district five
OF LEXINGTON & RICHLAND COUNTIES

AGENDA
BOARD OF TRUSTEES
THE CENTER FOR ADVANCED TECHNICAL STUDIES
AUGUST 12, 2013

1. Call to order at 5:30 p.m.

2. Enter executive session to consider the following:

   a. Selected employment items (Exhibit A)
   b. Update on litigation involving the District
   c. Contractual matters regarding construction at Chapin High School, Irmo High School, Dutch Fork High School and Spring Hill High School

3. Welcoming remarks at 7 p.m.

4 Invocation – Mark Bounds

5. Pledge of Allegiance – Robert Gantt

6. School Board Spotlight

7. Approval of the agenda

8. Approval of the minutes of the July 15, 2013 board meeting

9. Superintendent's report

   a. Federal Accountability Ratings for 2012-2013
   b. Financial Services
      (1) Quarterly Capital Budget Reports (FY 2012-2013, 2013-2014, Status Update) (Exhibit B)
      (2) July 2013 Monthly Financials (Exhibit C)
   c. New Design and Construction
      (1) Monthly update (Exhibit D)

10. Public participation*

ACTION AGENDA

11. Items considered in executive session

12. Second reading approval of proposed revisions to BE "School Board Meetings" (Exhibit E)

13. Second reading approval of proposed revisions to IMD " School Ceremonies and Observations" (Exhibit F)

14. Second reading approval of proposed revisions to "G" policies (Exhibit G):

    a. Update GCC "Professional Staff Leaves and Absences"
    b. Update GDC "Support Staff Leaves and Absences"
    c. Update GCQE "Retirement of Professional Staff"
    d. Update GDQC "Retirement of Support Staff"

15. First reading approval of proposed revisions to "F" policies (Exhibit H):

    a. Add FF "Naming Facilities"
    b. Add FF-R "Naming Facilities"

16. First reading approval of proposed revisions to "K" policies (Exhibit I):

    a. Add KB "Parent Involvement in Education"
    b. Add KBB "Parent Rights and Responsibilities"
    c. Add KDD "Media Relations"
    d. Add KDDA "Press Releases, Conferences and Interviews"
    e. Add KE "Public Concerns and Complaints"
    f. Replace KA "Goals and Objectives" and LC "School-Business-Community Partnerships" with KA "School-Parent-Community Relations Goals/Priority Objectives"
    g. Replace KHE "Gifts to Schools" with KCD "Public Gifts/Donations to Schools"
    h. Replace KB "Public Information Program" with KD "Public Information and Communication"
    i. Replace KBA "Public's Right to Know" and KBA-E "Code of Laws of South Carolina 1976 Annotated" with KDB "Public's Right to Know/Freedom of Information"
    j. Replace KBA-R "Request to Inspect and/or Receive Copies of Public Records" with KDB-R "Public's Right to Know/Freedom of Information"

DISCUSSION AGENDA

17. Change order at Chapin High School (Exhibit J)

18. Design Development for new middle school (Exhibit K)

19. Proposed revisions to "K" policies: (Exhibit L)
    a. Replace LEB "Parents' Organizations" with KBE "Relations with Parent Organizations"
    b. Add KC "Career and Technology Education Planning and Appeals"
    c. Replace LC "School-Business-Community Partnerships" with KCA "School-Community Relations Goals/Priority Objectives"
    d. Replace KE "Student Mentoring Program" with KCAA "Student Mentoring Program"
    e. Replace KNBA "Complaints About Instructional Materials" and IFAD "Complaints About Instructional Materials" with KEC "Public Concerns and Complaints About Instructional Resources"
    f. Replace KNBA-R "Complaints About Instructional Materials" and IFAD-R "Complaints About Instructional Materials" with KEC-R "Public Concerns and Complaints About Instructional Resources"
    g. Replace KNBA-E "Individual School Letterhead" and IFAD-E "Sample" with KEC-E "Citizen's Request for Review of Education Materials"
    h. Replace KCC "Business Partnerships" with KG "Business Partnerships"
    i. Replace KIA "Political Campaign Materials Distribution/Staff Participation in Political Activities" with KHE "Political Campaign Materials Distribution/Staff Participation in Political Activities"
    j. Replace KM "Visitors to the Schools" with KI "Visitors"

20. Adjourn by 9:30 p.m. **
    **Any items to be submitted by board members for the record must be turned in within 15 minutes of the adjournment.

FOR YOUR INFORMATION

21. The next regular scheduled board meeting will be September 9, 2013 at Harbison West Elementary School.

*The Board welcomes and encourages public participation and includes an opportunity during its meetings for the public to do so. We respectfully ask that you adhere to the procedures and the decorum provided in board policy BEDH "Public Participation at Meetings". We ask that you sign-up to speak before the meeting begins and that you provide us your name, address and topic of input. Your comments should be limited to three minutes. Questions asked during public

participation and placed in writing will receive a written response in a timely manner. Comments, questions and opinions are appreciated but should always be presented in a manner that reflects the respect and dignity expected by our community. Personal attacks on members of the community, the Board, or the staff of the school system will not be allowed.

district five
OF LEXINGTON & RICHLAND COUNTIES

Minutes/July 15, 2013

The Board of Trustees of School District Five of Lexington and Richland Counties met at the Center for Advanced Technical Studies with the following members present:

Mr. Robert Gantt, Chairman
Mrs. Beth Burn Watson, Vice Chairman
Mrs. Ellen Baumgardner, Secretary
Mrs. Jondy Loveless
Mr. Jim Turner
Mr. Ed White
Dr. Stephen Hefner, District Superintendent

The following staff were in attendance:

Dr. Angela Bain, Chief Human Resource Officer
Mr. Mark Bounds, Chief Information Officer
Dr. Karl Fulmer, Chief Financial Officer
Mr. Michael Harris, Chief Student Services Officer
Mr. Keith McAlister, Director of New Design and Construction
Dr. Christina Melton, Chief Instructional Officer

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

The Invocation was given by Mark Bounds. The Pledge of Allegiance was led by Robert Gantt.

During the superintendent's report, a presentation was given by Hiram Sasser, Liberty Institute on Prayer in School; and the monthly new design and construction update was given by Chris Whitley (Exhibit B).

During the public participation, Kim Murphy spoke regarding the prayer policy; and Stuart Stout spoke regarding a lawsuit.

Mark Bounds presented proposed revisions to "F" policies (Exhibit F): add FF "Naming Facilities" and add FF-R "Naming Facilities".

Mark Bounds presented proposed revisions to "K" policies (Exhibit G): add KB "Parent Involvement in Education"; add KBB "Parent Rights and Responsibilities"; add KDD "Media Relations"; add KDDA "Press Releases, Conferences and Interviews"; add KE "Public Concerns and Complaints"; replace KA "Goals and Objectives" and LC "School-Business-Community Partnerships" with KA "School-Parent-Community Relations Goals/Priority Objectives"; replace KHE "Gifts to Schools" with KCD "Public Gifts/Donations to Schools"; replace KB "Public Information Program" with KD "Public Information and Communication"; replace KBA "Public's Right to Know" and KBA-E "Code of Laws of South Carolina 1976 Annotated" with KDB "Public's

Right to Know/Freedom of Information"; and replace KBA-R "Request to Inspect and/or Receive Copies of Public Records" with "KDB-R "Public's Right to Know/Freedom of Information".

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

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of July 15, 2013

	BAUMGARDNER	GANTT	LOVELESS		TURNER	WATSON	WHITE
1. M. Watson S. Loveless Enter executive session to consider the following: a) legal briefing – Freedom from Religion Foundation v. School District Five of Lexington and Richland Counties; b) legal briefing – Kim Murphy v. School District Five of Lexington and Richland Counties; c) contractual matter: regarding construction at Chapin High School and Irmo High School; and d) selected employment items (Exhibit A)	X	X	X		X	X	A
2. M. Watson S. Baumgardner Approve the agenda	X	X	X		X	X	A
3. M. Baumgardner S. Loveless Approve the minutes of the June 17, 2013 board meeting	X	X	X		X	X	A
4. M. Watson S. Baumgardner Approve the selected employment items (Exhibit A)	X	X	X		X	X	X
5. M. Baumgardner S. Loveless First reading approval of proposed revisions to BE "School Board Meetings" (Exhibit C)	X	X	X		X	X	X
6. M. Watson S. Baumgardner First reading approval of proposed revisions to IMD "School Ceremonies and Observations" (Exhibit D)	X	X	X		X	X	X
7. M. Watson S. Baumgardner First reading approval of proposed revisions to "G" policies (Exhibit E) a) update GCC "Professional Staff Leaves and Absences"; b) update GDC "Support Staff Leaves and Absences"; c) update GCQE "Retirement of Professional Staff"; and d) Update GDQC "Retirement of Support Staff"	X	X	X		X	X	X

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SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of July 15, 2013

	BAUMGARDNER	GANTT	LOVELESS		TURNER	WATSON	WHITE
8. M. Watson S. Loveless Return to executive session to consider 2c) contractual matter: regarding construction at Chapin High School and Irmo High School	X	X	X		X	X	X
9. M. Watson S. Baumgardner Adjourn at 10:10 p.m.	X	X	A		X	X	X

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Exhibit B

EXHIBIT B

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

To: Members of the Board of Trustees
Stephen Hefner, Ed.D., Superintendent

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

Date: August 6, 2013

Re: Board Meeting – August 12, 2013
Capital Budget Reports

Attached are the FY 2012-2013 Capital Budget Report and the FY 2013-2014 Capital Budget Report, through June 30, 2013.

KEF:tl

Attachment

District Location List

9	District wide
11	Financial Services
15	Chapin Elementary
17	Lake Murray Elementary
20	Chapin High
21	Chapin Middle
23	HE Corley Elementary
24	Ballentine Elementary
25	Dutch Fork Elementary
26	River Springs Elementary
27	Dutch Fork High School
28	Dutch Fork Middle
29	Harbison West Elementary
30	Oak Pointe Elementary
32	*New Middle School*
33	The Center
34	Spring Hill High School
35	Irmo Elementary
40	Irmo High
45	Crossroads Middle
46	Irmo Middle
50	Leaphart Elementary
52	Nursery Road Elementary
55	Seven Oaks Elementary
65	Academy for Success

FY 2012-2013 Capital Budget

Exterior Construction	
583-253-520-2000-15	Replace roof., main building
Interior Construction	
583-253-520-2001-17	Create science lab in existing classroom
583-253-520-2001-40	Renovate / upgrade kitchen.
583-253-520-2001-45	Renovate / upgrade kitchen.
583-253-520-2001-46	Renovate / upgrade kitchen.
583-253-520-2001-50	Renovate / upgrade kitchen.
583-253-520-2001-55	Renovate / upgrade kitchen.
Flooring	
583-253-323-2004-09	District wide refurbishment of wooden gymnasium floors.
Service Systems	
583-253-520-2005-29	Replace various lighting systems throughout school.
583-253-540-2005-28	Add electrical/data service, Media Ctr./Lab A/ RM 504; mezzanine
583-253-540-2005-46	Replace HVAC, Phase II (Bldg. R)
Sitework	
583-253-323-2006-09	District wide playground equipment repair.
583-253-530-2006-09	Disrict wide landscaping repair, replacement, irrigation system repair
583-253-530-2006-20	Install synthetic turf , install greenhouse, replace bleachers at baseball field
583-253-530-2006-27	Install synthetic turf, stadium football field
583-253-530-2006-40	Install synthetic turf, stadium football field
583-253-530-2006-50	Install Greenhouse
Misc. Capital	
583-253-520-2007-09	Misc. capital projects/future planning.
583-253-520-2007-35	Furniture suite
Computer Rotation	
583-253-445-3000-09	Computer rotation for District Office and Special Services
583-253-445-3000-15	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-17	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-20	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-21	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-23	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-24	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-25	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-26	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-27	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-28	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-29	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-30	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-35	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-40	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-45	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-46	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-50	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-52	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-55	Computer rotation for Instruction, Admin and Media Center
583-253-445-3000-65	Computer rotation for Instruction, Admin and Media Center
Capital Technology	
583-253-445-3001-15	Capital - Technology Equipment
583-253-445-3001-17	Capital - Technology Equipment
583-253-445-3001-20	Capital - Technology Equipment
583-253-445-3001-21	Capital - Technology Equipment
583-253-445-3001-23	Capital - Technology Equipment
583-253-445-3001-24	Capital - Technology Equipment
583-253-445-3001-25	Capital - Technology Equipment

583-253-445-3001-26	Capital - Technology Equipment
583-253-445-3001-27	Capital - Technology Equipment
583-253-445-3001-28	Capital - Technology Equipment
583-253-445-3001-29	Capital - Technology Equipment
583-253-445-3001-30	Capital - Technology Equipment
583-253-445-3001-35	Capital - Technology Equipment
583-253-445-3001-40	Capital - Technology Equipment
583-253-445-3001-45	Capital - Technology Equipment
583-253-445-3001-46	Capital - Technology Equipment
583-253-445-3001-50	Capital - Technology Equipment
583-253-445-3001-52	Capital - Technology Equipment
583-253-445-3001-55	Capital - Technology Equipment
583-253-445-3001-65	Capital - Technology Equipment
583-253-545-3001-21	Capital - Technology Equipment
583-253-545-3001-25	Capital - Technology Equipment
583-253-545-3001-28	Capital - Technology Equipment
583-253-545-3001-45	Capital - Technology Equipment
583-253-545-3001-46	Capital - Technology Equipment
583-253-545-3001-65	Capital - Technology Equipment
Other Technology Project	
583-253-445-3003-09	District Wide Cabling and Electronics
582-253-445-3004-09	Miscellaneous Equipment for Systems Upgrades
582-253-445-3005-09	Network Operating Systems Software
582-253-445-3006-09	District Software Renewals - Follett Library, Internet Filtering
582-253-545-3008-09	Wireless Overlays (Middle & Elementary)
Capital Equipment	
583-253-410-3009-17	Security Camera Replacement
583-253-410-3009-20	Security Camera Replacement
583-253-410-3009-21	Security Camera Replacement
583-253-410-3009-23	Security Camera Replacement
583-253-410-3009-25	Security Camera Replacement
583-253-410-3009-26	Security Camera Replacement
583-253-410-3009-27	Security Camera Replacement
583-253-410-3009-28	Security Camera Replacement
583-253-410-3009-29	Security Camera Replacement
583-253-410-3009-30	Security Camera Replacement
583-253-410-3009-40	Security Camera Replacement
583-253-410-3009-45	Security Camera Replacement
583-253-410-3009-46	Security Camera Replacement
583-253-410-3009-52	Security Camera Replacement
583-253-410-3009-65	Security Camera Replacement
Capital Equipment	
583-253-545-3010-09	Upgrade Lab at Technology Training Center
Capital Equipment	
583-253-410-4000-09	Capital Equipment
583-253-410-4000-15	Capital Equipment
583-253-410-4000-17	Capital Equipment
583-253-410-4000-20	Capital Equipment
583-253-410-4000-21	Capital Equipment
583-253-410-4000-23	Capital Equipment
583-253-410-4000-24	Capital Equipment
583-253-410-4000-25	Capital Equipment
583-253-410-4000-26	Capital Equipment
583-253-410-4000-27	Capital Equipment
583-253-410-4000-28	Capital Equipment
583-253-410-4000-29	Capital Equipment
583-253-410-4000-30	Capital Equipment

583-253-410-4000-40	Capital Equipment
583-253-410-4000-45	Capital Equipment
583-253-410-4000-46	Capital Equipment
583-253-410-4000-50	Capital Equipment
583-253-410-4000-52	Capital Equipment
583-253-410-4000-55	Capital Equipment
583-253-410-4000-65	Capital Equipment
Media Center Books	
583-253-430-4001-24	Media Center Books
583-253-430-4001-25	Media Center Books
583-253-430-4001-26	Media Center Books
583-253-430-4001-28	Media Center Books
583-253-430-4001-35	Media Center Books
583-253-430-4001-45	Media Center Books
Capital Equipment	
583-253-540-4002-09	Capitalized Equipment
583-253-540-4002-20	Capitalized Equipment
583-253-540-4002-21	Capitalized Equipment
583-253-540-4002-23	Capitalized Equipment
583-253-540-4002-27	Capitalized Equipment
583-253-540-4002-28	Capitalized Equipment
583-253-540-4002-29	Capitalized Equipment
583-253-540-4002-45	Capitalized Equipment
583-253-540-4002-46	Capitalized Equipment
583-253-540-4002-55	Capitalized Equipment
Vehicle	
583-253-550-4003-09	Service Trucks (2)
Transportation	
583-253-410-4004-09	Training and Bus Security equipment
583-253-540-4004-09	Portable Radar System

FY 2012-2013

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
BUDGET REPORT BY LOCATION
CURRENT PERIOD: 06/01/2013 TO 06/30/2013

IDEAL REMAINING PERCENT: 0 %

ACCOUNT		BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE	PCT
DISTRICT-WIDE							
583-253-323-2004-09	FY 12-13 CAP. FLOORINC	57,500.00	0.00	0.00	0.00	57,500.00	100
583-253-323-2006-09	FY 12-13 CAP. SITEWORK	15,000.00	0.00	7,888.50	0.00	7,111.50	47
583-253-410-4000-09	FY 12-13 CAPITAL EQUIP	39,816.00	0.00	28,911.77	0.00	10,904.23	27
583-253-410-4004-09	FY 12-13 CAP. EQUIP. - TI	69,100.00	23,198.25	61,796.02	0.00	7,303.98	11
583-253-445-3000-09	FY 12-13 COMP. ROTATIC	60,000.00	16,977.63	59,770.35	0.00	229.65	0
583-253-445-3003-09	DISTRICT WIDE CABLIN	174,595.71	58,475.34	170,819.49	0.00	3,776.22	2
583-253-445-3004-09	MISC EQUIP FOR SYSTEI	75,000.00	31,345.66	70,828.38	0.00	4,171.62	6
583-253-445-3005-09	NETWORK OPERATING S	60,000.00	2,598.50	57,559.25	0.00	2,440.75	4
583-253-445-3006-09	DISTRICT WIDE SOFTWA	250,000.00	30,520.43	245,598.11	0.00	4,401.89	2
583-253-520-2007-09	FY 12-13 CAP. MISC. PRO	320,000.00	63,972.25	261,309.12	0.00	58,690.88	18
583-253-530-2006-09	FY 12-13 CAP. SITEWORK	71,900.00	0.00	2,480.00	0.00	69,420.00	97
583-253-540-4002-09	FY 12-13 CAP. EQUIPMEI	45,125.00	14,798.31	39,020.51	0.00	6,104.49	14
583-253-540-4004-09	FY 12-13 CAP. EQUIP - TR	6,000.00	0.00	0.00	0.00	6,000.00	100
583-253-545-3008-09	WIRELESS OVERLAY-EL	250,000.00	0.00	249,984.95	0.00	15.05	0
583-253-545-3010-09	UPGRADE LAB AT TECH	28,000.00	0.00	27,882.62	0.00	117.38	0
583-253-550-4003-09	SERVICE TRUCKS (2)	60,000.00	0.00	57,543.96	0.00	2,456.04	4
09 DISTRICT-WIDE		1,582,036.71	241,886.37	1,341,393.03	0.00	240,643.68	15
FINANCIAL SERVICES							
583-253-395-1000-11	OTHER PURCHASE SERV	0.00	900.00	2,300.00	0.00	-2,300.00	0
11 FINANCIAL SERVICES		0.00	900.00	2,300.00	0.00	-2,300.00	0
CHAPIN ELEM SCHOOL #15							
583-253-410-4000-15	FY 12-13 CAPITAL EQUIP	19,255.00	0.00	13,238.12	0.00	6,016.88	31
583-253-445-3001-15	FY 12-13 CAPITAL - TECI	40,500.00	0.00	40,112.21	0.00	387.79	1
583-253-520-2000-15	FY 12-13 CAP. EXTERIOR	415,065.21	0.00	408,228.45	0.00	6,836.76	2
15 CHAPIN ELEM SCHOOL #15		474,820.21	0.00	461,578.78	0.00	13,241.43	3
LAKE MURRAY ELEMENTAR#17							
583-253-410-4000-17	FY 12-13 CAPITAL EQUIP	20,854.00	1,792.63	18,575.81	0.00	2,278.19	11
583-253-445-3000-17	FY 12-13 COMP. ROTATIC	30,000.00	0.00	29,983.54	0.00	16.46	0
583-253-445-3001-17	FY 12-13 CAPITAL - TECI	28,447.29	0.00	23,562.14	0.00	4,885.15	17
583-253-445-3009-17	SECURITY CAMERA REP	4,500.00	0.00	4,043.16	0.00	456.84	10
583-253-520-2001-17	FY 12-13 CAP. INTERIOR	50,500.00	0.00	43,745.96	0.00	6,754.04	13
17 LAKE MURRAY ELEMENTAR#17		134,301.29	1,792.63	119,910.61	0.00	14,390.68	11
CHAPIN HIGH SCHOOL #20							
583-253-410-4000-20	FY 12-13 CAPITAL EQUIP	95,037.00	0.00	48,157.72	0.00	46,879.28	49
583-253-445-3000-20	FY 12-13 COMP. ROTATIC	60,000.00	0.00	59,823.04	0.00	176.96	0
583-253-445-3001-20	FY 12-13 CAPITAL - TECI	96,823.00	0.00	95,695.12	0.00	1,127.88	1
583-253-445-3009-20	SECURITY CAMERA REP	7,500.00	0.00	7,048.29	0.00	451.71	6
583-253-530-2006-20	FY 12-13 CAP. SITEWORK	860,514.75	0.00	800,437.00	0.00	60,077.75	7
583-253-540-4002-20	FY 12-13 CAP. EQUIPMEI	9,990.00	0.00	6,680.95	0.00	3,309.05	33

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
BUDGET REPORT BY LOCATION
CURRENT PERIOD: 06/01/2013 TO 06/30/2013

IDEAL REMAINING PERCENT: 0 %

ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE	PCT
20 CHAPIN HIGH SCHOOL #20	1,129,864.75	0.00	1,017,842.12	0.00	112,022.63	10
CHAPIN MIDDLE SCHOOL #21						
583-253-410-4000-21 FY 12-13 CAPITAL EQUIP	43,605.00	0.00	30,929.68	0.00	12,675.32	29
583-253-445-3000-21 FY 12-13 COMP. ROTATIC	45,000.00	0.00	44,855.30	0.00	144.70	0
583-253-445-3001-21 FY 12-13 CAPITAL - TECH	116,333.37	0.00	116,321.43	0.00	11.94	0
583-253-445-3009-21 SECURITY CAMERA REP	18,000.00	0.00	17,978.00	0.00	22.00	0
583-253-540-4002-21 FY 12-13 CAP. EQUIPMEN	10,000.00	0.00	9,772.57	0.00	227.43	2
583-253-545-3001-21 FY 12-13 CAPITAL - TECH	35,320.00	0.00	35,215.88	0.00	104.12	0
21 CHAPIN MIDDLE SCHOOL #21	268,258.37	0.00	255,072.86	0.00	13,185.51	5
H.E. CORLEY ELEMENTARY#23						
583-253-410-4000-23 FY 12-13 CAPITAL EQUIP	13,885.00	0.00	9,321.57	0.00	4,563.43	33
583-253-445-3000-23 FY 12-13 COMP. ROTATIC	30,000.00	0.00	29,959.56	0.00	40.44	0
583-253-445-3001-23 FY 12-13 CAPITAL - TECH	54,890.00	0.00	53,782.26	0.00	1,107.74	2
583-253-445-3009-23 SECURITY CAMERA REP	3,000.00	0.00	2,924.14	0.00	75.86	3
583-253-540-4002-23 FY 12-13 CAP. EQUIPMEN	6,500.00	0.00	3,757.75	0.00	2,742.25	42
23 H.E. CORLEY ELEMENTARY#23	108,275.00	0.00	99,745.28	0.00	8,529.72	8
BALLENTINE ELEMENTARY #24						
583-253-410-4000-24 FY 12-13 CAPITAL EQUIP	8,310.00	0.00	3,860.84	0.00	4,449.16	54
583-253-430-4001-24 MEDIA CENTER BOOKS	2,000.00	0.00	1,969.06	0.00	30.94	2
583-253-445-3001-24 FY 12-13 CAPITAL - TECH	27,110.00	1,525.00	27,110.00	0.00	0.00	0
24 BALLENTINE ELEMENTARY #24	37,420.00	1,525.00	32,939.90	0.00	4,480.10	12
DUTCH FORK ELEMENTARY#25						
583-253-410-4000-25 FY 12-13 CAPITAL EQUIP	3,250.00	0.00	2,546.34	0.00	703.66	22
583-253-430-4001-25 MEDIA CENTER BOOKS	25,000.00	8,682.56	24,097.45	0.00	902.55	4
583-253-445-3001-25 FY 12-13 CAPITAL - TECH	14,500.00	0.00	13,359.16	0.00	1,140.84	8
583-253-445-3009-25 SECURITY CAMERA REP	7,500.00	0.00	7,498.23	0.00	1.77	0
583-253-545-3001-25 FY 12-13 CAPITAL - TECH	33,317.80	750.00	21,567.47	0.00	11,750.33	35
25 DUTCH FORK ELEMENTARY#25	83,567.80	9,432.56	69,068.65	0.00	14,499.15	17
RIVER SPRINGS ELEMENTARY						
583-253-410-4000-26 FY 12-13 CAPITAL EQUIP	11,250.00	0.00	10,612.99	0.00	637.01	6
583-253-430-4001-26 MEDIA CENTER BOOKS	15,000.00	106.55	14,984.25	0.00	15.75	0
583-253-445-3000-26 FY 12-13 COMP. ROTATIC	30,000.00	0.00	29,983.54	0.00	16.46	0
583-253-445-3001-26 FY 12-13 CAPITAL - TECH	46,553.27	0.00	46,281.25	0.00	272.02	1
583-253-445-3009-26 SECURITY CAMERA REP	7,500.00	0.00	7,284.54	0.00	215.46	3
26 RIVER SPRINGS ELEMENTARY	110,303.27	106.55	109,146.57	0.00	1,156.70	1
DUTCH FORK HIGH #27						
583-253-410-4000-27 FY 12-13 CAPITAL EQUIP	77,280.00	0.00	74,411.74	0.00	2,868.26	4
583-253-445-3000-27 FY 12-13 COMP. ROTATIC	60,000.00	0.00	59,172.81	0.00	827.19	1
583-253-445-3001-27 FY 12-13 CAPITAL - TECH	3,480.41	0.00	3,530.52	0.00	-50.11	-1
583-253-445-3009-27 SECURITY CAMERA REP	7,500.00	1,789.20	7,156.81	0.00	343.19	5

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
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CURRENT PERIOD: 06/01/2013 TO 06/30/2013

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ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE	PCT
583-253-530-2006-27 FY 12-13 CAP. SITEWORK	730,000.00	0.00	699,666.00	0.00	30,334.00	4
583-253-540-4002-27 FY 12-13 CAP. EQUIPMEN	27,400.00	0.00	25,924.40	0.00	1,475.60	5
27 DUTCH FORK HIGH #27	905,660.41	1,789.20	869,862.28	0.00	35,798.13	4
DUTCH FORK MIDDLE #28						
583-253-410-4000-28 FY 12-13 CAPITAL EQUIP	6,500.00	0.00	6,296.70	0.00	203.30	3
583-253-430-4001-28 MEDIA CENTER BOOKS	20,000.00	0.00	19,814.02	0.00	185.98	1
583-253-445-3000-28 FY 12-13 COMP. ROTATIC	45,000.00	0.00	44,960.90	0.00	39.10	0
583-253-445-3001-28 FY 12-13 CAPITAL - TECH	67,270.00	0.00	65,052.65	0.00	2,217.35	3
583-253-445-3009-28 SECURITY CAMERA REP	16,500.00	2,049.40	16,048.50	0.00	451.50	3
583-253-540-2005-28 FY 12-13 CAP. SERVICE S	148,900.00	0.00	36,682.00	0.00	112,218.00	75
583-253-540-4002-28 FY 12-13 CAP. EQUIPMEN	32,000.00	0.00	24,817.01	0.00	7,182.99	22
583-253-545-3001-28 FY 12-13 CAPITAL - TECH	17,160.00	0.00	17,183.29	0.00	-23.29	0
28 DUTCH FORK MIDDLE #28	353,330.00	2,049.40	230,855.07	0.00	122,474.93	35
HARBISON WEST ELEM #29						
583-253-410-4000-29 FY 12-13 CAPITAL EQUIP	14,880.00	0.00	13,654.02	0.00	1,225.98	8
583-253-445-3000-29 FY 12-13 COMP. ROTATIC	30,000.00	0.00	29,983.54	0.00	16.46	0
583-253-445-3001-29 FY 12-13 CAPITAL - TECH	71,150.00	0.00	67,844.31	0.00	3,305.69	5
583-253-445-3009-29 SECURITY CAMERA REP	3,000.00	0.00	2,802.24	0.00	197.76	7
583-253-520-2005-29 FY 12-13 CAP. SERVICE S	61,900.00	0.00	60,742.53	0.00	1,157.47	2
583-253-540-4002-29 FY 12-13 CAP. EQUIPMEN	1,837.42	0.00	0.00	0.00	1,837.42	100
29 HARBISON WEST ELEM #29	182,767.42	0.00	175,026.64	0.00	7,740.78	4
OAK POINTE ELEMENTARY #30						
583-253-410-4000-30 FY 12-13 CAPITAL EQUIP	15,278.00	0.00	5,245.36	0.00	10,032.64	66
583-253-445-3000-30 FY 12-13 COMP. ROTATIC	30,000.00	0.00	29,983.54	0.00	16.46	0
583-253-445-3001-30 FY 12-13 CAPITAL - TECH	69,600.00	0.00	67,175.09	0.00	2,424.91	3
583-253-445-3009-30 SECURITY CAMERA REP	3,000.00	0.00	2,969.15	0.00	30.85	1
30 OAK POINTE ELEMENTARY #30	117,878.00	0.00	105,373.14	0.00	12,504.86	11
IRMO ELEMENTARY #35						
583-253-410-4000-35 FY 12-13 CAPITAL EQUIP	1,000.00	0.00	1,610.09	0.00	-610.09	-61
583-253-430-4001-35 MEDIA CENTER BOOKS	30,000.00	0.00	29,978.26	0.00	21.74	0
583-253-445-3000-35 FY 12-13 COMP. ROTATIC	30,000.00	0.00	29,839.50	0.00	160.50	1
583-253-445-3001-35 FY 12-13 CAPITAL - TECH	224,155.98	0.00	212,968.15	0.00	11,187.83	5
583-253-520-2007-35 FY 12-13 CAP. MISC PROJ	174,000.00	0.00	174,351.10	0.00	-351.10	0
35 IRMO ELEMENTARY #35	459,155.98	0.00	448,747.10	0.00	10,408.88	2
IRMO HIGH SCHOOL #40						
583-253-410-4000-40 FY 12-13 CAPITAL EQUIP	103,779.00	0.00	23,304.04	0.00	80,474.96	78
583-253-445-3000-40 FY 12-13 COMP. ROTATIC	60,000.00	0.00	59,477.04	0.00	522.96	1
583-253-445-3001-40 FY 12-13 CAPITAL - TECH	253,644.81	0.00	227,736.54	0.00	25,908.27	10
583-253-445-3009-40 SECURITY CAMERA REP	12,000.00	0.00	11,971.35	0.00	28.65	0
583-253-520-2001-40 FY12-13 CAP. INTERIOR (	1,199,798.00	5,000.00	1,230,220.44	0.00	-30,422.44	-3

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
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583-253-530-2006-40 FY 12-13 CAP. SITEWORK	750,000.00	0.00	688,921.00	0.00	61,079.00	8
40 IRMO HIGH SCHOOL #40	2,379,221.81	5,000.00	2,241,630.41	0.00	137,591.40	6
CROSSROADS MIDDLE #45						
583-253-410-4000-45 FY 12-13 CAPITAL EQUIP	27,750.00	5,276.15	5,276.15	0.00	22,473.85	81
583-253-430-4001-45 MEDIA CENTER BOOKS	10,000.00	0.00	9,943.57	0.00	56.43	1
583-253-445-3000-45 FY 12-13 COMP. ROTATIC	45,000.00	0.00	44,922.15	0.00	77.85	0
583-253-445-3001-45 FY 12-13 CAPITAL - TECH	32,270.00	0.00	30,460.71	0.00	1,809.29	6
583-253-445-3009-45 SECURITY CAMERA REP	18,000.00	0.00	15,515.93	0.00	2,484.07	14
583-253-520-2001-45 FY12-13 CAP. INTERIOR (	1,204,750.98	5,000.00	1,159,015.03	0.00	45,735.95	4
583-253-540-4002-45 FY 12-13 CAP. EQUIPMEN	6,500.00	5,286.60	5,286.60	0.00	1,213.40	19
583-253-545-3001-45 FY 12-13 CAPITAL - TECH	67,780.00	0.00	67,700.71	0.00	79.29	0
45 CROSSROADS MIDDLE #45	1,412,050.98	15,562.75	1,338,120.85	0.00	73,930.13	5
IRMO MIDDLE SCHOOL #46						
583-253-410-4000-46 FY 12-13 CAPITAL EQUIP	32,100.00	0.00	30,022.25	0.00	2,077.75	6
583-253-445-3000-46 FY 12-13 COMP. ROTATIC	45,000.00	0.00	42,593.73	0.00	2,406.27	5
583-253-445-3001-46 FY 12-13 CAPITAL - TECH	45,600.00	0.00	44,150.53	0.00	1,449.47	3
583-253-445-3009-46 SECURITY CAMERA REP	24,000.00	0.00	23,979.32	0.00	20.68	0
583-253-520-2001-46 FY12-13 CAP. INTERIOR (	1,155,191.78	0.00	1,108,110.68	0.00	47,081.10	4
583-253-540-2005-46 FY 12-13 CAP. SERVICE S	658,751.08	100,000.00	598,666.32	0.00	60,084.76	9
583-253-540-4002-46 FY 12-13 CAP. EQUIPMEN	20,000.00	0.00	0.00	0.00	20,000.00	100
583-253-545-3001-46 FY 12-13 CAPITAL - TECH	18,200.00	0.00	18,196.29	0.00	3.71	0
46 IRMO MIDDLE SCHOOL #46	1,998,842.86	100,000.00	1,865,719.12	0.00	133,123.74	7
LEAPHART ELEMENTARY #50						
583-253-410-4000-50 FY 12-13 CAPITAL EQUIP	120.00	0.00	0.00	0.00	120.00	100
583-253-445-3000-50 FY 12-13 COMP. ROTATIC	30,000.00	0.00	29,839.50	0.00	160.50	1
583-253-445-3001-50 FY 12-13 CAPITAL - TECH	48,400.00	0.00	47,893.94	0.00	506.06	1
583-253-520-2001-50 FY12-13 CAP. INTERIOR (	509,143.31	0.00	470,635.66	0.00	38,507.65	8
583-253-530-2006-50 FY 12-13 CAP. SITEWORK	18,888.00	0.00	18,888.00	0.00	0.00	0
50 LEAPHART ELEMENTARY #50	606,551.31	0.00	567,257.10	0.00	39,294.21	6
NURSERY ROAD ELEM #52						
583-253-410-4000-52 FY 12-13 CAPITAL EQUIP	21,714.00	2,165.00	16,408.03	0.00	5,305.97	24
583-253-445-3000-52 FY 12-13 COMP. ROTATIC	30,000.00	0.00	29,983.54	0.00	16.46	0
583-253-445-3001-52 FY 12-13 CAPITAL - TECH	65,500.00	138.57	63,508.88	0.00	1,991.12	3
583-253-445-3009-52 SECURITY CAMERA REP	1,500.00	0.00	1,322.72	0.00	177.28	12
52 NURSERY ROAD ELEM #52	118,714.00	2,303.57	111,223.17	0.00	7,490.83	6
SEVEN OAKS ELEMENTARY#55						
583-253-410-4000-55 FY 12-13 CAPITAL EQUIP	16,825.00	0.00	15,078.83	0.00	1,746.17	10
583-253-445-3000-55 FY 12-13 COMP. ROTATIC	30,000.00	0.00	29,839.50	0.00	160.50	1
583-253-445-3001-55 FY 12-13 CAPITAL - TECH	48,980.00	0.00	42,689.49	0.00	6,290.51	13
583-253-520-2001-55 FY12-13 CAP. INTERIOR (	193,900.00	0.00	167,827.75	0.00	26,072.25	13

