

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

February 27, 2012

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 27, 2012.

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

Absent: **Mr. Lawrence S. Kennedy, Jr.**

Call to Order

Mrs. Elleveen T. Poston, called the meeting to order at 7:00 p.m. by welcoming the visitors. Dr. W. L. Coleman, served as secretary. Mrs. Poston thanked Mr. Gibbs and his staff on behalf of the Board for their hospitality and the gifts.

Recognition of Visitors

A special acknowledgment was given to **Ms. Deborah Floyd and the HPH Rhythmic Raiders for their SCSBA Performance** on Sunday, February 26, 2012, at the Embassy Suites in Myrtle Beach, South Carolina. The Board said their performance stood out as great! Ms. Floyd said the students were very happy and proud of their performance. Several observers from other districts also commended the students for their performances. Ms. Floyd gave the Board an update on upcoming events - April 2, 2012 - The Walt Disney Review & Spaghetti Dinner and May 11 & 12, 2012 - High School Grease Performance. Mr. Sullivan commended the students for their performances and a small token of appreciation was given to Ms. Floyd. Later in the meeting, Mrs. Mona Lisa Andrews thanked Mr. Phillip Cockfield for safely transporting the students to and from the beach.

Minutes

A motion was made by Dr. W. L. Coleman and seconded by Mr. Raleigh O. Ward, Jr., to accept the January 23, 2012, minutes as written. The motion carried 6-0.

Communication to the Board

Mr. Sullivan presented the Board with an **SCSBA Annual Convention Update/Sharing**. The meeting was held in Myrtle Beach on February 23-26, 2012, at the Embassy Suites, Kingston Plantation. Mr. Ward stated how he enjoyed the breakout sessions. Mrs. Poston stated how these sessions benefit the Board and she strongly encouraged the Board to attend each year. Mr. Sullivan gave a brief comment on the role of district business officials and how districts are suffering financially until they can obtain real data from the state level. Mrs. Mona Lisa Andrews, Mr. Thadis D. Calcutt, Jr., Mr. Johnny R. Jenkins, Mrs. Elleveen T. Poston, and Mr. Raleigh O. Ward, Jr., Mr. Robert Sullivan, and Mr. Charles Hyman were able to attend the convention.

Mr. Sullivan presented the Board with information from **Childs & Halligan** discussing **Prayer at Board Meetings**. The Court has confirmed that boards can open their meetings with a prayer, but such prayers must be non-sectarian (not associated with or limited to a certain religious denomination). Mr. Sullivan stated this has become a major issue with school districts such as, Chesterfield and Florence One. He stated many districts are opening their meeting with a moment of silence. He said if a non-sectarian prayer is used it would be best to create one and read it as written so that it will remain a non-sectarian prayer.

A motion was made by Mr. Thadis D. Calcutt, Jr., and seconded by Dr. W. L. Coleman to approve the following **Out-of-State/Overnight Field Trips**:

1. **Hannah-Pamplico High School Senior Trip** - They are requesting an out-of-state/overnight field trip to Orlando, Florida from April 20-23, 2012, for the 2012 Grad Nite Tour. This will be the eighteenth year this trip has been taken by the Senior Class. Mr. H. M. Dixon provided the Board with a copy of the itinerary, permission slip, and medical permission slip.
2. **Hannah-Pamplico High School Skills/USA** - They are requesting an overnight field trip to the Carolina First Center in Greenville, South Carolina from March 29 - 31, 2012 for the SkillsUSA Leadership and Skills Conference.

The motion carried 6-0. Transportation is being provided by Lancaster Motor Coach Company, an approved company on the State Department's Motor Coach Association List, for the senior trip. The SkillsUSA group will travel on the activity bus to Greenville. Additional information will be provided to the Board prior to these two trips. Copies of the documents for these two trips are on file in the Superintendent's office.

Mr. Sullivan gave as information to the Board the names of the **Spring Volunteer Coaches**. They are Mr. Tim Daves - Assistant Baseball Coach under Mr. Adam Brown and Mr. Billy and Joey Shannon- Assistant Softball Coaches under Ms. Jami Cornwell. A copy of the recommendation is on file in the Superintendent's office.

