

**REGULAR BOARD MINUTES  
BOARD OF TRUSTEES  
FLORENCE COUNTY SCHOOL DISTRICT NO. TWO  
DISTRICT OFFICE  
January 28, 2013  
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, January 28, 2013.

**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**

After commendations by Ms. Alice Morrow, a certificate was presented to **Francisco Arriaga** for the 2013 Boys & Girls Club Youth of the Year. Francisco will be competing against seven other clubs in the Pee Dee region for a chance to go to Columbia for the regionals. The local competition will be held on Saturday, February 9, 2013, at the Florence Boys & Girls Club. Francisco is a tenth grader at Hannah-Pamplico High School.

Mr. Ward presented the following students with certificates for Perfect Palmetto Assessment of State Standards (PASS) Scores on a subsection - **Juan J. Arriaga** (Grade 3 English Language), **Thadis Delane Calcutt** (Grade 4 English Language - this is his 2<sup>nd</sup> year in a row), **James Michael Murphy** (Grade 3 Math), and **Talbert Lucas Poston** (Grade 4 Science). Mr. Sullivan said he was extremely proud of all five students. A photo of the students was taken with their certificates.

Mr. Sullivan presented Mr. Ward, Board Chairman with a framed artwork print by **Mrs. Peggy Tomlinson McGill**, mother of Senator J. Yancey McGill. Senator McGill presented the artwork at the Pee Dee Superintendents' Meeting on November 27, 2012, for each district. The artwork is of the South Carolina State House "sine die."

**Minutes**

A motion was made by Mr. Thadis D. Calcutt, Jr., and seconded by Mrs. Elleveen T. Poston to accept the December 10, 2012, minutes as written. The motion carried 7-0.

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**Communication to the Board**

Mr. Holt informed the Board that the audit report was sent to the state department by the deadline date - December 1, 2012. After Mr. Jack Holt of Holt & Holt Associates gave a brief overview, a motion was made by Mrs. Elleveen T. Poston and seconded by Mr. Thadis D. Calcutt, Jr., to approve the **2011-2012 Financial Audit**. The motion carried 7-0.

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

Capitol Projects: School Building Revenue was \$399,000 and the expenditure was \$405,000 leaving a deficit of (\$6,400). The General Fund will have to pay for any shortage this funding source may have. Mr. Sullivan stated the Barnwell Funds have diminished over the years. This funding source generated the majority of the building funds. This monetary resource was used for the field house and weight room projects.

Debt Service: These are funds collected by the county. Bonds and interest payments are made with these funds. At this time, \$49,000 is being maintained at the county level for the district to use for the district's annual debt payment for the 2012-2013 school year.

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 \$2,298,000 have come in and \$2,031,000 expenses have been paid leaving an excess of \$266,000. This is before a transfer of \$138,000 to the General Fund ( the balance is the carryover). The Operating Transfer In (\$138,000) to the General Fund initially comes into Funds 350 and 355 which take care of teacher salary increases.

General Fund: The revenue was \$6,331,000 and the expenditures were \$6,292,000 leaving an excess of \$39,000. The fund balance increase is currently \$190,528. The Fund Balance began with a balance of \$1.7 million but has increased to approximately \$1.9 million which is at least 2% of the 10 million district budget.

Food Service: Mr. Holt stated there has been a 3-4 year increase in the Food Service fund balance (approximately \$60,000). Presently, the Food Service fund balance is \$372,000 with approximately \$200,000 in cash. Mr. Holt recommended that the Food Service Program look at purchasing needed equipment for the food service program at this time.

Overall, Mr. Holt said this was a good year for the district. He commended the district for a healthy net change in fund balance of \$190,528 from \$1,752,366 (10-11) to a new fund balance of \$1,942,844 (11-12). Additional inquiries were made concerning Operating Funds, Bond Payments, District Insurance, Title I/Maintenance of Efforts, and the Employee/Employer Contribution Ratio. A copy of the audit is on file in the Superintendent's office. (*See the January 24, 2011, and January 23, 2012, Board Minutes*)

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Mr. Charles Hyman presented the Board with the **2013-2014 Calendar**. A motion was made by Dr. W. L. Coleman and seconded by Mr. Thadis D. Calcutt, Jr., to approve the calendar for the 2013-2014 school year. The 2013-2014 Calendar committee members were Charles Hyman, Timothy Gibbs, Mary Alice Faulkenberry, Judy Floyd, and Janice Drawdy. The motion carried 7-0. A copy of the 2013-2014 Calendar is on file in the Superintendent's office. A copy will be placed on the district's website. The motion carried 7-0. *(See December 8, 2009, January 25, 2010, February 28, 2011, and January 23, 2012, Board Minutes)*

