



## SCHOOL BOARD WORK SESSION

LOC. **Comporium Conference Center @ Central Office**

LEADER: Bill Cook

TEAM: Board of Trustees

START: **6:00 p.m.**

SCRIBE: Chris Gammons

DATE: November 9, 2020

FINISH: 8:00 p.m. approximately

ITEM#	AGENDA TOPIC	DISCUSSION LEADER	TIME
1	<i>Call to Order - Pledge of Allegiance, Moment of Silence</i>	<i>Superintendent Dr. Bill Cook</i>	<i>5 minutes</i>
2	Swearing in of Newly Elected Board Members	Judge David Guyton	5 minutes
3	Election of Officers	Dr. Bill Cook	10 minutes
4	Approval of Meeting Agenda	Board Chair	2 minutes
5	Recognitions:	Dr. Bill Cook	20 minutes
	<i>&gt;Introduction of New Administrator</i>		
	<i>&gt;Recognition of Parentsmart as Blue Ribbon Affiliate</i>		
	<i>&gt;Recognition of ".....of the Year" Honorees</i>		
6	Policy <b>IHBA</b> - <i>Special Education/Programs for Disabled Students</i> - 2nd read review	Dr. Nancy Turner	5 minutes
7	Policy <b>KBB</b> - <i>Parent Rights and Responsibilities</i> - 2nd read review	Dr. Keith Wilks	5 minutes
8	School Calendars for 2021-2022 & 2022-2023	Mr. Mychal Frost	20 minutes
9	New Course Proposals	Ms. Jennifer Morrison	10 minutes
10	Superintendent's Update	Dr. Bill Cook	10 minutes
11	Board Management Software	Board Chair	10 minutes
12	Combining Future Work Sessions/Business Meetings ( <i>ref. attached Policies BE, BEC</i> )	Board Chair	5 minutes
13	December 14th Combined Work Session/Business Meeting	Board Chair	5 minutes
14	Other and Future Business	Board Chair	5 minutes
15	Executive Session		
	<i>&gt;Personnel Matter - Legal Update</i>		
16	Action as Required from Executive Session		
17	Adjournment		

Call to Order

Superintendent Cook

Pledge of Allegiance & Moment of Silence

## Swearing in of Newly Elected Board Members – Judge David Guyton

## Election of Officers

Election of Board Chair

Facilitated by Superintendent Cook

Election of Board Vice Chair

Facilitated by Board Chair

Approval of Meeting Agenda

Board Chair

## Memorandum

**TO:** Dr. Bill Cook  
**FROM:** Mychal Frost  
**DATE:** November 4, 2020  
**SUBJECT:** Recognitions for November 9<sup>th</sup> Board Meeting

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### A. New Administrator Introduction

Dr. Diana Smith has been named as the district's Executive Director of Student Services. Dr. Smith has served in a similar role for the past five years in York School District One. She returns to Rock Hill to lead the student services division. In this role, she will work closely with students and families who are navigating issues and concerns related to attendance, expulsion and suspension, homeless and foster care, and mentoring and alternative student placements. Further, Smith will work with Keystone Substance Abuse Services, All on Board Coalition and other local support organizations to ensure wrap around services are made available to all students. After teaching English for five years in Augusta, Ga. and Columbia, S.C., Dr. Smith began her first stint in Rock Hill as a school counselor at Rock Hill High in 1999. In 2005, she moved to South Pointe High as the school's first Director of Guidance. In neighboring Fort Mill, she helped to open Nation Ford High School in 2008, and then served as an assistant principal for six years. Smith served as principal of New Heights Middle School in Pageland, S.C. before moving to her post in York School District One. Dr. Smith holds a bachelor's in English education from South Carolina State University. Her post graduate work includes a Master's and specialist degree in Counselor education from the University of South Carolina. Dr. Smith completed her doctorate in educational leadership in 2009 at South Carolina State University. Her dissertation focused on the study of school counselor effectiveness and its relation to prior teaching experience and school achievement.

### B. ParentSMART Recognized as Blue Ribbon Affiliate

We are thrilled to share that Ms. Cindy Taubenkimel, Director of ParentSMART, has recently received notification that the ParentSMART program has earned a national endorsement from the Parents as Teachers organization. The process to become endorsed was one year long, and the entire team worked together on completing the application. It is an amazing accomplishment when you consider that they achieved this recognition while working remotely after schools were closed due to COVID-19.

The message from Parents as Teachers reads: ***"On behalf of Parents as Teachers National Center, thank you for all of your hard work, and congratulations on earning the Blue Ribbon! Parents as Teachers National Center is very pleased to award Rock Hill School District #3/ParentSmart-Partnership Parents As Teachers with a national Quality Endorsement in recognition of their excellent program operations and services to families."***

As a reminder, the Parents as Teachers Quality Endorsement and Improvement Process helps ensure that Parents as Teachers affiliates are achieving fidelity to the Parents as Teachers model and facilitates continuous quality improvement. Parents as Teachers affiliates are required to engage in the Quality Endorsement and Improvement Process in their fourth year of implementation and every five years after that. Parents as Teachers' rigorous endorsement process demonstrates an affiliate's accountability and

credibility to the community, its funders, elected officials, and the partner organizations with which they work. Programs that earn the Quality Endorsement are recognized by Parents as Teachers National Center as exemplary Blue Ribbon Affiliates, delivering high-quality services to all children and families.

We are extremely proud of Ms. Taubenkimel and the team and look forward to continuing our work together supporting our community and parents in their role as their child's first teacher and empowering them to help their children to become successful in school as well as in life.

Thank you for your continued support.

### **C. Congratulations to "Of The Year" Honorees**

We are honored to present to you this evening our outstanding team members who have been recognized as an "of the year" honoree in their respective employment classification. An outgrowth of Focus Area 2 Recruitment and Retention, the district's Human Resources division expanded employee recognition program this year to include a total of 11 awards. Additionally, awards have been made possible through a grant from the Rock Hill Schools Education Foundation. Tonight, we recognize and celebrate the following team members:

- Support Staff of the Year- Kim Brown (Ebinport)
- Support Professional of the Year- Rhonda Cranford (Ebinport)
- District Administrator of the Year- Nijall Bigger (Central Office)
- Principal of the Year- Denise Khaalid (Oakdale)
- Assistant Principal of the Year- Chris Chandler (RHHS)
- Mentor of the Year- Kari Doster (Ebinport)
- Beginning Teacher of the Year Elementary - Amanda Bluhm (Mt. Gallant)
- Beginning Teacher of the Year Secondary – Alexis Brown (Dutchman Creek)
- Honor Roll Teacher- Martha Compton (Rosewood)
- Honor Roll Teacher- Sara Sawczuk (Ebinport)
- District Teacher of the Year- Standrick Rhodes (Oakdale)

Each award presentation was streamed live on the district's Facebook page. If you have not already viewed the surprise announcements at each school, we encourage you to visit [facebook.com/rockhillschools](https://facebook.com/rockhillschools) and watch the videos.



# Memo

**TO:** Dr. Bill Cook, Superintendent

**FROM:** Dr. Nancy Turner, Director of Exceptional Student Education Services

**DATE:** November 9, 2020

**SUBJECT:** **Policy IHBA – Second Read Review**

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Please see attached Policy **IHBA** – *Special Education/Programs for Disabled Students* for second read review.



# Special Education/Programs for Disabled Students

Code **IHBA** Issued **Proposed**

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Purpose: To establish the board's vision for educating children with exceptional educational needs. In keeping with its responsibilities to educate all children in the district, the board will provide special education programs for those children with various disabilities.

The board believes that students with exceptional educational needs should be served in regular classrooms whenever possible. To this extent, the board views special education as an integral part of the general education program offered to all students.

Every child has a right to an appropriate educational program in which he/she can experience success. If a child has a disabling condition, this success may be contingent upon an adjustment of the techniques and materials of instruction to meet his/her individual needs.

