

# **HORRY COUNTY BOARD OF EDUCATION**

## **MINUTES**

### **BOARD WORK SESSION**

**January 13, 2020**

**Academy for Technology & Academics**

**5639 Highway 701 North**

**Conway, SC 29526**

#### **Board of Education**

Ken Richardson

John Poston

Chris Hardwick

David Cox

Janet Graham

Janice Morreale

Ray Winters

Shanda Allen

Sherrie Todd

Helen Smith

W Russell Freeman

#### **Horry County Schools Staff**

Velna Allen, Daryl Brown, Joe Burch, Charles Conant, Jeanie Dailey, Nicole Fields, Kenny Generette, Jill Jeter, Kelly Johnson, Melissa Lute, Paula Mullis, Boone Myrick, Heidi Oates, Tonya Pickett, Angela Rush, April Scott, Tracy Suggs, Kristin Wilson, Kelly Wilson, Mark Wolfe

**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 - January 13, 2020 - 6:00 PM - CALL TO ORDER**

Chairman Richardson called the meeting to order at 5:59 PM.

##### **a. Invocation, Pledge of Allegiance**

Mr. Russell Freeman offered the invocation and led the Pledge of Allegiance.

##### **b. Approval of Agenda**

A motion was made to approve the agenda as presented.

**Moved By:** Mr. Cox

**Seconded By:** Mr. Winters

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

**Board Action: Carried Unanimously**

**c. Approval of Minutes**

A motion was made to approve the December 9, 2019, minutes as presented.

**Moved By:** Mr. Winters

**Seconded By:** Ms. Allen

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

**Board Action: Carried Unanimously**

**2. DISCUSSION**

**a. Policy Committee Meeting Report - Mr. Winters**

The Policy Committee met earlier today with the purpose of discussing establishing an HCS Foundation. Information will be brought to Board at a later date. The Policy Committee also began discussion of Board Governance items GC1 - GC10. Once approved, any revisions will be brought before the Board.

**b. Curriculum Committee Meeting Report - Ms. Todd**

The Curriculum Committee met earlier today with the purpose of discussing personnel allocations, marching band with PE credit, the Cosmetology and Esthetics Program and alleviating financial responsibilities for students, band uniforms, and high school STEM courses for the 2020-2021 year.

**c. Notice of School Board Meeting Schedule as Required by SC Code 30-4-80 (Dates/Times/Place) for Calendar Year 2020**

In accordance with SC Code 30-4-80 all public bodies must give written public notice of their annual regular meeting schedule at the beginning of each calendar year. The notice must include dates and times for each meeting, all of which are held at the District Office located at Four Mile Road. A schedule of meetings was presented to the Board.

**d. Consider Approval of Architect for Repurposing Former Myrtle Beach Intermediate School - Mr. Wolfe**

In August 2019, the current Myrtle Beach Intermediate School (MBIS) population was relocated to the newly remodeled Myrtle Beach Elementary School, leaving the former MBIS facility vacant. A code analysis of the building was performed and reviewed with the Office of School Facilities to determine the feasibility of repurposing the building. Thereafter, a budget was developed for the project. Staff has identified three programs to occupy the building: Adult

Education, Science Kits, and Records Retention. The Adult Education program and the Science Kits program are both currently in leased spaces owned by Horry Georgetown Technical College (HGTC). HGTC has expressed its need for these leased spaces for their own purposes. Therefore, the District must find a new location for both programs as quickly as possible. In addition to Adult Education and Science Kits, Records Retention was also approved to be relocated as well. The former MBIS facility is ideal in size, layout, and location to house all three of these District programs. The board approved funding for the repurposing of the former MBIS facility on November 4, 2019. A Request for Qualifications #1920-24RF was issued for professional design services. Five responses from interested firms were received and forwarded by procurement to the evaluation committee which then met on December 13, 2019. The committee determined all five firms should be interviewed. The evaluation panel included Mark Koll, Amber Barnhill, Mark Wolfe, Ara Heinz, and Patrick McCord. Interviews were held with five firms on January 7, 2020, and D3G Architects, LLC, was selected as the most qualified firm for this project.

**e. Consider Approval of Civil Engineering Firms for Design Loop Roads, Conversion of Records to Transportation, and Other Improvement Projects - Mr. Wolfe**

A previous Indefinite Delivery Contract for civil engineering design services expired in late 2019. As the District routinely has many projects with a scope of work that primarily requires civil engineering design services, there is a need to establish a new contract to serve future upcoming projects. A Request for Qualifications #1920-21RF was issued, and nine submittals were received from interested firms with seven forwarded by procurement to the evaluation committee. The evaluation panel included Mark Koll, Ara Heinz, Jason Hardee, Davida Rohlf, and Patrick McCord. The evaluation panel met on December 10, 2019, to review submittals, and five firms were chosen to be interviewed. Interviews were held on January 7, 2020. The evaluation committee determined all five firms to be qualified and recommended all five firms be accepted to participate in future projects. In alphabetical order, the firms selected are:

- DN Engineering
- DRG, LLC
- ECLS Global, Inc.
- Mead & Hunt
- Thomas & Hutton

It should be noted Mr. Poston recused himself from this discussion.

