Agenda

Board of Trustees
Regular Meeting
Location: Irmo Middle School, Cafeteria
Livestream link: https://lexrich5.rev.vbrick.com/#/webcasts/boardmeeting

August 24, 2020

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*) (Action)
    b. Selected employment items (*Exhibit B*) (Information Only)

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

5. Welcoming remarks – Michael Cates, Chairman, Board of Trustees
    - 2019-20 SCSBA Boardmanship Institute Achievement – Jan Hammond

6. Invocation – Ed White, Board of Trustees

7. Pledge of Allegiance – Ed White, Board of Trustees

8. Superintendent's Report (Action as necessary)
    - Reentry Plan Overview: Part IV
    - Update on Progress and Processes of Growth Forecasting and Redistricting Services by Milone and MacBroom, Inc., Part Two

9. Approval of the minutes of the August 10, 2020 board meeting

10. Public Participation*

ACTION AGENDA

11. Action as Necessary or Appropriate on Matters Discussed in Executive Session

12. Naming of Elementary School #13 *(Exhibit C)*

13. Legal Services *(Exhibit D)*

DISCUSSION AGENDA

14. Adjourn

INFORMATION AGENDA

15. Board Policy EF "Food Services"

16. Temporary Administrative Rule EB-R "Maintaining Healthy Environments"

17. Temporary Administrative Rule EEA-R "Student Transportation"

The next regular scheduled board meeting will be September 14, 2020. Location to be determined.

**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.*

COVID-19 NOTICE: Due to federal and state social distancing guidelines, seating capacity at our school board meeting will be limited. The district will live stream board meetings to provide virtual viewing options. Masks will be required in accordance with a Richland County ordinance.

Minutes
Board Meeting – August 10, 2020

The Board of Trustees of School District Five of Lexington and Richland Counties conducted an in-person meeting at Spring Hill High School with the following members present:

Mr. Michael Cates, Chairman
Ms. Beth Hutchison, Vice Chairman (via video/phone conference call)
Mr. Robert Gantt, Secretary (via video/phone conference call)
Mrs. Nikki Gardner
Mrs. Jan Hammond
Mr. Ken Loveless
Mr. Ed White
Dr. Christina Melton, District Superintendent

The following staff members attended in person or virtually via video/phone conference call:

Mrs. Katrina Goggins, Director, Office of Communications
Mr. 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

A livestream video link was provided to the public for the meeting.

Chairman Cates called the meeting to order at 7:01 p.m. to convene the public hearing on the 2020-2021 General Fund Budget.

Mr. Len Richardson presented the 2020-2021 budget overview.

During public participation regarding the 2020-2021 budget proposal, Catherine Huddle spoke regarding ESSER/CARES Act Funding.

The public hearing was adjourned at 7:24 p.m.

Chairman Cates called the regular board meeting to order at 7:24 p.m. and offered welcoming remarks.

Beth Hutchison, Vice Chairman of the Board of Trustees, gave the Invocation and led the Pledge of Allegiance.

During the Superintendent's Report, Dr. Christina Melton provided an update entitled: Reentry Plan Overview: Part III, which highlighted the progress of the District's reentry plan for the 2020-2021 school year. Dr. Melton also celebrated two recent awards received by the district: the PEBA Partners Award, presented to the Office of Human Resources; and, the Ready By 5 Award, presented to the Office of Planning and Administration.

During public participation, April Alsup spoke regarding communication about school reentry and Gene Washington spoke regarding disinfectants used in district facilities.

ACTION AGENDA

Mr. Len Richardson presented the second reading of the FY2020-2021 General Fund Budget (Exhibit C).

Board policies to waive, suspend, or modify due to the COVID-19 mandated closure were presented in Exhibit D (IHBIB-R "Primary/Pre-Primary Education (Child Development)", IJNDAA "Distance, Online and Virtual Education", and ECB "Buildings and Grounds Maintenance").

Board policies to adopt due to the COVID-19 mandated closure were presented in Exhibit E (GBAB "Title IX – Employees", JIA "Title IX – Students", and ADD "Face Covering").

DISCUSSION AGENDA

New Administrative Rules were presented for review in Exhibit F (IHA-R "Opt-Out of Onsite Instruction", IHA-E "Onsite Instruction Opt-Out Form", JE-R "Student Attendance", KI-R "Visitors to School Facilities", KI-E "Notice", EBC-R (1) "Remote Work", and EBC-R (2) "Remote Instruction").

