

## BOARD MINUTES

February 9, 2021

5:00 p.m.

### BOARD MEMBERS PRESENT

Mrs. Mildred Heatley, Chairperson  
Mrs. Michele Bryngelson, Vice Chairperson  
Mrs. Peggy Phalen, Secretary  
Mr. Brad Davis  
Mr. Willie Jenkins

### BOARD MEMBERS ABSENT

Mrs. Nadine Miller – ex-officio (DD2)  
TBD – ex-officio (DD4)

**Notice to the Media:** In accordance to SC Code of Law, 1976, Section 30-4-80 (d) as amended, the following have been notified of the time and location of this meeting: **The Post and Courier, The Journal Scene and the Eagle Record.**

Mrs. Heatley, Chairperson, called the meeting of the Dorchester County Career & Technology Center Board of Trustees to order by reciting the “Pledge of Allegiance” followed by a moment of silence.

**Welcome Visitors:** There were no visitors present at today’s meeting.

**Approval of Agenda:** Mr. Davis made the motion, seconded by Mrs. Phalen, to approve the revised agenda for today’s meeting. The vote of the Board was unanimous.

**Approval of Minutes for Meeting held January 12, 2021:** Mr. Davis made the motion, seconded by Mr. Jenkins, to approve the minutes for the meeting held January 12, 2021, as presented. The vote of the Board was unanimous.

**Discussion of Board’s Bills Claim for January 2021: – (Mrs. Garrick):** The Board reviewed the bills claim for January 2021. After discussion, Mrs. Phalen made the motion, seconded by Mrs. Bryngelson, to accept the Board’s bills claim for January 2021 as presented. The vote of the Board was unanimous.

**A Board Member’s Moment - Chairperson:** Mrs. Heatley opened up the floor for comments. Each Board member had an opportunity to speak.

- Mrs. Heatley asked that Mrs. Phalen be the liaison for District 4 board meetings and Mr. Davis be the liaison for District 2 board meetings. She also asked if it was possible to change our board meeting time from 5:00 p.m. to 3:00 p.m. This will allow some of the staff and students to attend our meetings and give an update on what’s going on in their classroom. Mrs. Heatley also suggested that we meet once a year at the Trolley Road site. Mrs. Phalen made the motion, seconded by Mr. Davis, that we move our regularly scheduled meeting time from 5:00 p.m. to 3:00 p.m., and that once a year we hold our regularly scheduled meeting at the Trolley Road site. The vote of the Board was unanimous. The meeting scheduled for the month of May will be at the Trolley Road site.

**District 2/District 4 Update:** There were no representatives present from District 2 or District 4 at today’s meeting.

**Administrative Report (Mr. Villeponteaux):** Items discussed were as follows.

- The County Administrator has been contacted regarding property in District 2 for expansion.
- Tools are being upgraded and new equipment purchased for Auto Technology, Diesel, Machine Technology and Tech Skills.
- Our camera system needs to be upgraded; a walk-through is being conducted on Monday.
- There is a need to build a set of staircases in order to gain safe access to the roof of the building on the main campus to replace filters, etc.
- The Tahoe that the staff uses to go to Direct and various school business trips needs to be replaced. Plans for getting a vehicle to the Trolley Road campus to haul heavy items that have been donated was discussed.
- An update on class counts was presented. The 10-day count will start on Monday on this campus since District 2 will not be face-to-face until February 22<sup>nd</sup>.
- The State and DHEC have furnished the center with COVID rapid test kits for staff and student testing.
- The water fountains are all in and have been installed.
- A new bell schedule for District 4 was presented in an attempt to keep more students in the classroom.
- Adult Education is offering GED and diploma opportunities to all District 4 staff on our campus on Tuesday and Thursday afternoons from 4:00 p.m. to 6:00 p.m. They currently have 5 employees registered.
- The Federal Government’s program of 10 days paid sick leave for COVID expired December 31<sup>st</sup>. We are still honoring this and currently have a couple of employees out on leave.
- Jennifer Quattlebaum is continuing to work with Rebecca Collet Media and we are much closer to getting our new recruitment videos, copies of which were viewed by the Board at today’s meeting.
- We continue to administer CTE assessments for those students completing level 2 in some classes.
- The next School Improvement Council meeting will be held at the Trolley Road campus on February 18<sup>th</sup>.

Mr. Davis made the motion, seconded by Mr. Jenkins, to go into Executive Session to discuss personnel issues. The vote of the Board was unanimous.

Mrs. Phalen made the motion, seconded by Mr. Davis, to come out of Executive Session. No action was taken while in Executive Session.

Without objection, this meeting stands adjourned.

Respectfully submitted

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Chairperson or Designee

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Secretary

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Date