### Regular Meeting of the Board of School Trustees

MES/MMS Cafeteria 6977 Hwy 28 South McCormick, SC 29835 October 8, 2018 AGENDA

### 6:00 PM Open Session:

### **EXECUTIVE SESSION:**

- 1. Legal Matters
- 2. Personnel Matters
- 3. Contractual Matters
- 4. Student Matters

### 7:00 REGULAR SESSION

ı.	Call to	Order	***************************************	Chair Moss					
	Decl	are Quorum	Moment of Silence	Welcome	Pledge of Allegiance				
II.	Approv	al of Agenda		***************************************	Chair Moss				
III.	Action on Executive ItemsChair Moss								
		a) Leg	al Matters						
		b) Per	sonnel Matters						
		c) Cor	ntractual Matters						
		d) Stu	dent Matters						
IV.	Approv	al of Minutes	:		·				
V.	Board Spotlights								
	MES - Ms. Nynita Paul								
	MMS - Mrs. Gena Wideman								
	MHS – I	Mr. Steve Eng	lish		,				
VI.	Public (	Public Comments							
/II.	Office of the Superintendent								
	a)				d (A) Linda Williford				
	b)	Active Shoot	ter Debriefing (I)		Law Enforcement and Principals				
	c)	Second Read	ding of Policies IHBA, IK	FC (A)					
	d)	d) First Reading of Policies BEDB, EBCB, GCO/GCO-R, IHAE, IHAM, IKFC-R							
	e)	Job Descript	ions (A)						
	f)	Instructiona	l Program Update (I)						
	g)	•	017-18 District Budget	• •					
	h)	SCSBA Deleg	ate Assembly (A)		Chair Moss				

### VIII. Public Comments on Agenda Items

### **Executive Session II**

1) Legal Matters 2) Personnel Matters 3) Contractual Matters 4) Student Matters

### Adjourn

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

### McCormick County School District Board of Trustees Regular Meeting Monday, October 8, 2018 6:00 p.m.

### **Members Present**

James Moss, Verteema Chiles, Heather McNally, Christine Lee, Frank Puckett, Karen Beckner and Al Bell. Chair James Moss declared a quorum was in place.

### 1. Board Meeting: Called to Order - 6:00 p.m.

A. Chair James Moss called the meeting to order at 6:00 p.m., stated the purpose of the meeting, and that the meeting was being held in compliance with the Freedom of Information Act and posted accordingly.

### 1. Executive Session Motion

A. Motion was made to enter into Executive Session for the purpose of Legal, Personnel Contractual and Student Matters.

Motion was made by Christine Lee, seconded by Verteema Chiles to enter into Executive Session to receive information and discuss Legal, Personnel Contractual and Student Matters

Final Resolution: Motion carried.

In Favor: Chair Moss, Verteema Chiles, Heather McNally, Christine Lee, Frank Puckett, and Karen Beckner.

Motion was made by Verteema Chiles, seconded by Al Bell to exit Executive Session and enter into Regular Session.

Final Resolution: Motion carried.

In Favor: Chair Moss, Verteema Chiles, Heather McNally, Christine Lee, Frank Puckett, Karen Beckner and Al Bell.

### 1. Call to Order – Public Meeting – 7:00 p.m.

Moment of Silence (Christine Lee) Welcome (Karen Beckner)

Pledge of Allegiance (Al Bell)

### 2. Approved Agenda

Motion was made by Christine Lee, seconded by Frank Puckett to approve the agenda as written, made motion.

Final Resolution: Motion carried.

In Favor: Vice Chair Verteema Chiles, Heather McNally, Christine Lee, Karen Beckner, Frank Puckett and Al Bell.

### 2. Executive Session Action Items

Chair James Moss stated no decisions were made in Executive Session.

a) Motion was made by Heather McNally, seconded by Frank Puckett to accept administrations recommendation to release student "A" from the McCormick School District for the 2018-2019 school year.

Final Resolution: Motion carried.

In Favor: Vice Chair Verteema Chiles, Heather McNally, Christine Lee, Frank Puckett and Karen Beckner.

b) Motion was made by Heather McNally, seconded by Christine Lee to accept administration recommendation to accept the salary scale for Bus Drivers, Bus Monitors, Lunchroom Staff. Custodians and Maintenance.

Final Resolution: Motion carried.

In Favor: Vice Chair Verteema Chiles, Heather McNally, Christine Lee, Frank Puckett and Karen Beckner.

### 3. Approval of Minutes

a) Motion was made by Heather McNally, seconded by Christine Lee to approve the minutes with corrections submitted to administration. The motion passed unanimously.

### 4. Board Spotlight - Students of the Month

a) MES -Students of the Month

	Last Name	First Name	Grade Level	Nominated by (Last Name)
CARE	Harrison	Zayden	2	Dukes
HARD WORK	McNally	Syndey	Multi	Cieri
INTEGRITY	Williams	Kristen	K	Stuart
EXCELLENCE	Monroe	Cassidy	1	Darragh
FOCUS	Riley	Tyler	4	Chiles
STEADFAST	Hernandez	David	3	Allen

b) MMS - Students of the Month 6<sup>th</sup>, 7<sup>th</sup> and 8th grades:

Jertavious Anderson- 6<sup>th</sup> Grader Malachi Chamberlain- 7<sup>th</sup> Grader Zada Brown – 8<sup>th</sup> Grader

Staff Member of the Month----Mrs. Sheleana Mathews Faculty Member of the Month-----Mrs. Rebecca Honeycutt

c) MHS Mr. English Recognized Keynan Kennedy ~ Award of Excellence The National Academy of Future Physicians and Medical Scientists

MHS - Student of the Month Tori Mullins Peyton Nance Kentavious Morgan A'Darius Smalls I'Vion Hardy (STAR)

Teacher of the Month-----Mrs. Brittany Callaham Staff of the Month------Mrs. Maria White

Ms. Bagley recognized Representative Parks, Senator Nicholson, Representative White and Senator Sheheen for their support.

### 5. Public Comments

a) No Public Comments.

### 6. Office of Superintendent

- a) Introduction of Special Guest- Mr. and Mrs. Tom Williford. Mrs. Williford introduced an opportunity to have the Rotary Club for our young people, so that our students may learn about good citizenship. There will be about 5-10 children, the meetings will be held after or whatever is in the best interest of the High School at least twice a month. Scholarships are not only for 4 year schools but they can also be used in Tech schools as well. Resources are set in place in order for the program to be successful and provide more opportunity.
- b) Motion was made by Heather McNally and seconded by Frank Puckett to approve and support the Rotary Program for the McCormick County High School.
- c) Gena Wideman presented the information for the active shooter drill. The drill was conducted on September 26<sup>th</sup>. Mr. Brown and Major Brock gave insight on what took place during the drills and the plan. Major Brock stated the school has a great plan.
- d) Motion was made by Verteema Chiles, seconded by Frank Puckett to approve policies IHBA and IKFC.
- e) Christine Lee Motioned to approve the First Reading of IKFC-R seconded by Verteema Chiles.
- f) Board Agenda First Reading- Superintendent prepares the Board Agenda with the Chair, Vice Chair and Secretary.
- g) BEDB- Motion to table the first reading by Christine Lee and Heather McNally second.
- h) Policy EBCB Safety Drills, Frank Puckett motioned to approved the second reading of the policy, Heather McNally Second.
  - Two fire drills each school year, one during each semester. In accordance with guidelines developed by SCDE and the State Fire Marshall.
  - Active Shooter/Intruder drills: two drills each school year. In accordance with guidelines developed by the SCDE and SLED.
  - Two severe weather/earthquake drills each school year, one during each semester. Each drill will be conducted in accordance with guidelines developed by the SCDE.
- i) GCO Evaluation of Administrative Staff Motion was made by Christine Lee to accept the first reading of GCO, seconded by Heather McNally.

