Horry County Board of Education

Horry County Schools

Joint Facilities and Finance Committee Meeting

Monday, December 9, 2019
District Office C-300

Board Members Present

Chris Hardwick, Board Member and Finance Committee Chair
Neil James, Board Member and Facilities Committee Chair
Shanda Allen, Board Member
David Cox, Board Member
Janet Graham, Board Member and Finance Committee Member
Janice Morreale, Board Member
John Poston, Board Member and Facilities Committee Member
Kenneth Richardson, Board Chair
Helen Smith, Board Member and Finance Committee Member
Sherrie Todd, Board Member and Facilities Committee Member
Ray Winters, Board Member

Staff Present

Rick Maxey, Superintendent
Velna Allen, Chief Officer of Student Services
Mary Anderson, Chief Human Resources Officer
Lisa Bourcier, Public Information Officer
Daryl Brown, Chief Officer of Support Services
Joe Burch, Coordinator of Planning
Roger Dixon, Athletics
John Gardner, Chief Financial Officer
Kenneth Generette, Staff Attorney
Mark Koll, Coordinator of Design, Engineering & Sustainability
Boone Myrick, Chief Academic Officer
Mark Wolfe, Executive Director of Facilities
Polly Dean, Administrative Assistant
Leann Hill, Administrative Assistant

Media

Chris Spiker, News 13
David Weissman, Sun News

1.WELCOME AND INTRODUCTIONS

Mr. James called the meeting to order at 4:00 pm and welcomed those in attendance and asked everyone to introduce themselves. 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. REVIEW AND APPROVAL OF AGENDA

Moved by Ms. Todd and seconded by Mr. Hardwick, the agenda was unanimously approved.

3.REVIEW AND APPROVAL OF COMMITTEE MINUTES

a. November 19, 2019, Joint Facilities and Finance Committee Meeting Minutes

A motion was made by Ms. Graham and seconded by Ms. Todd to approve the November 19, 2019 minutes as presented. The motion carried unanimously.

4. UPDATES

a. Update on Design Status of Tennis Court Projects – Mr. Wolfe

Mr. Wolfe reported to the committees that everything is still on schedule as reported at the last meeting. The Schematic Design drawings from CHA have been completed and were reviewed by staff on December 3, 2019. The Design Development submittal is the next milestone that should be completed by the end of this month. They are still on track for permitting and bidding around the middle of April. The other major track resurfacing and tennis court replacement work will occur between April and August of next year. The rubberized track surfacing will be postponed until December, 2020 and April, 2021, to allow for proper curing of asphalt paving before the surfacing is applied.

Mr. James asked if the completion date for Phase I is about a year from now and Mr. Wolfe replied that it was.

5. DISCUSSION

a. Updated Analysis of School Building Projects - Mr. Gardner

Mr. Gardner reviewed the current residual funds available for future capital projects with the Committees. He detailed the fund balance of $33,075,158 as of November 12, 2019, with $9,730,463 current residual funds available for future capital projects. Mr. Gardner suggested that the total available for future projects is actually the sum of residual funds ($9,730,463) and the unallocated contingency for current year projects ($4,321,503) for a total of about $14 million.

Mr. Hardwick asked if the $14 million available is after funding for HCEC in its entirety has been appropriated. Mr. Gardner answered that he only included the $13 million that was previously approved by the Board.

Mrs. Smith asked for clarification regarding the project balance listed for the short-term plan. Mr. Gardner explained that he and Facilities staff have reviewed these figures and are confident that they encompass all anticipated expenses.

Mr. James asked where the contingency residual from the five new schools is shown. Mr. Gardner answered that the small remainder of about $100,000 was rolled into available construction funds. Mr. James clarified that a funding source had not yet been established for the Tennis and Track Facilities project. Mr. Gardner agreed and suggested potential funding from the building modifications and the building program. Mr. Brown added that funding of Phase 1 will be brought to the Board in January for approval.

Mr. Richardson asked how accurate the projected penny sales tax revenue has been over the past few years. Mr. Gardner stated that he would have Mr. Brian Nurick, HCS' Financial Advisor, come present that information at the February meeting. At that time all of the penny sales tax information will be updated and available for review.

Ms. Morreale asked when the recently completed projects would be removed from the list. Mr. Wolfe answered that the renovation projects such as Midland Elementary School are complete and can be removed from the list. He noted that the five new schools need to remain on the list due to a few outstanding issues being addressed which should be complete in August of 2020.

