6300 Alternative Programs Support	66,453	(0)	66,453
6550 Transportation Services	53,633	(12,931)	40,702
6600 Financial & HR Services	200	-	200
8000 Non Programmed Charges	239,060	(151,575)	87,485
TOTAL FEDERAL GRANTS EXPENDITURES	$ 2,541,175	$ 13,289	$ 2,554,464

CAPITAL OUTLAY FUND	CURRENT BUDGET	REVISION	REVISED BUDGET
REVENUES			
3250 Sales & Use Tax	$ 5,000	$ -	$ 5,000
4100 County Appropriation	465,000	-	465,000
4440 ABC Revenues	27,000	-	27,000
4450 Interest Earned	2,000	-	2,000
4910 Fund Balance Appropriated	-	-	-
TOTAL CAPITAL OUTLAY REVENUES	$ 499,000	$ -	$ 499,000
EXPENDITURES			
5110 Furniture & Equipment	$ 42,000	$ -	$ 42,000
5110 Computer Equipment	42,000	-	42,000
5502 Band Instruments	1,050	-	1,050
6550 Transportation	10,500	-	10,500
6580 Vehicles & Maint.Equipment	22,575	-	22,575
7200 Child Nutrition Equipment	15,750	-	15,750
8500 Contingency	10,500	-	10,500
9000 School Match	5,250	-	5,250
9001 Plumbing	16,000	-	16,000
9002 Floor Covering	19,600	-	19,600
9003 Painting	12,600	-	12,600
9004 Roof Repairs	10,500	-	10,500
9005 Weatherization	10,500	-	10,500
9006 Landscaping	8,400	-	8,400
9007 Asbestos	27,050	-	27,050
9008 Field Chemicals	3,150	-	3,150
9009 Electrical	39,875	-	39,875
9011 Buildings	10,500	-	10,500
9012 Civic Center Repairs	1,050	-	1,050
9013 Emergency Items	10,500	-	10,500
9014 Paving	37,800	-	37,800
9015 Cameras	20,100	-	20,100
9016 Doors	3,150	-	3,150
9017 HVAC	100,750	-	100,750
9018 Lighting	12,600	-	12,600
9022 Playground Replacements	5,250	-	5,250
TOTAL CAPITAL OUTLAY EXPENDITURES	$ 499,000	-	$ 499,000

CHILD NUTRITION FUND	CURRENT BUDGET	REVISION	REVISED BUDGET
REVENUES			
3811 USDA Grants	$ 1,366,484	$ -	$ 1,366,484
4311 Sales - Breakfast	7,000	-	7,000
4314 Sales - Lunch	111,700	-	111,700
4318 Sales - Supplemental	150,000	-	150,000
4322 Catered Lunches	12,000	-	12,000
4341 State Reimbursed - Breakfast	1,000	-	1,000
4450 Interest Earned	1,500	-	1,500
4490 Miscellaneous Revenue	500	-	500
4880 Indirect Cost Allocated	120,219	-	120,219
4910 Fund Balance Appropriated	-	-	-
TOTAL CHILD NUTRITION REVENUES	$ 1,770,403	$ -	$ 1,770,403
EXPENDITURES		-	
7200 Nutrition Services	$ 1,668,084	$ -	$ 1,668,084
8100 Payments to Other Govt. Units	102,319	-	102,319
TOTAL CHILD NUTRITION EXPENDITURES	$ 1,770,403	$ -	$ 1,770,403

BEFORE & AFTER SCHOOL CARE	CURRENT BUDGET	REVISION	REVISED BUDGET
REVENUES			
4210 Tuition & Fees	$ 66,750	$ -	$ 66,750
4450 Interest Earned	250	-	250
4910 Fund Balance Appropriated	-	-	-
TOTAL BEFORE& AFT SCHOOL REVENUES	$ 67,000	$ -	$ 67,000
EXPENDITURES			
7100 Community Services	$ 67,000	$ -	$ 67,000
TOTAL BEFORE & AFT SCH EXPENDITURES	$ 67,000	$ -	$ 67,000

Passed by majority vote of the Caswell County Board of Education on the 27th day of February 2017.

Gladys Garland, Board of Education, Chairperson

Dr. Sandra Carter, Superintendent

Donna Hudson questioned if the directors can go into their budgets to see the percentage spent and the balance left? Mrs. McVey is working on a report; however, with the limited time she is spending here was unsure of the format the board would like to see.

Mrs. McVey will continue to contract with the school system to assist the new finance director and assure that funding is used as appropriated without reverting back to the state.

Board members shared they would like to see justification on future budget amendments. Due to the numerous amounts of changes to bring the budget to the current standing, a summary was given and reviewed by Mrs. McVey.

Upon review and questions, Dr. Carter recommended approval of Budget Amendment # 4 as presented. Sylvia Johnson moved, seconded by Tracy Stanley. The motion carried unanimously.

5. Learning Environments - Contract

Dr. Carter and Maintenance Director Jerry Hatchett reviewed the quote for the door replacement at South Elementary. Mr. Hatchett stated that aesthetically the door may need to be replaced but functionally it is still in good working condition. Due to the cost of the replacement the board felt it may require more discussion and possibly look at other options.

Dr. Carter recommended tabling this item until the work session. Mel Battle moved, seconded by Tracy Stanley to table the Learning Environments contract until the March work session. The motion carried unanimously.

Mr. Hatchett also shared updates on replacing the roof at the Page Gym and noted formal bid process will be needed. Plans are to repair the damaged ceiling over spring break.

IV. REPORTS

None at this time.

V. SUPERINTENDENT UPDATES

- Dr. Carter noted the updates will be shared in closed session.

VI. 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. Mel Battle seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

Donna Hudson made a motion to return to open session. Betty Sartin seconded the motion. The motion carried unanimously.

VIII. PERSONNEL LISTING

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

Resignation	
Bartlett Yancey High School	Melody Henderson, Child Nutrition = Eff. 2/21/17
Employment	
Transportation Department	Isaac Wright, Transportation Mechanic I = Eff. 3/6/17 (Replaces Bobby Chilton)
Child Nutrition Sub	Andae Sexton = Eff. 2/28/17
Certified Leave of Absence	Edith Farmer, EC Teacher (Oakwood Elementary) Effective 2/13/17 – 3/24/17

XIII. COMMUNICATIONS

- Discussion took place on agenda items for the March 13, 2017 work session. Dr. Carter will update the listing and prioritize prior to the work session. Dr. Carter is also working on an employee handbook, district student code of conduct and updating policies. Other topics for work session discussion include reorganization of the central office staff and possible relocation to the annex building.
- March Calendar of Events for all schools
- Sports schedules
- BYHS overnight trip = May 11-14, 2017 11th grade AP US History = Washington, DC
- FFA Banquet = March 16, 2017 @ 6:30 p.m. CCCC
- CTE Newsletter
- NCSBA webinar = March 7th – Connie Kimrey will register members and share login information
- Sylvia Johnson requested encouraging our Senator Mike Woodard to file a bill regarding the school calendar
- Dr. Carter shared that Danville Regional Foundation has requested meetings with individuals/groups they support. The dates will be March 29, 2017 or April 7, 2017. Dr. Carter will confirm.

XIV. BOARD MEMBER OBSERVATIONS

None at this time.

XV. ADJOURN

Ross Gwynn made a motion to adjourn the regular meeting at 9:05 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 13, 2017, at 6:30 p.m. in the Whitley Administration Building.

_____ _____

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent