district five
OF LEXINGTON & RICHLAND COUNTIES

AGENDA
BOARD OF TRUSTEES
LAKE MURRAY ELEMENTARY SCHOOL'S DOCKSIDE THEATRE
FEBRUARY 10, 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. Contractual matter regarding the New Middle School

3. Welcoming remarks at 7 p.m.

4. Invocation – Ellen Baumgardner

5. Pledge of Allegiance – Reagan Hooks, student council president at Lake Murray Elementary School

6. School Board Spotlight

7. Welcome and brief overview of Lake Murray Elementary School by Claire Thompson, principal, and Robby Aull, school improvement council chair

8. Approval of the agenda

9. Approval of the minutes of the January 27, 2014 board meeting

10. Superintendent's report

    a. Office of Finance
       (1) Quarterly Capital Budget Reports (FY 2012-13 and 2013-14) (Exhibit B)

11. Public participation*

ACTION AGENDA

12. Items considered in executive session

13. Approval of the proposed Lease with the Chapin Chamber of Commerce (Exhibit C)

14. Final reading approval of 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 FGB "Land Acquisition" with FEE "Site Acquisition"

15. First reading approval of proposed revisions to "I" board policies (Exhibit E):

    a. Replace IFBGA (1) "Use of Internet Resources", IFBGA (2) "Use of District Technology Resources, IFBGA (3) "Use of District Email Resources" with IJNDB "Use of Technology Resources"

16. First reading approval of proposed revisions to "J" board policies (Exhibit F):

    a. JLCD "Assisting Students with Medications"
    b. JLCFA "Training of Unlicensed Personnel for Select Nursing Tasks"
    c. Add JLCDB "Use of Epinephrine Auto-Injectors"

17. First reading approval of proposed revisions to "F" board policy (Exhibit G):

    a. Replace FEC "Selection of Consultants in Facilities Construction" with FEC "Selection of Professional(s) in Facilities Construction"

DISCUSSION AGENDA

18. 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

19. The next regular scheduled board meeting will be February 24, 2014 at Seven Oaks 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/January 27, 2014

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

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

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

The Invocation was given by Robert Gantt. The Pledge of Allegiance was led by Zach Thomas, student body president at CrossRoads Middle School.

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

A welcome and brief overview of CrossRoads Middle School was given by Jess Hutchinson, principal.

During the Superintendent's report, Chris Whitley presented a monthly update (Exhibit B); Len Richardson presented the monthly financials (Exhibit C) and the Bond Referendum Quarterly Financial Report (Exhibit D).

During public participation, Angel Lara spoke regarding the Dutch Fork High School's wrestling team.

Mark Bounds presented the proposed Chamber Lease (Exhibit G).

Mark Bounds presented proposed revisions to "I" board policies (Exhibit H): a) replace IFBGA (1) "Use of Internet Resources", IFBGA (2) "Use of District Technology Resources, IFBGA (3) "Use of District Email Resources" with IJNDB "Use of Technology Resources".

Michael Harris presented proposed revisions to "J" board policies (Exhibit I): a) JLCD "Assisting Students with Medications"; b) JLCFA "Training of Unlicensed Personnel for Select Nursing Tasks"; and c) add JLCDB "Use of Epinephrine Auto-Injectors".

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of January 27, 2014

	BAUMGARDNER	GANTT	LOVELESS		TURNER	WATSON	WHITE
1. M. Baumgardner S. Loveless Enter executive session to consider the following: a) update on employee response to grievance; and b) selected employment items (Exhibit A)	X	A	X		X	X	X
2. M. White S. Gantt Approve the agenda	X	X	X		X	X	X
3. M. White S. Baumgardner Approve the minutes of the January 13, 2014 board meeting	X	X	X		X	X	X
4. M. Gantt S. White Approve the selected employment items (Exhibit A)	X	X	X		X	X	X
5. M. White S. Loveless Approve the proposed revisions to the 2014-2015 school calendar (Exhibit E)	X	X	X		X	X	X
6. M. Gantt S. Baumgardner Approve first reading of proposed revisions to "F" board policies (Exhibit F): 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"; and d) replace FGB "Land Acquisition" with FEE "Site Acquisition"							
M. Turner S. Baumgardner Amend to pull the replacement of policy FEC "Selection of Consultants in Facilities Construction" with FEC "Selection of Consultants in Facilities Construction" for further rewrite	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 January 27, 2014

	BAUMGARDNER	GANTT	LOVELESS		TURNER	WATSON	WHITE
Vote on original motion	X	X	X		X	X	X
7. M. White S. Baumgardner Adjourn at 8:10 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
Stephen Hefner, Ed.D., Superintendent

From: A. Len Richardson,
Chief Finance Officer

Date: February 5, 2014

Re: Board Meeting – February 10, 2014
Quarterly Capital Budget Reports

Attached are the FY 2012-2013 Capital Budget Report and FY 2013-2014 Capital Budget Report, through December 31, 2013.

ALR:tl

Attachments

District Location List

09	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 2013-2014

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
BUDGET REPORT BY OBJECT
CURRENT PERIOD: 12/01/2013 TO 12/31/2013

IDEAL REMAINING PERCENT: 50 %

ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE	PCT
OTHER PROF/TECH SVCS						
583-253-395-0000-11 ARBITRAGE	3,000.00	0.00	0.00	0.00	3,000.00	100
0000	3,000.00	0.00	0.00	0.00	3,000.00	100
395 OTHER PROF/TECH SVCS	3,000.00	0.00	0.00	0.00	3,000.00	100
SUPPLIES						
583-253-410-4000-09 FY 12-13 CAPITAL EQUIP	6,200.55	0.00	6,200.55	0.00	0.00	0
583-253-410-4000-20 FY 12-13 CAPITAL EQUIP	34,989.00	0.00	34,989.00	0.00	0.00	0
583-253-410-4000-30 FY 12-13 CAPITAL EQUIP	0.00	-3,223.52	0.00	0.00	0.00	0
583-253-410-4000-40 FY 12-13 CAPITAL EQUIP	63,654.73	0.00	0.00	63,654.73	0.00	0
583-253-410-4000-45 FY 12-13 CAPITAL EQUIP	4,610.14	0.00	4,610.14	0.00	0.00	0
4000	109,454.42	-3,223.52	45,799.69	63,654.73	0.00	0
410 SUPPLIES	109,454.42	-3,223.52	45,799.69	63,654.73	0.00	0
TECH & SOFTWARE SUPPLIES						
583-253-445-3003-09 DISTRICT WIDE CABLIN	3,169.93	0.00	1,412.14	1,757.79	0.00	0
3003	3,169.93	0.00	1,412.14	1,757.79	0.00	0
445 TECH & SOFTWARE SUPPLIES	3,169.93	0.00	1,412.14	1,757.79	0.00	0
CONSTRUCTION SERVICES						
INTERIOR CONSTRUCTION						
583-253-520-2001-40 FY12-13 CAP. INTERIOR (	5,000.00	0.00	5,000.00	0.00	0.00	0
583-253-520-2001-45 FY12-13 CAP. INTERIOR (	5,000.00	0.00	5,000.00	0.00	0.00	0
583-253-520-2001-46 FY12-13 CAP. INTERIOR (	5,000.00	0.00	5,000.00	0.00	0.00	0
583-253-520-2001-50 FY12-13 CAP. INTERIOR (	7,899.70	0.00	7,899.70	0.00	0.00	0
583-253-520-2001-55 FY12-13 CAP. INTERIOR (	5,000.00	0.00	5,000.00	0.00	0.00	0
2001 INTERIOR CONSTRUCTION	27,899.70	0.00	27,899.70	0.00	0.00	0
MISC. CAPITAL						
583-253-520-2007-09 FY 12-13 CAP. MISC. PRO	58,584.47	0.00	58,584.47	0.00	0.00	0
2007 MISC. CAPITAL	58,584.47	0.00	58,584.47	0.00	0.00	0
583-253-520-9998-11 CONST SVCS - UNALLOC	17,107.52	0.00	0.00	0.00	17,107.52	100
9998	17,107.52	0.00	0.00	0.00	17,107.52	100
520 CONSTRUCTION SERVICES	103,591.69	0.00	86,484.17	0.00	17,107.52	17
IMPROV OTHER THAN BLDG						
SITEWORK						
583-253-530-2006-09 FY 12-13 CAP. SITEWORK	16,083.33	0.00	15,043.33	1,040.00	0.00	0
583-253-530-2006-20 FY 12-13 CAP. SITEWORK	64,033.00	64,033.00	64,033.00	0.00	0.00	0

FY 2013-2014

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
BUDGET REPORT BY OBJECT
CURRENT PERIOD: 12/01/2013 TO 12/31/2013

IDEAL REMAINING PERCENT: 50 %

ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE	PCT
583-253-530-2006-27 FY 12-13 CAP. SITEWORK	70,862.00	70,862.00	70,862.00	0.00	0.00	0
583-253-530-2006-40 FY 12-13 CAP. SITEWORK	35,849.30	35,849.30	35,849.30	0.00	0.00	0
2006 SITEWORK	186,827.63	170,744.30	185,787.63	1,040.00	0.00	0
530 IMPROV OTHER THAN BLDG	186,827.63	170,744.30	185,787.63	1,040.00	0.00	0
TECHNOLOGY&SOFTWARE EQUIP						
583-253-545-3001-25 FY 12-13 CAPITAL - TECH	2,617.92	0.00	0.00	0.00	2,617.92	100
3001	2,617.92	0.00	0.00	0.00	2,617.92	100
545 TECHNOLOGY&SOFTWARE EQUIP	2,617.92	0.00	0.00	0.00	2,617.92	100
	408,661.59	167,520.78	319,483.63	66,452.52	22,725.44	6

FY 2012-2013 CAPITAL BUDGET (583 FUND)	
Repairs & Maintenance - Flooring	
583-253-323-2004-09	District wide refurbishment of wooden gymnasium floors
Repairs & Maintenance - Sitework	
583-253-323-2006-09	District wide playground equipment repair
Supplies	
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
583-253-410-4000-35	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
Supplies - Transportation	
583-253-410-4004-09	Training & Bus Security 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
Supplies - Technology	
583-253-445-3000-09	Computer rotation for District Office & Special Services
583-253-445-3000-15	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-17	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-20	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-21	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-23	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-24	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-25	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-26	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-27	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-28	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-29	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-30	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-35	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-40	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-45	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-46	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-50	Computer rotation for Instruction, Admin, & Media Ctr

583-253-445-3000-52	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-55	Computer rotation for Instruction, Admin, & Media Ctr
583-253-445-3000-65	Computer rotation for Instruction, Admin, & Media Ctr
Equipment - 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
Other Technology Projects	
583-253-445-3003-09	District wide cabling & electronics
583-253-445-3004-09	Miscellaneous equipment for systems upgrades
583-253-445-3005-09	Network Operating Systems software
583-253-445-3006-09	District software renewals - Follett Library, Internet Filtering
583-253-445-3009-17	Security Camera Replacement
583-253-445-3009-20	Security Camera Replacement
583-253-445-3009-21	Security Camera Replacement
583-253-445-3009-23	Security Camera Replacement
583-253-445-3009-25	Security Camera Replacement
583-253-445-3009-26	Security Camera Replacement
583-253-445-3009-27	Security Camera Replacement
583-253-445-3009-28	Security Camera Replacement
583-253-445-3009-29	Security Camera Replacement
583-253-445-3009-30	Security Camera Replacement
583-253-445-3009-40	Security Camera Replacement
583-253-445-3009-45	Security Camera Replacement
583-253-445-3009-46	Security Camera Replacement
583-253-445-3009-52	Security Camera Replacement
583-253-445-3009-65	Security Camera Replacement
Exterior Construction	
583-253-520-2000-15	Replace Roof, Main Building
Inerior 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
Service Systems	
583-253-520-2005-29	Replace various lighting systems throughout school

Other Capital Projects	
583-253-520-2007-09	Miscellaneous capital projects/future planning
583-253-520-2007-35	Miscellaneous capital projects/future planning
Sitework	
583-253-530-2006-09	District 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
Other Service Systems	
583-253-540-2005-28	Capital Service Systems
583-253-540-2005-46	Capital Service Systems
Capitalized 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
Capitalized Equipment - Transportation	
583-253-540-4004-09	Portable radar system
Capitalized Equipment - Technology	
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 Capital Projects - Technology	
583-253-545-3008-09	Wireless Overlay (Elementary/Middle)
583-253-545-3010-09	Upgrade Lab at Technology Training Center
Vehicles	
583-253-550-4003-09	Service Trucks

FY 2013-2014

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
BUDGET REPORT BY OBJECT
CURRENT PERIOD: 12/01/2013 TO 12/31/2013

IDEAL REMAINING PERCENT: 50 %

ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE	PCT
REPAIRS & MAINTENANCE SVC						
PAINTING						
584-253-323-2003-09 FY 13-14 PAINTING	250,000.00	0.00	226,386.80	3,053.20	20,560.00	8
2003 PAINTING	250,000.00	0.00	226,386.80	3,053.20	20,560.00	8
FLOORING						
584-253-323-2004-09 FY 13-14 FLOORING	50,000.00	0.00	0.00	9,472.96	40,527.04	81
584-253-323-2004-11 FY 13-14 FLOORING	24,800.00	0.00	21,581.04	0.00	3,218.96	13
584-253-323-2004-17 FY 13-14 FLOORING	253,300.00	0.00	224,904.91	0.00	28,395.09	11
584-253-323-2004-26 FY 13-14 FLOORING	178,823.00	0.00	127,174.41	0.00	51,648.59	29
2004 FLOORING	506,923.00	0.00	373,660.36	9,472.96	123,789.68	24
SITEWORK						
584-253-323-2006-09 FY 13-14 SITEWORK	75,000.00	0.00	0.00	24,000.00	51,000.00	68
2006 SITEWORK	75,000.00	0.00	0.00	24,000.00	51,000.00	68
323 REPAIRS & MAINTENANCE SVC	831,923.00	0.00	600,047.16	36,526.16	195,349.68	23
SUPPLIES						
584-253-410-3001-09 ACQUISITION LEASE	1,200,000.00	0.00	1,199,249.38	0.00	750.62	0
3001	1,200,000.00	0.00	1,199,249.38	0.00	750.62	0
584-253-410-3009-15 SECURITY CAMERA REP	6,000.00	0.00	0.00	4,822.09	1,177.91	20
584-253-410-3009-17 SECURITY CAMERA REP	4,500.00	0.00	0.00	4,378.11	121.89	3
584-253-410-3009-21 SECURITY CAMERA REP	3,000.00	0.00	0.00	2,999.78	0.22	0
584-253-410-3009-23 SECURITY CAMERA REP	4,500.00	0.00	0.00	4,499.99	0.01	0
584-253-410-3009-24 SECURITY CAMERA REP	6,000.00	0.00	0.00	5,978.41	21.59	0
584-253-410-3009-25 SECURITY CAMERA REP	1,500.00	0.00	0.00	0.00	1,500.00	100
584-253-410-3009-26 SECURITY CAMERA REP	7,500.00	0.00	7,440.39	0.00	59.61	1
584-253-410-3009-27 SECURITY CAMERA REP	50,200.00	0.00	27,668.61	19,915.66	2,615.73	5
584-253-410-3009-28 SECURITY CAMERA REP	7,500.00	0.00	0.00	7,475.29	24.71	0
584-253-410-3009-29 SECURITY CAMERA REP	6,000.00	0.00	802.50	5,133.78	63.72	1
584-253-410-3009-30 SECURITY CAMERA REP	6,800.00	0.00	6,183.32	0.00	616.68	9
584-253-410-3009-40 SECURITY CAMERA REP	54,000.00	0.00	31,342.61	0.00	22,657.39	42
584-253-410-3009-45 SECURITY CAMERA REP	15,000.00	0.00	0.00	12,953.37	2,046.63	14
584-253-410-3009-46 SECURITY CAMERA REP	22,500.00	0.00	0.00	22,105.81	394.19	2
584-253-410-3009-52 SECURITY CAMERA REP	9,000.00	0.00	0.00	8,970.42	29.58	0
3009	204,000.00	0.00	73,437.43	99,232.71	31,329.86	15
584-253-410-4000-09 FY 13-14 CAPITAL EQUIP	8,248.43	0.00	5,914.78	0.00	2,333.65	28
584-253-410-4000-12 FY 13-14 CAPITAL EQUIP	14,025.00	0.00	0.00	0.00	14,025.00	100
584-253-410-4000-15 FY 13-14 CAPITAL EQUIP	20,728.00	7,889.81	13,913.82	572.05	6,242.13	30
584-253-410-4000-17 FY 13-14 CAPITAL EQUIP	17,000.00	0.00	13,673.77	0.00	3,326.23	20

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584-253-410-4000-21	FY 13-14 CAPITAL EQUIP	19,250.00	0.00	13,522.44	0.00	5,727.56	30
584-253-410-4000-23	FY 13-14 CAPITAL EQUIP	27,600.00	0.00	14,243.72	4,835.85	8,520.43	31
584-253-410-4000-24	FY 13-14 CAPITAL EQUIP	4,550.00	0.00	2,929.25	0.00	1,620.75	36
584-253-410-4000-25	FY 13-14 CAPITAL EQUIP	4,540.00	0.00	3,282.06	959.25	298.69	7
584-253-410-4000-26	FY 13-14 CAPITAL EQUIP	12,163.00	3,000.00	10,101.60	0.00	2,061.40	17
584-253-410-4000-27	FY 13-14 CAPITAL EQUIP	35,081.07	0.00	35,081.07	0.00	0.00	0
584-253-410-4000-28	FY 13-14 CAPITAL EQUIP	14,287.00	1,069.04	9,924.41	0.00	4,362.59	31
584-253-410-4000-29	FY 13-14 CAPITAL EQUIP	30,575.00	589.01	9,522.31	0.00	21,052.69	69
584-253-410-4000-30	FY 13-14 CAPITAL EQUIP	7,298.00	3,223.52	6,356.39	0.00	941.61	13
584-253-410-4000-35	FY 13-14 CAPITAL EQUIP	27,184.00	0.00	0.00	0.00	27,184.00	100
584-253-410-4000-40	FY 13-14 CAPITAL EQUIP	44,760.00	1,251.58	20,562.92	14,910.32	9,286.76	21
584-253-410-4000-45	FY 13-14 CAPITAL EQUIP	5,000.00	0.00	0.00	0.00	5,000.00	100
584-253-410-4000-46	FY 13-14 CAPITAL EQUIP	23,653.54	6,066.90	23,596.84	0.00	56.70	0
584-253-410-4000-50	FY 13-14 CAPITAL EQUIP	21,000.00	0.00	17,499.33	0.00	3,500.67	17
584-253-410-4000-52	FY 13-14 CAPITAL EQUIP	19,980.00	2,028.00	9,596.32	0.00	10,383.68	52
584-253-410-4000-55	FY 13-14 CAPITAL EQUIP	26,118.00	0.00	18,752.60	3,000.00	4,365.40	17
584-253-410-4000-65	FY 13-14 CAPITAL EQUIP	13,550.00	0.00	0.00	0.00	13,550.00	100
584-253-410-4000-96	FY 13-14 CAPITAL EQUIP	27,376.00	0.00	20,220.25	2,477.91	4,677.84	17
4000		423,967.04	25,117.86	248,693.88	26,755.38	148,517.78	35
584-253-410-4004-09	TRAINING,BUS SECURIT	9,000.00	0.00	3,091.70	90.42	5,817.88	65
4004		9,000.00	0.00	3,091.70	90.42	5,817.88	65
584-253-410-4005-20	ATHLETIC / WELLNESS	42,346.00	0.00	42,345.25	0.00	0.75	0
584-253-410-4005-27	ATHLETIC / WELLNESS	22,700.00	0.00	0.00	22,700.00	0.00	0
4005		65,046.00	0.00	42,345.25	22,700.00	0.75	0
584-253-410-4006-20	BAND EQUIPMENT	31,000.00	0.00	28,079.22	0.00	2,920.78	9
584-253-410-4006-21	BAND EQUIPMENT	23,330.00	0.00	19,872.04	0.00	3,457.96	15
584-253-410-4006-40	BAND EQUIPMENT	20,000.00	0.00	18,964.68	0.00	1,035.32	5
584-253-410-4006-45	BAND EQUIPMENT	33,160.00	16,338.00	16,338.00	0.00	16,822.00	51
584-253-410-4006-46	BAND EQUIPMENT	14,300.00	0.00	0.00	14,133.96	166.04	1
4006		121,790.00	16,338.00	83,253.94	14,133.96	24,402.10	20
584-253-410-4007-40	FURNITURE SUITE FOR /	11,100.00	0.00	0.00	0.00	11,100.00	100
584-253-410-4007-65	FURNITURE SUITE FOR /	137,300.00	0.00	17,822.68	108,290.83	11,186.49	8
4007		148,400.00	0.00	17,822.68	108,290.83	22,286.49	15
410 SUPPLIES		2,172,203.04	41,455.86	1,667,894.26	271,203.30	233,105.48	11

LIBRARY BOOKS & MATERIALS

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584-253-430-4001-17	MEDIA CENTER BOOKS	10,000.00	0.00	10,000.00	0.00	0.00	0
584-253-430-4001-21	MEDIA CENTER BOOKS	8,000.00	0.00	7,991.80	0.00	8.20	0
584-253-430-4001-24	MEDIA CENTER BOOKS	2,000.00	0.00	0.00	0.00	2,000.00	100
584-253-430-4001-26	MEDIA CENTER BOOKS	15,000.00	0.00	5,587.20	9,408.52	4.28	0
584-253-430-4001-28	MEDIA CENTER BOOKS	15,000.00	0.00	1,631.71	6,390.00	6,978.29	47
584-253-430-4001-30	MEDIA CENTER BOOKS	10,000.00	438.71	438.71	9,250.00	311.29	3
584-253-430-4001-45	MEDIA CENTER BOOKS	10,000.00	0.00	8,224.21	735.65	1,040.14	10
584-253-430-4001-46	MEDIA CENTER BOOKS	10,000.00	0.00	0.00	9,938.40	61.60	1
4001		80,000.00	438.71	33,873.63	35,722.57	10,403.80	13
430 LIBRARY BOOKS & MATERIALS		80,000.00	438.71	33,873.63	35,722.57	10,403.80	13
TECH & SOFTWARE SUPPLIES							
584-253-445-3000-09	COMP. ROT. -DO, SPEC.SI	52,172.56	-1,010.00	48,332.72	2,828.84	1,011.00	2
584-253-445-3000-15	COMP. ROT. FOR INSTRU	30,000.00	0.00	29,398.05	0.00	601.95	2
584-253-445-3000-17	COMP. ROT. FOR INSTRU	30,000.00	0.00	28,954.27	0.00	1,045.73	3
584-253-445-3000-20	COMP. ROT. FOR INSTRU	40,000.00	0.00	38,896.84	0.00	1,103.16	3
584-253-445-3000-21	COMP. ROT. FOR INSTRU	45,000.00	0.00	43,860.71	0.00	1,139.29	3
584-253-445-3000-23	COMP. ROT. FOR INSTRU	30,000.00	0.00	27,464.97	0.00	2,535.03	8
584-253-445-3000-24	COMP. ROT. FOR INSTRU	30,000.00	0.00	20,873.20	0.00	9,126.80	30
584-253-445-3000-25	COMP. ROT. FOR INSTRU	30,000.00	0.00	28,958.19	0.00	1,041.81	3
584-253-445-3000-26	COMP. ROT. FOR INSTRU	30,000.00	0.00	28,954.26	0.00	1,045.74	3
584-253-445-3000-27	COMP. ROT. FOR INSTRU	40,000.00	0.00	39,026.74	0.00	973.26	2
584-253-445-3000-28	COMP. ROT. FOR INSTRU	45,000.00	0.00	43,901.42	0.00	1,098.58	2
584-253-445-3000-29	COMP. ROT. FOR INSTRU	30,000.00	0.00	29,206.26	0.00	793.74	3
584-253-445-3000-30	COMP. ROT. FOR INSTRU	30,000.00	0.00	28,958.19	0.00	1,041.81	3
584-253-445-3000-35	COMP. ROT. FOR INSTRU	30,000.00	0.00	28,958.19	0.00	1,041.81	3
584-253-445-3000-40	COMP. ROT. FOR INSTRU	40,000.00	0.00	38,791.23	0.00	1,208.77	3
584-253-445-3000-45	COMP. ROT. FOR INSTRU	45,000.00	0.00	43,735.40	0.00	1,264.60	3
584-253-445-3000-46	COMP. ROT. FOR INSTRU	45,000.00	0.00	21,843.20	16,872.19	6,284.61	14
584-253-445-3000-50	COMP. ROT. FOR INSTRU	30,000.00	0.00	28,844.75	0.00	1,155.25	4
584-253-445-3000-52	COMP. ROT. FOR INSTRU	30,000.00	0.00	29,240.84	0.00	759.16	3
584-253-445-3000-55	COMP. ROT. FOR INSTRU	30,000.00	0.00	28,903.44	0.00	1,096.56	4
584-253-445-3000-65	COMP. ROT. FOR INSTRU	30,000.00	0.00	28,735.90	0.00	1,264.10	4
3000		742,172.56	-1,010.00	685,838.77	19,701.03	36,632.76	5
584-253-445-3001-15	FY 13-14 CAP. TECH. EQU	59,400.00	0.00	58,699.07	0.00	700.93	1
584-253-445-3001-17	FY 13-14 CAP. TECH. EQU	24,941.70	0.00	18,462.00	2,449.76	4,029.94	16
584-253-445-3001-21	FY 13-14 CAP. TECH. EQU	79,950.00	0.00	77,903.60	0.00	2,046.40	3
584-253-445-3001-23	FY 13-14 CAP. TECH. EQU	35,540.99	0.00	35,202.44	0.00	338.55	1
584-253-445-3001-24	FY 13-14 CAP. TECH. EQU	18,995.80	0.00	17,663.94	0.00	1,331.86	7
584-253-445-3001-25	FY 13-14 CAP. TECH. EQU	24,000.00	0.00	22,091.12	0.00	1,908.88	8

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584-253-445-3001-26	FY 13-14 CAP. TECH. EQU	67,635.50	0.00	63,524.21	0.00	4,111.29	6
584-253-445-3001-27	FY 13-14 CAP. TECH. EQU	9,750.00	0.00	619.53	5,861.25	3,269.22	34
584-253-445-3001-28	FY 13-14 CAP. TECH. EQU	60,160.00	0.00	58,348.50	0.00	1,811.50	3
584-253-445-3001-29	FY 13-14 CAP. TECH. EQU	28,257.77	0.00	22,024.25	0.00	6,233.52	22
584-253-445-3001-30	FY 13-14 CAP. TECH. EQU	36,300.00	0.00	31,403.23	1,566.00	3,330.77	9
584-253-445-3001-35	FY 13-14 CAP. TECH. EQU	57,306.21	0.00	53,471.59	0.00	3,834.62	7
584-253-445-3001-40	FY 13-14 CAP. TECH. EQU	10,000.00	0.00	0.00	0.00	10,000.00	100
584-253-445-3001-45	FY 13-14 CAP. TECH. EQU	35,408.60	0.00	35,084.54	0.00	324.06	1
584-253-445-3001-46	FY 13-14 CAP. TECH. EQU	37,450.00	0.00	35,354.95	0.00	2,095.05	6
584-253-445-3001-50	FY 13-14 CAP. TECH. EQU	29,861.35	0.00	29,861.35	0.00	0.00	0
584-253-445-3001-52	FY 13-14 CAP. TECH. EQU	41,927.56	0.00	40,192.74	0.00	1,734.82	4
584-253-445-3001-55	FY 13-14 CAP. TECH. EQU	96,900.00	0.00	90,632.31	0.00	6,267.69	6
3001		753,785.48	0.00	690,539.37	9,877.01	53,369.10	7
584-253-445-3003-09	DISTRICT WIDE CABLIN	54,814.73	0.00	47,763.28	5,414.86	1,636.59	3
3003		54,814.73	0.00	47,763.28	5,414.86	1,636.59	3
584-253-445-3005-09	NETWORK OPERATING S	66,000.00	0.00	66,000.00	0.00	0.00	0
3005		66,000.00	0.00	66,000.00	0.00	0.00	0
584-253-445-3006-09	DISTRICT SOFTWARE RE	232,364.20	0.00	61,747.60	420.66	170,195.94	73
3006		232,364.20	0.00	61,747.60	420.66	170,195.94	73
584-253-445-3007-09	VMWARE UPGRADE	10,000.00	0.00	10,000.00	0.00	0.00	0
3007		10,000.00	0.00	10,000.00	0.00	0.00	0
584-253-445-4004-09	UPGRADE/ REPAIR BUS (	45,000.00	0.00	499.40	10,043.50	34,457.10	77
4004		45,000.00	0.00	499.40	10,043.50	34,457.10	77
445 TECH & SOFTWARE SUPPLIES		1,904,136.97	-1,010.00	1,562,388.42	45,457.06	296,291.49	16
CONSTRUCTION SERVICES							
584-253-520-2000-09	FY 13-14 EXTERIOR CON	150,000.00	0.00	116,903.24	14,946.22	18,150.54	12
584-253-520-2000-28	FY 13-14 EXTERIOR CON	114,389.00	0.00	0.00	114,389.00	0.00	0
2000		264,389.00	0.00	116,903.24	129,335.22	18,150.54	7
INTERIOR CONSTRUCTION							
584-253-520-2001-46	FY 13-14 INTERIOR CONS	38,900.00	0.00	24,228.96	0.00	14,671.04	38
2001 INTERIOR CONSTRUCTION		38,900.00	0.00	24,228.96	0.00	14,671.04	38
MISC. CAPITAL							
584-253-520-2007-09	FY 13-14 MISC. CAPITAL	482,238.48	126,153.61	200,941.35	206,533.95	74,763.18	16

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2007 MISC. CAPITAL	482,238.48	126,153.61	200,941.35	206,533.95	74,763.18	16
584-253-520-9997-11 UNALLOCATED FUNDS-(	756,621.33	0.00	0.00	0.00	756,621.33	100
9997	756,621.33	0.00	0.00	0.00	756,621.33	100
584-253-520-9998-11 UNALLOCATED BALANC	1,500,000.00	0.00	0.00	0.00	1,500,000.00	100
9998	1,500,000.00	0.00	0.00	0.00	1,500,000.00	100
520 CONSTRUCTION SERVICES	3,042,148.81	126,153.61	342,073.55	335,869.17	2,364,206.09	78
IMPROV OTHER THAN BLDG						
SITEWORK						
584-253-530-2006-09 FY 13-14 SITEWORK	127,500.00	2,000.00	2,502.50	11,100.00	113,897.50	89
584-253-530-2006-11 FY 13-14 SITEWORK	9,625.00	8,159.00	8,159.00	0.00	1,466.00	15
584-253-530-2006-21 FY 13-14 SITEWORK	62,500.00	0.00	33,922.00	5,000.00	23,578.00	38
584-253-530-2006-23 FY 13-14 SITEWORK	87,580.00	24,925.39	76,830.12	0.00	10,749.88	12
584-253-530-2006-29 FY 13-14 SITEWORK	19,452.50	0.00	18,282.00	0.00	1,170.50	6
584-253-530-2006-30 FY 13-14 SITEWORK	16,670.00	0.00	13,785.00	0.00	2,885.00	17
584-253-530-2006-33 FY 13-14 SITEWORK	112,500.00	1,202.50	12,256.05	4,902.54	95,341.41	85
584-253-530-2006-40 FY 13-14 SITEWORK	31,550.00	0.00	0.00	25,902.00	5,648.00	18
584-253-530-2006-46 FY 13-14 SITEWORK	34,800.00	0.00	0.00	0.00	34,800.00	100
2006 SITEWORK	502,177.50	36,286.89	165,736.67	46,904.54	289,536.29	58
530 IMPROV OTHER THAN BLDG	502,177.50	36,286.89	165,736.67	46,904.54	289,536.29	58
EQUIPMENT						
584-253-540-2005-09 FY 13-14 SERVICES SYST	279,700.00	12,358.00	156,798.00	122,902.00	0.00	0
584-253-540-2005-17 FY 13-14 SERVICES SYST	120,100.00	0.00	0.00	0.00	120,100.00	100
584-253-540-2005-27 FY 13-14 SERVICES SYST	134,999.00	0.00	70,247.00	0.00	64,752.00	48
584-253-540-2005-28 FY 13-14 SERVICES SYST	1,213,037.40	63,062.00	1,156,885.50	1,091.90	55,060.00	5
584-253-540-2005-45 FY 13-14 SERVICES SYST	12,600.00	0.00	8,647.20	0.00	3,952.80	31
584-253-540-2005-46 FY 13-14 SERVICES SYST	640,787.83	0.00	640,787.83	0.00	0.00	0
2005	2,401,224.23	75,420.00	2,033,365.53	123,993.90	243,864.80	10
584-253-540-4002-12 FY 13-14 CAPITALIZED E	6,792.00	0.00	0.00	0.00	6,792.00	100
584-253-540-4002-27 FY 13-14 CAPITALIZED E	21,414.75	0.00	19,283.85	0.00	2,130.90	10
584-253-540-4002-28 FY 13-14 CAPITALIZED E	17,300.00	0.00	0.00	12,600.15	4,699.85	27
584-253-540-4002-33 FY 13-14 CAPITALIZED E	102,700.00	2,219.36	94,611.44	0.00	8,088.56	8
584-253-540-4002-35 FY 13-14 CAPITALIZED E	7,000.00	0.00	4,584.95	0.00	2,415.05	35
584-253-540-4002-52 FY 13-14 CAPITALIZED E	798.70	0.00	0.00	0.00	798.70	100
584-253-540-4002-96 FY 13-14 CAPITALIZED E	35,802.00	0.00	0.00	27,846.08	7,955.92	22
4002	191,807.45	2,219.36	118,480.24	40,446.23	32,880.98	17

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540 EQUIPMENT		2,593,031.68	77,639.36	2,151,845.77	164,440.13	276,745.78	11
TECHNOLOGY&SOFTWARE EQUIP							
584-253-545-3001-15	FY 13-14 CAP. TECH. EQU	13,000.00	0.00	13,000.00	0.00	0.00	0
584-253-545-3001-24	FY 13-14 CAP. TECH. EQU	9,000.00	8,885.55	8,885.55	0.00	114.45	1
584-253-545-3001-29	FY 13-14 CAP. TECH. EQU	19,500.00	0.00	19,500.00	0.00	0.00	0
584-253-545-3001-35	FY 13-14 CAP. TECH. EQU	13,000.00	0.00	13,000.00	0.00	0.00	0
584-253-545-3001-46	FY 13-14 CAP. TECH. EQU	10,000.00	0.00	8,964.50	0.00	1,035.50	10
584-253-545-3001-50	FY 13-14 CAP. TECH. EQU	18,000.00	0.00	0.00	16,484.42	1,515.58	8
3001		82,500.00	8,885.55	63,350.05	16,484.42	2,665.53	3
584-253-545-3002-09	VOIP CONVERSION	7,900.00	0.00	0.00	0.00	7,900.00	100
584-253-545-3002-23	VOIP CONVERSION	8,300.00	0.00	127.95	0.00	8,172.05	98
584-253-545-3002-24	VOIP CONVERSION	6,800.00	0.00	0.00	0.00	6,800.00	100
584-253-545-3002-25	VOIP CONVERSION	8,000.00	0.00	0.00	0.00	8,000.00	100
584-253-545-3002-29	VOIP CONVERSION	7,400.00	0.00	0.00	0.00	7,400.00	100
584-253-545-3002-30	VOIP CONVERSION	6,800.00	0.00	0.00	0.00	6,800.00	100
584-253-545-3002-46	VOIP CONVERSION	10,300.00	0.00	0.00	907.20	9,392.80	91
3002		55,500.00	0.00	127.95	907.20	54,464.85	98
584-253-545-3009-17	SECURITY CAMERA SER	15,000.00	0.00	14,855.72	0.00	144.28	1
584-253-545-3009-23	SECURITY CAMERA SER	17,500.00	0.00	17,151.97	0.00	348.03	2
584-253-545-3009-24	SECURITY CAMERA SER	15,000.00	0.00	14,855.72	0.00	144.28	1
584-253-545-3009-25	SECURITY CAMERA SER	15,000.00	0.00	14,646.97	0.00	353.03	2
584-253-545-3009-26	SECURITY CAMERA SER	15,500.00	0.00	15,481.97	0.00	18.03	0
584-253-545-3009-29	SECURITY CAMERA SER	16,000.00	0.00	15,899.47	0.00	100.53	1
584-253-545-3009-30	SECURITY CAMERA SER	15,000.00	0.00	14,989.47	0.00	10.53	0
584-253-545-3009-52	SECURITY CAMERA SER	15,200.00	0.00	15,123.22	0.00	76.78	1
3009		124,200.00	0.00	123,004.51	0.00	1,195.49	1
545 TECHNOLOGY&SOFTWARE EQUIP		262,200.00	8,885.55	186,482.51	17,391.62	58,325.87	22
VEHICLES							
584-253-550-4003-09	FY13-14 SERVICE TRUCK	81,500.00	0.00	81,040.80	0.00	459.20	1
4003		81,500.00	0.00	81,040.80	0.00	459.20	1
550 VEHICLES		81,500.00	0.00	81,040.80	0.00	459.20	1
OTHER OBJECTS							
584-253-690-0000-00	OTHER OBJECTS BOND I	0.00	0.00	95,863.94	0.00	-95,863.94	0
0000		0.00	0.00	95,863.94	0.00	-95,863.94	0

FY 2013-2014

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
BUDGET REPORT BY OBJECT

CURRENT PERIOD: 12/01/2013 TO 12/31/2013

IDEAL REMAINING PERCENT: 50 %

ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE	PCT
690 OTHER OBJECTS	0.00	0.00	95,863.94	0.00	-95,863.94	0
	11,469,321.00	289,849.98	6,887,246.71	953,514.55	3,628,559.74	32

FY 2013-2014 CAPITAL BUDGET (584 FUND)	
Repairs & Maintenance - Painting	
584-253-323-2003-09	District wide painting
Repairs & Maintenance - Flooring	
584-253-323-2004-09	Refurbish gymansium floors
584-253-323-2004-11	Replace flooring, DFHS & IHS Trasportation
584-253-323-2004-17	Replace carpet
584-253-323-2004-26	Replace carpet
Repairs & Maintenance - Sitework	
584-253-323-2006-09	District wide playground equipment repairs
Supplies	
584-253-410-3009-15	Security Camera Replacements
584-253-410-3009-17	Security Camera Replacements
584-253-410-3009-21	Security Camera Replacements
584-253-410-3009-23	Security Camera Replacements
584-253-410-3009-24	Security Camera Replacements
584-253-410-3009-25	Security Camera Replacements
584-253-410-3009-26	Security Camera Replacements
584-253-410-3009-27	Security Camera Replacements
584-253-410-3009-28	Security Camera Replacements
584-253-410-3009-29	Security Camera Replacements
584-253-410-3009-30	Security Camera Replacements
584-253-410-3009-40	Security Camera Replacements
584-253-410-3009-45	Security Camera Replacements
584-253-410-3009-46	Security Camera Replacements
584-253-410-3009-52	Security Camera Replacements
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
Supplies - Transportation	
584-253-410-4004-09	Training & Bus Security Equipment
Supplies - Athletic/Wellness	
584-253-410-4005-20	Athletic/Wellness Equipment
584-253-410-4005-27	Athletic/Wellness Equipment
Supplies - Band	
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	
584-253-410-4007-40	Furniture Suite for Auto Tech
584-253-410-4007-65	Furniture Suite for AAFS
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
Supplies - Technology	
584-253-445-3000-09	Computer rotation for District Office & Special Services
584-253-445-3000-15	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-17	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-20	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-21	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-23	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-24	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-25	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-26	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-27	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-28	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-29	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-30	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-35	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-40	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-45	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-46	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-50	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-52	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-55	Computer rotation for Instruction, Admin, & Media Ctr
584-253-445-3000-65	Computer rotation for Instruction, Admin, & Media Ctr
Equipment - Technology	
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
Other Technology Projects	
584-253-445-3003-09	District wide cabling & electronics
584-253-445-3005-09	Network Operating Systems software
584-253-445-3006-09	District software renewals - Follett Library, Internet Filtering
584-253-445-3007-09	VM Ware Upgrade
584-253-445-4004-09	Upgrade/Repair Bus Cameras
Exterior Construction	
584-253-520-2000-09	District wide roofing repairs
584-253-520-2000-28	Replace gutters & downspouts
Inerior Construction	
584-253-520-2001-46	Renovate reception area
Other Capital Projects	
584-253-520-2007-09	Miscellaneous capital projects/future planning
Sitework	
584-253-530-2006-09	District wide pavement striping
	Miscellaneous tennis court repairs
	District wide landscaping repairs
584-253-530-2006-11	Install awnings for relocatable offices, DFHS & IHS 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
	Install irrigation system, front campus
	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 between main & activities buildings
Service Systems	
584-253-540-2005-09	District wide water heater replacement
584-253-540-2005-17	Replace PA & Clock Systems
584-253-540-2005-27	Replace HVAC, Phase IV
584-253-540-2005-28	Replace HVAC, Phase I
584-253-540-2005-45	Expand PA Systems to include corridors & exteriors
584-253-540-2005-46	Replace HVAC, Main Building & Phase I
Capitalized 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
Capitalized Equipment - Technology	
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
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
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
Vehicles	
584-253-550-4003-09	Service Truck, Courier

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: Mark A. Bounds MAB
Chief Information Officer

Date: February 6, 2014

Re: Land Lease Agreement with the Greater Chapin Chamber of Commerce

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Issue: Proposed new land lease agreement with the Greater Chapin Chamber of Commerce.

Background: School District Five of Lexington and Richland Counties has an existing land lease agreement with the Greater Chapin Chamber of Commerce for its office building that is located on the district-owned property adjacent to Chapin High School.

The current land lease agreement is scheduled to expire in 2016. In anticipation of that expiration, district staff has been working with the Greater Chapin Chamber of Commerce to create a new agreement. The attached agreement has been vetted by the Greater Chapin Chamber of Commerce. They are prepared to sign this agreement once approved by the Board.

Recommendation: Administration recommends that the Board approve the new land lease agreement at the February 10, 2014 board meeting.

MB/aw

Attachment – Proposed new land lease agreement

STATE OF SOUTH CAROLINA)
) **LAND LEASE AGREEMENT**
COUNTY OF LEXINGTON) (with Right of First Refusal)

WHEREAS, School District Five of Lexington and Richland Counties and the Greater Chapin Chamber of Commerce respect and value their relationship and recognize their mutual interest in the economic vitality of the Chapin area; and

WHEREAS, the Greater Chapin Chamber of Commerce expresses its support of School District Five's initiatives and gratitude for the existing lease arrangement whereby the Chamber was first provided with a location for its office building in 1996;

NOW THEREFORE, THIS LEASE is hereby entered into this _____ day of _____, 2013, by and between **School District Five of Lexington and Richland Counties**, hereinafter designated as the "Lessor," and **Greater Chapin Chamber of Commerce, Inc., a South Carolina Non-Profit Corporation**, hereinafter designated as the "Lessee,"

WITNESSETH:

1. LEASED PREMISES. The Lessor, in consideration of the rents to be paid and the covenants and agreements to be performed by the Lessee, do hereby lease unto the Lessee those certain premises (hereinafter referred to as the "premises") situated in the County of Lexington, to wit: Approximately **1.19 acre,** more or less, as more fully shown on a survey prepared for Chapin Chamber of commerce, by Dennis Corporation, dated _____in Plat Book _____ at Page _____, recorded in the Office of the Register Deeds for Lexington County; said property being a portion of property as shown in Plat Book 158-G at Page 133, Plat No. 23, recorded in the Office of the Register Deeds for Lexington County.

p/o TMS# 00700-03-030

2. TERM. The term of this Lease shall be on a five-year rolling basis beginning September 3, 2016 and initially ending on September 2, 2021. The parties agree and understand that as of September 3, 2017, and each following September 3rd, another year will be added to the Lease Term to provide for a continuing five-year term; provided however, that on or before August 3, 2017, and every August 3rd thereafter, i.e. August 3, 2018, August 3, 2019, etc., the Lessor may provide the Lessee, or Lessee may provide the Lessor, with written notice that the automatic extension of one additional year will cease to occur.

3. RENT. During term of this Lease, the Lessee agrees to pay to Lessor as rent for the premises, an annual fixed rent in the amount of One ($1.00) Dollar, payable each year in advance of the annual anniversary of the commencement date of this Lease.

4. USE OF PREMISES. The premises shall remain the Lessee's primary office location during the term of the lease and shall only be used and occupied by the Lessee for the Chamber offices, Chamber meeting facilities and related parking. Any other use of the premises shall be only upon prior written approval by the Lessor. The use of the property is also subject to the limitations of the Encroachment Agreement dated March 12, 2013, between Lessor and the South Carolina Public Service Authority (Santee Cooper), which is incorporated herein by reference.

5. UTILITIES. During the term hereof, Lessee shall pay or cause to be paid, as they become due, all property charges for gas, electricity, water, sewer, telephone and any other utility services.

6. COMPLIANCE WITH LAWS. Throughout the term hereof, Lessee shall comply with all laws, ordinances, rules, regulations, orders and requirements of federal, state, county or municipal governmental authorities, and shall maintain its operations on the premises at all times in compliance with such laws, ordinances, rules, regulations, orders and requirements. This Lease shall be enforced and interpreted according to the laws of the State of South Carolina.

7. INSURANCE AND INDEMNIFICATION. During the term hereof, Lessee shall, at its expense, obtain and keep in force property insurance which includes coverage for any improvements and liability coverage in an amount to be approved by the Lessor. The liability insurance policy shall name the Lessor as an additional insured. Lessee shall provide Lessor with a copy of such policies or certificates of insurance. Lessee shall indemnify and hold Lessor harmless for all costs, including attorney fees, that may result from any action or inaction of the Lessee, including but not limited to any liability for damages occasioned by or resulting from accidents on the premises related to the Lessee's use and occupancy.

8. TAXES. The Lessee shall be responsible for payment of any and all property taxes on the subject property during any terms or extension thereof; even though Lessee is informed that both parties hereto are currently tax exempt entities.

9. CONDITION OF PROPERTY. Neither the Lessor nor its agents have made any representation with respect to the condition of the leased premises. The taking of possession of the leased property by the Lessee shall be conclusive evidence that the Lessee accepts the property, "as is." Further, any environmental contamination caused by the Lessee during the term of this Lease shall be the sole responsibility of the Lessee, and Lessee agrees to indemnify Lessor for any loss suffered by the Lessor as a result of contamination caused by the Lessee. Lessee bears the sole responsibility for all maintenance of the improvements on the leased premises.

10. IMPROVEMENTS TO PROPERTY. Lessor acknowledges that the building, appurtenances, and signs currently on the leased premises are, and remain, the property of the

Lessee. Lessee may be permitted to construct additional structures, appurtenances or signs on the leased premises, but must first obtain the written approval of the Lessor. For the current improvements and any additional improvements allowed by the Lessor during any term of this Lease, or removal thereof, the Lessee shall obtain all federal, state, county and municipal permits prior to moving, constructing or changing any improvements to the subject property. Lessee acknowledges that it has the sole burden of removing the improvements that it owns on the premises (not including underground utilities and pavement/parking surfaces), prior to vacating the premises before the end of the lease; whether the Lease is terminated by the end of the term or some prior termination for default. Any and all improvements to the property are subject to the limitations of the Encroachment Agreement dated March 12, 2013 between Lessor and the South Carolina Public Service Authority (Santee Cooper), which is incorporated herein by reference.

11. NON-DISPARAGEMENT.

11.1 In acknowledgment of the Lessor's continued allowance of the lease of the premises to Lessee herein for One ($1.00) Dollar per year as described above, Lessee agrees that it will refrain (and shall ensure that each of its directors, officers, employees and agents will refrain) from engaging in any statements, publicity or any other activity that damages or impairs, or could damage or impair, the business, goodwill or reputation of the Lessor, including but not limited to any statement or position taken or expressed, orally or in writing. Nothing herein shall prevent the Lessee or its agents or representatives from testifying truthfully in connection with any litigation, arbitration or administrative proceeding when compelled by subpoena, regulation or court order to do so. Upon a violation of this Section 11, Lessor shall provide Lessee thirty (30) days written notice of the breach and request Lessee cure such breach. Such cure shall require Lessee to retract and correct any such statements, publicity or actions in a manner satisfactory to Lessor, in its sole discretion. In the event Lessor fails to cure such breach to Lessor's satisfaction within such thirty (30) day period, then Lessor, in its sole discretion, may either (i) terminate this Agreement upon sixty (60) days written notice, or (ii) convert the rent during the unexpired term of this lease to a market-based rate of rent commencing at the end of the thirty (30) day cure period. Provided, however, any breach of this provision past two will give Lessor the right to terminate this Agreement or convert it to a market-based rate of rent upon sixty (60) days written notice without any further cure rights by Lessee.

11.2 In acknowledgment and consideration of the terms herein, Lessor agrees that it will refrain (and shall ensure that each of its directors, officers, employees and agents will refrain) from engaging in any statements, publicity or any other activity that damages or impairs, or could damage or impair, the business, goodwill or reputation of the Lessee, including but not limited to any statement or position taken or expressed, orally or in writing. Nothing herein shall prevent the Lessor or its agents or representatives from testifying truthfully in connection with any litigation, arbitration or administrative proceeding when compelled by subpoena, regulation

or court order to do so. Upon a violation of this Section 11.2, Lessee shall provide Lessor thirty (30) days written notice of the breach and request Lessor cure such breach. Such cure shall require Lessor to retract and correct any such statements, publicity or actions in a manner satisfactory to Lessee, in its sole discretion. In the event Lessor fails to cure such breach to Lessee's satisfaction within such thirty (30) day period, then Lessee, in its sole discretion, may terminate this Agreement upon six(6) months written notice.

12. NO ASSIGNMENT / SUB-LEASE. The Lessee shall not assign, transfer, hypothecate or mortgage the premises or sublet the premises or any part thereof without the prior written consent of Lessor, including but not limited to the rental of parking spaces. Any assignment, transfer, hypothecation, mortgage or subletting by Lessee without the written consent of Lessor shall constitute an event of default, giving rise to Lessor's right terminate this Lease by giving sixty (60) days written notice to the Lessee, further set forth below.

13. DEFAULT BY LESSEE. If the Lessee ceases to use the subject property for the purposes set forth above or violates any terms of this Lease, the Lessor has the right to terminate this Lease by giving sixty (60) days written notice to the Lessee to vacate the premises. Lessee shall be liable for any and all costs including attorney fees, or damages incurred by Lessor as a result of a breach of the Lease or as a result of any act of Lessee or anyone acting on Lessee's behalf. Upon termination of the Lease for default, Lessor may re-enter and re-possess the leased premises in a manner as provided for by law. Any failure by Lessor to force a termination of the lease on grounds of default by Lessee for any particular event of default by Lessee, shall not affect Lessor's right to terminate this lease on a basis of any later default by the Lessee. Provisions for removal of the Lessees improvements from the premises upon termination are addressed below.

14. WAIVER. One or more waivers of any condition of this Lease shall not be construed as a waiver of further breach of condition and shall not prevent Lessor from enforcing any term herein.

15. TERMINATION. In addition to Lessor's right to terminate this Lease under the provisions of Sections 11 and 13 of lease, Lessor may set the termination date for the lease by giving the written notice called for in Paragraph 2 of this Lease Agreement, to cease the annual automatic one year renewals, effectively setting the then existing end of the term of the Lease as the effective termination date. Provisions for removal of the Lessees improvements from the premises upon termination are addressed below.

16. REMOVAL OF LESSEE'S IMPROVEMENTS.

a. Upon termination of the lease without default by the Lessee, Lessee will have until the end of the lease term to remove Lessee's improvements from the property. Underground utilities and pavement/parking surfaces shall be deemed a part of the leased premises at the end

of the lease and will not be removed by the Lessee. If Lessee fails to remove the improvements by the end of the lease term, all improvements may, at the option of Lessor, become the property of Lessor. If Lessor, in its discretion, decides that it does not accept ownership of such improvements, Lessor may notify Lessee of the non-acceptance of the improvements, no less than sixty (60) days prior to the end of the lease term. If Lessor notifies Lessee of the non-acceptance of the improvements and Lessee fails to remove the improvements by the end of the Lease, Lessor may have Lessee's improvements removed at Lessee's expense, and Lessee shall pay all costs of removal.

b. In circumstances where the termination of the Lease is triggered by the default of the Lessee under Paragraph 13 above, Lessee shall notify Lessor before the termination date triggered by default, of Lessee's plan, including the time frame for completion not to exceed six months after the termination date, required for Lessee to remove all of its improvements from the property, not including underground utilities and pavement/parking surfaces explained above. Unless Lessee's plan for complete removal is timely proposed to Lessor, Lessor will have the right to either accept the improvements remaining on the property after the termination date as property of the Lessor or declare non-acceptance of the Lessee's property, remove the Lessee's improvements at Lessee's expense, and Lessee shall pay all costs of removal by Lessor. In the event of Lessor's removal of the Lessee' improvements at Lessee's expense, Lessor will have no burden or responsibility to re-sale improvements, or parts thereof, to minimize cost of removal for the Lessee.

17. COSTS. Lessor and Lessee shall each pay their own attorneys fees and costs related to the preparation and review of this Lease Agreement. Lessee agrees to handle the recording of this Lease and to pay recording fees, if any.

18. INVALIDITY OF ANY PROVISION. If any provision or sub-part thereof of this Lease is held to be invalid or unenforceable, the remaining provisions shall not be affected, but shall continue in full force and effect.

19. ENTIRE AGREEMENT & CONSTRUCTION. The written terms of this Lease Agreement are the entire agreement between the parties for the term stated herein. No oral statements or representations whatsoever shall be considered a part hereof. This Lease Agreement was drafted and reviewed in a collaborative effort by Counsel for Lessor and Lessee and shall not be construed against either party as a result of such efforts.

20. RIGHT OF FIRST REFUSAL. For and in consideration of the sum of One ($1.00) Dollar, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows: If during any term of this lease agreement, the Lessor decides to sell the premises, the Lessor agrees to first provide the Lessee with the right of first refusal to allow Lessee to purchase the premises at a price equal to and upon the exact terms of a bona fide offer from an unrelated third-party as follows. After written notice by the Lessor of the right of first

refusal with the terms thereof, Lessee shall have thirty (30) days to agree, in writing, to accept said offer and thirty (30) days thereafter to close the transaction. This Right of First Refusal expires at the end of the lease or upon any event of default by the Lessee.

21. CONTACT INFORMATION. Lessor and Lessee designate the following contact for purposes of all notices under this Lease Agreement and acknowledge the responsibility to notify the other in writing if there is a change in contact information. Notices in writing must be made my regular U.S. Mail or Hand Delivery to the front desk of the main office of the party; with e-mail or other electronic notice serving only as a courtesy copy and not official notice.

LESSOR: School District Five of Lexington & Richland Counties

ATTN: _____

_____

_____

LESSOR: Greater Chapin Chamber of Commerce

ATTN: _____

_____

_____

IN WITNESS WHEREOF, the parties hereunder have executed this Lease and affixed their signatures the day and year first above written.

IN THE PRESENCE OF:

LESSOR:

School District Five of
Lexington and Richland Counties

_____

_____

By Name: _____
Title: _____

STATE OF SOUTH CAROLINA)
) PROBATE
COUNTY OF LEXINGTON)

PERSONALLY appeared before me the undersigned witness and made oath that s/he saw the within-named School District Five of Lexington and Richland Counties, as Lessor, by _____, its _____, sign seal and as its act and deed, deliver the within-written LEASE AGREEMENT for the uses and purposes therein mentioned and that s/he, with the other witness whose signature appears above, witnessed the execution thereof.

_____
Witness

SWORN to before me this _____
day of _____, 2013.

_____
Notary Public for South Carolina
My commission expires: _____

IN WITNESS WHEREOF, the parties hereunder have executed this Lease and affixed their signatures the day and year first above written.

IN THE PRESENCE OF:

LESSEE:

Greater Chapin Chamber of Commerce

_____ _____
By Name: _____
_____ Title: _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON)

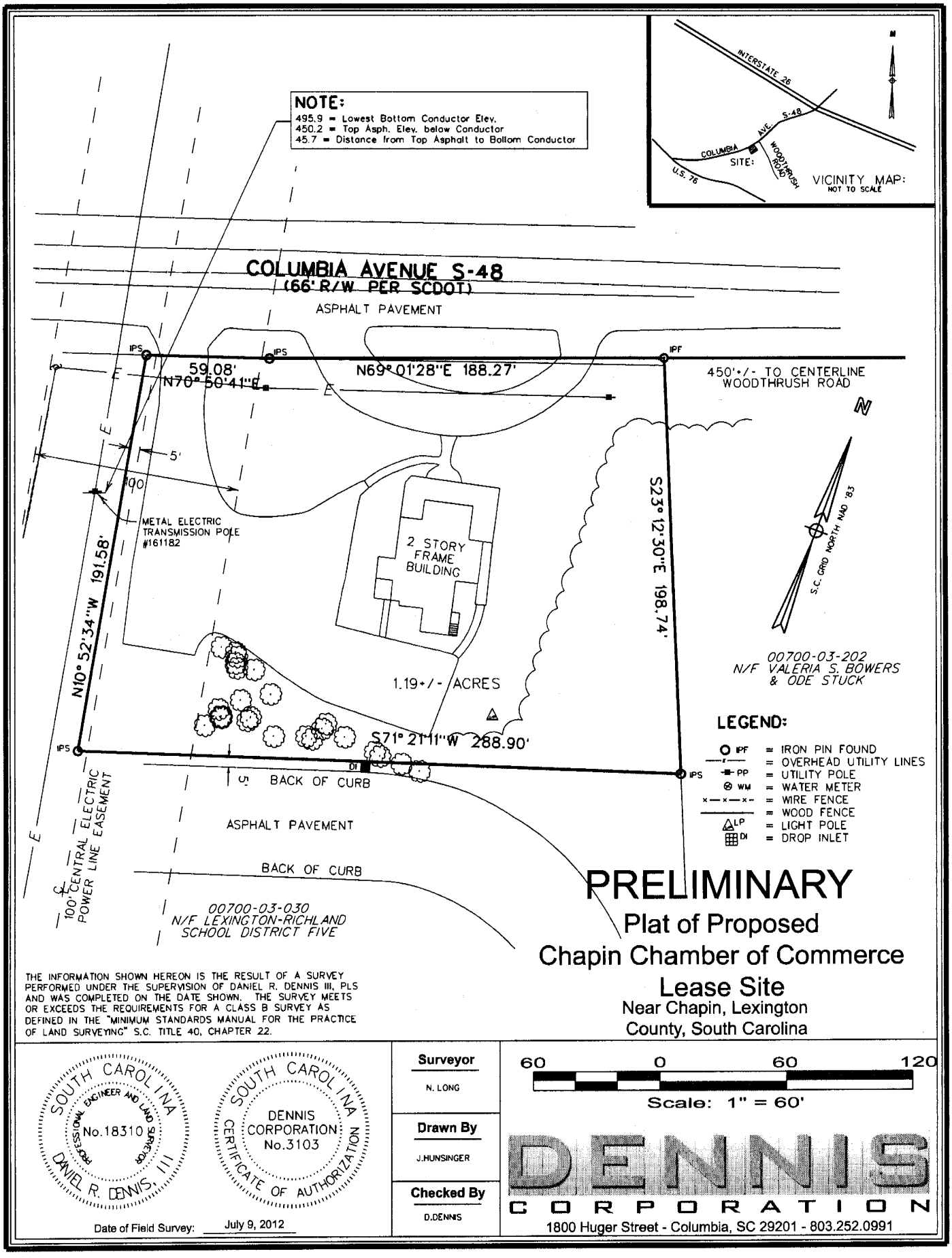
PROBATE

PERSONALLY appeared before me the undersigned witness and made oath that s/he saw the within-named Greater Chapin Chamber of Commerce, as Lessee, by _____, its _____, sign seal and as its act and deed, deliver the within-written LEASE AGREEMENT for the uses and purposes therein mentioned and that s/he, with the other witness whose signature appears above, witnessed the execution thereof.

_____
Witness

SWORN to before me this _____
day of _____, 2013.

_____
Notary Public for South Carolina
My commission expires: _____



PRELIMINARY

Plat of Proposed Chapin Chamber of Commerce Lease Site

Near Chapin, Lexington County, South Carolina

THE INFORMATION SHOWN HEREON IS THE RESULT OF A SURVEY PERFORMED UNDER THE SUPERVISION OF DANIEL R. DENNIS III, PLS AND WAS COMPLETED ON THE DATE SHOWN. THE SURVEY MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS B SURVEY AS DEFINED IN THE "MINIMUM STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING" S.C. TITLE 40, CHAPTER 22.

SOUTH CAROLINA PROFESSIONAL ENGINEER AND LAND SURVEYOR No.18310 DANIEL R. DENNIS, III

SOUTH CAROLINA DENNIS CORPORATION No.3103 CERTIFICATE OF AUTHORIZATION

Date of Field Survey: July 9, 2012

Surveyor	N. LONG
Drawn By	J.HUNSINGER
Checked By	D.DENNIS

60 0 60 120

Scale: 1" = 60'

DENNIS CORPORATION

1800 Huger Street - Columbia, SC 29201 - 803.252.0991

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: February 6, 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 FGB "Land Acquisition" with FEE "Site Acquisition"

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

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

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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 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

7

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 ^

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: February 6, 2014

Re: Board Policies – Section I

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

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

- Replace IFBGA (1) "Use of Internet Resources", IFBGA (2) "Use of District Technology Resources", IFBGA (3) "Use of District Email Resources" with IJNDB "Use of Technology Resources"

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

MB/aw

Attachments - Current Board Policies/Recommended Policy – Section I

Policy IFBGA(1) Use of Internet Resources

Issued 1/07

Purpose: To establish the basic structure for the use of Internet resources.

Objective

The policy for governing the use of the district's Internet resources is intended to allow the district to acquire the benefits of increased efficiency through the use of technology. In addition, this policy is intended to protect the district's information assets, the instructional and operational integrity of the district, and the rights of students and district employees.

Scope

This policy applies to the following entities.

- all the district's employees including regular, temporary, part-time and contract employees
- all students enrolled in schools located within the district
- all other users of any of the district's technology resources regardless of their affiliation
- all district-owned or operated technology systems which are subscribed to and/or paid for by the district

Internet access and usage

School District Five of Lexington and Richland Counties (District Five) provides Internet access for all students, teachers and staff. The intent of this access is to provide a resource that will help facilitate teaching and learning. Utilization of the Internet will promote communication between all members in the learning community and have a positive impact on teaching and learning. Through Internet access, students, parents/legal guardians and educators will have increased access to learning resources and opportunities. These opportunities will extend to the home, other educational institutions, libraries or at any other location at which the Internet can be reached.

Due to the vast nature of the Internet, it is impossible to control all of the available information that is accessible to District Five. Because information appears, disappears and changes constantly, it is not possible to always predict or control what students and employees may locate.

District Five cannot ensure the integrity of the Internet information accessed via the district's network resources. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that is not of educational value.

Measures of protection in accessing inappropriate sites

Internet activities will be monitored by the district to ensure students and staff members are not accessing inappropriate sites. This includes Web sites that have visual depictions that contain obscenity, pornography, child pornography and/or images that are harmful to minors. The school district will use technology protection measures (such as Internet filtering) to protect students from inappropriate access.

The district will provide reasonable notice of and at least one public hearing or meeting to address and communicate its Internet safety measures on an annual basis.

District and school computer technicians who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

Internet usage guidelines

All individuals that access District Five Internet resources are required to use them in a responsible manner. District Five prohibits the use of the Internet to transmit any material that is in violation of any federal, state or local laws or regulations. This includes, but is not limited to, the following.

- copyrighted material
- threatening material
- obscene material
- material protected by trade secret
- sexual harassment and/or other forms of discrimination

The district also prohibits the use of the Internet to transmit any material that is violation of District Five board policy.

General Internet provisions

Web publishing

District Five offers teachers and staff the ability to post information on the Internet. The purpose of this service is to promote teaching and learning. All users of Web publishing resources must adhere to the following guidelines.

- Publish only information related to official school and district business.
- Adhere to all regulations set forth in federal, state and local laws.
- Never publish a student's photo or intellectual property without parental permission and administration approval.
- Identify a student and their intellectual property only by using their first name plus initial of surname.
- Include contact information (preferably district e-mail addresses) on all published information.
- Never publish student contact information. This includes, but is not limited to, phone numbers, home addresses and e-mail addresses.
- Prohibit advertising or solicitation of business unless authorized by principal/superintendent.

Confidential information

Although the district Internet systems have security mechanisms in place, there is no way to ensure total security of the district's system. Confidential information should never be sent via the Internet. District Five does not accept liability for any lost or stolen information sent or received via the district's Internet resources.

Ramifications for inappropriate use

Staff

Failure to follow this policy can result in disciplinary action.

Students

For student guidelines for email usage, please refer to the student acceptable use policy. Disciplinary action for misuse of email resources will be determined by the student disciplinary code. In the event there is an allegation that a student has violated this policy, the student will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.

Adopted 1/22/07

Legal references:

Federal law:

47 USC Section 254(h) - Children's Internet Protection Act.

The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.

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

Section 10-1-205 - Computers in public libraries; regulation of Internet access.

Section 16-3-850 - Encountering child pornography while processing film or working on a computer.

Section 16-15-305 - Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

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

Section 10-1-205 - Computers in public libraries; regulation of Internet access.

Section 16-3-850 - Encountering child pornography while processing film or working on a computer.

Section 16-15-305 - Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

CURRENT POLICY

Policy IFBGA(2) Use of District Technology Resources

Issued 1/07

Purpose: To establish the basic structure for the use of technology resources.

Objective

The policy for governing the use of the district's technology resources is intended to allow the district to acquire the benefits of increased efficiency through the use of technology. In addition, this policy is intended to protect the district's information assets, the instructional and operational integrity of the district, and rights of students and district employees.

Scope

This policy applies to the following entities.

- all the district's employees including regular, temporary, part-time and contract employees
- all students enrolled in schools located within the district
- all other users of any of the district's technology resources regardless of their affiliation
- all district-owned or operated technology systems which are subscribed to and/or paid for by the district

Definition

For the purposes of this policy, "technology resources" is defined as any technology equipment and/or resource used in the instructional, operational and/or administrative functions of the district. This includes, but is not limited to, computers, printers, scanners, servers, cabling, network electronics and software.

Use of District Five technology resources

Technology resources are provided to students, teachers and staff by School District Five of Lexington and Richland Counties (District Five) to conduct official district business. Users of the district technology system will use all resources in a responsible, effective and lawful manner. The operation of the district's technology relies upon the proper conduct of the users who must assume responsibilities associated with use. In general, this requires efficient, ethical and legal utilization of the technology resources.

Responsibility

District Five

District Five makes no warranties of any kind for the technology resources it is providing. The district will not be responsible for any damages the user incurs. This includes loss of data resulting from delays, non-deliveries or incorrect deliveries of information or interruptions in technology services. Use of any information obtained via the district's technology resources is at the user's own risk. District Five specifically denies any responsibility for the accuracy, quality or cost of information, goods or services obtained through the district's technology services.

Employees (teachers and staff)

Administrators, teachers and support staff may utilize technology resources for educational and/or work

related purposes at any time which is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members. All employees should set a good example for proper system use. All employees should observe security restrictions and make every effort to ensure that students are not using systems improperly or without authorization. In the event a user feels he/she can identify a security problem, he/she must notify a school or system administrator or the district's technology services department.

Students

All District Five students will be supervised by teachers and staff in their use of District Five technology resources. Students will be required to adhere to all of the guidelines set forth in this policy and all stipulations of technology use as outlined in the student acceptable use policy.

Acceptable use guidelines

School District Five of Lexington and Richland Counties (District Five) provides technology resources for use by students, teachers and staff. The intent of these resources is to provide tools that will help facilitate teaching and learning. As such, students, teachers and staff are required to adhere to the following guidelines when using technology resources. The following improper uses of technology resources are **prohibited** in District Five.

- Transmitting any material which is in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene material or material copyrighted by trade secret.
- Using a computer to create, use or download materials which would not be permissible in District Five classrooms in any other form (i.e., obscene, profane or pornographic materials.)
- Unauthorized accessing or duplication of computer programs, systems or data files.
- Unauthorized storage and/or loading of a computer program, system or data file.
- Deliberate deletion/destruction of any computer programs, systems or data files.
- Providing system access to unauthorized individuals, especially non-employees of the district.
- Providing access by students to unauthorized system programs.
- Deliberately tampering with a computer system (examples: disabling computer hardware, deliberate virus introduction, etc.).
- Theft or vandalism of any computer, printer, network electronic, server or computer accessories.
- Using the computer to tamper with, change or alter records or documents of the district.
- Using restricted computer equipment without authorization.
- Using computers which are school or district property for product advertisement or political lobbying.
- Using public domain software and shareware beyond the provided evaluation period without properly registering and paying for same.

General provisions

Network accounts

All District Five teachers and staff and, when appropriate, students, will be provided with a user account by which to access district technology resources. Users are responsible for maintaining the security of their account. Students should not have access to teacher and staff accounts. Users will be held responsible for all activity conducted with the use of their network accounts.

Confidential information

Although the district technology resources have security mechanisms in place, there is no way to ensure total security of the district's system. Confidential information should never be sent via district network resources.

Ramifications for inappropriate use

Staff

Failure to follow this policy can result in disciplinary action.

Students

For student guidelines for use of district technology resources, please refer to the student acceptable use policy. Disciplinary action for misuse of technology resources will be determined by the student disciplinary code. In the event there is an allegation that a student has violated this policy, the student will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.

Adopted 1/22/07

Legal references:

Federal law:

47 USC Section 254(h) - Children's Internet Protection Act.

The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.

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

Section 10-1-205 - Computers in public libraries; regulation of Internet access.

Section 16-3-850 - Encountering child pornography while processing film or working on a computer.

Section 16-15-305 - Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

Policy IFBGA(3) Use of District Email Resources

Issued 1/07

Purpose: To establish the basic structure for the use of email resources.

Objective

The policy for governing the use of the district's email resources is intended to allow the district to acquire the benefits of increased efficiency through the use of technology. In addition, this policy is intended to protect the district's information assets, the instructional and operational integrity of the district, and the rights of students and district employees.

Scope

This policy applies to the following entities.

- all the district's employees including regular, temporary, part-time and contract employees
- all students enrolled in schools located within the district
- all other users of any of the district's technology resources regardless of their affiliation
- all district-owned or operated technology systems which are subscribed to and/or paid for by the district

Use of email

Email accounts are provided by School District Five of Lexington and Richland Counties (District Five) as a communication resource for conducting official district business. Users of the district email system are obligated to use this resource in a responsible, effective and lawful manner.

All messages and electronic transmissions distributed via the school district's email system are the property of District Five. The district reserves the right to monitor personal use of email to the same extent that it monitors business use. There are no expectations of privacy in any item created, stored, sent or received on the District Five email system.

Employees should exercise the same restraint and caution in drafting and transmitting e-mail messages as when writing a formal memorandum on district or school letterhead. Users should assume that messages will be saved and reviewed by someone other than the original addressee.

Although email seems to be less formal than other written communication, the same federal, state and local laws apply to email that apply to written communications. If any user disregards the rules set out in this email policy, the user will be fully liable for all damages incurred as a result of the misuse. District Five will disassociate itself from the user as far as legally possible in such occurrences.

Acceptable use guidelines

All teachers and staff and, when applicable, students, will have an e-mail account provided by District Five. In order to ensure appropriate use of these accounts, all recipients of district email accounts should adhere to the following guidelines.

- Email accounts cannot be used to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks.
- Email accounts cannot be used to send solicitations that are not related to official school business.

- Email accounts cannot be used to disguise or attempt to disguise the user's identity when sending email.
- Email account bearers may not use email to consume system resources beyond a reasonable margin.
- The district's email system will not be used to set up or run a personal business.
- Email accounts cannot be used for any use that will be in conflict or violation of local, state and/or federal laws.
- Political purposes.

Confidential information

Although the district email systems have security mechanisms in place, there is no way to ensure total security of the district's system. Confidential information should never be sent via email.

Ramifications for inappropriate use

Staff

Failure to follow this policy can result in disciplinary action.

Students

For student guidelines for email usage, please refer to the student acceptable use policy. Disciplinary action for misuse of email resources will be determined by the student disciplinary code. In the event there is an allegation that a student has violated this policy, the student will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.

Adopted 1/22/07

Legal references:

Federal law:

47 USC Section 254(h) - Children's Internet Protection Act.

The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.

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

Section 10-1-205 - Computers in public libraries; regulation of Internet access.

Section 16-3-850 - Encountering child pornography while processing film or working on a computer.

Section 16-15-305 - Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

USE OF TECHNOLOGY RESOURCES

Code **IJNDB***ued* **DRAFT 1/13**

Purpose: To establish the board's vision, the basic structure, and procedures for the use of technology resources.

Objective

This policy governs the use of School District Five of Lexington and Richland Counties (District Five) technology resources. It will allow the district to acquire the benefits of increased efficiency through the use of technology while protecting the district's information assets, the instructional and operational integrity of the district, and the rights of students and district employees.

Definition

For the purposes of this policy, "technology resources" is defined as any technology equipment and/or resources used in the instructional, operational and/or administrative functions of the district. This includes, but is not limited to, computers, mobile devices, printers, scanners, servers, cabling, network electronics, email and software.

Ramifications for Inappropriate Use

Inappropriate use of district technology resources will not be tolerated. Employees who fail to fully comply with this policy will be subject to administrative and disciplinary action(s).

The student disciplinary code will determine the actions taken against any student who does not fully comply with this policy.

Internet Access and Usage

District Five provides in school Internet access for all students, teachers and staff. The intent of this access is to facilitate teaching and learning. When used properly, use of the Internet promotes communication between all members in the learning community and has a positive impact on teaching and learning. Through Internet access, students, parents/legal guardians and educators will have increased access to learning resources and opportunities. These opportunities will extend to the home, other educational institutions, and libraries or at any other location at which the Internet can be accessed.

District Five will take prudent actions to limit access to inappropriate websites and other information. However, due to the vast nature of the Internet, it is impossible to control all of the available information that is accessible; because information appears, disappears and changes constantly. It is not possible to predict or completely control what students and employees may locate via the Internet.

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While reasonable steps will be taken, District Five cannot ensure the integrity of the Internet information accessed via the district's network resources. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the Internet, it is not possible to constantly monitor every individual student and what they are accessing on the Internet. Some students might encounter information that is not of educational value.

Measures of Protection in Accessing Inappropriate Sites

Internet activities will be monitored by the district to ensure students and staff members are not accessing inappropriate sites. This includes websites that have visual depictions that contain obscenity, pornography, child pornography, and/or images that are otherwise harmful to minors, or that incite violence. The school district will use technology protection measures (such as Internet filtering) to protect students from inappropriate access.

The district will provide reasonable notice of and at least one public hearing or meeting to address and communicate its Internet safety measures on an annual basis.

Reporting Child Pornography

District technology staff and school computer technicians, who are working with a computer and discover sexually explicit images of children, must report this to local law enforcement and appropriate district personnel. The report must include the name and address of the owner or person in possession of the computer. Failure of any district employee to properly notify law enforcement of discovered pornography on district technology can result in administrative and disciplinary action(s).

Acceptable Use Guidelines

District Five provides technology resources for use by students, teachers and staff. The intent of these resources is to provide tools that will help facilitate teaching and learning. As such, students, teachers and staff must adhere to the following guidelines when using technology resources.

The following are examples of acceptable use of District Five technology resources, but are not limited to:

- Use resources for educational purposes only.
- Use resources in compliance with all local, state, and federal laws including but not limited to laws that govern copyright and intellectual property.
- Use resources responsibly and with respect for others.
- Safeguard accounts, passwords, and private information for staff and students.
- Install and use only software that has been legally obtained, licensed, and authorized for use on district technology resources.

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The following are improper uses of technology resources and **prohibited** in District Five:

- Transmitting any material which is in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene material or material copyrighted by trade secret.
- Using a computer to create, use or download materials which would not be permissible.
- Unauthorized accessing or duplication of computer programs, systems, or data files in District Five classrooms in any other form (i.e., obscene, profane or pornographic materials).
- Unauthorized storage and/or loading of a computer program, system, or data file.
- Deliberate deletion/destruction of any computer programs, systems, or data files.
- Providing system access to unauthorized individuals, especially non-district employees.
- Providing access by students to unauthorized system programs (example: PowerSchool).
- Deliberately tampering with a computer system (examples: disabling computer hardware, deliberate virus introduction, etc.).
- Theft or vandalism of any mobile device, computer, printer, network, electronic, server or computer accessories, etc.
- Using the computer to tamper with, change or alter records, or documents of the district.
- Using restricted computer equipment without authorization from building level supervisory or district administration.
- Using computers which are school or district property for product advertisement or political lobbying.
- Using public domain software and shareware beyond the provided evaluation period without properly registering and paying for same.
- Use of the Internet to transmit any material that is violation of District Five board policy and including the staff conduct policies (GBE, GBEA, GBEB and GBEBB).

Web Publishing

District Five offers teachers and staff the ability to post information on the Internet. The purpose of this service is to promote teaching and learning. All users of Web publishing resources must adhere to the following guidelines:

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- Publish only information related to official school and district business.
- Adhere to all regulations set forth in federal, state, and local laws.
- Fully comply with the permissions for each student found on the students media consent form.
- Include contact information (preferably district e-mail addresses) on all published information.
- Never publish student contact information. This includes, but is not limited to, phone numbers, home addresses, and e-mail addresses.
- Prohibit advertising or solicitation of business unless authorized by district administration.

Confidential Information

Although the district Internet systems have security mechanisms in place, there is no way to ensure total security of the district's system. Confidential information should only be sent via the Internet on secure websites represented by (HTTPS:). District Five does not accept liability for any lost or stolen information sent or received via the district's Internet resources.

Online Behavior

Each School will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms and cyber bullying awareness and response.

Off-campus Conduct

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying. Staff and students must comply with all appropriate policies and including staff conduct polices (GBE, GBEA, GBEB and GBEBB).

PAGE 5 - USE OF TECHNOLOGY RESOURCES

Responsibility

District Five makes no warranties of any kind for the technology resources it is providing. The district will not be responsible for any damages the user incurs. This includes loss of data resulting from delays, non-deliveries or incorrect deliveries of information or interruptions in technology services. Use of any information obtained via the district's technology resources is at the user's own risk. District Five specifically denies any responsibility for the accuracy, quality or cost of information, goods or services obtained through the district's technology services.

Employees

Administrators, teachers and support staff may use technology resources for educational and/or work related purposes at any time which is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members. All employees must set a good example for proper system use. All employees must observe security restrictions and make every effort to ensure that students are not using systems improperly or without authorization. In the event a user feels he/she can identify a security problem, he/she must notify the district's technology services department. Failure to notify the technology office of security problems may result in administrative or disciplinary action(s). (See staff conduct policies: GBE, GBEA, GBEB and GBEBB).

Students

All District Five students will be supervised by teachers and staff in their use of District Five technology resources during school hours. Students must adhere to all of the guidelines set forth in this policy, all stipulations of technology use as outlined in the student acceptable use policy, all requirements outlined in the student disciplinary code and any school specific guidelines.

Network and Email Use Policy

This information establishes the basic structure for the use and retention of network and email resources. The use of the District Five's network and email resources will allow the district to acquire the benefits of increased efficiency through the use of technology while protecting the district's information assets, the instructional and operational integrity of the district, and the rights of students and district employees.

This policy applies to the following entities:

- All the district's employees.
- All students enrolled in schools located within the district.
- All other users of any of the district's technology resources regardless of their affiliation.
- All district-owned or operated technology systems which are subscribed to and/or paid by the district.

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Use of Network and Email Accounts

Network and email accounts are provided by District Five as a communication resource for conducting official district business. Users of the district system must use this resource in a responsible, effective and lawful manner.

- All messages and electronic transmissions distributed via the school district's email system are the property of District Five. The district reserves the right to monitor personal use of email to the same extent that it monitors business use. There are no expectations of privacy in any item created, stored, sent or received on the District Five email system.

- Employees should exercise the same restraint and caution in drafting and transmitting email messages as when writing a formal memorandum on district or school letterhead. Users should assume that messages will be saved and reviewed by someone other than the original addressee.

- Although email seems to be less formal than other written communication, the same federal, state and local laws apply to email that apply to written communications.

- If any user disregards the rules set out in the plan, the user will be fully liable for all damages incurred as a result of misuse.

Eligibility for Network and E-mail Accounts

- All full-time faculty and staff and designated part-time staff will be assigned a network and email account.

- All school resource officers will be given a district network and email account.

- All state mental health workers will be given a district network and email account.

- Long term substitutes with a job assignment of 90 school days or more will be assigned a district network and email account upon approval from the Human Resources Department. These accounts will expire once the job assignment is complete and all data will be deleted.

- Non-district employees are not issued a district network or email account. An example of this would be a contractor working in a school, non-district after school program personnel, or temporary employee, etc.

Acceptable Use

All recipients of district network and email accounts must adhere to the following guidelines:

- Accounts cannot be used to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks.

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- Accounts cannot be used to send solicitations that are not related to official school business.
- Accounts cannot be used to disguise or attempt to disguise the user's identity when sending email or communicating via the network.
- Account bearers may not use email to consume system resources beyond a reasonable margin. (For example, selling personal items or to promote a non-district related event)
- The district's network or email system will not be used to set up or run a personal business.
- Accounts cannot be used for any use that will be in conflict or violation of local, state and/or federal laws.

Account Restriction/Temporary Closure

- The district can restrict an employee's use of the email system without warning or notice.
- The district can temporarily deny any employee use of the email system.

Account Deletion

Accounts will be disabled upon notification from the Human Resources Department. If the account is disabled for 30 or more days, the network and email accounts and all contents from both will be deleted from the system. No person may retain a district email after termination of employment.

Mailbox Retention

- All users will have a usable limit of total email space on the email server. When 90% of the user mailbox space is filled, the user will receive an automatic notification that they are reaching the limit amount. Once users receive this notification they will need to remove unwanted or old email from the system. Users will be limited to 25 megabyte email attachments coming into and sending out from the district. Any attachments larger than 25 megabytes will be blocked by the system and the user will be notified.
- All users are encouraged to file or archive mail that is needed beyond one school year.
- Email attachments being sent into the district with files extensions of .exe, .bat, .pif, .scr will be blocked due to virus/security concerns.

Note: The District reserves the right to retain email electronic records for one calendar year with no reasonable expectation of electronic email records being accessible or recoverable beyond this period of time, due to server space limitations and cost to maintain.

Exhibit F

EXHIBIT F

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

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

FROM: Michael R. Harris
Chief Student Services Officer

DATE: February 4, 2014

RE: February 10, 2014 Board Meeting, First Reading.
Board Policy Revisions – Section J

Revisions to Policy JLCFA "Training of Unlicensed Personnel for Select Nursing Tasks"

Revisions to Policy JLCD "Assisting Students with Medications"

Add as new Policy JLCDB "Use of Epinephrine Auto-Injectors"

Recommendation:

The administration recommends that the proposed revisions proceed to Second Reading approval.

Attachments

TRAINING OF UNLICENSED PERSONNEL FOR SELECT NURSING TASKS

Code **JLCFA** *Issued* **Final**

Purpose: To establish the basic structure for the training of certain personnel for select nursing tasks.

A school nurse who is a registered nurse (RN) may train school personnel who are not licensed to practice nursing to provide, for specific students, certain nursing tasks that have been deemed delegable according to the standards established by the South Carolina Board of Nursing.

The RN assigned to a school may select, train, determine competency of and evaluate unlicensed school personnel in the provision of select nursing tasks required in order for a student to attend school. These tasks may include, but are not limited to, meeting a student's needs for personal hygiene, nutrition, ambulation, elimination; specific medical emergency when the RN is not readily available; taking a student's vital signs; maintaining asepsis; and observing, recording and reporting any of these tasks.

The RN assigned to a school may also select, train, determine competency of and evaluate unlicensed school personnel for assisting students with medications in situations where the RN on staff at the school is absent or not available. Assisting with medications includes the acts of reminding a student of the time to take a medication; opening the container that is properly labeled; and/or assisting the individual to place the medication in the mouth or properly apply the medication. Training for unlicensed persons may include the skills necessary for assisting students with routine medications to be given by oral (including feeding tubes), topical, nasal and sublingual routes and medications that are inhaled (e.g. asthmas inhalers). Assisting with routine medications does not include injectable medication, insulin in any form, and instillation of medications into the eye or ear, or insertion of rectal or vaginal medications. Because of risks for anaphylaxis and/or other serious reactions, an unlicensed person must never assist students with the initial dose of a routinely scheduled medication.

In addition, the RN assigned to a school may select, train, determine competency of and evaluate unlicensed school personnel in the provision of treatments and administration of medications including rectal medications and injectable medications other than insulin that may be required to meet a specific student's needs in the event that a medical emergency occurs when a licensed nurse is not readily available. The RN assigned to a school may also select, train, determine competency of and evaluate unlicensed school personnel to administer an epinephrine auto-injector to a student or other individual on school premises whom the school nurse or other designated school personnel believes in good faith is experiencing anaphylaxis.

The skills taught to unlicensed school personnel by the licensed nurse are to be used only in meeting the needs of the specific student(s) for which training has been provided. The skills may be used only at school or school related functions and are not transferable to other settings. The unlicensed school employees trained may not delegate the tasks to others or supervise others in performing tasks.

Adopted 8/28/06; Revised ^

Legal references:

A. SC Code of Laws, 1976, as amended:
   1. Section 40-33-30 - Does not prohibit nursing assistance in case of an emergency.
   2. Section 40-33-42 - Tasks delegable to persons not licensed to practice nursing.

B. Opinions:

1. Board of Nursing Advisory Opinion #50 - Delegation of treatment and medication for emergency care.
2. Board of Nursing Advisory Opinion #51 - Delegation of nursing tasks.

CURRENT POLICY

Policy »JLCFA « Training Of Unlicensed Personnel For Select Nursing Tasks

Issued 9/11

Purpose: To establish the basic structure for the training of certain personnel for select nursing tasks.

A school nurse who is a registered nurse (RN) may train school personnel who are not licensed to practice nursing to provide, for specific students, certain nursing tasks that have been deemed delegable according to the standards established by the South Carolina Board of Nursing.

The RN assigned to a school may select, train, determine competency of and evaluate unlicensed school personnel in the provision of select nursing tasks required in order for a student to attend school. These tasks may include, but are not limited to, meeting a student's needs for personal hygiene, nutrition, ambulation, elimination; specific medical emergency when the RN is not readily available; taking a student's vital signs; maintaining asepsis; and observing, recording and reporting any of these tasks.

The RN assigned to a school may also select, train, determine competency of and evaluate unlicensed school personnel for assisting students with medications in situations where the RN on staff at the school is absent or not available. Assisting with medications includes the acts of reminding a student of the time to take a medication; opening the container that is properly labeled; and/or assisting the individual to place the medication in the mouth or properly apply the medication. Training for unlicensed persons may include the skills necessary for assisting students with routine medications to be given by oral (including feeding tubes), topical, nasal and sublingual routes and medications that are inhaled (e.g. asthmas inhalers). Assisting with routine medications does not include injectable medication, insulin in any form, and instillation of medications into the eye or ear, or insertion of rectal or vaginal medications. Because of risks for anaphylaxis and/or other serious reactions, an unlicensed person must never assist students with the initial dose of a routinely scheduled medication.

In addition, the RN assigned to a school may select, train, determine competency of and evaluate unlicensed school personnel in the provision of treatments and administration of medications including rectal medications and injectable medications other than insulin that may be required to meet a specific student's needs in the event that a medical emergency occurs when a licensed nurse is not readily available.

The skills taught to unlicensed school personnel by the licensed nurse are to be used only in meeting the needs of the specific student(s) for which training has been provided. The skills may be used only at school or school related functions and are not transferable to other settings. The unlicensed school employees trained may not delegate the tasks to others or supervise others in performing tasks.

Adopted 8/28/06; Revised 9/26/11

Legal references:

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

Section 40-33-30 - Does not prohibit nursing assistance in case of an emergency.

Section 40-33-42 - Tasks delegable to persons not licensed to practice nursing.

Opinions:

Board of Nursing Advisory Opinion #50 - Delegation of treatment and medication for emergency care.

Board of Nursing Advisory Opinion #51 - Delegation of nursing tasks.

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

ASSISTING STUDENTS WITH MEDICATIONS

Code **JLCD**

Purpose: To establish the basic structure for assisting students with medications.

School personnel will not dispense medications (including over the counter medications) except as provided below and in administrative procedures developed by the superintendent.

The school nurse, principal, or his/her designee may assist students with prescription, herbal or homeopathic medications during school hours at the written request of the healthcare provider and parent/legal guardian. Over the counter medications require the written request of the parent/legal guardian. All medication must be properly labeled and in its original container. Over the counter medication can only be administered according to manufacturer's instructions unless accompanied by a written order from a health care provider. The parent/legal guardian must bring and pick up medications from the school nurse or office.

Students must keep all medication brought to school in the school health room or office unless the student has met all requirements for self-administration. For medication kept in the health room or office the principal or school nurse will keep the medication in a locked case.

Students will not share any prescription or over the counter medication with another student. Each year, the district will notify students in writing of this prohibition and that violations may result in disciplinary action including, but not limited to, suspension or expulsion.

No parenteral medications (intravenous procedures or injections) will be administered by school nurses to students, teachers or staff during or after school hours while on school property except in a life threatening situation or under physician's orders.

Nurses have the option to give or refuse to give a medication at school based on their professional judgment.

If a school employs a licensed practical nurse (LPN), a registered nurse (RN) must be available on call (by phone, fax, pager).

Legal references:

A. S.C. Code of Laws, 1976, as amended:
   1. Section 40-33-70 - Amends law relating to on-site supervision of a nurse.
   2. Sections 59-63-80 and 90 - Policy for individual healthcare plan for certain students.
   3. Section 15-78-60 - Immunity from liability for districts and employees.
   4. Section 44-53-360 - Prescriptions.

CURRENT POLICY

Policy »JLCD « Assisting Students with Medications

Issued 6/13

Purpose: To establish the basic structure for assisting students with medications.

School personnel will not dispense medications (including over the counter medications) except as provided below and in administrative procedures developed by the superintendent.

The school nurse, principal, or his/her designee may assist students with oral, prescription, over the counter, herbal or homeopathic medications during school hours at the written request of the healthcare provider and parent/legal guardian. Parent or guardian must bring medications to the school nurse or office. All medication must be properly labeled and in its original container and can only be administered according to manufacturer's instructions.

Students must keep all medication brought to school in the school health room or office. The principal or school nurse will keep the medication in a locked case.

Students will not share any prescription or over the counter medication with another student. Each year, the district will notify students in writing of this prohibition and that violations may result in disciplinary action including, but not limited to, suspension or expulsion.

No parental medications (intravenous procedures or injections) will be administered by school nurses to students, teachers or staff during or after school hours while on school property except in a life threatening situation or under physician's orders.

Nurses have the option to give or refuse to give a medication at school based on their professional judgment.

If a school employs a licensed practical nurse (LPN), a registered nurse (RN) must be available on call (by phone, fax, pager).

Adopted 4/22/96; Revised 8/18/97, 10/26/09, 6/17/13

Legal references:

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

Section 40-33-70 - Amends law relating to on-site supervision of a nurse.

Sections 59-63-80 and 90 - Policy for individual healthcare plan for certain students.

Section 15-78-60 - Immunity from liability for districts and employees.

Section 44-53-360 - Prescriptions.

ADD as NEW

USE OF EPINEPHRINE AUTO-INJECTORS

Code **JLCDB**

Purpose: To establish the basic structure for the use of epinephrine auto-injectors in the district.

The board recognizes that on occasion an emergency situation may arise when a school nurse or other designated school personnel believes in good faith that a student or an individual on school premises is experiencing anaphylaxis, a life-threatening type of allergic reaction. State law permits physicians and certain medical personnel licensed to prescribe medications to prescribe epinephrine auto-injectors maintained in the name of a school. A school may maintain a stock supply of epinephrine auto-injectors in accordance with a prescription issued pursuant to the Safe Access to Vital Epinephrine (SAVE) Act.

Pursuant to state law and in accordance with this policy, the board authorizes school nurses and other designated school personnel to utilize epinephrine auto-injectors in the following circumstances.

- provide an epinephrine auto-injector to a student to self-administer in accordance with a prescription specific to the student that is on file with the school
- administer an epinephrine auto-injector to a student in accordance with a prescription specific to the student that is on file with the school
- administer an epinephrine auto-injector to a student or other individual on school premises whom the school nurse or other designated school personnel believes in good faith is experiencing anaphylaxis, in accordance with a standing protocol of a physician, an advanced practice registered nurse or physician assistant licensed to prescribe medication pursuant to state law, regardless of whether the student or other individual has a prescription for an epinephrine auto-injector

The superintendent or his/her designee, in consultation with the South Carolina Department of Education and the South Carolina Department of Health and Environmental Control, will develop and implement a plan to authorize the district schools to maintain a supply of undesignated epinephrine auto-injectors and to provide and administer epinephrine auto-injectors to students and other people. The plan will provide for the management of students with life-threatening allergies enrolled in the schools of the district, and must include, but need not be limited to, the following.

- education and training for school personnel on the management of students with life-threatening allergies, including training related to the administration of an epinephrine auto-injector; techniques on how to recognize symptoms of severe allergic reactions, including anaphylaxis; and the standards and procedures for the storage and administration of an epinephrine auto-injector
- procedures for responding to life-threatening allergic reactions, including emergency follow-up procedures
- a process for the development of individualized health care and allergy action plans for every student with a known life-threatening allergy

(see next page)

The superintendent or his/her designee will make the plan available to the public on the district's website or by other means as determined by the superintendent.

No one, including without limitation parents/legal guardians of students, should rely on a school of this district for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/legal guardians should consult their own physician regarding this medication.

The SAVE Act provides school boards, districts, schools, school nurses and/or other designated school personnel immunity from liability for damages caused by injuries to a student or another person resulting from the administration or self-administration of an epinephrine auto-injector and plan development and implementation as allowed and set forth under the Act. This immunity does not apply to acts or omissions constituting gross negligence or willful, wanton or reckless conduct.

The district will provide a student with a known life-threatening allergy an individual healthcare and allergy action plan pursuant to policy JLCD (Assisting Students with Medications) and its accompanying administrative rule.

Adopted ^ _____

Legal references:

A. S.C. Code of Laws, 1976, as amended:
   1. Section 59-63-95, et.seq - Safe Access to Vital Epinephrine Act.

Exhibit G

EXHIBIT G

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: February 6, 2014

Re: Board Policies – Section F

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

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

- Replace FEC "Selection of Consultants in Facilities Construction" with FEC "Selection of Professional(s) in Facilities Construction"

Recommendation: Administration recommends that the proposed revisions to the "FEC" policy proceed to final reading approval.

KM/mh

Attachments - Current Board Policies/Recommended Policies – Section F

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

SELECTION OF PROFESSIONAL(S) IN FACILITIES CONSTRUCTION

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

Purpose: To establish the basic structure for the selection of professional(s) by the district.

The board believes it is appropriate and necessary to secure the services of professional(s) in the area of facilities construction to manage and supervise the construction of new schools, additions and renovations to existing schools. This helps assure the district maintains adequate facilities to support excellent in education.

The board will begin the selection process by instructing the administration to establish a selection committee. The administration will 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 committee will make a recommendation, based on the proposed project, to the administration regarding the needed qualifications for the required professional(s). The administration will develop an RFQ (Request for Qualifications) to include the following.

- Purpose of the request
- Request for information regarding professional(s), experience, proposed services, proposed staffing, resumes and references
- Description of proposed project(s)
- Other desired information as appropriate

The committee will evaluate the RFQ's received by the administration. Their evaluation should include the following.

- Establishment of the selection criteria and an appropriate ranking system.
- Review and ranking of submitted proposals.
- Establishment of the "short list" of professional(s) for interview (typically, no more than five).

The committee will interview the "short list" of professionals and upon completion of the interviews the committee will do the following.

- Review and rank interviewed professional(s).
- Prepare written notification of the results (to "short list" of professionals - minimum of 10 days notice is recommended).
- Select professional(s) to be recommended.

The committee will submit their recommendation to the administration who will begin contract negotiations with the selected professional(s). The administration will submit their recommendation and proposed contract to the board.

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

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