The meeting was adjourned at 11:04 p.m.

INFORMATION AGENDA

The next regular scheduled board meeting will be held on August 24, 2020 at a location to be determined.

Record of Voting

School District Five of Lexington and Richland Counties Meeting of August 10, 2020	Cates	Gantt	Gardner	Hammond	Hutchison	Loveless	White
1. M. Hammond S. Gardner Approve the agenda	X	X	X	X	X	x	A
2. M. Loveless S. Gantt Enter Executive Session to consider items (a) and (b) shown in Exhibit A and Exhibit B	X	X	X	X	X	X	A
3. M. Cates S. -- Call to order to convene public hearing for the FY 2020-2021 General Fund Budget	-	-	-	-	-	-	-
4. M. Hammond S. Loveless Adjourn the public hearing at 7:24 p.m.	X	X	X	X	X	X	X
5. M. Cates S. – Call to order to convene regular board meeting at 7:24 p.m.	-	-	-	-	-	-	-
6. M. White S. Hammond Approval of the minutes from the July 13, 2020 board meeting	X	X	X	X	X	X	X
7. M. Hammond S. Hutchison Approval of the minutes from the July 23, 2020 special-called board meeting	X	X	X	X	X	X	X
8. M. Loveless S. Hammond Action as necessary on appropriate matters discussed in Executive Session	X	X	X	X	X	X	X
9. M. Hutchison S. Hammond Second Reading approval of the FY 2020-2021 General Fund Budget	X	X	X	X	X	X	X

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

	Cates	Gantt	Gardner	Hammond	Hutchison	Loveless	White
10. M. Loveless S. Hammond Approve item 18a in its entirety as shown in Exhibit D	X	X	X	X	X	X	X
11. M. Loveless S. Hammond Accept all items shown in 18b for adoption							
M. Hutchison S. White	X	X	N	N	X	N	X
Amend policy ADD "Face Covering" to add "including the classrooms" under *Student* section							
M. Gardner S. Hammond	X	N	X	X	N	X	N
Amend policy ADD "Face Covering" to add fourth bullet under exceptions "When seated at workspaces and social distancing permits, at the discretion of the Superintendent of his/her designee"							
Original motion as amended	X	X	X	X	X	X	X
12. M. Loveless S. Hammond Adjourn at 11:04 p.m.	X	X	X	X	X	X	X

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

8/10/2020 for the Record

I am not opposed to the re entry plan! I appreciate and support the hard work of Dr. Melton and her staff.

What I am opposed to is the process by which the plan was reached in relation to the board's role and the board's opportunity for input from the beginning.

There was no discussion with the entire board, nor any data from teachers or parents provided to us prior to the decision being made and presented to the public.

This has been my frustration in the past. It is my frustration tonight.

The board leadership excludes certain members from the decision process.

Respectfully
Jan R. Hammond

Attachment #1 is included with the minutes of the 8/10/2020 meeting, at the request of Board member Jan Hammond pursuant to South Carolina Code Ann. Section 30-4-90(a)(4) and Board Policy BEDG. The Board majority did not approve, disapprove, or otherwise act upon the contents of this attachment.

Ed White

From: Edward White <ewhite@lexrich5.org>
Sent: Monday, July 13, 2020 12:49 PM
To: Ed White
Subject: Fwd: Attachments to my letter Dr. Melton dated 3/24/20

Attachment #2, pg. 1 is included with the minutes of the 8/10/2020 meeting, at the request of Board member Ed White pursuant to South Carolina Code Ann. Section 30-4-90(a)(4) and Board Policy BEDG. The Board majority did not approve, disapprove, or otherwise act upon the contents of this attachment.

◄External Email► - From: ewhite@lexrich5.org

---------- Forwarded message ---------
From: **Edward White** <ewhite@lexrich5.org>
Date: Mon, Jul 13, 2020 at 12:47 PM
Subject: Fwd: Attachments to my letter Dr. Melton dated 3/24/20
To: Beth Hutchison <bhutchison@lexrich5.org>, Christina Melton <csmelton@lexrich5.org>, Janis Hammond <jhammond@lexrich5.org>, Kenneth Loveless <kloveless@lexrich5.org>, Michael Cates <michaelcates@lexrich5.org>, Nikki Gardner <ngardner@lexrich5.org>, Robert Gantt <rgantt@lexrich5.org>

Michael,

As you are aware, state law allows me to put any information on the record to be included in the minutes of our meeting.

