district five
OF LEXINGTON & RICHLAND COUNTIES

AGENDA
BOARD OF TRUSTEES
DISTRICT ADMINISTRATION BUILDING'S BOARD ROOM
AUGUST 10, 2009

1. Call to order at 11 a.m.
2. Motion to enter executive session in the lounge to consider the following:
   a. Selected employment items (Exhibit A)
3. Welcoming remarks at 12 noon
4. Invocation – Buddy Price
5. Pledge of Allegiance – Robert Gantt
6. Approval of the agenda
7. Superintendent's report
   a. Superintendent
   b. Community Services
      1. Social Networking demonstration: Twitter and Facebook
      2. Back-to-School Kick-Off update
   c. Financial Services
      1. Stimulus money (Exhibit B)
      2. Report on budget cuts (Exhibit C)
      3. Financial reports for July 2009 (Exhibit D)
   d. Human Resources
   e. Instructional Services
   f. Technology Services

g. New Design and Construction

8. Public participation*

CONSENT AGENDA

9. Approval of the minutes of the regular meeting of July 13, 2009

ACTION AGENDA

10. Items considered in executive session

11. First reading approval of proposed revisions to board policy DBJ "Budget Transfers" (Exhibit E)

12. Approval of design development for Seven Oaks Elementary School – fourth public viewing (Exhibit F)

13. Approval of project bid for Leaphart Elementary School (Exhibit G)

DISCUSSION AGENDA

14. Operational millage for the 2009-2010 fiscal year (Exhibit H)

15. Contractual agreement between Chapin Community Theater and District Five (Exhibit I)

16. Proposed new board policies GBJ "Personnel Records and Files" replaces policy GAK "Personnel Records"; GCA "Professional Staff Positions" replaces CGB "Administrative Personnel Positions" eliminated 11/06; GCB "Professional Staff Contracts and Compensation" replaces old policy GBA "Certified Personnel Compensation Guides and Contracts"; GCE-R "Professional Staff Recruitment" replaces GBCA "Notification of Position Vacancies"; GCEC "Posting and Advertising of Professional Vacancies" replaces GBCA "Notification of Position Vacancies"; GCFB "Hiring of Administrative Staff" replaces CGD "Administrative Personnel Hiring" eliminated 11/06; and GCG "Part-Time and Substitute Professional Staff Employment" replaces GBRJ "Substitute Teachers" and GBRJA "Pay Rate for Substitute Teachers on Extended Assignment" (Exhibit J)

17. Adjourn

FOR YOUR INFORMATION:

The next regular scheduled board meeting will be on September 14th at 7 p.m. at Ballentine Elementary School.

There will be a community meeting on the Irmo Elementary School building program on August 17th at 6 p.m. at Irmo Elementary School.

*The Board welcomes and encourages public participation and includes an opportunity during its meetings for the public to do so. We respectfully ask that you adhere to the procedures and the decorum provided in board policy BEDH "Public Participation at Meetings". We ask that you sign-up to speak before the meeting begins and that you provide us your name, address and topic of input. Your comments should be limited to three minutes. Questions asked during public participation and placed in writing will receive a written response in a timely manner. Comments, questions and opinions are appreciated but should always be presented in a manner that reflects the respect and dignity expected by our community. Personal attacks on members of the community, the Board, or the staff of the school system will not be allowed.

district five
OF LEXINGTON & RICHLAND COUNTIES

Minutes/ July 13, 2009

The Board of Trustees of School District Five of Lexington and Richland Counties met at the District Administration Building with the following members present:

Mr. Robert Gantt, Chairman
Mrs. Roberta Ferrell, Vice Chairman
Mrs. Carol Sloop, Secretary
Mrs. Ellen Baumgardner
Ms. Beth Burn
Mrs. Jan Hammond
Mr. Ed White
Dr. Herbert Berg, District Superintendent

The following staff were in attendance:

Ms. Helen Anderson, Chief Instructional Services Officer
Dr. Angela Bain, Chief Human Resource Services Officer
Mr. Gary Black, Chief Technology Services Officer
Dr. Karl Fulmer, Chief Financial Services Officer
Mr. Keith McAlister, Director, New Design and Construction
Mr. Buddy Price, Director, Office of Community Services

Mr. Gantt called the meeting to order and gave welcoming remarks.

The Invocation was given by Buddy Price. The Pledge of Allegiance was led by Robert Gantt.

During the superintendent's report, Karl Fulmer presented the budget transfer report for June 2009 (Exhibit B); Frannie Hizer (McNair Firm) and Mike Gallagher (Ross, Sinclaire) presented a report on the district's bond sale (Exhibit C); Missy Wall-Mitchell presented a report on the Accountability Systems in South Carolina (Exhibit D); Keith McAlister gave a facilities update.

During public participation, Kim Murphy and Les Sweigart spoke regarding the building plan.

Wayne Redfern presented a report on the design development for Seven Oaks Elementary School (Exhibit G).

Karl Fulmer presented proposed revisions to board policy DBJ "Budget Transfers" (Exhibit H).

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of July 13, 2009

	BAUMGARDNER	BURN	FERRELL	GANTT	HAMMOND	SLOOP	WHITE
1. M. Burn S. Hammond Enter executive session to consider the following: 2a) selected employment items (Exhibit A)	X	X	X	X	X	X	A
2. M. Ferrell S. White Amend the agenda to add item 10a items discussed in executive session under the action agenda	X	X	X	X	X	X	X
3. M. Ferrell S. Baumgardner Approve the minutes of the regular meeting of June 22, 2009	X	X	X	X	X	X	AB
4. M. Burn S. Baumgardner Approve the request for REFUGE Church to use Lake Murray Elementary School (Exhibit E)	X	X	X	X	X	X	X
5. M. Ferrell S. Hammond Approve first and second reading of the proposal to replace board policy JCDA-R "Student Behavior Code" with JICDA-R "Code of Conduct" (Exhibit F)	X	X	X	X	X	X	X
6. M. Ferrell S. Baumgardner Approve the selected employment items (Exhibit A)	X	AB	X	X	X	X	X
7. M. Sloop S. Hammond Adjourn at 10:17 p.m.	X	AB	X	X	X	X	X

A = Absent
AB = Abstain
N = No
X = Yes

Exhibit B

EXHIBIT B

BUDGET COMPARISON OF PROJECTED GENERAL FUND REVENUE
AUGUST 3, 2009

		2008-09 APPROVED REVENUE	2009-10 PROJECTED REVENUE
REVENUE FROM LOCAL SOURCES			
1100	TAX LEVIES	$34,011,079	$35,374,875
1100	VEHICLE TAXES	$9,684,480	$8,657,250
1400	CURRENT TAX PENALTIES	$300,000	$310,000
1400	DELINQUENT TAXES & PENALTIES	$1,400,000	$1,400,000
1100	OTHER TAXES	$0	$200,000
1280	REVENUE IN LIEU OF TAXES	$60,000	$30,000
1350	SUMMER SCHOOL TUITION	$133,470	$100,000
1510	INTEREST ON INVESTMENTS	$900,000	$600,000
1740	STUDENT FEES	$795,188	$820,000
1910	RENTALS	$80,000	$50,000
1950	REFUND OF PRIOR YEARS EXPEND.	$5,000	$5,000
1990	OTHER LOCAL REVENUE	$30,000	$30,000
	TOTAL LOCAL REVENUE	**$47,399,217**	**$47,577,125**
REVENUE FROM STATE SOURCES			
3160	SCHOOL BUS DRIVER SALARIES	$650,000	$636,165
3180	FRINGE BENEFITS CONTRIBUTIONS	$12,000,000	$12,073,105
3181	RETIREE INSURANCE	$2,100,000	$2,195,359
3300	EDUCATION FINANCE ACT	$40,738,636	$30,692,732
3825	ACT 388 - ONE CENT PROP. TAX RELIEF	$26,600,720	$27,359,108
3825	NEW HOMESTEAD - LEX. CO.		
3825	NEW HOMESTEAD - RICH. CO.		
3810	REIMBURSE. FOR PROP. TAX RELIEF	$10,580,071	$10,580,071
3820	OLD HOMESTEAD EXEMPTION	$1,758,200	$1,739,990
3830	MERCHANT'S INVENTORY TAX	$213,955	$213,955
3840	MANUFACT. DEPREC. REIMBURS.	$303,663	$303,663
3890	MOTOR CARRIER REVENUE	$180,000	$125,000
3990	OTHER STATE REVENUE	$69,500	$67,944
	TOTAL STATE REVENUE	**$95,194,746**	**$85,987,092**
TRANSFER FROM OTHER FUNDS			
5280	INDIRECT COSTS TRANSFER	$689,000	$600,000
5230	TRANSFER FROM EIA (TEA. SAL. SUPP.)	$2,530,000	$2,488,060
	TOTAL TRANSFERS	**$3,219,000**	**$3,088,060**
1999	OPERATIONAL FUND BALANCE	**$687,438**	**$665,071**
1740	GENERAL FUND 101 REVENUE	**$13,000**	**$33,000**
	TOTAL FUNDS AVAILABLE	**$146,513,401**	**$137,350,348**
FUND 250	STIMULUS FUNDING		**$4,519,113**

Exhibit C

EXHIBIT C

district five
OF LEXINGTON & RICHLAND COUNTIES

August 10, 2009

TO: Members of the Board of Trustees
Dr. Herbert M. Berg, Superintendent

FROM: Karl E. Fulmer, Ed.D.
Chief Financial Services Officer

RE: Report on Budget Cuts

Based on recent actions by the Board of Economic Advisors regarding state reductions in revenue forecasts for FY 2010, we anticipate that the district may be faced with budget cuts of up to 4%.

KEF:ll

Exhibit D

EXHIBIT D

JULY 2009 REVENUE

School District Five of Lexington and Richland Counties

Budget Report By Account - Revenue

FY 2009-2010

CURRENT PERIOD: 07/01/2009 TO 07/31/2009

ACCOUNT		BUDGETED REVENUE	CURRENT REVENUE	YEAR TO DATE REVENUE	REMAINING BALANCE	PCT
TOTAL LOCAL REVENUE						
LOCAL PROPERTY TAX REVENUE TOTALS						
100-001-110-0000-00	LEVIES - CUR. OPERATIONS - LEX. CO.	24,505,500.00	0.00	0.00	24,505,500.00	100
100-001-110-0001-00	LEX. CO. VEHICLE TAXES	4,534,750.00	0.00	0.00	4,534,750.00	100
100-001-110-0002-00	STATE SALES & USE TAX CREDIT	200,000.00	0.00	0.00	200,000.00	100
100-001-110-0003-00	RICH. CO. CURRENT TAXES	10,869,375.00	0.00	0.00	10,869,375.00	100
100-001-110-0005-00	LEX. CO. DELINQUENT TAXES	800,000.00	0.00	0.00	800,000.00	100
100-001-110-0006-00	RICH. CO. DELINQUENT TAXES	600,000.00	0.00	0.00	600,000.00	100
100-001-110-0007-00	RICH. CO. VEHICLE TAXES	4,122,500.00	0.00	0.00	4,122,500.00	100
100-001-140-0000-00	PENALTIES/INTEREST - LEX. CO. TAXES	180,000.00	0.00	0.00	180,000.00	100
100-001-140-0001-00	PENALTIES/INTEREST - RICH. CO. TAX	130,000.00	0.00	0.00	130,000.00	100
LOCAL PROPERTY TAX REVENUE TOTALS		45,942,125.00	0.00	0.00	45,942,125.00	100
FEE IN LIEU OF TAXES TOTALS						
100-001-280-0000-00	FEE IN LIEU OF TAXES - LEX	58,300.00	0.00	0.00	58,300.00	100
FEE IN LIEU OF TAXES TOTALS		58,300.00	0.00	0.00	58,300.00	100
TUITION REVENUE TOTALS						
100-001-310-1000-00	INSTRUCTIONAL FEES - TAX DIFF	600,000.00	0.00	0.00	600,000.00	100
100-001-350-0003-00	SUMMER SCHOOL TUITION - HIGH	100,000.00	0.00	0.00	100,000.00	100
TUITION REVENUE TOTALS		700,000.00	0.00	0.00	700,000.00	100
INTEREST INCOME TOTALS						
100-001-510-0000-00	INTEREST ON INVESTMENTS	600,000.00	0.00	0.00	600,000.00	100
INTEREST INCOME TOTALS		600,000.00	0.00	0.00	600,000.00	100
STUDENT FEES TOTALS						
100-001-740-0015-00	ADDITIONAL ELEMENTARY REVENUE FI	11,600.00	0.00	0.00	11,600.00	100
100-001-740-0017-00	ADDITIONAL ELEMENTARY REVENUE FI	13,000.00	0.00	0.00	13,000.00	100
100-001-740-0020-00	ATHLETIC FEE	25,000.00	0.00	0.00	25,000.00	100