After commendation to Mr. Gibbs and the High School Staff, Mr. Sullivan presented the Board with the **State Department of Education (SCDE) End of Course Examination Program (EOCEP) Visit** as information. Dr. Leslie Skinner with the Office of Assessment came to Hannah-Pamplico High School to validate the testing preparation and administration process. This was the first visit by this office in which Dr. Skinner gave the high school high commendation. Mr. Hyman informed the Board that this type of visit is done at random with no prior notification by the state department. Mr. Hyman said all testing is done under the same guidelines at both schools. He told the Board that all test reports are sent to SLED for examination each year. Mr. Hyman told the Board that he speculates that by 2015 all testing will be done by computers because the state is now moving in that direction.

Mr. Sullivan also commended Mr. Gregg Ferguson, Mrs. Johnnis Tanner, Mr. Charles Hyman and the cafeteria staff for being in compliance with the new meal patterns for breakfast and lunch. The **Office of Health & Nutrition Validation Review** was held on January 11, 2013 for Florence District Two Food Service Program. The food service program has been receiving an additional \$.06 reimbursement per student lunch meal since October 1, 2012.

Mr. Sullivan reminded the Board it was time to go online and complete the **Statement of Economic Interest Forms**. This form is required by all Board members to complete. He also reminded the Board members whose seats were up for election that they would have to complete a Campaign Disclosure Form if they were to run for reelection. A copy of the instructions was emailed to the Board members and a copy is also on file in the Superintendent's Office.

Mr. Sullivan presented the **Index of Taxpaying Ability - 2013** for the Board perusal. He stated Governor Haley was going to address education funding reform just as the SCASA, SCSBA, and SCABO groups have been presenting this topic throughout the state. A copy of the Index of Taxpaying Ability is on file in the Superintendent's office. *(See November 22, 2010, and January 23, 2012, Board Minutes)*

Ms. Sullivan presented the **Finance Report** for December 1-31, 2012 as information to the Board. The balance is \$1,734,246.55. He gave the Board the cashflow sheet and the detailed revenue and expenditure reports. The year-to-date revenue is \$3,695,136.85 and the year-to-date expenditure is \$3,691,476.72. Mr. Sullivan said the two CD's are generating more interest than the government investment pool. He also said revenue will pick up with the residential tax relief funds starting to come in over the next few months.

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**Report of the Superintendent**

A motion was made by Dr. W. L. Coleman and seconded by Mr. Johnny R. Jenkins to approve the **Annual Citizens' Board of Trustees Election for Thursday, March 28, 2013**. At this time, the three-year terms of Mrs. Mona Lisa M. Andrews (Seat No. 1) and Mr. Lawrence S. Kennedy, Jr. (Seat No. 2) are expiring. The voting will take place from 7:00 a.m. - 7:00 p.m., in the Hannah-Pamplico High School Gymnasium. The books will open on January 29, 2013, and run through March 5, 2013, at 4:30 p.m. Advertisement will run in the Morning News on Sunday, February 3, 2013, and Sunday, February 17, 2013. The Board directed Mr. Sullivan to send out advertisements, etc. for this meeting. The Board also granted Mr. Sullivan permission to allow the schools to be able to have home games on March 28, 2013. The motion carried 7-0. A copy of the advertisement, the announcement, and the candidate's registration forms are on file in the Superintendent's office. Mr. Sullivan highlighted beginning January 1, 2013, a registered voter will need to present a valid identification photograph (S. C. Driver's License, ID Card Issued by S. C. Department of Motor Vehicles, S. C. Voter Registration Card with Photo, Federal Military ID, and U. S. Passport) when filing as a candidate for board of trustees. Voters will also need to present a valid identification photo when voting.

Mr. Sullivan reminded the Board that the **School Board Appreciation Night** will be held next month on **February 25, 2013 at Hannah-Pamplico Elementary/Middle School**. He asked that all Board Members try to arrive by 6:30 p.m.

