

**HORRY COUNTY BOARD OF EDUCATION**

**MINUTES**

**BOARD WORK SESSION**

**June 1, 2020  
Virtual Meeting  
335 4 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 - JUNE 1, 2020 - 6:00 PM - CALL TO ORDER**

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

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

Mr. Winters offered the invocation and led in the Pledge of Allegiance to the American Flag.

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

A motion was made to approve the June 1, 2020, agenda as presented.

**Moved By:** Mr. James

**Seconded By:** Mr. Hardwick

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

**Carried Unanimously**

**c. Approval of Minutes - Mr. Richardson**

A motion was made to approve the May 18, 2020, minutes as presented.

**Moved By:** Mr. Winters

**Seconded By:** Mr. Hardwick

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

**Carried Unanimously**

**2. EXECUTIVE SESSION**

A motion was made to move into Executive Session at 6:06 PM.

**a. Receipt of Legal Advice Concerning Recent/Potential Litigation**

**b. Consider Potential Sale of Property**

**Moved By:** Mr. Cox

**Seconded By:** Ms. Todd

The Board Chair did not cast a vote on this item. It should be noted that Mr. Poston and Mr. James recused themselves from item 2.b.

**Carried Unanimously**

**3. DISCUSSION**

A motion was made to adjourn the Board Work Session and move into the Discussion portion of the meeting at 7:20 PM.

**Moved By:** Mr. Cox

**Seconded By:** Mr. Hardwick

**Carried Unanimously**

**a. Technology Committee Report - Ms. Morreale**

The Technology Committee met on May 26, 2020, for the purpose of discussing the expansion of the 1-1 personalized digital learning. Ms. Morreale stated the Technology Committee is working to expand the PDL initiative to a ratio of 1:1 in grades Kindergarten K– 4. In addition, each student in the Child Development (CD) program will be assigned a device that was previously assigned to 3rd - 4th graders. Expansion of the 1:1 PDL program will provide schools with greater

flexibility for delivering personalized instruction to students in either a classroom or home environment.

**b. Consider Expansion of 1-1 Personalized Digital Learning - Ms. Velna Allen**

Ms. Allen addressed the Board noting the District currently maintains a 1:1 Personalized Digital Learning (PDL) initiative for middle schools, high schools, and grade 5 in elementary schools. Students in grades 3-4 share devices at a ratio of 1:2. The recommendation is to expand the PDL initiative to a ratio of 1:1 in grades Kindergarten K– 4. In addition, each student in the Child Development (CD) program will be assigned a device that was previously assigned to 3rd - 4th graders. Expansion of the 1:1 PDL program will provide schools with greater flexibility for delivering personalized instruction to students in either a classroom or home environment.

The Administration is seeking approval of funds to expand the 1:1 PDL initiative to include the purchase and assignment of the iPad-7th Generation to all students in grades K-4.

Estimated Cost: \$5,365,800

Recommendation Funding Details:

- PDL Initiative, 1:1 devices, Grades 3-4, iPad 7th Generation: \$1,386,000 from Residual Technology Funds
- PDL Initiative, 1:1 devices, Grades K-2, iPad 7th Generation \$3,979,800 from CARES Act Funds

**c. Finance Committee Report - Mr. Hardwick**

The Finance Committee met on Wednesday May 27, 2020. Mr. Hardwick noted that Mr. Gardner shared a document titled "Review of 2020-2021 Superintendent's Comprehensive Budget." Mr. Hardwick shared that last year's Adopted General Fund Budget (which is our current year's budget) had revenues of \$430.6 million and expenditures of \$449.2 million. To balance the budget, the Board approved the utilization of fund balance in the amount of \$18.6 million. Mr. Hardwick noted that Mr. Gardner also stated that at the May 18, 2020, Board meeting, his best estimates indicate that we will have a \$10.3 million surplus at the end of the current fiscal year.

The 2020-21 proposed General Fund Budget that was given preliminary approval at the May 18, 2020 Board Meeting has revenues of \$449.6 million and expenditures of \$460.6 million. To balance the budget, the administration has requested the approval to utilize fund balance in the amount of \$11 million.

Mr. Gardner presented the General Fund expenditure adjustments that were previously shared at the May 18<sup>th</sup> Board Meeting. Mr. Gardner separated the expenditure adjustments into categories and placed them in alphabetical order.

The first category was titled “Mandatory Expenditure Adjustments.” The items listed had been either previously approved by the Board or are items considered to be fixed costs.

Items previously approved by the Board include:

- ESOL Support (7.0 teachers)
- Principal Specialists
- Special Education Teacher, Related Service and Support Staff Positions
- Staffing for the projected additional 841 Students HCS will have.

Items that considered to be fixed costs include:

- Charter school support
- Health insurance
- Property insurance
- Workers’ compensation insurance

The second category was titled “Cost Savings Adjustments.” This category represents the difference between the salaries/benefits that were budgeted for vacant positions and the actual costs of employees who ultimately filled them.

The last category was titled “Optional Expenditure Adjustments.”

Due to the optional expenditure adjustments were considered to be necessary, the Committee did not rank them in order of importance.

Dr. Maxey also shared the steps that the District is planning to minimize the potential financial impact of the COVID-19 pandemic during the 2020-21 fiscal year.

The Finance Committee approved a motion to utilize \$11,038,242 of Fund Balance for the 2020-21 General Fund Budget.

Mr. Gardner also provided an update on the CARES (Coronavirus Aid, Relief, and Economic Security) Act.

Mr. Gardner shared that the District has received information regarding the allowable uses of the CARES Act funds from the State Department of Education, and there are 12 allowable uses of the funds. He stated that the most important one is indicated on item #12 of the handout he provided which states “Other activities that are necessary to maintain the operation of and continuity of services in local education agencies and continuing to employ existing staff of the local education agency” so that allows for a very broad use of these funds.

He also mentioned that included in the presentation that Dr. Maxey had previously shared, the District will develop a plan during the first quarter of 2020-21 that places an emphasis on the continuance of operations and supports the e-learning community.

Mr. Gardner also informed the Finance Committee that at the May 26th Technology Committee meeting a recommendation was made to utilize \$3,979,800 of the CARES Act funds to expand the 1:1 PDL, (Personal Digital Learning) program in grades CD-4 This will allow the schools greater flexibility for delivering personalized instruction to students in either a classroom or home environment.

Another item Mr. Gardner brought to the Committee's attention is the requirement to provide equitable services in the same manner to students and teachers in non-public schools. He said that the District has recently been on several conference calls with our State Superintendent, Molly Spearman, and she indicated that the State is developing additional guidance on how this requirement can be met.

And finally, he shared that the preliminary projection for funds for Horry County Schools from the CARES Act is \$14,010,483. He also stated that this amount may change due to final guidance on non-public schools.

The Finance Committee also received a status update on Taxable/Tax Exempt Refunding Opportunity.

Mr. Gardner shared that Mr. Brian Nurick (our Financial Advisor) said that there have been no changes since the last meeting and indicated that interest rates have been stable.

He also shared that on May 20<sup>th</sup>, Ms. Frannie Heizer (our Bond Counsel) posted the RFP's for the advanced refunding and published notices of the sale on May 21<sup>st</sup>.

Mr. Gardner stated that the responses are due on June 10<sup>th</sup> at 11:00 AM. Once the bids are received, he will notify the Finance Committee of the results prior to awarding the winning proposal.

**d. Consider Waiver of Employee Days Missed Due to Hurricane Dorian - Ms. Todd**

Ms. Todd addressed the Board regarding employee make-up days remaining from the impact of Hurricane Dorian. Ms. Todd indicated she would make a motion during the Business portion of this meeting seeking approval of waiving employees' two remaining make-up days.

**e. Comprehensive Employee Compensation Study - Mr. Russell Campbell, Management Advisory Group**

Mr. Russell Campbell from the Management Advisory Group provided an overview of the Comprehensive Employee Compensation Study for Horry County Schools. Following Mr. Campbell's presentation, he answered questions from the Board. Dr. Maxey suggested members review the report in its entirety and submit questions to the Board secretary to be compiled and submitted to Mr. Campbell.

