

HORRY COUNTY BOARD OF EDUCATION

MINUTES

BOARD MEETING

**May 18, 2020
Virtual Meeting
335 4 Mile Road
Conway, SC 29526**

Board of Education

Ken Richardson
John Poston
Chris Hardwick
David Cox
Janet Graham
Janice Morreale

Neil James
Ray Winters
Shanda Allen
Sherrie Todd
Helen Smith
W Russell Freeman

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.

1. OPENING - MAY 18, 2020 - 6:00 PM - CALL TO ORDER

Board Chair Richardson called the meeting to order at 6:00 PM.

a. Invocation, Pledge of Allegiance

Ms. Todd offered the invocation and led in the Pledge of Allegiance.

b. Approval of Agenda - Mr. Richardson

A motion was made to approve the May 18, 2020, agenda as presented.

Moved By: Mr. Winters

Seconded By: Mr. James

The Board Chair did not cast a vote on this item.

Board Action: Carried Unanimously

c. Approval of Minutes - Mr. Richardson

A motion was made to approve the May 11, 2020, minutes as presented.

Moved By: Mr. Winters
Seconded By: Mr. Hardwick

The Board Chair did not cast a vote on this item.

Board Action: Carried Unanimously

2. EXECUTIVE SESSION

a. Discussion on Personnel Matters

A motion was made to move into Executive Session at 6:03 PM.

Moved By: Mr. James
Seconded By: Mr. Freeman

The Board Chair did not cast a vote on this item.

Board Action: Carried Unanimously

3. DISCUSSION

A motion was made to move into open session at 7:21 PM.

Moved By: Ms. Smith
Seconded By: Ms. Todd

Board Action: Carried Unanimously

a. Facilities Committee Report - Mr. James

The Facilities Committee met earlier today focusing on a list of sustainment projects for the 2020-2021 school year with the second grouping of projects centered on building modifications. Mr. James remarked in addition to those projects HCS received a request from the City of Conway to place a "Welcome to Conway" sign on the property of Conway High School on Highway 501. Mr. James also noted that the SOAR Academy groundbreaking is potentially scheduled for June 15, 2020.

The sustainment project portion of the meeting focused on carpet or tile replacement, painting, and roof repairs and were not school specific but more of an overall district list. Painting of Loris High and Green Sea Floyds was discussed and approved.

Mr. James discussed that the replacement of electrical switchgear at North Myrtle Beach High School will move forward now that the school is closed. It should be noted that it requires a complete power outage to replace.

Replacement of fire alarm control panels at Kingston Elementary, Ocean Drive Elementary, Homewood Elementary and the HCS Facilities Building will cost a total of \$54,000. One item on the project sustainment list that was discussed extensively was the upgrading of the marquee and electronic message boards. The Facilities Committee had asked Facilities staff to assess and identify the status of repair needs. The total for all schools that do not have a workable, up-to-date electronic board is \$962,500. The Facilities Committee asked that this project be divided over a 3-year period with the first year focusing on the middle and high schools and the second and third years focusing on elementary schools.

Discussion then moved to building modification projects including the approval of the drop-off loops at four schools during our last meeting. HCS recently acquired two pieces of property, one at the El Bethel and one for the regional bus lot. The Facilities Committee gave permission to begin the conceptual design process and some site improvement items such as drainage improvement for those sites.

Mr. James noted there was significant discussion regarding additional funding for Phase 1 of tennis and track projects. The Board previously approved \$4,427,000 for renovations to our track and tennis facilities. HCS identified tennis facilities that needed to be resurfaced or completely renovated. The resurfacing is going as planned. The complete redo of the courts at Conway High, Carolina Forest High, and Green Sea Floyds High are over budget for a total of \$148,271, which is 8% of the original estimate. According to OE-13, if it is new capital, the Superintendent can approve up to 5% and if it is modifications, 10%. The Facilities Committee felt it prudent for the Board to have further discussion. Mr. James noted CHA Sports' two reasons for the overrun on the tennis courts are lighting and the current economic climate. The Carolina Forest High, Loris High, and Carolina Forest High track bid came back \$224,823 over the estimate. This item will be brought before the full Board for discussion.

