

**Minutes of Regular Monthly Meeting
Monday, December 14, 2020**

**The Board of Trustees
Clarendon School District Four**

A Regular Monthly Meeting of the Board of Trustees of Clarendon School District Four was held December 14, 2020, beginning at 6:32 PM at the Clarendon One Board Room in Summerton, SC and virtually via ZOOM Cloud Meetings.

CSD4 Board Chair, Mr. Jason Newsome, called the meeting to order at 6:32 PM.	CALL TO ORDER
Chairman Jason Newsome called the meeting to order at 6:32 PM. He welcomed all persons joining live and thanked them for attending the meeting.	CALL TO ORDER/WELCOME
Quorum of trustees present for the Call to Order: Chairman, Mr. Jason Newsome; Vice Chair, Tony Junious; Secretary, Ethel Marshall; Parliamentarian, Ron Wingard; Alex Craven (<i>virtual</i>) and Jennifer Powell (<i>virtual</i>)	TRUSTEES PRESENT
Trustees Not Present for Declaration of Quorum: Luther Faulk (entered during C4 Website Discussion)	
District/School/Community officials present included: C3 Superintendent, Connie Dennis; CSD1,3 Personnel Director, Laura Fleming; CSD3,1 Special Services Director, Kim Lineberger (<i>virtual</i>); CSD4 Finance Director and CSD1 Finance Consultant, David Loadholt; CSD3 Executive Administrative Assistant, Harriett Cannon (<i>virtual</i>); CSD1 Board Secretary, John Bonaparte (<i>virtual</i>); Rhodes Branding Representatives, Austin Rhodes (<i>virtual</i>); C4 Attorney, Charles J. Boykin (<i>virtual</i>)	OFFICIALS PRESENT
Tony Junious led the reciting of the pledge of allegiance. A moment of silence was observed.	PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE
Tony Junious moved, and Ethel Marshall seconded the motion to approve the consent agenda. The motion was carried unanimously.	CONSENT AGENDA
Dr. Angela Bain, Interim Superintendent, yielded the floor to Austin from Rhodes Branding. Austin shared the updates made to the www.clarendon4.org webpage. The district's page is live. The sections created for the page include the Hero's landing page, Board Meeting Agendas and Minutes, Board Trustee picture, latest updates, and contact form. The team has visited each school site using drones and cameras to take pictures of the districts' buildings for the website. There will also be social media links added to the webpage. The group is in conversation regarding a company that can make a more comprehensive website. Dr. Bain noted that positions will be advertised on the C4, C1, and C3 websites starting in January.	SUPERINTENDENT'S REPORT
Dr. Angela Bain, Interim Superintendent, shared the curriculum committee update. The Career and Technology committee is active and operational. C1 and C3 teachers and administrators have been working collaboratively to create curriculum and budgetary items for each grade level. The Gifted and Talented	

subcommittee will be forming in January. The videos of each of the subcommittees' proposals are complete and submitted. They were well done. The team is going to begin talking about curriculum mapping.

Dr. Angela Bain, Interim Superintendent, shared that the Telemedicine Program through McLeod Health will be running in January per the conference call had this past week. Parents will have the choice of opting into the program signing over permission for their students to participate.

Dr. Angela Bain, Interim Superintendent, gave an update on shared services:
-Human Resources and Benefits, Special Services, and Medicaid are participating in shared services.

-Transportation will begin shared services January 1, 2021 per the meeting held this week. Mr. Green from C3 will be the Director as Ms. Richardson from C1 is retiring December 2020. Richardson is willing to assist Mr. Green when necessary.

-Gifted and Talented for C1 and C3 will be led by Dr. Dean Bryant from C1 beginning January 2021.

-Mr. Frazier from C1 will be leading Maintenance from C3 and C1 in January 2021.

-IT is on hold from shared services because of a financial software glitch. More information regarding the glitch will be available in January. C4 is not ready to consolidate IT currently.

Dr. Bain opened the floor for discussion on the location for the Clarendon School District Four District Office. Mrs. Ethel Marshall introduced Mr. Dalton Tresvant Deputy Director of Representative Clyburn's Office. He shared a brief overview of national and state Historic Park Sites and the importance of expanding the Park Sites to include those in Clarendon County. He also shared an overview of the status of the passing legislation. Board members asked Mr. Tresvant questions regarding the buildings included in the legislation, timelines, use, and compensation. He let board trustees know that there will be negotiations where these items can be discussed and agreed upon.

Dr. Bain, Interim Superintendent, yielded the floor to Mr. David Loadholt, CSD4 Finance Director for an update on the Financial Accounting Systems and an Update on the Financial Position for Clarendon One and Three. Mr. Loadholt shared:

-Ms. Bowman from C1 will receive training for the new Harris software in January. C1 completed two payrolls and two AP cycles in December.

-Mr. Loadholt shared an overview of all the funds received and account balances for C4 accounts. The reports he shared with the board will be shared monthly.

