

**HORRY COUNTY SCHOOLS  
MONITORING REPORT – OE-13  
Facilities**

I certify that the information in this report is true.

Signed: \_\_\_\_\_ Date:  
Cindy Elsberry, Superintendent

Disposition of the Board:  
 In compliance  
 Not in compliance  
 Compliance with exception

Signed: \_\_\_\_\_ Date:  
Joe DeFeo, Board Chair

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	Supt	Supt	Bd	Bd
	In compliance	Not in compliance	In compliance	Not in compliance
OE-13 – The superintendent shall assure that physical facilities support the accomplishment of the board's <b>Results</b> policies, are safe, and properly maintained.	✓			

**Interpretation:** I interpret this policy to mean that the district will maintain annually updated short and long-range plans for construction and maintenance, make major decisions based on a thorough analysis, maintain clean and safe buildings, and allow public use of district-owned facilities based on fair and consistent guidelines. The district may not make major decisions relative to capital projects without Board approval. Final approval of school names, mascots, and colors is the sole responsibility of the Horry County School Board.

**Evidence of Status of Compliance:**

**We are in full compliance of this policy. Evidence is listed below:**

1. The Phase IV assessment was presented to the Board in December 2009 and approved. The Phase IV Building Program has been amended by the Board to include Early College High School and the Loris Elementary School addition. All projects related to Phase IV are in design or under construction with the Phase

IV Building Program being completed by 2013-14. Some drainage projects have been delayed due to location of portable classrooms and future work.

2. The 2011-12 Facility Plan was presented to the board in December 2011 and approved in January 2012. This document included planning efforts for the HCS long-term facility plan and new projects such as Scholars Academy, canopy projects, and athletic projects. All projects related to the 2011-12 Facility Plan are in design or under construction and will be completed during the 2014-15 school year.
3. The district-wide committee made final recommendations for facility optimization to the Board for review and approval. The Board approved several recommendations for attendance line adjustments. Other capacity concerns have since been resolved through the revised capital plan.
4. The facility reorganization process which included custodial, maintenance, and capital is ongoing. A consultant (Evergreen Solutions) was retained to assist with the reorganization process. A new management structure has been established and employees have been assigned.
5. Processes, guidelines, and training for employees are being developed and will be implemented in the 2014-15 school year to assure that facilities are clean, sanitary and safe.
6. A Long-term and Short-term Facility Plan were presented to the Board in February 2013. The Facility plan was modified to align with capital revenue and projects were prioritized based on Board parameters. The Board approved a Short-term Capital Plan (7-years) that included new schools or additions for capacity relief, replacement schools, building modification/renovation projects, sustainment & upkeep projects, emergency maintenance repair, property acquisitions and capital administration. The capital plan has been modified to a 10-year plan to include additional new schools and revised budgets. The capital plan will be reviewed and updated annually.
7. The Board approved revisions to OE-13 and newly-developed Educational Specifications. District staff is following and monitoring requirements and guidelines established in these documents as demonstrated through the actions of the Conceptual Design Steering Committee.
8. Annual capital sustainment and upkeep projects were presented to the Board, prioritized with the primary focus on providing healthy and safe environments as well as enabling facilities to reach their intended life cycles.
9. All equipment purchases associated with major systems are studied. Factors such as functionality, costs, required maintenance, availability of parts, and expected life are considered prior to purchase.
10. District guidelines clearly communicate procedures intended to assure that facility use is proper across the District.
11. Quarterly updates on construction projects will be given to the Board in April, July, and October of each year.

**Additional information:**

1. No buildings have been built or renovated without Board approval.
2. The land acquisition process is ongoing. Growth patterns, comparative costs, construction and transportation factors, and any extraordinary contingency costs due to potential natural and man-made risk issues have been considered.
3. No change order has been authorized or schedule modified that would cause the final cost of the project to exceed the established budget.
4. No change order has been approved that will cause the square footage of the project to change substantially the square footage that was approved by the Board.
5. Use of facilities by District schools and school-related organizations takes precedence over all other uses. No request for use of school facilities will be granted which interferes with school use of the desired facilities.
6. No school naming committee has been organized without clearly communicating District guidelines.