



**AGENDA  
BOARD OF TRUSTEES  
DISTRICT ADMINISTRATION BUILDING'S BOARD ROOM  
JANUARY 25, 2010**

1. Call to order at 6 p.m.
2. Motion to enter executive session in the lounge to consider the following:
  - a. Selected employment items (Exhibit A)
  - b. Property matter: legal update
3. Welcoming remarks at 7 p.m.
4. Invocation – Barry Russell, Eastlake Community Church
5. Pledge of Allegiance – Lydia James, a fifth grade student at Harbison West Elementary School
6. School Board Spotlight
7. Approval of the agenda
8. Superintendent's report
  - a. Superintendent
  - b. Community Services
  - c. Financial Services
    1. Financial Reports for December 2009 (Exhibit B)
  - d. Human Resources

- e. Instructional Services
    - 1. AYP Report
  - f. Technology Services
9. Public participation\*

### **NEW DESIGN AND CONSTRUCTION AGENDA**

### **CONSENT AGENDA**

- 10. Approval of the minutes of the January 11, 2010 board meeting
- 11. Approval of changing the March 8, 2010 board meeting to March 10, 2010

### **ACTION AGENDA**

- 12. First reading approval of proposed new policy and Admin Rule GCO and GCO -R "Evaluation of Professional Staff", new policy and Admin Rule GDJ and GDJ -R "Support Staff Assignments and Transfers", new policy and Admin Rule GDQC "Retirement of Support Staff", policy GCK "Professional Staff Assignments and Transfers" (replaces Policy GBM & Rule GBM-R), policy GCOA "Evaluation of Instructional Staff" (replaces Policy and rule GBI & R), policy GCQA, GCQB, GDQA "Personnel Reduction in Force" (replaces Policy GBKA), policy GCQE "Retirement of Professional Staff" (replaces Policy GBO), new language for Policy GDBC & Rule GDBC-R "Support Staff Supplementary Pay/Overtime" (replaces Policy GDBC & Rule GDBC-R) (Exhibit C)

### **DISCUSSION AGENDA**

- 13. Request from Chapin United Methodist Church Men to use the Alternative Academy gymnasium (Exhibit D)
- 14. Strategic Plan/SACS Accreditation (Exhibit E)
- 15. Process for attendance line adjustments for new schools (Exhibit F)
- 16. Adjourn

### **FOR YOUR INFORMATION**

- 17. The next regular scheduled board meeting will be on February 8, 2010 at Lake Murray 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.



Minutes/ January 11, 2010

The Board of Trustees of School District Five of Lexington and Richland Counties met at Harbison West Elementary School's Theater with the following members present:

Mr. Robert Gantt, Chairman  
Mrs. Roberta Ferrell, Vice Chairman  
Mrs. Carol Sloop, Secretary  
Mrs. Ellen Baumgardner  
Ms. Beth Hutchison  
Mrs. Jan Hammond  
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  
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 Reverend Michael Buckson, Ebenezer Baptist Church. The Pledge of Allegiance was led by Turner Ragland, a fifth grader at Harbison West Elementary School.

Robert Gantt, Roberta Ferrell and Buddy Price presented the School Board Spotlight.

A welcome and brief overview of Harbison West Elementary School was given by Barbara Brockhard, principal, and Reverend Michael Buckson, school improvement council chair.

During the superintendent's report, Karl Fulmer, Scott Early, Bob Hanna, Bill Kimrey, Jordan Broadway, David Olson and Marshall Williams gave a presentation on Excellence in Athletics; Frannie Heizer, McNair Law Firm, gave a presentation on the Davis-Bacon Act.

During the public participation, Paulette Moses and Kendall Donald spoke regarding literacy coaches; Kim Murphy spoke regarding Chapin High School's construction; Trudy and Scott Rhodes, Melinda O'Leary, Carolyn Reed, Tracey Hagerty, Carolyn Hagerty and Nancy Gibbons spoke regarding a fine arts facility at Chapin High School..

Keith McAlister gave a monthly update on the new design and construction.

Dr. Angela Bain presented proposed new policy and Admin Rule GCO and GCO -R "Evaluation of Professional Staff", new policy and Admin Rule GDJ and GDJ -R "Support Staff Assignments and Transfers", new policy and Admin Rule GDQC "Retirement of Support Staff", policy GCK

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

"Professional Staff Assignments and Transfers" (replaces Policy GBM & Rule GBM-R), policy GCOA "Evaluation of Instructional Staff" (replaces Policy and rule GBI & R), policy GCQA, GCQB, GDQA "Personnel Reduction in Force" (replaces Policy GBKA), policy GCQE "Retirement of Professional Staff" (replaces Policy GBO), new language for Policy GDBC & Rule GDBC-R "Support Staff Supplementary Pay/Overtime" (replaces Policy GDBC & Rule GDBC-R) (Exhibit E).

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N = No  
X = Yes

SCHOOL DISTRICT FIVE  
OF  
LEXINGTON AND RICHLAND COUNTIES

Meeting of January 11, 2010

	B A U M G A R D N E R	H U T C H I S O N	F E R R E L L	G A N T T	H A M M O N D	S L O O P	W H I T E
1. M. Ferrell S. Sloop  Enter executive session in Music Room #151 to consider the following: 2a) selected employment items (Exhibit A); 2b) contractual matter: Dutch Fork High School project (Exhibit B); 2c) legal matter: Davis-Bacon Act (Exhibit C); and 2d) personnel matter	X	X	X	X	A	X	A
2. M. Ferrell S. Baumgardner  Approve the agenda	X	X	X	X	X	X	A
3. M. Hutchison S. Baumgardner  Approve the Chapin High School's construction documents (6 <sup>th</sup> viewing) (Exhibit D)	X	X	X	X	X	X	A
4. M. Ferrell S. Baumgardner  Approve the minutes of the December 14, 2009 regular board meeting	X	X	X	X	X	X	A
5. M. Ferrell S. Hammond  Approve the selected employment items (Exhibit A)	X	X	X	X	X	X	A
6. M. Ferrell S. Hammond  Return to executive session	X	X	X	X	X	A	A
7. M. Ferrell S. Hutchison  Accept the superintendent's recommendation for the termination of a certified employee of the district, subject to the board's duty to provide the employee with an evidentiary hearing and consider the matter on its merits	X	X	X	X	X	A	A
8. M. Hammond S. Hutchison  Adjourn at 11:15 p.m.	X	X	X	X	X	A	A

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



## **DECEMBER 2009 REVENUE**



**SCHOOL DIST 5 LEXINGTON/RICHLAND CO**  
**REVENUE BUDGET REPORT BY ACCOUNT**  
**FY 2009-2010**  
**DECEMBER 2009**

<u>ACCOUNT</u>	<u>BUDGETED REVENUE</u>	<u>CURRENT REVENUE</u>	<u>YEAR TO DATE REVENUE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>
TOTAL LOCAL REVENUE					
LOCAL PROPERTY TAX REVENUE TOTALS					
100-001-110-0000-00 LEVIES - CUR. OPERATIONS - LEX. CO.	24,505,500.00	896,109.87	1,385,769.15	0.00	23,119,730.85
100-001-110-0001-00 LEX. CO. VEHICLE TAXES	4,534,750.00	340,629.28	2,042,722.89	0.00	2,492,027.11
100-001-110-0002-00 STATE SALES & USE TAX CREDIT	200,000.00	415.97	908.90	0.00	199,091.10
100-001-110-0003-00 RICH. CO. CURRENT TAXES	10,869,375.00	0.00	0.00	0.00	10,869,375.00
100-001-110-0005-00 LEX. CO. DELINQUENT TAXES	800,000.00	96,582.26	505,320.14	0.00	294,679.86
100-001-110-0006-00 RICH. CO. DELINQUENT TAXES	600,000.00	0.00	0.00	0.00	600,000.00
100-001-110-0007-00 RICH. CO. VEHICLE TAXES	4,122,500.00	0.00	0.00	0.00	4,122,500.00
100-001-140-0000-00 PENALTIES/INTEREST - LEX. CO. TAXES	180,000.00	14,521.16	75,809.93	0.00	104,190.07
100-001-140-0001-00 PENALTIES/INTEREST - RICH. CO. TAXES	130,000.00	0.00	0.00	0.00	130,000.00
LOCAL PROPERTY TAX REVENUE TOTALS	45,942,125.00	1,348,258.54	4,010,531.01	0.00	41,931,593.99
FEE IN LIEU OF TAXES TOTALS					
100-001-280-0000-00 FEE IN LIEU OF TAXES - LEX. CO.	58,300.00	0.00	0.00	0.00	58,300.00
FEE IN LIEU OF TAXES TOTALS	58,300.00	0.00	0.00	0.00	58,300.00
TUITION REVENUE TOTALS					
100-001-310-1000-00 INSTRUCTIONAL FEES - TAX DIFF	600,000.00	0.00	13,646.87	0.00	586,353.13
100-001-350-0003-00 SUMMER SCHOOL TUITION - HIGH	100,000.00	0.00	0.00	0.00	100,000.00
TUITION REVENUE TOTALS	700,000.00	0.00	13,646.87	0.00	686,353.13
INTEREST INCOME TOTALS					
100-001-510-0000-00 INTEREST ON INVESTMENTS	600,000.00	0.00	46,860.20	0.00	553,139.80
INTEREST INCOME TOTALS	600,000.00	0.00	46,860.20	0.00	553,139.80
STUDENT FEES TOTALS					
100-001-740-0015-00 ADDITIONAL ELEMENTARY REVENUE	11,600.00	0.00	0.00	0.00	11,600.00
100-001-740-0017-00 ADDITIONAL ELEMENTARY REVENUE	13,000.00	0.00	0.00	0.00	13,000.00
100-001-740-0020-00 ATHLETIC FEE	25,000.00	0.00	0.00	0.00	25,000.00
100-001-740-0023-00 ADDITIONAL ELEMENTARY REVENUE	5,000.00	0.00	0.00	0.00	5,000.00

100-001-740-0024-00 ADDITIONAL ELEMENTARY REVENUE	11,000.00	0.00	0.00	0.00	11,000.00
100-001-740-0025-00 ADDITIONAL ELEMENTARY REVENUE	6,500.00	0.00	0.00	0.00	6,500.00
100-001-740-0026-00 ADDITIONAL ELEMENTARY REVENUE	8,500.00	0.00	0.00	0.00	8,500.00
100-001-740-0027-00 ATHLETIC FEE	25,000.00	0.00	0.00	0.00	25,000.00
100-001-740-0029-00 ADDITIONAL ELEMENTARY REVENUE	1,500.00	0.00	0.00	0.00	1,500.00
100-001-740-0030-00 ADDITIONAL ELEMENTARY REVENUE	9,000.00	0.00	0.00	0.00	9,000.00
100-001-740-0035-00 ADDITIONAL ELEMENTARY REVENUE	6,900.00	0.00	0.00	0.00	6,900.00
100-001-740-0040-00 ATHLETIC FEE	21,500.00	0.00	0.00	0.00	21,500.00
100-001-740-0050-00 ADDITIONAL ELEMENTARY REVENUE	5,500.00	0.00	0.00	0.00	5,500.00
100-001-740-0052-00 ADDITIONAL ELEMENTARY REVENUE	5,500.00	0.00	0.00	0.00	5,500.00
100-001-740-0055-00 ADDITIONAL ELEMENTARY REVENUE	4,000.00	0.00	0.00	0.00	4,000.00
100-001-740-1020-00 CLUB FEE	2,500.00	0.00	0.00	0.00	2,500.00
100-001-740-1027-00 CLUB FEE	12,000.00	0.00	0.00	0.00	12,000.00
100-001-740-1040-00 CLUB FEE	5,000.00	0.00	0.00	0.00	5,000.00
100-001-740-2020-00 DRIVER ED FEE	2,200.00	0.00	0.00	0.00	2,200.00
100-001-740-2027-00 DRIVER ED FEE	7,500.00	0.00	0.00	0.00	7,500.00
100-001-740-2040-00 DRIVER ED FEE	3,000.00	0.00	0.00	0.00	3,000.00
STUDENT FEES TOTALS	191,700.00	0.00	0.00	0.00	191,700.00
OTHER LOCAL REVENUE TOTALS					
100-001-910-0000-00 RENTALS OF PROPERTIES	50,000.00	340.00	6,310.00	0.00	43,690.00
100-001-950-0000-00 REFUND ON PRIOR YEAR'S EXPENSES	5,000.00	0.00	12,750.81	0.00	-7,750.81
100-001-950-0001-00 REFUND OF PRIOR YEAR - TEXTBOOKS	0.00	0.00	1,768.16	0.00	-1,768.16
100-001-990-0000-00 MISC. LOCAL REVENUE	25,000.00	0.00	10,684.95	0.00	14,315.05
100-001-990-0006-00 MISC REV - VOIDED STALE O/S CHECKS	0.00	0.00	-277.23	0.00	277.23
100-001-999-0000-00 ALLOC. OF BEGIN. FUND BALANCE	665,071.00	0.00	0.00	0.00	665,071.00
OTHER LOCAL REVENUE TOTALS	745,071.00	340.00	31,236.69	0.00	713,834.31
100-001 TOTAL LOCAL REVENUE	48,237,196.00	1,348,598.54	4,102,274.77	0.00	44,134,921.23
TOTAL STATE REVENUE					
STATE RESTRICTED GRANTS REV. TOTALS					
100-003-131-0000-00 STATE REVENUE - HANDICAPPED STUDENTS	7,000.00	0.00	0.00	0.00	7,000.00

