district five
OF LEXINGTON & RICHLAND COUNTIES

AGENDA
BOARD OF TRUSTEES
DISTRICT ADMINISTRATION BUILDING'S BOARD ROOM
FEBRUARY 22, 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 contractual matter

3. Welcoming remarks at 7 p.m.

4. Invocation – Pastor Kenneth Gilikin, Mt. Horeb Lutheran Church

5. Pledge of Allegiance – Riley Norris, vice president of the student council at Lake Murray Elementary School

6. School Board Spotlight

7. Approval of the agenda

8. Superintendent's report

   a. Superintendent

   b. Community Services

      1. District 5 Foundation for Educational Excellence update
      2. Chapin High School's Love Green

   c. Financial Services

      1. Financial Reports for January 2010 (Exhibit B)

   d. Human Resources

e. Instructional Services

1. PASS Test results (Exhibit C)

f. Technology Services

1. Technology update

9. Public participation*

NEW DESIGN AND CONSTRUCTION AGENDA

10. **DISCUSSION**

a. Schematic design for new CATE center (first viewing) (Exhibit D)
b. Add alternates for Chapin High School (Exhibit E)

11. **ACTION**

CONSENT AGENDA

12. Approval of the February 8, 2010 board meeting minutes

13. Approval of the resolution related to the reimbursement of expenditures prior to the issuance of qualified school construction bonds (Exhibit F)

ACTION AGENDA

14. Items considered in executive session

15. Second 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 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 G)

16. First reading approval of proposed revisions to board policies JA add as new "Student Goals And Priority Objectives", JCA "Assignment Of Students To Schools" replaces JBCCA "Assignment to Schools", JFABD "Admissions Of Homeless Students" replaces part of JBC "School

Admissions", JFABD-R add as new rule, JFABD (E-1) add as new form "Dispute Resolution Procedures", JFABD (E-2) add as new form "Written Notification of Enrollment Decision", (Denial of Enrollment Request), JFABD (E-3) add as new form "Written Notification of Enrollment Decision", (Dispute), JFBA "Intra-District Transfer And Withdrawal" replaces part of JBCD "Intra-District Transfer And Withdrawal" (Exhibit H)

DISCUSSION AGENDA

17. Process for attendance line adjustments (Exhibit I)

18. Adjourn

FOR YOUR INFORMATION

19. The next regular school board meeting will be on March 10, 2010 at the District Administration Building.

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

district five
OF LEXINGTON & RICHLAND COUNTIES

Minutes/ February 8, 2010

The Board of Trustees of School District Five of Lexington and Richland Counties met at Lake Murray Elementary School's Dockside 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
Mr. Gary Black, Chief Technology Services Officer
Dr. Karl Fulmer, Chief Financial Services Officer
Mr. Keith McAlister, Director, New Design and Construction
Mr. Buddy Price, Director, Office of Community Services

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

The Invocation was given by Reverend Philip Vaughn, retired minister and school improvement council member of Lake Murray Elementary School. The Pledge of Allegiance was led by Zachary Lindler, student council president at Lake Murray Elementary School.

The School Board Spotlight was presented by Robert Gantt and Carol Sloop.

A welcome and brief overview of Lake Murray Elementary School was given by Claire Thompson, principal, and Chris McMeekin, school improvement council chairperson.

During the superintendent's report, Ben Madden gave a food service presentation.

During the public participation time, Kim Murphy spoke regarding the rezoning parameters and school capacity; Paul Dupre spoke regarding the district's technology department.

Keith McAlister presented the monthly update on new design and construction.

Karl Fulmer presented a resolution related to the reimbursement of expenditures prior to the issuance of qualified school construction bonds (Exhibit F).

Helen Anderson and Michael Harris presented proposed revisions to board policies JA add as new "Student Goals And Priority Objectives", JCA "Assignment Of Students To Schools" replaces

JBCCA "Assignment to Schools", JFABD "Admissions Of Homeless Students" replaces part of JBC "School Admissions", JFABD-R add as new rule, JFABD (E-1) add as new form "Dispute Resolution Procedures", JFABD (E-2) add as new form "Written Notification of Enrollment Decision", (Denial of Enrollment Request), JFABD (E-3) add as new form "Written Notification of Enrollment Decision", (Dispute), JFBA "Intra-District Transfer And Withdrawal" replaces part of JBCD "Intra-District Transfer And Withdrawal" (Exhibit G).

Buddy Price presented information on the process for attendance line adjustments for new schools (Exhibit H).

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of February 8, 2010

			BAUMGARDNER	HUTCHISON	FERRELL	GANTT	HAMMOND	SLOOP	WHITE
1.	M. Ferrell	S. Sloop	X	X	X	X	X	X	A
	Call the meeting to order								
2.	M. Hammond	S. Sloop	X	X	X	X	X	X	A
	Enter executive session in the Art Room to consider the following: 2a) contractual matter: property; 2b) legal briefing: policy matter; and 2c) selected employment items (Exhibit A)								
3.	M. Ferrell	S. Baumgardner	X	X	X	X	X	X	A
	Approve the agenda								
4.	M. Hutchison	S. Baumgardner	X	X	X	X	X	X	A
	Approve the minutes of the January 25, 2010 meeting and the special-called meeting of January 27, 2010								
5.	M. Hutchison	S. Hammond	X	X	X	X	X	X	A
	Approve second reading 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 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)								
6.	M. Ferrell	S. Sloop	X	X	X	X	X	X	A
	Approve the selected employment items (Exhibit A)								
7.	M. Sloop	S. Hammond	X	X	X	X	X	X	A
	Approve the request from Chapin United Methodist Church								

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

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of February 8, 2010

		BAUMGARDNER	HUTCHISON	FERRELL	GANTT	HAMMOND	SLOOP	WHITE
	Men to use the gymnasium at the Alternative Academy and waive the usage fee until such time that our board policy is revised (Exhibit D)							
8.	M. Hutchison S. Baumgardner Approve the Strategic Plan/SACS Accreditation (Exhibit E)	X	X	X	X	X	X	A
9.	M. Hammond S. Ferrell Adjourn at 9:07 p.m.	X	X	X	X	X	X	A

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

Exhibit B

JANUARY 2010 EXPENDITURES

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
EXPENDITURE BUDGET REPORT
FY 2009-2010
CURRENT MONTH: JANUARY 2010

ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE
KINDERGARTEN TOTALS					
KINDERGARTEN SALARIES	4,306,755.97	370,166.68	2,019,514.70	0.00	2,287,241.27
KINDERGARTEN EMPLOYEE BENEFITS	1,458,093.09	117,746.82	668,242.85	0.00	789,850.24
KINDERGARTEN PURCHASED SERVICES	920.00	0.00	473.48	0.00	446.52
KINDERGARTEN SUPPLIES & MATERIALS	65,525.32	4,636.78	52,515.20	2,759.75	10,250.37
100-111 KINDERGARTEN TOTALS	5,831,294.38	492,550.28	2,740,746.23	2,759.75	3,087,788.40
PRIMARY TOTALS					
PRIMARY SALARIES	11,465,713.84	987,084.32	5,392,309.95	0.00	6,073,403.89
PRIMARY EMPLOYEE BENEFITS	3,459,622.41	288,305.68	1,615,815.88	0.00	1,843,806.53
PRIMARY PURCHASED SERVICES	3,300.00	0.00	1,533.25	0.00	1,766.75
PRIMARY SUPPLIES & MATERIALS	169,311.68	10,399.02	98,743.12	15,520.77	55,047.79
100-112 PRIMARY TOTALS	15,097,947.93	1,285,789.02	7,108,402.20	15,520.77	7,974,024.96
ELEMENTARY TOTALS					
ELEMENTARY SALARIES	18,132,512.41	1,658,394.83	9,094,346.71	0.00	9,038,165.70
ELEMENTARY EMPLOYEE BENEFITS	5,571,315.29	488,289.74	2,768,097.05	0.00	2,803,218.24
ELEMENTARY PURCHASED SERVICES	7,806.00	1,052.00	3,438.45	0.00	4,367.55
ELEMENTARY SUPPLIES & MATERIALS	443,434.00	26,212.89	209,411.69	50,704.86	183,317.45
100-113 ELEMENTARY TOTALS	24,155,067.70	2,173,949.46	12,075,293.90	50,704.86	12,029,068.94
SECONDARY TOTALS					
SECONDARY SALARIES	14,463,914.62	1,166,814.56	6,427,079.81	0.00	8,036,834.81
SECONDARY EMPLOYEE BENEFITS	4,050,109.78	333,112.17	1,882,991.59	0.00	2,167,118.19
SECONDARY PURCHASED SERVICES	106,490.02	776.59	105,041.93	3,250.05	-1,801.96
SECONDARY SUPPLIES & MATERIALS	628,263.00	40,105.80	340,697.61	71,776.31	215,789.08
SECONDARY OTHER OBJECTS	8,165.00	0.00	7,150.00	0.00	1,015.00
100-114 SECONDARY TOTALS	19,256,942.42	1,540,809.12	8,762,960.94	75,026.36	10,418,955.12
VOCATIONAL TOTALS					
VOCATIONAL SALARIES	1,928,576.35	167,607.98	942,393.79	0.00	986,182.56
VOCATIONAL EMPLOYEE BENEFITS	586,901.79	49,386.45	280,389.03	0.00	306,512.76
VOCATIONAL SUPPLIES & MATERIALS	93,937.00	7,396.00	43,127.10	15,858.93	34,950.97
100-115 VOCATIONAL TOTALS	2,609,415.14	224,390.43	1,265,909.92	15,858.93	1,327,646.29
DRIVER EDUCATION TOTALS					
DRIVER EDUCATION SALARIES	114,874.50	9,489.54	55,746.16	0.00	59,128.34
DRIVER EDUCATION EMPLOYEE BENEFITS	31,635.70	2,547.69	15,036.42	0.00	16,599.28
DRIVER ED. SUPPLIES & MATERIALS	1,881.00	0.00	272.51	0.00	1,608.49
100-117 DRIVER EDUCATION TOTALS	148,391.20	12,037.23	71,055.09	0.00	77,336.11
EDUC. MENT. HANDI. TOTALS					
EDUC. MENT. HANDI. SALARIES	496,699.80	41,787.73	213,754.38	0.00	282,945.42
EDUC. MENT. HANI. EMPLOYEE BENEFITS	161,514.10	12,271.45	65,874.40	0.00	95,639.70
EDUC. MENT. HANDI. SUPPLIES	3,612.00	426.95	1,303.45	468.15	1,840.40
100-121 EDUC. MENT. HANDI. TOTALS	661,825.90	54,486.13	280,932.23	468.15	380,425.52
TRAIN. MENT. HANDI. TOTALS					
T. M. H. SALARIES	604,830.60	51,244.35	274,639.53	0.00	330,191.07
T. M. H. EMPLOYEE BENEFITS	206,815.28	15,863.93	88,486.68	0.00	118,328.60
T. M. H. SUPPLIES & MATERIALS	3,539.00	473.19	1,867.25	580.60	1,091.15

