district five
OF LEXINGTON & RICHLAND COUNTIES

# AGENDA
# BOARD OF TRUSTEES
# RIVER SPRINGS ELEMENTARY SCHOOL
# JANUARY 12, 2015

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

2. Enter executive session to consider the following:

   a. Selected employment items (Exhibit A)
   b. Contractual matters: regarding construction
   c. Contractual matter: regarding purchase of property
   d. Update on litigation involving the District

3. Call to order at 7:00 p.m.

4. Welcoming remarks

5. Invocation – Ed White, Board Member

6. Pledge of Allegiance – Laura Katherine Perla, 3rd grade student at River Springs Elementary School

7. School Board Spotlight

8. Approval of the agenda

9. Approval of the minutes of the December 8, 2014 board meeting

10. Welcome and brief overview of River Springs Elementary School by Melanie Cohen, Principal

11. Superintendent's Report

    a. Update: Vision 2015

    b. Presentation: Kelly Educational Services (Exhibit B)

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

12. Public participation*

## ACTION AGENDA

13. Items considered in executive session

14. Resolution Adopting Written Procedures Relating to Continuing Disclosure (Exhibit D)

15. First reading of proposed revisions to board policies IKACC "Placement of Non-Accredited Private and Home School Secondary Students", IKF "Graduation Requirements", IKF-R "Graduation Requirements", and ILB-R "Test/Assessment Administration" (Exhibit E)

16. First reading of proposed revisions to board policy GCB "Professional Staff Contracts and Compensation" (Exhibit F)

## DISCUSSION AGENDA

17. Proposed guidelines: Change Orders (Exhibit G)

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 January 26, 2015 at Ballentine Elementary School.

*The Board welcomes and encourages public participation. We respectfully ask that you adhere to the procedures and the decorum provided in board policy BEDH "Public Participation at Meetings". 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.

district five
OF LEXINGTON & RICHLAND COUNTIES

Minutes/ December 8, 2014

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

Ms. Beth Watson, Chairman
Mr. Robert Gantt, Vice Chairman
Mrs. Jondy Loveless, Secretary
Mrs. Ellen Baumgardner
Mr. Larry Haltiwanger
Mrs. Jan Hammond
Mr. Ed White
Dr. Stephen Hefner, District Superintendent

The following staff were in attendance:

Dr. Angela Bain, Chief Human Resources 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 Design and Construction
Mr. Len Richardson, Chief Finance Officer

The Board conducted an informal swearing-in of Ed White prior to the Executive Session.

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

The Invocation was given by Jondy Loveless. The Pledge of Allegiance was led by Jacob Cathcart, an Agriculture and Bio-Systems Technology Engineering student at The Center for Advanced Technical Studies.

The Board conducted a ceremonial swearing-in of Ed White.

The Board conducted the School Board Spotlight.

Dr. Bob Couch gave a welcome and brief overview of The Center for Advanced Technical Studies.

During the Superintendent's Report, Len Richardson presented the monthly financial reports (Exhibit B); and Keith McAlister and Joe Huggins presented the monthly update (Exhibit C).

No one spoke during the public participation time.

Mark Bounds presented proposed revisions to board policies IKACC "Placement of Non-Accredited Private and Home School Secondary Students", IKF "Graduation Requirements", IKF-R "Graduation Requirements", and ILB-R "Test/Assessment Administration" (Exhibit G).

Dr. Angela Bain presented proposed revisions to board policy GCB "Professional Staff Contracts and Compensation" (Exhibit H).

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of December 8, 2014

| | BAUMGARDNER | GANTT | HALTIWANGER | HAMMOND | LOVELESS | WATSON | WHITE |
|---|---|---|---|---|---|---|---|
| 1. M. Baumgardner S. Haltiwanger<br>Enter executive session to consider the following: a) selected employment items (Exhibit A); and b) contractual matters: regarding construction | X | X | X | X | X | X | X |
| 2. M. Loveless S. Baumgardner<br>Approve the agenda | X | X | X | X | X | X | X |
| 3. M. Baumgardner S. Haltiwanger<br>Approve the minutes of the November 10, 2014 board meeting | X | X | X | X | X | X | AB |
| 4. M. Baumgardener S. Hammond<br>Approve the selected employment items (Exhibit A) | X | X | X | X | X | X | X |
| 5. M. Gantt S. Baumgardner<br>Approve the continuation of EXCEL (Exposing Children to Early Learning), the tuition-based pre-kindergarten program at Irmo Elementary School (Exhibit D) | | | | | | | |
| M. Hammond S. Haltiwanger<br>Amend to add become a permanent continuing program that can be expanded to meet a growing community interest by adding additional sections and/or locations where there is sufficient interest and space is available | X | X | X | X | X | X | X |
| Vote on the original motion | X | X | X | X | X | X | X |
| 6. M. Gantt S. Loveless<br>Approve the recommendation to name the new middle school building (located at 11661 Broad River Road, Chapin SC) Chapin Middle School and re-name the current school building now known as Chapin Middle School (located at 1130 Old Lexington Highway, Chapin | X | X | X | X | X | X | X |

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

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of December 8, 2014

| | BAUMGARDNER | GANTT | HALTIWANGER | HAMMOND | LOVELESS | WATSON | WHITE |
|---|---|---|---|---|---|---|---|
| SC) Chapin Intermediate School (Exhibit E) | | | | | | | |
| 7. M. Loveless S. White<br>Approve the 2015-2016 school calendar (Exhibit F) | X | X | X | X | X | X | X |
| 8. M. White S. Baumgardner<br>Adjourn at 8:30 p.m. | X | X | X | X | X | X | X |

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

**Exhibit B**

EXHIBIT B

district five
OF LEXINGTON & RICHLAND COUNTIES

**Memorandum**

To: Members of the Board of Trustees

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

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

Date: January 7, 2015

Re: Kelly Educational Services Presentation

**For Information**

**Presentation of Kelly Educational Services**

A presentation on Kelly Educational Services will be given at Monday Night's Meeting.

AHB

**Exhibit C**

district five
OF LEXINGTON & RICHLAND COUNTIES

# District Five of Lexington & Richland Counties Construction Update 12 January 2015

CUMMING
Building Value Through Expertise

EXHIBIT C

# Chapin High School

| | | |
|---|---|---|
| **Project Manager:** | | **Joe Huggins** |
| **Completion:** | | **January 2015** |
| **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:**

- Punch list work is ongoing in all areas.
- Brick staining will complete once all brick has been pointed up and cleaned.
- The balance of the renovation AREAs D and E is substantially complete.

**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.

**Schedule/Budget Issues:**

- FINAL OSF Inspection will be held Friday 16 JAN 2015.

CUMMING
Building Value Through Expertise

# Chapin High School

district five
OF LEXINGTON & RICHLAND COUNTIES




Site Aerial along Columbia Avenue




Site Aerial towards Columbia Avenue

CUMMING
Building Value Through Expertise

# Chapin High School

district five
OF LEXINGTON & RICHLAND COUNTIES



Hallway to New Cafeteria



Area D Locker Room Fire Sprinkler

CUMMING
Building Value Through Expertise

# Chapin High School

district five
OF LEXINGTON & RICHLAND COUNTIES



New Dance Room



New Classroom Space

# Irmo High School

| | | |
|---|---|---|
| **Project Manager:** | **Joe Huggins** | |
| **Completion:** | | **January 2015** |
| **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):** | **$24,181,772.00** | |

**Project Description:**

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

**Status:**

- Work is nearing completion at the Main Entrance to the school.
- Loading Dock paving is ongoing.
- Auditorium sound and lighting is being trimmed out and commissioned.
- Stage equipment continues to be calibrated.
- Foundations and finish concrete are taking place at the Amphitheater.

**Achievements/Key Issues:**

- Fire Booster pump has been designed and looks to be installed 15 JAN 2015 to meet Office of State Fire Marshall requests and unforeseen City of Columbia Pressure Issue. Irmo Fire Department is supporting school to achieve occupancy for productions.

**Schedule/Budget Issues:**

- Project has encountered unsuitable soils in loading dock area. Quantities have been identified, removed and new fill placed per Engineer's recommendations.

CUMMING
Building Value Through Expertise

# Irmo High School

district five
OF LEXINGTON & RICHLAND COUNTIES




New Auditorium along St. Andrews




New Auditorium away from St. Andrews

CUMMING
Building Value Through Expertise

# Irmo High School

district five
OF LEXINGTON & RICHLAND COUNTIES



New Auditorium Main Lobby



Amphitheater

CUMMING
Building Value Through Expertise

# Irmo High School

district five
OF LEXINGTON & RICHLAND COUNTIES



Loading Dock Grading



Auditorium Stage

# New Middle School

| | |
|---|---|
| **Project Manager:** | **Joe Huggins** |
| **Completion:** | **August 2015** |
| **Architectural Firm:** | **Quakenbush Architects** |
| **Site Contractor:** | **L-J, Inc.** |
| **Building Contractor:** | **EDCON, Inc.** |
| **Construction Budget (Incl. Contingency):** | **$22,073,458.00** |
| **Committed Const. Cost:** | **$20,755,000.00** |

**Project Description:**

Construct a new middle school adjacent to Spring Hill High School to include building and site work. The building will have a core capacity of 1000 students with an initial startup of 700 students in two grades.

**Status:**

- Roofing is ongoing.
- Concrete slabs and Masonry Block are being placed throughout the classroom portions of the building.
- Steel erection is ongoing.
- Electrical, mechanical and plumbing contractors are on site and working with masons installing in-wall rough-in.

**Achievements/Key Issues:**

- Brick has begun.

**Schedule/Budget Issues:**

- Heavy weather during Thanksgiving and Christmas Holidays has been a challenge. Construction team is working to catch schedule up.

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Building Value Through Expertise

# New Middle School

district five
OF LEXINGTON & RICHLAND COUNTIES



New Middle School Site from Broad River Road




Slabs and Decking

CUMMING
Building Value Through Expertise

# New Middle School

district five
OF LEXINGTON & RICHLAND COUNTIES



Brick at Kitchen / Café Roof Line



Stud Walls at Nurse's Station

CUMMING
Building Value Through Expertise

# New Middle School

district five
OF LEXINGTON & RICHLAND COUNTIES



Roofing at Gym Area



Classroom Wing Upper Slab

**Exhibit D**

EXHIBIT D

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: January 6, 2015

Re: Resolution Adopting Written Procedures Relating to Continuing Disclosure

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Attached is a resolution adopting written procedures relating to continuing disclosure in connection with publicly traded debt. Ms. Francenia B. Heizer of McNair Law Firm, P.A. will be in attendance at the meeting.

RECOMMENDATION:
The administration recommends the approval of the Resolution Adopting Written Procedures Relating to Continuing Disclosure.

ALR:tl

Attachment

**A RESOLUTION**

**ADOPTING WRITTEN PROCEDURES RELATING TO CONTINUING DISCLOSURE IN CONNECTION WITH PUBLICLY TRADED DEBT**

**WHEREAS**, School District No. 5 of Lexington County and Richland County, South Carolina (the "School District") has occasion to issue publicly traded debt; and

**WHEREAS**, as part of the requirements of issuing debt which is publicly traded, the School District is required to provide certain information for the purpose of continuing disclosure on an annual basis pursuant to a continuing disclosure undertaking which the School District executes at closing; and

**WHEREAS**, it has been recommended by the School District's Bond Counsel and Financial Advisor that the School District adopt written procedures in order to insure compliance with the requirements set forth above; and

**WHEREAS**, the Board of Trustees has been informed by the School District's administration that it would be in the best interest of the School District to adopt the following written procedures:

1. The Chief Financial Officer or the equivalent thereto (the "CFO") of the School District shall be responsible for compliance with these written procedures and for compliance with any continuing disclosure obligations undertaken by the School District or imposed upon the School District by state or federal law or regulations. The CFO is permitted to obtain the assistance of his or her staff or professional assistance to cause this information to be compiled and provided, but the ultimate responsibility for the dissemination of the information will remain with the CFO.

2. The CFO shall acquire a clear understanding regarding the School District's continuing disclosure obligations. Through participation in professional groups such as the South Carolina Association of School Business Officials and the South Carolina Government Finance Officers Association, the CFO shall participate in continuing education programs regarding continuing disclosure.

3. For each issuance of bonds that involves a continuing disclosure obligation, the CFO shall review such continuing disclosure undertaking and discuss with the School District's bond counsel, financial advisor and underwriter, if any, prior to the execution of such continuing disclosure undertaking.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the School District follows:

1. The Continuing Disclosure Written Procedures described above are hereby approved.

2. The CFO and/or Superintendent of the School District is authorized to make any additional filings or execute documents recommended by the School District's Bond Counsel or Financial Advisor related to any past or future continuing disclosure obligations. Any actions previously taken related to past continuing disclosure obligations are hereby ratified and confirmed.

3. This Resolution shall be in full force and effect from and upon its adoption.

DULY ADOPTED THIS 12TH DAY OF JANUARY, 2015.

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

By:_____
Chair, Board of Trustees

(SEAL)

ATTEST:

_____
Secretary, Board of Trustees

**Exhibit E**

EXHIBIT E

district five
OF LEXINGTON & RICHLAND COUNTIES

Memorandum

To: Members of the Board of Trustees

Through: Dr. Stephen W. Hefner
Superintendent

From: Mark A. Bounds
Chief Information Officer

Date: January 8, 2015

Re: Board Policies – Section I

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**Issue:** Proposed revisions to Board Policies – Section I

**Background:** The General Assembly repealed the requirement that a student must pass an exit examination in order to receive a diploma. The exit examination was specifically referenced in several policies which must be updated. Attached for your consideration are the recommended revisions for the following policies:

- IKACC - "Placement of Non-Accredited Private and Home School Secondary Students"
- IKF – "Graduation Requirements"
- IKF-R – Administrative Rule "Graduation Requirements"
- ILB-R – Administrative Rule "Test/Assessment Administration"

**Recommendation:** Administration recommends that the proposed revisions to selected "I" policies proceed to Final Reading approval.

MB/aw

Attachments - Current Board Policies/Recommended Policies – Section I

*(CURRENT POLICY)*

# PLACEMENT OF NON- ACCREDITED PRIVATE AND HOME SCHOOL SECONDARY STUDENTS

*Code* **IKACC** *Issued* **2/13**

Purpose: To establish the basic structure for placement of students from non-accredited private and/or home schools.

When enrolling students from home schools or private schools that are not accredited by the Southern Association of Colleges and Schools (SACS), secondary school administrators will adhere to the following guidelines.

- Check all course documentation and test scores that are presented from the private or home school and compare with similar courses offered in the district's high school(s). If a preponderance of the documentation reflects similarities with courses offered in district schools (title, course description, syllabi, assignments, assessments, etc.), the principal may award probationary credit for the course. In such case, the student will be tentatively assigned to classes for a probationary period. During this probationary period, the student will have to meet requirements (subject and state standards, satisfactory completion of designated assignments, etc.) determined by the principal or his/her designee before a decision is made granting class placement and/or Carnegie credit.

- End of the year exams will be administered for courses that are not justified by the review of the private and home school documentation. If the student successfully passes the end of the year exam(s), the student may be placed in the next grade on the level deemed appropriate by the principal or his/her designee based on the test results and review of documentation.

- The student is assigned a class rank, grades for the credited courses and a grade point average. Students will not receive honors or advanced placement weighting regarding the calculation of grade point averages.

- All requirements for graduation must be completed, such as physical education and the exit exam.

- For elective credit, documentation from the private or home school should be compared with the courses offered to determine if end of year testing is appropriate.

- Students from home schools or non-accredited private schools entering the ninth grade may not receive high school credit for courses that are not offered to District Five middle school students.

- Science courses with extensive labs may not be credited to the student unless there is substantial documentation of the same lab work done in the private or home school or the student passes the end of year test.

Adopted 6/11/01; Revised 2/25/13

# PLACEMENT OF NON- ACCREDITED PRIVATE AND HOME SCHOOL SECONDARY STUDENTS

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- All requirements for graduation must be completed. ~~such as physical education and the exit exam.~~

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- Students from home schools or non-accredited private schools entering the ninth grade may not receive high school credit for courses that are not offered to District Five middle school students.

- Science courses with extensive labs may not be credited to the student unless there is substantial documentation of the same lab work done in the private or home school or the student passes the end of year test.

Adopted 6/11/01; Revised 2/25/13

*(CURRENT POLICY)*

# GRADUATION REQUIREMENTS

*Code* **IKF** *Issued* **11/12**

Purpose: To establish the basic structure for high school graduation.

The South Carolina State Board of Education regulates the South Carolina State High School Diploma. A state high school diploma from this district is based upon the satisfactory completion of the number of units required by state law. A unit of work is the amount of credit earned when the student satisfactorily completes 120 hours of instruction in a given subject area. The student must pass both parts of the South Carolina high school exit examination in addition to earning the required number of prescribed units.

Students in the district may graduate from high school by meeting the requirements outlined in administrative rule IKF-R.

In order to participate in School District Five graduation exercises, students must have earned one of the following.

- SC High School Diploma
- state certificate
- district certificate

Principals will have the discretion to prohibit a student from participating in graduation exercises in the following circumstances.

- The student has engaged in misconduct on or off school grounds.
- The student has monetary debt to the district.
- The student fails to participate in graduation practice without making prior arrangements with the principal.
- The principal otherwise determines that it would not be in the best interest for the student to participate in graduation exercises. The principal's decision will be final.

Adopted 5/28/04; Revised 2/6/89, 4/22/96, 4/13/98, /6/11/01, 11/19/12

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Legal references:

A. S.C. Code, 1976, as amended:
   1. Section59-18-310(B) - Statewide assessment program.
   2. Section 59-26-70 - No commission or agency to require foreign language as a prerequisite to receive a regular high school diploma.
   3. Section 59-39-100 - Diplomas to be uniform in every respect; units required to earn a diploma.
   4. Section 50-29-110 - Accelerated program of study.
   5. Section 59-29-80 - Courses in physical education; ROTC program.
   6. Section 59-29-190 - Advanced placement courses for academically talented students.
   7. Section 59-17-130 - American sign language as world language credit.
   8. Section 59-38-10 - South Carolina Education Bill of Rights for Children in Foster Care.

B. State Board of Education Regulations:
   1. R43-259 - Graduation requirements.
   2. R43-262 - Assessment program.
   3. R43-234 - Defined program, grades 9-12.

# GRADUATION REQUIREMENTS

*Code* **IKF** *Issued* **11/12**

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Students in the district may graduate from high school by meeting the requirements outlined in administrative rule IKF-R.

In order to participate in School District Five graduation exercises, students must have earned one of the following.

- SC High School Diploma
- ~~state certificate~~
- district certificate

Principals will have the discretion to prohibit a student from participating in graduation exercises in the following circumstances.

- The student has engaged in misconduct on or off school grounds.
- The student has monetary debt to the district.
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- The principal otherwise determines that it would not be in the best interest for the student to participate in graduation exercises. The principal's decision will be final.

Adopted 5/28/04; Revised 2/6/89, 4/22/96, 4/13/98, /6/11/01, 11/19/12

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   5. Section 59-29-80 - Courses in physical education; ROTC program.
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   1. R43-259 - Graduation requirements.
   ~~2. R43-262 - Assessment program.~~
   3. R43-234 - Defined program, grades 9-12.

# GRADUATION REQUIREMENTS



A student must earn 24 units of credit in state-approved courses for graduation.

The unit requirements are distributed as follows.

| Subject | Credit units |
|---|---|
| English language arts | 4 |
| Mathematics | 4 |
| Science | 3 |
| U.S. History and Constitution | 1 |
| Economics | 1/2 |
| US Government | 1/2 |
| Other social studies | 1 |
| PE or junior ROTC | 1 |
| Computer science (including keyboarding) | 1 |
| Foreign language or Career and technology education | 1 |
| Electives | 7 |
| **Total** | 24 |

The student must complete a study of and pass a final examination on the provisions and principles of the United States Constitution, the Declaration of Independence, the Federalist papers and American institutions and ideals. This instruction must be given for a period of at least one year or its equivalent, either within the required course U.S. History and Constitution or within another course.

The student must pass both parts of the South Carolina high school exit examination in addition to earning the required number of prescribed units.

Students who wish to pursue early graduation must complete an early graduation plan with their guidance counselor by June 30 prior to their early graduation. The principal must approve all requests for early graduation. The principal's decision will be final.

**Awarding of high school credit**

A school also may award and accept credit towards a high school diploma for the following.

- in units of one-fourth, one-half and a whole; for example, an academic-standards based course that requires a minimum of 120 hours of instruction (one unit), 60 hours of instruction (one-half unit) and 30 hours of instruction (one-fourth unit)
- a course that has been approved by the state department of education in a proficiency-based system

- those gateway courses that are a part of the end-of-course examination program only if the student takes the course approved by the school in which he/she is enrolled and meets all the stipulated requirements of the program
- courses in summer programs that meet all the regulatory requirements for courses offered for students in grades nine through 12
- a course that is approved by the district - whether the school offers the particular course or not - if the student receives prior approval
- a course that the student takes in an approved adult education program if the course is approved by the superintendent or his/her designee
- locally designed subject-area courses, elective courses and CATE courses under conditions as outlined in state board regulation
- the PE credit if the PE course meets all statutory requirements including the personal fitness and wellness component and the lifetime fitness component
- the one-half unit of credit carried by the keyboarding course for half the required computer science unit
- a college course, approved by the principal, that a student in grades nine through 12 takes under the district's dual credit arrangement

**Adult education**

For adult education students receiving a diploma, the unit requirements are distributed as follows.

| Subject | Credit units |
|---|---|
| English language arts | 4 |
| Mathematics | 4 |
| Science | 3 |
| U.S. History and Constitution | 1 |
| Economics | 1/2 |
| US Government | 1/2 |
| Other social studies | 1 |
| Computer science (including keyboarding) | 1 |
| Electives | 9 |
| **Total** | 24 |

**Exit examination**

For purposes of state testing requirements, students in their second year of high school enrollment beginning with grade nine are required to take an exit examination consisting of tests in English language arts, mathematics, science and social studies based on state curriculum standards. Passage of the exit examination is a condition for the receipt of a state high school diploma. This requirement also applies to students in an adult education program who are seeking a diploma.

Students who do not pass the exit examination must receive academic assistance in the area(s) not passed.

Any student who fails to pass the exit examination and who is actively enrolled in school will have two opportunities per year (sping and fall) to pass an equivalent form of the failed part or parts of the examination by meeting the minimum performance standard in effect at the time of the test administration.

An administration of the exit examination may be available during the summer after the twelfth grade for students who have met all other requirements for graduation and who were actively enrolled in school.

The district will award an appropriate state certificate to those students who must pass the exit examination to receive a diploma, but fail to do so. The certificate will indicate the number of credits earned and grades completed. A student who has earned the required number of units but who fails to pass the exit exam may enroll in adult education to continue with academic assistance and to re-take the exit exam. If the student is under the age of 21, he/she may continue in school until he/she passes the exit exam and receives a diploma or until he/she reaches 21, whichever occurs first.

The district will do the following.

- Implement administration and security measures established by the state board of education for the purpose of the exit examination.
- Establish a procedure for written notification of students and parents/legal guardians by the seventh grade or upon entry into the district schools, whichever comes first.
- Publicize the exit examination schedules.
- Recommend for a South Carolina State High School Diploma only those students who pass all parts of the exit examination.
- Provide academic assistance related to the parts not passed.
- Advise students who have met all other requirements for graduation but have not passed the exit examination of other alternatives.

Districts will identify students who meet the participation criteria for alternative assessment. Students with an IEP may take the exit exam with accommodations and/or modifications determined to be appropriate by the IEP team and allowable by state and federal statutes and regulations.

Issued 11/17/86; Revised 2/6/89, 6/11/01, 11/19/12

*(RECOMMENDED POLICY FROM SCSBA) Administrative Rule – First Reading January 12, 2015*

# GRADUATION REQUIREMENTS

*Code* **IKF-R** *Issued* **MODEL/14**

A student must earn 24 units of credit in state-approved courses for graduation.

The unit requirements are distributed as follows.

| Subject | Credit units |
|---|---|
| English language arts | 4 |
| Mathematics | 4 |
| Science | 3 |
| U.S. History and Constitution | 1 |
| Economics | ½ |
| U.S. Government | ½ |
| Other social studies | 1 |
| PE or junior ROTC | 1 |
| Computer science (including keyboarding) | 1 |
| Foreign language or Career and technology education | 1 |
| Electives | 7 |
| **Total** | **24** |

The student must pass a classroom examination on the provisions and principles of the United States Constitution, the Declaration of Independence, the Federalist papers and American institutions and ideals. This instruction must be given for a period of at least one year or its equivalent, either within the required course U.S. History and Constitution or within another course.

The student must pass **a high school credit course in science in which an end-of-course examination is administered.**

**The student must be enrolled for a minimum of one semester immediately preceding his/her graduation except in case of a bona fide change of residence. Units earned in a summer school program do not satisfy this requirement.**

**The student must earn the required number of prescribed units.**

**Awarding of high school credit**

A school also may award and accept credit towards a high school diploma for the following.

- in units of one-fourth, one-half and a whole; for example, an academic-standards based course that required a minimum of 120 hours of instruction (one unit), 60 hours of instruction (one-half unit) and 30 hours of instruction (one-fourth unit)
- a course that has been approved by the South Carolina Department of Education in a proficiency-based system

- those gateway courses that are a part of the end-of-course examination program only if the student takes the course approved by the school in which he/she is enrolled and meets all the stipulated requirements of the program
- courses in summer programs that meet all the regulatory requirements for courses offered for students in grades nine through 12
- a course that is approved by the district, whether the school offers the particular course or not, if the student receives prior approval
- a course that the student takes in an approved adult education program if the course is approved by the superintendent or his/her designee
- locally designed subject-area courses, elective courses and CATE courses under conditions as outlined in state board regulation
- the PE credit if the PE course meets all statutory requirements including the personal fitness and wellness component and the lifetime fitness component
- the one-half unit of credit carried by the keyboarding course for half the required computer science credit
- **if offered, the American Sign language course as a required unit in a foreign language**
- ~~**the American Sign language course as the required unit in a foreign language**~~
- a college course that a student in grades nine through 12 takes under the district's dual credit arrangement

**Adult education**

For adult education students receiving a diploma, the unit requirements are distributed as follows.

| Subject | Credit units |
|---|---|
| English language arts | 4 |
| Mathematics | 4 |
| Science | 3 |
| U.S. History and Constitution | 1 |
| Economics | ½ |
| U.S. Government | ½ |
| Other social studies | 1 |
| Computer science (including keyboarding*) | 1 |
| Electives | 9 |
| **Total** | **24** |

**** Keyboarding may count up to one-half of the computer science requirement.***

**A student may transfer credit earned in the adult education program to a secondary school to count towards the units of credit required for a state high school diploma**

# PAGE 3 - IKF-R - GRADUATION REQUIREMENTS

**if, for each unit being transferred, the student has spent a minimum of 120 hours in class time in that subject at that level and the teacher was properly certified to teach the course.**

**High school credit for college work**

**Students in grades nine through 12 and/or adult education programs can earn credits for college course work that can be applied to the required number of units for a state high school diploma.**

**The following conditions apply.**

- **Courses may be offered through distance learning and cooperative agreements with institutions of higher education. One quality point will be added to the CP weighting for dual credit courses that are applicable.**
- **Only courses applicable to baccalaureate degrees or to associate degrees offered by institutions accredited by the board of education of that state or the appropriate regional accrediting agency [the New England Association of Colleges and Schools, Middle States Association of Colleges and Schools, Southern Association of Colleges and Schools Council on Accreditation and School Improvement (AdvancED/SACS CASI), North Central Association of Colleges and Schools, Western Association of Colleges and Schools or Northwest Association of Colleges and Schools] qualify.**
- **Tuition costs and any other fees will be the responsibility of the student or his/her parent/legal guardian unless otherwise indicated by the district.**

Issued ^

# TEST/ASSESSMENT ADMINISTRATION

*Code* **ILB-R** *Issued* **3/13**

Tests administered by this district or through the state board of education will include, but are not limited to, the following.

- Measured Academic Progress (MAP)
- statewide assessment program tests (grades 3-8, end-of-year assessment scores; exit examination; end-of-course tests)
- statewide testing program tests and current applicable laws and regulations related to students with disabilities and special needs
- examinations for admission to programs such as gifted and talented
- high school equivalency program test (GED)
- National Assessment of Education Progress (NAPE)

The district will not use any state-owned test materials or district-owned materials which are the same as those used in any state-mandated testing program for census testing in the grades included in the state-mandated program(s) except on testing dates specified by the state department of education.

The district must provide for the security of state and district testing materials during testing and the storage of all secure tests and test materials before, during and after testing. Throughout the time testing materials are under the control of the school district, tests must be secured under lock and key when not in use for approved test administration activities. All mandated state testing security procedures will be followed.

Each school year, the superintendent will appoint one individual in the district who will be solely responsible for obtaining test instruments (including commercial tests) used in testing programs administered by or through the state board of education. The superintendent will submit the name of the designated individual so appointed to the state department of education in writing on an annual basis.

No employee of the district will knowingly or willfully commit security violations as outlined in state regulation.

Issued 11/17/86; Revised 3/25/13

# TEST/ASSESSMENT ADMINISTRATION

*Code* **ILB-R** *Issued* **3/13**

~~**Tests administered by this district or through the state board of education will include, but are not limited to, the following.**~~

- ~~**All state mandated assessments**~~
- ~~**Measured Academic Progress (MAP)**~~
- ~~**statewide assessment program tests (grades 3-8, end-of-year assessment scores; exit examination; end-of-course tests)**~~
- ~~**statewide testing program tests and current applicable laws and regulations related to students with disabilities and special needs**~~
- ~~**examinations for admission to programs such as gifted and talented**~~
- ~~**high school equivalency program test (GED)**~~
- ~~**National Assessment of Education Progress (NAPE)**~~

**The purpose of the [comprehensive] assessment system is to provide data to inform instruction, measure student achievement and progress, and evaluate school and program effectiveness. The district will administer all state mandated assessments in addition to assessments determined by the district.**

The district will not use any state-owned test materials or district-owned materials which are the same as those used in any state-mandated testing program for census testing in the grades included in the state-mandated program(s) except on testing dates specified by the state department of education.

The district must provide for the security of state and district testing materials during testing and the storage of all secure tests and test materials before, during and after testing. Throughout the time testing materials are under the control of the school district, tests must be secured under lock and key when not in use for approved test administration activities. All mandated state testing security procedures will be followed.

Each school year, the superintendent will appoint one individual in the district who will be solely responsible for obtaining test instruments (including commercial tests) used in testing programs administered by or through the state board of education. The superintendent will submit the name of the designated individual so appointed to the state department of education in writing on an annual basis.

No employee of the district will knowingly or willfully commit security violations as outlined in state regulation.

Issued 11/17/86; Revised 3/25/13

**Exhibit F**

EXHIBIT F

district five
OF LEXINGTON & RICHLAND COUNTIES

**Memorandum**

To: Members of the Board of Trustees

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

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

Date: January 7, 2015

Re: Policy Revisions Recommendations

**Issue:** First reading of revised board policies

**Background:** Attached for your consideration are the recommended policy revisions from the South Carolina School Boards Association for Policy GCB.

GCB - Professional Staff Contracts and Compensation

**Recommendation:** Request Board of Trustees approval.

AHB

Attachments: Current policy
Recommended policy revisions

# PROFESSIONAL STAFF CONTRACTS AND COMPENSATION

*Code* **GCB** *Issued* **10/09**

Purpose: To establish the basic structure for professional staff contracts and compensation.

**Compensation**

The board will attempt to pay its professional employees at a level that will attract and hold (retain) personnel dedicated to education.

The compensation of certificated personnel is based on the state salary schedule with local supplements as approved by the board. The schedule takes into consideration the levels of professional training and years of service in the district.

The effective date for annual salary changes as determined by the salary schedule or by action of the board is July 1 unless extenuating circumstances prohibit this decision until after July 1.

**Contracts**

The board issues contracts on or before April 15th each year unless that date is modified by state law, in which case the board may issue contracts no later than the modified date. Personnel must give written acceptance of their contracts to the superintendent on or before April 25th unless that date is modified by state law, in which case personnel will accept contracts by the modified date. The district reserves the right to conclude that any certificated personnel who has not accepted his/her contract by signing and returning it by the required date has rejected the district's offer of employment, in which case the district may declare the position vacant.
The board will award administrative contracts on the recommendation of the superintendent.

**Teacher and Employee Retention Incentive Program (TERI) participants**

Should a mid-year vacancy occur in a contract position held by a TERI employee, the board authorizes the superintendent or his/her designee to fill such vacancy for the remainder of the school year in which the vacancy occurs through a letter of agreement. This letter of agreement will state that the employee has no right to or expectation of continuing employment beyond the period specified in the letter of agreement.

When issuing contracts, the district will offer TERI employees working under TERI agreements that will expire during the ensuing school year the same type of contract the participant had the previous year. The contract will specifically contain notice that the contract expires on the date designated in the employee's TERI agreement and will specifically reiterate said expiration date.

*Contract releases*

For release of teachers from contracts, see policy GCQC/GCQD.

Adopted 8/1/73; Revised 11/16/81, 4/2/90, ^

Legal references:

A. S. C. Code, 1976, as amended:
   1. Section 59-19-80 - Teacher contracts to be awarded in public.

 (see next page)

2. Section 59-19-290 - Contracts in excess of apportioned funds void.
3. Section 59-20-50 - Minimum salary schedule.
4. Section 59-21-20 - Teacher contracts to be based on school term of 190 days.
5. Section 59-25-410 - Notice to teacher of employment status.
6. Section 59-25-420 - Teacher required to notify board of acceptance; opportunity for hearing if not reemployed.
7. Section 59-25-710 - Salary complaints.
8. Section 9-1-2210 - Teacher and Employee Retention Incentive Program; operation.

# PROFESSIONAL STAFF CONTRACTS AND COMPENSATION

*Code* **GCB** *Issued* **DRAFT**

Purpose: To establish the basic structure for professional staff contracts and compensation.

**Compensation**

The board will attempt to pay its professional employees at a level that will attract and hold (retain) personnel dedicated to education.

The compensation of certificated personnel is based on the state salary schedule with local supplements as approved by the board. The schedule takes into consideration the levels of professional training and years of service in the district. **The district may uniformly negotiate salaries below the salary schedule for non-TERI retired teachers and administrators.**

The effective date for annual salary changes as determined by the salary schedule or by action of the board is July 1 unless extenuating circumstances prohibit this decision until after July 1.

**Contracts**

The board issues contracts on or before April 15th each year unless that date is modified by state law, in which case the board may issue contracts no later than the modified date. Personnel must give written acceptance of their contracts to the superintendent on or before April 25th unless that date is modified by state law, in which case personnel will accept contracts by the modified date. The district reserves the right to conclude that any certificated personnel who has not accepted his/her contract by signing and returning it by the required date has rejected the district's offer of employment, in which case the district may declare the position vacant.
The board will award administrative contracts on the recommendation of the superintendent.

**Teacher and Employee Retention Incentive Program (TERI) participants**

Should a mid-year vacancy occur in a contract position held by a TERI employee, the board authorizes the superintendent or his/her designee to fill such vacancy for the remainder of the school year in which the vacancy occurs through a letter of agreement. This letter of agreement will state that the employee has no right to or expectation of continuing employment beyond the period specified in the letter of agreement.

When issuing contracts, the district will offer TERI employees working under TERI agreements that will expire during the ensuing school year the same type of contract the participant had the previous year. The contract will specifically contain notice that the contract expires on the date designated in the employee's TERI agreement and will specifically reiterate said expiration date.

*Contract releases*

For release of teachers from contracts, see policy GCQC/GCQD.

Adopted 8/1/73; Revised 11/16/81, 4/2/90, ^

Legal references:

**School District Five of Lexington and Richland Counties**

(see next page)

# PAGE 2 - GCB - PROFESSIONAL STAFF CONTRACTS AND COMPENSATION

A. S. C. Code, 1976, as amended:
1. Section 59-19-80 - Teacher contracts to be awarded in public.
2. Section 59-19-290 - Contracts in excess of apportioned funds void.
3. Section 59-20-50 - Minimum salary schedule.
4. Section 59-21-20 - Teacher contracts to be based on school term of 190 days.
5. **Section 59-25-57 – Salaries negotiable below schedule for non-TERI retired teachers**
6. Section 59-25-410 - Notice to teacher of employment status.
7. Section 59-25-420 - Teacher required to notify board of acceptance; opportunity for hearing if not reemployed.
8. Section 59-25-710 - Salary complaints.
9. Section 9-1-2210 - Teacher and Employee Retention Incentive Program; operation.

**B. State Board of Education Regulations:**
**1. R-43-205.1 – Assisting, Developing and Evaluating Professional Teaching (ADEPT)**

**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: January 7, 2015

Re: Proposal – Guidelines for Change Orders
Discussion – January 12, 2015

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Attached are the proposed Guidelines for Construction Contract Change Orders.

ALR:tl

Attachment

# GUIDELINES FOR CONSTRUCTION CONTRACT CHANGE ORDERS
School District Five of Lexington and Richland Counties

## 1. Applicability

This applies to all change orders associated with construction contracts awarded by the School Board.

## 2. Definitions

The following words and phrases shall have the meanings as provided below:

*Change Order* means a written amendment to the construction contract issued and signed by the Superintendent or designee, the architect-engineer, and the contractor authorizing a change in the scope of work, an adjustment in the contract sum and/or an adjustment in the contract time.

*Construction* means demolition, renovation, remodeling or new construction. It does not include the routine operation, routine repair or routine maintenance of existing structures, buildings or real property.

*Construction Contract and/or Contract Documents* means the agreement between the School Board and the contractor or architect-engineer, plans and specifications, approved construction change orders and any addenda issued prior to the execution of the contract, and other written modifications.

*Critical Path* means the longest sequence of critical activities in a project plan which must be completed on time for the entire project to be completed on the due date. An activity on the critical path cannot be started until its predecessor activity is complete. The completion of the construction project is delayed when one of the critical path activities is not started and/or not finished on time.

*Emergency* means any occurrence, or threat thereof, whether natural, technological, or manmade, in war or in peace, which results or may result in substantial injury or harm to the population of the school community or substantial damage to or loss of School Board property.

*Final Completion* means when the Work and the requirements of the construction contract documents are fully and finally completed.

*Guaranteed Maximum Price* means the fixed amount in a negotiated contract within which the construction will be achieved. It includes both the fee and construction cost.

*Major Construction Projects* means projects for the construction, renovation or repair of new or existing buildings, facilities, or other permanent improvements with approved budgets of more than $1 million in cost.

*Minor Construction Projects* means projects for the construction, renovation or repair of new or existing buildings, facilities, or other permanent improvements with approved budgets of up to $1 million in cost.

*Project* means the total design and construction of which the Work performed under the contract documents may be the whole or a part.

*Substantial Completion* means the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its

intended use. When substantial completion occurs for a portion of a construction contract for which the contract states a separate price, substantial completion occurs only to the work under that portion of the contract.

*Work* means the construction and services required by the construction contract documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by the architect, construction manager, or contractor to fulfill their obligations to the School Board. The Work may constitute the whole or a part of a construction project.

3. General Statement

The School Board recognizes that construction projects are complex undertakings and as such unforeseen conditions, market conditions, errors, omissions, and a number of other factors may impact the cost or schedule of projects, necessitating a construction change order. However, the School Board further believes that thoughtful planning should minimize the construction change orders that are necessary to a construction contract for any construction project. Thus, all changes which may be required after a construction contract has been awarded must be approved in accordance with these guidelines and be appropriately documented.

A construction change order shall not be binding on the School Board unless in writing, approved and executed by duly authorized parties as provided herein. All work which is the subject of a construction change order shall not commence until approved as provided herein. Otherwise, the School Board will not be responsible for payment on a construction change order.

Such authorized and fully executed construction change order shall be attached to and become a part of the original contract.

All construction change orders shall be funded by contingencies approved by the School Board.

A construction project shall not be separated into smaller segments of funding, cost, work, or function to avoid the approval by a higher administrative or governing authority as provided herein.

4. Initiation of Change Orders

A construction change order is required for a change in the scope of work, an increase or decrease in the amount of the construction cost, or to adjust the substantial or final completion date of a construction project. Construction change orders may be accomplished by use of either a Change Order (CO) or a Construction Change Directive (CCD).

*Change Order* (CO). A CO may be issued only when the contractor is in agreement and the backup to the construction change order contains no qualifying language from the contractor. This method should be used when the change affects items not on the critical path schedule and as provided herein.

*Construction Change Directives* (CCD)/*Change Order Proposal Request* (COPR). CCD changes may be authorized in a day or less and should be used for items that would delay the project's critical path, or when the contractor is not in agreement with the terms on the face of the construction change order. When terms of a CCD are finally agreed upon, a COPR should be issued.

*Construction Manager Role* (CM). Where a Construction Manager is involved as the representative of the District, the CM shall validate, approve and make a recommendation as to the approval or disapproval of any CO or CCD. The CM may be designated by the Board to carry out additional duties pursuant to these guidelines. In some

circumstances, the CM may work in lieu of or together with the architect/engineer in fulfilling the architect/engineer's role in the change order process.

When the proposed need for a change order is first known by the architect/engineer, a change order proposal shall be prepared. The architect/engineer shall prepare the change order proposal in accordance with the following instructions and submit it to the Superintendent or his designee:

a. The architect/engineer shall assign numbers to change proposals sequentially. Should a change proposal be voided or not used, then the change proposal log shall reflect that status.

b. The architect/engineer shall describe completely and definitively the change or changes proposed.

c. The architect/engineer shall state on the change proposal the condition, circumstance or occasion which makes the change proposal necessary. The architect/engineer shall be precise and specific, indicating precisely what code change has been made, what condition was encountered, or what error or omission exists.

d. The architect/engineer shall name the originator of the proposed change and identify the original proposer (i.e., architect, contractor, District).

The architect/engineer must provide an estimate of the additional cost or credit for the proposed change. If the architect/engineer estimates a change proposal to be a no-cost change, the estimated cost should be indicated as $0. When the proposed change is originating from other than the contractor, the cost estimate should be made by the architect/engineer. The architect/engineer may obtain assistance in obtaining the estimated construction costs from the architect/engineer's consultants, when appropriate.

When the proposed change originates from the contractor, and the contractor submits a cost, the architect/engineer shall review the contractor's cost estimate, using, where appropriate, the architect/engineer's consultants and shall determine whether the contractor's estimated cost is or is not a valid cost for the work done.

The architect/engineer must also provide an estimate of the extra architect/engineer compensation required to make changes in the contract documents or produce additional drawings and/or specifications necessary to proceed with the execution of the proposed change. If the proposed change is due to an error or omission from contract documents, the estimated design cost shall always be indicated as $0.

Upon completion of the change order proposal, the architect/engineer must sign and then submit the change proposal to the Superintendent or his designee. The Superintendent or his designee shall determine whether or not to proceed with the proposed or requested change. If the Superintendent or his designee determine to proceed with the proposed change, they may approve the change if it falls within their authority. If not, they must present the change to the School Board for approval.

If the change proposal is approved by the appropriate authority, the architect/engineer shall complete four original copies of a contract change order form, all four copies with original signatures (including the architect/engineer's signature), attach to each copy all back-up materials, and send all four copies to the contractor for signature. The architect/engineer shall assign numbers to change orders sequentially. Should a change order be voided or not used, then the change order log shall reflect that status.

The contractor shall review and sign the change order and send all copies, each with back-up materials, to the Superintendent or his designee for signature. The Superintendent or his designee shall review each change order for

conformance to the approved change proposal and review all attached back-up for completeness. Once the change proposal has been approved by the appropriate authority, the Superintendent or his designee may sign said change order on behalf of the District.

5. Change Order Approval Authority

*Board Authority.* The Superintendent shall recommend to the School Board for its review and approval any major or minor construction change order:

a. Greater than $50,000, or that increases the cumulative total of all construction change orders of a construction project approved by the Superintendent or designee to greater than $150,000, or by more than 5% of the original construction contract amount, whichever is less;

b. That alters or eliminates the School Board's right to pursue liquidated damages, due to late delivery or untimely performance;

c. That impacts the occupancy date of a construction project; or,

d. That provides for facilities not approved in the specifications as approved by the School Board; or significantly alters the design or extent of facilities provided for in the original contract documents.

*Delegation of Authority for Major Construction Projects.* The Superintendent may approve a construction change order request, whether a COPR or CCD, for a single, major construction contract in an amount not to exceed $50,000; provided however, the cumulative total of all approved construction change orders for a single, major construction contract by the Superintendent or designee does not increase the original construction contract amount by more than 5% or $150,000, whichever is less. The School Board must approve all change orders in excess of the maximums referenced above.

If the Superintendent delegates any of his authority as provided herein, the delegation shall be limited to the following:

a. The designee has authority to approve a construction change order request, whether a COPR or CCD, for a single, major construction contract in an amount not to exceed $50,000; provided however, the cumulative total of all approved construction change orders for a single, major construction contract by the Superintendent or designee does not increase the original construction contract amount by more than 5% or $150,000, whichever is less;

b. The designee may not re-delegate such authority; and

c. The designee may not approve matters falling within the School Board's authority.

*Delegation of Authority for Minor Construction Projects.* The Superintendent may approve a construction change order request, whether a COPR or CCD, for a single, minor construction contract in an amount not to exceed $50,000; provided however, the cumulative total of all approved construction change orders for a single, minor construction contract by the Superintendent or designee does not increase the original construction contract amount by more than 10% or $150,000, whichever is less. The School Board must approve all change orders in excess of the maximums referenced above.

If the Superintendent delegates any of his authority as provided in this subsection, the delegation shall be limited to the following:

a. The designee has authority to approve a construction change order request, whether a COPR or CCD, for a single, major construction contract in an amount not to exceed $50,000; provided however, the cumulative total of all approved construction change orders for a single, minor construction contract by the Superintendent or designee does not increase the original construction contract amount by more than 10% or $150,000, whichever is less;

b. The designee may not re-delegate such authority; and

c. The designee may not approve matters falling within the School Board's authority.

*Exclusion of District-Purchased Materials Change Orders.* The values of District-Purchased Materials change orders shall not count towards any cumulative limits specified herein.

6. Emergency Change Orders

In an emergency situation, the Superintendent may approve a change order, beyond his/her authority limits described in these guidelines, which is reasonably necessary for emergency purposes to:

a. Prevent or minimize an imminent threat to the health, welfare and safety of District students, employees, volunteers, contractors and visitors; or,

b. Protect the work, the structural integrity of a facility, equipment, material to be used in the work, human safety, or the environment at or near the work from substantial and immediate danger or injury; or,

c. Protect, where damage or injury has occurred, work equipment or materials to be used in the work, human safety, or the environment at or near the site of the work, from further or additional damage or injury or deterioration.

The Superintendent shall present a written finding of the existence of the emergency and the change order in a report to the School Board at the next subsequent meeting following approval by the Superintendent.

7. Documentation Required

A construction change order shall be in writing on a District-specified form and supported by a written justification, appropriate backup and a written cost proposal from the contractor/construction manager showing quantities and sizes of materials; unit cost (itemized costs and/or credits); labor; profit and overhead; a statement indicating what the proposed change in work will have on the contract/project time and/or cost; and a narrative justification of the change in relation to the original bid/educational specifications. Change order requests shall include any work that is added, omitted or deleted, along with attached costs or deductions where applicable. On Design-Bid-Build and Construction Management at Risk projects, the architect/engineer shall examine the requested change order to determine that the request is justified and reasonable and the information provided is accurate. Such documentation shall be signed by the architect/engineer and the contractor prior to submission the School Board, Superintendent or his designee. If additional information is requested by the School Board, Superintendent or his designee for the purposes of evaluating the change order request, such information shall be timely submitted.

Where a construction change order is made at no additional cost, or where added or deleted work balance in cost, the change order shall be prepared to record the fact that such changes were made, including a description, explanation and monetary sums.

When considering cumulative limits as provided for herein, deductive change orders shall be tracked separately from and not count towards the cumulative limits.

For each construction contract, the superintendent will designate a point of contact. This designee will ensure a construction change order log and all related change order documentation are maintained in an auditable manner.

8. General Counsel Review

Prior to a construction change order being presented to the School Board, the Superintendent or his designee, the General Counsel shall review and sign-off on all construction change orders to ensure the change order is in conformance with these guidelines and otherwise legally sufficient.

9. Reporting of Change Orders

All COPRs and CCDs approved by the Superintendent or his designee, must be reported to the School Board at the next regular meeting.

A report detailing the construction change orders, activities and finances shall be provided to the School Board comparing the initial budget approved by the School Board for the construction project and the actual cost to construct the project so that the School Board and Committee are informed, in a summary format, of construction change orders affecting the project costs and schedules. The information shall be entered into the official minutes of the School Board and Committee.

10. Implementation of Guidelines

The Superintendent or his designee is responsible for ensuring that these guidelines covering construction change orders is properly implemented.

11. Prohibitions

Construction change orders shall not be divided to evade the provisions of these guidelines or South Carolina law.

A proposed change to a construction contract shall not be split so that the resulting change orders do not exceed the limits established by these guidelines.

12. Administrative Procedures or Directives

The Superintendent shall add any additional conditions necessary to protect the policies and interests of the School Board and promulgate any necessary administrative procedures or directives.

13. Effective Date

These guidelines become effective upon the approval by the Board of Trustees.