District Five OF LEXINGTON & RICHLAND COUNTIES

Agenda
Board of Trustees
Regular Meeting
Location: Irmo High School
Video Livestream: https://lexrich5.rev.vbrick.com/#/webcasts/boardmeeting

September 27, 2021

Board of Trustees Tour of East Wing of IHS at 5:00 p.m.

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)
    c. Receipt of legal advice regarding construction matter

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

5. Welcoming remarks – Jan Hammond, Board Chair

6. Invocation – Ken Loveless, Board of Trustees

7. Pledge of Allegiance – Ken Loveless, Board of Trustees

8. Superintendent's Report
    a. Equity in Facilities Plan
    b. Community Forum – Coping With COVID-19 (September)
        i.) COVID 19 Update
        ii.) How are the children? - Quarantine and Social & Emotional Health

9. Approval of the minutes of the September 13, 2021 board meeting

10. Approval of the minutes of the September 21, 2021 special-called board meeting

11. Public Participation*

ACTION AGENDA

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

13. Approval of Proposed Revisions to 2016-2020 and 2020-2021 Capital Projects (Exhibit C)

14. Second and Final Reading of Proposed Revisions to Board Policy FEC "Selection of Professionals in Facilities Construction" (Exhibit D)

DISCUSSION AGENDA

15. Discussion of Proposed Funding for 2022/2023 and 2023/2024 Projects (Exhibit E)

16. Discussion and First Reading of Proposed Revisions to Board Policy FB "Facilities Planning" (Exhibit F)

17. Discussion and First Reading of Proposed Revisions to Board Policy DI/DIE "Fiscal Accounting/Audits" (Exhibit G)

18. Adjourn

INFORMATION AGENDA

19. Ten Day Enrollment Report (Exhibit H)

20. District 5 Foundation's Annual Evening for Education, Saluda Shoals Park – River Center, Thursday, October 7, 2021, 6:00 p.m.

21. The next regular scheduled board meeting will be October 11, 2021, at Dutch Fork Middle.

* The Board welcomes and encourages public participation. However, the privilege of addressing the Board does not include the ability to make personal attacks on any Board Member, district employee, or other member of the public. 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 state social distancing guidelines, seating capacity at our school board meeting will be limited. Mask use is encouraged. The district will live stream board meetings to provide virtual viewing options.

Minutes/September 13, 2021

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

Mrs Rebecca Blackburn Hines
Mrs. Nikki Gardner, Secretary
Mrs. Jan Hammond, Chair
Mr. Matt Hogan
Mrs. Catherine Huddle
Mr. Ken Loveless, Vice Chair
Dr. Akil Ross, Interim Superintendent

The following staff were in attendance:

Mr. Todd Bedenbaugh, Executive Director of Operations
Dr. Michael Harris, Chief Planning and Administrative Officer
Mrs. Anna Miller, Chief of Academics and Administration
Mrs. Marty Rawls, Chief Finance Officer
Mrs. Amanda Taylor, Director of Communications
Dr. Tamara Turner, Chief Human Resources Officer

A livestream video link was provided to the public as a viewing option for the Board Finance Workshop and the Board Meeting.

The Board conducted a Board Finance Workshop.

Chair Hammond called the regular meeting to order and gave welcoming remarks. The Invocation and Pledge of Allegiance were led by Cathy Huddle, Board of Trustees.

During the Superintendent's Report, Anna Miller presented an update on School Report Cards and Distance Learning; Van Holden gave an update on COVID-19 Dashboard; and Todd Bedenbaugh gave a report on Guaranteed Energy Savings Performance Contracting.

During the public participation, Christa Sorrenti, Dr. Scott Weitzel, Dr. Ashleigh Ledford and Dr. Kaitlin Sanzone, Jerry Emanuel and Stacey Price spoke regarding COVID; Reina Floyd spoke regarding meeting participation and mitigation guidelines; Dr. Lauren Gehr spoke regarding communication with teachers; and Kim Murphy spoke regarding financial transparency.

The Board discussed and gave First Reading of Board Policy FEC "Selection of Professionals in Facilities Construction" (Exhibit G).

Piney Woods Elementary Dedication and Ribbon Cutting Ceremony (Exhibit H) was provided for information.

