

**HORRY COUNTY BOARD OF EDUCATION**

**MINUTES**

**BOARD MEETING**

**April 27, 2020  
Virtual Meeting  
335 Four Mile Road  
Conway, SC 29526**

Board of Education

Ken Richardson  
John Poston  
Chris Hardwick  
David Cox  
Janet Graham  
Janice Morreale

Neil James  
Ray Winters  
Shanda Allen  
Sherrie Todd  
Helen Smith  
W. Russell Freeman

**As required by SC Law 30-4-80, local news media were informed of the date, time, place, and agenda of this meeting. Copies of the agenda were posted at the District Office and distributed to schools for posting.**

**1. OPENING - April 27, 2020 - 6:00 PM - CALL TO ORDER**

Board Chair Richardson called the meeting to order at 6:00 PM.

**a. Invocation, Pledge of Allegiance - Mr. Hardwick**

Mr. Hardwick led the invocation and offered the Pledge of Allegiance.

**b. Approval of Agenda - Mr. Richardson**

Prior to the approval of the agenda, Mr. Richardson asked Board members to introduce themselves and indicate the areas they represent. A motion was made to approve the April 27, 2020, agenda as presented.

The Board Chair did not cast a vote on this item.

**Moved By:** Mr. Winters

**Seconded By:** Mr. Hardwick

**Board Action: Carried Unanimously**

**c. Approval of Minutes**

A motion was made to approve the April 6, 2020, minutes as presented.

**Moved By:** Mr. Winters

**Seconded By:** Mr. James

The Board Chair did not cast a vote on this item.

**Board Action: Carried Unanimously**

**2. DISCUSSION**

**a. Open Forum (Board Governance Policies: By-laws, "Meetings," pp. 60-61) - Mr. Richardson**

Mr. Richardson addressed the Board regarding the open forum section of regularly scheduled Board meetings. Mr. Richardson stated that based on a recommendation from the South Carolina School Board Association during the COVID-19 threat, he recommended temporarily suspending public comment during the regularly scheduled Board meetings until the threat is over. Mr. Winters proposed that the public be allowed to submit comment by email to which the Board would designate a portion of the meeting to read the email and response would be as traditionally provided by Board governance. Mr. Richardson remarked that the lines of communication would still be open between the public and our Board members via e-mail and phone contact. It should be noted this would be a temporary suspension of the public comment portion of the meetings.

**b. Revision of Board Meeting Schedule - Mr. Richardson**

Mr. Richardson addressed the Board regarding revising the Board meeting schedule. Mr. Richardson suggested moving the May 4th, 2020, meeting to May 11, 2020, to allow for more time to discuss options of graduation during these unprecedented times. It was suggested to create a limited agenda with a specific focus.

**c. Board Member Education Funds - Mr. Richardson**

Mr. Richardson addressed the Board regarding the unused designated Board member education funds. Mr. Richardson asked that Board members make a decision regarding those funds by Friday, May 1st, 2020, with any unused funds reverting back to the General Fund.

**d. Facilities Committee Report - Mr. James**

The Facilities Committee met earlier today with the purpose of providing updates on several exiting projects and discussion of existing projects. It should be noted that Mr. Poston recused himself from item 5.d. Mr. James noted that the

Facilities Committee recommends that Sellers General Construction be awarded the bid for the MBIS repurposing to Adult Ed, Records, and Science Kits, for a total of \$560,047. This item will come before the Board for a vote later during this meeting.

The next update was regarding the Phase I Tennis Courts and Tracks Bids. Mr. James noted that these items were bid separately. All the bids received for the tennis courts came in over budget. The consultant is reworking those numbers, and this project will be revisited. The next update was regarding the Track bids. All the bids were all over budget, and upon review, it was found that the bidders did not meet all the qualifications. The track projects will be advertised again as a new solicitation for bids. Mr. James then discussed the Phase I Tennis Court Crack/Seal Repairs which are going very well with 95% of the project completed.

