district five
OF LEXINGTON & RICHLAND COUNTIES

AGENDA
BOARD OF TRUSTEES
LEAPHART ELEMENTARY SCHOOL'S THEATER
JANUARY 13, 2014

1. Call to order at 6:00 p.m.

2. Enter executive session to consider the following:

   a. Selected employment items (Exhibit A)
   b. Update on legal matters
   c. Contractual matter: regarding property
   d. Contractual matter: regarding construction management

3. Welcoming remarks at 7 p.m.

4. Invocation – Beth Watson

5. Pledge of Allegiance – Jordan Barr, a fifth grade student at Leaphart Elementary School

6. School Board Spotlight

7. Welcome and brief overview of Leaphart Elementary School by Kelly Brown, principal

8. Approval of the agenda

9. Approval of the minutes of the December 9, 2013 board meeting and the January 6, 2014 board work session

10. Superintendent's report

11. Public participation*

ACTION AGENDA

12. Items considered in executive session

13. Approval of Resolution authorizing the School District to reimburse certain expenditures prior to the issuance by the School District of its tax-exempt debt (Exhibit B)

14. Approval of Penny for Progress Referendum proposals (Exhibit C)

DISCUSSION AGENDA

15. Proposed revisions to "F" board policies (Exhibit D):

    a. Add FA "Facilities Development Goals/Priority Objectives
    b. Replace FB "Bonding/Establishment of Capital Improvement Committee" with FB "Facilities Planning"
    c. Replace FEC "Selection of Consultants in Facilities Construction" with FEC "Selection of Consultants in Facilities Construction"
    d. Replace FGB "Land Acquisition" with FEE "Site Acquisition"
    e. Replace FHCA "Names on Building Plaques" with FFB "Names on Plaques"

16. Proposed revision to the 2014-2015 school calendar (Exhibit E)

17. 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

18. The next regular scheduled board meeting will be January 27, 2014 at CrossRoads Middle 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/ December 9, 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:

Mrs. Beth Burn Watson, Chairman
Mr. Robert Gantt, 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 Services Officer
Mr. Mark Bounds, Chief Information Officer
Dr. Karl Fulmer, Chief Financial Services Officer
Mr. Michael Harris, Chief Student Services Officer
Dr. Christina Melton, Chief Instructional Services Officer
Mr. Keith McAlister, Director of New Design and Construction

Chairman Beth Watson called the meeting to order and gave welcoming remarks.

The Invocation was given by Jondy Loveless. The Pledge of Allegiance was led by Sam Rennick, a senior at Dutch Fork High School.

The School Board Spotlight was led by Beth Watson, Robert Gantt and Ellen Baumgardner.

A welcome and brief overview of the Champions of the Environment program was given by Dr. Bob Couch, Director of The Center for Advanced Technical Studies.

During the Superintendent's Report, Dr. Hefner made a special recognition of Dr. Karl Fulmer; Dr. Christina Melton gave a Choice update; and Dr. Karl Fulmer presented the monthly financial reports (Exhibit B).

During the public participation, Kim Murphy spoke regarding the budget.

Dr. Fulmer presented a proposed resolution authorizing the School District to reimburse certain expenditures prior to the issuance by the School District of its tax-exempt debt (Exhibit G).

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of December 9, 2013

		BAUMGARDNER	GANTT	LOVELESS		TURNER	WATSON	WHITE
1.	M. Loveless S. Baumgardner Enter executive session to consider the following: a) selected employment items (Exhibit A); b) a contractual matter regarding lease of property; and c) update on Freedom from Religion Foundation vs. School District Five of Lexington and Richland Counties	X	X	X		X	A	X
2.	M. Gantt S. Baumgardner Approve the agenda	X	X	X		X	X	X
3.	M. Baumgardner S. Loveless Approve the minutes of the November 11, 2013 board meeting	X	X	X		X	X	X
4.	M. Gantt S. Baumgardner Approve the selected employment items (Exhibit A)	X	X	X		X	X	X
5.	M. Loveless S. Baumgardner Approve awarding the early site package for the new middle school to the lowest responsive, responsible bidder for an amount not to exceed $3,046,000.00	X	X	X		X	X	X
6.	M. Gantt S. Turner Second reading approval of proposed revisions to "E" board policies (Exhibit D):replace EE "Food Services Management" and EEA "Free and Reduced Price Food Service" with EF "Food Services"; add EFE "Competitive Food Sales/Vending Machines"; and add EGAD "Copyright Compliance" and EGAD-R "Copyright Compliance"	X	X	X		X	X	X
7.	M. Baumgardner S. Turner Second reading approval of proposed revisions to "I" board policies (Exhibit E): replace IFAB "Supplementary	X	X	X		X	X	X

