

**ALLENDALE COUNTY SCHOOLS  
BOARD OF TRUSTEES – REGULAR MONTHLY MEETING**

**MONDAY – FEBRUARY 27, 2017 – 5:30 P.M.  
ALLENDALE-FAIRFAX MIDDLE/HIGH SCHOOL – MULTI-PURPOSE ROOM**

The Allendale County Schools Board of Trustees Regular Monthly Meeting was held on Monday, February 27, 2017. At 5:30 P.M. the Board went into Executive Session #1 to discuss Student Transfer Request, Equipment Agreement, Superintendent’s Evaluation, Legal Counsel, Personnel Updates and Certification Updates/Preliminary Accreditation Status. The Meeting was held at Allendale-Fairfax Middle/High School in the Multi-Purpose Room. The news media was notified.

**CALL TO ORDER:** Chairperson Patricia Jenkins called the Meeting to Order at 5:38 P.M.

**MOMENT OF SILENCE:** A Moment of Silence was held.

**ROLL CALL:** Terry Hall  
Patricia Jenkins, Chairperson  
Willa Jennings, Vice Chairperson  
Wilda J. Robinson  
Catherine Russell, Secretary

**FROM THE DISTRICT OFFICE:** Leila W. Williams, Superintendent  
Angela Grant, Director of Finance  
Kedra Rivers, Director of Personnel  
Patricia W. Pringle, Recorder

**BOYKIN & DAVIS, LLC:** Charles Boykin, Esq.  
Imani Newborn, Esq.

**APPROVAL OF AGENDA:** Ms. Russell moved to amend the Agenda to add under Good News a presentation to AFMS from D.S.T. Ms. Robinson seconded. The motion was approved by unanimous vote.

**EXECUTIVE SESSION #1:** Mr. Hall moved to go into Executive Session #1 at 5:39 P.M. to discuss Student Transfer Request, Equipment Agreement, Superintendent’s Evaluation, Legal Counsel, Personnel Updates and Certification Updates/Preliminary Accreditation Status. Ms. Russell seconded. The motion was approved by unanimous vote.

**OPEN SESSION:** Mr. Hall moved that the Board return to Open Session at 7:20 P.M. Ms. Russell seconded. The motion was approved by unanimous vote.

**APPROVAL OF MINUTES:** Mr. Hall moved to approve the Minutes of the Monday, January 23, 2017 Regular Monthly Meeting. Ms. Russell seconded. The motion was approved by unanimous vote.

### **PUBLIC COMMENTS**

Ms. Ingar Ferguson said she had two questions. She spoke with the superintendent this afternoon and asked if AFHS was accredited. The second question is are there any teachers that are not certified and how does this affect graduating seniors and will they have the proper credit.

Mr. DeWayne Ennis: 1) his daughter said students are being suspended for 5 days for hoodies and cellphones. The District should have enforced these policies at the beginning of year; 2) the bathrooms have no tissue, are unsanitary and does not have doors; 3) according to the State website Allendale is not accredited; a FOIA letter was submitted in October 2016 and he did not get an answer; 4) the lunch room served old carrots; 5) a non-certified teacher is making \$65,000 a year and has been for a number of years, this is upsetting; 6) his son played middle school basketball, \$6,000 was spent to send the football team to summer camp, but the District cannot spend \$120 for the middle school team; 7) a preliminary report was issued about accreditation, he would like a copy of the report via the FOIA; 8) administrative people gossiped about him in their classroom on February 9<sup>th</sup> – this is a formal complaint and he will be back if this is not taken care of; 9) he came to get his daughter Report Card and was told he could not get the Report Card unless he completed a survey. He did not have time to complete the survey. If things are not moved forward, he will make his complaint to the SDE.

Ms. C. Washington: said she has issues with the school buses. A lot is going on with the little kids getting picked on and bullied. She was told school bus monitors were going to be hired, it is now February and it seems to late in the year to hire bus drivers and monitors.