Mr. James then discussed the design schedule of Conway Area Propane Fueling Station. The solicitation to purchase the needed propane equipment is 99% complete and should be issued very soon. HCS is using a separate design group to design the CDL training area and that should be implemented when the designs are returned.

Next, the new SOAR Academy is going very well with clearing of the site to begin early in May with the Office of Facilities currently reviewing the plan. Estimated completion of this project is August of 2021. The new warehouse for Nutrition Services is planned to be on the same site as the fuel stations. The bids were received on April 8th, 2020. HCS is working with the City of Conway with regards to building requirements.

Mr. Gardner then addressed the Board and gave a brief update on the anticipated impact of COVID-19 on the District's capital funds. The discussion item regarding signage at schools will be revisited at a later time. Concerning the request to change out the HVAC units at MBHS and NMBM, it was determined that the MBHS project will move forward, and the NMBM project will be delayed until the following year.

The next discussion item was the Parent Loop Expansion Projects totaling \$5.5 million. The design of these projects has been completed and funding approved, but due to the financial climate that we are in, the Facilities Committee is asking this item to be taken to the full Board for approval.

The final two items pertained to Socastee High School with the first being the ditch that runs through the property at SHS. HCS will work with the County to ensure there is no erosion. The bid for the ditch project will be cancelled, and the monies previously earmarked for that project will go to providing a security fence on the SHS property. The second item is the SHS athletic facilities. HCS compared the practice facilities at all of the schools, and it was determined that SHS has an insufficient number of practice fields. It was recommended using the

parcel in between Socastee Elementary and SHS and converting it to a green space. Due to the funding climate, it was recommended this item be brought before the full Board for approval.

**e. Monitoring Report: OE-13 Facilities Quarterly Report - Mr. Brown**

Monitoring Report: OE-13 was provided. It was noted by Mr. Brown that this would be the final report for the St. James Elementary roof and Aynor Elementary's Parent Loop Road.

**f. Superintendent's Report - Dr. Maxey**

**1. Operational Status Reports in Response to COVID-19**

Dr. Maxey recognized all HCS team members for their work in responding to the state of emergency. Though an eLearning program was implemented successfully by HCS in just a few school days following the Governor's closure of schools, Dr. Maxey stated we are continuing to learn more about this instructional method and are working to improve upon it. Dr. Maxey noted that HCS remains concerned about the health and welfare of employees and students during this time. HCS is offering counseling services to students who need assistance and will continue to do so until the end of this school year. Last Wednesday, Governor McMaster closed all S.C. public schools for the remainder of their school years which means the HCS academic year will end on June 3rd. Another item highlighted by Dr. Maxey is the collaboration of the SC National Guard and Operation Barbecue Relief who will be providing meals to HCS students for the next two weeks. HCS suspended meal service effective April 16<sup>th</sup> – April 30<sup>th</sup> due to the impact of several staff members' testing positive for COVID-19, resulting in numerous staff members having to be self-quarantined. The effort by the S.C. National Guard and OPB over the next two weeks will hopefully allow HCS Nutrition Services and Transportation to be ready to resume meal service thereafter. This relief program is a collaborative effort of the S.C. Department of Education, Operation Barbecue Relief, the S.C. National Guard, and HCS.

Dr. Maxey assured parents of high school seniors that HCS is actively looking at providing celebrations to acknowledge the accomplishments of the Class of 2020. Suggestions will be brought forward at the next Board meeting including a range of options from the least restrictive to most restrictive. Dr. Maxey reminded everyone of the *#BeTheLight* event and asked the Horry County community to join this event on May 1<sup>st</sup> to acknowledge this year's seniors.