-The reports that C1 and C3 share with their boards were shared with the C4 Board Trustees. Building repairs are needed in both districts. Mr. Frazier will be able to share more on these items from both districts in February. C4 will create a five-year maintenance plan to complete these tasks.

DISCUSSION ITEMS

Dr. Bain opened the floor for discussion of Policy BEDH: Public Participation at Meetings. Section B policies have already been passed; however, a form will be created to be added to the websites. Participants are given three minutes to share comments. There will be a form to sign up for Public Participation and participants can sign up in the ZOOM chat at least five minutes before the meeting begins.

Ron Wingard moved, and Luther Faulk seconded the motion to go into Executive Session at 7:22 PM to discuss Personnel Matters – Organizational Chart. The motion was approved unanimously.

EXECUTIVE SESSION

The Board returned to Public Session from Executive Session at 8:22 PM.

COME OUT OF EXECUTIVE SESSION

The Public Session of the Board of Trustees Meeting reconvened with the following trustees present: Mr. Jason Newsome, Mr. Tony Junious, Ms. Ethel Marshall, Mr. Ron Wingard, Mr. Luther Faulk, Ms. Jennifer Powell (*virtual*), and Mr. Alex Craven (*virtual*).

TRUSTEES PRESENT

The Board received and review Policy GA – Personnel Goals , Policy GBA – Open Hiring/Equal Employment Opportunity, Policy GBAA – Sexual Harassment and Retaliation (Staff), GBBA -R- Sexual Harassment and Retaliation (Staff), GBAA - E(1) – Sexual Harassment and Retaliation Complaint Form, Policy GBAC – Discrimination, Harassment and Retaliation, GBAC-R- Discrimination, Harassment and Retaliation, GBAC-E(1)- Discrimination, Harassment, and Retaliation Complaint Form, GBAB-E(2)- Discrimination Harassment, and Retaliation Complaint Process, Policy GBB – Staff Involvement in Decision - Making, GBB-R- Staff Involvement in Decision -Making, Policy GBC- Staff Compensation, Policy GBE - Staff Rights and Responsibilities, Policy GBEA - Staff Code of Ethics, Policy GBEB – Staff Conduct, Policy GBEBB – Staff Dress Code, Policy GBEBB – Staff Conduct with Students, GBEBB-R- Staff Conduct with Students, Policy GBEBB – Gifts to and Solicitations by Staff, Policy GBEBDA – Criminal Record Checks, Policy GBEC – Drug and Alcohol-Free Workplace and Schools, File: GBEC-E- Notice to Staff Members, Policy GBED – Tobacco-Free Workplace, Policy GBEE – Internet and Electronic Communication, Policy GBEEA- Social Media, Policy GBEF – Cellular Phones and Other Personal Electronic Communications Devices, Policy GBG – Legal Defense of Staff, Policy GBGA – Staff Health, Policy GBGAA – Service Animals (Staff), Policy GBGAB – Lactation Accommodation, Policy GBGB – Staff Personal Security and Safety, Policy GBGD – Workers’ Compensation, Policy GBH – Staff Participation in Community Activities, Policy GBI – Staff Participation in Political Activities, Policy GBJ – Personnel Records and Files, Policy GBK – Staff Concerns/Complaints/Grievances, GBK-R- Staff Concerns/Complaints/Grievances, GBK-E(1) – Grievance Form, GBK-E(2) – Response to Grievance Form, Policy GC – Professional Staff, Policy GCA – Professional Staff Positions, Policy GCB – Professional Staff Contracts and Compensation, Policy GCBD – Professional Staff Fringe Benefits, Policy GCC – Professional Staff Leaves and Absences, GCC-R- Professional Staff Leaves and Absences, GCC-R(2) – COVID-19 Related Leave (Professional Staff), File GCC-E(1) – Staff Rights and Responsibilities Under the Family Medical Leave Act (FMLA), Policy GCCAAA – Sick Leave Donation Program, GCCAAA-E(1) – Request to Donate Sick Leave, GCCAAA-E(2) – Sick Leave Bank Guidelines, Policy GCD – Professional Staff Vacations and Holidays, Policy GCE- Professional Staff Recruitment, GCE-R- Professional Staff Recruitment, Policy