**f. Resolution of Budget Issues and Approval of General Contractors for Phase I Tennis and Track Repairs - Mr. Wolfe**

Mr. Wolfe addressed the Board regarding the collective concerns of funding the Phase 1 Tennis and Track repairs. CHA worked closely with Procurement and the two low bidders for both tennis and tracks to entertain additional negotiations. Mr. Wolfe stated he felt these negotiations were successful as the bidders were very cooperative and showed a good faith effort to partner with HCS. Mr. Wolfe noted budget requirements were met with a modest contingency for the District while maintaining the approved program and the expected quality. Mr. Wolfe is seeking approval of the two contractors as follows:

Track & Field: GeoSurfaces Southeast, Inc. from Charlotte, NC

Tennis Courts: Coastal Structures Corporation from Georgetown, SC

**g. Monitoring Report: OE-12 Learning Environment/Treatment of Students - Ms. Allen**

A copy of Monitoring Report OE-12 was provided. Ms. Allen addressed this report and was available for questions from the Board.

**h. Monitoring Report: R-6 Personal Success and Citizenship - Ms. Myrick**

A copy of Monitoring Report R-6 was provided. Ms. Myrick addressed this report and was available for questions from the Board.

**i. Funding Flexibility - Mr. Gardner**

Mr. Gardner addressed the Board regarding Funding Flexibility. The District provides a full-day early childhood program for 1,180 students. The funding for this program is provided through Title I and the Four-Year Old Early Childhood funds. For the past several years, the District utilized a larger portion of Title I funds for this program which resulted in carryover funds in the Four-Year Old Early Childhood funds. Last year, the Board approved that the District utilize the funding flexibility provision and transfer \$1,900,000 to the EIA initiative: Aid to Districts where a larger population can be served. For the current year, the administration recommends that we utilize the funding flexibility provision and transfer \$750,000 to the EIA initiative: Aid to Districts where a larger population can be served. This transfer will not impact the current early childhood program.

Mr. Gardner requested that this item be placed on the Consent Agenda at the next meeting for approval.

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

Dr. Maxey shared an update regarding District operations during COVID-19. HCS is in the process of wrapping up the 2019-2020 school year. Dr. Maxey remarked he takes part in weekly meetings with other superintendents in South Carolina with State Superintendent Molly Spearman and her staff. Discussions have occurred at the state level regarding the possible offering of summer academic camps for students needing academic assistance in grades K-3. Additionally, the District is working on a plan for a phase-in of limited public access to District offices in the coming weeks and will continue to monitor DHEC recommendations as the planning goes forward. Dr. Maxey noted that during the COVID-19 school closures the District has been able to conduct much of its business with the public online and that it will continue to do so for the near future.

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

**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.
- Continual monitoring our systems to ensure network security.
- Maintained the Technology Help Desk, assisting users via phone and email.
- As of Friday morning, May 29th, our Technology Help Desk has answered 1,516 calls and 1,248 emails since March 23rd. These contacts are from parents, students, and employees.
- Will collect devices from teachers who are leaving the District on June 2nd, 4th, or by appointment.
- As of Thursday afternoon, May 28th, we have registered 19,750 returning students (46%) through InfoSnap.

**Guidance and RBHS**

- Over 2000 students were served during the 2019-20 school year through our RBHS program.

- Our guidance and RBHS counselors are working diligently to provide the needed resources and support to our students.
- Our guidance and RBHS counselors will continue to provide support throughout the summer.

### **Health Services**

- Nurses are in their schools screening staff and cafeteria workers if the school is a feeding site.
- Nurses are calling parents, sending out immunization letters, setting up time for medication pick-up, and working on Individual Health Plans (IHP).
- At the District level, we are reconciling homebound cases.

### **Student Affairs**

- Continue to work with student transfers for the upcoming school year.
- Registration will open on June 8th for students who are new to Horry County Schools.