FY 2012-2013

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
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CURRENT PERIOD: 06/01/2013 TO 06/30/2013

IDEAL REMAINING PERCENT: 0 %

ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE	PCT
583-253-540-4002-55 FY 12-13 CAP. EQUIPMEN	7,000.00	0.00	6,442.80	0.00	557.20	8
55 SEVEN OAKS ELEMENTARY#55	296,705.00	0.00	261,878.37	0.00	34,826.63	12
ACADEMY FOR SUCCESS						
583-253-410-4000-65 FY 12-13 CAPITAL EQUIP	4,500.00	0.00	2,833.39	0.00	1,666.61	37
583-253-445-3001-65 FY 12-13 CAPITAL - TECH	9,741.29	0.00	6,704.59	0.00	3,036.70	31
583-253-445-3009-65 SECURITY CAMERA REP	12,000.00	0.00	11,752.66	0.00	247.34	2
583-253-545-3001-65 FY 12-13 CAPITAL - TECH	10,000.00	0.00	3,014.00	0.00	6,986.00	70
65 ACADEMY FOR SUCCESS	36,241.29	0.00	24,304.64	0.00	11,936.65	33
	12,795,966.46	382,348.03	11,748,995.69	0.00	1,046,970.77	8

FY 2013-2014 Capital Budget

Exterior Construction	
584-253-520-2000-09	District wide roofing repairs
584-253-520-2000-28	Replace gutters & downspouts
Interior Construction	
584-253-520-2001-46	Renovate reception area
Painting	
584-253-323-2003-09	District wide painting
Flooring	
584-253-323-2004-09	Refurbish gymnasium floors
584-253-323-2004-11	Replace flooring, DFHS & IRHS Transportation
584-253-323-2004-17	Replace carpet
584-253-323-2004-26	Replace carpet
Service Systems	
584-253-540-2005-09	District wide water heater replacement
584-253-540-2005-27	Replace HVAC, Phase IV
584-253-540-2005-28	Replace HVAC, Phase I
584-253-540-2005-46	Replace HVAC, Main Building Phase I
584-253-540-2005-17	Replace PA & clock systems
584-253-540-2005-45	Expand PA systems to include corridors & exteriors
Sitework	
584-253-323-2006-09	DW playground equipment repairs
584-253-530-2006-09	DW pavement striping
584-253-530-2006-09	Misc. tennis court repairs
584-253-530-2006-09	DW landscaping repairs,replacement & irrigation
584-253-530-2006-11	Install awnings for relocatable offices, DFHS & IRHS bus lots;modify HVAC ductwork
584-253-530-2006-21	Erosion controls & landscape front of campus
584-253-530-2006-23	Replace kindergarten playground and fall surface
584-253-530-2006-23	Install irrigation system, front campus
584-253-530-2006-23	Provide accessibility improvements, campus wide
584-253-530-2006-29	Install staircase to connect upper/lower parking lot
584-253-530-2006-30	Concrete area & drainage for kindergarten playground
584-253-530-2006-33	Install greenhouse
584-253-530-2006-40	Install awning for auto body yard
584-253-530-2006-46	Install outside lighting betwwen main and activities buildings
Misc. Capital	
584-253-520-2007-09	Misc. capital projects/future planning
Computer Rotation	
584-253-445-3000-09	Computer rotation for District Office and Special Services,Student Services
584-253-445-3000-15	Computer rotation for Instruction, Admin Areas
584-253-445-3000-17	Computer rotation for Instruction, Admin Areas
584-253-445-3000-20	Computer rotation for Instruction, Admin Areas
584-253-445-3000-21	Computer rotation for Instruction, Admin Areas
584-253-445-3000-23	Computer rotation for Instruction, Admin Areas
584-253-445-3000-24	Computer rotation for Instruction, Admin Areas
584-253-445-3000-25	Computer rotation for Instruction, Admin Areas
584-253-445-3000-26	Computer rotation for Instruction, Admin Areas
584-253-445-3000-27	Computer rotation for Instruction, Admin Areas
584-253-445-3000-28	Computer rotation for Instruction, Admin Areas
584-253-445-3000-29	Computer rotation for Instruction, Admin Areas
584-253-445-3000-30	Computer rotation for Instruction, Admin Areas
584-253-445-3000-35	Computer rotation for Instruction, Admin Areas
584-253-445-3000-40	Computer rotation for Instruction, Admin Areas
584-253-445-3000-45	Computer rotation for Instruction, Admin Areas
584-253-445-3000-46	Computer rotation for Instruction, Admin Areas
584-253-445-3000-50	Computer rotation for Instruction, Admin Areas
584-253-445-3000-52	Computer rotation for Instruction, Admin Areas
584-253-445-3000-55	Computer rotation for Instruction, Admin Areas
584-253-445-3000-65	Computer rotation for Instruction, Admin Areas
Capital Technology	
584-253-410-3001-09	Acquisition Lease
584-253-445-3001-15	Capital - Technology Equipment
584-253-445-3001-17	Capital - Technology Equipment
584-253-445-3001-21	Capital - Technology Equipment
584-253-445-3001-23	Capital - Technology Equipment
584-253-445-3001-24	Capital - Technology Equipment
584-253-445-3001-25	Capital - Technology Equipment
584-253-445-3001-26	Capital - Technology Equipment

584-253-445-3001-27	Capital - Technology Equipment
584-253-445-3001-28	Capital - Technology Equipment
584-253-445-3001-29	Capital - Technology Equipment
584-253-445-3001-30	Capital - Technology Equipment
584-253-445-3001-35	Capital - Technology Equipment
584-253-445-3001-40	Capital - Technology Equipment
584-253-445-3001-45	Capital - Technology Equipment
584-253-445-3001-46	Capital - Technology Equipment
584-253-445-3001-50	Capital - Technology Equipment
584-253-445-3001-52	Capital - Technology Equipment
584-253-445-3001-55	Capital - Technology Equipment
584-253-545-3001-15	Capital - Technology Equipment
584-253-545-3001-24	Capital - Technology Equipment
584-253-545-3001-29	Capital - Technology Equipment
584-253-545-3001-35	Capital - Technology Equipment
584-253-545-3001-46	Capital - Technology Equipment
584-253-545-3001-50	Capital - Technology Equipment
VOIP Conversion	
584-253-545-3002-09	VOIP Conversion
584-253-545-3002-23	VOIP Conversion
584-253-545-3002-24	VOIP Conversion
584-253-545-3002-25	VOIP Conversion
584-253-545-3002-29	VOIP Conversion
584-253-545-3002-30	VOIP Conversion
584-253-545-3002-46	VOIP Conversion
Other Technology Project	
584-253-445-3003-09	District Wide Cabling and Electronics
584-253-445-3005-09	Network Operating Systems Software
584-253-445-3006-09	District Software Renewals - Follett Library, Internet Filtering,Compass Learning,Lobby Guard
584-253-445-3007-09	VMware upgrade
Security Camera Replacement/ Server Upgrade	
584-253-410-3009-15	Security Camera Replacement
584-253-410-3009-17	Security Camera Replacement
584-253-410-3009-21	Security Camera Replacement
584-253-410-3009-23	Security Camera Replacement
584-253-410-3009-24	Security Camera Replacement
584-253-410-3009-25	Security Camera Replacement
584-253-410-3009-26	Security Camera Replacement
584-253-410-3009-27	Security Camera Replacement
584-253-410-3009-28	Security Camera Replacement
584-253-410-3009-29	Security Camera Replacement
584-253-410-3009-30	Security Camera Replacement
584-253-410-3009-40	Security Camera Replacement
584-253-410-3009-45	Security Camera Replacement
584-253-410-3009-46	Security Camera Replacement
584-253-410-3009-52	Security Camera Replacement
584-253-545-3009-17	Security Camera Server Upgrade
584-253-545-3009-23	Security Camera Server Upgrade
584-253-545-3009-24	Security Camera Server Upgrade
584-253-545-3009-25	Security Camera Server Upgrade
584-253-545-3009-26	Security Camera Server Upgrade
584-253-545-3009-29	Security Camera Server Upgrade
584-253-545-3009-30	Security Camera Server Upgrade
584-253-545-3009-52	Security Camera Server Upgrade
Capital Equipment	
584-253-410-4000-09	Capital Equipment
584-253-410-4000-12	Capital Equipment
584-253-410-4000-15	Capital Equipment
584-253-410-4000-17	Capital Equipment
584-253-410-4000-21	Capital Equipment
584-253-410-4000-23	Capital Equipment
584-253-410-4000-24	Capital Equipment
584-253-410-4000-25	Capital Equipment
584-253-410-4000-26	Capital Equipment
584-253-410-4000-27	Capital Equipment
584-253-410-4000-28	Capital Equipment
584-253-410-4000-29	Capital Equipment
584-253-410-4000-30	Capital Equipment
584-253-410-4000-35	Capital Equipment

584-253-410-4000-40	Capital Equipment
584-253-410-4000-45	Capital Equipment
584-253-410-4000-46	Capital Equipment
584-253-410-4000-50	Capital Equipment
584-253-410-4000-52	Capital Equipment
584-253-410-4000-55	Capital Equipment
584-253-410-4000-65	Capital Equipment
584-253-410-4000-96	Capital Equipment
Media Center Books	
584-253-430-4001-17	Media Center Books
584-253-430-4001-21	Media Center Books
584-253-430-4001-24	Media Center Books
584-253-430-4001-26	Media Center Books
584-253-430-4001-28	Media Center Books
584-253-430-4001-30	Media Center Books
584-253-430-4001-45	Media Center Books
584-253-430-4001-46	Media Center Books
Capital Equipment	
584-253-540-4002-12	Capitalized Equipment
584-253-540-4002-27	Capitalized Equipment
584-253-540-4002-28	Capitalized Equipment
584-253-540-4002-33	Capitalized Equipment
584-253-540-4002-35	Capitalized Equipment
584-253-540-4002-52	Capitalized Equipment
584-253-540-4002-96	Capitalized Equipment
Vehicle	
584-253-550-4003-09	Service Trucks (2)Courier Vehicle (1)
Transportation	
584-253-410-4004-09	Training and Bus Security equipment,Replace /upgrade special needs equipment
584-253-445-4004-09	Upgrade/repair bus cameras
Athletic Equipment	
584-253-410-4005-20	Athletic Equipment
584-253-410-4005-27	Athletic Equipment
Band Equipment	
584-253-410-4006-20	Band Equipment
584-253-410-4006-21	Band Equipment
584-253-410-4006-40	Band Equipment
584-253-410-4006-45	Band Equipment
584-253-410-4006-46	Band Equipment
Furniture Suites	
584-253-410-4007-40	Furniture suite, Auto Tech
584-253-410-4007-65	Furniture suite for new building
Total	

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DISTRICT-WIDE						
584-253-323-2003-09 FY 13-14 PAINTING	250,000.00	0.00	0.00	0.00	250,000.00	100
584-253-323-2004-09 FY 13-14 FLOORING	50,000.00	0.00	0.00	0.00	50,000.00	100
584-253-323-2006-09 FY 13-14 SITEWORK	75,000.00	0.00	0.00	0.00	75,000.00	100
584-253-410-4000-09 FY 13-14 CAPITAL EQUIP	23,783.00	9,034.57	9,034.57	0.00	14,748.43	62
584-253-410-4004-09 TRAINING,BUS SECURIT	9,000.00	0.00	0.00	0.00	9,000.00	100
584-253-445-3000-09 COMP. ROT. -DO, SPEC.SI	60,000.00	8,401.73	7,827.44	0.00	52,172.56	87
584-253-445-3003-09 DISTRICT WIDE CABLIN	75,000.00	20,185.27	20,185.27	0.00	54,814.73	73
584-253-445-3005-09 NETWORK OPERATING S	60,000.00	0.00	0.00	0.00	60,000.00	100
584-253-445-3006-09 DISTRICT SOFTWARE RE	250,000.00	17,635.80	17,635.80	0.00	232,364.20	93
584-253-445-3007-09 VMWARE UPGRADE	10,000.00	0.00	0.00	0.00	10,000.00	100
584-253-445-4004-09 UPGRADE/ REPAIR BUS (	45,000.00	0.00	0.00	0.00	45,000.00	100
584-253-520-2000-09 FY 13-14 EXTERIOR CON	150,000.00	0.00	0.00	0.00	150,000.00	100
584-253-520-2007-09 FY 13-14 MISC. CAPITAL	500,000.00	17,761.52	17,761.52	0.00	482,238.48	96
584-253-530-2006-09 FY 13-14 SITEWORK	127,500.00	0.00	0.00	0.00	127,500.00	100
584-253-540-2005-09 FY 13-14 SERVICES SYST	279,700.00	0.00	0.00	0.00	279,700.00	100
584-253-545-3002-09 VOIP CONVERSION	7,900.00	0.00	0.00	0.00	7,900.00	100
584-253-550-4003-09 FY13-14 SERVICE TRUCK	75,000.00	0.00	0.00	0.00	75,000.00	100
09 DISTRICT-WIDE	2,047,883.00	73,018.89	72,444.60	0.00	1,975,438.40	96
FINANCIAL SERVICES						
584-253-323-2004-11 FY 13-14 FLOORING	19,800.00	0.00	0.00	0.00	19,800.00	100
584-253-530-2006-11 FY 13-14 SITEWORK	10,000.00	375.00	375.00	0.00	9,625.00	96
11 FINANCIAL SERVICES	29,800.00	375.00	375.00	0.00	29,425.00	99
INSTRUCTIONAL SERVICES#12						
584-253-410-4000-12 FY 13-14 CAPITAL EQUIP	14,025.00	0.00	0.00	0.00	14,025.00	100
584-253-540-4002-12 FY 13-14 CAPITALIZED E	6,792.00	0.00	0.00	0.00	6,792.00	100
12 INSTRUCTIONAL SERVICES#12	20,817.00	0.00	0.00	0.00	20,817.00	100
CHAPIN ELEM SCHOOL #15						
584-253-410-3009-15 SECURITY CAMERA REP	6,000.00	0.00	0.00	0.00	6,000.00	100
584-253-410-4000-15 FY 13-14 CAPITAL EQUIP	20,728.00	0.00	0.00	0.00	20,728.00	100
584-253-445-3000-15 COMP. ROT. FOR INSTRU	30,000.00	0.00	0.00	0.00	30,000.00	100
584-253-445-3001-15 FY 13-14 CAP. TECH. EQU	59,400.00	0.00	0.00	0.00	59,400.00	100
584-253-545-3001-15 FY 13-14 CAP. TECH. EQU	13,000.00	0.00	0.00	0.00	13,000.00	100
15 CHAPIN ELEM SCHOOL #15	129,128.00	0.00	0.00	0.00	129,128.00	100
LAKE MURRAY ELEMENTAR#17						
584-253-323-2004-17 FY 13-14 FLOORING	258,300.00	0.00	0.00	0.00	258,300.00	100
584-253-410-3009-17 SECURITY CAMERA REP	4,500.00	0.00	0.00	0.00	4,500.00	100
584-253-410-4000-17 FY 13-14 CAPITAL EQUIP	17,000.00	0.00	0.00	0.00	17,000.00	100
584-253-430-4001-17 MEDIA CENTER BOOKS	10,000.00	0.00	0.00	0.00	10,000.00	100
584-253-445-3000-17 COMP. ROT. FOR INSTRU	30,000.00	0.00	0.00	0.00	30,000.00	100

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584-253-445-3001-17 FY 13-14 CAP. TECH. EQU	27,200.00	2,258.30	2,258.30	0.00	24,941.70	92
584-253-540-2005-17 FY 13-14 SERVICES SYST	120,100.00	0.00	0.00	0.00	120,100.00	100
584-253-545-3009-17 SECURITY CAMERA SER	15,000.00	0.00	0.00	0.00	15,000.00	100
17 LAKE MURRAY ELEMENTAR#17	482,100.00	2,258.30	2,258.30	0.00	479,841.70	100
CHAPIN HIGH SCHOOL #20						
584-253-410-4005-20 ATHLETIC / WELLNESS	42,346.00	0.00	0.00	0.00	42,346.00	100
584-253-410-4006-20 BAND EQUIPMENT	31,000.00	0.00	0.00	0.00	31,000.00	100
584-253-445-3000-20 COMP. ROT. FOR INSTRU	40,000.00	0.00	0.00	0.00	40,000.00	100
20 CHAPIN HIGH SCHOOL #20	113,346.00	0.00	0.00	0.00	113,346.00	100
CHAPIN MIDDLE SCHOOL #21						
584-253-410-3009-21 SECURITY CAMERA REP	3,000.00	0.00	0.00	0.00	3,000.00	100
584-253-410-4000-21 FY 13-14 CAPITAL EQUIP	19,250.00	0.00	0.00	0.00	19,250.00	100
584-253-410-4006-21 BAND EQUIPMENT	23,330.00	0.00	0.00	0.00	23,330.00	100
584-253-430-4001-21 MEDIA CENTER BOOKS	8,000.00	0.00	0.00	0.00	8,000.00	100
584-253-445-3000-21 COMP. ROT. FOR INSTRU	45,000.00	0.00	0.00	0.00	45,000.00	100
584-253-445-3001-21 FY 13-14 CAP. TECH. EQU	79,950.00	0.00	0.00	0.00	79,950.00	100
584-253-530-2006-21 FY 13-14 SITEWORK	62,500.00	0.00	0.00	0.00	62,500.00	100
21 CHAPIN MIDDLE SCHOOL #21	241,030.00	0.00	0.00	0.00	241,030.00	100
H.E. CORLEY ELEMENTARY#23						
584-253-410-3009-23 SECURITY CAMERA REP	4,500.00	0.00	0.00	0.00	4,500.00	100
584-253-410-4000-23 FY 13-14 CAPITAL EQUIP	27,600.00	0.00	0.00	0.00	27,600.00	100
584-253-445-3000-23 COMP. ROT. FOR INSTRU	30,000.00	0.00	0.00	0.00	30,000.00	100
584-253-445-3001-23 FY 13-14 CAP. TECH. EQU	37,880.00	2,339.01	2,339.01	0.00	35,540.99	94
584-253-530-2006-23 FY 13-14 SITEWORK	91,800.00	4,220.00	4,220.00	0.00	87,580.00	95
584-253-545-3002-23 VOIP CONVERSION	8,300.00	0.00	0.00	0.00	8,300.00	100
584-253-545-3009-23 SECURITY CAMERA SER	17,500.00	0.00	0.00	0.00	17,500.00	100
23 H.E. CORLEY ELEMENTARY#23	217,580.00	6,559.01	6,559.01	0.00	211,020.99	97
BALLENTINE ELEMENTARY #24						
584-253-410-3009-24 SECURITY CAMERA REP	6,000.00	0.00	0.00	0.00	6,000.00	100
584-253-410-4000-24 FY 13-14 CAPITAL EQUIP	4,550.00	0.00	0.00	0.00	4,550.00	100
584-253-430-4001-24 MEDIA CENTER BOOKS	2,000.00	0.00	0.00	0.00	2,000.00	100
584-253-445-3000-24 COMP. ROT. FOR INSTRU	30,000.00	0.00	0.00	0.00	30,000.00	100
584-253-445-3001-24 FY 13-14 CAP. TECH. EQU	20,200.00	1,204.20	1,204.20	0.00	18,995.80	94
584-253-545-3001-24 FY 13-14 CAP. TECH. EQU	9,000.00	0.00	0.00	0.00	9,000.00	100
584-253-545-3002-24 VOIP CONVERSION	6,800.00	0.00	0.00	0.00	6,800.00	100
584-253-545-3009-24 SECURITY CAMERA SER	15,000.00	0.00	0.00	0.00	15,000.00	100
24 BALLENTINE ELEMENTARY #24	93,550.00	1,204.20	1,204.20	0.00	92,345.80	99
DUTCH FORK ELEMENTARY#25						
584-253-410-3009-25 SECURITY CAMERA REP	1,500.00	0.00	0.00	0.00	1,500.00	100
584-253-410-4000-25 FY 13-14 CAPITAL EQUIP	4,540.00	0.00	0.00	0.00	4,540.00	100

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584-253-445-3000-25	COMP. ROT. FOR INSTRU	30,000.00	0.00	0.00	0.00	30,000.00	100
584-253-445-3001-25	FY 13-14 CAP. TECH. EQU	24,000.00	0.00	0.00	0.00	24,000.00	100
584-253-545-3002-25	VOIP CONVERSION	8,000.00	0.00	0.00	0.00	8,000.00	100
584-253-545-3009-25	SECURITY CAMERA SER	15,000.00	0.00	0.00	0.00	15,000.00	100
25 DUTCH FORK ELEMENTARY#25		83,040.00	0.00	0.00	0.00	83,040.00	100
RIVER SPRINGS ELEMENTARY							
584-253-323-2004-26	FY 13-14 FLOORING	274,100.00	95,277.00	95,277.00	0.00	178,823.00	65
584-253-410-3009-26	SECURITY CAMERA REP	7,500.00	0.00	0.00	0.00	7,500.00	100
584-253-410-4000-26	FY 13-14 CAPITAL EQUIP	12,163.00	0.00	0.00	0.00	12,163.00	100
584-253-430-4001-26	MEDIA CENTER BOOKS	15,000.00	0.00	0.00	0.00	15,000.00	100
584-253-445-3000-26	COMP. ROT. FOR INSTRU	30,000.00	0.00	0.00	0.00	30,000.00	100
584-253-445-3001-26	FY 13-14 CAP. TECH. EQU	70,250.00	2,614.50	2,614.50	0.00	67,635.50	96
584-253-545-3009-26	SECURITY CAMERA SER	15,500.00	0.00	0.00	0.00	15,500.00	100
26 RIVER SPRINGS ELEMENTARY		424,513.00	97,891.50	97,891.50	0.00	326,621.50	77
DUTCH FORK HIGH #27							
584-253-410-3009-27	SECURITY CAMERA REP	50,200.00	0.00	0.00	0.00	50,200.00	100
584-253-410-4000-27	FY 13-14 CAPITAL EQUIP	36,405.25	0.00	0.00	0.00	36,405.25	100
584-253-410-4005-27	ATHLETIC / WELLNESS	17,700.00	0.00	0.00	0.00	17,700.00	100
584-253-445-3000-27	COMP. ROT. FOR INSTRU	40,000.00	0.00	0.00	0.00	40,000.00	100
584-253-445-3001-27	FY 13-14 CAP. TECH. EQU	9,750.00	0.00	0.00	0.00	9,750.00	100
584-253-540-2005-27	FY 13-14 SERVICES SYST	410,000.00	336,533.00	336,533.00	0.00	73,467.00	18
584-253-540-4002-27	FY 13-14 CAPITALIZED E	21,414.75	0.00	0.00	0.00	21,414.75	100
27 DUTCH FORK HIGH #27		585,470.00	336,533.00	336,533.00	0.00	248,937.00	43
DUTCH FORK MIDDLE #28							
584-253-410-3009-28	SECURITY CAMERA REP	7,500.00	0.00	0.00	0.00	7,500.00	100
584-253-410-4000-28	FY 13-14 CAPITAL EQUIP	14,287.00	0.00	0.00	0.00	14,287.00	100
584-253-430-4001-28	MEDIA CENTER BOOKS	15,000.00	0.00	0.00	0.00	15,000.00	100
584-253-445-3000-28	COMP. ROT. FOR INSTRU	45,000.00	0.00	0.00	0.00	45,000.00	100
584-253-445-3001-28	FY 13-14 CAP. TECH. EQU	60,160.00	0.00	0.00	0.00	60,160.00	100
584-253-520-2000-28	FY 13-14 EXTERIOR CON	50,600.00	3,750.00	3,750.00	0.00	46,850.00	93
584-253-540-2005-28	FY 13-14 SERVICES SYST	1,254,200.00	61,522.10	61,522.10	0.00	1,192,677.90	95
584-253-540-4002-28	FY 13-14 CAPITALIZED E	17,300.00	0.00	0.00	0.00	17,300.00	100
28 DUTCH FORK MIDDLE #28		1,464,047.00	65,272.10	65,272.10	0.00	1,398,774.90	96
HARBISON WEST ELEM #29							
584-253-410-3009-29	SECURITY CAMERA REP	6,000.00	0.00	0.00	0.00	6,000.00	100
584-253-410-4000-29	FY 13-14 CAPITAL EQUIP	30,575.00	0.00	0.00	0.00	30,575.00	100
584-253-445-3000-29	COMP. ROT. FOR INSTRU	30,000.00	0.00	0.00	0.00	30,000.00	100
584-253-445-3001-29	FY 13-14 CAP. TECH. EQU	30,830.00	2,572.23	2,572.23	0.00	28,257.77	92
584-253-530-2006-29	FY 13-14 SITEWORK	22,300.00	2,847.50	2,847.50	0.00	19,452.50	87
584-253-545-3001-29	FY 13-14 CAP. TECH. EQU	19,500.00	0.00	0.00	0.00	19,500.00	100

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584-253-545-3002-29 VOIP CONVERSION	7,400.00	0.00	0.00	0.00	7,400.00	100
584-253-545-3009-29 SECURITY CAMERA SER	16,000.00	0.00	0.00	0.00	16,000.00	100
29 HARBISON WEST ELEM #29	162,605.00	5,419.73	5,419.73	0.00	157,185.27	97
OAK POINTE ELEMENTARY #30						
584-253-410-3009-30 SECURITY CAMERA REP	6,800.00	0.00	0.00	0.00	6,800.00	100
584-253-410-4000-30 FY 13-14 CAPITAL EQUIP	7,298.00	0.00	0.00	0.00	7,298.00	100
584-253-430-4001-30 MEDIA CENTER BOOKS	10,000.00	0.00	0.00	0.00	10,000.00	100
584-253-445-3000-30 COMP. ROT. FOR INSTRU	30,000.00	0.00	0.00	0.00	30,000.00	100
584-253-445-3001-30 FY 13-14 CAP. TECH. EQU	36,300.00	0.00	0.00	0.00	36,300.00	100
584-253-530-2006-30 FY 13-14 SITEWORK	18,200.00	1,530.00	1,530.00	0.00	16,670.00	92
584-253-545-3002-30 VOIP CONVERSION	6,800.00	0.00	0.00	0.00	6,800.00	100
584-253-545-3009-30 SECURITY CAMERA SER	15,000.00	0.00	0.00	0.00	15,000.00	100
30 OAK POINTE ELEMENTARY #30	130,398.00	1,530.00	1,530.00	0.00	128,868.00	99
CTR ADV TECH STUDIES#33						
584-253-530-2006-33 FY 13-14 SITEWORK	112,500.00	0.00	0.00	0.00	112,500.00	100
584-253-540-4002-33 FY 13-14 CAPITALIZED E	102,700.00	0.00	0.00	0.00	102,700.00	100
33 CTR ADV TECH STUDIES#33	215,200.00	0.00	0.00	0.00	215,200.00	100
IRMO ELEMENTARY #35						
584-253-410-4000-35 FY 13-14 CAPITAL EQUIP	27,184.00	0.00	0.00	0.00	27,184.00	100
584-253-445-3000-35 COMP. ROT. FOR INSTRU	30,000.00	0.00	0.00	0.00	30,000.00	100
584-253-445-3001-35 FY 13-14 CAP. TECH. EQU	60,000.00	2,693.79	2,693.79	0.00	57,306.21	96
584-253-540-4002-35 FY 13-14 CAPITALIZED E	7,000.00	0.00	0.00	0.00	7,000.00	100
584-253-545-3001-35 FY 13-14 CAP. TECH. EQU	13,000.00	0.00	0.00	0.00	13,000.00	100
35 IRMO ELEMENTARY #35	137,184.00	2,693.79	2,693.79	0.00	134,490.21	98
IRMO HIGH SCHOOL #40						
584-253-410-3009-40 SECURITY CAMERA REP	54,000.00	0.00	0.00	0.00	54,000.00	100
584-253-410-4000-40 FY 13-14 CAPITAL EQUIP	44,760.00	0.00	0.00	0.00	44,760.00	100
584-253-410-4006-40 BAND EQUIPMENT	20,000.00	0.00	0.00	0.00	20,000.00	100
584-253-410-4007-40 FURNITURE SUITE FOR /	11,100.00	0.00	0.00	0.00	11,100.00	100
584-253-445-3000-40 COMP. ROT. FOR INSTRU	40,000.00	0.00	0.00	0.00	40,000.00	100
584-253-445-3001-40 FY 13-14 CAP. TECH. EQU	10,000.00	0.00	0.00	0.00	10,000.00	100
584-253-530-2006-40 FY 13-14 SITEWORK	33,800.00	2,250.00	2,250.00	0.00	31,550.00	93
40 IRMO HIGH SCHOOL #40	213,660.00	2,250.00	2,250.00	0.00	211,410.00	99
CROSSROADS MIDDLE #45						
584-253-410-3009-45 SECURITY CAMERA REP	15,000.00	0.00	0.00	0.00	15,000.00	100
584-253-410-4000-45 FY 13-14 CAPITAL EQUIP	5,000.00	0.00	0.00	0.00	5,000.00	100
584-253-410-4006-45 BAND EQUIPMENT	33,160.00	0.00	0.00	0.00	33,160.00	100
584-253-430-4001-45 MEDIA CENTER BOOKS	10,000.00	0.00	0.00	0.00	10,000.00	100
584-253-445-3000-45 COMP. ROT. FOR INSTRU	45,000.00	0.00	0.00	0.00	45,000.00	100
584-253-445-3001-45 FY 13-14 CAP. TECH. EQU	52,100.00	16,691.40	16,691.40	0.00	35,408.60	68

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584-253-540-2005-45 FY 13-14 SERVICES SYST	12,600.00	0.00	0.00	0.00	12,600.00	100
45 CROSSROADS MIDDLE #45	172,860.00	16,691.40	16,691.40	0.00	156,168.60	90
IRMO MIDDLE SCHOOL #46						
584-253-410-3009-46 SECURITY CAMERA REP	22,500.00	0.00	0.00	0.00	22,500.00	100
584-253-410-4000-46 FY 13-14 CAPITAL EQUIP	23,580.00	0.00	0.00	0.00	23,580.00	100
584-253-410-4006-46 BAND EQUIPMENT	14,300.00	0.00	0.00	0.00	14,300.00	100
584-253-430-4001-46 MEDIA CENTER BOOKS	10,000.00	0.00	0.00	0.00	10,000.00	100
584-253-445-3000-46 COMP. ROT. FOR INSTRU	45,000.00	0.00	0.00	0.00	45,000.00	100
584-253-445-3001-46 FY 13-14 CAP. TECH. EQU	37,450.00	0.00	0.00	0.00	37,450.00	100
584-253-520-2001-46 FY 13-14 INTERIOR CONS	38,900.00	0.00	0.00	0.00	38,900.00	100
584-253-530-2006-46 FY 13-14 SITEWORK	34,800.00	0.00	0.00	0.00	34,800.00	100
584-253-540-2005-46 FY 13-14 SERVICES SYST	855,900.00	232,927.00	232,927.00	0.00	622,973.00	73
584-253-545-3001-46 FY 13-14 CAP. TECH. EQU	10,000.00	0.00	0.00	0.00	10,000.00	100
584-253-545-3002-46 VOIP CONVERSION	10,300.00	0.00	0.00	0.00	10,300.00	100
46 IRMO MIDDLE SCHOOL #46	1,102,730.00	232,927.00	232,927.00	0.00	869,803.00	79
LEAPHART ELEMENTARY #50						
584-253-410-4000-50 FY 13-14 CAPITAL EQUIP	21,000.00	0.00	0.00	0.00	21,000.00	100
584-253-445-3000-50 COMP. ROT. FOR INSTRU	30,000.00	0.00	0.00	0.00	30,000.00	100
584-253-445-3001-50 FY 13-14 CAP. TECH. EQU	28,800.00	0.00	0.00	0.00	28,800.00	100
584-253-545-3001-50 FY 13-14 CAP. TECH. EQU	18,000.00	0.00	0.00	0.00	18,000.00	100
50 LEAPHART ELEMENTARY #50	97,800.00	0.00	0.00	0.00	97,800.00	100
NURSERY ROAD ELEM #52						
584-253-410-3009-52 SECURITY CAMERA REP	9,000.00	0.00	0.00	0.00	9,000.00	100
584-253-410-4000-52 FY 13-14 CAPITAL EQUIP	19,980.00	0.00	0.00	0.00	19,980.00	100
584-253-445-3000-52 COMP. ROT. FOR INSTRU	30,000.00	0.00	0.00	0.00	30,000.00	100
584-253-445-3001-52 FY 13-14 CAP. TECH. EQU	45,700.00	3,772.44	3,772.44	0.00	41,927.56	92
584-253-540-4002-52 FY 13-14 CAPITALIZED E	7,300.00	6,501.30	6,501.30	0.00	798.70	11
584-253-545-3009-52 SECURITY CAMERA SER	15,200.00	0.00	0.00	0.00	15,200.00	100
52 NURSERY ROAD ELEM #52	127,180.00	10,273.74	10,273.74	0.00	116,906.26	92
SEVEN OAKS ELEMENTARY#55						
584-253-410-4000-55 FY 13-14 CAPITAL EQUIP	26,118.00	0.00	0.00	0.00	26,118.00	100
584-253-445-3000-55 COMP. ROT. FOR INSTRU	30,000.00	0.00	0.00	0.00	30,000.00	100
584-253-445-3001-55 FY 13-14 CAP. TECH. EQU	96,900.00	0.00	0.00	0.00	96,900.00	100
55 SEVEN OAKS ELEMENTARY#55	153,018.00	0.00	0.00	0.00	153,018.00	100
ACADEMY FOR SUCCESS						
584-253-410-4000-65 FY 13-14 CAPITAL EQUIP	13,550.00	0.00	0.00	0.00	13,550.00	100
584-253-410-4007-65 FURNITURE SUITE FOR /	137,300.00	0.00	0.00	0.00	137,300.00	100
584-253-445-3000-65 COMP. ROT. FOR INSTRU	30,000.00	0.00	0.00	0.00	30,000.00	100
65 ACADEMY FOR SUCCESS	180,850.00	0.00	0.00	0.00	180,850.00	100
STUDENT SERVICES #96						

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
BUDGET REPORT BY LOCATION
CURRENT PERIOD: 06/01/2013 TO 06/30/2013

IDEAL REMAINING PERCENT: 0 %

ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE	PCT
584-253-410-4000-96 FY 13-14 CAPITAL EQUIP	27,376.00	0.00	0.00	0.00	27,376.00	100
584-253-540-4002-96 FY 13-14 CAPITALIZED E	35,802.00	0.00	0.00	0.00	35,802.00	100
96 STUDENT SERVICES #96	63,178.00	0.00	0.00	0.00	63,178.00	100
	8,688,967.00	854,897.66	854,323.37	0.00	7,834,643.63	90

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

To: Members of the Board of Trustees
Stephen Hefner, Ed.D., Superintendent

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

Date: August 6, 2013

Re: Board Meeting – August 12, 2013
Bond Referendum Expenditure Summary

Attached is a report through June 30, 2013 on each bond project. In addition to this report, Cummings/SMG will provide a project construction cost summary report.