- j) GCO-R Heather McNally motioned to approve the first reading of the policy GCO-R, Frank Puckett second the motion.
- k) IHAE Physical Education Heather McNally motioned to approve, seconded by Christine Lee.

Approve Motion for Policy IHAE Physical Education

l) IHAM – Health Education – Verteema Chiles motioned to approve for the first reading of IHAM, seconded by Christine Lee.

### m) Job Descriptions

Director of Operational Services – Motion to approve from The School Board.

Heather McNally motioned to approve the name change from Director of Auxiliary Services to Director of Operational Services. Christine Lee second.

Lunchroom Manager – Christine Lee motioned to approve and Verteema Chiles second the motion.

Motion approved by The School Board.

Lunchroom Assistant Manager – Heather McNally motioned to approve and Frank Puckett second. Motion approved by The School Board.

Bus Driver – Heather McNally Motioned to approve, seconded by Christine Lee. Motion approved by school board.

Bus Monitor - Frank Puckett motioned to approve, seconded by Al Bell

Grass Cutter/Maintenance Worker - Christine Lee motioned to approve and Heather McNally second.

Motion approved by The School Board.

System/Network Administrator - Motion to approve by the Board

Information Technology Specialist – Motion to approve by the Board. Heather McNally motioned to approve, seconded by Christine Lee.

Budget Concerns – There is a \$996,495 deficit in the 2017-2018 budget. Auditors will provide the Board with their official Audit Report on November 12, 2018.

Mr. Moss discussed an item on the Agenda. The South Carolina School Board Association Delegate Assembly. The meeting will be held on December 8, 2018 at 2:00 p.m., in Charleston S.C.

Second Executive Session, the board elected a delegate from District, Christine Lee and Heather McNally as alternate.

### **Public Comments:**

Fletcher Peirce stated that he attended the community meeting a couple of years ago with the Chair, Vice Chair and he was pleased at the change in the language.

Angela Garrett had questions about the Rotary Proposal for McCormick. "It was stated that the ages are from 12-18 however the focus was mainly on High School children. Will this be just a one-time thing or will it be here in the years to come? We do not want to start something and then it goes away suddenly. Also, when you all bring someone in please ask everyone if there are any questions". The community also appreciate the calls from principals on Sundays about the upcoming week. When Mrs. Bagley touched basis on the bus driver/bus monitors working 180 days, will that include field trips or after school. Mrs. Bagley answered "No".

Public Comment "Thank you for using microphones, I can hear everyone."

Board returns from Executive Session - Public Statement read by James Moss, Chair of the Board.

"The Board and the Superintendent were recently notified by the District's auditor that there was a substantial deficit in the 2017-2018 budget. Although the auditors continue to review the budget and financial documentation for the 2017-2018 school year, at this point it appears that approximately \$996,495 that was not budgeted was spent last year. The auditors will provide the Board with a written report and will present their findings publicly at the Boards November Meeting.

"The Board and the Superintendent are committing to working with the auditors and appropriate staff to determine how this situation occurred and assure that it does not happen again. Though fraud is not suspected by the auditors, it is clear that valuable resources were mismanaged, which is not acceptable. All Boards members understand that we must be good stewards of the public money with which we are entrusted. We will not be satisfied until we understand the extent of the matter and are certain that appropriate processes and procedures are in place to prevent such and occurrence in the future.

"Based on these concerns from the past school year, Superintendent Betty Bagley notified the Board that she will be closely examining the budget for the 2018-19 school year, working with auditors and others as needed, to ensure that projected revenues are in line with what has been budgeted to be spent. Additionally, upon learning about the projected deficit for the 2017-18 school year budget, Ms. Bagley immediately froze all discretionary spending until further notice. If midvear corrections are needed. Ms. Bagley will have the Boards support.

"The Board was surprised by these serious concerns with the 2017-18 school year budget. Collectively we believe it is important to be transparent with the community as we work together in a positive manner going forward in a fiscally responsible manner. We will keep the community informed as the audit concludes and as we make what will likely be tough decisions.

"We have much in McCormick to be proud of and celebrate. Let us all focus on the many positive achievements of our students, keeping in mind at all times that our primary purpose is to provide the best opportunities possible for our children."

Heather McNally Motioned to adjourn the Meeting, seconded by Karen Beckner.



### **Rotary Proposal to McCormick County School Board**

### Introduction

We are Tom and Linda Williford, residents of Savannah Lakes Village for 2 years. We are both Past-Presidents of the Rotary Club in Fuquay Varina, NC, current members of the Rotary Club of Abbeville and are planning to start a Satellite Rotary Club in the McCormick area. Tom has been appointed to serve on the Board of Directors for the Savannah Lakes Townhouse Association. Linda serves on the Board of the McCormick Rotary Foundation which provides scholarships to graduating students of McCormick High School and is a volunteer with the Book Buddy Program for kindergarten and first grade students at McCormick Elementary School.

The main focus of the Satellite Rotary Club of McCormick locally would be directed toward the youth of McCormick County. In addition to introducing educational/ character building programs at the elementary and middle school level, we would work with school leaders to encourage students to take advantage of two programs developed by Rotary International.

### 1) Rotary Youth Leadership Awards (RYLA)

RYLA is an intensive leadership experience for Junior and Senior class students, organized and hosted by Rotary clubs around the world. Students that attend RYLA develop skills as a leader, participate in outdoor activities that develop team building, problem solving and communication skills, while having fun and making connections. RYLA participants are nominated by their teachers/counselors or by the Rotary Club. RYLA generally meets the second week of June at Erskine College in Due West, South Carolina. If the student is accepted to Erskine College they would also qualify to receive a \$5,000 scholarship from the college.

There is no cost for the selected students to attend RYLA.



### 2) Interact

Interact clubs bring young people ages 12-18 together to develop leadership skills while discovering the power of Service Above Self. An advisor from the school's faculty would work along with a member of the Satellite club to establish the Interact club. The Club would organize at least two projects every year, one that helps their school or community and one that promotes International understanding. Example: An Interact Club in NC sold MudLoveTM bracelets with profits going to support clean water projects in Africa. The bracelets became quite the craze at the school (as well as parents and grandparents) and the Interact club raised over \$3,000 for the 'Water for Good' project.