b. Socastee High School Athletic Field - Mr. Brown

Mr. Brown noted that it was requested that discussion of the Socastee Athletic Field be brought before the Board for discussion. Two options were provided. Option 1: \$700,000 for a basic field, including demolition of the current bus parking lot, grading, fencing, gates, and drainage. It should be noted that this estimate is a little over a year old. Option 2: \$1.2 million for all items included in option 1 plus additional removal of soil, additional underground drainage, aluminum bleachers, concrete walks, and egress lighting. The Facilities Committee is looking for Board approval to provide a remedy using green space.

c. Nutrition Services Warehouse - Mr. Brown

Mr. Brown addressed the Board seeking approval of Ace Construction Co., Inc., as the general contractor for the new warehouse for Nutritional Services on the current Records Retention property.

d. Region 4 Director - South Carolina School Boards Association - Mr. Richardson

Mr. Richardson supported Ms. Morreale's serving as Region 4 Director for the South Carolina School Board Association.

e. Monitoring Report: OE-6 Financial Administration - Quarterly Financial Report - Mr. Gardner

Mr. Gardner highlighted information from the OE-6 Financial Administration - Quarterly Financial Report that was provided.

f. Monitoring Report: OE-5 Financial Planning - Mr. Gardner

Mr. Gardner highlighted information from the OE-5 Financial Planning report that was provided.

g. 2020-2021 Budget Workshop - Mr. Gardner

1. 2020-2021 Superintendent's Comprehensive Budget

Mr. Gardner stated that a PDF of the 2020-2021 Superintendent's Comprehensive Budget and Budgets by Location had been previously shared with the Board.

2. Budget Presentation

Mr. Gardner provided a presentation regarding the 2020-2021 Superintendent's Comprehensive Budget. In his presentation he shared a list of major revenue and expenditure changes. He also presented an analysis of the General Fund and stated that at this point, our best estimates for 2019-20 indicate that we will have a \$10.3 million surplus at the end of the year.

h. Authorizing Expenditures from Revenues Collected from the Education Capital Improvement Sales and Use Tax - Mr. Gardner

Mr. Gardner addressed the Board regarding the Education Capital Improvement Sales and Use Act approved on November 4, 2008, authorizing the school district to utilize the sales tax revenue to pay debt service on bonds to be issued, to pay debt service on bonds previously issued, and to pay directly costs of projects authorized in the referendum question.

The Burr Forman Firm has prepared the enclosed Resolution to authorize the direct expenditure of approved capital improvement projects including classroom & instructional technology and the Short-term Facilities Plan.

It is recommended that the Board authorize the expenditure of not to exceed \$32,600,000 from Sales Tax Revenues for the direct payment of costs for

Approved Projects, including classroom & instructional technology and the Short-term Facilities Plan.

i. Consideration of 2020-2021 Courses for Honors Weighting - Ms. Myrick

Ms. Myrick requested the Board to approve new courses to receive honors weighting. The courses have been developed for honors weighting according to the requirements as outlined by the *SC Honors Framework*.

Courses to be offered beginning the 2020-2021 school year:

- Design for the Digital World
- Functional Areas in Logistics

These STEM courses will be offered to students at AAST beginning with the 2020-2021 school year.

j. Superintendent's Report - Dr. Maxey

Dr. Maxey shared his appreciation for the flexibility that Governor's office gave school districts for the last two weeks of the current school year noting we have now entered that area of flexibility. Schools are working with parents collecting materials and wrapping things up. Dr. Maxey addressed emails from parents about what HCS has planned for the upcoming school year. Dr. Maxey noted everything about COVID-19 is fluid and what happens between now and end of August could change greatly. At this time, we do not know what school will look like. Dr. Maxey noted that the State Superintendent has created a task force looking at what public schools may look like during the upcoming school year. Some colleges and universities have made announcements regarding their plans for the next school year, but as public schools, he noted we are different in that we transport students on buses and our students are much younger and require supervision. Currently, we are still in a dynamic state. Upon conclusion of Dr. Maxey's report, each Chief Officer provided an operational status report of their respective divisions' responses to COVID-19.

