

**Minutes of Regular Monthly Meeting
Monday, September 21, 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 September 21, 2020, beginning at 6:14 PM at the Clarendon Three Board Room in Turbeville, SC and virtually via ZOOM Cloud Meetings.

CSD4 Board Chair, Mr. Jason Newsome, called the meeting to order at 6:14 PM.	CALL TO ORDER
Chairman Jason Newsome called the meeting to order at 6:14 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; Luther Faulk; and Jennifer Powell	TRUSTEES PRESENT
Trustees Not Present at the Call to Order: Alex Craven	
District/School/Community officials present included: CSD1,3 Personnel Director, Laura Fleming; CSD3 employee, Kim Lineberger (<i>virtual</i>); CSD4 Finance Director, David Loadholt; CSD3 Executive Administrative Assistant, Harriett Cannon (<i>virtual</i>); County Councilman, County Councilman, and Dr. Matthew Hudson-Flege (<i>virtual</i>).	OFFICIALS PRESENT
Chairman Jason Newsome led the reciting of the pledge of allegiance. A moment of silence was observed.	PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE
Jennifer Powell moved, and Luther Faulk seconded the motion to approve the consent agenda. The motion was carried unanimously.	CONSENT AGENDA
Dr. Angela Bain, Superintendent, introduced County Council Members present in the meeting. County Council Chairman Stewart and Councilman Epperson were not able to attend. However, Council Members English and Blakely were able to attend. In their remarks, council members asked that board consider the workloads of Clarendon Three and Clarendon One's Superintendents and Staff from both districts. The board was asked to move forward with shared services as soon as possible especially in Finance. The board was also asked to consider consolidating contracts, payroll, and other financial functions as soon as possible with a total consolidation effective in January 2021. Councilmembers suggested that each meeting have a goal and major activities have a timeline with deadlines. It was also commented that the staff members and community members in both districts are comprised of wonderful people. Representatives requested that the board take special consideration to using funds to upgrade the school buildings in Clarendon District Three with particular attention to the elementary and high school.	SUPERINTENDENT'S REPORT
Dr. Angela Bain, Superintendent, yielded the floor to Dr. Matthew Hudson-Flege for a presentation on Furman College's College Advising Corps. College Advising	

Corps is a nationally recognized college access organization whose mission is to increase opportunities for America’s students. As the nation’s largest college access organization, they serve 782 high schools in 17 states. The program has seen increased expansion of destination schools for students. College advisers ranked second most important in student choice and high schools reportedly appreciate the extra focused one-to-one advising.

Dr. Angela Bain, Superintendent, shared that the curriculum committee has branched out into subcommittees by grade level. There are four subcommittees spread across grade levels (k-2, 3-5, 6-8, 9-12). This week, Lisa Justice is agreed to heading a fifth subcommittee to cover the career and technology curriculum. Dr. Shawn Johnson from Clarendon Two is willing to have members from the district work with the subcommittees as well to ensure that we are offering comparable curricula across all districts. These subcommittees are meeting independently and are working hard on 2021-2022 curriculum.

Dr. Bain gave an update on Shared Services:

- Mr. Loadholt was contracted with Clarendon One’s Finance Department.
- There was successful meeting regarding the logistics in the consolidation of Human Resources. Mrs. Fleming is going to officially take over HR functions for Clarendon Three and One by the end of September. The HR office will be located in the Clarendon Three office. In-person meetings will be held for all staff members from both districts to share personnel related consolidation updates the first week of October.
- October 31, 2020, Mr. Russell Zimmerman will be taking over Technology for both Clarendon One and Three.
- November 1, 2020 will begin consolidation of finance operations between Clarendon One and Four.
- December 1, 2020 is the deadline for having all the services shared for Clarendon Four. In January 2021, Clarendon Four will be planning like a normal school district would.
- Transportation, Maintenance, and Food Service are three other areas to begin shared services.
- With this transition, speaking with staff members is crucial. The purpose of the staff meetings is to make sure we calm fears, openly share next steps as we move to consolidation, and answer the Clarendon One and Three employees’ questions.
- Clarendon One Board has a concern about the relocation of the personnel files. One of their concerns was about the auditor’s needs for their files. Mr. Loadholt shared that the auditors would share a list of the files needed for the audit. Those files will be released by Human Resources for the auditors’ review. The plan is to have the remaining personnel files moved to Clarendon Three Office in the near future.
- The Clarendon Three Athletic Director encouraged the board to attend the sports’ games and practices. He assured board members that the games will be played well, and the teams will exhibit good sportsmanship. He shared that there are some new High School League regulations. The teams are not allowed to shake hands – Please alert the community so that this is not perceived as disrespect. The High School League also requests that each team’s visitors remain separated. The athletic passes will be available for board members at the gate.