100-001-740-0023-00 ADDITIONAL ELEMENTARY REVENUE FI	5,000.00	0.00	0.00	5,000.00	100
100-001-740-0024-00 ADDITIONAL ELEMENTARY REVENUE FI	11,000.00	0.00	0.00	11,000.00	100
100-001-740-0025-00 ADDITIONAL ELEMENTARY REVENUE FI	6,500.00	0.00	0.00	6,500.00	100
100-001-740-0026-00 ADDITIONAL ELEMENTARY REVENUE FI	8,500.00	0.00	0.00	8,500.00	100
100-001-740-0027-00 ATHLETIC FEE	25,000.00	0.00	0.00	25,000.00	100
100-001-740-0029-00 ADDITIONAL ELEMENTARY REVENUE FI	1,500.00	0.00	0.00	1,500.00	100
100-001-740-0030-00 ADDITIONAL ELEMENTARY REVENUE FI	9,000.00	0.00	0.00	9,000.00	100
100-001-740-0035-00 ADDITIONAL ELEMENTARY REVENUE FI	6,900.00	0.00	0.00	6,900.00	100
100-001-740-0040-00 ATHLETIC FEE	21,500.00	0.00	0.00	21,500.00	100
100-001-740-0050-00 ADDITIONAL ELEMENTARY REVENUE FI	5,500.00	0.00	0.00	5,500.00	100
100-001-740-0052-00 ADDITIONAL ELEMENTARY REVENUE FI	5,500.00	0.00	0.00	5,500.00	100
100-001-740-0055-00 ADDITIONAL ELEMENTARY REVENUE FI	4,000.00	0.00	0.00	4,000.00	100
100-001-740-1020-00 CLUB FEE	2,500.00	0.00	0.00	2,500.00	100
100-001-740-1027-00 CLUB FEE	12,000.00	0.00	0.00	12,000.00	100
100-001-740-1040-00 CLUB FEE	5,000.00	0.00	0.00	5,000.00	100
100-001-740-2020-00 DRIVER ED FEE	2,200.00	0.00	0.00	2,200.00	100
100-001-740-2027-00 DRIVER ED FEE	7,500.00	0.00	0.00	7,500.00	100
100-001-740-2040-00 DRIVER ED FEE	3,000.00	0.00	0.00	3,000.00	100
STUDENT FEES TOTALS	191,700.00	0.00	0.00	191,700.00	100
OTHER LOCAL REVENUE TOTALS					
100-001-910-0000-00 RENTALS OF PROPERTIES	50,000.00	0.00	0.00	50,000.00	100
100-001-950-0000-00 REFUND ON PRIOR YEAR'S EXPENDITUR	5,000.00	0.00	0.00	5,000.00	100
100-001-990-0000-00 MISC. LOCAL REVENUE	25,000.00	0.00	0.00	25,000.00	100
100-001-990-0006-00 MISC REV - VOIDED STALE O/S CHECKS	0.00	-21.87	-21.87	21.87	0
100-001-999-0000-00 ALLOC. OF BEGIN. FUND BALANCE	665,071.00	0.00	0.00	665,071.00	100
OTHER LOCAL REVENUE TOTALS	745,071.00	-21.87	-21.87	745,092.87	100
100-001 TOTAL LOCAL REVENUE	48,237,196.00	-21.87	-21.87	48,237,217.87	100
TOTAL STATE REVENUE					
STATE RESTRICTED GRANTS REV. TOTALS					
100-003-131-0000-00 STATE REVENUE - HANDICAPPED TRANS	7,000.00	0.00	0.00	7,000.00	100

100-003-132-0000-00	STATE REV. - HOME INSTRUCTION	4,000.00	0.00	0.00	4,000.00	100
100-003-160-0000-00	BUS DRIVERS SALARY	636,165.00	55,686.74	55,686.74	580,478.26	91
100-003-162-0000-00	BUS DRIVERS WORKERS COMP	56,944.00	0.00	0.00	56,944.00	100
100-003-180-0000-00	FRINGE BENEFITS - EMPLOYER CONTRIE	12,073,105.00	1,016,966.19	1,016,966.19	11,056,138.81	92
100-003-181-0000-00	RETIREE FRINGE - EMPLOYER CONTRIB.	2,195,359.00	182,946.58	182,946.58	2,012,412.42	92
STATE RESTRICTED GRANTS REV. TOTALS		14,972,573.00	1,255,599.51	1,255,599.51	13,716,973.49	92
STATE EDUC. FINAN. ACT REV. TOTALS						
100-003-311-0000-00	EFA REVENUE - KINDERGARTEN	2,035,533.00	150,839.75	150,839.75	1,884,693.25	93
100-003-312-0000-00	EFA REVENUE - PRIMARY	6,332,960.00	469,189.61	469,189.61	5,863,770.39	93
100-003-313-0000-00	EFA REVENUE - ELEMENTARY	9,743,276.00	721,657.05	721,657.05	9,021,618.95	93
100-003-314-0000-00	EFA REVENUE - SECONDARY	4,617,426.00	217,455.60	217,455.60	4,399,970.40	95
100-003-315-0000-00	EFA REVENUE - T.M.H.	148,269.00	10,745.51	10,745.51	137,523.49	93
100-003-316-0000-00	EFA REVENUE - SPEECH	3,100,597.00	242,460.42	242,460.42	2,858,136.58	92
100-003-317-0000-00	EFA REVENUE - HOMEBOUND	100,361.00	7,448.26	7,448.26	92,912.74	93
100-003-321-0000-00	EFA REVENUE - EMOTIONALLY HANDI.	368,015.00	29,133.79	29,133.79	338,881.21	92
100-003-322-0000-00	EFA REVENUE - E.M.H.	83,216.00	4,179.92	4,179.92	79,036.08	95
100-003-323-0000-00	EFA REVENUE - L.D.	2,172,123.00	153,701.27	153,701.27	2,018,421.73	93
100-003-324-0000-00	EFA REVENUE - HEARING HANDI.	80,752.00	6,863.40	6,863.40	73,888.60	92
100-003-325-0000-00	EFA REVENUE - VISUALLY HANDI.	69,958.00	5,843.69	5,843.69	64,114.31	92
100-003-326-0000-00	EFA REVENUE - ORTHOPEDICALLY HANI	43,292.00	3,990.00	3,990.00	39,302.00	91
100-003-327-0000-00	EFA REVENUE - VOCATIONAL	5,872,617.00	564,300.05	564,300.05	5,308,316.95	90
100-003-331-0000-00	EFA REVENUE - AUTISM	443,450.00	33,849.65	33,849.65	409,600.35	92
STATE EDUC. FINAN. ACT REV. TOTALS		35,211,845.00	2,621,657.97	2,621,657.97	32,590,187.03	93
STATE REVENUE IN LIEU OF TAXES						
100-003-810-0000-00	PROPERTY TAX RELIEF REIMB. - LEX CO	6,611,007.00	0.00	0.00	6,611,007.00	100
100-003-810-0001-00	PROPERTY TAX RELIEF REIMB - RICH CO	3,969,064.00	0.00	0.00	3,969,064.00	100
100-003-820-0000-00	HOMESTEAD EXEMPTION - LEX. CO.	1,210,890.00	0.00	0.00	1,210,890.00	100
100-003-820-0001-00	HOMESTEAD EXEMPTION - RICH. CO.	529,100.00	0.00	0.00	529,100.00	100
100-003-825-0000-00	TIER III PROPERTY TAX RELIEF	27,359,108.00	0.00	0.00	27,359,108.00	100

100-003-830-0000-00 MERCHANTS INV TAX RELIEF - LEX. CO.	196,881.00	0.00	0.00	196,881.00	100
100-003-830-0001-00 MERCHANT INV TAX RELIEF - RICH. CO.	17,074.00	0.00	0.00	17,074.00	100
100-003-840-0000-00 MANUFACTURERS DEPR REIMB - LEX. C(	301,963.00	0.00	0.00	301,963.00	100
100-003-840-0001-00 MANUFACTURERS DEPR REIMB - RICH C(	1,700.00	0.00	0.00	1,700.00	100
100-003-890-0000-00 MOTOR CARRIER VEH TAX REIMB - LEX	90,000.00	0.00	0.00	90,000.00	100
100-003-890-0001-00 MOTOR CARRIER VEH TAX REIMB - RICH	35,000.00	0.00	0.00	35,000.00	100
STATE REVENUE IN LIEU OF TAXES	40,321,787.00	0.00	0.00	40,321,787.00	100
100-003 TOTAL STATE REVENUE	90,506,205.00	3,877,257.48	3,877,257.48	86,628,947.52	96
TOTAL OTHER SOURCES OF REVENUE					
TRANSFER FROM OTHER FUNDS TOTALS					
100-005-230-0000-00 TRANSFER FROM EIA FUND	2,488,060.00	0.00	0.00	2,488,060.00	100
100-005-280-0000-00 TRANS FROM OTHER FUNDS - IND COST	600,000.00	0.00	0.00	600,000.00	100
TRANSFER FROM OTHER FUNDS TOTALS	3,088,060.00	0.00	0.00	3,088,060.00	100
OTHER SOURCES OF REVENUE					
100-005-300-0001-00 SALE OF FIXED ASSET	5,000.00	40.00	40.00	4,960.00	99
OTHER SOURCES OF REVENUE	5,000.00	40.00	40.00	4,960.00	99
100-005 TOTAL OTHER SOURCES OF REVENUE	3,093,060.00	40.00	40.00	3,093,020.00	100
	141,836,461.00	3,877,275.61	3,877,275.61	137,959,185.39	97
FUND 101 - TOTALS					
TOTAL LOCAL REVENUE					
PHONE NOTIFICATION FEE TOTALS					
101-001-740-0015-00 PHONE NOTIFICATION FEES-CES	1,700.00	0.00	0.00	1,700.00	100
101-001-740-0017-00 PHONE NOTIFICATION FEES-LMES	1,700.00	0.00	0.00	1,700.00	100
101-001-740-0020-00 PHONE NOTIFICATION FEES-CHS	2,500.00	0.00	0.00	2,500.00	100
101-001-740-0021-00 PHONE NOTIFICATION FEES-CMS	2,000.00	0.00	0.00	2,000.00	100
101-001-740-0023-00 PHONE NOTIFICATION FEES-HECES	1,030.00	0.00	0.00	1,030.00	100
101-001-740-0024-00 PHONE NOTIFICATION FEES-BES	1,542.00	0.00	0.00	1,542.00	100
101-001-740-0025-00 PHONE NOTIFICATION FEES-DFES	1,120.00	0.00	0.00	1,120.00	100
101-001-740-0026-00 PHONE NOTIFICATION FEES-RSES	1,280.00	0.00	0.00	1,280.00	100
101-001-740-0027-00 PHONE NOTIFICATION FEES-DFHS	4,170.00	0.00	0.00	4,170.00	100
101-001-740-0028-00 PHONE NOTIFICATION FEES-DFMS	2,080.00	0.00	0.00	2,080.00	100
101-001-740-0029-00 PHONE NOTIFICATION FEES-HWES	740.00	0.00	0.00	740.00	100
101-001-740-0030-00 PHONE NOTIFICATION FEES-OPES	1,260.00	0.00	0.00	1,260.00	100