KEF:tl

Attachment

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
BUDGET REPORT
FY 2012-2013
THRU 6/30/13

ACCOUNT	BUDGETED ORIGINAL	PRIOR YEARS EXPENDITURES	FY 11-12 REMAINING BALANCE	FY 12-13 BUDGETED EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE
2009 BOND REFERENDUM							
CHAPIN ELEMENTARY SCHOOL	9,056,802.00						
		9,004,270.96	52,531.04				
535-253-319-1000-15 LEGAL SERVICES				0.00	112.50	0.00	-112.50
535-253-520-1000-15 CONSTRUCTION SERVICES				52,531.04	31,346.34	0.00	21,184.70
535-253-530-1000-15 SITE IMPROVEMENTS				0.00	0.00	0.00	0.00
535-253-540-3000-15 FURNITURE, FIXTURES & EQUIPMENT				0.00	0.00	0.00	0.00
535-253-545-4000-15 TECHNOLOGY EQUIPMENT				0.00	0.00	0.00	0.00
535-253-590-1999-15 CONTINGEMCY				0.00	0.00	0.00	0.00
15 CHAPIN ELEMENTARY SCHOOL	9,056,802.00	9,004,270.96	52,531.04	52,531.04	31,458.84	0.00	21,072.20
CHAPIN HIGH SCHOOL	55,470,724.00						
		10,887,465.23	44,583,258.77				
535-253-319-1000-20 LEGAL SERVICES				0.00	5,218.62	0.00	-5,218.62
535-253-520-1000-20 CONSTRUCTION SERVICES				41,262,366.00	19,870,364.47	21,346,173.15	45,828.38
535-253-540-3000-20 FURNITURE, FIXTURES, & EQUIPMENT				580,069.86	279,188.30	184,492.85	116,388.71
535-253-545-4000-20 TECHNOLOGY EQUIPMENT				2,740,822.91	1,035,140.39	1,595,207.57	110,474.95
535-253-580-1000-20 PORTABLES				0.00	0.00	0.00	0.00
535-253-590-1999-20 CONTINGENCY				0.00	0.00	0.00	0.00
20 CHAPIN HIGH SCHOOL	55,470,724.00	10,887,465.23	44,583,258.77	44,583,258.77	21,189,911.78	23,125,873.57	267,473.42
DUTCH FORK HIGH	17,467,688.00						
		496,154.32	16,971,533.68				
535-253-319-1000-27 LEGAL SERVICES				0.00	1,876.00	0.00	-1,876.00
535-253-520-1000-27 CONSTRUCTION SERVICES				15,904,786.50	5,319,424.43	10,001,137.53	584,224.54
535-253-540-3000-27 FURNITURE, FIXTURES & EQUIPMENT				500,000.00	12,594.50	0.00	487,405.50
535-253-545-4000-27 TECHNOLOGY EQUIPMENT				366,747.18	12,000.00	18,000.00	336,747.18
535-253-590-1999-27 CONTINGENCY				200,000.00	0.00	0.00	200,000.00
27 DUTCH FORK HIGH	17,467,688.00	496,154.32	16,971,533.68	16,971,533.68	5,345,894.93	10,019,137.53	1,606,501.22
NEW ELEMENTARY SCHOOL	623,972.00						
		623,970.69	1.31				
535-253-319-1000-31 LEGAL SERVICES				0.00	0.00	0.00	0.00
535-253-520-1000-31 CONSTRUCTION SERVICES				0.00	0.00	0.00	0.00
535-253-540-3000-31 FURNITURE, FIXTURES & EQUIPMENT				0.00	0.00	0.00	0.00
535-253-545-4000-31 TECHNOLOGY EQUIPMENT				0.00	0.00	0.00	0.00
535-253-590-1999-31 CONTINGENCY				0.00	0.00	0.00	0.00
31 NEW ELEMENTARY SCHOOL	623,972.00	623,970.69	1.31	0.00	0.00	0.00	0.00
NEW MIDDLE SCHOOL	27,137,981.00						
		11,342.97	27,126,638.03				
535-253-319-1000-32 LEGAL SERVICES				0.00	1,884.00	0.00	-1,884.00
535-253-510-1000-32 LAND				0.00	0.00	0.00	0.00
535-253-520-1000-32 CONSTRUCTION SERVICES				22,878,779.03	260,624.81	1,174,267.88	21,443,886.34
535-253-540-3000-32 FURNITURE, FIXTURES, & EQUIPMENT				1,207,850.00	0.00	0.00	1,207,850.00
535-253-545-4000-32 TECHNOLOGY EQUIPMENT				1,500,000.00	0.00	0.00	1,500,000.00
535-253-590-1999-32 CONTINGENCY				1,540,009.00	0.00	0.00	1,540,009.00
32 NEW MIDDLE SCHOOL	27,137,981.00	11,342.97	27,126,638.03	27,126,638.03	262,508.81	1,174,267.88	25,689,861.34

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
BUDGET REPORT
FY 2012-2013
THRU 6/30/13

ACCOUNT	BUDGETED ORIGINAL	PRIOR YEARS EXPENDITURES	FY 11-12 REMAINING BALANCE	FY 12-13 BUDGETED EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE
CTR ADV TECH STUDIES / SPRING HILL HIGH SCHOOL	78,757,026.00						
		30,232,352.16	48,524,673.84				
535-253-319-1000-33 LEGAL SERVICES - CATE				6,242.85	7,238.72	0.00	-995.87
535-253-319-1050-33 LEGAL SERVICES - NHS				12,153.46	14,086.64	0.00	-1,933.18
535-253-520-1000-33 CONST SRVS - CATE				6,104,911.54	5,516,696.86	502,736.01	85,478.67
535-253-520-1050-33 CONST. SRVS - NHS				32,990,113.05	25,571,300.05	4,663,491.64	2,755,321.36
535-253-540-3000-33 F,F, & EQUIP - CATE				2,544,933.61	2,533,349.46	11,582.96	1.19
535-253-540-3050-33 F,F, & EQUIPMENT - NHS				1,312,345.36	31,745.39	1,274,001.47	6,598.50
535-253-545-4000-33 TECH. EQUIPMENT - CATE				2,260,698.58	1,985,359.82	275,291.96	46.80
535-253-545-4050-33 TECH. EQUIPMENT - NHS				2,633,665.54	730,542.92	1,912,695.98	-9,573.36
535-253-590-1999-33 CONTINGENCY				659,609.85	0.00	0.00	659,609.85
33 CTR ADV TECH STUDIES / SPRING HILL HIGH SCHOOL	78,757,026.00	30,232,352.16	48,524,673.84	48,524,673.84	36,390,319.86	8,639,800.02	3,494,553.96
IRMO ELEMENTARY	17,441,362.00						
		16,545,378.78	895,983.22				
535-253-520-1000-35 CONSTRUCTION SERVICES				687,001.64	613,902.61	100,000.00	-26,900.97
535-253-540-3000-35 FURNITURE, FIXTURES & EQUIPMENT				56,617.91	56,617.91	0.00	0.00
535-253-545-4000-35 TECHNOLOGY EQUIPMENT				152,363.67	152,003.22	357.03	3.42
535-253-580-1000-35 PORTABLES				0.00	0.00	0.00	0.00
535-253-590-1999-35 CONTINGENCY				0.00	0.00	0.00	0.00
35 IRMO ELEMENTARY	17,441,362.00	16,545,378.78	895,983.22	895,983.22	822,523.74	100,357.03	-26,897.55
IRMO HIGH SCHOOL	28,062,056.00						
		758,887.98	27,303,168.02				
535-253-319-1000-40 LEGAL SERVICES				602.00	602.00	0.00	0.00
535-253-520-1000-40 CONSTRUCTION SERVICES				25,083,642.78	8,863,155.38	17,194,547.69	-974,060.29
535-253-540-3000-40 FURNITURE, FIXTURES, & EQUIPMENT				600,000.00	0.00	11,094.83	588,905.17
535-253-545-4000-40 TECHNOLOGY EQUIPMENT				1,200,000.00	394,797.62	447,686.26	357,516.12
535-253-590-1999-40 CONTINGENCY				418,923.24	0.00	0.00	418,923.24
40 IRMO HIGH SCHOOL	28,062,056.00	758,887.98	27,303,168.02	27,303,168.02	9,258,555.00	17,653,328.78	391,284.24
LEAPHART ELEMENTARY	12,243,048.00						
		12,082,341.35	160,706.65				
535-253-395-1000-50 PROFESSIONAL SERVICES				0.00	0.00	0.00	0.00
535-253-520-1000-50 CONSTRUCTION SERVICES				122,805.53	58,643.50	60,656.00	3,506.03
535-253-540-3000-50 FURNITURE, FIXTURES & EQUIPMENT				4,687.55	260.00	4,427.55	0.00
535-253-545-4000-50 TECHNOLOGY EQUIPMENT				33,213.57	32,823.04	390.53	0.00
535-253-580-1000-50 PORTABLES				0.00	0.00	0.00	0.00
535-253-590-1999-50 CONTINGENCY				0.00	0.00	0.00	0.00
50 LEAPHART ELEMENTARY	12,243,048.00	12,082,341.35	160,706.65	160,706.65	91,726.54	65,474.08	3,506.03
SEVEN OAKS ELEMENTARY	11,293,369.00						
		10,772,535.35	520,833.65				
535-253-395-1000-55 PROFESSIONAL SERVICES				0.00	0.00	0.00	0.00
535-253-520-1000-55 CONSTRUCTION SERVICES				452,379.56	440,164.64	0.00	12,214.92
535-253-540-3000-55 FURNITURE, FIXTURES & EQUIPMENT				68,454.09	68,454.09	0.00	0.00
535-253-545-4000-55 TECHNOLOGY EQUIPMENT				0.00	0.00	0.00	0.00
535-253-580-1000-55 PORTABLES				0.00	0.00	0.00	0.00
535-253-590-1999-55 CONTINGENCY				0.00	0.00	0.00	0.00
55 SEVEN OAKS ELEMENTARY	11,293,369.00	10,772,535.35	520,833.65	520,833.65	508,618.73	0.00	12,214.92
TOTALS	**257,554,028.00**	**91,414,699.79**	**166,139,328.21**	**166,139,326.90**	**73,901,518.23**	**60,778,238.89**	**31,459,569.78**

Exhibit C

EXHIBIT C

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

To: Members of the Board of Trustees
Stephen Hefner, Ed.D., Superintendent

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

Date: August 6, 2013

Re: Board Meeting – August 12, 2013
Monthly Financial Reports – July 2013

Attached for your information are the revenue and expenditure reports for July 2013.

KEF:tl

Attachment

REVENUE – JULY 2013

SCHOOL DISTRICT 5 LEXINGTON/RICHLAND CO

REVENUE BUDGET REPORT BY ACCOUNT

FY 2013-2014

CURRENT PERIOD: JULY 2013

	FY 2013-2014 Original Budget	Current Month	Year to Date Revenue	Remaining Balance
Revenue From Local Sources:				
11100 Tax Levies	$ 43,678,518.00			$ 43,678,518.00
11120 Vehicle Taxes	$ 9,502,236.00			$ 9,502,236.00
11130 Current Tax Penalities	$ 380,000.00			$ 380,000.00
11400 Deliquent Taxes & Penalities	$ 2,000,000.00			$ 2,000,000.00
12800 Revenue in Lieu of Taxes	$ 743,709.00			$ 743,709.00
13100 Regular School Day Patron	$ 5,000.00			$ 5,000.00
13500 Summer School	$ -	$ 2,847.00	$ 2,847.00	$ (2,847.00)
15100 Interest on Investments	$ 100,000.00			$ 100,000.00
17400 Student Fees	$ 35,000.00			$ 35,000.00
19100 Rentals	$ 70,000.00	$ 18,175.00	$ 18,175.00	$ 51,825.00
19500 Refund of Prior Year Expenditures	$ 8,000.00	$ 348.48	$ 348.48	$ 7,651.52
19990 Other Local Revenue	$ 12,000.00	$ 415.00	$ 415.00	$ 11,585.00
Total Local Revenue	$ 56,534,463.00	$ 21,785.48	$ 21,785.48	$ 56,512,677.52
Revenue From State Sources:				
31600 School Bus Driver Salaries	$ 550,000.00			$ 550,000.00
31800 Fringe Benefits Contributions	$ 13,636,881.00			$ 13,636,881.00
31810 Retiree Insurance	$ 3,837,288.00			$ 3,837,288.00
33000 Education Finance Act	$ 32,192,401.00			$ 32,192,401.00
33750 Education Foundation Supplement	$ 2,020,581.00			$ 2,020,581.00
38100 Act 388 - One Cent Prop. Tax Relief	$ 29,095,434.00			$ 29,095,434.00
38100 Reimbursement For Prop. Tax Relief	$ 10,580,071.00			$ 10,580,071.00
38200 Homestead Expemption	$ 1,758,200.00			$ 1,758,200.00
38300 Merchant's Inventory Tax	$ 209,687.00			$ 209,687.00
38400 Manfacturer's Depreciation Reimbursement	$ 303,663.00			$ 303,663.00
38900 Motor Carrier Revenue	$ 139,505.00			$ 139,505.00
39900 Other State Revenue	$ 44,980.00			$ 44,980.00
Total State Revenue	$ 94,368,691.00	$ -	$ -	$ 94,368,691.00
Transfer From Other Funds				
52800 Indirect Costs Transfer	$ 200,000.00	$ -		$ 200,000.00
52300 Transfer from EIA	$ 3,606,122.00	$ -		$ 3,606,122.00
Total Transfers	$ 3,806,122.00	$ -	$ -	$ 3,806,122.00
19999 Operational Balance	$ 3,747,745.00	$ -	$ -	$ 3,747,745.00
Total	$ 158,457,021.00	$ 21,785.48	$ 21,785.48	$ 158,435,235.52

SCHOOL DIST 5 LEXINGTON/RICHLAND CO

REVENUE BUDGET BY ACCOUNT

FY 2013-2014

CURRENT PERIOD: 07/01/2013 TO 07/31/2013

		BUDGETED REVENUE	CURRENT REVENUE	YEAR TO DATE REVENUE	REMAINING BALANCE	PCT
100-001-110-0000-00	LEVIES - CUR. OPERATIONS - LEX. (	30,138,177.00	0.00	0.00	30,138,177.00	100
100-001-110-0001-00	LEX. CO. VEHICLE TAXES	4,941,163.00	0.00	0.00	4,941,163.00	100
100-001-110-0003-00	RICH. CO. CURRENT TAXES	13,540,341.00	0.00	0.00	13,540,341.00	100
100-001-110-0005-00	LEX. CO. DELINQUENT TAXES	1,120,000.00	0.00	0.00	1,120,000.00	100
100-001-110-0006-00	RICH. CO. DELINQUENT TAXES	880,000.00	0.00	0.00	880,000.00	100
100-001-110-0007-00	RICH. CO. VEHICLE TAXES	4,561,073.00	0.00	0.00	4,561,073.00	100
100-001-140-0000-00	PENALTIES/INTEREST - LEX. CO. TA	220,400.00	0.00	0.00	220,400.00	100
100-001-140-0001-00	PENALTIES/INTEREST - RICH. CO. T	159,600.00	0.00	0.00	159,600.00	100
100-001-280-0000-00	FEE IN LIEU OF TAXES - LEX	743,709.00	0.00	0.00	743,709.00	100
100-001-310-0000-00	REG. DAY SCHOOL TUITION - FEES	5,000.00	0.00	0.00	5,000.00	100
100-001-350-0003-00	SUMMER SCHOOL TUITION - HIGH	0.00	2,847.00	2,847.00	-2,847.00	0
100-001-510-0000-00	INTEREST ON INVESTMENTS	100,000.00	0.00	0.00	100,000.00	100
100-001-740-0000-00	REVENUE - STUDENT FEES	35,000.00	0.00	0.00	35,000.00	100
100-001-910-0000-00	RENTALS OF PROPERTIES	70,000.00	0.00	0.00	70,000.00	100
100-001-950-0000-00	REFUND ON PRIOR YEAR'S EXPENI	8,000.00	0.00	0.00	8,000.00	100
100-001-950-0001-00	REFUND OF PRIOR YEAR - TEXTBO	0.00	348.48	348.48	-348.48	0
100-001-990-0000-00	MISC. LOCAL REVENUE	12,000.00	110.00	110.00	11,890.00	99
100-001-990-0008-00	MISC REVENUE-FACILITIES USAGE	0.00	7,255.00	7,255.00	-7,255.00	0
100-001-999-0000-00	ALLOC. OF BEGIN. FUND BALANCE	3,747,745.00	0.00	0.00	3,747,745.00	100
100-001-999-0003-00	MISC. REV - FACILITY USAGE FEE	0.00	10,920.00	10,920.00	-10,920.00	0
100-003-160-0000-00	BUS DRIVERS SALARY	550,000.00	0.00	0.00	550,000.00	100
100-003-180-0000-00	FRINGE BENEFITS - EMPLOYER CO	13,636,881.00	0.00	0.00	13,636,881.00	100
100-003-181-0000-00	RETIREE FRINGE - EMPLOYER CON	3,837,288.00	0.00	0.00	3,837,288.00	100
100-003-310-0000-00	EFA REVENUE TOTALS	32,192,401.00	0.00	0.00	32,192,401.00	100
100-003-375-0000-00	ED FOUNDATION SUPPLEMENT	2,020,581.00	0.00	0.00	2,020,581.00	100
100-003-810-0000-00	PROPERTY TAX RELIEF REIMB. - LE	6,611,007.00	0.00	0.00	6,611,007.00	100
100-003-810-0001-00	PROPERTY TAX RELIEF REIMB - RI(	3,969,064.00	0.00	0.00	3,969,064.00	100
100-003-820-0000-00	HOMESTEAD EXEMPTION - LEX. C(	1,230,740.00	0.00	0.00	1,230,740.00	100
100-003-820-0001-00	HOMESTEAD EXEMPTION - RICH. C	527,460.00	0.00	0.00	527,460.00	100
100-003-825-0000-00	TIER III PROPERTY TAX RELIEF	29,095,434.00	0.00	0.00	29,095,434.00	100
100-003-830-0000-00	MERCHANTS INV TAX RELIEF - LE)	192,912.00	0.00	0.00	192,912.00	100
100-003-830-0001-00	MERCHANT INV TAX RELIEF - RICH	16,775.00	0.00	0.00	16,775.00	100
100-003-840-0000-00	MANUFACTURERS DEPR REIMB - L	300,626.00	0.00	0.00	300,626.00	100
100-003-840-0001-00	MANUFACTURERS DEPR REIMB - R	3,037.00	0.00	0.00	3,037.00	100
100-003-890-0000-00	MOTOR CARRIER VEH TAX REIMB	97,654.00	0.00	0.00	97,654.00	100
100-003-890-0001-00	MOTOR CARRIER VEH TAX REIMB	41,851.00	0.00	0.00	41,851.00	100
100-003-990-0000-00	OTHER STATE REVENUE	44,980.00	0.00	0.00	44,980.00	100
100-005-230-0000-00	TRANSFER FROM EIA FUND	3,606,122.00	0.00	0.00	3,606,122.00	100
100-005-280-0000-00	TRANS FROM OTHER FUNDS - IND (	200,000.00	0.00	0.00	200,000.00	100

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
REVENUE BUDGET BY ACCOUNT
FY 2013-2014
CURRENT PERIOD: 07/01/2013 TO 07/31/2013

	BUDGETED REVENUE	CURRENT REVENUE	YEAR TO DATE REVENUE	REMAINING BALANCE	PCT
100-005-300-0001-00 SALE OF FIXED ASSET	0.00	305.00	305.00	-305.00	0
	158,457,021.00	21,785.48	21,785.48	158,435,235.52	100

EXPENDITURES – JULY 2013

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
EXPENDITURE REPORT BY FUNCTION
FY 2013-2014
CURRENT PERIOD: 07/01/2013 TO 07/31/2013

	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANC	REMAINING BALANCE	PCT
KINDERGARTEN PROGRAMS-K5						
1 Salaries & Bonuses	4,559,260.74	0.00	0.00	0.00	4,559,260.74	100
2 Fringe Benefits	1,748,368.10	0.00	0.00	0.00	1,748,368.10	100
3 Contracted Services	350.50	0.00	0.00	0.00	350.50	100
4 Supplies & Materials, etc	58,056.00	1,896.11	1,896.11	18,145.96	38,013.93	65
111 KINDERGARTEN PROGRAMS-K5	6,366,035.34	1,896.11	1,896.11	18,145.96	6,345,993.27	100
PRIMARY PROGRAMS(1-3)						
1 Salaries & Bonuses	12,041,992.98	210.01	210.01	0.00	12,041,782.97	100
2 Fringe Benefits	4,665,209.73	53.87	53.87	0.00	4,665,155.86	100
3 Contracted Services	3,400.00	0.00	0.00	0.00	3,400.00	100
4 Supplies & Materials, etc	250,787.25	5,859.19	5,859.19	72,623.29	172,304.77	69
112 PRIMARY PROGRAMS(1-3)	16,961,389.96	6,123.07	6,123.07	72,623.29	16,882,643.60	100
ELEMENTARY PROGRAMS(4-8)						
1 Salaries & Bonuses	20,088,168.01	5,200.92	5,200.92	0.00	20,082,967.09	100
2 Fringe Benefits	7,316,590.36	2,815.42	2,815.42	0.00	7,313,774.94	100
3 Contracted Services	10,100.00	12,250.00	12,250.00	2,726.47	-4,876.47	-48
4 Supplies & Materials, etc	380,400.95	13,089.37	13,089.37	88,164.72	279,146.86	73
113 ELEMENTARY PROGRAMS(4-8)	27,795,259.32	33,355.71	33,355.71	90,891.19	27,671,012.42	100
HIGH SCHOOL PROGRAM(9-12)						
1 Salaries & Bonuses	16,269,920.78	28,488.76	28,488.76	0.00	16,241,432.02	100
2 Fringe Benefits	5,547,902.27	9,660.94	9,660.94	0.00	5,538,241.33	100
3 Contracted Services	143,400.00	0.00	0.00	0.00	143,400.00	100
4 Supplies & Materials, etc	930,033.00	18,847.97	18,847.97	340,714.83	570,470.20	61
6 Insurance, Principal, etc	6,065.00	0.00	0.00	0.00	6,065.00	100
114 HIGH SCHOOL PROGRAM(9-12)	22,897,321.05	56,997.67	56,997.67	340,714.83	22,499,608.55	98
CATE-VOCATIONAL PROGRAMS						
1 Salaries & Bonuses	2,944,315.97	7,913.34	7,913.34	0.00	2,936,402.63	100
2 Fringe Benefits	991,549.86	2,207.64	2,207.64	0.00	989,342.22	100
3 Contracted Services	657.00	0.00	0.00	0.00	657.00	100
4 Supplies & Materials, etc	159,937.00	3,248.07	3,248.07	5,311.10	151,377.83	95
115 CATE-VOCATIONAL PROGRAMS	4,096,459.83	13,369.05	13,369.05	5,311.10	4,077,779.68	100
EDUCABLE MENTALY HANDICAP						
1 Salaries & Bonuses	645,871.40	0.00	0.00	0.00	645,871.40	100
2 Fringe Benefits	235,915.60	0.00	0.00	0.00	235,915.60	100

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
EXPENDITURE REPORT BY FUNCTION
FY 2013-2014
CURRENT PERIOD: 07/01/2013 TO 07/31/2013

	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANC	REMAINING BALANCE	PCT
4 Supplies & Materials, etc	1,750.00	0.00	0.00	0.00	1,750.00	100
121 EDUCABLE MENTALY HANDICAP	883,537.00	0.00	0.00	0.00	883,537.00	100
TRAINABLE MENTALLY HANDIC						
1 Salaries & Bonuses	614,113.40	0.00	0.00	0.00	614,113.40	100
2 Fringe Benefits	239,612.12	0.00	0.00	0.00	239,612.12	100
4 Supplies & Materials, etc	1,500.00	224.93	224.93	0.00	1,275.07	85
122 TRAINABLE MENTALLY HANDIC	855,225.52	224.93	224.93	0.00	855,000.59	100
ORTHOPEDICALLY HANDICAP						
1 Salaries & Bonuses	30,749.00	0.00	0.00	0.00	30,749.00	100
2 Fringe Benefits	10,120.55	0.00	0.00	0.00	10,120.55	100
4 Supplies & Materials, etc	50.00	0.00	0.00	0.00	50.00	100
123 ORTHOPEDICALLY HANDICAP	40,919.55	0.00	0.00	0.00	40,919.55	100
VISUALLY HANDICAPPED						
1 Salaries & Bonuses	119,559.00	0.00	0.00	0.00	119,559.00	100
2 Fringe Benefits	40,390.86	0.00	0.00	0.00	40,390.86	100
4 Supplies & Materials, etc	630.00	0.00	0.00	0.00	630.00	100
124 VISUALLY HANDICAPPED	160,579.86	0.00	0.00	0.00	160,579.86	100
HEARING HANDICAPPED						
1 Salaries & Bonuses	141,348.00	0.00	0.00	0.00	141,348.00	100
2 Fringe Benefits	53,812.93	0.00	0.00	0.00	53,812.93	100
4 Supplies & Materials, etc	330.00	0.00	0.00	0.00	330.00	100
125 HEARING HANDICAPPED	195,490.93	0.00	0.00	0.00	195,490.93	100
SPEECH HANDICAPPED						
1 Salaries & Bonuses	960,691.10	0.00	0.00	0.00	960,691.10	100
2 Fringe Benefits	342,495.69	0.00	0.00	0.00	342,495.69	100
3 Contracted Services	75,000.00	0.00	0.00	0.00	75,000.00	100
4 Supplies & Materials, etc	5,650.00	112.25	112.25	853.71	4,684.04	83
126 SPEECH HANDICAPPED	1,383,836.79	112.25	112.25	853.71	1,382,870.83	100
LEARNING DISABILITIES						
1 Salaries & Bonuses	4,288,745.52	0.00	0.00	0.00	4,288,745.52	100
2 Fringe Benefits	1,553,375.49	0.00	0.00	0.00	1,553,375.49	100
3 Contracted Services	780.00	0.00	0.00	0.00	780.00	100
4 Supplies & Materials, etc	23,340.00	370.83	370.83	1,639.41	21,329.76	91
127 LEARNING DISABILITIES	5,866,241.01	370.83	370.83	1,639.41	5,864,230.77	100

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
EXPENDITURE REPORT BY FUNCTION
FY 2013-2014
CURRENT PERIOD: 07/01/2013 TO 07/31/2013

	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANC	REMAINING BALANCE	PCT
EMOTIONALLY HANDICAPPED						
1 Salaries & Bonuses	677,230.60	0.00	0.00	0.00	677,230.60	100
2 Fringe Benefits	267,052.73	0.00	0.00	0.00	267,052.73	100
4 Supplies & Materials, etc	3,550.00	0.00	0.00	188.44	3,361.56	95
128 EMOTIONALLY HANDICAPPED	947,833.33	0.00	0.00	188.44	947,644.89	100
CEISEARLY INTERVENING SVC						
1 Salaries & Bonuses	255,387.00	0.00	0.00	0.00	255,387.00	100
2 Fringe Benefits	88,364.57	0.00	0.00	0.00	88,364.57	100
129 CEISEARLY INTERVENING SVC	343,751.57	0.00	0.00	0.00	343,751.57	100
PRE-SCHL HAND SPEECH 3-4						
4 Supplies & Materials, etc	100.00	0.00	0.00	0.00	100.00	100
135 PRE-SCHL HAND SPEECH 3-4	100.00	0.00	0.00	0.00	100.00	100
PRESCH HAND ITINERANT 3-4						
1 Salaries & Bonuses	11,470.65	0.00	0.00	0.00	11,470.65	100
2 Fringe Benefits	3,850.03	0.00	0.00	0.00	3,850.03	100
136 PRESCH HAND ITINERANT 3-4	15,320.68	0.00	0.00	0.00	15,320.68	100
PRE-SCHL HAND SELF-CONT 3						
1 Salaries & Bonuses	975,845.60	0.00	0.00	0.00	975,845.60	100
2 Fringe Benefits	385,680.52	0.00	0.00	0.00	385,680.52	100
4 Supplies & Materials, etc	300.00	172.16	172.16	0.00	127.84	43
137 PRE-SCHL HAND SELF-CONT 3	1,361,826.12	172.16	172.16	0.00	1,361,653.96	100
PRE-SCHL HAND HOMEBASED 3						
1 Salaries & Bonuses	8,526.75	0.00	0.00	0.00	8,526.75	100
2 Fringe Benefits	2,868.72	0.00	0.00	0.00	2,868.72	100
4 Supplies & Materials, etc	300.00	93.45	93.45	285.87	-79.32	-26
138 PRE-SCHL HAND HOMEBASED 3	11,695.47	93.45	93.45	285.87	11,316.15	97
FOUR YEAR OLD EARLY CHILD						
1 Salaries & Bonuses	1,033,373.20	0.00	0.00	0.00	1,033,373.20	100
2 Fringe Benefits	371,929.03	0.00	0.00	0.00	371,929.03	100
3 Contracted Services	150.00	0.00	0.00	0.00	150.00	100
4 Supplies & Materials, etc	101,259.00	0.00	0.00	29,908.83	71,350.17	70
139 FOUR YEAR OLD EARLY CHILD	1,506,711.23	0.00	0.00	29,908.83	1,476,802.40	98
GIFTED & TALENTED ACADEM						
1 Salaries & Bonuses	554,925.90	0.00	0.00	0.00	554,925.90	100

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
EXPENDITURE REPORT BY FUNCTION
FY 2013-2014
CURRENT PERIOD: 07/01/2013 TO 07/31/2013

	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANC	REMAINING BALANCE	PCT
2 Fringe Benefits	204,008.15	0.00	0.00	0.00	204,008.15	100
141 GIFTED & TALENTED ACADEM	758,934.05	0.00	0.00	0.00	758,934.05	100
ADVANCED PLACEMENT						
1 Salaries & Bonuses	587,996.27	0.00	0.00	0.00	587,996.27	100
2 Fringe Benefits	189,416.05	0.00	0.00	0.00	189,416.05	100
143 ADVANCED PLACEMENT	777,412.32	0.00	0.00	0.00	777,412.32	100
HOMEBOUND						
1 Salaries & Bonuses	46,800.00	500.00	500.00	0.00	46,300.00	99
2 Fringe Benefits	13,200.00	80.40	80.40	0.00	13,119.60	99
3 Contracted Services	11,000.00	0.00	0.00	0.00	11,000.00	100
145 HOMEBOUND	71,000.00	580.40	580.40	0.00	70,419.60	99
GIFTED & TALENTED ARTISTC						
1 Salaries & Bonuses	5,302.75	0.00	0.00	0.00	5,302.75	100
2 Fringe Benefits	632.41	0.00	0.00	0.00	632.41	100
3 Contracted Services	2,200.00	0.00	0.00	0.00	2,200.00	100
148 GIFTED & TALENTED ARTISTC	8,135.16	0.00	0.00	0.00	8,135.16	100
PPPSC-OTHER SPEC PROG						
1 Salaries & Bonuses	1,043,823.34	19,648.38	19,648.38	0.00	1,024,174.96	98
2 Fringe Benefits	294,385.19	4,073.06	4,073.06	0.00	290,312.13	99
149 PPPSC-OTHER SPEC PROG	1,338,208.53	23,721.44	23,721.44	0.00	1,314,487.09	98
AUTISM						
1 Salaries & Bonuses	911,458.50	0.00	0.00	0.00	911,458.50	100
2 Fringe Benefits	338,282.25	0.00	0.00	0.00	338,282.25	100
4 Supplies & Materials, etc	3,426.00	0.00	0.00	293.24	3,132.76	91
161 AUTISM	1,253,166.75	0.00	0.00	293.24	1,252,873.51	100
ADULT ED BASIC EDUC PROG						
1 Salaries & Bonuses	155,836.00	8,851.16	8,851.16	0.00	146,984.84	94
2 Fringe Benefits	55,116.63	2,869.48	2,869.48	0.00	52,247.15	95
3 Contracted Services	1,800.00	0.00	0.00	0.00	1,800.00	100
181 ADULT ED BASIC EDUC PROG	212,752.63	11,720.64	11,720.64	0.00	201,031.99	94
ADULT ED SECONDARY EDUC						
3 Contracted Services	500.00	0.00	0.00	0.00	500.00	100
4 Supplies & Materials, etc	10,570.00	259.93	259.93	333.01	9,977.06	94
182 ADULT ED SECONDARY EDUC	11,070.00	259.93	259.93	333.01	10,477.06	95

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
EXPENDITURE REPORT BY FUNCTION
FY 2013-2014
CURRENT PERIOD: 07/01/2013 TO 07/31/2013

	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANC	REMAINING BALANCE	PCT
PUPIL ACTIVITY-INSTRUCTL						
1 Salaries & Bonuses	399,351.98	662.62	662.62	0.00	398,689.36	100
2 Fringe Benefits	98,483.45	154.16	154.16	0.00	98,329.29	100
6 Insurance, Principal, etc	23,659.00	19.90	19.90	0.00	23,639.10	100
190 PUPIL ACTIVITY-INSTRUCTL	521,494.43	836.68	836.68	0.00	520,657.75	100
ATTENDANCE & SOCIAL WORK						
1 Salaries & Bonuses	808,993.00	12,556.66	12,556.66	0.00	796,436.34	98
2 Fringe Benefits	324,421.89	4,041.89	4,041.89	0.00	320,380.00	99
3 Contracted Services	6,000.00	0.00	0.00	0.00	6,000.00	100
4 Supplies & Materials, etc	3,862.00	0.00	0.00	0.00	3,862.00	100
211 ATTENDANCE & SOCIAL WORK	1,143,276.89	16,598.55	16,598.55	0.00	1,126,678.34	99
GUIDANCE SVCS						
1 Salaries & Bonuses	3,077,464.07	53,123.40	53,123.40	0.00	3,024,340.67	98
2 Fringe Benefits	1,021,588.34	17,870.56	17,870.56	0.00	1,003,717.78	98
3 Contracted Services	2,175.00	0.00	0.00	0.00	2,175.00	100
4 Supplies & Materials, etc	21,810.00	209.96	209.96	518.18	21,081.86	97
212 GUIDANCE SVCS	4,123,037.41	71,203.92	71,203.92	518.18	4,051,315.31	98
HEALTH SVCS						
1 Salaries & Bonuses	1,354,534.05	0.00	0.00	0.00	1,354,534.05	100
2 Fringe Benefits	414,928.34	0.00	0.00	0.00	414,928.34	100
3 Contracted Services	400.00	0.00	0.00	0.00	400.00	100
4 Supplies & Materials, etc	24,757.00	620.50	620.50	2,931.10	21,205.40	86
213 HEALTH SVCS	1,794,619.39	620.50	620.50	2,931.10	1,791,067.79	100
PSYCHOLOGICAL SVCS						
1 Salaries & Bonuses	843,494.00	0.00	0.00	0.00	843,494.00	100
2 Fringe Benefits	263,369.13	0.00	0.00	0.00	263,369.13	100
3 Contracted Services	6,000.00	0.00	0.00	0.00	6,000.00	100
4 Supplies & Materials, etc	6,562.00	0.00	0.00	6,216.19	345.81	5
214 PSYCHOLOGICAL SVCS	1,119,425.13	0.00	0.00	6,216.19	1,113,208.94	99
CAREER SPEC. SERVICES						
1 Salaries & Bonuses	178,377.62	6,473.50	6,473.50	0.00	171,904.12	96
2 Fringe Benefits	71,799.55	2,295.58	2,295.58	0.00	69,503.97	97
4 Supplies & Materials, etc	1,050.00	0.00	0.00	0.00	1,050.00	100
217 CAREER SPEC. SERVICES	251,227.17	8,769.08	8,769.08	0.00	242,458.09	97

