

**REGULAR BOARD MINUTES
BOARD OF TRUSTEES
FLORENCE COUNTY SCHOOL DISTRICT NO. TWO
DISTRICT OFFICE
August 24, 2015
7:00 p.m.**

A regular meeting of the Board of Trustees of Florence County School District No. Two was held in the District Administrative Office of Florence County School District No. Two on Monday, August 24, 2015.

Those present: **Mr. Raleigh O. Ward, Jr.**
 Mr. Thadis D. Calcutt, Jr.
 Mrs. Angela P. Keith
 Mrs. Mona Lisa M. Andrews
 Mr. Bradford C. Poston
 Mrs. Elleveen T. Poston

Absent: **Mr. Johnny R. Jenkins**

In accordance with the South Carolina Code of Laws, 1976, Section 30-4-89 (d), as amended, local news media and public were notified of the time, date, place, and agenda of the meeting.

Call to Order

Mr. Raleigh O. Ward, Jr. called the meeting to order at 7:00 p.m. by welcoming the visitors and staff. Mrs. Angela P. Keith served as secretary.

Recognition of Visitors

The Board recognized **Ms. Brenda Bennett** as the 2015-2016 Classified Employee of the Year. She was presented with a certificate of recognition. Ms. Bennett was also presented with a plaque during the Opening Day In-service held on August 10, 2015, at Hannah-Pamplico Elementary/Middle School. Ms. Bennett is the Cafeteria Manager at Hannah-Pamplico High School.

The Board recognized **Mrs. Caroline Greenwood** as the 2015-2016 Teacher of the Year. She was presented with a certificate of recognition. A plaque was also presented to Mrs. Greenwood during the Opening Day In-service held on August 10, 2015, at Hannah-Pamplico Elementary/Middle School. Mrs. Greenwood is a Kindergarten Teacher at Hannah-Pamplico Elementary/Middle School. She will represent the district on the state level for the 2015-2016 State Teacher of the Year.

After thanking parents and administration, **Major Eric Brown**, along with **Sergeant Stomy Gillens**, presented certificates to the following students for their participation in the JROTC Cadet Leadership Challenge: **Cadets Dustin Gregory, Monique Barr, Latson Singletary, Nathan Tanner, Jasmine Adams, Brian Nixon, Luis Mendoza, Sammy Elvington, Krystal**

Lawrence and Randall Cox. Major Brown thanked the Cadets for doing great things this summer and throughout the school year. Mr. Neal Vincent expressed his appreciation to the parents for being at the Board Meeting to see their cadet honored.

Minutes

A motion was made by Mr. Thadis D. Calcutt and seconded by Mrs. Elleveen T. Poston to accept the July 27, 2015 minutes as written. The motion carried unanimously.

Communication to the Board

None presented

Report of the Superintendent

Mr. Neal Vincent stated that the 2015-2016 student enrollment is 1,138 as compared to 1,182 in 2014-2015. The enrollment is down by 44.

Mr. Vincent stated that he requested Dr. Kathleen Allen, Professor at Furman University and former Director of Guidance at Dorman High School, to conduct an external review of Florence School District Two's Guidance Services and to provide recommendations. Dr. Allen had many great things to say about our Guidance and Student Services Department. A copy of the review and list of recommendations is on file in the Office of the Superintendent.

Dr. Debra Bishop, formerly of Spartanburg School District 6, conducted an external review of Florence School District Two's ELA curriculum and provided recommendations. A copy of that review is on file in the Office of the Superintendent.

Mr. Vincent informed the Board that several trees were cut down around the high school. The trees were too close to the building and creating a roofing issue. In addition, several trees were shaped up around the tennis courts.

Mr. Vincent stated that the district is implementing a new program called ParentLink. It is a program to send important messages to parents by phone, text, or email about any upcoming events. Several parents have reached out to the schools with positive feedback.

Mrs. Tracey Coward, Finance Director, provided a Finance Update. She stated that we paid as much as we could at the end of June so we would not have to accrue as much. Most claims have come in and we are waiting on claims for Title I.