101-001-740-0035-00 PHONE NOTIFICATION FEES-IES	1,000.00	0.00	0.00	1,000.00	100
101-001-740-0040-00 PHONE NOTIFICATION FEES-IHS	4,080.00	0.00	0.00	4,080.00	100
101-001-740-0045-00 PHONE NOTIFICATION FEES-CRMS	1,938.00	0.00	0.00	1,938.00	100
101-001-740-0046-00 PHONE NOTIFICATION FEES-IMS	1,850.00	0.00	0.00	1,850.00	100
101-001-740-0050-00 PHONE NOTIFICATION FEES-LES	970.00	0.00	0.00	970.00	100
101-001-740-0052-00 PHONE NOTIFICATION FEES-NRES	1,040.00	0.00	0.00	1,040.00	100
101-001-740-0055-00 PHONE NOTIFICATION FEES-SOES	1,000.00	0.00	0.00	1,000.00	100
PHONE NOTIFICATION FEE TOTALS	33,000.00	0.00	0.00	33,000.00	100
101-001 TOTAL LOCAL REVENUE	33,000.00	0.00	0.00	33,000.00	100
FUND 101 - TOTALS	33,000.00	0.00	0.00	33,000.00	100
	141,869,461.00	**3,877,275.61**	**3,877,275.61**	**137,992,185.39**	**97**

JULY 2009 EXPENDITURES

School District Five of Lexington and Richland Counties

Budget Report by Account - Expenditures

FY 2009-2010

CURRENT PERIOD: 07/01/2009 TO 07/31/2009

ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE	PCT
KINDERGARTEN TOTALS						
KINDERGARTEN SALARIES	4,292,387.52	0.00	0.00	0.00	4,292,387.52	100
KINDERGARTEN EMPLOYEE BENEFI	1,471,189.15	0.00	0.00	0.00	1,471,189.15	100
KINDERGARTEN PURCHASED SERVI	920.00	0.00	0.00	0.00	920.00	100
KINDERGARTEN SUPPLIES & MATER	50,220.00	761.51	761.51	13,811.99	35,646.50	71
100-111 KINDERGARTEN TOTALS	5,814,716.67	761.51	761.51	13,811.99	5,800,143.17	100
PRIMARY TOTALS						
PRIMARY SALARIES	11,949,670.08	0.00	0.00	0.00	11,949,670.08	100
PRIMARY EMPLOYEE BENEFITS	3,751,571.49	0.00	0.00	0.00	3,751,571.49	100
PRIMARY PURCHASED SERVICES	3,300.00	0.00	0.00	0.00	3,300.00	100
PRIMARY SUPPLIES & MATERIALS	169,251.00	2,753.34	2,753.34	33,152.90	133,344.76	79
100-112 PRIMARY TOTALS	15,873,792.57	2,753.34	2,753.34	33,152.90	15,837,886.33	100
ELEMENTARY TOTALS						
ELEMENTARY SALARIES	19,745,195.37	-65.00	-65.00	0.00	19,745,260.37	100
ELEMENTARY EMPLOYEE BENEFITS	6,141,678.50	-5.41	-5.41	0.00	6,141,683.91	100
ELEMENTARY PURCHASED SERVICE	6,101.00	0.00	0.00	0.00	6,101.00	100
ELEMENTARY SUPPLIES & MATERIA	457,420.00	2,199.27	2,199.27	72,525.61	382,695.12	84
100-113 ELEMENTARY TOTALS	26,350,394.87	2,128.86	2,128.86	72,525.61	26,275,740.40	100
SECONDARY TOTALS						
SECONDARY SALARIES	14,372,033.86	21,804.40	21,804.40	0.00	14,350,229.46	100
SECONDARY EMPLOYEE BENEFITS	4,192,466.21	7,867.91	7,867.91	0.00	4,184,598.30	100
SECONDARY PURCHASED SERVICES	106,070.00	0.00	0.00	0.00	106,070.00	100
SECONDARY SUPPLIES & MATERIAL	632,914.00	16,729.49	16,729.49	106,662.63	509,521.88	81
SECONDARY OTHER OBJECTS	8,155.00	0.00	0.00	0.00	8,155.00	100
100-114 SECONDARY TOTALS	19,311,639.07	46,401.80	46,401.80	106,662.63	19,158,574.64	99
VOCATIONAL TOTALS						
VOCATIONAL SALARIES	1,966,545.85	0.00	0.00	0.00	1,966,545.85	100
VOCATIONAL EMPLOYEE BENEFITS	607,228.17	0.00	0.00	0.00	607,228.17	100
VOCATIONAL SUPPLIES & MATERIA	93,937.00	1,635.66	1,635.66	4,338.32	87,963.02	94
100-115 VOCATIONAL TOTALS	2,667,711.02	1,635.66	1,635.66	4,338.32	2,661,737.04	100
DRIVER EDUCATION TOTALS						
DRIVER EDUCATION SALARIES	114,874.50	0.00	0.00	0.00	114,874.50	100
DRIVER EDUCATION EMPLOYEE BEI	32,059.36	0.00	0.00	0.00	32,059.36	100
DRIVER ED. SUPPLIES & MATERIALS	1,881.00	133.41	133.41	0.00	1,747.59	93
100-117 DRIVER EDUCATION TOTAL	148,814.86	133.41	133.41	0.00	148,681.45	100
EDUC. MENT. HANDI. TOTALS						
EDUC. MENT. HANDI. SALARIES	485,277.80	0.00	0.00	0.00	485,277.80	100
EDUC. MENT. HANI. EMPLOYEE BEN	158,039.08	0.00	0.00	0.00	158,039.08	100
EDUC. MENT. HANDI. SUPPLIES	3,612.00	16.98	16.98	186.55	3,408.47	94
100-121 EDUC. MENT. HANDI. TOTAL	646,928.88	16.98	16.98	186.55	646,725.35	100
TRAIN. MENT. HANDI. TOTALS						
T. M. H. SALARIES	620,435.60	0.00	0.00	0.00	620,435.60	100

T. M. H. EMPLOYEE BENEFITS	214,661.77	0.00	0.00	0.00	214,661.77	100
T. M. H. SUPPLIES & MATERIALS	3,539.00	0.00	0.00	0.00	3,539.00	100
100-122 TRAIN. MENT. HANDI. TOTA	838,636.37	0.00	0.00	0.00	838,636.37	100
ORTHO. HANDI. TOTALS						
ORTHO. HANDI. SALARIES	300,994.00	0.00	0.00	0.00	300,994.00	100
ORTHO. HANDI. EMPLOYEE BENEFI	108,181.19	0.00	0.00	0.00	108,181.19	100
ORTHO. HANDI. SUPPLIES	1,323.00	0.00	0.00	0.00	1,323.00	100
100-123 ORTHO. HANDI. TOTALS	410,498.19	0.00	0.00	0.00	410,498.19	100
VISUALLY HANDI. TOTALS						
VISUALLY HANDI. SALARIES	88,663.50	0.00	0.00	0.00	88,663.50	100
VISUALLY HANDI. EMPLOYEE BENE	26,476.44	0.00	0.00	0.00	26,476.44	100
VISUALLY HANDI. SUPPLIES	757.00	0.00	0.00	0.00	757.00	100
100-124 VISUALLY HANDI. TOTALS	115,896.94	0.00	0.00	0.00	115,896.94	100
HEARING HANDI. TOTALS						
HEARING HANDI. SALARIES	214,827.00	0.00	0.00	0.00	214,827.00	100
HEARING HANDI. EMPLOYEE BENEF	63,573.08	0.00	0.00	0.00	63,573.08	100
HEARING HANDI. SUPPLIES	2,270.00	0.00	0.00	0.00	2,270.00	100
100-125 HEARING HANDI. TOTALS	280,670.08	0.00	0.00	0.00	280,670.08	100
SPEECH HANDI. TOTALS						
SPEECH HANDI. SALARIES	1,063,305.10	0.00	0.00	0.00	1,063,305.10	100
SPEECH HANDI. EMPLOYEE BENEFI	319,511.28	0.00	0.00	0.00	319,511.28	100
SPEECH HANDI. SUPPLIES	10,870.00	0.00	0.00	807.21	10,062.79	93
100-126 SPEECH HANDI. TOTALS	1,393,686.38	0.00	0.00	807.21	1,392,879.17	100
LEARN. DISAB. HANDI. TOTALS						
LEARN. DISAB. SALARIES	3,909,958.26	0.00	0.00	0.00	3,909,958.26	100
LEARN. DISAB. EMPLOYEE BENEFIT	1,215,940.39	0.00	0.00	0.00	1,215,940.39	100
LEARN. DISAB. SUPPLIES	24,535.00	-0.99	-0.99	607.22	23,928.77	98
100-127 LEARN. DISAB. HANDI. TOTA	5,150,433.65	-0.99	-0.99	607.22	5,149,827.42	100
EMOTIONALLY HANDI. TOTALS						
EMOTION. HANDI. SALARIES	759,518.90	0.00	0.00	0.00	759,518.90	100
EMOTION. HANDI. EMPLOYEE BENE	272,183.85	0.00	0.00	0.00	272,183.85	100
EMOTION. HANDI. SUPPLIES	4,612.00	0.00	0.00	205.05	4,406.95	96
100-128 EMOTIONALLY HANDI. TOT	1,036,314.75	0.00	0.00	205.05	1,036,109.70	100
PRESCHOOL HANDICAPPED SPEECH						
PRESCHOOL HANDICAPPED SPEECH	454.00	0.00	0.00	0.00	454.00	100
100-135 PRESCHOOL HANDICAPPED	454.00	0.00	0.00	0.00	454.00	100
PRESCHOOL HANDICAPPED ITINERANT						
PRESCHOOL HANDC'D ITINERANT S.	10,475.30	0.00	0.00	0.00	10,475.30	100
PRESCHOOL HANDC'D ITINERANT B	3,378.99	0.00	0.00	0.00	3,378.99	100
PRESCHOOL HANDC'D ITINERANT SI	76.00	0.00	0.00	0.00	76.00	100
100-136 PRESCHOOL HANDICAPPED	13,930.29	0.00	0.00	0.00	13,930.29	100
PRESCHOOL TOTALS						
PRESCHOOL SALARIES	694,512.06	0.00	0.00	0.00	694,512.06	100
PRESCHOOL EMPLOYEE BENEFITS	249,902.60	0.00	0.00	0.00	249,902.60	100
PRESCHOOL SUPPLIES	4,026.00	0.00	0.00	0.00	4,026.00	100
100-137 PRESCHOOL TOTALS	948,440.66	0.00	0.00	0.00	948,440.66	100
PRESCHOOL HANDC'D HOMEBASED						
PRESCHOOL HANDC'D HOMEBASED	7,690.85	0.00	0.00	0.00	7,690.85	100
PRESCHOOL HANDC'D HOMEBASED	2,546.51	0.00	0.00	0.00	2,546.51	100
PRESCHOOL HANDC'D HOMEBASED	57.00	0.00	0.00	0.00	57.00	100
100-138 PRESCHOOL HANDC'D HOM	10,294.36	0.00	0.00	0.00	10,294.36	100
FOUR-YEAR OLD KINDERGARTEN TOTALS						
4 YR KINDERGARTEN SALARIES	489,528.97	0.00	0.00	0.00	489,528.97	100
4 YR KINDERGARTEN BENEFITS	162,400.09	0.00	0.00	0.00	162,400.09	100