Interact clubs abide by the same pledge as do all Rotary club members:

The Four-Way Test
OF THE THINGS we think, say and do:

- 1) Is it the TRUTH?
- 2) Is it FAIR to all concerned?
- 3) Will it build GOOD WILL and BETTER FRIENDSHIPS?
- 4) Is it BENEFICIAL to all concerned?

### The Overall Object of Rotary

The OBJECT of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- 1) The development of acquaintance as an opportunity for service;
- 2) High ethical standards in business and profession, the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- 3) The application of the ideal of service in each Rotarian's personal, business and community life;
- 4) The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the idea of service.

### McCormick School Emergency Plan After Action Report

On September 26, 2018, an emergency drill was conducted at the McCormick High School located on Hwy 28 S. in McCormick County. The drill entailed an unknown male pedestrian entering the school with intent to cause claos to normal operations and harm to staff and students who did not follow established emergency procedures. Below is a series of events that occurred:

At approximately 0920 hours, an unknown male entered the High School Offices unchallenged. He entered the foyer by following another person into the office. The person in front of him had established a dialogue with Ms. White who then buzzed her in. The perpetrator was standing in the foyer and caught the door before it locked behind the person who had entered before him. The perpetrator entered the front office and when asked by Ms. White, informed her that he wanted to enroll a student into the school. He was told he would be helped after she finished helping the person who had entered before him. The perpetrator walked freely behind the reception desk looking at various photos and papers. He was told he could not be on that side of the desk at which point he SIMULATED shooting Ms. White. The scenario was stopped at this point and restarted. The restart included the perpetrator breaking in through the glass doors (simulated) at which point Ms. White made a radio announcement "Dr. Mims is in the building." Ms. White then called for Deputy Callaham to respond to the front office at which time he was compromised (simulated shot) and was taken out of the equation. A separate staff member then proceeded to run down the hallway of the high school shouting "Intruder, intruder!) The perpetrator then simulated shooting her taking her out of the equation. At this time, front office staff called 911 alerting law enforcement and EMS to respond to the school for an Active Shooter Event. The perpetrator proceeded down the high school corridor and hid in the SRO Office which was unlocked.

Major Brock arrived on the scene and called for additional back up units. He also confirmed that EMS was in route and needed as there were casualties in the front office. Major Brock then began to search the high school corridor. He checked every door and window and all were found to be locked and covered initially. Back up officers arrived and assisted Major Brock with clearing of the building. Major Brock and Deputy Waters discovered an air-conditioning tech who came out of a classroom. He was taken down at gunpoint and arrested. Once secured, sheriff's deputies continued their clearing of the hallway and discovered the perpetrator hiding in the SRO Office. He was arrested on site without incident and transported to a secured location for interview. Major Brock, Deputies Cole and Motes continued to clear the high school corridor finding all doors and windows secured. At this point they responded the T Intersection and cleared the hallway down to the fire door which was locked. They then proceeded to the front office to assist in assessing the wounded and regrouped to prepare to clear the Middle and Elementary School Wings.

The McCormick County Sheriff's Tracking Team deployed to the front doors of the Middle School. Once inside of the foyer, they would have breeched the glass doors/windows to gain entry. There was no sign of staff inside of the Middle School Office. Once the Middle School was entered, they began to clear the corridor checking each door and window. One classroom near the end of the hallway was opened and student attempted to enter the hallway or at least opened the door. The teacher eventually closed the door (too bad so sad). Another classroom in the T intersection, possibly Computer Lab, had the door shut and locked however the window was left uncovered (6 would have been dead). At this time, we stopped the drill and the all clear was given to the Principals to relay to their staff. There was a hot

wash held in the Media Center for all parties and evaluators to make comments. An entire school address was provided to all students and staff in the Gym.

### Things to Ponder:

The front doors to each school need to be hardened. Much too easy to make entry.

PA announcement should have been made if possible

Keep the doors locked

Keep the windows covered.

Don't come out until "All Clear" is given

Make sure Superintendent is called (No Text, they don't work)

This drill was to assess the Emergency Plan and was a huge success. Minor flaws, however costly, are learning experiences. We all learned from this drill. All in all, the school gets an A+++ for adhering to and following the policy and procedure you have set in place.

# SPECIAL EDUCATION/PROGRAMS FOR STUDENTS WITH DISABILITIES

Policy: IHBA

Second Reading

## Special Education/Programs For Students with Disabilities (IHBA)

- Purpose: The Board will provide special education programs for students with various disabilities.
- The district will provide special programs in accordance with state and federal laws and regulations.
- Educational Rights of Adult Students are explained.
- Employability Credential for Students with Disabilities

## EMPLOYABILITY CREDENTIAL CODE IKFC

Second Reading

# Employability Credential IKFC

- thereby increasing a student's ability to obtain gainful employment after high school. providing opportunities for students with disabilities to acquire employability skills Purpose: The employability course of study is a career-based educational program
- The employability course of study is intended for students with disabilities who have an individualized education program (IEP) and who may be unable to successfully complete all requirements for the state high school diploma.
- Annual Notification to the parent/legal guardian of each student in the program, or directly to each adult student, that the state high school credential is not a state high school diploma.

### Employability Credential Code: IKFC-R (First Reading)

- Purpose: The South Carolina High School Credential is not intended for students obtaining a state high school diploma, but participation in the program does not preclude a student from obtaining both if appropriate during the lifetime of the student's school career.
- student's eighth grade academic school year, or later if determined by the student's diploma, a state high school credential, General Education Development (GED), or Program Participation Determination: Beginning no earlier than, the end of a EP team, and updated annually thereafter, the IEP team will determine if the student's expected high school outcome will be to attain a state high school district certification of attendance,

### Code: IKFC-R (First Reading) Employability Credential

- Employability Credential Requirements: Consists of 24 units of course work aligned with the Profile of the South Carolina Graduate and the South Carolina College- and Career-Ready Standards.
- Student must develop a career portfolio that includes a multimedia presentation
- Student must attain work readiness assessment result that demonstrate the student is ready for competitive employment.
- Complete work-based learning/training that totals at least 360 hours.
- Appendix: Full disclosure of the implementation and completion requirements of the SC High School Credential.

### Code BEDB (First Reading) Board Agenda

- Superintendent prepares agenda with the help and cooperation of the board chairman, vice chairman, and secretary.
- For items to be considered for placement on the agenda, an item must be within the scope of the board's duties, must be timely, and must be appropriate for consideration.
- The written request must be received a minimum of six business days prior to the desired meeting for it to be reviewed for the agenda.
- Amending the agenda with a two-thirds vote.
- Materials distributed in their final form are open to public unless except from disclosure by law.

### Code: EBCB. (First Reading) Safety Drills

- Fire Drills: two fire drills each school year, one during each semester. Each drill will be conducted in accordance with guidelines developed by the South Carolina Department of Education and the State Fire Marshal.
- Active Shooter/Intruder drills: two drills each school year, one during each semester. Each drill will be conducted in accordance with guidelines developed by the SCDE and SLED
- school year, one during each semester. Each drill will be conducted in accordance Severe Weather/Earthquake Drills: two severe weather/earthquake drills each with guidelines developed by the SCDE.