Ken Childs assisted us in the creation of the current policy years ago, including the requirement that the information be stamped with a disclaimer by the district, and the policy was designed to comply with state law.

My submission at the last meeting is the complete submission not to be amended or supplemented by another board member.

When an item is on the agenda, I have the right, as a board member, to ask any relevant questions I chose germane to the topic. When the Superintendent requested that I wait and pursue my questioning at a later date, when the presenters could be better prepared, I acquiesced.

I have many questions yet to ask on the subject of the work product of Contract Construction and the accusations of Ken Loveless in his letter and I look forward to this topic being put on our agenda again in the near future.

To be clear, if I am interested in an exhibit or attachment to Ken's letter I will ask for it.

Finally, I take issue with Ken Loveless accusing you and Dr. Melton of conspiring or doing anything with me asking these questions. I did not consult with anyone before raising my questions or putting the documents on the record. I think it is interesting that Ken is accusing the two of you of censorship when it appears that what he really wants is to limit my ability to speak , ask questions or put information of my choosing in the minutes of our meeting.

Thank you,

Ed

---------- Forwarded message ---------
From: **Kenneth Loveless** <kloveless@lexrich5.org>
Date: Mon, Jul 13, 2020 at 8:27 AM
Subject: Re: Attachments to my letter Dr. Melton dated 3/24/20
To: Michael Cates <michaelcates@lexrich5.org>
CC: Christina Melton <csmelton@lexrich5.org>, Beth Hutchison <bhutchison@lexrich5.org>, Robert Gantt

<RGantt@lexrich5.org>, Jan Hammond <jhammond@lexrich5.org>, Nikki Gardner <ngardner@lexrich5.org>, Ed White <EWhite@lexrich5.org>

Mr. Cates : Mr. White and Mr. Hughes have used as part of their replies as evidence such documents as Terracon report # 37 which is not on the district's website. It has been given to neither me through request to the Superintendent nor the public through FOIA. Neither has the full complement of Terracon reports. My letter cannot be characterized as mere accusations. How could it be? It simply asks questions. I have unwittingly stumbled upon an institutional censorship scheme. You, Mr. Chairman, have just admitted to being part of it. You say below that you don't need my full letter to make your promulgation that my questions are unfounded. I expected more from you but that is OK. What is not OK is that some of the people involved received the entire letter and some did not. What is not OK is that some of the people involved were allowed to see other documents including all those I have requested and some were not. You see, Mr. Chairman, someone other than the people involved got to determine what other important people should be able to see. They were asked to formulate their opinions without all the information. Those people may be more naturally inquisitive and therefore less dogmatic than you. They might have inquiring minds. But, you participated in a scheme to keep them from having the right to make their own decisions. That, Mr. Chairman, is wrong. I reiterate my request that my full letter with attachments,all the documents that I have requested in the body of the letter and all of the Terracon reports be released to the public. Let the public make the determination. Respectfully submitted., Kenneth B. Loveless, Trustee

On Sun, Jul 12, 2020, 1:45 PM Michael Cates <michaelcates@lexrich5.org> wrote:

> Mr. Loveless,
>
> First, let me be clear, so you do not have to surmise, speculate, or assume. For the record, I did not involve an attorney in my response.
>
> Second, I received your letter without the corresponding attachments on April 20, 2020, along with the rest of the board. I was not involved in answering your letter and did not need the attachments to understand your accusations and the written response by Dan Neal, Contract Construction, and ADC Engineering. Anyone who was involved in answering your unfounded accusations received the full document. I am sure the response to your letter was at considerable expense to the district.
>
> Third, you attempted to obtain the floor without being recognized and interrupted another board member. It is your responsibility to understand how to obtain the floor and how to raise an objection. I interrupted Mr. White not because he was out of order, but because the presenters did not have the documents he was referencing in front of them. To be very clear, you are wrong. Mr. White's questions were germane to the agenda item. Item 9 was listed as Superintendent's Report, Update on Elementary School 13. As I stated during the meeting, I did not know that Mr. White intended to ask questions regarding the response to your letter.
>
> Please accept this as my final response to this matter.
>
> Michael Cates
> School Board Trustee, Board Chair
> District Five of Lexington & Richland Counties
> 803 518-4567
> michaelcates@lexrich5.org

Attachment #2 pg. 2 is included with the minutes of the 8/10/2020 meeting, at the request of Board member Ed White pursuant to South Carolina Code Ann. Section 30-4-90(a)(4) and Board Policy BEDG. The Board majority did not approve, disapprove, or otherwise act upon the contents of this attachment.

