

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

January 23, 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, January 23, 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.

Recognition of Visitors

The South Carolina School Boards Association (SCSBA) and the Board acknowledged **Mrs. Elleveen T. Poston** for achieving 20 years of school board service for Florence County School District Two. SCSBA provided a lapel pin to be worn at the school board meetings and SCSBA events. Mrs. Poston was also presented with a certificate signed by Mr. Paul Krohne, SCSBA Executive Director and Mr. Richard Cook, SCSBA President. Mrs. Poston commended the district for having a lot to be proud of on every level - from academics to facilities. She also thanked the Board for their support throughout the years. Mrs. Poston's name will appear in the Annual Convention program along with other board members with 20 years or more service at next month's Annual SCSBA Convention to be held February 23-26, 2012, in Myrtle Beach, South Carolina.

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The Board listened to the items outlined on the **Hannah-Pamplico Booster Club Agenda** by **Speaker Dr. Stan Drawdy**. Dr. Drawdy was asked to represent the Booster Club at the Board meeting after giving some hindsight into how to make improvements to the Athletic Department during an initial meeting of the new Red Zone Club. Founded by Coach Kirk Mays, Athletic Director, the club is a think tank group consisting of community members to encourage and to support the district's athletic teams. The topics were discussed as follows:

1. Hiring Coaches (Coaches Evaluations/Duties)

Dr. Drawdy highlighted the pros and cons of advertising internally and externally for coaches. For example, he suggested the timeline for recommending/hiring coaches should be in February/March instead of in May. He stated if the advertisements are done later in the school year, the district loses the opportunity to get coaches who may have already signed their contracts earlier in the year with their current district. Next, Dr. Drawdy elaborated on how coaches have become specialized coaches, that is, focusing on only one sport. He said coaches should be able to coach more than one sport, as well as, be able to work together in order to help players who may be involved in various sports. He commended the district for being very fortunate in obtaining the people they have in the coaching staff. On the other hand, Dr. Drawdy said we want to be able to find the best people for coaching positions when they do become available.

2. Wish List (Strength Program)

The Booster Club would like to see the district hire a full-time weight lifting coach. Dr. Drawdy said it could be a full-time physical education teacher or a full-time teacher assistant working under the physical education teacher. The strength/conditioning training could take place in the morning or in the afternoon for athletics. Dr. Drawdy commended the district for the B-Team initiative. He said the district should look into an agreement with the Florence County Recreational Department to assist with physically preparing sixth and seventh grade athletics to compete with the B-Team older and larger athletics.

3. Booster Club Membership (Meetings)

Dr. Drawdy welcomed the Board members to attend and support the Booster Club. He reminded them that the meetings are held every third Monday of the month at 6:30 p.m. in the high school media center.

Dr. Drawdy ended his presentation with a discussion on coaches' evaluations. He stated these evaluations should be done at the end of each sport. He reiterated how in the past, these evaluations were due in January, but now are done at the end of the year and this does not give the Athletic Department ample time to recruit new coaches. He said the district has to have teachers to fill these types of coaching vacancies. On behalf of the Board, Mrs. Poston thanked the Booster Club for their continued support to the betterment of the district's athletic program.

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Minutes

A motion was made by Dr. W. L. Coleman and seconded by Mr. Thadis D. Calcutt, Jr., to accept the December 8, 2011, minutes as written. The motion carried 6-0.

Communication to the Board

Jack and Catherine Holt of Holt & Holt Associates were in attendance for the **2010-2011 Financial Audit Presentation** to the Board. After the completion of Mr. Holt's presentation and all inquiries were answered, a motion was made by Mr. Thadis D. Calcutt, Jr., and seconded by Dr. W. L. Coleman to accept the 2010-2011 Financial Audit. The motion carried 6-0.

Mr. Holt highlighted the major fund accounts to include:

Debt Service - increase of \$600,000 due to the 2010 Bond Issue for the two CATE classrooms - (\$75,000 principal will be paid yearly for eight years - the interest on this bond will be paid by the federal government). The 2003 Bond has one payment remaining. This payment will be dissolved this year. The district saw a \$14,000 decrease in the debt service fund balance dropping it from \$201,000 to approximately \$187,000.

Food Service - approximately a \$41,000 increase in the Food Service fund balance. Food Service saw a \$9,000 decrease in revenue and \$11,000 in expenditures. Presently, the Food Service fund balance is \$247,000 (includes the Food Service CD - \$50,000 and the Food Service Operating Account). On behalf of the Food Service Program, Mr. Holt commended Mrs. Johnnis Tanner, Food Service Supervisor, for the fund balance increasing more than \$200,000 for two consecutive years.

General Fund - The amount of revenue dropped by \$600,000 (salaries) due to the lost of the Therapeutic Behavioral Services (TBS) program and approximately 20 jobs not being refilled. The total General Fund (GF) balance is \$1,752,366.

