

**REGULAR BOARD MINUTES
BOARD OF TRUSTEES
FLORENCE COUNTY SCHOOL DISTRICT NO. TWO
DISTRICT OFFICE**

August 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 District Administrative Office of Florence County School District No. Two on Monday, August 27, 2012.

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.
 Mr. Lawrence S. Kennedy, Jr.
 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

Mr. Raleigh O. Ward, Jr., was presented with a certificate for reaching the SCSBA Level 1 Boardmanship Institute Training for the 2011-2012 school year. Level 6 is the highest recognition in the SCSBA Boardmanship Institute. Qualified board members will be awarded their Level 6 plaques and pins during the Annual Convention, February 21-24, 2013 at the Kingston Plantation in Myrtle Beach.

The Board recognized **Ms. Jami Cornwell** as the 2012-2013 Teacher of the Year. Ms. Cornwell will represent the district on the state level for the 2012-2013 State Teacher of the Year. A plaque was presented to Ms. Cornwell during the Opening Day Inservice on August 13, 2012, at Hannah-Pamplico Elementary/Middle School. Mr. Gibbs commended Ms. Cornwell for all her hard work. Ms. Cornwell petitioned the Board for their continued support of the teachers, students, and community. Ms. Cornwell is a Social Studies Teacher at Hannah-Pamplico High School and has been with the district for four years.

The Board recognized **Mrs. Mary Gainey** as the 2012-2013 Classified of the Year. A plaque was presented to Mrs. Gainey during the Opening Day Inservice on August 13, 2012, at Hannah-Pamplico Elementary/Middle School. Mr. Richardson thanked Mrs. Gainey for the long hours she has put in at the elementary/middle school over the years. Mrs. Gainey thanked the Board. Mrs. Gainey is a Kindergarten Teacher Assistant at Hannah-Pamplico Elementary/Middle School. Mrs. Gainey has been employed with the district for thirty-one years.

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Mr. Ward encouraged Ms. Cornwell and Mrs. Gainey to encourage the teachers and staff to put the same effort forth each day as they have done over the years.

Minutes

A motion was made by Dr. W. L. Coleman and seconded by Mr. Johnny R. Jenkins to accept the July 23, 2012, minutes as written. The motion carried unanimously.

Communication to the Board

Mr. Sullivan presented as information the **1st Day/5th Day Enrollment** for 2012-2013. The 1st Day student enrollment on August 20, 2012, for grades K-12 is 1,168. The 5th Day student enrollment on August 24, 2012, for grades K-12 was 1,153. As of August 27, 2012 (6th Day), Florence Two has 1,157 students in grades K-12 and 68 in the Early Childhood CDEPP Program. Mr. Sullivan stated the figures also reflect the “no show” students who were initially in the enrollment figures, but have moved. He stressed these numbers are very important with our Education Finance Act (EFA) funding. Mr. Sullivan also reminded the Board that the district has an influx of new students enrolling, especially those coming from the north because many of the schools start after Labor Day. The Senior Class has 57 students at this time. Mr. Sullivan said he feels like this number will increase once students obtain more credits at the end the fall semester and meet the requirements to be classified as a senior. The high school presently has 341 students.

Due to the Internal Revenue Service (IRS) Compliance, Mr. Sullivan gave the Board a copy of the IRS Form 886-A - Explanation of Items which reviewed the compliance check and the corrections that were to be made by the district. Mr. Sullivan discussed agenda items D2, D3, and D4 together during the meeting since they all pertained to the IRS audit. They were discussed as follows:

1. **Service Agreement - Extra-curricular Security Handled by U. S. Security Associates (D2)** - Off-duty officers who handled the security at extra-curricular activities, will now be paid as a third-party vendor through a purchased services account. The School Resource Officer (SRO) will also be paid through contracted services. Florence Two will still pay Florence County directly for the SRO. Mr. Sullivan spoke directly with Ms. Kim Anderson and Mr. Frank Vail from the South Carolina School Board Insurance Trust (SCSBIT) and they said the security company could not be on our insurance. To be in compliance, the district had to go with the Security and/or the Patrol Service. Mr. Sullivan stated the funding for this service will increase for the 2012-2013 school, but he did not have the final figures at this time. SCSBIT is implementing a plan where this process will be clarified for all districts using contracted services in the future.

2. **Board Stipend - IRS Compliance (D3)** - In the past, all board members were paid with a 1099 form, but now conferences and other trips taken by the Board will not need a 1099, but are reimbursable per diem and millage. The Board has three options: (1) Taxable wage payments, for example, stipends processed through payroll will receive a W-2, (2) Option not to receive a stipend, and (3) Sign-up and do away with the stipends all together. Mr. Sullivan stated the government is making sure medical, legal, and consultant services are classified as taxable wages. Mr. Sullivan also informed the Board that at least seventy-five percent (75%) of the districts are now paying through payroll across the state. The Board must give Mr. Sullivan guidance in which choice they will make concerning the disbursement of Board stipends. They will discuss this further at the September Board Meeting.

