district five
OF LEXINGTON & RICHLAND COUNTIES

AGENDA
MEETING/BOARD OF TRUSTEES
IRMO MIDDLE SCHOOL'S CAFETERIA
NOVEMBER 8, 2010

1. Call to order at 6 p.m.

2. Informal swearing-in of new school board members

3. Motion to enter executive session in the office conference room to consider the following:

   a. Selected employment items (Exhibit A)
   b. Contractual matter – property
   c. Audit report – management letter (Exhibit B)

4. Welcoming remarks at 7 p.m.

5. Approval of the agenda

6. Invocation – Buddy Price

7. Pledge of Allegiance – Matthew Lassiter, an eighth grade student at Irmo Middle School

8. Ceremonial swearing-in of new school board members

9. Election of Board Officers

10. School Board Spotlight

11. Superintendent's report

    a. Superintendent

    b. Community Services

       1. Information on receptions honoring Dr. Berg and Dr. Hefner

c. Financial Services

1. 45-day enrollment report
2. Presentation of the Comprehensive Annual Financial Report (Draft) (Exhibit C)

d. Human Resources

e. Instructional Services

f. Technology Services

12. Public participation*

NEW DESIGN AND CONSTRUCTION AGENDA

13. **ACTION**

a. New elementary school site adaptation (Exhibit D)

CONSENT AGENDA

14. Approval of the minutes of the October 25, 2010 board meeting

15. First reading of new board policy GCE "Professional Staff Recruitment" (Exhibit E)

16. First reading of new Administrative Rule GCF-R "Professional Staff Hiring" (Exhibit F)

17. First reading of new Administrative Rule GCK-R "Professional Staff Assignments and Transfers" (Exhibit G)

18. Re-appointment to Richland County Board of Assessment Control (Exhibit H)

ACTION AGENDA

19. Items considered in executive session

20. Appointment of 2010 SCSBA Delegate Assembly (Exhibit I)

DISCUSSION AGENDA

21. Adjourn

INFORMATION AGENDA

22. The next scheduled board meeting will be December 13, 2010 at Nursery Road Elementary School

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

district five
OF LEXINGTON & RICHLAND COUNTIES

Minutes/October 25, 2010

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

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

The following staff were in attendance:

Ms. Helen Anderson, Chief Instructional 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

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

Reverend Mark Canada, Gateway Baptist Church, gave the Invocation. Makenna Bradley, a fourth grade student at H. E. Corley Elementary School, led the Pledge of Allegiance.

Robert Gantt and Roberta Ferrell conducted the School Board Spotlight.

During the superintendent's report, Dr. Berg gave an update on the pilot cell phone program at Irmo High School; Karl Fulmer presented the financial reports for September 2010 (Exhibit B); and Akil Ross and Michael Lofton presented a Chapin cluster proposal (Exhibit C).

During the public participation, Courtland Thomas spoke regarding the Irmo High School cell phone policy.

During the new design and construction report, Pam Baker and Mary Shadid, McNair Law Firm, gave an update on the wetlands at Chapin High School; and representatives from CJMW gave a presentation on the new elementary school site adaptation (Exhibit D).

The Board discussed the proposed new board policy GCE "Professional Staff Recruitment" (Exhibit H), the mew Administrative Rule GCF-R "Professional Staff Hiring" (Exhibit I), and the new Administrative Rule GCK-R "Professional Staff Assignments and Transfers" (Exhibit J).

Buddy Price presented information on the re-appointment to Richland County Board of Assessment Control (Exhibit K).

