

LEXINGTON SCHOOL DISTRICT ONE
Board Meeting Minutes
December 13, 2022

The Lexington County School District One Board of Trustees held a meeting on Tuesday, December 13, 2022, in the Lexington County School District One's Central Services Building One located at 100 Tarrar Springs Road in Lexington, South Carolina. The meeting was livestreamed on the Lexington One YouTube channel and a video of the meeting has been uploaded to the YouTube channel and LexOne video website. It is also on the Board Meeting Agendas and Minutes webpage.

Board Members: Chair Anne Marie Green, Mike Anderson, Vice Chair Kathy Henson, Katie McCown, Brent Powers, Chris Rice, and Secretary Beth Shealy.

1.0 Call to Order 4:30 P.M.

Chair Green called the meeting to order.

2.0 Executive Session

Chair Green called for a motion that the board enter executive session. A motion was made to enter executive session to discuss employment recommendations for the 2022–23 school year, personnel matters related to the district's organizational structure, contractual matter involving potential RFP, and to receive legal advice in the matter of the S.C. Freedom Caucus vs. Lexington County School District One. The motion was seconded and approved.

Motion	Second	Action
Powers	Anderson	Approved Unanimously

3.0 Adjourn Executive Session

Chair Green called for motion to conclude executive session and return to general session. A motion was made, seconded and approved.

Motion	Second	Action
Henson	Shealy	Approved Unanimously

4.0 Call to Order General Session

Chair Green called to order the general session of the December 13, 2022, board meeting at 6:07 p.m. The district is in compliance with the S.C. Freedom of Information Act by notifying the media of the date, time and place of the meeting. The district tapes the meeting for accuracy in preparing the minutes. Ms. Kathy Henson led the Pledge of Allegiance.

5.0 Approval of the Agenda

Chair Green called for a motion to approve the agenda as presented. A motion was made, seconded and approved.

Motion	Second	Action
Shealy	Anderson	Approved Unanimously

6.0 Election of Board Officers (Policy BD)

Superintendent Postlewait presided over the election of Board Chair.

Dr. Postlewait called for nominations for Board Chair. Dr. Powers nominated Mrs. Green; Mr. Rice nominated Mrs. Henson. Mrs. Henson declined the nomination. Dr. Postlewait closed the nominations and asked the board to cast their vote via secret ballot. She counted the ballots and Secretary Anderson verified the count. Mrs. Green was elected as Board Chair by unanimous vote.

Chair Green continued the election of the Vice Chair and Secretary positions.

Chair Green called for nominations for Vice Chair. Dr. Powers nominated Mrs. Henson for Vice Chair. There were no other nominations. Chair Green closed the nominations and asked the board to cast their vote via secret ballot. She counted the ballots and Secretary Anderson verified the count. Mrs. Henson was elected by unanimous vote.

Chair Green called for nominations for Secretary. Mr. Anderson nominated Mrs. Shealy; Mrs. McCown nominated Mr. Rice. Chair Green closed the nominations and asked the board to cast their vote via secret ballot. She counted the ballots and Secretary Anderson verified the count. Mrs. Shealy was elected as Secretary by a vote of 4-3.

7.0 Consent Agenda

7.1 Approval of Minutes of November 9, 15 and 29, 2022 Board Meetings

7.2 Student Travel Requests (Policy IJOA, Student Travel)

Chair Green said the board would begin using consent agendas for certain agenda items. A consent agenda groups routine meeting discussion points into a single agenda item. In so doing, the grouped items can be approved in one action, rather than through the filing of multiple motions. Chair Green called for a motion to approve the consent agenda as presented. A motion was made, seconded and approved.

Motion	Second	Action
Henson	Anderson	Approved Unanimously

8.0 Reports and Action Items, if needed, from Executive Session

Employment Recommendations for the 2022-2023 Academic Year

Chair Green called for a motion to approve eleven certified recommendations for the 2022-2023 academic year. The motion was made, seconded and approved.