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of September 13, 2021

	BLACKBURN HINES	GARDNER	HAMMOND	HOGAN	HUDDLE	LOVELESS	VACANT
1. M. Loveless S. Hogan Adjourn Board Finance Workshop @ 6 p.m.							
2. M. Blackburn Hines S. Hogan Approve the agenda.	No	No	No	No	X	No	
M. Huddle S. Gardner Amend to add an item to approve the debt service millage rate for the current fiscal year.							
Vote on original motion.	X	X	X	X	No	X	
3. M. Loveless S. Blackburn Hines Enter executive session to consider the following: a) selected employment items (Exhibit A) (Action) ; b) selected employment items (Exhibit B) (Information Only) : c) discussion of contractual matter related to bond issuance; d) legal update regarding C/A No. 2021-CP-40-03694 ; and e) legal update regarding Cognia matter.	X	X	X	X	X	X	
4. M. Loveless S. Hogan Approve the minutes of the August 23, 2021 board meeting.	X	X	X	X	X	X	
5. M. Loveless S. Hogan Approve the selected employment items (Exhibit A).	X	X	X	X	X	X	
6. M. Huddle S. Loveless Defer a vote on the adoption of a resolution to refund the	No	X	X	No	X	X	

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

SCHOOL DISTRICT FIVE
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LEXINGTON AND RICHLAND COUNTIES

Meeting of September 13, 2021

	BLACKBURN HINES	GARDNER	HAMMOND	HOGAN	HUDDLE	LOVELESS	VACANT
2012B callable bonds with a tax-exempt bond issuance to on or before September 27th (Exhibit C).							
7. M. Gardner S. Huddle I move that we contract with First Tryon Advisors as our financial advisor and Frannie Heizer of Burr & Forman Law Firm as our financial counsel. M. Huddle S. Amend to have it only apply to legal counsel. Vote on original motion.	No	X	No	No	No	X	
8. M. Huddle S. Loveless At our next meeting to have proposals from both parties being considered Compass and First Tryon to have proposals for serving as our financial advisors with the proposals to include contract terms, rates and recommended plan of action for our outstanding debt..	No	X	X	No	X	X	
9. M. Huddle S. Loveless I move that we issue an RFP for a detailed procurement audit for fiscal years 2018-2019, 2019-2020 and 2020-2021 with the final auditor selection to be approved by the Board. The audit should include a review of all vendors who received more than $50,000 during any of these fiscal years to include procurement code and procurement manual compliance with contracting terms and payments. In addition to these years, the audit should include a review of the 2017 payment of sewer taps for Chapin Middle School, the Pcard request and approval process and recommendations on process changes needed to							

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Meeting of September 13, 2021

	BLACKBURN HINES	GARDNER	HAMMOND	HOGAN	HUDDLE	LOVELESS	VACANT
address any non-compliant findings. A final report of all audited payments, the review of the Pcard process and recommendations for further action should be presented to the board. . M. Gardner S. Loveless	X	X	X	X	X	X	
I move that we amend the motion to include a 5 year as well as a 3 year request for quote. Vote on original motion.	X	X	X	X	X	X	
10. M. Blackburn Hines S. Hogan The Board of Trustees approve the execution of the Memorandum of Understanding and Agreement relating to the support of School District Five of Lexington and Richland Counties by the D5 Foundation for Educational Excellence, Inc. (Exhibit D).	X	X	X	X	X	X	
11. M. Loveless S. Hogan Approval of the removal of house at 6020 Westcott Road (Exhibit E).	X	X	X	X	X	X	
12. M. Gardner S. Huddle I move that we suspend Policy ECB "Building and Grounds Maintenance" designating the building principal as supervisor of custodial staff in order to allow temporary custodial transfers between schools and district facilities" (Exhibit F).	X	X	X	X	X	X	
13. M. Loveless S. Huddle Approve the firm White & Story, LLC to conduct the Superintendent Search Process.	X	X	X	X	X	X	

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Meeting of September 13, 2021

	BLACKBURN HINES	GARDNER	HAMMOND	HOGAN	HUDDLE	LOVELESS	VACANT
14. M. Loveless S. Huddle I move that the Board give first reading approval to Board Policy FEC dated 2/14 with the following amendments: 1) members of the board of trustees be barred from voting or ad hoc membership on professional selection committees; 2) candidates for voting or ad hoc membership of the selection committees be vetted to determine apparent or actual conflicts of interest and if conflicts of interest are determined, that candidates must withdraw their name from consideration; and 3) voting or ad hoc members of selection committees bb required to sign and adhere to district's Confidentiality and Conflict of Interest Policy.(Exhibit G).	No	X	X	X	X	X	
15. M. Hogan S. Gardner Adjourn at 9:55 p.m.	X	X	X	X	X	X	