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
EXPENDITURE BUDGET REPORT
FY 2009-2010
CURRENT MONTH: JANUARY 2010

ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE
100-122 TRAIN. MENT. HANDI. TOTALS	815,184.88	67,581.47	364,993.46	580.60	449,610.82
ORTHO. HANDI. TOTALS					
ORTHO. HANDI. SALARIES	300,931.31	25,758.22	136,486.09	0.00	164,445.22
ORTHO. HANDI. EMPLOYEE BENEFITS	107,670.70	8,599.83	48,343.16	0.00	59,327.54
ORTHO. HANDI. SUPPLIES	1,323.00	119.82	773.95	54.47	494.58
100-123 ORTHO. HANDI. TOTALS	409,925.01	34,477.87	185,603.20	54.47	224,267.34
VISUALLY HANDI. TOTALS					
VISUALLY HANDI. SALARIES	88,663.50	7,388.68	40,637.74	0.00	48,025.76
VISUALLY HANDI. EMPLOYEE BENEFITS	26,149.21	2,014.90	11,323.36	0.00	14,825.85
VISUALLY HANDI. SUPPLIES	757.00	172.28	172.28	0.00	584.72
100-124 VISUALLY HANDI. TOTALS	115,569.71	9,575.86	52,133.38	0.00	63,436.33
HEARING HANDI. TOTALS					
HEARING HANDI. SALARIES	230,308.00	17,158.38	99,076.90	0.00	131,231.10
HEARING HANDI. EMPLOYEE BENEFITS	66,001.19	4,979.66	29,085.09	0.00	36,916.10
HEARING HANDI. SUPPLIES	2,270.00	66.60	219.44	57.00	1,993.56
100-125 HEARING HANDI. TOTALS	298,579.19	22,204.64	128,381.43	57.00	170,140.76
SPEECH HANDI. TOTALS					
SPEECH HANDI. SALARIES	1,056,945.47	80,069.14	438,028.80	0.00	618,916.67
SPEECH HANDI. EMPLOYEE BENEFITS	313,905.69	22,835.38	126,008.49	0.00	187,897.20
SPEECH HANDI. PURCHASED SERVICES	114,963.50	11,632.00	44,789.00	70,174.50	0.00
SPEECH HANDI. SUPPLIES	11,361.00	654.81	5,591.61	585.91	5,183.48
100-126 SPEECH HANDI. TOTALS	1,497,175.66	115,191.33	614,417.90	70,760.41	811,997.35
LEARN. DISAB. HANDI. TOTALS					
LEARN. DISAB. SALARIES	3,853,564.52	317,776.23	1,749,117.05	0.00	2,104,447.47
LEARN. DISAB. EMPLOYEE BENEFITS	1,189,417.06	91,198.61	509,462.62	0.00	679,954.44
LEARN. DISAB. SUPPLIES	24,346.00	1,078.80	9,445.68	3,384.02	11,516.30
100-127 LEARN. DISAB. HANDI. TOTALS	5,067,327.58	410,053.64	2,268,025.35	3,384.02	2,795,918.21
EMOTIONALLY HANDI. TOTALS					
EMOTION. HANDI. SALARIES	760,883.90	66,399.77	350,203.44	0.00	410,680.46
EMOTION. HANDI. EMPLOYEE BENEFITS	265,056.93	21,552.32	117,633.20	0.00	147,423.73
EMOTION. HANDI. SUPPLIES	4,612.00	362.51	1,638.44	19.30	2,954.26
100-128 EMOTIONALLY HANDI. TOTALS	1,030,552.83	88,314.60	469,475.08	19.30	561,058.45
HOMEBOUND TOTALS					
HOMEBOUND SALARIES	5,000.00	480.74	2,612.03	0.00	2,387.97
HOMEBOUND EMPLOYEE BENEFITS	1,060.50	101.42	551.13	0.00	509.37
100-129 HOMEBOUND TOTALS	6,060.50	582.16	3,163.16	0.00	2,897.34
PRESCHOOL HANDICAPPED SPEECH					
PRESCHOOL HANDICAPPED SPEECH SUPPLI	454.00	0.00	317.67	57.78	78.55
100-135 PRESCHOOL HANDICAPPED SPEECH	454.00	0.00	317.67	57.78	78.55
PRESCHOOL HANDICAPPED ITINERANT					
PRESCHOOL HANDC'D ITINERANT SALARIE	10,475.30	872.96	4,801.28	0.00	5,674.02
PRESCHOOL HANDC'D ITINERANT BENEFIT	3,332.50	285.15	1,562.65	0.00	1,769.85
PRESCHOOL HANDC'D ITINERANT SUPPLIS	76.00	0.00	0.00	0.00	76.00
100-136 PRESCHOOL HANDICAPPED ITINERANT	13,883.80	1,158.11	6,363.93	0.00	7,519.87
PRESCHOOL TOTALS					

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
EXPENDITURE BUDGET REPORT
FY 2009-2010
CURRENT MONTH: JANUARY 2010

ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE
PRESCHOOL SALARIES	694,512.06	63,641.14	342,377.09	0.00	352,134.97
PRESCHOOL EMPLOYEE BENEFITS	246,474.15	21,486.06	120,131.81	0.00	126,342.34
PRESCHOOL SUPPLIES	4,026.00	179.93	2,016.75	179.37	1,829.88
100-137 PRESCHOOL TOTALS	945,012.21	85,307.13	464,525.65	179.37	480,307.19
PRESCHOOL HANDC'D HOMEBASED					
PRESCHOOL HANDC'D HOMEBASED SALARI	7,690.85	640.92	3,525.06	0.00	4,165.79
PRESCHOOL HANDC'D HOMEBASED BENEFI	2,511.26	206.79	1,170.61	0.00	1,340.65
PRESCHOOL HANDC'D HOMEBASED SUPPLI	57.00	0.00	0.00	0.00	57.00
100-138 PRESCHOOL HANDC'D HOMEBASED	10,259.11	847.71	4,695.67	0.00	5,563.44
FOUR-YEAR OLD KINDERGARTEN TOTALS					
4 YR KINDERGARTEN SALARIES	514,466.44	42,352.89	233,132.35	0.00	281,334.09
4 YR KINDERGARTEN BENEFITS	161,000.11	13,281.33	74,168.27	0.00	86,831.84
4 YR KINDERGARTEN PURCH SERVICES	6,471.50	0.00	3,582.39	0.00	2,889.11
4 YR KINDERGARTEN SUPPLIES	6,408.88	29.76	256.32	242.68	5,909.88
100-139 FOUR-YEAR OLD KINDERGARTEN TOTALS	688,346.93	55,663.98	311,139.33	242.68	376,964.92
ACADEMIC. GIFTED TOTALS					
ACADEMICALLY GIFTED SALARIES	56,057.54	17,199.34	93,332.34	0.00	-37,274.80
ACADEMIC GIFTED EMPLOYEE BENEFITS	11,832.82	4,992.10	26,787.72	0.00	-14,954.90
100-141 ACADEMIC. GIFTED TOTALS	67,890.36	22,191.44	120,120.06	0.00	-52,229.70
ADVANCED PLACEMENT TOTALS					
ADVANCED PLACEMENT SALARIES	779,090.35	65,324.24	359,604.84	0.00	419,485.51
ADVANCED PLACEMENT BENEFITS	227,253.91	18,187.84	102,829.94	0.00	124,423.97
100-143 ADVANCED PLACEMENT TOTALS	1,006,344.26	83,512.08	462,434.78	0.00	543,909.48
HOMEBOUND TOTALS					
HOMEBOUND SALARIES	127,575.00	14,920.75	58,177.66	0.00	69,397.34
HOMEBOUND BENEFITS	30,372.70	2,980.23	12,563.72	0.00	17,808.98
HOMEBOUND PURCHAS. SERV.	13,300.00	550.00	1,844.71	0.00	11,455.29
100-145 HOMEBOUND TOTALS	171,247.70	18,450.98	72,586.09	0.00	98,661.61
ARTISTIC. GIFTED TOTALS					
ARTISTICALLY GIFTED SALARIES	6,488.21	350.54	2,828.70	0.00	3,659.51
ARTISTIC GIFTED EMPLOYEE BENEFITS	1,376.17	81.31	526.91	0.00	849.26
ARTISTICALLY GIFTED PURCH. SERV.	1,950.00	0.00	0.00	0.00	1,950.00
100-148 ARTISTIC. GIFTED TOTALS	9,814.38	431.85	3,355.61	0.00	6,458.77
OTHER SPECIAL PROG. TOTALS					
OTHER SPECIAL PROGRAMS SALARIES	1,016,513.06	78,769.24	262,209.20	0.00	754,303.86
OTHER SPEC. PROG. EMPLOYEE BENEFITS	256,307.91	18,370.93	72,324.75	0.00	183,983.16
100-149 OTHER SPECIAL PROG. TOTALS	1,272,820.97	97,140.17	334,533.95	0.00	938,287.02
AUTISM TOTALS					
AUTISM SALARIES	794,490.08	67,275.58	367,957.26	0.00	426,532.82
AUTISM BENEFITS	289,004.07	22,672.57	126,461.77	0.00	162,542.30
AUTISM SUPPLIES	3,263.00	879.38	2,713.43	0.00	549.57
100-161 AUTISM TOTALS	1,086,757.15	90,827.53	497,132.46	0.00	589,624.69
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

