CASWELL COUNTY BOARD OF EDUCATION MINUTES
October 20, 2025

The Caswell County Board of Education met in regular session on Monday, October 20, 2025, at 4:30 p.m. in the Administration Building of Caswell County Schools. Members present: Chairman Mel Battle, Vice Chair Joel Lillard, Vennie Beggarly, Lisa Johnson-Knight, Nicole McGhee, Nicole Smith, and Trudy Blackwell. Others present include Interim Superintendent Lance Stokes, Brook Underwood, Heather Franklin, Terri Gullick, Dr. Hilary Moore, Julie Sladkey, Nicole Cole, Melissa Parsons, Sharon Jones, Hannah May, Casey Evans, Michelle Robinson, 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 Chair Mel Battle. A moment of silence was observed, followed by the Pledge of Allegiance.

I. B. APPROVAL OF MINUTES

Nicole Smith moved, seconded by Trudy Blackwell, to approve the minutes of the September 22, 2025, regular meeting as presented. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

Interim Superintendent Lance Stokes recommended approval of agenda as presented with addition of Item # 6, Transportation Service Vehicle. Nicole Smith moved, seconded by Lisa Johnson-Knight, to approve the agenda as presented with changes as noted. The motion carried unanimously.

I. D. ANNOUNCEMENTS

- Interim Superintendent Lance Stokes shared that the Golden Leaf Foundation has approved funding for Piedmont Community College HVAC and Industrial Maintenance Programming in Caswell County in the amount of $175,000.00. This will assist with the proposal for HVAC and Industrial Maintenance at Bartlett Yancey Senior High School.
- Interim Superintendent Lance Stokes introduced Shanetta White to the board. She is the new Testing/Accountability Coordinator.
- Interim Superintendent Lance Stokes shared there was a concern recently regarding parents eating at the schools and shared that all are welcome at this time.
- NCDOT have been looking into the traffic study at Oakwood and will conduct a meeting on November 3rd. Bartlett Yancey Sr. High School and North Elementary received a form to complete to be submitted this week to look into further issues at these schools.
- Tennis is having a successful season.
- South Elementary placed in the Top 10 percent for the State for growth
- North Elementary placed in the Top 50 percent for the State for growth
- Upcoming staff recognitions will take place soon and thanks were extended to all our staff on the work they are doing and the changes that are being made.
- New activity bus has arrived (#1010) and will be on the road soon.

I. E. PUBLIC COMMENTS

None at this time.

II. UNFINISHED BUSINESS

Infinite Campus Lead Teacher Bonus

Additional information was shared with the board regarding the amount for the lead teacher bonus to be given for assisting with Infinite Campus. There are 18 staff members who will receive the bonus. The gross amount will be $625 per teacher to achieve the net payment of approximately $500 after taxes and deductions. Due to variability in individual tax withholdings, it is not possible

to determine an exact post-deduction amount without processing through payroll; however, the $625 allocation should result in a net payment very close to the intended $500. Funding will be used from PRC 15 State Funds and will be disbursed in May 2026 following the completion of the Infinite Campus implementation for the school year.

It was requested that a listing be shared with the names of the teachers who will receive the bonus.

III. REPORTS

- Saffelle, Inc. reports were shared with the board
- Federal Programs report was shared by Federal Programs Director Alyson Beavers
  Upon discussion it was questioned why chromebooks are no longer sent home with students. It was shared that due to the damage and repairs needed, chromebooks are no longer sent home. It was also shared that they are used in the classroom and during the time elementary was allowed to take them home, students would forget to bring them back to school and were unable to use them in the classroom during the day.
- Quarterly Reports were shared by Finance Director Brook Underwood
  Upon review, it was requested that a listing of all the contingency items be provided to the board and also noted that anytime this money is spent it should be reported to the board at the next meeting per board policy. As of this time, nothing has been shared with the board. Mel Battle shared that the board requested a Civic Center report and this has not been brought to the board as of yet. Brook Underwood shared she will share an update with the board.

IV. NEW BUSINESS

1. Consent Agenda

   Interim Superintendent Lance Stokes recommended approval of consent agenda as presented.

   Trudy Blackwell moved, seconded by Lisa Johnson-Knight, to approve the consent agenda as presented. Joel Lillard requested that the Organizational Chart be pulled for a separate vote. With this change, the consent agenda was approved unanimously.