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
EXPENDITURE REPORT BY FUNCTION
FY 2013-2014
CURRENT PERIOD: 07/01/2013 TO 07/31/2013

	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANC	REMAINING BALANCE	PCT
IMPROV INSTRUCT-CURR DEV						
1 Salaries & Bonuses	3,382,837.57	150,518.76	150,518.76	0.00	3,232,318.81	96
2 Fringe Benefits	1,010,585.82	46,254.20	46,254.20	0.00	964,331.62	95
3 Contracted Services	548,275.00	69,745.91	69,745.91	37,632.96	440,896.13	80
4 Supplies & Materials, etc	171,777.00	10,884.11	10,884.11	4,731.58	156,161.31	91
6 Insurance, Principal, etc	1,850.00	0.00	0.00	0.00	1,850.00	100
221 IMPROV INSTRUCT-CURR DEV	5,115,325.39	277,402.98	277,402.98	42,364.54	4,795,557.87	94
LIBRARY & MEDIA SERVICES						
1 Salaries & Bonuses	1,860,163.03	0.00	0.00	0.00	1,860,163.03	100
2 Fringe Benefits	672,710.50	0.00	0.00	0.00	672,710.50	100
3 Contracted Services	1,000.00	0.00	0.00	0.00	1,000.00	100
4 Supplies & Materials, etc	289,405.25	1,241.76	1,241.76	40,564.13	247,599.36	86
222 LIBRARY & MEDIA SERVICES	2,823,278.78	1,241.76	1,241.76	40,564.13	2,781,472.89	99
SUPERVISION OF SPECI PROG						
1 Salaries & Bonuses	530,604.11	22,412.42	22,412.42	0.00	508,191.69	96
2 Fringe Benefits	139,415.98	6,735.28	6,735.28	0.00	132,680.70	95
4 Supplies & Materials, etc	19,280.00	0.00	0.00	0.00	19,280.00	100
223 SUPERVISION OF SPECI PROG	689,300.09	29,147.70	29,147.70	0.00	660,152.39	96
IMPROV INSTRUCT-INSERV TR						
1 Salaries & Bonuses	4,798.25	0.00	0.00	0.00	4,798.25	100
3 Contracted Services	88,295.00	8,116.19	8,116.19	4,067.25	76,111.56	86
4 Supplies & Materials, etc	8,075.00	436.95	436.95	580.15	7,057.90	87
224 IMPROV INSTRUCT-INSERV TR	101,168.25	8,553.14	8,553.14	4,647.40	87,967.71	87
BOARD OF EDUCATION						
1 Salaries & Bonuses	70,000.00	4,312.50	4,312.50	0.00	65,687.50	94
2 Fringe Benefits	16,580.00	607.14	607.14	0.00	15,972.86	96
3 Contracted Services	339,275.00	2,108.56	2,108.56	57,300.50	279,865.94	82
6 Insurance, Principal, etc	337,225.00	0.00	0.00	0.00	337,225.00	100
231 BOARD OF EDUCATION	763,080.00	7,028.20	7,028.20	57,300.50	698,751.30	92
OFFICE OF SUPERINTENDENT						
1 Salaries & Bonuses	261,672.00	22,307.08	22,307.08	0.00	239,364.92	91
2 Fringe Benefits	72,703.30	6,213.39	6,213.39	0.00	66,489.91	91
3 Contracted Services	12,000.00	0.00	0.00	0.00	12,000.00	100
4 Supplies & Materials, etc	10,470.00	0.00	0.00	0.00	10,470.00	100

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
EXPENDITURE REPORT BY FUNCTION
FY 2013-2014
CURRENT PERIOD: 07/01/2013 TO 07/31/2013

	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANC	REMAINING BALANCE	PCT
6 Insurance, Principal, etc	6,100.00	1,331.00	1,331.00	0.00	4,769.00	78
232 OFFICE OF SUPERINTENDENT	362,945.30	29,851.47	29,851.47	0.00	333,093.83	92
SCHOOL ADMINISTRATION						
1 Salaries & Bonuses	8,423,918.62	431,264.40	431,264.40	0.00	7,992,654.22	95
2 Fringe Benefits	2,737,460.51	133,291.72	133,291.72	0.00	2,604,168.79	95
3 Contracted Services	236,973.00	2,338.14	2,338.14	29,319.82	205,315.04	87
4 Supplies & Materials, etc	210,418.80	10,986.21	10,986.21	40,460.18	158,972.41	76
5 Equip. & Improvements	5,175.50	0.00	0.00	304.95	4,870.55	94
6 Insurance, Principal, etc	53,051.00	1,663.00	1,663.00	2,850.00	48,538.00	91
233 SCHOOL ADMINISTRATION	11,666,997.43	579,543.47	579,543.47	72,934.95	11,014,519.01	94
STU TRANS FED/DIST MANDAT						
3 Contracted Services	7,235.00	0.00	0.00	0.00	7,235.00	100
251 STU TRANS FED/DIST MANDAT	7,235.00	0.00	0.00	0.00	7,235.00	100
FISCAL SERVICES						
1 Salaries & Bonuses	819,288.00	60,089.16	60,089.16	0.00	759,198.84	93
2 Fringe Benefits	276,368.97	19,999.93	19,999.93	0.00	256,369.04	93
3 Contracted Services	113,000.00	0.00	0.00	4,603.27	108,396.73	96
4 Supplies & Materials, etc	65,250.00	-34.73	-34.73	2,719.07	62,565.66	96
5 Equip. & Improvements	6,250.00	0.00	0.00	0.00	6,250.00	100
6 Insurance, Principal, etc	4,500.00	422.00	422.00	0.00	4,078.00	91
252 FISCAL SERVICES	1,284,656.97	80,476.36	80,476.36	7,322.34	1,196,858.27	93
OPER & MAINT OF PLANT						
1 Salaries & Bonuses	6,087,460.60	495,249.63	495,249.63	0.00	5,592,210.97	92
2 Fringe Benefits	2,574,942.22	194,678.79	194,678.79	0.00	2,380,263.43	92
3 Contracted Services	3,828,135.00	205,076.13	205,076.13	380,208.87	3,242,850.00	85
4 Supplies & Materials, etc	5,300,080.00	105,196.80	105,196.80	181,744.63	5,013,138.57	95
6 Insurance, Principal, etc	35,310.00	0.00	0.00	0.00	35,310.00	100
254 OPER & MAINT OF PLANT	17,825,927.82	1,000,201.35	1,000,201.35	561,953.50	16,263,772.97	91
PUPIL TRANSP STATE MANDAT						
1 Salaries & Bonuses	2,954,658.73	40,349.80	40,349.80	0.00	2,914,308.93	99
2 Fringe Benefits	837,193.55	11,503.43	11,503.43	0.00	825,690.12	99
3 Contracted Services	389,900.00	2,885.61	2,885.61	196,700.48	190,313.91	49
4 Supplies & Materials, etc	67,235.00	2,710.97	2,710.97	23,960.00	40,564.03	60
6 Insurance, Principal, etc	1,450.00	0.00	0.00	0.00	1,450.00	100
255 PUPIL TRANSP STATE MANDAT	4,250,437.28	57,449.81	57,449.81	220,660.48	3,972,326.99	93

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
EXPENDITURE REPORT BY FUNCTION
FY 2013-2014
CURRENT PERIOD: 07/01/2013 TO 07/31/2013

	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANC	REMAINING BALANCE	PCT
INTERNAL SERVICES						
1 Salaries & Bonuses	269,452.40	22,454.36	22,454.36	0.00	246,998.04	92
2 Fringe Benefits	87,111.93	7,273.86	7,273.86	0.00	79,838.07	92
3 Contracted Services	725,275.00	12,478.14	12,478.14	584,549.13	128,247.73	18
4 Supplies & Materials, etc	40,789.00	-50.00	-50.00	6,318.00	34,521.00	85
257 INTERNAL SERVICES	1,122,628.33	42,156.36	42,156.36	590,867.13	489,604.84	44
SCHOOL SECURITY						
1 Salaries & Bonuses	70,906.00	5,908.84	5,908.84	0.00	64,997.16	92
2 Fringe Benefits	24,083.08	2,017.84	2,017.84	0.00	22,065.24	92
3 Contracted Services	1,495,207.00	0.00	0.00	52,000.00	1,443,207.00	97
258 SCHOOL SECURITY	1,590,196.08	7,926.68	7,926.68	52,000.00	1,530,269.40	96
INFORMATION SERVICES						
1 Salaries & Bonuses	164,966.87	20,415.77	20,415.77	0.00	144,551.10	88
2 Fringe Benefits	48,687.57	5,916.23	5,916.23	0.00	42,771.34	88
3 Contracted Services	71,600.00	68.89	68.89	3,231.11	68,300.00	95
4 Supplies & Materials, etc	32,975.00	241.80	241.80	5,703.98	27,029.22	82
6 Insurance, Principal, etc	13,700.00	250.00	250.00	5,922.05	7,527.95	55
263 INFORMATION SERVICES	331,929.44	26,892.69	26,892.69	14,857.14	290,179.61	87
STAFF SERVICES						
1 Salaries & Bonuses	532,761.00	50,745.92	50,745.92	0.00	482,015.08	90
2 Fringe Benefits	175,015.73	15,230.34	15,230.34	0.00	159,785.39	91
3 Contracted Services	65,750.00	160.00	160.00	1,000.00	64,590.00	98
4 Supplies & Materials, etc	63,824.00	227.25	227.25	30,643.12	32,953.63	52
6 Insurance, Principal, etc	825.00	0.00	0.00	0.00	825.00	100
264 STAFF SERVICES	838,175.73	66,363.51	66,363.51	31,643.12	740,169.10	88
TECH/DATA PROCESSING SVCS						
1 Salaries & Bonuses	1,503,216.00	99,086.59	99,086.59	0.00	1,404,129.41	93
2 Fringe Benefits	430,525.78	31,802.64	31,802.64	0.00	398,723.14	93
3 Contracted Services	161,275.00	39,856.00	39,856.00	65,335.69	56,083.31	35
4 Supplies & Materials, etc	12,300.00	0.00	0.00	0.00	12,300.00	100
266 TECH/DATA PROCESSING SVCS	2,107,316.78	170,745.23	170,745.23	65,335.69	1,871,235.86	89
PUPIL SERVICE ACTIVITIES						
1 Salaries & Bonuses	1,202,873.35	32,672.34	32,672.34	0.00	1,170,201.01	97
2 Fringe Benefits	330,941.57	9,975.46	9,975.46	0.00	320,966.11	97

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
EXPENDITURE REPORT BY FUNCTION
FY 2013-2014
CURRENT PERIOD: 07/01/2013 TO 07/31/2013

	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANC	REMAINING BALANCE	PCT
3 Contracted Services	21,700.00	0.00	0.00	0.00	21,700.00	100
6 Insurance, Principal, etc	363,168.00	0.00	0.00	0.00	363,168.00	100
271 PUPIL SERVICE ACTIVITIES	1,918,682.92	42,647.80	42,647.80	0.00	1,876,035.12	98
OTHER COMMUNITY SVCS						
3 Contracted Services	15,000.00	0.00	0.00	0.00	15,000.00	100
4 Supplies & Materials, etc	6,500.00	0.00	0.00	0.00	6,500.00	100
390 OTHER COMMUNITY SVCS	21,500.00	0.00	0.00	0.00	21,500.00	100
PYMT STATE DEPT OF EDUC						
7 Transfers & Payments	22,000.00	0.00	0.00	4,500.00	17,500.00	80
411 PYMT STATE DEPT OF EDUC	22,000.00	0.00	0.00	4,500.00	17,500.00	80
PYMT OTHER GOVERNMT UNITS						
7 Transfers & Payments	26,000.00	-3,482.32	-3,482.32	6,000.00	23,482.32	90
412 PYMT OTHER GOVERNMT UNITS	26,000.00	-3,482.32	-3,482.32	6,000.00	23,482.32	90
PYMT NONPROFIT 1ST STEPS						
7 Transfers & Payments	3,200.00	0.00	0.00	0.00	3,200.00	100
415 PYMT NONPROFIT 1ST STEPS	3,200.00	0.00	0.00	0.00	3,200.00	100
TRANSF TO FOOD SERV FUND						
7 Transfers & Payments	511,745.00	0.00	0.00	0.00	511,745.00	100
425 TRANSF TO FOOD SERV FUND	511,745.00	0.00	0.00	0.00	511,745.00	100
	158,457,021.01	2,671,172.56	2,671,172.56	2,343,805.27	153,442,043.18	97

Exhibit D

EXHIBIT D

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

August 12, 2013

To: Members of the Board of Trustees

From: Keith McAlister
Director, New Design and Construction

Re: Monthly Update

ADMINISTRATION CONSIDERATION

Administration provides information in reference to the monthly update for New Design & Construction.

RECOMMENDATION

Information is received for review.

ATTACHMENT
Exhibit

district five
OF LEXINGTON & RICHLAND COUNTIES

District Five of Lexington & Richland Counties Construction Update August 12, 2013

CUMMING
Building Value Through Expertise

Chapin High School

Project Manager:		**Forrest L. King**
Completion:		**December 2014**
Architectural Firm:		**Stevens & Wilkinson**
Contractor:		**China Construction America of S.C., Inc.**
Construction Budget (Incl. Contingency):	**$48,855,188.00**	
Committed Construction Cost:		**$46,315,754.00**
Capital Renewal Incorporated in Project:	**$5,264,000.00**	

Project Description:

Construct a new classroom addition and bring the student capacity to 1,700 students. Construct new gymnasium with stage. Expand the cafeteria and media center. Site upgrades to include new practice fields and an end zone athletic facility. Improve parking and traffic flow.

Status:

- Steel bar joists, decking, brick and overhead rough-in are complete in the strings area.
- The footings for the computer lab area are in progress.
- Steel bar joists are being set at the new gym and second floor classrooms adjacent to the gym.
- The roof is dried in on the Field House and the Handicapped access ramp is being poured.
- The brick columns are being laid and the concrete slabs for the exterior plaza area are being poured.
- The connector ramp from the cafeteria to 'H' has the footings poured and walls are in progress.
- The ceilings, HVAC, lights and ceiling tile is being installed on both floors of the classrooms of area 'H'.
- The terrazzo installation and the logos for the office area 'I' are complete. Vinyl base installation is in progress in the 'I' corridors.
- The grassing is complete at the practice football and soccer fields and is growing extremely well.
- The site retaining wall at the practice soccer field is complete and the wall is near completion at the practice football field.
- The exterior metal buildings at the practice fields are in progress.
- Curbing, grading and stone for the rear driveways is in progress to be ready for paving.

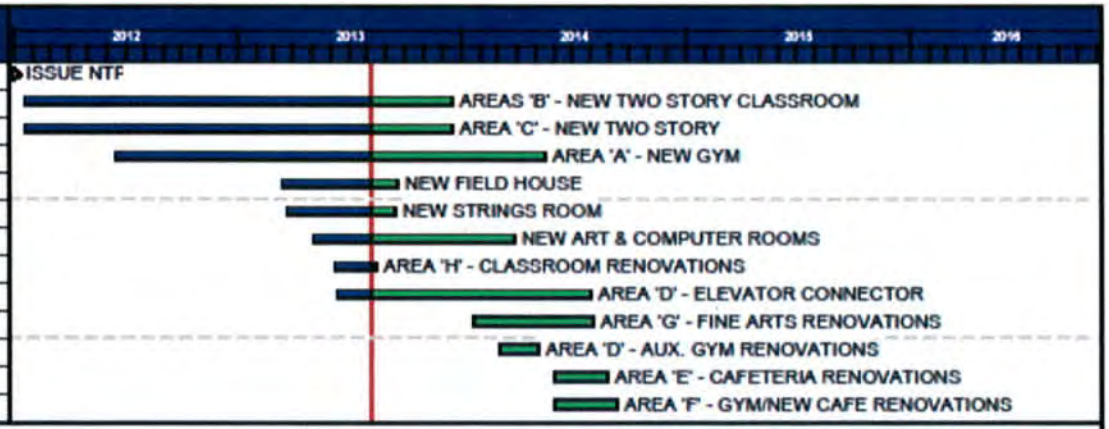
Achievements/Key Issues:

- The capital renewal accomplished as part of this project includes: clock system, fire alarm, hardware systems, HVAC, PA/intercom, roofing and interior finishes.
- A follow-up meeting has been held with the brick manufacturer and they fully intend to correct any discoloration issues. They will be staining the worst area of discolored brick in the next few weeks. Before and after photos will be taken and shared with the Board.
- An active catch basin that was covered up as part of the 1999 Media Center expansion has been discovered and has resulted in flooding of the media center. We have corrected the issue.

Schedule/Budget Issues:

- Due to continuous delays, the final completion date of the project will be December 2014.
- A wet winter, spring and summer has impacted the project schedule. Project Team is working to make up time wherever possible.

Description	Early Start	Early Finish
ISSUE NTP	03JAN12 A	
AREAS 'B' - NEW TWO STORY	16JAN12 A	20DEC13
AREA 'C' - NEW TWO STORY	16JAN12 A	20DEC13
AREA 'A' - NEW GYM	11JUN12 A	19MAY14
NEW FIELD HOUSE	11MAR13 A	23SEP13
NEW STRINGS ROOM	20MAR13 A	19SEP13
NEW ART & COMPUTER ROOMS	01MAY13 A	02APR14
AREA 'H' - CLASSROOM RENOVATIONS	07JUN13 A	19AUG13
AREA 'D' - ELEVATOR CONNECTOR	11JUN13 A	01AUG14
AREA 'G' - FINE ARTS RENOVATIONS	21JAN14 A	06AUG14
AREA 'D' - AUX. GYM RENOVATIONS	03MAR14 *	08MAY14
AREA 'E' - CAFETERIA RENOVATIONS	02JUN14	28AUG14
AREA 'F' - GYM/NEW CAFE RENOVATIONS	02JUN14	15SEP14



CUMMING

MILESTONE SCHEDULE
CHAPIN HIGH SCHOOL

Early bar
Progress bar
Critical bar
Summary bar
Start milestone point
Finish milestone point

CUMMING
Building Value Through Expertise

Chapin High School

district five
OF LEXINGTON & RICHLAND COUNTIES





CUMMING
Building Value Through Expertise

Chapin High School

district five
OF LEXINGTON & RICHLAND COUNTIES





CUMMING
Building Value Through Expertise

Chapin High School

district five
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CUMMING
Building Value Through Expertise

Chapin High School

district five
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CUMMING
Building Value Through Expertise

Chapin High School

district five
OF LEXINGTON & RICHLAND COUNTIES





Spring Hill High School

Project Manager:		**Forrest L. King**
Completion:		**August 2013**
Architectural Firm:		**McMillan Smith & Partners**
High School #4 Contractor:		**Edcon, Inc.**
Construction Budget (Incl. Contingency):	**$63,718,266.00**	
Committed Const. Cost (Incl. CATE & Site):		**$62,780,622.00**

Project Description:

Construct a new 267,000 square foot high school with a capacity of 1,700 students.

Status:

- Ceiling tile is being installed in all areas of the building.
- Kitchen Equipment and Serving Lines are in place in the Kitchen Area and DHEC has inspected the space.
- The basketball goals, scoreboards, wood flooring and bleachers are installed in the main gym. Striping and sealing are in progress.
- The Multi-Purpose Room seating installation is in progress.
- The Elevator has been installed and has passed inspection.
- Nu Idea has been installing office furniture, media center furniture and classroom furniture during the 1st week of August.
- Exterior sidewalks, paving and canopies around the high school are near completion.
- Irrigation, topsoil and fine grading are in progress around the high school.
- OSF Final Inspections occurred on August 1st , 2nd and 7th .

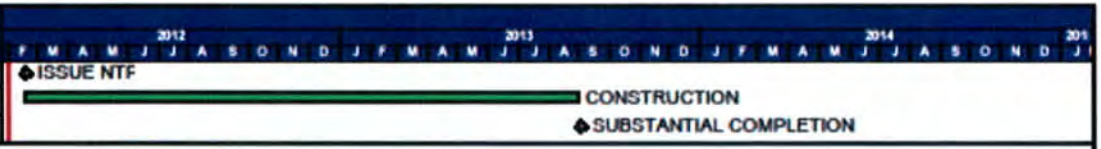
Achievements/Key Issues:

- The City of Columbia redefined the first phase of the City Capital Improvement Project to run the 24" water line from the Waterfall Subdivision to the CATE Center.

Schedule/Budget Issues:

- The final completion date for the New High School has been impacted by permitting and weather delays.

Description	Early Start	Early Finish
ISSUE NTP	17FEB12 *	
CONSTRUCTION	17FEB12	02SEP13
SUBSTANTIAL COMPLETION		02SEP13



CUMMING

MILESTONE SCHEDULE
SPRING HILL HIGH SCHOOL

Early bar
Progress bar
Critical bar
Summary bar
Start milestone point
Finish milestone point

CUMMING
Building Value Through Expertise

Spring Hill High School

district five
OF LEXINGTON & RICHLAND COUNTIES



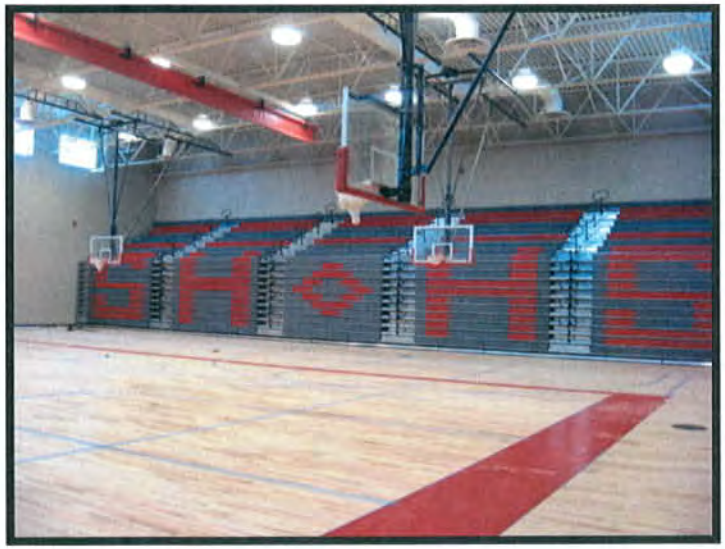


CUMMING
Building Value Through Expertise

Spring Hill High School

district five
OF LEXINGTON & RICHLAND COUNTIES

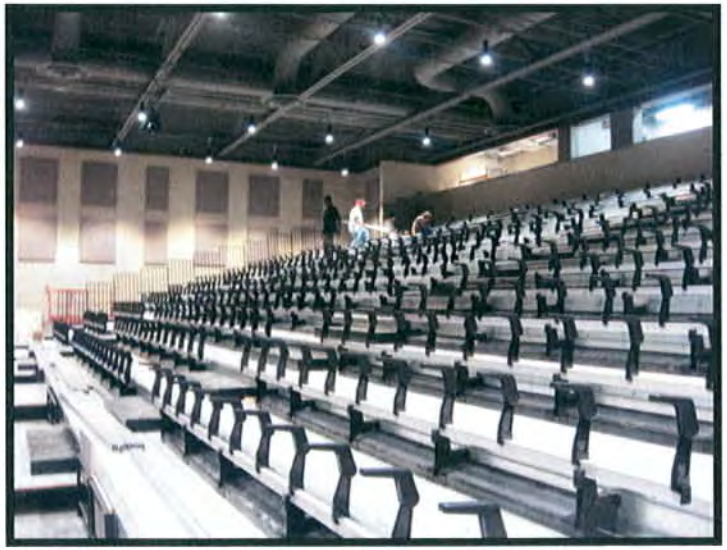




CUMMING
Building Value Through Expertise

Spring Hill High School

district five
OF LEXINGTON & RICHLAND COUNTIES





CUMMING
Building Value Through Expertise

Spring Hill High School

district five
OF LEXINGTON & RICHLAND COUNTIES





Dutch Fork High School

Project Manager:	**Joe Huggins**
Completion:	**Summer 2014**
Architectural Firm:	**Stevens & Wilkinson**
Contractor:	**Contract Construction**
Construction Budget (Incl. Contingency):	**$15,347,815.00**
Committed Const. Cost:	**$14,668,199.00**

Project Description:

Construct a new health science building and a new visitor's concessions/restroom facility. Construct a new middle/high connector road to improve traffic flow along with additional parking. Various other athletic improvements.

Status:

- Health Science masonry approaching completion at second of 3 levels and MEP rough in continues.
- Storm and sewer lines are being installed. The force main is complete and is being inspected for service.
- At the football visitor's side, the concession stand brick and roofing are complete and finishes are ongoing.
- The bridge arch is set and backfill is ongoing. Middle School pick up loops are being paved.
- The off site road widening is ongoing.

Achievements/Key Issues:

- The bridge has been set and back fill is ongoing.
- Middle School and High School canopies are complete.
- Baseball press box construction is underway.

Schedule/Budget Issues:

- Project was delayed due to permitting.
- A wet winter, spring and summer has impacted the project schedule. Project Team is working to make up time wherever possible.

Description	Early Start	Early Finish
Issue NTP	23OCT12 A	
Parking Expansion in Front of School	23OCT12 A	02JAN13 A
Construct Health Science Fieldhouse	23OCT12 A	11DEC13
Construct New Entry/Circulation Drives	23OCT12 A	30AUG13
Concessions & Bleacher Addition	17DEC12 A	30AUG13
Drive and Loop Behind Visitor Bleachers	06JUN13 A	30AUG13
New Press Box & Bleachers at Softball &	06JUN13 A	03DEC13
Off Site Road Improvements	06JUN13 A	30AUG13
Interior Renovations	12DEC13	11APR14



CUMMING

MILESTONE SCHEDULE
DUTCH FORK HIGH SCHOOL

Early bar
Progress bar
Critical bar
Summary bar
Start milestone point
Finish milestone point

CUMMING
Building Value Through Expertise

Dutch Fork High School

district five
OF LEXINGTON & RICHLAND COUNTIES





CUMMING
Building Value Through Expertise

Dutch Fork High School

district five
OF LEXINGTON & RICHLAND COUNTIES





CUMMING
Building Value Through Expertise

Dutch Fork High School

district five
OF LEXINGTON & RICHLAND COUNTIES





Irmo High School

Project Manager:	**Joe Huggins**	
Completion:		**August 2014**
Architectural Firm:		**Stevens & Wilkinson**
High School #4 Contractor:		**China Construction America of S.C., Inc.**
Total Construction Budget (Incl. Contingency):		**$24,639,240.00**
Committed Const. Cost (Incl. Site):	**$23,882,038.00**	

Project Description:

Construct a new 600 seat auditorium and a new field house. Interior renovations to allow for removal of portable classrooms.

Status:

- Face Masonry and MEP rough in is near completion at the Field House.
- Roofing is complete at the Field House.
- Punch list items are being corrected at CATE 1 and CATE 2 areas.
- MEP rough in is nearing completion in the Engineering/ROTC area.
- Building wall placement, foundations and underground rough in is ongoing at the Auditorium.
- Stadium upgrades are ongoing.

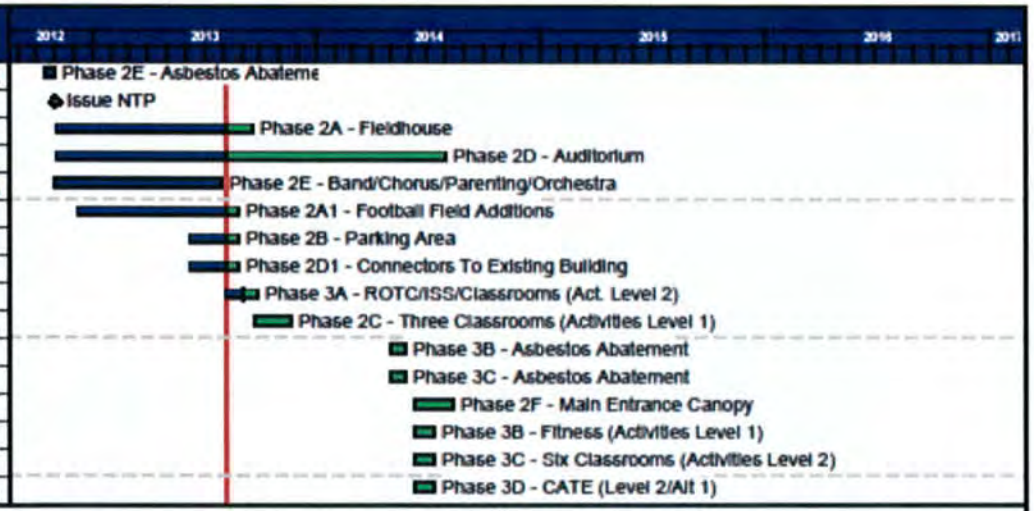
Achievements/Key Issues:

- The OSF Final Inspection at CATE 1 and CATE 2 passed successfully.

Schedule/Budget Issues:

- Project was delayed due to unforeseen site conditions. This includes a large debris pile that was buried at the Auditorium area.
- A wet winter and spring has impacted the project schedule. Project Team is working to make up time wherever possible.

Description	Early Start	Early Finish
Phase 2E - Asbestos Abatement	15OCT12 A	01NOV12 A
Issue NTP	01NOV12 A	
Phase 2A - Fieldhouse	01NOV12 A	20SEP13
Phase 2D - Auditorium	01NOV12 A	01AUG14
Phase 2E - Band/Chorus/Parenting/Orchestra	01NOV12 A	02AUG13 A
Phase 2A1 - Football Field Additions	03DEC12 A	30AUG13
Phase 2B - Parking Area	07JUN13 A	30AUG13
Phase 2D1 - Connectors To Existing Building	07JUN13 A	30AUG13
Phase 3A - ROTC/ISS/Classrooms (Act. Level 2)	02AUG13 A	01OCT13
Phase 2C - Three Classrooms (Activities Level 1)	23SEP13	22NOV13
Phase 3B - Asbestos Abatement	01MAY14 *	30MAY14
Phase 3C - Asbestos Abatement	01MAY14 *	30MAY14
Phase 2F - Main Entrance Canopy	09JUN14	15AUG14
Phase 3B - Fitness (Activities Level 1)	09JUN14	15JUL14
Phase 3C - Six Classrooms (Activities Level 2)	09JUN14	15JUL14
Phase 3D - CATE (Level 2/Alt 1)	09JUN14	15JUL14



CUMMING

MILESTONE SCHEDULE
IRMO HIGH SCHOOL

Early bar
Progress bar
Critical bar
Summary bar
Start milestone point
Finish milestone point

CUMMING
Building Value Through Expertise

Irmo High School

district five
OF LEXINGTON & RICHLAND COUNTIES





CUMMING
Building Value Through Expertise

Irmo High School

district five
OF LEXINGTON & RICHLAND COUNTIES





CUMMING
Building Value Through Expertise

Irmo High School

district five
OF LEXINGTON & RICHLAND COUNTIES





Exhibit E

EXHIBIT E

district five
OF LEXINGTON & RICHLAND COUNTIES

Memorandum

To: Members of the Board of Trustees

Through: Dr. Stephen W. Hefner
Superintendent

From: Mark A. Bounds
Chief Information Officer

Date: August 7, 2013

Re: Board Policy – Section B

Issue: Proposed revisions to Board Policy – Section B

Background: Attached for your consideration are the recommended revisions to the following policy:

- Revisions to BE "School Board Meetings"

Recommendation: Administration recommends that the Board give second reading approval to the proposed revisions to selected "B" policy.

MB/aw

Attachment - Recommended Revisions
Board Policy BE "School Board Meetings"

SCHOOL BOARD MEETINGS

Code **BE** *Issued* **04/06**

Purpose: To establish the basic structure for the conduct of board meetings.

All board meetings will be conducted in accordance with the South Carolina Freedom of Information Act. ~~All board meetings, except for periods in which the board is in executive sessions, are open to the public.~~

Annual meeting

The board will hold its annual organizational meeting in November after the date of the November election. The board will swear in new members, elect officers and swear in those officers at the annual meeting.

Regular board meetings

The board will **normally** meet twice monthly, usually on the second and fourth Mondays. **The annual meeting schedule must be approved in advance by the board**. ~~These regular meeting days may be changed only by a majority vote of the board. The first meeting of the month generally will be held in various district schools in order to provide board members an opportunity to visit the schools and to allow the public more direct access to board meetings. The second meeting of the month will be held in the district administration building. During the summer all meetings will be held at the district administration building~~. **Meetings will be held at various school locations and at the District Office on a rotational basis at the discretion of the Superintendent and Board Officers.**

In unusual circumstances, the superintendent may change the time and place of the regular meeting, or any regular meeting, upon approval of the board officers.

Work sessions

From time to time the board may meet in work sessions. The purpose of these sessions will be for the board to have opportunities for planning and discussion without formal action. Topics for discussion will be announced publicly, and sessions will be conducted in accordance with state law.

Special meetings

The chairman of the board or a majority of members of the board may call a special meeting of the full board. The superintendent should give at least 24 hours notice to all members of the board and the public except when emergency conditions make such notice impossible. The board will not transact any business other than that which is stated in the notice.

Except in emergencies **or time sensitive circumstances,** any special meetings will be announced at regular meetings of the board. The public will be informed through the news media in compliance with the Freedom of Information Act.

Public hearings

The board may conduct public hearings from time to time in order for the public to express their views regarding a specific issue. The board will conduct such meetings in an orderly manner in accordance with board policy and regulation.

Attendance

~~Only in unusual circumstances will~~ board members **will** be allowed to participate in board meetings via electronic means. Such participation must be approved by the board chairman. **The board chair may terminate the electronic connection should it be inaudible or disruptive to the Board meeting.**

Parliamentary procedure

The latest edition of Robert's Rules of Order **as indicated on the official Robert's Rules of Order website** will govern all matters not covered by the rules of the board.

Board Invocation

The board is a deliberative public body and will open its regular and specially called public meetings with a public invocation complying with S.C. Code §6-1-160 of the Code of laws of South Carolina.

The public invocation will be non-sectarian and will not proselytize for or advance any one, or disparage any other, faith or belief. The public invocation is for the benefit of the board, but no member of the board, or any other person attending the meeting, will be required to participate in the public invocation. The purposes of the public invocation are to express thankfulness for the right of self-government, solemnize the board's legislative tasks, dignify and confirm the seriousness of board meetings, encourage respect and appreciation for all board members, seek to unite and not divide the board, and to contribute to the wisdom and soundness of decisions by the board.

The public invocation will be offered on a voluntary basis by a member of the board, rotating from meeting to meeting, in alphabetical order, or other objective method of rotation, among all members of the board. A board member may offer a moment of silence for silent prayer or reflection in addition to or in lieu of the public invocation.

Legal references:

S.C. Code, 1976, as amended:

Sections 30-4-10 through 30-4-110 - South Carolina Freedom of Information Act.

Section 59-1-340 - Meetings of boards of trustees and boards of education.

Section 59-19-90(4) - Calling meetings of electors for consultations.

Section 59-19-110 - Board rule-making power includes right to conduct any hearing.

Section 6-1-160 – Invocation to open public meeting of deliberative public body

Policy BE School Board Meetings

Issued 4/06

Purpose: To establish the basic structure for the conduct of board meetings.

All board meetings will be conducted in accordance with the South Carolina Freedom of Information Act. All board meetings, except for periods in which the board is in executive sessions, are open to the public.

Annual meeting

The board will hold its annual organizational meeting in November after the date of the November election. The board will swear in new members, elect officers and swear in those officers at the annual meeting.