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
EXPENDITURE BUDGET REPORT
FY 2009-2010
CURRENT MONTH: JANUARY 2010

ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE
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	9,382.63	53,804.65	0.00	58,801.85
ADULT ED. BASIC EMPLOYEE BENEFITS	34,477.62	2,667.69	16,307.37	0.00	18,170.25
ADULT ED. BASIC PURCHASED SERVICES	2,000.00	0.00	1,086.05	0.00	913.95
100-181 ADULT ED. BASIC TOTALS	149,084.12	12,050.32	71,198.07	0.00	77,886.05
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	208.50	425.45	1,044.25	8,190.30
100-182 ADULT ED. SECOND. TOTALS	20,250.75	208.50	425.45	1,044.25	18,781.05
PUPIL ACTIVITY TOTALS					
PUPIL ACTIVITY SALARIES	417,673.04	34,904.76	188,992.46	0.00	228,680.58
PUPIL ACTIVITY BENEFITS	91,493.39	7,709.27	40,799.66	0.00	50,693.73
PUPIL ACTIVITY OTHER	80,533.00	5,752.76	36,704.15	6,655.49	37,173.36
100-190 PUPIL ACTIVITY TOTALS	589,699.43	48,366.79	266,496.27	6,655.49	316,547.67
ATTENDANCE TOTALS					
ATTENDANCE SALARIES	540,140.25	67,140.02	408,065.89	0.00	132,074.36
ATTENDANCE EMPLOYEE BENEFITS	199,152.94	23,076.50	139,388.36	0.00	59,764.58
ATTENDANCE PURCHASED SERVICES	9,412.00	75.57	1,360.34	315.00	7,736.66
ATTENDANCE SUPPLIES	7,667.00	39.06	2,293.41	73.69	5,299.90
100-211 ATTENDANCE TOTALS	756,372.19	90,331.15	551,108.00	388.69	204,875.50
GUIDANCE TOTALS					
GUIDANCE SALARIES	2,873,349.53	240,504.50	1,423,389.00	0.00	1,449,960.53
GUIDANCE EMPLOYEE BENEFITS	849,998.78	68,800.56	412,483.23	0.00	437,515.55
GUIDANCE PURCHASED SERVICES	1,936.00	0.00	661.76	0.00	1,274.24
GUIDANCE SUPPLIES	18,594.50	1,836.94	9,257.51	1,049.89	8,287.10
100-212 GUIDANCE TOTALS	3,743,878.81	311,142.00	1,845,791.50	1,049.89	1,897,037.42
NURSES TOTALS					
NURSES SALARIES	1,175,231.35	97,030.48	543,927.44	0.00	631,303.91
NURSES EMPLOYEE BENEFITS	337,568.28	27,037.95	150,816.49	0.00	186,751.79
NURSES PURCHASED SERVICES	979.00	1,540.00	3,815.00	3,890.00	-6,726.00
NURSES SUPPLIES	20,093.00	365.17	11,549.28	1,633.76	6,909.96
100-213 NURSES TOTALS	1,533,871.63	125,973.60	710,108.21	5,523.76	818,239.66
PSYCHOLOGICAL TOTALS					
PSYCHOLOGICAL SALARIES	1,020,361.50	85,030.10	510,180.56	0.00	510,180.94
PSYCHOLOGICAL EMPLOYEE BENEFITS	269,618.42	22,254.28	132,990.08	0.00	136,628.34
PSYCHOLOGICAL PURCHASED SERVICES	7,188.00	213.51	583.29	0.00	6,604.71
PSYCHOLOGICAL SUPPLIES	6,562.00	0.00	6,505.64	0.00	56.36
100-214 PSYCHOLOGICAL TOTALS	1,303,729.92	107,497.89	650,259.57	0.00	653,470.35

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CAREER DEVELOPMENT FACILITATOR					
CAREER DEV. FAC. SALARIES	160,782.85	13,398.56	73,692.08	0.00	87,090.77
CAREER DEV. FAC. BENEFITS	51,966.15	4,131.79	23,885.08	0.00	28,081.07
CARERR DEV. FAC. SUPPLIES	1,300.00	0.00	0.00	0.00	1,300.00
100-217 CAREER DEVELOPMENT FACILITATOR	214,049.00	17,530.35	97,577.16	0.00	116,471.84
IMPROV. OF INSTRUCT. TOTALS					
IMPROVEMENT OF INSTRUCT. SALARIES	3,176,545.30	283,653.54	1,776,144.87	0.00	1,400,400.43
IMPROV. OF INSTR. EMPLOYEE BENEFITS	863,494.80	76,649.90	471,685.56	0.00	391,809.24
IMPROV. OF INSTR. PURCHASED SERV.	252,515.00	36,254.99	60,521.66	393.95	191,599.39
IMPROV. OF INSTR. SUPPLIES	178,200.00	3,328.31	46,334.17	1,031.58	130,834.25
IMPROV. OF INSTR. OTHER OBJECTS	242,509.00	8,399.53	121,974.22	1,301.45	119,233.33
100-221 IMPROV. OF INSTRUCT. TOTALS	4,713,264.10	408,286.27	2,476,660.48	2,726.98	2,233,876.64
EDUCA. MEDIA TOTALS					
EDUCATIONAL MEDIA SALARIES	1,930,934.34	161,261.25	879,797.24	0.00	1,051,137.10
EDUCA. MEDIA EMPLOYEE BENEFITS	597,333.37	47,090.58	261,926.58	0.00	335,406.79
EDUC. MEDIA PURCHASED SERVICES	1,080.00	152.72	462.72	0.00	617.28
EDUC. MEDIA SUPPLIES	318,475.50	17,498.33	175,546.92	43,130.80	99,797.78
100-222 EDUCA. MEDIA TOTALS	2,847,823.21	226,002.88	1,317,733.46	43,130.80	1,486,958.95
SUPERVISION OF SPEC. PROG. TOTALS					
SUPERVISION OF SPEC. PROG. SALARIES	585,296.60	55,878.80	356,871.00	0.00	228,425.60
SUPV. OF SPEC. PROG. EMPL. BENEFITS	160,337.49	13,937.96	89,176.91	0.00	71,160.58
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	69,816.76	446,105.53	0.00	306,903.56
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	10,416.15	41,688.61	5,390.31	104,077.28
INSTRUC. STAFF DEV. SUPPLIES	4,572.06	1,541.58	2,252.53	0.00	2,319.53
100-224 INSTRUC. STAFF DEV. TOTALS	172,279.51	11,957.73	47,802.67	5,390.31	119,086.53
BOARD OF EDUC. TOTALS					
BOARD OF EDUCATION SALARIES	36,250.00	2,187.50	15,312.50	0.00	20,937.50
BOARD OF ED. EMPLOYEE BENEFITS	7,638.39	343.26	2,402.82	0.00	5,235.57
BOARD OF ED. PURCHASED SERVICES	239,200.00	13,274.42	132,422.72	162.64	106,614.64
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	15,805.18	361,248.04	162.64	123,902.71
OFF. OF SUPERINTENDENT TOTALS					
OFF. OF SUPERINTENDENT SALARIES	259,666.00	22,633.84	156,459.38	0.00	103,206.62
OFF. OF SUPT. EMPLOYEE BENEFITS	75,933.94	6,844.34	48,935.89	0.00	26,998.05
OFF. OF SUPT. PURCHASED SERVICES	12,000.00	0.00	4,141.02	0.00	7,858.98
OFF. OF SUPT. SUPPLIES	10,611.08	0.00	852.39	671.72	9,086.97
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	29,478.18	210,993.68	671.72	151,645.62
SCHOOL ADMINISTRATION TOTALS					
SCHOOL ADMINISTRATION SALARIES	7,207,849.10	592,805.22	3,892,396.17	0.00	3,315,452.93

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SCH. ADMIN. EMPLOYEE BENEFITS	2,135,759.01	167,855.97	1,097,723.34	0.00	1,038,035.67
SCH. ADMIN. PURCHASED SERVICES	193,740.42	9,051.43	101,130.59	2,121.47	90,488.36
SCH. ADMIN. SUPPLIES	174,795.00	17,223.55	90,923.60	5,672.12	78,199.28
SCH. ADMIN. CAPITAL OUTLAY	12,867.00	0.00	456.75	0.00	12,410.25
SCH. ADMIN. OTHER OBJECTS	44,680.50	2,825.00	27,552.76	210.00	16,917.74
100-233 SCHOOL ADMINISTRATION TOTALS	9,769,691.03	789,761.17	5,210,183.21	8,003.59	4,551,504.23
STUDENT TRANSPORTATION TOTALS					
STUDENT TRANSPORTATION SALARIES	3,045.00	232.47	838.19	0.00	2,206.81
STUDENT TRANSPORTATION BENEFITS	755.00	48.07	156.25	0.00	598.75
	2,345.00	0.00	586.00	0.00	1,759.00
100-251 STUDENT TRANSPORTATION TOTALS	6,145.00	280.54	1,580.44	0.00	4,564.56
FISCAL SERVICES TOTALS					
FISCAL SERVICES SALARIES	793,933.00	68,404.86	461,248.85	0.00	332,684.15
FISCAL SERV. EMPLOYEE BENEFITS	236,093.70	26,156.14	136,552.56	0.00	99,541.14
FISCAL SERVICES PURCHASED SERVICES	55,000.00	-4,664.63	25,000.72	2,230.28	27,769.00
FISCAL SERVICES SUPPLIES	65,250.00	24,194.12	40,639.00	1,204.25	23,406.75
FISCAL SERVICES CAPITAL OUTLAY	6,250.00	0.00	0.00	0.00	6,250.00
FISCAL SERVICES OTHER OBJECTS	4,500.00	25.00	3,121.00	0.00	1,379.00
100-252 FISCAL SERVICES TOTALS	1,161,026.70	114,115.49	666,562.13	3,434.53	491,030.04
OPER. & MAINT. TOTALS					
OPERATION & MAINT. SALARIES	5,848,547.44	482,331.10	3,348,736.04	0.00	2,499,811.40
OPER. & MAINT. EMPLOYEE BENEFITS	2,109,814.00	164,923.17	1,152,047.43	0.00	957,766.57
OPER. & MAINT. PURCHASED SERVICES	2,719,478.26	102,854.22	1,525,536.20	415,050.70	778,891.36
OPER. & MAINT. SUPPLIES	3,703,270.00	326,238.16	1,942,685.36	57,248.73	1,703,335.91
OPER. & MAINT. OTHER OBJECTS	34,500.00	0.00	31,052.95	0.00	3,447.05
100-254 OPER. & MAINT. TOTALS	14,415,609.70	1,076,346.65	8,000,057.98	472,299.43	5,943,252.29
PUPIL TRANSPORTATION TOTALS					
PUPIL TRANSPORTATION SALARIES	2,942,302.91	231,234.28	1,352,572.14	0.00	1,589,730.77
PUPIL TRANSP. EMPLOYEE BENEFITS	1,007,839.90	57,871.95	349,166.20	0.00	658,673.70
PUPIL TRANSP. PURCHASED SERVICES	201,570.00	21,378.97	70,015.26	13,445.00	118,109.74
PUPIL TRANSP. SUPPLIES	52,535.00	3,740.38	25,042.00	514.13	26,978.87
PUPIL TRANSP. OTHER OBJECTS	450.00	0.00	104.00	0.00	346.00
100-255 PUPIL TRANSPORTATION TOTALS	4,204,697.81	314,225.58	1,796,899.60	13,959.13	2,393,839.08
INTERNAL SERVICES TOTALS					
INTERNAL SERVICES SALARIES	380,283.82	31,289.80	222,989.53	0.00	157,294.29
INTERNAL SERV. EMPLOYEE BENEFITS	116,048.69	9,081.21	64,965.71	0.00	51,082.98
INTERNAL SERV. PURCHASED SERVICES	680,082.18	57,336.90	302,101.16	81,900.72	296,080.30
INTERNAL SERV. SUPPLIES	46,730.00	-7,624.39	2,503.51	6,773.63	37,452.86
100-257 INTERNAL SERVICES TOTALS	1,223,144.69	90,083.52	592,559.91	88,674.35	541,910.43
SECURITY TOTALS					
SECURITY SALARIES	0.00	5,793.58	40,555.06	0.00	-40,555.06
SECURITY BENEFITS	0.00	1,497.29	10,480.26	0.00	-10,480.26
SECURITY PURCHASED SERVICES	723,675.78	113,291.69	166,627.29	26,640.24	530,408.25
SECURITY SUPPLIES	200.00	0.00	0.00	0.00	200.00
100-258 SECURITY TOTALS	723,875.78	120,582.56	217,662.61	26,640.24	479,572.93