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

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

- Emails are being monitored, and employee questions are answered individually.
- Following national and state trends, our initial unemployment claims have declined over the past two weeks.
- 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 to provide assistance to recruit, retain, and support employees. 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:



## **Nutrition Services**

- The National Guard service was extended through June 4th.
- We continue to prep grab-and-go meals at 13 sites and bus routes.
- COVID 19 waivers for meal service have been approved through August 31st. The waivers allow multiple meals to be served at one time, parents are allowed to pick up meals for their children without them being present, and non-congregate meal service.
- Plans for summer meals are in final stages to begin June 9th.
- Discussions about next year's meal service options are taking place and dependent on the District's learning models for students.
- The Meals-to-You program verifications have been completed. Awaiting confirmation that first shipments to families have begun.

## **Transportation**

- Staff is continuing scheduled 1.5-hour stops at designated locations within each attendance area allowing families to access Wi-Fi by parking near the bus.
- Staff is assisting the National Guard with meal deliveries at designated locations within each attendance area.
- Staff is continuing the end of year cleaning and sanitizing of buses.

## **Safety & Security**

- There are no known unfilled campus requests for security resources (sworn and contracted security) where graduation ceremonies are concerned.
- Roving patrols by the security company at all campuses will continue through June 3rd
- Traditional end-of-year bus lot coverage will be modified this year in that after-hours assignments will be executed by roving security officers who will cover specific areas which will be divided by geographic proximity.

## **Facilities**

## **Building Services**

- Providing masks/gloves to all staff who are working.
- Separating staff work assignments to comply with safe social distancing.
- Wiping down/disinfecting all surfaces and high touch areas.
- Starting summer cleaning– scrubbing and stripping of floors.
- In-Process of changing over hand sanitizer to an alcohol-based product in North and West regions. Still waiting on product for the South and East regions.
- Working with vendors to locate needed products for fall student return

## **Inventory/Warehouse**

- Placed signs in warehouse to remind all who enter to remain at a distance of 6' from one another.
- Installed a Plexiglas shield on the warehouse counter for separation when assisting technicians, vendors, and others.
- Wiping down and disinfecting all surfaces and high touch areas in warehouse lobby.
- Providing masks to all warehouse staff
- Wearing masks in vehicles when more than 2 employees need to ride together for deliveries and pickups.
- Staggering work-days/hours to keep the number of employees to a minimum in the warehouse at any one time.

## **Maintenance**

- Technicians have been supplied masks to wear.
- Technicians have been given disinfectant wipes and hand sanitizer is available for their use.
- We have staggered start/finish times to the workdays for technicians to minimize the number of individuals in the training room and restrooms at one time.
- Working on shields for truck cabs to provide separation between individuals that must ride together.
- Continuing to emphasize and follow the CDC guidelines.

- Assessing needs for plexiglass divider installations at all locations

#### **Capital Staff**

- The main entrance is locked and signage placed with our main phone number for visitors to call if entrance is required to the building.
- We have moved to summer work hours and are alternating work-days for staff to be in the office two days per week to space out employees, especially those who work in close proximity to others.
- We have masks available for those who may not have their own.
- Hand sanitizer is available for use.

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

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

##### **Payroll and Benefit Services**

- For the May 29th payroll, we processed payment for 6,156 employees with a total gross pay of \$11,822,685.91.

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

- 329 checks processed since May 18th for \$7,213,020.75
- 621 refund checks were issued for \$45,751.90

##### **Procurement Services**

- Issued 8 addendum to current solicitations.
- Published 3 new solicitations
- Held 5 bid openings
- Working with end users on 3 new solicitations

##### **Accounting/Budgetary Services**

- The public notice on the 2020-21 Superintendent's Comprehensive Budget was published in the Horry Independent and Sun News.

**5. Communications - Mr. Generette**

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

- Many businesses, entities, organizations, and others throughout the community are participating in congratulatory messages for the Class of 2020. Information is available on our website should other entities wish to congratulate the Class of 2020.
- Sharing current 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:

**Program School Ceremonies and Graduation Ceremonies**

School	No Ceremony	Individual	Small Group	Whole Group	Total
AHS	15	14	0	163	192
<b>CFHS</b>	<b>127</b>	<b>200</b>	<b>220</b>	<b>0</b>	<b>547</b>
CHS	56	67	0	223	346
ECHS	13	32	0	49	94
GSFHS	9	26	0	52	87
LHS	37	35	0	141	213
MBHS	34	64	0	247	345
NMBHS	60	90	0	168	318
SHS	45	78	0	241	364
SJHS	63	60	0	267	390
Total	459	666	220	1551	2896
School	No Ceremony	Individual	Small Group	Whole Group	Total
<b>AAST</b>	<b>66</b>	<b>21</b>	<b>116</b>	<b>0</b>	<b>203</b>
<b>ATA</b>	<b>25</b>	<b>197</b>	<b>0</b>	<b>0</b>	<b>222</b>
<b>SA</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>40</b>	<b>49</b>
Total	99	219	116	40	474

**Ceremonies Held Prior to June 1**

### **eLearning Pilot Program**

Our district is one of twenty-seven school districts in South Carolina approved to participate in the Cohort 3 of the eLearning Pilot Program.

The Education Oversight Committee (EOC) reviewed forty-five applications for Year 3 of the eLearning Pilot Program. After careful review by EOC and South Carolina Department of Education staff, our district was selected for Cohort 3. Districts in the pilot program will be allowed to make-up missed days using eLearning, per the proviso. The total number of districts in the eLearning program is now 42.

### **Elementary Summer Reading Programs**

- School media specialists have coordinated virtual kick-offs for individual school summer reading programs and advertised the programs on both school websites and Facebook.

### **Special Education**

- Plans are being finalized for extended school year (ESY) services, including the assignment of providers, for students with disabilities. Parents will be contacted by providers to establish the delivery method for services. Options for virtual services will be extended to parents for the month of June. If parents prefer face-to-face services, the determination regarding service delivery will be deferred until a later date.

### **Instructional Technology and Professional Development**

- A flexible webinar series will be offered in July to train CD-12 teachers on the use of a district-created framework for Google Classroom. This framework will provide a streamlined structure to manage effectively teaching, learning and communicating with students and parents.
- A mini webinar training series will be offered in July specifically for CD-2 teachers on the effective use of Google Classroom and SeeSaw to support remote learning.

## **4. ADJOURN BOARD WORK SESSION AND CONVENE SPECIAL-CALLED MEETING**

A motion was made to adjourn the Work Session and move into the Business Portion of the Meeting.

**Moved By:** Mr. Hardwick

**Seconded By:** Ms. Allen

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

**Carried Unanimously**

**5. BUSINESS**

**a. Authorizing Expenditures from Revenues Collected from the Education Capital Improvements Sales and Use Tax - Mr. Gardner**

As previously shared at the May 18<sup>th</sup> Board Meeting, Mr. Gardner recommended that the Board authorize the expenditure of not to exceed \$32,600,000 from Sales Tax Revenues for the direct payment of costs for Approved Projects including classroom & instructional technology and the Short-term Facilities Plan.

**Moved By:** Mr. Hardwick

**Seconded By:** Ms. Graham

**Carried Unanimously**

**b. Consider Waiver of Employee Days Missed Due to Hurricane Dorian - Ms. Todd**

Ms. Todd made a motion seeking approval of the Board to waive the two remaining make-up days for employees as a result of Hurricane Dorian.

**Moved By:** Ms. Todd

**Seconded By:** Ms. Smith

**Carried Unanimously**

**6. CONSENT**

**a. Personnel Recommendations**

**b. Approval of 2020-2021 Courses for Honors Weighting**

**c. Monitoring Report: OE-5 Financial Planning**

**d. Monitoring Report: OE-6 Financial Administration - Financial Quarterly Report**

**Moved By:** Mr. Winters  
**Seconded By:** Mr. Hardwick

A motion was made to approve the Consent Agenda as presented. The Board Chair did not cast a vote on this item.

**Carried Unanimously**

7. **ADJOURNMENT**

The meeting was adjourned at 8:46 PM.

**Moved By:** Mr. Freeman  
**Seconded By:** Ms. Graham

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

**Carried Unanimously**

a. **UPCOMING MEETINGS:**

1. **June 8, 2020 - Public Hearing: 2020-21 Superintendent's Comprehensive Budget/Special-Called Meeting, 6:00 PM**

Respectfully submitted,

*Heidi Oates*

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Heidi Oates

Executive Assistant to the Superintendent and Horry County Board of Education

APPROVED: June 8, 2020