> On Jul 12, 2020, at 10:28 AM, Kenneth Loveless <kloveless@lexrich5.org> wrote:
>
> Mr. Cates, I surmise by your response that an attorney has advised you. If so, which attorney? I have the right to know if an attorney paid by the school district for which I am a trustee was involved. Second, we know that Trustees Gardner and Hammond never received my full letter with attachments. Did you receive the full letter from Dr.Melton prior to the meeting? Did anyone including Mr. Hughes and Mr. Neal receive my full letter prior to the meeting? Third, you as board chair let Mr. White, over my attempted objections, continue his cross examination of his "expert" witness. Mr. White continued. You effectively lost control of the meeting. If we were to have had a discussion of the matter and if the Superintendent had requested such as policy states, then policy requires it to have been on the agenda. Since you and the Superintendent set the agenda, did you know that Mr. White would attempt to discuss and

characterize my work without citing and very possibly without having received my full letter prior to the meeting? Please respond. Respectfully submitted, Kenneth B. Loveless, Trustee

On Sat, Jul 11, 2020, 4:34 PM Michael Cates <michaelcates@lexrich5.org> wrote:
I have not spoken to Dr. Melton, she can respond if she wishes, at a more appropriate time. Since many of your questions are related to board members and board policy I will respond. My response to your questions is found in italics below.

Dr.Melton, in conversation with Trustees Gardner and Hammond and a follow-up review of documents which Trustee White plans to attach to the minutes of the latest board meeting of June,2020. I noticed the 32 attachments which were part and parcel to my letter were not included.

Mr. White has no obligation to include the attachments.

Further, I noted that contrary to policy BEDH, the 32 attachments to my letter were not forwarded to the other board members. Was a decision made to present my inquires to the full board? If so, I did not receive any notice under policy BEDH of such. Was such a decision sent to others? I have it on good authority that your actions by not publishing my letter in its entirety with the 32 attachments included constitute censorship. Board members Gardner, Hammond and possibly the others were not given the full benefit of the body of the work.

Policy BEDH, Public Participation at meetings, has no bearing on your request. Your letter to Dr. Melton and the response was sent to the full board. Your request was not for information but for an investigation. I am not sure it is covered by policy. Policy BEDGA, Board Records, addresses requests for information from board members. The policy states,

Requests by members of the board
Since the board is ultimately responsible for all district operations, individual board members are extended special consideration in obtaining information. Under normal circumstances, requests to inspect and/or receive copies of records should be made by individual board members to the superintendent who may refer such requests to the Office of Community Services.
These particular requests will be processed whenever possible in a more expeditious manner than otherwise required by law
and at no cost to the individual board members. All board members will be appropriately advised of all requests as well as the responses.
If, on the other hand, the requests are determined by the superintendent to be unusual in nature, by reason of their content, subject matter or volume/size, then they should be referred by the superintendent to the fully seated board. The superintendent
will require that such requests be made in writing. Upon affirmative action by the board, all requested information and available written documents once again will be provided board members as expeditiously as possible and at no cost to the individuals
involved.
Individual board members may request information as a member of the general public in accordance with the provisions of the Freedom of Information Act.

Dr. Melton chose to answer your questions, and you along with the full board received the response on April 20, 2020. She could have referred your request to the full board for a vote because it was undoubtedly "unusual in nature, by reason of their content, subject matter of volume/size…" To be clear, you have no individual authority to direct the work of the Superintendent. You do not have the individual authority to set deadlines for the Superintendent. Your insistence to act with individual authority is in direct violation of board policy, BB, School Board Legal Status, BBA, Board Powers and Duties BCA, Board Member Code of Ethics, and the Superintendent's contract of employment.

Your allegations appear to be refuted by the district consultant for construction matters, the construction management company, professional engineers, and the third-party inspector hired by the district. I am sure the response was at great expense to the district.