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PUBIC RELATIONS DEPT. TOTALS					
INFORMATION SERVICES SALARIES	215,397.50	17,916.50	127,488.31	0.00	87,909.19
INFORMATION SERV. EMPLOYEE SERVICES	56,938.16	4,550.03	31,758.15	0.00	25,180.01
INFORMATION SERV. PURCHASED SERV.	66,006.00	1,074.87	8,194.07	1,975.00	55,836.93
INFORMATION SERV. SUPPLIES	28,462.00	2,329.09	17,213.16	3,011.52	8,237.32
INFORMATION SERV. OTHER OBJECTS	13,684.92	33.39	7,800.71	0.00	5,884.21
100-263 PUBIC RELATIONS DEPT. TOTALS	380,488.58	25,903.88	192,454.40	4,986.52	183,047.66
PERSONNEL DEPT. TOTALS					
STAFF SERVICES SALARIES	537,466.98	46,242.04	318,802.67	0.00	218,664.31
STAFF SERVICES EMPLOYEE BENEFITS	251,399.40	12,819.38	160,190.39	0.00	91,209.01
STAFF SERVICES PURCHASED SERVICES	62,900.00	1,857.49	27,114.96	175.00	35,610.04
STAFF SERVICES SUPPLIES	49,782.00	2,204.70	36,588.16	1,227.61	11,966.23
STAFF SERVICES OTHER OBJECTS	300.00	0.00	495.00	0.00	-195.00
100-264 PERSONNEL DEPT. TOTALS	901,848.38	63,123.61	543,191.18	1,402.61	357,254.59
DATA PROCESSING TOTALS					
DATA PROCESSING SERVICES SALARIES	916,030.00	108,106.02	724,788.03	0.00	191,241.97
DATA PROCESS. EMPLOYEE BENEFITS	260,770.46	31,082.28	203,475.29	0.00	57,295.17
DATA PROCESS. PURCHASED SERVICES	175,000.00	9,855.52	70,624.27	7,418.11	96,957.62
TECHNOLOGY SERVICES - SUPPLIES	11,982.50	1,000.85	3,849.58	928.18	7,204.74
100-266 DATA PROCESSING TOTALS	1,363,782.96	150,044.67	1,002,737.17	8,346.29	352,699.50
PUPIL SERVICES TOTALS					
PUPIL SERVICES SALARIES	1,252,167.57	102,255.17	674,887.00	0.00	577,280.57
PUPIL SERVICE EMPLOYEE BENEFITS	301,129.86	24,206.28	154,110.89	0.00	147,018.97
PUPIL SERVICES PURCHASED SERVICES	3,900.00	102.50	102.50	197.00	3,600.50
100-271 PUPIL SERVICES TOTALS	1,557,197.43	126,563.95	829,100.39	197.00	727,900.04
	30,960.00	2,580.00	14,190.00	0.00	16,770.00
	6,800.00	0.00	24.59	500.00	6,275.41
100-390	37,760.00	2,580.00	14,214.59	500.00	23,045.41
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					

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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	11,335,583.44	66,940,233.34	930,862.67	69,181,256.35
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	40,582.74	0.00	48,618.16
PRIMARY EMPLOYEE BENEFITS	29,981.51	2,187.74	12,367.72	0.00	17,613.79
102-112 PRIMARY TOTALS	119,182.41	9,565.78	52,950.46	0.00	66,231.95
ELEMENTARY TOTALS					
ELEMENTARY SALARIES	68,012.60	5,630.82	30,971.82	0.00	37,040.78
ELEMENTARY EMPLOYEE BENEFITS	23,006.42	1,706.87	9,668.79	0.00	13,337.63
102-113 ELEMENTARY TOTALS	91,019.02	7,337.69	40,640.61	0.00	50,378.41
CURRICULUM TOTALS					
CURRICULUM SALARIES	39,471.25	0.00	14,393.25	0.00	25,078.00
CURRICULUM EMPLOYEE BENEFITS	8,371.83	0.00	3,003.51	0.00	5,368.32
102-221 CURRICULUM TOTALS	47,843.08	0.00	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	16,903.47	115,190.03	0.00	149,805.61
	137,350,348.00	11,352,486.91	67,095,790.99	930,862.67	69,323,694.34

JANUARY 2010 REVENUE

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TOTAL LOCAL REVENUE						
LOCAL PROPERTY TAX REVENUE TOTALS						
100-001-110-0000-00	LEVIES - CUR. OPERATIONS - LE	24,505,500.00	5,556,061.84	6,941,830.99	0.00	17,563,669.01
100-001-110-0001-00	LEX. CO. VEHICLE TAXES	4,534,750.00	371,104.20	2,413,827.09	0.00	2,120,922.91
100-001-110-0002-00	STATE SALES & USE TAX CREDI	200,000.00	283.48	1,192.38	0.00	198,807.62
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	294,873.78	800,193.92	0.00	-193.92
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.	180,000.00	44,206.17	120,016.10	0.00	59,983.90
100-001-140-0001-00	PENALTIES/INTEREST - RICH. CC	130,000.00	0.00	0.00	0.00	130,000.00
LOCAL PROPERTY TAX REVENUE TOTALS		45,942,125.00	6,266,529.47	10,277,060.48	0.00	35,665,064.52
FEE IN LIEU OF TAXES TOTALS						
100-001-280-0000-00	FEE IN LIEU OF TAXES - LEX	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 DIF	600,000.00	508.50	14,155.37	0.00	585,844.63
100-001-350-0003-00	SUMMER SCHOOL TUITION - HIC	100,000.00	0.00	0.00	0.00	100,000.00
TUITION REVENUE TOTALS		700,000.00	508.50	14,155.37	0.00	685,844.63
INTEREST INCOME TOTALS						
100-001-510-0000-00	INTEREST ON INVESTMENTS	600,000.00	831.83	47,692.03	0.00	552,307.97
INTEREST INCOME TOTALS		600,000.00	831.83	47,692.03	0.00	552,307.97
STUDENT FEES TOTALS						
100-001-740-0015-00	ADDITIONAL ELEMENTARY REV	11,600.00	0.00	0.00	0.00	11,600.00
100-001-740-0017-00	ADDITIONAL ELEMENTARY REV	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 REV	5,000.00	0.00	0.00	0.00	5,000.00

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
REVENUE BUDGET REPORT
FY 2009-2010
CURRENT MONTH: JANUARY 2010

ACCOUNT		BUDGETED REVENUE	CURRENT REVENUE	YEAR TO DATE REVENUE	ENCUMBRANCE	REMAINING BALANCE
100-001-740-0024-00	ADDITIONAL ELEMENTARY REV	11,000.00	0.00	0.00	0.00	11,000.00
100-001-740-0025-00	ADDITIONAL ELEMENTARY REV	6,500.00	0.00	0.00	0.00	6,500.00
100-001-740-0026-00	ADDITIONAL ELEMENTARY REV	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 REV	1,500.00	0.00	0.00	0.00	1,500.00
100-001-740-0030-00	ADDITIONAL ELEMENTARY REV	9,000.00	0.00	0.00	0.00	9,000.00
100-001-740-0035-00	ADDITIONAL ELEMENTARY REV	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 REV	5,500.00	0.00	0.00	0.00	5,500.00
100-001-740-0052-00	ADDITIONAL ELEMENTARY REV	5,500.00	0.00	0.00	0.00	5,500.00
100-001-740-0055-00	ADDITIONAL ELEMENTARY REV	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	1,075.00	7,385.00	0.00	42,615.00
100-001-950-0000-00	REFUND ON PRIOR YEAR'S EXPE	5,000.00	0.00	12,750.81	0.00	-7,750.81
100-001-950-0001-00	REFUND OF PRIOR YEAR - TEXT	0.00	137.18	1,905.34	0.00	-1,905.34
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 (	0.00	0.00	-277.23	0.00	277.23

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
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ACCOUNT		BUDGETED REVENUE	CURRENT REVENUE	YEAR TO DATE REVENUE	ENCUMBRANCE	REMAINING BALANCE
100-001-999-0000-00	ALLOC. OF BEGIN. FUND BALAN	665,071.00	0.00	0.00	0.00	665,071.00
OTHER LOCAL REVENUE TOTALS		745,071.00	1,212.18	32,448.87	0.00	712,622.13
100-001 TOTAL LOCAL REVENUE		48,237,196.00	6,269,081.98	10,371,356.75	0.00	37,865,839.25
TOTAL STATE REVENUE						
STATE RESTRICTED GRANTS REV. TOTALS						
100-003-131-0000-00	STATE REVENUE - HANDICAPPE	7,000.00	0.00	0.00	0.00	7,000.00
100-003-132-0000-00	STATE REV. - HOME INSTRUCTI(	4,000.00	0.00	0.00	0.00	4,000.00
100-003-160-0000-00	BUS DRIVERS SALARY	636,165.00	48,938.73	358,892.59	0.00	277,272.41
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 (	12,073,105.00	1,016,966.19	7,118,763.33	0.00	4,954,341.67
100-003-181-0000-00	RETIREE FRINGE - EMPLOYER C	2,195,359.00	184,081.92	1,285,167.42	0.00	910,191.58
STATE RESTRICTED GRANTS REV. TOTALS		14,972,573.00	1,249,986.84	8,821,663.60	0.00	6,150,909.40
STATE EDUC. FINAN. ACT REV. TOTALS						
100-003-311-0000-00	EFA REVENUE - KINDERGARTEN	1,773,896.32	130,270.77	1,001,193.39	0.00	772,702.93
100-003-312-0000-00	EFA REVENUE - PRIMARY	5,518,954.46	357,175.48	3,066,195.14	0.00	2,452,759.32
100-003-313-0000-00	EFA REVENUE - ELEMENTARY	8,490,926.92	569,963.84	4,736,686.79	0.00	3,754,240.13
100-003-314-0000-00	EFA REVENUE - SECONDARY	4,023,926.59	177,173.74	1,432,724.74	0.00	2,591,201.85
100-003-315-0000-00	EFA REVENUE - T.M.H.	129,211.41	8,118.88	70,161.62	0.00	59,049.79
100-003-316-0000-00	EFA REVENUE - SPEECH	2,702,062.58	113,432.64	1,513,357.14	0.00	1,188,705.44
100-003-317-0000-00	EFA REVENUE - HOMEBOUND	87,461.50	0.00	43,004.96	0.00	44,456.54
100-003-321-0000-00	EFA REVENUE - EMOTIONALLY	320,712.48	18,105.99	186,319.47	0.00	134,393.01
100-003-322-0000-00	EFA REVENUE - E.M.H.	72,520.09	23,013.39	47,147.52	0.00	25,372.57
100-003-323-0000-00	EFA REVENUE - L.D.	1,892,930.18	152,430.55	1,039,875.10	0.00	853,055.08
100-003-324-0000-00	EFA REVENUE - HEARING HAND	70,372.09	4,785.71	44,413.79	0.00	25,958.30
100-003-325-0000-00	EFA REVENUE - VISUALLY HANI	60,966.00	0.00	33,740.46	0.00	27,225.54