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Minutes/September 21, 2021

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

Mrs Rebecca Blackburn Hines
Mrs. Nikki Gardner, Secretary
Mrs. Jan Hammond, Chair
Mr. Matt Hogan
Mrs. Catherine Huddle
Mr. Ken Loveless, Vice Chair
Dr. Akil Ross, Interim Superintendent

The following staff were in attendance:

Mr. Todd Bedenbaugh, Executive Director of Operations
Dr. Michael Harris, Chief Planning and Administrative Officer
Mrs. Anna Miller, Chief of Academics and Administration
Mrs. Marty Rawls, Chief Finance Officer
Mrs. Amanda Taylor, Director of Communications

A livestream video link was provided to the public as a viewing option for the September 21, 2021, special-called board meeting.

Chair Hammond called the meeting to order at 5:30 p.m.

Todd Bedenbaugh presented an update on the proposed revisions to 2016-2020 and 2020-2021 Capital Projects.

The meeting adjourned at 9:06 p.m.

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SCHOOL DISTRICT FIVE
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Meeting of September 21, 2021

	BLACKBURN HINES	GARDNER	HAMMOND	HOGAN	HUDDLE	LOVELESS	VACANT
1. M. Loveless S. Blackburn Hines Approve the agenda.	X	X	X	X	X	X	
2. M. Loveless S. Huddle Enter executive session to consider the following: a) Contractual negotiations related to the selection of Financial Advisor.	X	X	X	X	X	X	
3. M. Gardner S. Huddle I move that we terminate our contract with Compass Financial Advisors and enter into a three-year agreement with thirty days cancellation provision with First-Tryon Advisors for financial advising debt management services.	No	X	No	No	X	X	
M. Blackburn Hines S. Hogan I make the motion that we terminate the existing contract with Compass and amend that contract to include a three-year agreement with a thirty-day termination clause, and a fee structure clause regarding Board approval on any changes in the fee structure.	X	No	X	X	No	No	
4. M. Loveless S. Blackburn Hines I make a motion that we continue the operating millage at 246.10 mils and that we set the debt service millage at 69.5 mils.	X	X	X	X	X	X	

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SCHOOL DISTRICT FIVE
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Meeting of September 21, 2021

	BLACKBURN HINES	GARDNER	HAMMOND	HOGAN	HUDDLE	LOVELESS	VACANT
5. M. Loveless S. Hogan I make the motion that we consider an RFP after discussion at the next meeting for the usage of the millages that we just set and the unencumbered funds that Mr. Bedenbaugh discussed at the podium.	X	X	X	X	X	X	
6. M. Hogan S. Blackburn Hines Adjourn at 9:06 p.m.	X	X	X	X	X	X	

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EXHIBIT C

MEMORANDUM

To: Members of the Board of Trustees

Through: Dr. Akil Ross Sr.
Interim Superintendent

From: Todd A. Bedenbaugh TB
Executive Director of Operations

Date: September 20, 2021

Re: September 27, 2021 Board Meeting
Approval of Proposed Revisions to 2016-2020 and 2020-2021 Capital Projects

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Issue: An operations assessment was completed in the spring of 2021 and meetings were held at all locations with principals regarding the needs of each school. Assessments were conducted to determine potential school improvements for furniture and facility needs.

Recommendation: The administration requests to use remaining 2016-2021 capital funds on the attached district needs for student and facility improvements.

The administration recommends reallocation of unused funding from Irmo High School science labs and District Office print shop renovations from 2021 capital approved budget to be redistributed for the removal of unsafe portables and conversion of maintenance facilities.