**1. Student Services - Ms. Allen**

Ms. Allen shared an operational status update for Student Services as follows:

### **Technology**

- Monitors emails and phone messages to ensure continual great customer service.
- Continually monitors our systems to ensure network security.
- Assists schools with device issuance, breakage, and repairs through technicians' support.
- Maintains a technology help desk via phone and email
- Our technology help desk has answered 910 calls and 335 emails since March 23rd. These contacts are from parents, students, and employees. These numbers do not reflect the calls answered during spring break.
- Works collaboratively with the Office of Facilities on pre-construction drawings for our new alternative school.
- Receives UPS/FEDEX packages at the District Office every Tuesday/Thursday.
- Completed the elementary school projector refresh.
- Continues with several projects: upgrading the phone systems and camera refresh project.
- Completed the elementary mobile lab set-ups.
- Works collaboratively with the Office of Finance to upgrade PeopleSoft HCM and ColdFusion migration.
- Online 2020-21 student registration begins on May 4th.
- Ms. Allen extended her sincerest thanks to Horry Telephone Cooperative for their efforts in assisting the District in resolving internet service issues as they arose.

### **Guidance and RBHS**

- The outbreak of coronavirus disease 2019 (COVID-19) may be stressful for people. Fear and anxiety about a disease, change in routines, loss of income, etc., can be overwhelming and cause strong emotions in adults and children. Our guidance and RBHS counselors are working diligently to provide the needed resources and support to our students.

- McKinney-Vento liaisons are working to reach out to our homeless population.

### **Health Services**

- Our Director of Health Services continues to communicate and collaborate with local DHEC, hospitals, and employees. Our nurses will continue to provide support to our school and district employees.

### **Attendance**

- We have completed and submitted the 135-Day reports for the SCDE.
  - Our Average Daily Membership (ADM), including our PK-CD students and our charter schools, was **45,733** students.

*(2018-19: Our Average Daily Membership (ADM), including our PK-CD students and our charter schools, was **44,787** students.)*

- Our Average Daily Membership (ADM), including our PK and CD students, but excluding our charter schools, was **44,969**.

*(2018-19: Our Average Daily Membership (ADM), including our PK and CD students, but excluding our charter schools was **44,050**.)*

- Our Average Daily Membership (ADM), excluding our PK and CD students and excluding charter schools, was **43,505** students.

*(2018-19: Our Average Daily Membership (ADM), excluding our PK and CD students and excluding charter schools, was **42,794** students.)*

- The Average Daily Attendance (ADA) for elementary schools was 95.310%; for middle school was 94.857%; for high school was 93.841%.
- The Average Daily Attendance (ADA) for HCS, excluding our charter schools was 94.751%. Including our charter schools, the Average Daily Attendance was 94.740%.

### **Student Affairs**

- Monitors new student enrollment emails and applications. As of 4/23/20, we have enrolled 42 new or returning students for the 2019-20 school year.
- Continues to work with student transfers for the upcoming school year.

### **Athletics**

- On Wednesday, April 22nd, the SCHSL announced that all remaining SCHSL events for 2019-20 school year, to include all spring sports activities, are cancelled.

## **2. Human Resources - Ms. Anderson**

Ms. Anderson shared an operational status update for Human Resources as follows:

- Emails are being monitored, and employee questions are answered individually.
- Unemployment requests from temporary employees are being received and processed. Due to the volume of requests, processing is slow. All agencies involved are working to complete requests as quickly as possible. Since March 16, 2020, the HCS Human Resources Department has processed over 600 unemployment claims and processed over 1,700 forms.
- Contracts for certificated staff members were sent today, April 27, 2020. As discussed, efforts have been concentrated on mission critical objectives. State law requires notification of contract status to certificated employees prior to May 1 of the calendar year. Therefore, priority was given to this group of employees regarding contract notification. Contracts to all other professional staff members will be delivered on or before June 15, 2020.
- Due to the mandated school closure, the selection process for Teacher of the Year, Rookie Teacher of the Year, and Support Staff of the Year could not be completed. We will continue the process in the fall and recognize each group after the selection process has been completed. We regret that this recognition will be delayed, but we are committed to completing the process and celebrating the achievements at a later time.

- The comprehensive compensation study will be completed by April 30, 2020.
- Our team continues to work to fill vacancies for the 2020-21 school year. Hiring managers are conducting virtual interviews.
- Human Resources staff members continue to report to work on an as-needed basis. Social distancing and CDC recommendations are observed when employees must come into the office.

