Regular Meeting of the Board of School Trustees MES/MMS Media Center 6979 Hwy 28 South McCormick, South Carolina 29835 December 17, 2018 AGENDA

6:00 Open Session

Executive Session

- 1. Personal Matters
- 2. Contractual Matters
- 3. Receipt of Legal Advice

Regular Session

II. Approval of Agenda

III. Approval of Minutes

IV. Board Spotlight

MES – Nynita Paul MMS – Gena Wideman MHS – Steve English

V. Public Comments

VI. Office of the Superintendent

- b. Second Reading BEDB, GCQA, GCQB (A)
- c. First Reading AC, GCEC, GDF, GBA, GCE, GCF(A)
- d. Job Descriptions (A)
- e. Monthly Budget Report (I)
- f. Instructional Report (I)

VII. Public Comments - Agenda Items

Second Executive Session

- 1. Personnel Matters
- 2. Contractual Matters
- 3. Receipt of Legal Advice

Inspiring, challenging, and preparing our students for tomorrow's global opportunities

McCormick County School District Board of Trustees

Regular Meeting

December 17, 2018 7:00 p.m.

Motion to go into Executive Session by Christine Lee, Seconded by James Moss

Motion to exit Executive Session by Christine Lee - All in Favor.

Members Present

- I. James Moss, Verteema Chiles, Heather McNally, Christine Lee, Janie Martin and Dr. Melody Wilt. James Moss called the meeting to order at 7:00 p.m.
 - a. Moment of Silence (Christine Lee)
 - b. Welcome (Janie Martin)
 - c. Pledge of Allegiance (Melody Wilt)
- II. Approval of Agenda Motion to Approve Agenda by Heather McNally, Seconded by Verteema Chiles.

All in favor.

III. Approval to amend Agenda – Motion to approve to amend the Agenda by Heather McNally Seconded by Christine Lee.

All in favor.

IV. Teacher Vacancies – Motion to approve the hiring of math high school teacher by Heather McNally and seconded by Christine Lee

All in Favor

Motion to accept Company A contract by Christine Lee, seconded by Melody Wilt.

All in Favor.

Motion to accept Salary Scale for Assistant Manager – Lunchroom by Christine Lee, Seconded Heather McNally.

All in Favor.

V. Approval of Minutes – Motion to approve Minutes by Christine Lee, seconded by Heather McNally.
All in Favor.

VI. Spotlights

MES

	Last Name	First Name
CARE	Boast	Markel
HARD WORK	Cannady	Jaeda
INTEGRITY	Hodges	Brady
EXCELLENCE	Chambers	Zo'Nari

FOCUS	Blair	Natalie
STEADFAST	Bentley	Alexis

Teacher of the Month - Paul Dodd

MMS- Student of the Month

6[™] Grade – Aliyah Freeman

7th Grade - Nakevion Thomas

8th Grade - Alyssa Milton

Teachers of the Month - Rebecca James and Nolan Goss

Staff Member of the Month - Amy Wilkerson

MHS Students of the Month

9th Grade - Alisha Harris

10th Grade – Anthony Garrett

11th Grade - Jay Miller

12th Grade - Chelsea Dansby

Star Academy - Shynese Jackson

Staff Member of the Month - Jos Cunningham

Teacher of the Month - Rachel Park

VII. Public Comments - None

Office of the Superintendent

a) Second Reading

BEDB – Motion to approve the second reading by Heather McNally, Seconded by Christine Lee.

All in favor

GCQA/GCQB – Motion to approve the second reading by Christine Lee, Seconded by Verteema Chiles All in favor

b) First Reading

AC- Motion to approve the first reading by Christine Lee, Seconded by Heather McNally

All in favor

GCEC - Motion to approve the first reading by Heather McNally, Janie Martin.

All in favor

GDF - Motion to approve the first reading by Christine Lee, Seconded by Heather McNally.

All in favor

GBA – Motion to approve the first reading Verteema Chiles, Seconded by Heather McNally.

All in favor.

GCE - Motion to approve the first reading by Christine Lee. Seconded by Karen Beckner

All in Favor

GCF – Motion to approve the first reading by Melody Wilt, Seconded by Heather McNally All in Favor

Job Descriptions

Receptionist/Secretary-Pool Secretary- Motion to approve job description by Verteema Chiles, Seconded by Christine Lee

All in favor

Executive Secretary/Board Secretary — Motion to approve job description by Heather McNally, Seconded by Christine Lee

All in Favor

Audit

Mr. Ken Martin presented McCormick County School District's Annual Financial Report from June 30, 2018.

