

CASWELL COUNTY BOARD OF EDUCATION MINUTES

August 12, 2024

The Caswell County Board of Education met in regular session on Monday, August 12, 2024, at 9:00 a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Mel Battle, Vice Chair Joel Lillard, Vennie Beggarly, Gladys Garland, Tracy Stanley, Nicole Smith, and Trudy Blackwell. Others present include Superintendent JoAnna Gwynn, Austin Morris, Brook Underwood, Michelle Robinson, and Dr. Hilary Dodson-Moore, and Board Attorney Ron Bradsher. Connie Kimrey recorded the minutes. *(Note: Others may have been present but did not sign the roster or names were not legible).*

I. A. CALL TO ORDER

The meeting was called to order by Chairman Mel Battle. A moment of silence was observed, followed by the Pledge of Allegiance.

I. B. APPROVAL OF MINUTES

Gladys Garland moved, seconded by Joel Lillard, to approve the minutes of the July 29, 2024, regular meeting as presented. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

JoAnna Gwynn recommended approval of agenda as presented. Nicole Smith moved, seconded by Trudy Blackwell, to approve the agenda as presented. The motion carried unanimously.

I. D. ANNOUNCEMENTS

Mel Battle thanked the board for reaching out to him the last week due to medical issues.

I. E. PUBLIC COMMENTS

None at this time.

II. REPORTS

No reports at this time.

III. UNFINISHED BUSINESS

None at this time.

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IV. NEW BUSINESS

1. Consent Agenda
 - a. State Public Education Property Insurance Fund
 - b. Charter Bus Listing 2024/2025
 - c. UNC-G Teaching Support Program
 - d. Participate Learning Invoice

Gladys Garland moved, seconded by Trudy Blackwell, to approve the consent agenda as presented. The motion carried unanimously.

Consent Agenda Items:

OSFM NC Dept. of Insurance State Fire Marshall

Office of State Fire Marshall, 1202 Mail Service Center, Raleigh, NC 27699

Insured Value = \$146,777.746

Funding = 2.6613.802.373.810

Charter Bus Listing 2024-2025

Academy Bus, Durham, NC

Blue Diamond Transportation, Inc. Raleigh, NC

First Class Tours, Inc., Winston-Salem, NC

Holiday Tours, Randleman, NC

Sunway Charters, Winston-Salem, NC

W&W Luxury Limousine Service, Danville, VA

Caroline Livery, Durham, NC

UNC-Greensboro Teacher Support Program

2024-2025 School Year - Projected Schools with Most First-Second Year Beginning Teachers = Oakwood & South Elementary

Provide professional teacher coaching to these 10 teachers in 24-25 school year and 5 teachers in the 25-26 school year

Cost = \$12,000

Funds = Title II / 3.6610.181.311.810.000.000.00.1

Participate Learning Invoice

201 Sage Road, Suite 220, Chapel Hill, NC 27514

Cost = \$21,150

Funding = 1.5110.020.319.316 (Spanish Teacher at Bartlett Yancey Sr. High School)

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2. Policy # 3420, Student Promotion and Accountability

Upon no discussion, Ms. Gwynn recommended approval of Policy # 3420, Student Promotion and Accountability as presented and waive second reading. Gladys Garland moved, seconded by Tracy Stanley, to approve Policy # 3420 as presented and to waive second reading. The motion carried unanimously.

3. Elementary Handbook

Principal Michelle Robinson from Oakwood and Dr. Hilary Dodson-Moore from Stoney Creek Elementary were in attendance to answer questions from the board on the elementary handbook.

- Changes to Page 7 included all schools who participate in the Before and After School Program will begin at 7:00 a.m.
- Dismissal time was asked to be changed to assist parents who have multiple students in middle and/or high school. Suggestion was to change to 2:40 p.m. for dismissal.
- Page # 10 - change time to 2:15 p.m.
- Page # 11 - include AlertNow phone broadcasting system
- Page # 12 - add parents will be notified
- Page # 13 - add parents will be contacted
- Page # 20 - review violations
- Page # 27 - look at rewording
- Page # 33 - It was questioned why elementary is not on a 10-point scale
- Page # 35 - concerns with parents not being approved as volunteers and attending field day at schools and are pulled to assist.
- Page # 36 - remove as no coaches are used at elementary level
- Page # 45 - information was questioned if this needed to be included in the handbook

(It was suggested that the board look at adding a policy for long term elementary suspensions as there is nothing in policy that addresses this currently as well as ten-point scale for elementary. Also look at volunteers and using different color badges for volunteer levels).