### Evaluation of Administrative Staff Code: GCO. (First Reading)

- administrator fairly and on a periodic basis in an effort to improve the quality of all Purpose: appropriate personnel will evaluate the performance of every work performance.
- Clarifies the elements of the performance evaluation
- Principals Evaluation (PADEPP)

### Evaluation of Administrative Staff Code: GCO-R. (First Reading)

- First-year principal: will participate in the Principal Induction Program.
- evaluation instrument, the principal will be eligible for Tier 2 principal certification. Second-year principal: upon successful completion of both the PIP and a full evaluation on the PADEPP evaluation instrument or the approved alternative
- using all PADEPP performance standards will be conducted at least every third year. development, and all the performance standards rated the previous year as below performance standards for instructional leadership, the principal's professional Principals with Tier 2 certification: will be evaluated annually. A full evaluation The evaluation conducted in years between full evaluation will include the

### Code: IHAE. (First Reading) Physical Education

- students in reaching their full academic potential and that a student's health impacts is/her school attendance, readiness to learn, potential learning, and Purpose: the board believes that one goal is public education is to assist all
- New Exemption: Marching band may be substituted for physical education if the instruction incorporates the South Carolina Academic Standards for Physical

### McCormick County School District Position Description

### POSITION TITLE: SYSTEMS/NETWORK ADMINISTRATOR

<u>SUMMARY:</u> Under the general supervision of the Superintendent, assess the effectiveness of school district's technology infrastructure and security, providing recommendations regarding potential hardware and software upgrades, and maintaining the proper functioning of all computer systems.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans and implements a Districtwide program for the use of computers in the management of the District, schools, and instructional programs. This includes local area networks, wide area, networks, and telecommunications.
- Plans and implements security procedures for computing hardware and data files.
- Authorizes the installation of all software onto computer networks within the District. Supervises the purchase of computing hardware, software, and other computing resources in the District.
- Responsible for all network security, installation, upgrades, patches and email systems within the District.
- Directs video system installation in collaboration with the district Maintenance Department.
- Monitors the district network.
- Designs appropriate technical training materials or workshops the purpose of training school district employees in the use of computer applications.
- Manages the development of the school district's local area networks for the purpose of ensuring the efficient growth and development of productivity.
- Engages in trouble-shooting and problem solving to diagnosis problems with the school district's computer network systems, hardware, software, and takes corrective action as needed.
- Researches computer hardware and software applications, vendors, consultants and current technology for the purpose of being knowledgeable on trends, ensuring availability of instructional materials, and recommending applications and purchases.
- Handles all questions from employees regarding the use of the school district's computer network systems for the purpose of resolving issues and implementing corrective measures.
- Maintains and ensures the reliability of key operating data and databases.
- Maintains records relating to inventory, repair and use of school district computer equipment.
- Recommends policies, procedures and/or actions for the purpose of providing direction for the school district's IT function and to ensure the computer network system is meeting school district needs.

 Continues to acquire professional knowledge and learn of current developments related to the position by attending seminars, workshops or professional meetings, or by conducting research.

### DATA MANAGEMENT AND ANALYSIS

- Supervises the maintenance of inventory records of all computing hardware and software used for District, school, and program management.
- Provides database services for any department, office, or school.

### SUPERVISORY RESPONSIBILITIES:

None

### **EDUCATION and/or EXPERIENCE:**

- Bachelor's degree in related field preferred.
- Demonstrated expertise in use of technology to support instruction.
- Formal training (courses, workshops, conferences) in use and implementation of technology in a school setting.
- Successful experience training others and serving as a resource in use of technology.
   Experience using a network to store, retrieve, and disseminate files and documents to endorsers. Software troubleshooting experience

### **KNOWLEDGE, SKILLS and ABILITIES:**

- In-depth knowledge of, and ability to use, MS Office Standard (Outlook, Word, Excel, PowerPoint, Access), including most current and previous versions.
- Knowledge of PC and MAC hardware and software.
- Knowledge of computer/electronic equipment (including, but not limited to, pc, Macintosh, tablets, iPads, Droids, iPhones, etc.) software, installation, and troubleshooting techniques; Knowledge of sound practices in network troubleshooting.
- Ability to problem-solve and prioritize a variety of support questions and user needs.
- Organizational and time management skills.
- Ability to report work orally or in writing to supervisor as required.
- Ability to carry out instructions furnished in written or oral form, and to work with minimum supervision.
- Ability to train employees and lead them through changes in procedures, etc.
- Ability to problem solve job-related issues.
- Ability to work with a diverse group of individuals.
- Ability to maintain confidentiality of information regarding school district financial and other information.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

- Teamwork and consensus-building skills.
- Ability to supervise employees and provide clear direction, goals and objectives in a respectful manner.
- Ability to develop effective working relationships with students, staff and the school community.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to perform duties with awareness of all district requirements and the Board of Trustees policies.

Department: Information Technology Reports to: District Superintendent

Days: 240

### McCormick County School District Position Description

### POSITION TITLE: INFORMATION TECHNOLOGY SPECIALIST

<u>SUMMARY:</u> To oversee and administer the functions and operations of the school district's Information Technology Systems and technology activities, integrating technology into District functions and education, assessing the effectiveness of school district's technology infrastructure and security, providing recommendations regarding potential hardware and software upgrades, and maintaining the proper functioning of all computer systems. Increasing effectiveness, reduce costs, improve instruction and promote the best use of professional and support staff time for the ultimate benefit of all educational programs.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree or higher, preferred, from an accredited college or university in computer science, education, business administration, public administration or related field and extensive professional experience in information technology management. Experience in technology management and supervision, required. Well-developed human relations/communications skills. Proven ability to teach and mentor other technical professionals.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Overall responsibility for the strategic and tactical response of the IT department to the integration of
- technology into the learning process;
- Technology systems support and implementation with cost estimates integrated with Instructional
- Services Initiatives.
- Facilitate the maintenance, enforcement and review of district guidelines regarding; Instructional
- Technology, Voice, Video, Security, and Network Infrastructure (cabling and hardware);
- Implementation of on-going management of ITSM/ITIL processes for management of IT systems
- within McCormick County School District;
- On-going tactical review of MCSD IT User policies (i.e. Network Log-in, SPAM filtering, content
- filtering, e-mail, Web Site access, etc...) based on Instructional needs
- Development and provision of Incident/problem prioritization parameters;
- Integration of Instructional Technology and Systems Technology support within a single Service
- Desk structure; and
- Performs other duties as required.