TAB: cr
Attachment

School	Need	Amount	Total Amount for School
Academy for Success	Smart boards	$10,000	$10,000
Adult Ed	Sound proof testing room	$5,000	
	Classroom furniture	$10,000	$15,000
Ballentine Elementary	Office space reconfiguration	$75,000	
	Student and teacher office furniture	$25,000	$100,000
Center for Advanced Technical Studies	Composting & equipment shed	$175,000	
	WIFI to teach students in greenhouse	$5,000	
	Multipurpose room- sound and lighting	$25,000	
	Fencing	$25,000	$230,000
Chapin Elementary	Flooring and carpet	$20,000	
	Media center furniture and teacher chairs	$80,000	$100,000
Chapin High	Practice field lighting and scoreboard	$375,000	
	Security gate Eagle Walkway	$15,000	
	Band Instruments	$20,000	$410,000
Chapin Intermediate	Front canopy	$250,000	
	PA system & clock system	$200,000	$450,000
Chapin Middle	Storage building & fencing	$20,000	
	Furniture and new garbage receptacles	$20,000	
	Intercom speakers: bus loading and gym	$5,000	$45,000
CrossRoads Intermediate	Front office remodel, furniture	$50,000	
	Classroom Furniture	$25,000	
	ADA Stage Access	$75,000	$150,000
Dutch Fork Elementary	5k Playground	$140,000	
	Security gate	$5,000	
	Floor on gym stage- replace	$10,000	
	Sound system- mini theatre	$10,000	
	Smart Boards	$10,000	
	Cabinets and furniture for classrooms	$100,000	
	Bookshelves	$20,000	$295,000
Dutch Fork High School	Bell tower netting	$5,000	
	Band Instruments	$20,000	
	Flooring	$10,000	
	PA system in band and athletic stadium	$50,000	
	Classroom furniture	$25,000	$110,000
Dutch Fork Middle School	Electronic marquee/sign replacement	$75,000	
	Media center furniture and projector	$125,000	$200,000
H.E. Corley Elementary	Classroom and teacher furniture	$100,000	$100,000
Harbison West Elementary	Digital marquee	$40,000	
	New playground equipment and canopy	$140,000	
	Conference room furniture for IEP	$15,000	
	Ceiling mounted projector media	$25,000	$220,000

Irmo Elementary	Classroom furniture	$15,000	
	Playground drainage and concrete replacement	$75,000	
	Smart Boards	$15,000	$105,000
Irmo High	Field house canopy extension	$10,000	
	Center for Arts-AV Updates	$75,000	
	Music Studio- West Wing	$50,000	
	Band Instruments	$20,000	
	PA System in band and athletic stadium	$50,000	$205,000
Irmo Middle	Front office and classroom furniture	$25,000	$25,000
Leaphart Elementary	Classroom furniture	$25,000	$25,000
Lake Murray Elementary	Shade structures	$15,000	
	Classroom furniture and teacher chairs	$25,000	$40,000
Nursery Road Elementary	Restroom floor replacement	$95,000	
	Flooring	$20,000	
	Dish room renovation	$5,000	
	Classroom Furniture	$25,000	
	Speakers/ smart Boards	$10,000	$155,000
Oak Pointe Elementary	Digital Marquee	$40,000	
	Waterproofing at Theatre	$25,000	
	Flooring replacement	$20,000	
	Landscaping	$10,000	$95,000
River Springs Elementary	Intercom system	$200,000	
	Projector in Media Center	$25,000	$225,000
Spring Hill High	Concrete walkways/ ramp/ ADA compliant	$75,000	$75,000
Seven Oaks	Fence to secure perimeter	$20,000	
	Shade structures for playground	$50,000	
	ADA Ramp to playground	$50,000	
	Furniture	$15,000	
	Replace carpet and blinds	$25,000	$160,000
		Total:	$3,545,000

Requesting to redistribute funding from Irmo High School science labs ($950,000) and District Office print shop renovations ($150,000).			
District Office	Removal of 6 unsafe trailers		
	Convert existing maintenance shop for office space		$750,000.00
Palmetto Woods	Convert to maintenance shop and equipment storage shed	$350,000.00	$350,000.00
		Total:	$1,100,000

CURRENT POLICY

Policy

SELECTION OF PROFESSIONALS IN FACILITIES CONSTRUCTION

Code **FEC** *Issued* **2/14**

Purpose: To establish the basic structure for the selection of professionals by the district.

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

The board will begin the selection process by instructing the administration to establish a selection committee. The administration will do the following.

- Identify committee members (typically three to five members).
- Identify a committee chairman.
- Establish a selection timeline.
- Identify the project(s) for inclusion in building program.
- Develop a description for the proposed project(s).

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

- purpose of the request
- request for information regarding professional(s), experience, proposed services, proposed staffing, resumes and references
- description of proposed project(s)
- other desired information as appropriate

The committee will evaluate the RFQs received by the administration. Their evaluation should include the following.