The district will provide special **education** programs in accordance with the provisions of the state and federal laws and regulations, **including, but not limited to, the rights of parents and legal guardians to be informed of all programs in special education and to appeal the placement, in accordance with established guidelines, of their child in a special education class.**

Adopted 7/23/79; Revised 8/27/90, 10/25/93, 5/27/02, 5/25/15

Legal references:

Federal Law:

Individuals with Disabilities Education Act of 1975 (IDEA), [20 U.S.C.A. Section 1400](#).

McKinney-Vento Homeless Education Improvements Act of 2001, [P.L. 107-110, 42 U.S.C.A Sections 11431-11435](#).

S.C. Code, 1976, as amended:

[Section 59-21-510](#), *et seq.* - Education of physically and mentally disabled children.

[Section 59-33-10](#), *et seq.* - Special education for disabled children.

State Board of Education Regulations:

[R43-80](#) - Transportation.

[R43-243](#) - Special education; education of students with disabilities; discipline.

[R43-243.1](#) - Criteria for entry into programs of special education for students with disabilities.

## Policy IHBA Special Education/Programs for Disabled Students

Current Policy

Issued 5/15

Purpose: To establish the board's vision for educating children with exceptional educational needs.

In keeping with its responsibilities to educate all children in the district, the board will provide special education programs for those children with various disabilities.

The board believes that students with exceptional educational needs should be served in regular classrooms whenever possible. To this extent, the board views special education as an integral part of the general education program offered to all students.

Every child has a right to an appropriate educational program in which he/she can experience success. If a child has a disabling condition, this success may be contingent upon an adjustment of the techniques and materials of instruction to meet his/her individual needs.

The district will provide special programs in accordance with the provisions of the state and federal laws and regulations.

Adopted 7/23/79; Revised 8/27/90, 10/25/93, 5/27/02, 5/25/15

Legal references:

Federal Law:

Individuals with Disabilities Education Act of 1975 (IDEA), [20 U.S.C.A. Section 1400](#).

McKinney-Vento Homeless Education Improvements Act of 2001, [P.L. 107-110](#), [42 U.S.C.A. Sections 11431-11435](#).

S.C. Code, 1976, as amended:

[Section 59-21](#)-510, *et seq.* - Education of physically and mentally disabled children.

[Section 59-33](#)-10, *et seq.* - Special education for disabled children.

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[R43-80](#) - Transportation.

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[R43-243.1](#) - Criteria for entry into programs of special education for students with disabilities.

York 3/Rock Hill School District

# Memo

**TO:** Dr. Bill Cook, Superintendent

**FROM:** Dr. V. Keith Wilks, Chief of Strategic Planning, Engagement and Program Support

**Cc:** Dr. Nancy Turner, Director of Exceptional Student Education Services

**DATE:** November 9, 2020

**SUBJECT:** Policy KBB—Parent Rights and Responsibilities for 2<sup>nd</sup> Read

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Policy KBB: Parent Rights and Responsibilities had not been updated to include current language, amendments of IDEA, and the identification of other subgroups since January 2005. Regarding the concerns raised reflecting the changes to Policy KBB and the rights of parents of students with disabilities, the school district's legal counsel, John Reagle, suggest that Policy KBB would not single out certain rights of a sub-set of parents. The rights of parents of students with disabilities are already and appropriately addressed in Policy IHBA—Special Education/Programs for Disabled Students which is attached to this memo. Policy IHBA states “the district will provide special programs in accordance with the provisions of state and federal laws and regulations.” Attorney Reagle also suggests with a statement in Policy IHBA, this provision would encompass the various notice and placement appeal rights provided to parents of students with disabilities under the IDEA. As required by the IDEA, parents are routinely notified of these rights through the district's special education parents' rights handbook.

Policy KBB: Attorney Reagle suggests one recommendation is to clarify and assure parents that the changes to Policy KBB will not remove or diminish their rights to be informed of special education programs in the district and/or their rights to appeal decisions to place students in special education programs.

Policy IHBA: Attorney Reagle also recommended amending Policy IHBA's final sentence. Those amendments were made in the policy presentation for IHBA.

## Policy KBB Parent Rights and Responsibilities

Issued 1/05 **PROPOSED 8-18-20**

~~Purpose: To establish the board's vision for the rights and responsibilities of the parents of the district's students.~~

The board has adopted the following statement on the rights and responsibilities of parents/ **legal guardian** to describe the role of the parent/ **legal guardians** and the role of the school in supporting a successful school experience for each child.

For purposes of this policy, the term "parent" refers to custodial and noncustodial parents.

Generally, it is the intent of the board to recognize all the rights, duties, powers, responsibilities, and authority that, by law, a parent/legal guardian has in relation to his/her child. For example, every parent/legal guardian has the following rights:

Every parent has the following rights.

- to be treated with courtesy by all members of the school staff
- to be respected as an individual regardless of race, creed, national origin, economic status, sex, ~~or~~ age, national origin, immigration status, religion, disability, sexual orientation, spousal affiliation, genetic information, any other applicable status, protected trait or characteristics, or protections by local, state, or federal law
- to secure as much help as is available from the school district to further the progress and improvement of his/her child
- to receive reasonable protection for his/her child from physical harm while under school authority
- to organize and participate in organizations for parents
- to participate in his/her child's school activities (unless prohibited by court order)

### **Special education**

- ~~• to be informed of all programs in special education~~
- ~~• to appeal the placement, in accordance with established guidelines, of his/her child in a special education class~~

### **Receiving information**

- to be informed of academic requirements of any school program
- to be informed of school policies and administrative decisions
- to be informed of procedures of seeking changes in school policies and for appealing administrative decisions
- to expect that school staff will make **reasonable** attempts to ensure that parents/**legal guardians** receive important school news and messages
- to be informed of education and cultural programs available to public school children

### **Conferences**

- to participate in meaningful parent-teacher conferences to discuss his/her child's school progress and welfare

## Records

- to inspect his/her child's cumulative record in conformity with current guidelines established by state and federal governments

**Additionally**, every parent/**legal guardian** has the following responsibilities:

- to make reasonable efforts to provide for the physical needs of the child
- to prepare the child emotionally and socially to make the child receptive to learning and discipline
- to hold high expectations for academic achievement
- to expect and communicate expectations for success
- to ensure that their children are read to in the home from an early age
- to recognize that parental involvement in middle and high school is equally as critical as in elementary school
- to ensure attendance and punctuality
- to attend parent-teacher conferences
- to monitor and check homework
- to communicate with the child's teachers
- to build partnerships with teachers to promote successful school experiences
- to attend, when possible, school events
- to model desirable behaviors
- to use encouraging words
- to stimulate thought and curiosity
- to show support for school expectations and efforts to increase student learning
- to **expect** appropriate behavior at school and during school-sponsored events

Adopted 7/22/85; Revised 11/27/89, 1/24/05, 02-05-20

## Proposed

Legal references:

United States Code, Annotated:

~~Section 438 of the General Education Provisions Act, as amended—The Family Education Rights and Privacy Act~~ [[20 U.S.C. 1232\(g\)](#)].

South Carolina Code of Laws, 1976, as amended:

~~[Section 20-7-100](#) - Parental right to participate in child's school activities unless prohibited by court order.~~

Legal References:

A. United States Code of Laws, as amended:

1. The Family Education Rights and Privacy Act of 1974, 20 U.S.C.A. Section 1232g.

B. S.C. Code of Laws, 1976, as amended:

1. Section 63-5-30 - Parental right to participate in child's school activities unless prohibited by court order.
2. Section 59-28-100, *et seq.* - Parental Involvement in Their Children's Education Act.
3. Section 59-59-160 - South Carolina Education and Economic Development Act; parenting counseling conferences.

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**York 3/Rock Hill School District**

## PARENT RIGHTS AND RESPONSIBILITIES

Code **KBB** Issued **MODEL**

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The board has adopted the following statement on the rights and responsibilities of parents/legal guardians to describe the role of the parent/legal guardian and the role of the school in supporting a successful educational experience for each student as well as establishing and maintaining a parent-friendly school setting.

For purposes of this policy, the term *parent* refers to custodial and noncustodial parents.

