

Palmetto Unified School District – School Board Meeting Minutes

Included in the Department of Corrections' (SCDC) August 22, 2019 letter to the House Legislative Oversight Committee (LOC). This information was provided in response to the following question in LOC's July 29, 2019 letter to the Department of Corrections: "7. Please provide minutes from board meetings during the last twelve months."

In addition to providing the information in this document, SCDC provided the following response:

- Please see attached Board Meeting Minutes. The Board meets quarterly, so these minutes are from April 12, 2018; August 8, 2018; November 15, 2018; and April 11, 2019.

Palmetto Unified School District (PUSD)
South Carolina Department of Corrections (SCDC)
Board of Trustees Meeting
2018 Awards Program
August 8, 2018

Objective: To prepare educational staff members for the efficient and effective operation of SCDC schools.

Board of Trustee Members Present

Mr. Jay W. Ragley, Chairman
Mr. Ronald Bessant, Vice-Chairman
Rev. Dr. Robert J. Reid
Dr. Cynthia Cash-Greene
Mr. Michael Sumter
Dr. James Quinn
Mrs. Meka Childs

Executive Office Staff Members Present

Dr. Randy Reagan, Superintendent
Ms. Tina Bridgewater
Dr. Jay Collins
Mr. Josh Brade
Ms. Bazella Glover
Ms. Beverly Holiday
Mr. John Shipman
Ms. Vanessa Singleton
Dr. Charlette Taylor
Ms. Lauren Alston

Other Members Present

Chaplain Larry Truitt
Ms. Nena Staley, Deputy Director of Programs and Services

Prior to the Board Meeting, Ms. Aparna Desai began by asking everyone to stand for the Pledge of Allegiance and Welcome, and then Chaplain Larry Truitt led the Invocation, followed by Ms. Nena Staley making remarks about how proud she was of Palmetto Unified School District (PUSD) and their achievements.

Rev. Dr. Robert Reid called the meeting to order at 10:00 AM. He asked the Dr. Randy Reagan, Superintendent if notification of the meeting was given in accordance with the Freedom of Information Act. Dr. Randy Reagan stated that notification had been made. A quorum was present.

Rev. Dr. Robert Reid asked if all members had reviewed the minutes from the previous meeting. The members acknowledged that the minutes had been reviewed and were unanimously accepted.

Old Business

Rev. Dr. Robert Reid asked if all members accepted Mr. Jay Ragley as Chairman and Mr. Ronald Bessant as Vice-Chairman. The members unanimously accepted. Rev. Dr. Reid asked Mr. Jay Ragley and Mr. Ronald Bessant to come forward so that the Oath of Office could be administered according to the jurisdiction of the State Department of Education, the Governor's office, and Department of Corrections.

New Business

Superintendent's Report

BOT Minutes August 8, 2018**Budget Update**

The Superintendent began his report by outlining the projected budget compared to year-to-date expenditures ending June 30, 2018. A motion was made by Chairman Ragley to accept the budget. All were in favor.

Staffing

Palmetto Unified School District has a total of approximately 151 positions available statewide, totaling a 33% vacancy rate. There is a national and state shortage of certified teachers. The shortage is even greater considering correctional education.

SC Code of Law

Volume 9, Title 24, Chapter 25, Section 10 (established in 1981) states, *"There is hereby established a special statewide unified school district within the South Carolina Department of Corrections to be known as the "Palmetto Unified School District No. 1."...*

Special Presentations

The superintendent invited Ms. Nena Staley to assist him in giving out awards.