- establishment of the selection criteria and an appropriate ranking system
- review and ranking of submitted proposals
- establish of the "short list" of professionals for interview (typically no more than five)

(see next page)

PAGE 2 - FEC - SELECTION OF PROFESSIONALS IN FACILITIES CONSTRUCTION

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

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

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

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

Adopted 5/19/03; Revised 2/24/14

Policy

SELECTION OF PROFESSIONALS IN FACILITIES CONSTRUCTION

Code **FEC** *Issued* **2/14**

Purpose: To establish the basic structure for the selection of professionals by the district.

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

(1) Members of the Board of Trustees be barred from voting or ad Hoc membership on professional selection committees;
(2) Candidates for voting or ad hoc membership of the selection committees be vetted to determine apparent or actual conflicts of interest and conflicts of interest are determined, that candidates must withdraw their name from consideration;
(3) Voting or ad hoc members of selection committees by required to sign and adhere to the Districts' Confidentially and Conflict of Interest Policy.

The board will begin the selection process by instructing the administration to establish a selection committee. The administration will do the following.

- Identify committee members (typically three to five members).
- Identify a committee chairman.
- Establish a selection timeline.
- Identify the project(s) for inclusion in building program.
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PAGE 2 - FEC - SELECTION OF PROFESSIONALS IN FACILITIES CONSTRUCTION

The committee will evaluate the RFQs received by the administration. Their evaluation should include the following.

- establishment of the selection criteria and an appropriate ranking system
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- establish of the "short list" of professionals for interview (typically no more than five)

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

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

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

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

Legal references:

S.C. Code, 1976, as amended:

Section 59-23-210 - Construction, improvement, and renovation of public schools; compliance with the South Carolina School Facilities Planning and Construction Guide; committee members; submission of plans.

Adopted 5/19/03; Revised 2/24/14

EXHIBIT E

MEMORANDUM

To: Members of the Board of Trustees

Through: Dr. Akil Ross Sr.
Interim Superintendent

From: Todd A. Bedenbaugh TB
Executive Director of Operations

Date: September 20, 2021

Re: September 27, 2021 Board Meeting
Discussion of Proposed Funding for 2022/2023 and 2023/2024 Projects

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Issue: Reallocation of funding projects is needed due to anticipated energy savings and ESSER funding.

Irmo High School's East Wing was built in 1964 resulting in a poor condition rating from the 2019 district wide facilities need assessment.

Recommendation: The administration is seeking approval for capital funds and 8% funds to be utilized for the below projects:

Proposed Major Construction- 8% Funds

- Irmo High, East Wing: Site work, demolition design, and construction $48,750,000
- Irmo Middle: Roof replacement $1,250,000

Total 8% Funds- $50,000,000

Proposed Capital Improvements 2022/2023

- Chapin High: Stadium renovations to meet 5A seating requirements- $8,500,000
- CrossRoads Intermediate: Gym roof- $1,050,000
- Dutch Fork High: Track replacement- $500,000
- Artificial turf replacement at Dutch Fork High, Chapin High, Irmo High- $1,350,000
- Activity Bus-$200,000
- Technology: Replace firewalls -$3,200,000
- Contingency- $200,000

Total Proposed Capital Improvements 2022- $15,000,000

Proposed Capital Improvements 2023/2024

- River Springs Elementary: Roof replacement- $2,500,000
- Chapin High: Track replacement- $500,000
- Chapin High: Pave student gravel lot- $275,000
- Chapin High: Roof replacement (rear classroom building)- $800,000
- CrossRoads Intermediate: Covered walkways- $250,000
- H.E. Corley Elementary: Bus Loop and visitor parking- $700,000
- H.E. Corley Elementary: Roof replacement- $2,700,000
- Irmo Middle: Pave car rider line- $75,000
- Lake Murray Elementary: Replace flooring- $450,000
- River Springs Elementary: Replace flooring- $450,000
- Dutch Fork High: Practice field lighting -$300,000
- Activity bus, special needs transportation, and vehicle replacements- $600,000
- Technology: Replace firewalls- $3,600,000
- Health room and security improvements- $500,000
- HVAC System replacements at various schools not identified in energy savings- $500,000
- School identified needs- $300,000
- Contingency- $500,000

Total Proposed Capital Improvements 2023- $15,000,000

**All 8% and capital funds are cost estimates.

Financial Strategy: Potential Energy Saving: Guaranteed Energy Savings Performance Contracting

- Ballentine Elementary
- CrossRoads Intermediate
- District Office
- Dutch Fork Elementary
- Harbison West Elementary
- Irmo Middle School
- Nursery Road Elementary
- Irmo High School West Wing

CURRENT POLICY

Policy

FACILITIES PLANNING

Code **FB** *Issued* **2/14**

Purpose: To establish the board's vision for planning for long-range facility needs.

