

## **CASWELL COUNTY BOARD OF EDUCATION MINUTES**

**March 11, 2019**

The Caswell County Board of Education met in regular session on Monday, February 25, 2019, at 6:30 p.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chair Donna Hudson, Mel Battle, Ross Gwynn, Vennie Beggarly, Wayne Owen, and Tracy Stanley. Others present include Superintendent Dr. Sandra Carter, Nicole McGhee, Andrew Tyrrell, Amy Chandler, Emily Buchanan, Rodney Jackson, Angela Webb, Medina Jones, Mark Hughes, Justin Guy, Alex Jones, Cameron Holman, Malachi Gwynn, Demantez Branch, Ricky Lipscomb, Miles Jefferson, Chase Totten, Malik Short, Trevares Womack, Christian Gwynn, Jacob Scales, Marcellus Abbott, Renee Henry Guy, Jeffrey Guy, Jr., Rick Hill, Barbara Buchanan, Jane Sartin, Carol Boaz, Lisa Lassiter, JoAnna Gwynn, Nelson Showalter, Anthony Leak, Doris Carver, and Katrina Madden. 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 and a moment of silence was observed followed by the Pledge of Allegiance.

### **I. B. APPROVAL OF MINUTES**

Mel Battle moved, seconded by Tracy Stanley, to approve the minutes of the February 25, 2019 regular meeting and February 25, 2019 work session minutes as presented. The motion carried unanimously.

### **I. C. APPROVAL OF AGENDA**

Dr. Carter recommended approval of agenda as presented. Mel Battle moved, seconded by Wayne Owen to approve the agenda as presented. The motion carried unanimously.

### **I. D. ANNOUNCEMENTS**

Wrestling Coach Rick Hill was introduced by Superintendent Dr. Sandra Carter. Mr. Hill recognized the wrestling team for an overall good season. Mr. Hill also recognized and congratulated wrestler Justin Guy who placed as first runner up. This is the first wrestling student from Bartlett Yancey High School to ever place this high in the state.

Dr. Carter recognized the Bartlett Yancey High School Boys Basketball team for being conference champs. Coach Mark Hughes introduced players on the team and congratulations were extended.

### **I. E. PUBLIC COMMENTS**

None at this time.

## **II. UNFINISHED BUSINESS**

None at this time.

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## III. NEW BUSINESS

### 1. Consent Agenda

- Requests for Transfer
- Budget Amendment # 15

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

#### Requests for Transfer (2019-2020)

Scruggs, Emmary Grace (Student was homeschooled)	Oakwood	to	South	K (2018-19 school year)
Yarbrough, Kayden	Caswell	to	Person	K (2019-20 school year)

### Budget Amendment # 15

CASWELL COUNTY SCHOOLS										BUDGET AMENDMENT # 15	
Caswell County Board of Education made the following resolution:											
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2019.											
#	Account Code							Description		Debit	Credit
1	1	3100	000	000	000	000	00	Allocations from State Public School Fund			1,322.00
	1	5110	003	162	000	000	00	Sub Pay		1,228.00	
	1	5110	003	211	000	000	00	Employer Social Security		94.00	
2	1	3100	000	000	000	000	00	Allocations from State Public School Technology Fund			225.00
	1	5110	015	411	000	000	00	Technology Supplies		225.00	
3	1	3100	000	000	000	000	00	Allocations from State Public School Fund		6,991.00	
	1	5110	001	121	000	000	00	Salary-Teacher			5,044.00
	1	5110	001	211	000	000	00	Employer Social Security			386.00
	1	5110	001	221	000	000	00	Employer Retirement			951.00
	1	5110	001	231	000	000	00	Employer Hospitalization			610.00
										8,538.00	8,538.00
Justification(s):											
1	Allotment Revision #33 - Sub Pay October-December 2018.										
2	Allotment Revision #33 - School Technology Fund Interest Aug-Sept 2018.										
3	Allotment Revision #36 - NCVPS Sureup.										
Funding Source: State											
Total appropriation in current budget:										\$ 20,707,520	
Amount of increase/(decrease) of amendment:										(5,444)	
Total appropriation in amended budget:										\$ 20,702,076	

### 2. 2019-2020 Proposed Calendar

Dr. Carter reviewed the proposed calendar and shared information on how the committee worked together on the draft calendar. Everyone was in agreement with hopes it will be approved. Dr. Carter noted that the elementary and middle school grade levels plan to continue with the extended time in the morning which will build in time in the event of inclement weather. Mel Battle questioned if the General Assembly approves leeway in the calendar to allow flexibility he would like to review the calendar at that point. Dr. Carter shared it would be wonderful if the General Assembly would take this into consideration.