Motion	Second	Action
Anderson	Rice	Approved Unanimously

Chair Green called for a motion to accept the newly hired support staff report for 2022-2023 as presented by administration. The motion was made, seconded and approved.

Motion	Second	Action
Anderson	Shealy	Approved Unanimously

The board discussed personnel matters related to the district’s organizational structure with the Superintendent and discussed a contractual matter involving a potential RFP. No action is necessary at this time.

The board also received legal advice from Mr. Rob Tyson, with Robinson Gray, in the matter of the S.C. Freedom Caucus vs. Lexington County School District One.

9.0 Honors, Achievements and Special Recognition

The Board of Trustees and Superintendent Postlewait recognized the Lexington High School (LHS) Varsity Cheer team for winning the Class 5A State cheerleading championship; the LHS Girls Cross Country team for winning the Class A State championship; River Bluff High School teacher Rebecca Feng who received the Outstanding Chinese Teacher award by the Chinese Language Association of Secondary-Elementary Schools, and the Global Engagement Initiative Award from the American Council on the Teaching of Foreign Languages; LHS Assistant Principal Stephanie Burgess who was awarded the 2023 SC Secondary Assistant Principal of the Year by the South Carolina Association of School Administrators; and Board member Kathy Henson who was recognized for reaching Level 2 of the SCSBA’s Boardsmanship Institute.

10.0 Annual Audit Reports — Jennifer Miller, Chief Financial Officer and Matthew Hodges, Burkett, Burkett & Burkett, CPA

10.1 Report — Annual Comprehensive Financial Report (ACFR)

Chief Financial Officer Jennifer Miller introduced Matthew Hodges with Burkett, Burkett and Burkett to present the fiscal year 2022 Annual Comprehensive Financial Report (ACFR) and Annual Procurement Audit Report. Mr. Hodges reviewed the district's responsibilities and the audit firm's responsibilities. The audit firm issued three reports in the audit - 1) an unmodified opinion; 2) one deficiency in internal controls over financial reporting that was considered material to the financial statements and one finding on compliance; and 3) an unmodified opinion on compliance for major federal awards. Details regarding the two findings are as follows:

Material Weaknesses in Internal Control: 2022-001: In Special Revenue Funds, it was determined that the ROTC and Coronavirus Relief Funds (CRF) had negative and positive fund balances, respectively, due to the classification of expenditures in the general ledger. This was corrected during the audit by reclassification of expenditures from/to the General Fund. In the corrective action plan (CAP), the district concurred with the finding and has implemented proper controls to eliminate this type of deficiency.

Material Weaknesses in Internal Control: 2022-002: Under CDL Compliance Testing, it was determined that the district did not comply with 49 CFR §391.25 in documenting the review of bus drivers' driving records for 16 of 30 driving records we reviewed. Additionally, four of the driving records were not printed until after the fiscal year under audit. In the CAP, the district concurred with the finding and has implemented procedures to ensure compliance.

There were no other findings or disagreements in the audit process, financial statements or reporting. He reviewed the district's financial information for fiscal year end 2022. The general fund balance increased by \$8.2 million over fiscal year end 2021. The general fund balance was \$86.8 million as of June 30, 2022. The unassigned general fund balance of \$75.5 million represents 25.1% of fiscal year 2022 general fund expenditures. This exceeds district policy requiring a minimum 7% of general fund budget to be held in fund balance and state regulations requiring one month of general fund expenditures. The GFOA recommends a minimum 16.7% (two months).

10.2 Report — Annual Procurement Audit

Mr. Hodges informed the board that under state guidelines, the district is required to complete a procurement audit every three years. The district is in compliance and conducts a procurement audit annually. He reviewed the Office of Audit and Certification guidelines and audit firm's practice for certifying an audit. There were four findings during the fiscal year 2022 procurement audit: 1) the auditor found multiple Procurement Card transactions for students, their families, and employees in need with no supporting documentation other than the purchase receipts; 2) the auditor found multiple Procurement Card transactions for educational supplies and materials that could have been purchased through state and district contracts and documentation was not provided to explain the use of an alternative supplier; 3) the auditor found a single Procurement Card transaction in which an item was shipped to an employee's house instead of the school; and, 4) the auditor found a single Procurement Card transaction in which a subscription service with terms and conditions was purchased without CFO approval. He reviewed the auditor's recommendations and steps the district has taken steps to ensure compliance in these areas.

