

# **HORRY COUNTY BOARD OF EDUCATION**

## **MINUTES**

### **BOARD WORK SESSION**

**August 4, 2020**

**District Office**

**335 Four 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

#### **Horry County Schools Staff**

Velna Allen, Mary J. Anderson, David Beaty, Lisa Bourcier, Joe Burch, Edi Cox, Daryl Brown, John Gardner, Kenny Generette, Leann Hill, Candace Lane, Rick Maxey, Boone Myrick, Heidi Oates, Mark Porter, Lucas Richardson, April Scott, Tammy Trulove

**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 - AUGUST 4, 2020 - 6:00 PM - CALL TO ORDER**

Due to technical difficulties with the live stream, Chairman Richardson called the meeting to order at 6:21 PM.

##### **a. Invocation, Pledge of Allegiance - Mr. Poston**

Prior to Mr. Poston offering the invocation and Pledge of Allegiance, Mr. Poston acknowledged the passing of Mr. Will Garland, a former chair of the Horry County Board of Education. Mr. Garland, who was elected to the Board in 2000, took over the chair's seat in 2002 serving in that role until 2013. Mr. Poston shared that Mr. Garland never started a meeting without first acknowledging that he was here to serve the children of Horry County. Mr. Garland brought with him to the Board an incredible understanding of school finance coming from a career in the accounting field. Mr. Poston stated the reason this district was in such

good financial shape was because of the work Mr. Garland did. Mr. Poston stated that Mr. Garland loved Aynor and Horry County. Mr. Poston shared that Mr. Garland was a friend of his, this Board, and the children of Horry County and that Mr. Garland will be missed. The Horry County Board of Education offers condolences to his family and his son Jeffrey, who also served on the Board of Education.

**b. Approval of Agenda - Mr. Richardson**

Prior to the approval of the agenda, Mr. Poston raised a point of order to the parliamentary procedure of the Board. Mr. Poston noted Robert's Rules of Order limits regular debate of any debatable or pending motion to ten (10) minutes of speech and two (2) speeches on the same motion or question per day. These limits of debate can only be extended by a 2/3 majority vote of the Board.

Mr. Poston remarked that as this agenda has many important and time-sensitive items for our Board to consider, he would charge the Chair to strictly adhere to these limits for each discussion and business item on this agenda unless a motion to extend debate is approved. Mr. Poston stated strict adherence to this policy will improve our performance as a Board and encourage equal participation of all members in accordance with our Board Governance.

Mr. Poston also noted that the business items on tonight's agenda have been provided to Board members ahead of the meeting time with adequate time for consideration and questions by Board members. Mr. Poston shared that the Board Chair asked and encouraged members to send in questions to the Board Secretary prior to tonight's meeting in order that these questions could be answered. Therefore, Mr. Poston deemed speeches by Board members as debate and not questions as part of meeting proceedings, and therefore subject to the debate time limits previously noted.

It should be noted that Mr. Poston shared that this point of order is not intended to limit rights of speech of Board Members but rather to allow this Board meeting to proceed in a timely, efficient, and orderly manner.

**Moved By:** Mr. Poston

**Seconded By:** Mr. James

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

**Board Action: Carried Unanimously**

Mr. Poston made a motion that Consent item 5, A be moved to Business item 4, C. Mr. James made a motion to approve agenda as amended. Mr. Hardwick seconded.

**Moved By:** Mr. James

**Seconded By:** Mr. Hardwick

**Board Action: Carried Unanimously**

**c. Approval of Minutes - Mr. Richardson**

**1. July 13, 2020**

A motion was made to approve the July 13, 2020, minutes as presented.