Grievances and Assaults

In 2008 under the auspices of Palmetto Unified an agency wide Character Education Initiative was implemented with the intent of creating a more positive climate and increasing employee and inmate morale. Decreases in assaults and grievances are the targeted measures of effectiveness. Winners received an aluminum 30 inch tree, and previous year winners received a recognition plate to place on their tree. Awards were presented as follows:

Level I Grievances

1st Place Palmer, Representative: Ms. Bartelle, Warden McFadden

2nd Place: No Reduction

Level I Assaults

1st Place: Palmer, Representative: Ms. Bartelle, Warden McFadden

2nd Place: Livesay, Representative: Dr. Thompson, Warden Dodkin

Level II Grievances

1st Place: Kershaw, Representative: Lieutenant Hunter, Warden Ford

2nd Place: Evans, Representative: Corporal Davis, Warden Stonebreaker

Level II Assaults

1st Place: Kershaw, Representative: Lieutenant Hunter, Warden Ford

2nd Place: Turbeville, Representative: Associate Warden Leamon, Warden Cothran

Level III Grievances

1st Place: No Reduction

2nd Place: No Reduction

Level III Assaults

1st Place: Broad River, Representative: Ms. Waters, Warden Stephan

2nd Place: Perry, Representative: Ms. Bratton, Warden Lewis

Academic Attainment for 4th Quarter FY 2018

- a. Approximately 324 GED's have been awarded which is 135% of the 240 goal (*Implemented new GED in 2015*)
- b. Vocational completers is at 2,333 which is 77% of the 3000 goal
- c. WorkKeys (Career Readiness Certificates) have been earned by 626 which is 56% of the 1,100 goal

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- d. On the Job Training (OJT) awards have been issued to 2,942 participants which is 91% of the 3,200 goal
- e. Employability Skills Curriculum is at 234 which is 195% of the 120 goal
- f. Department of Labor Apprenticeships completers is 36 which is 113% of the 32 goal (*Authorized in 2015*)

In FY 2018, the District's Academic Goal was 4,395 which is 57% of the 7,692 goal.

Noteworthy in 2018

In FY 2018, the District received an "All Clear" audit from the Office of Special Education, for the Federal Title I N&D grant, and for the Accreditation Standards from the State Department of Education.

EFA Membership/Funding

The Education Finance Act (EFA) enrollment continues to decline. The 135 Day Average Daily Membership (ADM) was approximately 439. As the number of students decline so does funding.

School Improvement Council (SIC)

The SIC is mandated by the Education Improvement Act (EIA) and serves as an advisory committee to the District and assists in the preparation, implementation and evaluation of the five year plan and updates and in developing the Annual Report to the Public. Dr. Reagan presented each member with a wooden Plexiglas token of appreciation crafted by carpentry students. The members of this council are as follows: Beverly Holiday, John Barkley, Dexter Lee, Gwen Bright, Mike Brown, Joette Scarborough, Jannita Gaston, John Shipman, Steve Harbin, and Charlette Taylor, SIC Chair.

Student Average Daily Attendance Rate/ Educational Services Application

In 2018, the average student daily attendance rate was between 30 to 40 percent. The district wide goal is 80 percent. Dr. Reagan announced that the database is a work in progress and teachers must maintain hard copies of their attendance.

Student Academic Achievement

According to The RAND Report on the effectiveness of correctional education, inmates who participate in correctional education experienced a 43 percent reduction in recidivism. Inmates exposed to computer-assisted instruction; learned slightly more in reading, and substantially more in math. Every \$1 spent on Correctional Education reduces incarceration costs by \$4 to \$5.

Academic Cup of Excellence

Leath Adult Education Center is the agency's overall winner across all three levels by exceeding the district's SAI Index of 616. The School Leader, Ms. Tammy Cunningham received the superintendent's Cup of Academic Excellence for a year, a recognition plaque, and a box of office supplies as well as bragging rights for one year. Warden Yeldell was assigned a laptop computer for one year.

2018 Palmetto School District Teacher of the Year

The District Superintendent and Chairman of the Board announced Ms. Tina Stahlman as the 2018 Palmetto Unified School District Teacher of the Year (TOY). Ms. Stahlman is a Lead Teacher at Kershaw. Ms. Stahlman is an exceptional teacher as evidenced by the accolades administrators, colleagues and students bestow on her. She is a dedicated Lead Teacher who exemplifies professionalism in her interactions with students and staff.