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Mr. Kirk Mays, Athletic Director, presented the Board with the following revisions to the **Athletic Manual** (Mission Statement- Page 2, Athletic Staff - Pages 8, 9, Quitting Policy - Page 36, Volunteer Coaches - Page 36, CDL for Coaches - Page 37, Athletic Awards - Page 38, Auxiliary Organization - Page 46).

Mr. Mays highlighted the following changes in the Athletic Manual with the Board:

Quitting Policy (Page 36)

“Any athlete that quits a sport will not be allowed to participate in any other sports during the school year. Quitting is unacceptable and will not be tolerated. If an athlete is dismissed from the team by the coach for violating team rules, the student-athlete will be eligible to participate in other sports during that school year if they have not violated school or district rules. If a student-athlete has a long-term injury, they will remain part of the team and attend team functions at the coach’s discretion. An injury will not keep a student-athlete from participating in other sports during the school year.”

Volunteer Coaches (Page 36)

“Volunteer Coaches are required to sign a contract with the district stating that they are part of the Hannah-Pamplico athletic staff and will be required to follow all school and district policies. These coaches must meet with the athletic director to go over athletic policies and be approved by the athletic director and the district office before coaching begins. Volunteer coaches will be under the direction of the head coach of that sport, but are responsible for their individual actions based on district guidelines.”

CDL (Page 37)

Every sport is required to have a least one person on the coaching staff that has a current and legal CDL (commercial drivers license). This needs to be obtained BEFORE the season begins and a copy must be on file with the transportation director (Coach Dixon).

Coach Mays mentioned that coaching supplements and programs, such as, the Block HP Club have been deleted from the manual since these incentives/programs no longer exist. He said the Coaches Emergency Action Plan was added due to a heightened awareness of concussions and heat illnesses during sporting events and practices in both professional and high school athletic programs. He stated coaches have to be certified through the South Carolina High School League in order to be able to coach. Coach Mays stressed that he and Mrs. Maria Hardee, Hannah-Pamplico High School Nurse, worked extensively on the emergency plan for the Athletic Manual.

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Questions from the Board were as follows:

1. Mr. Jenkins wanted to know how the student insurance was issued in case of an accident. Mr. Sullivan explained that the district's student policy was a full-access policy, whereas, if the student has a private insurance this would pay first as the primary insurance and then the school district would be the secondary insurance. Mr. Sullivan said because of budgetary constraints the district may be looking at an 80% insurance coverage policy for students in the near future.
2. Mr. Ward referred to the Budget Section of the Athletic Manual on page 41 under the subheading General Account which includes Individual Accounts and Fund Raisers. He wanted to know when does the Board receive these athletic financial reports. Mr. Sullivan informed the Board that these individual reports can be requested at anytime during the school year. Mr. Sullivan also reminded the Board that all fund raisers have to be requested on a standard district form and then have to be approved by both the Principal and the Superintendent.
3. Mr. Ward also inquired about what is the proper procedure for the Athletic Department requesting funds from the Booster Club. Mr. Sullivan stressed that the Booster Club has a separate account from the district and that there are bylaws in place on how the Athletic Program is to operate in conjunction with the Booster Club. The coaches are to bring their request to the Athletic Director for his approval and then he would forward their request to the Booster Club. Booster Club payments are usually made as reimbursement back to the District when items are purchased at the school level. Mr. Sullivan stated coaches and parents should not be going directly to the Booster Club to request funds for sporting goods. Mr. Sullivan said gifts and donations can be made directly to specific sports. Mr. Sullivan asked Mr. Ward to please give him specific questions and concerns he may have so he could answer each one of them. Mr. Sullivan also suggested that the Booster Club President come back and meet with the Board to clarify some of these concerns about the accountability of the Booster Club funds.
4. The Board said that this was the first time they saw the Athletic Manual. Mr. Sullivan stated he would do some research to see when the first time this manual was composed and presented.

A motion was made by Dr. W. L. Coleman and seconded by Mr. Thadis D. Calcutt, Jr., to approve the Athletic Manual Changes. The motion carried 6-0. A copy of the Athletic Manual is on file in the Superintendent's office.

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Report of the Superintendent

Mr. Sullivan informed the Board that he will be attending the SC Course Alignment Project Regional Briefing to be held on March 1, 2012, from 9:00 a.m. until noon. The meeting will be held at Francis Marion University. Mr. Sullivan was requested by the Commission on Higher Education to represent local districts in bridging the gap with the curriculum being offered at the high school level.

