

**REGULAR BOARD MINUTES  
BOARD OF TRUSTEES  
FLORENCE COUNTY SCHOOL DISTRICT NO. TWO  
HANNAH-PAMPLICO HIGH SCHOOL**

**February 24, 2014**

**7:00 p.m.**

A regular meeting of the Board of Trustees of Florence County School District No. Two was held in the Media Center at Hannah-Pamplico High School of Florence County School District No. Two on Monday, February 24, 2014.

**Those present:**        **Mr. Raleigh O. Ward, Jr.**  
                              **Dr. W. L. Coleman**  
                              **Mr. Johnny R. Jenkins**  
                              **Mrs. Mona Lisa M. Andrews**  
                              **Mr. Thadis D. Calcutt, Jr.**  
                              **Mrs. Angela P. Keith**

**Absent:**                **Mrs. Elleveen T. Poston**

**Call to Order**

Mr. Raleigh O. Ward, Jr., called the meeting to order at 7:00 p.m. by welcoming the visitors. Mr. Johnny R. Jenkins, served as secretary.

**Recognition of Visitors**

No special recognitions.

**Minutes**

A motion was made by Mr. Johnny R. Jenkins and seconded by Dr. W. L. Coleman to accept the January 27, 2014, minutes as written. The motion carried 6-0.

**Communication to the Board**

First, Mr. Sullivan apologized to the Board for the audit being late. The **2012-2013 Financial Audit** was presented by Mr. Jack Holt, Holt & Holt Certified Public Accountants, LLC. After Mr. Holt's presentation, a motion was made by Mr. Thadis D. Calcutt, Jr., and seconded by Mrs. Angela P. Keith, to approve the 2012-2013 Financial Audit. The motion carried 6-0.

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Mr. Holt first presented the Board with an audit reference sheet and then highlighted the following fund accounts:

Capital Projects: School Building Revenue was only \$143,012 and the expenditure was \$145,612 leaving a deficit of (\$2,600). The General Fund will have to pay for any shortage this funding source may have. This monetary resource was used for the new CATE classrooms.

Debt Service: These are funds collected by the county. Bonds and interest payments are made with these funds. At this time, this fund account has a revenue of \$696,175 for 2012-2013. The funds are maintained at the county level for the district to use for the district's annual debt payment each school year. The total expenditure was \$681,970 for 2012-2013.

Special Revenue: The district has different accounts that are considered special revenue, that is, accounts at the state level which allows the district to have carryover funds. The audit showed where \$2,147,074 has come in and \$1,906,940 expenses have been paid leaving an excess of \$240,134. This is before a transfer of \$215,853 to the General Fund (the balance is the carryover). The Operating Transfer-In (\$215,853) to the General Fund initially comes into Funds 350 and 355 which take care of teacher salary increases.

General Fund: The revenue was \$6,707,519 and the expenditures were \$6,450,420 leaving an excess of \$257,099. The Total Governmental Funds fund balance increase is \$521,159 less depreciation unallocated (\$67,000) = 454,159 fund balance. The 2011-2012 fund balance began with a balance of \$1,287,194 but has increased approximately to \$1,808,353 in 2012-2013.

Food Service: Mr. Holt stated that the fund balance is \$321,000 and the Cash Balance is \$453,000 (physically what is in the bank as of June 30) At this time, Food Service owes the General Fund \$139,838. These transfers will be made after the audit. The Food Service Program has purchased some new equipment (an ice machine, hot water heater, and repaired dishwasher) for the food service program.