Mr. White had no right to launch into an obviously orchestrated cross examination of his expert witness because I was never given notice of any decision on your part under policy BEDH.Therefore, the opinions and conclusions offered and made could have been formed without important information.

Attachment #5 to Ltr. is included with the minutes of the 8/10/2020 meeting, at the request of Board member E.J. White
pursuant to South Carolina Code Ann. Section 30-4-90(a)(4) and Board Policy BEDG. The Board majority did not approve, disapprove, or otherwise act upon the contents of this attachment.

Policy BEDH has nothing to do with this. I am not sure what notice you require. Mr. White's questions were germane to the agenda item. Your claim that this was orchestrated is false and baseless.

The topic was presented during a board meeting and was therefore up to you to state that important parts if my inquiry had been deleted and that notice under policy BEDH that a decision to present to the entire board had been made. Any acts that spring from your original action could be additional acts of censorship.

Dr. Melton is a participant in the board meeting by contract and policy. The Superintendent is not responsible for managing the board meeting, which would be the board chair's responsibility. BEDH has no bearing on this matter.

As a way forward, I request that you immediately explain in public your actions to:1) not forward important portions of my letter to other decision makers and to: 2) not publish any decision to present my inquiry to the full board.

Let me say once again you have no authority to direct the work of the Superintendent. You are welcome to share the attachments with the board. I believe you have shared documents with the board in the past. It is my understanding your letter stands on its own and the attachments were shared with those tasked with answering your inquiry.

Further, I ask that if my letter is to be included in the minutes of the meeting, that the entire letter with all attachments be included. By copy of this communication to Board Chairman Michael Cates, that he by way of his role, direct that my letter in its entirety be included in the minutes. Sincerely, Kenneth B.Loveless,Trustee

It is not up to you to determine what other board members will add to the record. Please review policy BEDG since my explanation of this policy in previous emails appears to be insufficient. Your request to add the attachments to the minutes should have been made the night of the meeting you wish to attach for the record items, they must be germane to the agenda and should be limited to five pages front and back. I have interpreted the five pages to be per item. As an example, I viewed Mr. White's request for the record as three distinct items. Your letter, the response form Contract Construction, and my response to a public participation question. The policy manual can be found at https://boardpolicyonline.com/?b=lex5

Michael Cates
School Board Trustee, Board Chair
District Five of Lexington & Richland Counties
803 518-4567
michaelcates@lexrich5.org

Attachment #2, pg.4 is included with the minutes of the 07/10/2020 meeting, at the request of Board member Ed White pursuant to South Carolina Code Ann. Section 30-4-90(a)(4) and Board Policy BEDG. The Board majority did not approve, disapprove, or otherwise act upon the contents of this attachment.

On Jul 10, 2020, at 10:53 PM, Kenneth Loveless <kloveless@lexrich5.org> wrote:

Dr.Melton, in conversation with Trustees Gardner and Hammond and a follow-up review of documents which Trustee White plans to attach to the minutes of the latest board meeting of June,2020. I noticed the 32 attachments which were part and parcel to my letter were not included. Further, I noted that contrary to policy BEDH, the 32 attachments to my letter were not forwarded to the other board members. Was a decision made to present my inquires to the full board? If so, I did not receive any notice under policy BEDH of such. Was such a decision sent to others? I have it on good authority that your actions by not publishing my letter in its entirety with the 32 attachments included constitute censorship. Board members Gardner, Hammond and possibly the others were not given the full benefit of the body of the work. Mr. White had no right to launch into an obviously orchestrated cross examination of his expert witness because I was never given notice of any decision on your part under policy

BEDH.Therefore, the opinions and conclusions offered and made could have been formed without important information. The topic was presented during a board meeting and was therefore up to you to state that important parts if my inquiry had been deleted and that notice under policy BEDH that a decision to present to the entire board had been made. Any acts that spring from your original action could be additional acts of censorship. As a way forward, I request that you immediately explain in public your actions to:1) not forward important portions of my letter to other decision makers and to: 2) not publish any decision to present my inquiry to the full board. Further, I ask that if my letter is to be included in the minutes of the meeting, that the entire letter with all attachments be included. By copy of this communication to Board Chairman Michael Cates, that he by way of his role, direct that my letter in its entirety be included in the minutes. Sincerely, Kenneth B.Loveless,Trustee

Attachment #2, pg.5 is included with the minutes of the 8/10/2020 meeting, at the request of Board member Ed White pursuant to South Carolina Code Ann. Section 30-4-90(a)(4) and Board Policy BEDG. The Board majority did not approve, disapprove, or otherwise act upon the contents of this attachment.