1. Operational Status Reports in Response to COVID-19

1. Student Services - Ms. Allen

Ms. Allen shared an operational status update for Student Services as follows:

Technology

- Monitors emails and phone messages to ensure continual great customer service.
- Continual monitoring our systems to ensure network security.

- Maintained the technology help desk through phone calls and email concerns.
- As of the end of the day on Friday, May 15th, our technology help desk has answered 1,344 calls and 1146 emails since March 23rd. These contacts are from parents, students, and employees.
- Developed and shared device collection and EOY procedures with all schools.
- Ordered the iPads for the 3rd/4th grade refresh.
- Working with facilities on modular classrooms for ROE, OBE, and CFE.
- Registered 13,417 returning students (31.4%) through InfoSnap.
- Technicians are beginning to access and repair broken devices in the schools.
- Fiber Overlay project will begin the first week of June.

Guidance and RBHS

- Our guidance and RBHS counselors are working diligently to provide the needed resources and support to our students. We are in the process of creating a plan to meet the needs of our students over the summer months.

Health Services

- Our Director of Health Services continues to communicate and collaborate with local DHEC, hospitals, and employees. Our nurses will continue to provide support to our schools.
- Work collaboratively with Support Services and local DHEC to potentially utilize HCS parking areas for temporary COVID-19 testing sites.

Student Affairs

- Monitors new student enrollment emails and applications. As of today 5/13/20, we have enrolled 78 new students.
- Continue to work with student transfers for the upcoming school year.
- Developing a plan for new student 2020-21 registration which will open on June 8th.

2. Human Resources - Ms. Anderson

Ms. Anderson shared an operations status update for Human Resources as follows:

- Emails are being monitored, and employee questions are answered individually.
- Following national and state trends, our initial unemployment claims have declined over the past two weeks.
- Our team continues to work to fill vacancies for the 2020-21 school year. Hiring managers are conducting virtual interviews.
- Human Resources staff members continue to report to work on an as-needed basis to provide assistance to recruit, retain, and support employees. Social distancing and CDC recommendations are observed when employees must come into the office.

3. Support Services - Mr. Brown

Mr. Brown shared an operational status update for Support Services as follows:

Nutrition Services

- We resumed prepping breakfast and lunch meals on May 11th, 2020, at the conclusion the Operation BBQ Relief contract. National Guard is still distributing meals on-site and for bus routes. They will continue to work with us until May 22nd.
- COVID-19 feeding with current regulations and waivers can be served until June 30, 2020. At that time, districts are required to move into regular Summer Feeding Programs; however, there are additional waivers being discussed.
- Nursing staff are on hand to take temperatures of staff. Gloves, masks, and hand sanitizer are being provided. (Staffing is kept to the minimum necessary.)
- Additionally, the Meals to You program was approved on May 12th. Additional verification of addresses and student meal status information must be completed in our office before the program will get underway for families. It will run through June 30, 2020.

Transportation

- Staff is continuing scheduled 1.5-hour stops at designated locations within each attendance area allowing families to access Wi-Fi by parking near the bus.
- Staff is assisting the National Guard with meal deliveries at designated locations within each attendance area.
- Staff has begun end-of-year cleaning and sanitizing of buses.

Safety & Security

- Roving Security: Allied Universal continues to provide roving security services using the skeleton crew that has been retained since March to engage in activities previously described.
- Site security for graduation ceremonies: An email was sent to high school principals and program administrators to remind them that availability of resources for off-duty security services, sworn police officers and armed security officers, may be limited due to circumstances created by the pandemic.
- Administrators were asked to determine their security needs and communicate same to our security company and/or local law enforcement in a timely manner as well as encouraged to coordinate with each other to ensure appropriate conservation of resources so each campus will have adequate personnel to staff security needs for their respective ceremonies.
- The security company has been directed to give graduation ceremonies the highest priority when they are contacted by building administrators, and they were asked to contact David Beaty directly if staffing obstacles are identified. This includes, if necessary, suspending roving patrol duties that are currently underway.