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

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of December 9, 2013

		BAUMGARDNER	GANTT	LOVELESS		TURNER	WATSON	WHITE
	Materials Selection, Adoption and Use" and IFAB-R "Supplementary Materials Selection Adoption and Use" with IJK "Supplementary Materials Selection and Adoption"							
8.	M. Baumgardner S. Turner Second reading approval of proposed revisions to "K" board policies (Exhibit F): replace KF-E(1) "Hourly Fee Schedule for Selected Use of District Five Facilities" with KF-E(1) "Hourly Fee Schedule for Selected Use of District Five Facilities"	X	X	X		X	X	X
9.	M. Baumgardner S. Loveless Adjourn at 8 p.m.	X	X	X		X	X	X

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N = No
X = Yes
R = Recuse

First let me compliment you on the excellent perceptive question you asked about Table 2 in the Statistical Section of the CAFR.

Alan Grimsley, my staff, and I have all looked at Table 2 as related to your question and agree that the change you see in the Net(Expense) Revenue from FY 2012 to FY 2013 is related primarily to the increase in bonded debt, related interest expense, and increased salary costs. While there are other factors that also contribute, the increase in bonded debt and related interest expense are the dominate ones. We do not believe that this would necessarily indicate a trend.

Also worth noting, this is also the fiscal year that the Center for Advanced Technical Studies opened.

Please contact Alan or us if you have additional questions or wish to have additional discussion regarding Table 2.

Attachment 1 is included with
the minutes of the 12-9-13
meeting, at the request of Board member
Jim Turner
pursuant to S.C. Code Ann. §30-4-90(a)(4)
and Board Policy BEDG. The Board majority
did not approve, disapprove, or otherwise
act upon the contents of this attachment.

November 17, 2013

Dr. Fulmer, here are my additional questions from the CAFR.

(1) Pages 21, 34

The net change in position in the **Food Service** category was a negative $347,739. The prior 3 years and 2013 looked like this:

2010 + $353,798
2011 + $542,992
2012 + $402,083
2013 ($347,739)

The net change in the **After School Program** was up $98,982. The prior 3 years and 2013 looked like this:

2010 ($15,548)
2011 +$58,045
2012 +$40,979
2013 +$98,982

Would you comment on the changes from 2012 to 2013 and give your opinion as to the significant differences between the two years?

Answer: The change in food service is related in large part to the state change that mandated the amount of money to be transferred as Indirect Costs to the General Fund from the Food Service Program. Other contributing factors were the significant investments in new freezers and equipment at Dutch Fork High School and Harbison West Elementary Schools. In addition to those costs, the cost of food increased significantly and meals per labor hour were excessive at a number of schools. Since Todd Bedenbaugh joined us in late February, we have made a number of changes in staffing, rebid milk purchases, begun to offer new menus, and are addressing meals per labor hour. We anticipate a better bottom line at the end of this current fiscal year.

After School Programs are managed by the school principals who run them. Fund balances are subject to the programs and services they offer and for which they charge. Fund balances in these programs can be expected to fluctuate. Balances for the last three years appear to be within expected ranges.

(2) Pages 28,30

In the current budget 2013-2014 we reserved $3,747,745 of the general fund account to balance our budget. In 2012-2013 we set aside $1,373,422 for the same purpose. Based

on our "transfers" and other revenue, I assume we did not have to use any of our general fund balance in 2012-2013 to balance the budget. Is this correct?

Answer: You are correct.

(3) Pages 38,83

Definitions of Debt Service Fund and School Building Fund.

We collected apx $27,000,000 from local/state sources for debt service fund. We only used $10,600,000 and transferred $15,000,000 to school building Fund. If the debt service fund is for the payment of general long term debt, principal and interest, and the school building fund is for capital projects funded from proceeds of bonds issued and from certain State assistance and grants, why would those funds not remain in the original fund for the future payment of debt?

Answer: The District sold $15,000,000 in capital eight percent funds in FY 2012-2013. These funds were received by the county and then transferred to the District. All funds collected from property tax for the repayment of bonds are deposited into the county sinking fund for bond repayment. Only proceeds after the sale of bonds are transferred to the District for capital project use.