### **3. Support Services - Mr. Brown**

Mr. Brown shared an operational status update for Support Services as follows:

#### **Facilities**

- Schools are cleaned after staff use on Mondays and Fridays and upon request or additional usage of the school.
- Out of abundance of caution, NMBM, SES, and SCES were thoroughly cleaned after HCS staff members tested positive for Covid-19 virus. Previously all kitchens of schools being used to prepare meals were treated with a proprietary disinfectant product that adds a protective coating which protects the surface from re-contamination for an extended time. It is also a “green product” that is safe for use in restaurant/food service environments.

#### **Nutrition Services**

- Since meal service was suspended on April 16th, several community organizations have assisted by providing meals to families across the district. Prior to the suspension, 166,072 meals were served between March 16th and April 15th.
- Operation Barbecue Relief will begin providing meals on Monday, April 27th, with assistance from the National Guard to operate the bus routes. This program is scheduled to continue until May 11th.
- A shipment of masks has been received from Horry County Emergency Management, along with some purchased masks to be delivered any day now.

#### **Transportation**



- Staff has coordinated a WiFi network through state-owned buses that are equipped with WiFi capability within each attendance area. They are scheduled for 1.5 hour stops at designated locations allowing families to access the WiFi by parking near the bus.

### **Safety/Security**

- Security company will be assisting with surveillance for those third-party feeding operations that are executed on HCS properties.
- Security Officers continue to monitor school campuses on a rotating basis to protect the school district from damage and civil liability, as well as ensure compliance with Governor McMaster's executive orders.
- A resource request was made to HCEMD last week for sanitizer, masks, and gloves. As of this date, only the request for masks has been filled, and we are awaiting the other items.

#### **4. Finance - Mr. Gardner**

Mr. Gardner shared an operational status update for Finance as follows:

### **Payroll and Benefit Services**

- For the April 30 payroll, we are currently processing payment for 6,171 employees with a total gross pay of \$11,857,292.57.
- All payments for vendors and taxes were processed on time without interruption. This includes payment to garnishment vendors for much needed child-support payments and employee retirement accounts.
- Staff have developed form packets and instructions for employees who need to complete retirement paperwork by June.
- Staff are monitoring the payroll inbox at [payroll@horrycountyschools.net](mailto:payroll@horrycountyschools.net).

### **Accounts Payable/Accounting Services**

- Staff are working with the school bookkeepers to assist with the issuance of refund checks for cancelled field trips and

events. We are also assisting School Nutrition Services regarding refunds for paid meals.

- 7,290 checks processed since April 6th for \$3,840,160.76.
- 2,775 refund checks to be issued this week for \$476,894.28.

### **Procurement Services**

- Schools are reviewing open PO's and submitting change order requests to cancel outstanding PO's where goods/services are not needed.
- Issued two (2) addenda to current solicitations.
- Held two (10) bid openings (via Zoom). We have awarded four (4) contracts for a total value of \$851,509 and are in the review process for the other six (6).
- Published two (2) new solicitations and worked with end users to develop multiple solicitations to be published within the next two (2) weeks.
- Currently have two (2) open solicitations with bid openings scheduled next week.

### **Accounting/Budgetary Services**

- Monitoring the legislative budget process. Anticipate the passage of a continuing resolution from the State. A continuing resolution allows for non-disruption of governmental operations pending the approval of the 2020-21 budget.
- In discussions with other school districts regarding plans for their 2020-21 Budget, several have indicated that they may issue a continuing resolution pending the approval of the State budget.
- We are continuing with the development of the 2020-21 Superintendent's Comprehensive Budget. Based on recent information from the State, all school districts are required to utilize the current teacher salary schedule and suspend STEP increases for next year until the State budget is adopted. In addition, the 1% increase in the employer's retirement rate contribution is suspended for 2020-21.
- We do not anticipate any major impact on property taxes next year but do expect that sales tax receipts will be impacted. As

sales tax provides a large portion of State revenue, it would be reasonable to expect the State funding for education will be impacted. In addition, we will need to adjust our projections for our Educational Capital Improvement Sales Tax.