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

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of October 25, 2010

	BAUMGARDNER	FERRELL	GANTT	HAMMOND	SLOOP	WATSON	WHITE
1. M. Ferrell S. Baumgardner Enter executive session in the lounge to consider the following: 2a) selected employment items (Exhibit A)	X	X	X	X	X	X	A
2. M. Ferrell S. Watson Approve the Chapin cluster proposal (Exhibit C)	X	X	X	X	X	X	X
3. M. Watson S. Baumgardner Approve the consent agenda (10 approval of the minutes of the October 11, 2010 board meeting; 11 second reading approval of proposed revisions to Board J Policies: JIC "Student Conduct" replaces JCD "Student Conduct", JK "Student Discipline" replaces JD "Student Discipline", JKA delete "Corporal Punishment", JDA delete "Corporal Punishment", JDA-E delete "Corporal Punishment", JKB "Detention of Students" replaces JDB "Detention", JKD "Suspension of Students" replaces JDD "Suspension", JKD-R ADD as "Administrative Rule", JKD-E "Suspension Instructions" replaces JDD-E "Suspension Instructions", JKE "Expulsion of Students" replaces JDE "Expulsion", JKE-R "Expulsion of Students" replaces JDE-R "Student Expulsions", and JKE-E "Expulsion Instructions" replaces JDE-R "Expulsion Instructions" (Exhibit E); and 12 approval of the proposed 2011-2012 calendar (Exhibit F)	X	X	X	X	X	X	X
4. M. Ferrell S. Watson Approve the resolution for a tax anticipation note (Exhibit G)	X	X	X	X	X	X	X
5. M. Ferrell S. Hammond Amend the agenda (add item 13a (selected employment items (Exhibit A) and approval of the agenda)	X	X	X	X	X	X	X
6. M. Ferrell S. Baumgardner Approve the agenda as amended	X	X	X	A	X	X	X

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

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of October 25, 2010

	BAUMGARDNER	FERRELL	GANTT	HAMMOND	SLOOP	WATSON	WHITE
7. M. Ferrell S. Baumgardner Approve the selected employment items (Exhibit A)	X	X	X	A	X	X	X
8. M. Sloop S. Hammond Adjourn at 9:25 p.m.	X	X	X	X	X	X	X

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

Exhibit C

EXHIBIT C

district five
OF LEXINGTON & RICHLAND COUNTIES

November 8, 2010

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

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

RE: Comprehensive Annual Financial Report (CAFR)

Attached is a draft of the 2009-2010 Comprehensive Annual Financial Report (CAFR). A representative from the district's external auditing firm (Derrick, Stubbs & Stith) will be at the meeting to present the report.

KEF:ll

Attachment

Exhibit D

EXHIBIT D

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

November 8, 2010

To: Members of the Board of Trustees

From: Keith McAlister
Director, New Design and Construction

Re: New Elementary School Site Adaption

ADMINISTRATION CONSIDERATION

Administration seeks approval of New Elementary School site adaption.

RECOMMENDATION

Administration seeks approval to proceed with site adapted plan for New Elementary School.

ATTACHMENT

Exhibit

EXHIBIT MATERIAL FOR THIS TOPIC WILL BE MADE AVAILABLE AFTER THE SCHOOL BOARD MEETING ON THE WEB SITE. IF THE FILE IS TOO LARGE TO DOWNLOAD IT WILL BE AVAILABLE AT THE DISTRICT OFFICE FOR VIEWING. PLEASE CALL AMEE WHITE AT 476.8118 TO MAKE THOSE ARRANGEMENTS.

Exhibit E

EXHIBIT E

district five
OF LEXINGTON & RICHLAND COUNTIES

Memorandum

To: Members of the Board of Trustees

To: Herbert W. Berg, Ed. D., Superintendent

From: Angela H. Bain, Ph.D. AHB
Chief Human Resource Services Officer

Date: November 8, 2010

Re: Board Policy – GCE

Issue: First reading of new board policy GCE *"Professional Staff Recruitment"* (will replace portions of GBCA)

Background: Attached for your consideration is the recommended new policy from SCSBA.

Recommendation: Request Board of Trustees Approval

AHB/lc

Attachments: Recommended revised policies.

New Policy Language
1st reading November 8, 2010

PROFESSIONAL STAFF RECRUITMENT

Code **GCE** *Issued* **DRAFT/10**

Purpose: To establish the basic structure for recruitment of high-quality professional staff.

It is the policy of the board to recruit and hire professional personnel on the basis of qualifications and merit. Personnel recruitment and selection are the responsibility of the superintendent. Principals and other supervisors will assist as needed.

The district is committed to nondiscrimination in its employment practices including recruitment and advertising and does not discriminate on the basis of race, color, religion, disability, national origin, sex or age.