(4) Total instruction cost from 2010-2013 increased from $84,224,708 to $90,147,592, a total of $5,922,884. Support cost from 2010-2013 increased from $50,173,352 to $56,193,435, a total of $6,020,083. Cost of support up 12%, Instruction up 7% during this time period. Please comment on this variance and is there anything to be made from this sharp differential?

Answer: We opened the Center for Advanced Technical Studies and staffed it with a number of new teachers and teacher transfers. On the support side, we added office support staff, housekeeping, and transportation to move children from the high schools to the center and back to their schools each day. In addition to, and maybe even more important than the opening of the center, was the dramatic increase in fringe costs per employee for retirement and health insurance. Since support staff salaries are generally lower than certified staff, the percent of increase is greater as a part of the total salary.

(5) 2010-2013 CAFR reports for actual total revenue from State and Local sources along with 2014 D5 Revenue budget for State and Local sources:

2010 Actual Revenue $130,023,644 Budget $134,257,288 ($4,233,644)
($1,596,132)
2011 Actual Revenue $131,619,776 Budget $135,607,283 ($3,987,507)
+ $9,775,953
2012 Actual Revenue $141,395,729 Budget $139,271,040 +$2,124,689

+ $3,206,561
2013 Actual Revenue $144,602,292 Budget $145,968,998 ($1,366,706)
+ $6,300,862
2014 $150,903,154 Current Revenue Budget State and Local only.

At this stage in the current year, not quite half way, how would you assess our local sources revenue YTD? Feel free to wait until the end of November, if it might impact your assessment.

Answer: Revenue to date in local sources is within the expected range. We may have been somewhat aggressive when projecting local revenue. That will depend upon the amount of growth we have during the year. With regard to state sources, I think we over budgeted revenue because I do not anticipate that the state will fund the hold harmless provision for the imputed index of taxpaying ability. That proviso was worth about $2,000,000 to the district. You will note in the CAFR for last year that they failed to provide those funds to the District. The funds were taken out of the state budget by the Conference Committee. Usually when that happens, one can expect that they will not be funded for the next fiscal year.

I expect that the District will be required to use at least a part of the fund balance budgeted for this fiscal year.

Thank you for your time in this matter.

Jim

district five
OF LEXINGTON & RICHLAND COUNTIES

Minutes/ January 6, 2014

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

Mrs. Beth Burn Watson, Chairman
Mr. Robert Gantt, 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 Services Officer
Mr. Mark Bounds, Chief Information Officer
Mr. Michael Harris, Chief Student Services Officer
Mr. Keith McAlister, Director of New Design and Construction
Dr. Christina Melton, Chief Instructional Services Officer
Mr. Len Richardson, Chief Financial Services Officer

Chairman Beth Watson called the meeting to order and gave welcoming remarks.

The Board received a presentation on the Lexington County Penny for Progress Referendum.

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of January 6, 2014

	BAUMGARDNER	GANTT	LOVELESS		TURNER	WATSON	WHITE
1. M. Gantt S. Loveless Approve the agenda	X	X	X		X	X	X
2. M. Baumgardner S. Loveless Adjourn at 7:35 p.m.	X	X	X		X	X	X

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

Exhibit B

EXHIBIT B

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

To: Members of the Board of Trustees

Through: Stephen Hefner, Ed.D.
Superintendent

From: A. Len Richardson
Chief Financial Officer

Date: January 8, 2014

Re: Approval of Resolution of Intent

Attached is the Resolution relating to the declaration of intent by School District No. 5 of Lexington and Richland Counties, South Carolina, to reimburse certain expenditures prior to the issuance by the school district of its tax-exempt debt.

RECOMMENDATION:
The administration recommends approval of the Resolution of Intent.

ALR:tl

Attachment

A RESOLUTION

RELATING TO THE DECLARATION OF INTENT BY SCHOOL DISTRICT NO. 5 OF LEXINGTON COUNTY AND RICHLAND COUNTY, SOUTH CAROLINA, TO REIMBURSE CERTAIN EXPENDITURES PRIOR TO THE ISSUANCE BY THE SCHOOL DISTRICT OF ITS TAX-EXEMPT DEBT.