### **KNOWLEDGE, SKILLS and ABILITIES:**

- Demonstrated competence and experience in current technologies, including: Strategic understanding of relationship between Instructional Technology Services and other departments within a K-12 educational organization;
- Knowledge of PC compatible and Macintosh platforms and their operating systems;
- Knowledge of applications use and techniques with software;
- Network operating system and associated software (i.e. Appleshare, Windows, Linux), Cisco

- Knowledge of computer/electronic equipment (including, but not limited to, pc, Macintosh, Cisco Switches, tablets, iPads, Droids, iPhones, etc.) software, installation, and troubleshooting techniques;
- Knowledge of basic networking, client machine installation onto a network and local area troubleshooting;
- Prior management of strategic initiatives related to technology integration;
- Tactical overview of Instructional Technology support including professional development process;
- Tactical overview of Technology Systems, supports requirements for instructional and administrative requirements of a typical school district;
- Managing technology projects;
- Data, voice (VolP), and video communications;
- Equipment/software selection and acquisition;
- Disaster Recovery
- Network Security
- Service desk management;
- Field service management:
- IT best practices; and
- Managing website accessibility
- Power School management
- Organizational and time management skills.
- Ability to report work orally or in writing to supervisor as required.
- Ability to carry out instillations furnished in written or oral form, and to work with minimum supervision.
- Ability to train employees and lead them through changes in procedures, etc.
- Ability to problem solve job-related issues.
- Ability to work with a diverse group of individuals.
- Ability to maintain confidentiality of information regarding school district financial and other information.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
- Teamwork and consensus-building skills.
- Ability to supervise employees and provide clear direction, goals and objectives in a respectful manner.
- Ability to develop effective working relationships with students, staff and the school community.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to perform duties with awareness of all district requirements and the Board of Trustees policies.
- A/V trouble shooting/Implementing equipment

Department: Technology Reports to: Superintendent

Days: 240

### McCormick County School District Position Description

### POSITION TITLE: LUNCHROOM MANAGER

**SUMMARY:** Serves the students attractive and nutritious meals in an efficient, clean, warm atmosphere.

### **ESEENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

- Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
- Maintains the highest standards of safety and cleanliness in the kitchen.
- Checks food shipments into the school, signing invoices only after each order has been verified.
- Determines the quantities of each food to be prepared daily.
- Determines the size of servings to meet the necessary age requirements.
- Prepares food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
- Records all food requisitions from the storeroom and records all meals served, designating with or without milk.
- Due Menu's each month.
- Production Records: breakfast, lunch, afterschool snacks and summer feeding on a daily basis.
- End of the day reports, Manager and Assistant Manager signs the report,
- Do timesheets for sub's and overtime. Weekly inspection sheets, fire inspections and pest control logs.
- Facility inspection.
- Submit invoices for food, supplies and kitchen repairs.
- Maintenance reports.
- Work schedule for employees
- Evaluations of employees
- Do test trays every day.
- Oversees the locking of the storeroom and maintains a correct monthly inventory.
- Orders necessary food and supplies on a weekly basis.
- Reports problems or accidents occurring in the kitchen or cafeteria premises to the principal immediately.
- Confers with the food services director regarding any personnel problems.
- Reports to the food services director any faulty or inferior quality food that is received.
- Supervises cleaning of all kitchen equipment, washing and sterilization of all dishes, silverware and utensils daily.
- Supervises food distribution when the school is opened as an emergency shelter.
- Reports for duty at any emergency shelter when directed by supervisor.

<u>SUPERVISORY RESPONSIBILITIES:</u> Manages all lunchroom staff. Carries out supervisory responsibilities with the organizations policies as applicable by law. Responsibilities include training employees, planning, assigning and directing work, appraising performance, addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to pass and/or

obtain a certificate in SAFE-SERVE and HACCP with the first six weeks of employment.

### **EDUCATION and/or EXPERIENCE:**

High School Diploma or GED and five-year' experience in cafeteria or restaurant management. Demonstrated aptitude for successful completion of the tasks assigned.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, stand, use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus. The employee is occasionally required to sit. The employee frequently must reach above the head and reach forward. The employee continuously uses hand strength to grasp utensils.

Reports to: Director of Operational Services

**Days:** 190

### McCormick County School District Position Description

### POSITION TITLE: BUS MONITOR

**SUMMARY:** Assist the school bus driver in maintaining discipline while the bus is in operation; maintain proper records and documentation; assist students loading, unloading and seating arrangements as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Work with the bus driver as a team to transport students to and from school safely.
- Assist the bus driver with following the student code of conduct for school bus safety.
- Enforce safety rules and provide firm direction to the students.
- Attend assigned workshops and training programs.
- Assist bus driver in seating arrangements as required.
- Maintain proper records and documentation.
- Maintain discipline on the bus in accordance with recommendations of the administration.
- When students are present on the bus, monitors must be positioned in the back of the bus at all times.
- Participate in evacuation drills, to be conducted twice during the school year.
- Use proper dress attire at all times (no tank tops, shorts, sandals, or flip-flops) (for safety purposes).
- Report misconduct of students on the appropriate form and turn in report of student misconduct to the designated school administrator.
- Perform other duties as assigned by the Transportation Director.

EDUCATION and/or EXPERIENCE: High School diploma or GED is needed. May be subject to drug test.

**QUALIFICATIONS:** Must be at least 18 years old.

While performing the duties of this job, the employee occasionally works in temperatures above 100 and below 32 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others.

Reports to: Director of Operational Services

Days: 180

### McCormick County School District Position Description

### **POSITION TITLE: MAINTENANCE WORKER**

**SUMMARY:** To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

### ESSENTIAL DUTIES AND RESPONSIBILITIES - Performs other duties as assigned

- Perform grounds keeping and building maintenance duties.
- Maintain grounds by performing tasks such as cutting grass with zero turn mower, weed eating trimmings hedges, spraying weed killer, and spreading mulch when needed.
- Keep grounds clean by performing tasks such as picking up trash, pulling weeds, applying pest control, blowing off sidewalks and parking lots.
- Maintain retention ponds by performing tasks such as mowing and bush hogging.
- Completes work orders and other projects such as: installations, assemblies, miscellaneous repairs, and assists other maintenance areas as assigned.
- Assists in athletic fields maintenance, irrigation repairs, when needed.
- Safely operates a variety of power and hand tools.
- Performs tasks to keep the school buildings and grounds in an orderly, neat, and clean condition such as: wash windows and floors, perform overall yard maintenance and other related tasks when needed.
- Sets up tables and chairs and rearrange furniture as necessary for scheduled meetings and programs throughout the building.
- Participates in building coverage by working evenings and weekend rotation as needed.
- Provide assistance to officials, staff, visitors, and other employees as necessary.
- Assembles new equipment and furniture.
- Performs tasks to maintain buildings in safe and operable condition, such as making minor repairs to property as requested, clearing snow and ice, and related tasks.
- Inspects equipment and recommends repair or replacement action to supervisor.
- Checks all fence and gates to ensure that they are working properly and are closed and securely locked prior to leaving.
- Make sure that the grounds are free of leaves or trash.
- Remove signs of graffiti from walls and windows.
- Obtains equipment, tools and materials required for completion of assigned work.
- Maintains inventory of supplies, materials, equipment, and fuel, and places orders as needed to ensure the smooth and efficient operations of maintenance tasks.
- Inspects equipment and recommends repair or replacement action to supervisor.
- Responds to emergency situation during and after hours for the purpose of resolving immediate safety concerns.