4 YR KINDERGARTEN PURCH SERVI	6,237.00	0.00	0.00	0.00	6,237.00	100
4 YR KINDERGARTEN SUPPLIES	1,230.00	0.00	0.00	0.00	1,230.00	100
100-139 FOUR-YEAR OLD KINDERGA	659,396.06	0.00	0.00	0.00	659,396.06	100
ACADEMIC. GIFTED TOTALS						
ACADEMICALLY GIFTED SALARIES	187,916.71	0.00	0.00	0.00	187,916.71	100
ACADEMIC GIFTED EMPLOYEE BEN	53,981.80	0.00	0.00	0.00	53,981.80	100
100-141 ACADEMIC. GIFTED TOTALS	241,898.51	0.00	0.00	0.00	241,898.51	100
ADVANCED PLACEMENT TOTALS						
ADVANCED PLACEMENT SALARIES	771,650.72	0.00	0.00	0.00	771,650.72	100
ADVANCED PLACEMENT BENEFITS	229,024.91	0.00	0.00	0.00	229,024.91	100
100-143 ADVANCED PLACEMENT TO	1,000,675.63	0.00	0.00	0.00	1,000,675.63	100
HOMEBOUND TOTALS						
HOMEBOUND SALARIES	127,575.00	0.00	0.00	0.00	127,575.00	100
HOMEBOUND BENEFITS	30,761.01	0.00	0.00	0.00	30,761.01	100
HOMEBOUND PURCHAS. SERV.	13,300.00	0.00	0.00	0.00	13,300.00	100
100-145 HOMEBOUND TOTALS	171,636.01	0.00	0.00	0.00	171,636.01	100
ARTISTIC. GIFTED TOTALS						
ARTISTICALLY GIFTED SALARIES	5,753.21	0.00	0.00	0.00	5,753.21	100
ARTISTIC GIFTED EMPLOYEE BENEI	1,235.22	0.00	0.00	0.00	1,235.22	100
ARTISTICALLY GIFTED PURCH. SER	1,950.00	0.00	0.00	0.00	1,950.00	100
100-148 ARTISTIC. GIFTED TOTALS	8,938.43	0.00	0.00	0.00	8,938.43	100
OTHER SPECIAL PROG. TOTALS						
OTHER SPECIAL PROGRAMS SALARI	1,146,950.81	-435.00	-435.00	0.00	1,147,385.81	100
OTHER SPEC. PROG. EMPLOYEE BEN	260,473.54	0.00	0.00	0.00	260,473.54	100
100-149 OTHER SPECIAL PROG. TOT	1,407,424.35	-435.00	-435.00	0.00	1,407,859.35	100
AUTISM TOTALS						
AUTISM SALARIES	797,749.08	0.00	0.00	0.00	797,749.08	100
AUTISM BENEFITS	289,024.37	0.00	0.00	0.00	289,024.37	100
AUTISM SUPPLIES	3,263.00	0.00	0.00	459.49	2,803.51	86
100-161 AUTISM TOTALS	1,090,036.45	0.00	0.00	459.49	1,089,576.96	100
SECONDARY SUMMER SCHOOL TOTALS						
SEC. SUM. SCH. SALARIES	84,150.00	0.00	0.00	0.00	84,150.00	100
SEC. SUM. SCH. EMPLOYEE BENEFIT	18,067.02	0.00	0.00	0.00	18,067.02	100
SEC. SUM. SCH. SUPPLIES	0.00	0.00	0.00	17,004.30	-17,004.30	0
100-173 SECONDARY SUMMER SCHO	102,217.02	0.00	0.00	17,004.30	85,212.72	83
ADULT ED. BASIC TOTALS						
ADULT ED. BASIC SALARIES	112,606.50	4,175.54	4,175.54	0.00	108,430.96	96
ADULT ED. BASIC EMPLOYEE BENEI	34,957.00	1,138.06	1,138.06	0.00	33,818.94	97
ADULT ED. BASIC PURCHASED SERV	2,000.00	0.00	0.00	200.00	1,800.00	90
100-181 ADULT ED. BASIC TOTALS	149,563.50	5,313.60	5,313.60	200.00	144,049.90	96
ADULT ED. SECOND. TOTALS						
ADULT SECONDARY SALARIES	7,500.00	0.00	0.00	0.00	7,500.00	100
ADULT SEC. EMPLOYEE BENEFITS	1,610.25	0.00	0.00	0.00	1,610.25	100
	1,500.00	0.00	0.00	0.00	1,500.00	100
	9,660.00	0.00	0.00	166.66	9,493.34	98
100-182 ADULT ED. SECOND. TOTALS	20,270.25	0.00	0.00	166.66	20,103.59	99
PARENTING/FAMILY LITERACY TOTALS						
PARENTING/FAMILY LITERACY SAL	19,572.00	0.00	0.00	0.00	19,572.00	100
PARENT/FAMILY LITERACY EMPLOY	4,202.11	0.00	0.00	0.00	4,202.11	100
PARENT/FAMILY LITERACY PURCHA	5,500.00	0.00	0.00	0.00	5,500.00	100
PARENT/FAMILY LITERACY SUPPLIE	7,676.00	0.00	0.00	0.00	7,676.00	100
100-188 PARENTING/FAMILY LITERA	36,950.11	0.00	0.00	0.00	36,950.11	100
PUPIL ACTIVITY TOTALS						
PUPIL ACTIVITY SALARIES	425,797.08	575.34	575.34	0.00	425,221.74	100

PUPIL ACTIVITY BENEFITS	94,374.46	119.62	119.62	0.00	94,254.84	100
PUPIL ACTIVITY OTHER	80,533.00	818.77	818.77	2,300.00	77,414.23	96
100-190 PUPIL ACTIVITY TOTALS	600,704.54	1,513.73	1,513.73	2,300.00	596,890.81	99
ATTENDANCE TOTALS						
ATTENDANCE SALARIES	816,951.25	11,316.42	11,316.42	0.00	805,634.83	99
ATTENDANCE EMPLOYEE BENEFITS	312,624.77	3,232.52	3,232.52	0.00	309,392.25	99
ATTENDANCE PURCHASED SERVICE	5,417.00	0.00	0.00	0.00	5,417.00	100
ATTENDANCE SUPPLIES	4,667.00	0.00	0.00	1,623.04	3,043.96	65
100-211 ATTENDANCE TOTALS	1,139,660.02	14,548.94	14,548.94	1,623.04	1,123,488.04	99
GUIDANCE TOTALS						
GUIDANCE SALARIES	2,883,237.28	43,155.28	43,155.28	0.00	2,840,082.00	99
GUIDANCE EMPLOYEE BENEFITS	865,299.76	12,147.71	12,147.71	0.00	853,152.05	99
GUIDANCE PURCHASED SERVICES	1,936.00	0.00	0.00	0.00	1,936.00	100
GUIDANCE SUPPLIES	18,594.50	748.19	748.19	2,810.97	15,035.34	81
100-212 GUIDANCE TOTALS	3,769,067.54	56,051.18	56,051.18	2,810.97	3,710,205.39	98
NURSES TOTALS						
NURSES SALARIES	1,172,964.53	0.00	0.00	0.00	1,172,964.53	100
NURSES EMPLOYEE BENEFITS	339,471.80	0.00	0.00	0.00	339,471.80	100
NURSES PURCHASED SERVICES	979.00	0.00	0.00	0.00	979.00	100
NURSES SUPPLIES	20,093.00	443.68	443.68	2,204.42	17,444.90	87
100-213 NURSES TOTALS	1,533,508.33	443.68	443.68	2,204.42	1,530,860.23	100
PSYCHOLOGICAL TOTALS						
PSYCHOLOGICAL SALARIES	1,044,270.90	0.00	0.00	0.00	1,044,270.90	100
PSYCHOLOGICAL EMPLOYEE BENEF	276,386.33	0.00	0.00	0.00	276,386.33	100
PSYCHOLOGICAL PURCHASED SERV	7,188.00	0.00	0.00	0.00	7,188.00	100
PSYCHOLOGICAL SUPPLIES	6,562.00	0.00	0.00	6,462.00	100.00	2
100-214 PSYCHOLOGICAL TOTALS	1,334,407.23	0.00	0.00	6,462.00	1,327,945.23	100
CAREER DEVELOPMENT FACILITATOR						
CAREER DEV. FAC. SALARIES	160,782.85	0.00	0.00	0.00	160,782.85	100
CAREER DEV. FAC. BENEFITS	52,697.96	0.00	0.00	0.00	52,697.96	100
CARERR DEV. FAC. SUPPLIES	1,300.00	0.00	0.00	0.00	1,300.00	100
100-217 CAREER DEVELOPMENT FAC	214,780.81	0.00	0.00	0.00	214,780.81	100
IMPROV. OF INSTRUCT. TOTALS						
IMPROVEMENT OF INSTRUCT. SALA	3,544,563.20	148,082.84	148,082.84	0.00	3,396,480.36	96
IMPROV. OF INSTR. EMPLOYEE BENI	981,133.27	39,578.51	39,578.51	0.00	941,554.76	96
IMPROV. OF INSTR. PURCHASED SER	251,765.00	5,335.85	5,335.85	2,181.50	244,247.65	97
IMPROV. OF INSTR. SUPPLIES	176,700.00	4,745.39	4,745.39	15,922.66	156,031.95	88
IMPROV. OF INSTR. OTHER OBJECTS	242,584.00	46,289.60	46,289.60	31,439.81	164,854.59	68
100-221 IMPROV. OF INSTRUCT. TOT.	5,196,745.47	244,032.19	244,032.19	49,543.97	4,903,169.31	94
EDUCA. MEDIA TOTALS						
EDUCATIONAL MEDIA SALARIES	1,914,453.34	0.00	0.00	0.00	1,914,453.34	100
EDUCA. MEDIA EMPLOYEE BENEFIT	601,122.77	0.00	0.00	0.00	601,122.77	100
EDUC. MEDIA PURCHASED SERVICE	1,080.00	0.00	0.00	0.00	1,080.00	100
EDUC. MEDIA SUPPLIES	318,475.50	104.71	104.71	37,193.64	281,177.15	88
100-222 EDUCA. MEDIA TOTALS	2,835,131.61	104.71	104.71	37,193.64	2,797,833.26	99
SUPERVISION OF SPEC. PROG. TOTALS						
SUPERVISION OF SPEC. PROG. SALAI	603,931.10	25,612.88	25,612.88	0.00	578,318.22	96
SUPV. OF SPEC. PROG. EMPL. BENEFI	164,096.23	6,686.65	6,686.65	0.00	157,409.58	96
SUPV. OF SPEC. PROG. PURCH. SERV.	6,109.00	0.00	0.00	0.00	6,109.00	100
SUPV. OF SPEC. PROG. SUPPLIES	4,550.00	0.00	0.00	0.00	4,550.00	100
100-223 SUPERVISION OF SPEC. PROC	778,686.33	32,299.53	32,299.53	0.00	746,386.80	96
INSTRUC. STAFF DEV. TOTALS						
INSTRUC. STAFF DEV. SALARIES	10,875.00	0.00	0.00	0.00	10,875.00	100
INSTRUC. STAFF DEV. BENEFITS	2,334.86	0.00	0.00	0.00	2,334.86	100