EXHIBIT C

To:	Members of the Board of Trustees
Through:	Dr. Christina S. Melton Superintendent
From:	Cassandra Paschal Elementary School 13 Principal
	Katrina Goggins Director of Communications
Date:	August 20, 2020
Re:	Recommendation for Naming of Elementary School #13

Per Policy FF (Naming Facilities) and administrative rule AR FF-R (Naming Facilities), a committee of seven people was appointed to recommend a name for Elementary School 13 to the school board.

Recommendation: The committee recommends that the school board approve Elementary School 13 to be named "Piney Woods Elementary School." The administration supports the committee's recommendation and requests the Board of Trustees' approval.

EXHIBIT D

MEMORANDUM

To: Members of the Board of Trustees

Through: Christina S. Melton, Ed.D.
Superintendent

From: A. Len Richardson
Chief Finance & Operations Officer

Date: August 17, 2020

Re: August 24, 2020 Board Meeting
Action Item
Legal Services

The District solicited Request for Qualifications (RFQ 2020-016) for Legal Services in the following areas of practice:

1. Business/Corporate
2. Student Affairs
3. Personnel/Employment
4. Property/Real Estate

The list of responsive and responsible offerors by area of practice is attached.

Note – the attached list references Burr Forman McNair under the Legal Services for the area of practice in regards to Bonds. The District did not include Bonds in the RFQ 2020-016 due to being in mid-cycle with Burr Forman McNair's services in regards to Series 2019B bond sale.

RECOMMENDATION:

The administration recommends approval of the attorney firms as listed.

ALR:tl
Attachment

Business/Corporate

- Halligan, Mahoney, Williams, Smith, Fawley & Reagle, PA
- Haynesworth, Sinkler, Boyd
- Montgomery Willard, LLC
- Richardson Plowden, Attorneys at Law
- White & Story, LLC

Student Affairs

- Duff, Freeman, Lyon Attorneys and Counselors at Law
- Halligan, Mahoney, Williams, Smith, Fawley & Reagle, PA
- White & Story, LLC

Personnel/Employment

- Halligan, Mahoney, Williams, Smith, Fawley & Reagle, PA
- Haynesworth, Sinkler, Boyd
- Montgomery Willard, LLC
- Richardson Plowden, Attorneys at Law
- White & Story, LLC

Property/Real Estate

- Haynesworth, Sinkler, Boyd
- Montgomery Willard, LLC
- Richardson Plowden, Attorneys at Law

Bond

- Burr Forman McNair

MEMORANDUM

To: Members of the Board of Trustees

Through: Christina S. Melton, Ed.D.
Superintendent

From: A. Len Richardson, Chief Finance & Operations Officer
Todd Bedenbaugh, Director of Student Nutrition

Date: August 17, 2020

Re: August 24, 2020 Board Meeting
INFORMATION ONLY
Board Policy EF "Food Services"

INFORMATION ONLY: Amendment to Board Policy EF "Food Services"

After final board approval on June 15, 2020, of Policy EF "Food Services", the district was informed by South Carolina Schools Boards Association of the legal requirement for the policy to include a statement detailing the procedure for initiating a complaint concerning discrimination in the delivery of benefits or services in the district's school nutrition program.

This statement and link have been added to the attached Policy EF as noted.

ALR:tl

Attachment – Board Policy EF "Food Services"

Policy
Amendment

FOOD SERVICES

Code **EF** *Issued* **6/20**

Purpose: To establish the board's vision and the basic structure for district student nutrition program.

The district participates in the national school lunch program and provides nutritional, well-balanced breakfasts and lunches in all schools.

The purpose of the district food program is as follows:

- to maintain and improve the health and physical fitness of the school child by providing him/her with an adequate meal
- to provide a satisfactory learning experience in the food program which will contribute to the overall development of the child
- to provide free or reduced-price meals for students from economically deprived families

The board, with the recommendation of the director of student nutrition, sets meal prices for students and adults, if meal prices are set above the amount required by USDA.

