

<b>Operations Committee Meeting</b>	<b>Date: December 11, 2019</b> <b>Location: District Educational Services Center</b>
Members Present	Chair: David Striebinger Members present William Smith (John Dowling was absent)
Others Present	Tricia Fidrych, Earl Campbell, Melvin Campbell, Richard Geier, Staff: Alice Walton, Robert Oetting, Wendy Cartledge, Jim Foster, Reggie Deas, Dale Crawford, Jill McAden, Carol Crutchfield, Community Members: Mr. Cambria, and Rachel Jones from the Island Packet
	Meeting called to order a 3:00pm.
Action Item	<b>Motion to Approve the Agenda</b>
Highlights	<b>Mr. William Smith made the motion to approve the agenda. The motion was seconded by Mr. David Striebinger. The motion passed 2/0.</b>
Action Item	<b>Public Comments</b>
Highlights	<b>No Public Comments</b>
Action Item	<b>Approval of the November 12, 2019 Committee Meeting Minutes</b>
Highlights	<b>Mr. William Smith made the motion to approve the November 12, 2019 Committee Meeting Minutes. The motion was seconded by Mr. David Striebinger. The motion passed 2/0.</b>
Action Item	<b>Questions on Annual HR Report</b>
Highlights	<ul style="list-style-type: none"> <li>The Annual HR Report covers the following PEs. <ul style="list-style-type: none"> <li>PE.5. A.1 – Employee Recruitment Report</li> <li>P.E.5A.2.3 – Employee Retention Report and Employee Retention Improvement Report</li> <li>P.E.5.A.4 – Employee Exit Interview Report</li> <li>P.E.5.A.5.6 – Nepotism</li> <li>P.E.5.B.4 – Employee Grievances</li> <li>P.E.5.C.1.2 – Evaluate All Staff</li> <li>P.E.5.C.3 -- Recognize Excellence</li> <li>P.E.5.C.4 – Recognize Support Staff Person and Teacher of the Year</li> </ul> </li> <li>Ms. Alice Walton and her staff addressed the questions and concerns about the Grievance process that were raised by William Smith and Melvin Campbell.</li> <li>Ms. Jill McAden gave detail information about recruitment and addressed teacher retention issues that were raised by the committee.</li> </ul> <p><b>Mr. William Smith made the motion to recommend to the full Board the acceptance of the Annual Report that includes all of the PEs presented except for P.E.5.B.4 – Grievance. The motion was seconded by Mr. David Striebinger. The motion passed 2/0.</b></p> <ul style="list-style-type: none"> <li>Ms. Walton will bring back P.E.5.B.4 – Grievance with some recommended suggestions concerning the process in tracking grievances and other recommended changes.</li> </ul>
Action Item	<b>Budget Options -</b>
Highlights	<ul style="list-style-type: none"> <li>Ms. Alice Walton and her team presented the Human Resources Initiatives for 2020-2021 School Year. The following are the proposed options: <ul style="list-style-type: none"> <li>➤ Amend the current Certified Staff Salary Schedule in order to fix years 1 and 2. During the 2011-2012 school year a step increase was not approved for teachers. Amending the current salary schedule and remaining at 24 years of experience would cost approximately \$3,600,000.00</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>➤ Extend the current Certified Staff Salary Schedule from 24 years of experience to 28 years of experience. This would generate an approximate budget increase of \$3,481,823.00. This would include the annual step increase.</li> <li>➤ Amend the Certified Staff Salary Schedule and extend to 28 years of experience. The cost for this correction would be approximately \$5,837,103. This would include (2) step increases and extend the years of experience from 24 to 28.</li> <li>➤ Increase Locality Payment for Certified Staff from \$5,000 to \$7,000 annually. Budget increase would be \$5,003,825.00</li> <li>➤ Revise the current Certified Staff Salary Schedule in its entirety in order to attract and retain our certified staff.</li> <li>➤ Execute recruiting trip to Puerto Rico at University of Puerto Rico and Pontifical Catholic University of Puerto Rico. Cost to send a team of 4 recruiters would be approximately \$6,500.</li> <li>➤ Bolster retention efforts with UPBEAT, a survey instrument capturing critical and relevant data, providing insights to positively influence areas that contribute to teacher turnover. Budget impact options: Engagement Survey \$46,500; Classified Survey \$17,280; Exit Survey \$7,750.</li> <li>➤ Participate (VIF) and TPG Cultural Exchange There are currently 29 visiting teachers through participate to help fill the vacant Spanish and Chinese positions with the district. The current cost per teacher is per year ½ million dollars. Begin new year requesting teachers in hard to fill areas such as Math, Science, Special Education, ESOL.</li> <li>➤ Other suggestions came from the Joint SIC/BOE meeting – adding extra days for teachers and not taxing the locality supplement if possible.</li> </ul> <p>The committee will review the initiatives and make recommendations during the budget discussion.</p>
Action Item	<b>P.E. 8.0 School Community Relations</b>
Highlights	<ul style="list-style-type: none"> <li>• Mr. Jim Foster reviewed P.E. 8.0 School Community Relations. He highlighted the following areas that provided evidence for this P.E.</li> </ul> <p><b>Mr. William Smith made the motion to recommend to the full Board the acceptance of P.E. 8.0. The motion was seconded by Mr. David Striebinger. The motion passed 2/0.</b></p>
Action Item	Start Time survey Mock-up
Highlights	<ul style="list-style-type: none"> <li>• Mr. Jim Foster provided a mock-up for a survey that speaks to the Board action in 2016 to have elementary schools begin classes at 7:45 am and dismiss at 2:45 pm., and to have middle and high schools begin classed at 8:45 am and dismiss at 3:45 p.m. The board wants to re-engage parents about the changes in the school start times and are asking parents to take a short survey.</li> <li>• The proposed survey is by grade level, cluster, parent and employee.</li> <li>• The propose survey will be accessed online, and Jim will get the responses.</li> <li>• It was suggested that middle and high students be able to take the survey also. Jim will bring back the final document and will be ready to go out by the end of January.</li> </ul>