   <u>Request for Transfer</u>

   Nolen, Branson Drew Stoney Creek to Oakwood (4th)

   <u>Child Nutrition Contract = Brenda Watford</u>
   School Nutrition Consultation NCDPI beginning September 23, 2025 through September 23, 2026. Contract can be terminated at any time at its complete discretion upon thirty (30) calendar days' notice in writing to the Provider.
   Cost = $100/per hour (not to exceed $50,000)

   Funding = Child Nutrition

   <u>Child Nutrition Contract = Kimberly Mims</u>
   School Nutrition Consultation beginning November 1, 2025 through June 30, 2026.
   Cost = $100/per hour (not to exceed R40,000)

   Funding = Child Nutrition

   <u>Memorandum of Understanding = School Resource Officer Program</u>

   <u>Transportation Surplus Items</u>

- 2004 International Bus (#8003) – 175,963 miles (Needs new hood replaced and all front windows need to be replaced to continue to be in service and also needs to be painted. Estimated cost for all repairs = $7,500.00 and $9,000.00 to paint)
- 2004 International Bus (#8107) – Fuel leak on the lower fuel pump. Estimated cost of repairs = $1,500.00
- Floor Air Jacks
- Engine Lift
- Floor Jacks
- Battery Charger

Memorandum of Understanding = Voices Together
Mental Health Block Grant from Voices Together, a non-profit organization out of Chapel Hill, NC that provides Pre-ETS programming at Bartlett Yancey Senior High School. This will be targeted toward elementary-school aged children and funded through the Department of Health and Human Services. Oakwood and South Elementary are the targeted small groups for Caswell County. Voices Together uses the power of music to help students thrive.

Professional Development = NCSBA Annual Conference
Approval for Interim Superintendent Lance Stokes to attend the NCSBA Annual Conference in Greensboro on November 12-13, 2025.

2. School Improvement Plans were reviewed by principals
    - Stoney Creek Elementary = Dr. Hilary Moore
    - Oakwood Elementary = Michelle Robinson
    - NL Dillard Middle School = Terri Gullick

These will be posted on individual school websites for public input and voted on at the next meeting.

3. Resolution

Resolution for Michael Burchell was read aloud by Mel Battle. Trudy Blackwell moved, seconded by Joel Lillard, to approve the resolution as presented. The motion carried unanimously.

Resolution in Memorial and Appreciation
Of the Life of
Michael Reed Burchell

WHEREAS, Michael Reed Burchell was born on March 12, 1947, he lived his early life in Ruffin, NC and later resided in Eden, NC, at the time of his death on September 12, 2025, and

WHEREAS, Michael Burchell, was a faithful and loving individual, father, and friend to many and his family's welfare was his major and constant concern; and

WHEREAS, Michael Burchell attended Cobb Memorial though his junior year where he played football and baseball (on the 1964 1A state championship runner up team) then graduated from Bartlett Yancey Senior High School after consolidation in 1965. He attended East Carolina Teachers College (which became East Carolina in 1967) from 1965 to 1969, earning a degree in Physical Education and becoming the first person from his family to graduate from college. While there he was a member of the Phi Epsilon Kappa, a professional fraternity for exercise science; and

WHEREAS, Michael Burchell began his teaching and coaching career at Eden Holmes before relocation to eastern NC to become a teacher and assistant Varsity/JV head football coach at Pamlico County High School. In 1972, based on his success in coaching he returned to Caswell

County to become the head football coach at Bartlett Yancey Senior High School. There he started the JV football team and a county wide youth football developmental league. He later left Bartlett Yancey Senior High School to teach at Ruffin High School. He later taught and coached at various other schools and retired in 2001 while continuing to assist with coaching and volunteering; and

WHEREAS, Michael Burchell, was also an entrepreneur. In the early 1980s, to supplement his teaching salary, he co-founded B&B Garage Doors. His company existed for 43 years – he literally was on site for his final job three weeks before his passing. Michael Burchell loved his family and had a long history of giving back to his community and helping those in need. He found ways to provide for those in need and never wanted any credit. He often donated to various non-profits and volunteered his time for organizations like the American Red Cross; and

NOW THEREFORE BE IT RESOLVED that the Caswell County Board of Education wishes to honor the memory of Michael Burchell and expresses its sympathy to his 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 20th day of October 2025.