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Upon no further comments, Dr. Carter recommended approval of the 2019-20 school calendar as presented. Ross Gwynn moved, seconded by Donna Hudson to approve the 2019-20 school calendar as presented. The motion carried unanimously.

180 Instructional Days

Caswell County Schools

Calendar Planning Committee

2019-2020

DRAFT Info:

Committee Meeting 2/28/19

School Site:

DRAFT

July 2019

4-Jul

Independence Day Holiday  
(12 month Employees)

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	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2020

S	M	T	W	TH	F	S
		1	2	OVD		4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	RWD	SanGDay	23	24	25
26	27	28	29	30	31	

New Year's Holiday

1-Jan

Annual Leave Day

2-Jan

Optional Teacher Workday

3-Jan

MLK Holiday

20-Jan

Day 89 End of Semester 1

17-Jan

Required Teacher Workday

21-Jan

Semester 2 Day 1

22-Jan

August 2019

16-Aug

Optional Teacher Workday

8/19-8/23

Required Teacher Workdays

26-Aug

Day 1 for Students

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	OVD	17
18	RWD	RWD	RWD	RWD	RWD	24
25	Day 1	27	28	29	30	31

February 2020

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	ER	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	OVD	29

Early Release for Students

12-Feb

Optional Teacher Workday

28-Feb

September 2019

2-Sep

Labor Day Holiday

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	19	20	21
22	23	24	25	26	27	28
29	30					

March 2020

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	19	20	21
22	23	24	RWD	26	27	28
29	30	31				

End of Grading Period

24-Mar

Required Teacher Workday

25-Mar

October 2019

2-Oct

Early Release for Students

28-Oct

End of Grading Period

S	M	T	W	TH	F	S
		1	ER	3	4	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		

April 2020

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
19	20	21	22	23	24	25
26	27	28	29	30		

Good Friday Holiday

10-Apr

Annual Leave Days /

4/13-4/17

Spring Break

November 2019

1-Nov

Optional Teacher Workday

11-Nov

Veterans Day Holiday

27-Nov

Optional Teacher Workday

11/28,29

Thanksgiving Holidays

S	M	T	W	TH	F	S
					OVD	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	OVD	28	29	30

May 2020

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	ER	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Early Release for Students

13-May

Memorial Day Holiday

25-May

December 2019

11-Dec

Early Release for Students

23-Dec

Annual Leave Day

12/27-12/3

Annual Leave Days

12/24-26

Christmas Holidays

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	ER	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2020

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

BYHS Graduation

6-Jun

Last Day for Students /

9-Jun

End of Grading Period

Required Teacher Workday

10-Jun

Optional Teacher Workday

11-Jun

Inclement Weather Plan

Holiday

Annual Leave Day

Optional Teacher Workday

Required Teacher Workday

Early Release Day for Students

End of Grading Period

# Days

11	H
10	AL
14	OVD
Total	RWD
	ER
	★

Student Day 1, Sem 2, Day 180


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3. College of Education Invoice

Dr. Carter shared information regarding the UNCG program and shared that the program was offered at a reduced rate. Positive support was received from the teachers. This is the last year the grant can be used towards this cost.

Donna Hudson questioned if we have received feedback from the principals regarding this program and mentors. Personnel Director shared that we are paying for a lead mentor at each school. The Principals also assign a buddy to beginning teachers as well as a lead mentor to work with them. Mrs. Hudson questioned if the principals are seeing more positive feedback. Mrs. McGhee shared that they are very supportive and feel like they have received more instructional support in the classroom.

Wayne Owen questioned if the actual teachers have been surveyed. Mrs. McGhee shared that a survey is sent out and feedback provided but it is not just for Caswell. Mrs. McGhee shared she plans to send a survey out for feedback as well as to include working conditions. Mr. Owen shared he felt it is important to hear back from the actual teachers involved and to see how beneficial it has been to them. Dr. Carter shared that during the QAI visits; teachers have indicated it has been positive.

Upon no further comments or questions, Dr. Carter recommended approval of the College of Education invoice in the amount of \$33,000 as presented. Mel Battle moved, seconded by Tracy Stanley to approve invoice from College of Education in the amount of \$33,000 as presented. The motion carried unanimously.

