



Human Resources Committee Meeting
Monday, March 20, 2017
3:00 PM, District Office, Room A132

Board members present: David Cox, Board Member for District 4, Committee Chair
Chris Hardwick, Board Member for District 9, Committee Member
Janice Morreale, Board Member for District 5, Committee Member
Pam Timms, Board Member for District 6, Committee Member
Ray Winters, Board Member for District 3
Joe DeFeo, Board Chair
Shanda Allen, Board Member for District 11
Holly Heniford, Board member for District 1

Staff present:

Rick Maxey, Superintendent
Mary Anderson, Chief Human Resources Officer
Edward Boyd, Chief Officer for Accountability and Information
Daryl Brown, Chief Officer for Support Services
Carolyn Chestnut, Chief Officer for Instructional Support Services
John Gardner, Chief Financial Officer
Kenneth Generette, Staff Attorney
Boone Myrick, Chief Officer for Learning Services
Velna Allen, Executive Director for High School Programs
Merri DuRant, Administrative Assistant for Human Resources Chief Officer
Media Representatives

Welcome - Call to Order

Chairman David Cox called the meeting to order at 3: 05 p.m.

Acknowledge Compliance with FOIA – David Cox

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.

Approval of Agenda

A motion was made to approve the Agenda. The motion carried.

Approval of Minutes

A motion was made to approve the Minutes of the March 6, 2017 meeting. The motion carried.

Topics Discussed

A. Longevity Bonus

Mary Anderson shared that the information available on a longevity bonus as discussed is very limited. Contacts have been made and some information provided but not enough at this time. The administrative team would like time to do more research and have better information to present. This could impact not only newly hired employees but existing employees as well. The team would like for this topic to be put off until the next budget cycle. Mr. Cox and the committee agreed to put off further discussion until the next budget cycle which would be for the 2018/19 school year.

B. High School Principals and Athletic Directors: Joint Athletic Recommendations/Priorities

Dr. Maxey introduced the topic and advised that the principals and athletic directors recently met together. While we can't fund everything that is needed, when looking at priorities in any area it is important as a District to get input from the people that are performing the tasks. Velna Allen also attended the meeting and had a discussion with the group concerning their needs and priorities in athletics. Their requests were narrowed down to two items which were then presented to the Executive Cabinet by Ms. Allen. A handout was provided reflecting the top two priorities which are:

1. Clerical assistance.
2. Stipend for Assistant Athletic Directors.

Ms. Allen also shared that the group did feel that more assistance for clerical and assistant athletic directors should be given to schools with larger athletic programs and higher classifications (3A, 4A, 5A).

Ms. Morreale does not support the request for clerical assistance and believes the money that would be used for that should be put toward the assistant athletic director stipend of possibly \$5,000 or \$6,000 which is what other districts are paying. She would like to see a formula for determining the assistant athletic director's stipend depending on the athletic programs and classification of each school. Some schools may want a different person for each season depending on the sport. A suggestion was made to possibly use some mid-day bus drivers to help with the clerical work. Velna Allen will work with others to develop a formula. The committee could re-evaluate the need for clerical assistance next year.

Dr. Maxey reminded the committee that this information was put together based on the information and requests from the group involved in doing the jobs. It is a good idea to build capacity and have a support system and we need to do that, but some Athletic Directors do need clerical help to do their jobs and we should not take that off the table.

Shanda Allen shared that she agrees with Ms. Morreale concerning mid-day bus drivers being utilized for the clerical work which could possibly solve the clerical issue.

Dr. Maxey stated that depending on the route, some mid-day drivers do not have many hours to help with the clerical work. Some schools may not be getting the same number of hours as other schools.

Holly Heniford would like to see the person who wants to transition into an athletic director be used as the assistant athletic director even if the future position is at another one of our schools. Students would be familiar with the assistant which would give them comfort when that person becomes the AD.

Chairman Cox pointed out that this information would be available in the salary study.

Mary Anderson went over the proposed timeline for the salary study with a notice of intent ending in June.

John Gardner advised that the process just to select a firm to conduct the salary study could take at least three months.

Mary Anderson advised that we cannot speculate on a timeline for completion of the study until we review the proposals that will include a time frame to complete the work that we included. The process with the evaluation panel is starting this week with the Notice of Intent going to the selected company the week of June 5th.

Velna Allen stated that the information shared was a proposal to possibly give some assistance to the athletic directors for the upcoming school year, and she will gather more information to be shared at the next meeting.

Bus Drivers' Hours and Pay

Daryl Brown provided a handout reflecting recommendations for HCS to stay competitive in the recruitment and retention of bus drivers. These positions will be included in the salary study; however, the committee recommended that the hours for newly hired drivers be increased from 6 to 7. The recommendation was approved by the committee.

Chairman Cox made a motion to adjourn the meeting at 3:30. The motion carried.

Respectfully submitted: Merri DuRant

Merri DuRant, Administrative Assistant to the Chief Human Resources Officer

Approved: 5/22/17