**Moved By:** Ms. Smith

**Seconded By:** Mr. Hardwick

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

**Board Action: Carried Unanimously**

**2. DISCUSSION**

**a. Consideration of Proposed Final HCS 2020-21 School Re-Opening Plan - Dr. Maxey and Staff**

Dr. Maxey shared the proposed final version of the re-opening plan for the 2020-2021 school year. Dr. Maxey noted that HCS could not possibly come up with solutions for every scenario that is in front of us; however, he believed that the plan that the team is sharing tonight prepares the District based upon the information we have available now. He acknowledged that SC DHEC and the CDC have made changes to protocols and expected that more changes would come along the way, and as result the plan will have to be modified. As for now, Dr. Maxey stated he felt this plan was the best one for Horry County Schools to get the children back in school and resume the quality educational tradition that HCS has provided to the residents of Horry County for many generations.

Dr. Maxey provided the Board with highlights of the HCS re-opening plan which is based upon the recommendations of the South Carolina Department of Education's AccelerateEd Task Force Guidelines for the 2020-2021 School Year. One of those recommendations was that each school district assemble a task force to study and develop a plan for safely re-opening schools. Through June and July of 2020, the HCS committee, which consisted of multiple stakeholders, conducted virtual meetings to discuss ideas and potential procedures for a safe return to school. In order to get as much feedback as possible, HCS also surveyed parents and employees during June. At the July 13, 2020, Board meeting, the administration presented to the Board a draft re-opening plan and through discussion received feedback and input from the Board. Using that Board feedback, as well as new information received from the

South Carolina Department of Education, the administration revised the plan as a final draft and submitted it tonight for the Board's consideration. On July 31, 2020, a survey was sent to parents to ascertain parent interest in enrolling their children in a full-time K-12 virtual program. Due to rescheduling the Board meeting from August 3, 2020, to August 4, 2020, as a result of a tropical storm, the deadline for parents to submit their preference for a virtual program was extended to Monday, August 10, 2020, at midnight.

Dr. Maxey then noted that as a part of the planning process, five areas of concern were addressed by five separate subcommittees. The five subcommittees were as follows: Public Health & Safety, School Operations and Logistics, Teaching & Learning, Equity & Family Needs, and Social-Emotional Health. During the July 13, 2020, meeting, each subcommittee's leader presented his/her respective committee's proposals and entertained questions from Board members.

Dr. Maxey noted the areas of resources used when looking to formulate the re-opening plan as follows:

*AccelerateED Task Force Guidance and Recommendations for 2020-21 School Year (June 22, 2020)*

*COVID-19 Interim Guidance for School Operations (May 18, 2020)*

*Recent Disease Activity Report by County, SCDHEC (July 5, 2020)*

SCDHEC publishes a disease activity report every Monday for each South Carolina county that looks back at the previous two weeks' disease activity and identifies that activity as high, medium, or low. Dr. Maxey stated he would refer back to this report several times during the course of his report this evening.

Dr. Maxey stated that the District created two guides, one for parents and students, and one for staff members. These guides will become available to the respective groups once the HCS re-opening plan receives all approvals. Dr. Maxey requested for the Board's approval of the final draft of the HCS re-opening plan and noted that should there be suggestions from the Board for changes, the administration will incorporate those changes prior to submitting the HCS re-opening plan to the South Carolina Department of Education for its approval.

Dr. Maxey then presented a flow chart detailing the process for re-opening.

Dr. Maxey stated that for the 2020-21 school year, HCS parents will have two schooling options for their children. They are as follows:

### **Instructional Option One (Brick-and-Mortar School)**

*Determined by SCDHEC Assessment of Disease Activity Spread*

- The school year begins on September 8, 2020.
- The type of instruction on the first day of school will be determined by the SCDHEC Disease Activity Report issued on August 31, 2020. The possibilities are as follows:
  - LOW SPREAD - Traditional (Full-time, Face-to-Face, 5 days per week)
  - MEDIUM SPREAD - Hybrid (Combination of Face-to-Face and Distance Learning: 2 Days Face-to-Face + 3 Days Distance Learning per week)
  - HIGH SPREAD - Full-time Distance Learning (5 Days Distance Learning per week)
- During first semester, all three disease spread conditions may occur. Therefore, students may receive instruction first semester through Traditional, Hybrid, and Distance Learning models. Because the instructional model is determined by the SCDHEC metrics, parents do not have the ability to choose one of the three.
- SCDHEC publishes the report each Monday on the SCDHEC website. (Click on the county-level data link to access the report.) The District will utilize the prior week's report determine the type of instruction utilized by HCS for the following week.

