

The District Five Board of Trustees met Monday, January 27, 2020 at Duncan Elementary School at 100 S. Danzler Road, Duncan, SC at 6:30 p.m.

The following members were present:

Mr. Jeff Boland  
Mr. Steve Brockman  
Mr. Mark Cleveland  
Mrs. Dawn Deck  
Mr. Rick Eitel  
Mrs. Meredith Gergley  
Mr. Phil McIntyre  
Mrs. Julie McMakin  
Mr. Jeff Proper

1. **Call to Order and Notice to Media:** Mr. Rick Eitel, Chairman, called the meeting to order and read the Notice to Media:

Spartanburg County School District Five has complied with the requirements of the Freedom of Information Act in notification of the media and other interested parties and organizations and posting of the agenda.

2. **Open Meeting with Prayer:** Mr. Jeff Proper led the opening prayer.
3. **Board Member Swearing-In:** Dr. Randall Gary, Superintendent, officiated the swearing-in of Mr. Mark Cleveland. Mr. Cleveland recited the Oath of Office, as he was re-elected for the 5-1 board seat on November 5, 2019.
4. **Consent Agenda**
  - a) **Approval of Agenda:** The agenda was approved as presented.
  - b) **Approval of Minutes:** Minutes from the November 25, 2019 meeting were approved as presented.
5. **Special Recognition:** Mrs. Melissa Robinette, Director of Public Relations, introduced student representatives from each school who presented a book to each School Board member in honor

of School Board Appreciation Month. A copy of the book will also be placed in the media center of the representing school in honor of each trustee.

Mrs. Robinette also reported that each board member signed the Ethical Principals poster provided by the South Carolina School Board's Association.

In addition, Chairman Rick Eitel presented former board member, Mr. Michael Thompson, a plaque in honor of his years of service as a Board of Trustee from 2010-2019. Chairman Eitel thanked Mr. Thompson for all of his work and dedication during his years of service.

## **6. Action:**

- a) **Board Officer Elections:** Dr. Randall Gary recognized Chairman Rick Eitel. Chairman Eitel reported that he has served as Board Chair for the last three years, and feels that it is time to step down from that office. Chairman Eitel nominated Mrs. Julie McMakin for the office of Chairman and the nomination was seconded. Mrs. McMakin accepted the nomination. There were no other nominations made.

The motion passed (8-0-1) to appoint Mrs. Julie McMakin as the new Board Chairman. Mrs. McMakin abstained from voting.

Mr. Mark Cleveland then nominated Mr. Phil McIntyre for the office of Vice Chairman and the nomination was seconded. Mr. McIntyre accepted the nomination. There were no other nominations made.

The motion passed (8-0-1) to appoint Mr. Phil McIntyre as the new Vice Chairman. Mr. McIntyre abstained from voting.

Mr. Eitel informed the board of the duties of the office of Secretary. Mr. Phil McIntyre nominated Mr. Mark Cleveland for the office of Secretary and the nomination was seconded. Mr. Cleveland accepted the nomination. There were no other nominations made.

The motion passed (8-0-1) to appoint Mr. Mark Cleveland as the new Secretary. Mr. Cleveland abstained from voting.

- b) **Board Committee Appointments:** Chairman Julie McMakin began her duties as Chairman, and informed the board of the need to appoint committee members to the Finance, Policy, and Curriculum and Instruction Committees.

The following members will now serve on the respective committees:

Finance: Mr. Jeff Proper, Mr. Rick Eitel, and Mr. Steve Brockman

Policy: Mr. Jeff Boland, Mr. Mark Cleveland, and Mrs. Dawn Deck

Curriculum and Instruction: Mrs. Meredith Gergley, Mr. Phil McIntyre, and Mr. Jeff Proper

A motion was made, seconded, and passed unanimously (9-0) to appoint the board members to the committees as listed above.

- c) **R.D. Anderson Board Appointment:** Chairman McMakin reported that board members would need to be appointed to serve on the R.D. Anderson board. Mrs. McMakin stated that she would be stepping down from her current position on that board. Jeff Proper stated that he would be interested in serving. Mark Cleveland also stated that he would like to continue serving. There were no other nominations.

A motion was made, seconded, and passed unanimously (9-0) to appoint Jeff Proper and Mark Cleveland to serve on the R.D. Anderson Board.

- d) **Consider Approval of 2020-2021 School Year Calendar:** Chairman McMakin introduced Dr. Ashley Atkinson, Assistant Superintendent of Curriculum and Instruction, who presented the proposed 2020-21 school year calendar. Dr. Atkinson explained the process for creating the calendar and the parameters considered when setting the dates. Dr. Atkinson also indicated that this draft was being presented to school boards in each of the seven Spartanburg County School Districts.

A motion was made, seconded, and passed unanimously (9-0) to approve the 2020-2021 school year calendar as presented.

- e) **Consider Extension of Architectural Services Contract:** Mr. Barry Reese, Director of Procurement, provided details pertaining to an extension of the Architectural Services contract with McMillan, Pazdan, Smith. Mr. Reese reported that the current contract is set to expire on June 30, 2020. The multi-term contract originated on July 1, 2011 and was extended by two years at the conclusion of the five-year contract, which expired on June 30, 2016.