Adopted 9/23/85; Revised ^

Legal references:

A. United States Code:
   1. 20 U.S.C. Sections 1681-86 - Prohibits discrimination on the basis of sex.
   2. 42 U.S.C. 2000e, et seq. - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.
   3. Equal Pay Act of 1972 - Nondiscrimination as to wages on basis of sex.
   4. 29 U.S.C. 621 et seq. - Age Discrimination in Employment Act - Nondiscrimination on the basis of age in employment.
   5. 42 U.S.C. 12101, et seq. - Americans with Disabilities Act - Prohibits discrimination in employment and access to programs and facilities on the basis of disability.
   6. The Uniformed Services Employment and Reemployment Rights Act of 1994 (P.L. 103-353; 38 U.S.C. 4301).

B. Code of Federal Regulations:
   1. Title 41, Chapter 60, Part 60-20 - Prohibits discrimination on the basis of sex.

C. S. C. Code, 1976, as amended:
   1. Section 1-1-550 - Public employees shall give preference to employment of honorably discharged veterans.
   2. Section 1-13-80 - Unlawful employment practices; exceptions.
   3. Section 59-1-510 - Guidelines and regulations for recruitment and hiring staff in professional areas.
   4. Section 59-1-520 - Intervention by state department of education for non-compliance.
   5. Section 59-26-40 - "Prior to the initial employment of a teacher, the school shall request a criminal record history from the South Carolina Law Enforcement Division for past convictions of any crime listed in Chapter 3 of Title 16, Offenses Against the Person, any crime listed in Chapter 15 of Title 16, Offenses Against Morality and Decency and for the crime of contributing to the delinquency of a minor, contained in section 16-17-490."

AR GCE-R Professional Staff Recruitment

Issued 9/09

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

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

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

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

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

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

Issued 9/23/85; Revised 9/28/09

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

Exhibit F

EXHIBIT F

district five
OF LEXINGTON & RICHLAND COUNTIES

Memorandum

To: Members of the Board of Trustees

To: Herbert W. Berg, Ed. D., Superintendent

From: Angela H. Bain, Ph.D. AHB
Chief Human Resource Services Officer

Date: November 8, 2010

Re: Administrative Rule – GCF-R

Issue: First reading of new Administrative Rule GCF-R *"Professional Staff Hiring"* (replaces portions of policy rule GBD)

Background: Attached for your consideration is the recommended policy from SCSBA.

Recommendation: Request Board of Trustees Approval

AHB/lc

Attachments: Recommended new Administrative rule.

Policy GCF Professional Staff Hiring

Issued 3/08

Purpose: To establish the basic structure for the hiring of highly qualified district staff and filling vacancies

Hiring

The district will provide equal employment opportunities to all persons without regard to race, color, creed, sex, disability, age, religion or national origin. The district will make reasonable accommodations for an individual who is otherwise qualified for a position unless the accommodation would impose an undue hardship on district operations as determined by the district.

Minority educators will receive fair and equal treatment including, but not limited to, employment opportunities and selection for training programs.

The superintendent will make recommendations to the board for employment. The superintendent or his/her designee will ensure that all persons nominated for employment meet the qualifications and are the most qualified and best suited for the particular position.

District office administrators and principals should be actively involved in the hiring of instructional personnel.

The district will not employ any new candidate without an interview and without checking references.

The superintendent may use a "Letter of Intent" to assure a prospective employee of a forthcoming recommendation to be hired. The board will take final action on the employment of professional personnel upon recommendation of the administration.

The superintendent is authorized to hire retired employees to work in the district on an "as needed" basis when their employment would serve the best interests of the school system, as determined by the district. In such cases, the superintendent or his/her designee will notify the employee of the at-will status of his/her employment. The continued employment of retired employees will be at the discretion of the superintendent, who will make such decisions in the best interests of the district and subject to board approval. The decision to employ or not employ retired employees from year-to-year will not be subject to the district's grievance procedures.

The district will obtain a criminal record history check and sexual registry history check on all new teachers and administrators from the State Law Enforcement Division (SLED) prior to initial employment.

The Immigration Reform and Control Act of 1986 (P.L. 99-603) prohibits employers from hiring aliens not legally eligible to work in the United States. It requires all employees hired after June 1, 1987, to present evidence of employment eligibility and requires employers to verify that eligibility. Newly hired employees must complete the form no later than three days following their first working day.