4. Back to Basics Contract

The Back to Basics Contract with Dr. Nicole McGhee was reviewed due to federal funding guidelines. It was agreed to fund this contract from local funds to avoid and federal funding violations. Interim Superintendent recommended using local funds for this contract. Vennie Beggarly moved, seconded by Joel Lillard, to approve using local funding for the Back to Basics contract. The motion carried unanimously and Dr. Nicole McGhee recused herself from the vote.

5. Budget Resolution

Finance Director Brook Underwood reviewed the budget resolution. This is what drives the budget amendments. Questions were asked regarding the wording to prevent money being moved without board approval. Finance Director Brook Underwood shared that the wording included in the current resolution reflects that no money can be moved from one-line item to another without board approval and budget amendments are submitted to the board for approval.

It was noted that no money should be moved from one-line item to another unless the board is made aware.

CASWELL COUNTY SCHOOLS
BUDGET RESOLUTION
2025-2026

BE IT RESOLVED by the Board of Education of the Caswell County Schools: Section 1. The following amounts are hereby appropriated for the operation of the school administrative unit in the Local Current Expense fund for the fiscal year beginning on July 1, 2025 and ending June 30, 2026

5100 Regular Instruction Services 340,500	
5200 Special Population Services	41,000
5300 Alternative Programs and Services	6,000
5400 School Leadership	50,250
5500 Co-Curricular Services – Athletics	280,000
5800 School Based Support Services	5,000
6100 Support & Development Services	4,000
6400 Technology Support	119,027
6500 Operational Support Services	1,935,382
6600 Financial & Personnel Services	400,000

6700 Accountability Services	650
6800 Student Support Services	2500
6900 Policy, Leadership & Public Relations Services	328,017
7100 Community Services	
7200 School Schools	
8100 Charter Schools	300,000
Total Local Current Expense Fund Appropriations	3,812,326

Section 2. The following revenues are estimated to be available to the Local Current Expense Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

Sales & Use Tax	40,000
County Appropriations	3,078,092
Fines & Forfeitures	70,000
Interest Earned	
Fund Balance Appropriated	624,234
Total Local Current Expense Fund Revenue	3,812,326

Section 3. The following amounts are hereby appropriated for the operation of the school administrative unit in the State Public School Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

5000 Instruction Services	17,699,580.01
6000 System-Wide Services	4,062,538
8000 Ancillary Services	45,000
Total State Public School Fund Appropriations	21,807,118.01

Section 4. The following revenues are estimated to be available to the State Public School Fund for the fiscal year beginning July 1, 2025 and June 30, 2026.

State Funds	21,271,951.77
Textbook Allocation	535,166.24
Total State Public School Fund	21,807,118.01

Section 5. The following amounts are hereby appropriated for the operation of the school administrative unit in the Federal Grants Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

5000 Regular Instruction Services	3,063.607.13
6000 Alternative Programs and Support Services	312,094
7000 School Bases Support Services	13,845
8000 Non Programed Charges	112,580
Total Federal Grant Fund Appropriations	3,502,126.13

Section 6. The following revenues are estimated to be available to the Federal Grant Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026

Total Federal Fund	3,502,126.13

Section 7. The following amounts are hereby appropriated for the operation of the schools' administrative unit in the Capital Outlay Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026

5110 Furniture & Equipment
5500 Co-Curricular Services – Band

6300 Admin Furniture	
6500 Operational Support Services	175,000
7200 Child Nutrition Equip	
9000 Capital Outlay	376,800
9100 Building Improvement	5,000
Total Capital Outlay Appropriations	556,800

Section 8. The following revenues are estimated to be available to the Capital Outlay Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

Local Funds – County Appropriation	400,000
Miscellaneous	67,500
Fund Balance Appropriated	89,300
Total Capital Outlay Revenue	556,800

Section 9. The following amounts are hereby appropriated for the operation of the schools' administrative unit in the Child Nutrition Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

7200 Nutrition Services	1,812,321
8100 Payments to Other Gov. Units _____	
Total Child Nutrition Fund Appropriations	1,812,321

Section 10. The following revenues are estimated to be available to the Child Nutrition Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

3250 Sales Tax Revenue	1,700
3811 USDA Grants	1,560,000
4311 Breakfast Sales	3,000
4314 Lunch Sales	60,000
4318 Supplemental Sales	60,000
4322 Catered Lunches	7,500
4910 Fund Balance Appropriated	75,121
4921 Transfer from SPSF	45,000
Total Child Nutrition Fund	1,812,321