Mr. Holt commended the district for decreasing their debt service and keeping a keen eye on budgeting in these difficult economic times. He stated all monies were coded correctly based on what came in (revenue) verses the amount of expenditures. Mr. Sullivan acknowledged the state department's letter concerning the December audit deadline. Mrs. Poston thanked Mr. Holt and the administrative staff for their hard work and their conscientious effort in keeping the district's finance safe. Mrs. Poston asked the Board to contact Mr. Holt if they had any additional questions. A copy of the audit is on file in the Superintendent's office and a copy has been forwarded to the State Department of Education. *(See the 01/24/2011, Board Minutes)*

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Mr. Sullivan gave an update to the Board on the **2011 Title I Audit**. He reminded the Board that Title I is federally funded and helps the district to function effectively with instructional and support services. An on-site review of the district's Title I, Part A program conducted on October 18, 2011, found a potential non-compliance with federal law concerning a written procedure or policy not being in place. It should state *that all teachers hired after the enactment of the No Child Left Behind law who teach in a program supported with Title I funds are highly qualified as defined by section 1119 of the law.* Mr. Hyman assured the Board that all our teachers who are supported with Title I funds are highly qualified. The policy will be revised and presented for 1st Reading at the February 27, 2012, board meeting. Once the policy is approved by the Board for 2nd Reading, it will be sent to the South Department of Education Office of Federal and State Accountability.

Mr. Sullivan presented the **Index of Taxpaying Ability - 2012** Preliminary as information to the Board. He said it was time to start the budget process, but he was waiting on information from the Department of Revenue and finalization of the 2012-2013 base student cost figures from Dr. Zais. At this time, Dr. Zais has only requested \$1,880 for the base student cost. He stated the property value, assess value, and appraised totals are very important figures in the district's budget. He had the Board to look at the total index which adds up to 1.0. He said our percentage of this figure helps us provide our local support of the index of taxpaying ability. With Delta Mills closing and the downsizing of Marsh Lumber Company, Florence Two has become a bedroom community. He stated we definitely need Highway 51 to become a four-lane highway to help bring additional traffic and infrastructure to our area. He mentioned that Florence Two and Florence Five basically have the same index. He stated this information was given for information purposes only. A copy of the Index of Taxpaying Ability is on file in the Superintendent's office. *(See the 11/22/10, Board Minutes)*

Mr. Charles Hyman gave a brief presentation to the Board on the **2012-2013 Calendar**. A motion was made by Dr. W. L. Coleman and seconded by Mr. Johnny R. Jenkins to approve the calendar for the 2012-2013 school year. Mr. Hyman stated the current calendar does not include furlough days and the district was waiting for the state proviso on furloughs. At this time, the District's goals are (1) to not furlough the staff, and (2) to unfreeze the professional and classified salaries. He stated different scenarios are being looked at based on the current figures given by the State Department of Education. The 2011-2012 Calendar committee members were Charles Hyman, Timothy Gibbs, Janice Drawdy, Betty Gainey, Amy Wise, and Cynthia White. A copy of the 2012-2013 Calendar is on file in the Superintendent's office. A copy will be placed on the district's website. *(See the December 8, 2009, January 25, 2010, February 28, 2011, Board Minutes)*

Mr. Sullivan reminded the Board that their **Statement of Economic Interest Forms** must be done - **Online**. A sheet with instructions was given to each board member. The Statement of Economic Interest Forms must be completed prior to April 15, 2012. If there is a candidate running for office, they will also need to complete the Campaign Disclosure Form fifteen (15) days prior to the election.

Mr. Sullivan gave as information to the Board the names of the **Volunteer Coaches**. They are Jonathan Timmons - Girls' Basketball Coach, Christen Daniels - Varsity & B-Team Basketball, and Justin Shird - Varsity & B-Team Basketball. A copy of the recommendation is on file in the Superintendent's office.

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Report of the Superintendent

A motion was made by Dr. W. L. Coleman and seconded by Mr. Raleigh O. Ward, Jr., to approve the voting of trustees for the **Annual Citizens' Board of Trustees Election for Thursday, March 29, 2012**. At this time, the three-year terms of Mr. Johnny R. Jenkins (Seat No. 6) and Mrs. Elleveen T. Poston (Seat No. 7) 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 24, 2012, and run through Tuesday, March 6, 2012, at 4:30 p.m. Advertisement will run in the Morning News on Sunday, January 29, 2012, and Sunday, February 12, 2012. 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 29, 2012. The motion carried 6-0. A copy of the advertisement, the announcement, and the candidate's registration forms are on file in the Superintendent's office.

Mr. Sullivan reminded the Board that **School Board Appreciation Night** will be held on **February 27, 2012**, at Hannah-Pamplico High School.