100-003-132-0000-00 STATE REV. - HOME INSTRUCTION	4,000.00	0.00	0.00	0.00	4,000.00
100-003-160-0000-00 BUS DRIVERS SALARY	636,165.00	48,938.72	309,953.86	0.00	326,211.14
100-003-162-0000-00 BUS DRIVERS WORKERS COMP	56,944.00	0.00	58,840.26	0.00	-1,896.26
100-003-180-0000-00 FRINGE BENEFITS - EMPLOYER CO	12,073,105.00	1,016,966.19	6,101,797.14	0.00	5,971,307.86
100-003-181-0000-00 RETIREE FRINGE - EMPLOYER CON	2,195,359.00	184,081.92	1,101,085.50	0.00	1,094,273.50
STATE RESTRICTED GRANTS REV. TOTALS	14,972,573.00	1,249,986.83	7,571,676.76	0.00	7,400,896.24
STATE EDUC. FINAN. ACT REV. TOTALS					
100-003-311-0000-00 EFA REVENUE - KINDERGARTEN	1,773,896.32	139,467.79	870,922.62	0.00	902,973.70
100-003-312-0000-00 EFA REVENUE - PRIMARY	5,518,954.46	433,816.94	2,709,019.66	0.00	2,809,934.80
100-003-313-0000-00 EFA REVENUE - ELEMENTARY	8,490,926.92	667,250.60	4,166,722.95	0.00	4,324,203.97
100-003-314-0000-00 EFA REVENUE - SECONDARY	4,023,926.59	201,061.40	1,255,551.00	0.00	2,768,375.59
100-003-315-0000-00 EFA REVENUE - T.M.H.	129,211.41	9,935.40	62,042.74	0.00	67,168.67
100-003-316-0000-00 EFA REVENUE - SPEECH	2,702,062.58	224,181.08	1,399,924.50	0.00	1,302,138.08
100-003-317-0000-00 EFA REVENUE - HOMEBOUND	87,461.50	6,886.73	43,004.96	0.00	44,456.54
100-003-321-0000-00 EFA REVENUE - EMOTIONALLY HA	320,712.48	26,937.37	168,213.48	0.00	152,499.00
100-003-322-0000-00 EFA REVENUE - E.M.H.	72,520.09	3,864.79	24,134.13	0.00	48,385.96
100-003-323-0000-00 EFA REVENUE - L.D.	1,892,930.18	142,113.58	887,444.55	0.00	1,005,485.63
100-003-324-0000-00 EFA REVENUE - HEARING HANDI.	70,372.09	6,345.96	39,628.08	0.00	30,744.01
100-003-325-0000-00 EFA REVENUE - VISUALLY HANDI.	60,966.00	5,403.13	33,740.46	0.00	27,225.54
100-003-326-0000-00 EFA REVENUE - ORTHOPEDICALLY	37,727.29	3,689.19	23,037.57	0.00	14,689.72
100-003-327-0000-00 EFA REVENUE - VOCATIONAL	5,117,781.67	521,756.90	3,258,170.85	0.00	1,859,610.82
100-003-331-0000-00 EFA REVENUE - AUTISM	386,451.42	31,297.70	195,442.03	0.00	191,009.39
STATE EDUC. FINAN. ACT REV. TOTALS	30,685,901.00	2,424,008.56	15,136,999.58	0.00	15,548,901.42
STATE REVENUE IN LIEU OF TAXES					
100-003-810-0000-00 PROPERTY TAX RELIEF REIMB. - LI	6,611,007.00	0.00	5,949,906.73	0.00	661,100.27
100-003-810-0001-00 PROPERTY TAX RELIEF REIMB - RI	3,969,064.00	0.00	3,572,157.21	0.00	396,906.79
100-003-820-0000-00 HOMESTEAD EXEMPTION - LEX. CO	1,210,890.00	0.00	0.00	0.00	1,210,890.00
100-003-820-0001-00 HOMESTEAD EXEMPTION - RICH. C	529,100.00	0.00	0.00	0.00	529,100.00
100-003-825-0000-00 TIER III PROPERTY TAX RELIEF	27,359,108.00	2,735,910.80	5,471,821.60	0.00	21,887,286.40

100-003-830-0000-00	MERCHANTS INV TAX RELIEF - LE	196,881.00	0.00	98,440.40	0.00	98,440.60
100-003-830-0001-00	MERCHANT INV TAX RELIEF - RIC	17,074.00	0.00	0.00	0.00	17,074.00
100-003-840-0000-00	MANUFACTURERS DEPR REIMB - L	301,963.00	0.00	0.00	0.00	301,963.00
100-003-840-0001-00	MANUFACTURERS DEPR REIMB - R	1,700.00	0.00	0.00	0.00	1,700.00
100-003-890-0000-00	MOTOR CARRIER VEH TAX REIMB	90,000.00	3,184.42	78,777.96	0.00	11,222.04
100-003-890-0001-00	MOTOR CARRIER VEH TAX REIMB	35,000.00	0.00	0.00	0.00	35,000.00
STATE REVENUE IN LIEU OF TAXES		40,321,787.00	2,739,095.22	15,171,103.90	0.00	25,150,683.10
OTHER STATE REVENUE TOTALS						
100-003-990-0000-00	OTHER STATE REVENUE	6,831.00	0.00	0.00	0.00	6,831.00
OTHER STATE REVENUE TOTALS		6,831.00	0.00	0.00	0.00	6,831.00
100-003 TOTAL STATE REVENUE		85,987,092.00	6,413,090.61	37,879,780.24	0.00	48,107,311.76
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	204,889.41	0.00	2,283,170.59
100-005-280-0000-00	TRANS FROM OTHER FUNDS - IND	600,000.00	1,127.41	32,838.19	0.00	567,161.81
TRANSFER FROM OTHER FUNDS TOTALS		3,088,060.00	1,127.41	237,727.60	0.00	2,850,332.40
OTHER SOURCES OF REVENUE						
100-005-300-0001-00	SALE OF FIXED ASSET	5,000.00	0.00	630.00	0.00	4,370.00
OTHER SOURCES OF REVENUE		5,000.00	0.00	630.00	0.00	4,370.00
100-005 TOTAL OTHER SOURCES OF REVENUE		3,093,060.00	1,127.41	238,357.60	0.00	2,854,702.40
		137,317,348.00	7,762,816.56	42,220,412.61	0.00	95,096,935.39
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	0.00	1,700.00
101-001-740-0017-00	PHONE NOTIFICATION FEES-LMES	1,700.00	0.00	0.00	0.00	1,700.00
101-001-740-0020-00	PHONE NOTIFICATION FEES-CHS	2,500.00	0.00	0.00	0.00	2,500.00
101-001-740-0021-00	PHONE NOTIFICATION FEES-CMS	2,000.00	0.00	0.00	0.00	2,000.00
101-001-740-0023-00	PHONE NOTIFICATION FEES-HECES	1,030.00	0.00	0.00	0.00	1,030.00
101-001-740-0024-00	PHONE NOTIFICATION FEES-BES	1,542.00	0.00	0.00	0.00	1,542.00
101-001-740-0025-00	PHONE NOTIFICATION FEES-DFES	1,120.00	0.00	0.00	0.00	1,120.00
101-001-740-0026-00	PHONE NOTIFICATION FEES-RSES	1,280.00	0.00	0.00	0.00	1,280.00
101-001-740-0027-00	PHONE NOTIFICATION FEES-DFHS	4,170.00	0.00	0.00	0.00	4,170.00
101-001-740-0028-00	PHONE NOTIFICATION FEES-DFMS	2,080.00	0.00	0.00	0.00	2,080.00

101-001-740-0029-00	PHONE NOTIFICATION FEES-HWES	740.00	0.00	0.00	0.00	740.00
101-001-740-0030-00	PHONE NOTIFICATION FEES-OPES	1,260.00	0.00	0.00	0.00	1,260.00
101-001-740-0035-00	PHONE NOTIFICATION FEES-IES	1,000.00	0.00	0.00	0.00	1,000.00
101-001-740-0040-00	PHONE NOTIFICATION FEES-IHS	4,080.00	0.00	0.00	0.00	4,080.00
101-001-740-0045-00	PHONE NOTIFICATION FEES-CRMS	1,938.00	0.00	0.00	0.00	1,938.00
101-001-740-0046-00	PHONE NOTIFICATION FEES-IMS	1,850.00	0.00	0.00	0.00	1,850.00
101-001-740-0050-00	PHONE NOTIFICATION FEES-LES	970.00	0.00	0.00	0.00	970.00
101-001-740-0052-00	PHONE NOTIFICATION FEES-NRES	1,040.00	0.00	0.00	0.00	1,040.00
101-001-740-0055-00	PHONE NOTIFICATION FEES-SOES	1,000.00	0.00	0.00	0.00	1,000.00
PHONE NOTIFICATION FEE TOTALS		33,000.00	0.00	0.00	0.00	33,000.00
101-001 TOTAL LOCAL REVENUE		33,000.00	0.00	0.00	0.00	33,000.00
FUND 101 - TOTALS		33,000.00	0.00	0.00	0.00	33,000.00
		137,350,348.00	7,762,816.56	42,220,412.61	0.00	95,129,935.39

## **DECEMBER 2009 EXPENDITURES**

**SCHOOL DIST 5 LEXINGTON/RICHLAND CO**  
**EXPENDITURE BUDGET REPORT BY ACCOUNT**  
**FY 2009-2010**  
**DECEMBER 2009**