**ADDITIONAL DUTIES:** Performs other related tasks as assigned by supervisor.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

**EQUIPTMENT:** Uses hand tools of trade and related power equipment, including saws, drills, routers, planers, sanders, jointers, and stationary power equipment.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of fundamental tools, materials, practices, maintenance, methods and procedures in the carpentry, plumbing, and electrical trades.

- Knowledge of building code conformance standards for carpentry, plumbing, electricity, electrical installation, and repair.
- Knowledge of occupational safety and health laws and regulations.
- Ability to follow oral or written work orders from supervisor, and to coordinate work with others.
- Ability to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to add, subtract, multiply and divide all units of measure.
- Ability to describe orally or in writing maintenance or repair problems as needed.
- Ability to troubleshoot, problem solve and resolve electrical or electricity issues.
- Ability to report work orally or in writing to supervisor as required.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.

### **SAFETY REQUIREMENTS:**

- Follows all applicable safety rules, procedures and regulations governing the proper use of tools and power equipment used.
- Wears appropriate safety gear.

### TRAVEL REQUIREMENTS

Frequent travel between schools, or between schools and central offices, may be required.

### PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS

- Ability to withstand heights and work in crawl spaces.
- Typical risks associated with using tools of the trade.
- Occasional strenuous physical work.
- Occasional work in poor weather conditions, including heat, cold, rain, or snow.

**Note:** Also see the Summary of Physical, Sensory and Environmental Requirements Needed to Perform Essential Job Duties for this position.

**QUALIFICATIONS PROFILE:** Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- High School Diploma.
- Successful experience in building and grounds maintenance, and repair.
- Motor Vehicle Operator's license or ability to provide own transportation.

### **OTHER SKILLS and ABILITIES:**

Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

<u>PHYSICAL DEMANDS</u>: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee is frequently required to reach with hands and arms and operate machinery. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand

strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a toolbox. Occasionally the employee will lift and/or move up to 90 lbs. such as furniture. The employee will sometimes push/pull items such as tables, scaffolds, and cabinets. Specific vision abilities required by this job include close vision, color vision, depth perception, peripheral vision, and the ability to focus.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, sprays, and non-household dust. The noise level in the work environment is usually moderate and occasionally will work in a loud area.

Reports to: Director of Operational Services

Days: 247/40 Hours per week

### McCormick County School District Position Description

### POSITION TITLE: GRASS CUTTER/MAINTENANCE WORKER

**SUMMARY:** To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintain grounds by performing tasks such as cutting grass (in rainy weather when possible), weed eating, trimming hedges, spraying weed killer, and spreading mulch.
- Keep grounds clean by performing tasks such as picking up trash, pulling weeds, applying pest control, blow sidewalks and parking lots and cutting fields
- Maintain retention ponds by performing tasks such as mowing and bush hogging
- Other grounds duties include cutting and trimming tree limbs, maintain flower beds by pulling weeds, mulching, planting, clipping flowers, etc.
- Clean and maintain work tools and equipment such as grease, check and change oil, maintain tire pressure, sharpen blades, change air filters, plug tires, etc.
- Blowing off track and bleachers.
- Edging track and other running areas.
- Assist maintenance and custodial staff with any area of the building or campus as directed by director of operations' services.
- Any other duties assigned by the director of operations' services.

### **QUALIFICATION REQUIREMENTS:**

- Demonstrate the ability to operate lawn maintenance landscaping equipment.
- Ability to read and write to follow written instructions.
- Ability to lift 50 lbs. On a routine basis.
- Willingness to follow directions and perform routine duties with limited supervision.
- Valid South Carolina Driver's License.

### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license with good driving record. Three (3) years' work experience in related field.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee is frequently required to reach with hands and arms and operate machinery. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head, and reach forward. The employee continuously uses hand strength to grasp tools and climbs ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds, such as a toolbox. Occasionally, the employee will lift and/or move up to 90 lbs., such as furniture. The employee will sometimes push/pull items such as tables, scaffolds, and cabinets. Specific vision abilities required by this job include close vision, color vision, depth perception, peripheral vision, and the ability to focus.

Reports to: Director of Operational Services

Days: 247 - 40 hours

### McCormick County School District Position Description

### POSITION TITLE: LUNCHROOM ASSISTANT MANANGER

**SUMMARY:** Serves the students attractive and nutritious meals in an efficient, clean, warm atmosphere.

### ESSENTIAL DUTIES AND RESPONSIBILITIES. Other duties may be assigned.

- Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment in the absence of the manager.
- Maintains the highest standards of safety and cleanliness in the kitchen.
- Checks food shipments into the school, signing invoices only after each order have been verified in the absence of the manager.
- Determines the quantities of each food to be prepared daily.
- Determines the size of servings to meet the necessary age requirements.
- Records all food requisitions from the storeroom and records all meals served, designating with or without milk.
- Oversees the locking of the storeroom and maintains a correct monthly inventory.
- Reports problems or accidents occurring in the kitchen or cafeteria premises to the principal immediately.
- Confers with the food services manager/director regarding any personnel problems.
- Reports to the food services manager any faulty or inferior quality food that is received.
- Usage sheets or pull sheet.
- Temperature logs.
- Weekly Inspection Sheets.
- Cashier and end of the day report.
- Afterschool Snack-Productions Records.
- Facility Inspection.
- Production Records (Production area): breakfast, lunch, afterschool snacks and summer feeding.
- Schedule for weekly temperatures logs
- Supervises food distribution when the school is opened as an emergency shelter.
- Reports for duty at any emergency shelter when directed by supervisor.

### SUPERVISORY RESPONSIBILITIES:

Manages all lunchroom staff. Carries out supervisory responsibilities in accordance with the organizations' policies and applicable laws. Responsibilities include training employees, planning, assigning, and directing work, appraising performance, addressing complaints and resolving problems in the absence of the manager.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to pass and/or obtain a certificate in SAFE-Serve and HACCP with the first six weeks of employment.

**EDUCATION and/or EXPERIENCE:** High School Diploma or GED and five-year' experience in cafeteria or restaurant management. Demonstrated aptitude for successful completion of the tasks assigned.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, stand, use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus. The employee is occasionally required to sit. The employee frequently must reach above the head and reach forward. The employee continuously uses hand strength to grasp utensils.

Reports to: Director of Operational Services

Days 185

# McCormick County School District Position Description

#### POSITION TITLE: BUS DRIVER

<u>SUMMARY:</u> The purpose of this classification is to transport students safely and efficiently to and from district schools. Responsible for maintaining clean and properly working vehicles, and correcting student's behavior as needed.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Obeys all traffic laws.
- Pre-trip check on buses before and after trips daily.
- Maintains discipline when students are on the bus.
- Reports undisciplined students to the school administrator.
- Keeps assigned bus clean.
- Discharges students only to authorized stops.
- Transports only authorized students.
- Enforces regulations against smoking and eating on the bus.
- Report all accidents and completes required reports accurately.
- Notifies transportation supervisor in case of mechanical failure.
- · Operates on assigned schedule.
- Submits accurate detailed route descriptions on time.
- Notifies transportation supervisor of any hazardous road conditions.
- Cell-phones must be with driver at all times and turned on.
- Drivers must check bus after each trip for students left on the bus.
- Performs other such duties as assigned by the transportation supervisor.