INSTRUC. STAFF DEV. PURCH. SERVI	164,460.00	1,445.00	1,445.00	2,091.77	160,923.23	98
INSTRUC. STAFF DEV. SUPPLIES	4,500.00	0.00	0.00	0.00	4,500.00	100
100-224 INSTRUC. STAFF DEV. TOTAI	182,169.86	1,445.00	1,445.00	2,091.77	178,633.09	98
BOARD OF EDUC. TOTALS						
BOARD OF EDUCATION SALARIES	36,250.00	2,187.50	2,187.50	0.00	34,062.50	94
BOARD OF ED. EMPLOYEE BENEFITS	7,732.64	343.26	343.26	0.00	7,389.38	96
BOARD OF ED. PURCHASED SERVICI	239,200.00	1,950.00	1,950.00	162.64	237,087.36	99
BOARD OF ED. OTHER OBJECTS	202,225.00	128,639.00	128,639.00	0.00	73,586.00	36
100-231 BOARD OF EDUC. TOTALS	485,407.64	133,119.76	133,119.76	162.64	352,125.24	73
OFF. OF SUPERINTENDENT TOTALS						
OFF. OF SUPERINTENDENT SALARIE	259,666.00	21,958.84	21,958.84	0.00	237,707.16	92
OFF. OF SUPT. EMPLOYEE BENEFITS	76,720.76	5,839.15	5,839.15	0.00	70,881.61	92
OFF. OF SUPT. PURCHASED SERVICE	12,000.00	875.00	875.00	0.00	11,125.00	93
OFF. OF SUPT. SUPPLIES	10,470.00	141.08	141.08	0.00	10,328.92	99
OFF. OF SUPT. OTHER OBJECTS	5,100.00	605.00	605.00	0.00	4,495.00	88
100-232 OFF. OF SUPERINTENDENT T	363,956.76	29,419.07	29,419.07	0.00	334,537.69	92
SCHOOL ADMINISTRATION TOTALS						
SCHOOL ADMINISTRATION SALARIE	7,215,394.13	348,424.01	348,424.01	0.00	6,866,970.12	95
SCH. ADMIN. EMPLOYEE BENEFITS	2,170,693.26	94,788.81	94,788.81	0.00	2,075,904.45	96
SCH. ADMIN. PURCHASED SERVICES	189,880.00	8,044.46	8,044.46	18,372.80	163,462.74	86
SCH. ADMIN. SUPPLIES	171,960.00	4,816.35	4,816.35	14,482.43	152,661.22	89
SCH. ADMIN. CAPITAL OUTLAY	12,867.00	0.00	0.00	0.00	12,867.00	100
SCH. ADMIN. OTHER OBJECTS	42,411.00	20,565.00	20,565.00	123.00	21,723.00	51
100-233 SCHOOL ADMINISTRATION T	9,803,205.39	476,638.63	476,638.63	32,978.23	9,293,588.53	95
FISCAL SERVICES TOTALS						
FISCAL SERVICES SALARIES	799,357.00	65,644.00	65,644.00	0.00	733,713.00	92
FISCAL SERV. EMPLOYEE BENEFITS	239,711.84	18,616.23	18,616.23	0.00	221,095.61	92
FISCAL SERVICES PURCHASED SERV	55,000.00	0.00	0.00	4,452.91	50,547.09	92
FISCAL SERVICES SUPPLIES	65,250.00	645.29	645.29	2,912.08	61,692.63	95
FISCAL SERVICES CAPITAL OUTLAY	6,250.00	0.00	0.00	0.00	6,250.00	100
FISCAL SERVICES OTHER OBJECTS	4,500.00	380.00	380.00	0.00	4,120.00	92
100-252 FISCAL SERVICES TOTALS	1,170,068.84	85,285.52	85,285.52	7,364.99	1,077,418.33	92
OPER. & MAINT. TOTALS						
OPERATION & MAINT. SALARIES	5,865,072.70	472,339.29	472,339.29	0.00	5,392,733.41	92
OPER. & MAINT. EMPLOYEE BENEFI	2,148,756.35	162,555.59	162,555.59	0.00	1,986,200.76	92
OPER. & MAINT. PURCHASED SERVI	2,111,961.00	210,102.22	210,102.22	473,174.58	1,428,684.20	68
OPER. & MAINT. SUPPLIES	3,710,422.00	19,922.01	19,922.01	125,506.23	3,564,993.76	96
OPER. & MAINT. OTHER OBJECTS	34,500.00	15,000.00	15,000.00	0.00	19,500.00	57
100-254 OPER. & MAINT. TOTALS	13,870,712.05	879,919.11	879,919.11	598,680.81	12,392,112.13	89
PUPIL TRANSPORTATION TOTALS						
PUPIL TRANSPORTATION SALARIES	2,942,245.91	37,477.91	37,477.91	0.00	2,904,768.00	99
PUPIL TRANSP. EMPLOYEE BENEFIT	1,015,679.47	9,294.17	9,294.17	0.00	1,006,385.30	99
PUPIL TRANSP. PURCHASED SERVICI	190,150.00	0.00	0.00	30,567.99	159,582.01	84
PUPIL TRANSP. SUPPLIES	52,535.00	18.32	18.32	2,368.61	50,148.07	95
PUPIL TRANSP. OTHER OBJECTS	450.00	0.00	0.00	0.00	450.00	100
100-255 PUPIL TRANSPORTATION TC	4,201,060.38	46,790.40	46,790.40	32,936.60	4,121,333.38	98
INTERNAL SERVICES TOTALS						
INTERNAL SERVICES SALARIES	379,657.32	30,732.94	30,732.94	0.00	348,924.38	92
INTERNAL SERV. EMPLOYEE BENEF	117,614.43	9,238.92	9,238.92	0.00	108,375.51	92
INTERNAL SERV. PURCHASED SERVI	679,814.68	3,002.03	3,002.03	122,931.57	553,881.08	81
INTERNAL SERV. SUPPLIES	46,730.00	8,704.42	8,704.42	1,318.63	36,706.95	79
100-257 INTERNAL SERVICES TOTAL	1,223,816.43	51,678.31	51,678.31	124,250.20	1,047,887.92	86
SECURITY TOTALS						
SECURITY SALARIES	69,523.00	5,793.58	5,793.58	0.00	63,729.42	92

SECURITY BENEFITS	18,297.24	1,497.15	1,497.15	0.00	16,800.09	92
SECURITY PURCHASED SERVICES	723,675.78	126.25	126.25	56,778.96	666,770.57	92
SECURITY SUPPLIES	200.00	0.00	0.00	0.00	200.00	100
100-258 SECURITY TOTALS	811,696.02	7,416.98	7,416.98	56,778.96	747,500.08	92
PUBIC RELATIONS DEPT. TOTALS						
INFORMATION SERVICES SALARIES	217,968.00	17,650.76	17,650.76	0.00	200,317.24	92
INFORMATION SERV. EMPLOYEE SE	56,901.33	4,475.39	4,475.39	0.00	52,425.94	92
INFORMATION SERV. PURCHASED S	66,006.00	0.00	0.00	0.00	66,006.00	100
INFORMATION SERV. SUPPLIES	23,499.00	731.35	731.35	1,960.01	20,807.64	89
INFORMATION SERV. OTHER OBJEC	13,826.00	400.00	400.00	635.00	12,791.00	93
100-263 PUBIC RELATIONS DEPT. TO	378,200.33	23,257.50	23,257.50	2,595.01	352,347.82	93
PERSONNEL DEPT. TOTALS						
STAFF SERVICES SALARIES	537,466.98	44,296.74	44,296.74	0.00	493,170.24	92
STAFF SERVICES EMPLOYEE BENEFI	253,487.70	37,927.65	37,927.65	0.00	215,560.05	85
STAFF SERVICES PURCHASED SERVI	62,900.00	375.00	375.00	0.00	62,525.00	99
STAFF SERVICES SUPPLIES	49,782.00	0.00	0.00	2,751.34	47,030.66	94
STAFF SERVICES OTHER OBJECTS	300.00	350.00	350.00	0.00	-50.00	-17
100-264 PERSONNEL DEPT. TOTALS	903,936.68	82,949.39	82,949.39	2,751.34	818,235.95	91
DATA PROCESSING TOTALS						
DATA PROCESSING SERVICES SALAI	1,358,802.00	77,492.84	77,492.84	0.00	1,281,309.16	94
DATA PROCESS. EMPLOYEE BENEFI	399,660.21	21,416.63	21,416.63	0.00	378,243.58	95
DATA PROCESS. PURCHASED SERVI	175,000.00	42,158.00	42,158.00	6,327.08	126,514.92	72
TECHNOLOGY SERVICES - SUPPLIES	12,250.00	199.95	199.95	2.88	12,047.17	98
100-266 DATA PROCESSING TOTALS	1,945,712.21	141,267.42	141,267.42	6,329.96	1,798,114.83	92
PUPIL SERVICES TOTALS						
PUPIL SERVICES SALARIES	1,272,837.97	31,740.78	31,740.78	0.00	1,241,097.19	98
PUPIL SERVICE EMPLOYEE BENEFIT	310,524.72	8,424.95	8,424.95	0.00	302,099.77	97
PUPIL SERVICES PURCHASED SERVI	3,685.00	0.00	0.00	0.00	3,685.00	100
100-271 PUPIL SERVICES TOTALS	1,587,047.69	40,165.73	40,165.73	0.00	1,546,881.96	97
TRANSFER TO STATE DEPT. TOTALS						
TRANSFER TO STATE DEPT.	25,000.00	0.00	0.00	0.00	25,000.00	100
100-411 TRANSFER TO STATE DEPT.	25,000.00	0.00	0.00	0.00	25,000.00	100
TRANSF. TO OTHER GOVT. TOTALS						
TRANSFER TO OTHER GOVT. UNITS	153,100.00	13,763.96	13,763.96	0.00	139,336.04	91
100-412 TRANSF. TO OTHER GOVT. T	153,100.00	13,763.96	13,763.96	0.00	139,336.04	91
PYMT OTHER NONPR. 1ST STEP TOTALS						
PYMT OTHER NONPROF. 1ST STEPS	3,200.00	0.00	0.00	0.00	3,200.00	100
100-415 PYMT OTHER NONPR. 1ST S	3,200.00	0.00	0.00	0.00	3,200.00	100
TRANSF. TO GENERAL FUND TOTALS						
TRANSFER TO GENERAL FUND	40,215.00	0.00	0.00	0.00	40,215.00	100
100-420 TRANSF. TO GENERAL FUND	40,215.00	0.00	0.00	0.00	40,215.00	100
TRANSF. TO SPEC. REV. TOTALS						
TRANSFER TO SPECIAL REV. FUND	134,531.00	0.00	0.00	0.00	134,531.00	100
100-421 TRANSF. TO SPEC. REV. TOT	134,531.00	0.00	0.00	0.00	134,531.00	100
TRANSF. TO FOOD SERV. TOTALS						
TRANSFER TO FOOD SERV. FUND	521,745.00	0.00	0.00	0.00	521,745.00	100
100-425 TRANSF. TO FOOD SERV. TO	521,745.00	0.00	0.00	0.00	521,745.00	100
TRANSF. TO PUPIL ACT. TOTALS						
TRANSFER TO PUPIL ACT. FUND	460,962.00	57,400.00	57,400.00	0.00	403,562.00	88
100-426 TRANSF. TO PUPIL ACT. TOT	460,962.00	57,400.00	57,400.00	0.00	403,562.00	88
	141,570,695.09	2,478,219.91	2,478,219.91	1,219,186.48	137,873,288.70	97
FUND 101 - TOTALS						
DATA PROC. TOTALS						
DATA PROC. PURCHASED SERVICES	33,000.00	40,367.62	40,367.62	0.00	-7,367.62	-22