<u>ACCOUNT</u>	<u>BUDGETED</u> <u>EXPENDITURE</u>	<u>CURRENT</u> <u>EXPENDITURE</u>	<u>YEAR TO DATE</u> <u>EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING</u> <u>BALANCE</u>
KINDERGARTEN TOTALS					
KINDERGARTEN SALARIES	4,306,755.97	373,548.13	1,640,031.51	0.00	2,666,724.46
KINDERGARTEN EMPLOYEE BENEFITS	1,458,093.09	120,397.94	547,405.28	0.00	910,687.81
KINDERGARTEN PURCHASED SERVICES	920.00	333.48	473.48	0.00	446.52
KINDERGARTEN SUPPLIES & MATERIALS	65,498.00	10,497.14	47,878.42	3,720.95	13,898.63
100-111 KINDERGARTEN TOTALS	5,831,267.06	504,776.69	2,235,788.69	3,720.95	3,591,757.42
PRIMARY TOTALS					
PRIMARY SALARIES	11,465,713.84	1,040,733.72	4,355,515.04	0.00	7,110,198.80
PRIMARY EMPLOYEE BENEFITS	3,459,622.41	303,391.32	1,311,082.05	0.00	2,148,540.36
PRIMARY PURCHASED SERVICES	3,300.00	0.00	1,533.25	0.00	1,766.75
PRIMARY SUPPLIES & MATERIALS	169,339.00	8,368.25	88,344.10	9,340.83	71,654.07
100-112 PRIMARY TOTALS	15,097,975.25	1,352,493.29	5,756,474.44	9,340.83	9,332,159.98
ELEMENTARY TOTALS					
ELEMENTARY SALARIES	18,132,512.41	1,916,037.06	7,217,256.90	0.00	10,915,255.51
ELEMENTARY EMPLOYEE BENEFITS	5,571,315.29	559,132.21	2,214,258.38	0.00	3,357,056.91
ELEMENTARY PURCHASED SERVICES	7,806.00	1,040.00	2,386.45	387.00	5,032.55
ELEMENTARY SUPPLIES & MATERIALS	444,699.00	18,171.11	183,198.80	22,828.76	238,671.44
100-113 ELEMENTARY TOTALS	24,156,332.70	2,494,380.38	9,617,100.53	23,215.76	14,516,016.41
SECONDARY TOTALS					
SECONDARY SALARIES	14,463,914.62	1,177,777.68	5,252,390.25	0.00	9,211,524.37
SECONDARY EMPLOYEE BENEFITS	4,050,109.78	336,912.44	1,546,388.89	0.00	2,503,720.89
SECONDARY PURCHASED SERVICES	106,340.02	120.02	104,265.34	150.00	1,924.68
SECONDARY SUPPLIES & MATERIALS	629,413.00	13,205.14	300,591.81	59,486.39	269,334.80
SECONDARY OTHER OBJECTS	8,165.00	0.00	7,150.00	0.00	1,015.00
100-114 SECONDARY TOTALS	19,257,942.42	1,528,015.28	7,210,786.29	59,636.39	11,987,519.74
VOCATIONAL TOTALS					
VOCATIONAL SALARIES	1,928,576.35	167,972.36	774,785.81	0.00	1,153,790.54
VOCATIONAL EMPLOYEE BENEFITS	586,901.79	49,472.93	231,002.58	0.00	355,899.21
VOCATIONAL SUPPLIES & MATERIALS	93,937.00	2,605.37	35,731.10	5,322.21	52,883.69
100-115 VOCATIONAL TOTALS	2,609,415.14	220,050.66	1,041,519.49	5,322.21	1,562,573.44
DRIVER EDUCATION TOTALS					
DRIVER EDUCATION SALARIES	114,874.50	9,489.54	46,256.62	0.00	68,617.88
DRIVER EDUCATION EMPLOYEE BENEFITS	31,635.70	2,548.10	12,488.73	0.00	19,146.97
DRIVER ED. SUPPLIES & MATERIALS	1,881.00	0.00	272.51	0.00	1,608.49
100-117 DRIVER EDUCATION TOTALS	148,391.20	12,037.64	59,017.86	0.00	89,373.34
EDUC. MENT. HANDI. TOTALS					
EDUC. MENT. HANDI. SALARIES	496,699.80	38,191.34	171,966.65	0.00	324,733.15
EDUC. MENT. HANI. EMPLOYEE BENEFITS	161,514.10	11,532.46	53,602.95	0.00	107,911.15
EDUC. MENT. HANDI. SUPPLIES	3,612.00	446.22	876.50	80.92	2,654.58
100-121 EDUC. MENT. HANDI. TOTALS	661,825.90	50,170.02	226,446.10	80.92	435,298.88
TRAIN. MENT. HANDI. TOTALS					
T. M. H. SALARIES	604,830.60	49,620.67	223,395.18	0.00	381,435.42
T. M. H. EMPLOYEE BENEFITS	206,815.28	15,548.96	72,622.75	0.00	134,192.53
T. M. H. SUPPLIES & MATERIALS	3,539.00	101.21	1,394.06	689.07	1,455.87

FOUR-YEAR OLD KINDERGARTEN TOTALS					
4 YR KINDERGARTEN SALARIES	514,466.44	42,831.01	190,779.46	0.00	323,686.98
4 YR KINDERGARTEN BENEFITS	161,000.11	13,319.55	60,886.94	0.00	100,113.17
4 YR KINDERGARTEN PURCH SERVICES	6,621.50	0.00	3,582.39	0.00	3,039.11
4 YR KINDERGARTEN SUPPLIES	6,258.88	0.00	226.56	272.44	5,759.88
100-139 FOUR-YEAR OLD KINDERGARTEN TOTALS	688,346.93	56,150.56	255,475.35	272.44	432,599.14
ACADEMIC. GIFTED TOTALS					
ACADEMICALLY GIFTED SALARIES	56,057.54	18,269.98	33,059.34	0.00	22,998.20
ACADEMIC GIFTED EMPLOYEE BENEFITS	11,832.82	4,989.13	8,017.62	0.00	3,815.20
100-141 ACADEMIC. GIFTED TOTALS	67,890.36	23,259.11	41,076.96	0.00	26,813.40
ADVANCED PLACEMENT TOTALS					
ADVANCED PLACEMENT SALARIES	779,090.35	65,644.24	294,280.60	0.00	484,809.75
ADVANCED PLACEMENT BENEFITS	227,253.91	18,250.24	84,642.10	0.00	142,611.81
100-143 ADVANCED PLACEMENT TOTALS	1,006,344.26	83,894.48	378,922.70	0.00	627,421.56
HOMEBOUND TOTALS					
HOMEBOUND SALARIES	127,575.00	10,637.50	43,256.91	0.00	84,318.09
HOMEBOUND BENEFITS	30,372.70	2,193.15	9,583.49	0.00	20,789.21
HOMEBOUND PURCHAS. SERV.	13,300.00	425.00	1,294.71	0.00	12,005.29
100-145 HOMEBOUND TOTALS	171,247.70	13,255.65	54,135.11	0.00	117,112.59
ARTISTIC. GIFTED TOTALS					
ARTISTICALLY GIFTED SALARIES	6,488.21	285.78	2,478.16	0.00	4,010.05
ARTISTIC GIFTED EMPLOYEE BENEFITS	1,376.17	67.63	445.60	0.00	930.57
ARTISTICALLY GIFTED PURCH. SERV.	1,950.00	0.00	0.00	0.00	1,950.00
100-148 ARTISTIC. GIFTED TOTALS	9,814.38	353.41	2,923.76	0.00	6,890.62
OTHER SPECIAL PROG. TOTALS					
OTHER SPECIAL PROGRAMS SALARIES	1,016,513.06	39,067.06	183,439.96	0.00	833,073.10
OTHER SPEC. PROG. EMPLOYEE BENEFITS	256,307.91	11,011.51	53,953.82	0.00	202,354.09
100-149 OTHER SPECIAL PROG. TOTALS	1,272,820.97	50,078.57	237,393.78	0.00	1,035,427.19
AUTISM TOTALS					
AUTISM SALARIES	794,490.08	66,414.21	300,681.68	0.00	493,808.40
AUTISM BENEFITS	289,004.07	22,221.04	103,789.20	0.00	185,214.87
AUTISM SUPPLIES	3,263.00	-60.55	1,834.05	375.28	1,053.67
100-161 AUTISM TOTALS	1,086,757.15	88,574.70	406,304.93	375.28	680,076.94
SECONDARY SUMMER SCHOOL TOTALS					
SEC. SUM. SCH. SALARIES	84,150.00	0.00	21,921.00	0.00	62,229.00
SEC. SUM. SCH. EMPLOYEE BENEFITS	17,848.23	0.00	4,300.17	0.00	13,548.06
SEC. SUM. SCH. SUPPLIES	0.00	0.00	17,004.30	0.00	-17,004.30
100-173 SECONDARY SUMMER SCHOOL TOTALS	101,998.23	0.00	43,225.47	0.00	58,772.76
	0.00	0.00	11,420.00	0.00	-11,420.00
100-174	0.00	0.00	11,420.00	0.00	-11,420.00
ADULT ED. BASIC TOTALS					
ADULT ED. BASIC SALARIES	112,606.50	8,876.38	44,422.02	0.00	68,184.48
ADULT ED. BASIC EMPLOYEE BENEFITS	34,477.62	2,589.29	13,639.68	0.00	20,837.94
ADULT ED. BASIC PURCHASED SERVICES	2,000.00	315.70	1,086.05	0.00	913.95
100-181 ADULT ED. BASIC TOTALS	149,084.12	11,781.37	59,147.75	0.00	89,936.37
ADULT ED. SECOND. TOTALS					
ADULT SECONDARY SALARIES	7,500.00	0.00	0.00	0.00	7,500.00
ADULT SEC. EMPLOYEE BENEFITS	1,590.75	0.00	0.00	0.00	1,590.75
	1,500.00	0.00	0.00	0.00	1,500.00
	9,660.00	50.28	216.95	271.50	9,171.55
100-182 ADULT ED. SECOND. TOTALS	20,250.75	50.28	216.95	271.50	19,762.30
PUPIL ACTIVITY TOTALS					
PUPIL ACTIVITY SALARIES	417,673.04	34,760.87	154,087.70	0.00	263,585.34