Ms. Atkins: talked about the food in the cafeteria and asked about the status of the stove. She cannot afford to bring her daughter food to school every day. The bullying policy, what happens when a child is continuously being bullied, how are parents notified when this problem is taken care of. What about the school uniforms? She comes when the school says her daughter is not in uniform and give her a change of clothing. But she sees other students not in uniform. Who enforces the school uniform procedures? She was at work and heard about the accreditation.

Mr. Mark Lott: said the District is in the process of securing entrance to the building, must a call button be used to get in. He asked about some retired educators being asked to come in and help students. He thanked the District for allowing them to use the area for the kids to play golf and he is happy about the upcoming track and field. He went back some years to see how much business taxes he pays a year and it is between \$9,000-\$10,000. He then looked at the major construction projects in the County and it looks like the citizens got an unfair deal. They voted down a 1¢ sales tax to build a school, but voted to build all the other buildings in the County instead. They must be cautious that the District is not sold just anything.

### **BOARD OF TRUSTEES**

### **NSBA Advocacy Conference – January 28-31, 2017 – Washington, DC**

Ms. Jenkins said they talked about how to prepare and talk to legislators, tell our story and effective communication.

Mr. Hall said he had no report.

### **SCSBA Annual Conference – February 15-19, 2017 – Hilton Head, SC**

Ms. Jenkins said they talked about how to be positive and positive energy.

Ms. Jennings: 1) said she attended the Board Chair workshop because she is the Vice Chairperson; 2) it was advised that the Board Chair work closely with the Vice Chairperson and this is not currently happening; 3) the chair and all board members should communicate with parents, elected officials and other organizations; 4) districts should have a public relations person to present the district's information. There is no newspaper in Allendale, just the radio station. She suggested they contact Bill Morris who owns the Augusta Chronicle and has a lot of property in Allendale; 5) new teachers to the District should be taken on a bus tour of the County.

Ms. Russell said she could not attend the entire conference: 1) they talked about the shortage of school teachers; 2) they gave ideas on how to get the best teachers for the District; 3) if we get new teachers let's try to keep them; 4) get the older teachers to mentor new teachers; 5) do things to make new teachers want to stay.

Ms. Robinson: 1) she attended the Board Chair workshop; 2) after the conference she got recommitted; 3) for the school board the main commitment must be to the students and the community; 4) as board members they are entrusted by the community and parents.

Mr. Hall said he had no report.

**Senior Class Dinner:** Ms. Russell said she wanted to get the consensus of the Board to go ahead with this and get the principal to start working on this. The dinner is to honor the seniors and their parents and give each student 2 tickets. Ms. Robinson moved to approve the concept and the administration getting started and bring the information back to the Board. Mr. Hall seconded. The motion was approved by unanimous vote.

### **GOOD NEWS**

**MLK Essay and Arts Winners:** Ms. Robinson said they are not finished with the process yet. She asked that this be tabled until the March meeting.

**Adult Education Recognition:** Ms. Stephanie Rouse said at the Adult Education Program they are working hard to get the program back on track. The Program had been on ITAP for several years. Allendale was awarded for having the highest percent of post testing in the State. The State standard is 60% and Allendale finished with 88.8%.

Ms. Catherine Russell made a presentation from Delta Sigma Theta to Ms. Hall, Principal of AFMS, "A Free Spirit Book" for the Media Center.

FES Student Ava Patterson was recognized for her photo shoot by Creative/Soul/ Photograph in Atlanta, GA the weekend of February 4, 2017. The photo will also be featured in the Huffington Post.

**Costal Community Foundation:** Mrs. Williams thanked Ms. Hazeline Perry, AFHS and her class for raising more than \$500 towards the late Senator, Rev. Clementa Pinckney Scholarship.

### **CONSENT AGENDA ITEM**

**Discipline Reports:** For Information Only. Ms. Robinson asked the Administrators if they reviewed the Reports to see the spike in referrals. How are Administrators using the report? Ms. Leath, FES said their PBIS team looked at the Report and most of their problems occur with bus referrals. Check-in and check-out is what they do with the bus, ask before students get on how did they do. Ms. Suggs, AES said they look at the data and after lunch they have referrals and they are putting some things in place for this.