Funding: Federal (Rural & Low Income) / 3.5110.109.311.000.000.0

4. Resolution

Chair Gladys Garland read aloud the resolution for Evelyn Farmer Hooper Walker. Donna Hudson moved, seconded by Wayne Owen to approve the resolution for Evelyn Farmer Hooper Walker as presented. The motion carried unanimously.

*Resolution in Memorial and Appreciation  
Of the Life of  
Evelyn Farmer Hooper Walker*

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**WHEREAS**, Evelyn Farmer Hooper Walker was born on August 12, 1915, and resided (due to several years of declining health) at Roxboro Healthcare and Rehabilitation Center, at the time of her death on February 17, 2019, and

**WHEREAS**, Evelyn Walker, was a faithful and loving wife, mother, grandmother, great grandmother, sister, and friend and her family's welfare was her major and constant concern; and

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**WHEREAS**, Evelyn Walker was a graduate of Bartlett Yancey High School and Appalachian State University. Evelyn Walker was a member of Roxboro Baptist Church, where she was the oldest member. Evelyn Walker was also a former member of Friends of the Library and Roxboro Garden Club; and

**WHEREAS**, Evelyn Walker was a teacher in Caswell County Schools for 30 years. She touched the lives of many students who still cherish her today. She 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 Evelyn Walker 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 11<sup>th</sup> day of March 2019.

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Gladys Garland, Chairman

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Donna R. Hudson, Vice Chairman

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Mel O. Battle

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Vennie Beggarly

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Ross Gwynn, Jr.

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Wayne Owen

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Tracy P. Stanley

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Dr. Sandra Carter, Superintendent

### 5. Proposed Reading Summer Camp 2019

Carol Boaz shared tentative dates and information on the Summer Reading Camp for 2019. As of now she does not have definite numbers but this will serve as a tentative outline.

No action was taken as information was shared to the Board for informational purposes only.

- North (will serve North & Stoney Creek)
- Oakwood (will serve Oakwood & South)
- Grades 1, 2, and 3
- Approximately 280 students (360 are eligible)
- Student Days: Monday - Thursday (July 8 - Aug. 1) / 16 days
- Student arrival: 8:00-8:15 / Dismissal: 2:15
- Teacher workdays for Data Analysis & Program training= June 11-12
  - Setup for preparation = Tuesday, July 2
  - Work Day/Tentative Testing Makeup Day = Monday, August 5
- Tentative 3<sup>rd</sup> grade test date = Thursday, Aug. 1
- Daily rate of pay for teachers as a tutor at the 2018-19 daily rate.

### 6. Bartlett Yancey High School Course Description Booklet 2019-20



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Emily Buchanan shared an updated course manual booklet with the board noting one change from the original packet that was shared. Mrs. Buchanan shared this booklet was a result of collaboration of Lisa Lassiter, JoAnna Gwynn, Jane Sartin and herself. She also noted support was given from Mr. Rodney Jackson, Dean of PCC – Caswell Campus, Dr. Barbara Buchanan, Vice President of Instruction/Chief Academic Officer, Dr. Doris Carver, Vice President of Continuing Education, Ms. Angela Webb, Dean of Workforce Development, and Katrina Madden, Post-Secondary Transition/Career Coach – Caswell Campus. Mrs. Buchanan also acknowledged Medina Jones and David Useche for their support as well.

Mrs. Buchanan shared an informative PowerPoint presentation that included facts and data of how the decisions are made and answered questions from the board following the presentation.

Proposed changes for the 2019-2020 Bartlett Yancey High School (BYHS) Course Description Booklet include:

### Program Removals:

- Woodworking
- Marketing/Sports & Entertainment Marketing

### Course Additions:

- Music Production (BYHS Gen. Edu. Elective)
- Computer Programming (CTE Course)
- Advanced Manufacturing (CTE Course)
- Agribusiness (PCC Pathway)
- Certified Logistics Technician (PCC Pathway, Continuing Education Program)

Upon review and discussion, Dr. Carter thanked Mrs. Buchanan for her hard work and recommended approval of the 2019-2020 Bartlett Yancey High School (BYHS) Course Description Catalog as presented. Tracy Stanley moved, seconded by Ross Gwynn to approve the BYHS 2019-20 Course Description Catalog as presented. The motion carried unanimously.