PUPIL ACTIVITY BENEFITS	91,493.39	7,771.81	33,090.39	0.00	58,403.00
PUPIL ACTIVITY OTHER	80,533.00	7,256.42	30,951.39	9,842.15	39,739.46
100-190 PUPIL ACTIVITY TOTALS	589,699.43	49,789.10	218,129.48	9,842.15	361,727.80
ATTENDANCE TOTALS					
ATTENDANCE SALARIES	540,140.25	74,804.00	302,484.19	0.00	237,656.06
ATTENDANCE EMPLOYEE BENEFITS	199,152.94	24,721.56	103,454.38	0.00	95,698.56
ATTENDANCE PURCHASED SERVICES	9,412.00	484.06	1,284.77	0.00	8,127.23
ATTENDANCE SUPPLIES	7,667.00	26.56	2,254.35	0.00	5,412.65
100-211 ATTENDANCE TOTALS	756,372.19	100,036.18	409,477.69	0.00	346,894.50
GUIDANCE TOTALS					
GUIDANCE SALARIES	2,873,349.53	240,291.22	1,182,884.50	0.00	1,690,465.03
GUIDANCE EMPLOYEE BENEFITS	849,998.78	68,701.92	343,682.67	0.00	506,316.11
GUIDANCE PURCHASED SERVICES	1,936.00	411.76	661.76	0.00	1,274.24
GUIDANCE SUPPLIES	18,594.50	313.77	7,420.57	712.69	10,461.24
100-212 GUIDANCE TOTALS	3,743,878.81	309,718.67	1,534,649.50	712.69	2,208,516.62
NURSES TOTALS					
NURSES SALARIES	1,175,231.35	97,718.73	446,896.96	0.00	728,334.39
NURSES EMPLOYEE BENEFITS	337,568.28	27,180.60	123,778.54	0.00	213,789.74
NURSES PURCHASED SERVICES	979.00	2,275.00	2,275.00	5,430.00	-6,726.00
NURSES SUPPLIES	20,093.00	311.15	11,184.11	505.23	8,403.66
100-213 NURSES TOTALS	1,533,871.63	127,485.48	584,134.61	5,935.23	943,801.79
PSYCHOLOGICAL TOTALS					
PSYCHOLOGICAL SALARIES	1,020,361.50	85,030.10	425,150.46	0.00	595,211.04
PSYCHOLOGICAL EMPLOYEE BENEFITS	269,618.42	22,059.89	110,735.80	0.00	158,882.62
PSYCHOLOGICAL PURCHASED SERVICES	7,188.00	0.00	369.78	0.00	6,818.22
PSYCHOLOGICAL SUPPLIES	6,562.00	0.00	6,505.64	0.00	56.36
100-214 PSYCHOLOGICAL TOTALS	1,303,729.92	107,089.99	542,761.68	0.00	760,968.24
CAREER DEVELOPMENT FACILITATOR					
CAREER DEV. FAC. SALARIES	160,782.85	13,398.56	60,293.52	0.00	100,489.33
CAREER DEV. FAC. BENEFITS	51,966.15	4,126.69	19,753.29	0.00	32,212.86
CAREER DEV. FAC. SUPPLIES	1,300.00	0.00	0.00	0.00	1,300.00
100-217 CAREER DEVELOPMENT FACILITATOR	214,049.00	17,525.25	80,046.81	0.00	134,002.19
IMPROV. OF INSTRUCT. TOTALS					
IMPROVEMENT OF INSTRUCT. SALARIES	3,176,545.30	308,945.84	1,484,727.77	0.00	1,691,817.53
IMPROV. OF INSTR. EMPLOYEE BENEFITS	863,494.80	81,085.13	392,852.93	0.00	470,641.87
IMPROV. OF INSTR. PURCHASED SERV.	252,515.00	158.24	24,266.67	29,650.00	198,598.33
IMPROV. OF INSTR. SUPPLIES	178,200.00	8,093.50	43,005.86	2,016.19	133,177.95
IMPROV. OF INSTR. OTHER OBJECTS	242,509.00	235.90	113,574.69	11,642.29	117,292.02
100-221 IMPROV. OF INSTRUCT. TOTALS	4,713,264.10	398,518.61	2,058,427.92	43,308.48	2,611,527.70
EDUCA. MEDIA TOTALS					
EDUCATIONAL MEDIA SALARIES	1,930,934.34	159,098.84	718,535.99	0.00	1,212,398.35
EDUCA. MEDIA EMPLOYEE BENEFITS	597,333.37	46,711.82	214,836.00	0.00	382,497.37
EDUC. MEDIA PURCHASED SERVICES	1,080.00	0.00	310.00	0.00	770.00
EDUC. MEDIA SUPPLIES	318,475.50	27,570.94	158,048.59	27,589.33	132,837.58
100-222 EDUCA. MEDIA TOTALS	2,847,823.21	233,381.60	1,091,730.58	27,589.33	1,728,503.30
SUPERVISION OF SPEC. PROG. TOTALS					
SUPERVISION OF SPEC. PROG. SALARIES	585,296.60	69,235.02	300,992.20	0.00	284,304.40
SUPV. OF SPEC. PROG. EMPL. BENEFITS	160,337.49	16,781.01	75,238.95	0.00	85,098.54
SUPV. OF SPEC. PROG. PURCH. SERV.	2,825.00	0.00	0.00	0.00	2,825.00
SUPV. OF SPEC. PROG. SUPPLIES	4,550.00	0.00	57.62	0.00	4,492.38
100-223 SUPERVISION OF SPEC. PROG. TOTALS	753,009.09	86,016.03	376,288.77	0.00	376,720.32
INSTRUC. STAFF DEV. TOTALS					
INSTRUC. STAFF DEV. SALARIES	13,655.00	0.00	3,193.54	0.00	10,461.46
INSTRUC. STAFF DEV. BENEFITS	2,896.25	0.00	667.99	0.00	2,228.26

INSTRUC. STAFF DEV. PURCH. SERVICES	151,156.20	6,743.99	31,272.46	6,746.58	113,137.16
INSTRUC. STAFF DEV. SUPPLIES	7,572.06	0.00	710.95	1,644.43	5,216.68
100-224 INSTRUC. STAFF DEV. TOTALS	175,279.51	6,743.99	35,844.94	8,391.01	131,043.56
BOARD OF EDUC. TOTALS					
BOARD OF EDUCATION SALARIES	36,250.00	2,187.50	13,125.00	0.00	23,125.00
BOARD OF ED. EMPLOYEE BENEFITS	7,638.39	343.26	2,059.56	0.00	5,578.83
BOARD OF ED. PURCHASED SERVICES	239,200.00	27,208.39	119,148.30	162.64	119,889.06
BOARD OF ED. OTHER OBJECTS	202,225.00	0.00	211,110.00	0.00	-8,885.00
100-231 BOARD OF EDUC. TOTALS	485,313.39	29,739.15	345,442.86	162.64	139,707.89
OFF. OF SUPERINTENDENT TOTALS					
OFF. OF SUPERINTENDENT SALARIES	259,666.00	22,371.34	133,825.54	0.00	125,840.46
OFF. OF SUPT. EMPLOYEE BENEFITS	75,933.94	5,780.67	42,091.55	0.00	33,842.39
OFF. OF SUPT. PURCHASED SERVICES	12,000.00	164.25	4,141.02	0.00	7,858.98
OFF. OF SUPT. SUPPLIES	10,611.08	55.86	852.39	0.00	9,758.69
OFF. OF SUPT. OTHER OBJECTS	5,100.00	0.00	605.00	0.00	4,495.00
100-232 OFF. OF SUPERINTENDENT TOTALS	363,311.02	28,372.12	181,515.50	0.00	181,795.52
SCHOOL ADMINISTRATION TOTALS					
SCHOOL ADMINISTRATION SALARIES	7,207,849.10	673,423.92	3,222,550.55	0.00	3,985,298.55
SCH. ADMIN. EMPLOYEE BENEFITS	2,135,759.01	187,120.72	907,890.53	0.00	1,227,868.48
SCH. ADMIN. PURCHASED SERVICES	190,370.42	24,772.73	92,079.16	1,547.06	96,744.20
SCH. ADMIN. SUPPLIES	173,900.00	6,260.67	73,700.05	9,946.42	90,253.53
SCH. ADMIN. CAPITAL OUTLAY	12,867.00	456.75	456.75	0.00	12,410.25
SCH. ADMIN. OTHER OBJECTS	44,680.50	0.00	24,727.76	0.00	19,952.74
100-233 SCHOOL ADMINISTRATION TOTALS	9,765,426.03	892,034.79	4,321,404.80	11,493.48	5,432,527.75
STUDENT TRANSPORTATION TOTALS					
STUDENT TRANSPORTATION SALARIES	3,045.00	141.00	605.72	0.00	2,439.28
STUDENT TRANSPORTATION BENEFITS	755.00	25.58	108.18	0.00	646.82
	2,345.00	240.00	586.00	0.00	1,759.00
100-251 STUDENT TRANSPORTATION TOTALS	6,145.00	406.58	1,299.90	0.00	4,845.10
FISCAL SERVICES TOTALS					
FISCAL SERVICES SALARIES	793,933.00	66,862.70	392,843.99	0.00	401,089.01
FISCAL SERV. EMPLOYEE BENEFITS	236,093.70	18,599.73	110,396.42	0.00	125,697.28
FISCAL SERVICES PURCHASED SERVICES	55,000.00	9,062.20	30,376.95	3,343.50	21,279.55
FISCAL SERVICES SUPPLIES	65,250.00	482.03	16,444.88	3,356.84	45,448.28
FISCAL SERVICES CAPITAL OUTLAY	6,250.00	0.00	0.00	0.00	6,250.00
FISCAL SERVICES OTHER OBJECTS	4,500.00	2,460.00	3,096.00	0.00	1,404.00
100-252 FISCAL SERVICES TOTALS	1,161,026.70	97,466.66	553,158.24	6,700.34	601,168.12
OPER. & MAINT. TOTALS					
OPERATION & MAINT. SALARIES	5,848,547.44	476,724.96	2,866,404.94	0.00	2,982,142.50
OPER. & MAINT. EMPLOYEE BENEFITS	2,109,814.00	163,749.12	987,124.26	0.00	1,122,689.74
OPER. & MAINT. PURCHASED SERVICES	2,719,478.26	166,344.04	1,422,681.98	442,209.37	854,586.91
OPER. & MAINT. SUPPLIES	3,702,270.00	323,177.69	1,616,447.20	66,515.18	2,019,307.62
OPER. & MAINT. OTHER OBJECTS	34,500.00	733.44	31,052.95	0.00	3,447.05
100-254 OPER. & MAINT. TOTALS	14,414,609.70	1,130,729.25	6,923,711.33	508,724.55	6,982,173.82
PUPIL TRANSPORTATION TOTALS					
PUPIL TRANSPORTATION SALARIES	2,942,302.91	221,259.91	1,121,337.86	0.00	1,820,965.05
PUPIL TRANSP. EMPLOYEE BENEFITS	1,007,839.90	56,131.43	291,294.25	0.00	716,545.65
PUPIL TRANSP. PURCHASED SERVICES	201,570.00	6,799.94	48,636.29	13,885.00	139,048.71
PUPIL TRANSP. SUPPLIES	52,535.00	3,013.08	21,301.62	977.27	30,256.11
PUPIL TRANSP. OTHER OBJECTS	450.00	0.00	104.00	0.00	346.00
100-255 PUPIL TRANSPORTATION TOTALS	4,204,697.81	287,204.36	1,482,674.02	14,862.27	2,707,161.52
INTERNAL SERVICES TOTALS					
INTERNAL SERVICES SALARIES	380,283.82	30,341.80	191,699.73	0.00	188,584.09
INTERNAL SERV. EMPLOYEE BENEFITS	116,048.69	9,001.38	55,884.50	0.00	60,164.19