Action Item	<b>Beaufort High School Entrance</b>
Highlights	<ul style="list-style-type: none"> <li>• Robert Oetting updated the committee on the community forum that is scheduled on January 8<sup>th</sup> beginning at 5:00 for community input on the Beaufort High Entrance. This is also the same day that the community is scheduled to meet. The committee decided to reschedule its meeting, so that members could be in attendance of the forum.</li> </ul>
Information Item	<b>P.E.7.9- Review of School Boundaries, FY 2021-2030</b>
Highlights	<ul style="list-style-type: none"> <li>• Robert Oetting shared that there are two new developments that are zoned for schools that are overcrowded and will proposed new zoning.</li> <li>• Carol Crutchfield reviewed what the changes that are made to the 10-year. Some of the changes that were added: <ul style="list-style-type: none"> <li>➢ Program section.</li> <li>➢ They included this year the Town of Bluffton’s development agreements. This helps measure the growth potential in Bluffton.</li> <li>➢ Program Capacity was added this year (program capacity became important when talking about zoning. There is a difference between building capacity and program capacity.</li> <li>➢ % of students who live and attend in the attendance zone (NET Transfers)</li> <li>➢ Number of students anticipated to live in the zone</li> <li>➢ McKibben Report has been included</li> <li>➢ Future Mobile Needs</li> <li>➢ Included the Community Project Review Committee (CPRC)</li> </ul> </li> </ul> <p>The staff answered questions concerning the difference between building capacity and program capacity when addressing the facility usage. Also, the question was asked about calculation for building choice for the future. This will be brought back for the approval of the project list.</p> <p>The committee will review, and this will be brought back to the committee for additional questions.</p>
Information Item	<b>Future Meetings and Topics</b>
Highlights	<p>Mr. Striebinger stated the need to schedule an additional meeting prior to the January board meeting to deal with Architect Contracts. He will propose some dates to Mr. Smith and to Mr. Dowling.</p> <p>Future topics:</p> <ul style="list-style-type: none"> <li>➢ Human Resources Initiatives</li> <li>➢ Salary Study</li> <li>➢ River Ridge Mascot</li> <li>➢ The St. Helena School Gym (item moved from current agenda)</li> <li>➢ Referendum Project Timelines (item moved from current agenda)</li> </ul>
	The next meeting – to be determined.
Action Item	<b>Mr. William Smith made the motion to adjourn. The motion passed 2/0.</b>
Adjournment	The meeting adjourned at 5:30pm

(Signature on Official File Copy)

Date: January 29, 2020

David Striebinger, Board of Education Operations Committee Chair  
Minutes prepared by Robyn Cushingberry, Executive Assistant