DISCUSSION ITEMS

Dr. Bain, Superintendent, yielded the floor to Mr. David Loadholt, CSD4 Finance Director. Last week, a team of those in the Finance Departments of Clarendon One, Three, and Four sat through the presentation of three financial software systems. After the presentations, the team decided on one software system. They also discussed the process of shared services and all agreed upon the process. To the Councilman's request, until June 30, 2021, the districts will have to act as two separate districts. They will have to operate their own payroll and other financial functions; however, the teams are working together to make that process of consolidation smooth. July 1, 2021 Clarendon Four will be recognized as a district and can begin payroll functions for the two then consolidated district. Loadholt also reported that he has been with Clarendon One preparing for their audit and working with the Finance Team.

In January, CSD4 will do a budget for 2021-2022. According to the statute, Mr. Loadholt will be working with the Department of Revenue (DOR). The DOR will tell Mr. Loadholt what the millage was for each district. That will be what the consolidated district begins with for FY2022. The millage can be increased according to the statute's limit in the legislation. After that year, the board will have complete fiscal autonomy with limitations according to Act 388 and 2/4 mils. Anything more will go to an elector vote.

Mr. Loadholt also shared that the Local Government Investment Pool (LGIP) is an investment opportunity through the SC State Treasurer. Districts are limited in how and where they can invest their money. He suggests that the district invest with the State Treasurer not just the local bank. The paperwork has been filed with the State Department of Education (SDE). It has been decided by the SDE that the funds will go through the County Treasurer; however, the County Treasurer can determine how the funds will be deposited whether directly from the State Treasurer or through the County's Office.

Ethel Marshall moved, and Jennifer Powell seconded the motion to go into Executive Session at 7:10 PM to discuss Personnel Matters – Organizational Chart. The motion was approved unanimously.

EXECUTIVE SESSION

Alex Craven moved, and Tony Junious seconded the motion to come out of Executive Session at 9:17 PM. The motion was carried unanimously.

MOTION TO COME OUT OF EXECUTIVE SESSION

The meeting of the Board of Trustees was reconvened with the following trustees present: Mr. Jason Newsome, Mr. Tony Junious, Ms. Ethel Marshall, Mr. Ron Wingard, Mr. Luther Faulk, Ms. Jennifer Powell, and Mr. Alex Craven.

TRUSTEES PRESENT

The Board received and review Policy AA – School District Legal Status, Policy AC – Nondiscrimination – Equal Opportunity, Policy ACE – Service Animals_ Public AC, Policy ADA – School District Goals and Objectives, Policy ADA-R – School District Goals and Objectives, Policy ADB- Drug and Alcohol-Free Workplace and Schools, Policy ADC – Tobacco Free School District, Policy ADF – District Wellness, Policy CA – Administration Goals – Priority Objectives, Policy CB – School Superintendent, Policy CBA – Qualifications of Superintendent, Policy CBC – Superintendent's Duties and Responsibilities, Policy CBD – Superintendent's Contract, Policy CBI – Evaluation of Superintendent, Policy CC- Administrative Organization, Policy CCA- Organization Chart, Policy CCB – Line and Staff Relations, Policy CFA- School Principals – Building Administrators,

ACTION ITEMS

Policy CFC – Assignment and Transfer of School Administrators, Policy CH – Policy Implementation, and Policy CM – School District Annual Reports. Mr. Tony Junious, Vice Chairman and Chairman of the Policy Subcommittee, reviewed the changes to the policies with the board.

Alex Craven moved, and Ron Wingard seconded the motion to approve polices from both Sections A and C as presented with the exception of Policy CCA, which is tabled until the information needed is available. The motion was approved unanimously.

Jennifer Powell moved, and Alex Craven seconded the motion to approve the use of Harris Software (Smart Fusion) for Clarendon Four. The motion was approved unanimously.

Tony Junious moved, and Ethel Marshall seconded the motion to approve the LGIP Resolution. The motion was approved unanimously.

There being no further business, Tony Junious moved, and Jennifer Powell seconded the motion to adjourn the meeting at 9:39 PM. The motion was carried unanimously.

ADJOURNMENT

Respectfully submitted by:

Mr. Jason Newsome, Board Chairman

Mrs. Ethel Marshall, Board Secretary