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
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ACCOUNT		BUDGETED REVENUE	CURRENT REVENUE	YEAR TO DATE REVENUE	ENCUMBRANCE	REMAINING BALANCE
100-003-326-0000-00	EFA REVENUE - ORTHOPEDICAL	37,727.29	3,800.00	26,837.57	0.00	10,889.72
100-003-327-0000-00	EFA REVENUE - VOCATIONAL	5,117,781.67	449,841.50	3,708,012.35	0.00	1,409,769.32
100-003-331-0000-00	EFA REVENUE - AUTISM	386,451.42	10,021.73	205,463.76	0.00	180,987.66
STATE EDUC. FINAN. ACT REV. TOTALS		30,685,901.00	2,018,134.22	17,155,133.80	0.00	13,530,767.20
STATE REVENUE IN LIEU OF TAXES						
100-003-810-0000-00	PROPERTY TAX RELIEF REIMB. -	6,611,007.00	0.00	5,949,906.73	0.00	661,100.27
100-003-810-0001-00	PROPERTY TAX RELIEF REIMB -	3,969,064.00	0.00	3,572,157.21	0.00	396,906.79
100-003-820-0000-00	HOMESTEAD EXEMPTION - LEX.	1,210,890.00	0.00	0.00	0.00	1,210,890.00
100-003-820-0001-00	HOMESTEAD EXEMPTION - RICH	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	8,207,732.40	0.00	19,151,375.60
100-003-830-0000-00	MERCHANTS INV TAX RELIEF - I	196,881.00	0.00	98,440.40	0.00	98,440.60
100-003-830-0001-00	MERCHANT INV TAX RELIEF - RI	17,074.00	0.00	0.00	0.00	17,074.00
100-003-840-0000-00	MANUFACTURERS DEPR REIMB	301,963.00	0.00	0.00	0.00	301,963.00
100-003-840-0001-00	MANUFACTURERS DEPR REIMB	1,700.00	0.00	0.00	0.00	1,700.00
100-003-890-0000-00	MOTOR CARRIER VEH TAX REIM	90,000.00	1,919.37	80,697.33	0.00	9,302.67
100-003-890-0001-00	MOTOR CARRIER VEH TAX REIM	35,000.00	0.00	0.00	0.00	35,000.00
STATE REVENUE IN LIEU OF TAXES		40,321,787.00	2,737,830.17	17,908,934.07	0.00	22,412,852.93
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	6,005,951.23	43,885,731.47	0.00	42,101,360.53
TOTAL OTHER SOURCES OF REVENUE						
TRANSFER FROM OTHER FUNDS TOTALS						
100-005-230-0000-00	TRANSFER FROM EIA FUND	2,488,060.00	1,229,336.46	1,434,225.87	0.00	1,053,834.13
100-005-280-0000-00	TRANS FROM OTHER FUNDS - IN	600,000.00	1,045.41	33,883.60	0.00	566,116.40
TRANSFER FROM OTHER FUNDS TOTALS		3,088,060.00	1,230,381.87	1,468,109.47	0.00	1,619,950.53
OTHER SOURCES OF REVENUE						
100-005-300-0001-00	SALE OF FIXED ASSET	5,000.00	25.00	655.00	0.00	4,345.00

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
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ACCOUNT	BUDGETED REVENUE	CURRENT REVENUE	YEAR TO DATE REVENUE	ENCUMBRANCE	REMAINING BALANCE
OTHER SOURCES OF REVENUE	5,000.00	25.00	655.00	0.00	4,345.00
100-005 TOTAL OTHER SOURCES OF REVENUE	3,093,060.00	1,230,406.87	1,468,764.47	0.00	1,624,295.53
	137,317,348.00	13,505,440.08	55,725,852.69	0.00	81,591,495.31
FUND 101 - TOTALS					
TOTAL LOCAL REVENUE					
PHONE NOTIFICATION FEE TOTALS					
101-001-740-0015-00 PHONE NOTIFICATION FEES-CE	1,700.00	0.00	0.00	0.00	1,700.00
101-001-740-0017-00 PHONE NOTIFICATION FEES-LM	1,700.00	0.00	0.00	0.00	1,700.00
101-001-740-0020-00 PHONE NOTIFICATION FEES-CH	2,500.00	0.00	0.00	0.00	2,500.00
101-001-740-0021-00 PHONE NOTIFICATION FEES-CM	2,000.00	0.00	0.00	0.00	2,000.00
101-001-740-0023-00 PHONE NOTIFICATION FEES-HE	1,030.00	0.00	0.00	0.00	1,030.00
101-001-740-0024-00 PHONE NOTIFICATION FEES-BE	1,542.00	0.00	0.00	0.00	1,542.00
101-001-740-0025-00 PHONE NOTIFICATION FEES-DF	1,120.00	0.00	0.00	0.00	1,120.00
101-001-740-0026-00 PHONE NOTIFICATION FEES-RS	1,280.00	0.00	0.00	0.00	1,280.00
101-001-740-0027-00 PHONE NOTIFICATION FEES-DF	4,170.00	0.00	0.00	0.00	4,170.00
101-001-740-0028-00 PHONE NOTIFICATION FEES-DF	2,080.00	0.00	0.00	0.00	2,080.00
101-001-740-0029-00 PHONE NOTIFICATION FEES-HW	740.00	0.00	0.00	0.00	740.00
101-001-740-0030-00 PHONE NOTIFICATION FEES-OP	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-CR	1,938.00	0.00	0.00	0.00	1,938.00
101-001-740-0046-00 PHONE NOTIFICATION FEES-IM	1,850.00	0.00	0.00	0.00	1,850.00
101-001-740-0050-00 PHONE NOTIFICATION FEES-LE	970.00	0.00	0.00	0.00	970.00
101-001-740-0052-00 PHONE NOTIFICATION FEES-NR	1,040.00	0.00	0.00	0.00	1,040.00
101-001-740-0055-00 PHONE NOTIFICATION FEES-SO	1,000.00	0.00	0.00	0.00	1,000.00

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
REVENUE BUDGET REPORT
FY 2009-2010
CURRENT MONTH: JANUARY 2010

ACCOUNT	BUDGETED REVENUE	CURRENT REVENUE	YEAR TO DATE REVENUE	ENCUMBRANCE	REMAINING BALANCE
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	13,505,440.08	55,725,852.69	0.00	81,624,495.31

Exhibit C

EXHIBIT C

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

To: Members
Board of Trustees

Through: Dr. Herbert M. Berg

From: Helen Anderson
Chief Instructional Services Officer

Date: February 15, 2010

Re: **PASS Test Results**

During the Board Meeting, Missy Wall-Mitchell will conduct a presentation explaining the District's PASS test results.

Missy Wall-Mitchell and I will be available to answer any questions you may have at the Board Meeting.

Testing Bulletin

2009 Palmetto Assessment of State Standards (PASS)

School District Five of Lexington and Richland Counties (District Five) participated in the administration of South Carolina's Palmetto Assessment of State Standards (PASS) in Spring 2009. This was the first time the PASS was administered. More details are available on the South Carolina Department of Education's website at http://ed.sc.gov/agency/Accountability/Assessment/PASS.html.

The PASS tests are aligned to the South Carolina curriculum standards and assess student achievement in English Language Arts (ELA), writing, mathematics, science, and social studies in grades three through eight. In March 2009, the PASS writing test was administered over two days to all students in grades three through eight. PASS ELA (reading and research), mathematics, science and social studies tests were administered in May 2009. The writing test multiple-choice questions and one essay. All other PASS tests are composed of multiple-choice questions only.

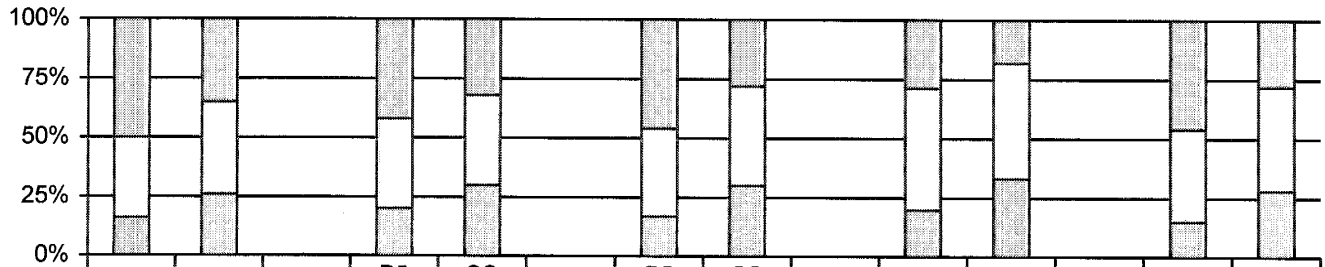
In 2009, all students in grades three through eight took writing, ELA and mathematics, and all students in grades four and seven took science and social studies PASS. Students in grades three, five, six, and eight took either the science or social studies PASS. Since the PASS was developed to measure our state curriculum standards, no national comparisons are available. District Five scores can be compared with South Carolina statewide results and with the scores of other school districts around the state.

Performance Levels

The PASS test results are reported as total scale scores and performance levels for each of the five tests. The three performance levels for each test are:

Exemplary The student demonstrated exemplary performance in meeting the grade level standard.
Met The student met the grade level standard. (This is the level used for Federal accountability reports and is considered 'passing'.)
Not Met The student did not meet the grade level standard.

The chart below shows the percentage of students in each of the performance levels for each test for District Five and the State for 2009. District Five performance in the Exemplary level and the percentage of students passing exceeds state level performance in all five subject areas. The percentage of students in the Not Met level for District Five is lower than the state. Grade Level results are included at the end of this report. School level results are available at the South Carolina Department of Education at http://ed.sc.gov/topics/assessment/scores/pass/2009/.



	D5 ELA	SC ELA		D5 Writing	SC Writing		D5 Math	SC Math		D5 Science	SC Science		D5 Soc Std	SC Soc Std
Exemplary	50	35		42	32		46	28		29	18		46	28
Met	34	39		38	38		37	42		52	49		39	44
Not Met	16	26		20	30		17	30		20	33		15	28

Standard Level Results

In addition to subject level results, the PASS tests are designed to provide standard-level results - e.g., number and operations, algebra, geometry, measurement, and data analysis/probability for mathematics.

The three performance levels categories for each academic standard are:

1= Student test performance shows weaknesses and a need for further instruction in the standard.
2= Student may benefit from additional activities that focus on the standard.
3= Student test performance shows strengths in the standard.

Standard level results by school grade and subject are available at the South Carolina Department of Education at http://ed.sc.gov/topics/assessment/scores/pass/2009/.

District Five and Selected Districts Results

District Five overall performance (all grades combined) at the Exemplary level is among the top five performing districts in the state in each test. District Five had the second highest overall exemplary level performance in ELA, mathematics and social studies. The district ranked fourth in science and fifth in writing.