Mr. Sullivan invited the Board to the **SC Walk to School Day** on **March 7, 2012**. The Physical Education instructors - Mr. Kirk Mays, Mrs. Kim Tuten, Mr. Jimmy William, and Mrs. Debra Muldrow will be taking the lead in this one-day school-wide event.

Mr. Sullivan gave the **Out-of-District Travel for March 2012**, as information to the Board. A copy of this monthly travel calendar is on file in the Superintendent's office.

Mr. Sullivan presented the Board with a **Budget/Finance Update**. The update included a copy of the cashflow sheet and the CSI Budget Summary Report. Mr. Sullivan informed the Board that the two schools still periodically write checks for pupil activity purchases. At the end of the school year, transfers and journal entries are made between the schools and the district level.

Old Business

Annual Citizens' Meeting Update. The Annual Election of Board of Trustees will be held on Thursday, March 29, 2012. Two board seats are currently open. At this time, only the two standing Board members have shown an interest in running. The deadline to sign-up for board seats is Tuesday, March 6, 2012, at 4:30 p.m. in the District Administrative Office. Mr. Sullivan reminded the Board that all members must complete the Statement of Economic Interest by April 15, 2012. All candidates have until March 9 - 14, 2012, to complete the pre-election portion of the Campaign Disclosure Form. The candidates must also complete their final filing online after the election is over. He said the books will be ordered on February 28, 2012, for the election. Mr. Sullivan told the Board to please contact him if they have any questions. *(See the 01/23/12, Board Minutes)*

Mr. Sullivan presented the Board with a **CATE Building Update**. At this time, the contractors were waiting on the Walker Duct System for the computer wiring before they could resume with the slab work.

Mr. Hyman presented the Board with the **Title I Audit Update - Administrative Rule GCF-R - Professional Staff Hiring** as information. This administrative rule was revised to put the district back in compliance with federal law concerning a written procedure or policy not being in place. The following statement was added - *"All teachers hired after the enactment of the No Child Left Behind law who teaches in a program supported with Title I funds are highly qualified as defined*

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by Section 1119 of the law.” By law, an administrative rule does not have to be voted on by the Board; however, the rule will be sent to the South Carolina School Boards Association to be codified and sent back to go in our Board Policy Manual. (See the 1/23/12, Board Minutes)

New Business

A motion was made by Mr. Thadis D. Calcutt, Jr., and seconded by Mr. Raleigh O. Ward, Jr., to approve the **Administrative Staff Recommendations** for the 2012-2013 school year. The motion carried 6-0. Mr. Sullivan expressed to the Board how it has been a pleasure and how much he appreciates the hard work of the Administrative Staff. A list of names of the Administrative Staff is on file in the Superintendent’s office.

A motion was made by Mr. Raleigh O. Ward, Jr., and seconded by Dr. W. L. Coleman to accept the **Florence County School District Two Resolution - “To Oppose Bus Privatization.”** Mr. Sullivan presented the Board with a breakdown of the number of buses and their ages that are currently used in our district as follows:

Number of Buses	Year
2	2007 & Older
1	2002-2008
1	1997-2003
7	1992-1998

Mr. Sullivan stated that if the district had to replace each bus at \$100,000 it would cost the district 1.1 million dollars. He said it cost the state and the district \$480,000 in FY 2010 to run the buses. He stated if the privatization was to pass, the district could be responsible for all bus expenses including replacing them when they got old. He stressed that school districts are in the business to educate, not to maintain school buses. The resolution was devised by the South Carolina School Boards Association, but it has not been officially adopted by the South Carolina School Boards Association (SCSBA). The resolution strongly urges the members of the Florence County Legislative Delegation, as well as every member of the South Carolina General Assembly, to vote against the “South Carolina School Bus Privatization Act of 2012. The motion carried 6-0. A copy of the resolution is on file in the Superintendent’s office.