INTERNAL SERV. PURCHASED SERVICES	679,814.68	37,959.04	244,764.26	96,302.89	338,747.53
INTERNAL SERV. SUPPLIES	46,730.00	-936.77	10,127.90	1,876.08	34,726.02
100-257 INTERNAL SERVICES TOTALS	1,222,877.19	76,365.45	502,476.39	98,178.97	622,221.83
SECURITY TOTALS					
SECURITY SALARIES	0.00	5,793.58	34,761.48	0.00	-34,761.48
SECURITY BENEFITS	0.00	1,497.22	8,982.97	0.00	-8,982.97
SECURITY PURCHASED SERVICES	723,675.78	6,748.93	53,335.60	35,628.33	634,711.85
SECURITY SUPPLIES	200.00	0.00	0.00	0.00	200.00
100-258 SECURITY TOTALS	723,875.78	14,039.73	97,080.05	35,628.33	591,167.40
PUBIC RELATIONS DEPT. TOTALS					
INFORMATION SERVICES SALARIES	215,397.50	17,894.00	109,571.81	0.00	105,825.69
INFORMATION SERV. EMPLOYEE SERVICES	56,938.16	4,265.51	27,208.12	0.00	29,730.04
INFORMATION SERV. PURCHASED SERV.	66,006.00	3,336.65	7,119.20	2,425.00	56,461.80
INFORMATION SERV. SUPPLIES	28,462.00	3,631.26	14,884.07	3,372.67	10,205.26
INFORMATION SERV. OTHER OBJECTS	13,684.92	1,672.50	7,767.32	12.00	5,905.60
100-263 PUBIC RELATIONS DEPT. TOTALS	380,488.58	30,799.92	166,550.52	5,809.67	208,128.39
PERSONNEL DEPT. TOTALS					
STAFF SERVICES SALARIES	537,466.98	48,520.28	272,560.63	0.00	264,906.35
STAFF SERVICES EMPLOYEE BENEFITS	251,399.40	12,614.37	147,371.01	0.00	104,028.39
STAFF SERVICES PURCHASED SERVICES	62,900.00	2,187.47	25,257.47	175.00	37,467.53
STAFF SERVICES SUPPLIES	49,782.00	296.29	34,383.46	1,983.61	13,414.93
STAFF SERVICES OTHER OBJECTS	300.00	0.00	495.00	0.00	-195.00
100-264 PERSONNEL DEPT. TOTALS	901,848.38	63,618.41	480,067.57	2,158.61	419,622.20
DATA PROCESSING TOTALS					
DATA PROCESSING SERVICES SALARIES	916,030.00	201,257.27	592,011.77	0.00	324,018.23
DATA PROCESS. EMPLOYEE BENEFITS	260,770.46	57,314.52	164,691.61	0.00	96,078.85
DATA PROCESS. PURCHASED SERVICES	175,000.00	4,341.06	60,768.75	7,418.11	106,813.14
TECHNOLOGY SERVICES - SUPPLIES	12,250.00	1,190.97	2,848.73	646.48	8,754.79
100-266 DATA PROCESSING TOTALS	1,364,050.46	264,103.82	820,320.86	8,064.59	535,665.01
PUPIL SERVICES TOTALS					
PUPIL SERVICES SALARIES	1,252,167.57	98,563.31	572,631.83	0.00	679,535.74
PUPIL SERVICE EMPLOYEE BENEFITS	301,129.86	23,200.42	129,904.61	0.00	171,225.25
PUPIL SERVICES PURCHASED SERVICES	3,900.00	0.00	0.00	54.60	3,845.40
100-271 PUPIL SERVICES TOTALS	1,557,197.43	121,763.73	702,536.44	54.60	854,606.39
	30,960.00	2,580.00	11,610.00	0.00	19,350.00
	6,800.00	0.00	24.59	500.00	6,275.41
100-390	37,760.00	2,580.00	11,634.59	500.00	25,625.41
TRANSFER TO STATE DEPT. TOTALS					
TRANSFER TO STATE DEPT.	25,000.00	0.00	0.00	0.00	25,000.00
100-411 TRANSFER TO STATE DEPT. TOTALS	25,000.00	0.00	0.00	0.00	25,000.00
TRANSF. TO OTHER GOVT. TOTALS					
TRANSFER TO OTHER GOVT. UNITS	152,200.00	0.00	38,777.50	0.00	113,422.50
100-412 TRANSF. TO OTHER GOVT. TOTALS	152,200.00	0.00	38,777.50	0.00	113,422.50
PYMT OTHER NONPR. 1ST STEP TOTALS					
PYMT OTHER NONPROF. 1ST STEPS	3,200.00	0.00	0.00	0.00	3,200.00
100-415 PYMT OTHER NONPR. 1ST STEP TOTALS	3,200.00	0.00	0.00	0.00	3,200.00
TRANSF. TO GENERAL FUND TOTALS					
TRANSFER TO GENERAL FUND	40,215.00	0.00	0.00	0.00	40,215.00
100-420 TRANSF. TO GENERAL FUND TOTALS	40,215.00	0.00	0.00	0.00	40,215.00
TRANSF. TO SPEC. REV. TOTALS					
TRANSFER TO SPECIAL REV. FUND	134,531.00	0.00	0.00	0.00	134,531.00
100-421 TRANSF. TO SPEC. REV. TOTALS	134,531.00	0.00	0.00	0.00	134,531.00
TRANSF. TO FOOD SERV. TOTALS					

TRANSFER TO FOOD SERV. FUND	521,745.00	0.00	0.00	0.00	521,745.00
100-425 TRANSF. TO FOOD SERV. TOTALS	521,745.00	0.00	0.00	0.00	521,745.00
TRANSF. TO PUPIL ACT. TOTALS					
TRANSFER TO PUPIL ACT. FUND	408,168.00	0.00	57,400.00	0.00	350,768.00
100-426 TRANSF. TO PUPIL ACT. TOTALS	408,168.00	0.00	57,400.00	0.00	350,768.00
	137,052,352.36	11,778,456.07	54,981,720.07	974,696.11	81,095,936.18
FUND 101 - TOTALS					
DATA PROC. TOTALS					
DATA PROC. PURCHASED SERVICES	33,000.00	0.00	40,367.62	0.00	-7,367.62
101-266 DATA PROC. TOTALS	33,000.00	0.00	40,367.62	0.00	-7,367.62
FUND 101 - TOTALS	33,000.00	0.00	40,367.62	0.00	-7,367.62
FUND 102 - TOTALS					
PRIMARY TOTALS					
PRIMARY SALARIES	89,200.90	7,378.04	33,204.70	0.00	55,996.20
PRIMARY EMPLOYEE BENEFITS	29,981.51	2,190.48	10,179.98	0.00	19,801.53
102-112 PRIMARY TOTALS	119,182.41	9,568.52	43,384.68	0.00	75,797.73
ELEMENTARY TOTALS					
ELEMENTARY SALARIES	68,012.60	5,630.82	25,341.00	0.00	42,671.60
ELEMENTARY EMPLOYEE BENEFITS	23,006.42	1,709.47	7,961.92	0.00	15,044.50
102-113 ELEMENTARY TOTALS	91,019.02	7,340.29	33,302.92	0.00	57,716.10
CURRICULUM TOTALS					
CURRICULUM SALARIES	39,471.25	14,393.25	14,393.25	0.00	25,078.00
CURRICULUM EMPLOYEE BENEFITS	8,371.83	3,003.51	3,003.51	0.00	5,368.32
102-221 CURRICULUM TOTALS	47,843.08	17,396.76	17,396.76	0.00	30,446.32
IN-SERVICE TRAINING TOTALS					
IN-SERVICE TRAINING SALARIES	5,734.75	0.00	3,481.71	0.00	2,253.04
IN-SERVICE TRAINING - EMP BENEFITS	1,216.38	0.00	720.49	0.00	495.89
102-224 IN-SERVICE TRAINING TOTALS	6,951.13	0.00	4,202.20	0.00	2,748.93
FUND 102 - TOTALS	264,995.64	34,305.57	98,286.56	0.00	166,709.08
	137,350,348.00	11,812,761.64	55,120,374.25	974,696.11	81,255,277.64






**Memorandum**

To: Members of the Board of Trustees

Through: Dr. Herbert M. Berg  
Superintendent

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

Date: January 20, 2010

Re: Board Policies – Section G

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**Issue:** First reading approval of proposed board policies:

- Policy GCO and GCO -R - *Evaluation of Professional Staff*
- Policy GDJ and GDJ -R - *Support Staff Assignments and Transfers*
- New policy and Admin Rule GDQC - *Retirement of Support Staff*
- Policy GCK - *Professional Staff Assignments and Transfers (replaces Policy GBM & Rule GBM-R)*
- Policy GCOA - *Evaluation of Instructional Staff (replaces Policy and rule GBI & R)*
- Policy GCQA, GCQB, GDQA - *Personnel Reduction in Force (replaces Policy GBKA)*
- Policy GCQE - *Retirement of Professional Staff (replaces Policy GBO)*
- New language for Policy GDBC & Rule GDBC-R- *Support Staff Supplementary Pay/Overtime (replaces Policy GDBC & Rule GDBC-R)*

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

**Recommendation:** Request Board of Trustees approval.

AHB/rfl

Attachments: Recommended New Policies

# **EVALUATION OF PROFESSIONAL STAFF**

Code **GCO** Issued **DRAFT/2010**

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Purpose: To establish the basic structure for evaluation of administrators in the district to ensure accountability.

The appropriate personnel will evaluate the performance of every administrator fairly and on a periodic basis in an effort to improve the quality of all work performance.

The superintendent will enforce the rules, regulations and procedures necessary for conducting an efficient, effective program of evaluation in accordance with state laws and regulations.

The elements of the performance evaluation program are as follows.

- Every administrator is informed of the criteria by which his/her performance is evaluated.
- Every administrator has the right to receive the results of his/her performance evaluation in writing.

## **Principals**

At a minimum, the district will use statewide standards and procedures adopted by the state board of education to evaluate all principals at least once every three years. The superintendent may add standards and criteria as established by the board and/or by the principal and superintendent in collaboration.

The district will establish a professional development plan based on the principal's strengths and weaknesses and taking into consideration the school's strategic plan for the purpose of improving the principal's performance.

Any principal whose performance on an evaluation is rated unsatisfactory, if employed as a principal in the subsequent year, will be evaluated again during that school year. A satisfactory determination on the evaluation is only one of several criteria for overall performance evaluation and will not suffice for reemployment as a principal within the district.

Annually, the superintendent or his/her designee will provide feedback to a principal regarding his/her job performance.

Adopted 11/17/81; Revised 9/6/83, 2/6/89, ^

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## **Legal references:**

- A. S. C. Code, 1976, as amended:
  - 1. Section 59-24-40 - Evaluation of and performance standards for school principals.
- B. State Board of Education Regulations:
  - 1. R-43-165.1 - Program for Assisting, Developing and Evaluating Principal Performance.



## **EVALUATION OF PROFESSIONAL STAFF**

Code **GCO-R** Issued **DRAFT/2010**

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### **First year principals**

First-year principals must participate in an induction program as provided by the state board of education. The superintendent or his/her designee will observe, collect relevant data and consult with a first-year principal on a regular and consistent basis. Further, the superintendent or his/her designee will provide written and oral feedback to the first-year principal on each state-adopted standard and criterion.

### **Experienced principals**

Annually, the superintendent or his/her designee will provide informal feedback to experienced principals on their job performance. At least once every three years, the superintendent or his/her designee will conduct a formal evaluation of experienced principals. The formal evaluation must address the nine state-adopted standards and their accompanying criteria. The district may use an evaluation instrument as provided by the state department of education or may use an evaluation instrument as provided by the state department of education or may adopt an evaluation instrument it deems as appropriate.

The formal evaluation will consist of formative and summative phases. The formative phase will begin with an initial review of the evaluation instrument. Regular conferences will be held between the superintendent or his/her designee and the principal to discuss the principal's progress. The conferences will include an analysis of the data collected during the year.

The summative phase will provide evaluative conclusions based on the data collected and will include the completion of the written evaluation. The evaluator must complete the principal evaluation instrument, discuss the results with the principal and go over the degree to which the standards and criteria for the evaluation have been met.

After reviewing the overall evaluation, the evaluator and principal will discuss identified strengths and weaknesses, the school's renewal plan and the areas of concentration for improved performance. Both will sign the evaluation instrument at the conclusion of the summative phase and a written copy of the signed evaluation must be given to the principal.

Each principal may respond in writing to his/her formal evaluation; however, the written response must be submitted to the evaluator within 10 working days of the summative conference.

Annually, or as required by state law, the district will provide assurance to the state department of education that the system is complying with all laws and regulations governing the evaluation of principals.

Issued ^



## **SUPPORT STAFF ASSIGNMENTS AND TRANSFERS**

Code **GDJ** Issued **DRAFT/2010**

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Purpose: To establish the basic structure for the assignment and transfer of support staff in the district.

### **Assignment**

All personnel are employed by the district, not a particular school.

The basic consideration in the assignment of support personnel in the schools is the well-being of the instructional program. The appropriateness of the assignments for individuals will have a significant impact on the morale of the staff and on the effectiveness of the total educational program. Support personnel, therefore, will be assigned on the basis of their qualifications, the needs of the district and the expressed desires of the individuals affected.

The superintendent or his/her designee is authorized to reassign all personnel in the best interest of the district.

### **Transfer**

Personnel transfers within the district may be affected on a voluntary or involuntary basis. Voluntary transfer occurs as a result of an individual's request for assignment to another school. Involuntary transfer may be required when a school's enrollment changes, programs are eliminated, modified or added, or a school opens or closes.

With regard to both voluntary and involuntary transfers, personnel will be assigned first in accordance with the needs of the school district, second where the administration believes that the employee is best qualified to serve, and third as to the expressed preference of the employee. All other considerations being equal, the preferences of employees will be granted in order of their seniority in the district subject to the approval of the principals involved. Seniority will be determined by length of continuous service in Lexington School District Five. Academic or long-term disability leave will not be construed as an interruption of continuous service; however, this leave time will not be included in the calculation of length of service to the district.