101-266 DATA PROC. TOTALS	33,000.00	40,367.62	40,367.62	0.00	-7,367.62	-22
FUND 101 - TOTALS	33,000.00	40,367.62	40,367.62	0.00	-7,367.62	-22
FUND 102 - TOTALS						
PRIMARY TOTALS						
PRIMARY SALARIES	89,200.90	0.00	0.00	0.00	89,200.90	100
PRIMARY EMPLOYEE BENEFITS	30,346.78	0.00	0.00	0.00	30,346.78	100
102-112 PRIMARY TOTALS	119,547.68	0.00	0.00	0.00	119,547.68	100
ELEMENTARY TOTALS						
ELEMENTARY SALARIES	68,012.60	0.00	0.00	0.00	68,012.60	100
ELEMENTARY EMPLOYEE BENEFITS	23,293.88	0.00	0.00	0.00	23,293.88	100
102-113 ELEMENTARY TOTALS	91,306.48	0.00	0.00	0.00	91,306.48	100
CURRICULUM TOTALS						
CURRICULUM SALARIES	39,471.25	0.00	0.00	0.00	39,471.25	100
CURRICULUM EMPLOYEE BENEFITS	8,474.46	0.00	0.00	0.00	8,474.46	100
102-221 CURRICULUM TOTALS	47,945.71	0.00	0.00	0.00	47,945.71	100
IN-SERVICE TRAINING TOTALS						
IN-SERVICE TRAINING SALARIES	5,734.75	0.00	0.00	0.00	5,734.75	100
IN-SERVICE TRAINING - EMP BENEFI	1,231.29	0.00	0.00	0.00	1,231.29	100
102-224 IN-SERVICE TRAINING TOTA	6,966.04	0.00	0.00	0.00	6,966.04	100
FUND 102 - TOTALS	265,765.91	0.00	0.00	0.00	265,765.91	100
	141,869,461.00	**2,518,587.53**	**2,518,587.53**	**1,219,186.48**	**138,131,686.99**	**97**

Exhibit E

EXHIBIT E

district five
OF LEXINGTON & RICHLAND COUNTIES

August 10, 2009

TO: Members of the Board of Trustees
Dr. Herbert M. Berg, Superintendent

FROM: Karl E. Fulmer, Ed.D.
Chief Financial Services Officer

RE: Proposed Revisions to Board Policy DBJ

At the July 13 meeting, the Board reviewed proposed revisions to Policy DBJ "Budget Transfers". Recommended deletions are in brackets with strikethrough, and recommended changes are printed in bold type and underlined.

The Board is requested to give first reading approval to Policy DBJ.

KEF:ll

Attachment

BUDGET TRANSFERS

Code **DBJ** *Issued* **6/07**

Purpose: To establish the basic structure for budget transfers.

In keeping with the need for periodic reconciliation of the school system's operating budget, the board authorizes the superintendent or his/her designee to approve **[**~~any~~**]** general fund line item transfers in the aggregate totaling no more than **[**~~up to~~**]** $10,000. General fund budget transfers over $10,000 will be presented to the board for approval. All line item transfers, regardless of the amount, will **[**~~be~~**]** **[**~~reported to the board with~~**]** **[**~~reflected~~ **appear in]** the monthly financial report.

[~~General fund budget and revenue increases or decreases for school fees will be approved by the superintendent or his/her designee and reported to the board on a monthly basis. All other increases or decreases will be approved by the board.~~**]**

Adopted 2/7/94; Revised 6/25/07; _____

Exhibit F

EXHIBIT F

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

August 10, 2009

To: Members of the Board of Trustees

From: Keith McAlister
Director, New Design and Construction

Re: Seven Oaks Elementary School Design Development

ADMINISTRATION CONSIDERATION

Request approval of Seven Oaks Elementary School design development.

RECOMMENDATION

Administration seeks approval of Seven Oaks Elementary School design development.

ATTACHMENT

Seven Oaks School design development

Exhibit G

EXHIBIT G

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

August 10, 2009

To: Members of the Board of Trustees

From: Keith McAlister
Director, New Design and Construction

Re: Leaphart Elementary School Renovation Project

ADMINISTRATION CONSIDERATION

Review bids for the Leaphart Elementary School additions and renovations project, to include base bid and alternate #1.

RECOMMENDATION

Approve the negotiation and issuance of contract for construction to the lowest responsible, responsive bidder for Leaphart Elementary School additions and renovations project.

ATTACHMENT

Leaphart Elementary School Bid Tabulation sheet

CUMMING | SMG

Bid Tabulation

Project:	**ADDITIONS & RENOVATIONS TO LEAPHART ELEMENTARY SCHOOL**	Project Number:	
Owner:	DISTRICT 5 OF LEXINGTON & RICHLAND COUNTIES	Project Manager:	Chris Whitley
Location:	IRMO, SOUTH CAROLINA	Date / Time of Bid:	7/28/09 – 2:00 PM

Bidder	Add 1-3	License	Bond	Base Bid	Alternate #1 (Remove/Replace rooftop HVAC units)
Clement Contracting Group, Inc.	X	X	X	5,934,645.00	Add 339,000
Construction Dynamics, Inc.	X	X	X	6,956,000.00	Add 652,617
Contract Construction	X	X	X	6,838,000.00	Add 433,300
Custom Steel Fabricators	X	X	X	7,089,000.00	Add 598,000
Edison Foard, Inc.	X	X	X	7,286,000.00	Add 466,000
FBI Construction, Inc.	X	X	X	7,630,000.00	Add 644,000
J A Metze & Sons, Inc.	X	X	X	7,353,000.00	Add 376,000
Mashburn Construction Co., Inc.	X	X	X	6,797,000.00	Add 517,045

CUMMING | SMG

Bid Tabulation

Bidder	Add 1-3	License	Bond	Base Bid	Alternate #1 (Remove/Replace rooftop HVAC units)
Melloul Blamey	X	X	X	7,047,000.00	Add 550,000
Metro Contracting	X	X	X	7,070,707.00	Add 494,494
Penn Contracting	X	X	X	6,950,000.00	Add 417,000
Randolph & Son Builders, Inc.	X	X	X	6,787,800.00	Add 469,200
Rodgers Builders, Inc.	X	X	X	6,850,000.00	Add 390,000
Thompson Turner Construction	X	X	X	7,489,000.00	Add 446,000

Certified by: _____

Exhibit H

EXHIBIT H

district five
OF LEXINGTON & RICHLAND COUNTIES

August 10, 2009

TO: Members of the Board of Trustees
Dr. Herbert M. Berg, Superintendent

FROM: Karl E. Fulmer, Ed.D.
Chief Financial Services Officer

RE: Operational Millage for the 2009-2010 Fiscal Year

The administration is recommending that there be no change in the millage levy in Lexington County for FY 2009-2010. That millage rate is currently set for the general fund at 212.5 mills.

Richland County is currently reassessing property. At this time we have been unable to obtain a new assessment amount from the county. The reassessment process will require the district to adjust the rate levied in Richland County to insure that the district generates no more revenue than was generated last year plus the rate of inflation.

We anticipate final information from Richland County by the end of August at which time we will recommend an exact millage rate.

KEF:ll

Exhibit I

EXHIBIT I

district five
OF LEXINGTON & RICHLAND COUNTIES

August 10, 2009

TO: Members of the Board of Trustees
Dr. Herbert M. Berg, Superintendent

FROM: Karl E. Fulmer, Ed.D.
Chief Financial Services Officer

RE: Contract with Chapin Community Theater, Inc.

Attached is the proposed contractual agreement between the District and the Chapin Community Theater, Inc. (CCTI) for 2010. The only difference between the 2009 and 2010 contracts is that dates have been changed.

KEF:ll

Attachment

CONTRACTUAL AGREEMENT BETWEEN CHAPIN COMMUNITY THEATER, INC (CCTI) GROUP AND LEXINGTON/RICHLAND SCHOOL DISTRICT 5 (D5) FOR CALENDAR YEAR 2010

The following is the agreement between CCTI and D5 for the usage of the Chapin Theater (Theater). Included in this agreement will be use of Alternative Academy gym bathrooms during rehearsals for actors and crew and Alternative Academy bathrooms during performances for patrons. CCTI will have exclusive use of the CCT building during periods stated in item H.

A. CCTI will pay the Theater's monthly utility bill for the months used over $600 per month allowance per month.

B. CCTI will cover any damages to D5 property due to their actions during the time used.

C. CCTI will clear up on trash or garbage during the time used at the Theater.

D. CCTI will not be allowed to sublease the Theater.

E. CCTI will provide for coverage for liability insurance or accidents occurred during rehearsals or performances for our actors and production crew.

F. CCTI will only open the Alternative Academy bathrooms during intermission and will have a monitor stationed in the hall the entire time they have the bathrooms open.

G. CCTI will coordinate the usage with D5. D5 will have first priority on the usage for Chapin High School (CHS) dance performance, March 2 – March 20, 2010 Actual dates to be finalized with Claudia Cargile of Chapin High School.

H. CCTI usage for 2010. Show 1 (Dec 28-Mar 1), Show 2 (Mar 21-May 24), Children's show (Jun 1-Aug 2), Show 3 (Aug 9-Oct 12) and show 4 (Oct 13-Dec 6).

I. CCTI - In-kind Match Agreement in lieu of rental fees

J. CCTI will provide D5 use of their lighting and sound system.

K. CCTI will provide lighting design, set construction & production assistance to D5 staff for CHS spring 2010 show.

CCTI Chair _____ D5 Chair _____

Date _____ Date _____

Witness _____ Witness _____

CONTRACTUAL AGREEMENT BETWEEN CHAPIN COMMUNITY THEATER, INC (CCTI) GROUP AND LEXINGTON/RICHLAND SCHOOL DISTRICT 5 (D5) FOR CALENDAR YEAR 2009

The following is the agreement between CCTI and D5 for the usage of the Chapin Theater (Theater). Included in this agreement will be use of Alternative Academy gym bathrooms during rehearsals for actors and crew and Alternative Academy bathrooms during performances for patrons. CCTI will have exclusive use of the CCT building during periods stated in item H.