Regular board meetings

The board will meet twice monthly, usually on the second and fourth Mondays. These regular meeting days may be changed only by a majority vote of the board. The first meeting of the month generally will be held in various district schools in order to provide board members an opportunity to visit the schools and to allow the public more direct access to board meetings. The second meeting of the month will be held in the district administration building. During the summer all meetings will be held at the district administration building.

In unusual circumstances, the superintendent may change the time and place of the regular meeting, or any regular meeting, upon approval of the board officers.

Work sessions

From time to time the board may meet in work sessions. The purpose of these sessions will be for the board to have opportunities for planning and discussion without formal action. Topics for discussion will be announced publicly, and sessions will be conducted in accordance with state law.

Special meetings

The chairman of the board or a majority of members of the board may call a special meeting of the full board. The superintendent should give at least 24 hours notice to all members of the board and the public except when emergency conditions make such notice impossible. The board will not transact any business other than that which is stated in the notice.

Except in emergencies, any special meetings will be announced at regular meetings of the board. The public will be informed through the news media in compliance with the Freedom of Information Act.

Public hearings

The board may conduct public hearings from time to time in order for the public to express their views regarding a specific issue. The board will conduct such meetings in an orderly manner in accordance with board policy and regulation.

Attendance

Only in unusual circumstances will board members be allowed to participate in board meetings via electronic means. Such participation must be approved by the board chairman

Parliamentary procedure

The latest edition of Robert's Rules of Order will govern all matters not covered by the rules of the board.

Adopted 2/24/69; Revised 8/1/73, 11/16/81, 6/21/82, 1/21/85, 6/16/86, 5/3/93, 3/16/98, 4/24/06

Legal references:

S.C. Code, 1976, as amended:

Sections 30-4-10 through 30-4-110 - South Carolina Freedom of Information Act.

Section 59-1-340 - Meetings of boards of trustees and boards of education.

Section 59-19-90(4) - Calling meetings of electors for consultations.

Section 59-19-110 - Board rule-making power includes right to conduct any hearing.

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

Through: Dr. Stephen W. Hefner
Superintendent

From: Mark A. Bounds
Chief Information Officer

Date: August 7, 2013

Re: Board Policy – Section I

Issue: Proposed revisions to Board Policy – Section I

Background: Attached for your consideration are the recommended revisions to the following policy:

- Revisions to IMD "School Ceremonies and Observations"

Recommendation: Administration recommends that the Board give second reading approval to the proposed revisions to selected "I" policy.

MB/aw

Attachment - Recommended Revisions
Board Policy IMD " School Ceremonies and Observations"

SCHOOL CEREMONIES AND OBSERVATIONS

Code **IMD** *Issued* **12/11**

Purpose: To establish the board's vision for school ceremonies and observances.

Pledge of Allegiance

State law requires that all students say the Pledge of Allegiance at a specific time during each school day. Each school will designate this time.

Any person who does not wish to say the Pledge of Allegiance does not have to participate. The district will not penalize him/her for failing to participate.

Any person who does not wish to participate may leave the classroom or remain in his/her seat. The person may express his/her non-participation in any form that does not materially infringe upon the rights of others or disrupt school activities.

~~**Benedictions and/or invocations at graduations and athletic events**~~

~~Benedictions and/or invocations at high school graduations and athletic events are permissible on the following basis.~~

- ~~The use of an invocation and/or benediction at a high school graduation exercise will be determined by a majority vote of the graduating senior class with the advice and counsel of the principal.~~

- ~~The use of an invocation and/or benediction at high school varsity athletic events will rest within the discretion of participating athletes, cheerleaders, band members and other student participants with the advice and counsel of the principal.~~

- ~~The invocation and/or benediction, if used, will be given by a student volunteer.~~

- ~~Consistent with the principle of equal liberty of conscience, the invocation and/or benediction will be nonsectarian and nonproselytizing in nature.~~

Student-led messages

The district will permit student-led messages at graduation and athletic events according to the following.

- **The school will choose a student from the graduating class to deliver a brief opening or closing message, or both, at graduation exercises based on objective criteria, such as academic standing and/or student office or position. Each school shall establish, in writing, its own objective criteria for selecting these speakers.**

- **For high school athletic events, only the captain of an athletic team or his/her student designee or a student designated by the members of a particular athletic team may deliver the brief opening or closing message.**

- **The message may be an opening or closing message, or both, and will be two minutes in length or less.**

- **The student will prepare or select the content of the message.**

- **Neither the board nor any employee of the district will recommend, review, monitor, or censor the student-led message.**

- **The district will not discipline or reprimand any student for the content of any message unless it is obscene, profane and/or vulgar.**

These restrictions do not apply to more lengthy, extensive graduation speeches by students such as the valedictorian or salutatorian, or other students chosen by the school for featured graduation speeches.

Legal references:

S.C. Code of Laws, 1976, as amended:

Section 59-1-455 - Time for Pledge of Allegiance required.

Section 59-1-320 - Head of public school to display U.S. and S.C. Flags.

Sections 59-1-441 and 59-1-442 - South Carolina Student-Led Messages Act.

Section 59-1-443 - Schools shall provide minute of mandatory silence at beginning of each school day.

~~United States Supreme Court:~~

~~West Virginia State Board of Education v. Barnette, 319 U.S. 624 (1943).~~

~~Elk Grove Unified School District v. Newdow 124 S. Ct. 2301 (2004).~~

~~Morse v. Frederick, 127 S. Ct. 2618 (2007).~~

~~Court cases:~~

~~Myers v. Loudoun County Public Schools, 418 F.3d 395 (4th Cir. 2005)~~

Policy IMD School Ceremonies And Observations

Issued 12/11

Purpose: To establish the board's vision for school ceremonies and observances.

Pledge of Allegiance

State law requires that all students say the Pledge of Allegiance at a specific time during each school day. Each school will designate this time.

Any person who does not wish to say the Pledge of Allegiance does not have to participate. The district will not penalize him/her for failing to participate.

Any person who does not wish to participate may leave the classroom or remain in his/her seat.The person may express his/her non-participation in any form that does not materially infringe upon the rights of others or disrupt school activities.

Benedictions and/or invocations at graduations and athletic events

Benedictions and/or invocations at high school graduations and athletic events are permissible on the following basis.

- The use of an invocation and/or benediction at a high school graduation exercise will be determined by a majority vote of the graduating senior class with the advice and counsel of the principal.
- The use of an invocation and/or benediction at high school varsity athletic events will rest within the discretion of participating athletes, cheerleaders, band members and other student participants with the advice and counsel of the principal.
- The invocation and/or benediction, if used, will be given by a student volunteer.
- Consistent with the principle of equal liberty of conscience, the invocation and/or benediction will be nonsectarian and nonproselytizing in nature.

Adopted 6/7/82; Revised 4/6/92, 9/13/93, 9/26/94, 12/12/11

Legal references:

S.C. Code of Laws, 1976, as amended:

Section 59-1-455 - Time for Pledge of Allegiance required.

Section 59-1-320 - Head of public school to display U.S. and S.C. Flags.

Sections 59-1-441 and 59-1442 - South Carolina Student-Led Messages Act.

Section 59-1-443 - Schools shall provide minute of mandatory silence at beginning of each school day.

United States Supreme Court:

West Virginia State Board of Education v. Barnette, 319 U.S. 624 (1943).

Elk Grove Unified School District v. Newdow 124 S. Ct. 2301 (2004).

Morse v. Frederick, 127 S. Ct. 2618 (2007).

Court cases:

Myers v. Loudoun County Public Schools, 418 F.3d 395 (4th Cir. 2005).

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

Exhibit G

EXHIBIT G

district five
OF LEXINGTON & RICHLAND COUNTIES

Memorandum

To: Members of the Board of Trustees

To: Stephen W. Hefner, Ed.D., Superintendent

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

Date: August 8, 2013

Re: Policy Revisions Recommendations

Issue: Second reading approval of revised board policies

Background: Attached for your consideration are the recommended policy revisions from the South Carolina School Boards Association for the following policies.

GCC - Professional Staff Leaves and Absences
GDC - Support Staff Leaves and Absences
GCQE – Retirement of Professional Staff
GDQC - Retirement of Support Staff

Recommendation: Request Board of Trustees approval.

AHB

Attachments: Current policies
Recommended policy revisions

PROFESSIONAL STAFF LEAVES AND ABSENCES

Code **GCC** *Issued* **DRAFT/13**

Purpose: To establish the basic structure for all types of professional staff leaves and absences.

Introduction

In order to equitably provide a leave policy for all School District Five of Lexington and Richland Counties' employees that is consistent with applicable law, including the provisions set forth in the Act to Provide Leave for Full-Time Public School Employees (S.C. Code 59-1-400), the following provisions are hereby established.

The continuous presence of employees promotes excellence in the instructional program by ensuring the following.

- the uninterrupted continuity of education
- greater teacher-student contact time
- appropriate role-model emulation
- consistent classroom discipline
- reduced cost

Therefore, the board expects employees to be present at work every day. The board recognizes, however, that certain employee absences are unavoidable. At such times, employees should take leave time in accordance with this policy and the procedures set forth in the accompanying administrative rule.

Absent employees must comply with procedures set out in the administrative rule which accompanies this policy.

Sick leave

The District will grant sick leave to all full-time employees in accordance with S.C. Code § 59-1-400, and as set forth in Administrative Rule GCC-R. Leave days may be used for personal illness or family illness as designated by employees and outlined in Administrative Rule GCC-R.

Sick leave verification

An employee's use of sick leave is subject to verification. The District reserves the right to require an employee to submit a physician's statement verifying a personal illness (or the illness of a family member), along with an employee absence report form, whenever the administration believes that is necessary based on the circumstances.

Reduction of accumulated leave days

(see next page)

PAGE 2 - GCC - PROFESSIONAL STAFF LEAVES AND ABSENCES

In 1996, the District adopted changes for determining payment due an employee for accumulated leave days upon retirement or separation from the district. Since that time, the district has maintained records, which differentiate payment for "pre-amendment leave days (days accumulated prior to 1996)" and "post–amendment leave days (days accumulated between July 1, 1996 and June 30, 2000)." In order to preserve employees' vested interest in the value of those leave days accumulated prior to July 1, 2000, the District will use a "last-earned first-used" accounting method to calculate the reduction of an employee's accumulated sick leave and personal leave days in accordance with this policy.

Part-time certified employees

For the purpose of this policy, "part-time certified employee" is defined as an individual employed in the district who works a minimum of .5 full time equivalent (FTE) to a .8 FTE per week for a school year. These employees will earn one half of the leave of which full-time certified employees earn. For these employees, one leave day is defined as the equivalent to the amount of time an employee is scheduled to work each day.

Payment for unused leave days

Full-time employees may accumulate a maximum of 90 days of combined sick and personal leave days. Those employees who earn but do not use earned days in excess of 90 will be paid at the end of each fiscal year (June 30) for each such day at the established rate of substitute pay for their individual job classification. All 240-day employees are paid on July 15. In those cases where no rate of substitute pay has been established for a job classification, certified employees will be paid at the established rate of non-certified substitute pay and non-certified employees will be paid the hourly wage rate established by the district based on their regularly scheduled work day.

Upon an employee's official retirement in accordance with the procedures established by the state retirement system, the district will pay a one-time lump sum for up to a maximum of 45 days accumulated but unused annual leave time, calculated at the employee's average daily rate, plus a maximum of 45 days accumulated but unused sick leave time, calculated at the appropriate substitute daily rate of pay.

Those employees who retire from employment in the district and who have a balance of pre-amendment accrued leave upon such retirement will be paid for such pre-amendment accrued leave days in accordance with the provisions of former Policy GBRI (6/24/91). Post-amendment leave days accrued by such employees shall be paid in accordance with former Policy GBRI (8/12/96).

Employees who entered the South Carolina Retirement System's TERI (Teacher and Employee Retention Incentive) program on or **after** July 1, 2005, will be paid for unused leave days only one time, which will occur at the conclusion of the TERI program period.

PAGE 3 - GCC - PROFESSIONAL STAFF LEAVES AND ABSENCES

Employees who entered the South Carolina Retirement System's TERI (Teacher and Employee Retention Incentive) program **before** July 1, 2005, were paid retirement leave bonus before they entered the TERI program, reducing their leave (and vacation) days to zero. During their TERI period, the employee has been allowed to earn leave days (and vacation days if applicable) under the same guidelines as regular employees (see chart in GCC-R).

Employees who entered the South Carolina Retirement System's TERI (Teacher and Employee Retention Incentive) program **before** July 1, 2005 who leave the district can transfer all current leave days and all accumulated leave days to another school district or to the department of education or any state agency that accepts these days.

Employees who entered the South Carolina Retirement System's TERI (Teacher and Employee Retention Incentive) program **before** July 1, 2005, who are rehired in the district at the end of their TERI as a working retiree will retain any unused leave days earned during the TERI program. The employee may use these days as outlined in this policy and corresponding administrative rule.

Retired employees who return to full-time employment in the district under a letter of agreement will accrue sick leave and personal leave days in accordance with this policy. Any unused leave days will not carry over from year to year for those employees, and will not be paid as a lump-sum at any time.

Those employees who separate from employment with the District for reasons other than retirement, and who have worked for the district for four consecutive years prior to separation, shall be paid for their pre-amendment accumulated leave days in accordance with the provisions of former Policy GBRI (6/24/91) and for their post-amendment leave days in accordance with the provisions of former Policy GBRI (8/12/96).

Transfer of accumulated leave

Any employee who separates from employment with the district for any reason other than official retirement in accordance with the procedures established by the state retirement system can transfer all current earned leave days and all accumulated leave days to another school district or to the department of education or any state agency that accepts these days.

Adjustments in pay

Any employee who is absent from work for any reason and who does not have any leave days available will have his/her salary adjusted to reflect a deduction in annual salary computed at the employee's daily rate. Such adjustment will be made in the pay period in which the absence occurs, or in the next pay period, at the district's discretion.

Sick leave bank

The District establishes a Sick Leave Bank that will operate in accordance with the guidelines set forth in Administrative Rule GCC-R.

Emergency leave

Up to 10 days of emergency leave may be taken each school year only for the illness or medically related condition of the employee upon written recommendation of the employee's physician. Emergency leave may be taken only after the employee has used his/her current leave allocation as well as any cumulative leave. Emergency leave may be taken with the stipulation that the substitute's daily rate of pay will be deducted from the employee's salary for each day used. Emergency leave days will be non-cumulative. The employee must make the request in writing to the human resource office. The request should include the physician's statement. The human resource office will respond in writing regarding the decision to grant emergency leave.

Termination for misuse of leave/excessive absenteeism

The District may terminate the employment of any employee who fails to comply with the requirements of this policy and accompanying administrative rule, who fails to report to work at the expiration of an authorized leave, or who fails or is unable to return to work at the end of a period of approved leave. Any employee who makes misrepresentations regarding a leave also may be terminated.

An employee who is excessively absent, as determined by the district, may be terminated, other than an employee who is on approved leave pursuant to the FMLA. In accordance with the provisions of S.C. Code Ann. § 59-1-400, the District also will not terminate a full-time employee who is absent with a continuing illness, as documented by a treating physician, for excessive absenteeism so long as the period of absence does not exceed a total of 91 work days.

Any employee who is absent beyond the 12-week period authorized by the FMLA will be required to reimburse the district for all health insurance premiums, unless the employee has 1)been granted extended leave, and 2) accumulated leave days to cover the absences, in which case the employee will only be required to pay his/her share.

Family and Medical Leave Act

The district will provide leave to eligible employees pursuant to the Family and Medical Leave Act of 1993 (FMLA). Eligible employees are entitled to a maximum of 12 weeks of unpaid FMLA leave in a designated 12-month period. The district has designated a rolling 12-month period, defined as one year from the initial date of a leave granted under the FMLA. The District will require employees taking leave pursuant to the FMLA to concurrently use the employee's accumulated leave days.

In order to be eligible for FMLA leave, an employee must have been employed by the district for a minimum of 12 months, and have worked for at least 1,250 hours during the 12-month period immediately preceding the period that the FMLA leave will commence. During the 12-week FMLA leave, the district will continue to pay the district's share of the employee's health benefits. In addition, the district will restore the employee to the same or a similar position upon the termination of FMLA leave, unless the employee is considered a key employee under the FMLA. For further information on FMLA leave, see Administrative Rule GCC-R.

Jury duty/lawfully-issued job related subpoenas

Any employee who is summoned for jury duty, or who is lawfully subpoenaed to appear in court or for a deposition in connection with a work-related matter, is entitled to a leave of absence without loss of pay and without being required to use his/her leave days. Whenever a prospective juror is dismissed before the end of the working day, or a subpoenaed employee is

released from the subpoena before the end of the working day, the employee is expected to return to work.

Military leave

Leave for employees who are enlisted in the U.S. military reserves will be treated in accordance with applicable state and federal law.

Employees may take military leave without loss of pay, seniority or efficiency rating for one or more periods not exceeding a total of 15 workdays in one year. Saturdays, Sundays and state holidays may not be included in this 15 days unless the Saturday, Sunday or holiday is a regularly scheduled workday for the employee.

This leave may be taken when the employee is engaged in training or other duties ordered by the governor, the department of defense, the department of the army, the department of the air force, the department of the navy, the department of the treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service. This leave applies to employees who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve or the United States Coast Guard Reserve.

In the event an employee is called upon to serve during an emergency, he/she will be entitled to such leave of absence for a period not exceeding 30 additional days.

The board expects employees to request their training for a period when school is not in session.

An employee seeking leave for annual active duty training must forward a written request, including the appropriate verifying data, to the superintendent no later than 30 days prior to the pre-arranged military activity.

Extended military leave

Employees who enlist or are called to active duty are eligible for up to five years extended military leave. All provisions of federal law apply to extended military leave (reemployment, benefits, etc.). However, the district is not required to maintain employee benefits for extended leave.

Written substantiation of leave under this policy is required. Falsification of reason for leave may be cause for disciplinary action up to and including termination of employment.

Application and approval for leave under this policy are made on the leave application form.

Vacation

All 12-month certified personnel will earn vacation days at the rate of one day for every 24 working days, for a maximum of 10 vacation days per year. These vacation days are in addition to those periods when school is in recess as indicated by the district calendar.

An employee is expected to use vacation days during the fiscal year in which they are earned, but in any case no later than the end of the following fiscal year. Employees will be compensated for up to 20 unused vacation days at separation.

PAGE 6 - GCC - PROFESSIONAL STAFF LEAVES AND ABSENCES

District approved professional leave

The Board believes that it is desirable to provide professional leave in order to attract and retain staff who will grow professionally and enhance their service to the schools of the District. The District may grant professional leave to an employee for the purpose of attending activities designed to enhance competency or to improve the instructional or other programs offered by the

Sabbaticals/Academic Leave

The Board is committed to the principle of providing opportunities for the professional growth of the district's certified staff. Therefore, an unpaid sabbatical leave of absence may, in the district's discretion, be granted pursuant to the guidelines set forth in Administrative Rule GCC-R.

Organ donor leave

Employees may take a leave of absence to be an organ donor without loss of pay, time, leave or efficiency rating for one or more periods not exceeding a total of 30 workdays in one fiscal year. Saturdays, Sundays and state holidays may not be included in this 30 days unless the Saturday, Sunday or holiday is a regularly scheduled workday for the employee.

An employee seeking leave to be an organ donor must forward a written request, including the appropriate documentation from the attending physician verifying that the employee is the donor, to the superintendent no later than ten (10) days prior to the leave **except in the case of an emergency as determined by the attending physician.**

Adopted: 9/16/76; Revised 9/15/77, 7/17/80, 7/30/81,11/18/82, 10/18/84, 4/23/87, 2/15/90, 6/24/91, 6/4/92, 2/17/94, 11/21/95, 8/12/96, 7/15/97, 4/20/2000, 11/28/00, 8/1/02, 02/19/04, 03/17/05, 11/17/05, 2/21/06, 5/07

Adopted ^

Constitutional and Statutory Provisions:

A. Family and Medical Leave Act of 1993 (FMLA), 29 USCA §§ 2601
B. Uniform Services Employment and Re-employment Rights Act (USERRA), 38 USCA § 4301
C. S.C. Code § 59-1-400 (2004)
D. S.C. Code § 8-7-20 (2004)
E. S.C. Code § 8-7-90 (2004)
F. S.C. Code § 8-11-620 (1976)

Legal references:

A. United States Code:
   1. P.L.103-3 and 29 CFR Part 825 - The Family and Medical Leave Act of 1993.
   2. Title 38 U.S. Code, Chapter 43, Sections 4301-4333, Public Law 103-353 - The Uniformed Services Employment and Reemployment Act of 1994 (USERRA).

B. S. C. Code, 1976, as amended:
   1. Section 8-7-20 - Requires granting of military leave, without pay, up to five years.
   2. Section 8-7-90 - Requires 15 days per year of leave with pay for members of National Guard and Reserve Units of the various Armed Forces. Also grants an additional 30 days of leave with pay in emergency situations.
   3. Section 8-11-65 - Organ donor leave.
   4. Section 9-1-2210 - Teacher and Employee Retention Incentive Program.
   5. Section 14-1-190 - Compensation received for jury duty deemed to be expense money.
   6. Section 14-7-845 - Relating to optional postponement of jury service for students and employees.
   7. Section 25-1-2250 - Employees entitled to leave with pay when serving in National Guard.
   8. Section 59-1-400 - Sick leave for public school district employee

SUPPORT STAFF LEAVES AND ABSENCES

Code **GDC** *Issued* **DRAFT/13**

Purpose: To establish the basic structure for all types of support staff leaves and absences.

Introduction

In order to equitably provide a leave policy for all School District Five of Lexington and Richland Counties' employees that is consistent with applicable law, including the provisions set forth in the Act to Provide Leave for Full-Time Public School Employees (S.C. Code 59-1-400), the following provisions are hereby established.

The continuous presence of employees promotes excellence in the instructional program by ensuring the following.

- the uninterrupted continuity of education
- greater teacher-student contact time
- appropriate role-model emulation
- consistent classroom discipline
- reduced costs

Therefore, the board expects employees to be present at work every day. The board recognizes, however, that certain employee absences are unavoidable. At such times, employees should take leave time in accordance with this policy and the procedures set forth in the accompanying administrative rule.

Absent employees must comply with procedures set out in the administrative rule which accompanies this policy.

Sick leave

The District will grant sick leave to all full-time employees in accordance with S.C. Code § 59-1-400, and as set forth in Administrative Rule GDC-R. Leave days may be used for personal illness or family illness as designated by employees and outlined in Administrative Rule GDC-R.

Sick leave verification

An employee's use of sick leave is subject to verification. The District reserves the right to require an employee to submit a physician's statement verifying a personal illness (or the illness of a family member), along with an employee absence report form, whenever the administration believes that is necessary based on the circumstances.

(see next page)

Reduction of accumulated leave days

In 1996, the district adopted changes for determining payment due an employee for accumulated leave days upon retirement or separation from the district. Since that time, the district has maintained records, which differentiate payment for "pre-amendment leave days (days accumulated prior to 1996)" and "post–amendment leave days (days accumulated between July 1, 1996 and June 30, 2000)." In order to preserve employees' vested interest in the value of those leave days accumulated prior to July 1, 2000, the district will use a "last-earned first-used" accounting method to calculate the reduction of an employee's accumulated sick leave and personal leave days in accordance with this policy.

Payment for unused leave days

Full-time employees may accumulate a maximum of 90 days of combined sick and personal leave days. Those employees who earn but do not use earned days in excess of 90 will be paid at the end of each fiscal year (June 30) for each such day at the established rate of substitute pay for their individual job classification. All 240-day employees are paid on July 15. In those cases where no rate of substitute pay has been established for a job classification, certified employees will be paid at the established rate of non-certified substitute pay and non-certified employees will be paid the hourly wage rate established by the district based on their regularly scheduled work day.

Upon an employee's official retirement in accordance with the procedures established by the state retirement system, the district will pay a one-time lump sum for up to a maximum of 45 days accumulated but unused annual leave time, calculated at the employee's average daily rate, plus a maximum of 45 days accumulated but unused sick leave time, calculated at the appropriate substitute daily rate of pay.

Those employees who retire from employment in the district and who have a balance of pre-amendment accrued leave upon such retirement will be paid for such pre-amendment accrued leave days in accordance with the provisions of former Policy GBRI (6/24/91). Post-amendment leave days accrued by such employees shall be paid in accordance with former Policy GBRI (8/12/96).

Employees who entered the South Carolina Retirement System's TERI (Teacher and Employee Retention Incentive) program on or **after** July 1, 2005, will be paid for unused leave days only one time, which will occur at the conclusion of the TERI program period.

Employees who entered the South Carolina Retirement System's TERI (Teacher and Employee Retention Incentive) program **before** July 1, 2005, were paid retirement leave bonus before they entered the TERI program, reducing their leave (and vacation) days to zero. During their TERI period, the employee has been allowed to earn leave days (and vacation days if applicable) under the same guidelines as regular employees (see chart in GDC-R).

Employees who entered the South Carolina Retirement System's TERI (Teacher and Employee Retention Incentive) program **before** July 1, 2005 who leave the district can transfer all current leave days and all accumulated leave days to another school district or to the department of education or any state agency that accepts these days.

Employees who entered the South Carolina Retirement System's TERI (Teacher and Employee Retention Incentive) program **before** July 1, 2005, who are rehired in the district at the end of their TERI as a working retiree will retain any unused leave days earned during the TERI program. The employee may use these days as outlined in this policy and corresponding administrative rule.

Retired employees who return to full-time employment in the district under a letter of agreement will accrue sick leave and personal leave days in accordance with this policy. Any unused leave days will not carry over from year to year for those employees, and will not be paid as a lump-sum at any time.

Those employees who separate from employment with the District for reasons other than retirement, and who have worked for the district for four consecutive years prior to separation, shall be paid for their pre-amendment accumulated leave days in accordance with the provisions of former Policy GBRI (6/24/91) and for their post-amendment leave days in accordance with the provisions of former Policy GBRI (8/12/96).

Transfer of accumulated leave

Any employee who separates from employment with the district for any reason other than official retirement in accordance with the procedures established by the state retirement system can transfer all current earned leave days and all accumulated leave days to another school district or to the department of education or any state agency that accepts these days.

Adjustments in pay

Any employee who is absent from work for any reason and who does not have any leave days available will have his/her salary adjusted to reflect a deduction in annual salary computed at the employee's daily rate. Such adjustment will be made in the pay period in which the absence occurs, or in the next pay period, at the district's discretion.

Emergency leave

Up to 10 days of emergency leave may be taken each school year only for the illness or medically related condition of the employee upon written recommendation of the employee's physician. Emergency leave may be taken only after the employee has used his/her current leave allocation as well as any cumulative leave. Emergency leave may be taken with the stipulation that the substitute's daily rate of pay will be deducted from the employee's salary for each day used. Emergency leave days will be non-cumulative. The employee must make the request in writing to the human resource office. The request should include the physician's statement. The human resource office will respond in writing regarding the decision to grant emergency leave.

Sick leave bank

The district establishes a sick leave bank that will operate in accordance with the guidelines set forth in Administrative Rule GDC-R.

Termination for misuse of leave/excessive absenteeism

The District may terminate the employment of any employee who fails to comply with the requirements of this policy and accompanying administrative rule, who fails to report to work at the expiration of an authorized leave, or who fails or is unable to return to work at the end of a period of approved leave. Any employee who makes misrepresentations regarding a leave also may be terminated.

An employee who is excessively absent, as determined by the district, may be terminated, other than an employee who is on approved leave pursuant to the FMLA. In accordance with the provisions of S.C. Code Ann. § 59-1-400, the District also will not terminate a full-time employee who is absent with a continuing illness, as documented by a treating physician, for excessive absenteeism so long as the period of absence does not exceed a total of 91 work days.

Any employee who is absent beyond the 12-week period authorized by the FMLA will be required to reimburse the district for all health insurance premiums, unless the employee has 1)been granted extended leave, and 2) accumulated leave days to cover the absences, in which case the employee will only be required to pay his/her share.

Family and Medical Leave Act

The district will provide leave to eligible employees pursuant to the Family and Medical Leave Act of 1993 (FMLA). Eligible employees are entitled to a maximum of 12 weeks of unpaid FMLA leave in a designated 12-month period. The district has designated a rolling 12-month period, defined as one year from the initial date of a leave granted under the FMLA. The District will require employees taking leave pursuant to the FMLA to concurrently use the employee's accumulated leave days.

In order to be eligible for FMLA leave, an employee must have been employed by the district for a minimum of 12 months, and have worked for at least 1,250 hours during the 12-month period immediately preceding the period that the FMLA leave will commence. During the 12-week FMLA leave, the district will continue to pay the district's share of the employee's health benefits. In addition, the district will restore the employee to the same or a similar position upon the termination of FMLA leave, unless the employee is considered a key employee under the FMLA. For further information on FMLA leave, see Administrative Rule GDC-R.

Jury duty/lawfully-issued job related subpoenas

Any employee who is summoned for jury duty, or who is lawfully subpoenaed to appear in court or for a deposition in connection with a work-related matter, is entitled to a leave of absence without loss of pay and without being required to use his/her leave days. Whenever a prospective juror is dismissed before the end of the working day, or a subpoenaed employee is released from the subpoena before the end of the working day, the employee is expected to return to work.

Military leave

Leave for employees who are enlisted in the U.S. military reserves will be treated in accordance with applicable state and federal law.

Employees may take military leave without loss of pay, seniority or efficiency rating for one or more periods not exceeding a total of 15 workdays in one year. Saturdays, Sundays and state holidays may not be included in this 15 days unless the Saturday, Sunday or holiday is a regularly scheduled workday for the employee.

This leave may be taken when the employee is engaged in training or other duties ordered by the governor, the department of defense, the department of the army, the department of the air force, the department of the navy, the department of the treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service. This leave applies to employees who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve or the United States Coast Guard Reserve.

In the event an employee is called upon to serve during an emergency, he/she will be entitled to such leave of absence for a period not exceeding 30 additional days.

The board expects employees to request their training for a period when school is not in session.

An employee seeking leave for annual active duty training must forward a written request, including the appropriate verifying data, to the superintendent no later than 30 days prior to the pre-arranged military activity.

Extended military leave

Employees who enlist or are called to active duty are eligible for up to five years extended military leave. All provisions of federal law apply to extended military leave (reemployment, benefits, etc.). However, the district is not required to maintain employee benefits for extended leave.

Written substantiation of leave under this policy is required. Falsification of reason for leave may be cause for disciplinary action up to and including termination of employment.

Application and approval for leave under this policy are made on the leave application form.

Vacation

All 12-month certified personnel will earn vacation days at the rate of one day for every 24 working days, for a maximum of 10 vacation days per year. These vacation days are in addition to those periods when school is in recess as indicated by the district calendar.

An employee is expected to use vacation days during the fiscal year in which they are earned, but in any case no later than the end of the following fiscal year. Employees will be compensated for up to 20 unused vacation days at separation.

Organ donor leave

Employees may take a leave of absence to be an organ donor without loss of pay, time, leave or efficiency rating for one or more periods not exceeding a total of 30 workdays in one fiscal year. Saturdays, Sundays and state holidays may not be included in this 30 days unless the Saturday, Sunday or holiday is a regularly scheduled workday for the employee.

An employee seeking leave to be an organ donor must forward a written request, including the appropriate documentation from the attending physician verifying that the employee is the donor, to the superintendent no later than ten (10) days prior to the leave **except in the case of an emergency as determined by the attending physician.**

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Adopted: 9/16/76; Revised 9/15/77, 7/17/80, 7/30/81,11/18/82, 10/18/84, 4/23/87, 2/15/90, 6/24/91, 6/4/92, 2/17/94, 11/21/95, 8/12/96, 7/15/97, 4/20/2000, 11/28/00, 8/1/02, 02/19/04, 03/17/05, 11/17/05, 2/21/06, 5/07

Adopted ^

Constitutional and Statutory Provisions:

A. Family and Medical Leave Act of 1993 (FMLA), 29 USCA §§ 2601
B. Uniform Services Employment and Re-employment Rights Act (USERRA), 38 USCA § 4301
C. S.C. Code § 59-1-400 (2004)
D. S.C. Code § 8-7-20 (2004)
E. S.C. Code § 8-7-90 (2004)
F. S.C. Code § 8-11-620 (1976)

Legal references:

A. United States Code:
   1. P.L.103-3 and 29 CFR Part 825 - The Family and Medical Leave Act of 1993.
   2. Title 38 U.S. Code, Chapter 43, Sections 4301-4333, Public Law 103-353 - The Uniformed Services Employment and Reemployment Act of 1994 (USERRA).

B. S. C. Code, 1976, as amended:
   1. Section 8-7-20 - Requires granting of military leave, without pay, up to five years.
   2. Section 8-7-90 - Requires 15 days per year of leave with pay for members of National Guard and Reserve Units of the various Armed Forces. Also grants an additional 30 days of leave with pay in emergency situations.
   3. Section 8-11-65 - Organ donor leave.
   4. Section 9-1-2210 - Teacher and Employee Retention Incentive Program.
   5. Section 14-1-190 - Compensation received for jury duty deemed to be expense money.
   6. Section 14-7-845 - Relating to optional postponement of jury service for students and employees.
   7. Section 25-1-2250 - Employees entitled to leave with pay when serving in National Guard.
   8. Section 59-1-400 - Sick leave for public school district employees

Legal references:

A. United States Code:
   3. P.L.103-3 and 29 CFR Part 825 - The Family and Medical Leave Act of 1993.
   4. Title 38 U.S. Code, Chapter 43, Sections 4301-4333, Public Law 103-353 - The Uniformed Services Employment and Reemployment Act of 1994 (USERRA).

B. S. C. Code, 1976, as amended:
   9. Section 8-7-20 - Requires granting of military leave, without pay, up to five years.
   10. Section 8-7-90 - Requires 15 days per year of leave with pay for members of National Guard and Reserve Units of the various Armed Forces. Also grants an additional 30 days of leave with pay in emergency situations.
   11. Section 8-11-65 - Organ donor leave.
   12. Section 9-1-2210 - Teacher and Employee Retention Incentive Program.
   13. Section 14-1-190 - Compensation received for jury duty deemed to be expense money.
   14. Section 14-7-845 - Relating to optional postponement of jury service for students and employees.
   15. Section 25-1-2250 - Employees entitled to leave with pay when serving in National Guard.
   16. Section 59-1-400 - Sick leave for public school district employees.

RETIREMENT OF PROFESSIONAL STAFF

Code **GCQE** *Issued* **DRAFT/13**

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 age 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.~~

Any district employee who is a member of the South Carolina Retirement System prior to June 30, 2012, may retire with full benefits if the member has five or more years of earned service; reached the age of 60 or has 28 or more years of creditable service and separated from service. A member who has reached age 60 may retire with reduced benefits.

Any district employee with an effective date of membership in the South Carolina Retirement System after June 30, 2012, may retire with full benefits if the employee has eight or more years of earned service; reached the age of 60 or satisfied "the rule of ninety" requirement (age plus service years equals ninety) and separated from service.

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 ^

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, (A), (B) - Retirement eligibility (Class One or Two member; Class Three member).
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.

RETIREMENT OF SUPPORT STAFF

Code **GDQC** *Issued* **DRAFT/13**

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.~~

Any district employee who is a member of the South Carolina Retirement System prior to June 30, 2012, may retire with full benefits if the member has five or more years of earned service; reached the age of 60 or has 28 or more years of creditable service and separated from service. A member who has reached age 60 may retire with reduced benefits.

Any district employee with an effective date of membership in the South Carolina Retirement System after June 30, 2012, may retire with full benefits if the employee has eight or more years of earned service; reached the age of 60 or satisfied "the rule of ninety" requirement (age plus service years equals ninety) and separated from service.

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 ^

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, (A), (B) - Retirement eligibility (Class One or Two member; Class Three member).
   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.