3. **Teacher Supply Stipend - IRS Compliance (D4)** - A memo and a documentation form were given to the teachers. The memo informed the teachers effective for the 2012-2013 school year, all teachers will be required to keep their receipts and also complete the attached Debit Card Documentation Teacher Supply Form. Mr. Sullivan stated the form must be signed and returned to the principal upon use of the full \$250 prior to or at the end of the school year. The teachers are being asked to keep all their receipts for the \$250 teacher supply funds. Mr. Sullivan said if a teacher fails to turn the form in by the end of the school year, the \$250 will be filed as taxable income. If they turn it in by the end of the school year, it will not be classified as taxable income. Mrs. Poston told Mr. Sullivan that the district needed to be proactive and go ahead and make sure all receipts are attached to the form and turned into the principal by the end of the year. She gave the scenario if the teacher were to move then all documentation would already be on file if the district were to be audited. *(See 7/26/10, 08/22/11, Board Minutes)*

Concerning the Service Agreement with U. S. Security Associates (D2), Mr. Jenkins asked how would this security company handle an incident if an arrest had to be made? Mr. Sullivan said they are authorized to detain and to arrest because they are trained and commissioned through SLED; however, they will have to call the Sheriff's Office to transport the person.

Mr. Sullivan reviewed Component 4 of **Policy ADF - Wellness**. He updated the Board on how teachers and staff members could not reward students with food items. This was especially the case with younger children due to food allergies. He stated the district had to find other ways to reward children. He stressed how food served had to be administered through the cafeteria. Mr. Richardson gave an example of how the students were rewarded during MAP Testing. He stated even though ice cream was already a menu item, the students were individually handed ice cream, along with, an encouraging commendation. Mr. Sullivan said even though the district is insured with tort liability, it is still vital to adhere to this policy.

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Mr. Sullivan presented as information to the Board the **2012-2013 Reimbursement and Adult Meal Pricing**. The maximum rates of reimbursement per program and meal category for Florence District Two are as follows:

	National School Lunch 60% or More*	School Breakfast Severe Needed**
Paid	0.29	0.27
Reduced Price	2.48	1.55
Free	2.88	1.85

*School districts/sponsors that served 60 percent or more free and reduced price lunches during the 2010-11 school year will be reimbursed at these rates for paid, reduced price, and free lunches served.

**Maximum rates that will be paid to eligible schools for free and reduced price breakfasts during 2012-13. Reimbursement rates (these rates will be determined by the state Office of Health and Nutrition) for severe need funding will be entered on the South Carolina Automated Payment System (SCAPS) for eligible schools based on the 40% eligibility criteria. Florence Two meets these criteria because they had 40% or more of the lunches served to students during the second preceding school year met free or reduced prices. Since Florence District Two is eligible for severe need, it will receive the above rates automatically when claims are entered into SCAPS. The district will receive an additional \$.30 more for each free and reduced price breakfast served. Mr. Sullivan commended Mrs. Johnnis Tanner, Food Service Supervisor for staying up-to-date on all the regulations and assisting the district with these criteria.

The **adult meal prices** for the 2012-13 school year will be \$3.35 for lunch and \$1.95 for breakfast.

Mr. Sullivan gave as information to the board the **Bread Bid Award**. This award went to Franklin Baking Company for the 2012-2013 school year. This is the first year the district has used this company for its bread products. *(See the 7/25/11 & 8/23/10, Board Minutes)*

Report of the Superintendent

Mr. Sullivan distributed the Finance/Budget Update to the Board. The reports included an updated cashflow sheet and the balances for the expenditures and the revenue of the district's funding accounts (Fund 100 - Fund 967) through July 31, 2012. The cashflow sheet has a revenue balance of \$1,954,280.75. The current revenue balance for the month of July is \$352,487.73 and the expenditures balance is \$350,372.71. Mr. Sullivan stressed that the revenue and expenditure did not match at this time because he was still waiting on accrued 2011-2012 money.