### **SUPERINTENDENT'S OFFICE**

**Update on Renovation Projects:** Mr. Barry Morgan, Project Manager 1) said the kitchen hood at AFHS is completed. The inspectors should come tomorrow at 10:00 A.M.; 2) on the door repair projects, the bids for replacement on the vocational wing the contractor is procuring materials. A grant will be used to cover these costs; 3) on the Primary School Project only 1 bid was received. The project was extended for an additional 30 days and only 1 bid was received again. They are working on a plan to come up with contract amendments to try and resolve the issues of bidding.

Mr. Jason Pollard, CHA Design, the Track Project: 1) he presented a schematic drawing this morning; 2) see the attached Master Plan – Phase 1. Mr. Hall asked what is the next step? Mr. Pollard said he will take what was discussed back to his office and once they are completed he will come back to the School Board in early May. Ms. Jennings asked what is the cost of the project. The estimated cost is \$1 million is what they were told to design to. Chairperson Jenkins asked about a timeline for the project. Ms. Russell asked about the invoice. Mr. Morgan said that is the design work that had to be done to bid the project and get it thru the State Office. This is an architect design. Ms. Russell said she was concerned about all the hours being put in and no ground is being broken. Mr. Morgan said he would provide a narrative for how they have gotten to the current point. Ms. Russell said the Board may need to seek legal advice about revising this contract. Mrs. Williams said she spoke with attorney Boykin about these two documents tonight. There are some things in the contract that need to be revised. They may have to hold a special called meeting to discuss this.

**Sick Leave Bank:** Mrs. Williams said the attorney has reviewed the policy and made some suggestions for the Board to review. Once they make the changes it will go back to the attorney and maybe have the first reading in March.

**Special Needs Bus/Class Concern – Ms. Brooker-DeLoach, Coordinator:** Ms. Brooker said she emailed Mr. Ramsey today and asked him how many times it was reported that the lift on Ms. Willie Mae bus was not working. She said it was reported twice. The Bus Shop came down to check it out and found nothing wrong with the bus. They are waiting for a special needs bus, but currently there is a recall on that part. She hopes to get the new bus in a couple of weeks. Ms. Brooker said bus drivers get training about twice a year and they meet with surrounding districts for training. Ms. Jennings asked with regular buses, students are standing on the bus. Does the District have enough buses to transport students? Ms. Brooker said they pick-up students, get back and unload each school so the bus will not be crowded.

**Student Retention Timeline – Dr. Thomas-Dixon, Director:** said the information was included in the Board Packets. Chairperson Jenkins asked about lesson plans and accommodations and why are items on a test being reduced. Dr. Thomas-Dixon said they are trying to make the student successful and showing the District met the student where they are. Chairperson Jenkins said the District should have been doing this all along. Ms. Robinson said in reference to the IEP in the document, what accommodations are made for students in special programs? Dr. Thomas-Dixon said sticking to the Board Policy and have students meet their goal. There are guidelines for IEP students. Mrs. Williams said if a procedure is in place it would cut down on the number of parents the District will see over the summer if their student were retained. This will also be consistent across the District. The information presented is just a timeline. Ms. Jennings said for students that are retained before and they do not meet the requirements again, will that student be retained again. Dr. Thomas-Dixon said the District must follow State guidelines. Students can only be retained so many times per grade span. A 3<sup>rd</sup> grade retention law is coming out in 2017. Ms. Jennings said in some cases you have social promotions and students are still not learning and they cannot catch up. Principal Suggs, AES said for Academic Intervention students were placed based on MAP Scores and SC Ready. Dr. Thomas-Dixon said they will be having Academic Interventions next year from day one.

**FEMA:** Mrs. Williams said FEMA has been visiting the District since Hurricane Matthew. Looks like what the District insurance does not cover, FEMA will.