The director of student nutrition, in consultation with school principals, is responsible for the overall operation of the cafeterias. Individual student nutrition managers work under the supervision of the director of student nutrition.

The student nutrition program will be operated under the general recommendations and standards established by the South Carolina State Board of Education in compliance with USDA regulations.

The district will not deny any child who a principal or teacher believes is improperly nourished a free lunch, milk, or other food simply because the district has not received proper application from the child's parent/legal guardian.

The administration will establish rules and procedures which conform to state and federal requirements regarding participation in programs for free and reduced price meals and supplementary food. The administration will report such regulations to the board from time to time for its approval.

Free and reduced lunch applications are available electronically, located on the district's website. Paper applications are made available at the schools upon request.

Students/parents/legal guardians wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the district's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.S., Washington D.C., 20250-9410, or email, program.intake@usda.gov.

http://www.ascr.usda.gov/complaint_filing_cust.html

Adopted 1973; Revised 11/16/81, 1/21/85, 2/6/89, 4/2/90, 12/9/13, 6/15/20

Legal References:

 (see next page)

A. United States Code of Laws, as amended:
   1. Child Nutrition Act of 1966, 42 U.S.C.A. Section 1771, *et seq.*
   2. Healthy, Hunger-Free Kids Act of 2010, Pub. L. No. 111-296, 124 Stat. 3183.

B. S.C. Code of Laws, 1976 as amended:
   1. Section 59-10-310, *et seq.* - Nutrition standards.

C. Code of Federal Regulations, as amended:
   1. National School Lunch Program, 7 C.F.R. Section 210.10.
   2. School Breakfast Program, 7 C.F.R. Section 220.8.

D. S.C. State Board of Education Regulations:
   1. R43-168 - Nutrition standards for elementary (K-5) school food service meals and competitive foods.

MEMORANDUM

To: Members of the Board of Trustees

Through: Christina S. Melton, Ed.D.
Superintendent

From: A. Len Richardson,
Chief Finance & Operations Officer

Date: August 19, 2020

Re: August 24, 2020 Board Meeting
INFORMATION ONLY
Review of Temporary Administrative Rule EB-R "Maintaining Healthy Environments"

The following temporary administrative rule is attached for your information:

- EB-R "Maintaining Healthy Environments"

ALR/tl

Attachment - EB-R "Maintaining Healthy Environments"

MAINTAINING HEALTHY ENVIRONMENTS

Code **EB-R** *Issued* **__/20**

To reduce the spread of the pandemic (COVID-19), the Centers for Disease Control (CDC), recommends that districts implement safety measures regarding cleaning and disinfecting surfaces. While cleaning with soap and water reduces the number of germs, dirt, and impurities on the surface, disinfecting kills germs. The district will take reasonable steps to follow the recommended protocols established by health officials.

The board authorizes the superintendent or his/her designee to establish procedures for cleaning and disinfecting district property and to ensure that gloves and additional personal protective equipment (PPE) are available for the custodial staff.

The district will use disinfectants approved by the Environmental Protection Agency (EPA) and follow the instructions on the label for all cleaning and disinfection products for concentration, dilution, application method, contact time, and any other special considerations when applying.

Indoors

The district will develop a schedule for cleaning and disinfecting surfaces and objects that are frequently touched, including toys, equipment, teaching materials, and other surfaces not ordinarily cleaned (e.g. doorknobs, light switches, countertops, chairs, desks, cubbies, etc.).

Frequently touched surfaces should be cleaned daily. If students are moving between classrooms, the district will clean and disinfect classrooms more frequently, as practicable.

When possible, staff members should avoid the use of shared materials. If sharing materials is necessary, frequent hand hygiene will occur before and after each use.

Outdoors

Outdoor areas generally require normal routine cleaning and do not require disinfection. However, high touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned routinely.

Confirmed COVID-19 Case

The district will clean and disinfect the learning environment after a confirmed case of COVID-19 and utilize the following guidelines:

- close off areas used by the person who is sick
- clean and disinfect all areas (e.g. classrooms, offices, bathrooms, common areas, equipment, etc.) used by the person who is sick
- vacuum the space as needed, after it has been closed off, using a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available
- wear disposable gloves to clean and disinfect
- temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units
- leave central HVAC systems running as these systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve

Once the area has been appropriately disinfected, it can be opened for use. The district will determine when staff members and students may return to the cleaned space.