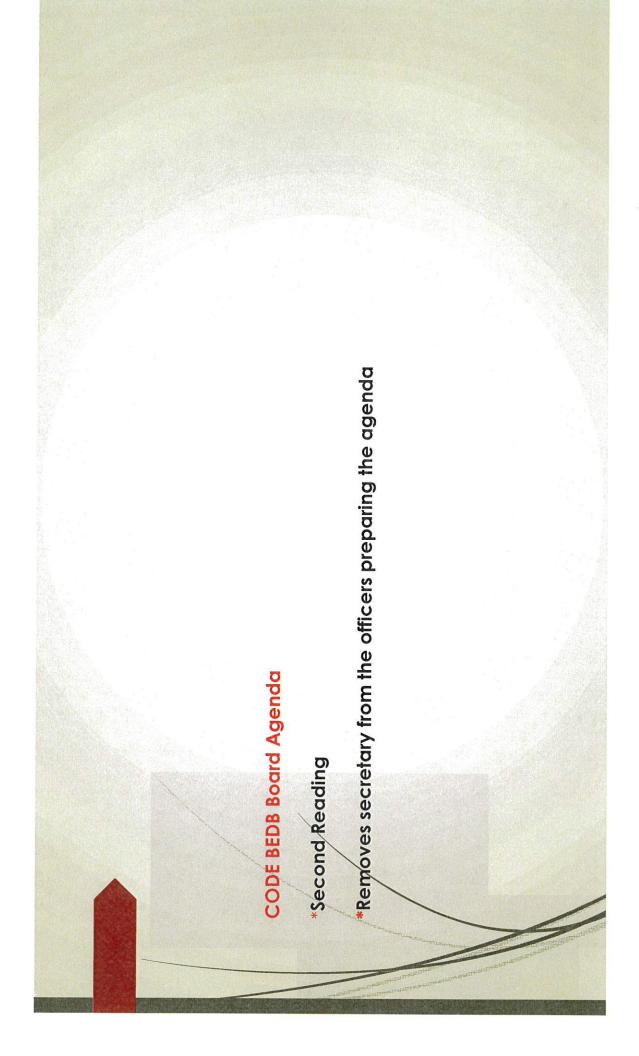
Public Comments -

Byron Thompson -

- Complemented Board presentation
- Encouraged Board to ask Questions
- Invited School District to form a partnership with County Council

Adjourn

Motion made by Heather McNally, Seconded by Verteema Chiles, to adjourn Board Meeting. Moved to Motion



CODE GCQA/GCQB - Instructional Staff/Administrative/Staff Reduction in Force

Major Points:

*Second Reading

*Removed reference to No Child Left Behind

CODE AC - Nondiscrimination/Equal Opportunity

protected from intimidation, discrimination, physical harm, and/or harassment. Respect for each individual will be a consideration in the establishment of all policies by the The board affirms the right of all individuals to be treated with respect and to be board and in the administration of those policies by district staff.

Major Points:

disability, age (40 or older), genetic information, national origin, or any other applicable The district does not discriminate against any individual on the basis Of race, religion, sex (including pregnancy, childbirth, for many related medical conditions), color, s protected by local, state, or federal law.

Resolution of Discrimination Complaints

CODE GCEC - Posting and Advertising of Professional Vacancies

Major Points:

*Announcement of Vacancies

job/description and/or criteria to be used in selecting the most qualified person for the *Context of the job vacancy announcement/advertisement primarily on the actual position.

Information that must be included.

CODE GDF - Support Staff Hiring

Major Points:

- *Superintendent employs all support staff.
- *Active involvement of principals and supervisors
- *Must have a personal interview
- *Reguires all new employees to present evidence of employment eligibility and requires employers to verify that eligibility.
- Letter of Agreement
- Mire retired employees on an "as needed" basis
- *The decision to employ or not employ retired employees will not be subject to the district's grievance procedures.

CODE GBA - Open Hiring/Equal Employment Opportunity and Affirmative Action

Major Points:

administrative, and other certified staff and will select, hire, and promote such staff with *The superintendent will establish guidelines for the organization of the teaching, approval of the board.

"The superintendent will select, hire, and promote all other district employees.