Adopted 9/25/06; Revised ^

## **SUPPORT STAFF ASSIGNMENTS AND TRANSFERS**

Code **GDJ-R** Issued **DRAFT/2010**

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Personnel transfers within the district may be affected on a voluntary or involuntary basis. The superintendent or his/her designee may make personnel assignments within the district on a voluntary or involuntary basis. The district will use the following procedures in making assignments.

### **Voluntary transfer**

Voluntary transfer occurs as a result of an individual's request for assignment to another school. Whenever vacancies develop in new or existing positions, consideration will be given to qualified applicants among current staff members. If an employee would like to be considered for a lateral transfer, the following procedure will be used.

- The person desiring a transfer for the next academic year must discuss it with his/her principal/director (if in a school) or with his/her immediate supervisor (if on the district level).
- The person must then complete a request for transfer form. Request for transfer forms are issued in January with a deadline for submission to the chief human resource services officer.

When a vacancy for which the person qualifies exists in the school to which the transfer is requested, the person's name will be referred to the principal who will schedule an interview with him/her. Transfer requests will not be made after May 15 in order to ensure stability in school staff for the coming year.

Based upon the recommendation of the site supervisor (and/or other immediate supervisors involved), the normal hiring process will occur.

### **Involuntary transfer/reassignment**

Involuntary transfers may be required when a school's enrollment changes, programs are eliminated, modified or added, or a school opens or closes. If, in the opinion of the superintendent, an involuntary transfer would be in the best interest of the district, the following procedure(s) will be used.

- The superintendent or his/her designee will discuss the need for the reassignment with the employee's current site supervisor and with the site supervisor of the position and/or school to which reassignment is being contemplated and the qualifications possessed by a person filling the vacancy.
- The superintendent or his/her designee will then discuss with the employee to be transferred the reasons why the transfer is being considered. If, after the conference, the superintendent continues to believe that the transfer should go forward, the employee will be so notified in writing. Refusal to comply with the reassignment may be grounds for dismissal.

In the event that student enrollment increases or programs are replaced or reinstated for the next academic year at a school from which a person was involuntarily transferred, he/she will be



## **PAGE 2 - GDJ-R - SUPPORT STAFF ASSIGNMENTS AND TRANSFERS**

given priority consideration if he/she wishes to return to the original school. In that case, the person will follow procedures as specified for request for transfer.

Transfers will not be used as a means of disciplinary action. Transfers for promotion may be exempt from this policy.

Issued 9/25/06; Revised ^

## **RETIREMENT OF SUPPORT STAFF**

Code **GDQC** Issued **DRAFT/2010**

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Purpose: To establish the basic structure for the retirement of support staff.

Any employee who is a member of the South Carolina Retirement System may retire with full benefits if the member has reached the age of 65 or has 28 or more years of creditable service. Any member who has reached age 60 may retire with reduced benefits.

Also, the member who has reached the age of 55 and who has at least 25 years of creditable service may elect early retirement with reduced benefits from the retirement system; however, he/she will not be eligible for cost-of-living adjustments for a period of time.

The employee should notify the board in writing of his/her intent to retire as soon as possible but not later than March 15 of the year in which he/she plans to retire.

### **Teacher and Employee Retention Incentive (TERI) program**

School district employees who desire to participate in the TERI program should consult the South Carolina State Retirement System or the district's benefits coordinator in order to ascertain current governing rules and regulations. Employees under TERI are retired for retirement benefit purposes and retain full employment rights and benefits.

Sick leave benefits at the time of TERI retirement may be credited for retirement benefit calculations. Any remaining balance will be brought forward into the TERI term of employment. Any such entitlements are to be determined by reference to the school district's leave policy. TERI participants are eligible for cumulative leave.

Vacation leave benefits are the same as for non-retired employees.

Adopted 8/1/73; Revised ^

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### **Legal references:**

#### **A. Federal Law:**

1. 29 U.S.C. 621 et seq. - Age Discrimination in Employment Act of 1967.

#### **B. S. C. Code, 1976, as amended:**

1. Section 9-1-10 - Teachers are members of the state retirement system.
2. Section 9-1-1510 - Members may retire at age 60 or after 28 years of creditable service.
3. Section 9-1-1515 - Early retirement.
4. Section 9-1-1550 - Service retirement allowances.
5. Section 9-1-2210 - Teacher and Employee Retention Incentive Program.

## **PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

Code **GCK** Issued **DRAFT/2010**

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Purpose: To establish the basic structure for the assignment and transfer of professional staff in the district.

### **Assignment**

In order to ensure the highest quality of instruction, the superintendent is responsible for the placement of employees within the district. The superintendent may delegate the responsibility of the placement process to other administrators; however, he/she ultimately retains responsibility for staff assignments.

It is the policy of the district to assign instructional personnel to positions based on the needs of the district, qualifications of staff members, and the expressed preferences of personnel. When it is not possible to meet all three of these components, the administration will assign employees in the following order: in accordance with the needs of the district and its students, where the administration believes the employee is most qualified to serve, and the expressed preference of the employee. The superintendent or his/her designee is authorized to reassign all personnel in the best interest of the district.

Placement of personnel at the school level is within the discretion of the building principal.

### **Transfer**

Personnel transfer within the district may be affected on a voluntary or involuntary basis. Voluntary transfer occurs as a result of an individual's request for assignment to another school. Involuntary transfer may be required when a school's enrollment changes, programs are eliminated, modified or added, or a school opens or closes.

With regard to both voluntary and involuntary transfers, personnel will be assigned first in accordance with the needs of the school district, second where the administration believes that the employee is best qualified to serve and third as to the expressed preference of the employee. Academic or long-term disability leave will not be construed as an interruption of continuous service; however, this leave time will not be included in the calculation of length of service to the district.

The superintendent is authorized to transfer personnel in the best interests of the district. Employees may be transferred at any time.

Adopted 5/20/74; Revised 11/16/81, 1/25/88, 6/20/88, 9/25/06

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### **Legal references:**

A. S. C. Code, 1976, as amended:

1. Section 59-25-410 - Teacher to be notified of assignment by August 15th.



*Policy*

## **EVALUATION OF INSTRUCTIONAL STAFF**

Code **GCOA** Issued **DRAFT/2010**

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**Purpose:** To establish the basic structure for the evaluation of the professional instructional staff in the district to ensure accountability.

The appropriate personnel will evaluate the performance of every instructional employee fairly and on a periodic basis in an effort to improve the quality of all work performance.

The superintendent will enforce the rules, regulations and procedures necessary for conducting an efficient, effective program of employee performance evaluation.

The elements of the performance evaluation program are as follows.

- Every teacher is informed of the criteria by which his/her performance is evaluated.
- Every teacher has the right to be informed of his/her performance evaluation.

### **Assisting, Developing, and Evaluating Professional Teaching (ADEPT) System**

The district will use the ADEPT System to evaluate all certified teachers employed under induction, annual and continuing contracts. The district will base all evaluations on the ADEPT System Performance Standards.

The district will develop plans and procedures for teacher evaluation based on the following components of ADEPT.

#### *Induction contract teachers*

The district will develop or adopt induction programs to provide teachers with comprehensive guidance and assistance throughout the school year. These programs must contain criteria and/or requirements necessary for teachers to complete the induction contract year. No person may be employed as an induction teacher for more than one year.

#### *Annual contract teachers*

The district must use a valid and reliable process for evaluating and assisting teachers employed under annual contracts to assess the extent to which teachers typically perform at levels required by state standards (ADEPT Performance Standards). The district is using the SAFE-T instrument to conduct formal evaluations. SAFE-T (Summative ADEPT Formative Evaluation for Classroom Based Teachers) is the state board-approved instrument for South Carolina. The process includes components as outlined in the state board of education ADEPT implementation guidelines.

## **PAGE 2 - GCOA - EVALUATION OF INSTRUCTIONAL STAFF**

### *Continuing contract teachers*

The district may conduct formal or informal evaluations of teachers during their continuing contract years. The district will evaluate all continuing contract teachers on a continuous basis. Based on the individual teacher's needs and past performance, this evaluation may be formal or informal.

Teachers consistently performing according to ADEPT Performance Standards should be evaluated informally. The frequency in which a teacher is evaluated is within the sole discretion of the district. If there are concerns about a teacher's performance or if an employment decision needs to be made, the district will use the formal process (SAFE-T).

### **Teachers employed from out of state or from a nonpublic school setting**

A certified teacher from out of state or from a nonpublic-school setting employed by the district is eligible for employment under an induction or annual contract, at the discretion of the district. At the annual contract level, teachers may receive either a diagnostic assistance year or a formal evaluation. Teachers must meet all requirements for the professional certificate, including successful completion of a full formal evaluation at the annual contract level (unless a final portion is waived under certain circumstances), before they are eligible to receive a continuing contract.

### **General**

Regardless of the evaluation tool used, the district will provide appropriate training for all personnel responsible for conducting the evaluation process and for all personnel being evaluated.

Original evaluation results will be maintained in each employee's district file; however, principals or their designees will provide each teacher or other instructional personnel with a copy of his/her written evaluation results. The district must meet all reporting requirements as outlined in law and state board regulation.

Adopted 11/16/81; Revised 9/26/83, 4/2/90, 9/16/96, ^

## **PAGE 3 - GCOA - EVALUATION OF INSTRUCTIONAL STAFF**

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### Legal references:

- A. S.C. Code, 1976, as amended:
  - 1. Section 59-26-10 through Section 59-26-40 - A system for the training, certification, initial employment, evaluation and continuous professional development of public educators.
- B. State Board of Education Regulations:
  - 1. R-43-205.1 - Assisting, Developing, and Evaluating Professional Teaching (ADEPT).
- C. State Board of Education:
  - 1. Guidelines for Implementation of ADEPT.



## **PERSONNEL REDUCTION IN FORCE**

Code **GCQA/GCQB/GDQA** Issued **DRAFT/2010**

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**Purpose:** To establish the basic structure for any needed reduction in professional and support staff.

### **General statement of policy**

Under South Carolina law, the board is responsible for maintaining good public elementary and secondary schools. The board is also responsible for implementing the educational interests of the state. The board's primary consideration is the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the school district. The board recognizes, however, that in carrying out its responsibility, it may become necessary to eliminate staff positions in certain circumstances. Therefore, the board adopts this policy to provide a fair and orderly process should such reductions in force become necessary.

### **Reasons for elimination of staff positions**

The board has the sole and exclusive prerogative to eliminate staff positions consistent with the provisions of state statutes and laws. This elimination should not result in a failure in its duty to implement the educational interests of the state and to provide good public elementary and secondary schools.

The board may find it necessary to eliminate staff positions because of decreases in student enrollment, changes in curriculum, financial exigency or other circumstances as determined by the board.

### **Definitions** (as used in this policy)

- Days - calendar days
- Certified personnel - any employee of the district who holds a certificate issued by the South Carolina State Department of Education and is employed in a teaching or administrative position below the rank of superintendent
- Supportive personnel - any employee who is not required to hold a certificate issued by the State Department of Education
- Financial exigency - any significant decline in the district's financial resources that is brought about by the decline or anticipated decline in enrollment or by other actions or events that compel a reduction in the schools' current operations budgets
- Change in curriculum - any elimination, curtailment or reorganization of a curriculum offering, program or school operation, or a reorganization or consolidation of two or more individual schools that are unrelated to financial exigency

### **Procedures**

Once the board (after consulting with the superintendent) has determined that a reason for elimination of positions as set forth in this policy exists, the superintendent will, after considering the possibilities set forth in the following procedures, determine which positions

## **School District Five of Lexington and Richland Counties**

must be eliminated. The superintendent will present his/her recommendations to the board for approval.

