Human Resources Committee Meeting
Monday, March 4, 2019
4:00 PM, District Office, Room C-300

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
Helen Smith, Board Member for District 6, Committee Member
Ken Richardson, Board Chairperson
Shanda Allen, Board Member for District 11
Holly Heniford, Board Member for District 1
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 Support Services Officer
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

1. Welcome - Call to Order

Committee Chair 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.

2. Approval of Agenda

A motion was made by Janice Morreale and seconded by Shanda Allen to approve the Agenda as presented. The motion carried.

3. Approval of Minutes

A motion was made by Shanda Allen and seconded by Janice Morreale to approve the minutes of the October 22, 2018, meeting as presented. The motion carried.

4. Discussion

a. Donation of leave

Chairman Cox started the discussion concerning the donation of leave by employees upon retirement. Dr. Maxey introduced the topic and stated that staff researched other school districts that have plans in place. Handouts were provided. HCS is looking at our current Sick-leave bank (SLB) to see how it could be modified as well as a developing a separate plan for leave donation.

John Gardner shared an overview of the current HCS SLB plan requirements, eligibility, administration of the SLB and cost to the District. The District pays the salary of the employee that is on leave as well as the cost of a substitute if needed. Last year 56 SLB members were awarded 1,980 days at a cost of $296,253 plus the cost of for substitutes for a total of $466,770. This is money that is not budgeted and is an extra cost to the district.

Mary Anderson reviewed the current SLB as well as the proposed plan. The current plan is for a catastrophic event of employees only and does not include immediate family members. A catastrophic event is applicable in different ways depending on the employee's job responsibilities.

Mr. Gardner reviewed information from two other districts that have a leave donation plan as well as the proposed HCS additional plan for shared leave. The Shared Leave Plan is being proposed in addition to the SLB plan to include employees and immediate family members. Because HCS has never had a Shared Leave Plan, the cost cannot be determined at this time, but costs could triple. There could also be IRS tax implications to donate leave. This plan was proposed as a compromise to benefit employees, but the committee must consider what the District can cover as an organization. There is no bank account or money set aside for these days. They are unfunded. Any days awarded will be an extra expense to the District. The industry SLB plans typically do not include immediate family members. A clearer understanding of the intent is needed.

Mr. Cox stated that more information is needed as well as further discussion by the committee before a recommendation can be brought before the Board that the information was shared with the committee, but more information is needed.

Ms. Anderson and Mr. Generette can continue to work on a plan that meets the intentions of the committee but more guidance and clarification is needed. Mr. Cox stated the original request from the committee to HR was for the possibility of a retiree to donate unused days to the SLB. The topic will be discussed further at the next committee meeting.

b. **Funding source for ESOL positions**

Dr. Maxey advised that ESOL positions are difficult to fill. There are seven positions for next year that need to be filled. He asked the committee to approve the use of funding from the undesignated fund balance. The money would be earmarked but not expended until after July 1, 2019. This will allow 7 positions to be filled now.

A motion was made for approval of the committee to bring the action form to the next Board Meeting. The motion was approved.

Chairman Cox concluded the meeting and asked for a motion to adjourn at 5:00 p.m. The motion was made by Janice Morreale and seconded by Shanda Allen.

Respectfully submitted,

Merri DuRant
Administrative Assistant to the Chief Human Resources Officer