Vacancies

The superintendent or his/her designee will establish procedures for interviewing and selecting top candidate(s) for vacancies. Such procedures will ensure that all applicants are thoroughly screened.

The administration will generally advertise all job vacancies within the district, when appropriate, unless otherwise determined by the superintendent or his/her designee.

Should a vacancy occur in a position during the year, the board authorizes the superintendent to fill such openings for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, where appropriate, and subject to board approval. The superintendent or his/her designee may determine whether advertisement of the vacancy is necessary or whether the position may be filled through some other means.

Adopted 2/24/69; Revised 8/1/73, 11/16/81, 6/7/82, 3/19/85, 9/23/91, 10/17/94, 3/10/08

(Replaces Policy GBD)

Legal references:

United States Code:

20 U.S.C. Sections 1681-86 - Prohibits discrimination on the basis of sex.

42 U.S.C. 2000e, et seq. - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.

42 U.S.C. 12101, et seq. - Prohibits employment discrimination on the basis of disability.

Public Law 107-110 - No Child Left Behind, revised Elementary and Secondary Education Act (ESEA) of 2001, Title 1, Part A, Subpart 1, Section 1119 - Qualifications for teachers and paraprofessionals.

Code of Federal Regulations:

41 CFR 60-20 (1998) - Prohibits discrimination on the basis of sex.

S.C. Code, 1976, as amended:

Section 1-1-550 - School districts will give preference to employment of honorably discharged veterans.

Section 59-1-510 - Guidelines and regulations for recruitment and hiring staff in professional areas.

Section 59-1-520 - Intervention by State Department of Education for non-compliance.

Section 59-19-80 - Teaching contracts to be issued in public meeting.

Section 59-25-410, et seq. - Employment and Dismissal Act - Teachers to be notified of employment status by April 15th.

Section 59-26-40(M) - Before initial employment of a teacher, the local school district will request a criminal record history from the South Carolina State Law Enforcement Division for past convictions of any crimes.

Section 59-18-1300 - district accountability system.

Section 9-1-2210 - Teacher and Employee Retention Incentive Program; operation.

Section 9-1-1790 - Amount which may be earned upon return to covered employment.

State Board of Education Regulations:

R-43-205 - Administrative and professional personnel qualifications, duties and workloads.

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

PROFESSIONAL STAFF HIRING

Code **GCF-R** *Issued* **DRAFT/10**

The superintendent or his/her designee, in consultation with the principal of the school involved, will review all employment applications and will identify and interview those persons selected for further consideration.

The application process

Each individual seeking employment in the district must apply online at www.winthrop.edu/scteach. If the individual needs to apply for certification in South Carolina, he/she will need to apply online at www.scteachers.org.

The district will require each individual making application to submit the following documents to the district office as part of the application process.

- application form
- South Carolina teaching credential
- college transcripts (undergraduate and graduate, if applicable)
- three professional references

The district does not consider the individual's application file complete until the district office has received these documents.

Generally, the district will request that the applicant submit a health verification form only if he/she is chosen for the position. At the time of initial employment, each employee must submit the health verification form.

In addition, the district requires that the employee submit, at the time of employment, all required personal information, data and documentation to the school district office.

Selection of professional personnel

The superintendent and/or his/her designee will receive all applications for professional job vacancies. The superintendent or his/her designee will perform the initial screenings.

The superintendent or his/her designee will be responsible for determining when and/or how structured interview techniques may be used, who will conduct the interview, and who may assist/participate in the interview process. In making the decision, the superintendent may consider such factors as the level and/or impact of the position, areas of responsibility, and the relationship of the position to other positions on the organizational chart. The principal of the school involved should be part of this process.

For teaching positions, the principal will conduct the interview process at the building level. The principal will ~~be responsible for~~ conduct~~ing~~ the final reference check. All interviews and telephone/personal references must be documented in writing and returned to the human resource services office. No teaching applicant may be interviewed unless the chief human resource officer or his/her designee has pre-screened and approved the individual's application packet.

If so directed by the superintendent, the principal/director will continue the screening process.

 (see next page)

Following the completion of the above, the principal/director will recommend the candidate in writing to the office of human resources. The office of human resources will make an official offer of employment.