The board may initiate long-range needs determination surveys on the recommendation of the superintendent or by the board's own appreciation of need.

The board will determine needs based upon the following criteria.

- the extent of use of existing facilities
- the students to be accommodated at a particular time and projected into the future
- the educational goals of the district
- the extent of non-school or shared use of the facilities
- demographic projections for birth rates, population growth and economic conditions

The superintendent, with the full participation of the professional staff, will develop educational specifications for new school facilities. The superintendent may use consultants when he/she deems it necessary.

Additionally, the board may employ the assistance of professional persons to help the district conduct a needs determination survey. The administration and/or specialist will present findings to the board for action.

The board should seek input from the community in determining long-range needs.

Adopted 2/10/14

DISCUSSION AND FIRST READING - SEPTEMBER 27, 2021

Policy

FACILITIES PLANNING

Code **FB** *Issued* **2/14**

Purpose: To establish the board's vision for planning for long-range facility needs.

The board may initiate long-range needs determination surveys on the recommendation of the superintendent or by the board's own appreciation of need. **The District must raise capital to fund not only its long-range facility needs identified in a ten-year building program, but to identify the annual capital funding required to fund its cyclic maintenance, transportation, furniture/fixtures/equipment (FFE), information technology, and security needs.**

The facilities department will annually conduct condition assessments of its schools and systems and provide the superintendent and the Board with consolidated school and district-level assessments. These data will be used to develop a consolidated five-year master facilities plan or presentation to the superintendent, Board, and community groups.

The board will determine needs based upon the following criteria.

- the extent of use of existing facilities
- the students to be accommodated at a particular time and projected into the future
- the educational goals of the district
- the extent of non-school or shared use of the facilities
- demographic projections for birth rates, population growth and economic conditions

The superintendent, with the full participation of the professional staff, will develop educational specifications for new school facilities. The superintendent may use consultants when he/she deems it necessary.

Additionally, the board may employ the assistance of professional persons to help the district conduct a needs determination survey. The administration and/or specialist will present findings to the board for action.

The board should seek input from the community in determining long-range needs.

Legal references:

S.C. Code, 1976, as amended:

Section 59-23-210 - Construction, improvement, and renovation of public schools; compliance with the South Carolina School Facilities Planning and Construction Guide; committee members; submission of plans.

Adopted 2/10/14

CURRENT POLICY

Policy

FISCAL ACCOUNTING/AUDITS

Code **DI/DIE** *Issued* **6/07**

Purpose: To establish the basic structure for accounting for and reporting of the district's financial resources.

The district accounting system will provide an accurate record of financial transactions. The superintendent will maintain accounting procedures adequate to properly record all financial transactions in accordance with the **Financial Accounting Handbook** developed by the South Carolina State Department of Education.

The superintendent is ultimately responsible for receiving and properly accounting for all funds of the district.

The superintendent will present the board with monthly financial statements of revenue and expenditures including budgeted amounts which reflect the financial operations of the district.

In accordance with state law and regulation, all financial records and program funds of the district will be audited following the close of each fiscal year.

The board will contract with an independent certified public accountant to conduct the annual audit. The district will forward a copy of appropriate audited financial statements to the state department and other state or federal agencies as required by applicable state law or regulations.

An internal financial review of accounting procedures and expenditure records will be conducted for all schools on a two-year cycle by the finance office.

Adopted 2/24/69; Revised 3/29/81, 4/28/86, 6/25/07

Legal references:

A. S. C. Code, 1976, as amended:
   1. Section 59-17-100 - Districts to provide state department of education with copies of audit reports.
   2. Section 59-13-60 - Spending priority; audits; reports; Education Finance Review Committee.
   3. Section 59-20-60 - Audit requirements of the Education Finance Act.
   4. Section 59-20-80 - School budgets will be made public; itemization of salaries.