A. CCTI will pay the Theater's monthly utility bill for the months used over $600 per month allowance per month.

B. CCTI will cover any damages to D5 property due to their actions during the time used.

C. CCTI will clear up on trash or garbage during the time used at the Theater.

D. CCTI will not be allowed to sublease the Theater.

E. CCTI will provide for coverage for liability insurance or accidents occurred during rehearsals or performances for our actors and production crew.

F. CCTI will coordinate the usage with D5. D5 will have first priority on the usage for Chapin High School (CHS) rehearsals and performance, March 2009. Actual dates to be finalized with Lee Brasche of Chapin High School.

G. CCTI will only open the Alternative Academy bathrooms during intermission and will have a monitor stationed in the hall the entire time they have the bathrooms open.

H. CCTI usage for 2009. Jan 2-Mar 8, Apr 1-May 31, Jun 1-Aug 2 (Children's show with ICRC), Aug 3-Oct 3 and Oct 4-Dec 13. These dates are pending CHS coordination of their 2009 Spring show.

CCTI - In-kind Match Agreement in lieu of rental fees

A. CCTI will provide D5 use of their lighting and sound system.

B. CCTI will provide lighting design, set construction & production assistance to D5 staff for CHS spring 2009 show.

CCTI Chair _____ D5 Chair Paula A. Hite

Date Sept 12, 2008 Date August 25, 2008

Witness _____ Witness Linda Levine

Exhibit J

EXHIBIT J

district five
OF LEXINGTON & RICHLAND COUNTIES

Memorandum

To: Members of the Board of Trustees

Through: Dr. Herbert M. Berg
Superintendent

From: Dr. Angela H. Bain AHB
Chief Human Resource Services Officer

Date: August 6, 2009

Re: Board Policies – Section G

Issue: Proposed new board policies GBJ "Personnel Records and Files" replaces policy GAK "Personnel Records"; GCA "Professional Staff Positions" replaces CGB "Administrative Personnel Positions" eliminated 11/06; GCB "Professional Staff Contracts and Compensation" replaces old policy GBA "Certified Personnel Compensation Guides and Contracts"; GCE-R "Professional Staff Recruitment" replaces GBCA "Notification of Position Vacancies"; GCEC "Posting and Advertising of Professional Vacancies" replaces GBCA "Notification of Position Vacancies"; GCFB "Hiring of Administrative Staff" replaces CGD "Administrative Personnel Hiring" eliminated 11/06; and GCG "Part-Time and Substitute Professional Staff Employment" replaces GBRJ "Substitute Teachers" and GBRJA "Pay Rate for Substitute Teachers on Extended Assignment."

Background: Attached for your consideration are the recommended new policies from SCSBA.

Recommendation: Request Board of Trustees approval.

AHB/aw

Attachments: Recommended New Policies (White Paper)
Old Policies (Blue Paper)

Policy-Discussion item August 10, 2009
Replaces Policy GAK (Issued 1/92)

PERSONNEL RECORDS AND FILES

Code **GBJ** *Issued* **DRAFT/09**

Purpose: To establish the basic structure for maintenance of and access to personnel files.

Maintenance of records

The superintendent will maintain a personnel file on each employee.

The personnel file will include all records and documents collected by the district concerning the employee. It will include, but not be limited to, any of the following records that are retained by the district.

- performance evaluations
- commendations for, and complaints against, the employee made by the administration
- written suggestions for corrections and improvements made by the administration
- teaching credentials
- transcripts
- application records
- contracts
- all other personnel records kept about an employee

The personnel file will be kept in the district office vault. The district will maintain health records and medical records in a separate file to protect confidentiality.

Pre-employment records, such as pre-employment references or comments from interviews, are confidential and access to this information is limited to the superintendent or his/her designee. Pre-employment records will be kept in the office of the superintendent.

Additions to the personnel file

No performance evaluation, complaint or suggestion for improvement may be placed in the personnel file unless it meets the following requirements.

- The document must be signed and dated by the administrator making the performance evaluation, complaint or suggestion for improvement.

- The employee must have an opportunity to review the information or receive a copy of the performance evaluation, complaint or suggestion prior to placement in the employee's personnel file.

The employee may offer a written denial of the communication and any such denial or explanation will become a part of his/her personnel file.

General access to a personnel file

The district will permit access to an employee's personnel file to the following persons on a routine basis without consent of the employee about whom the file is maintained.

 (see next page)

- employee's school principal/immediate supervisor
- superintendent/designee
- those school officials involved in the evaluation process of the individual
- school board if its examination of the file relates to the duties and responsibilities of the board regarding promotion, demotion, suspension or dismissal of the employee

No other person may have access to a personnel file except under the following circumstances.

- when the employee gives written consent to the release of his/her personnel file. (The written consent must specify the records to be released and to whom they are to be released. Each request for consent must be handled separately; blanket permission for release of information will not be accepted.)
- when lawfully subpoenaed or under court order

Responsibility for the personnel files

The superintendent will have the overall responsibility for maintaining and preserving the confidentiality of an employee's personnel files. The superintendent may, however, designate another school official to perform these duties for him/her.

The superintendent or his/her designee is responsible for granting or denying access to records on the basis of this policy.

Employee's access to personnel file

Each employee has the right to review the contents of his/her personnel file upon written request to the Chief Human Resource Services Officer. The employee does **not** have the right to review references and recommendations provided to the district on a confidential basis.

Personnel records/information for payroll purposes

The district keeps information, records and documents collected by the district to handle an employee's payroll account in a file separate from records noted above. The district limits access to this information to those persons involved in the payroll process.

Use of personal information for commercial solicitation

The district will provide notice to all persons who request employee records that obtaining or using public records for commercial solicitation is illegal.

Required immigration form

The Immigration Reform and Control Act of 1986 prohibits employers from hiring aliens not legally eligible to work in the United States. The district will comply with the provisions of the Immigration and Naturalization Service (INS) Regulations under the Act by requiring employees of the district to complete an INS Form I-9.

 (see next page)

All newly hired employees must complete the form no later than three business days following their first working day. If an individual is unable to provide the required document or documents to complete the Form I-9 within the three-day period, the individual must present a receipt for the application of the document or documents within three days of the hire and present the required document or documents within 21 days of the hire.

The district requires three days notice prior to inspection of Form I-9 by an authorized service officer.

The district will retain Form I-9 for three years after the date of hire or one year after the date the individual's employment is terminated, whichever is later.

Health Insurance Portability and Accountability Act (HIPAA)

The district qualifies as a health plan, a hybrid entity under the Health Insurance Portability and Accountability Act of 1996, and is therefore subject to HIPAA privacy laws and regulations. The district will maintain all protected health information in accordance with law. Protected health information does not include individually identifiable health information in employment records held by the district in its role as an employer.

Protected health information will only be available to designated employees who need to have access to those records in their employment capacity with the district and with other authorized entities. The district will train all employees who may have contact with protected health information on the law and the district's procedures and guidelines as necessary and appropriate for the employee's position. Any employee failing to comply with the law or district procedures may be subject to discipline or termination.

Adopted 9/15/75; Revised 11/16/81, 1/13/92, ^

Legal references:

A. Code of Federal Regulations:
   1. Final regulations issued by INS in response to passage of the Immigration Reform and Control Act of 1986 (P.L. 99-603) [Federal Register, May 1, 1987].
   2. P.L. 104-191 - Health Insurance Portability and Accountability Act, 45 C.F.R. Sections 160.101-.312, 164.102-.534.

B. S. C. Code, 1976, as amended:
   1. Section 30-4-10, et seq. - Freedom of Information Act, especially Sections 30-4-20 and 30-4-40.
   2. Section 30-2-10, et seq. - Family Privacy Protection Act of 2002.

Policy GAK Personnel Records (Delete Policy - Replace With Policy GBJ)

Issued 1/92

Section 1. Maintenance of Records

Personnel file

The associate superintendent for personnel management will maintain a personnel file for each employee.

This personnel file, as opposed to any file a principal may choose to maintain, will include, where they exist, all records and documents collected by the district concerning the employee, as follows: *

- evaluation reports made by the administration;
- commendations for and complaints against the employee made by the administration;
- written suggestions for corrections and improvements made by the administration;
- teaching credentials;
- health certificates;
- transcripts;
- pre-employment references;
- application records;
- South Carolina Law Enforcement Division record;
- all other records as required by law.

NOTE: As a minimum, the personnel file for each new employee will include: Certified - items 4, 5, 6, 7, 8 and 9 of the above list; Supportive - items 5, 7, 8 and 9 of the above list.

Section 2. Additions to the Personnel File

No evaluation, commendation, complaint or suggestion may be placed in the personnel file unless it meets the following requirements:

The comment must be signed and dated by the person making the evaluation, commendation, complaint or suggestion; and

The associate superintendent for personnel management or the employee's principal must notify the employee that written comments of commendation and/or criticism are available for inspection before they are placed in the employee's personnel file.

The employee may offer a denial or explanation of the evaluation, commendation, complaint, or suggestion, and any such denial or explanation will become a part of the personnel file. The employee may seek the removal of any material that is six or more years old in accordance with the grievance procedure.

Section 3. General Access to a Personnel File

Access to an employee's personnel file may be permitted to the following persons without the consent of the employee.

The school officials involved in the evaluation process of the individual.

The school board (collectively, not as individual members) only when its examination of the file directly relates to the employment, dismissal, discipline, promotion or suspension of an employee. The superintendent may also request the school board to review a personnel file when deemed necessary.

Each employee's personnel file will have a log sheet added when a particular item from the file is examined pursuant to an approved Freedom of Information Act request. This log will list the person who examined the file and the date of access. The employee will be notified of the access.

Section 4. Individual's Access to His/Her Personnel File

An employee will have access to his/her personnel file at any reasonable time.

The district superintendent will have the over-all responsibility for maintaining and preserving the confidentiality of employee personnel files. He/she may, however, designate another school official to perform these duties for him/her.

The district superintendent or his/her designee is responsible for granting or denying access to records on the basis of these regulations.

Adopted 9/15/75; Revised 11/16/81, 1/13/92

PROFESSIONAL STAFF POSITIONS

Code **GCA** *Issued* **DRAFT/09**

Purpose: To establish the basic structure for the creation of professional staff positions.

The board, on the recommendation of the superintendent, will classify and authorize positions for professional personnel which are necessary for the operation of the district's educational program and related services. In each case, the board will approve the broad purpose and function of the position as recommended by the superintendent. The superintendent will be responsible for the employment of a person who meets the stated purpose and function.

Job descriptions

The superintendent/designee will be responsible for writing and maintaining job descriptions covering qualifications, essential duties and other details pertaining to all professional staff positions in the school system.

Adopted 2/24/69; Revised 11/16/81, ^

Policy-Discussion item August 10, 2009
Replaces Old Policy GBA (Issued 4/90)

PROFESSIONAL STAFF CONTRACTS AND COMPENSATION

Code **GCB** *Issued* **DRAFT/09**

Purpose: To establish the basic structure for professional staff contracts and compensation.

Compensation

The board will attempt to pay its professional employees at a level that will attract and hold personnel dedicated to education.

The compensation of certificated personnel is based on the state salary schedule with local supplements as approved by the board. The schedule takes into consideration the levels of professional training and years of service in the district.

The effective date for annual salary changes as determined by the salary schedule or by action of the board is July 1.

Contracts

The board issues contracts on or before April 15th each year unless that date is modified by state law, in which case the board may issue contracts no later than the modified date. Personnel must give written acceptance of their contracts to the superintendent on or before April 25th unless that date is modified by state law, in which case personnel will accept contracts by the modified date. The district reserves the right to conclude that any certificated personnel who has not accepted his/her contract by signing and returning it by the required date has rejected the district's offer of employment, in which case the district may declare the position vacant.
The board will award administrative contracts on the recommendation of the superintendent.