Facilities

Building Services:

- Providing masks/gloves to all staff who are working.
- Separating staff work assignments to comply with safe social distancing.

- Wiping down/disinfecting all surfaces and frequently touched areas.
- Disinfecting areas used after student, parent, and teacher drop-offs and pick-ups.
- Disinfecting areas used after food distribution.
- Starting summer cleaning in areas where possible – scrubbing and stripping of floors.
- In process of changing over hand sanitizer to an alcohol-based product in North and West regions.

4. Finance - Mr. Gardner

Mr. Gardner shared an operational status update for Finance as follows:

Payroll and Benefit Services

- For the May 15th payroll, we processed payment for 6,151 employees with a total gross pay of \$11,796,226.42.

Accounts Payable/Accounting Services

- 4,761 checks processed since April 11th for \$7,943,681.62
- 1,330 refund checks to be issued this week for \$108,699.17

Procurement Services

- Issued ten (10) addenda to current solicitations.
- Held ten (10) bid openings (via Zoom). We have awarded five (5) contracts for a total value of \$1,919,197 and are in the review process for the other five (5).
- Published one (1) new solicitation.

Accounting/Budgetary Services

- The public notice on the 2020-21 Superintendent's Comprehensive Budget will be published this week. At the June 8, 2020, meeting, the Board could pass the budget and revisit it again in the fall when the State budget is finalized.

5. Communications - Mr. Generette

Mr. Generette shared an operational status update for Communications as follows:

- Many businesses, entities, organizations, and others throughout the community are participating in congratulatory messages for the Class of 2020. Information is available on our website should other entities wish to congratulate the Class of 2020.
- Sharing current information as to resources that may be useful to families.

6. Learning Services - Ms. Myrick

Ms. Myrick shared an operational status update for Learning Services as follows:

2020 Summer Elective/Enrichment Programs for HCS Students

Summer Programs	Participants (Grade)	Typical Number of Participants	District Sponsored or Partnership with Another Institution	Required Method of Delivery	Summer 2020
Summer Scholars	Grades 3-10	350	District	Face-to-Face	Cancelled
iTEAMS Camp	Rising Grades 6-8	60	GSSM	Face-to-Face	Cancelled by GSSM
CREATEng Camp	Rising Grades 7-9	60	GSSM	Face-to-Face	Cancelled by GSSM
PSAT Prep	Rising 9th/11th	150	Consultant	Face-to-Face	Cancelled by Consultant
Artistically Gifted and Talented Music Camps	Grades 7-11	75	Furman University and Charleston Southern University	Face-to-Face	Cancelled by Provider

Artistically Gifted and Talented Dance Camp	Grades 7-11	40	District	Face-to-Face	Cancelled
Artistically Gifted and Talented Visual Arts Camp	Grades 6-11	25	District	Face-to-Face	Cancelled
Artistically Gifted and Talented Theatre Camp	Grades 7-11	25	District	Face-to-Face	Cancelled

Summer School Programs for HCS Students

We are working on plans for summer school programs for students K-12, but we will not finalize the plans until the SDE issues the guidelines for the summer school programs this week to ensure our plans are in alignment with the guidelines.

Professional Development

We are thinking forward and making plans for virtual delivery of instruction in the future should the need arise. Taking into consideration what has worked and what has not worked during the school closures, we are planning to provide professional development opportunities this summer to support equitable instruction whether it is delivered in a virtual or face-to-face environment. Professional development topics will include, but are not limited to, the following:

- Teaching online, which will include time, number of assignments, synchronous and asynchronous instruction, communication, and documentation

- Technology tools and instructional resources for delivering online instruction, e.g., using camera, video, microphone, virtual classroom management techniques, and whiteboards and document camera techniques
- Assessment tools for delivering online instruction to include MAP testing remotely
- Grading practices in an online delivery model
- Teaching students to take notes in an online environment
- Delivering social and emotional learning (SEL) in an online environment
- Training for delivery of instruction for students with special needs through a virtual platform, focusing on offering small-group instruction and collaboration activities for students even while participating virtually.

