

Horry County Board of Education Policy Committee



Policy Committee Meeting Minutes Monday, June 17, 2024

Board Members Present:

Janet Graham, Policy Committee Chair
David Koch, Policy Committee Member
Melanie Wellons, Policy Committee Member
Tracy Winters, Policy Committee Member

Shanda Allen, Board Member
David Cox, Board Chairman
Pam Dawson, Board Member
Debbie Edmonds, Board Member
James Edwards, Board Member
Wendy Hodges, Board Member
Neil James, Board Member

Staff Members Present:

Dr. Rick Maxey, Superintendent
Velna Allen
Mary Anderson
Lisa Bourcier
Daryl Brown
Joe Burch
Ben Coy

John Gardner
Kenneth Generette
Lee James
Zipporah Mazyck
Boone Myrick
Mark Porter
April Scott

Others Present:

Eddie Ingram
Darrell Ricketts

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.

Review and Approval of Agenda

Mr. Koch moved to approve the agenda as presented, Ms. Wellons seconded the motion. All voted in favor of approving the agenda. Motion passed.

Review and Approval of Minutes

Ms. Koch moved to accept the minutes of April 15, 2024, as presented. Ms. Wellons seconded the motion; all voted in favor. Motion passed.

Discussion

Ms. Graham explained that in GC5-1.07 it states that a committee member can appoint someone their proxy in their absence.

Ms. Winters appointed Ms. Wellons as her proxy in her absence, and today Ms. Wellons will have two votes. Ms. Graham would like this language to be clarified, to state that the proxy should not be a member of the Committee that you are replacing yourself with.

Ms. Graham reiterated that any issues on the agenda that were not discussed today, would not go before the Board for review and consideration on the next meeting on June 24, 2024. It would wait until the next Policy review.

New Business- Review Board Governance

Revisions for GC-02

9. The superintendent shall see that written notice of regular board meetings is made public at the beginning of each fiscal year. The notice shall include the dates, times, and places of regular board meetings.

Except in the case of an emergency, the superintendent shall ensure that notice and the agenda of any board meeting are posted at the board meeting place and on the district's website no fewer than 24 hours in advance of such meeting. In addition, the superintendent shall notify persons or organizations, local news media, or such other news media as may request notification, of the times, dates, places, and provide the agenda of all public meetings, regular, special, called, or rescheduled, at least 24 hours in advance of the convening time for the meeting. The secretary/clerk shall note the efforts to comply with this policy in the minutes of the meeting.

Once an agenda for a regular, called, special, or rescheduled meeting is posted, no items may be added to the agenda unless it is done at least 24 hours prior to the meeting and proper notice is given. Once the meeting is called to order, an item may only be added to the agenda by a two-thirds vote and upon a finding by the body that an emergency will occur if the item is not added to the agenda.

Mr. Generette stated the law from the SC Freedom of Information Act, SC Code section 30-4-80.

Mr. Generette reiterated that once the agenda is published there could only be changes made within 24 hours unless there is an emergency.

Ms. Wellons made a motion to look into further wording to possibly incorporate more of 30-4-80. No action was taken at this time. Mr. Koch seconded the motion. Motion passed.

GC-07

3. Grammatical errors were made.

GC-10

2. "The Board will annually review and approve travel guidelines pertaining to the Board." The wording was changed to "The Board may annually review and approve travel guidelines pertaining to the Board."

Ms. Wellons made a motion to approve the changes. Mr. Koch seconded the motion. Motion passed.

Review of Board Governance suggestions submitted by Ms. Edmonds

GC-01 Board Purpose

Action: Amend to add a last paragraph to read as follows: "The Board will conduct an annual self-assessment on the 2nd Monday of each January and vote on said assessment on the 4th Monday of the same month. This Assessment will be published each January on the HCS website under the BOE section."

Rationale: The current Policy manual shows that the monitoring method is to be a Board self-assessment and done annually in January. Since there are no parameters of when this is to occur in January, nor what to do with it, I believe that it needs to have a specific accountability dates and an action to post it to the public.

Ms. Wellons made a motion to approve the changes. Mr. Koch seconded the motion and amended the motion to add that the Board research and bring in a variety of assessments to the Policy Committee for approval. Ms. Graham voted against it. Motion passed.

Ms. Graham reiterated that this topic will be on the agenda at the first Policy Committee meeting of the next academic year.

GC-02 Governing Commitments

Action: Under item number 2 and after the second sentence, add a new sentence to read as follows: "Specific training needs/requests of Board members will be identified by the 2nd Monday meeting each January and be addressed in February to ensure all Board members have understanding, information, and skills to govern effectively." Some of these may include the following:

- a. Discerning Student test data as it relates to stated District Goals for Student Results and Achievement;
- b. Basic financial accounts that the District utilizes and how they relate to the budget and the disbursement of funds to various categories;
- c. Robert's Rules of Order

Action: Amend number 8 to read as follows: "A record of all Board action, motions, and the results of motions will be current and maintained in an easily identified and searchable data base under the Board of Education section of the HCS website."

Rationale for 1st Action: The current Policy manual states that the Board is to be responsible for its own performance and commits itself to continuous improvement. It also states that Board members will be provided with training and professional support necessary to govern effectively. I have seen myself and others struggle with various topics that are not in their realm of previous experience before being elected to the Board. If we are to achieve the highest level of collaboration and effectiveness, we must be well-informed and able to contribute to the discussions and decisions made in the best manner possible.

Rationale for 2nd Action: The current sentence is vague and does not state specifically where the records will be held and easily available to the public.

Mr. Koch made a motion to approve the changes etc. to item 2. Ms. Wellons seconded the motion. Motion passed.