B. State Board of Education Regulations:
   1. R-43-172 - Accounting and reporting.
   2. R-43-231 - Defined program grades K-five.
   3. R-43-234 - Defined program, grades 9-12.

Policy

FISCAL ACCOUNTING/AUDITS

Code **DI/DIE** *Issued* **6/07**

Purpose: To establish the basic structure for accounting for and reporting of the district's financial resources.

The district accounting system will provide an accurate record of financial transactions. The superintendent will maintain accounting procedures adequate to properly record all financial transactions in accordance with the **Financial Accounting Handbook** developed by the South Carolina State Department of Education.

The superintendent is ultimately responsible for receiving and properly accounting for all funds of the district.

The superintendent will present the board with monthly financial statements of revenue and expenditures including budgeted amounts which reflect the financial operations of the district.

In accordance with state law and regulation, all financial records and program funds of the district will be audited following the close of each fiscal year.

The board will contract with an independent certified public accountant to conduct the annual audit. The district will forward a copy of appropriate audited financial statements to the state department and other state or federal agencies as required by applicable state law or regulations.

An internal financial review of accounting procedures and expenditure records will be conducted for all schools on a two-year cycle by the finance office.

On any project greater than $5,000,000.00 in total value, it is the policy to use the services of a qualified Architect or Professional Engineer not associated in any way with the district personnel or design /construction/inspection teams to close out and certify that project construction meets the specifications of the subject project. This project Close Out Professional shall be separate, in addition to and independent in duties from any project Resident Engineer or Construction Project Representative.

The project Close Out Professional shall be selected in accordance with this policy (DI/DIE) and shall certify items including but not in any way limited to contract compliance with permits, commissioning, staff training, warranties, closeout documents, inspection reports, construction deficiencies and completion of final lists of items to complete. This professional shall verify that bonds, contract amounts, lien waivers, change orders, retained amounts, and other documents are correct and due and payable before contractors receive final payments.

Adopted 2/24/69; Revised 3/29/81, 4/28/86, 6/25/07

Legal references:

A. S. C. Code, 1976, as amended:
   1. Section 59-17-100 - Districts to provide state department of education with copies of audit reports.
   2. Section 59-13-60 - Spending priority; audits; reports; Education Finance Review Committee.
   3. Section 59-20-60 - Audit requirements of the Education Finance Act.
   4. Section 59-20-80 - School budgets will be made public; itemization of salaries.

B. State Board of Education Regulations:
   1. R-43-172 - Accounting and reporting.
   2. R-43-231 - Defined program grades K-five.
   3. R-43-234 - Defined program, grades 9-12.

EXHIBIT H

MEMORANDUM

To: Members of the Board of Trustees

Through: Dr. Akil E. Ross, Sr.
Interim Superintendent

From: Dr. Michael R. Harris

Date: September 22, 2021

Re: September 27, 2021 Board Meeting
Information Report

Attached is an Information Report pertaining to the 2021-2022 10-Day Enrollment.

Please note that the 10th day of school for the 2021-2022 school year concluded on Tuesday, August 31, 2021.

2021-2022 Enrollment for August 31, 2021

ALL STUDENTS

Day 10 Final

School	K	1	2	3	4	5	6	7	8	9	10	11	12	K-12* Total	Pre-K	Registered in PSchool
Ballentine Elementary School	66	99	98	93	92	106								554	3	557
Chapin Elementary School	117	139	124	150	118									648	77	725
Chapin High School										417	420	361	390	1588		1588
Chapin Intermediate School						439	471							910		910
Chapin Middle School							1	459	480					940		940
CrossRoads Intermediate School							695							695		695
Dutch Fork Elementary School	68	80	64	70	66	88								436	38	474
Dutch Fork High School										485	427	401	377	1690		1690
Dutch Fork Middle School							5	453	465					923		923
H E Corley Elementary School	74	90	84	85	60	91								484	104	588
Harbison West Elementary School	76	68	95	72	96	85								492	67	559
Irmo Elementary School	73	93	84	82	94	68								494	21	515
Irmo High School										453	314	312	248	1327		1327
Irmo Middle School							124	436	395					955		955
Lake Murray Elementary School	140	142	174	164	172									792	3	795
Leaphart Elementary School	71	73	71	73	73	99								460	21	481
Nursery Road Elementary School	69	70	65	59	71	73								407	40	447
Oak Pointe Elementary School	63	90	81	72	109	88								503	21	524
Piney Woods Elementary School	81	81	81	85	85									413	2	*415*
River Springs Elementary School	58	61	69	82	88	73								431	20	451
Seven Oaks Elementary School	68	76	81	77	75	90								467	41	508
Spring Hill High School										304	292	276	251	1123		1123
D5 Total	**1024**	**1162**	**1171**	**1164**	**1199**	**1300**	**1296**	**1348**	**1340**	**1659**	**1453**	**1350**	**1266**	**16732**	**458**	***17190***
Difference from last year	-4	110	65	44	-53	52	36	48	-128	174	46	-53	3	340	102	442