The following additional items were discussed:

1. **Safety Committee** - Mr. Sullivan and Mr. Richardson informed the Board that the committee will meet tentatively on February 26, 2013. Mr. Sullivan and the Board discussed concerns on - workman's compensation, school-wide security measures, SCASA presentation on School Nurses/Mental Health Counselors, and the School Resource Officer schedule and response time. Mr. Ward asked that the safety committee reviews be published in our school newsletters.
2. **Scanners at Athletic Events** - the Board would like to see an increase in the use of scanners at sporting events. They felt this was a good process for safety at games. Dr. Coleman also reminded the administration to make sure all gates are security locked after school functions.
3. **Auto Mechanic Class** - The district is researching how the district can have a collateral program with Florence-Darlington Technical College and the high school.
4. **Wish List** -
  - (a) **New Sound System** - The Board asked Mr. Sullivan and the administration to add to its wish list a new surround sound system to the gymnasium.
  - (b) **High School Outdoor Lighting** - needed to be updated like at Hannah-Pamplico Elementary/Middle School
5. **Drinking Water Access** - All students have proper access to drinking water as approved by the USDA.
6. **Board Payroll Packages** - Mr. Sullivan asked the Board to bring all the forms back on February 25, 2013.
7. **Highway 51 Expansion** - Mr. Sullivan will send the announcement to all personnel. The meeting will be held on February 5, 2013, at Hannah-Pamplico Elementary/Middle School.

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8. **Town of Pamplico Marquee** - The Board requested that announcements of school functions be publicized on the Town marquee.

### **Old Business**

A motion was made by Mrs. Elleveen T. Poston and seconded by Mr. Lawrence S. Kennedy, Jr., to accept 2<sup>nd</sup> Reading for the following Policy Updates:

- a. **ADB - Drug & Alcohol-Free Workplace & Schools**
- b. **GBEC- Drug & Alcohol-Free Workplace & Schools**
- c. **JLCF- School Nurses**

The motion carried 7-0. Copies of these policies will be sent to the South Carolina School Boards Association (SCSBA) to be codified and send back to go in the Policy Manual.

### **New Business**

At this time there were no Teacher Resignations, however, because of Mr. McWhite's outstanding tenure, a motion was made by Mrs. Elleveen T. Poston and seconded by Dr. W. L. Coleman to accept the resignation of **Mr. Steven McWhite**, Custodian at Hannah-Pamplico Elementary/Middle School. The motion carried 7-0.

On recommendation of the Administration a motion was made by Mr. Lawrence S. Kennedy, Jr., and seconded by Mr. Johnny R. Jenkins to approve the **AdvanceED - Applicant - Step 3 Commitment**. AdvancED has replaced the Southern Association of Colleges and Schools (SACS). The External Review Visit for Florence Two is set for April 13-16, 2014. The motion carried 7-0. A copy of the letter of commitment is on file in the Superintendent's office.

After Mr. Richardson gave an overview of the new streamlined policy, a motion was made by Dr. W. L. Coleman and seconded by Mrs. Elleveen T. Poston to accept 1<sup>st</sup> Reading of **Policy ADF - Wellness**. The motion carried unanimously. The Wellness committee consisted of Mr. Legrande Richardson, Mrs. Mary Alice Faulkenberry, Mrs. Maria Hardee, Dr. W. L. Coleman, and Mrs. Caroline Greenwood, and Mrs. Mary Mims. The motion carried 7-0. A copy of the policy is on file in the Superintendent's office.

At 8:40 p.m., Mrs. Elleveen T. Poston made the motion to go into Executive Session to discuss the **Superintendent's Evaluation**. Dr. W. L. Coleman seconded the motion. The motion carried unanimously.

At 9:25 p.m., Mr. Thadis D. Calcutt, Jr., made the motion to come out of Executive Session. Mrs. Elleveen T. Poston seconded the motion. The motion carried 7-0.

In Open Session, no action was taken

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The following documents were mailed to the Board on **December 20, 2012**, as information.

- 1. Board Minutes - December 10, 2012 [Please Review]**
- 2. Board Chairman Letter**
- 3. Finance Report**
- 4. Policy BID - Board Member Compensation and Expenses**
- 5. Out-of-District Travel - January 2013**
- 6. HPEM Calendar of Events - January 2013**
- 7. HPHS Calendar of Events - January 2013**

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

### **Adjournment**

At 9:26 p.m., Mr. Thadis D. Calcutt, Jr. made the motion to adjourn. The motion was seconded by Mr. Lawrence S. Kennedy, Jr. The motion carried 7-0.

*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 9:26 p.m.

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Mr. Raleigh O. Ward, Jr.  
Board Chairman

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Mr. Johnny R. Jenkins  
Secretary