WHEREAS, the Internal Revenue Service and U.S. Treasury Department have promulgated Section 1.150-2 of the Treasury Regulations (the "Regulations") that authorizes an issuer to reimburse itself from the proceeds of tax-exempt debt; and

WHEREAS, School District No. 5 of Lexington County and Richland County, South Carolina (the "School District"), anticipates incurring certain expenditures (the "Expenditures") relating to renovation and remediation of school facilities (the "Project") prior to the issuance by the School District of tax-exempt debt for such purpose; and

WHEREAS, the School District intends to fund the Project from proceeds of tax-exempt debt not to exceed $15,000,000; and

WHEREAS, the Regulations require that the governing body of the political subdivision declare an official intent to reimburse an expenditure prior to the incurrence of the expenditure.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees (the "Board"), as the governing body of the School District, as follows:

Section 1. The Board hereby declares that this Resolution shall constitute its declaration of official intent pursuant to Regulation § 1.150-2 to reimburse the School District from the proceeds of debt financing to be issued pursuant to South Carolina state law, for Expenditures with respect to the Project. The Board anticipates incurring Expenditures with respect to the Project prior to the issuance by the School District of debt financing for such purposes.

Section 2. To be eligible for reimbursement of the Expenditures, the reimbursement allocation must be made not later than 18 months after the later of (a) the date on which the Expenditures were paid, or (b) the date the Project was placed in service, but in no event more than three (3) years after the original Expenditures.

Section 3. The Expenditures are incurred solely to acquire, construct or rehabilitate property having a reasonably expected economic life of at least one (1) year.

Section 4. The Board hereby authorizes the use of general fund monies or other funds on hand as the source of funds for the Expenditures with respect to the Project.

Section 5. This Resolution shall be in full force and effect from and after its adoption as provided by law. This Resolution shall be made available for inspection during normal business hours by the general public at the offices of the School District.

PASSED, APPROVED, AND ADOPTED BY THE BOARD OF TRUSTEES OF THE SCHOOL DISTRICT ON THIS ____ DAY OF _____, 201___.

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

By:_____
Chair, Board of Trustees

ATTEST:

_____
Secretary, Board of Trustees

Exhibit C

EXHIBIT C

district five
OF LEXINGTON & RICHLAND COUNTIES

Memorandum

To: Members of the Board of Trustees

Through: Dr. Stephen W. Hefner
Superintendent

From: Keith McAlister
Director of New Design and Construction

Date: January 9, 2014

Re: Penny for Progress Referendum proposals

Issue: Penny for Progress Referendum proposals

Background:

Projects proposed:
1) Construct a Performing Arts/Auditorium on the campus of Chapin High School with seating capacity for approximately 1,200. This would be a two-tier facility to accommodate both large concerts/events or smaller plays/performances. It would be a facility to include a public lobby with restrooms and concessions. It would also include support spaces and dressing rooms. Approximately 50,000 sq. ft. with sound and performance lighting. The District would welcome joint-use agreements with community groups thus providing community-wide access and utilization. Estimated cost $19,800,000.

2) A two component project to complete the renovations of Irmo High School. Component one would include updating the administration, guidance and media center areas. Updating the main building to modify toilets to be ADA compliant. Renovate classroom areas to upgrade and modernize the finishes. Estimated cost $5,500,000. Component two would be to complete renovating the existing CATE center on the Irmo High campus to meet standards. This would include the special education areas, remaining classroom areas and complete ongoing HVAC/electrical/facilities. Estimated cost $4,500,000.

3) A much needed renovation to Nursery Road Elementary School to include the administration and guidance offices. Construct walls to reconfigure and enclose classrooms. Enclose the media center as well as upgrade the facility to meet today's needs technologically. Address the need for both small group instruction and physical disabilities of the student population. Estimated cost $6,000,000.

Recommendation: Administration recommends approval of the projects to be proposed for the Penny for Progress Referendum.

KM/aw

Exhibit D

EXHIBIT D

district five
OF LEXINGTON & RICHLAND COUNTIES

Memorandum

To: Members of the Board of Trustees

Through: Dr. Stephen W. Hefner
Superintendent

From: Keith McAlister
Director of New Design and Construction

Date: January 9, 2014

Re: Board Policies – Section F

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

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

- Add FA "Facilities Development Goals/Priority Objectives
- Replace FB "Bonding/Establishment of Capital Improvement Committee" with FB "Facilities Planning"
- Replace FEC "Selection of Consultants in Facilities Construction" with FEC "Selection of Consultants in Facilities Construction"
- Replace FGB "Land Acquisition" with FEE "Site Acquisition"
- Replace FHCA "Names on Building Plaques" with FFB "Names on Plaques"

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

KM/aw

Attachments - Current Board Policies/Recommended Policies – Section F

FACILITIES DEVELOPMENT GOALS/ PRIORITY OBJECTIVES

Code **FA** *Issued* **DRAFT/06**

Purpose: To establish the board's vision for development of district facilities.

