



AGENDA
BOARD OF TRUSTEES
REGULAR MEETING
CHAPIN ELEMENTARY SCHOOL'S LIGHTHOUSE ARENA
OCTOBER 15, 2018

1. Call to order at 6:00 p.m.
2. Approval of the agenda
3. Enter executive session to consider the following:
 - a. Selected employment items (Exhibit A)
4. Call to order at 7:00 p.m.
5. Welcoming remarks
6. Invocation – Ellen Baumgardner, Board of Trustees
7. Pledge of Allegiance – Samiyah Johnson, fourth grade student at Chapin Elementary School
8. School Board Spotlight
9. Approval of the minutes of the September 24, 2018 board meeting and the October 1, 2018 special-called board meeting
10. Welcome and brief overview of Chapin Elementary School by Jess Hutchinson, Principal
11. Superintendent's Report
 - a. Office of Finance and Operations
 1. Process of Audit
 2. Report on New Elementary School Workshops

12. Public participation*

ACTION AGENDA

13. Action as Necessary or Appropriate on Matters Discussed in Executive Session
14. Approval of proposed Superintendent's 2018-2019 goals (Exhibit B)

DISCUSSION AGENDA

15. Proposed revisions to board policy IC "School Year" (Exhibit C)
16. Proposed revisions to board policy IHBA "Special Education/Programs for Disabled Students" and new policy IHBA-E "Delegation of Rights to Make Educational Decisions" (Exhibit D)
17. Adjourn

INFORMATION AGENDA

18. 2018-2019 Comprehensive Health Education Board Advisory Committee (CHEBAC) (Exhibit E)
19. The next board meeting will be November 12, 2018 at Oak Pointe 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 will be handled in accordance with board policy BEDH.



Minutes/September 24, 2018

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

Mr. Robert Gantt, Chairman
Mr. Larry Haltiwanger, Vice Chairman
Mrs. Ellen Baumgardner, Secretary
Mr. Michael Cates
Mrs. Jan Hammond
Ms. Beth Hutchison
Mr. Ed White
Dr. Christina Melton, District Superintendent

The following staff were in attendance:

Ms. Katrina Goggins, Director, Office of Communications
Dr. Michael Guliano, Chief Instructional Officer
Dr. Michael Harris, Chief Planning and Administrative Officer
Dr. Allison Jacques, Chief Human Resources Officer
Mr. Len Richardson, Chief Finance Officer

Chairman Gantt gave welcoming remarks.

The Invocation was given by Larry Haltiwanger, Board of Trustees. The Pledge of Allegiance was led by Precious Bross, Victoria Cui, and Joshua Dean, students at Irmo Middle School.

The Board conducted the School Board Spotlight.

A welcome and brief overview of Irmo Middle School was given by Cassy Paschal, Principal.

During the Superintendent's Report, Len Richardson presented the Monthly Financial Reports (Exhibit B).

During the public participation, Kim Murphy spoke regarding a forensic audit.

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

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of September 24, 2018

	B A U M G A R D N E R	C A T E S	G A N T T	H A L T I W A N G E R	H A M M O N D	H U T C H I S O N	W H I T E
1. M. Cates S. Hammond Approve the agenda	X	X	A	X	X	X	A
2. M. Cates S. Hutchison Enter executive session to consider the following : a) selected employment items (Exhibit A)	X	X	A	X	X	X	A
3. M. Hutchison S. Baumgardner Approve the minutes of the September 10, 2018 board meeting	X	X	X	X	X	X	A
4. M. Baumgardner S. Cates Approve the selected employment items (Exhibit A)	X	X	X	X	X	X	X
5. M. Cates S. Baumgardner Approve second and final reading of proposed revisions to board policy KBB « Parent Rights and Responsibilities » (Exhibit C)	X	X	X	X	X	X	X
6. M. Hutchison S. Hammond Approve the request for a Waiver of On-line Testing Requirements for Spring 2018 (Exhibit D)	X	X	X	X	X	X	X
7. M. Baumgardner S. White Adjourn at 7:57 p.m.	X	X	X	X	X	X	X

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AB = Abstain
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X = Yes
R = Recuse



Minutes/October 1, 2018

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

Mr. Robert Gantt, Chairman
Mr. Larry Haltiwanger, Vice Chairman
Mrs. Ellen Baumgardner, Secretary
Mr. Michael Cates
Mr. Ed White
Dr. Christina Melton, District Superintendent

The following staff were in attendance:

Ms. Katrina Goggins, Director, Office of Communications
Dr. Michael Guliano, Chief Instructional Officer
Dr. Michael Harris, Chief Planning and Administrative Officer
Dr. Allison Jacques, Chief Human Resources Officer
Mr. Len Richardson, Chief Finance Officer

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SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of October 1, 2018

	B A U M G A R D N E R	C A T E S	G A N T T	H A L T I W A N G E R	H A M M O N D	H U T C H I S O N	W H I T E
1. M. Cates S. Baumgardner Approve the agenda	X	X	X	X	A	A	X
2. M. Haltiwanger S. Cates Approve the school make-up days of October 8, 2018 March 29, 2019 and April 22, 2019	X	X	X	X	A	A	X
3. M. Baumgardner S. White Adjourn at 8 :07 a.m.	X	X	X	X	A	A	X

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2018-2019 DISTRICT FIVE PRIORITIES

John Hattie, a renowned educational researcher, is often quoted saying, "Know Thy Impact!" School District Five has a rich history of excellence because of the individual, unique contributions and impact of each staff member who contributes to our success.

Excellence as a system takes focus. As superintendent, I have identified five (5) over-arching areas that will be priorities for the 2018-2019 school year. In order to achieve success and accomplish our goals, we will:

- Focus our work decisions on/around our strategic plan
- Identify areas of achievement to improve
- Provide "Chick-Fil-A" & "Moes"-like customer service for our internal and external community
- Strengthen the structure and quality of communication both internally and externally
- Promote work and learning environments where students and staff feel safe physically, emotionally and socially

Christina S. Melton

Christina S. Melton, Ed.D.
Superintendent

SUPERINTENDENT'S GOALS

2018-2019

Christina S. Melton, Ed.D.

GOAL I

We will provide world-class education that ensures challenging curricula with the highest expectations for all students as measured by:

- i. State and national assessments that show the District's academic rigor and excellence,
- ii. Academic growth measures that show the District's success bridging the achievement gap, and
- iii. College and career readiness indicators, including measures for Career & Technical Education (CTE) programs and initiatives for students with special needs.

GOAL II

We will develop productive citizens who are competent and capable of demonstrating world-class skills, life adaptability and career characteristics that positively contribute to a global society as measured by:

- i. Programs that support the social and emotional health of students,
- ii. Behavioral supports for students throughout the District,
- iii. Community involvement programs that enhance the District's relationships and partnerships with businesses, organizations, families and other stakeholder groups, and
- iv. Partnerships with post-secondary institutions that help grow academic and career opportunities for students.

GOAL III

We will maintain a safe, supportive, and nurturing environment that is conducive to working and learning and to the implementation of Emergency Response Protocols as measured by:

- i. The implementation of districtwide safety measures,
- ii. Innovative strategies to impact student discipline and enhance Positive Behavior Interventions and Supports (PBIS) initiatives, and
- iii. Bullying awareness and intervention initiatives districtwide.

AdvancedED Improvement Priority

Identify goals and objectives critical for continuous improvement, including fiscal and capital resources, effective administrative alignment and communication patterns, instructional and support staffing needs and ensure all district initiatives are periodically and systemically evaluated through the lens of student achievement.

MISSION

The mission of School District Five of Lexington & Richland Counties, in partnership with the community, is to provide challenging curricula with high expectations for learning that develop productive citizens who can solve problems and contribute to a global society.

VISION

School District Five of Lexington & Richland Counties will empower all students to meet or exceed expectations for academic, social, and emotional growth and success. We will provide opportunities for students to develop creative and critical problem-solving skills, as innovative learners, to meet dynamic global changes. We will maximize our use of resources through collaborative partnerships with our community, our business and education partners. School District Five's students will be prepared to pursue excellence for tomorrow's challenges.

MOTTO

Pursuing Excellence for
Tomorrow's Challenges

GOAL IV

We will recruit, hire, and retain highly effective, diverse staff who understand what students need to succeed in a competitive, global workplace as measured by:

- i. The development of a diversity matrix reflective of recruitment strategies under the umbrella of #TeachIn5, including efforts to recruit, hire, and retain a diverse teaching staff,
- ii. The development of a matrix of retention efforts through Carolina TIP (Teacher Induction Program), number of mentors trained, number of teachers trained in 4.0 Rubric and other indicators, and
- iii. Continued capacity building through #LeaD5, which provides opportunities for teacher-led professional development.

GOAL V

We will maximize the District's resources of time, expertise, and finances as measured by:

- i. Continued monitoring of energy usage and use of existing technology to reduce energy consumption,
- ii. An unmodified opinion on the annual financial audit contained in the CAFR (Comprehensive Annual Financial Report),
- iii. Title I and Title II Annual Stakeholder meetings to engage key leaders in offering recommendations for use of federal and local funds,
- iv. Redesign of the Accountability Department to include Planning and Administration responsibilities such as a student mapping system, and
- v. Continued efforts to expand/update technology for the District with the involvement of stakeholders.



MEMORANDUM

To: Members of the Board of Trustees

Through: Dr. Christina S. Melton, Superintendent

From: Michael Guliano *MG*
Chief Instructional Officer

Date: October 8, 2018

Re: October 15, 2018 Board Meeting
Discussion: Approval of Revised Policy
• Board Policy IC "School Year"

Item: Proposed revised Board Policy IC "School Year".

Recommendation: The administration recommends the proposed revised Board Policy (IC "School Year") move to First Reading.

I will be present to answer any questions you may have regarding the addition of these new items.

Attachments: Revised Board Policy IC "School Year"

SCHOOL YEAR

**IC
DRAFT**

Purpose: To establish the basic structure for the length of the school year.

The school year will consist of 190 days. The district will use 180 days for student instruction.

The district will use no more than two of the ten remaining days for preparation for opening of school. The district must use three days for professional development based on the state academic achievement standards. The remaining five days may be used for teacher preparation and planning, academic plans and parent conferences.

The district will not begin classes for students prior to the third Monday in August. This does not apply to schools operating on a year-round modified school calendar. The district may request a waiver from this requirement under certain conditions outlined in law.

School calendar

The superintendent, or his/her designee in consultation with the staff, will prepare the school calendar. The calendar will set forth starting dates, ending dates, days of attendance for students, days of in-service and organizational meetings for teachers, holidays and vacation periods, days of reports to parents/legal guardians and other schedules of importance to the staff and public. The superintendent will present the proposed calendar to the board for approval in the spring of each year.

Make-up days

The district ~~will~~ **may** make up all days lost due to snow, extreme weather conditions or other disruptions. The board will designate at least three days within the school calendar as make-up days on the superintendent's recommendation. If those days have been used or are no longer available, the board may lengthen the school day by no longer than one hour per day for the total number of hours missed with the prior approval of the **South Carolina state Department of Education** or operate schools on Saturday. However, if the board authorizes make-up days on Saturday, tutorial instruction normally offered on Saturday for students in grades seven through twelve must be scheduled at an alternative time.

After the district has made up three days or the appropriate number of missed hours using one of the options listed above, the board may waive up to three days by a majority vote of the board. If, after the waiver by the board, the district has additional days to make up, the board may request that days be forgiven by the state department. The state department can waive an additional three days upon the request of the board after a majority vote by the board agreeing to submit the request.

The district must submit a report at the end of the school year to the state department detailing the number of days missed, the reason why the days were missed, the number of days made up and the number of days waived.

Adopted 8/1/73; Revised 11/16/81, 1/21/85, 5/3/93, 11/14/11

Legal references:

- A. S.C. Code, 1976, as amended:
 - 1. Section 59-1-370 - Closing of educational institutions on general election day.
 - 2. Section 59-1-425 - School terms, school days, make-up days.
 - 3. Section 59-19-90(12) - General powers and duties of board; establish an annual calendar.
- B. State Board of Education Regulations:
 - 1. R43-234 - Defined program, grades 9-12.



MEMORANDUM

To: Members of the Board of Trustees

Through: Dr. Christina S. Melton, Superintendent

From: Michael Guliano *MG*
Chief Instructional Officer

Date: October 8, 2018

Re: October 15, 2018 Board Meeting
Discussion: Approval of Revised Policy and New Exhibit

- Board Policy IHBA "Special Education/Program for Disabled Students"
- Exhibit IHBA-E "Delegation of Rights to Make Educational Decisions"

Item: Proposed revised Board Policy IHBA "Special Education/Program for Disabled Students" and new Exhibit IHBA-E "Delegation of Rights to Make Educational Decisions".

Recommendation: The administration recommends the proposed revised Board Policy (IHBA "Special Education/Program for Disabled Students") move to First Reading.

I will be present to answer any questions you may have regarding the addition of these new items.

Attachments: Revised Board Policy IHBA "Special Education/Program for Disabled Students"
New Exhibit IHBA-E "Delegation of Rights to Make Educational Decisions"

SPECIAL EDUCATION/PROGRAMS FOR DISABLED STUDENTS

**IHBA
DRAFT**

Purpose: To establish the board's vision for educating children with exceptional educational needs.

In keeping with its responsibilities to educate all ~~school-age children~~ **students** in the district, the board will provide special education programs for those children with disabilities under the Individuals with Disabilities Education Improvement Act (IDEA '04).

The board believes that students with **exceptional** educational needs should be served in regular classrooms whenever possible. To this extent, the board views special education as an integral part of the general education program offered to all students. Placement will be made in the least restrictive environment in which the student can ~~function appropriately~~ **receive a free, appropriate, public education**.

Every ~~child~~ **student** has a right to an appropriate educational program in which he/she can experience success. If a child has a disabling condition, this success may be contingent upon an adjustment of the techniques and materials of instruction to meet his/her individual needs.

The board ensures that all students with disabilities between the ages of 3 and 21, inclusive, have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs. Students who turn 21 after September 1 of the school year, and have not received a high school diploma, will be permitted to enroll and complete the school year.

The district will provide special education and related services in accordance with the provisions of the state and federal laws and regulations.

Educational Rights of Adult Students

When a student who receives special education services reaches the age of 18, he/she will be entitled to make his/her own educational decisions. However, depending on the nature of the student's disability and the student's wishes and needs, the student's rights will be impacted in one of the following ways:

- The student may elect to make his/her educational decisions with the support and assistance of an adult of his/her choice.
- The student may elect to delegate his/her educational rights to an agent using a delegation form approved by the South Carolina Department of Education (SCDE) or by a duly executed power of attorney.
- A representative may be appointed to represent the educational interests of the student while he/she is enrolled in school using a certification process that involves the attestation of a medical professional that the student is incapable of communicating, with or without reasonable accommodations, his/her wishes, interests, or preferences regarding his/her educational program.
- A guardian may be appointed and assigned the student's educational and other rights by a South Carolina Probate Court.

A principal is required to notify a student in writing if a certification letter is received by the school in which a medical professional has certified that the student is incapable of communicating or otherwise exercising his/her educational rights, and the principal must designate an individual to represent the student's educational interests. The notice must inform the student that he/she may challenge the designation of this educational representative. If the student challenges the medical certification and the designation of an educational representative, then the district may not rely upon the educational representative for any decision-making purpose.

Adopted 10/30/78; Revised 11/16/81, 4/28/86, 1/25/88, 4/2/90, 6/20/94, 2/11/13

Legal references:

A. Federal Law:

1. Individuals with Disabilities Education Improvement Act (IDEIA), 20 U.S.C.A. Section 1400, *et seq.*
2. McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42 U.S.C.A. Section 11431 *et seq.*

B. S.C. Code, 1976, as amended:

1. Sections 59-21-510, *et seq.* and 59-33-10, *et seq.* - Mandates that the state board education establish a program for all students with disabilities including rules, regulations and policies for implementation.
2. Section 59-21-580 - The state board will establish rules and regulations for identification and assignment of disabled students and for determining certification requirements.

C. State Board of Education Regulations.

1. R43-80 - Transportation.
2. R43-243 - Special education; education of students with disabilities.
3. R43-243.1 - Criteria for entry into programs of special education for students with disabilities.

D. State Department of Education:

1. Criteria for Program Entry into Programs of Special Education for Students with Disabilities.

*Recommended New Exhibit
Discussion 10/15/18*

IHBA-E
DRAFT

Delegation of Rights to Make Educational Decisions

I, _____, am 18 years of age or older, and I understand that I have the right to make educational decisions for myself under the federal and state law. As of the date that I am signing this form, I have not been declared legally incompetent to make my own decisions, I do not have a guardian appointed by the court system, and I am able to effectively communicate my wishes, interests, and preferences regarding my education program. As provided in S.C. Code Ann. §59-33-330, I am delegating my right to give consent and make decisions concerning my education to the person named below, who will be considered my "parent" for purposes of the Individuals with Disabilities Education Act (IDEA), other federal education laws, and state education laws. This person will exercise all of the rights and responsibilities concerning my education that are given to a parent/legal guardian of a student who has not yet reached the age of 18.

I understand that my delegate will have full authority in matters relating to participation in the identification, evaluation, Individualized Education Program (IEP) development, placement, disciplinary, and other education processes. I also understand that although I am delegating the person named below to make decisions on my behalf, I still have the right to be invited and attend all IEP meetings and raise any issues or concerns that I have about my education.

This delegation of rights is voluntary and effective until either I withdraw my consent, I am determined to no longer meet the requirements under state law to legally delegate my educational rights to another person, or my delegate is no longer willing or able to carry out his/her responsibilities. I understand that I have the right to terminate the delegation of rights at any time and assume the right to make my own decisions regarding my education. I understand that if I decide to revoke this delegation of rights and make my own decisions or name a different person to act on my behalf, I must notify the school district immediately in writing.

I hereby delegate my right to give consent and make decisions concerning my education to:

Name (print) _____

Address _____

City/State/Zip _____

Telephone _____ Email _____

I hereby agree to serve as the student's delegate:

Signature of delegate

Date

Student's date of birth _____ Date of age of majority _____

Signature of student

Date



MEMORANDUM

To: Members of the Board of Trustees

Through: Dr. Christina S. Melton, Superintendent

From: Michael Guliano *MG*
Chief Instructional Officer

Date: October 9, 2018

Re: October 15, 2018 Board Meeting
Information Only
2018-2019 Comprehensive Health Education Board Advisory Committee

For your information, attached are the names and pertinent information of individuals who have agreed to serve on the Comprehensive Health Education Board Advisory Committee (CHEBAC) for 2018-2019.

I will be present at the Board meeting to answer any questions that you may have.

Attachment: 2018-2019 Comprehensive Health Education Board Advisory Committee List

CHEBAC Committee 2018-2019

Red indicates positions being filled for 2018-2019

Category	Representative	Work/Contact Information
Parent (2 required)	Dr. David Stodden	<u>University of South Carolina</u> Work Email: stodden@mailbox.sc.edu Work Phone: 803-777-9882
	Ava Dean	<u>Kidney Foundation</u> Work Email: ava.dean@kidney.org Work Phone: 803-799-3870 ext. 631 Personal Email: avadean@hotmail.com Personal Phone: 803-414-3087

Category	Representative	Contact/Work Information
Clergy (3 required)	Ralph G. Hill	<u>Mt. Horeb Lutheran Church</u> Work Email: pastorhill@mthoreb.net Work Phone: 803-345-2000
	Derrick Scott	<u>St Paul AME Church</u> Work Email: rev.dscott@embarqmail.com Work Phone: 803-661-6718
	Hugo Muraco	<u>Chapin United Methodist Church</u> Work Email: hugo@chapinmc.com Work Phone: 803-345-2801

Health Professional (2 required)	Dr. Bill Taylor Personal Email: billtaylor810@gmail.com	<ul style="list-style-type: none"> Retired pediatrician, Sandhills Pediatrics Experience on comprehensive health committee
	Dr. Karen Pollock CHEBAC Chairperson Work Email: kpollackmd@gmail.com Work Phone: 803-732-0920	<ul style="list-style-type: none"> Pediatrician, Ballentine Pediatrics

Other Person Not Employed in District (2 required)	Karen Williams Personal Email: kcwill28@gmail.com	<ul style="list-style-type: none"> • District volunteer • Currently serves on SHHS SIC • Pediatric Occupational Therapist
	Bunnie Ward Work Email: bward@eoc.sc.gov	<ul style="list-style-type: none"> • District Volunteer of the Year • Director of the United Way, Midlands Chapter

Teacher (2 required)	Susan Vaughn Work Email: svaughn@lexrich5.org	<ul style="list-style-type: none"> • Health and PE Teacher, CrossRoads Intermediate School • Lead Middle Level PE Teacher
	Kimberly White Work Email: krwhite@lexrich5.org	<ul style="list-style-type: none"> • Human Anatomy & Physiology Teacher, Irmo High School • Experience serving on comprehensive health committee

Student (2 required) *Note: Because seniors are selected for this committee, these positions rotate on a yearly basis.	Irmo High School Student Body President	Ja-quinn Washington
	Spring Hill High School Senior	Brady Wolfe

Note:

2014-2015: *Irmo High School and Spring Hill High School

2015-2016: Chapin High School* and Dutch Fork High School

2016-2017: Irmo High School and ***Spring Hill High School**

2017-2018: Chapin High School and ***Dutch Fork High School**

2018-2019: *Irmo High School and Spring Hill High School

**Indicates representation by student body president.*