GC-02 #8

Action: Amend item number 8 to read as follows: "A record of all Board action motions and the results of motions will be current and maintained in an easily identifiable and searchable database under the Board of Education section of the Horry County School website."

Mr. Koch made a motion to approve the changes. Ms. Wellons seconded the motion. Motion passed.

GC-03 Board Job Description

Action: Amend item number 1 to read as follows: "Ensure that the Results are the dominant focus of organizational performance and review the academic progress of the first half of the school year by the 4th Monday of each January."

Rationale: It is currently stated that this is to be a Board self-assessment, annually in January, and there is no accountability as to a date to have this completed.

Mr. Koch made a motion to approve. Ms. Wellons seconded the motion. Motion passed.

Action: Amend item number 4 to read as follows: "Develop written governing policies that address each of the following and review each for progress by the 4th Monday of each January."

Rationale: It is currently stated that this is to be a Board self-assessment, annually In January, and there is no accountability as to a date to have this completed.

Ms. Wellons made a motion to approve. Mr. Koch seconded the motion. Motion passed.

Action: Amend item number 5 to read as follows: "Ensure acceptable superintendent performance through effective monitoring of Results and Operational Expectations policies, and goals provided, using an evaluation rubric. Review the first half of the school year by the 4th Monday of January."

Rationale: It Is currently stated that this is to be a Board self-assessment, annually in January, and there is no accountability as to the format, nor a date to be completed.

Ms. Wellons made a motion to approve the amendment as written. No one seconded the motion. Motion did not pass.

Mr. Koch made a motion to amend to have a rubric and do it in November when the superintendent's evaluation is done. Ms. Graham seconded the motion. Motion did not pass.

Action: Amend to strike item number 6.

Rationale: It is a redundant statement that already exists in item 4.

Ms. Wellons made a motion to approve. Mr. Koch seconded the motion. Motion passed.

GC-04 Officers' Roles

Action: I move to strike items number 2 and 9 and make one statement as follows: "The Board will make any final determination on interpreting Board governance as it relates to all questions regarding the Board Governance Policy manual by a vote of the whole."

Rationale: The Board Chairs' vote is to lead and guide the meetings of the Board to ensure efficiencies of time and to stay on topic. It is to normally serve as the Board's official spokesperson and to sign documents required by the District, on behalf of the Board. It is not the role of the Chair position to make decisions for the Board, nor to interpret the Policies of the Governance Manual as he/she sees fit. The role of the Chair has one vote, just as the other members of the Board.

Mr. Koch made a motion for no action to be taken in GC-04. Ms. Wellons seconded the motion. Motion passed.

Action: Amend item 3 to read as follows: "Compile and facilitate the Board's summative evaluation of the Superintendent based on a formal evaluation rubric with results from each Board member."

Rationale: The HCS BOE currently does NOT have a formal evaluation rubric in place for the role of the superintendent. One cannot adequately, nor effectively, evaluate the performance of a person in a role without specific and consistent questions to be addressed and reviewed.

Mr. Koch made a motion to amend to compile and facilitate the Board's summative evaluation in November of the superintendent based on formal evaluation rubric with results from each Board member. Ms. Wellons seconded the motion. Motion passed.

Action: Strike item number 6 and replace with: "Survey all Board members to determine interests, experience, and skills sets for all Board committees. Provide a suggested list of members for each Committee to the Board for approval."

Rationale: Per our current Policy manual in GC-02, we are charged with utilizing the personal strengths, opinions, and viewpoints of each individual Board member to the Board's best advantage to achieve the goal of gaining the highest level of Student Results.

Mr. Koch made a motion to approve. Ms. Wellons seconded the motion. Motion passed.

Action: Amend item number 7 to read as follows: "Seek Board members topics of interest and needs to work, in concert with the Vice Chair and the superintendent, to develop proposed Board meeting agendas, which are also consistent with the Board's annual calendar."

Rationale: The Board is to work in partnership with each other to achieve the highest level of Results for the District it serves. To achieve this there must be engagement with the Board to determine the topics of discussion and needs. An interactive and engaged group who is operating cohesively, and with common goals, will achieve more Results as a whole.

Amend: Seek Board members topics of interest and needs to work no later than Wednesday at 5:00 pm in concert with the Vice Chair and the Superintendent to develop proposed board meetings agendas consistent with the Board's annual calendar, with the exception of special called meetings.

Mr. Koch made a motion to accept as amended. Ms. Wellons seconded the motion. All voted in favor; motion passed unanimously.

Board Committees GC-05

Action: In item number 7, I move to strike the last sentence.

Rationale: It is not congruent with the current Board Governance manuals of majority vote leadership as a whole for a Committee of four people to determine that an item is an emergency for the entire Board. A meeting of the full Board can be called together and decisions can be made. It is also in our manual that a Member can assign proxy to another Member if they are unable to attend a meeting. It is also precedence that a Member can call into a meeting to be counted as present.

Mr. Koch made a motion to accept the changes. Ms. Wellons seconded. Motion passed.

Action: I would like to add an item number 8 to read as follows: "No Board member may serve as Chair of the same Committee for more than two terms."

Rationale: In the interest of serving the Board with fresh ideas, new leadership, and a broader view of accomplishing goals I believe in 'term limits'.

Mr. Koch made a motion to table the action until the first policy meeting of the new academic year. Ms. Wellons seconded the motion. Motion passed.

Ben Coy made the suggested changes during the meeting.

Mrs. Graham concluded the meeting and thanked everyone for his or her input.

Adjourn

Respectfully submitted,

Zipporah Mishoe Mazyck

Zipporah Mishoe Mazyck
Administrative Assistant – Policy & Legal Services

Approved: _____

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