- For this year, the budget information will be shared in an executive summary format. We plan to present an update on May 18, 2020 and hold the public hearing on the 2020-21 Superintendent's Comprehensive Budget on June 1, 2020. At the June 1, 2020 meeting, the Board could pass the budget and revisit it again in the fall when the State budget is finalized.
- Monitoring the potential impact of the CARES (Coronavirus Aid, Relief, and Economic Security) Act. The State announced a preliminary estimate of \$14,010,472.63. These funds were allocated based on the Title I methodology (poverty). The administration will begin developing a plan to strategically leverage these funds in the support of operations. The SC School Boards Association has scheduled a webinar next week to provide additional guidance.

#### **5. Communications - Mr. Generette**

Mr. Generette shared an operational status update for Communications as follows:

- HCS Website is reviewed to ensure information and updates are in prominent places and that it is user friendly for staff, parents, students, and the general public.
- HCS website, social media platforms, Parentlink, email, HCS mobile app, and HCS TV are being utilized to provide updates to parents, students, and staff.
- Generally, updates are provided at approximately 4:00 p.m. or shortly thereafter.
- Messages left with the general voice mailbox are monitored on a daily basis. Messages are forwarded to the appropriate department supervisors or leads for responses.
- Sharing information as to resources that may be useful to families.

#### **6. Learning Services - Ms. Myrick**

Ms. Myrick shared an operational status update for Learning Services as follows:

### **Curriculum and Instruction**

- The SDE provided recommendations on the number of instructional minutes delivered and guidance on the introduction of new instructional material for eLearning April 13th. Based on the recommendations and guidance, adjustments have been made to the choice boards and coursework and will continue to be made as needed. For example, adjustments have been made for middle school coursework in Edgenuity, the online platform for ELA, math, science and social studies, to reflect the state guidance regarding time and workload. The time for coursework was reduced from 2.5 hours weekly per course to 1 hour weekly per course.

Parents who have concerns about the number of assignments and the time required to complete the assignments are encouraged to contact their child's teacher and/or administrator.

- Teachers and administrators have done an amazing job in implementing e-Learning in an extremely short period of time, and we are all learning how to serve more effectively students as we go along. As we continue with eLearning for the remainder of the school year and begin looking into sustainability for the future should the need arise for eLearning, we are making plans for additional support for teachers in implementing eLearning. We began by offering eLearning 101 for teachers, which focuses on the basic mechanics of using communication tools, such as Google Meet. Other professional development opportunities are also available. However, we know we need to provide additional resources and training for teachers to support eLearning, which we were not able to provide initially because we moved so rapidly from face-to-face instruction to eLearning. Plans are now being made to offer eLearning 102, which will focus on the instruction for eLearning, to include guidelines and best practices for instruction. We are also planning to develop and offer virtual opportunities for training for teachers this summer.

We debrief regularly, taking into consideration feedback from stakeholders, on what is working and what is not working and identify solutions. While we realize our current platforms for

eLearning may not be perfect, we do strive to learn from this initial experience of implementation and use this knowledge to plan for a more sustainable model, taking into consideration ways minimize the burden on students, parents, and teachers, should it be necessary to deploy eLearning in the future.

### **Pre-registration for Kindergarten and Child Development Applications**

- Online pre-registration for kindergarten is open, and child development (CD) applications are available. Parents can upload required documentation online and are provided with short video tutorials that can be accessed when needed. Paper CD applications are also available outside the front door of the elementary schools in each attendance area Monday through Friday between the hours of 7:00 a.m. and 7:00 p.m. Paper applications and copies of required documentation may be mailed back to the school in the student's attendance area using the stamped envelope provided with the paper application.
- Reminder: The CD program is an early intervention for at-risk four-year olds and is designed to prepare children for success in kindergarten. Applicants for the program are ranked on risk factors that may impact school readiness.
- The primary criteria for participation in child development during the 2020-21 school year will be income eligibility and risk factors as outlined by the SDE.
- Other selection criteria may include:
  - DIAL-4 screening results, pending school access to administer screenings
  - Homelessness status
  - Foster care
  - Prior IEP
  - Educational level of parents

### **National Library Week**

- *HCS libraries celebrated National Library Week April 19th by providing virtual reading challenges and online story time and by highlighting partnerships with the public libraries.*

**g. Update on 2020-2021 Budget and Assumptions/Parameters - Mr. Gardner**

Mr. Gardner presented an update on 2020-2021 Budget Assumptions/Parameters including the potential impact from COVID-19.