Mr. Raleigh O. Ward, Jr. asked about the status of the audit. Mrs. Coward stated that she has spoken with both Catherine Holt and Jack Holt and supplied requested information. Mr. Vincent has also reached out to Mr. Holt and is being proactive in getting this audit started.

Mr. Vincent asked Dr. David L. Eubanks, retired superintendent and school finance consultant, to present his findings from an external finance review for Florence County School District Two. Dr. Eubanks presented his observations and recommendations to the Board. After reviewing his findings, he asked for any questions or comments from the Board. Mr. Raleigh O. Ward stated that he appreciated his comments and recommendations. Mrs. Elleveen T. Poston said that the report was great. Dr. Eubanks said this is proof that Florence School District Two is doing well but what can we do to get better. A copy of the review and list of recommendations is on file in the Office of the Superintendent.

Old Business

Policy BBB Board Elections - Mr. Neal Vincent presented two drafts as requested by the Board. He stated that Draft A is if the Board chooses to let the Florence County Election Commission handle the elections and Draft B is if the Board maintains the election as it is and remove the text about the Annual Citizens meeting to Policy BD - Annual. Mr. Raleigh O. Ward stated that we need the community's input to see how we want to proceed. Mrs. Mona Lisa M. Andrews said that recourse should be included in the election policy if the election is challenged. Mr. Ward stated that we need to get all policies developed to present to the local delegation. Mr. Thadis D. Calcutt asked if we choose to use the Election Commission, where would the money come from. Mr. Vincent stated that the cost can be absorbed from other areas that come in under budget. Mr. Elleveen T. Poston asked if there is an option to have an absentee ballot if we stay with the system we use now. Mr. Charles Hyman stated that if we choose to use an absentee ballot, that it needs to be defined clearly, such as, when it will open, close, and etc. Mrs. Angela P. Keith stated that the Board represents the citizens and we need to find out if they want the election changed or are if they are satisfied with the way the election is held now. Mr. Ward commented that everything will have to be considered.

Policy BID Board Compensation & Expense - Mrs. Elleveen T. Poston made a motion to approve the second reading of Policy BID Board Compensation & Expense to a per meeting basis instead of a monthly basis. Mrs. Mona Lisa M. Andrews seconded the motion. The motion carried unanimously.

Policy BEDB Board Agenda - Mrs. Elleveen T. Poston asked if we decided how long the public can speak during public participation. Mr. Neal Vincent replied that a separate policy addresses public participation. In addition, this policy requires anyone that wishes to speak at a Board Meeting to notify Florence School District Two to be put on the agenda. The proposed agenda order was modified to allow consent items, including the agenda, to be approved before public participation. A motion was made by Mr. Bradford C. Poston to approve the second reading of Policy BEDB Board Agenda. Mr. Thadis D. Calcutt seconded the motion. The motion carried 5-0, with one member abstaining.

New Business

SCDE Digital Device Pilot Proviso for FY 2015-2016 - Mr. Neal Vincent asked the Board to approve a Technology/Device Pilot Implementation Plan requesting a total of \$968,911 from the SC Department of Education (SCDE). If approved by the SCDE, this plan would provide middle and high school students with laptops and teachers with professional development opportunities. Students will use software for writing, communication, animating, movies, and presentations. Mr. Thadis D. Calcutt made a motion to approve this proposal and Mr. Bradford C. Poston seconded the motion. The motion carried unanimously.

Textbook Adoption - Mr. Neal Vincent stated that he would like the Board to approve a recommended textbook for IBA 1. Mr. Raleigh O. Ward made a motion to approve this textbook and Mr. Bradford Poston seconded the motion. The motion carried unanimously.

Title II Plan - Mr. Charles Hyman stated that he would like the Board to give permission for Mr. Neal Vincent to apply for the 2015-2016 Title II Plan in the amount of \$62,321.09. Mr. Thadis D. Calcutt asked if this was federal money. Mr. Hyman replied that this is a federal grant. Further, Title II has strict rules on how to use this money. Approved funding allows the district to pay for a teacher and the remaining funds help teachers pay for professional development, such as the Praxis test. Mr. Raleigh O. Ward made a motion to approve the Title II Plan and Mrs. Elleveen T. Poston seconded the motion. The motion carried unanimously.

