



***\*Amended\* Agenda***

Board of Trustees

Regular Meeting

Location: Center for Advanced Technical Studies

Video Livestream: <https://www.youtube.com/watch?v=lefosAgAv9U>

September 12, 2022

1. Call to order at 5:30 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. Contractual matter regarding Professional Development Services (Exhibit C)
  - d. Legal advice regarding change of venue C.A. No. 2021-CP-32-03699
  - e. Legal advice regarding contractual matter for Dutch Fork High School football field turf replacement
  - f. Contractual update regarding audit services (Exhibit I)
  - g. Legal advice regarding a student discipline matter
4. Call to order and convene regular meeting at 7:00 p.m.
5. Welcoming remarks – Jan Hammond, Board Chair
6. Invocation – Tifani Moore, Board of Trustees
7. Pledge of Allegiance – Tifani Moore, Board of Trustees
8. School Board Spotlight
9. Superintendent's Report
  - a. Vision, Mission, Outcomes and Feedback Update
  - b. Update on Salary Study
  - c. Update on Facility Maintenance Planning
  - d. SCPASS and SC READY Preliminary Review
  - e. Parents Night Out

[www.lexrich5.org](http://www.lexrich5.org)

1020 Dutch Fork Road • Irmo, South Carolina 29063 • (803) 476-8000

**"We Love and Grow Our Students!"**

10. Approval of the minutes of the August 22, 2022 board meeting
11. Public Participation\*

#### **ACTION AGENDA**

12. Action as Necessary or Appropriate on Matters Discussed in Executive Session
13. Second and Final Reading of Proposed Revisions to Board Policy GBGBA “Weapons” (Exhibit D)
14. Second and Final Reading of Proposed Revisions to Board Policy GCC “Professional Staff Leaves and Absences” (Exhibit E)
15. Second and Final Reading of Proposed Revisions to Board Policy GDC “Support Staff Contracts and Compensation” (Exhibit F)
16. Second and Final Reading of Proposed Revisions to Board Policy GCB “Professional Staff Contracts and Compensation” (Exhibit G )
17. Approval of Recommendations on School Security, Life Safety, and HVAC Concerns from the Facilities Committee

#### **DISCUSSION AGENDA**

18. Adjourn

#### **INFORMATION AGENDA**

19. Ten Day Enrollment Report (Exhibit H)
20. A Special-Called Board Meeting will be held on September 19, 2022 at the District Office.
21. The next regular scheduled board meeting will be September 26, 2022, at the Center for Advanced Technical Studies.

\* 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 and must remain on either the topic noted on your sign-in form or a listed agenda item. Questions asked during public participation will be handled in accordance with board policy BEDH.



Minutes/August 22, 2022

The Board of Trustees of School District Five of Lexington and Richland Counties met at the School District Five District Office 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  
Mrs. Tifani Moore  
Dr. Akil Ross, Superintendent

The following staff were in attendance:

Mr. Michael Harris, Chief Student Services and Planning Officer  
Mrs. Anna Miller, Chief of Academics and Administration  
Ms. Maddison Paul, Chief Financial Officer  
Mrs. Amanda Taylor, Director of Communications  
Dr. Tamara Turner, Chief Human Resources Officer  
Mr. Dave Weissman, Executive Director of Operations

A livestream video link was provided to the public as a viewing option for the August 22, 2022, board meeting.

Chair Hammond called the regular meeting to order and gave welcoming remarks.

Ken Loveless, Board of Trustees, gave the Invocation and Pledge of Allegiance.

The Board conducted the School Board Spotlight.

During the Superintendent's Report, Dr. Ross presented an Entry Plan Update on Data Literacy, Grading Practices, College and Career Readiness, and Facility Maintenance Planning.

During the public participation, Erin Long Bergeson spoke about the Foreign Exchange (student) Program.

The Board presented for discussion:

- Discussion and First Reading of Proposed Revisions to Board Policy GCC "Professional Staff Leaves and Absences" (Exhibit E)
- Discussion and First Reading of Proposed Revisions to Board Policy GDC "Support Staff Contracts and Compensation" (Exhibit F)
- Discussion and First Reading of Proposed Revisions to Board Policy GCB "Professional Staff Contracts and Compensation" (Exhibit G)

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*"We Love and Grow Our Students!"*

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

- Discussion and First Reading of Proposed Revisions to Board Policy GBGBA "Weapons" (Exhibit H)

Reinstatement of Administrative Rule JFABB-R "Admission of Foreign Exchange Students" was presented as information. (Exhibit I)

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**Record of Voting**

**SCHOOL DISTRICT FIVE  
OF  
LEXINGTON AND RICHLAND COUNTIES**

Meeting of August 22, 2022

	B L A C K B U R N  H I N E S	G A R D N E R	H A M M O N D	H O G A N	H U D D L E	L O V E L E S S	M O O R E
1. M. Loveless S. Moore  Approve the agenda.	X	X	X	X	X	X	X
2. M. Loveless S. Hogan  I make the motion to 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 Latent Roof Defects at Chapin High School; d.) Legal update on contractual matter regarding the Irmo High School East Wing Addition; e.) Contractual matter regarding Professional Development Services. (Exhibit C)	X	X	X	X	X	X	X
3. M. Hogan S. Moore  I move that we approve the minutes of the August 8, 2022 board meeting.	X	X	X	X	X	X	X
4. M. Loveless S. Moore  I move that we approve the selected employment items as shown in Exhibit A for action.	X	X	X	X	X	X	X
5. M. Loveless S. Blackburn Hines  I move that the Board approve the contracts with Keischnick and Associates to work with all schools in School District Five as well as additional sessions with Seven Oaks Elementary School on Professional Development. (Exhibit C)	X	X	X	X	X	X	X