Again, Mr. Holt said the district has once again had a good year. The total revenue for all funds is \$9,693,780 and the total expenditure/disbursement is \$9,184,942. He said the Pupil Activity accounts are growing due to fund raisers being conducted in school clubs and groups. The district had a net change in fund balance of \$521,159 from \$1,287,194 (11-12) to a new fund balance of \$1,808,353 (12-13). Additional inquiries were made concerning legal fees and legal issues (the South Carolina School Boards Insurance Trust is handling this at this time). A copy of the audit is on file in the Superintendent's office. (*See the January 24, 2011, January 23, 2012, and January 28, 2013, Board Minutes*)

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A list of **Black History Month Activities** by grade level (K-8) for the Hannah-Pamplico Elementary/Middle School and the Annual African American Read-In for Hannah-Pamplico High School was given to the Board as information. Mr. Legrande Richardson told the Board that due to the ice storm some of the activities may have to go into the month of March. At this time, Mr. Gibbs and Mrs. Carter had no additional information to present to the Board. Copies of these activities are on file in the Superintendent’s office.

Mr. Sullivan informed the Board that the **Interim Reports** will go out on **February 25, 2014**. This postponement will allow students extra time for extra grades and teachers’ time to prepare the grade information for interims.

Mr. Sullivan also discussed the potential **Make-up Days** the students, teachers, and 242/239-day employees will need to complete as follows (potential dates at the time of Board meeting and dates are subject to change after Governor signs bill):

Missed Days	Make-up Days		
	Students (180 Days)	Teachers (190 Days)	Staff (239/242 Days)
January 28, 2014	February 17, 2014*	February 17, 2014*	February 17, 2014*
January 29, 2014	March 28, 2014	March 28, 2014	
January 30, 2014	May 26, 2014	May 26, 2014	May 26, 2014
February 12, 2014	April 18, 2014	April 18, 2014	April 18, 2014
February 13, 2014	June 6, 2014	June 6, 2014	
Feb. 13-14 Teacher Workday		June 11, 2014	June 13, 2014
June 6, 2014 Teacher Workday		June 9, 2014	
January 29, 2014			April 23, 2014
March 28, 2014		June 10, 2014	June 20, 2014
<b>Total Days</b>	<b>5</b>	<b>8</b>	<b>6</b>

*\*One of the five days has already been made up.*

Mr. Sullivan told the Board that the final Make-up days will be given after the state decision is made; however, at this time, it looks like the ultimate decision will be left up to the local school boards and a recommendation will be made at the March 24 meeting . He stated the Spring break week will not be effected by these changes for Florence County School District Two. Mr. Sullivan reminded the Board that employees’ checks are already calculated and time sheets were equated to help the bus drivers during the time of the inclement weather. The 2014-2015 Calendar will be presented to the Board in March.

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Mr. Sullivan updated the Board on the **Goals/Objectives 2013-2014 - Board Points of Improvement**. Each Board member was assigned as an ex-officio on the seven committees as follows:

Academics/Instruction/Curriculum	Mrs. Angela P. Keith
Athletics/Extra-curricular	Dr. W. L. Coleman
Facilities - Update/Renovate/New	Mr. Thadis D. Calcutt, Jr.
Finance/Budget/Grants	Mr. Raleigh O. Ward, Jr.
Personnel - Programs	Mr. Johnny R. Jenkins
School & Community	Mrs. Mona Lisa M. Andrews
Technology: District & Schools	Mrs. Elleveen T. Poston

*(See 10/28/13, 9/23/13, 8/26/13, 5/28/13, 4/22/13, 3/25/13, 1/28/13, 12/10/12, and 11/27/12, Board Minutes)*

**Report of the Superintendent**

Mr. Sullivan presented the Board with the **Finance Report**. The cashflow sheet balance is \$2,228,847.69. The revenue sheet as of January 31, 2014, shows a year-to-date balance of \$4,687,219.40 and the year-to-date expenditure \$4,639,519.07.