Section 11. The following amounts are hereby appropriated for the operation of the schools' administrative unit in the Before & After School Care Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

7100 Community Services	65,366
Total Before & After School Care Fund Appropriations	65,366

Section 12. The following revenues are estimated to be available to the Before & After School Care Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

4210 Tuition & Fees	50,800
4450 Interest	500
4910 Fund Balance Appropriated	14,066
Total Before & After School Fund	65,366

Section 13. The following amounts are hereby appropriated for the operation of the schools' administrative unit in the Restricted Revenue Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

5000 Instructional Services	1,234,021
6000 System Wide Services	220,382
7000 Community Services	60,877
Total Grant Revenue Fund Appropriation	1,515,280

Section 14. The following revenues are estimated to be available to the Grant Revenue Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

3200.007 School Nurse Revenue	200,000
3200.413 NC Pre-K Revenue	250,000
3700.305 Medicaid Reimbursement	40,000
3700.306 Medicaid Fee for Service	174,309
3700.353 SFS Federal Grant	4,180
4210 Tuition	3,000
4880 Indirect Cost	270,000
4910.306 Medicaid Fund Balance	483,420
4910.413 Pre-k Fund Balance	90,371
Total Grant Revenue Fund	1,515,280

Section 15. All appropriations shall be paid first from revenues restricted as to use, and secondly from general unrestricted revenues.

Section 16. The Superintendent is hereby authorized to transfer appropriations within a fund under the following conditions:

A. He/she may transfer amounts between sub-functions and objects of expenditures within a function without limitations with a report to the Board of Education being required quarterly.

B. He/she may transfer amounts not to exceed $10,000 between functions of the same fund with a report on such transfers being required quarterly.

C. He/she may transfer amounts not to exceed $10,000 from any contingency appropriation within a fund with a report on such transfers being required quarterly.

Section 17. Copies of the Budget Resolution shall be immediately furnished to the Superintendent and Finance Officer for direction in carrying out their duties.

Budget Resolution
Adopted by the Caswell County Schools Board of Education
October 20,2025

6. Transportation Service Vehicle

Mr. Stokes shared that he was made aware late this afternoon of an opportunity from NC DPI to receive a free truck to replace the Chevy ¾ ton truck (#3003). Transportation was notified that it is now eligible for replacement and the deadline is October 31, 2025. The recommendation is to add the 4-wheel drive option at a cost of $2,571.00. This enhancement will provide better performance during inclement weather and improve year-round utility.

Upon discussion, questions were asked who would be driving this truck. Mr. Stokes shared the mechanics or the fuel driver. Per Alan Poteat, Maintenance Director, the mechanics have

to remove snow from school buses during inclement weather and the four-wheel drive would be of benefit. Discussion took place of adding the tool body to the truck. The recent addition of the tool body was $8,936.62 which was added to the maintenance trucks.

Upon no further discussion, Trudy Blackwell moved, seconded by Lisa Johnson-Knight, to approve to add the option of four-wheel drive to the vehicle in the amount of $2,571. The motion carried 5-2 with Lillard and Beggaring voting "No."

North Carolina Department of Public Instruction
2026 Service Truck Replacement
¾ Ton Ford Truck
4-Wheel Drive = $2,571.00

DPI will cover the cost of the base truck. The LEA is responsible for paying the difference in cost for options selected. Payment for these options will be due by date of delivery to the LEA.

Funding = Local ($2,571.00)

V. SUPERINTENDENT UPDATES

- Mr. Stokes shared the resolution with the Board of County Commissioners was recently approved. We can begin to send invoices for capital need repairs.
- Athletic Trainer Schedule was shared; however, it was noted that the board only approved for an athletic trainer to be paid to attend football and wrestling matches.

VI. ATTORNEYS REPORT

None.

VII. BOARD MEMBER COMMENTS

Board members shared information on events they recently attended.

Vennie Beggarly shared she has been approached regarding if listening tours will be held again this year.

Lisa Johnson-Knight shared that Mr. Stokes spoke at AME Church and she introduced him. It was well attended. She attended a women's conference, parade and homecoming at the high school and shared that the homecoming dance was well planned and well attended and noted the students were well behaved. She also volunteered at the Stoney Creek Fall Festival and had lunch with a former student from Oakwood at NL Dillard Middle School.

Nicole Smith shared she enjoyed the law conference in Asheville and shared input from superintendents that were involved in the flooding and the impact they experienced.