Upon no further questions, Ms. Gwynn recommended approval of the 2024-25 elementary handbook with changes as recommended. Joel Lillard moved, seconded by Vennie Beggarly, to approve the 2024-2025 elementary handbook with changes. The motion carried unanimously.

All students will receive a hard copy this year and look at only giving to kindergarten students going forward in the 2025-26 school year.

(The board took a 10-minute break)

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4. Budget = Low Wealth Supplement

Brook Underwood, Finance Director, reviewed the low wealth supplement and shared the amount is the same as last year. She suggested paying in two installments in December and May noting that employees must be employed effective December 1st and May 1st to be eligible. This is paid to only certified teachers, nurses and the AIG Coordinator.

Vennie Beggarly asked if this information can be shared with staff so that they have a better understanding that this is State regulated.

Upon no further comments, JoAnna Gwynn recommended approval of the Low Wealth Supplement as presented. Joel Lillard moved, seconded by Trudy Blackwell, to approve the Low Wealth Supplement. The motion carried unanimously.

Allotment	\$1,060,105.00
FICA	81,098.03
Retirement	270,326.78
Total after FICA/Retirement	\$660,740.00

# of Certified	165
Recommended Per Certified:	\$4,004.48
Max Per Teacher w/o benefits Per NCDPI	\$4,998.00

Employed by December 1 to receive \$2,000 in December (Dec. 20th check)

Employed by may 1 to receive \$2,005 in May 30th check

Note: Amount may be more or less depending on staffing

5. Budget = 2024-2025 Capital Outlay Budget

Brook Underwood, Finance Director, reviewed the Capital Outlay Budget and answered questions from the board. She shared she met with Dewberry and Davis on the lottery funding and has sent an email to Mr. Stokes regarding the parking and revenue.

Vennie Beggarly shared that the parking lots are in urgent need of care. Brook Underwood shared that the roofs and the HVAC have taken priority but they are aware that repairs are needed.

Ms. Gwynn recommended approval of the Capital Outlay Budget for 2024-2025 as presented. Nicole Smith moved, seconded by Trudy Blackwell, to approve the Capital Outlay Budget for 2024-2025 as presented. The motion carried unanimously.

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6. Budget = 2024-2025 Local Budget

Brook Underwood, Finance Director, reviewed the Local Budget and answered questions from the board.

- Line Item 5501 (\$12,000) was asked to be removed
- Line Item 6601-028-312 changed to \$2500

Concerns were expressed that everyone be made aware of their budget and to work within them. If additional funds are needed it is to come back to the board for approval through a budget amendment.

Brook Underwood was asked to inquire on the cost of leasing vehicles.

An updated budget with changes will be shared with the board.

JoAnna Gwynn recommended approval of the local budget as presented with changes as noted. Joel Lillard moved, seconded by Vennie Beggarly, to approve the local budget for 2024-2025 as presented with changes as noted. The motion carried unanimously.

Joel Lillard questioned what the remaining balance is with ESSER funds. Brook Underwood shared \$160,000 unallocated funds is remaining. She shared there are stipulations on what you can spend it on and plans are to use it on software renewals which is allowed.

7. Beginning Teacher Stipend

Dr. Austin Morris, Human Resources Director, reviewed a request for \$150/day stipends for Beginning Teacher Orientation using ESSER funds. Upon lengthy discussion it was agreed to use Title II funds.

\$150/day daily stipend paid from Title II funds to 10-month Beginning Teacher participants and veteran teacher facilitators participating in the Beginning Teacher Orientation, August 12-14, 2024. These daily stipends are recommended to encourage participation and compensate professionals for their time during the summer. Total daily costs are estimated at up to \$1,650 for Monday, August 12 for up to 11 participants; up to \$4,950 for Tuesday, August 13 for up to 33 participants; and up to \$4,950 for Wednesday, August 14 for up to 33 participants.

Funding = Title II

Joel Lillard moved, seconded by Nicole Smith, to table this item until later on the agenda. The motion carried unanimously.

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8. Monthly Stipend for Beginning Teacher Mentors 2024-25

Dr. Austin Morris, Human Resources Director, reviewed a request for beginning teacher mentors as follows:

\$100/month for Caswell County Schools Mentor Teachers (1 per Beginning Teacher, estimated = \$2,400/month) (10 months); and

\$200/month for Caswell County Schools Lead Mentor Teachers (1 per school, \$1,200/month) (10 months)

Proposed funding source = Title II funds to help train and support beginning teachers with targeted mentoring strategies to better identify, address, and remedy instances of student learning loss; increase student academic performance; improve classroom management skills; and increase beginning teacher retention.