Upon the completion of this phase the superintendent may accept or reject the principal's recommendation. The superintendent will recommend the applicant for employment to the board.

The superintendent will present such recommendations to the board at regular board meetings.

The final decision regarding employment in the school district will be made by the board.

Issued 2/24/69; Revised 8/1/73, 6/7/82, 3/19/85, 9/23/91, ^

Exhibit G

EXHIBIT G

district five
OF LEXINGTON & RICHLAND COUNTIES

Memorandum

To: Members of the Board of Trustees

To: Herbert W. Berg, Ed. D., Superintendent

From: Angela H. Bain, Ph.D. AHB
Chief Human Resource Services Officer

Date: November 8, 2010

Re: Administrative Rule – GCK-R

Issue: First reading of new Administrative Rule rule GCK-R *"Professional Staff Assignments and Transfers"* (replaces GBM-R)

Background: Attached for your consideration are the recommended policy rule revisions from SCSBA.

Recommendation: Request Board of Trustees Approval

AHB/lc

Attachments: Recommended revised policy rule.

Policy GCK Professional Staff Assignments and Transfers

Issued 2/10

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, 2/22/10

Legal references:

S.C. Code, 1976, as amended:

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

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Code **GCK-R** *Issued* **DRAFT/10**

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.

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 early 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, a transfer would be in the best interest of the district, the superintendent or his/her designee will advise the site supervisor and the employee of the transfer and confirm the reassignment in writing to the employee. Refusal to comply with the transfer may be grounds for dismissal.

- In the event that involuntary transfers would be in the best interest of the district, the superintendent will adhere to the following guidelines:

  - The superintendent is not limited to considering for involuntary transfers 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 involuntary transfer

 (see next page)

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 involuntary transfer. The superintendent will make the decisions based on the following criteria and in compliance with Board Policy GCQA/GCQB Professional Personnel Reduction in Force.

- 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

- 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 chief human resource services officer will identify and list all employees who would be eligible for transfer based on the needs of the program in his/her school and in the school where the vacancy exists, as well as the qualifications of the person needed to fill that vacancy.

The principal will meet with the person being transferred to give the reason for the change and establish a date for the transfer.

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

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

Issued 5/20/74; Revised 11/16/81, 6/20/88, 9/25/06, ^

Exhibit H

EXHIBIT H

district five
OF LEXINGTON & RICHLAND COUNTIES

Memorandum

To: Members of the Board of Trustees
Herbert M. Berg, Ed.D., Superintendent

From: Buddy Price
Director of Community Services

Date: November 4, 2010

Re: Reappointment to Richland County
Board of Assessment Control

Attached is a recommendation from Richland County Assessor, John A. Cloyd, recommending the reappointment of Mr. William M. Blitch to the Richland County Board of Assessment Control.

The administration supports this recommendation and requests the Board of Trustees approval.

Thank you and please let me know if you have any questions.

BP/aw

Attachment - Reappointment Letter from John A. Cloyd, SRA, RM, RES

RICHLAND COUNTY
SOUTH CAROLINA
BOARD OF ASSESSMENT CONTROL

P.O. BOX 192
2020 HAMPTON ST.
COLUMBIA, S.C. 29202
TELEPHONE (803) 576-2640

JOHN A. CLOYD, SRA, RM, RES
ASSESSOR

RECEIVED
OCT 18 2010
BY:

October 13, 2010

Dr. Herbert Berg
Superintendent
Lexington School District 5
1020 Dutch Fork Road
Irmo, South Carolina 29063

RE: Reappointment to Richland County
Board of Assessment Control

Dear Dr. Berg:

I am writing in reference to the reappointment of your representative, William M. Blitch, to the Richland County Board of Assessment Control.

Mr. Blitch is presently serving as a representative from Lexington School District Five; however, his term expired on June 30, 2010. Mr. Blitch has served in a most exemplary way, and has consented to serve another term if that is the desire of your School District. I would request that he be reappointed to this position, and would appreciate the School Board of Trustees filling the term beginning July 1, 2010 through June 30, 2013.

If I may be of service to you regarding this matter, please feel free to contact me.