Joel Lillard also shared that the law conference was a great learning experience. He thanked all of our staff for the hard work and dedication that is being done to make improvements and noted it is very much appreciated.

Nicole McGhee shared she realizes all staff are working hard and thanks to everyone. She visited five of six schools and also attended her class reunion which met at the high school football game and shared it was a smooth transition from the principal and coach as well as the athletic director.

Trudy Blackwell shared that parents need to continue to contact the schools and be involved. It is nice to see everyone working together and to see where we were and to where we are now with the recent report card grades. Thanks to everyone in our schools for the work they are doing.

Mel Battle shared he recently attended an Inaugural Hall of Fame Banquet in Danville and shared it was created to recognize individuals who made an impact on the school system. The Child Nutrition Department catered the event. He shared that our current employee, Kelly McVay, was recognized as a member of the 1985 Girls' State Basketball Championship team which was the only state championship team in the school's history. She was celebrated for her role in that remarkable achievement.

Mr. Battle shared that this may be something for the board to think about doing in the future as this event was spearheaded by the Board of Education for Danville Public Schools. He also offered congratulations to the volleyball team who will be playing in the second round playoffs on Tuesday.

VIII. CLOSED SESSION

Nicole Smith 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. Trudy Blackwell seconded the motion. The motion carried unanimously.

IX. OPEN SESSION

Vennie Beggarly made a motion to return to open session. Nicole Smith seconded the motion. The motion carried unanimously.

X. PERSONNEL LISTING

Mr. Stokes recommended approval of the personnel listing as presented. Joel Lillard moved, seconded by Trudy Blackwell. The motion carried unanimously.

Mr. Stokes recommended approval of the additional personnel listing as presented. Lisa Johnson-Knight moved, seconded by Joel Lillard. The motion carried unanimously.

Resignations	
NL Dillard Middle School	Jessica Fulcher, School Nurse = Eff. 10/22/25
	Julie Williams, EC Teacher = Eff. 11/8/25
South Elementary	Kristin Fisher, Teacher Assistant = Eff. 10/3/25
Central Office	Marcy Barefoot, AIG Coordinator = Eff. 11/4/25
Retirement	
Child Nutrition	James Fowler, School Nutrition & Warehouse Driver = Eff. 2/1/26
Employment	
Oakwood Elementary	Chrystyna Edwards, EC Teacher Asst. = Eff. 10/21/25 Pay Scale 56 / Step 1 (11 month employee)

NL Dillard Middle	Charles Clendinen, 7th Grade Math Teacher = Eff. 11/20/25
Substitutes	
	Megan Bridges
	Dalia Mouawad
	Sherese Jones
Bus Drivers	
	Jonathon Barnes – Full Time Driver (no benefits)
	Kelley Dickerson – Driver w/ benefits
	Mardgie Henderson – Driver w/ benefits
	James Motley – Driver w/ benefits
	Rosa Pressley – Driver w/ benefits
	Jane Watlington – Driver w/ benefits
Termination	
Bartlett Yancey Sr. High School	Paul Diggs, Substitute / Asst. Basketball Coach = Effective 10/16/25

Superintendent Search
Joel Lillard moved, seconded by Nicole Smith, to approve the superintendent search timeline as presented. The motion carried 6-1 with Blackwell voting "No."

Advertising / Posting = October 24, 2025
Deadline for applications = December 7, 2025
Review Applications = January 13, 2026 (time TBD)
Select Candidates to Interview = January 26, 2026
Schedule Interviews = February 2026
Starting Date = July 1, 2026 (date could be subject to change)

Interim Superintendent Contract Extension (30 days)
Trudy Blackwell moved, seconded by Nicole McGhee, to extend the contract for the Interim Superintendent to January 8, 2026. The motion carried unanimously.

Vennie Beggarly asked if Interim Superintendent Lance Stokes can check with schools to see if anyone has submitted posters or videos and if so, consider inviting them to attend the NCSBA Annual Conference. Mr. Stokes will check into this; however, there is a $60 fee.

XI. ADJOURN

Joel Lillard moved to adjourn the meeting at 9:20 p.m., Nicole Smith seconded the motion and it carried unanimously. The motion carried unanimously.

The next regular meeting of the Board of Education will be held on November 17, 2025 at 5:30 p.m. in the Caswell County Schools Administration Building.

_____ _____

Mel O. Battle Lance Stokes

Chairman Interim Superintendent