Ms. Stahlman received a rocking chair handcrafted by student inmates from Manning Reentry/Work Release Center and a reserved parking at Kershaw Correctional Institution. She will also receive, as all South Carolina District Teachers of the Year, a \$1,000.00 check from the SC Department of Education and the opportunity to vie for the State Teacher of the Year title.

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In Closing

The Chairman opened the floor for board members to provide remarks. Several board members expressed how wonderful and fulfilling graduation ceremonies are, congratulated all of the award recipients, thanked the certified teachers for their commitment, and indicated how impressed they were with the dedication of the PUSD staff.

With no other business on the agenda, Chairman Ragley made a motion that the meeting be adjourned at 10:58 AM. The motion was unanimously approved.

The next Board Meeting is scheduled for November 15, 2018.

Respectfully submitted,

Lauren Alston, Recording Secretary
Palmetto Unified School District Board of Trustees

Reviewed By: _____
Ms. Beverly Holiday
Interim District Superintendent

Palmetto Unified School District (PUSD)
South Carolina Department of Corrections (SCDC)
Board of Trustees Meeting
November 15, 2018

Objective: To prepare educational staff members for the efficient and effective operation of SCDC schools.

Board of Trustee Members Present

Mr. Jay W. Ragley, Chairman
Mr. Ronald Bessant, Vice-Chairman
Dr. Cynthia Cash-Greene
Dr. M. Elaine Richardson
Mr. Michael Sumter

Executive Office Staff Members Present

Ms. Beverly Holiday, Acting Superintendent
Ms. Tina Bridgewater
Dr. Jay Collins
Ms. Bazella Glover
Mr. John Shipman
Ms. Vanessa Singleton
Dr. Charlette Taylor

Other Members Present

Chaplin Arron Aidoo
Ms. Rita Crapps, Assistant Deputy Director of Programs, Reentry, and Rehabilitative Services

Prior to the Board Meeting, Chairman Ragley, began by asking everyone to stand for the Pledge of Allegiance and Welcome, and then Chaplin Arron Aidoo led the Invocation.

Chairman Ragley called the meeting to order at 10:00 AM. A quorum was present.

Chairman Ragley asked if all members had reviewed the minutes from the previous meeting. The members acknowledged that the minutes had been reviewed and were unanimously accepted.

Old Business

There was no old business.

New Business

Introduction of New Board Member

Chairman Ragley acknowledged the new board member, Dr. M. Elaine Richardson, and asked her to introduce herself. Dr. Richardson is retired from Clemson University as the Director of the Academic Success Center and Director and Professor Emerita of Emeritus College. She serves as a board member on two other boards.

Ms. Beverly Holiday asked PUSD staff members to introduce themselves.

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The following information was presented to the Board Members by Ms. Holiday and Mr. Shipman:

Student Enrollment

Total EFA (students enrollment is 474, and the total ABE enrollment is 1,794.

Average daily attendance is low (estimated at 20% as many institutions remain on partial lock down since April 2018. Manning, Camille Graham, and Leath are exceptions; at these institutions, students are being allowed to attend school regularly. The other institutions are working on a tiered gradual release system. Many teachers go to the dorms to provide packets of assignments and/or work with students directly in the dorms.

Staffing

Palmetto Unified School District has an approximate 30% vacancy rate. There is a national teacher shortage and better economy affects staffing, particularly vocational areas.

On the bright side, NeoGov, the new online application system will help streamline the process. PUSD has had an increase in applicants and several new hires.

Superintendent Selection Process

Ms. Rita Crapps presented information on the superintendent's selection process. Section 24 25 90 (Code of Laws). Superintendent and other personnel to be employed according to the South Carolina Department of Correction policies and procedures. The superintendent of the district and all other education personnel shall be employed, supervised, and terminated according to the South Carolina Department of Corrections' personnel policies and procedures.

Ms. Rita Crapps stated that superintendent position will be posted on NEOGov and SCASA for three weeks. State laws dictate the South Carolina Department of Corrections to screen and vet all the applicants.

Budget Report

Financial spreadsheet was provided to Board Members.