Exhibit H

EXHIBIT H

district five
OF LEXINGTON & RICHLAND COUNTIES

Memorandum

To: Members of the Board of Trustees

Through: Dr. Stephen W. Hefner
Superintendent

From: Mark A. Bounds
Chief Information Officer

Date: August 7, 2013

Re: Board Policies – Section F

Issue: Proposed additions to Board Policies – Section F

Background: Attached for your consideration are the recommended new policies from the South Carolina School Boards Association for the following policies:

- Add FF "Naming Facilities"
- Add FF-R "Naming Facilities"

Recommendation: Administration recommends that the Board give first reading approval to the proposed additions to selected "F" policies.

MB/aw

Attachments - Recommend Policies – Section F

NAMING FACILITIES

Code **FF** *Issued* **DRAFT/06**

Purpose: To establish the basic structure for the naming of schools and district facilities.

The board is responsible for approving the names of new schools and district facilities. District facilities include a portion of a building, a single building on a campus with multiple buildings, athletic and outdoor spaces or any specific area on district property.

Naming of schools and district facilities is a matter of great importance. It is a matter that deserves thoughtful attention from the board and the administration. Neither personal prejudice, favoritism, political pressure nor temporary popularity will influence choosing a school or district facility name.

New Schools

Generally, the board prefers to name schools for recognized geographical areas. The superintendent will establish specific procedures for recommending new school names to the board.

District Facilities

The board will consider requests to honor deceased individuals and sponsorship opportunities in naming district facilities.

School and community groups may make requests to name a district facility in honor of a person who is not living. The recommended honoree must have made an outstanding contribution to the school, district or community and have been deceased for at least three years. The board will consider the request only after approval of the school administration, appropriate School Improvement Council and district administration.

Businesses, organizations or community members may make request to permanently or temporarily name a district facility through a substantial financial contribution to the district. Under these circumstances, the requestor and the district will agree on an appropriate fee and time frame for the naming.

In both cases above, the group, organization or individual making the request must agree to bear all cost for signage and any other expenses related to the facility naming. The district will not incur any expense for facilities naming.

The superintendent will establish specific procedures for recommending district facility names to the Board. The board can rescind the facility naming at any time with or without cause.

Recommended New Policy (SCSBA/LR5 Committee) First Reading 08/12/13

NAMING OF FACILITIES

Code **FF-R** *Issued:* **DRAFT**

To name a new school or district facility in School District Five of Lexington and Richland Counties, the following guidelines will be used.

New Schools

Where feasible, schools will be named to denote location. Community, street and geographic area will be considered in the selection of a name. Names suggested by the natural setting and habitat of the school location may also be appropriate.

Schools will not generally be named for living persons. However, recommendations or proposals made pursuant to the section entitled "Naming Facilities By Gift" in this rule may give support to such action by the board. In very unusual situations, names of persons who have been deceased for more than three years may be considered in selecting the name for a school.

A committee of 7 or 9 people will be appointed to recommend names to the board. The superintendent will appoint the new principal, an administrator from another district school, a representative from the district staff, and a parent whose child(ren) will be attending the new school and have lived within the attendance boundaries of the new school for at least three years. The board chairperson will appoint a parent whose child(ren) will be attending the new school and have lived within the attendance boundaries of the new school for at least five years, and two additional community member who have lived within the attendance boundaries of the new school for at least seven years. The new school principal for middle and high schools only will appoint two students who will be attending the new school.

The committee will accept recommendations from persons living within the new school area, from the school district at large and from school district personnel. The committee will bring their recommendation(s) to the superintendent. The superintendent will forward the recommendation(s) of the committee to the board with his/her recommendation.

District Facilities

Naming Facilities in Honor of Deceased Persons

District facilities will not be named for living persons unless under the provisions specified in the paragraph below "Naming Facilities By Gift."

Requests to name district facilities in honor of someone must be made in writing to the school principal. The request must provide specific information on the significant contributions made by the proposed honoree, the time of service to the school / district and date the person was deceased. The school principal will take the request to the School Improvement Council (SIC) with his/her recommendation. The SIC will take a public vote to support or deny the request. If approved, the SIC must send a written endorsement of the request to the board. The board must take action on the request no later than ninety days after receipt of the SIC endorsement.

Naming Facilities By Gift

The board may approve naming opportunities in cases where a significant financial gift has been accepted for the district by the board in exchange for permanent or temporary naming of a district facility. The gift can be designated for new construction or for naming of an existing facility.

When the naming opportunity concerns new construction or substantial renovation in an existing building or space, the donor(s) generally will be required to provide a minimum of 50 percent of the total cost. A committee may be appointed by the board to recommend naming opportunities, as anticipated under this provision, but the board may also make such determinations through direct negotiations. In all events, such proposals or recommendations will be considered on a case-by-case basis.

General

The district will not incur any expense for the signage or any other items related to the facilities naming. The board can rescind the naming at any time with or without cause. If the board rescinds the naming of a facility that was named by a gift any contractual obligation must be fulfilled.

This rule does not prevent schools from creating a Wall of Honor or Wall of Remembrance. Schools may create these walls to honor or remember living and deceased individuals who have made a special contribution to the school or in some way have made their mark on the school's history. The school principal and School Improvement Council will establish criteria and selection procedures for this honor.

Exhibit I

EXHIBIT I

district five
OF LEXINGTON & RICHLAND COUNTIES

Memorandum

To: Members of the Board of Trustees

Through: Dr. Stephen W. Hefner
Superintendent

From: Mark A. Bounds
Chief Information Officer

Date: August 7, 2013

Re: Board Policies – Section K

Issue: Proposed additions and revisions to Board Policies – Section K

Background: Attached for your consideration are the recommended new policies and revisions from the South Carolina School Boards Association for the following policies:

- Add KB "Parent Involvement in Education"
- Add KBB "Parent Rights and Responsibilities"
- Add KDD "Media Relations"
- Add KDDA "Press Releases, Conferences and Interviews"
- Add KE "Public Concerns and Complaints"
- Replace KA "Goals and Objectives" and LC "School-Business-Community Partnerships" with KA "School-Parent-Community Relations Goals/Priority Objectives"
- Replace KHE "Gifts to Schools" with KCD "Public Gifts/Donations to Schools"
- Replace KB "Public Information Program" with KD "Public Information and Communication"
- Replace KBA "Public's Right to Know" and KBA-E "Code of Laws of South Carolina 1976 Annotated" with KDB "Public's Right to Know/Freedom of Information"
- Replace KBA-R "Request to Inspect and/or Receive Copies of Public Records" with KDB-R "Public's Right to Know/Freedom of Information"

Recommendation: Administration recommends that the Board give first reading approval to the proposed additions/revisions to selected "K" policies.

MB/aw

Attachments - Current Board Policies/Recommended Policies – Section K

PARENT INVOLVEMENT IN EDUCATION

Code **KB** *Issued* **DRAFT/08**

Purpose: To establish the board's vision for the involvement of parents and families in the education of their children.

The board believes that parent and family involvement must be pursued and supported by homes, schools/colleges/universities, communities, businesses, faith congregations, organizations and government entities by working together in a collaborative effort.

The board believes it can impact student achievement by improving the quality and quantity of parent/family involvement in the education of their children.

Therefore, the board commits to the following.

- Seeing that each school establishes a comprehensive parent involvement program that includes parent education programs and activities that will assist parents and families in supporting classroom learning.
- Providing support and coordination for staff and parents and families to make family involvement in education a priority.
- Establishing effective, two-way communication between all parents and families and schools that respects the diversity and differing needs of families and encourages the development of mutual support between home and school.
- Seeing that each school develops effective school planning/management teams that involve a broad spectrum of families, staff and community representatives in school governance and decision making at the local and statewide level.
- Recognizing that improved student achievement must be an equally shared responsibility and ultimate goal of parents and families, teachers, the school system as a whole and the community at large.

Parent involvement (2000 Parent Involvement in Their Children's Education Act)

Responsibilities of board

In order to heighten awareness of the importance of parent and family involvement in the education of their children throughout their schooling, encourage the establishment and maintenance of parent-friendly school settings, and emphasize parent/school partnerships to assure a child's academic success, the board will do the following.

- Consider joining national organizations that promote and provide technical assistance on various proven parental involvement frameworks and models.
- Incorporate, where possible, proven parental involvement practices into existing policies and efforts.
- Provide parental involvement orientation and training through staff development.

 (see next page)

- Provide incentives and formal recognition for schools that significantly increase parental involvement as defined by the state board of education.

- Require an annual report on school and district parental involvement programs including evaluations of the success of the programs.

- Include parental involvement expectations as part of the superintendent's evaluation.

Responsibilities of superintendent

The superintendent will do the following.

- Include parental involvement expectations as part of each principal's evaluation.

- Include information about parental involvement opportunities and participation in the district's annual report.

- Disseminate parental expectations as defined by law to all parents of the district.

The superintendent may also designate staff to serve as parent liaisons for the district, require each school to designate a faculty contact for parental involvement efforts, require each principal to designate a materials and resource space within the school specifically for parents, and encourage principals to adjust class and school schedules to accommodate parent-teacher conferences more conveniently.

Parent involvement (No Child Left Behind Act of 2001)

The board also recognizes the special importance of parental involvement to the success of its Title I, Migrant (MEP), and Limited English Proficiency (LEP) programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

In keeping with these beliefs, it is the intention of the district to cultivate and support active parental involvement and to set and realize goals for parent-supported student learning. The district will do the following.

- Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, First Steps, Ready By Five, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.

- Implement strategies to involve parents in the educational process, including the following.
  - keeping families informed of opportunities for involvement and encouraging participation in various programs
  - providing access to educational resources for parents/families to use together with their children
  - keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.

- Enable families to participate in the education of their children through a variety of roles. For example, family members should be given opportunities to do the following.
  - Provide input into district policies.
  - Volunteer time within the classrooms and school programs.

 (see next page)

- Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
- Perform regular evaluations of parent involvement at each school and at the district level.
- The school will provide access, to review any instructional material used as part of the educational curriculum.
- If practicable, provide information in a language understandable to parents.

Title I parent involvement

The board recognizes that parent involvement is vital to achieve maximum educational growth for students participating in the district's Title I program. Therefore, in compliance with federal law and state department of education guidelines, the district will meet with parents to provide information regarding their school's participation in the Title I program and its requirements.

The superintendent will ensure equivalence among schools in teachers, administration and other staff and in the provisions of curriculum materials and instructional supplies.

The board directs the superintendent to ensure that each of the district's schools participating in the Title I program meet annually. Parents of participating students will be informed of their right to be involved in the development of the district's parental involvement policy, overall Title I plan and school-parent compact.

The district will, to the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, parents of homeless students and parents of migratory students. In cooperation with parents, the district's policy, plan and compact will be reviewed annually and updated periodically to meet the changing needs of parents and the school and distributed to parents of participating students in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

The superintendent will develop administrative regulations, as necessary, to implement this policy and meet the requirements of law.

Migrant Education Program (MEP) parent involvement

Parents of students in the MEP will be involved in and regularly consulted about the development, implementation, operation and evaluation of the program.

Parents of MEP students will receive instruction regarding their role in improving the academic achievement of their children.

Limited English Proficient (LEP) parent involvement

Pursuant to federal law, parents of LEP students will be provided notification regarding their child's placement in and information about the district's LEP program.

Parents will be notified of their rights regarding program content and participation.

South Carolina Education and Economic Development Act (EEDA)

Parental participation is an integral component of the clusters of study system mandated by the EEDA.

 (see next page)

PAGE 4 - KB - PARENT INVOLVEMENT IN EDUCATION

As early as sixth grade and no later than 8th grade and continuing through high school, each school will schedule annual parent counseling conferences to assist parents/legal guardians or individuals appointed by the parents/legal guardians and their children in making career choices and creating individual graduation plans. These conferences must include, but not be limited to, the following.

- assisting the student in identifying career interests and goals
- selecting a cluster of study and an academic focus
- developing an individual graduation plan

A mediation process that includes parent advocates must be developed, explained and made available for conferences upon the request of the parent/legal guardian or the student.

The district may provide guidance and counseling sessions during hours that are not typically part of the workday, such as in the evenings or on Saturday.

Cf. IG, IGCA, IHAK, IHAQ, IHBC, IHCA, IKF, JLD, KBB

Adopted ^

Legal references:

A. Federal law:
   1. No Child Left Behind Act of 2001, P.L. 107-110 - Sections 1111- 1120B.

B. S.C. Code of Laws, 1976 as amended:
   1. Sections 59-28-100 through 59-28-220 - Parental Involvement in Their Children's Education Act.
   2. Section 59-139-90 - Strategic plans to include stated goals and objectives for parent involvement.
   3. Section 59-59-160 - South Carolina Education and Economic Development Act; parental participation, annual parent counseling conferences.

C. State Board of Education Regulations:
   1. R43-205 - Administrative and professional personnel qualifications, duties and workloads.
   2. R43-234 - Defined program, grades 9-12.

D. South Carolina State Department of Education:
   1. South Carolina Education and Economic Development Act Guidelines (2006).

PARENT RIGHTS AND RESPONSIBILITIES

Code **KBB** *Issued* **DRAFT/08**

Purpose: To establish the board's vision for the rights and responsibilities of the parents of the district's students.

The board has adopted the following statement on the rights and responsibilities of parents/legal guardians to describe the role of the parent/legal guardian and the role of the school in supporting a successful school experience for each child as well as establishing and maintaining a parent-friendly school setting.

For purposes of this policy, the term "parent" refers to custodial and noncustodial parents.

Every parent has the following **rights**.

- to be treated with courtesy by all members of the school staff
- to be respected as an individual regardless of race, creed, national origin, economic status, sex or age
- to secure as much help as is available from the school district to further the progress and improvement of his/her child
- to receive reasonable protection for his/her child from physical harm while under school authority
- to organize and participate in organizations for parents
- to participate in his/her child's school activities (unless prohibited by court order)

Special education

- to be informed of all programs in special education
- to appeal and/or deny the placement, in accordance with established guidelines, of his/her child in a special education class

Receiving information

- to be informed of academic requirements of any school program
- to be informed of school policies and administrative decisions
- to be informed of procedures of seeking changes in school policies and for appealing administrative decisions
- to expect that school personnel will make reasonable attempts to ensure that parents receive important school news and messages
- to be informed of education and cultural programs available to public school children

Conferences

- to participate in meaningful parent-teacher conferences to discuss his/her child's school progress and welfare

Records

- to inspect his/her child's education record in conformity with current guidelines established by state and federal governments

 (see next page)

PAGE 2 - KBB- PARENT RIGHTS AND RESPONSIBILITIES

Every parent has the following **responsibilities**.

- to make reasonable efforts to provide for the physical needs of the child
- to strive to prepare the child emotionally and socially to make the child receptive to learning and discipline
- to hold high expectations for academic achievement
- to expect and communicate expectations for success
- to recognize that parental involvement in middle and high school is equally as critical as in elementary school
- to ensure attendance and punctuality
- to attend parent-teacher conferences
- to monitor and check homework
- to communicate with the school teachers
- to build partnerships with teachers to promote successful school experiences
- to attend, when possible, school events
- to model desirable behaviors
- to use encouraging words
- to stimulate thought and curiosity
- to show support for school expectations and efforts to increase student learning
- to encourage appropriate behavior at school and during school-sponsored events
- to report inappropriate behavior of a student, teacher or any district employee

(Cf. KB)

Adopted ^ _____

Legal references:

A. United States Code, Annotated:
   1. Section 438 of the General Education Provisions Act, as amended - The Family Education Rights and Privacy Act [20 U.S.C. 1232 (g)].

B. South Carolina Code of Laws, 1976, as amended:
   1. Section 20-7-100 - Parental right to participate in child's school activities unless prohibited by court order.
   2. Sections 59-28-100 through 59-28-220 - Parental Involvement in Their Children's Education Act.
   3. Section 59-59-10, et. seq. - South Carolina Education and Economic Development Act.

MEDIA RELATIONS

Code **KDD** *Issued* **DRAFT/08**

Purpose: To establish the board's vision for relations with the media.

The district will make every effort practical to assist the press and other communications media to obtain complete and adequate coverage of the programs, problems, planning and activities of the district.

The district will give all representatives of the media equal access to information about the schools. The district will make general releases of interest to the entire district available to all the media simultaneously. There will be no exclusive releases except as media representatives request information on particular programs, plans or problems.

The board chair will be the spokesperson for the full board unless he/she designates another board member to represent the board for a specific board action.

*Must comply with the Freedom of Information Act (See policy KDB).

Adopted ^

PRESS RELEASES, CONFERENCES AND INTERVIEWS

Code **KDDA** *Issued* **DRAFT/08**

Purpose: To establish the board's vision for press releases, conferences and interviews.

Because the schools are public institutions endeavoring to serve the educational needs of the community, it is important that information be disseminated concerning their activities and problems. In order that district and school news be given the best press coverage, with a minimum of inaccuracies reported, the board desires that the release of official news from the district and school be coordinated as follows.

- The board chairman will be the official spokesman for the board, except as this duty is designated to the superintendent or another member of the board.
- The superintendent or his/her designee has the responsibility for news releases that are of a districtwide nature or pertain to established district policy.
- The principal of the individual school has the responsibility for news releases that are of concern to only one school or to any organization of one school. However, the principal or his/her designee must submit all news releases to the public information office prior to release to the media.
- School staff members must clear any statement to the media with the school principal in advance.
- Employees that are communicating with the media unrelated to their position with the district must not identify themselves in an official capacity with the district.
- Exceptions to this policy may be granted by the public information office.

Adopted ^

Legal references:

A. S. C. Code, 1976, as amended:
   1. Section 30-4-10, et seq. - South Carolina Freedom of Information Act.

PUBLIC CONCERNS AND COMPLAINTS

Code **KE** *Issued* **DRAFT/08**

Purpose: To establish the board's vision for receiving and handling public complaints.

Complaints to one or more board member(s), which in the judgment of the board member(s) hearing the complaint requires investigation or action, will be referred to the superintendent for investigation, appropriate action or recommendations as the situation might justify.

If the matter cannot be resolved satisfactorily by the superintendent, the complainant will register the complaint in writing with the chairman of the board, setting forth the facts on which the complaint is based.

The board, at its next regular meeting or at a special meeting, will then consider the grievance of the complainant and dispose of the matter according to its best judgment.

Adopted ^

SCHOOL-PARENT-COMMUNITY RELATIONS GOALS/PRIORITY OBJECTIVES

Code **KA** *Issued* **DRAFT/08**

Purpose: To establish the board's vision for school-parent-community relations.

The district will involve all segments of the community in accomplishing our goals and mission.

The board believes the following.

- The public schools belong to the people who created them by consent and support them by taxation.
- The schools are only as strong as the support afforded them by an intelligent and informed community.
- The support of the people must be based upon their knowledge of, their understanding about and their participation in the aims and efforts of the schools.
- The education of students is best served through the cooperative efforts of students, parents/legal guardians, district staff and community members.

In support of these beliefs, the district will encourage support of effective partnerships among schools, parents/legal guardians, community and business. To increase participation of business and industry in our schools, the district may do the following.

- Recruit business and industry personnel to serve on local school improvement councils and serve as volunteers or mentors.
- Encourage school personnel to obtain advice and suggestions from the business community.
- Work with businesses and civic and professional organizations to establish adopt-a-school programs.

Individual schools may implement an effective public information program to inform citizens about schools and about the achievement of students.

Individual schools may establish awards programs to recognize individuals and firms which contribute to effective partnerships.

Schools must submit all public information and awards programs to the Public Information Office for review prior to implementation.

Adopted 11/16/81; Revised 1/21/85, ^

Legal references:

A. S.C. Code, 1976, as amended:
   1. Section 59-5-60 - General powers of the board.
   2. Section 59-5-65(11), (12), (13) - State board of education authorized to assist school districts in the creation of effective school/business/community partnerships.

Policy KA Goals and Objectives

Issued 11/81

The Board believes that public education can be improved, resulting in increased instructional benefits for students, by establishment of a policy on public relations and school communications. This belief includes the following principles:

The public relations program should be a planned, systematic, two-way process of communication between the school district and its internal/external publics.

The public relations program should be many-faceted and should include a variety of media to efficiently and effectively inform all citizens of the district.

Public relations and communications, to be effective, must include a planned program with involvement and feedback.

Communications must be internal as well as external and must stress the dissemination of factual, objective, and realistic data about the district.

Public relations and communication must be dynamic and sensitive to change as determined by events and evaluation of the program.

Adopted 11/16/81

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

Policy LC School-Business-Community Partnerships

Issued 1/85

School District Five of Lexington and Richland Counties supports effective partnerships among schools, parents, community, and business. Because such partnerships contribute greatly to the education of students, the district encourages all schools:

To strengthen the involvement of parents in the education of their children.

To increase the participation of business and industry in public schools.

To broaden community involvement in the schools.

To strengthen the involvement of parents in the education of their children, School District Five of Lexington and Richland Counties expects the following:

Scheduled parent-teacher conferences in each school.

Parent opportunities to assist in developing educational programs for their children.

Appropriate parenting classes and seminars scheduled.

Opportunities for parents to discuss academic achievement of the schools and to become involved in parent-teacher groups.

To increase the participation of business and industry in our schools, School District Five of Lexington and Richland Counties expects the following:

School personnel to obtain advice and suggestions from the business community whenever appropriate.

Schools to establish partnerships with business and industry which are in mutual benefit.

To broaden community involvement in schools, School District Five of Lexington and Richland Counties expects the following:

Schools to establish volunteer programs.

Schools to encourage civic and professional organizations to participate in school-business partnership.

Schools to implement an effective public information program to inform parents and district residents about school and student achievement.

School District Five of Lexington and Richland Counties will officially recognize individuals and firms which contribute to partnerships. The district superintendent will prepare a yearly report to show what partnerships have been established and recommend recognition of individuals and firms providing significant leadership in this area. The report should be presented to the Board of Trustees at one of its meetings in June of each year.

Adopted 1/21/85

Constitutional and Statutory Provisions:

S.C. Code, 1976, as amended:

Section 59-5-65 - State Board of Education authorized to assist school districts in the creation of effective school/business/community partnerships.

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

PUBLIC GIFTS/DONATIONS TO SCHOOLS

Code **KCD** *Issued* **DRAFT/08**

Purpose: To establish the basic structure for the public donation of items to the schools.

The school board may accept and hold in trust for its particular school district any property granted, devised or bequeathed to the district. The board may use the property in such a manner as in its judgement seems most conducive to the welfare of the schools when not otherwise directed by the terms of the grant, devise, gift or bequest. However, the school board reserves the right to refuse acceptance of any property/gift it determines to be inappropriate or other wise unacceptable.

Gifts to the school districts for public school purposes may be accepted subject to conditions of the gift. Property purchased by school districts may be acquisitioned in fee simple title only.

The superintendent, in consultation with the board will establish other criteria to be met in acceptance or refusal of gifts and the procedures to be followed in using such gifts.

Adopted 1/19/76; Revised 11/16/81, 1/25/88, ^

Legal references:

A. S. C. Code 1976, as amended:
   1. Section 59-19-170, Acceptance and holding of property by trustees.
   2. Section 59-19-180 - Purchase of land by trustees.
   3. Section 59-69-30 - Investment of such fund.

B. S. C. Attorney General's Opinion:
   1. 1968-69 Opinion No. 2655, p. 71.

Policy KHE Gifts to Schools

Issued 1/88

Major gifts and donations to schools-except those formally sanctioned by recognized liaison/support organizations (e.g., parent-teacher groups, booster clubs, et al.)-shall be accepted after approval by the district administration. Any gifts and donations to schools by the District Five Education Foundation must be approved by the district administration. Any restricted gift or donation shall improve the quality of education in the schools.

Adopted 1/19/76; Revised 11/16/81, 1/25/88

Constitutional and Statutory Provisions:

S.C. Code, 1976, as amended:

Section 59-17-10 - Districts to hold and receive property for school purposes.

Section 59-19-170 - District may use property as it deems best, unless restricted by grant or bequest.

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

PUBLIC INFORMATION AND COMMUNICATION

Code **KD** *Issued* **DRAFT/08**

Purpose: To establish the board's vision for the district's public information and communication program.

It will be the policy of the board to keep the community informed of the objectives, achievements, needs and conditions of the school system.

The board of trustees will seek to keep the citizens of the district regularly and thoroughly informed through all the channels of communication.

Therefore, the board will make every attempt to do the following.

- Keep the public informed regarding the policies, administration operation, objectives, educational program and successes or failures of the schools and the needs of the school system.
- Provide the means for furnishing full and accurate information, favorable and unfavorable, together with interpretation and explanation of the school plan and programs.

The superintendent will supervise the public information program of the district. The ~~district office~~ **public information office** will implement and coordinate the program.

Adopted 11/16/81; Revised ^

Policy KB Public Information Program

Issued 11/81

The Board of Trustees needs full support from informed district residents in its effort to provide instructional programs and schools which challenge the potential of its students.

The Board recognizes the need for maximum school-community interaction relating to the policy and operation of its schools. To this end, the Board encourages full dissemination of information about School District Five of Lexington and Richland Counties to all residents and solicits the views of individuals and organizations on present and future instructional programs and processes.

Therefore, the Board will

Recognize the right and the need of the general public to be informed about the operation of local schools.

Direct all school employees, both certified and supportive, to encourage good school-community interaction by transmitting pertinent and accurate information to area residents voluntarily or when requested seeking ways to improve school-community relations through building level programs.

Recognize the right of news media to inquire, research and report information about the schools to the public.

Conduct all of its business in public sessions except for those executive session items specified by the S.C. Freedom of Information Act (Policy KBA-E).

Solicit and hear views of individuals and representatives of community organizations through organized channels of communication.

Maintain an office of public information on the administrative level to coordinate administrative activities in the school-relations area.

Adopted 11/16/81

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

PUBLIC'S RIGHT TO KNOW/FREEDOM OF INFORMATION

Code **KDB** *Issued* **DRAFT/08**

Purpose: To establish the board's vision for the public's right to know about board and district operations.

The board and district are public servants and therefore are bound by the requirements found in the Freedom of Information Act. The board and district will strictly comply with all aspects of the Freedom of Information Act.

Adopted 11/16/81; Revised 1/25/88, 5/3/93, ^

Legal references:

A. S. C. Code, 1976, as amended:
   1. Section 30-4-10, et seq. - South Carolina Freedom of Information Act.

Policy KBA Public's Right to Know

Issued 6/93

School District Five of Lexington and Richland Counties clearly recognizes the right of any person, under provisions of the South Carolina Freedom of Information Act, to inspect or receive copies of any public record, as defined by law, in accordance with reasonable rules concerning time and place of access. In this regard, the following policy governs such requests:

Requests by member of the general public

All requests to inspect and/or receive copies of records will be made in writing to the attention of the office of communications.

Within 15 normal working days of receipt of a specific written request from any individual, a written response consistent with legal requirements will be forwarded.

The district will establish and collect fees for the actual staff time expended in obtaining these records and expenses incurred in duplicating the requested material. Every possible effort will be made to minimize these charges. While such fees will be determined by the office of communications, any person requesting such records may appeal to the board of trustees in writing for financial relief should the fees exceed a total of $50. Fees will not be charged for examination or review to determine if the requested documents are subject to disclosure.

When at all possible, records will be provided in a form that is both convenient and practical.

The following materials are usually exempt from disclosure:

- information of a personal nature where the public disclosure thereof will constitute unreasonable invasion of personal privacy;
- matters specifically exempted from disclosure by statute or law;
- documents incidental to proposed contractual arrangements and proposed sale or purchase of property;
- salaries of employees, except as provided by the South Carolina Freedom of Information Act;
- correspondence or work products of legal counsel for the district and any other material that would violate attorney-client relationships;
- any other matters exempt from disclosure under the South Carolina Freedom of Information Act, 1976 S.C. Code Ann. Section 30-4-10 et seq. as amended.

If any public records contain material having both exempt and non-exempt information, only the non-exempt material will be made available for public examination and scrutiny.

(Cf. BE, JRA, KL)

Adopted 11/16/81; Revised 1/25/88, 5/3/93

Constitutional & Statutory Provisions:

S.C. code, 1976, as amended:

Section 30-4-20 et seq. - Freedom of Information Act.

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

File KBA-E Code of Laws of South Carolina 1976 Annotated

SC ST s 30-4-30 Page 1

Code 1976 § 30-4-30

TITLE 30. PUBLIC RECORDS

CHAPTER 4. FREEDOM OF INFORMATION ACT

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Current through End of 1999 Reg. Sess. and Extra Session of 1999.

§ 30-4-30. Right to inspect or copy public records; fees; notification as to public availability of records; presumption upon failure to give notice; records to be available when requestor appears in person.

Any person has a right to inspect or copy any public record of a public body, except as otherwise provided by § 30-4-40, in accordance with reasonable rules concerning time and place of access.

The public body may establish and collect fees not to exceed the actual cost of searching for or making copies of records. Fees charged by a public body must be uniform for copies of the same record or document. However, members of the General Assembly may receive copies of records or documents at no charge from public bodies when their request relates to their legislative duties. The records must be furnished at the lowest possible cost to the person requesting the records. Records must be provided in a form that is both convenient and practical for use by the person requesting copies of the records concerned, if it is equally convenient for the public body to provide the records in this form. Documents may be furnished when appropriate without charge or at a reduced charge where the agency determines that waiver or reduction of the fee is in the public interest because furnishing the information can be considered as primarily benefiting the general public. Fees may not be charged for examination and review to determine if the documents are subject to disclosure. Nothing in this chapter prevents the custodian of the public records from charging a reasonable hourly rate for making records available to the public nor requiring a reasonable deposit of these costs before searching for or making copies of the records.

Each public body, upon written request for records made under this chapter, shall within fifteen days (excepting Saturdays, Sundays, and legal public holidays) of the receipt of any such request notify the person making such request of its determination and the reasons therefor. Such a determination shall constitute the final opinion of the public body as to the public availability of the requested public record and, if the request is granted, the record must be furnished or made available for inspection or copying. If written notification of the determination of the public body as to the availability of the requested public record is neither mailed nor personally delivered to the person requesting the document within the fifteen days allowed herein, the request must be considered approved.

The following records of a public body must be made available for public inspection and copying during the hours of operations of the public body without the requestor being required to make a written request to inspect or copy the records when the requestor appears in person:

- minutes of the meetings of the public body for the preceding six months;
- all reports identified in Section 30-4-50(A)(8) for at least the fourteen-day period before the current day; and

• documents identifying persons confined in any jail, detention center, or prison for the preceding three months.

HISTORY: 1978 Act No. 593 § 4; 1987 Act No. 118 § 4; 1990 Act No. 555, § 1.

HISTORY: Amended by 1998 Act No. 423, § 1, eff June 12, 1998.

General Materials (GM) - References, Annotations, or Tables

EFFECT OF AMENDMENT--

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The 1998 amendment added subsection (d).

CROSS REFERENCES:

Privileged and confidential nature of records, etc. for claims filed under §§ 16-3-1110 et seq., relative to compensation of victims of crime, see § 16-3-1240.

Availability of medical records to coroners of other states, see § 17-5- 120.

Information available to department pursuant to this section must be made available to county coroner or medical examiner and social services department, to investigate child fatality, see § 20-7-5915.

Documentation regarding accounts funded by forfeited monies and by proceeds of sale of forfeited items, as available to public under this Act, see § 44- 53-530.

RESEARCH AND PRACTICE REFERENCES--

66 Am Jur 2d, Records and Recording Laws §§ 12 et seq. 76 C.J.S., Records §§ 35 et seq.

13A Am Jur PI & Pr Forms (Rev), Housing Laws and Urban Redevelopment, Form 10 (request for information under Freedom of Information Act).

20 Am Jur PI & Pr Forms (Rev), Privacy, Forms 141 et seq. (right of privacy as affected by governmental acts or conduct).

21 Am fur PI & Pr Forms (Rev), Records and Recording Law, Forms 18 et seq. (requests for information under Federal Freedom of Information Act).

22 Am Jur PI & Pr Forms (Rev), Social Security and Medicare, Form 28.1 (request for information Under the Freedom of Information Act).

ANNOTATIONS--

State freedom of information act requests: right to receive information in particular medium or format. 86 ALR4th 786.

When is federal agency justified, under Freedom of Information Act, in refusing to furnish documents without charge or at reduced charge for search and duplication, pursuant to 5 USCA § 552(a)(4)(A). 50 ALR Fed 552. Who has standing to seek access to agency information under Freedom of Information Act. 82 ALR Fed 248. Exhaustion of administrative remedies as prerequisite to judicial action to compel disclosure under Freedom of Information Act (FOIA) (5 USCA § 522). 112 ALR Fed 561.

What is "record" within meaning of Privacy Act of 1974 (5 USCA § 552a). 121 ALR Fed 465.

ATTORNEY GENERAL'S OPINIONS

In general

Freedom of Information Act makes no distinction between members of public, candidates for elected public office, members of legislature, or other categories of requestors as to who may be able to inspect or copy records of public body. 1993 Op Atty Gen No. 93-63.

Public body may disclose names, sex, race, title, and dates of employment of all officers and employees of public body subject to any applicable restriction or limitation under Freedom of Information Act. 1993 Op Atty Gen No. 93-63.

Mailing lists of various publications, which would include subscriber's mailing addresses, are disclosable unless an exception restricts public's right to access. 1993 Op Atty Gen No. 93-63.

Freedom of Information Act does not contemplate release of information in appointment matters as to prospective appointees when application period has not closed by end of 15 day response period. Act appears to require that information requested be disclosed as is contemplated by § 30-4-30(c). 1993 Op Atty Gen No. 93-66.

Freedom of Information Act makes no distinction as to who may request information under Act. 1993 Op Atty Gen No. 93-66.

An arrest warrant or bench warrant would generally be disclosable upon its being served upon the person named in the warrant unless the information in the warrant is otherwise exempt under the Freedom of Information Act; the custodian of criminal investigatory records, such as search warrants, has the discretion to disclose such records if he or she deems that it would not harm law enforcement or the investigation. 1989 Op Atty Gen, No. 89-78, p 205.

Whether or not a sheriff's department can release the tape of a 911 conversation or its contents must be determined by that agency; any decision as to nondisclosure would be subject to possible judicial review. 1988 Op Atty Gen, No. 88-28, p. 89.

Out-of-court settlement records maintained by a public agency, where the settlement involves the expenditure of public monies, are ordinarily "public records" subject to disclosure under the Freedom of Information Act unless the information contained in the settlement documents is specifically exempt from disclosure under the Act. Judicial records that contain settlement information are generally accessible by the public; however, a court has an inherent authority to seal the records in an appropriate case. 1988 Op Atty Gen, No. 88- 32, p 103.

The Comptroller General may refer requests for information to the agency housing the original record or information; if that agency refuses to honor the request for material deemed to be disclosable under the Freedom of Information Act, the Comptroller should then make the information available. The Freedom of Information Act itself does not appear to contemplate an exchange of information among or between state agencies. The Freedom of Information Act allows for certain direct and indirect costs to be considered in establishing a fee for searching for or making copies of records. While the Freedom of Information Act does not specifically require that a request for information be made in writing, it would be a protective measure to have such requests in writing to establish the fifteen-day response period. 1987 Op Atty Gen, No. 87-69, p 171.

System of allowing access to official records of Probate Court through staff member and by charging fee appears to comport with provisions of Freedom of Information Act. 1985 Op Atty Gen, No. 85-63, p 173.

Supplementary Homicide Reports should be disclosed under the South Carolina Freedom of Information Act. 1983 Op Atty Gen, No. 83-85, p. 139.