A quality educational program is controlled to a great extent by the environment within which it functions. The development of a quality educational program and school buildings which facilitate the implementation of the program go hand in hand.

It is the intent of the board that quality facilities are provided to insure an attractive, clean, comfortable and safe atmosphere for student learning. These facilities will include the following.

- buildings that are functional and solidly constructed
- new buildings and renovations that are appropriate to the community and to existing buildings
- quality engineering services to insure long-term functional durability of mechanical and electrical systems
- design for long-range economy of operation and energy conservation
- features to simplify long-term maintenance and upkeep
- meeting all safety code requirements through the remodeling of older structures
- adequate school space to accommodate future improvements in educational programs and services

The board will authorize the construction of a sufficient number of school buildings to meet the demands of present and future student enrollments. The board seeks to provide the highest type of educational environment for students at the lowest possible expenditure of tax dollars.

Adopted ^

CURRENT POLICY

Policy FB Bonding/Establishment of Capital Improvements Committee

A capital improvements review committee will be established to recommend priorities for the funding of capital projects in School District Five of Lexington and Richland Counties. The committee will consist of administrators appointed by the district superintendent to serve for a period of one fiscal year.

The Capital Improvements Review Committee

The committee will review all pending capital improvement projects, establish priorities, and make recommendations to the Board.

The committee is charged with the following.

To study the amount and nature of existing bond obligations and the capability of the district to fulfill such obligations based on current and projected revenues.

To estimate the impact of proposed bond issues on debt service requirements.

To consult with bond counsel to gain in-depth knowledge of capital management in order to make recommendations to the school board.

New Projects

To assist School District Five of Lexington and Richland Counties in carrying out its responsibilities, the district superintendent, when requesting any funds for use in the financing of any permanent improvement project, shall provide to the Board, after review by the Capital Improvement Committee the following:

A complete description of the proposed project.

A statement of justification for the project.

The estimated total cost of the project.

An estimate of any future annual operating cost associated with the project.

A proposed plan of financing the project.

The proceeds of any issue of bonds shall be used in School District Five of Lexington and Richland Counties for, but not limited to, the following purposes:

The purchase of real property for school purposes

The construction of new school buildings

The repair or improvement of existing school buildings

Fixed and movable equipment for schools operated by the school district

Fixed equipment - such as boilers, chillers, pumps, etc., i.e., equipment that becomes a fixed part of the building

movable equipment - any item which is non-consumable, non-expendable in nature such as classroom furniture and office equipment

Adopted 8/23/82

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

FACILITIES PLANNING

Code **FB** *Issued* **DRAFT/06**

Purpose: To establish the board's vision for planning for long-range facility needs.

The board may initiate long-range needs determination surveys on the recommendation of the superintendent or by the board's own appreciation of need.

The board will determine needs based upon the following criteria.

- the extent of use of existing facilities
- the students to be accommodated at a particular time and projected into the future
- the educational goals of the district
- the extent of non-school or shared use of the facilities
- demographic projections for birth rates, population growth and economic conditions

The superintendent, with the full participation of the professional staff, will develop educational specifications for new school facilities. The superintendent may use consultants when he/she deems it necessary.

Additionally, the board may employ the assistance of professional persons to help the district conduct a needs determination survey. The administration and/or specialist will present findings to the board for action.

The board should seek input from the community in determining long-range needs.

Adopted ^

CURRENT POLICY

Policy FEC Selection of Consultants In Facilities Construction

Issued 5/03

The board believes it is appropriate and necessary to secure the services of professionals in the area of facilities construction and construction management as needed to construct new schools and make additions and modifications to existing schools to assure the district maintains adequate facilities to support excellence in education.

The board will begin the selection process by charging the administration of School District Five of Lexington and Richland Counties to establish a selection committee and to do the following.

Identify committee members (typically three to five members).

Identify committee chairman.

Establish selection timeline.

Identify project(s) for inclusion in building program.

Develop a description for proposed project(s).

The district administration will make a formal request (to include preparing and placing legal advertisements) for qualifications to include the following.

Purpose of the request.

Request for information regarding firm, firm experience, proposed services, proposed staffing, resumes and references.

Description of proposed project(s).

Other desired information as appropriate.

The committee will perform the necessary functions to evaluate the proposals received by District Five to include the following.

Establish selection criteria and an appropriate ranking system.

Review and rank submitted proposals.

Establish a "short list" of firms for interview (typically five firms).

The committee will interview the "short list" of firms and do the following.

Establish a time and date for interviews.