2019 Academic Goal Attainment – 1st Quarter

GED's/HS Diplomas – Goal 300; Attained 57 (19% of goal)
 Vocational Certificate – Goal 3,000; Attained 361 (12% of goal)
 WIN – Goal 1,100; Attained 128 (12% of goal)
 OJT Awards – Goal 3,200; Attained 455 (14% of goal)
 DOL Apprenticeships – Goal 30; Attained 0 (0% of goal)
 Totals – Goal 7,630; Attained 1051 (14% of goal)

New Career Readiness Programs

Information Technology (IT) Computer Repair Program – propose to place two programs: one at Camille Graham and one at Turbeville. We have surplus equipment that could be used to learn basic repairs; other equipments would need to be purchased. Both Wardens have approved this idea.

Commercial Driver's License (CDL) Program – propose to purchase a CDL simulator and place program at Manning as part of a part-time evening program. Mr. Reynolds, Carpentry instruction has agreed to teach this class; he currently is a certified CDL holder.

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Heavy Equipment Operator (HEO) Simulators, Bulldozers, Backhoes, Graders, and etc. – propose to purchase a mobile simulator that would travel to selected institutions to provide HEO instructions to students on an as-needed rotation schedule.

Tiny House to be built and sold through Manning Carpentry program. If successful, expand to other programs (precursor to full size house build at Manning).

Teacher Certifications Updates

SCTS 4.0 – Student Learning Objectives (SLO); Evaluation cycle, GBE vs. Formal education. All educators within their licensure renewal cycle will need to complete the Read to Succeed requirements in order to have their licensure renewed. There are different Read to Succeed courses/requirements based on position/certification areas.

In Closing

With no other business on the agenda, Chairman Ragley made a motion that the meeting be adjourned at 10:58 AM. The motion was unanimously approved.

The next Board Meeting is scheduled for January 10, 2019, at 10:00 a.m., PUSD Board Room.

Respectfully submitted,

Vicki Sarvis Proctor

Vicki Sarvis Proctor, Administrative Assistant
Palmetto Unified School District Board of Trustees

Reviewed By: _____
Beverly Holiday
Acting Superintendent/Director of Adult Education

Palmetto Unified School District (PUSD)
South Carolina Department of Corrections (SCDC)
Board of Trustees Meeting
January 10, 2019

Objective: To prepare educational staff members for the efficient and effective operation of SCDC schools.

Board of Trustee Members Present:

Mr. Jay W. Ragley, Chairman
Mr. Ronald Bessant, Vice-Chairman
Dr. Cynthia Cash-Greene
Mr. Michael Sumter
Mrs. Charmeka Childs
Dr. M. Elaine Richardson
Rev. Dr. Robert J. Reid

Executive Office Staff Members Present:

Ms. Beverly Holiday, Acting Superintendent
Mr. Josh Brade
Dr. Jay Collins
Ms. Bazella Glover
Ms. Vanessa Singleton

Other Members Present:

Chaplin Lester Drayton
Ms. Georgiana Martin
Ms. Evelyn (Evie) Link

Prior to the Board Meeting Chairman Jay W. Ragley began by asking everyone to stand for the Pledge of Allegiance and the Welcome. Afterwards, Chaplin Lester Drayton led the Invocation.

Chairman Ragley called the meeting to order at 10:00 AM. A quorum was present.

Chairman Ragley asked if all members had reviewed the minutes from the previous meeting. The members acknowledged that the minutes had been reviewed and were unanimously accepted.

Old Business:

There was no old business.

New Business:

Student Enrollment:

Total EFA enrollment is 453, and total ABE enrollment is 1,713

Average daily is still low (about 20%) due to the lock downs since April 2018.

Most institutions are on a "tiered" gradual release system.

Only three institutions are allowing students to report to school on a daily basis; Manning Pre-release/Re-entry Center, Camille Graham and Leath. Other institutions are allowing limited number of students to attend school.

Many teachers send packets of assignments and/or go to the dorms personally to work with the students.