Teacher and Employee Retention Incentive Program (TERI) participants

Should a mid-year vacancy occur in a contract position held by a TERI employee, the board authorizes the superintendent or his/her designee to fill such vacancy for the remainder of the school year in which the vacancy occurs through a letter of agreement. This letter of agreement will state that the employee has no right to or expectation of continuing employment beyond the period specified in the letter of agreement.

When issuing contracts, the district will offer TERI employees working under TERI agreements that will expire during the ensuing school year the same type of contract the participant had the previous year. The contract will specifically contain notice that the contract expires on the date designated in the employee's TERI agreement and will specifically reiterate said expiration date.

Contract releases

For release of teachers from contracts, see policy GCQC/GCQD.

Adopted 8/1/73; Revised 11/16/81, 4/2/90, ^

Legal references:

 (see next page)

A. S. C. Code, 1976, as amended:
   1. Section 59-19-80 - Teacher contracts to be awarded in public.
   2. Section 59-19-290 - Contracts in excess of apportioned funds void.
   3. Section 59-20-50 - Minimum salary schedule.
   4. Section 59-21-20 - Teacher contracts to be based on school term of 190 days.
   5. Section 59-25-410 - Notice to teacher of employment status.
   6. Section 59-25-420 - Teacher required to notify board of acceptance; opportunity for hearing if not reemployed.
   7. Section 59-25-710 - Salary complaints.
   8. Section 9-1-2210 - Teacher and Employee Retention Incentive Program; operation.

Policy GBA Certified Personnel Compensation Guides and Contracts (Delete Policy - Replace w/GCB)

The salaries of all certified personnel shall be computed on the basis of their certification according to the salary schedule approved by the board. The salary schedule shall take into consideration advanced training and years of experience.

Contracts shall be issued to all regularly employed certified personnel. The contract shall include in its statements:

- compensation considerations;
- the length of the contract term;
- the position for which the person was employed and/or the tentative teaching assignment.

All certified personnel issued contracts for employment beyond the 190 days of the regular school year for teachers shall receive additional payment in accordance with their placement on the salary schedule.

All certified personnel of the district whose contracts shall be renewed for the following year shall be issued new contracts no later than April 15.

(Cf. EGA)

Adopted 8/1/73; Revised 11/16/81, 4/2/90

Constitutional and Statutory Provisions:

S.C. Code, 1976, as amended:

Section 59-19-80 - Teacher contracts to be awarded in public.

Section 59-19-190 - Contracts in excess of apportioned funds void.

Section 59-20-50 - Minimum salary schedule.

Section 59-21-20 - Teacher contracts to be based on school term of 185 days.

Section 59-25-410 - Notice to teacher of employment status.

Section 59-23-710 - Salary complaints.

State Board of Education Regulations:

R-43-203 - Professional Personnel Contracts.

PROFESSIONAL STAFF RECRUITMENT

Code **GCE-R** *Issued* **DRAFT/09**

The superintendent/designee will analyze each job vacancy prior to initiating the recruitment process in order to determine which recruitment strategies will be the most effective for the specific job vacancy. The superintendent may consider strategies that include, but are not limited to, the following.

- advertisements in local, state and regional newspapers
- advertisements in professional publications
- advertisements with college and university placement services
- interviews with students enrolled in teacher education programs
- internal and external searches
- inquiries and referrals
- professional contacts with community organizations that promote the interest of minority groups
- publications and pamphlets
- special activities and events for prospective applicants
- audiovisual packages and recruiting programs

The administration will design a web page that will be used in the effort to recruit quality individuals. The district web page will contain general information about the district, the educational programs, teacher benefits, district schools and student enrollment as well as the communities and county at large.

The superintendent and/or his/her designee will write and publish the job vacancy announcement/advertisement within the confines of the district's recruitment and/or employment policies and procedures.

The superintendent will base the context of the job vacancy announcement/advertisement primarily on the actual job description and/or criteria to be used in selecting the most qualified person for the position.

The announcement/advertisement may also include such information as job title, major job responsibilities, location of the district, how to apply for the position, minimum qualifications and deadline for receiving applications.

Issued 9/23/85; Revised ^

Policy GBCA Notification of Position Vacancies (Delete Policy - Replace With GCE-R)

Notification of position vacancies, other than standard classroom teaching positions, will be posted as soon as is practical on the bulletin board in the district's administration building and distributed to the principals/directors and the department chairmen for appropriate posting in the schools. Such vacancies will usually be posted for a minimum of five working days. before the position is filled. Other vacancies will be routinely posted to the extent considered practical for effective staffing. Special assignments for teachers, such as unit leader, department head, lead teacher, and activity sponsor, are the responsibility of the school's principal/director and shall not be subject to the procedures stated above.

Adopted 9/23/85

POSTING AND ADVERTISING OF PROFESSIONAL VACANCIES

Code **GCEC** *Issued* **DRAFT/09**

Purpose: To establish the basic structure for posting and advertising professional vacancies.

The board believes it has the obligation to provide the best professional personnel available for the district regardless of race, color, creed, sex, age, disability or national origin.

Should a vacancy occur in a position during the school year, the board authorizes the superintendent to fill such vacancy for the remainder of the school year pursuant to a letter of agreement. The superintendent or his/her designee may determine whether to advertise the vacancy or whether the position should be filled through other means.

Promotional positions

The board declares its support of a policy to give teachers and administrators from its present staff consideration with respect to the filling of promotional vacancies. Promotional positions are those positions which are administrative in nature, such as principal, assistant principal, etc.

The district may advertise openings in administrative and supervisory positions in local newspaper(s), on district and school offices/websites, and in university placement offices, as determined appropriate by the superintendent or his/her designee.

The administrative will generally advertise all administrative and supervisory job vacancies within the district, unless otherwise determined by the superintendent or his/her designee, dependent upon the district's needs.

No promotional vacancy will be filled until it has been posted for at least three school days unless the superintendent authorizes the placement based on the needs of the district.

Adopted 9/23/85; Revised ^

Policy GBCA Notification of Position Vacancies (Delete Policy - Replace With Policy GCEC)

Notification of position vacancies, other than standard classroom teaching positions, will be posted as soon as is practical on the bulletin board in the district's administration building and distributed to the principals/directors and the department chairmen for appropriate posting in the schools. Such vacancies will usually be posted for a minimum of five working days. before the position is filled. Other vacancies will be routinely posted to the extent considered practical for effective staffing. Special assignments for teachers, such as unit leader, department head, lead teacher, and activity sponsor, are the responsibility of the school's principal/director and shall not be subject to the procedures stated above.

Adopted 9/23/85

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

HIRING OF ADMINISTRATIVE STAFF

Code **GCFB** *Issued* **DRAFT/09**

Purpose: To establish the basic structure for the hiring of administrative staff.

Mandatory assessment of principal appointees

Any person considered by the board for permanent appointment as a principal will be assessed in accordance with state law and state board of education regulations.

Contract status

An administrator employed by the district on a one-year contract will retain his/her rights as a teacher under state law. However, state law does not grant these rights to the position or salary of an administrator (for example, if he/she is returned to the classroom).

Adopted 11/16/81; Revised 1/25/88, ^

Legal references:

A. S.C. Code, 1976, as amended:
   1. Section 59-24-10 - Assessment of leadership and management capabilities of persons being considered for appointment as elementary or secondary school principals.
   2. Section 59-24-15 - Rights of certified education personnel employed as administrators.

B. State Board of Education Regulations:
   1. R43-205 - Administrative and professional personnel qualifications, duties and workloads.

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Code **GCG** *Issued* **DRAFT/09**

Purpose: To establish the basic structure of the employment of part-time and substitute professional employees.

Substitute teachers who serve in the absence of regular teachers may be employed when notified by a school principal or his/her designee. To the extent possible, substitute teachers should possess the training and experience to insure that students will receive uninterrupted instruction when the regular teacher has to be absent.

A pool from which principals may contact substitute teachers will be made available to the schools by the office of human resources. The following minimum qualifications are required in order for a substitute teacher applicant to be contacted by principals or their designees.

Although a certified teacher is preferred, a high school diploma or its equivalent from an accredited high school will meet the minimum educational requirements.

- A person must be at least 18 years of age.
- All candidates must have satisfactory references relating to the candidate's ability to do the job.
- All candidates will be required to complete an appropriate application and have a personal interview with the appropriate personnel from human resources.
- All candidates must be pre-screened and approved by the office of human resources.
- All candidates must express a willingness to be available for substitute work and to respond on short notice.
- All candidates must attend a substitute teacher orientation session sponsored by the district.
- All candidates must have on file the following documents.
  - An acceptable criminal records history check from the SC Law Enforcement Division in accordance with the requirements for teachers as stated in SC Code of Laws, Section 59-26-40.
  - Proof of employment eligibility as required by the Immigration Reform and Control Act of 1986 (I-9).
  - School Employee Certificate of Evaluation for Tuberculosis (DHEC 1420) indicating a negative report.
  - Reliable references which attest to the acceptability of the candidate's character and dependability.

The principal/director has the responsibility for evaluating the effectiveness of each substitute teacher employed in his/her school.

Adopted 8/1/73; Revised 11/16/81, 5/28/84, 1/25/88, 4/16/90, 2/3/92, 6/17/91, ^

Policy GBRJ Substitute Teachers (Delete Policy - Replace With Policy GCG)

Issued 9/91

Substitute teachers who serve in the absence of regular teachers may be employed when notified by a school principal/director or his/her designee. to as great an extent as possible, substitute teachers should possess the training, maturity and experience to insure that students will receive uninterrupted instruction.

This list from which principals/directors may employ substitute teachers will be sent to the schools periodically. The following minimum qualifications are required in order for an applicant to be submitted for approval and listed by the personnel department:

A person must be at least 18 years of age.

Although a high school diploma from an accredited high school will meet the minimum educational requirements, preference will be given to certified teachers and/or those who have college educational experiences.

All candidates will be required to complete an appropriate application and have a personal interview with the associate superintendent for personnel management or his/her designated representative.

All candidates must have on file the following documents:

An acceptable criminal records history check from the S.C. Law Enforcement Division in accordance with the requirements for teachers as stated in Law 59-26-40.

Proof of employment eligibility as required by the Immigration Reform and Control Act of 1986 (I-9).

School Employee Certificate of Evaluation for Tuberculosis (DHEC 1420) indicating a negative report.

Reliable references which attest to the acceptability of the candidate's character and dependability.

A willingness to be available for substitute work and to respond on short notice.

All candidates should attend an orientation provided by the district.

The principal/director has the responsibility to evaluate the effectiveness of each substitute teacher employed in his/her school.

(Cf. IKH, IKI)

Adopted 8/1/73; Revised 11/16/81, 4/16/90; 6/17/91

PAY RATE FOR SUBSTITUTE TEACHERS ON EXTENDED ASSIGNMENT (Delete Policy - Replace With Policy GCG)

Code **GBRJA** *Issued* **2/92**

A substitute teacher, working the first 10 consecutive days for the same teacher, will be paid at the base rate of substitute pay. After working 10 consecutive days for the same teacher, non-certified substitutes will receive the extended rate of substitute pay and certified substitutes will receive certificate pay.

Adopted 5/28/84; Revised 1/25/88, 2/3/92