Prepare written notification of the results (to "short list" of firms - minimum of 10 days notice is recommended).

Conduct interviews for each firm (typically 20 minutes per firm, 10 minutes for Q&A).

Review and rank interviewed firms.

Select firm.

The committee will submit their recommendation to the district administration who will perform

contract negotiations with the selected firm and submit the recommendation and proposed contract to the board.

The board will consider the recommendation and the contract and approve as appropriate.

Adopted 5/19/03

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

Recommend Policy (SCSBA/LR5 Committee) Discussion 01/13/14

SELECTION OF CONSULTANTS IN FACILITIES CONSTRUCTION

Code **FEC** *Issued* **DRAFT/06**

Purpose: To establish the basic structure for the selection of consultants by the district.

The board believes it is appropriate and necessary to secure the services of professionals in the area of facilities construction and construction management as needed to construct new schools and make additions and modifications to existing schools to assure the district maintains adequate facilities to support excellence in education.

The board will begin the selection process by charging the administration of School District Five of Lexington and Richland Counties to establish a selection committee and to do the following.

- Identify committee members (typically three to five members).
- Identify committee chairman.
- Establish selection timeline.
- Identify project(s) for inclusion in building program.
- Develop a description for proposed project(s).

The district administration will make a formal request (to include preparing and placing legal advertisements) for consultants to include the following.

- purpose of the request
- request for information regarding firm, firm experience, proposed services, proposed staffing, resumes and references
- description of proposed project(s)
- other desired information as appropriate

The committee will perform the necessary functions to evaluate the proposals received by the district to include the following.

- Establish selection criteria and an appropriate ranking system.
- Review and rank submitted proposals.
- Establish a "short list" of firms for interview (typically five firms).

The committee will interview the "short list" of firms and do the following.

- Establish a time and date for interviews.
- Prepare written notification of the results (to "short list" of firms - minimum of 10 days notice is recommended).
- Conduct interviews for each firm.
- Review and rank interviewed firms.
- Select firm to be recommended.

The committee will submit their recommendation to the district administration who will perform contract negotiations with the selected firm and submit the recommendation and proposed contract to the board.

The board will consider the recommendation and the contract and approve as appropriate.

Adopted 5/19/03; Revised ^

CURRENT POLICY

Policy FGB Land Acquisition

Issued 5/03

The board believes it is appropriate and necessary to identify and acquire land in a formalized manner to assure the most advantageous pieces of real estate are obtained for School District Five of Lexington and Richland Counties.

The board will charge the district administration to begin the selection process. District Five administration will do the following.

Establish parameters for selection.

Analyze attendance zones to determine general location boundaries.

Determine range of acreage requirements (typically based on state guidelines).

The board believes that properly located schools lie within reasonable travel distance of the neighborhoods they serve. The District Five administration will do the following.

Identify and evaluate potential sites.

Retain a realtor to represent School District Five of Lexington and Richland Counties as a buyer.

Have the selected realtor identify potential sites.

(Note: All offers of land available from other brokers and owners should all be directed to the hired realtor).

The hired realtor will collect preliminary data on each potential site that includes the following items (these items should be readily available and at little or no cost).

- location (address, city, zip code, county)
- tax map, block and lot number
- current ownership
- size and shape (get recorded plat from county)
- percentage wooded
- accessibility
- road frontage
- topography variation estimate
- any improvements (size, age and condition)
- photographs at street level and aerial photos (to include a copy of the US Geological -Survey (USGS) topographic map of the site)
- Natural Resources Conservation Service (NRCS) soils survey map
- water and sewer provider and proximity to site
- asking price for whole tract
- asking price for subdivision of parts of tract
- most recent traffic count of cars per day on each road that the property fronts

- flood zone determination (obtain from District Five insurance agent)
- copy of the current zoning map and applicable zoning text
- historical environmental reports from seller, if available

Eliminate unsuitable sites leaving 2-4 final sites.

Perform technical evaluation and comparative analysis (2-4 sites). Consider the following.

- development cost (on and off site costs)
- political implications
- campus safety
- environmentally sensitive conditions (if any)
- letter from the applicable zoning authority that the intended use is permitted, out right, without special exception and, if not, procedure necessary for obtaining approval
- highway department immediate and future plans for changes/ improvements near the prospective site

Difficulties of site acquisition, problems arising from land use, residential development and the configuration of city boundaries make the precise spacing of school facilities difficult if not impossible. However, the board will make the most appropriate site selection based on general location, usability and price. District Five administration will do the following.

Perform final site selection.