The tables on the next page provide the PASS 2009 results of District Five and selected districts in the state. Districts were chosen either because they are located in the same geographic region as District Five or have similar performance on the test.

Links to Additional Information

PASS Testing Program (includes sample questions):
http://ed.sc.gov/agency/Accountability/Assessment/PASS.html.
South Carolina Test scores:
http://ed.sc.gov/topics/assessment/scores/pass/2009/

PASS 2009 Test Results for District Five and Selected Districts

	Writing				ELA			
	# Tested	% Exemplary	% Met	% Not Met	# Tested	% Exemplary	% Met	% Not Met
District 5	**7,537**	**42**	**38**	**20**	**7,600**	**50**	**34**	**16**
Anderson 1	4,263	41	39	20	4,169	48	39	14
Horry	16,184	38	38	24	15,918	40	38	22
Lexington 1	9,986	38	39	23	10,055	45	36	19
Richland 1	10,408	25	37	37	10,174	29	38	32
Richland 2	10,762	37	39	25	11,117	39	38	23
York 3	7,752	33	40	28	7,694	37	39	24
York 4	4,389	53	34	13	4,382	56	33	12
State	**314,243**	**32**	**38**	**30**	**312,377**	**35**	**39**	**26**

	Mathematics				Science			
	# Tested	% Exemplary	% Met	% Not Met	# Tested	% Exemplary	% Met	% Not Met
District 5	7614	46	37	17	5074	29	52	20
Anderson 1	4278	36	45	19	2882	32	52	16
Horry	16200	36	41	24	10906	22	50	28
Lexington 1	10070	35	43	23	6732	27	52	21
Richland 1	10452	21	38	41	7033	14	42	44
Richland 2	11171	32	40	28	7465	22	50	28
York 3	7806	31	43	26	5243	19	51	31
York 4	4397	50	38	13	2953	35	51	13
State	315864	28	42	30	211188	18	49	33

	Social Studies			
	# Tested	% Exemplary	% Met	% Not Met
District 5	5080	46	39	15
Anderson 1	2869	42	43	15
Horry	10913	34	42	25
Lexington 1	6714	40	42	19
Richland 1	6957	22	42	37
Richland 2	7418	35	43	22
York 3	5254	32	43	25
York 4	2960	51	38	11
State	210470	28	44	28

Writing

Grade	District 5			South Carolina		
	% Exemplary	% Met	% Not Met	% Exemplary	% Met	% Not Met
3	47	30	23	40	29	31
4	38	41	21	31	40	30
5	43	36	21	35	38	27
6	47	33	19	30	41	30
7	40	42	19	30	40	30
8	38	44	18	26	42	32
All	42	38	20	32	38	30

ELA (Reading and Research

Grade	District 5			South Carolina		
	% Exemplary	% Met	% Not Met	% Exemplary	% Met	% Not Met
3	63	23	14	46	32	22
4	50	33	17	37	39	24
5	50	37	13	35	45	20
6	50	36	14	32	40	28
7	44	38	18	31	38	31
8	44	36	20	29	39	33
All	**50**	**34**	**16**	**35**	**39**	**26**

Mathematics

Grade	District 5			South Carolina		
	% Exemplary	% Met	% Not Met	% Exemplary	% Met	% Not Met
3	47	34	19	31	36	33
4	47	39	14	31	46	23
5	41	40	19	28	46	27
6	48	38	14	28	42	30
7	48	38	15	27	43	31
8	45	33	22	24	39	37
All	**46**	**37**	**17**	**28**	**42**	**30**

Science

Grade	District 5			South Carolina		
	% Exemplary	% Met	% Not Met	% Exemplary	% Met	% Not Met
3	31	46	22	18	43	38
4	26	55	19	16	53	31
5	23	59	18	14	54	32
6	26	53	21	14	50	36
7	31	52	17	22	49	29
8	35	39	26	22	40	38
All	**29**	**52**	**20**	**18**	**49**	**33**

Social Studies

Grade	District 5			South Carolina		
	% Exemplary	% Met	% Not Met	% Exemplary	% Met	% Not Met
3	56	34	11	31	43	26
4	45	44	11	28	52	20
5	45	37	18	28	42	30
6	45	47	8	24	56	20
7	45	35	20	28	33	40
8	44	37	19	30	40	30
All	**46**	**39**	**15**	**28**	**44**	**28**

PASS 2009 State Percentile School Rank
(Exemplary Performance)

School	Grade	ELA	Writing	Math	Science	Social Studies
Ballentine Elem	3				79	
Ballentine Elem	4					
Ballentine Elem	5					
Chapin Elem	3	89	77	89		87
Chapin Elem	4		78		85	81
Chapin Elem	5		86			84
Dutch Fork Elem	3	76	57	72	54	
Dutch Fork Elem	4	75	66	69	77	64
Dutch Fork Elem	5	85	81	66	84	76
H E Corley Elem	3	64	31	61	51	73
H E Corley Elem	4	48	30	35	48	56
H E Corley Elem	5	55	45	59	51	51
Harbison West Elem	3	26	19	38	36	69
Harbison West Elem	4	9	2	4	46	7
Harbison West Elem	5	51	11	45	63	17
Irmo Elem	3	88	81			76
Irmo Elem	4	87	79		89	88
Irmo Elem	5		76	79		
Lake Murray Elem	3		79		74	
Lake Murray Elem	4					
Lake Murray Elem	5				77	
Leaphart Elem	3	73	47	68	74	55
Leaphart Elem	4	73	60	58	58	52
Leaphart Elem	5	61	50	58	43	58
Nursery Road Elem	3		84			
Nursery Road Elem	4	72	76	68	86	80
Nursery Road Elem	5	84	62	84	84	51
Oak Pointe Elem	3		83			
Oak Pointe Elem	4					
Oak Pointe Elem	5		71		77	
River Springs Elem	3			84		
River Springs Elem	4	88	72		87	
River Springs Elem	5	89	86	89	82	
Seven Oaks Elem	3	61	38	78	87	64
Seven Oaks Elem	4	56	66	70	77	
Seven Oaks Elem	5	67	44	54	70	64
Chapin Middle	6				86	
Chapin Middle	7		87			
Chapin Middle	8					
Crossroads Middle	6		89			
Dutch Fork Middle	7				79	
Dutch Fork Middle	8	89	86		78	85
Irmo Middle	7	77	65	88	73	86
Irmo Middle	8	85	81	88	88	82

DISTRICT 5	3		86			
DISTRICT 5	4		88			
DISTRICT 5	5					
DISTRICT 5	6					
DISTRICT 5	7				89	
DISTRICT 5	8					
DISTRICT 5	All Grades Combined					

Yellow: 2nd Quarter

Exhibit D

EXHIBIT D

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

February 22, 2010

To: Members of the Board of Trustees

From: Keith McAlister
Director, New Design and Construction

Re: New High School CATE Center (1st Viewing)

ADMINISTRATION CONSIDERATION

Administration seeks discussion of New High School CATE Center Schematic Design (1st Viewing).

RECOMMENDATION

Administration seeks discussion tonight, and approval of New High School CATE Center Schematic Design at next board meeting.

ATTACHMENT

New High School CATE Center Schematic Design
Exhibit

Exhibit E

EXHIBIT E

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

February 22, 2010

To: Members of the Board of Trustees

From: Keith McAlister
Director, New Design and Construction

Re: Chapin High School Add/Alternates

ADMINISTRATION CONSIDERATION

Below please find the School Improvement Council prioritized list of the add/alternates for Chapin High School:

1. Orchestra Room
2. Front Office
3. Cafeteria Classrooms
4. Practice Field/Parking Lot
5. Enclosed Walkway
6. Extra Classroom in Gym Area

RECOMMENDATION

Administration seeks to provide this information to the school board for future consideration.

Exhibit F

EXHIBIT F

district five
OF LEXINGTON & RICHLAND COUNTIES

February 22, 2010

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

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

RE: Resolution Related to the Reimbursement of Expenditures Prior to the Issuance of Qualified School Construction Bonds

In order to reimburse expenditures issued for a project related to the use of Qualified School Construction Bonds prior to the issuance of the bonds, the governing body must make known their intent to reimburse those expenditures.

RECOMMENDATION:

The administration recommends that the Board approve the attached resolution providing for reimbursement of associated expenditures with Qualified School Construction Bonds prior to the sale of the bonds related to Seven Oaks Elementary School.

KEF:ll

Attachment

RESOLUTION

A RESOLUTION RELATING TO THE DECLARATION OF INTENT BY SCHOOL DISTRICT NO. 5 OF LEXINGTON COUNTY AND RICHLAND COUNTY, SOUTH CAROLINA, TO REIMBURSE CERTAIN EXPENDITURES PRIOR TO THE ISSUANCE BY THE SCHOOL DISTRICT OF ITS QUALIFIED SCHOOL CONSTRUCTION BOND.

WHEREAS, Section 54A(d) of the Internal Revenue Code of 1986, as amended (the "Code") provides that available project proceeds shall be treated as spent for a qualified purpose if such proceeds are used to reimburse the issuer for amounts paid for a qualified purpose after the date that the Secretary makes an allocation of the bond limitation with respect to such issue if (1) prior to the payment of the original expenditure, the issuer declared its intent to reimburse such expenditure with the proceeds of qualified school construction bonds; (2) not later than 60 days after payment of the original expenditure, the issuer adopts an official intent to reimburse the original expenditure with such proceeds; and (3) the reimbursement is made not later than 18 months after the date the original expenditure is paid; and

WHEREAS, the Internal Revenue Service and U.S. Treasury Department have promulgated Section 1.150-2 of the Treasury Regulations (the "Regulations") that provides a procedure whereby the issuer may declare its official intent to reimburse itself for expenditures made with respect to Project prior to the issuance of obligations for such Project; and

WHEREAS, School District No. 5 of Lexington County and Richland County, South Carolina (the "School District") has been informed that it has been allocated up to $10,000,000 of the bond limitation allocation for qualified school construction bonds ("QSCBs"); and

WHEREAS, the School District anticipates incurring certain expenditures (the "Expenditures") with respect to the Seven Oaks Elementary School renovation project (the "Project") prior to the School District's issuance of QSCBs in the amount not to exceed $10,000,000.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. 5 OF LEXINGTON COUNTY AND RICHLAND COUNTY, SOUTH CAROLINA, AS FOLLOWS:

Section 1. In accordance with Section 54A(d) of the Code, the School District hereby declares its intent to reimburse itself for original expenditures made after the date of adoption of this Resolution from the proceeds of QSCBs issued by the School District.

Section 2. The School District hereby declares that this Resolution shall constitute its declaration of official intent pursuant to Section 1.150-2 of the Regulations and Section 54A(d) of the Code to reimburse the School District from the proceeds of the QSCBs of the School District for Expenditures with respect to the Project. The source of funds for the Expenditures with respect to the Project will be the School District's general reserve funds or other funds on hand.