(see next page)

Enforcement

This rule is intended to be effective until further notice and to align with district policies. To the extent it does not align, this rule will supersede others in accordance with applicable law and regulations in effect at the time. For clarification on potential conflicts between policies, the interpretation of the superintendent or his/her designee is final.

The board authorizes the superintendent or his/her designee to amend these requirements as necessary to meet health and safety guidelines.

Issued ^

MEMORANDUM

To: Members of the Board of Trustees

Through: Christina S. Melton, Ed.D.
Superintendent

From: A. Len Richardson,
Chief Finance & Operations Officer

Date: August 19, 2020

Re: August 24, 2020 Board Meeting
INFORMATION ONLY
Review of Temporary Administrative Rule EEA-R "Student Transportation"

The following temporary administrative rule is attached for your information:

- EEA-R "Student Transportation"

ALR/tl

Attachment - EEA-R "Student Transportation"

STUDENT TRANSPORTATION

To reduce the spread of the pandemic (COVID-19), the Centers for Disease Control (CDC), recommends that districts implement safety measures while transporting students on buses. The board authorizes the superintendent or his/her designee to establish procedures for district transportation as well as personal transportation of students.

Students who are ill, demonstrating symptoms of illness, or have been in contact with an individual experiencing a symptom or symptoms, will not be transported to school.

Parent/Legal Guardian Pick-Up and Drop-Off

Parents/Legal guardians will remain in their cars during drop-off or pick-up of students at the designated locations.

When dropped off, students will go directly to their assigned area. Similarly, at the end of the day, students will follow procedures to exit the building and wait for pick-up.

Students will not congregate outside of the building before or after school without maintaining social distancing measures. Staff members will be assigned to the designated drop-off and pick-up areas to ensure that the appropriate protocols are being followed.

Student Drivers

After parking, students will go directly to their assigned area. Similarly, at the end of the day, students will follow procedures to exit the building.

Students will not congregate outside of the building before or after school. Safety protocols will be followed at all times when students arrive and leave the school grounds.

Bus Transportation

Bus stops

Parents/Legal guardians should ensure that students are following safety protocols while at the bus stop. Students will either remain in parent/legal guardian vehicles or maintain a six-foot distance from other students, to the safest extent possible, until the bus arrives.

Students will board the bus and move directly to their assigned seating and will remain there until arrival at school.

Students will not congregate after being returned to the bus stop. Students should immediately be picked up or walk to their respective homes.

Riding the bus

Students and staff members must wear a face covering while on district transportation unless an exception has been authorized.

Students will be assigned seating and will be spaced apart as practicable in accordance with the recommendations of health officials. Students will disembark the bus beginning from the front of the bus to the rear of the bus.

(see next page)

When circumstances permit, windows will be opened to enhance the flow of fresh air. Otherwise, the driver will increase outdoor circulation using the vehicle's ventilation system.

Cleaning

The bus driver will clean and disinfect the bus, especially seating and commonly touched surfaces, after each bus route.

Discipline

Failure to comply with this rule by a staff member or student may result in a range of consequences from counseling up to and including suspension of bus privileges in accordance with district policy and codes of conduct.

Parents with concerns regarding their District Transportation policies or procedures should contact their District Transportation Office. Parents are reminded in accordance with SECTION 59-67-245. Interference with operation of school bus; penalties:

No person shall wilfully and wrongfully interfere with the operation of a school bus, either public or private, by boarding, restricting movement or using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils to and from school or any lawful school activity or while passengers are entering or leaving the bus nor shall any person wilfully fail or refuse to obey a lawful order of a school bus driver relating to the occupancy of a school bus. The use of threatening, obscene or profane language addressed to the driver or any passenger entering, leaving or waiting for a school bus is disorderly conduct and any person convicted for the use of such language shall be punished as provided in Section 16-17-530. Nothing contained herein shall be interpreted to infringe upon the power and duties of duly constituted authorities.

This rule is intended to be effective until further notice and to align with district policies. To the extent it does not align, this rule will supersede others in accordance with applicable law and regulations in effect at the time. For clarification on potential conflicts between policies, the interpretation of the superintendent or his/her designee is final.

The board authorizes the superintendent or his/her designee to amend these requirements as necessary to meet health and safety guidelines.

Issued ^