The District's Procurement Code states that the maximum time for a multi-term contract is five (5) years. Contract terms of up to seven years may be approved by the Superintendent. Contracts exceeding seven years may be approved by the Board.

The code does not define the number of years that the board may extend a multi-term contract. In 2018, during the Reidville Elementary School project, the board voted to extend for two years.

With the current projects ongoing at Abner Creek Academy and Byrnes High School, the administration feels it is in the best interest of the district to continue the association with McMillan, Pazdan, Smith.

A motion was made, seconded, and passed unanimously (9-0) to extend the architectural contract with McMillan, Pazdan, Smith for two more years, as presented by the administration.

## 7. Reports:

- a) **Personnel Time Line:** Mrs. Pat Paul, Chief Human Resource Officer, provided the timeline for the personnel process for the 2020-2021 school year. Mrs. Paul informed the board that they would vote on personnel recommendations and contracts at the February 24 board meeting.
- b) **Budget Calendar:** Mr. David Hayes, Director of Finance, provided the tentative budget timeline for the upcoming school year. Mr. Hayes reported that principals and administrators will submit their budget requests by March 9. The compilation of all requests will be submitted to the board on March 23 for review. Mr. Hayes reported that tentative budget work sessions have been scheduled for April 13, May 4, and June 1, if needed. The public hearing for the proposed budget is scheduled for June 15. Due to scheduling conflicts with the SCASA Conference, the administration is asking the board to consider moving the regular meeting to June 15, when the final budget will be presented for approval.
- c) **Quarterly Financial Report:** Mr. David Hayes also presented the quarterly financial report through December 31, 2019. The report reflects actual year to date expenditures exceeding revenue by \$9,585,157. Mr. Hayes explained that this is the district's normal cash flow for this time of year, as most of the local revenue is received in January and February. He explained that this is one reason for the importance of maintaining a healthy fund balance.

Mr. Hayes also reported that local revenue is projected to be approximately \$1 million more than originally budgeted due to Fee In Lieu of Taxes, and state revenue is projected to be approximately \$687,000 more than budgeted due to the increased number of students enrolled.

Mr. Hayes concluded his report by stating that revenue is projected to exceed expenditures by \$1.8 million at the end of the year.

- d) **Facilities / Demographics Study:** Dr. Greg Wood, Assistant Superintendent of Administration and Operations, reported that M.B. Kahn would be presenting the results of the Facilities and Demographics Study recently performed. Mr. Robbie Brax, Dr. Dale Holden, Ms. Maggie Dittmar, and Mr. Bill Cram, with M.B. Kahn, presented the results of the study and made two recommendations they felt would be most beneficial in addressing the district's anticipated exponential growth. The report provided details about the district's growth, enrollment analysis including five-year projections, and options for addressing the growth.

M.B. Kahn reported that District Five, on average, is experiencing growth at a rate of five times higher than the neighboring Spartanburg County districts, and ten times higher than Greenville County.

Dr. Dale Holden provided the enrollment analysis and population trends for the county and District Five, and reported that District Five is experiencing unprecedented growth. School age population across the county, through 2024, is expected to increase by ten percent, and by over 20 percent for District Five.

Dr. Holden's report also included the building permit activity for District Five to include single/multi-family homes and town homes. The data reflects a higher concentration of permits, particularly multi-family housing, concentrated on the eastern portion of the district. The report shows the total number of permits at 4,651 over the last five years within District Five.

The report also showed that the actual district enrollment for students, over the last five years, has increased by 880 students. Dr. Holden also addressed the birth data for the district, which is currently 704.

The five-year enrollment projections were then discussed. The study revealed that District Five will be experiencing an extremely high number of new student enrollment over the next five years, projected at 1,563 new students, the equivalent of two elementary schools. The report reflects that growth will affect every grade level within the district.

Ms. Maggie Bittmar, M.B. Kahn representative, also praised the district for the excellent job in addressing past growth in the district and master planning. She discussed the current capacity of each school, using the 11<sup>th</sup> day enrollment numbers. Currently, two schools in the district are over capacity: Beech Springs Intermediate School and Florence Chapel Middle School. With the exponential growth expected over the next five years, if the district does not do anything to address the current facilities, ten of the twelve schools will be over capacity.

M.B. Kahn developed several concepts and narrowed down to the two most viable options to address each need, be the most affordable, interfere least with district operations, and help prepare for the future. All details about each option are included in the presentation on the board portal with the minutes, as well as on the district website. Both options are estimated at approximately \$170-\$180 million.

M.B. Kahn concluded the presentation by thanking the district for the opportunity to perform the growth study, and acknowledging the great job the district has done in dealing with the growth to date.

A motion was made, seconded, and approved unanimously (9-0) to move into Executive Session for the purpose of discussing employment matters in reference to new hires and contractual matters.

## **8. Executive Session**

- a) Discussion of Employment Matters in Reference to New Hires:
- b) Discussion of Contractual Matters:

**9. Return to Public Session:**

- a. Action on Employment Matters in Reference to New Hires:** No action taken
- b. Contractual Matters:** No action taken

There being no further business, the meeting adjourned at 9:38 p.m.

Respectfully submitted,

Mark Cleveland  
Secretary