**DRAFT Budget Calendar:** Mrs. Williams will email this information to the Board.

**2017-2018 School Calendar:** Mrs. Williams said on Monday, August 21<sup>st</sup> there will be a total eclipse. Districts are being asked what is their intentions, many will not have school on August 21<sup>st</sup>. The State Museum want schools to use this as a teachable moment, but at the State Superintendent Meeting the attorney concurred they would be caution of the eclipse because of possible lawsuits. The General Assembly has said schools can start August 17<sup>th</sup> and be out on August 21<sup>st</sup>. Ms. Robinson said students should be out of school and buses should not be running on this day.

**Student Dress Code:** Mrs. Williams said they received some guidance from the attorney and once it is finalized it will come before the Board.

**AdvancEd Update:** Mrs. Williams gave the Board a handout. She outlined State Accreditation vs. AdvancEd. The District just completed a diagnostic review with AdvancEd and this is required for all Palmetto Priority Schools and Districts. The review addressed 5 standards. Ms. Robinson said the information presented tonight should have been presented to the Board earlier and to the community. The Board should never be in a position where they are getting information and parents calling before they know. Information should have been shared in a timely manner. They need to know the status of all schools when they get preliminary reports. Mrs. Williams said they have gotten the information cleared up and they want to keep it cleared up. She thanked Ms. Rivers, the Director of Personnel for working to get the information cleared up. They will be getting the final report soon and the community will be proud. Ms. Robinson said the information was submitted on February 22<sup>nd</sup>, is that the final update. Ms. Rivers said the District has a window and they will have time to fix any other existing problems and get the situation resolved. Ms. Robinson said the superintendent was not here in 2013-2014, but you started in 2014-2015, but they want more accountability and transparency with the Board and community. Chairperson Jenkins said moving forward they will inform parents to stay until the end of the meeting because certain specific agenda items will be discussed. Ms. Jennings said she likes to be informed when parents ask her questions she wants to give an intelligent answer. She was concerned when she saw the word probation.

**AES Interventionists:** Mrs. Williams said this was discussed earlier. She thanked Ms. Suggs, Dr. Thomas-Dixon and Ms. Cohen at the District Office. The Retired Teachers were glad to be of support to the students in the District. Seven retired teachers responded yes. Ms. Russell asked how the program works and are students removed from the classroom. Ms. Suggs said it depends on the needs of the student. Some students may be pulled out or may stay in the class with the regular teacher.

**Adult Ed Consortium Update:** Mrs. Williams said last month this was represented to the Board for Adult Ed to return to the consortium. She will meet with Ms. Thompson, the Director from the SDE. They hope to be part of the consortium by July 1, 2017.

**SCDOE Food Service Review:** Mrs. Williams said she had a phone conference with the evaluators. The Foodservice Department met all requirements.

**Multi-District Agreement – Hampton #1:** Mrs. Williams said Hampton 1 would like 5 slots in the Cosmetology Class for their students. They will provide Allendale with the share of public funds for these students and pay for supplies, transportation and resources needed for the class. Mr. Hall asked if they are willing to take Allendale students for AP courses. Mrs. Williams said they share some things they offered and they would be more than willing to have an exchange with

Allendale. Ms. Robinson said this is something that further conversation should be held on. Ms. Jennings said once when the District had a similar type of agreement, the bus would come and drop the students off, but if a student got sick it was up to Allendale to make sure the student got back to their home school.

## **PERSONNEL**

Ms. Rivers, Director of Personnel asked the Board to approve the recommendations for the 2 classified staff positions discussed in Executive Session. Mr. Hall moved to approve the recommendations. Ms. Russell seconded. The motion was approved by unanimous vote.

## **APPROVALS**

**Policy GCB – Professional Staff Contracts and Compensation:** Mrs. Williams asked the Board to please review this item for further discussion. Staff contracts are due in May, so it is just a change of date from April 15<sup>th</sup> to on or before May 1<sup>st</sup> and no later than May 11<sup>th</sup>.

Ms. Robinson asked if a deficiency is not cleared up and the teacher goes to sub pay, at the high school level what happens to these students' credit. Mrs. Williams said thru Odysseyware they can contract thru them and with a virtual school opportunity they would issue the credit because this is certification.

**Student Release Request:** Ms. Robinson moved that the Board approve the Student Release Request. Mr. Hall seconded. The motion was approved by unanimous vote.