Mr. Sullivan offered to the Board as information the **Booster Club Follow-up**. It read as follows:

HP Booster Club
Board Presentation

I. **Recommendation of Coaches in February/March instead of May**

- Florence County School District Two does not oppose evaluating coaches and recommending extra curricular/coaches in February or March, in conjunction with, professional teacher contracts for the following year. If this option occurs, Spring Sport Coaches will be evaluated on the previous year's program. A new Spring Coach would be offered a new coaching letter of intent before coaching first game of the season.

The district will advertise coaching positions internally and externally with all available teaching positions. The internal position will be first by policy before an outside advertisement. The internal advertisement is not a guarantee of an inside person being named in that position. In reference to coaches being involved in all sports to promote our athletes, the administration would receive the Athletic Director's recommendation.

II. **Strength Coach/Weight Lifting** - The Florence County School

District Two administration has no opinion against hiring a strength coach for our athletic department. The administration does feel strongly this can only occur after the elementary school is able to replace science and social studies staff. This, in turn, will restore a full 180-day program with two teachers at Hannah-Pamplico Elementary/Middle School.

The high school needs to replace the Auto Technology program. The Health Occupation program is needed for the area health profession. Our two (2) nurses need to be full-time and the English and Math teachers that were lost due to attendance and budget constraints need to be replaced.

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- III. **7th Grade Program** - The B-Team concept has worked well for smaller districts. The district would love to develop a 7th grade program in conjunction with the County Recreational Department that would assist our younger players to reach physical maturity size and strength prior to joining the B-Team Program. The South Carolina Parks & Recreation Association (SCPRA) Program has not had teams in this area available because of the B-Team concept.

The following were the Board/Administration thoughts on these three areas:

- Mr. Sullivan stated in order to have recommendations this early, the evaluations may have to be backed up - Superintendent Evaluation in December, Administrative Staff in January, and the Professional Staff in February this way the coaches could be recommended, along with, the teachers. Mr. Sullivan said if an external advertisement was done for a coaching position that individual would be coming primarily to fill a teaching vacancy.
- Dr. Coleman wanted all sports win/lose announcement in the newspaper on a weekly basis. He stated whether the district wins a game or lost a game, it should be in the newspaper. Dr. Coleman emphasized how he was not happy with the coaches' win/lose records.
- Mr. Ward questioned the use of the weight room- he wants a designated paid personnel member, such as, a coach or coach assistant to supervise the weight room program. He wants students to sign-in to document their participation in the weight room strength-training program.
- Mr. Sullivan reiterated how two of three teachers have traveled back and forth from the school teaching over the past two years. He stated how one English teacher has moved to the Media Center, one Math teacher has moved full-time to Hannah-Pamplico Elementary/Middle School and another English teacher is now back full-time at Hannah-Pamplico High School.
- Mr. Hyman informed the Board that we are currently advertising for a Special Education Teacher and a Speech Teacher on the CERRA website. He stressed to the Board that it is rare to have a Special Education Teacher and a Speech Teacher wanting coaching duties. He told the Board that the CERRA application does include an entry on the application for coaching duties.
- Mrs. Poston said, from what was discussed tonight, the Board was not pleased with the Athletic Program's win-lose record. She said, based on the general public, we need to see improvements in our Athletic Program.
- Mr. Sullivan told the Board that his door is always open if they needed to talk

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At 9:00 p.m., Mr. Raleigh O. Ward, Jr., made the motion to go into Executive Session to discuss the Superintendent Evaluation. Dr. W. L. Coleman seconded the motion. The motion carried 6-0.

At 10:00 p.m., Dr. W. L. Coleman made the motion to come out of Executive Session, Mr. Johnny R. Jenkins, seconded the motion. The motion carried 6-0.

In Open Session, No action was taken. The Board expressed their appreciation to Mr. Sullivan for the work he was continuing to do for Florence County School District Two.

The following documents were mailed to the Board on **February 16, 2012**, as information.

- **Board Minutes - January 23, 2012**
- **SCSBA Travel Forms & Hotel Reservation Confirmation**
- **HPEM Calendar of Events - February 2012**
- **HPHS Calendar of Events - February 2012**

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

Adjournment

At 10:02 p.m., Mr. Thadis D. Calcutt, Jr., made the motion to adjourn. The motion was seconded by Mr. Johnny R. Jenkins. The motion carried 6-0.

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 10:02 p.m.

Mrs. Elleveen T. Poston
Board Chairman

Dr. W. L. Coleman
Secretary