**3. EXECUTIVE SESSION**

**a. Student Appeal**

A motion was made to move into Executive Session at 7:54 PM. Board Chair Richardson recused himself from the Executive Session. Mr. Richardson relinquished the gavel to Mr. Poston, Vice Chair, through business item A.

**Moved By:** Mr. James

**Seconded By:** Ms. Todd

The Board Chair did not cast a vote on this item.

**Board Action: Carried Unanimously**

**4. BUSINESS**

It should be noted that the Board moved to consider the Student Appeal before a motion was made to move enter into open session. A motion was made to move into open session and a motion was reoffered regarding the Student Appeal.

**Moved By:** Mr. James

**Seconded By:** Mr. Freeman

**Board Action: Carried Unanimously**

**a. Consider Student Appeal - Mr. Richardson**

Upon the Board of Education's review and consideration of the written record regarding the student's appeal, Mr. James made a motion that the Board of Education uphold the District Appeal Board's decision to assign the student to the Alternative School program.

**Moved By:** Mr. James

**Seconded By:** Mr. Cox

**Board Action: Carried Unanimously**

**b. Revision of Board Meeting Schedule - Mr. Richardson**

A motion was made to keep the Board Meeting Schedule as scheduled for the May 4, 2020, meeting and to meet week to week on an as-needed basis.

**Moved By:** Mr. Hardwick  
**Seconded By:** Ms. Todd

**Board Action: Carried Unanimously**

**c. Board Member Education Funds - Mr. Richardson**

A motion was made to inform the Board secretary by Friday, May 1st, 2020, how to allocate funds or the funds will revert back to the General Fund.

**Moved By:** Mr. James  
**Seconded By:** Ms. Smith

**Board Action: Carried Unanimously**

**d. Open Forum (Board Governance Policies: By-laws, "Meetings," pp. 60-61) - Mr. Richardson**

A motion was made by Ms. Morreale to follow the South Carolina School Board's recommendation to temporarily suspend open forum during the COVID-19 crisis.

**Moved By:** Ms. Morreale  
**Seconded By:** Ms. Graham

**For (9): Mr. Poston, Mr. Hardwick, Mr. Cox, Ms. Graham, Ms. Morreale, Mr. James, Ms. Allen, Ms. Todd, and Mr. Freeman**

**Against (2): Mr. Winters, and Ms. Smith**

**Board Action: Carried (9 to 2)**

**e. Bids for MBIS Repurposing to Adult Ed, Records, and Science Kits - Mr. Wolfe**

A motion was made to approve the recommendation to award the contract to Sellers General Construction for amount of \$560,047.

**Moved By:** Mr. James  
**Seconded By:** Ms. Todd

**Board Action: Carried Unanimously**

**5. CONSENT AGENDA**

A motion was made to approve the Agenda items as presented.

**a. Personnel Recommendations**

**b. Monitoring Report: OE-9 Communicating with the Public**

**c. Education Allocation Fund - D1**

**Moved By:** Ms. Todd

**Seconded By:** Mr. Cox

The Board Chair did not cast a vote on this item.

**Board Action: Carried Unanimously**

**6. ADJOURNMENT**

UPCOMING MEETING(S)

A motion was made to adjourn at 8:31 PM.

**Moved By:** Mr. Hardwick

**Seconded By:** Ms. Todd

A motion was made to adjourn the meeting.

**Board Action: Carried Unanimously**

**a. May 18, 2020 - Virtual Meeting of the Board, 6:00 PM**

Respectfully submitted,



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Heidi Oates

Executive Assistant to the Superintendent and Horry County Board of Education

APPROVED: May 4, 2020