**SUPERVISORY RESPONSIBILITIES:** Supervises students while transporting them.

<u>EDUCATION and/or EXPERIENCE:</u> High school diploma or general education degree (GED) is needed. Must have no more than four points on driving record, pass physical performance test, CDL physical and random drug test.

<u>CERTIFICATES, LICENSES, REGISTRATIONS:</u> Must be able to obtain a Commercial Driver's License. Must pass State Skill Test and State Written Test.

While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee frequently uses hand strength to grasp tools. And is continuously driving on the job. The employee must occasionally lift and/or move up to 75 pounds such as students. Specific vision abilities required by this job include close vision, color vision, and depth perception and peripheral vision.

While performing the duties of this job, the employee occasionally works in temperatures above 100\_ and below 32 \_and occasionally will walk on slippery surfaces. The employee must be able to meet

deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

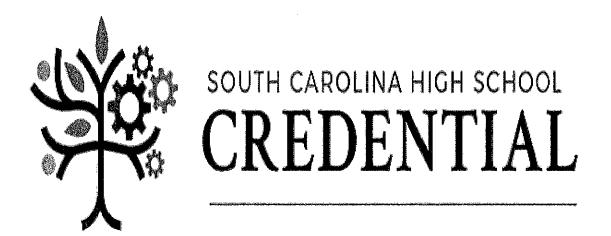
Reports to: Director of Operational Services

Days:

180

# McCormick County School District November 12, 2018

	Original Budget	Projected Budget	Difference
MHS Salaries	\$1,687,240	\$1,256,910	\$430,330
Benefits	\$498,797	\$686,577	(\$187,780)
MMS Salaries	\$1,196,394	\$1,024,066	\$172,328
Benefits	\$327,557	\$573,732	(\$246,175)
MES Salaries	\$1,357,134	\$1,569,909	(\$212,775)
Benefits	\$449,328	\$866,541	(\$417,212)
Transportation Salaries	\$329,223	\$331,283	(\$2,060)
Benefits	\$61,050	\$91,808	(\$30,758)
Maintenance / Custodial Salaries	\$229,300	\$313,429	(\$84,129)
Benefits	\$96,695	\$161,829	(\$65,134)
District Level Salaries	\$1,038,620	\$833,592	\$205,028
Benefits	\$397,091	\$522,433	(\$125,342)
Total Salaries and Benefits	\$7,668,429	\$8,232,109	(\$563,680)
Other Items in General Fund Budget			
(Projected for other items is expended to date	)		
MHS	\$306,119	\$54,115	\$252,004
MMS	\$35,350	\$5,960	\$29,390
MES	\$63,695	\$4,934	\$58,761
Transportation	\$8,050	\$1,787	\$6,263
Maintenance / Custodial (Includes Utilities)	\$880,017	\$412,985	\$467,032
District	\$1,245,860	\$354,664	\$891,196
Total Other	\$2,539,091	\$834,445	\$1,704,646
Total Budget	\$10,207,520	\$9,066,554	\$1,140,966



# **Policies and Procedures**

McCormick County School District 821 N. Mine Street McCormick, SC 29835

2018 - 2019

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#### **Introduction and Purpose**

South Carolina has roughly 100,000 students with disabilities serviced under the Individuals with Disabilities Education Act (IDEA), of which the majority are able to earn a state high school diploma. Given the varying levels of student achievement, as well as the inability to complete required high school coursework, there is a need to provide an alternative option for students with disabilities to demonstrate their ability to transition into the work community. The uniform state-recognized SC Credential will be aligned to a newly created course of study for these students with disabilities whose Individualized Education Program (IEP) team determines this course of study is appropriate.

To align with the State's Profile of the South Carolina Graduate, an opportunity that will assist these students in acquiring skills necessary to be successful after high school is critical. The purpose of S.C. Code Ann. Section 59-39-100 and State Board of Education Reg. 43-235 is to provide equitable job-readiness opportunities for these students throughout the state, ensure they have evidence of employability skills, and honor the work they have undertaken in our public schools.

State Board of Education Reg. 43-235, as governed by S.C. Code Ann. Section 59-39-100, will promulgate the program components and criteria for a state-recognized SC Credential for applicable students with disabilities for whom such a credential is appropriate.

Pursuant to the statutory requirements in S.C. Ann., Section 59-39-100, beginning in the 2018–19 school year, students with disabilities entering grade nine may attain a uniform diploma through one of the recognized personalized pathways; or may attain a uniform SC Credential.

Nothing restricts any student from obtaining a state high school diploma. Nothing contained in this regulation restricts local school boards of trustees from awarding students with a certificate of attendance for students with disabilities who do not meet the requirements for earning either a state high school diploma or a State South Carolina High School Credential.

Beginning no earlier than the end of the student's eighth grade academic school year, or later if deemed appropriate by the student's IEP team, and updated annually thereafter, the IEP team must determine if the student's expected high school outcome will be to attain a state high school diploma or a state-recognized SC Credential. The course of study identified in the IEP must match this determination.

The South Carolina Department of Education (SCDE), as the State Educational Agency (SEA); all Local Educational Agencies (LEAs); all State-Operated Programs (SOPs); and all other public programs providing special education and related services as outlined in the Individuals with Disabilities Education Act (IDEA) must follow and comply with all statutory and regulatory requirements of the IDEA as outlined in 20 U.S.C.

Section 1400 et seq., and the Code of Federal Regulations (C.F.R.), Chapter 34, Part 300. In addition to the statutory and regulatory requirements to which the state adheres, Reg. 43-235 further delineates requirements for attaining a state-recognized South Carolina High School Credential.

This policy defines the requirements for attaining a state-recognized South Carolina High School Credential in McCormick County School District.

#### A. FAPE and IEP Requirements

The decision to accept the South Carolina High School Credential does not relieve the Local Education Agency (LEA) or State-Operated Program (SOP) from providing a free appropriate public education (FAPE) to the student until age 21 as defined in Reg. 43-243(III)(B) or until the student receives a regular high school diploma as defined in 34 C.F.R 300.102(a)(3)(iv).

The LEA or SOP must explain and provide annual written notice to the parent, guardian, or adult student that the South Carolina High School Credential is not a state high school diploma. For the purposes of this part, an adult student is defined as a student who has reached the age of majority as outlined in Reg. 43-242(III)(F)(1).

An IEP team's decision to identify the South Carolina High School Credential as the student's expected high school outcome must be based on data to include, but not be limited to, longitudinal information of student grades, standardized achievement assessments, informal and formal transition assessments, adaptive behavior assessments, and work readiness assessments. The decision must be made only after the IEP team considers a continuum of program options that may allow the student to pursue a diploma.