Mr. Sullivan presented the Board with information on the upcoming **Common Core Community-Wide Meeting** to be held on March 11, 2014, from 6:30 p.m. - 8:00 p.m. at Hannah-Pamplico Elementary/Middle School. The presenters will be Ms. Kim Poston (Pee Dee Regional S2MART Center Math Instructional Specialist), Mrs. Debbie Carter (HPEM), Mr. Legrande Richardson(HPEM), and Mrs. Angel Tanner, Mr. Timothy Gibbs (HPS). Mr. Raleigh O. Ward, Jr., was concerned about the attendance since only 50 persons attended the last meeting on Common Core Standards. He suggested may be having a singing group to attract a large group. Mr. Hyman even made a suggestion about doing a You Tube video about Common Core to “catch the eye” of its viewers. A suggestion was made to inform community religious leaders so they too can help advertise about the meeting. Mrs. Angela P. Keith stressed how important it is to let the community hear positive feedback on how effective Common Core Standards are being taught in our school system. *(See the January 24, 2014, Board Minutes)*

Mr. Sullivan reminded the Board that the **Food Service - State Department of Education Representative Ms. Tarah McCreary** will be coming to meet with Mrs. Johnnis Tanner to review the USDA guidelines on March 13, 2014, at 1:00 p.m. Mr. Sullivan reminded Mrs. Angela P. Keith about attending this meeting. *(See 01/27/14, 11/25/13, 10/28/13, 9/23/13, 3/25/13, 2/25/13, 1/28/13, 10/22/12, 9/24/12, 8/27/12, and 2/23/09, Board Minutes)*

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**Old Business**

Mr. Sullivan presented the **Board of Trustees Election Update** as information. At this time, there are three Board Seat up for election. Seat No. 3 - Dr. W. L. Coleman, Seat No. 4 - Mr. Thadis D. Calcutt, Jr., and Seat No. 5 - Mr. Raleigh O. Ward, Jr. The Board of Election is scheduled for March 27, 2014, from 7:00 a.m. - 7:00 p.m. in the gymnasium at Hannah-Pamplico High School. The deadline to sign up for candidacy is Tuesday, March 4, 2013, at 4:30 p.m. in the District Administrative Office. The question was asked, "What would happen if no one was to sign up?" (Mr. Sullivan said he would research this question for the Board). Mr. Sullivan reminded the Board members to go online to complete the Statement of Economic form (this annual report is filed by noon, March 30) and the Candidate Campaign Disclosure form for the candidates (the Pre-election form must be filed fifteen days before the election and then after the election the Final Report is filed).

**New Business**

A motion was made by Mrs. Angela P. Keith and seconded by Mr. Thadis D. Calcutt, Jr., to approve the **Administrative Staff Recommendations for the 2014-2015** school year. The motion carried 6-0. A list of names of the Administrative Staff is on file in the Superintendent's office.

Mr. Sullivan gave as information to the Board the employment of **Mrs. Tracy Coward**. Mrs. Coward will be the new Business Manager for Florence County School District Two. She is currently an employee of Florence School District Three. Mrs. Coward's duties will consist of payroll, insurance, benefits, and a combination of other financial duties. Mr. Raleigh O. Ward, Jr., encouraged the district to begin using direct deposit.

The following documents were given to the Board, along with, their February Board meeting packets, as information:

1. **Legislature Information - Potential Makeup Days Waiver**
2. **2013-2014 Board Photograph**

Copies of these documents are available in the Superintendent's office.

**Adjournment**

At 8:19 p.m., Dr. W. L. Coleman made the motion to adjourn. The motion was seconded by Mr. Thadis D. Calcutt, Jr. The motion carried unanimously.

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*In accordance with the South Carolina Code of Laws, 1976, Section 30-4-89 (d), as amended, the following have been notified of the time, date, place and agenda of this meeting: Morning News, Florence County School District No. Two, Faculty, Staff, Parents, and Administrators of Florence County School District No. Two.*

There being no further business to discuss, on motion duly made and seconded, the meeting adjourned at 8:19 p.m.

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Mr. Raleigh O. Ward, Jr.  
Board Chairman

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Mr. Johnny R. Jenkins  
Secretary