Section 3. The Board hereby acknowledges and agrees that:

(a) to be eligible for reimbursement of the Expenditures, the reimbursement allocation must be made not later than 18 months after the date on which the Expenditures were paid;

(b) notwithstanding the Project listed on the attached schedule, 100% of the QSCB shall be used for qualified construction, rehabilitation, or repair of a public school facility or for the acquisition of land on which such a facility is to be constructed with part of the proceeds of such QSCBs, or such other purposes as allowed by guidance from the U.S. Department of Treasury, Internal Revenue Service;

(c) notwithstanding the Project listed on the attached schedule, the School District shall not reimburse itself for Expenditures nor use the proceeds of such QSCBs for: (1) the payment of maintenance costs; (2) expenditures allocable to stadiums or other facilities primarily used for athletic contests or exhibitions or other events for which admission is charged to the general public; (3) the purchase or upgrade of vehicles; or (4) expenditures allocable to the improvement of stand-alone facilities whose purpose is not the education of children, including central office administration or operations or logistical support facilities; and

(d) The School District will comply with applicable provisions of the American Recovery & Reinvestment Act of 2009, including labor standards in section 1601 and 1606 (i.e. Davis Bacon prevailing wage requirements) and Buy American provisions in section 1605.

Adopted this ____ day of February, 2010.

SCHOOL DISTRICT NO. 5 OF LEXINGTON COUNTY AND RICHLAND COUNTY,SOUTH CAROLINA

_____

Chair, Board of Trustees

(SEAL)

ATTEST:

_____

Secretary, Board of Trustees

Exhibit G

EXHIBIT G

district five
OF LEXINGTON & RICHLAND COUNTIES

Memorandum

To: Members of the Board of Trustees

Through: Dr. Herbert W. Berg
Superintendent

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

Date: February 17, 2010

Re: Board Policies - Section G

Issue: Third reading approval of proposed board policies
-Policy GCO -R - *Evaluation of Professional Staff*
-Policy GDJ and GDJ -R - *Support Staff Assignments and Transfers*
-New Policy 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- *Professional Personnel Reduction in Force (replaces Policy GBKA)*
-Policy GDQA - *Support 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

Attachment - Recommended New Policies

EVALUATION OF PROFESSIONAL STAFF

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

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, ^

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**

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 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.

Appeal of evaluation

A principal who is dissatisfied with any aspect of his/her evaluation may ask for reconsideration of the evaluation, or in the event the evaluation is performed by anyone other than the superintendent, the principal may appeal his/her **final** evaluation to the superintendent after asking for reconsideration by the administrator performing the evaluation. The evaluation conclusions of the superintendent are final.

Issued ^

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

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

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**

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

 (see next page)

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 ^

New Policy- 3rd reading item February 22, 2010

RETIREMENT OF SUPPORT STAFF

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

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 ^

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.

New Policy- 3rd reading item February 22, 2010
Replaces Policy GBM (Issued 9/06)

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

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

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

Legal references:

A. S. C. Code, 1976, as amended:
   1. Section 59-25-410 - Teacher to be notified of assignment by August 15th.

New Policy- 3rd reading item February 22, 2010
Replaces Policy GBI and Administrative Rule (Issued 9/96)

Policy

EVALUATION OF INSTRUCTIONAL STAFF

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

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.

 (see next page)

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, ^

 (see next page)

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.

New Policy- 3rd reading item February 22, 2010
Replaces Policy GBKA (Issued 1/03)

PROFESSIONAL PERSONNEL REDUCTION IN FORCE

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

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

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 **first, the contract level according to state law, and the remaining criteria in no particular order.**

    Certified personnel

    - Contract level achieved **(according to state law)**
    - **Quality of instruction**
    - Certification area and/or type
    - 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
    - Total years of administrative, teaching, and/or paraprofessional experience in the district
    - Total years of administrative and/or teaching experience
    - 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 ^

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.

New Policy- 3rd reading item February 22, 2010
Replaces Policy GBKA (Issued 1/03)

SUPPORT PERSONNEL REDUCTION IN FORCE

Code **GDQA** *Issued* **DRAFT/2010**

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

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 in **no particular order.**

    Supportive personnel

    - **Quality of performance**
    - 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 total years in district
    - Total years experience in current field
    - 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

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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 ^

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.

New Policy-3rd reading item February 22, 2010
Replaces Policy GBO (Issued 11/81)

RETIREMENT OF PROFESSIONAL STAFF

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

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, ^

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**

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 ^

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**

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.

PAGE 2 - SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME IN FORCE

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.

PAGE 3 - SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME IN FORCE

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 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.

PAGE 5 - SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME IN FORCE

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
- 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 ^

Exhibit H

EXHIBIT H

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

TO: Members of the Board of Trustees

THRU: Dr. Herbert Berg, Superintendent

FROM: Ms. Helen Anderson
Chief Instructional Services Officer

DATE: February 11, 2010

RE: February 22, 2010 Board Meeting, First Reading.
"Proposed Revisions to Board J Policies"

JA add as new "Student Goals And Priority Objectives"
JCA "Assignment Of Students To Schools" replaces JBCCA "Assignment to Schools"
JFABD Admissions Of Homeless Students" replaces part of JBC "School Admissions"
JFABD-R add as new rule
JFABD (E-1) add as new form "Dispute Resolution Procedures"
JFABD (E-2) add as new form "Written Notification of Enrollment Decision" (Denial of Enrollment Request)
JFABD (E-3) add as new form "Written Notification of Enrollment Decision" (Dispute)
JFBA "Intra-District Transfer And Withdrawal" replaces part of JBCD "Intra-District Transfer And Withdrawal"

Recommendation: Request Board of Trustees First Reading approval.

Mr. Michael Harris will be available to answer any questions at the February 22nd meeting.

NEW Policy

STUDENT GOALS AND PRIORITY OBJECTIVES

Code **JA** *Issued* **Final**

Purpose: To establish the board's vision for the goals and priority objectives of the district's policies pertinent to students.

Through its policies that affect the lives of students, the board seeks to advance the following goals.

- to enhance equal educational opportunity for all students
- to promote faithful attendance as a key factor in student achievement
- to ensure that the constitutional rights of all students as citizens in a democracy have practical meaning and application
- to develop in students a deep sense of personal responsibility for their actions
- to attend vigorously to matters of student safety, health and welfare
- to deal justly and constructively with all students in matters of discipline
- to help all students feel that they are valued as individual persons in the school environment

Adopted ^

ADMISSION OF HOMELESS STUDENTS

Code **JFABD-R** *Issued* **Final**

Definitions

Enrollment - attending classes and participating fully in school activities.

School of origin - the school that the student attended when permanently housed or the school where last enrolled.

Homeless student - individual who lacks a fixed, regular and adequate nighttime residence and includes the following.

- Student who is sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; is living in a motel, hotel, trailer park or camping ground due to lack of alternative adequate accommodations; is living in emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster placement.
- Student who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for a human being.
- Student who is living in a car, park, public space, abandoned building, substandard housing, bus or train station or similar setting.
- Migratory student who qualifies as homeless because the student is living in circumstances described above.
- Children who are victims of domestic violence; runaways, throwaways; school-aged single mothers living in homes for unwed mothers because they have no other available living conditions; highly mobile children and youth.

Unaccompanied student - includes a student not in the physical custody of a parent/guardian.

Assignment to school

The district will, according to the student's best interest, continue the student's education in the school of origin for the duration of homelessness, or enroll the student in a school in the attendance area in which the homeless student is actually living on the same basis as other students.

In determining the best interest of the student, the district will do the following.

- To the extent feasible, keep a homeless student in the school of origin, unless doing so is contrary to the wishes of the student's parent/guardian.
- Provide a written explanation, including a statement regarding the right to appeal and to request a state-level review, if the district sends a homeless student to a school other than the school of origin or a school requested by the parent/guardian.
- In the case of an unaccompanied student, ensure that the district's liaison helps in placement or enrollment decisions, considers the views of the student and provides notice of the right to appeal and to request a state-level review.

 (see next page)

PAGE 2 - JFABD-R - ADMISSION OF HOMELESS STUDENTS

Enrollment

The district will immediately enroll the student in the school selected even if the student is unable to produce records normally required for enrollment such as academic records, medical records, proof of residency or other documentation.

The district will immediately contact the school last attended to obtain relevant academic and other records.

If the student needs to obtain immunizations or immunization or medical records, the district will immediately refer the parent/guardian to the district's liaison who will help in obtaining necessary immunizations or records.

Records

Any records ordinarily maintained by the district including immunization or medical records, academic records, birth certificates, guardianship records and evaluations for special services or programs will be maintained so that the records are available, in a timely fashion, when a homeless student enters a new school or district, consistent with state and federal law.

Enrollment disputes

If a dispute arises over school selection or enrollment, the student will be immediately admitted to the school requested pending resolution of the dispute.

The parent/guardian of the student will be provided with a written explanation of the district's decision regarding school selection, including the rights of the parent/guardian or student to appeal the decision.

The student or parent/guardian will be referred to the district's liaison who will ensure the resolution process is carried out as expeditiously as possible. In the case of an unaccompanied student, the district's liaison will ensure the student is immediately enrolled in school pending the resolution of the dispute. That is, during the pendency of any administrative or judicial proceeding regarding an enrollment dispute, the student must continuously be enrolled in school, be provided all relevant services and be allowed to participate fully in all school activities.

When it is determined that a dispute cannot be settled at the district level, the district will do the following in a timely manner.

- Inform the unaccompanied youth or parent/guardian of a homeless child of his/her right to request a South Carolina State Department of Education (SDE) review of the district decision. This request must be made either on the district-supplied request-for-review form or by a telephone interview with the appropriate SDE contact.
- Give the individual a copy of the appropriate form and the SDE contact information.
- Inform the individual that he/she may seek the assistance of advocates or attorneys for the review.

Upon receipt of the submitted request form and any relevant documentation back from the SDE, the district will then send a written response to the SDE and the individual filing the state review request within five business days from receipt of the request-for review form.

See JFABD- E (1-3) for further information regarding the settlement of enrollment disputes.

Services

Each homeless student will be provided services comparable to services offered to other students, including the following.

- transportation services
- education services for which the student is eligible, such as the following.
  - Title 1
  - special education
  - programs for students with limited English proficiency
  - professional technical programs
  - talented and gifted programs
- school nutrition programs

Coordination

The district will coordinate the provision of services to homeless students with local social service agencies and other agencies or programs providing services to homeless students and their families. Services will also be provided in cooperation with other districts on interdistrict issues, such as transportation or transfer of school records, to ensure that homeless students have access to available education and related services.

District liaison

The district's liaison will ensure the following.