Generally, it is the intent of the board to recognize all the rights, duties, powers, responsibilities, and authority that, by law, a parent/legal guardian has in relation to his/her child. For example, every parent/legal guardian has the following rights:

- to be treated with courtesy by all members of the school staff
- to be respected as an individual regardless of race, religion, sex, color, disability, age, national origin, immigration status, or any other applicable status protected by local, state, or federal law
- to secure as much help as is available from the school district to further the progress and improvement of his/her child
- to receive reasonable protection for his/her child from physical harm while under school authority
- to organize and participate in organizations for parents
- to participate in his/her child's school activities (unless prohibited by court order)

### *Receiving information*

- to be informed of academic requirements of any school program
- to be informed of school policies and administrative decisions
- to be informed of procedures for seeking changes in school policies and for appealing administrative decisions
- to expect that school staff will make reasonable attempts to ensure that parents/legal guardians receive important school news and messages
- to be informed of education and cultural programs available to students in the district

### *Conferences*

- to participate in meaningful parent-teacher conferences to discuss his/her child's school progress and welfare

### *Records*

- to inspect his/her child's education record in conformity with current guidelines established by state and federal law

## PAGE 2 - KBB - PARENT RIGHTS AND RESPONSIBILITIES

Additionally, every parent/legal guardian has the following responsibilities:

- to make reasonable efforts to provide for the physical needs of the child
- to prepare the child emotionally and socially to make the child receptive to learning and discipline
- to hold high expectations for academic achievement
- to expect and communicate expectations for success
- to recognize that parental involvement in middle and high school is equally as critical as in elementary school
- to ensure attendance and punctuality
- to attend parent-teacher conferences
- to monitor and check homework
- to communicate with the child's teachers
- to build partnerships with teachers to promote successful school experiences
- to attend, when possible, school events
- to model desirable behaviors
- to use encouraging words
- to stimulate thought and curiosity
- to show support for school expectations and efforts to increase student learning
- to encourage appropriate behavior at school and during school-sponsored events

Cf. KB

Adopted ^

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Legal References:

- A. United States Code of Laws, as amended:
  - 1. The Family Education Rights and Privacy Act of 1974, 20 U.S.C.A. Section 1232g.
- B. S.C. Code of Laws, 1976, as amended:
  - 1. Section 63-5-30 - Parental right to participate in child's school activities unless prohibited by court order.
  - 2. Section 59-28-100, *et seq.* - Parental Involvement in Their Children's Education Act.
  - 3. Section 59-59-160 - South Carolina Education and Economic Development Act; parenting counseling conferences.



# Policy KBB Parent Rights and Responsibilities

Issued 1/05--**CURRENT**

Purpose: To establish the board's vision for the rights and responsibilities of the parents of the district's students.

The board has adopted the following statement on the rights and responsibilities of parents to describe the role of the parent and the role of the school in supporting a successful school experience for each child.

For purposes of this policy, the term "parent" refers to custodial and noncustodial parents.

Every parent has the following rights.

- to be treated with courtesy by all members of the school staff
- to be respected as an individual regardless of race, creed, national origin, economic status, sex or age
- to secure as much help as is available from the school district to further the progress and improvement of his/her child
- to receive reasonable protection for his/her child from physical harm while under school authority
- to organize and participate in organizations for parents
- to participate in his/her child's school activities (unless prohibited by court order)

## Special education

- to be informed of all programs in special education
- to appeal the placement, in accordance with established guidelines, of his/her child in a special education class

## Receiving information

- to be informed of academic requirements of any school program
- to be informed of school policies and administrative decisions
- to be informed of procedures of seeking changes in school policies and for appealing administrative decisions
- to expect that school personnel will make every attempt to ensure that parents receive important school news and messages
- to be informed of education and cultural programs available to public school children

## Conferences

- to participate in meaningful parent-teacher conferences to discuss his/her child's school progress and welfare

## Records

- to inspect his/her child's cumulative record in conformity with current guidelines established by state and federal governments

Every parent has the following responsibilities.

- to make every effort to provide for the physical needs of the child
- to strive to prepare the child emotionally and socially to make the child receptive to learning and discipline
- to strive to have the child attend school regularly and on time
- to encourage and lead the child to develop proper study habits at home
- to know the school requirements and procedures
- to speak up to prevent misunderstandings
- to discuss problems with appropriate persons
- to work for the success and improvement of the school program

Adopted 7/22/85; Revised 11/27/89, 1/24/05

Legal references:

United States Code, Annotated:

Section 438 of the General Education Provisions Act, as amended - The Family Education Rights and Privacy Act  
[\[20 U.S.C. 1232\(g\)\]](#).

South Carolina Code of Laws, 1976, as amended:

[Section 20-7](#)-100 - Parental right to participate in child's school activities unless prohibited by court order.

**York 3/Rock Hill School District**

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Marketing & Communications Department  
Telephone: 981-1008 - Fax: 981-1094

## Memorandum

**TO:** Dr. Bill Cook  
**FROM:** Mychal Frost  
**DATE:** November 4, 2020  
**SUBJECT:** Calendar Planning for 2021/2022 and 2022/2023

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Committee work has started to develop the district's two-year calendar for the 2021-2022 and 2022-2023 academic years. The team has met once virtually through Zoom to review past calendars to establish a baseline for development of future district calendars. The team, which represents each school in the district, shared likes and dislikes of our current calendar and wishes to be considered for the next two years. We also reviewed district policy (Policy IC – School Year) and state law (SC Code of Laws 59-1-425) that sets the framework and parameters for calendar development, which will be presented for background information only to the Board of Trustees on Monday, November 9.

Draft calendars are being created based on feedback from the committee for review at our next meeting on November 16. We look forward to sharing proposed calendars with the Board of Trustees at the November 23 business meeting.

Calendar committee team members are provided below:

Kay	Runyans	South Pointe High School	Administrator
Kevin	Hood	Bellevue Elementary School	Administrator
Bianca	Chivers-White	Old Pointe Elementary School	Administrator
Gwendolyn	Lindsey	Sullivan Middle School	Administrator
Christopher	Roorda	India Hook Elementary School	Administrator
Brigitte	McSheehan	Rock Hill High School	Administrator
Jean	Dickson	Lesslie Elementary School	Administrator
Joseph	Clark	Saluda Trail Middle School	Administrator
Shana	Elkins	Richmond Drive Elementary School	Parent
Nicole	Campbell	Oakdale Elementary School	Parent
Emily	Shehan	Central Child Development Center	Parent
Gina	Wright	Applied Technology Center	Parent
Matt	Blackston	Cherry Park Elementary School	Parent
Katia	George	South Pointe High School	Student
Gabrielle	Harvey	Northwestern High School	Student
Megan	O'Rourke	Rock Hill High School	Student
Eryn	Wilson (Price)	Rosewood Elementary School	Teacher
Heather	Urquhart	Mt. Holly Elementary School	Teacher
Rhine	Kirkland	Northwestern High School	Teacher
James	Daigle	Ebenezer Avenue Elementary School	Teacher
Emily	Marousek	Independence Elementary School	Teacher
Karen	Covington	Castle Heights Middle School	Teacher

Natalie	McCrary	Northside Elementary School	Teacher
Jenae	Pannell	Finley Road Elementary School	Teacher
Carmel	Hoffman	Rawlinson Road Middle School	Teacher
Natosha	Richardson	Ebinport Elementary School	Teacher
Chastity	Baccus	Mt. Gallant Elementary School	Teacher
Leigh	Freeman	Applied Technology Center	Teacher
James	Sanford	Dutchman Creek Middle School	Teacher
Kristel	Wallace	Sunset Park Center for Accelerated Studies	Teacher
Susan Missy	Whiting	York Road Elementary School	Teacher



# Two-Year Calendar

*2021-2022 and 2022-2023*

Mychal Frost  
Director of Marketing and Communications

One Team. One Mission. One Rock Hill.

# Committee Involvement

- 32 individuals representing all schools
  - Including students, parents, teachers, and administrators
- Online meetings
  - November 2, 2020
  - November 16, 2020
  - Possible Third Date TBD
- Task: While adhering to SC State Law, develop and recommend a calendar that best satisfies the instructional needs of our students and expectations of our stakeholders.