**AFHS/Denmark Tech – Carowind/Engineering Day – Friday, May 5, 2017:** Additional information will be provided on this Field Studies Request.

**AFHS JROTC End-of-Year Educational Incentive Field Studies – Charlotte, NC – May 19-20, 2017:** Ms. Robinson moved to approve the request. Ms. Jennings seconded. The motion was approved by unanimous vote.

## **FINANCIAL REPORTS**

Ms. Grant, Director of Finance reported: 1) page 1 list the revenue and expenses thru the end of January 2017. Ms. Jennings asked about the interest on investments on page 1, the negative interest. Ms. Grant said it is not a negative, see what was budgeted and the actual revenue is a credit; \$7000 was budgeted but received \$7865; Ms. Jennings asked for training on the financial reports; 2) page 5 is the total revenues, \$4.3 million; 3) have not received any local taxes revenue thru the month of January; 4) pages 6-10 are the actual printouts from software; 5) pages 11-12 printout of the EIA report from the SDE to show revenue as it comes in monthly; 6) page 13 is the EFA report; 7) page 14 is changes to the general fund budget; 7) pages 15-17 are the board and superintendent travel budget. Currently the Board travel balance is \$3,466; 8) Ms. Jennings said they should look at increasing the Board Per Diem to at least \$54 per day. They will be traveling to Denver, CO and the current Per Diem does not cover much. The Board's travel budget for the year is \$32,500. But additional travel funds will be needed for the Denver, CO conference. Ms.

Robinson asked what was done last year? Ms. Grant said funds were moved from one object to another. Ms. Robinson said they may not be budgeting enough for Board travel because they attend the required activities.

Ms. Robinson moved to move funds from the appropriate sources to the Board travel budget as needed for the remainder of the school year. Mr. Hall seconded. The motion was approved by unanimous vote.

Page 18) is the invoice from GMK, the project manager. Ms. Robinson said she is concerned about this situation, the number of hours 568 from last month to this month. Who verifies these hours? She would like the hourly rates to be reviewed. Ms. Grant said he does not work from the District all the time, but from his house. Ms. Russell said he should do a log. Chairperson Jenkins said the District should review his contract. Mrs. Williams will send Mr. Morgan contract to Attorney Boykin.

Ms. Grant said page 25 is a letter from the SDE where they overpaid the District \$71,706 in CDEP funds. Mrs. Williams said the SDE letter stated that districts could contact the SDE CFO if repaying the money would be a financial hardship for the District. Ms. Robinson asked if the District had financial difficulty do they have to return the money.

BANK OF AMERICA Letter: Ms. Grant said on February 14 Bank of America closed the District's credit card account stating they were downsizing. Provisions have been made to get a credit card from Palmetto State Bank in Hampton. Ms. Robinson moved to approve getting a credit card with a limit of \$20,000. Ms. Russell seconded. The motion was approved by unanimous vote.

**Per Diem Rates:** Ms. Grant said the new rates effective January 2017 decreased to 53.5 cents per mile based on state and federal regulations. Chairperson Jenkins said they would look at this and discuss it later. Ms. Grant said everyone in the District is paid at the same travel rates. Ms. Robinson said look at surrounding districts and other districts to see what they pay their board members.

## **ANNOUNCEMENTS**

**State of the District Address** – AES – Tuesday, February 28, 2017 – 6:00 P.M.

**ROTC Inspection** – Tuesday, March 14, 2017

**NSBA Annual Conference** – Denver, Colorado – March 24-28, 2017

**SCSBA 2DAC** – Tuesday, March 7, 2017 – Allendale; Tuesday, April 25, 2017 – in Columbia

The date for the Special Called Board Meeting for the Superintendent's Evaluation is Thursday, March 9, 2017, 6:00 PM at the District Office.

Ms. Jennings said while on Hilton Head at the SCSBA Annual Conference, Ms. Rivers answered a lot of questions on personnel and human resources.

**ADJOURNMENT:** The Meeting was Adjourned at 10:07 P.M.