#### **B.** Course Requirements

Minimal Course Requirements: The South Carolina High School Credential is designed for students with disabilities for whom the IEP team determined mastery of a career-based educational program that includes academics, independent work experience, daily living skills, and self-determination skill competencies is the most appropriate way to demonstrate his or her skills and provide a FAPE.

To attain the South Carolina High School Credential, the student must meet the graduation requirements of one unit of physical education/health (or equivalent) and one unit of technology course; a student must adhere to the local attendance policy; and a student must complete a total of 24 earned units that include the following:

- (a) Course work aligned with the South Carolina College and Career-Ready Standards for English Language Arts (four units), Mathematics (four units), Science (two units), and Social Studies (two units);
- (b) Four units of Employability Education; and
- (c) Six electives.

The coursework for English Language Arts, Mathematics, Science and Social Studies can be attained by participating in the courses instructed by the special education teacher or by participating in a general education course with accommodations and modifications provided as outlined in a student's IEP.

#### C. Minimal Required Components

In addition to completing coursework outlined in Section B, to receive a South Carolina High School Credential, a student must:

- (a) Complete a career portfolio that includes a multimedia presentation project;
- (b) Obtain work readiness assessment results that demonstrate the student is ready for competitive employment;

The district has approved the following means of completing the minimal required components as part of the South Carolina High School Credential:

- 4 units English/Language Arts
- 4 units Math
- 1 unit Physical Science
- 1 unit Biology
- 1 unit History
- 1 unit Economics/Government
- 1 unit Physical Education
- 1 unit Technology course
- 4 units Employability Education
- 6 units elective courses

24 total units

#### D. Work-Based Training and Learning

In addition to completing coursework outlined in Sections B and C, to receive a South Carolina High School Credential, a student must complete work-based training and learning that totals at least 360 hours.

McCormick County School District has approved the following means of completing the work-based training:

- (a) Work-based learning/training may be school-based, community-based, and/or paid or unpaid employment;
- (b) Work-based learning/training must be aligned with the student's interests, preferences, and postsecondary goals and individual graduation plan; and
- (c) Paid employment must be at a minimum wage or above and in compliance with the requirements of the Federal Fair Labor Standards Act.

In addition to completing coursework outlined in Sections B and C, to receive a South Carolina High School Credential, a student must:

- (a) Complete a career portfolio that includes a multimedia presentation project;
- (b) Obtain work readiness assessment results that demonstrate the student is ready for competitive employment.

#### E. Monitoring Student Progress

McCormick County School District will use the following mechanisms for monitoring students' progress toward attainment of the South Carolina High School Credential:

- IEP annual review and development;
- SC Course of Study checklist reviewed by Guidance Department in collaboration with Special Education staff as needed;
- Individual Graduation Plans with collaboration from Guidance Department;
- Report Cards;
- Progress Reports;
- Electronic Portfolio;
- Work Experience Log.

The district will use the following mechanisms for monitoring proportionate numbers of South Carolina High School Credentials relative to the LEAs or SOPs' students with disabilities student count and graduation rate:

- Enrich Reporting (Exit options);
- State Monitoring documents (LEA profile, LRE determinations).

# F. Entering the High School Credential Course of Study

The district uses the following procedures to enter a student into the South Carolina High School Course of Study:

Action	Position Responsible	Timeline
Collect Data	SPED Case Managers Guidance Counselors	Prior to end of 8th grade year and at each subsequent IEP Annual Review
Convene an IEP meeting	SPED Case Managers	At IEP Annual Review
Review Present Levels	SPED Case Managers	At IEP Annual Review
Determine Course of Study	IEP Team (including parents, student, and Guidance Counselor)	At IEP Annual Review
Complete Parental Acknowledgment Form	SPED Case Managers	At IEP Annual Review or upon entry into the Credential Program
Progress Monitor	SPED Case Managers	Quarterly Progress Reports and at IEP Annual Review

### **G. Portfolio Transitions**

The district uses the following procedures for transitioning portfolios throughout the years of the course of study:

Action	Position Responsible	Timeline
Determine method of storage for the Student Portfolio	SPED Case Manager will upload items into student folders on Google Drive	9 <sup>th</sup> grade begins data collection with latest items uploaded as needed; data collection is ongoing through grades 9 – 12
Ensure transfer of Student Portfolio with student records for students transferring within district and within the state	SPED Case Manager in collaboration with Office of Student Services	Upon request of records

# H. Completion of the SC High School Credential

The district uses the following procedures to ensure a student's completion of the South Carolina High School Credential Course of Study:

Action	Position Responsible	Timeline
Completes Work Readiness Assessment	SPED Case Managers	Second semester of anticipated graduation year
Review of Progress Checklist for Credential Requirements	SPED Case Managers and Guidance Department	Second semester of anticipated graduation year
Completion Notice	SPED Case Managers and Guidance Department	At completion of program prior to graduation
Summary of Performance	SPED Case Manager and IEP team	Second semester of anticipated graduation year
Submit appropriate data for district reporting	Principal and District Special Education Representative sign final verification of completion	Second semester of anticipated graduation year



TO:

Board Chairmen and District Superintendents

FROM:

Scott T. Price, Executive Director

RE:

Certification of Delegates for the 2018 Delegate Assembly

DATE:

September 7, 2018

SCSBA's annual business meeting will take place on **Saturday**, **December 8**, **2018**, at 2 p.m., at the Charleston Marriott in Charleston, South Carolina. This meeting is being held in conjunction with the Legislative and Advocacy Conference.

According to the SCSBA Constitution, *Article V*, the Delegate Assembly is the policy-making body of the association and is composed of certified voting delegates from active member boards. The number of votes allocated to each board is based on pupils enrolled in public elementary and secondary schools as per the ADM from the State Department of Education.

I am enclosing the official voting delegate certification form. On the form, you will find how many votes your district is allowed and the rules of the Delegate Assembly from SCSBA's Constitution.

Please take a moment to list the name(s) of your delegate(s) and designate how many votes each delegate will represent. Please remember, the delegates your district sends to delegate assembly should represent and vote on behalf of your board. When the delegate assembly book is posted to the website and the link is emailed to all board members in mid-October, I encourage you to take time at a board meeting to review the items that will be voted on at the meeting on December 8.

Please choose alternate delegates as well. Anyone who is not a certified voting delegate, or a certified alternate delegate will <u>not</u> be allowed to vote during the Delegate Assembly. **There will be strict adherence to this rule.** 

Please discuss this information at your next board meeting. All certification forms must be received in the SCSBA office by **Monday**, **November 19**, **2018**. You may email your signed form to Judy LeGrand at <a href="mailto:jlegrand@scsba.org">jlegrand@scsba.org</a>, mail a hard copy, or fax to 1.877.859.6439.

Thank you for your attention to this important matter. I look forward to hearing from you soon.

STP/jjl

cc: Board î