- Before it begins action to terminate employment under this procedure, the board will consider its ability to eliminate positions and / or reduce staff through the following.
  - voluntary retirement
  - voluntary resignation
  - transfer of staff members to existing vacancies
  - voluntary leaves of absence
  - salary reductions
  - part-time employment
- In the event further reduction is required, the board will adhere to the following guidelines:
  - Reduction in force will be on a districtwide basis. Therefore, the superintendent is not limited to considering for RIF termination only positions in a particular school, area or program in which the loss of enrollment, program change or financial emergency has occurred.
  - The superintendent will determine the appropriate weight to give to these factors depending on the needs and circumstances of the district. Length of service in the district will be a consideration only where the need arises to choose for termination among employees considered by the administration to be equally competent in their performance.
  - Once the board has approved the elimination of the specified positions or changes to be made in programs, the superintendent will use specific criteria to select employees who are to be considered for nonrenewal. The superintendent will make a recommendation to the board based on the following criteria.

#### *Certified personnel*

- contract level achieved
- certification area and/or type
- total years of administrative, teaching, and/or paraprofessional experience in the district
- total years of administrative and/or teaching experience
- degrees earned
- certification in other areas which may be available
- qualification and ability as determined by district evaluation procedures
- attendance record
- principal or supervisor's recommendation
- extracurricular needs of the schools
- any other factor considered appropriate by the superintendent

#### *Supportive personnel*

- total years in district
- total years experience in current field
- education level
- qualifications for other positions which may be available
- qualification and ability as determined by district evaluation procedures
- attendance record
- principal or supervisor's recommendation
- any other factor considered appropriate by the superintendent



### **Notice to individual staff member**

If, after considering the superintendent's recommendation, the board acts to terminate employment of a staff member, the board will give written notice of that decision to the "affected employee." The superintendent will send the written notice by certified mail, return receipt requested. The notice will include a statement of the conditions requiring termination of employment.

The district will assume that the staff member's address as it appears on the school district record is the correct address. It is the staff member's responsibility to see that the district has his/her current address on file.

### **Review of individual terminations**

A staff member may request a review of the board action, provided such request is made within 10 calendar days after his/her receipt of the notice of termination. The only purpose of the review will be to determine whether the decision to terminate was arbitrary or capricious or generated by ill will, fraud, collusion or other such motives with respect to that individual.

The request for review must be in writing and addressed to the chairman of the board. The request must clearly state the ground on which the staff member contends the decision was arbitrary or capricious or generated by ill will, fraud, collusion or other such motives. The request must include a short, plain statement of facts that the staff member believes supports the contention.

The board will hold a hearing within 30 calendar days after they receive the request. The board will give the staff member at least a five-day notice of the hearing.

The board will conduct the hearing informally, in public or in private as the staff member may wish. The staff member and the superintendent may each be accompanied by legal counsel. The board will consider only the evidence that is presented at the hearing. The board will only consider the evidence that it considers fair and reliable.

After the presentation of evidence, the board will consider the matter in executive session. The burden is on the staff member to satisfy the board by clear and convincing evidence that the decision to terminate was arbitrary or capricious, or generated by ill will, fraud, collusion or other such motives.

If the board determines that the staff member did not establish his/her contention, it will, by simple unelaborated statement, notify the staff member and the superintendent. Such a determination finally confirms the decision to terminate. If the board determines that the staff member's contention has been established, it will inform him/her and the superintendent by a written notice that states what corrective action must be taken.

### **Obligations with respect to re-employment or other employment**

For two years after the effective date of a termination pursuant to this policy, the board will not replace the staff member whose employment has been terminated without first offering the position to the terminated staff member. The board's designee will make the offer by certified mail, return receipt requested. The board's designee will notify the staff member that he/she must submit written acceptance within 15 calendar days. Failure to make written acceptance within 15 calendar days or rejection of the position eliminates all re-employment rights of the staff member.

If the staff member is recalled within two years, the district will restore any sick leave and unused portion of personal leave he/she had accrued on the effective date of the layoff.

If the staff member whose employment has been terminated requests assistance, the school district will give him/her reasonable assistance in finding other employment.

### **Exclusive RIF procedure**

This RIF procedure is the only procedure that may be used in a reduction in force. Any existing procedure for reconsidering or examining an employee discharge, nonreappointment or grievance is not available for consideration as an issue that arises from reduction in force. Similarly, no other personnel action other than a reduction in force may be considered under this RIF procedure.

Adopted 1/13/03; Revised ^

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Legal reference:

- A. S.C. Code, 1976, as amended:
  - 1. Section 59-19-90 - General powers and duties of school trustees.
  - 2. Section 59-25-415 - Rehiring of employees for economic reasons.



## **RETIREMENT OF PROFESSIONAL STAFF**

Code **GCQE** Issued **DRAFT/2010**

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**Purpose:** To establish the basic structure for the retirement of professional staff in a manner that will have a minimum amount of impact on the district's instructional program.

Any school district employee who is a member of the South Carolina Retirement System may retire with full benefits if the member has reached the age of 65 or has 28 or more years of creditable service. Any member who has reached age 60 may retire with reduced benefits.

Also, the member who has reached the age of 55 and who has at least 25 years of creditable service may elect early retirement with reduced benefits from the retirement system; however, he/she will not be eligible for cost-of-living adjustments for a period of time.

The employee should notify the board in writing of his/her intent to retire as soon as possible, but not later than March 15 of the year in which he/she plans to retire.

An eligible employee wishing to retire during the course of the school year and to continue his/her employment as a retired employee must adhere to the current state statutes at the time of retirement.

### **Teacher and Employee Retention Incentive (TERI) program**

School district employees who desire to participate in the TERI program should consult the South Carolina State Retirement System or the district's benefits coordinator in order to ascertain current governing rules and regulations. Employees under TERI are retired for retirement benefit purposes and retain full employment rights and benefits.

Sick leave benefits at the time of TERI retirement may be credited for retirement benefit calculations. Any remaining balance will be brought forward into the TERI term of employment. Any such entitlements are to be determined by reference to the school district's leave policy. TERI participants are eligible for cumulative leave.

Vacation leave benefits are the same as for non-retired employees.

Adopted 8/1/73; Revised 6/7/82, ^

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#### **Legal references:**

##### **A. Federal Law:**

1. 29 U.S.C. 621 et seq. - Age Discrimination in Employment Act of 1967.

##### **B. S. C. Code, 1976, as amended:**

1. Section 9-1-10 - Teachers are members of the state retirement system.
2. Section 9-1-1510 - Members may retire at age 60 or after 28 years of creditable service.
3. Section 9-1-1515 - Early retirement.
4. Section 9-1-1550 - Service retirement allowances.
5. Section 9-1-2210 - Teacher and Employee Retention Incentive Program.

## **SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME**

Code **GDBC** Issued **DRAFT/2010**

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Purpose: To establish the basic structure for district compliance with the Fair Labor Standards Act (FLSA) provisions regarding minimum wage and overtime.

The board recognizes that the district is subject to the provisions of the Fair Labor Standards Act. This Act includes provisions applicable to school districts relating to minimum wage and overtime pay for non-exempt employees.

The district will pay a minimum wage on an hour-by-hour basis to all district employees, either part time or full time, permanent or temporary which is no less than the federal minimum wage, except under designated training and apprenticeship programs exempt under special U.S. Department of Labor certification.

The board recognizes that while its goal is not to have any employee work overtime, it may occasionally be necessary for non-exempt persons to work more than 40 hours during a given workweek. Those non-exempt employees working overtime will be paid time-and-a-half (in money or compensatory time off) for each hour of overtime worked. No overtime, as defined by the FLSA, will be required or permitted without prior authorization from the employee's immediate supervisor.

The district requires all employees who are subject to the provisions of the FLSA to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action.

The administration will maintain records and establish regulations that are consistent with this policy and the requirements of the Fair Labor Standards Act.

Adopted 2/5/96; Revised ^

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### Legal references:

- A. United States Code:
  - 1. Fair Labor Standards Act, 29 U.S.C. §§ 201-216.
- B. Department of Labor Regulations:
  - 1. 29 C.F.R. Parts 511-800.
- C. United States Supreme Court:
  - 1. *Garcia v. San Antonio Metropolitan Transit Authority*, 105 S. Ct. 1005 (1985) - Minimum wage and overtime hours provisions of the federal FLSA applied to state and local government employees.



## **SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME**

Code **GDBC-R** Issued **DRAFT/2010**

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### **Minimum wage**

The **minimum** wage paid on an hour-by-hour basis to all employees either full or part time, permanent or temporary will be at the approved rate as determined by the federal government, except under designated training and apprenticeship programs exempt under special U.S. Department of Labor certification.

### **Workweek**

A workweek will be a continuous period of 168 hours in the form of seven consecutive 24-hour periods. The district workweek begins at 12:01 a.m. each Monday for all employees and runs for seven consecutive days. Each workweek stands alone for the purpose of determining overtime pay for non-exempt employees.

### **Hours worked**

Hours worked means all hours during which the individual is required to be on duty - generally from the required starting time to normal quitting time. Meal periods do not count as hours worked unless the individual is required to perform work duties during the meal period. Break periods of 20 minutes or longer do not count as work time.

### *Travel*

Ordinary travel time from home to a base location or vice versa is not work time. Official travel that occurs during an individual's regular working hours will be considered hours worked.

### *Leave*

Time taken for annual leave, sick leave, leave without pay or other leave taken for the purpose of jury duty, military assignment or because of death in the family will not be counted as time worked and is therefore not counted as compensable time for the purpose of overtime pay.

### *Part time in different capacity*

If individuals are employed in one capacity but voluntarily work part time in a different capacity on an occasional or sporadic basis, the hours logged in the secondary capacity will not be counted as hours worked for overtime purposes.

### *Substitution in same capacity*

Employees, at their own option but with the approval of the employer, may substitute during scheduled hours for other employees employed in the same capacity. In the case of such substitution, the hours involved are credited to the scheduled employee and not to the substitute employee. The employer need not maintain a record that the substitution has taken place.

## **Overtime hours**

Overtime hours will be held to a minimum consistent with the needs and requirements of sound and orderly administration. All overtime hours worked by non-exempt employees must be scheduled and duly authorized by the employee's principal, or, at the district level, the employee's immediate supervisor. Overtime hours worked over 40 hours during the workweek must be authorized in writing prior to the time the work is performed. Unauthorized overtime will not be tolerated.

With respect to the payment of overtime in money, or in compensatory time, the district will have the discretion to determine which method of payment to choose. The district reserves the right to require employees taking compensatory time to schedule comp time in minimal increments of four hours. This requirement is subject to change by the district upon written notification to all affected employees.

Where an employee in a single workweek works at two or more different types of work for which different straight-time rates have been established, the employee's regular rate for that week is the weighted average of such rates. (That is, the earnings from all such rates are added together.) This total is then divided by the total number of hours worked at all jobs.

### *Compensatory time off*

Non-exempt employees who work more than 40 hours during any workweek may be awarded compensatory time off ("comp time"). Comp time will be awarded at the rate of one and one-half hours for each hour of overtime worked in any given workweek.

- Comp time may be accrued to a maximum of 48 hours (32 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one and one-half times the individual's normal hourly rate of pay.
- Every effort will be made to permit the use of comp time at the time mutually agreed upon by the individual and his/her supervisor. However, where the individual's absence would unduly disrupt the district's operations, the district retains the right to postpone comp time usage.
- Time off later for working on an official holiday will not be considered compensatory time off but as a delayed holiday. Employees who are required to work on an announced holiday must be given equal time off within the same fiscal year.

### *Monetary compensation*

Non-exempt employees who work in excess of 40 hours per workweek will be paid at one-and-one-half times their "regular rate" in the event the district has not designated comp time rather than monetary compensation.

### *Termination*

Individuals with unused comp time who are terminated or who terminate their employment will be granted comp time prior to their final date of employment or monetarily paid for unused comp time at one and one-half times their final regular rate of pay. The district will have the discretion to determine which method of payment to choose.

## **Volunteers**

A volunteer is defined as an individual who receives no compensation or who is paid expenses, reasonable benefit, or a nominal fee to perform the services for which the individual volunteered.

## **School District Five of Lexington and Richland Counties**



and such services are not the same type of services which the individual is employed to perform for the district. District employees who work as volunteers will not be compensated for the time spent performing volunteer work.