Current Staffing:

PUSD currently has an approximate 30% vacancy rate; however, we have been successful in filling some of the vacant positions.

The National teacher shortage is impacting traditional education and correctional education classrooms.

The new NeoGov on-line application system is designed to help expedite the hiring process.

Superintendent Hiring Update:

Superintendent's posting closed on December 18, 2018. There were 35 applicants.

The first phase of the screening process is being conducted by Recruiting and the next phase of the screening process will be organized and led by the Deputy Director of Programs, Reentry, and Rehabilitative Services and the selected interviewing panel.

Budget Update:

Projected Budget Compared to Year-to-Date Expenditures (FY 2018-2019) through month ending 12/31/2018 (Second Quarter) was provided to Board Members.

2019 Academic Goal Attainment – 2nd Quarter:

GED's/HS Diplomas – Goal 300; Attained 110 (37% of goal)

Vocational Certificate – Goal 3,000; Attained 720 (24% of goal)

WIN – Goal 1,100; Attained 351 (32% of goal)

OJT Awards – Goal 3,200; Attained 1,096 (34% of goal)

DOL Apprenticeships – Goal 30; Attained 0 (0% of goal)

Totals – Goal 7,630; Attained 2,277 (30% of goal)

Future Direction- New Career Readiness Programs:

Information Technology (IT) Computer Repair Program – Camille-Graham and Turbeville. (Focus – Learn basic computer repair skills).

Heavy Equipment Operator (HEO) Simulators – Bulldozers, backhoes, graders and etc. (Focus – Purchase mobile simulator that will travel to selected institutions to provide HEO instruction to students on an as-needed rotation schedule).

Tiny House Project – Manning CI Carpentry students (Focus – Build a Tiny House to be sold and if successful expand to other carpentry programs. The Tiny House project will be a precursor to building a full-size house at the Manning Correctional site).

Commercial Driver's License (CDL) Program – Camille Graham, Kershaw, Leath and Ridgeland (Focus – 4 CDL Simulators are being ordered to help offenders obtain their CDL permit prior to release and re-entry back into society).

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BOT Minutes

January 10, 2019

Announcements:

SC State Ethics Commission:

Memo from the State Ethics Commission was provided to Board Members. The deadline is March 30, 2019 for the 2019 Statement of Economic Interest (SEI) report is to be filed.

Adult Education Programs will be going through a Local Plan Review Audit conducted by SCDE.
(Audit Dates – May 21 -24, 2019)

Recognition Awards:

Ms. Holiday presented the Board Members with recognition award trophies for Board Appreciation month as a thank you for all their support and for all they do.

In Closing:

With no other business on the agenda, Chairman Ragley made a motion that the meeting be adjourned at 10:38 AM. The motion was unanimously approved.

The next Board Meeting is scheduled for Thursday, April 11, 2019, at 10:00 a.m.

Respectfully submitted,

Vicki Sarvis Proctor, Administrative Assistant
Palmetto Unified School District Board of Trustees

Reviewed By: _____
Ms. Beverly Holiday
Acting Superintendent

Palmetto Unified School District (PUSD)
South Carolina Department of Corrections (SCDC)
Board of Trustee Meeting
April 11, 2019

Objective: To Prepare educational staff members for the efficient and effective operation of SCDC schools.

Board of Trustee Members Present

Mr. Ronald Bessant, Vice-Chairman
Dr. Cynthia Cash-Green
Ms. Chamecka Childs
Dr. M. Elaine Richardson
Dr. James Quinn

Executive Office Staff Members Present

Ms. Beverly Holiday, Interim District Superintendent
Mr. John Shipman
Dr. Jay Collins
Mr. Josh Brade
Ms. Bazella Glover
Ms. Brenda Miller
Mr. Russell Salter

Other Members Present

Chaplain Lester Drayton Jr
Ms. Evelyn Link

Prior to the Board Meeting Mr. Ronald Bessant began by asking everyone to stand for the Pledge of Allegiance and Mr. Ronald Bessant led the Invocation.