It was questioned how the lead mentors are chosen and it was shared that the principals usually make the decisions; however, there is criteria established by the state that has to be met to be a lead mentor.

Upon no further discussion, JoAnna Gwynn recommended approval of the mentor stipend as presented. Joel Lillard moved, seconded by Trudy Blackwell, to approve the mentor stipend as presented using Title II funds. The motion carried unanimously.

9. Director Pay Scale w/ Bachelors' Degree

Dr. Austin Morris, Human Resources Director, reviewed an updated director pay scale for those with a Bachelor's Degree. The purpose is to allow Caswell County Schools to make more competitive offers of employment to potential director candidates who hold a 4-year Bachelor's degree from accredited colleges or universities in fields relevant to their area of employment, but are not in a DPI "Certified" area of employment (i.e., this may apply to a Maintenance, Transportation, or Child Nutrition Director with a relevant 4-year Bachelor's degree).

This will be used for the current Child Nutrition Director vacancy. At this time there is no one else that would be affected regarding pay.

Trudy Blackwell moved, seconded by Gladys Garland, to approve the Bachelor's Degree Director Pay Scale as presented. The motion carried unanimously.

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Step	Bachelor's Director Scale
0	55,000
1	55,250
2	55,500
3	55,750
4	56,000
5	56,250
6	56,500
7	56,750
8	57,000
9	57,250
10	57,500
11	58,750
12	59,000
13	59,250
14	59,500
15	61,250
16	61,500
17	61,750
18	62,000
19	62,250
20	65,000
21	65,250
22	65,500
23	65,750
24	66,000
25	68,750
26	69,000
27	69,250
28	69,500
29	69,750
30+	70,000

V. SUPERINTENDENT UPDATES

JoAnna Gwynn shared the following:

- Met with Suzanne Bell with the Danville Regional Foundation regarding grant opportunities
- Attended National Night Out
- Attended the Caswell County Health Collaboration

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- Attended meet the Principal at North
- High Point University will pay for a Principal Fellow's program with no cost to the district. Ms. Gwynn needs to send a signed letter if the board agreed. All agreed to proceed.
- Met with Dewberry & Davis to prioritize our needs
- Summer School updates were shared.
 - Ms. Gwynn was requested to bring a listing of the number of students who were offered summer school and the number who attended by grade level.

(The board took a short break at 7:42 p.m.)

VI. ATTORNEYS REPORT

None.

VII. BOARD MEMBER OBSERVATIONS

- Vennie Beggarly shared she has received numerous calls on the agriculture class at the high school and would like to see how many students signed up for the animal science class and do we have any classes that are not being offered due to the change and did we hurt our students by moving the teacher. She also asked that our child nutrition, custodians and bus drivers be made aware of convocation. She shared that there are still ant issues on the fields at NL Dillard Middle and dirt is needed to be brought in and get these fixed prior to practice. She felt that the football needs to be redone as well as it is not level. She asked Ms. Gwynn to check on the bullying issue and make sure the correct form is being used. She shared that she has been told that uploading a reference letter on our system is very difficult and asked if this is something that can be looked into. She shared that our websites need to be updated with correct information and staffing.
- Gladys Garland shared she attended National Night Out and the atmosphere was very nice. She has heard excitement over the upcoming Convocation and shared this will be her last "hoorah" and is looking forward to attending. She reminded that vaccinations are due for students prior to school starting.
- Nicole Smith thanked Dr. Hilary Dodson-Moore and Michelle Robinson for answering questions regarding the handbook as well as Mr. Stokes being at the last meeting. She attended the Health Collaborative and shared that Shannon Moretz did a wonderful job and shared that there are individuals within the county who are trying to receive grant funding for the parks and recreation. She shared it was a wonderful atmosphere for so many people to be together and working together for the county. She attended the admin retreat and felt that was a good plan. She also visited the high school and the guidance counselor and staff were all working hard and she appreciated all the hard work everyone is doing at this busy time.