Sincerely,

John A. Cloyd, SRA, RM, RES
Richland County Assessor

JAC:cfy

Exhibit I

EXHIBIT 1

SCSBA
THE SOUTH CAROLINA
SCHOOL BOARDS ASSOCIATION

Dr. Paul Krohne
Executive Director

Executive Committee

Bruce Davis, *President*
Hampton Two

Cynthia Smith, *President-Elect*
Lexington One

Richard Cook, *Vice President*
Florence Three

John Hughes, *Treasurer*
Marion Two

Elizabeth Branham, *Secretary*
Lexington Two

Gerald Cook, *Past President*
Spartanburg Five

Regional Directors

Melinda Anderson
Richland Two

Lee Attaway
Newberry County

Queenie Boyd
Lee County

Kathy Coleman
Saluda County

Tony Folk
Dorchester Four

Robert Gantt
Lexington/Richland 5

MaryEllen Greene
Horry County

John Wesley Hightower
Aiken County

Ruth Jordan
Charleston County

Elery Little
Georgetown County

Glenn Odom
Florence One

Elizabeth Reid
Rock Hill Three

Danna Rohleder
Greenville County

Jim Shelton
Pickens County

Connie Smith
Spartanburg Two

Peggy Tyler
Orangeburg Cons. Four

TO: Board Chairmen and District Superintendents

FROM: Dr. Paul Krohne, Executive Director P.K.

RE: **Certification of Delegates for the 2010 Delegate Assembly**

DATE: September 15, 2010

SCSBA's annual business meeting will take place on **Saturday, December 4, 2010**, at 2 p.m., at Hilton Head's Crowne Plaza Hotel. This meeting is being held in conjunction with the Legislative and Advocacy Conference.

According to the SCSBA Constitution, *Article V*, the Delegate Assembly is the policy-making body of the association and is composed of certified voting delegates from active member boards. The number of votes allocated to each board is based on pupils enrolled in public elementary and secondary schools as per the ADM in the *2009 Rankings* book.

Enclosed is the official voting delegate certification form. On the form, you will find how many votes your district is allowed and the rules of the Delegate Assembly from SCSBA's Constitution.

Please take a moment to list the name(s) of your delegate(s) and designate how many votes each delegate will represent. Please choose alternate delegates as well. Anyone who is not a certified voting delegate or a certified alternate delegate will **not** be allowed to vote during the Delegate Assembly. **There will be strict adherence to this rule.**

Please discuss this information at your next board meeting. All certification forms must be received in the SCSBA office by **Monday, November 15, 2010**.

Thank you for your attention to this important matter. I look forward to hearing from you soon.

PK/jjl

Enclosure

1027 Barnwell Street Columbia, SC 29201-3834 803.799.6607 1.800.326.3679 fax 803.779.0445 www.scsba.org

2010 SCSBA Delegate Assembly

Official Voting Delegates Certification Form

LEXINGTON 5

Your district is allowed **6.**

Certification deadline: Monday, November 15, 2010

Certification of Delegates from SCSBA's Constitution:

Article V, Section 4. Each active member board will certify its voting delegate to SCSBA before the deadline date for such certification. An alternate delegate for each voting delegate will also be named and certified. In no case will a member of a member board be allowed to serve as an official delegate unless certified by the member board as a delegate or alternate prior to the designated deadline for certification.

Official Voting Delegates

The following board members have been designated as official voting delegates at the annual business meeting on Saturday, December 4, 2010. Please list each delegate attending along with an alternate. Include name and number of votes assigned to each delegate.

Check one (if a delegate is also serving as an alternate, check both boxes)

	Name	Number of votes
☐ delegate ☐ alternate		
☐ delegate ☐ alternate		
☐ delegate ☐ alternate		
☐ delegate ☐ alternate		
☐ delegate ☐ alternate		
☐ delegate ☐ alternate		
☐ delegate ☐ alternate		
☐ delegate ☐ alternate		
☐ delegate ☐ alternate		
☐ delegate ☐ alternate		

This form is not official until we have the appropriate signatures listed below.

Superintendent

Board Chairman

For delegates to be certified, this form must be returned by November 15, 2010 to:
Judy LeGrand, SCSBA, 1027 Barnwell Street, Columbia, SC 29201 or
fax to 803.779.0445. Thank you.