**f. Consider Approval for Funding for CHA Sports Phase I Projects - Mr. Brown**

RFQ (#1819-20JR) was issued on November 27, 2018, for a Track & Field and Tennis Court Design Professional for Athletic Facility Repairs/Renovations/Reconstruction at all nine high school locations. Qualifications were received on December 20, 2018, reviewed by Procurement and then forwarded to the evaluation committee on January 4, 2019. The committee evaluated and ranked the firms on January 11, 2019, based on the criteria set forth in the solicitation. Those firms then participated in interviews before the committee on January 18, 2019. CHA Design/Construction Solutions (CHA) was ranked the highest Offeror by the committee. On February 18, 2019, the Board authorized staff to enter fee negotiations with CHA. On April 29, 2019, the Board authorized staff to enter into contract with CHA, and funding for design and construction of Option 1 of Phase I (crack seal and resurface tennis courts at four high schools) was approved by the Facilities Committee on September 23, 2019. On November 19, 2019, the Facilities Committee approved the use of Sustainment Funds for the CHA Phase I work design fees. Total funding request: \$4,429,000.00

**g. Monitoring Report: OE-6 Financial Administration - Report from External Auditor - Elliott Davis, LLP - Ms. Kim Davis and Ms. Melissa Monahan**

The District has completed the Comprehensive Annual Financial Report (CAFR) for the 2019 FY. The report was distributed to the board on January 10, 2020, in the Board Weekly Update, and the external auditor Elliott Davis, LLP representatives presented the 2019 FY audit findings to the Board.

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

A motion was made to adjourn the Board Work Session and Convene a Special-Called Meeting to move into Executive Session at 6:23 P.M. It should be noted Mr. Poston was recused from the Executive Session.

**Moved By:** Mr. Cox

**Seconded By:** Mr. Hardwick

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

**Board Action: Carried Unanimously**

**4. EXECUTIVE SESSION**

**a. Discussion of Potential Purchase of Property**

It should be noted no action was taken during the Executive Session.

**5. BUSINESS**

A motion was made to enter the Business portion of the Board Work Session at 6:37 P.M.

**a. 2020-2021 Budget Assumptions and Parameters - Mr. Gardner**

A motion was made to approve the 2020-2021 Budget Assumptions and Parameters as presented.

**Moved By:** Mr. Hardwick

**Seconded By:** Ms. Graham

**Board Action: Carried Unanimously**

**b. 2020-2021 Personnel Allocation Formulae - Mr. Gardner**

A motion was made to approve the 2020-2021 Personnel Allocation Formulae as presented.

**Moved By:** Mr. Hardwick

**Seconded By:** Ms. Graham

**Board Action: Carried Unanimously**

**c. Consideration of 2019-20 Spring Courses and 2020-21 Courses for Honors Weighting - Ms. Myrick**

A motion was made to approve courses that have been developed for honors weighting according to the requirements outlined in the SC Honors Framework. Courses to be offered beginning the second semester of the 2019-2020 school year include the following:

- PLTW Digital Electronics
- PLTW Cybersecurity

Courses to be offered beginning the 2020-2021 school year are as follows:

- Advanced Aerospace Technology
- Clean Energy Applications (Course 2)
- Core Applications of Science and Technology
- Computers, Networks and Databases
- Introduction to Logistics

**Moved By:** Ms. Todd

**Seconded By:** Ms. Allen

**Board Action: Carried Unanimously**

6. **CONSENT**

- a. **Personnel Recommendations as Required by Law**
- b. **Monitoring Report: OE-6 Financial Administration - Mr. Gardner**
- c. **Monitoring Report: OE-7 Asset Protection - Mr. Gardner**
- d. **Monitoring Report: R-2 Numeracy - Ms. Myrick**

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

**Moved By:** Ms. Allen

**Seconded By:** Mr. Poston

**Board Action: Carried Unanimously**

7. **ADJOURNMENT**

- a. **Facilities Committee Meeting - January 27, 2020, 4:00 PM, Academy for Technology and Academics**
- b. **Board Meeting - January 27, 2020, 6:00 PM, Academy for Technology and Academics**

A motion was made to adjourn the January 13, 2020, Board Work Session at 6:41 P.M.

**Moved By:** Ms. Allen

**Seconded By:** Mr. Poston

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

**Board Action: Carried Unanimously**



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Heidi Oates

Executive Assistant to the Superintendent and Horry County Board of Education

APPROVED: January 27, 2020