# Calendar Law 101

- SC Code of Laws Section 59-1-425 sets requirements and process
  - “third Monday” start date
  - 180 student days / 190 teacher days ; covering 9 calendar months
  - 5 professional development days / 5 teacher work days
  - 3 inclement weather make-up days must be designated\*
  - Defines process to waive missed days

# Review of 2019-2021

- Approve 2019-2020 and 2020-2021 calendars as developed by the committee
- In both years, the calendars are designed to:
  - Maintain 3 full days off for Thanksgiving
  - Finish HS Exams in December
  - Align Spring Break with York County Districts
  - Build in bad weather days not to impact teacher Professional Development
- In 2020-2021, the calendar is designed to:
  - Include a make-up day within the fall semester





# Memo

**TO:** Dr. Bill Cook, Superintendent

**FROM:** Ms. Jennifer Morrison  
Executive Director of Secondary Education

**CC:** Dr. John Jones  
Chief Academic and Accountability Officer

Ms. Deb Broyles  
Lead SIS Coordinator

**DATE:** November 4, 2020

**SUBJECT:** High School Course Proposals for 2021-22

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## Policy Background

Per Rock Hill Schools Board of Trustees policy IHA Basic Instructional Program (last adopted 4/27/2015):

“The board expects the administration, with the assistance of appropriate staff, to design a curriculum to carry out the instructional goals of the district. The curriculum will include a basic program that provides for intellectual growth as well as educational or work-related pursuits beyond high school. It will take into consideration a student's total learning environment.

The official process for accomplishing curriculum development requires the involvement of professional staff members who use the curriculum and are responsible for its implementation.

The administration will not eliminate basic courses or add new courses without approval of the board. The board must approve significant alteration or reduction of a course of study.”

## Course Proposal Process

Each year, the district undertakes a course proposal process to develop the next year's *Rock Hill Schools High School Course Catalog*. The course proposal process for the 2021-22 Catalog began on September 25, 2020. This year, 42 representatives, including all secondary schools in the district, participated as part of the Catalog Committee and reviewed submitted proposals. The district Catalog Committee is made up of principals, designated assistant principals, program coordinators, and lead counselors who worked with department chairs and teachers in each school to develop the proposals, as well as district instructional coaches and our school information systems coordinator.

Date	Action Item
9/25	Executive Director provides guidelines for 2021-22 course proposals to schools.
9/28-10/14	Designated assistant principals and district curriculum specialists communicate and collect course proposals.
10/14	Schools turn in completed course proposals to Exec Director per instructions.
10/20	Catalog Committee representatives participate in proposal review meeting.
10/21-11/3	Executive Director consolidates course proposals and vets at Central Office.
11/4	Executive Director provides course proposals to Superintendent in Board packet.
11/9	Executive Director presents course proposals to Board for discussion.
11/23	Exec Director presents course proposals to Board for approval.

### **Presentation to the Board**

After review by the Catalog Committee and vetting with senior leadership at the Central Office, 25 course proposals for additions, deletions, or modifications are being submitted to the Board for approval for the 2020-21 Rock Hill Schools High School Course Catalog. Summary charts for each type of proposal are included with this memo as follows:

- Course additions (11 proposals),
- Course deletions (7 proposals), and
- Course modifications (7 proposals).

Each year, per the South Carolina Department of Education (SCDE) Uniform Grading Policy, the district Board of Trustees must approve any college courses accepted from Rock Hill Schools partner institutions (USC-Lancaster, York Technical College, or Winthrop University) for dual credit. Four dual credit courses are included in the course additions presented for approval. If approved, these dual credit courses will be added to district's 2021-22 list of approved dual credit courses. A draft of the 2021-22 district approved dual credit list is also attached. Currently, students wishing to pursue dual credit in the district are encouraged to take six credit hours per semester to be eligible for the state's Lottery Tuition Assistance Program. Per the district's memorandum of agreement with York Technical College (YTC), the district does have some financial commitment if YTC courses are offered on a Rock Hill Schools campus.

Recommendations from the district Catalog Committee are provided for each course proposal, along with potential costs to the district.

As required by the *South Carolina Honors Framework Implementation Guide* (April 17, 2017), documentation for all approved courses with an honors weighting will be kept on file in the district.

**Course ADDITIONS for 2021-22 Rock Hill Schools High School Course Catalog (5 Additions + 2 Replacements and 4 Dual Credit)**

Updated 11/5/2020 JM

Course Name	Course Code(s)	Course Description	Prerequisite(s)	Rationale for Addition	Potential Cost(s)	Recommendation of Catalog Committee
DC Computer Science for Electronics	YTC CPE 107 Computer Applications for Electronics (LBA - 3899YTEW)	Course description provided in YTC catalog	Determined by college (student must have passed Algebra 2 with C or above)	Will provide capstone course option for SPHS STEAM Pathway for Computer Science; Cannot count as computer science course required for graduation	Students pursuing dual credit are encouraged to take six credit hours per semester to be eligible for the SC Lottery Tuition Assistance Program	Recommended
DC Engineering Materials	YTC EGR 170 Engineering Materials (8055YTEW)	Course description provided in YTC catalog	Determined by college	Will provide capstone course option for SPHS STEAM Pathway for Engineering	Students pursuing dual credit are encouraged to take six credit hours per semester to be eligible for the SC Lottery Tuition Assistance Program	Recommended
DC College Algebra	YTC MAT 110 College Algebra (4133YTEW)  USC-L MATH 111 or 111i College Algebra or College Algebra Intensive (4133CLEW)	Provided in YTC or USC-L catalog	Determined by college (passed Algebra 2 with C or above)	Will provide dual credit senior math course for students in standard math progression district-wide and second dual credit course needed to pair with DC English Composition at ATC; Does not compete with other district offerings in the standard track	Students pursuing dual credit are encouraged to take six credit hours per semester to be eligible for the SC Lottery Tuition Assistance Program	Recommended
DC Public Speaking	YTC SPC 205 Public Speaking (3045YTEW)  USC-L SPCH 140 Public Speaking (3045CLEW)	Provided in YTC or USC-L catalog	Determined by college	Will provide dual credit for course currently taken by some students as dual enrollment	Students pursuing dual credit are encouraged to take six credit hours per semester to be eligible for the SC Lottery Tuition Assistance Program	Recommended
Algebra Applications	LBA -319901CW	In this math elective course, students will engage in a variety of approaches to bring meaning to the content. The	Foundations of Algebra	Will improve EOC performance and reduce need for schools to offer credit recovery and course retakes for Intermediate Algebra; Currently 50% of students enrolled in Foundations of Algebra are not entering into the course with the necessary	No new FTE	Recommended

Course Name	Course Code(s)	Course Description	Prerequisite(s)	Rationale for Addition	Potential Cost(s)	Recommendation of Catalog Committee
		course integrates curriculum from both the Foundations of Algebra and Intermediate Algebra courses. This course will count as an elective credit toward graduation.		math skills needed to be successful. This course will provide instructors time to cover gaps in knowledge as well as provide students with ample time and support to master the content		
African American History, 1619 to Present	LBA - 339921CW	The course is aimed at increasing student engagement in the social studies and to aid understanding of current political issues and experiences in modern day America.	None	Will provide supplementary elective to U.S. History; Will offer alternative for Sociology which has low enrollment at RHHS and NHS	No new FTE	Recommended
Human Geography (CP level)	330700CW	In this course, students will study Earth's human geography beginning with the use of maps and other geographic representations, geospatial technologies, and spatial thinking to understand and communicate geographic information.	None	Required to support new SC standards change from world geography to human geography; Course replaces World Geography (proposed for deletion)	No new FTE (course replacement)	Recommended
Sports Medicine 2	555600CW	Sports Medicine 2 emphasizes the recognition and care of common injuries and illnesses sustained by a physically active population.	Sports Medicine 1	Will provide capstone course option for SPHS STEAM Pathway for Biomedical; Can also be offered at NHS and RHHS as optional elective	No new FTE	Recommended
Sports and Entertainment Management	542600CW	Students will apply concepts learned in Sports and Entertainment Marketing and study the key concepts in management and managerial principles as related to the sports and entertainment industry.	Sports and Entertainment Marketing OR Marketing	Will allow RHS to offer this required course in the state Marketing Management cluster, which will allow more students to be CATE completers	No new FTE	Recommended
Introduction to Hospitality and Tourism Management	547800CW	Hospitality and Tourism is designed to prepare students for entry-level employment in	None	Will replace Housing and Interiors (proposed for deletion); Will build on Rock Hill economic needs, especially in light of new Panthers stadium complex	No new FTE (course replacement)	Recommended