Any written request is sufficient under the South Carolina Freedom of Information Act; failure to respond to a written request may be remedied by resort to injunctive relief, so long as sixty (60) days has not elapsed from the expiration of the statutory fifteen (15) day response period; an attorney's work product and any correspondence generated by that attorney for the public body which he represents may be removed from records to be disclosed, along with any other material violative of the attorney-client relationship; that information is sought in furtherance of a civil law suit has no effect on the requirement for disclosure mandated by the Freedom of Information Act; medical records in the possession of a public body should not be disclosed absent consent or a court order; there is no federal legislation prohibiting the disclosure of arrest records and criminal investigation reports. 1981 Op Atty Gen, No. 81-64, p 91.

Consumer Complaints Received Under Section 37-6-117, South Carolina Code of Laws (1976), and Which Are Not Subject to the Investigatory Powers of the Administrator Under Section 37-6-106 are Public Records Which the Public has the Right to Inspect or Copy Pursuant to Section 30-4-30, South Carolina Code of Laws (1976). 1980 Op Atty Gen, No. 80-10, p 31.

Under former law

The Freedom of Information Act would not require the disclosure of: (1) personnel information obtained in a preliminary audit data gathering; (2) a preliminary audit report presented as an administrative briefing; (3) informal

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working documents collected in preparation for conducting an audit and preparing a final audit report. 1976-77 Op Atty Gen, No. 77-133, p 111.

When the Administrator of Consumer Affairs receives information relating to consumer complaints, pursuant to Code Section 8-800.387 [1976 Code $ 37-6- 117] (1962), and the complaint is later determined to be groundless, the Administrator is not required to release such information under the South Carolina Freedom of Information Act. 1976-77 Op Atty Gen, No. 77-132, p 111.

Incident and Supplemental Reports prepared by Sheriff's Officers and submitted for filing in the Records Division of the Police Service Bureau do not constitute public records subject to disclosure under the Freedom of Information Act if it can be shown that the public interest is best served by non-disclosure. Any public record subject to disclosure under the Freedom of Information Act may be viewed in its original form, but records not subject to disclosure could be publicized in summary form. 1976-77 Op Atty Gen, No. 77- 187, p 142.

The South Carolina Freedom of Information Act does not require the public disclosure of law enforcement records of internal investigations into allegations of peace officers' misconduct. 1976-77 Op Atty Gen, No. 77-363, p 288.

Police criminal investigatory files are not subject to inspection and copying under the Freedom of Information Act, since they are most likely not "public records" within the meaning of § 30-3-20 and § 30-3-30. 1976-77 Op Atty Gen, No. 77-193, p 146.

The South Carolina Freedom of Information Act does not require that the public be given access to personnel files and employment applications maintained on employees of the South Carolina House of

Representatives. 1976-77 Op Atty Gen, No. 77-45, p 45.

Under the decision of the South Carolina Supreme Court in Cooper v. Bales, the State of South Carolina and its political subdivisions should release only the employee's salary, grade and job description upon request under the FOIA. Any further disclosure could come only if the employee authorizes the release or if a court of competent jurisdiction orders such disclosure. 1976-77 Op Atty Gen, No. 77-243, p 180.

The Freedom of Information Act does not require the disclosure of how each member of a school board voted in executive session; (2) The school board may elect officers in a public meeting by secret ballot, but any written record of the vote by name would be public information after the votes are tabulated. 1976-77 Op Atty Gen, No. 77-279, p 214.

Under the provisions of the Freedom of Information Act, records containing charges against residential homebuilders should be made available for public inspection and copying once a proper disposition has been made of the charge by the Residential Homebuilders' Commission. 1976-77 Op Atty Gen, No. 77-288, p 219.

A county council cannot pass an ordinance or resolution restricting public records from discovery under the Freedom of Information Act. Failing to release the contents of a proposed county ordinance, emergency ordinance or resolution until such item is brought up for a vote would violate the Freedom of Information Act, where such items are prepared and available prior to the meeting. 1976-77 Op Atty Gen, No. 77-164, p 134.

The Greenwood County Hospital Board must comply with the provisions of the Freedom of Information Act, 1962 Code § 1-20, et seq. [1976 Code § 30-3- 10 et seq.], as amended. 1975-76 Op Arty Gen, No. 4477, p 337.

Public agencies may set up reasonable requirements for viewing and copying public records. However, care must be taken to insure that such procedures do not inordinately restrict public access to these public records. 1975-76 Op Atty Gen, No. 4512, p 373.

The Freedom of Information Act compels the Commission of the Blind to allow the inspection of its records used in mailing publications. 1974-75 Op Arty Gen, No. 3985, p 56.

The Freedom of Information Act would require disclosure of employee names at the Medical University, their

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position, earnings, and insurance coverage; however, information such as sex, date of birth, marital status, and number of children of the employees relates solely to private matters which do not affect the performance of any public duty. 1974-75 Op Atty Gen, No. 4004, p 73.

Vehicle towing records of a sheriff may be open for public inspection. Employment applications for county employees and some portions of accident reports should not be open to public disclosure. 1974-75 Op Atty Gen, No. 4197, p 246.

There is no distinction between permitting legislator to view file and make notes and his being provided copies of documents from file compiled by Legislative Audit Council relative to sunset review once final review is released, unless documents are accorded confidentiality by specific statute. 1991 Op Atty Gen, No. 91-4, p 21.

The Taylors Fire & Sewer District may set up reasonable requirements for viewing and copying records.

However, what is considered reasonable would require factual determination which this Office cannot resolve by an opinion of this Office. 1992 Op Atty Gen No. 92-40.

CASE NOTE

In General Appeal was obliged to affirm the trial court's denial of the appellants' request to review the files where they In General contained at least some materials exempt from the Act's disclosure requirements, and the record failed to

In an action seeking the review of Department of show that the trial court was asked to review the DSS Social Services (DSS) files pursuant to the Freedom of file and separate exempt and nonexempt material;

Information Act, §§ 30-4-10 et seq., the Court of however, appellants were not precluded from reappearing before thetrial court and requesting that it conduct a review to separate the material based on its exempt status. Beattie v. Aiken County Dept. of Social Services (S.C. 1995) 319 S.C. 449, 462 S.E.2d 276.

Under § 30-4-30(c), a failure to respond within 15 days means that the disclosure of non-exempt material at the time and place of access which the party requested is deemed approved. Litchfield Plantation Co., Inc. v. Georgetown County Water and Sewer Dist. (S.C. 1994) 314 S.C. 30, 443 S.E.2d 574, rehearing denied.

Exemptions from disclosure in § 30-4-40 are absolute despite a public body's failure to respond within 15 days as required by § 30-4-30(c); exemptions in § 30-4-40 cannot be waived. Litchfield Plantation Co., Inc. v. Georgetown County Water and Sewer Dist. (S.C. 1994) 314 S.C. 30, 443 S.E.2d 574, rehearing denied.

Section 12-54-190 does not alter the non-disclosure provisions of § 12- 54-240 since the legislature could not reasonably have intended to prevent disclosure of tax commission assessments to local taxing authorities. South Carolina Tax Com'n v. Gaston Copper Recycling Corp. (S.C. 1994) 316 S.C. 163, 447 S.E.2d 843.

The purpose of the Freedom of Information Act, § 30-4-10 et seq. is to protect the public from secret government activity. South Carolina Tax Com'n v. Gaston Copper Recycling Corp. (S.C. 1994) 316 S.C. 163, 447 S.E.2d 843.

The fact that the tax commission refused to sign a confidentiality agreement with a property owner was sufficient evidence on which to hold that the tax commission did not promise that the information in question would be kept confidential. South Carolina Tax Com'n v. Gaston Copper Recycling Corp. (S.C. 1994) 316 S.C. 163, 447 S.E.2d 843.

2.. [Reserved for future use.]

Under former law

Code 1962 §§ 1-20.2 and 1-20.3 [Code 1976 §§ 30-3-30 and 30-3-40] are to be harmoniously construed to preclude disclosure of minutes of executive sessions. Cooper v. Bales (S.C. 1977) 268 S:C. 270, 233 S.E.2d 306.

Newspaper was improperly denied access to jail log book and to meetings and minutes of meetings of local building commission. Florence Morning News v. Building Commission of City and County of Florence (S.C. 1975) 265 S.C. 389, 218 S.E.2d 881.

Code 1976 § 30-4-30

SC ST § 30-4-30

END OF DOCUMENT

Code 1976 § 30-4-50

CODE OF LAWS OF SOUTH CAROLINA 1976 ANNOTATED

TITLE 30. PUBLIC RECORDS

CHAPTER 4. FREEDOM OF INFORMATION ACT

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Current through End of 1999 Reg. Sess. and Extra Session of 1999.

§ 30-4-50. Certain matters declared public information; use of information for commercial solicitation prohibited.

Without limiting the meaning of other sections of this chapter, the following categories of information are specifically made public information subject to the restrictions and limitations of Sections 30-4-20, 30-4-40, and 30-4-70 of this chapter:

- the names, sex, race, title, and dates of employment of all employees and officers of public bodies;
- administrative staff manuals and instructions to staff that affect a member of the public;
- final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;
- those statements of policy and interpretations of policy, statute, and the Constitution which have been adopted by the public body;
- written planning policies and goals and final planning decisions;
- information in or taken from any account, voucher, or contract dealing with the receipt or expenditure of public or other funds by public bodies;
- the minutes of all proceedings of all public bodies and all votes at such proceedings, with the exception of all such minutes and votes taken at meetings closed to the public pursuant to Section 30-4-70;
- reports which disclose the nature, substance, and location of any crime or alleged crime reported as having been conunitted. Where a report contains information exempt as otherwise provided by law, the law enforcement agency may delete that information from the report.
- statistical and other empirical findings considered by the Legislative Audit Council in the development of an audit report.

No information contained in a police incident report or in an employee salary schedule revealed in response to a request pursuant to this chapter may be utilized for commercial solicitation. Also, the home addresses and home telephone numbers of employees and officers of public bodies revealed in response to a request pursuant to this chapter may not be utilized for commercial solicitation. However, this provision must not be interpreted to restrict access by the public and press to information contained in public records.

HISTORY: 1978 Act No. 593 § 6; 1982 Act No. 370.

HISTORY: 1992 Act No. 269, § 1, eff February 24, 1992; 1993 Act No. 44, § 1, eff May 14, 1993; 1998 Act No. 423, § 7, eff June 12, 1998.

General Materials (GM) - References, Annotations, or Tables

EFFECT OF AMENDMENT--

The 1992 amendment designated the existing text subsection (A), and added subsection (B).

The 1993 amendment in subsection (A) added paragraph (9).

The 1998 amendment, in subsection (A)(8) deleted "incident" preceding "report" in three places and substituted "a" for "an" in the second sentence.

CROSS REFERENCES---

Information available to department pursuant to this section must be made available to county coroner or medical examiner and social services department, to investigate child fatality, see § 20-7-5915.

Documentation regarding accounts funded by forfeited monies and by proceeds of sale of forfeited items, as available to public under this Act, see § 44- 53-530.

RESEARCH AND PRACTICE REFERENCES---

66 Am Jur 2d, Records and Recording Laws §§ 19 et seq. 76 C.J.S., Records § 36.

ANNOTATIONS---

What constitutes preliminary drafts or notes provided by or for state or local governmental agency, or intra-agency memorandums, exempt from disclosure or inspection under state freedom of information acts. 26 ALR4th 639.

ATTORNEY GENERAL'S OPINIONS

Court would probably find that ad hoc citizens committee appointed by Town Council to be public bodies subject to Freedom of Information Act. Working drafts of proposed ordinances should not be disclosed unless or until such drafts are made available to council or otherwise distributed. Court could conclude that working drafts or final drafts of proposed ordinances ready to be submitted to council for consideration may be considered final claiming decisions and thus subject to disclosure. However, Town Council may vote to exclude such records from public disclosure when Council feels that public will best be served by non-disclosure. Confidential information reports, prepared by Town manager for distribution to members of Town Council, could be public records subject to disclosure. However, memorandum could contain information exempt from disclosure, which determination would be made on case-by-case basis. 1984 Op Atty Gen, No. 84-125, p. 281.

Supreme Court decision concludes that each state may enact legislation authorizing disclosure of "rap sheets" to public; SLED's regulation as to particular data to be disseminated is consistent with Court's ruling and present South Carolina law; Supreme Court has concluded that "rap sheets" may continue to be treated as in the past by SLED, in accordance with SLED's regulation; General Assembly could, consistent with Supreme Court ruling, specifically authorize by legislation disclosure of "rap sheets" to public. 1990 Op Atty Gen No. 90-15.

The accessing of home addresses and home telephone numbers of officers and employees of a public

body for use by a non-profit professional organization for membership recruitment and similar activities does not, on its face, appear to fall within the definition of "commercial solicitation. " Of course, the public body to whom such a request is presented would ultimately make the determination as to whether a particular activity would constitute "commercial solicitation" or to release any records under the recent amendments to the Freedom of Information Act. 1992 Op Atty Gen No. 92-20.

United States Supreme Court in Reporters Committee case construed federal law relative to criminal history records maintained by Federal Bureau of Investigation. 1990 Op Atty Gen No. 90-15.

Documents at original sources, such as arrest warrants, would not be affected by Supreme Court's ruling and would be available to public. 1990 Op Atty Gen No. 90-15. '-'

Copr. 0 West 2000 No Claim to Orig. U.S. Govt. Works

SC ST s 30-4-50 Page 9

Decision to disclose particular record or document in given instance remains with custodian of document or record; such view constitutes a discussion of the ruling by the United States Supreme Court in Reporters Committee case and is not intended to usurp authority of custodian to determine whether disclosure is appropriate in particular instance. 1990 Op Atty Gen No. 90-15.

Information such as where a state employee was housed while traveling on state business would be information from a voucher and thus subject to disclosure unless exempt for a reason defined under Section 30-4-40. Such a determination must be made on a case-by-case basis. 1987 Op Atty Gen, No. 87- 69, p 171.

Under South Carolina's Freedom of Information Act, final order or opinion issued in disciplinary proceeding by State licensing board or agency is public information. 1984 Op Atty Gen, No. 84-61, p. 150.

Incident reports used by campus police to report activities occurring within Department of Mental Health which may have criminal implications and which contain patient identities are public information, but to extent that it contains confidential information, such information is exempt from disclosure under FOIA. 1984 Op Atty Gen, No. 84-85, p. 205.

A grievance file of the Board of Commissioners on Grievances and Discipline is not public information unless the proceeding has been made public at the request of the respondent attorney or the investigation is predicated upon a conviction of the attorney for a crime or upon public discipline imposed upon the attorney in another jurisdiction. 1981 Op Atty Gen, No. 81-60, p 86.

The Freedom of Information Act would not require the disclosure of: (1) personnel information obtained in a preliminary audit data gathering; (2) a preliminary audit report presented as an administrative briefing; (3) informal working documents collected in preparation for conducting an audit and preparing a final audit report. 1976-77 Op Atty Gen, No. 77-133, p 111.

When the Administrator of Consumer Affairs receives information relating to consumer complaints, pursuant to Code Section 8-800.387 [1976 Code § 37- 6-117] (1962), and the complaint is later determined to be groundless, the Administrator is not required to release such information under the South Carolina Freedom of Information Act. 1976-77 Op Atty Gen, No. 77-132, p 111.

The South Carolina Freedom of Information Act does not require that the public be given access to personnel files and employment applications maintained on employees of the South Carolina House of Representatives. 1976-77 Op Atty Gen, No. 77-45, p 45.

Under the decision of the South Carolina Supreme Court in Cooper v. Bales, the State of South Carolina and its political subdivisions should release only the employee's salary, grade and job description upon request under the FOIA. Any further disclosure could come only if the employee authorizes the release or if a court of competent jurisdiction orders such disclosure. 1976-77 Op Atty Gen, No 77-243, p 180.

The Freedom of Information Act does not require the disclosure of how each member of a school board voted in executive session; (2) The school board may elect officers in a public meeting by secret ballot, but any written record of the vote by name would be public information after the votes are tabulated. 1976-77 Op Atty Gen, No. 77-279, p 214.

Under the provisions of the Freedom of Information Act, records containing charges against residential homebuilders should be made available for public inspection and copying once a proper disposition has been made of the charge by the Residential Homebuilders' Commission. 1976-77 Op Arty Gen, No. 77-288, p 219.

Freedom of Information Act makes no distinction between members of public, candidates for elected public office, members of legislature, or other categories of requestors as to who may be able to inspect or copy records of public body. 1993 Op Atty Gen No. 93-63.

Public body may disclose names, sex, race, title, and dates of employment of all officers and employees of public body subject to any applicable restriction or limitation under Freedom of Information Act. 1993 Op Atty Gen No 93-63.

Except for commercial solicitation, the Freedom of Information Act does not limit how a requestor may use public information obtained pursuant to the Act. Consideration should be given to ethic and election laws if information obtained under the Act should be used in a political campaign. 1993 Op Atty Gen No. 93-63.

CASE NOTES

In General

An action for invasion of privacy arising from a publication's reporting of a prison rape which included the victim's name, the controlling law in determining whether the information had been obtained lawfully was not the rape shield law, § 16-3-730, but the South Carolina Freedom of Information Act, §§ 30-40-10. Doe v. Berkeley Publishers (S.C.App. 1996) 322 S.C. 307, 471 S.E.2d 731, rehearing denied, certiorari granted, reversed 329 S.C. 412, 496 S.E.2d 636, certiorari denied 119 S.Ct. 406, 525 U.S. 963, 142 L.Ed.2d 330.

Findings of fact and conclusions of law in the final order of the state board of medical examiners, which suspended physician for misconduct, was public information and publication of such findings would not be enjoined. Ewing v. .State Bd. of Medical Examiners of South Carolina (S.C. 1986) 290 S.C. 89, 348 S.E.2d 361.

Code 1976 § 30-4-50

SC ST § 30-4-50

END OF DOCUMENT

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SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

PUBLIC'S RIGHT TO KNOW/FREEDOM OF INFORMATION

Code **KDB-R** *Issued* **DRAFT/08**

Costs of compiling and/or copying public records

The district will fully comply with the Freedom of Information Act, Title 30 Chapter 4, Code of Laws of South Carolina.

When compilation and/or reproduction of public records are requested, these records will be furnished at the lowest possible cost to the person requesting the records. In setting these charges, due consideration will be given to the expense involved in compiling and/or copying the public records, making every effort to match the charges with the actual cost of compiling and/or copying the records.

There will be no charge for a single request for compilation and/or reproduction of up to 10 pages of readily available information. The district's standard charge per page will be assessed for a single request for reproduction of 11 **or more** ~~to 50~~ pages of readily available information.

If permissible, the district may charge a reasonable fee for staff time required to adequately respond to the FOI request. The district will not charge any fees in excess of printing cost and staff time required for the response.

A reasonable deposit based on the expected cost will be required prior to searching for and/or copying the requested records.

Adopted 5/3/93; Revised ^

AR KBA-R Request To Inspect and/or Receive Copies of Public Records

Issued 6/93

Costs of compiling and/or copying public records

When compilation and/or reproduction of public records are requested, these records will be furnished at the lowest possible cost to the person requesting the records. In setting these charges, due consideration will be given to the expense involved in compiling and/or copying the public records, making every effort to match the charges with the actual cost of compiling and/or copying the records.

There will be no charge for a single request for compilation and/or reproduction of up to 10 pages of readily available information. A charge of $.10 per page will be assessed for a single request for reproduction of 11 to 50 pages of readily available information.

The cost of compiling and/or copying more than 50 pages of readily available information will reasonably include all related costs, including costs of materials and personnel time. Personnel time will be computed at the hourly rate of the personnel involved in searching for and/or copying records. An attempt will be made to use the lowest paid person available.

Costs of materials and personnel time will be assessed for the compilation and/or reproduction of any amount of material that is deemed to require extensive staff time to compile.

A reasonable deposit based on the expected cost will be required prior to searching for and/or copying the requested records.

(Also BE-R)

Adopted 5/3/93

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

Exhibit J

EXHIBIT J

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

August 12, 2013

To: Members of the Board of Trustees

From: Keith McAlister
Director, New Design and Construction

Re: Change Order 003 for Chapin Hill High School

ADMINISTRATION CONSIDERATION

Administration seeks discussion of Change Order 012 to add extra electrical panels for soccer practice field and football practice field lights due. This is for power only and does not include conduit, wire or light poles since locations and types have not been selected.

RECOMMENDATION

Administration recommends board approval of Change Order 012 to add extra electrical panels for soccer practice field and football practice field lights at Chapin High School.

ATTACHMENT
Change Order 012

AIA® Document G701/CMa™ – 1992

Change Order - Construction Manager-Adviser Edition

PROJECT *(Name and address):*
District 5 of lex/Rich Counties
Additions and Renovations
Chapin High School

CHANGE ORDER NUMBER: 012
INITIATION DATE: July 23, 2013

OWNER: ☐
CONSTRUCTION MANAGER: ☐
ARCHITECT: ☐
CONTRACTOR: ☐
FIELD: ☐
OTHER: ☐

TO CONTRACTOR *(Name and address):*
China Construction America of SC, Inc.
700 Saturn Parkway
Columbia, SC 29212

PROJECT NUMBERS: /
CONTRACT DATE: January 3, 2012
CONTRACT FOR: Building & Finishes

THE CONTRACT IS CHANGED AS FOLLOWS:

Item #001: See Attachment 'A' for all breakdowns of PCO's. $83,877.58

Total Change Order: $83,877.58 Total Time Extension: Zero (0) days

The original Contract Sum was	$	45,930,500.00
Net change by previously authorized Change Orders	$	385,253.75
The Contract Sum prior to this Change Order was	$	46,315,753.75
The Contract Sum will be increased by this Change Order in the amount of	$	83,877.58
The new Contract Sum including this Change Order will be	$	46,399,631.33

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is September 12, 2014.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Cumming
CONSTRUCTION MANAGER *(Firm name)*
1213 Lady Street, 4th Floor, Columbia, SC 29201
ADDRESS
Forest L King
BY *(Signature)*
Forrest L. King
(Typed name) **DATE:** 7/23/13

Stevens & Wilkinson Architecture Engineering Interiors
ARCHITECT *(Firm name)*
1501 Main Street, Columbia, SC 29201
ADDRESS
BY *(Signature)*
Bill Fleming
(Typed name) **DATE:** 7.25.13

China Construction America of SC, Inc.
CONTRACTOR *(Firm name)*
700 Saturn Parkway Columbia, SC 29212
ADDRESS
BY *(Signature)*
Adam Whitley
(Typed name) **DATE:** 7/23/13

District Five of Lexington & Richland Counties
OWNER *(Firm name)*
1020 Dutch Fork Road, Irmo, SC 29063
ADDRESS
BY *(Signature)*
Keith McAlister
(Typed name) **DATE:**

NEW DESIGN & CONS
JUL 31 2013
RECEIVED

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User Notes: (1345607501)

Attachment 'A' for Change Order #012 at Chapin High School

118	Extra electrical panels for soccer practice field and football practice field lights. This is for power only and does not include conduit, wire or light poles since locations and types have not been selected.	$83,877.58
TOTAL		**$83,877.58**

ITEM #1

China Construction America of SC, Inc.
700 Saturn Parkway, Columbia, SC
Tel:803-771-2777 Fax:803-771-2377

Job Name: Chapin High School
COR #: 118
Date: 5/10/2013

Change Order Request - Summary Sheet

Description of Change Request

Please see the following additional cost associated with providing additional panel FH1 and SH1 to soccer field and football practice field lights, as requested in RFI 241. Electrical contractor proposes solution for soccer field lighting as well as storage building at soccer field, by using existing conduit to provide 480V panel in storage building sized to provide future lighting. Please review and approve so that work could proceed. Thanks.

Cost Summary

1	Direct Cost of GC Self Perform Work		$	-	
2	GC Markups- Self Perform Work @	15%	$	-	
3	Subcontractor Work - Gregory		$	75,421.00	
4	Subcontractor Work -				
5	Subcontractor Work -				
6	Subcontractor Work -				
7	Sub-Total of Subcontractors' Work		$	75,421.00	
8	Bond fee for Subcontractor @	1.5%	$	1,131.32	
9	GC Markups- Subcontractor Work @	7%	$	5,279.47	
10	Credit to Owner		$	-	N/A
11	Building Permit and Business License Fees	1.0%	$	818.32	
12	GC P& P Bond @	1.5%	$	1,227.48	
	Total Cost:		$	83,877.58	
	Time Extension Required:			0	**Days**

GREGORY ELECTRIC COMPANY, INC

April 25, 2013

Mr. Adam Whitley
China Construction America of SC
700 Saturn Parkway
Columbia, SC 29212

Re: COP-26 RFI-241 Football Practice Field New Breaker in SWBD, Feeder & Panel FH1

Adam,
We propose to furnish and install materials per referenced drawing for the sum of ***Thirty-Five Thousand, Four Hundred Four Dollars ($35,494.00).***

Breakdown as follows:

	Net Change Amount
Materials	$ 18,683.27
Labor	$ 10.591.92
Equipment	$ 1,455.55
Misc.	$ 0
Subtotal	$ 30,730.74
Overhead 10%	$ 3,073.07
Cost	$ 33,803.81
Profit 5%	$ 1,690.19
Total	$ 35,494.00
Number of Days Added	9

Note: Proposal based on following, clear and unencumbered dig path available, path anticipated at not more than five hundred fifty feet, no curbs or roadway to cross over. Changes will cause additional costs.

I have included standard back up information. We appreciate the opportunity to provide this COP quotation. I can be reached via e-mail at sbaker@gregorvelectric.com or by telephone 803-691-4587.

Sincerely,
Gregory Electric Company, Inc.

Steve Baker
Project Manager
Phone 803-691-4587

Chapin High School Adjusted 12-22-11 : COP26 Practice Football Field Power

Bid Summary: Default

Material List By Phase

Item #	Description	Quantity
	--- 01 Raceway, Fittings & Boxes ---	
1058	3-1/2" GRC	30
1650	3-1/2" Grounding Bushing	2
1773	3-1/2" Cut & Thread	4
6654	3/8x10 Threaded Rod (per foot)	10
6659	3/8" Flat Washer	24
6662	3/8" Nut	16
	--- 02 Wire & Cable ---	
2793	#6 THHN CU Stranded Wire	590
2800	#3/0 THHN CU Stranded Wire	2,360
	--- 03 Distribution ---	
FH1	200 Amp Surf Panel-Nema 3R	1
	--- 06 Underground/Site ---	
1195	3-1/2" PVC Conduit	565
2080	3-1/2" PVC Female Adaptor	6
2122	3-1/2" PVC Coupling	3
2274	PVC Glue (Quart)	10
7079	24"Wx48"D Trench-Back Hoe	565
7121	24"Wx36"D Backfill & Compaction	565
7135	3000# Concrete (Cu. Yards)	42
1722222906	3-1/2" GRC Elbow	3
	--- 07 Misc ---	
6644	Unistrut (Deep)	20
6650	Cut 12 Gauge 1-5/8x1-5/8 Channel (labor)	4
6652	3/8" Spring Nut	8
6880	Wire Lube - 1 Gallon	3
6892	Tape (Cheap)	2
1722227300	3/8" Hex Head Bolt	8
1722227303	3/8" Lock Washer	24

GREGORY ELECTRIC COMPANY, INC

May 8, 2013

Mr. Adam Whitley
China Construction America of SC
700 Saturn Parkway
Columbia, SC 29212

Re: COP27 RFI91 & 241 Soccer Storage Building & Practice Field Future Lighting

Adam,
There are no spare 2.5" conduit stubbed outside the Gym building to feed panels FH1 and SH1. Our proposal COP26 is based on using 3.5" conduit stubbed out the building to provide power to the field house. This conduit was rerouted from transformer ST3 to provide power to the softball field and field house. The 3" conduit was provided by electrical contractor to install the conductors to SL1 as part of base bid. COP27 is this electrical contractor's suggestion to owner, electrical engineer, architect and construction management that the lighting request as provided in RFI 241 and the voltage drop solution as provided in RFI91 use the following means and methods to resolve these issues.

We propose to furnish and install following materials as portion of base contract, conduit, concrete encasement and trenching approximately eight hundred thirty feet from SWBD GSB to new Panel SH1. Panel SL1 125A 3P4W shall be furnished per base bid contract documents including modifications depicted in RFI91. Credit the original phase and ground conductor materials and labor. Following as change items furnish and install a new 300/3 480V 65KAIC breaker in GSB, furnish and install 300A MLO 480V 3P4W panel in storage building as SH1 with 6 - 30/3, 3 -15/3, 1- 40/3 and 3 -20/1 branch circuit breakers with nine space only provisions, one 30KVA dry type transformer with 3 – 350KCMIL phase conductors and one 4/0 neutral conductor with one # 4 AWG grounding conductor. Stub out from Panel SH1 eight one inch conduits into a concrete polymer underground box for future connection of future lighting or irrigations circuits for the sum of ***Thirty-Nine Thousand, Nine Hundred Twenty Seven Dollars ($39,927.00).***

Breakdown as follows:

	Net Change Amount
Materials	$ 27,347.06
Labor	$ 6,951.92
Equipment	$ 269.85
Misc.	$ 0
Subtotal	$ 34,568.83
Overhead 10%	$ 3,456.88
Cost	$ 38,025.71
Profit 5%	$ 19.09.29
Total	$ 39,927.00
Number of Days Added	7

Chapin High School Adjusted 12-22-11 : COP27 Soccer Field Lighting

Bid Summary: Default

Material List By Phase

Item #	Description	Quantity
	--- 01 Raceway, Fittings & Boxes ---	
1002	1" EMT	80
1123	1" Steel Flex	5
1126	2" Steel Flex	5
1498	1-INCH EMT COMPRESSION CONNECTOR INSULATED THROAT WATERTIGHT	16
1578	1-INCH EMT COMPRESSION COUPLING WATERTIGHT	8
1887	1" Die-Cast Straight Squeeze Flex Conn	1
1890	2" Die-Cast Straight Squeeze Flex Conn	1
1912	1" Steel 90D Squeeze Flex Conn	1
1915	2" Steel 90D Squeeze Flex Conn	1
	--- 02 Wire & Cable ---	
2791	#10 THHN CU Stranded Wire	-833
2793	#6 THHN CU Stranded Wire	7
2794	#4 THHN CU Stranded Wire	881
2797	#1 THHN CU Stranded Wire	-3,360
2800	#3/0 THHN CU Stranded Wire	21
2801	#4/0 THHN CU Stranded Wire	860
2804	#350MCM THHN CU Stranded Wire	2,580
4367	#14-12-10 Wire Termination Labor	1
4368	#8-6 Wire Termination Labor	1
4369	#4-1 Wire Termination Labor	3
4371	#3/0-4/0 Wire Termination Labor	3
6849	#3/0 CU Split Bolt Connector	3
	--- 03 Distribution ---	
3628	30 KVA 3PH Transformer 480V X 208V	1
1722226437	250A 3P 277V Bolt-on Breaker	1
SFH1	400 Amp Surf Panel-Nema 3R	1
	--- 06 Underground/Site ---	
1189	1" PVC Conduit	160
	--- 07 Misc ---	
6839	Red Wirenuts	3
6841	Blue Wirenuts	4
T0001	Quazite Box & Cpver 30 x 24 x 18	1

Exhibit K

EXHIBIT K

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

August 12, 2013

To: Members of the Board of Trustees

From: Keith McAlister
Director, New Design and Construction

Re: Design Development for New Middle School

ADMINISTRATION CONSIDERATION

Administration seeks discussion in reference to the design development for the New Middle School.

RECOMMENDATION

Administration recommends board approval to proceed with the design development for the New Middle School.

ATTACHMENT
Exhibit

QUACKENBUSH ARCHITECTS + PLANNERS
1217 HAMPTON STREET COLUMBIA, SC 803.771.2999

District Five of Lexington & Richland Counties

New Middle School

Design Development
08/12/2013



district five
OF LEXINGTON & RICHLAND COUNTIES



QUACKENBUSH ARCHITECTS + PLANNERS

PERKINS + WILL

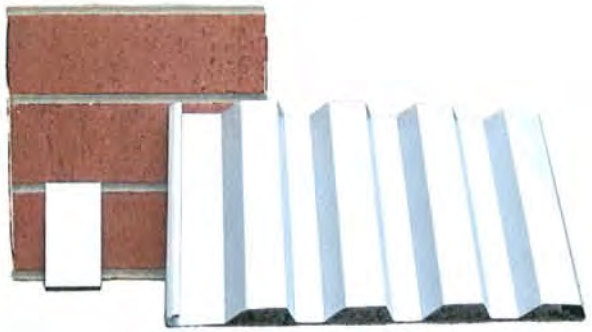






QUACKENBUSH ARCHITECTS + PLANNERS

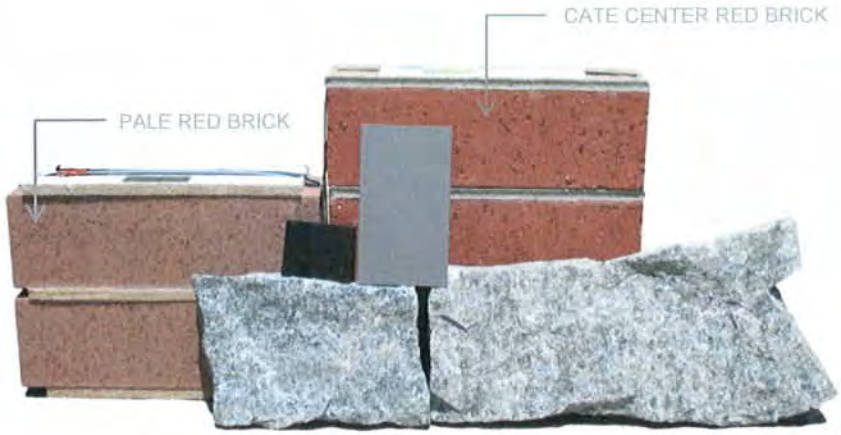
PERKINS
+WILL



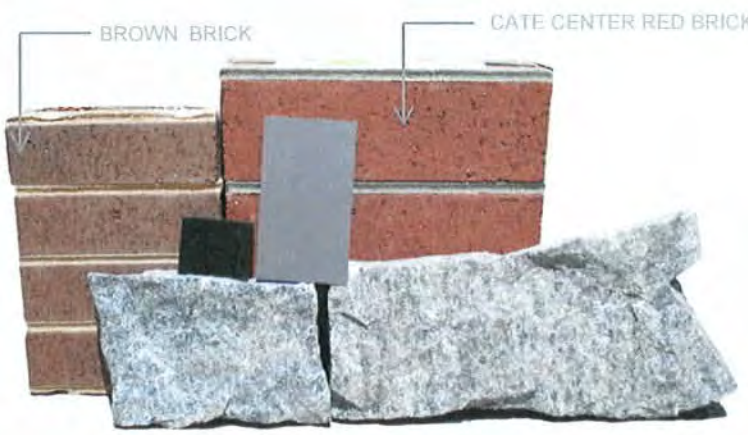
CATE CENTER



HIGH SCHOOL



OPTION 1



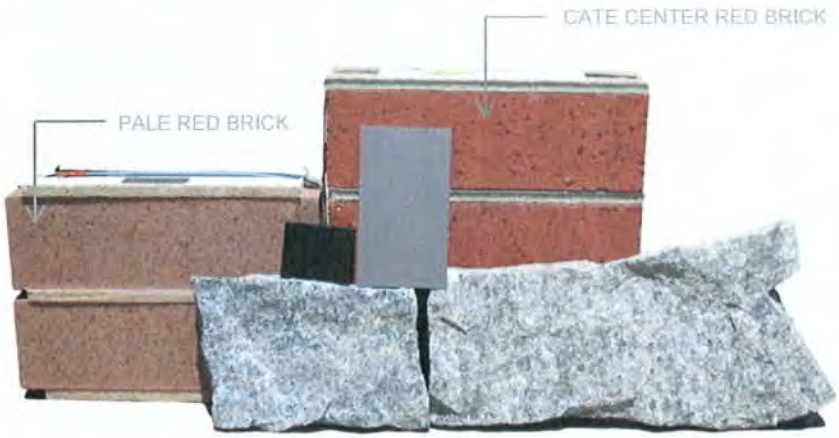
OPTION 2

QUACKENBUSH ARCHITECTS + PLANNERS

PERKINS + WILL



STONE - DRY STACK



OPTION 1



QUACKENBUSH ARCHITECTS + PLANNERS

PERKINS + WILL



EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION

QUACKENBUSH ARCHITECTS + PLANNERS

PERKINS + WILL

Exhibit L

EXHIBIT L

district five
OF LEXINGTON & RICHLAND COUNTIES

Memorandum

To: Members of the Board of Trustees

Through: Dr. Stephen W. Hefner
Superintendent

From: Mark A. Bounds
Chief Information Officer

Date: August 7, 2013

Re: Board Policies – Section K

Issue: Proposed additions and revisions to Board Policies – Section K

Background: Attached for your consideration are the recommended new policies and revisions from the South Carolina School Boards Association for the following policies:

- Replace LEB "Parents' Organizations" with KBE "Relations with Parent Organizations"
- Add KC "Career and Technology Education Planning and Appeals"
- Replace LC "School-Business-Community Partnerships" with KCA "School-Community Relations Goals/Priority Objectives"
- Replace KE "Student Mentoring Program" with KCAA "Student Mentoring Program"
- Replace KNBA "Complaints About Instructional Materials" and IFAD "Complaints About Instructional Materials" with KEC "Public Concerns and Complaints About Instructional Resources"
- Replace KNBA-R "Complaints About Instructional Materials" and IFAD-R "Complaints About Instructional Materials" with KEC-R "Public Concerns and Complaints About Instructional Resources"
- Replace KNBA-E "Individual School Letterhead" and IFAD-E "Sample" with KEC-E "Citizen's Request for Review of Education Materials"
- Replace KCC "Business Partnerships" with KG "Business Partnerships"
- Replace KIA "Political Campaign Materials Distribution/Staff Participation in Political Activities" with KHE "Political Campaign Materials Distribution/Staff Participation in Political Activities"
- Replace KM "Visitors to the Schools" with KI "Visitors"

Recommendation: Administration recommends that the proposed additions/revisions to selected "K" policies proceed to first reading approval.