## **Instructional Option Two (Virtual School)**

### *K-12 HCS Virtual Program*

- The school year begins on September 8, 2020.
- The type of instruction on the first day of school will be through digital delivery to students at their homes. Students do not physically attend classes in a school building.
- The type of instruction for the remaining days of the semester will be through digital delivery to students at their homes. Students do not physically attend classes in a school building.
- Should they choose to do so, students may participate in extracurricular activities/sports at the brick-and-mortar school they normally would attend.
- Students will be in virtual classes with students from all over the county, but they will not be in classes with students whose parents chose Option One.
- Students will be taught by HCS teachers.

Dr. Maxey then reviewed LEAP Program:

- Five LEAP (Learn, Evaluate, Analyze, Prepare) days prior to the first day of school for the 2020-21 school year have been added for K-8 select students: August 20, 21, 24, 25, 26.
- The LEAP days will be used for face-to-face assessment activities and instruction.
- The following criteria will be used to identify students who will be invited to participate:
  - students who experienced low engagement during the spring closure
  - students who have demonstrated learning gaps
  - students in the process of evaluation for EL and/or special education
  - students who are homeless or migrant
- Once students are identified, an invitation for students to participate in LEAP days will be sent to parents.
- Student participation is voluntary and cannot count as an absence on the student's attendance record.

Bus transportation and lunch will be provided.

Dr. Maxey then highlighted several other essential components of the District's re-opening plan.

#### EXTRACURRICULAR ACTIVITIES

- Schools will follow health and safety guidelines as established for classrooms and entire schools.
- All summer extracurricular activities have been discontinued.
- Schools will evaluate and/or adjust future extracurricular activities based on the level of infection in the county.

#### PROFESSIONAL DEVELOPMENT

- Specialized virtual professional development for teachers and administrators will be provided, but not limited to, the following:
  - Distance Learning and Instruction
  - Social and Emotional Learning
  - Trauma-Informed Practices
  - Health and Safety Guidelines

## DECIDING TYPE OF SCHOOL OPERATION (Traditional, Hybrid, or Distance Learning)

- HCS will utilize the weekly [SCDHEC Disease Activity Guidance Report](#) to determine if schools are operating as normal (traditional face-to-face, five days per week) in a low spread condition, implementing a hybrid model (face-to-face and distancing learning) in a medium spread condition, or implementing a full-time distance learning model in a high spread condition.
- HCS will make a decision to transition from one type of school operation to another based upon the prior week's SCDHEC Disease Activity Guidance Report. Parents should monitor the HCS website and HCS social media for updates regarding any transition decisions.

## TRANSPORTATION

- Buses will be cleaned and disinfected twice per day after the completion of morning and afternoon routes with an electrostatic handheld sprayer and EPA-approved disinfectant in compliance with the [AccelerateED Task Force Guidance and Recommendations](#) and [CDC Guidelines](#)
- Transportation staff and students will be required to maintain required social distancing between each other at all times on school transportation vehicles.
- Students and drivers will be required to wear face coverings.
- The number of students on the bus will be a maximum of 67% of standard capacity.
- Windows and roof vents will be opened to maximize ventilation.
- Three students on a seat should not occur.
- Students shall be loaded from back to front when possible.
- Students shall be unloaded from front to back.
- Household members will, if possible, be paired together on the seat.
- Each bus shall have a seating chart for tracking and to support contact tracing, if necessary.