Course Name	Course Code(s)	Course Description	Prerequisite(s)	Rationale for Addition	Potential Cost(s)	Recommendation of Catalog Committee
		the travel and tourism industry. Industry segments will focus on such areas as planning, marketing, management, finance, operations, technical and production skills, technology, human relations, labor issues, community issues, environmental issues, and safety.				
Drone Technologies 2	LBA -329912CW	This intermediate and advanced drone operations course is designed to show students how to apply computer science and mathematical concepts to solve real-world problems. By the end of the course, students will be successfully prepared to take the FAA Part 107 Certification Exam with Remote Pilot Training.	Drone Innovation Technologies 1 with a recommended grade of 75 or better	Will provide continuation of the Drone Innovation Technologies curriculum implemented at ATC during the 2020-21 school year and complete FAA certification; Through ATC, the course will be available to all students in the district	No new FTE; Course costs and outside instructor covered through state CATE funds	Recommended

**Course DELETIONS for 2021-22 Rock Hill Schools High School Course Catalog (7 Deletions)**

Updated 11/5/2020 JM

Course Name	Course Code(s)	Rationale for Deletion	Recommendation of Catalog Committee
World Geography	331000CW	Does not support instructional requirements of new SC standards; Replaced with Human Geography (CP level, 330700CW)	Recommended
Housing and Interiors	583000CW	Replaced with Introduction to Hospitality and Tourism Management (547800CW) as a more appropriate course based on curriculum alignment, student interest, and economic need in Rock Hill	Recommended
Discrete Mathematics	414200CW	Discrete Mathematics has often been used as a senior-level math course for lower performing students. Many students in the course have already received their 4 math credits for graduation and thus do not have to pass. The content for the course is ill-defined and is limited in its practicality to this population of students. Standard-level students will have option of targeted, real-life Probability and Statistics course or dual credit College Algebra course (proposed for addition) as senior math.	Recommended
Natural Science	329900CW	Local Board approved code needs to be deleted because state approved code now available	NA - Catalog correction
Forensic Science	329951CW	Local Board approved code needs to be deleted because state approved code now available	NA - Catalog correction
South Pointe 101	339910CW	Local Board approved code needs to be deleted because course no longer offered	NA - Catalog correction
Success After High School	379940CH	Local Board approved code needs to be deleted because course no longer offered; Replaced with College and Career Readiness courses	NA - Catalog correction

**Course MODIFICATIONS for 2021-22 Rock Hill Schools High School Course Catalog (7 Modifications)**

Updated 11/5/2020 JM

Course Name	Course Code(s)	Modification	Prerequisite(s)	Rationale for Change	Potential Cost(s)	Recommendation of Catalog Committee
AP Statistics	417100AW	Modified to require Honors Probability and Statistics as prerequisite	Currently Algebra 2	Currently AP Statistics is the only AP math course without an honors lead-in and preparation course; The goal of this modification is to increase student success on AP Statistics exam	No cost	Recommended
Aerospace Engineering	605600CW	Modified to become honors level course (new code = 605600HW)	Currently two approved engineering courses	Giving this upper level Project Lead the Way course honors weighting will bring the weighting in alignment with other districts; Honors weighting will encourage student interest and enrollment; Provides course option for SPHS STEM Pathway for Engineering	No cost	Recommended
Cybersecurity	637800CW	Modified to become honors level course (new code = 637800HW)	Currently Computer Science Essentials or equivalent	Giving this upper level Project Lead the Way course honors weighting will bring the weighting in alignment with other districts; Honors weighting will encourage student interest and enrollment; Provides capstone course option for SPHS STEAM Pathway for Computer Science	No cost	Recommended
Engineering Design and Development	605400CW	Modified to become honors level course (new code = 605400HW)	Currently Principles of Engineering	Giving this upper level Project Lead the Way course honors weighting will bring the weighting in alignment with other districts; Honors weighting will encourage student interest and enrollment; Provides capstone course option for SPHS STEAM Pathway for Engineering	No cost	Recommended
AP Computer Science Principles	477500AW	Modified to include Project Lead the Way honors option/code (637300HW)	Currently Computer Science Essentials or equivalent	This is a correction to the current course offering in the high school catalog; Provides capstone course option for SPHS STEAM Pathway for Computer Science; Current course description will remain the same; Student cannot get both AP and Project Lead the Way (PLTW) credit, but can choose AP or dual credit	No cost	Recommended
Natural Science	321000CW	Change course name to Integrated Science to match current state course code already in use	None	This is a correction to the current course offering in the high school to match course name provided by the SCDE for the code currently being used; Current course description will remain the same	No cost	NA - Catalog correction
Forensic Science	329951CW	Change course code to match current state code (324500CW)	None	This is a correction to the current course offering in the high school to match course code provided by the SCDE for the course	No cost	NA - Catalog correction

## APPROVED DUAL CREDIT COURSE LIST FOR 2021-22

The College Credit Contract and approval process does not need to be completed for enrollment in on-campus dual credit courses. RHS codes are provided in parentheses. Offering of on-campus dual credit courses is subject to teacher availability, student enrollment, and district agreements with colleges.

The district's College Credit Contract and approval process needs to be completed for enrollment in off-campus dual credit courses. Availability of off-campus courses is determined by colleges. While any college course can potentially be taken as dual enrollment, courses in the following list are approved for RHS dual credit.

Dual credit courses approved and offered by the Governor's School for Math and Science Accelerate program are not included here because the Governor's School for Math and Science, per South Carolina Uniform Grading Policy, is the institution that must approve and offer those courses. Beginning with the 2018-2019 school year, college credit for Accelerate's dual credit courses is granted by Coker University.

Course DC = Dual Credit	SCDE Code	USC-L Name/Code	YTC Name/Code	Winthrop Name/Code
DC Anatomy and Physiology 1	3266	BIOL 243 Human Anatomy and Physiology I (3266CLEW)	BIO 210 Anatomy & Physiology I (3266YTEW)	
DC Anatomy and Physiology 2	3267	BIOL 244 Human Anatomy and Physiology II (3267CLEW)	BIO 211 Anatomy & Physiology II (3267YTEW)	
DC College Algebra	4133	MATH 111 or 111i College Algebra or College Algebra Intensive (4133CLEW)	MAT 110 College Algebra (4133YTEW)	
DC Analytical Geometry and Calculus	4136		MAT 140 Analytical Geometry and Calculus (4136YTEW)	
DC English Comp 1	3015	ENGL 101 Critical Reading and Composition (3015CLEW)	ENG 101 English Composition I (3015YTEW)	
DC English Comp 2	3016	ENGL 102 Rhetoric and Composition	ENG 102 English Composition II (3016YTEW)	