Provide site recommendation to board.

Obtain "contingent" board approval.

Have "Letter of Intent to Purchase" sent to the seller. This is to be followed by a "Purchase and Sale Agreement" (consider requesting a "First Right of Refusal" on contiguous land owned by the seller. Also, request that cost of plat and topographic survey be credited towards the purchase price at closing).

Perform "contingent" technical evaluation.

Obtain plat and all available topographic survey information. Request copy from seller of previous plat if available.

Obtain title search (request copies of seller's policy and provide to the attorney performing title work).

Perform wetlands assessment.

Perform geotechnical testing to determine soil suitability and for soil management purposes.

Phase I Environmental Study

Request copy(s) of any environmental surveys that may have been previously performed for the site.

If a suitable site assessment is not available, select an environmental firm for District Five and perform a Phase I environmental study.

In the event the Phase I report indicates any areas of concern that require sub-surface

investigation (Phase II and/or Phase III), get written authorization from the seller with the proposed scope of work from the environmental engineer attached before work is done.

After receiving a clean Phase I environmental report, hire a South Carolina State Certified General Real Estate Appraiser to represent District Five. Request the selected appraiser provide a full, self-contained narrative appraisal report (be sure to specify the number of original reports needed in the final engagement letter). Provide the appraiser with all previously collected data on the selected site and other third party reports and plat.

Obtain department of education approval.

Obtain "final" board approval.

Just prior to acquisition of the land, add the proposed site to the District Five Commercial General Liability Policy.

The District Five administration will purchase the approved site.

Whenever possible, the board will acquire school sites long before they are needed. Such a policy will permit a better choice of site at acreage rather than lot prices and will reduce the need for costly demolition of residential or other structures.

Adopted 5/19/03

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

SITE ACQUISITION

Code **FEE** *Issued* **DRAFT/06**

Purpose: To establish the basic structure for the acquisition of sites for school construction.

The board believes it is appropriate and necessary to identify and acquire land in a formalized manner to assure the most advantageous pieces of real estate are obtained for School District Five of Lexington and Richland Counties.

The board will charge the district administration to begin the selection process. The district administration will do the following.

- Establish parameters for selection.
  - Analyze attendance zones to determine general location boundaries.
  - Determine range of acreage requirements (typically based on state guidelines).

The board believes that properly located schools lie within reasonable travel distance of the neighborhoods they serve. The district administration will do the following.

- Identify and evaluate potential sites.
  - Identify potential sites.
  - Collect preliminary data on each potential site that includes the following items (these items should be readily available at little or no cost).
    -- location (address, city, zip code, county)
    -- tax map, block and lot number
    -- current ownership
    -- size and shape (get recorded plat from county)
    -- percentage wooded
    -- accessibility
    -- road frontage
    -- topography variation estimate
    -- any improvements (size, age and condition)
    -- photographs at street level and aerial photos (to include a copy of the US Geological - Survey (USGS) topographic map of the site)
    -- Natural Resources Conservation Service (NRCS) soils survey map
    -- water and sewer provider and proximity to site
    -- asking price for whole tract
    -- asking price for subdivision of parts of tract
    -- most recent traffic count of cars per day on each road that the property fronts
    -- flood zone determination (obtain from the district insurance agent)
    -- copy of the current zoning map and applicable zoning text
    -- historical environmental reports from seller, if available
  - Retain a realtor to represent the district as a buyer, if necessary.
  - Eliminate unsuitable sites leaving two to four final sites.
  - Perform technical evaluation and comparative analysis (two to four sites). Consider the following.
    -- development cost (on and off site costs)
    -- political implications
    -- campus safety
    -- environmentally sensitive conditions (if any)
    -- letter from the applicable zoning authority that the intended use is permitted, out right, without special exception and, if not, procedure necessary for obtaining approval

 (see next page)

-- highway department immediate and future plans for changes/ improvements near the prospective site

Difficulties of site acquisition, problems arising from land use, residential development and the configuration of city boundaries make the precise spacing of school facilities difficult if not impossible. However, the board will make the most appropriate site selection based on general location, usability and price. District administration will do the following.