*Includes 10 K12 non-EFA funded students

All Non State funded students counted as attended

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2021-2022 Enrollment for August 31, 2021

IN-PERSON STUDENTS

Day 10 Final

School	K	1	2	3	4	5	6	7	8	9	10	11	12	K-12* Total	Pre-K	Registered in PSchool
Ballentine Elementary School	66	96	93	88	84	99								526	3	529
Chapin Elementary School	117	137	123	142	114									633	77	710
Chapin High School										409	406	348	379	1542		1542
Chapin Intermediate School						426	457							883		883
Chapin Middle School							1	446	458					905		905
CrossRoads Intermediate School							633							633		633
Dutch Fork Elementary School	68	78	61	63	60	78								408	38	446
Dutch Fork High School										464	407	378	352	1601		1601
Dutch Fork Middle School							5	423	435					863		863
H E Corley Elementary School	74	87	80	80	54	89								464	104	568
Harbison West Elementary School	76	61	94	68	87	79								465	67	532
Irmo Elementary School	73	92	80	81	87	63								476	21	497
Irmo High School										422	295	288	230	1235		1235
Irmo Middle School							121	407	361					889		889
Lake Murray Elementary School	140	138	169	158	171									776	3	779
Leaphart Elementary School	71	70	68	66	68	93								436	21	457
Nursery Road Elementary School	69	68	61	55	68	68								389	40	429
Oak Pointe Elementary School	63	85	79	70	106	84								487	21	508
Piney Woods Elementary School	81	79	81	85	84									410	2	*412*
River Springs Elementary School	58	61	68	80	87	67								421	20	441
Seven Oaks Elementary School	68	72	71	71	68	77								427	41	468
Spring Hill High School										304	291	269	243	1107		1107
D5 Total	**1024**	**1124**	**1128**	**1107**	**1138**	**1223**	**1217**	**1276**	**1254**	**1599**	**1399**	**1283**	**1204**	**15976**	**458**	***16434***

*Includes 10 K12 non-EFA funded students

All Non State funded students counted as attended

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2021-2022 Enrollment for August 31, 2021

FIVE STUDENTS

Day 10 Final

School	K	1	2	3	4	5	6	7	8	9	10	11	12	K-12 Total	Pre-K	Registered in PSchool
Ballentine Elementary School		3	5	5	8	7								28		28
Chapin Elementary School		2	1	8	4									15		15
Chapin High School										8	14	13	11	46		46
Chapin Intermediate School						13	14							27		27
Chapin Middle School								13	22					35		35
CrossRoads Intermediate School							62							62		62
Dutch Fork Elementary School		2	3	7	6	10								28		28
Dutch Fork High School										21	20	23	25	89		89
Dutch Fork Middle School								30	30					60		60
H E Corley Elementary School		3	4	5	6	2								20		20
Harbison West Elementary School		7	1	4	9	6								27		27
Irmo Elementary School		1	4	1	7	5								18		18
Irmo High School										31	19	24	18	92		92
Irmo Middle School							3	29	34					66		66
Lake Murray Elementary School		4	5	6	1									16		16
Leaphart Elementary School		3	3	7	5	6								24		24
Nursery Road Elementary School		2	4	4	3	5								18		18
Oak Pointe Elementary School		5	2	2	3	4								16		16
Piney Woods Elementary School		2			1									3		*3*
River Springs Elementary School			1	2	1	6								10		10
Seven Oaks Elementary School		4	10	6	7	13								40		40
Spring Hill High School											1	7	8	16		16
D5 Total	**0**	**38**	**43**	**57**	**61**	**77**	**79**	**72**	**86**	**60**	**54**	**67**	**62**	**756**	**0**	***756***

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