11.0 Superintendent's Report

11.1 Superintendent's Update — Superintendent Dr. Gerrita Postlewait

- Key Performance Indicators (KPIs) Development
- 5-year Strategic Plan and 2023–2024 Work Plan Process
- Board Annual Work Agenda (Draft)
- 2023–2024 School Year Budget Process

Superintendent Postlewait reviewed board roles, board focus and staff focus. The primary role of the board is to set impactful strategic goals and monitor progress indicators while supervising and supporting the superintendent. Staff focus is to implement strategic priorities and address day-to-day operations. Dr.

Postlewait reported that the board will soon be identifying 5-8 Key Performance Indicators (KPIs) or indicators of progress for the district that can be conveyed easily to the public. The strategic plan timeline was presented. The first step is to describe the profile of a SC graduate. This work will begin in the Spring 2023. An interim strategic plan will be implemented for next year and then will begin the work of the 5-year strategic planning process in the Fall 2023. School renewal plans are not required to be reviewed by the board, however, Dr. Postlewait would like each board member to review a group of plans prior to submission to the State. She presented a draft Annual Work Plan to identify the high-level strategic work by the board versus the district. Board workshops are being planned for January 24 and 31st for a budget workshop and planning for Elementary School #18. She reported that the district is working to assure adherence to new requirements including the Partisanship Proviso 1.93, 30-minute unencumbered planning time for teachers, and assuring State and U.S. flags and mottos are displayed appropriately. Ms. Miller informed the board the district continues to work through the procurement process to implement a board online agenda management system and she presented the 2023-24 budget timeline.

11.2 Update — Lexington One Educational Foundation — Julie Anderson Washburn, Executive Director

Julie Washburn, Executive Director, gave an overview of 2022 fiscal year grants year to date. She provided a one page summary of all grants awarded since July 2022, including but not limited to, STEM grants, literacy grants, a Special Services grant for screening center, international teacher grants, Michelin Golden Apple Teacher Grants, Senior Scholarships and dorm and academic supplement grants, providing emergency support to staff, students, families through LEAP and Caring Heart grants, and ESOL grants.

12.0 Citizens' Participation

Chair Green reviewed the citizens participation guidelines.

Dana Homesley, resident of Lexington, addressed the board on the bond referendum and the budget for the two remaining elementary schools.

13.0 New Business (Board Policies)

13.1 Introduction — Policy JICA, JICA-R Dress Code — Clark Cooper, Interim Chief Student Services Officer

Mr. Clark Cooper brought updates to the dress code policy that was last updated in 2004. These changes were brought forth for revision last spring but did not move forward. As a reminder the policy was brought to the superintendent councils which include teachers, parents, students, principals, assistant principals and senior leadership. The policy was revised to include feedback from these groups. The focus has been on preserving and maintaining an effective learning environment and treating students with dignity, discretion and respect. A review of appropriate clothing includes an update to allow for head wear. An update has been made stemming from the introduction to the board last spring regarding the consequences of dress code violations to preserve classroom time. First reading will be presented at the January 10 board meeting. Comments and feedback from the board included adding a statement reiterating the ID badge requirements, more feedback on head gear, and requested administration to further work on tightening up the policy and restrictions for appropriate articles of clothing.

13.2 Introduction — Policy GBEA, Staff Ethics/Conflict of Interest — Devona Price, Chief Human Resources Officer

Mrs. Price brought forward Policy GBEA to address the nepotism portion of the policy. In this difficult hiring climate, her team reviewed options to loosen these guidelines in order to maintain appropriate staffing at schools and placement of substitutes. The policy was reviewed against the SCSBA model policy and other districts' policies. The new policy loosens the language regarding identifying family member relationships that can work in the same school and provides language that precludes a supervisory capacity of family member to family member. First reading will be presented at the January 10 board meeting.