ACTION ITEMS

GCEC – Posting and Advertising of Professional Vacancies, Policy GCF – Professional Staff Hiring, GCF – R- Professional Staff Hiring, Policy GCG - Part-Time and Substitute Professional Staff Employment, GCG – R - Part-Time and Substitute Professional Staff Employment, Policy GCI - Professional Staff Development, Policy GCK - Professional Staff Assignments and Transfers, GCK -R - Professional Staff Assignments and Transfers, Policy GCMD - Instructional Staff Extra Duty, Policy GCNA - Supervision of Instructional Staff, Policy GCO - Evaluation of Administrative Staff, GCO -R- Evaluation of Administrative Staff, Policy GCOA - Evaluation of Instructional Staff, GCOA-R- Evaluation of Instructional Staff, Policy GCQA/GCQB - Professional Staff Reduction in Force, GCQA/GCQB – R- Professional Staff Reduction in Force, GCQC/GCQD – Resignation of Professional Staff, GCQE – Retirement of Professional Staff, GCQF - Discipline, Suspension, and Dismissal of Professional Staff, GCQF-R - Discipline, Suspension, and Dismissal of Professional Staff, Policy GCR - Non-School Employment of Professional Staff, Policy GCRD - Tutoring for Pay, Policy GD - Support/Classified Staff, Policy GDA - Support Staff Positions, Policy GDB - Support Staff Contracts and Compensation, Policy GDBC - Support Staff Supplementary Pay/Overtime, Policy GDBC -R- Support Staff Supplementary Pay/Overtime, Policy GDC - Support Staff Leaves and Absences, Policy GDC-R - Support Staff Leaves and Absences, Policy GDC -R(2)- Support Staff Leaves and Absences, Policy GDD - Support Staff Vacations and Holidays, Policy GDF - Support Staff Hiring, Policy GDF-R - Support Staff Hiring, Policy GDJ - Support Staff Assignments and Transfers, Policy GDO – Evaluation of Support Staff, Policy GDQB - Resignation of Support Staff, Policy GDQC - Retirement of Support Staff, Policy GDQD - Discipline, Suspension, and Dismissal of Support Staff, and Policy GDR - Non-School Employment of Support Staff for first reading.

The Board received and review Policy EA – Support Services Goals and Priority Objectives, Policy EB – Environmental and Safety Programs, Policy EBAB – Hazardous Materials, Policy EBBA – Prevention of Disease/Infection/Other Condition Transmission, Policy EBC – Emergencies, EBC – R(1) – Remote Work, EBC – R(2) – Remote Instruction, EBC – R(3) – Virtual Board Meetings, Policy EBCB – Safety Drills, Policy EBCC – Bomb Threats, Policy EBCE – School Closings and Cancellations, Policy EC- Buildings, Grounds, Property Management, Policy ECA- Security, Policy ECAA – Threat Assessment, ECAA – R – Threat Assessment, File ECAA – E(1), File ECAA – E(2) – Threat Assessment and Management Process, Policy ECAC – Vandalism, Policy ECAF – Video Monitoring _ Buildings and Grounds, Policy ECAG – Video Monitoring_ School Buses, Policy ECB – Buildings and Grounds Maintenance, Policy ED – Materials and Equipment Management, ED-R – Materials and Equipment Management, Policy EDE – Resource Conservation/Waste Management and Recycling, Policy EEA – Student Transportation, Policy EEAE – Bus Safety Program, EEAE-R – Bus Safety Program, File EEAE-E – Drug and Alcohol Testing Program Acknowledgement Form, Policy EEAE-E - Student Conduct on Buses, Policy EEAG – Student Transportation in Private Vehicles, Policy EEBA – District-Owned Vehicles, Policy EF – Food Services, EF-R- Food Services, Policy EFE- Competitive Food Sales/Vending Machines, EFE-R- Competitive Food Sales/Vending Machines, File EFE – E(1): Smart Snacks Individual Exempt Fundraiser Checklist, File EFE-E(2): Smart Snacks Annual School-Based Exempt Fundraiser Summary Report, Policy EGAD – Copyright Compliance, EGAD-R- Copyright Compliance, Policy EHB – Data/Records Retention, Policy EI –

Insurance Program/Risk Management, Policy FA – Facilities Development Goals and Priority Objectives, Policy FB – Facilities Planning, Policy FF – Naming Facilities, and FF-R- Naming Facilities for second reading.

Mr. Tony Junious, Vice Chairman and Chairman of the Policy Subcommittee, reviewed the changes to the policies with the board.

Tony Junious moved, and Jennifer Powell seconded the motion to approve polices from Section G as presented for first reading. The motion was approved unanimously.

Tony Junious moved, and Ethel Marshall seconded the motion to approve polices from Section E as presented for second reading. The motion was approved unanimously.

Tony Junious moved, and Ron Wingard seconded the motion to approve polices from Section F with the presented for second reading. The motion was approved unanimously.

Tony Junious moved, and Ethel Marshall seconded the motion to approve the minutes from meetings November 16, 2020 with any necessary corrections. The motion was approved unanimously.

Tony Junious moved, and Ron Wingard seconded the motion to approve the Rhodes Branding Agreement. The motion was approved unanimously.

The next C4 Board Trustees Meeting will be held Tuesday, January 12, 2021 at 6:30 PM.

INFORMATION

There being no further business, Tony Junious moved, and Ron Wingard seconded the motion to adjourn the meeting at 8:30 PM. The motion was carried unanimously.

ADJOURNMENT

Respectfully submitted by:

Mr. Jason Newsome, Board Chairman

Mrs. Ethel Marshall, Board Secretary