- Homeless students are identified.
- Homeless students enroll in and have a full and equal opportunity to succeed in district schools.
- Homeless families and students receive educational services for which they are eligible and referrals to healthcare services, dental services, mental health services and other appropriate services.
- The parent/guardian of a homeless student is informed of the educational and related opportunities available to the student and is provided with meaningful opportunities to participate in the education of his/her child.
- Public notice of the educational rights of homeless students is distributed where such students receive services (e.g., schools, family shelters and soup kitchens).
- Enrollment disputes are mediated.
- The parent/guardian of a homeless student or any unaccompanied student is informed about and assisted in requesting a state-level review of the district's final enrollment decision.
- The parent/guardian of a homeless student, or any unaccompanied student, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school selected.
- School personnel, service providers and advocates working with homeless students and their families are informed of the liaison's duties.

 (see next page)

The district's liaison will coordinate and collaborate with the state coordinator, community and school personnel responsible for the provision of education and related services to homeless students.

Issued ^

NEW FORM JFABD (E-1)

DISPUTE RESOLUTION PROCEDURES

Responsibilities of the school district

When it is determined that a dispute cannot be settled at the district level, the school district must carry out the following responsibilities in a timely manner.

- Inform the unaccompanied youth or the parent/guardian of the homeless child concerning his/her right to request that the State Department of Education review the decision of the school district.
- Inform the unaccompanied youth or the parent/guardian of the homeless child that this request must be made either on the district-supplied request-for-review form or by a telephone interview with the coordinator in the State Department of Education's Office of Coordinator for Education of Homeless Children and Youth (1-888-565-7261).
- Give the unaccompanied youth or the parent/guardian of the homeless child a copy of the State Department of Education's request-for-review form and the contact information for the Office of Coordinator for Education of Homeless Children and Youth.
- Inform the unaccompanied youth or the parent/guardian of the homeless child that he/she may seek the assistance of advocates or attorneys for the review.

Once the Office of Coordinator for Education of Homeless Children and Youth has received either the completed request-for-review form or has conducted a full telephone interview with the youth or the parent/guardian, the coordinator will send a copy of the completed form and any other relevant material to the school district.

The school district must send a written response to the state and to the person filing the state review request within five business days from the date it receives the request-for-review form.

Responsibilities of the youth or the parent/guardian

The unaccompanied youth or the parent/guardian of the homeless child must complete and return the request-for-review form to the address designated on the form or must telephone the State Department of Education coordinator in the Office of Coordinator for Education of Homeless Children and Youth and make an oral report on the circumstances surrounding the request for review (1-888-565-7261).

The youth or the parent/guardian either may attach to the form any additional information he/she thinks is relevant or may telephone the coordinator and provide the information orally.

Responsibilities of the State Department of Education coordinator

The coordinator will conduct all state reviews requested by unaccompanied youths or the parents/guardians of the homeless children.

The coordinator will review all written documents submitted concerning the particular dispute. The coordinator may request additional information from the parties in making his/her determination.

The coordinator will make a final decision within 10 business days of receiving the written response from the school district. The decision of the coordinator is binding and will be effective immediately.

NEW FORM JFABD (E-2)

WRITTEN NOTIFICATION OF ENROLLMENT DECISION
(Denial of Enrollment Request)

To be completed by the receiving school when an enrollment request is denied.

Date: _____ School: _____

Person completing form: _____ Title: _____

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Education Assistance Act of 2001, this written notification is provided to the following.

Student(s): _____ _____

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied. This determination was based upon the following.

_____

_____

_____

You have the right to appeal this decision by completing form JFABD-E(3) or by contacting the school district's local homeless education coordinator.

Liaison's name: _____ Title: _____

Phone number: _____

In addition:

- The student listed above has the right to immediately enroll in the school of choice pending resolution of the dispute.
- You may provide written or verbal documentation to support your position. You may use form JFABD-E(3) attached to this notification .
- You may complete the appropriate form or contact the state coordinator for homeless education to request a state-level review of the district's final decision regarding an enrollment issue.

  Contact information for the state coordinator.

  State Coordinator
  State Department of Education
  (1-888-565-7261)

- You may seek the assistance of advocates or attorneys.

A copy of our state's enrollment dispute resolution process for students experiencing homelessness is attached.

School District Five of Lexington and Richland Counties

NEW FORM JFABD (E-3)

WRITTEN NOTIFICATION OF ENROLLMENT DECISION (DISPUTE)

This form is to be completed by the parent, guardian, caretaker or unaccompanied youth when a dispute arises. This information may be shared verbally with the local liaison as an alternative to completing this form.

Date submitted: _____ Student: _____

Relation to student: _____

I may be contacted at (phone or e-mail): _____

School: _____

I have been provided with the following.

☐ A written explanation of the school's decision.

☐ Contact information for the local homeless education liaison.

☐ A copy of the state's enrollment dispute resolution process for students experiencing homelessness.

☐ A copy of the state's request-for-review form, if applicable.

You may include a written explanation to support your appeal in this space or provide your explanation verbally.

_____

_____

_____

_____

_____

The school provided me with a copy of this form when submitted. _____(initial)

INTRA-DISTRICT TRANSFER AND WITHDRAWAL

Code **JFBA** *Issued* **Final**

Purpose: To establish the basic structure for the intra-district transfer and withdrawal of students.

Under certain conditions, a student may transfer to a school in another attendance area within the district. To request a special hardship transfer, the parent/legal guardian must make a written request to the district superintendent or his/her designee. A district transfer committee will consider the basis for the request and also will consider space available in the requested school. The decision of the transfer committee is final. A school should not be allowed to become overcrowded because of special transfers. If the one-year transfer is granted, the parent/legal guardian is responsible for the student's transportation and must have the student at school on time and picked up promptly at dismissal. As with all transfers, the student must maintain an acceptable discipline record in order for the transfer to remain in effect. In all student transfer cases, it is the responsibility of the parent/legal guardian to establish eligibility of student participation in activities sponsored by the South Carolina High School League. In order to participate in such activities, a student must meet all league eligibility requirements.

Children of employees

A resident employee of the district (0.6-1.0 FTE) will have the option of enrolling his/her child at the employee's school, the appropriate grade level school in the high school attendance zone (cluster boundary) of the employee's location, or an appropriate grade level school en route to the employee's school. The district reserves the right to make the school assignment and written approval of such transfers must be obtained from the district superintendent. The employee must assume responsibility for transportation of the child to and from the school in which he/she is enrolled.

Special education students

When a student is placed by an IEP team in a school other than his/her home school, the parent will have the option of enrolling their other school age children in that particular school. The parent/legal guardian choosing this option must assume responsibility for the transportation for their children who are not provided special education.

Students who move during the school year

A parent/legal guardian who moves from one attendance area in the district to another attendance area within the district must exercise one of the following two options.

- Transfer the student immediately to a school within the new attendance area.
- Transfer the student at the end of the semester.

If either of the last two options is exercised, a parent/legal guardian must provide transportation to and from school during the time in which his/her child attends a school in their former attendance area. The parent/legal guardian must also insure that the student will arrive at school on time and be picked up promptly upon dismissal. In any event, the student must enroll in the school in his/her attendance area at the beginning of the next school year. High school juniors who move within the district during that school year or during the following summer may elect to complete their senior year at their former school. The parent/legal guardian is responsible for transportation.

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Students planning to move into the district

A parent/legal guardian of a student residing in one attendance area of the district who is in the process of building, buying or leasing a residence in another attendance area of the district into which he/she intends to move during the school year may enroll his/her child in a school of that attendance area if approval is granted by the district superintendent or his/her designee. The parent/legal guardian will present a letter of intent to reside in that attendance area as well as a copy of a building permit or lease in support of his/her request. The parent/legal guardian must assume all transportation and have the student at school on time and picked up promptly at dismissal.

Adopted 11/16/81; Revised 4/28/86, 1/25/88, 7/27/95, 9/8/97, 7/24/00, 6/24/02, 2/24/03, 4/25/05, 7/23/07, ^

Exhibit I

EXHIBIT I

district five
OF LEXINGTON & RICHLAND COUNTIES

Memorandum

To: Members of the Board of Trustees

Through: Dr. Herbert M. Berg
Superintendent

From: Buddy Price
Director of Community Services

Date: February 18, 2010

Subject: Process for Attendance Line Adjustments for New Schools

Attached you will find proposed guidelines for attendance line adjustments for the new elementary school and CATE Center. I am requesting that this item be placed on the school board agenda for continued discussion at the February 22nd meeting.

At the meeting, we would like your input on the guidelines and any thoughts you may have regarding modifications, additions or deletions.

Also, attached for your information is a communications plan designed to ensure that our community is fully informed all through this process and a general timeline.

Thank you.

BP/aw

Attachments:
(1) Guidelines for Attendance Line Adjustments
(2) Communications Plan for Attendance Line Adjustments
(3) General Timeline for Attendance Line Adjustment
(4) History of Principal Appointments

Guidelines
for
Attendance Line Adjustments

- Attendance lines should be drawn simultaneously to populate a new elementary school, a new middle school and a new high school.

- A new high school cluster may be established and every effort made to maintain clean feeder systems.

- Where possible, natural boundaries and major roadways should be used to define attendance lines and neighborhoods should not be split.

- Every attempt should be made to ensure that students attend the school closest to their homes and time on buses should be kept to a minimum.

- Rising 5th graders, rising 8th graders, rising seniors, may be grandfathered into their current schools, if their parents so desire, with parents providing transportation.

- Siblings of grandfathered students may be grandfathered for one year, if their parents so desire, with parents providing transportation.

- Our goal is for new attendance lines to be finalized and a principal named for the new schools no later than one year prior to their scheduled opening.

- Principals of affected schools should be kept informed and have input on proposed adjustments.

- 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 may be considered when making adjustments, but should not be the prime factor for moving students.

Third Draft – 02/22/10

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.

ATTENDANCE LINE ADJUSTMENT TIMELINE

2010

February/March	School Board discusses and considers timelines, parameters and action plan
April	Location of new elementary school finalized and property purchased
May - August	Begin drafting attendance lines proposals for new elementary, middle and high schools
September	Community meetings for input on proposed attendance lines
November - December	Community meetings for final input on attendance lines

2011

January - February	Board begins consideration to approve attendance lines for new schools
February	Board gives final approval to attendance lines
March	Committee assembled to name new school
April	Board gives approval to name of new school
June	"Planning Principals" named to new elementary school and CATE Center
June	Construction begins on new elementary school and CATE Center

2012

August	New elementary school and CATE Center opens

History of Principal Appointments for New Schools

Oak Pointe Elementary – Jim Stephens appointed principal in December and assumed duties in February before the school opened in the Fall. Interim Principal for Seven Oaks for the balance of the year.

Ballentine Elementary – Barbara Brockhard appointed principal in January before the school opened in the Fall, dual role until formally assuming duties July 1.

Dutch Fork Middle – Judy Starnes appointed principal January before the school opened in the Fall, dual role until formally assuming duties July 1.

Lake Murray Elementary – Claire Thompson appointed principal in January before the school opened in the Fall, assumed dual role until July 1.

River Springs Elementary – Lynn Robertson came from Richland One on July 1 and assumed duties immediately.

Note: Richland School District Two and Lexington One both appoint principals one year in advance and they assume their duties immediately.