Bus Driver Pay Scale - Mr. Neal Vincent stated that the district is currently trying to attract bus drivers to Florence School District Two. In addition, he stated that we need to recruit drivers that want to drive buses only. Mr. Vincent stated that he is requesting action tonight to recruit three drivers. Mrs. Mona Lisa M. Andrews asked if the three new drivers would come in at Step 1. Mr. Vincent replied that first-year drivers will start at \$11.00/hour. Mrs. Andrews asked about how many hours per week would the new drivers work. Mr. Vincent replied that they would work approximately three hours per day. Mrs. Angela P. Keith asked if the current drivers will use this new pay scale. Mr. Charles Hyman replied that we want to be considerate and try to make amends for the ones who have been driving a long time. Mr. Bradford C. Poston asked if the money for the raise for the bus drivers is all we need or do we need more. Mr. Vincent stated that with the current request, we can stay close to budget. Mr. Raleigh O. Ward made a motion to approve the Recommendation and Mr. Thadis D. Calcutt seconded the motion. The motion carried unanimously.

Duke Easement Request - Mr. Charles Hyman stated that we currently own the property on Hickory Street where the Early Childhood Center is located. Duke Energy wants to do a continuation of a line. He said that it will not affect us but we have to give Duke the approval for the work. This upgrade will make service better for that area of town. Mr. Raleigh O. Ward, Jr. made a motion to grant the Line of Easement. Mrs. Elleveen T. Poston seconded the motion. The motion carried unanimously.

Policy DB Annual Budget - Mr. Neal Vincent recommended to the Board that they should consider removing the adoption of the annual budget from Policy BBB Board Membership and update Policy DB Annual Budget. He stated that the Board could approve a budget without a Citizens' Meeting if policy changes were approved by the Board; submitted to the local delegation for consideration; and if the local delegation filed a successful bill changing the local law requiring the Citizens' Meeting. In addition, he stated this is an opportunity to look at what the budget process would look like without the current Citizens' Meeting. Mr. Raleigh O. Ward, Jr. asked the Board to read and study this which was presented for review.

Policy DKA Payroll Procedures/Schedules - Mr. Neal Vincent recommended setting payroll at twice a month instead of once a month. Mr. Charles Hyman said that he polled the majority of the staff and they were all in favor of this revision. Mr. Vincent said the revision would begin on September 1, 2015 with 24 payments per year. Mr. Vincent also stated that this revision could eliminate advancement for new employees since they get paid earlier. Mrs. Angela P. Keith made a motion to approve the revision to start a bimonthly payroll beginning September 1, 2015. Mrs. Mona Lisa M. Andrews seconded the motion. The motion carried unanimously.

Policy JICA Student Dress Code - Mr. Neal Vincent informed the Board that this policy has not been updated since 1998 and that currently there are no known dress code issues creating major disruption. Mr. Vincent suggested that we continue with the current policy. Mr. Raleigh O. Ward, Jr. added that if administrators have problems, they can enforce what they feel is needed within the current policy.

At 8:45 p.m. Mrs. Elleveen T. Poston made a motion to go into **Executive Session** to discuss Contractual and Personnel Matters. Mr. Bradford C. Poston seconded the motion. The motion carried unanimously.

At 9:10 p.m., Mr. Thadis D. Calcutt made the motion to come out of **Executive Session**. Mrs. Angela P. Keith seconded the motion. The motion carried unanimously.

At 9:12 p.m., Mr. Bradford C. Poston made a motion to approve the **Personnel Sheet**. Mr. Thadis D. Calcutt seconded the motion. The motion carried unanimously.

Adjournment

At 9:15 p.m., Mr. Bradford C. Poston made the motion to adjourn. The motion was seconded by Mr. Thadis D. Calcutt. The motion carried unanimously.

There being no further business to discuss, on motion duly made and seconded, the meeting adjourned at 9:15 p.m.

Mr. Raleigh O. Ward, Jr.
Board Chairman

Mrs. Angela P. Keith
Secretary