

MINUTES
State Board of Education (SBE)
Innovation and Finance Committee Meeting

Date
Tuesday, June 14, 2016

Time
11:00 a.m.

Location
Room 310, 1429 Senate Street
Columbia, SC 29201

Tom Ewart, Chair
Mellanie B. Jinnette, Chief Financial Officer (CFO)
Staff Liaison to the Committee

I. Welcome and Determination of a Quorum

Chair Ewart, Twelfth Judicial Circuit, opened the Innovation and Finance (IF) Committee meeting at 11:00 a.m. A quorum was present.

Committee members present were Jane Harmon, Seventh Judicial Circuit, and Dr. Janice Murray Gamble, Third Judicial Circuit. Richard Kizer, Ninth Judicial Circuit, was unable to attend the meeting.

The following South Carolina Department of Education (SCDE) staff members attended the meeting: Mellanie Jinnette, CFO, Office of Finance; Scott Winburn, General Counsel, Division for Legal Affairs; Clare Luther, Instructional Materials Manager, Instructional Materials Section, Office of Finance; Kriss Stewart, Program Coordinator, Instructional Materials Section, Office of Finance; and Kim Moss, Minutes Taker, Office of Finance.

II. Recognition of Visitors and News Media

Visitors attending were: Kathy Maness, Executive Director, Palmetto State Teachers Association; Grant Gibson, Senior Budget Analyst, Senate Finance Committee; and Chris Christiansen, CEO of the R.L. Bryan Company. There were no news media in attendance.

III. Approval of Committee Minutes for May 11, 2016

Mrs. Harmon made a motion to approve the minutes for May 11, 2016. Dr. Murray Gamble seconded the motion. The motion carried.

IV. Approval of Committee Agenda for June 14, 2016

Mrs. Harmon made a motion to approve the agenda for the June 14, 2016, IF Committee meeting. Dr. Murray Gamble seconded the motion. The motion carried.

V. Public Comment Period

There were no public comments.

VI. Board Items

FOR APPROVAL

- 01. Selection of State Textbook Depository**—Clare Luther, Instructional Materials Manager, Instructional Materials Section, Office of Finance

Mrs. Luther reported that the South Carolina Publisher's Association selected the R.L. Bryan Company as the state's central textbook depository for distribution of all publishers' materials. This motion to select the R.L. Bryan Company as the central textbook depository was passed at the South Carolina Publisher's Annual Meeting on February 3, 2016.

The SBE recommends approval of the following motion: "that the SBE approves the selection of the R.L. Bryan Company as the central textbook depository."

A motion was made by Dr. Murray Gamble to approve the selection of R.L. Bryan as the state textbook depository and seconded by Mrs. Harmon. The motion carried.

- 02. 2016 Call for Bids for Health K-12 Instructional Materials**—Kriss Stewart, Program Coordinator, Instructional Materials Section, Office of Finance

In December, the Instructional Materials Advisory Committee recommended subject areas that would have new materials reviewed for the 2016 adoption cycle. One of the areas was Health K-12 instructional materials. The committee's adoption area recommendations are based largely on the cyclical review of standards. The timeline for the revision of Health K-12 standards has changed from the originally projected date. The revisions to the standards will not be completed in time to allow the SBE-appointed Review Panels to adequately evaluate the materials.

The SCDE is requesting approval from the Board to delay the 2016 review and adoption of instructional materials for Health K–12. Approval is requested to remove these materials from the Call for Bids and notify publishers and vendors of the new timeline.

A motion was made by Mrs. Harmon to approve the one-year delay in the 2016 review and adoption of Health K–12 instructional materials. Dr. Murray Gamble seconded the motion. The motion carried.

FOR INFORMATION

- 03. Instructional Materials Allocation Methodology 2015–16 School Year**—Clare Luther, Instructional Materials Manager, Instructional Materials Section, Office of Finance

Mrs. Luther explained that allocations are an estimate of a school's instructional materials needs. There are four factors in determining the school's eligibility for ordering newly-adopted instructional materials. They are (1) grade, class, or course enrollment; (2) school/district curriculum; (3) the principle of one student edition per child, except for Art, Music, P.E.; and (4) publishers selected.

The only subject area not funded this year was World History.

- 04. Schedule of Liquidated Damages**—Clare Luther, Instructional Materials Manager, Instructional Materials Section, Office of Finance

Mrs. Luther presented a report of publishers that did not meet the requirements to promptly deliver instructional materials to schools. Under Section 4 of the South Carolina Instructional Materials Contract, the SCDE is allowed to penalize publishers when shipments are not received on time. Publishers were billed as specified in the Instructional Materials Contract.

- 05. Financial Update for Fiscal Year 2015–16**—Mellanie Jinnette, Chief Financial Officer, Office of Finance

Mrs. Jinnette stated that there are still a few expenditures to be paid from this year's budget. It is anticipated that the Board will carryover approximately \$6,000 to the new fiscal year. Mrs. Jinnette reminded the committee of payments made to other entities to support educational activities in South Carolina; specifically the Teacher of the Year Program, SC Future Minds, and The Riley Institute.

Mrs. Jinnette suggested that Chair Ewart remind board members to promptly submit all travel reimbursement forms for this fiscal year so that payment can be made from the current budget.

VII. Consent Agenda

By consensus of the Committee, Item IF-01 and IF-02 were placed on the consent agenda.

VIII. Other Business

Chair Ewart thanked Mrs. Jinnette for her support to the committee.

Mrs. Jinnette introduced Mr. Grant Gibson to the committee. Effective July 1, Mr. Gibson will be new Chief Financial Officer for the SCDE. He is currently employed with the Senate Finance Committee. Chair Ewart welcomed him to the agency.

IX. Adjournment

There being no further business, the meeting adjourned at 11:11 a.m.