Course DC = Dual Credit	SCDE Code	USC-L Name/Code	YTC Name/Code	Winthrop Name/Code
		(3016CLEW)		
DC Public Speaking		SPCH 140 Public Speaking (3045CLEW)	SPC 205 Public Speaking (3045YTEW)	
DC Intro to Psychology	3342	PSYC 101 Introduction to Psychology (3342CLEW)	PSY 201 General Psychology (3342YTEW)	
DC Intro to Sociology	3347	SOCY 101 Introductory Sociology (3347CLEW)	SOC 101 Introduction to Sociology (3347YTEW)	
DC Intro to Criminal Justice	6520	CRJU 101 The American Criminal Justice System (6520CLEW)	CRJ 101 Introduction to Criminal Justice (6520YTEW)	
DC Criminal Law	6523		CRJ 115 Criminal Law (6523YTEW)	
DC Police Patrol	6535		CRJ 110 Police Patrol (6535YTEW)	
DC Police Community Relations	6540		CRJ 224 Police Community Relations (6540YTEW)	
DC European History 1	3366	HIST 101 European Civilization from Ancient Times to the Mid-17th Century (3366CLEW)	HIS 101 Western Civilization to 1689 (3366YTEW)	
DC European History 2	3367	HIS 102 European Civilization from the Mid-17th Century (3367CLEW)	HIS 102 Western Civilization Post-1689 (3367YTEW)	
DC Teacher Cadets	3735			Winthrop EDUC 175 Professional Field Experience Teacher (373500EW)
DC Clinical Studies 1	8540		YTC AHS 117 The Care of Patients (8540YTEW)	
DC Clinical Studies 2 (half credit for RHS)	8541		YTC AHS 120 Responding to Emergencies (8541YTEW)	

Course DC = Dual Credit	SCDE Code	USC-L Name/Code	YTC Name/Code	Winthrop Name/Code
DC Welding Tech 3	6351		WLD 111 Arc Welding I (6351YTEW)	
DC Welding Tech 4	6352		WLD 113 Arc Welding II (6352YTEW)	
DC Digital Art and Design 3	6122		ARV 205 Graphic Illustration (6122YTEW) Note: YTC may also give credit for ARV 123 Composition & Color.	
DC Digital Art and Design 4	6123		ARV 212 Digital Photography (6123YTEW) Note: YTC may also give credit for ARV 110 Computer Graphics.	
DC Computer Science for Electronics	----		CPE 107 Computer Applications for Electronics (LBA - 3899YTEW)	
DC Engineering Materials	8055		EGR 170 Engineering Materials (8055YTEW)	



*One Team ... One Mission ... One Rock Hill*

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# Memo

**TO:** Dr. Bill Cook, Superintendent

**FROM:** Ms. Jennifer Morrison  
Executive Director of Secondary Education

**CC:** Dr. John Jones  
Chief Academic and Accountability Officer

Ms. Deb Broyles  
Lead SIS Coordinator

**DATE:** November 4, 2020

**SUBJECT:** Local Board Approved Courses

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Per South Carolina Department of Education (SCDE) guidelines in the *Activity Coding System for the Student Information System* (July 19, 2018), all local board approved courses must be approved by the district's board of trustees each year and evidenced in the board's minutes. The SCDE Office of Federal and State Accountability may ask for Board minutes during a desk audit.

The following are previously approved local courses and codes. If a code was provided by the SCDE to the district for a state-approved locally designed course (i.e., Band with PE 1), it is not listed.

The following table indicates the following:

\*Local board approved courses added for 2020-21 to accommodate RHS Virtual Academy students, and

<sup>X</sup>Local board approved courses proposed to delete for the 2021-22 school year.

## High School Local Board Approved Courses

Course Name	Course Number
Survey of Young Adult Literature	309920CW
Journalism 3	309960CW
Journalism 3 Honors	309903HW
Journalism 4 Honors	309904HW
ENG 1 ESSENTIALS	309941CW
*VA ENG 1 ESSENTIALS	3099V1CW
ENG 2 ESSENTIALS	309942CW
*VA ENG 2 ESSENTIALS	3099V2CW

<b>Course Name</b>	<b>Course Number</b>
GS Honors Foundations of Engineering	3199GSCW
<sup>x</sup> Natural Science	329900CW
<sup>x</sup> Natural Science – CR	3299CRCW
<sup>x</sup> Forensic Science	329951CW
Renaissance 101	339980CW
Renaissance 102	339982CW
Fundamentals of Coaching	349950CW
Peer Tutoring and Support	379922CW
Service Learning	379923CW
JAG	379929CW
Test Prep A	379930CH
TEST PREP	379930CW
Test Prep B	379931CH
<sup>x</sup> SUCCESS AFTER HS	379940CH
ESL A	379950CW
*VA ESL A	37995VCW
ESL B	379951CW
*VA ESL B	37991VCW
College and Career Readiness - Gr 9	379904CW
College and Career Readiness - Gr 10	379905CW
College and Career Readiness - Gr 11	379906CW
College and Career Readiness - Gr 12	379907CW
VA College and Career Readiness - Gr 9	3799V4CW
VA College and Career Readiness - Gr 10	3799V5CW
VA College and Career Readiness - Gr 11	3799V6CW
VA College and Career Readiness - Gr 12	3799V7CW
Leadership Development	379960CW
LEARNING LAB	379970CW
INTRO TO THEATRE	459901CW
*VA INTRO TO THEATRE	4599VACW
Survey of Early Amer Hist	339915CW
Survey of Early Amer Hist – CR	3399CRCW
Historical World Religions	339904CW
Drone Innovation Technologies 1	329910CW
<sup>x</sup> South Pointe 101	339910CW

The following courses with local board approved codes are proposed as additions to the 2021-22 Catalog:

- DC Computer Science for Engineers 3899YTEW
- The Bible as Literature 309921CW
- Algebra Applications 319901CW
- African American History, 1619 to Present 339921CW
- Drone Innovation Technologies 2 329912CW

Superintendent's Update

Dr. Cook



## Memorandum

**TO:** Dr. Bill Cook, Superintendent

**FROM:** Ms. Tennille Wallace, Exec. Dir. of Technology

**C:** Dr. John Jones, Chief of Academics & Accountability

**DATE:** November 4, 2020

**SUBJ:** Board Management Software Comparison

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Back in the Spring of 2020, Rock Hill Schools considered Board Management Software. The following two vendors were of interest. Additional information is being provided here for your evaluation.

Simbli is a product of eBOARDsolutions and identifies itself as “The first and only comprehensive board management software solution for effective board governance.

### Features / Benefits:

- Board Management Made Easy
  - Makes board management easy by providing online tools and resources they need to get more done
- Create, Collaborate, Share
  - Strategically aligned paperless board meeting management that streamlines agenda preparation, secure access to materials, and alignment to your strategic goals
- Plan, Align, Execute
  - Alignment to strategic plan that provides plan visualization and graphic reporting
- Transform Vision into Reality Through Sound Board Policy
  - Keep board members, staff, and community updated and accountable with online access to the latest policies and administrative procedures, save cost and confusion by providing policy management, policy history, and necessary legal references
- Evaluate Expectations, Improve Performance

- Continuous improvement encouraged by conducting regular evaluations and organizational reviews linking evaluations to strategic plan to increase leadership effectiveness and improve accountability
- Documents
  - Provides online library with central repository for all important board documents with specific permissions for board members, staff and public while keeping sensitive data secure
- Customer Service and Support
  - 98% customer renewal with safe, secure place to manage all their board work and interactions

BoardDocs Pro Plus is a product of Diligent and identifies the imperative as one location for all board and committee materials to be easily accessible and transparent.

#### Features / Benefits:

- Single source of truth
- Increased transparency
- Time savings
- Meeting control panel
- Workflow
- User access controls
- BoardDocs Library
- Committee Communication
- Virtual Meeting Linking
- Flexible Agendas

I have also included a side by side comparison of the two products and documentation provided directly by the company that includes more information.

# Board Management Software

## **Simbli – eBOARDsolutions**

- Create, Collaborate, Share
  - Multiple meeting types, meetings integration, roles and permissions
- Plan, Align, Execute
  - Align strategic plan
- Transform Vision into Reality through Sound Board Policy
  - Policy Management, History, and Integration
- Evaluate Expectations, Improve Performance
  - Workflow, Reporting, Safety and Security, 360<sup>o</sup> evaluations

## **BoardDocs - Diligent**

- Single Source of Truth – no need to store content outside of BoardDocs
- Increased Transparency – Generate accountability for other meeting groups
- Time Savings – Remove burden of posting content
- Workflow – Agenda items submitted through ‘workflow’ to submit documents and related information
- User Access Controls
- Virtual Meeting Linking
- Flexible Agendas



# BoardDocs Pro Plus

As school boards and public governing bodies navigate hybrid states of work, it's imperative to have one location for all board and committee materials to be easily accessible and transparent. BoardDocs Pro Plus provides meeting groups and committees beyond the board the ability to create their own agendas and meeting materials for enhanced organization in the solution you know and trust.

