



**Human Resources Committee Meeting**  
**Monday, June 11, 2018**  
**4:00 PM, District Office, Room C-300**

**Board members present**

David Cox, Board Member for District 4, Committee Chair  
Janice Morreale, Board Member for District 5, Committee Member  
Pam Timms, Board Member for District 6, Committee Member  
Shanda Allen, Board Member for District 11  
Sherrie Todd, Board Member for District 2  
Ray Winters, Board Member for District 3

**HCS Staff present:**

Dr. Rick Maxey, Superintendent  
Mary Anderson, Chief Human Resources Officer  
Velna Allen, Chief Student Services Officer  
Daryl Brown, Chief Officer for Support Services  
John Gardner, Chief Financial Officer  
Kenneth Generette, Staff Attorney  
Boone Myrick, Chief Academic Officer  
Merri DuRant, Administrative Assistant for Human Resources Chief Officer  
Lisa Bourcier, Director for Communications

**Welcome - Call to Order**

Chairman David Cox called the meeting to order at 4:00 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 by Pam Timms and seconded by Janice Morreale to approve the Agenda as presented. The motion carried.

**Approval of Minutes**

A motion was made by Pam Timms and seconded by Janice Morreale to approve the Minutes of the May 17, 2018, meeting as presented. The motion carried.

## **Discussion**

### **Bus Driver Salaries**

Chairman Cox went over the job description and duties for bus drivers, and advised that the District pays the cost of the CDL training, physicals and uniforms. The District continues to lose drivers and already has a driver shortage. Custodians and cafeteria workers are important as well, but we must have a starting point for increasing bus driver salaries. Mr. Cox advised that it is time to make a recommendation and vote and opened the floor for comments.

Pam Timms stated that bus driver duties are very essential to District and they have the largest responsibility of keeping children safe.

There was discussion of increasing the hourly rate for bus drivers by \$.75 per hour which would increase the budget by \$678,000 or \$1.00 per hour increasing the budget by \$813,000.

Janice Morreale would like to place drivers on a separate salary scale and increase their hourly rate by \$1.00 to be effective in August. Shanda Allen and Sherrie Todd were in agreement with Ms. Timms and Ms. Morreale.

Dr. Maxey agrees that bus drivers are a critical part of our operations. He asked the committee to remember that other support staff, such as cafeteria workers and custodians are in that same pay group and also provide essential services. He would like the committee to look at those salaries as well in the near future.

Janice Morreale made a motion to recommend that drivers be placed on a separate salary scale and increase their hourly rate by \$1.00 to be effective in August. Sherrie Todd seconded the motion. The motion carried and will be presented to the school board tonight.

### **Instructional Coaches**

Chairman Cox advised that we are facing a shortage of teachers. The committee had discussed possibility bringing instructional coaches back to teaching in the classroom.

Dr. Maxey stated that contracts have been issued for next year and provided the background history of the purpose of instructional coaches. They are not a part of the school administration. They have the same credentials as a teacher and are placed on a teacher's contract. The position has been around for approximately 15 years. Education across the country has adapted to federal requirements starting with the old 2000 requirements, "No Child Left Behind," and the "Every Student Succeeds Act." Over the course of that time, the accountability requirements have trickled down to state level. District and state report cards started in 2000. Poor performance by students and schools can have an economic impact on our District. A District or school label of "Unsatisfactory" or "F" also has an economic impact. HCS is a progressive school district with a positive reputation for sound performance. The instructional coach was put in place to assist the principal in the delivery of instruction in the school and to make sure we do everything we can to meet federal and state requirements. The role of the instructional coach has evolved over time. We value the instructional coach positions. Job descriptions at the three levels as well as the roles and responsibilities of the

coaches were shared. Dr. Maxey would like to have the opportunity to have more discussion about instructional coach roles and responsibilities and recalibrate.

Boone Myrick provided the number of current positions as well as number of coaches in place at the schools for next year. Some schools may have two coaches due to the size of the school, the number of teachers as well as the schools needs. Title I schools have two coaches, and Title I funds are used. Coaching support is very different for each grade level as the teacher needs are very different. Coaches may be placed in teaching positions if there is a teacher shortage. We currently have 80 – 85 instructional coaches.

Ms. Morreale asked for a definition of a “user defined” position. How can we justify two instructional coach positions at some schools when we have a teacher shortage and teacher vacancies. The instructional coaches at some schools could be moved to the classrooms.

John Gardner explained that user defined positions are more flexible. Principals are allowed to take one teaching position and reclassify based upon their needs. Different funding sources can be combined to create one position. Currently user defined positions can be used for instructional coaches, Reading Recovery teachers or technology specialists.

Chairman Cox stated that as the years have progressed, we have implemented PDL's, as well as a lot of information gathering via email and online that we did not have before. This could have an impact on the need for instructional coaches. A teacher's performance could be viewed at the district level and instructional coaches put in the classroom to teach.

Dr. Maxey advised that standardized testing places tremendous burden on teachers due to federal government mandates and state compliance requirements. The principal's priority is to fill vacancies in the classroom with quality teachers. They are given the resources and look at the situations in their school to make decisions that are best for their building. State funding also allocates how we use the funds provided.

Chairman Cox suggested having a discussion next year about the length of time an instructional coach could serve in that position. Some coaches that have been in their position for a long period of time may lose some of their hands-on classroom teaching skills. By placing a limit on the number of years in the position, the instructional coach could go back into the teaching environment and give someone else a chance to what it is like to be a coach. He advised that the committee will have a follow-up conversation concerning this next year.

Kenneth Generette reminded the committee that all contracts have been issued for the 2018-2019 school year. Any recommendations approved by the committee would not take effect until the 2019-2020 school year.

Ms. Morreale made a motion to recommend that user defined positions not include instructional coaches, and all schools follow the formula given for each level. Ms. Allen seconded the motion. The motion carried.

Chairman Cox will bring the discussion of instructional coaches to the Board when he presents the Human Resources Committee report at the next meeting.

Shanda Allen brought up a discussion concerning school nurses. She would like to see all school nurses wear a uniform and not just a lab coat. Some biology teachers may also wear lab coats and this makes it difficult for first responders to identify the school nurses. Mr. Cox advised that the committee will have a follow up conversation on this issue next year.

A motion to adjourn the meeting at 4:37 p.m. was made by Janice Morreale and seconded by Shanda Allen. The motion carried.

Respectfully submitted,

*Merri DuRant*

Merri DuRant  
Administrative Assistant to the Chief Human Resources Officer