After a brief discussion regarding budget completion timeframes, Mr. James motioned that a policy be establish specifying that a project's budget will be finished one year after the substantial completion date. Mrs. Smith seconded the motion. Mr. Poston asked Mr. Wolfe if he believes that amount of designated time is adequate and will encompass any warranty needs. Mr. Wolfe answered yes, since the warranty usually begins with substantial completion, the one-year time frame should be adequate. All voted in favor; motion passed.

b. Budget Assumptions/Parameters-Fiscal Year 2020-21

Mr. Gardner reviewed the handout *Budget Assumptions/Parameters – Fiscal Year 2020 – 21* on which the 2020-21 budget will be built on. The administration will prepare a recommended budget based upon the following **Assumptions**:

1) The preliminary estimate of the student population increase is expected to be approximately **841** new students.
2) Basic operational costs are expected to increase for the 20-21 fiscal year including but not limited to insurances and utilities.
3) Employees will be provided a step increase based upon their years of experience and any cost of living adjustment.
4) Personnel allocation formulae will be reviewed to address any modifications to the instructional program.
5) Title I and other special funds will be used to provide additional opportunities to students.
6) Revenue projections will be based upon the most recent version of the State Appropriations Bill.

The administration will prepare a recommended budget that is in compliance with the following Parameters:

1) The District will comply with all applicable State and/or Federal laws and regulations.
2) Resources will support the District's vision to be a premier world-class school system in which every student acquires and excellent education.
3) The District will provide the curriculum programs and instructional support which have been proven to be effective for students.
4) The District must provide the instructional support essential to meet the State and Local accountability goals.
5) The District must provide resources for unfunded mandates.
6) The support services and operational aspects of the District will be maintained such that the essential services provided to students and staff will be continued.
7) The District will identify funding sources for new programs and/or initiatives.

c. Personnel Allocation Formulae-FY 2020-21

Dr. Maxey remarked on some of the changes that are being recommended in the allocation formulae at the elementary level. He asked Ms. Myrick and Ms. Allen to address the changes that could impact the elementary allocations. Dr. Maxey also added that there are behaviors being displayed at the elementary level that used to be observed at the high school level.

Ms. Myrick reviewed the information that was included in the handouts to discuss what is being recommended. The current formulae allocating .5 designations for guidance counselors, assistant principals, and PE teachers are problematic in the following ways:

These formulae limit the effective and efficient use of resources.

- Employees serving in two different .5 positions find it very challenging to give equal allocation of time to both positions.
- Employees hired for .5 positions are often placed in positions that are very different with regard to job functions, responsibilities, etc.
- Employees serving at two different schools must travel between schools.
- Recruiting employees for .5 positions is challenging.

Ms. Allen reported on the additional burden that is being placed on guidance counselors. Currently the State Department of Education requires for guidance counselors to meet with all 8Th through 12th graders for individual graduation meetings. We added the meetings to include all 5th graders through 12th grade. All elementary guidance counselors have been asked to provide classroom guidance. We have asked them to look at the social/emotional needs of our students. They provide sessions on bullying, depression, anxiety, and self-esteem. The State has asked us to develop some kind of protocol for risk assessment. As of Friday, our current ratio of students being served for RBH counselors is 23.6 to 1. The state department recommends the ratio not to exceed 25 to 1.

The recommendation is increasing the .5 to a 1.0 allocation.

Ms. Myrick reported on changing from Fine Arts allocations to exploratory allocations. She noted that elementary schools currently have allocations designated as "fine arts" and all schools will be required to have at least one music and one art teacher. Schools receiving additional exploratory allocations will have the flexibility to offer exploratory courses beyond fine arts based on the interests and needs of students. The last change that is being recommended is the change in the general fund allocation formula for instructional coach positions will make instructional coaching support consistent for all schools K-12.

Mr. Gardner reviewed the 2020-21 Personnel Allocation Formulae and mentioned the changes that are being recommended. All lines in red with a strike though indicate changes already approved by the Board of Education. Anything in blue indicates an addition and a recommended change from the previous year. The biggest change is the elimination of technology aides in the elementary schools which result at around 30 positions. There will be no middle school changes. The only high school change is an addition of a 1.0 High School Registrar at each high school, no changes for the Academies or Early College. At the Scholars Academy, we are recommending additional days for the Guidance Counselor, a Principal I, a Bookkeeper II and a Secretary I. The total additional cost for all of the recommended changes is around $300,000.

Mr. Gardner recapped the recommended proposals to the allocation formulae to include:

3.5	Assistant Principals
5.5	Guidance Counselors
5.5	PE Teachers
2	Instructional Coaches
(30)	Technology Aides

Ms. Smith expressed a concern for the 30 technology aides losing their jobs. Ms. Anderson explained there was already a plan to eliminate the positions and 10 of the positions have already been eliminated. Currently, there are about 20 employees in those positions. Those employees will be met with individually after the holidays.

6. ADJOURNMENT

A motion was made by Ms. Todd and seconded by Ms. Graham to adjourn the meeting. The motion carried and Mr. James adjourned the meeting at 5:07 pm.

Respectfully Submitted,

Polly Dean

Polly Dean
Administrative Assistant, Fiscal Services

Approved:

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