MB/aw

Attachments - Current Board Policies/Recommended Policies – Section K

RELATIONS WITH PARENT ORGANIZATIONS

Code **KBE** *Issued* **DRAFT/08**

Purpose: To establish the basic structure for board and district relations with parent organizations.

State law delegates to local school district boards of trustees the responsibility of officially representing the public in the operation of the district's public schools. In order to accommodate citizens who have specific positive interests in providing additional support for selected school activities, the board authorizes the formation of cooperative parent-school groups that will provide legitimate and systematic participation to foster selected school activities. Among these are booster clubs, parent-teacher organizations, parent support groups, business-school partnerships and school education foundations. The board believes that for a successful community-school organization to exist, the propelling and compelling impetus for such an organization must be a spirit of altruism, cooperation and supportive action rather than discord, confrontation and usurpation of legitimate board and administrative prerogatives.

These groups will not have administrative authority in connection with the operation of the school. The board has final authority over money raised and gifted for school operations. Equipment donated to the school becomes the property of the district. Money raised by non-profit parent organizations for non-operational / support activities and items will be managed by the parent organization in accordance with SC Title 33, Chapter 56. "South Carolina Solicitation of Charitable Funds Act."

The board encourages administration, staff and employees to be supportive and accommodating to the activities of these groups. Each group will submit a statement of purpose and regulations governing the group's involvement to the superintendent for review and approval by the board.

These support groups need administrative approval for any events, programs or operations that involve the following.

- the participation of children
- operation of a school service
- charges to children
- solicitation of children
- communications sent home with all children in a school

The board directs the administration to establish regulations and procedures that will provide for an orderly and systematic operation of such groups. The board further directs the administration periodically to evaluate the productivity and impact of the support groups.

This policy governs all groups currently in existence in the district as well as those formed after the date of adoption of this policy.

Adopted 11/16/81; Revised ^

Policy LEB Parents' Organizations

Issued 11/81

While the formation of appropriate parent organizations within each school is inherently commendable and, as such, should be actively encouraged, the specific objectives and responsibilities of these groups-as duly envisioned by the principal/director-should be clearly defined. Each parent organization should be tightly structured, goal oriented, and operationally responsive to the particular concerns of the principal/director and the ultimate welfare of the students directly involved.

Adopted 11/16/81

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

CAREER AND TECHNOLOGY EDUCATION PLANNING AND APPEALS

Code **KC** *Issued* **DRAFT/08**

Purpose: To establish the board's vision for community involvement in career and technology education planning and appeals.

Career and technology education program planning

In order to comply with the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990 (PL 101-392), the district will observe the participatory and appeal processes described below in the planning and implementation of career and technology education programs. Interested district parents/legal guardians, students, business leaders, and community members will be able to participate directly in local decisions pertaining to the local plan through appropriate committees and working groups. District Five will maintain a Career and Technology Education (CATE) Council that includes separate committees as needed for CATE offerings in the district.

Participatory planning

In order to provide an opportunity for all segments of the population to have input into the local plan development, the district will do the following.

- Provide the opportunity for community involvement or input into the development of the local plan for career and technology education prior to its submission to the State Office of Career and Technology Education.
- Inform students, parents/legal guardians, teachers and/or community member of the opportunities for input into the local decisions influencing the character of programs.

Expedited appeal process

Students, parents/legal guardians, teachers and/or community member will be able to appeal local decisions that influence the character of career and technology programs affecting their interest as follows.

- Within 14 days after a decision is rendered by the local school district/other eligible recipient administration, the matter may be submitted in writing to the attention of the district superintendent.
- The superintendent will respond to the appeal in writing within 14 days. A complaint that remains unresolved may be appealed in writing to the district board of trustees within 30 days for review and action within 30 days.
- An unsatisfactory decision by the school district board of trustees may be appealed in writing to the South Carolina state board of education within 14 days for final action within 60 days.

Adopted ^

Legal references:

A. Federal statutes:

1. P.L. 101-392, Section 118, Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990.

SCHOOL-COMMUNITY RELATIONS GOALS/PRIORITY OBJECTIVES

Code **KCA** *Issued* **DRAFT/08**

Purpose: To establish the board's vision for school-community relations.

The board will interpret the educational program to the people and invite discussion and suggestion on important educational policies. The board will attempt, at all times, to represent the entire community rather than any single group or section. To this end, the board establishes the following school-community relations goals.

- to develop intelligent citizen understanding of the school district in all aspects of its operation
- to determine how the citizenry feels about the school district and what it wishes the school district to accomplish
- to develop citizen understanding of the need for adequate financial support of a sound educational program
- to help citizens assume a more direct responsibility for the quality of education the school district provides
- to earn the good will, respect and confidence of the citizenry in the personnel and services of the school district
- to bring about citizen understanding of the need for improvement and what must be done to facilitate essential change
- to engage and inform citizens of the work of the board and the solving of its educational problems
- to invite the assistance, cooperation and understanding of elected and appointed officials and committees in the development of educational programs and facilities
- to promote a genuine spirit of cooperation between the board and community in sharing leadership for the improvement of the community

Adopted 1/21/85; Revised ^

Policy LC School-Business-Community Partnerships

Issued 1/85

School District Five of Lexington and Richland Counties supports effective partnerships among schools, parents, community, and business. Because such partnerships contribute greatly to the education of students, the district encourages all schools:

To strengthen the involvement of parents in the education of their children.

To increase the participation of business and industry in public schools.

To broaden community involvement in the schools.

To strengthen the involvement of parents in the education of their children, School District Five of Lexington and Richland Counties expects the following:

Scheduled parent-teacher conferences in each school.

Parent opportunities to assist in developing educational programs for their children.

Appropriate parenting classes and seminars scheduled.

Opportunities for parents to discuss academic achievement of the schools and to become involved in parent-teacher groups.

To increase the participation of business and industry in our schools, School District Five of Lexington and Richland Counties expects the following:

School personnel to obtain advice and suggestions from the business community whenever appropriate.

Schools to establish partnerships with business and industry which are in mutual benefit.

To broaden community involvement in schools, School District Five of Lexington and Richland Counties expects the following:

Schools to establish volunteer programs.

Schools to encourage civic and professional organizations to participate in school-business partnership.

Schools to implement an effective public information program to inform parents and district residents about school and student achievement.

School District Five of Lexington and Richland Counties will officially recognize individuals and firms which contribute to partnerships. The district superintendent will prepare a yearly report to show what partnerships have been established and recommend recognition of individuals and firms providing significant leadership in this area. The report should be presented to the Board of Trustees at one of its meetings in June of each year.

Adopted 1/21/85

Constitutional and Statutory Provisions:

S.C. Code, 1976, as amended:

Section 59-5-65 - State Board of Education authorized to assist school districts in the creation of effective school/business/community partnerships.

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

STUDENT MENTORING PROGRAM

Code **KCAA** *Issued* **DRAFT/08**

Purpose: To establish the basic structure for the student mentoring program.

The board supports and encourages a vibrant and productive district-wide mentoring program. Such a program provides students with another adult in their academic lives and can result in higher academic achievement, better discipline and improved social skills.

The entire district community, individuals and businesses are encouraged to support this program by volunteering to be mentors or supporting mentoring programs.

All new mentors must be a part of the district's formal mentoring program, attend the mentoring orientation session and have a SLED and Sex Offender screening. Applications are required for all mentors.

Flex-time policy

In an effort to provide more mentors to students who need them, the board encourages employees to participate in the district mentoring program.

Since most mentoring activities occur during the work day, the board endorses a flex-time schedule to allow employees time during the day to meet with their mentee. Such a schedule must be approved by each employee's supervisor and must not interfere with or inhibit the work of the employee. Time missed should be made-up on the same day if possible, by either arriving early, staying late or forgoing a lunch hour.

Off-campus activities

Some mentors and mentees develop such a bond that they wish to expand their mentoring activities to include off-campus activities like sporting events, concerts, fishing and hiking. Arrangements must be approved by the school guidance office and permission must be made directly between the mentor, student and the student's parent/legal guardian. Students and parents/legal guardians must understand that the district does not provide supervision for off-campus activities, except group activities sponsored by the district.

Adopted 1/27/03; Revised ^

Policy KE Student Mentoring Program

Issued 1/03

The board supports and encourages a vibrant and productive district-wide mentoring program. Such a program provides students with another adult in their academic lives and can result in higher academic achievement, better discipline and improved social skills.

The entire District Five Community, individuals and businesses, is encouraged to support this program by volunteering to be mentors.

All new mentors must be a part of the district's formal mentoring program, attend the mentoring orientation session and have a SLED and Department of Social Services screening.

Flex-time policy

In an effort to provide more mentors to students who need them, the board encourages employees to participate in the district mentoring program.

Since most mentoring activities occur during the work day, the board endorses a flex-time schedule to allow employees time during the day to meet with their mentee. Such a schedule must be approved by each employee's supervisor and must not interfere with or inhibit the work of the employee. Time missed should be made-up on the same day if possible, by either arriving early, staying late or forgoing a lunch hour.

Off-campus activities

Some mentors and mentees develop such a bond that they wish to expand their mentoring activities to include off-campus activities like sporting events, concerts, fishing and hiking. Arrangements and permission must be made directly between the mentor, student and the student's parent or guardian. Students, parents and guardians must understand that the district does not provide supervision for off-campus activities, except group activities sponsored by the district.

Adopted 1/27/03

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

PUBLIC CONCERNS AND COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES

Code **KEC** *Issued* **DRAFT/08**

Purpose: To establish the basic structure for receiving and handling public concerns and complaints about instructional resources.

The board of trustees recognizes its responsibility in the matter of selection and provision of instructional materials. Any parent/legal guardian or citizen may lodge a complaint against any books or instructional materials being used in the school system.

The complainant must submit criticism of books or other instructional materials in writing to the superintendent using the "Citizens Request for Review of Educational Materials" form (KEC-E). Committees will review all complaints (building level and district level) in accordance with approved administrative rules (KEC-R).

The board directs that any challenged materials remain in the school pending final action upon the complaint. However, the school may observe the request of a parent/legal guardian that his/her own child not be assigned a specific book or instructional resources.

The superintendent will inform the board of all complaints about instructional materials.

Adopted 3/17/75; Revised 6/7/82, 4/16/90, ^

Legal references:

A. S. C. Code, 1976, as amended:
   1. Section 59-19-90(7) - The board of trustees shall control the educational interests of the district.

B. Case Law:
   1. Board of Education v. Pico, 457 U.S. 853 (1982).

Policy KNBA Complaints About Instructional Materials

Issued 4/90

The board recognizes the principles of academic freedom based on the professional judgements of administrators and certified staff members about effective instructional materials and techniques. The board also recognizes its responsibility in assuring that such materials meet legal requirements and reflect widely-held community values.

Occasionally the public will object to instructional materials used in classrooms and libraries, in spite of the care taken in their selection. In order to have a complaint about instructional material considered, an individual must complete the official form KNBA-E and submit it to the principal of the school in which the material is being used.

Should the principal/director be unable to resolve the matter satisfactorily with the person filing the complaint, he/she will follow the procedures specified in KNBA-R.

Upon receipt of a written complaint, the principal will comply with the request of a parent that his/her own child not be assigned materials considered personally offensive. However, these specific materials will not be confiscated or stored or removed from general use until a final decision has been made.

(Also IFAD)

Adopted 3/17/75; Revised 6/7/82, 4/16/90

Constitutional and Statutory Provisions:

State Board of Education Regulations:

R-43-253 - School Libraries

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

Policy IFAD Complaints about Instructional Materials

Issued 4/90

The board recognizes the principles of academic freedom based on the professional judgments of administrators and certified staff members about effective instructional materials and techniques. The board also recognizes its responsibility in assuring that such materials meet legal requirements and reflect widely-held community values.

Occasionally the public will object to instructional materials used in classrooms and libraries, in spite of the care taken in their selection. in order to have a complaint about instructional material considered, an individual must complete the official form IFAD-E and submit it to the principal of the school in which the material is being used.

Should the principal/director be unable to resolve the matter satisfactorily with the person filing the complaint, he/she will follow the procedures specified in IFAD-R.

Upon receipt of a written complaint, the principal will comply with the request of a parent that his/her own child not be assigned materials considered personally offensive. However, these specific materials will not be confiscated or stored or removed from general use until a final decision has been made.

(Also KNBA)

Adopted 3/17/75; Revised 6/7/82, 4/16/90

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

PUBLIC CONCERNS AND COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES

Code **KEC-R** *Issued* **DRAFT/08**

Two committees will review all complaints about instructional materials. The principal will name a school level committee. The superintendent will name a district level committee.

The superintendent will submit the written complaint to the appropriate building principal for review by a school level committee. The school level review committee will meet within 10 days of the receipt of a completed book action request form to consider the complaint. The committee will review the complaint and formulate a recommendation and the principal will send the recommendation to the district level review committee within 3 days of the school level review committee's decision.

The superintendent will appoint the district level review committee annually. The district level review committee will meet to consider all school level review committee recommendations within 10 days of their receipt of the school committee's recommendation. As a part of the review process, the committee may invite the complainant to appear before it to discuss the nature of the complaints. Following their review, the district committee will forward a recommendation to the superintendent for review and transmittal to the complainant.

The complainant may appeal the committee's decisions in writing through the superintendent to the board.

Instructions to evaluating committees

The board directs the evaluating committees to bear in mind the principles of the freedom to learn and to read. The committees must base their decisions on these principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

The committee should study all materials thoroughly and read available reviews. The committee should check the general acceptance of the materials by consulting standard evaluation aids and local holdings in other schools.

The committee must not pull passages or parts out of context. The committee must weigh values and faults against each other and base its opinions on the material as a whole.

Should a committee recommend the removal of a book, the committee's final report must demonstrate that its decision was not intended to remove books to deny students' access to ideas which committee members find to be repugnant. Such an intention would violate Constitutional standards. The committee must further demonstrate that the books in question are not educationally suitable.

The committee report, reflecting the majority opinion, will be given to the complainant at the conclusion of the committee's discussion on the questioned materials. Deserting committee members must not publically challenge/attack the consensus decision of the entire committee.

Suggested format or outline for report from evaluating committee.

- list of committee members and their positions
- statement ensuring that each committee member read the material in its entirety
- list of review source(s) consulted

- statement of majority opinion
- committee's final decision

Issued 6/7/82; Revised 8/15/82, 4/16/90, ^

AR KNBA-R Complaints about Instructional Materials

Issued 4/90

The procedures for handling complaints about instructional materials are as follows:

The complainant secures the appropriate form (KNBA-E) from the school in which the material is used. The complainant completes the form and returns it to the school's principal/director.

The principal/director immediately refers the complaint form to a school review committee for consideration and evaluation. The committee shall consist of community representatives and at least two certified staff members knowledgeable about the particular subject matter. This committee will judge the material as to its relative suitability for the students served by the school.

Within a reasonable period after formal notification, the review committee shall return a written recommendation on the validity of the complaint to the principal/director.

If the principal/director agrees with the review committee's recommendations, he/she informs the complainant of the decision in writing. The complainant is also told about the appeal procedure.

If the principal/director does not agree with the review committee's recommendations, he/she immediately forwards a copy of the original written complaint to the superintendent along with the review committee's recommendation and his/her dissenting opinion. The superintendent passes selective judgment and notifies in writing all participating parties of his/her decision (i.e., complainant, review committee and principal/director). The complainant is also told about the appeal procedure.

The complainant may appeal the principal's decision in writing to the superintendent. If not satisfied with the superintendent's decision, the complainant may request permission to appear officially before the board of trustees for a final decision.

(Also IFAD-R)

Issued 6/7/82; Revised 8/15/82, 4/16/90

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

AR IFAD-R Complaints about Instructional Materials

Issued 4/90

The procedures for handling complaints about instructional materials are as follows:

The complainant secures the appropriate form (IFAD-E) from the school in which the material is used. The complainant completes the form and returns it to the school's principal/director.

The principal/director immediately refers the complaint form to a school review committee for consideration and evaluation. The committee shall consist of community representatives and at least two certified staff members knowledgeable about the particular subject matter. This committee will judge the material as to its relative suitability for the students served by the school.

Within a reasonable period after formal notification, the review committee shall return a written recommendation on the validity of the complaint to the principal/director.

If the principal/director agrees with the review committee's recommendations, he/she informs the complainant of the decision in writing. The complainant is also told about the appeal procedure.

If the principal/director does not agree with the review committee's recommendations, he/she immediately forwards a copy of the original written complaint to the superintendent along with the review committee's recommendation and his/her dissenting opinion. The superintendent passes selective judgment and notifies in writing all participating parties of his/her decision (i.e., complainant, review committee and principal/director). The complainant is also told about the appeal procedure.

The complainant may appeal the principal's decision in writing to the superintendent. if not satisfied with the superintendent's decision, the complainant may request permission to appear officially before the board of trustees for a final decision.

(Also KNBA-R)

Adopted 6/7/82; Revised 8/15/82, 4/16/90

Constitutional and Statutory Provisions:

State Board of Education Regulations:

R-43-253 - School Libraries

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

FILE: KEC-E

CITIZEN'S REQUEST FOR REVIEW OF EDUCATION MATERIALS

Author _____ Type of material _____

Title _____

Publisher or producer _____

Request initiated by _____

Telephone _____ Address _____

City and state _____ ZIP code _____

Do you represent: Yourself: ___ An organization (name): _____

Other group (name): _____

1. To what in the work do you object? Please be specific. List pages. _____

_____

_____

2. What of value is there in this work? _____

_____

_____

3. What do you feel might be the result of using this material? _____

_____

_____

4. If you did not examine the entire body of this work, why not? _____

_____

_____

5. Are you aware of the judgements of this work by literary critics? _____

6. If the material was obtained from the media center as a result of a class assignment, are you aware of the teacher's purpose for using it? _____

_____

_____

7. What do you believe is the theme or purpose of this work? _____

_____

_____

8. What do you prefer the school to do about this material?

_____ Do not assign/lend it to my child.

_____ Re-evaluate this material.

_____ Withdraw it from the use of all students.

Other: (Explain): _____

_____

_____

9. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

_____

_____

_____

File KNBA-E Individual School Letterhead

SAMPLE

Complaint About Instructional Materials

Please define the nature of the material to which you object:

_____ Book:

_____ Textbook Record

_____ Library Tape Recording

_____ Pamphlet Other (specify)

Author _____

Title _____

Publisher (if known)_____

Request initiated by _____

Telephone Address _____

City _____ Zip _____

Complainant represents: _____

Himself _____

Organization (name) _____

Other (specify) _____

To what do you specifically object? _____

Did you read the entire book/article or listen to/view all the material?____

What do you believe is the theme of this material? ____

What do you believe might be the result of students coming in contact with this material? _____

For what age group would you recommend this material? _____

Is there anything good about this material? If so, what? _____

Are you aware of the judgment of this material by literary critics? _____

What would you like your school to do about this material? _____

In its place, what material of equal literary quality would you recommend that would convey the information contained in the material or as valuable a picture and perspective of our civilization? _____

_____

Signature of Complainant _____

Date _____

Submit completed form to the principal of the school in which the material is used.

(Also IFAD-E)

Adopted 6/7/82; Revised 4/2/90

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

File IFAD-E Sample

Individual School Letterhead

Complaint about Instructional Materials

Issued 6/82

Please define the nature of the material to which you object:

Book: _____

Textbook Record: _____

Library Tape Recording: _____

Pamphlet Other (specify): _____

Author: _____

Title: _____

Publisher (if known): _____

Request initiated by: _____

Telephone: _____ Address: _____

City: _____ Zip: _____

Complainant represents: _____

Himself: _____

Organization (name): _____

Other (specify): _____

To what do you specifically object? _____

_____

Did you read the entire book/article or listen to/view all the material?

_____

What do you believe is the theme of this material?

_____

What do you believe might be the result of students coming in contact with this material?

_____

For what age group would you recommend this material?

_____

Is there anything good about this material? if so, what?

_____

Are you aware of the judgment of this material by literary critics?

_____

What would you like your school to do about this material?

_____

In its place, what material of equal literary quality would you recommend that would convey the information contained in the material or as valuable a picture and perspective of our civilization?

_____

_____
Signature of Complainant

Date_____

Submit completed form to the principal of the school in which the material is used.

(Also KNBA-E)

Adopted 6/7/82; Revised 4/2/90

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

BUSINESS PARTNERSHIPS

Code **KG** *Issued* **DRAFT/08**

Purpose: To establish the basic structure for establishing a business partnership program in the district

The board supports and endorses a strong business partnership program between the district, its schools and the business community. All partnerships with the district and its schools should be two-way partnerships that provide resources that are mutually beneficial to all parties. This is especially important if an initiative of a partnership could result in a cost to the district. Such initiatives should show a direct benefit to our students and be carefully considered before being approved.

Adopted 10/28/02; Revised ^

Policy KCC Business Partnerships

Issued 10/02

The board supports and endorses a strong business partnership program between the district, its schools and the business community. All partnerships with the district and its schools should be two-way partnerships that provide resources that are mutually beneficial to all parties. This is especially important if an initiative of a partnership could result in a cost to the district. Such initiatives should show a direct benefit to our students and be carefully considered before being approved.

Adopted 10/28/02

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

POLITICAL CAMPAIGN MATERIALS DISTRIBUTION/ STAFF PARTICIPATION IN POLITICAL ACTIVITIES

Code **KHE** *Issued* **DRAFT/08**

Purpose: To establish the basic structure the distribution of political campaign materials and staff participation in political activities.

The board firmly believes in the democratic process and its principles. Additionally, the board feels the exposure of students to persons of political prominence and/or current events is an important part of a comprehensive education. Therefore, the board permits the following.

- Teachers to use political campaign materials or conduct mock elections as a relevant part of the curriculum, provided the teacher does not advocate on behalf of one candidate, a political party or political agenda.

- Principals to invite candidates to visit classes and assemblies if equal opportunity is afforded all registered candidates for a particular office, and the invitation to speak is part of the lesson plans.

- School Improvement Councils and other school-sponsored groups to hold candidate forums in school facilities as long as all registered candidates are invited to participate. Any campaign materials must be removed at the conclusion of the activity.

- The use of schools as an official polling place. In the event of such use, the rules and regulations of the election commission will prevail.

The board opposes those actions that transform the schools into arenas for political activity. Activities that substantially disrupt or materially interfere with school activities are prohibited. Prohibited activities include the distribution of any cards, fliers, pamphlets, brochures, signs, pins, badges or any other political paraphernalia espousing any political party, political agenda or candidate at any time on district property during regular school hours. No one will be permitted to use the district-owned communications systems, including websites, social media systems, email or voice mail, to promote or solicit on behalf of any candidate or political party.

Upon request, the district may grant permission for current and prospective public office-holders and/or their campaign workers to distribute campaign literature on district-owned property after regular school hours (e.g., at athletic events). The district reserves the right to curtail such activity if it becomes disruptive or otherwise interferes with school activities. Due to the potential disruption, no campaign literature may be distributed during school board meetings.

No employee will, during school hours, on district-owned property or at a school-sponsored event, influence, or attempt to influence, any student, teacher, parent/legal guardian or other person to vote for or against any candidate for public office. This prohibition will be interpreted to prohibit employees from engaging in any activity during regular school hours that indicates that an employee is using his/her position to further personal views on candidates for public office or a political campaign, but will not prevent employees or other members of the public from wearing political buttons or other items espousing a particular candidate on district-property after regular school hours. Employees and other members of the public are permitted to drive personal vehicles displaying political bumper stickers or similar sized magnets or decals onto district-owned property during and after regular school hours, but may not display large

 (see next page)

signs (signs that are not in, or affixed directly to, the vehicle) espousing for a particular candidate, political party or political agenda.

During the school day, on district-owned property or at a school-sponsored event, no employee will contact any student, teacher, parent/legal guardian or other person for the purpose of espousing any candidate, political party or political agenda.

At no time will district owned copiers, printers, computers or any other machines or systems be used to espouse any candidate, political party or political agenda.

Concerns regarding the political activity of an employee will be reported and discussed in a conference between the employee and the superintendent or his/her designee.

Students or employees wearing any part of an official school uniform may not participate in any political event including rallies, parades or forums. Official school uniforms are uniforms worn for school competitions/athletic events. School uniforms do not include school t-shirts or other clothing that may have a school logo.

No school publication will advertise or accept for advertisement any material promoting any political party, political agenda or any candidate for public office.

Adopted 6/7/82; Revised 1/27/92, 7/24/06, ^

Policy KIA Political Campaign Materials Distribution/Staff Participation in Political Activities

Issued 7/06

The board firmly believes in the democratic process and its principles. Additionally, the board feels the exposure of students to persons of political prominence and/or current events is an important part of a comprehensive education. Therefore, the board permits the following.

- Teachers to use political campaign materials or conduct mock elections as a relevant part of the curriculum, provided the teacher does not advocate on behalf of one candidate or one party.
- Teachers and principals to invite candidates to visit classes and assemblies if equal opportunity is afforded all registered candidates for a particular office, and the invitation to speak is part of the teacher's lesson plans. A teacher must have the principal's approval prior to inviting candidates to the school.
- School improvement councils and other school-sponsored groups to hold candidate forums in school facilities as long as all registered candidates are invited to participate. Any campaign materials must be removed at the conclusion of the activity.
- The use of schools as an official polling place. In the event of such use, the rules and regulations of the election commission will prevail.

The board opposes those actions that transform the schools into arenas for political activity. Activities that substantially disrupt or materially interfere with school activities are prohibited. Prohibited activities include the distribution of any cards, fliers, pamphlets, brochures, signs, pins, badges or any other political paraphernalia espousing any political party or candidate at any time on district property during regular school hours. No one will be permitted to use the district-owned communications systems, including Web sites, e-mail or voice mail, to promote or solicit on behalf of any candidate or political party.

Upon request, the district may grant permission for current and prospective public office-holders and/or their campaign workers to distribute campaign literature on district-owned property after regular school hours (e.g., at athletic events). The district reserves the right to curtail such activity if it becomes disruptive or otherwise interferes with school activities. Due to the potential disruption, no campaign literature may be distributed during school board meetings.

No employee will, during school hours, on district-owned property or at a school-sponsored event, influence, or attempt to influence, any student, teacher, parent/legal guardian or other person to vote for or against any candidate for public office. This prohibition will be interpreted to prohibit employees from engaging in any activity during regular school hours that indicates that an employee is using his/her position to further personal views on candidates for public office, but will not prevent employees or other members of the public from wearing political buttons or other items espousing a particular candidate on district-property after regular school hours. Employees and other members of the public are permitted to drive personal vehicles displaying political bumper stickers onto district-owned property during and after regular school hours, but may not display large signs (signs that are not in, or affixed directly to, the vehicle) espousing for a particular candidate or political party.

During the school day, on district-owned property or at a school-sponsored event, no employee will contact any student, teacher, parent/legal guardian or other person for the purpose of espousing any candidate or political party or use any district property for the purpose of espousing any candidate or political party.

Concerns regarding the political activity of an employee will be reported and discussed in a conference between the employee and the superintendent or his/her designee.

No school publication will advertise or accept for advertisement any material promoting any political party or any candidate for public office.

Adopted 6/7/82; Revised 1/27/92, 7/24/06

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

VISITORS

Code **KI** *Issued* **DRAFT/08**

Purpose: To establish the basic structure for public visits to the school.

1. Authorized Visitors Encouraged
The board encourages authorized parents/legal guardians, grand parents, and other citizens of the district to fully participate in the educational process and to visit classrooms or attend other school activities at times authorized by the District or the Principal to observe the work of the school.

2. Visitors Must Report to the Front Office of a School
The board and state law requires that during school hours, all visitors to the school must report to the school's front office. Visitors must follow the security check-in procedures, receive authorization and a visitor's badge before visiting classes, students, or elsewhere in the building. Visitors must wear their visitors badge until they depart the building. School employees should report violations of this law and school procedures to the school administration and law enforcement authorities immediately.

3. Employees and School Volunteers Must Wear Identification Badges
The board requires that during school hours while at work or in a school facility, all district employees and volunteers must wear their identification badges at all times, except if it is unsafe to do so because of the use of certain machinery or the nature of their work. However, at all times, the district identification badge should be kept on the person of the employee or volunteer while on-campus during the school day. District and school administrators and supervisors will enforce this rule.

4. Public Safety and Security Personnel
Uniformed or properly credentialed public safety officers, such as fire marshalls, firefighters, emergency medical technicians, and on-duty law enforcement officers do not have to check-in while on-campus or inside the school if they are there in the performance of their official capacity, and not visiting the school as a parent or other school visitor. If the legitimacy of any such individual is questionable, the front office staff may stop the individual and ask for his/her credentials. If further proof is needed, they may call the individuals agency, or request assistance from district security staff, public information office or law enforcement.

5. Routine School Staff
Staff officially working in the schools, but assigned to other legitimate government or service agencies and are known to routinely work in the school, have their proper uniform and/or identification, may not have to check-in at the front office at the discretion of the school administration.

6. Employee Identification Challenges
It is the responsibility of all employees to politely challenge those without the proper identification or visitors badge when it is safe to do so, and report violations to the school administration and law enforcement.

7. Picking Up A Student Mid-Day
A person picking-up a student in the middle of the school day must have legal custody of the child or be properly authorized to pick the child by the custodial parent or guardian. Any person picking-up a child mid-day from school, must be positively identified and show their state issued driver's license, State issued identification card, or through other verifiable methods

demonstrating conclusively they have permission/authority to pick-up the student. The custodial parent will be contacted if there are any concerns about releasing the student. In the event of an emergency, such as the sudden death or injury of a parent, or when the parent cannot be contacted, the school may release a child to the proper law enforcement, social services, or a verified next of kin at the discretion of the Principal. In all cases, the person's identity must be verified and the person must sign for the child, and the signature kept on file.

8. Unauthorized Persons

Principals will not permit unauthorized persons in school buildings or on school grounds. Both state law and the school board authorize principals, district and school staff to take appropriate action to prevent unauthorized persons from entering buildings and from loitering on grounds.

9. Dangerous Person(s)

School front office employees, teachers, district and school staff may prevent the entry of any person into the school or on a school campus where there is an articulable reason(s) to believe that the visitor(s) poses a threat, has an illegal weapon, or possesses a suspicious or hazardous device.

10. Suspicious Person(s)

District or school employees may call for assistance or delay entry if there is an articulable belief that the person may pose a disturbance or prohibit the safe operation of a school until such time as an Administrator, School Resource Officer, or other individual can clear the individual. Such articulable beliefs may include, but are not limited to, the following:

- The person appears highly intoxicated or under the influence of drugs;
- The person has unusual and extreme anger;
- The person does not appear to be in touch with reality or is out of control mentally;
- The person appears to be wearing unusually bulky items for the weather or time of year, and/or the person appears to be hiding unknown items under their clothing that is suspicious in nature;
- The person possesses unlawful items or displays inappropriate items, or contraband;
- The person is known from past incidents as a security threat, or is known to be a wanted person or sex offender;
- The person has been expelled from school or is under an existing verbal or written No Trespass Notice for the school or district.

11. No Trespass Notices

District and school administrators, after school or after hours program managers, district security and safety staff, school resource officers, or other on-duty or extra-duty law enforcement officers assigned to work at a school or event may issue a verbal or written No Trespass Notice for the School Facility, delay the entry of a person for cause, or ask for the removal any such individual(s), as necessary. On-duty law enforcement officers patrolling a school campus after-hours may also issue a No Trespass Notice to individuals who are not in compliance with a school's No Trespass Sign or rules, or are when the individual(s) are causing a disturbance or are not in compliance with a local law while on school property.

12. Searches and Seizures

State law allows school administrators and school district security and safety staff to conduct reasonable searches of the person and property of visitors on school premises. It is against the law for school administrators, school security and safety staff, or any school employees to conduct a strip search. Schools must post notice of the search law at all regular school entrances and any other access point to the school grounds.

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

Legal references:

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

1. Section 16-17-420 - Disturbing school and penalties therefore.
2. Section 59-19-90(5) - Board in control of property of district.
3. Section 59-19-120 - Board may issue regulations governing use of school buildings for other than normal school activity.
4. Section 59-63-110, et. seq. - Search of persons and effects on school property.

Policy KM Visitors to the Schools

Parents and community residents are encouraged to visit the schools and to observe their instructional programs; however, permission must be obtained first from the school principal/director or designee.

Signs welcoming visitors and giving directions to the office should be posted at each school.

Unauthorized Visitors

To maintain an academic atmosphere and a safe environment for students, the Board will take all steps necessary to keep unauthorized visitors off school premises.

The principals/directors are empowered to take appropriate action against unauthorized visitors in the building, on the grounds or other school property. Such action shall include the right to call in police and swear out warrants.

The authority for such is Section 16-17-420 of the South Carolina Code of Laws, 1976, as amended:

> "Disturbing school: -- It shall be unlawful: (1) for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to loiter about such school or premises or (c) to act in any obnoxious manner thereon; or (2) for any person to (a) enter upon any such premises or (b) loiter around the premises, except on business, without the permission of the principal or president in charge. Any person violating any of the provisions of this section shall be guilty of a misdemeanor....."

Adopted 8/1/73; Revised 11/16/81

Constitutional and Statutory Provisions:

S.C. Code, 1976, as amended:

Section 59-19-90 (5) - Board in control of property of district.

Section 59-19-120 - Board may issue regulations governing use of school buildings for other than normal school activity.

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES