

The District Five Board of Trustees met Monday, February 25, 2019, at the District Five Administrative Office at 100 N. Danzler Road, Duncan, SC at 6:30 p.m.

The following members were present:

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

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. **Consent Agenda:**

- a) **Approval of Agenda:** The agenda was approved as presented.

- b) **Approval of Minutes –January 28, 2019:** Minutes from the January 28, 2019 meeting were approved as presented.

4. **Special Recognition:** Mrs. Melissa Robinette, Director of Public Relations, recognized two District Five employees who received the Five's Finest Award for always going above and beyond their daily responsibilities. Sabrina Coan, from Wellford Academy, and Penny Pope, from Abner Creek Academy, were both recognized and received certificates.

## 5. Action

- a) **Consider Approval of Local Board Approved Courses:** Dr. Ashley Atkinson, Assistant Superintendent of Curriculum and Instruction, provided information on local board approved courses, per the State Department of Education requirement.

Byrnes High School administration is requesting the addition of two new courses for the upcoming school year. Dr. Atkinson provided course descriptions for the following proposed courses: Active Learning for the 21<sup>st</sup> Century and Dual Enrollment Teacher Cadet Part Two.

Dr. Atkinson's report also included a listing of all of the courses previously approved by the board.

A motion was made, seconded, and approved unanimously (9-0) to approve the two new courses, Active Learning for the 21<sup>st</sup> Century and Dual Enrollment Teacher Cadet Part Two, as well as authorize the renewal of the previously approved Local Board Approved Courses, as presented by the administration.

## 6. Reports

- a) **Construction Management at Risk Process:** Mr. Barry Reese, Director of Procurement, provided an update on the Construction Management at Risk (CMAR) process that was used for hiring the General Contractor for the new Reidville Elementary School project and will be used for the expansion at Abner Creek Academy and the new parking lot addition/baseball field project at Byrnes High School.

Mr. Reese outlined the CMAR process, including a description and responsibilities of the District Selection Committee and a proposed timeline.

Mr. Reese reported that the Request for Proposals was issued on February 7 and a pre-proposal conference was held February 19. Proposals are due on March 7 at 1:00 PM. The proposals will be analyzed and forwarded to the selection committee if they meet the required criteria. The selection committee will meet on March 13 to rank the firms and select a minimum of three finalists. Face to face interviews will be held on March 27 with the finalists and the committee will make a recommendation on March 29. The anticipated date of Notice to Proceed is scheduled for April 8, 2019.

- b) **Construction Update:** Dr. Greg Wood, Assistant Superintendent of Administration and Operations, provided an update on the construction progress of the new Reidville Elementary School. Dr. Wood's report included images of the floorplan and photos of the progress to date.

Dr. Wood reported on the timeline of the construction and stated that the project is at 70% completion. The contractor has provided an estimated completion date of July 19,

but believes that it will be finished before that date if no issues arise.

- c) **Budget Timeline:** 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 11. The compilation of all requests will be submitted to the board on March 25 for review. Mr. Hayes reported that tentative budget work sessions have been scheduled for April 15, May 6, and June 3, if needed. The public hearing for the proposed budget is scheduled for June 17 and the final budget will be presented to the board on June 24 for approval.

A motion was made, seconded, and passed unanimously (9-0) to move into Executive Session for the purposes of Personnel and Legal Updates.

## 7. Executive Session

- a. **Personnel:** In open session, a motion was made, seconded, and passed unanimously (9-0) to approve the personnel changes as presented.

A motion was made, seconded, and passed unanimously (9-0) to approve the administrator's contract recommendations as presented.

In compliance with Board Policy BCB – Board Member Conflict of Interest, four teacher's contracts were voted on individually. These teachers have family members who serve on the board. The votes are recorded as follows:

Laura Brockman, Duncan Elementary and Abner Creek: (8-0-1): Steve Brockman abstained from voting.

Jennifer Eitel, River Ridge Elementary School: (8-0-1): Rick Eitel abstained from voting.

Natalie Oliver, Abner Creek Academy: (8-0-1): Michael Thompson abstained from voting.

Alicia Crutchlow, Florence Chapel Middle School: (8-0-1): Phil McIntyre abstained from voting.

- b. **Legal Update:**

There being no further business, the meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Phil McIntyre  
Secretary