13.3 Introduction — Removal of Policy GBEEA-R Identification Procedures

Mrs. Price asked that GBEEA-R be removed. It is an administrative rule that is a student policy and the language is duplicated in another policy. There is no SCSBA model policy for this. Board members asked that staff be reminded that ID badges should be visible.

13.4 Introduction — Policy DB Annual Budget — Jennifer Miller

Ms. Miller reported the last update to Policy DB was 2005. The policy states that the district maintains a minimum 7% general fund balance. SC State code states the reserves should be 8.33% (one month of expenditures). The Government Finance Officers Association (GFOA) states that it is good business practice to maintain 16.67%, a two-month reserve. The district currently holds approximately 25% in reserve. Administration has reviewed the policy and is recommending to revise the policy from a 7% to a 16.67% reserve. First reading will be presented at the January 10 board meeting.

14.0 Action Items (Priority 6) (25 minutes)

14.1 Construction Management At-Risk Contractual Matter Related to Elementary School #19 — Matt Warren, Interim Chief Operations Officer

Mr. Warren briefed the board on the administration’s request to increase the budget of ES #19 by \$19 million. At the December 6 board workshop he presented details on the budget increase of \$19 million for the elementary school in the White Knoll area due to inflation and COVID-19 related issues. Ms. Miller presented three options to fund the increase. All three options included using the \$11.6 million bond premium; \$6.5 million from other capital funds; and \$800,000 from other capital project savings. Three options were given to fund the remaining \$100,000. Option #1 takes \$100,000 from IT projects budget, Option #2 takes \$100,000 from the general fund balance and Option #3 takes \$50,000 from the IT fund budget and \$50,000 from the general fund balance.

Mr. Warren and Ms. Miller took questions from the board on the project and proposed funding for the increase. Ms. Miller reiterated that none of these options impact the taxpayers as the money is all in reserves. Ms. Miller made the recommendation to utilize the second option which was to fund the \$100,000 from the unassigned general fund balance. The district currently has a reserve of 25% unassigned funds which exceeds the required minimum balance of 8%. This allows IT to keep the budgeted funds for an IT refresh. Mr. Warren addressed questions regarding inflation and market comparisons. He indicated a 41% inflationary increase is comparable to what the district and other organizations are seeing due to market conditions from COVID-19 and economic inflationary conditions. He explained the Construction Management At-Risk (CMR) contractual method the district uses which will prevent additional budgetary issues. This school is needed to meet the growth in the White Knoll area.

Chair Green called for a motion. Mr. Anderson made a motion to increase the budget on elementary #19 using Option #2:

Bid Premium \$11,600,000
 Other Capital Funds \$6,500,000
 Capital Project Savings \$800,000
 General Fund Balance \$100,000
 Total \$19,000,000

The motion was seconded and approved.

Motion	Second	Action
Anderson	Powers	Approved Unanimously

15.0 Items for Board Information

15.1 Board Member Brief — South Carolina School Boards Association 2022 Legislative Advocacy Conference and Delegate Assembly

Five board members attended this conference and delegate assembly and each attendee gave a brief item of information from the conference.

15.2 Monthly General Fund Financial Report — November 2022

15.3 Monthly General Fund Budget Transfers Report — November 2022

15.4 Monthly Capital Projects Report — November 2022

15.5 Monthly Unauthorized Procurements Report — November 2022


15.6 Quarterly Grants Report

16.0 Adjourn

Chair Green called for a motion to adjourn. A motion was made, seconded and approved. The meeting adjourned at 8:22 p.m.

Motion	Second	Action
Anderson	Henson	Approved Unanimously

Respectfully submitted:


 Beth Shealy
 Secretary

Prepared by:


 Tracy Halliday
 Executive Administrative Assistant