*The superintendent will direct the work of district employees.

Complaint Procedures

CODE GCE - Professional Staff Recruitment

Major Points:

*Personnel recruitment and selection are the responsibility of the superintendent.

*Principals and directors will assist as needed to determine the personnel needs of the individual schools.

effective recruitment program, prompt action when vacancies occur or when new the procedure for employing the best qualified professional staff will include an positions are created, and consistent hiring practices.

*Recognize the importance of having a diverse staff with diverse backgrounds.

CODE GCF - Professional Staff Hiring

*The superintendent will make recommendations to the board for employment.

*Principals should be actively involved in the hiring of personnel for their schools.

*Must have a personal interview.

*May/use a "Letter of Intent"

*Terms of employment will be determined based on the established salary schedules set by the board.

Filling vacancies

*Refired employee

McCormick County School District Job Description

POSITION TITLE: Receptionist/Secretary

SUMMARY: To contribute to effective school/public relations by prompt and courteous handling of all inquiries and visitors, and to the effective flow of communication throughout the district office and clerical support. Must be well - organized and detail-oriented. Must be able to multi-task and take instruction from many sources.

EDUCATION and/or EXPERIENCE:

- Associates Degree
- Minimum three years' experience.
- Must be able to effectively deal with the public and staff both in person and on the phone.
- Must possess knowledge of standard office practices and procedures.
- Must be proficient in Microsoft Word, Excel, and Access.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Greets all visitor's courteously, determines their needs, ascertains locations of meetings and directs visitors to the proper person.
- Operates the telephone switchboard to relay incoming, outgoing and interoffice calls.
- Maintains an alphabetical file of staff members' names, room locations, and telephone extensions to expedite relaying of calls.
- Maintains an attractive and comfortable reception area, which includes a reading table containing current school district publications and periodicals of general interest.
- Receives and sorts for distribution all district office incoming mail.
- Receives all outgoing district office mail daily for pick-up by mail clerk.
- Receives, sorts, and delivers interoffice and inter-school written communications.
- Reports immediately the presence in the building of any visitor who bypasses the reception desk and/or any suspicious activity or unusual behavior on the part of visitors.
- Answers calls and takes messages for various offices as needed.
- Operates and maintains the District Office annex fax machine.
- Assists various offices with clerical duties, such as labeling and stuffing envelopes.
- Performs other such duties as may be assigned.
- Maintain a regular filing system and processes incoming and outgoing correspondence as instructed.
- Maintains a high level of confidentiality.
- Supports office in the management of requisitions and invoices.
- Models nondiscriminatory practices in all activities.

SUPERVISORY RESPONSIBILITIES:

None.

Reports to: Superintendent

Days: 240

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

McCormick County School District Position Description

POSITION TITLE: Executive Secretary/Board Secretary

SUMMARY: Provides administrative support to the superintendent and other district leadership staff

EDUCATION and/or EXPERIENCE:

- Associates Degree or its equivalent.
- Minimum 5 years' work experience.
- Must be able to effectively deal with the public and staff both in person and on the phone.
- Must possess knowledge of standard office practices and procedures.
- Must be proficient in Microsoft Word, Excel and Access

ESSENTIAL DUTIES AND RESPONSIBILITIES.

- Files and receives district documents, records and reports.
- Prepares responses to correspondences containing routine inquiries.
- Greet visitors and determines whether they should be given access to specific individuals.
- Prepares office duties such as ordering supplies and maintaining records.
- Prepares agenda and makes arrangement for committee, board and other meetings.
- Makes travel arrangements for district leadership.
- Compiles, transcribes and distributes minutes of meetings.
- Attends meetings in order to record minutes.
- Prepares invoices, reports, memos, letters and other documents using word processing, spreadsheets, database, and/or presentation software.
- Sets up and oversees administrative policies and procedures for office and/or organizations.
- Performs the usual office routines and practices such as placing and receiving incoming calls and typing reports.
- Processes employment applications for classified, teaching and substitute employees.
- Maintains confidential files for all District employees, including personnel and medical files.
- Maintains files for approved substitute teachers and distributes listing to principals.
- Maintains files of applications for all District openings.
- Corresponds with applicants and sends correspondence to those not chosen for employment.
- Receives, completes, and routes recommendations for employment until they are complete.
- Maintains files and data necessary for reports as required by federal and state agencies.
- Maintains a regular filing system.
- Ensures that current contracts, salary addendum, current certificates, etc. are on file for each employee.
- Gathers data, compiles reports and updates daily list of District vacancies.
- Maintains current list of new employees and resignations for current school year.
- Contacts newspapers to place advertisements and prepares appropriate mailings concerning job
 vacancies to schools and colleges/universities to announce job openings in the District and to solicit
 applications.
- Schedules recruiting trips, requisitions registration fees, and arranges accommodations when necessary.
- Prepares materials, posters, and brochures for recruiting trips.