## 7. 2019-2020 Budget Request to County Commissioners

Dr. Carter shared information on the changes that were made to the 2019-2020 draft budget as reviewed in February 25<sup>th</sup> work session. Detailed information is included for capital outlay requests, use of fund balance, and loss of funding on Caswell County Civic Center.

Upon no further questions, Dr. Carter recommended approval of the 2019-2020 budget request to the Board of Commissioners as presented. Donna Hudson moved, seconded

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by Vennie Beggarly to approve the 2019-2020 budget request as presented. The motion carried unanimously.

## Personnel Request = \$420,000 (\$55,000 for 2018-19)

Requesting funding for teacher supplements to be reinstated in the amount of \$300,000. For FY 2018-2019, the Board of Education voted to fund the \$300,000 for teacher supplements from fund balance. The availability of funding to allow the supplements was primarily due to vacancies within our Exceptional Children's department. As we look to the future, it is not in the best interest, financially, to continue to utilize fund balance for ongoing operational needs. Fund Balance is intended to be a reserve for when emergencies arise.

Funding is requested for two significantly needed district School Social Workers at approximately \$120,000 (includes benefits). Since inception of our first School Social Worker in 2017 along with additional programs for at-risk students, the dropout rate for Caswell County Schools has decreased from 1.88% to 1.28%, which is less than the NC average of 2.31%. The graduation rate for Caswell County Schools has also increased 8.2 points from 76.1% to 84.3%. While this is slightly shy of the NC average of 86.3%, the significant increase from 2017 to 2018 proves the impact social workers are having in our schools.

A grant received for the second School Social Worker is only for one year and will expire in June 30, 2019.

## Capital Outlay Request = \$555,000

Items needed include:

- New Activity Bus \$90,000
- Roof Replacements-district wide \$230,000  
(Roof replacement = Maintenance Shop & repairs at Oakwood & Page Gym)
- HVAC/Electrical Repairs/Upgrades \$40,000
- School Repairs/Weatherization \$115,000
- School Grounds-Landscaping,Paving, etc. \$80,000

## Summary of Requested Budgetary Needs for Caswell County Schools:

Budget Request	Amount Allocated for 2018-19 SY	Increase	Amount Requested for 2019-20 SY
Local Operating Budget Request	\$2,600,000	\$100,000	\$2,700,000
Personnel Request	55,000	365,000	420,000
Capital Outlay Fund Request	465,000	90,000	555,000
Total Budget Request	\$3,120,000	\$555,000	\$3,675,000

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## General Information / Fund Balances – Current Status

Information was shared as follows:

<b>Fund Balances – Current Status</b>	<b>Amount</b>
Unrestricted General Fund Balance	\$2,276,497*
Restricted General Fund Balance	463,372
Capital Outlay Fund Balance	269,766
<b>Total</b>	<b>\$3,009,635</b>

\*As a rule of thumb, Caswell County Schools tries to reach a fund balance equal to three months of operating expenses. One month operating expense (based on months in which all staff are employed) totals \$2,200,000. Therefore, three months equates to \$6,600,000. The current unrestricted General Fund Balance for Caswell County Schools is \$2,276,497, slightly above one month of operating expenses.

<b>Code</b>	<b>County Appropriation Desc.</b>	<b>Requested Amount</b>
5000	Instructional Services	\$135,000
6100	Support & Development Services (Curriculum)	98,000
6500	Operational Support Services (Utilities, Maintenance, etc.)	1,693,000
6600	Financial & Human Resource Services	327,000
6900	Student Services	207,000
7100	Community Services (Civic Center Loss)	30,000
8100	Payments to Other Governmental Units (Charter Schools)	210,000
	<b>Total:</b>	<b>\$2,700,000</b>

*Note: The Civic Center is rented out to earn income to offset some of the cost associated with operations. However, the rental income does not completely cover the operating costs. Utility expenses, for example, continue regardless of whether the building is rented or not. There are also instructional classes being held in the Civic Center, which is utilizing the space, but not recovering income. Due to upcoming construction at Bartlett Yancey High School and the need to relocate classrooms and offices, the future use of the Civic Center may limit rental income during this time.*

## IV. REPORTS/UPDATES

None at this time.