## PHYSICAL ENTRY POINTS & SIGNAGE

- Entrance and exit doors will be designated at the front office to reduce the chance that people meet face-to-face.
- Social distancing signage will be posted in the front office and in hallways to serve as reminders for students and staff members.
- Signage and markings of 6 feet of spacing will be posted to remind students and staff to always stay 6 feet apart in lines such as in the cafeteria, bathroom entrances, locker room entrances, and bus waiting areas.
- Limited density of people in school facilities and transportation vehicles to no greater than 67% maximum occupancy will be enforced to ensure social distancing of at least 6 feet apart between people.
- Directional reminders will be posted on the walls and/or floor.
- Signage on the proper use of face coverings will be posted throughout the

building.

- Middle and high school students will be asked to go through the search lines as they enter the campus. A “fast lane” will be available for students who do not bring a book bag or bring a clear one to expedite the process.
- After entering the school, students will be asked to report directly to their first classroom scheduled for the day.
- Visitors will be allowed in only the front office. Visitors are discouraged from coming to schools unless it is absolutely necessary.
- Schools will limit activities involving external groups in the schools.
- Deliveries must be coordinated through school principals.
- Parent-teacher conferences must be held in a virtual meeting or by telephone.

#### PRE-SCREENING

- Employees, parents, and students will be given a pre-screening checklist to complete daily prior to attending school.
- Students should not attend school if they exhibit any symptoms on the checklist.

#### PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Hand sanitizing stations will be provided throughout the buildings.
- Hand sanitizer (with at least 60% alcohol) will be provided at every building entrance and exit, in the cafeteria, and in every classroom for safe use by staff and older students.
- Schools will require the use of face coverings for all students, staff, contracted vendors, and visitors.
- Schools will require all students wear face coverings unless the circumstances dictate otherwise, i.e., while eating lunch, during physical activities, etc.
- While all students are required to wear face coverings, 504 and IEP teams will determine if modifications and/or reasonable accommodations are needed for individual students with disability-related issues that prevent the student from wearing a face covering in order to allow the student to safely participate in educational activities.
- Students with medical issues that prevent them from wearing a mask should consult with the school nurse.
- CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings. If face shields are used without a mask, they should wrap around the sides of the wearer’s face and extend to below the chin. Disposable face shields should only be worn for a single use.

#### HANDWASHING, HAND SANITIZERS, & DISINFECTANTS

- Hand sanitizing stations will be provided throughout the buildings.
- Hand sanitizer (with at least 60% alcohol) will be provided at every building entrance and exit, in the cafeteria, and in every classroom for safe use by staff and older students. According to the FDA, methanol is not an acceptable ingredient for hand sanitizers and must not be used due to its toxic effects.



## FIELD TRIPS

- Schools will discontinue activities that involve bringing together large groups of people or activities that do not allow for social distancing (assemblies, in-person field trips, large groups using playground equipment simultaneously, etc.).
- Schools will incorporate virtual events such as field trips, parents/family meetings, assemblies, and performances where possible.

## NUTRITION SERVICES

- Students will be allowed adequate time to wash and sanitize hands before and after meals.
- Schools will extend and/or stagger meal times to promote social distancing, while ensuring adequate time for students to consume their meals.
- Cafeterias will discontinue the use of any self-service food or beverage distribution. For example, food should be individually wrapped or served/handed directly to students. This also applies for events outside the typical school day. As always, cafeterias should ensure the safety of children with food allergies.
- Cafeterias will prepare boxed or bagged meals as alternatives as needed for unique situations and for homebound students as needed or required in the IEP or 504 plan.
- The district office will develop written materials for families to help them understand new meal service models and to combat misinformation as required in the SCDHEC School Operations Guidance.
- Water fountain use will be suspended. Students are encouraged to bring bottled water from home.
- Staff will ensure that all non-disposable food service items are minimally handled and washed with hot water and soap or in a dishwasher, or disposable food service items such as plates and utensils should be used.
- Schools will ensure spaced seating in the cafeteria, and longer meal periods should be scheduled if other options such as pre-packaged meals are not served in the classroom.