Mr. Ronald Bessant called the meeting to order at 10:00 a.m. A quorum was present

Mr. Ronald Bessant asked if all members had reviewed the minutes from the previous meeting. The members acknowledged that the minutes had been reviewed and were unanimously accepted.

Old Business

There was no old business

New Business

Student Enrollment

Total EFA enrollment is 532 Students and total ABE enrollment is 1,828 Students
Average daily attendance is still low (20%) due to the lock-down since April 2018.
Most institutions are still on a "tiered" gradual release system

Only three (3) institutions are allowing students to report to school on a daily basis: Manning Pre-Release/Re-entry Center, Camille Graham, and Leath.

Other institutions are allowing limited number of students to attend school.

Many teachers send packets of assignments and/or go to the dorms personally to work with the students.

Current Staffing

We currently have 34 positions posted and/or positions that have recently close and applicants will be selected for the interviewing/hiring process.

Two (2) teachers transferred from part-time to full-time positions. (Tyger River and Perry CI): one (1) teacher transferred to teacher pay scale (from Broad River to Manning Pre-Release); and one (1) teacher was hired as a part-time teacher (Palmer Pre-Release Center).

We have several teachers that are retiring soon; thus, once again we will have several teaching vacancies. The National teacher shortage is impacting traditional education and correctional education classrooms.

New District Office Staff Personnel: Mr. Russell Salter has been hired as our IT Consultant. Ms. Erica Patterson has been hired as our Special Program Coordinator. Ms. Brenda Miller has been hired as our Administrative Assistant/Business Manager.

Superintendent Hiring Update

Interviews were held and "hopefully" an announcement will be made soon as to who will be the new Superintendent.

Budget Update

Projected Budget Compared to Year-to-Date Expenditures (FY 2018-2019) through month ending 03/31/2019 (Third Quarter) was provided to Broad Members.

2019 Academic Goal Attainment – 3rd Quarter

GED's/HS Diplomas – Goal 300; Attained 325 (78% of goal)

Vocational Certificates – Goal 3,000 Attained 1,476 (49% of goal)

WIN/Essential Soft Skills Certificates – Goal 1,100 Attained 884 (80% of goal)

On-the-Job Training (OJT) Certificates – Goal 3,200 Attained 2,141 (67% of goal)

Department of Labor Apprenticeship (DOL) – Goal 30 Attained 0 (0% of goal)

Totals – Goal 7,630 Attained 4,736 (62% of goal)

Future Direction New Career Readiness Programs

Information Technology (IT) Computer Repair Programs

Camille Graham and Turbeville CI's (Focus: Learn basic computer repair skills). Received donation from Computer Upgraders in Sumter. Waiting on purchasing from State Surplus

Heavy Equipment Operator (HEO) Mobile Simulator

Bulldozers, backhoes, graders, and etc. (Focus: Purchase mobile simulator that will travel to selected institutions to provide HEO instruction to students on an as-needed schedule). Currently in purchasing process.

Tiny House Project- Manning Pre-Release/ Re-entry Center Carpentry students (Focus -Build a Tiny House to be sold and if successful expand to other carpentry programs. Materials currently being purchased.

Kershaw Masonry Program – New program at Kershaw, being constructed in cooperation with Facilities Maintenance and Education Programs at Kershaw (Carpentry and Masonry). Site is being prepped for the laying of the foundation.

Announcements

Adult Education Programs will be going through a Local Plan Review Audit conducted by the SCDE, (Audit Dates: May 21- 24, 2019)

Recognition Awards

Ms. Beverly Holiday presented the board members with recognition award trophies as a thank you for all they do.

In Closing

With no other business on the agenda, Mr. Ronald Bessant, Vice-Chairman made a motion that the meeting be adjourned at 10:45 a.m. The motion was unanimously approved.

The next Board Meeting is scheduled for August 14, 2019.

Respectfully submitted,

Brenda Miller, Administrative Assistant
Palmetto Unified School District Board of Trustees

Reviewed By: _____
Ms. Beverly Holiday, Interim District Superintendent