- Perform final site selection.
  - Provide site recommendation to board.
  - Obtain "contingent" board approval.
  - Have "Letter of Intent to Purchase" sent to the seller. This is to be followed by a "Purchase and Sale Agreement" (consider requesting a "First Right of Refusal" on contiguous land owned by the seller. Also, request that cost of plat and topographic survey be credited towards the purchase price at closing).
  - Perform "contingent" technical evaluation.
    -- Obtain plat and all available topographic survey information. Request copy from seller of previous plat if available.
    -- Obtain title search (request copies of seller's policy and provide to the attorney performing title work).
    -- Perform wetlands assessment.
    -- Perform geotechnical testing to determine soil suitability and for soil management purposes.
    -- Phase I Environmental Study
      --- Request copy(s) of any environmental surveys that may have been previously performed for the site.
      --- If a suitable site assessment is not available, select an environmental firm for the district and perform a Phase I environmental study.
      --- In the event the Phase I report indicates any areas of concern that require sub-surface investigation (Phase II and/or Phase III), get written authorization from the seller with the proposed scope of work from the environmental engineer attached before work is done.
      --- After receiving a clean environmental report, hire a South Carolina State Certified General Real Estate Appraiser to represent the district. Request the selected appraiser provide a full, self-contained narrative appraisal report (be sure to specify the number of original reports needed in the final engagement letter). Provide the appraiser with all previously collected data on the selected site and other third party reports and plat.
      --- Obtain department of education approval.
      --- Obtain "final" board approval.

Just prior to acquisition of the land, add the proposed site to the district's commercial general liability policy.

The district administration will purchase the approved site.

Whenever possible, the board will acquire school sites long before they are needed. Such a policy will permit a better choice of site at acreage rather than lot prices and will reduce the need for costly demolition of residential or other structures.

Adopted 5/19/03; Revised ^

CURRENT POLICY

Policy FHCA Names on Building Plaques

Members of the Board of Trustees serving at the time a construction project is approved will have their names inscribed on the dedication plaque.

Adopted 9/26/83

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

NAMES ON PLAQUES

Code **FFB** *Issued* **DRAFT/06**

Purpose: To establish the basic structure for placing names on plaques in buildings.

Members of the board serving at the time a construction project is approved will have their names inscribed on the dedication plaque.

Adopted 9/26/83; Revised ^

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: January 9, 2014

Re: Revision to 2014-2015 School Calendar

At the October 28, 2013 meeting, the Board approved the district calendar for 2014-2015. The State Department of Education recently announced that HSAP testing will begin on April 14, 2015 – just one day after students return from spring break.

Administration recommends that the Board approve the proposed revision to the 2014-2015 calendar that changes spring break from April 3, 2015-April 10, 2015 to March 30, 2015-April 6, 2015. This will allow students to be back in the routine of school for a week prior to the HSAP test.

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

MAB/aw

Attachments - 2014-2015 School Calendar (current)
2014-2015 School Calendar (proposed revision)

Current

Lexington-Richland Five
2014-2015 Calendar

July 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	*22	*23	24	25	26	27
28	29	30	31			

*Dec. 22 and Dec. 23 (work days for 240-day employees)

July 4..... Independence Day Holiday

August 12 .....First Day for Teachers

August 12-15;18..... Teacher Work Day/Staff Dev.

August 19 .....First Day for Students

September 1.....Labor Day Holiday

October 13.....Teacher Workday/Staff Dev.

November 4..General Election/Teacher Workday/Staff Dev.

November 26-28 .....Thanksgiving Holidays

December 22 – Jan. 2.....Winter Break
*December 22 & 23 (Work days for 240-day employees)

January 5 .....Students & Staff Return to School

January 16..... Teacher Workday/Staff Dev.

January 19.....Dr. M. L. King Holiday

February 16.....Teacher Workday/Staff Dev.

March 16.....Student & Teacher Holiday (severe weather make-up; if needed)

April 3-10.....Spring Break

May 25.....Memorial Day Holiday

June 1 .....Half Day for Students

June 2.....Half Day for Students

June 3..... Half Day for Students/Last Day for Students

June 4 .....Teacher Workday/Staff Dev.

June 4.....Last Day for Teachers

January 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
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18	19	20	21	22	23	24
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February 2015

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March 2015

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April 2015

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May 2015

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24	25	26	27	28	29	30
31						

June 2015

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21	22	23	24	25	26	27
28	29	30				

School Day	Schools & Offices Closed	Schools & Offices Open Teacher/Student Holiday	Staff Development /Teacher Work Day No School For Students	School Day End of Nine Weeks

Proposed Revision

Lexington-Richland Five
2014-2015 Calendar

July 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
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21	22	23	24	25	26	27
28	29	30				

October 2014

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November 2014

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23	24	25	26	27	28	29
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March 2015

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22	23	24	25	26	27	28
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May 2015

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June 2015

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28	29	30				

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