## HEALTH ROOM & ISOLATION AREA

- Whenever symptoms of COVID-19 present at school, teachers will send students to the health room to be examined by the school nurse. If the school nurse believes the symptoms indicate the probability of COVID-19, a mask will be placed on the student, and parents will be notified immediately and asked to pick up the student from school.
- Each school will establish a dedicated space for symptomatic individuals. Until the arrival of the parent, the student will be isolated from other students in the dedicated space. The student will be required to wear a mask while in the isolation room and until he/she exits the school building.
- Parents should update health records and provide the school nurse with the latest health information on students. It is important that all students have updated immunization records.
- Parents should update contact and emergency phone numbers.

- Parents will be given guidelines for the student returning to school after exclusion.

#### NOTIFICATION OF SYMPTOMS & CASES

- School nurses and district health services staff will communicate directly with the SC Department of Health and Environmental Control (SCDHEC) to determine the next steps in each situation.
- The SCDHEC exclusion and notification guidance will be followed.
- The SCDHEC re-entry guidance will be followed when a child is ready to re-enter school after being excluded for a case or symptoms of COVID-19.
- School nurses will comply with HIPPA regulations in the handling of COVID-19 cases.

#### RESTROOMS & WATER FOUNTAINS

- Water fountain use will be suspended. Students are encouraged to bring bottled water from home.
- Schools will stagger normally assigned times for access to restroom facilities.
- Markings will be placed on the floor to designate physical distancing when using the restroom facilities, including access to stalls and sinks.

#### RECESS & PHYSICAL ACTIVITY

- Schools should reduce the number of students on the playground at one time, provide time to disinfect equipment between uses, and if disinfecting equipment is not possible, restrict use of playground equipment.
- Students are not allowed to bring any equipment for recess from home.

#### REGISTRATION – ONLINE & IN-PERSON

- Returning students may continue to register for school through InfoSnap. Questions should be directed to the school through the school's main switchboard or through the school's individual registration email listed on the HCS website.
- Students who are new to Horry County Schools should complete the preliminary registration form listed on the HCS website. Someone from the school will contact the parent after this information has been received. Click on the following link: <https://www.horrycountyschools.net/Page/10126>
- Questions about the registration process may be sent to [registration@horrycountyschools.net](mailto:registration@horrycountyschools.net) or to the individual school's registration email listed on the HCS website.
- Schools will make individual appointments for parents who need assistance with the online registration process.

#### ATHLETIC PROGRAMS

- HCS will follow all directions and guidelines from the South Carolina High School League (SCHSL). Athletes should continue to monitor their respective school's website for updates.

**b. Establish Board Meeting Schedule for Fiscal Year 2021 - Dr. Maxey**

A schedule of meetings for the Fiscal Year 2021 was presented.

**c. Monitoring Report: GC-6 Annual Work Plan - Dr. Maxey**

Monitoring Report GC-6 was provided. Dr. Maxey presented this item to the Board and sought approval for the Board's Annual Work Plan for the 2020-2021 school year.

**d. Monitoring Report: OE-2 Emergency Superintendent Succession - Dr. Maxey**

In order to protect the Board in the event of sudden and unexpected loss of Superintendent services, the Superintendent shall designate at least one other executive staff member who is familiar with the Board's governance process and issues of current concern and is capable of assuming Superintendent responsibilities on an emergency basis, should the need arise.

In the event the Superintendent is unable to perform the duties of the office, Velna Allen, will assume the Superintendent responsibilities on an emergency basis.

**e. Monitoring Report: OE-11 Discipline - Ms. Allen**

Monitoring Report OE-11 was provided. Ms. Allen shared an overview of student disciplinary statistics, with data broken down by school and level over the past three years.

**f. Monitoring Report: OE-13 Facilities - Mr. Brown**

Monitoring Report OE-13 was presented. Mr. Brown shared information from that report.