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Mr. Hyman presented the Board with the **District/School - ESEA/Federal Accountability**. First, Dr. Coleman presented a copy of a newspaper article entitled, "Pee Dee Schools Still Lag" to each board member. Mr. Sullivan stated the article gave a scenario of how the graduation rate will be for those students entering kindergarten this year. It defined how 4 out of 16 of these students will not graduate in the next 12 years based on the current figures. Mr. Hyman did acknowledge that there are still areas needing improvement when it comes to measuring the overall district's progress. Next, Mr. Hyman handed out a copy of the *ESEA Federal Accountability System - Calculating the Grades for Districts and Schools Technical Manual* to show the methodology of how the composite index scores were calculated for each public school in South Carolina. He explained in detail how eleven (11) subgroups were used in a matrix table along with, seven (7) Annual Measurable Objectives (AMO) to include English Language Arts (ELA), Math, Science/Biology, Social Studies/History, ELA - Percent Tested, Math-Percent Tested and Graduation Rate (High School Only). The use of the matrix table helped with calculating the scores to determine how each school measured up with the overall state average. In Florence Two, the elementary grades received an 88.7 (B), the middle grades received a 68.4 (D), and the high school grades received 66.3 (D). The overall grade conversion for the district was a 76.9 (C). After much discussion, the Board and the Administration agreed to investigate ways to educate the public with this type of information, as well as, other types of academic and athletic information affecting our district. A copy of this information is on file in the Superintendent's office.

The **ACT Scores** were given to the Board as information. Table 1: Five Year Trends - Average ACT Scores are as follows:

	Total Tested	English	Math	Reading	Science	Composite
2008	14	15.6	15.9	15.6	15.9	15.9
2009	24	20.6	20.3	20.5	19.6	20.3
2010	29	15.5	17.0	16.1	16.7	16.4
2011	21	15.0	19.2	16.1	17.3	17.0
2012	22	15.6	18.9	15.9	17.9	17.1

Mr. Sullivan gave the Board as information the **Freedom of Information Request** from the American Civil Liberties Union of South Carolina (ACLU). This is a statewide comprehensive request seeking materials relating to certain policies and practices pertaining to documentation of religious activities during school-sponsored events. These events include graduation ceremony programs, athletic events, board meetings, award ceremonies and banquets, baccalaureate services, school calendar events, morning or afternoon announcements, and school newsletters. A copy of the request is on file in the Superintendent's office.

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Old Business

A motion was made by Mrs. Elleveen T. Poston and seconded by Mr. Johnny R. Jenkins to accept Policy JJE/JJE-R Student Fund-Raising Activities for 2nd Reading. The motion carried unanimously. Copies of these policies will be forwarded to the South Carolina School Board Association to be codified and returned to be placed in the Board Policy Manual. Copies of these policies are on file in the Superintendent's office.

New Business

There are no Teacher Recommendations at this time.

Mr. Sullivan also informed the Board that **Mr. Terrence James** will be resigning as a Teacher Assistant/Bus Driver. A copy of Mr. James' resignation is on file in the Superintendent's office.

A motion was made by Dr. W. L. Coleman and seconded by Mr. Thadis D. Calcutt, Jr., to accept the teacher resignation of **1st Sergeant Timothy Miller**, JROTC Instructor at Hannah-Pamplico High School. The motion carried unanimously. A copy of 1st Sergeant Miller's resignation is on file in the Superintendent's office.

Mr. Ward asked Mr. Calcutt to give the Board highlights from a meeting he attended in his absence concerning the consolidation of ordering materials and dual enrollment courses at both the high school level and college level. The meeting included Dr. Fred Carter, President, Francis Marion University, Dr. Charles Gould, President, Florence-Darlington Technical College, Mrs. Darla Moore, Vice-President, Rainwater, Inc., and Chair, Palmetto Institute, and Board Chairs of local school districts. Mr. Sullivan informed the Board that janitorial/custodial supplies are already being purchased in consolidation with cost provided by vendors. In the future, Mrs. Poston suggested that the Administration take the lead in handling all topics on consolidation and then reporting it back to the Board.

At 8:58 p.m., Dr. W. L. Coleman made the motion to go into Executive Session to discuss a personnel matter. Mr. Lawrence S. Kennedy, Jr., seconded the motion. The motion carried unanimously.

At 9:09, Mrs. Elleveen T. Poston made the motion to come out of Executive Session. Mr. Thadis D. Calcutt, Jr., seconded the motion. The motion carried unanimously.

In Open Session, no action was taken.

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The following documents were mailed to the Board on **August 15, 2012**, as information.

- 1. Board Minutes - July 23, 2012 [Please Review]**
- 2. Service Agreement - Extra-curricular Security Handled by U. S. Security Associates - Due to IRS/Insurance Compliance [Will Be Discussed at August 27, 2012, Board Meeting]**
- 3. ESEA Flexibility Waiver**
- 4. HPEM Calendar of Events - August 2012**
- 5. HPHS Calendar of Events - August 2012**

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

Adjournment

At 9:09 p.m., Mr. Lawrence S. Kennedy, Jr., made the motion to adjourn. The motion was seconded by Mrs. Elleveen T. Poston. The motion carried unanimously.

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 9:09 p.m.

Mr. Raleigh O. Ward, Jr.
Board Chairman

Mr. Johnny R. Jenkins
Secretary