At the November 29, 2012, Board Meeting the schools were asked to give a more detailed presentation at the January 23, 2012, Board Meeting. PowerPoint presentations of the test scores for Hannah-Pamplico Elementary/Middle School and Hannah-Pamplico High School were exhibited to the Board. First, the high school highlighted a three-year (2009-2011) comparison as follows:

1. Performance Trends
2. 2011 AYP Objectives Not Met
3. High School Assessment Program (HSAP) Exam Passage Rate
4. End-of-Course Test 2009-2011
5. AP Exam Pass Rate
6. Eligibility for Life Scholarship
7. Graduation Rate

Mr. Gibbs stated the high school's goal is for every child to apply for post-secondary education whether they plan to attend. He presented the Board with a new concept the school is implementing called, Professional Learning Community. This is where the teachers meet and assess themselves individually and then each other. During this meeting, the teachers also evaluate how they are going to better instruct the students. Mr. Gibbs assured the Board that the high school will continue to personalize the classrooms based on testing data. For example, data will be used to help our male students with instruction to enhance their interest in future career and technology programs. Mr. Gibbs also said he would like to see the English Department with Smart Boards and additional textbooks for the school. Presently, the high school has 30 instructional teachers and 348 students.

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Second, Mr. Richardson and Mrs. Carter highlighted their PASS Data Spring 2011 for grades 3-8 as follows:

1. PASS Comparison Data 2009-2011
2. NCLB - AYP 2010
3. School Profile Summary Data 2005-06 - 2010-11

In addition, Mr. Richardson presented the Board with a slide entitled “Considerations” showing the impact of how budgetary cuts have had on school instruction. He showed how the district lost six teaching positions, how the school was maneuvering current staff certifications to fill teaching areas which resulted in three new ELA teachers, three new science teachers, and two new math teachers. He also informed the Board that the middle school science and social studies classes are now scheduled on 90 day rotations and how there is a loss of middle school common planning.

At the conclusion of the presentation, Mr. Richardson highlighted, “Some More Good News.” He showed how 474 students passed (met or exemplary) two or more areas of the PASS and will participate in the PASS reward skate party, how 42 students scored exemplary on all areas of PASS taken, and 3 students had perfect PASS scores in one tested area and 1 student scored perfect in two areas. Copies of the PowerPoint presentations are on file in the Superintendent’s office. *(See 11/29/11, Board Minutes)*

Old Business

A motion was made by Mrs. Mona Lisa M. Andrews and seconded by Mr. Raleigh O. Ward, Jr., to accept 2nd Reading of **Policy JLCC - Communicable/Infectious Diseases**. The motion carried 6-0. The policy will be forwarded to the South Carolina School Board Association to be codified and returned to be placed in the Board Policy Manual. A copy of the policy is on file in the Superintendent’s office.

Mr. Sullivan gave the Board an update on the **CATE Building Value Engineering/Contract**. Mr. Sullivan informed the Board that the district has officially entered into an agreement with All Quality Construction Company and the construction project was underway at the high school. A copy of the contract agreement is on file in the Superintendent’s office. *(See 09/28/09, 02/22/10, 03/22/10, 06/28/10, 08/23/10, 09/27/10, 10/25/10, 03/28/11, 08/22/11, 09/26/11, 10/24/11, 11/29/11, and 12/8/11, Board Minutes)*

A motion was made by Dr. W. L. Coleman and seconded by Mr. Johnny R. Jenkins to accept the **resignations** of the following employees:

1. Mrs. Lianna Watson, Special Education Teacher
2. Mrs. Sherry Barnhill, Science Coach
3. Mrs. Sharon Ellison, Administrative Assistant

Copies of these resignations are on file in the Superintendent’s office.

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New Business

At 8:54 p.m., Dr. W. L. Coleman made the motion to go into Executive Session to discuss the **Superintendent Evaluation**. Mr. Thadis D. Calcutt, Jr., 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. Thadis D. Calcutt, Jr., seconded the motion. The motion carried 6-0.

In Open Session, the Board added an addendum to Mr Sullivan's contract by allowing Mr. Sullivan to switch his life insurance clause to an annuity. The motion was made Dr. W. L. Coleman and seconded by Mr. Thadis D. Calcutt, Jr. The motion carried 6-0.

The following documents were mailed to the Board on **January 10, 2012**, as information.

- 1. Board Minutes - December 8, 2011**
- 2. The Rhythmic Raiders Participation - 2012 SCSBA Annual Convention**
- 3. HPEM Raider Revue Newsletter - December 2011/January 2012**
- 4. High School Years Newsletter - January 2012**
- 5. HPEM Calendar of Events - January 2012**
- 6. HPHS Calendar of Events - January 2012**
- 7. Out-of-District Travel - January 2012**

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

Adjournment

At 10:01 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.

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 10:01 p.m.

Mrs. Elleveen T. Poston
Board Chairman

Dr. W. L. Coleman
Secretary