## Single Source of Truth

Eliminate the need to store content outside of BoardDocs

## Increased Transparency

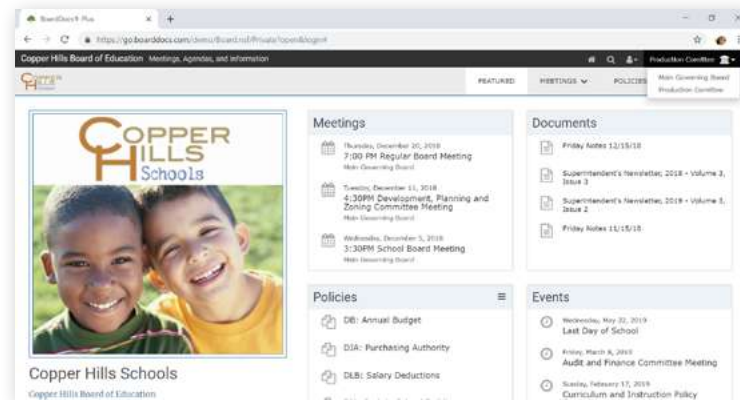
Generate accountability for other meeting groups for public and internal transparency

## Time Savings

Remove the burden of posting content for other meeting groups from the Board Secretary or Super Publisher

## Feature Benefits

- **Meeting Control Panel:** Run committee meetings live to take minutes, vote electronically and maintain time management for meetings
- **Workflow:** Send agenda item's through "workflow" for team members to submit documents or related information
- **User Access Controls:** Pending user access rights, navigate other meeting group's content and keep information private until it is ready to be made public
- **BoardDocs Library:** Store documentation and content in independent library sections for organization in line with other committee related content
- **Committee Communication:** Single source of truth for board and committee communication and content curation
- **Virtual Meeting Linking:** Post their virtual meeting links directly on their meeting groups agenda for easy access
- **Flexible Agendas:** Have the ability to move agenda items between committees or duplicate the item from the committee to the main board agenda



## Top Use Cases

- ☒ Finance or Budgeting committees
- ☒ Admin committee
- ☒ Coronavirus response
- ☒ Board committees

“During the COVID-19 Pandemic it has been more relevant than ever to **meet the governance needs of schools using technology** while remaining physically distant yet, systematically operational. BoardDocs has allowed us to **remain publicly transparent and accessible to all of our stakeholders through this process utilizing cutting edge technology.**”

**Tricia Winters**

Executive Assistant to the Superintendent  
Cottonwood Oak Creek School District

**Schedule a BoardDocs demo today | Call: 800-407-0141 | Visit: boarddocs.com**



# simbli

simply get more done.

The first and only comprehensive board  
management software solution  
for effective board governance.



eBOARDsolutions

## BOARD MANAGEMENT MADE EASY

Simbli makes board management easy by providing school boards, governments, nonprofits and other decision-making bodies with the online tools and resources they need to simply get more done. With 24/7 access via iPad App and web browser, board members and leaders can keep their strategy in focus—anytime, anywhere.



## Simbli's Core Four



**Meetings**



**Planning**



**Policies**



**Evaluations**

Simbli's **Core Four** includes integrated modules that help boards maximize productivity, bringing together Meetings, Planning, Policies, and Evaluations into one, easy-to-use board management software solution.

## CREATE, COLLABORATE, SHARE

It's hard to stay focused and strategically aligned when you're juggling piles of papers, or trying to find the latest version of your meeting agenda. Simbli's paperless board meeting management software helps you keep it all straight by streamlining agenda preparation, providing easy, secure online access to materials, and ensuring every agenda item is aligned to your strategic goals.



### MULTIPLE MEETING TYPES

Manage all of your meetings—not just board meetings—in one, convenient location.



### MEETINGS INTEGRATION

Align your meetings to your strategic plan and board policies.



### ADVANCED SEARCH

Search for meetings and quickly sort by meeting type, date and more.



### ROLES AND PERMISSIONS

Ensure proper access for each user through custom user roles and permissions.



### PERSONAL NOTES

Create personalized notes on individual agenda items.



### WORKFLOW

Streamline meeting preparation by using Simbli's submitter and approver functionality for approval of agenda items.



### ANYTIME, ANYWHERE ACCESS

24/7 meeting access via Simbli's iPad App and web browser accessibility.



### MEETING MINUTES

Easily create and deliver meeting minutes and record votes.



### SAFETY AND SECURITY

Create public or private meetings, with the ability to limit confidential item visibility by role.

“ Doing more and saving more. Despite limited resources, Simbli is quickly becoming the primary resource for information on the district—and it's helping board members get more done. In addition, Simbli has enabled the district to cut hard costs by over **\$15,000 annually through paper and time savings.** ”

Dr. Valery Hall, Governance Coordinator,  
Forsyth County Schools, GA



## PLAN, ALIGN, EXECUTE

Boards that stay closely aligned with their strategic plans not only get more done, they get the right things done. Unfortunately, only 15 percent of nonprofit boards review their strategic plans more than once a year.\* Simbli can help your board improve its strategic alignment by ensuring that everyone can quickly access your plan online at any time, your plan is easily updated to grow with you, and every action is tied to your strategic plan.

(Source: "2015 Survey on Board of Directors of Nonprofit Organizations," David F. Larcker, Nicholas E. Donatiello, Bill Meehan, Brian Tayan, Stanford Graduate School of Business, Rock Center for Corporate Governance, BoardSource, and GuideStar, April 2015.)



### MULTIPLE PLAN TYPES

Manage all plan types including strategic, operational, technology, facilities and school improvement.



### PLAN ALIGNMENT

Align your plan with your meetings, policies and evaluations.



### PLAN MANAGEMENT

Easily update status and post progress reports on plan items through Simbli's web interface.



### PLAN VISUALIZATION

View, download and print your plans in a variety of formats including map, plan detail, data sheet or calendar view.



### PLAN FILTERING

Filter plans by status, department, person responsible, due date and more.



### GRAPHIC REPORTING

Track individual and team progress via the strategic planning dashboard, complete with balanced scorecard.



### ADVANCED SEARCH

Quickly search all of your reports to find exactly what you need.



### SAFETY AND SECURITY

Manage editing capabilities and access to private and public plans.



### INTEGRATION

Organize and align all aspects of the strategic plan in one, fully integrated location.

**64%** of business leaders who engage in formal strategic planning say that planning leads to strategic decisions which allow the company to meet its goals and challenges.

(Source: "Improving strategic planning: A McKinsey Survey," Renée Dye, McKinsey & Company, 2006.)





## TRANSFORM VISION INTO REALITY THROUGH SOUND BOARD POLICY

Board policies and administrative procedures can be hard to keep track of when you're busy working on strategic initiatives. With Simbli, you no longer have to send out individual policy updates and hope everyone has the most recent version stored in their own files. Keep your board members, staff and community updated and accountable with online access to the latest policies and administrative procedures, and save the cost and confusion that comes with printing and delivering paper copies.



### POLICY MANAGEMENT

Manage your board policies, administrative regulations, procedures and exhibits—all in one place.



### LEGAL REFERENCES

Link policies directly to related legal references and empower stakeholders to investigate questions on their own.



### PUBLIC COMMENT

Post draft policies for public review and provide stakeholders opportunity to comment prior to adoption.



### POLICY HISTORY

Keep track of policy updates with easy access to archived versions of policies.



### SAFETY AND SECURITY

Restrict access to draft policies with permissions for public or private access.



### ADVANCED SEARCH

Search all of your policies to quickly get to the information you need.



### INTEGRATION

Link policies to evaluations, meeting agenda items, leader evaluations and your strategic plan.



### ANYTIME, ANYWHERE ACCESS

24/7 policies access via web browser accessibility.