## V. SUPERINTENDENT UPDATES

Dr. Carter shared the following:

- Work Session scheduled for March 25, 2019 at 3:30 p.m. – 5:30 p.m.
- Update on Board of Commissioners meeting on March 8, 2019. Dr. Carter shared that the Memorandum of Agreement is back on the table and the commissioners



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unanimously approved to use the original agreement without any changes. Dr. Carter shared she spoke with County Manager Bryan Miller and his suggestion was to submit in writing what the Board of Education would like as far as the sales tax. Discussion took place regarding the recent events. Mel Battle stated he felt that we need to sign the agreement and move on. He shared concerns with the sales tax noting that the grant was written by and for the school system and felt that portion of sales tax money should go to Caswell County Schools. Wayne Owen shared similar sentiments and also shared that both boards want to be good stewards of taxpayer money and expressed concerns with hiring a project manager and a project monitor to do the same job; however, he agreed with Mel Battle that as of now it does not appear that the Board of Education has a choice if we want to move forward with the project. Donna Hudson shared that she felt the board has tried to negotiate and as Mr. Owen and Mr. Battle have both shared, this has gotten us nowhere. Mrs. Hudson shared, in her opinion, she does not feel the commissioners are going to negotiate anymore and we need to move forward. Tracy Stanley expressed concerns that this is no longer about our students and more about control and shared that our students will be the ones who suffer. Mel Battle expressed concerns with the comments, referenced in the Board of Commissioners minutes of March 8, 2019, of what we can and cannot build and would like confirmation on that subject. Gladys Garland also shared concerns with wording for the payoff of N.L. Dillard Middle School. Dr. Carter received an email with the original Memorandum of Agreement and a copy was shared with board members to compare. Donna Hudson asked Finance Director Amy Chandler to find out the information regarding payment of N.L. Dillard and what the current status is. Chairman Garland shared a called meeting will take place once the board members have had a chance to review.

- Dr. Carter shared information on recent visit from Dr. Brent Cooper, Accountability Department, Department of Public Instruction, who visited N.L. Dillard. He was impressed with what he saw regarding the testing and screening. He also noted the cleanliness of the school and the overall good environment. On February 27, a representative from Cardinal Innovations visited North Elementary and the outcome was very positive.

### **VI. CLOSED SESSION**

Ross Gwynn 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 at 10:17 a.m. Mel Battle seconded the motion. The motion carried unanimously.

### **VII. OPEN SESSION**

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Donna Hudson made a motion to return to open session at 11:15 a.m. Wayne Owen seconded the motion. The motion carried unanimously.

### VIII. PERSONNEL LISTING

Dr. Carter recommended termination of bus driver James Martin. Donna Hudson moved, seconded by Tracy Stanley to approve termination of James Martin. The motion carried unanimously.

Dr. Carter recommended approval of the personnel listing as presented.

Wayne Owen expressed concerns with approvals prior to positive background checks. Dr. Carter amended her recommendation to include approval of the personnel listing as presented pending clearance of positive background checks. Tracy Stanley moved, seconded by Vennie Beggarly to approve personnel listing as presented. The motion carried unanimously.

<b>Resignation</b>	
<b>Central Office</b>	Susan Perdue, Office Support Elem. Curr. = Eff. 2/27/19
<b>Transfer</b>	
<b>Central Office / Finance</b>	Ann Paschal, Office Support III Transportation = Eff. - TBD
<b>Employment</b>	
<b>Central Office/School Psychologist</b>	Joseph Bunch, School Psychologist = Eff. = TBD
<b>Stoney Creek Elementary</b>	Tiffany Hicks, Temporary 4 <sup>th</sup> grade teacher = Eff. 3/12/19 - 6/13/19
<b>Substitutes</b>	
	Beverly Campbell, Sub. Teacher & Bus Driver = Eff. 3/12/19
	Ocie Henderson, Bus Aide Sub. = Eff. 3/12/19
	Margie Simpson, Sub. Bus Driver = Eff. 3/12/19

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## **IX. COMMUNICATIONS**

- Lunch at N.L. Dillard Middle School and recognition of girls basketball team

## **X. BOARD MEMBER OBSERVATIONS**

- Special Called meeting to review Memorandum of Agreement on Wednesday, March 13, 2019 @ 11:30 a.m.

## **XI. ADJOURN**

Ross Gwynn made a motion to adjourn the meeting at 11:34 a.m., Tracy Stanley seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on March 25, 2019 at 6:30 p.m. in the Caswell County Schools Administration Building.

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Gladys Garland  
Chairman

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Dr. Sandra Carter  
Superintendent