- Corresponds by phone and letter with applicants from recruiting trips and provides additional information as requested.
- Corresponds by letter with employees assisting with recruiting events.
- Prepares reports and gathers data concerning holiday/vacation schedules for schools and District Office.
- Coordinates with colleges and District teachers regarding the placement of student teachers and practice teachers in the District.
- Maintains and updates PCS system on a regular basis.
- Maintains and updates Accounting system on a regular basis.
- Obtains SLED reports for all new employees, substitutes and volunteers.
- Maintain file for TB verification for all employees and substitutes.
- Prepares materials, arranges meeting places, and distributes flyers for workshops.
- Performs all duties as assigned by the Human Resources Director and other duties that will ensure the smooth and efficient operation of the school district and Human Resources Department.
- Sets up and inputs computer information for all employees (CSI).
- Collects all payroll data from schools and prepares the data so that checks may be calculated and printed.

SUPERVISORY RESPONSIBILITIES

None

Reports to: Superintendent

Days: 240

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			Date		%
	Original Budgel	Original Budget Projected Budget 11/30/2018	let 11/30/2018	Remail	Remaining Remaining
MHS Salaries	\$1,687,240	\$1,256,910	\$349,419	\$907,490	72.20%
senefiis senefiis	\$498,797	\$486,577	\$122,371	\$564,206	82.18%
MMS Salaries	\$1,196,394	\$1,024,066	\$265,539	\$758,527	74.07%
Senefits	\$327,557	\$573,732	\$90,477	\$483,255	84.23%
MES Salaries	\$1,357,134	\$1,569,909	\$397,337 \$1	,172,572	74.69%
Benefits	\$449,328	\$866,541	\$134,983	\$731,558	84.42%
ransportation Salaries	\$329,223	\$331,283	\$88,796	\$242,487	73.20%
Senefits	\$41,050	\$91,808	\$20,949	\$70,859	77.18%
Maintenance / Custodial Salaries	\$229,300	\$313,429	\$109,425	\$204,004	65.09%
enefits	\$69'96\$	\$161,829	\$44,399	\$117,430	72.56%
District Level Salaries	\$1,038,620	\$833,592	\$362,895	\$470,697	56.47%
enefits	\$397,091	\$522,433	\$157,098	\$365,335	69.93%
otal Salaries and Benefits	\$7,668,429	\$8,232,109	\$2,143,688	\$6,088,421	73.96%
Other Items in General Fund Budget					
АНЅ	\$306,119	\$358,919	\$67,286	\$291,633	81.25%
AMS	\$35,350	\$35,350	\$5,960	\$29,390	83.14%
AES	\$63,695	\$69,195	\$5,272	\$63,923	92.38%
ransportation	\$8,050	\$8,050	\$1.787	84243	77 80%

McCormick County Sch Budget Report November 30, 2018 Maintenance / Custodial (II \$880,017 \$440, \$880,017 \$440, \$1,245,860 \$623,8 35.92% Total Other \$2,539,091 \$1,055,136 \$3.419 Total Budget \$10,207,520 \$7,143,557 \$9.989 *Salaries should have 75% refor District Level and Main.	nool District			ncludes Utilities \$880,017 161 \$439,856 49.98%	380 \$399,809 \$224,071	\$1,975,411 \$920,275 %	\$10,207,520 \$3,063,963 %	*Salaries should have 75% remaining for all categories except for District Level and Main.
	McCormick County School District	Budget Report	November 30, 2018	Maintenance / Custodial (Includes Utilities \$880,017 \$440,161 \$439,856 49	District \$1,245,860 \$623,880 35.92%	Total Other \$2,539,091 \$1,055,136 53.41%	Total Budget \$10,207,520 \$10,207,520 \$3,063,963 \$7,143,557 69.98%	*Salaries should have 75% re for District Level and Main.