**g. District Policies: Title IX Changes Mandated by Federal Law - Mr. Generette and Ms. Anderson**

Mr. Generette addressed the Board regarding changes made to Title IX mandated by Federal law. Mr. Generette addressed the Board stating this was regarding sexual harassment in public schools addressing the way investigations and complaints are to be handled.

**3. ADJOURN BOARD WORK SESSION AND CONVENE SPECIAL-CALLED MEETING**

A motion was made to adjourn the Board Work Session and Convene a Special-Called Meeting.

**Moved By:** Mr. Cox

**Seconded By:** Mr. Freeman

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

**Board Action: Carried Unanimously**

**4. BUSINESS**

Beginning with the 2020-2021 school year, it should be noted that Mr. Richardson will be voting on all Business items.

**a. Ratification of Employment Contracts Issued by Superintendent During Summer Months - Ms. Anderson**

Ms. Anderson addressed the Board to seeking approval of the ratification of employment contracts issued by the Superintendent to qualified Professional candidates during the summer months.

**Moved By:** Mr. James

**Seconded By:** Mr. Hardwick

**The Board Chair entered a vote of yes.**

**Board Action: Carried Unanimously**

Ms. Anderson addressed the Board to seeking approval of the ratification of employment contracts issued by the Superintendent to qualified Classified candidates during the summer months.

**Moved By:** Ms. Smith

**Seconded By:** Mr. Freeman

**The Board Chair entered a vote of yes.**

**Board Action: Carried Unanimously**

**b. Consideration of Proposed Final HCS School Re-Opening Plan - Dr. Maxey**

Dr. Maxey addressed the Board seeking approval from the Board of the proposed final Horry County Schools Re-opening Plan for the 2020-2021 school year.

**Moved By:** Mr. Hardwick

**Seconded By:** Mr. James

**The Board Chair entered a vote of yes.**

**Board Action: Carried Unanimously**

**c. Advisory Board Appointments - Board Members**

A motion was made by Mr. Poston to appoint/reappoint the following members to the Carolina Forest Advisory Board:

Melanie Wellons - 1 Year Term (Community Member)

T'mars McCallum - 2 Year Term

Melissa Bornfreund - 2 Year Term

Michelle Chapman - 2 Year Term

Alicia Sayers - 2 Year Term (New Member)

**Moved By:** Mr. Poston

**Seconded By:** Mr. Winters

**The Board Chair entered a vote of yes.**

**Board Action: Carried Unanimously**

A motion was made by Ms. Todd to reappoint the following member to the Myrtle Beach Advisory Board:

Denise Tindall - 2 Year Term

**Moved By:** Ms. Todd

**Seconded By:** Mr. Winters

**The Board Chair entered a vote of yes.**

**Board Action: Carried Unanimously**

A motion was made by Mr. James to reappoint the following member to the Green Sea Floyds Advisory Board:

Jason Morgan - 2 Year Term

**Moved By:** Mr. James

**Seconded By:** Mr. Hardwick

**The Board Chair entered a vote of yes.**

**Board Action: Carried Unanimously**

**5. CONSENT**

**a. ~~Advisory Board Appointments - Board Members~~**

6. **ADJOURNMENT**

Prior to adjournment, Mr. James requested information regarding a list of students signed up for virtual learning separated by grade level. Mr. James noted the Facilities Committee Meeting prior to the Board Meeting on August 17, 2020. Pending the information provided, Mr. James would like to address the impact, if any, on HCS Facilities.

The meeting was adjourned at 8:47 PM.

**Moved By:** Mr. Cox

**Seconded By:** Mr. Hardwick

**Board Action: Carried Unanimously**

**UPCOMING MEETING(S):**

- a. **Facilities Committee Meeting, August 17, 2020, 4:00 PM**
- b. **Board Meeting, August 17, 2020, 6:00 PM, District Office**

Respectfully submitted,



---

Heidi Oates

Executive Assistant to the Superintendent and Horry County Board of Education