Curriculum and Instruction

We are also making plans for summer curriculum work to include delivery in a virtual and face-to-face environment.

- Summer curriculum teams will update all curriculum maps and pacing guides, incorporating information provided in guidance documents that will be provided by the SDE. Curriculum guides will include using Google Classroom as a learning management system.
- Curriculum maps will include resources that can be utilized for online instruction.
- Curriculum maps will be designed to take into consideration an online hybrid- delivery model and will include the “power standards” which are needed for the success at the next grade level.
- Teams will review potential online teaching resources such as Adobe, iCEV, Learning Blade, PLTW, and Microburst that can possibly be made available for use with student devices in order to keep in line with state standards during times of online usage especially with our CTE advanced-level courses.
- Teams will develop a district plan for CTE areas that offer licensing such as cosmetology, esthetics, CNA, and pharmacology that will allow for students to continue in gaining

the hour requirements to have documented prior to testing for licensing.

4. BUSINESS

a. Consider Approval of Personnel Recommendations - Dr. Maxey

Dr. Maxey addressed the Board regarding the two previously approved principal specialist positions. Dr. Maxey noted that HCS is hoping to expand the capacity of leadership in our District. Dr. Maxey is seeking approval from the Board for his recommendation of Kandi Fleming, Principal Specialist for the Office of Support Services, and Lee James, Principal Specialist for the Office of Learning Services. Ms. Fleming and Mr. James will transition to the District Office on July 1, 2020. It should be noted Mr. David Cox recused himself from the vote.

Moved By: Ms. Graham

Seconded By: Mr. James

Board Action: Carried Unanimously

b. Nutrition Services Warehouse - Mr. Brown

Mr. Brown addressed the Board seeking approval of the Ace Construction Co., Inc., as the general contractor for the new warehouse for Nutritional Services on the current Records Retention property. Mr. Brown noted that Ace Construction Company is based out of Florence, SC.

Moved By: Mr. James

Seconded By: Mr. Hardwick

Board Action: Carried Unanimously

c. Region 4 Director - South Carolina School Boards Association - Mr. Richardson

Mr. Richardson requested the Board endorse Ms. Morreale as a candidate for the Region 4 Director for the South Carolina School Board Association. It should be noted that Ms. Morreale recused herself from voting on this item.

Moved By: Mr. Winters

Seconded By: Ms. Todd

Board Action: Carried Unanimously

d. Preliminary Approval of the 2020-2021 Superintendent's Comprehensive Budget - Mr. Gardner

Mr. Gardner addressed the Board seeking preliminary approval for the following 2020-21 Comprehensive Budget:

General Fund	\$460,596,649
Special Revenue	38,819,168
Education Improvement Act	30,275,610
Debt Service	93,199,871
School Building	59,480,963
Food Service	22,431,672
Pupil Activity	<u>7,053,709</u>
Total	\$711,857,642

Moved By: Mr. Hardwick

Seconded By: Ms. Graham

Board Action: Carried Unanimously

5. CONSENT AGENDA

a. Personnel Recommendations

b. Monitoring Report: OE-13 Facilities Quarterly Report

A motion was made to approve the Agenda items as presented.

Moved By: Mr. Winters

Seconded By: Mr. Cox

The Board Chair did not cast a vote on this item.

Board Action: Carried Unanimously

6. ADJOURNMENT

A motion was made to adjourn the meeting at 9:04 PM.

a. UPCOMING MEETINGS:

1. **June 1, 2020 - Virtual Meeting of the Board, 6:00 PM**
2. **June 8, 2020 - Public Hearing: 2020-2021 Superintendent's Comprehensive Budget/Virtual Meeting of the Board, 6:00 PM**

Respectfully submitted,



Heidi Oates

Executive Assistant to the Superintendent and Horry County Board of Education