### **Students**

Vocational students performing work as part of a curriculum are students and not workers. Students helping in office capacities for short periods of time are volunteers and not employees.

### **Exclusions**

Executive, administrative and professional employees will be considered exempt if they meet all of the following respective duties tests for exemption from coverage under the law.

#### *Highly compensated employees*

Employees who perform office or non-manual work and earn a salary of at least \$100,000 per year will be completely exempt from coverage in that they regularly and customarily perform at least one of the duties of an exempt executive, administrative or professional employee. The \$100,000 compensation can include bonuses and commissions, but not benefits.

#### *Executive*

The employee's primary duty consists of the following.

- Management of the enterprise or of a customarily recognized department or subdivision.
- The employee must customarily and regularly direct the work of at least two or more other employees.
- The employee must have the authority to hire or fire other employees; or whose suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees are given particular weight.

The employee must devote no more than 20 percent of his/her hours worked to activities not directly and closely related to the managerial duties.

The employee must be paid on a salary basis at a rate of at least \$455 a week exclusive of board, lodging or other facilities.

#### *Administrative*

The employee's primary duty consists of the following.

- performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers
- includes the exercise of discretion and independent judgment with respect to matters of significance

The employee must not spend more than 20 percent of the time worked in the workweek on work that is not directly and closely related to the administrative duties discussed above.

The employee must be paid on a salary or fee basis at a rate of not less than \$455 a week exclusive of board, lodging or other facilities.

#### *Professional*

The employee's primary duty consists of the following.

- work requiring advance knowledge (defined as work which is predominately intellectual in character, and which includes work requiring consistent exercise of discretion and judgment) in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study
- work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor

The employee must do work that is predominately intellectual and varied as distinguished from routine mental, manual, mechanical or physical duties.

The employee must not spend more than 20 percent of the time worked in the workweek on activities not essentially a part of and necessarily incident to the professional duties.

The employee must be paid on a salary or fee basis at a rate of not less than \$455 a week exclusive of board, lodging or other facilities.

### **Permissible deductions**

The district can take deductions from an exempt employee's salary for violations of workplace conduct rules without risking the loss of the exempt employee's status.

### **Safe harbor rule**

The district will lose overtime exemptions if and when it has an actual practice of making improper deductions from an employee's salary. The district may utilize a "safe harbor" to reduce the risk that improper deductions will destroy an exemption by ensuring the following.

- has a clearly communicated policy prohibiting improper deductions and includes a complaint mechanism
- reimburses employees for any improper deductions
- makes a good faith commitment to comply with FLSA regulations in the future

The district will lose the protection of the "safe harbor" if it willfully violates the above provisions and continues to make improper deductions.

### **Record-keeping**

#### *Exempt employees*

The following records must be kept for each employee.

- name and identifying number
- home address
- birth date if the employee is under 19
- sex and occupation in which employed

#### *Non-exempt employees*

The following records must be kept for each employee.

- name and identifying number
- home address
- sex and occupation in which employed
- time and day on which his/her workweek or work period begins and length of the work period
- regular rate of pay for any workweek or work period
- hours worked each day and each workweek or work period

## **School District Five of Lexington and Richland Counties**



- total daily, weekly or work period straight-time earnings (includes one time, but not time and one-half pay for overtime)
- overtime excess compensation (the "half time" or more extra compensation for overtime)
- total additions to or deductions from wages paid each pay period
- total wages paid each pay period
- date of payment and the pay period covered by the payment

#### *Retention of records*

##### Preserved for three years

- payroll records
- certificates, agreements, plans, notices, etc. (e.g. contracts, written agreements or memoranda summarizing the terms of oral agreements)
- sales and purchase records

##### Preserved for two years

- supplementary basic records such as basic employment and earnings records, wage rate tables and work time schedules
- order, shipping and billing records
- records of additions to or deductions from wages paid
- records which explain the basis for payment of any wage differential to employees of the opposite sex in the same establishment (29 C.F.R. Sec 516.6)

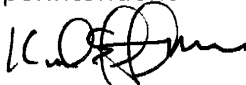
Issued 2/5/96; Revised ^





January 25, 2010

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

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

RE: Request to Use Alternative Academy

Chapin United Methodist Church Men have requested to use the gymnasium at the Alternative Academy to play basketball on Sunday evenings from January to May; Jennifer Powlas, Director of the Alternative Academy, has requested that the usage fee be waived

RECOMMENDATION:

The administration recommends that the Board approve the request for Chapin United Methodist Church Men to use the gymnasium at the Alternative Academy from January to May.

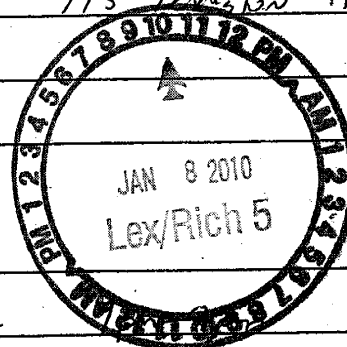
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Attachment

## REQUEST FOR USE OF SCHOOL FACILITIES

File: KG-E(3)

Please supply all requested information. If approved, one copy will be returned to you for your records.

ORGANIZATION MAKING REQUESTName DAVID EDWARDS / BEN COSBY Chapin United Methodist Church menMailing Address PO Box 237 Chapin SC 29036 415 Lexington AveTelephone 345-2801 DAVID CELL 600-2314Responsible Officer DAVID EDWARDS / BEN COSBYFACILITIES REQUESTEDSchool ALTERNATIVE AcademyDate(s) of Use (Inclusive) Sunday nights - Jan - 18 of May 7-P.p.m.

Type of Facility	Number Requested	Rate	Total
Classroom/Lab/Unit			
Gymnasium	<u>Sundays -</u>	<u>Pls Waive Fee!</u>	<u>400</u>
Cafeteria			
Multi-Purpose			
Stadium Facilities			
Baseball Facilities			
Track/Soccer/Practice Facilities			
Additional Expenses Incurred			
Grand Total			*

CUSTODIANS N/A

\_\_\_\_\_ custodian(s) for \_\_\_\_\_ hours @ \_\_\_\_\_ per hour = \_\_\_\_\_ \*\*

If this request is approved, the using organization agrees to abide by all provisions of School District Five Board Policy KG (Use of School Facilities) including accepting responsibility and agreeing to pay for any damage that may occur from use of this facility.

Charles David Edwards  
Organization Representative

1/6/10  
Date of Official Request

Approved/Disapproved

[Signature]  
Principal/Director

1/6/10  
Date

Approved/Disapproved

[Signature]  
District (if necessary)

1-8-10  
Date

\*All checks are to be paid in advance. Check(s) should be made payable to School District Five of Lexington and Richland Counties. Organizations using facilities on a continuing basis are to mail checks to the district administration building by the 10th of each month.

\*\*Check(s) should be made payable directly to custodian(s). (\$30 minimum per individual).

Revised 10/24/83, 8/12/96

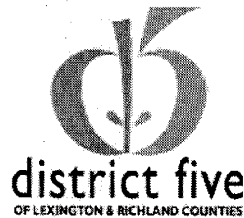
For Office Use Only

Date Paid \_\_\_\_\_

Check Number \_\_\_\_\_

Receipt Number \_\_\_\_\_





**MEMORANDUM**

To: Members  
Board of Trustees

Through: Dr. Herbert M. Berg

From: Helen Anderson  
Chief Instructional Services Officer

Date: January 20, 2010

Re: **Strategic Plan/SACS Accreditation**

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During the Board Meeting, Barbara Turner will make a presentation explaining the District's Strategic Plan and upcoming SACS Accreditation process.

Barbara Turner and I will be available to answer any questions you may have at the Board Meeting.





Memorandum

To: Members of the Board of Trustees

Through: Dr. Herbert M. Berg  
Superintendent

From: Buddy Price  
Director of Community Services

Date: January 21, 2010

Subject: Process for Attendance Line Adjustments for New Schools

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Attached you will find proposed parameters to address attendance line adjustments for the new elementary, middle and high schools. I am requesting that this item be placed on the school board agenda for discussion at the January 25<sup>th</sup> meeting.

At the meeting, we would like your input on the prioritization of the parameters and any thoughts you may have regarding modifications, additions or deletions. We will bring them back to you at the next meeting for your consideration for adoption.

Also, attached for your information is a communications plan designed to ensure that our community is fully informed all through this process and a listing of key events that, when scheduled, will be our projected timeline.

Thank you.

BP/aw

Attachments: (1) School Board Parameters for Attendance Line Adjustments  
(2) Communications Plan for Attendance Line Adjustments  
(3) Key Events for Attendance Line Adjustments

## **School Board Parameters for Attendance Line Adjustments**

- Attendance lines will be drawn simultaneously to populate a new elementary school, a new middle school and a new high school.
- A new high school feeder system will be established and clean feeder systems will be maintained.
- Where possible, natural boundaries and major roadways will be used to define attendance lines and neighborhoods will not be split.
- Every attempt will be made to ensure that students attend the school closest to their homes and time on buses will be kept to a minimum.
- Rising 5<sup>th</sup> graders, rising 8<sup>th</sup> graders, rising seniors, and their siblings, will be grandfathered into their current schools, if their parents so desire, but parents will be responsible for providing transportation.
- New attendance lines will be finalized and a principal named for the new schools no later than one year prior to their scheduled opening.
- Principals of affected schools will be kept informed and will have input on proposed adjustments.
- It is expected that students affected by these attendance line adjustments will not be moved again during their school career.
- A Communications Plan will be developed and adopted to ensure the community is fully informed about the process and any proposed changes in attendance lines.
- Demographics will be considered when making adjustments, but will not be the prime factor for moving students.
- Probable sources of students for the new elementary school will be from Chapin Elementary, Lake Murray Elementary and Ballentine Elementary schools.

- New elementary school will be populated by 450-500 students, the new middle school with 500-650 students, and the new high school with 1000-1200 students.
- Enrollments in Chapin, Lake Murray and Ballentine Elementary schools will be around 600 students after adjustment.
- Enrollments at Chapin Middle, Dutch Fork Middle and Irmo Middle will be around 900 students after adjustment.
- Enrollment at Chapin High will be around 1600 students and Dutch Fork High and Irmo High will be around 1800 students after adjustment.

## **Communications Plan for Attendance Line Adjustments**

*Goal: To communicate clearly and effectively to the entire District Five community the process for adjusting attendance lines, what changes are being proposed, and how to provide input regarding those changes.*

### Action:

1. All parameters, timelines and proposed changes will be posted on the district website and released to all area media in a timely manner.
2. Two public meetings will be held to explain all proposed changes and to receive input.
3. Regular updates will be provided on the website, to local media and to parent advisory groups and key community leaders.
4. Principals of new schools will meet with parent/community leaders to share their vision and expectations for the new schools and any information available about programs, etc.
5. Maps detailing the proposed changes will be posted on the district web site, as well as affected school's web sites, in local media, and in the schools affected.
6. After new attendance lines have been approved, a public information campaign will target the parents of all students affected, using all available communication tools, to notify them of the changes.

**KEY EVENTS  
FOR  
ATTENDANCE LINE ADJUSTMENTS**

*After the location of the new elementary school has been finalized and property purchased, the following events will be scheduled and will constitute our formal timeline.*

1. Begin drafting attendance line proposals for new elementary, middle and high schools.
2. Hold community meetings for input on proposed attendance lines.
3. Construction begins on new elementary school and new high school/CATE Center.
4. "Planning Principal" named for the new elementary school.
5. Community meetings for final input on attendance lines.
6. Board begins consideration to approve attendance lines for new schools.
7. Board gives final approval to attendance lines.
8. Committees assembled to name new schools.
9. Board gives approval to names of new schools.
10. Construction begins on new middle school.
11. "Planning Principals" named to new middle, high/CATE center.
12. New elementary school opens.
13. New middle, high school/CATE center opens.