district five
OF LEXINGTON & RICHLAND COUNTIES

AGENDA
BOARD OF TRUSTEES
SEVEN OAKS ELEMENTARY SCHOOL'S MULTIPURPOSE ROOM
FEBRUARY 24, 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 construction

3. Welcoming remarks at 7 p.m.

4. Invocation – Ed White

5. Pledge of Allegiance – Jada Hobbs Lange, student body president

6. School Board Spotlight

7. Welcome and brief overview of Seven Oaks Elementary School by Ann Copelan, principal

8. Approval of the agenda

9. Approval of the minutes of the February 10, 2014 board meeting

10. Superintendent's report

    a. Office of Instruction
       (1) AdvancED Reaccreditation 2015 – Dr. Darryl Barringer

    b. Office of Finance
       (1) Monthly Financial Reports – January 2014 (Exhibit B)

    c. Office of Design and Construction
       (1) Monthly Update (Exhibit C)

11. Public participation*

ACTION AGENDA

12. Items considered in executive session

13. Final reading approval of proposed revisions to "I" board policies (Exhibit D):

    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"

14. Final reading approval of proposed revisions to "J" board policies (Exhibit E):

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

15. Final reading approval of proposed revisions to "F" board policy (Exhibit F):

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

DISCUSSION AGENDA

16. Budget transfer request – Accountability Department (Exhibit G)

17. Proposed extension of the preschool program at Irmo Elementary School (Exhibit H)

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 March 10, 2014 at Dutch Fork 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/ February 10, 2014

The Board of Trustees of School District Five of Lexington and Richland Counties met at Lake Murray Elementary 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 Ellen Baumgardner. The Pledge of Allegiance was led by Reagan Hooks, student council president at Lake Murray Elementary School.

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

A welcome and brief overview of Lake Murray Elementary School was given by Claire Thompson, principal.

During the superintendent's report, Len Richardson presented the Quarterly Capital Budget Reports (FY 2012-2013 and 2013-14) (Exhibit B).

During the public participation time, Kim Murphy spoke regarding the agenda.

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of February 10, 2014

	BAUMGARDNER	GANTT	LOVELESS		TURNER	WATSON	WHITE
1. M. Baumgardner S. Gantt	X	X	X		X	X	A
Enter executive session to consider the following: a) selected employment items (Exhibit A); and b) contractual matter regarding the New Middle School							
2. M. White S. Baumgardner	X	X	X		X	X	X
Approve the agenda							
3. M. White S. Baumgardner	X	X	X		X	X	X
Approve the minutes of the January 27, 2014 board meeting							
4. M. White S. Gantt	X	X	X		X	X	X
Approve the selected employment items (Exhibit A)							
5. M. Gantt S. Loveless	X	X	X		X	X	X
Approve the proposed Lease with the Chapin Chamber of Commerce (Exhibit C)							
6. M. Baumgardner S. White							
Approve final reading 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"; and c) replace FGB "Land Acquisition" with FEE "Site Acquisition"							
M. Turner S. Baumgardner	X	X	X		X	X	X
Amend to table item b (replace FB "Bonding/Establishment of Capital Improvement Committee" with FB "Facilities Planning") until the next board meeting							
Vote on original motion	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 February 10, 2014

	BAUMGARDNER	GANTT	LOVELESS		TURNER	WATSON	WHITE
7. M. Gantt S. White Approve first reading 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"							
M. Turner S. Gantt Include the changes noted in the handout	X	X	X		X	X	x
Vote on the original motion	X	X	X		X	X	X
8. M. White S. Turner Approve first reading 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"; and c) add JLCDB "Use of Epinephrine Auto-Injectors"	X	X	X		X	X	X
9. M. Turner S. Loveless Approve first reading 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"	X	X	X		X	X	X
10. M. Baumgardner S. Loveless Adjourn at 8:04 p.m.	X	X	X		X	X	X

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

PAGE 2 - USE OF TECHNOLOGY RESOURCES

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 will 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.

PAGE 4 - USE OF TECHNOLOGY RESOURCES

- 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 student's 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 6 - USE OF TECHNOLOGY RESOURCES

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 who are assigned to District Five 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:

Exhibit B

EXHIBIT B

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

To: Members of the Board of Trustees

Through: Stephen Hefner, Ed.D.
Superintendent

From: A. Len Richardson
Chief Finance Officer

Date: February 18, 2014

Re: Monthly Financial Reports – January 2014

Attached for your information are the revenue and expenditure reports for January 2014.

ALR:tl

Attachment

REVENUE – JANUARY 2014

SCHOOL DISTRICT 5 LEXINGTON/RICHLAND CO

REVENUE BUDGET REPORT BY ACCOUNT

FY 2013-2014

CURRENT PERIOD: JANUARY 2014

		FY 2013-2014 Original Budget	Current Month	Year to Date Revenue	Remaining Balance
Revenue From Local Sources:					
11100	Tax Levies	$ 43,678,518.00	$ 18,198,799.09	$ 32,690,643.77	$ 10,987,874.23
11120	Vehicle Taxes	$ 9,502,236.00	$ 487,251.95	$ 5,865,193.92	$ 3,637,042.08
11130	Current Tax Penalities	$ 380,000.00	$ 3,567.35	$ 154,362.68	$ 225,637.32
11400	Deliquent Taxes & Penalities	$ 2,000,000.00	$ 3,689.71	$ 911,799.20	$ 1,088,200.80
12800	Revenue in Lieu of Taxes	$ 743,709.00	$ -	$ -	$ 743,709.00
13100	Regular School Day Patron	$ 5,000.00	$ -	$ -	$ 5,000.00
13500	Summer School	$ -	$ -	$ 3,517.00	$ (3,517.00)
15100	Interest on Investments	$ 100,000.00	$ 4,290.25	$ 41,473.93	$ 58,526.07
17400	Student Fees	$ 35,000.00	$ -	$ 34,098.36	$ 901.64
19100	Rentals	$ 70,000.00	$ 17,543.09	$ 97,760.91	$ (27,760.91)
19500	Refund of Prior Year Expenditures	$ 8,000.00	$ 660.95	$ 3,722.83	$ 4,277.17
19990	Other Local Revenue	$ 12,000.00	$ 3,275.70	$ 40,042.27	$ (28,042.27)
	Total Local Revenue	$ 56,534,463.00	$ 18,719,078.09	$ 39,842,614.87	$ 16,691,848.13
Revenue From State Sources:					
31600	School Bus Driver Salaries	$ 550,000.00	$ 46,014.80	$ 380,958.44	$ 169,041.56
31800	Fringe Benefits Contributions	$ 13,636,881.00	$ 1,162,299.90	$ 8,238,467.49	$ 5,398,413.51
31810	Retiree Insurance	$ 3,837,288.00	$ 363,053.05	$ 2,461,651.78	$ 1,375,636.22
33000	Education Finance Act	$ 32,192,401.00	$ 2,653,899.34	$ 18,725,249.79	$ 13,467,151.21
33750	Education Foundation Supplement	$ 2,020,581.00	$ -	$ -	$ 2,020,581.00
38100	Act 388 - One Cent Prop. Tax Relief	$ 29,095,434.00	$ 5,819,086.80	$ 11,638,173.60	$ 17,457,260.40
38100	Reimbursement For Prop. Tax Relief	$ 10,580,071.00	$ -	$ 9,522,063.94	$ 1,058,007.06
38200	Homestead Expemption	$ 1,758,200.00	$ -	$ -	$ 1,758,200.00
38300	Merchant's Inventory Tax	$ 209,687.00	$ -	$ 106,977.56	$ 102,709.44
38400	Manfacturer's Depreciation Reimbursement	$ 303,663.00	$ -	$ -	$ 303,663.00
38900	Motor Carrier Revenue	$ 139,505.00	$ 12,759.61	$ 94,627.76	$ 44,877.24
39900	Other State Revenue	$ 44,980.00	$ 13,955.53	$ 15,305.28	$ 29,674.72
	Total State Revenue	$ 94,368,691.00	$ 10,071,069.03	$ 51,183,475.64	$ 43,185,215.36
Transfer From Other Funds					
52800	Indirect Costs Transfer	$ 200,000.00	$ -	$ 10,566.07	$ 189,433.93
52300	Transfer from EIA	$ 3,606,122.00	$ 292,506.83	$ 1,755,040.98	$ 1,851,081.02
	Total Transfers	$ 3,806,122.00	$ 292,506.83	$ 1,765,607.05	$ 2,040,514.95
19999	Operational Balance	$ 3,747,745.00	$ -	$ -	$ 3,747,745.00
	Total	$ 158,457,021.00	$ 29,082,653.95	$ 92,791,697.56	$ 65,665,323.44

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

ACCOUNT		BUDGETED REVENUE	CURRENT REVENUE	YEAR TO DATE REVENUE	REMAINING BALANCE	PCT
100-001-110-0000-00	LEVIES - CUR. OPERATIONS - LEX. (	30,138,177.00	18,198,521.29	29,243,204.22	894,972.78	3
100-001-110-0001-00	LEX. CO. VEHICLE TAXES	4,941,163.00	487,251.95	3,363,865.55	1,577,297.45	32
100-001-110-0002-00	STATE SALES & USE TAX CREDIT	0.00	277.80	1,064.75	-1,064.75	0
100-001-110-0003-00	RICH. CO. CURRENT TAXES	13,540,341.00	0.00	3,446,374.80	10,093,966.20	75
100-001-110-0005-00	LEX. CO. DELINQUENT TAXES	1,120,000.00	3,689.71	581,003.85	538,996.15	48
100-001-110-0006-00	RICH. CO. DELINQUENT TAXES	880,000.00	0.00	330,795.35	549,204.65	62
100-001-110-0007-00	RICH. CO. VEHICLE TAXES	4,561,073.00	0.00	2,501,328.37	2,059,744.63	45
100-001-140-0000-00	PENALTIES/INTEREST - LEX. CO. TA	220,400.00	3,567.35	90,141.41	130,258.59	59
100-001-140-0001-00	PENALTIES/INTEREST - RICH. CO. T	159,600.00	0.00	64,221.27	95,378.73	60
100-001-280-0000-00	FEE IN LIEU OF TAXES - LEX	743,709.00	0.00	0.00	743,709.00	100
100-001-310-0000-00	REG. DAY SCHOOL TUITION - FEES	5,000.00	0.00	0.00	5,000.00	100
100-001-350-0003-00	SUMMER SCHOOL TUITION - HIGH	0.00	0.00	3,517.00	-3,517.00	0
100-001-510-0000-00	INTEREST ON INVESTMENTS	100,000.00	4,290.25	41,473.93	58,526.07	59
100-001-740-0000-00	REVENUE - STUDENT FEES	35,000.00	0.00	34,098.36	901.64	3
100-001-910-0000-00	RENTALS OF PROPERTIES	70,000.00	0.00	0.00	70,000.00	100
100-001-950-0000-00	REFUND ON PRIOR YEAR'S EXPENI	8,000.00	645.66	2,924.97	5,075.03	63
100-001-950-0001-00	REFUND OF PRIOR YEAR - TEXTBO	0.00	15.29	797.86	-797.86	0
100-001-990-0000-00	MISC. LOCAL REVENUE	12,000.00	-544.30	36,222.27	-24,222.27	-202
100-001-990-0008-00	MISC REVENUE-FACILITIES USAGE	0.00	17,543.09	86,840.91	-86,840.91	0
100-001-999-0000-00	ALLOC. OF BEGIN. FUND BALANCE	3,747,745.00	0.00	0.00	3,747,745.00	100
100-001-999-0003-00	MISC. REV - FACILITY USAGE FEE	0.00	0.00	10,920.00	-10,920.00	0
100-003-160-0000-00	BUS DRIVERS SALARY	550,000.00	46,014.80	322,103.54	227,896.46	41
100-003-162-0000-00	BUS DRIVERS WORKERS COMP	0.00	0.00	58,854.90	-58,854.90	0
100-003-180-0000-00	FRINGE BENEFITS - EMPLOYER CO	13,636,881.00	1,162,299.90	8,238,467.49	5,398,413.51	40
100-003-181-0000-00	RETIREE FRINGE - EMPLOYER CON	3,837,288.00	363,053.05	2,461,651.78	1,375,636.22	36
100-003-310-0000-00	EFA REVENUE TOTALS	32,192,401.00	0.00	0.00	32,192,401.00	100
100-003-311-0000-00	EFA REVENUE - KINDERGARTEN	0.00	146,983.18	1,123,150.40	-1,123,150.40	0
100-003-312-0000-00	EFA REVENUE - PRIMARY	0.00	480,418.63	3,257,761.28	-3,257,761.28	0
100-003-313-0000-00	EFA REVENUE - ELEMENTARY	0.00	747,182.84	5,199,108.08	-5,199,108.08	0
100-003-314-0000-00	EFA REVENUE - SECONDARY	0.00	168,645.65	1,277,738.25	-1,277,738.25	0
100-003-315-0000-00	EFA REVENUE - T.M.H.	0.00	8,488.57	59,152.21	-59,152.21	0
100-003-316-0000-00	EFA REVENUE - SPEECH	0.00	215,803.42	1,641,435.59	-1,641,435.59	0
100-003-317-0000-00	EFA REVENUE - HOMEBOUND	0.00	1,250.70	51,066.75	-51,066.75	0
100-003-321-0000-00	EFA REVENUE - EMOTIONALLY HA	0.00	10,361.31	118,114.57	-118,114.57	0
100-003-322-0000-00	EFA REVENUE - E.M.H.	0.00	6,021.19	42,687.18	-42,687.18	0
100-003-323-0000-00	EFA REVENUE - L.D.	0.00	174,681.95	1,263,163.80	-1,263,163.80	0
100-003-324-0000-00	EFA REVENUE - HEARING HANDI.	0.00	590.28	35,220.28	-35,220.28	0
100-003-325-0000-00	EFA REVENUE - VISUALLY HANDI.	0.00	6,499.30	51,891.52	-51,891.52	0
100-003-326-0000-00	EFA REVENUE - ORTHOPEDICALLY	0.00	2,989.34	31,540.53	-31,540.53	0

SCHOOL DIST 5 LEXINGTON/RICHLAND CO

REVENUE BUDGET REPORT BY ACCOUNT

FY 2013-2014

CURRENT PERIOD: 01/01/2014 TO 01/31/2014

ACCOUNT		BUDGETED REVENUE	CURRENT REVENUE	YEAR TO DATE REVENUE	REMAINING BALANCE	PCT
100-003-327-0000-00	EFA REVENUE - VOCATIONAL	0.00	626,892.77	4,207,498.68	-4,207,498.68	0
100-003-331-0000-00	EFA REVENUE - AUTISM	0.00	57,090.21	365,720.67	-365,720.67	0
100-003-375-0000-00	ED FOUNDATION SUPPLEMENT	2,020,581.00	0.00	0.00	2,020,581.00	100
100-003-810-0000-00	PROPERTY TAX RELIEF REIMB. - LI	6,611,007.00	0.00	5,949,906.73	661,100.27	10
100-003-810-0001-00	PROPERTY TAX RELIEF REIMB - RI(	3,969,064.00	0.00	3,572,157.21	396,906.79	10
100-003-820-0000-00	HOMESTEAD EXEMPTION - LEX. C(	1,230,740.00	0.00	0.00	1,230,740.00	100
100-003-820-0001-00	HOMESTEAD EXEMPTION - RICH. C	527,460.00	0.00	0.00	527,460.00	100
100-003-825-0000-00	TIER III PROPERTY TAX RELIEF	29,095,434.00	5,819,086.80	11,638,173.60	17,457,260.40	60
100-003-830-0000-00	MERCHANTS INV TAX RELIEF - LE)	192,912.00	0.00	98,440.40	94,471.60	49
100-003-830-0001-00	MERCHANT INV TAX RELIEF - RICI	16,775.00	0.00	8,537.16	8,237.84	49
100-003-840-0000-00	MANUFACTURERS DEPR REIMB - L	300,626.00	0.00	0.00	300,626.00	100
100-003-840-0001-00	MANUFACTURERS DEPR REIMB - R	3,037.00	0.00	0.00	3,037.00	100
100-003-890-0000-00	MOTOR CARRIER VEH TAX REIMB	97,654.00	12,759.61	83,327.05	14,326.95	15
100-003-890-0001-00	MOTOR CARRIER VEH TAX REIMB	41,851.00	0.00	11,300.71	30,550.29	73
100-003-990-0000-00	OTHER STATE REVENUE	44,980.00	0.00	1,349.75	43,630.25	97
100-003-999-0000-00	REVENUE FROM OTHER STATE SOI	0.00	13,955.53	13,955.53	-13,955.53	0
100-005-230-0000-00	TRANSFER FROM EIA FUND	3,606,122.00	292,506.83	1,755,040.98	1,851,081.02	51
100-005-280-0000-00	TRANS FROM OTHER FUNDS - IND (	200,000.00	0.00	10,566.07	189,433.93	95
100-005-300-0001-00	SALE OF FIXED ASSET	0.00	3,820.00	3,820.00	-3,820.00	0
		158,457,021.00	29,082,653.95	92,791,697.56	65,665,323.44	41

EXPENDITURES – JANUARY 2014

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

ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE	PCT
KINDERGARTEN PROGRAMS-K5						
1 Salaries & Bonuses	4,559,260.74	377,132.46	2,069,253.08	0.00	2,490,007.66	55
2 Fringe Benefits	1,748,368.10	140,853.68	790,240.28	0.00	958,127.82	55
3 Contracted Services	350.50	0.00	100.00	0.00	250.50	71
4 Supplies & Materials, etc	58,056.00	3,781.96	38,291.67	2,851.23	16,913.10	29
111 KINDERGARTEN PROGRAMS-K5	6,366,035.34	521,768.10	2,897,885.03	2,851.23	3,465,299.08	54
PRIMARY PROGRAMS(1-3)						
1 Salaries & Bonuses	12,041,992.98	986,953.03	5,472,854.87	0.00	6,569,138.11	55
2 Fringe Benefits	4,665,209.73	341,641.25	1,929,164.22	0.00	2,736,045.51	59
3 Contracted Services	3,400.00	265.00	2,065.00	0.00	1,335.00	39
4 Supplies & Materials, etc	247,787.82	22,491.80	167,515.31	10,188.40	70,084.11	28
112 PRIMARY PROGRAMS(1-3)	16,958,390.53	1,351,351.08	7,571,599.40	10,188.40	9,376,602.73	55
ELEMENTARY PROGRAMS(4-8)						
1 Salaries & Bonuses	20,088,168.01	1,647,758.74	9,120,816.15	0.00	10,967,351.86	55
2 Fringe Benefits	7,316,590.36	565,596.71	3,208,458.57	0.00	4,108,131.79	56
3 Contracted Services	10,100.00	35.75	19,818.98	133.75	-9,852.73	-98
4 Supplies & Materials, etc	378,772.64	40,983.98	261,487.19	11,632.90	105,652.55	28
113 ELEMENTARY PROGRAMS(4-8)	27,793,631.01	2,254,375.18	12,610,580.89	11,766.65	15,171,283.47	55
HIGH SCHOOL PROGRAM(9-12)						
1 Salaries & Bonuses	16,259,920.78	1,285,060.32	7,206,414.67	0.00	9,053,506.11	56
2 Fringe Benefits	5,547,902.27	428,595.51	2,426,901.34	0.00	3,121,000.93	56
3 Contracted Services	145,543.50	2,843.63	75,119.80	50,100.00	20,323.70	14
4 Supplies & Materials, etc	935,165.68	31,316.02	656,425.35	84,948.36	193,791.97	21
6 Insurance, Principal, etc	6,065.00	0.00	5,000.00	0.00	1,065.00	18
114 HIGH SCHOOL PROGRAM(9-12)	22,894,597.23	1,747,815.48	10,369,861.16	135,048.36	12,389,687.71	54
CATE-VOCATIONAL PROGRAMS						
1 Salaries & Bonuses	2,944,315.97	217,579.31	1,247,778.46	0.00	1,696,537.51	58
2 Fringe Benefits	991,549.86	74,972.22	433,304.61	0.00	558,245.25	56
3 Contracted Services	788.00	3.40	776.65	11.35	0.00	0
4 Supplies & Materials, etc	159,806.00	10,367.93	79,384.96	7,313.08	73,107.96	46
115 CATE-VOCATIONAL PROGRAMS	4,096,459.83	302,922.86	1,761,244.68	7,324.43	2,327,890.72	57
EDUCABLE MENTALY HANDICAP						
1 Salaries & Bonuses	645,871.40	55,362.29	303,549.79	0.00	342,321.61	53

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2 Fringe Benefits	235,915.60	19,523.72	110,336.99	0.00	125,578.61	53
4 Supplies & Materials, etc	1,750.00	72.84	496.05	0.00	1,253.95	72
121 EDUCABLE MENTALY HANDICAP	883,537.00	74,958.85	414,382.83	0.00	469,154.17	53
TRAINABLE MENTALLY HANDIC						
1 Salaries & Bonuses	614,113.40	50,436.47	265,207.12	0.00	348,906.28	57
2 Fringe Benefits	239,612.12	18,853.07	101,992.56	0.00	137,619.56	57
4 Supplies & Materials, etc	1,500.00	0.00	692.10	16.15	791.75	53
122 TRAINABLE MENTALLY HANDIC	855,225.52	69,289.54	367,891.78	16.15	487,317.59	57
ORTHOPEDICALLY HANDICAP						
1 Salaries & Bonuses	30,749.00	2,562.42	14,093.31	0.00	16,655.69	54
2 Fringe Benefits	10,120.55	769.08	4,391.32	0.00	5,729.23	57
4 Supplies & Materials, etc	50.00	0.00	0.00	0.00	50.00	100
123 ORTHOPEDICALLY HANDICAP	40,919.55	3,331.50	18,484.63	0.00	22,434.92	55
VISUALLY HANDICAPPED						
1 Salaries & Bonuses	119,559.00	9,963.28	54,798.04	0.00	64,760.96	54
2 Fringe Benefits	40,390.86	3,373.72	19,121.65	0.00	21,269.21	53
4 Supplies & Materials, etc	630.00	0.00	275.10	0.00	354.90	56
124 VISUALLY HANDICAPPED	160,579.86	13,337.00	74,194.79	0.00	86,385.07	54
HEARING HANDICAPPED						
1 Salaries & Bonuses	141,348.00	11,779.06	64,784.83	0.00	76,563.17	54
2 Fringe Benefits	53,812.93	3,748.90	21,964.97	0.00	31,847.96	59
4 Supplies & Materials, etc	330.00	0.00	0.00	0.00	330.00	100
125 HEARING HANDICAPPED	195,490.93	15,527.96	86,749.80	0.00	108,741.13	56
SPEECH HANDICAPPED						
1 Salaries & Bonuses	960,691.10	77,421.03	432,886.71	0.00	527,804.39	55
2 Fringe Benefits	342,495.69	26,897.42	150,669.81	0.00	191,825.88	56
3 Contracted Services	75,000.00	0.00	6,093.75	8,531.25	60,375.00	81
4 Supplies & Materials, etc	5,650.00	0.00	2,857.48	0.00	2,792.52	49
126 SPEECH HANDICAPPED	1,383,836.79	104,318.45	592,507.75	8,531.25	782,797.79	57
LEARNING DISABILITIES						
1 Salaries & Bonuses	4,288,745.52	370,936.97	2,045,386.13	0.00	2,243,359.39	52
2 Fringe Benefits	1,553,375.49	126,699.86	718,878.15	0.00	834,497.34	54
3 Contracted Services	780.00	0.00	750.00	0.00	30.00	4
4 Supplies & Materials, etc	23,340.00	1,201.60	8,960.77	1,296.58	13,082.65	56

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127 LEARNING DISABILITIES	5,866,241.01	498,838.43	2,773,975.05	1,296.58	3,090,969.38	53
EMOTIONALLY HANDICAPPED						
1 Salaries & Bonuses	677,230.60	54,744.61	300,317.57	0.00	376,913.03	56
2 Fringe Benefits	267,052.73	20,196.60	114,268.27	0.00	152,784.46	57
4 Supplies & Materials, etc	3,550.00	0.00	984.42	0.00	2,565.58	72
128 EMOTIONALLY HANDICAPPED	947,833.33	74,941.21	415,570.26	0.00	532,263.07	56
CEISEARLY INTERVENING SVC						
1 Salaries & Bonuses	255,387.00	21,616.36	118,889.98	0.00	136,497.02	53
2 Fringe Benefits	88,364.57	7,161.56	41,515.64	0.00	46,848.93	53
129 CEISEARLY INTERVENING SVC	343,751.57	28,777.92	160,405.62	0.00	183,345.95	53
PRE-SCHL HAND SPEECH 3-4						
4 Supplies & Materials, etc	100.00	0.00	0.00	0.00	100.00	100
135 PRE-SCHL HAND SPEECH 3-4	100.00	0.00	0.00	0.00	100.00	100
PRESCH HAND ITINERANT 3-4						
1 Salaries & Bonuses	11,470.65	733.56	4,034.58	0.00	7,436.07	65
2 Fringe Benefits	3,850.03	245.35	1,446.99	0.00	2,403.04	62
136 PRESCH HAND ITINERANT 3-4	15,320.68	978.91	5,481.57	0.00	9,839.11	64
PRE-SCHL HAND SELF-CONT 3						
1 Salaries & Bonuses	975,845.60	80,582.47	445,791.99	0.00	530,053.61	54
2 Fringe Benefits	385,680.52	32,148.83	187,297.74	0.00	198,382.78	51
4 Supplies & Materials, etc	300.00	0.00	172.16	0.00	127.84	43
137 PRE-SCHL HAND SELF-CONT 3	1,361,826.12	112,731.30	633,261.89	0.00	728,564.23	53
PRE-SCHL HAND HOMEBASED 3						
1 Salaries & Bonuses	8,526.75	488.24	2,685.32	0.00	5,841.43	69
2 Fringe Benefits	2,868.72	163.19	982.70	0.00	1,886.02	66
4 Supplies & Materials, etc	300.00	42.74	320.20	0.00	-20.20	-7
138 PRE-SCHL HAND HOMEBASED 3	11,695.47	694.17	3,988.22	0.00	7,707.25	66
FOUR YEAR OLD EARLY CHILD						
1 Salaries & Bonuses	1,033,373.20	90,876.99	501,181.27	0.00	532,191.93	52
2 Fringe Benefits	371,929.03	33,733.30	184,131.99	0.00	187,797.04	50
3 Contracted Services	5,625.00	150.25	2,020.41	130.00	3,474.59	62
4 Supplies & Materials, etc	100,784.00	6,858.01	82,540.13	1,917.28	16,326.59	16
139 FOUR YEAR OLD EARLY CHILD	1,511,711.23	131,618.55	769,873.80	2,047.28	739,790.15	49
GIFTED & TALENTED ACADEM						

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1 Salaries & Bonuses	554,925.90	45,532.02	255,822.97	0.00	299,102.93	54
2 Fringe Benefits	204,008.15	16,725.51	93,647.70	0.00	110,360.45	54
141 GIFTED & TALENTED ACADEM	758,934.05	62,257.53	349,470.67	0.00	409,463.38	54
ADVANCED PLACEMENT						
1 Salaries & Bonuses	587,996.27	36,458.14	200,594.84	0.00	387,401.43	66
2 Fringe Benefits	189,416.05	12,170.21	68,799.32	0.00	120,616.73	64
143 ADVANCED PLACEMENT	777,412.32	48,628.35	269,394.16	0.00	508,018.16	65
HOMEBOUND						
1 Salaries & Bonuses	46,800.00	14,200.00	55,194.00	0.00	-8,394.00	-18
2 Fringe Benefits	13,200.00	3,355.68	12,788.12	0.00	411.88	3
3 Contracted Services	11,000.00	750.00	3,615.50	0.00	7,384.50	67
145 HOMEBOUND	71,000.00	18,305.68	71,597.62	0.00	-597.62	-1
GIFTED & TALENTED ARTISTC						
1 Salaries & Bonuses	5,302.75	183.56	2,360.18	0.00	2,942.57	55
2 Fringe Benefits	632.41	52.96	616.88	0.00	15.53	2
3 Contracted Services	2,200.00	0.00	0.00	0.00	2,200.00	100
148 GIFTED & TALENTED ARTISTC	8,135.16	236.52	2,977.06	0.00	5,158.10	63
PPPSC-OTHER SPEC PROG						
1 Salaries & Bonuses	1,043,823.34	95,308.22	350,641.73	0.00	693,181.61	66
2 Fringe Benefits	294,385.19	25,325.67	109,620.02	0.00	184,765.17	63
149 PPPSC-OTHER SPEC PROG	1,338,208.53	120,633.89	460,261.75	0.00	877,946.78	66
AUTISM						
1 Salaries & Bonuses	911,458.50	73,860.86	414,098.47	0.00	497,360.03	55
2 Fringe Benefits	338,282.25	29,187.96	167,623.85	0.00	170,658.40	50
4 Supplies & Materials, etc	3,426.00	0.00	1,773.47	129.90	1,522.63	44
161 AUTISM	1,253,166.75	103,048.82	583,495.79	129.90	669,541.06	53
HIGH SCH SUMMER SCH 9-12						
1 Salaries & Bonuses	0.00	0.00	12,726.00	0.00	-12,726.00	0
2 Fringe Benefits	0.00	0.00	3,026.01	0.00	-3,026.01	0
173 HIGH SCH SUMMER SCH 9-12	0.00	0.00	15,752.01	0.00	-15,752.01	0
ADULT ED BASIC EDUC PROG						
1 Salaries & Bonuses	155,836.00	18,101.22	122,668.98	0.00	33,167.02	21
2 Fringe Benefits	55,116.63	5,353.74	36,193.84	0.00	18,922.79	34
3 Contracted Services	6,423.45	0.00	787.52	0.00	5,635.93	88

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6 Insurance, Principal, etc	400.00	0.00	0.00	0.00	400.00	100
181 ADULT ED BASIC EDUC PROG	217,776.08	23,454.96	159,650.34	0.00	58,125.74	27
ADULT ED SECONDARY EDUC						
3 Contracted Services	1,000.00	0.00	105.00	0.00	895.00	90
4 Supplies & Materials, etc	5,446.55	137.59	2,747.38	1,052.88	1,646.29	30
182 ADULT ED SECONDARY EDUC	6,446.55	137.59	2,852.38	1,052.88	2,541.29	39
PUPIL ACTIVITY-INSTRUCTL						
1 Salaries & Bonuses	399,351.98	38,306.31	228,617.41	0.00	170,734.57	43
2 Fringe Benefits	98,483.45	8,993.95	52,639.42	0.00	45,844.03	47
6 Insurance, Principal, etc	24,459.00	829.24	9,557.62	341.49	14,559.89	60
190 PUPIL ACTIVITY-INSTRUCTL	522,294.43	48,129.50	290,814.45	341.49	231,138.49	44
ATTENDANCE & SOCIAL WORK						
1 Salaries & Bonuses	808,993.00	71,688.12	426,525.33	0.00	382,467.67	47
2 Fringe Benefits	324,421.89	27,641.67	166,563.14	0.00	157,858.75	49
3 Contracted Services	6,000.00	390.02	1,313.75	0.00	4,686.25	78
4 Supplies & Materials, etc	3,862.00	165.41	2,565.45	2.62	1,293.93	34
211 ATTENDANCE & SOCIAL WORK	1,143,276.89	99,885.22	596,967.67	2.62	546,306.60	48
GUIDANCE SVCS						
1 Salaries & Bonuses	3,077,464.07	255,173.95	1,530,070.27	0.00	1,547,393.80	50
2 Fringe Benefits	1,021,588.34	85,383.00	514,114.95	0.00	507,473.39	50
3 Contracted Services	2,175.00	20.00	92.00	310.00	1,773.00	82
4 Supplies & Materials, etc	21,810.00	1,126.28	8,011.41	167.28	13,631.31	63
212 GUIDANCE SVCS	4,123,037.41	341,703.23	2,052,288.63	477.28	2,070,271.50	50
HEALTH SVCS						
1 Salaries & Bonuses	1,354,534.05	114,472.98	628,282.48	0.00	726,251.57	54
2 Fringe Benefits	414,928.34	38,839.64	212,449.98	0.00	202,478.36	49
3 Contracted Services	400.00	80.00	170.00	180.00	50.00	13
4 Supplies & Materials, etc	24,757.00	1,272.24	12,157.39	386.79	12,212.82	49
213 HEALTH SVCS	1,794,619.39	154,664.86	853,059.85	566.79	940,992.75	52
PSYCHOLOGICAL SVCS						
1 Salaries & Bonuses	843,494.00	79,120.40	468,698.44	0.00	374,795.56	44
2 Fringe Benefits	263,369.13	23,160.68	138,510.69	0.00	124,858.44	47
3 Contracted Services	6,000.00	177.89	1,562.30	0.00	4,437.70	74
4 Supplies & Materials, etc	6,562.00	6,216.70	6,417.70	0.00	144.30	2

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214 PSYCHOLOGICAL SVCS	1,119,425.13	108,675.67	615,189.13	0.00	504,236.00	45
CAREER SPEC. SERVICES						
1 Salaries & Bonuses	178,377.62	10,577.88	67,888.59	0.00	110,489.03	62
2 Fringe Benefits	71,799.55	4,099.62	26,427.66	0.00	45,371.89	63
4 Supplies & Materials, etc	1,050.00	0.00	692.08	0.00	357.92	34
217 CAREER SPEC. SERVICES	251,227.17	14,677.50	95,008.33	0.00	156,218.84	62
IMPROV INSTRUCT-CURR DEV						
1 Salaries & Bonuses	3,392,836.57	234,581.66	1,541,637.99	0.00	1,851,198.58	55
2 Fringe Benefits	1,010,585.82	70,872.97	468,067.90	0.00	542,517.92	54
3 Contracted Services	531,276.00	-9,929.91	253,145.79	91,635.73	186,494.48	35
4 Supplies & Materials, etc	173,777.00	6,301.67	37,986.29	3,088.69	132,702.02	76
6 Insurance, Principal, etc	1,850.00	0.00	899.50	0.00	950.50	51
221 IMPROV INSTRUCT-CURR DEV	5,110,325.39	301,826.39	2,301,737.47	94,724.42	2,713,863.50	53
LIBRARY & MEDIA SERVICES						
1 Salaries & Bonuses	1,860,163.03	151,491.64	849,934.18	0.00	1,010,228.85	54
2 Fringe Benefits	672,710.50	53,747.58	307,467.15	0.00	365,243.35	54
3 Contracted Services	1,845.00	250.00	500.00	0.00	1,345.00	73
4 Supplies & Materials, etc	291,816.88	19,860.38	128,127.55	30,274.25	133,415.08	46
222 LIBRARY & MEDIA SERVICES	2,826,535.41	225,349.60	1,286,028.88	30,274.25	1,510,232.28	53
SUPERVISION OF SPECI PROG						
1 Salaries & Bonuses	530,604.11	25,403.42	178,858.02	0.00	351,746.09	66
2 Fringe Benefits	139,415.98	7,907.16	54,647.51	0.00	84,768.47	61
3 Contracted Services	3,500.00	86.45	1,026.00	0.00	2,474.00	71
4 Supplies & Materials, etc	15,380.00	0.00	34.66	0.00	15,345.34	100
223 SUPERVISION OF SPECI PROG	688,900.09	33,397.03	234,566.19	0.00	454,333.90	66
IMPROV INSTRUCT-INSERV TR						
1 Salaries & Bonuses	4,798.25	0.00	0.00	0.00	4,798.25	100
3 Contracted Services	94,700.00	5,491.33	45,538.12	726.00	48,435.88	51
4 Supplies & Materials, etc	9,965.53	254.31	5,576.91	383.49	4,005.13	40
224 IMPROV INSTRUCT-INSERV TR	109,463.78	5,745.64	51,115.03	1,109.49	57,239.26	52
BOARD OF EDUCATION						
1 Salaries & Bonuses	70,000.00	4,312.50	30,187.50	0.00	39,812.50	57
2 Fringe Benefits	16,580.00	607.14	4,249.98	0.00	12,330.02	74
3 Contracted Services	339,275.00	7,807.09	116,401.11	3,600.00	219,273.89	65

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6 Insurance, Principal, etc	337,225.00	0.00	293,480.00	250.00	43,495.00	13
231 BOARD OF EDUCATION	763,080.00	12,726.73	444,318.59	3,850.00	314,911.41	41
OFFICE OF SUPERINTENDENT						
1 Salaries & Bonuses	261,672.00	22,736.96	159,874.09	0.00	101,797.91	39
2 Fringe Benefits	72,703.30	6,314.76	39,506.67	0.00	33,196.63	46
3 Contracted Services	12,000.00	34.52	615.29	0.00	11,384.71	95
4 Supplies & Materials, etc	10,470.00	304.47	2,643.97	0.00	7,826.03	75
6 Insurance, Principal, etc	6,100.00	0.00	1,996.50	0.00	4,103.50	67
232 OFFICE OF SUPERINTENDENT	362,945.30	29,390.71	204,636.52	0.00	158,308.78	44
SCHOOL ADMINISTRATION						
1 Salaries & Bonuses	8,423,918.62	677,665.52	4,464,974.73	0.00	3,958,943.89	47
2 Fringe Benefits	2,737,460.51	304,346.87	1,761,316.94	0.00	976,143.57	36
3 Contracted Services	227,973.00	11,787.36	55,380.16	44,790.87	127,801.97	56
4 Supplies & Materials, etc	211,973.30	17,650.25	117,731.44	12,069.11	82,172.75	39
5 Equip. & Improvements	5,175.50	0.00	1,193.66	181.29	3,800.55	73
6 Insurance, Principal, etc	54,172.08	1,241.64	32,167.58	0.00	22,004.50	41
233 SCHOOL ADMINISTRATION	11,660,673.01	1,012,691.64	6,432,764.51	57,041.27	5,170,867.23	44
STU TRANS FED/DIST MANDAT						
1 Salaries & Bonuses	0.00	260.06	1,517.96	0.00	-1,517.96	0
2 Fringe Benefits	0.00	59.82	356.15	0.00	-356.15	0
3 Contracted Services	7,235.00	0.00	882.00	0.00	6,353.00	88
251 STU TRANS FED/DIST MANDAT	7,235.00	319.88	2,756.11	0.00	4,478.89	62
FISCAL SERVICES						
1 Salaries & Bonuses	819,288.00	66,650.71	440,434.29	0.00	378,853.71	46
2 Fringe Benefits	276,368.97	23,331.67	148,624.00	0.00	127,744.97	46
3 Contracted Services	113,000.00	1,409.26	32,034.45	3,312.96	77,652.59	69
4 Supplies & Materials, etc	65,250.00	831.43	27,255.34	1,266.50	36,728.16	56
5 Equip. & Improvements	6,250.00	0.00	0.00	0.00	6,250.00	100
6 Insurance, Principal, etc	4,500.00	2,367.09	3,585.59	0.00	914.41	20
252 FISCAL SERVICES	1,284,656.97	94,590.16	651,933.67	4,579.46	628,143.84	49
OPER & MAINT OF PLANT						
1 Salaries & Bonuses	6,087,460.60	504,468.68	3,575,499.05	0.00	2,511,961.55	41
2 Fringe Benefits	2,574,942.22	197,907.89	1,396,141.20	0.00	1,178,801.02	46
3 Contracted Services	3,828,135.00	354,077.08	2,490,251.16	950,243.94	387,639.90	10

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

ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE	PCT
4 Supplies & Materials, etc	5,300,080.00	373,619.15	2,424,102.47	77,083.55	2,798,893.98	53
6 Insurance, Principal, etc	35,310.00	0.00	5,075.98	0.00	30,234.02	86
254 OPER & MAINT OF PLANT	17,825,927.82	1,430,072.80	9,891,069.86	1,027,327.49	6,907,530.47	39
PUPIL TRANSP STATE MANDAT						
1 Salaries & Bonuses	2,954,658.73	245,288.32	1,500,611.32	0.00	1,454,047.41	49
2 Fringe Benefits	837,193.55	66,036.43	410,794.73	0.00	426,398.82	51
3 Contracted Services	388,579.00	21,000.97	115,342.85	108,203.28	165,032.87	42
4 Supplies & Materials, etc	71,235.00	1,479.64	30,389.14	14,331.77	26,514.09	37
6 Insurance, Principal, etc	1,450.00	8.00	192.00	0.00	1,258.00	87
255 PUPIL TRANSP STATE MANDAT	4,253,116.28	333,813.36	2,057,330.04	122,535.05	2,073,251.19	49
INTERNAL SERVICES						
1 Salaries & Bonuses	269,452.40	22,454.36	157,180.52	0.00	112,271.88	42
2 Fringe Benefits	87,111.93	7,471.26	51,509.18	0.00	35,602.75	41
3 Contracted Services	725,875.00	77,512.36	335,091.49	291,714.33	99,069.18	14
4 Supplies & Materials, etc	40,789.00	-10,646.08	-25,302.36	1,458.49	64,632.87	158
257 INTERNAL SERVICES	1,123,228.33	96,791.90	518,478.83	293,172.82	311,576.68	28
SCHOOL SECURITY						
1 Salaries & Bonuses	70,906.00	5,908.84	41,790.23	0.00	29,115.77	41
2 Fringe Benefits	24,083.08	2,043.22	14,299.43	0.00	9,783.65	41
3 Contracted Services	1,492,707.00	84,371.28	761,442.38	103,097.17	628,167.45	42
258 SCHOOL SECURITY	1,587,696.08	92,323.34	817,532.04	103,097.17	667,066.87	42
INFORMATION SERVICES						
1 Salaries & Bonuses	165,266.87	62,503.58	404,893.93	0.00	-239,627.06	-145
2 Fringe Benefits	48,687.57	18,709.68	120,117.81	0.00	-71,430.24	-147
3 Contracted Services	69,300.00	708.23	7,661.39	2,212.54	59,426.07	86
4 Supplies & Materials, etc	34,975.00	1,898.63	20,445.54	2,979.26	11,550.20	33
6 Insurance, Principal, etc	13,700.00	0.00	4,914.65	783.00	8,002.35	58
263 INFORMATION SERVICES	331,929.44	83,820.12	558,033.32	5,974.80	-232,078.68	-70
STAFF SERVICES						
1 Salaries & Bonuses	532,761.00	49,817.25	348,202.94	0.00	184,558.06	35
2 Fringe Benefits	175,015.73	15,374.01	116,847.25	0.00	58,168.48	33
3 Contracted Services	65,571.00	6,324.24	29,588.03	17,475.75	18,507.22	28
4 Supplies & Materials, etc	63,824.00	941.09	35,381.53	289.42	28,153.05	44
6 Insurance, Principal, etc	825.00	35.00	756.50	0.00	68.50	8

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

ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE	PCT
264 STAFF SERVICES	837,996.73	72,491.59	530,776.25	17,765.17	289,455.31	35
TECH/DATA PROCESSING SVCS						
1 Salaries & Bonuses	1,503,216.00	117,866.81	827,746.33	0.00	675,469.67	45
2 Fringe Benefits	430,525.78	39,599.36	272,695.47	0.00	157,830.31	37
3 Contracted Services	161,275.00	5,224.65	110,169.78	11,810.56	39,294.66	24
4 Supplies & Materials, etc	12,300.00	576.00	7,351.62	113.40	4,834.98	39
266 TECH/DATA PROCESSING SVCS	2,107,316.78	163,266.82	1,217,963.20	11,923.96	877,429.62	42
PUPIL SERVICE ACTIVITIES						
1 Salaries & Bonuses	1,202,873.35	119,771.52	839,287.29	0.00	363,586.06	30
2 Fringe Benefits	330,941.57	30,893.47	202,735.57	0.00	128,206.00	39
3 Contracted Services	22,423.82	752.62	12,863.38	0.00	9,560.44	43
6 Insurance, Principal, etc	363,168.00	0.00	363,168.00	0.00	0.00	0
271 PUPIL SERVICE ACTIVITIES	1,919,406.74	151,417.61	1,418,054.24	0.00	501,352.50	26
OTHER COMMUNITY SVCS						
3 Contracted Services	15,000.00	1,440.00	6,480.00	10,080.00	-1,560.00	-10
4 Supplies & Materials, etc	6,500.00	0.00	188.68	0.00	6,311.32	97
390 OTHER COMMUNITY SVCS	21,500.00	1,440.00	6,668.68	10,080.00	4,751.32	22
PYMT STATE DEPT OF EDUC						
7 Transfers & Payments	22,000.00	0.00	0.00	4,500.00	17,500.00	80
411 PYMT STATE DEPT OF EDUC	22,000.00	0.00	0.00	4,500.00	17,500.00	80
PYMT OTHER GOVERNMT UNITS						
7 Transfers & Payments	26,000.00	0.00	56,118.57	0.00	-30,118.57	-116
412 PYMT OTHER GOVERNMT UNITS	26,000.00	0.00	56,118.57	0.00	-30,118.57	-116
PYMT NONPROFIT 1ST STEPS						
7 Transfers & Payments	3,200.00	0.00	0.00	0.00	3,200.00	100
415 PYMT NONPROFIT 1ST STEPS	3,200.00	0.00	0.00	0.00	3,200.00	100
TRANSF TO FOOD SERV FUND						
7 Transfers & Payments	511,745.00	0.00	0.00	0.00	511,745.00	100
425 TRANSF TO FOOD SERV FUND	511,745.00	0.00	0.00	0.00	511,745.00	100
	158,457,021.01	12,593,491.13	76,628,600.99	1,969,596.64	79,858,823.38	50

Exhibit C

district five
OF LEXINGTON & RICHLAND COUNTIES

District Five of Lexington & Richland Counties Construction Update February 24, 2014

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Building Value Through Expertise

EXHIBIT C

Chapin High School

Project Manager:	**Forrest L. King**
Completion:	**December 2014**
Architectural Firm:	**Stevens & Wilkinson**
Contractor:	**China Construction America of S.C., Inc.**
Construction Budget (Incl. Contingency):	**$48,855,188.00**
Committed Construction Cost:	**$46,546,719.00**
Capital Renewal Incorporated in Project:	**$5,264,000.00**

Project Description:

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

Status:

- Punchlist corrections for areas "B" and "C" are in progress.
- The brick and overhead rough-in are underway in the cafeteria connector.
- Exterior glass is being installed at the "B" connector by the new gym.
- MEP rough-in is in progress in the new gymnasium area.
- The roof installation should begin at the new gymnasium in the coming weeks.
- Work is in progress at the computer lab addition.

Achievements/Key Issues:

- The capital renewal accomplished as part of this project includes: clock system, fire alarm, hardware systems, HVAC, PA/intercom, roofing and interior finishes.
- A representative from the Brick Institute has been on site and will be providing a report regarding the brick compliance.
- The two story classroom addition for Areas "B" and "C" passed OSF Inspection on January 1, 2014.

Schedule/Budget Issues:

- China Construction has provided a completion schedule. They are currently adjusting the schedule based on our comments.
- The winter weather has impacted the project schedule. Project Team is working to make up time wherever possible.

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Chapin High School

district five
OF LEXINGTON & RICHLAND COUNTIES



Site Aerial towards Columbia Avenue



Site Aerial along Columbia Avenue

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Building Value Through Expertise

Chapin High School

district five
OF LEXINGTON & RICHLAND COUNTIES



Main Stairs at B & C



New Science Lab

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Building Value Through Expertise

Chapin High School

district five
OF LEXINGTON & RICHLAND COUNTIES



New Gym Area



Courtyard at B & C

Dutch Fork High School

Project Manager:	**Joe Huggins**
Completion:	**Summer 2014**
Architectural Firm:	**Stevens & Wilkinson**
Contractor:	**Contract Construction**
Construction Budget (Incl. Contingency):	**$15,347,815.00**
Committed Const. Cost:	**$14,872,260.00**

Project Description:

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

Status:

- The New Health Science building is dried in.
- Finishes are being installed at the Health Science building.
- Plumbing and electrical are about 90% complete throughout the Health Science building.
- Roofing and brick are complete at the baseball and softball pressboxes. Interior finishes are underway.
- The shot put area work is underway.
- Soccer field grading and storm drainage is underway.

Achievements/Key Issues:

- Visitor's Concession was successfully completed prior to first home game.

Schedule/Budget Issues:

- Project was delayed due to permitting.
- The winter weather has impacted the project schedule. Project Team is working to make up time wherever possible.

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Dutch Fork High School

district five
OF LEXINGTON & RICHLAND COUNTIES



Health Science Aerial



Health Science Aerial from School Side

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Dutch Fork High School

district five
OF LEXINGTON & RICHLAND COUNTIES



Baseball Pressbox



Softball Pressbox

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Building Value Through Expertise

Dutch Fork High School

district five
OF LEXINGTON & RICHLAND COUNTIES



Site Grading



Health Science Exterior

Irmo High School

Project Manager:	**Joe Huggins**
Completion:	**August 2014**
Architectural Firm:	**Stevens & Wilkinson**
Contractor:	**China Construction America of S.C., Inc.**
Total Construction Budget (Incl. Contingency):	**$24,639,240.00**
Committed Const. Cost (Incl. Site):	**$23,920,951.00**

Project Description:

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

Status:

- The Field House is complete and being occupied.
- Building wall placement continues at the new Auditorium.
- MEP rough-in continues at the new Auditorium
- Structural steel and roofing are ongoing at the new Auditorium.
- The fitness lab renovation is substantially complete.

Achievements/Key Issues:

- The OSF Final Inspections at the Field House and Engineering/ROTC have been passed.

Schedule/Budget Issues:

- Project was delayed due to unforeseen site conditions. This includes a large debris pile that was buried at the Auditorium area.
- The winter weather has impacted the project schedule. Project Team is working to make up time wherever possible.
- China Construction has provided a completion schedule for the project and is working to maintain it.

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Building Value Through Expertise

Irmo High School

district five
OF LEXINGTON & RICHLAND COUNTIES



Field House Aerial



New Auditorium Aerial

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Irmo High School

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OF LEXINGTON & RICHLAND COUNTIES



Auditorium towards St. Andrews



Auditorium Seating Area

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Irmo High School

district five
OF LEXINGTON & RICHLAND COUNTIES



Area 6 Renovation



Area 6 Renovation

New Middle School

Project Manager:	**Chris Whitley**
Completion:	**August 2015**
Architectural Firm:	**Quakenbush Architects**
Site Contractor:	**L-J, Inc.**
Construction Budget (Incl. Contingency):	**$22,073,458.00**
Committed Const. Cost:	**$3,046,000.00**

Project Description:

Construct a new middle school adjacent to Spring Hill High School to include building and site work.

Status:

- L-J, Inc. has mobilized and started clearing operations.
- Site grading is underway.
- The building package has been advertised for bids.

Achievements/Key Issues:

- The site package has been bid and awarded within the original budget amount.

Schedule/Budget Issues:

- The winter weather has impacted the project schedule. Project Team is working to make up time wherever possible.

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Building Value Through Expertise

New Middle School

district five
OF LEXINGTON & RICHLAND COUNTIES



New Middle School Site towards Spring Hill High School



Spring Hill Site from Spring Hill High School

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: Mark A. Bounds
Chief Information Officer

Date: February 18, 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 final 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

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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

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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.

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

CURRENT POLICY

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.

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- 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.

PAGE 2 - USE OF TECHNOLOGY RESOURCES

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 will 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.

PAGE 3 - USE OF TECHNOLOGY RESOURCES

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:

PAGE 4 - USE OF TECHNOLOGY RESOURCES

- 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 student's 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.

PAGE 6 - USE OF TECHNOLOGY RESOURCES

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 who are assigned to District Five 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.

PAGE 7 - USE OF TECHNOLOGY RESOURCES

- 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 E

EXHIBIT E

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 17, 2014

RE: February 24, 2014 Board Meeting, Final 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 for Board 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 F

EXHIBIT F

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 24, 2014

Re: Board Policies – Section F - FEC

ADMINISTRATION CONSIDERATION: Attached for your consideration are the recommended revisions to 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 Board give the final approval to the proposed revisions to selected "F" policy.

KM/mh

Attachments - Current Board Policies/Recommended Policy – Section F - FEC

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

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.

Adopted 5/19/03; Revised ^

Exhibit G

EXHIBIT G

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

To: Members of the Board of Trustees

Through: Stephen Hefner, Ed.D.
Superintendent

From: A. Len Richardson
Chief Finance Officer

Date: February 18, 2014

Re: Budget Transfer Request – Accountability Department

The administration recommends that the board approve the attached budget transfer.

ALR:tl

Attachment

ACCOUNTABILITY TRANSFER REQUEST
FY 13-14

FROM:			
100-221-110-0100-12	Salaries	$	479,243.00
100-221-115-0100-12	Salaries	$	43,542.00
100-221-210-0100-12	Health and Dental	$	36,538.36
100-221-220-0100-12	Retirement	$	79,201.93
100-221-230-0100-12	FICA	$	39,993.05
100-221-270-0100-12	Workers Comp	$	3,502.66
		$	682,021.00
TO:			
100-263-110-0100-13	Salaries	$	479,243.00
100-263-115-0100-13	Salaries	$	43,542.00
100-263-210-0100-13	Health and Dental	$	36,538.36
100-263-220-0100-13	Retirement	$	79,201.93
100-263-230-0100-13	FICA	$	39,993.05
100-263-270-0100-13	Workers Comp	$	3,502.66
		$	682,021.00

To transfer funds to move salaries and benefits to appropriate department. Staff moved from Instruction to Information.

Exhibit H

EXHIBIT H

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

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

FROM: Dr. Christina Melton CM
Chief Instructional Services Officer

Date: February 18, 2014

Re: February 24, 2014 Board Meeting, Approval
EXCEL Tuition-Based Pre-K Program

The administration recommends Board approval of the continuation of EXCEL (Exposing Children to Early Learning), the tuition-based pre-kindergarten program at Irmo Elementary School. This recommendation is based upon consistent parent interest seeking enrollment.

The EXCEL program is self-sufficient and operates entirely within its tuition generated budget.

I will be in attendance at the February 24, 2014 Board Meeting should you have any questions regarding the EXCEL program.