“ Simbli helps us to be more transparent and accountable to our stakeholders by allowing us to use the system to easily collect input on draft policies. ”

Glenda Johnson, Superintendent  
Secretary, Harris County Schools, GA

## EVALUATE EXPECTATIONS, IMPROVE PERFORMANCE

The most effective boards encourage continuous improvement by conducting regular evaluations and assessments. Simbli takes the guesswork out of these processes with templates and simple tools to help you develop, conduct and manage board self-assessments, leader evaluations and organizational reviews. You can even link evaluations to items in your strategic plan or policies to help increase leadership effectiveness and improve accountability.



### EVALUATION TYPES

Manage multiple types of evaluations, including board self-assessment, leader evaluations, organizational reviews and others.



### TEMPLATES

Create your own, or use built-in templates for board self-assessment, superintendent evaluations, and AdvancED™ District and School Accreditation.



### 360° EVALUATIONS

Create 360° evaluation instruments for a complete picture of board and organizational performance.



### ACTION PLAN

Create action plans for improvement for each evaluation to more effectively drive change.



### EVIDENCE

Load text, links, supporting documents, policies, or performance measures as evidence within an evaluation.



### WORKFLOW

Streamline workflow by letting Simbli guide users through the evaluation or assessment process.



### REPORTING

Review built-in reports and provide feedback and opportunities for improvement to all stakeholders.



### SAFETY AND SECURITY

Restrict access to evaluations, or make them public for increased transparency.



### INTEGRATION

Link evaluations with policies and performance measures within your strategic plan.

**44%** of nonprofit boards are only moderately satisfied with the performance of their organization.

**36%** of nonprofit boards never evaluate their own performance.

(Source: "2015 Survey on Board of Directors of Nonprofit Organizations," David F. Larcker, Nicholas E. Donatiello, Bill Meehan, Brian Tayan, Stanford Graduate School of Business, Rock Center for Corporate Governance, BoardSource, and GuideStar, April 2015.)





## Documents

Make misplaced documents a thing of the past with Simbli's Documents software. Simbli's online library provides a central repository for all of your important board documents, with permissions to allow board members, staff and the public to access exactly what they need while keeping sensitive data secure.



### ORGANIZATION

Create folders to classify and manage your documents.



### MULTIPLE FILE TYPES

Upload virtually any file type, including Word, Excel, PowerPoint, PDF or graphics.



### SAFETY AND SECURITY

Set folder and file permissions for either public or private access.



### RSS FEEDS

Syndicate items with an RSS reader.



## Communications

Communicate with your board and the public without having to rely on your technical team to update your website, or worrying about lost emails. With Simbli's online portal, you can streamline communications with all stakeholders, creating separate channels for internal and public viewers, including customized news feeds and calendars—all searchable by date or keyword.



### NEWS

Share updates, such as board or performance results, via public, private or RSS news feeds.



### CALENDAR

Create public or private calendars, controlling visibility and administration rights via permissions.



### ADVANCED SEARCH

Quickly access news items with date or keyword search.



### INTEGRATION

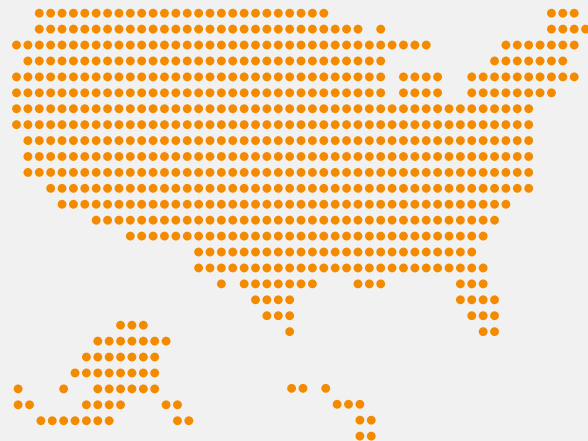
Automatically post meeting agenda links to your calendar of choice.



## Customer Service and Support

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## Combining Future Work Sessions/Business Meetings

Board Chair

(Ref. attached policies BE, BEC)

## **Policy BE Board Meetings**

*Issued 4/19*

**Purpose:** To establish the basic structure for the conduct of board meetings.

All board meetings will be conducted in accordance with the South Carolina Freedom of Information Act. All board meetings, except for periods in which the board is in executive session, are open to the public.

### **Biennial Organization Meeting**

The board holds its biennial organizational meeting within one week following the certification of the election results or as soon as practical following the election of board members. The board swears in new members, elects officers, and swears in those officers at the biennial meeting. The board also sets the date and time of regular board meetings for the ensuing period between organizational meetings.

### **Regular Board Meetings**

The board holds its regular meeting of the board at the **Central Office at 386 E. Black Street** unless otherwise designated on the fourth Monday of each month. The board may reschedule the meeting when a holiday falls on the fourth Monday. The regularly scheduled time will be 6:00 p.m. There is no meeting held in December.

In unusual circumstances, the board may change the time and place of the regular meeting, or any regular meeting, upon a majority vote of the board.

### **Work Sessions**

Each month (unless exception is made by the board), the board will meet in work sessions. The purpose of these sessions will be for the board to have opportunities for planning and discussion without formal action. Topics for discussion should be announced publicly, in advance, and sessions will be conducted in accordance with state law. A majority vote of the board is required for an item to be added to the agenda at the time of the meeting.

### **Special Meetings**

The chairman of the board or a majority of members of the board may call a special meeting of the full board. The superintendent should give at least 24-hours notice to all members of the board and the public except when emergency conditions make such notice impossible. The board will not transact any business other than that which is stated in the notice.

### **Public Hearings**

The board may conduct public hearings from time to time in order for the public to express their views regarding a specific issue. The board will conduct such meetings in an orderly manner in accordance with board policy and regulation.

### **Parliamentary Procedure**

The latest edition of *Robert's Rules of Order* will govern all matters not covered by the rules of the board.

Adopted 4/27/78; Revised 10/24/88, 7/22/91, 4/22/96, 10/21/98, 8/27/12, 11/24/14, 4/22/19

### **Legal References:**

S.C. Code of Laws, 1976, as amended:

Section 30-4-10, et seq. - South Carolina Freedom of Information Act.

Section 59-1-340 - Board meetings.

Section 59-19-110 - Board may designate members to hear or otherwise explore matters under its control.

York 3/Rock Hill School District

## Policy BEC Executive Sessions/Open Meetings

Issued 11/14

Purpose: To establish the basic structure for conducting executive sessions.

The board, by majority vote, may go into executive session for reasons provided for by law. Only upon request of the board may persons other than board members be present during executive sessions.

Before going into executive session, the board chairman will put the question of whether to meet in executive session to a vote. If such vote is favorable, the chairman will then announce the **specific purpose** of the executive session, i.e., identify the matter to be considered in executive session, which will be reflected in the minutes.

As permitted by law, executive session matters may involve the following.

- individual student personnel actions
- individual staff personnel actions (unless the individual requests a public meeting)
- discussion of negotiations incident to proposed contractual arrangements
- acquisition or sale of property
- receipt of legal advice, including settlement of a claim
- security
- investigation of criminal misconduct

The board will not take any formal action in executive session. Formal action means a recorded vote committing the board to a specific course of action. The board will not take a vote nor will it poll members in executive session. A vote may be taken on any action discussed in executive session only after the board returns to open session.

Under the state open meeting laws, board members and other persons attending the executive session are duty bound not to disclose matters discussed in the session. Board members or any other persons attending will not use tape recorders or any other means of sonic or video reproduction to record executive sessions. Additionally, board members will refrain from electronic communications during executive sessions on personal or district-owned devices as communications regarding board matters are subject to disclosure.

Adopted 4/27/78; Revised 10/24/88, 10/21/98, 11/24/14

Legal references:

S.C. Code, 1976, as amended:

Section 30-4-70 and 90 - South Carolina Freedom of Information Act.

York 3/Rock Hill School District

December 14<sup>th</sup> Combined Work Sessions/Business Meeting      Board Chair

\*This would be the only board meeting in December.

Other and Future Business

Board Chair



## Executive Session

>Personnel Matter: *Legal Update*

Action as Required from Executive Session

Adjournment