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- Joel Lillard asked for clarity regarding the Kindergarten staggered entry at South and children not being at school on Thursday. Ms. Gwynn shared she felt that there was a misunderstanding with the new principal and in the future, she will be on the same page as everyone else; however, to make it less confusing as information was already shared she will stick to the plan she made this year.
- Joel Lillard shared sentiments of Ms. Beggarly in which he has received concerns regarding the agriculture program at the high school and there are not as many electives available to take. Ms. Gwynn shared that electives are always difficult as there is a cap. She felt that if there was a concern with the recent move that no one came to her and there is a grievance policy that is place and nothing has ever been communicated. She shared that when she shared with the board originally, she felt the board was okay with the decision. The decision was made to do what was best for students and we pulled the strongest teacher who we thought could help build up the program. Joel Lillard questioned if two CTE teachers are receiving two planning periods to assist with CTE needs. Ms. Gwynn shared that they are as the position who did this is no longer here. This assists with the SPC, CDC, Counselor, and CIMC. They will not receive two planning periods in the same semester. Concerns were shared that if we aren't offering more classes due to the move it may be a disservice to our students.
- Tracy Stanley shared that dual enrollments starts this Thursday at PCC.
- Trudy Blackwell shared she attended the health collaboration and felt it was a good time of networking and was well attended. She dropped by the administrative retreat and felt everyone was enjoying it. She also was looking forward to a great school year and felt that we are all here to put children first.

VIII. CLOSED SESSION

Vennie Beggarly 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. Gladys Garland seconded the motion. The motion carried unanimously.

IX. OPEN SESSION

Vennie Beggarly made a motion to return to open session. Gladys Garland seconded the motion. The motion carried unanimously.

X. PERSONNEL LISTING

Job Reclassification

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JoAnna Gwynn recommended reclassifying the Budget Specialist position in the Finance Department to Assistant Finance Officer and will also work with the Human Resources Department. Trudy Blackwell moved, seconded by Vennie Beggarly, to approve the reclassification as requested. The motion carried unanimously.

Supplement

JoAnna Gwynn recommended that certified teachers receive a \$700 supplement using ESSER funds. Joel Lillard moved, seconded by Trudy Blackwell, to approve a \$700 supplement to certified teachers using ESSER funds. The motion carried 6-1 with Beggarly voting “No.”

Personnel

Ms. Gwynn recommended approval of the personnel listing with omission of Item # 14. Joel Lillard moved, seconded by Gladys Garland, to approve the personnel listing as presented with omission of Item # 14. The motion carried unanimously.

Resignations	
NL Dillard Middle	Robin Pacheco, Art Teacher = Eff. 7/30/24
Oakwood Elementary	Ginger Spicer, Teacher = Eff. 9/5/24
Employment	
Bartlett Yancey Sr. High School	Rita Best, ELA Teacher (Retired - Part Time) = 1-year part time contract renewal = Eff. 8/19/24
	Vicentia Brooks, ELA Teacher (Retired - Part Time) = 1-year part time contract renewal = Eff. 8/19/24
	Katherine Pinkleton, Math Teacher (Retired Teacher - Part Time) 1-year part time contract renewal
NL Dillard Middle School	Steven Hancock, Social Studies Teacher = Eff. 8/19/24
	Ashley Turrentine, EC Teacher Asst. = Eff. 8/19/24
Child Nutrition	Makayla Mitchell, School Nutrition Director (12-month) = Eff. 9/16/24
Oakwood Elementary	Morgan Mitchell, Data Manager = Eff. 9/16/24 Note: Will fill in as interim data manager at NL Dillard Middle School (8/13/24 through 9/15/24)
Oakwood Elementary	Genola Allen, Cafeteria Manager = Eff. 10/2/24 ** (will find a substitute for the time she is serving as Interim CN Director)

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Child Nutrition **	**Interim Child Nutrition Director = Eff. 8/13 24 through October 1, 2024 = to be paid at an hourly of \$28/hr. while serving as Interim CN Director
Substitutes	
	Tenille Newman = Eff. 8/19/24
	Tammy Blackwell = Bus Aide = Eff. 8/19/24
One Year Contract (renewals)	
Bartlett Yancey Sr. High School	Tyler Coleman = 1-year renewal

Elementary Start and Dismissal Times

JoAnna Gwynn recommended that elementary start time be changed to 8:10 a.m. and dismiss at 2:40 p.m. in order to meet the hours needed for the school year. Joel Lillard moved, seconded by Tracy Stanley, to approve start time at elementary to 8:10 a.m. and dismiss at 2:40 p.m. The motion carried unanimously.

XI. COMMUNICATIONS

- Vennie Beggarly shared an update on the fence at North sharing it should be finished by this week.
- Gladys Garland reminded everyone of the Back to School Blast

XII. ADJOURN

Gladys Garland made a motion to adjourn the meeting at 4:15 p.m., Joel Lillard seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on August 26, 2024 at 5:30 p.m. in the Caswell County Schools Administration Building.

Mel O. Battle
Chairman

JoAnna Gwynn
Superintendent