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X = Yes  
R = Recuse

**SCHOOL DISTRICT FIVE  
OF  
LEXINGTON AND RICHLAND COUNTIES**

Meeting of August 22, 2022

	B L A C K B U R N  H I N E S	G A R D N E R	H A M M O N D	H O G A N	H U D D L E	L O V E L E S S	M O R E
6. M. Blackburn Hines S. Hogan  I move that we reinstate Board Policy JFABB "Admission of Foreign Exchange Students" effective for the 2022-2023 school year. (Exhibit D)	X	X	X	X	X	X	X
7. M. Huddle S. Blackburn Hines  I move that we approve first reading of proposed revisions to Board Policy GCC "Professional Staff Leaves and Absences" per Exhibit E.	X	X	X	X	X	X	X
8. M. Loveless S. Blackburn Hines  I move that we approve first reading of proposed revisions to Board Policy GDC "Support Staff Contracts and Compensation" shown in Exhibit F.	X	X	X	X	X	X	X
9. M. Blackburn Hines S. Moore  I move that we approve first reading of proposed revisions to Board Policy GCB "Professional Staff Contracts and Compensation" shown in Exhibit G.	X	X	X	X	X	X	X
10. M. Blackburn Hines S. Huddle  I move that we approve first reading of proposed revisions to Board Policy GBGBA "Weapons" as shown in Exhibit H.							

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**SCHOOL DISTRICT FIVE  
OF  
LEXINGTON AND RICHLAND COUNTIES**

Meeting of August 22, 2022

	B L A C K B U R N  H I N E S	G A R D N E R	H A M M O N D	H O G A N	H U D D L E	L O V E L E S S	M O O R E
M. Blackburn Hines                      S. Hogan	X	X	X	X	X	X	X
I move to amend the motion to remove the sentence "This policy does not apply to a guard, a law enforcement officer or a member of the armed forces.							
Vote on original motion.	X	X	X	X	X	X	X
11. M. Hogan                                      S. Blackburn Hines	X	X	X	X	X	X	X
Adjourn at 8:21 p.m.							

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Memorandum

To: Members of the Board of Trustees

From: Dr. Akil E. Ross, Sr.  
Superintendent

Date: August 18, 2022

Re: August 22, 2022 Board Meeting  
**Discussion Item**  
Discussion and First Reading of Revisions to Board Policy GBGBA "Weapons"

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**Item:** Revisions to Board Policy GBGBA "Weapons."

**Background:** In a further effort to prioritize safety in the District, consistent with State law (S.C. Code Section 16-23-420), I am requesting that the Board authorize me in policy to grant express permission to the District's safety officers to possess a firearm on District property. This request is limited to the safety officers employed by the District who are current or former certified class one law enforcement officers and have a concealed weapons permit or equivalent law enforcement credential. The proposed revisions to the policy authorize this action, as well as update the policy to be consistent with State laws regarding weapons on District property.

**Recommendation** The administration recommends that the Board of Trustees approve the recommended revisions to Board Policy GBGBA "Weapons" and move to Second and Final Reading.

I will be present at the Board Meeting to answer any questions you may have regarding this information.

AERsr:aw

Attachments - Current Policy & Revisions to Board Policy GBGBA "Weapons"



## Policy GBGBA Weapons

Issued 4/09

Purpose: To establish the basic structure for the board's prohibition of employee possession of weapons.

The board believes that the possession, handling, storage or use of a dangerous weapon by employees is detrimental to the safety and welfare of other staff members, students and the general public.

Possession, handling, storage or use of any weapon on school or district office grounds or in school buildings and in all vehicles parked on school or district office grounds is prohibited at all times, except in those cases where the employee is a deputized law enforcement officer who has been issued a weapon and who has been granted permission by the district superintendent or his/her designee to bring the weapon onto school/district grounds.

Any other district employee who has a current concealed weapons permit and who wishes to carry a weapon onto district property must have prior permission from the district superintendent. In considering whether to grant an employee's request to carry a concealed weapon onto district property, the superintendent will consider whether the employee has presented special circumstances indicating a need to bring the weapon onto district property. The superintendent also will have the authority to place parameters on where the employee may secure the weapon, e.g. in a locked vehicle.

The term "weapon" includes, but is not limited to, all guns, knives having blades longer than two inches, knives of which the blades are opened by the flick of a button or pressure on the handle and other devices having sharp points or edges and explosive or incendiary devices of any kind. The term "dangerous weapon" does not include any tools or equipment properly used in the legitimate course of school business.

The possession or use of a dangerous weapon will result in disciplinary action ranging from reprimand to discharge depending on the nature of the violation. Further, the district may notify the appropriate law enforcement authorities in accordance with South Carolina law.

Adopted 4/26/92; Revised 2/1/93, 5/22/95, 9/22/97, 9/23/02, 4/27/09

### Legal references:

United States Code:

[20 U.S.C. 7151](#) - Gun-Free Schools.

U.S. Supreme Court Cases:

[New Jersey v. T.L.O.](#), 469 U.S. 325 (1985.)

S.C. Code, 1976, as amended:

[Section 59-19](#)-90(3), (5) - General powers and duties of trustees.

[Section 59-63](#)-370 - Definition of a weapon.

[Section 16-23](#)-430 -Carrying weapons on school property

School District Five of Lexington and Richland Counties

## FIRST AND SECOND READING – SEPTEMBER 12, 2022

### Policy

#### WEAPONS

Code GBGBA Issued \_\_\_\_\_

Purpose: To establish the basic structure for the board's prohibition of employee possession of weapons.

The board believes that the possession, handling, storage or use of a **dangerous** weapon by employees is detrimental to the safety and welfare of other staff members, students and the general public.

Possession, handling, storage or use of any weapon on school or District Office grounds or in school buildings and in all vehicles parked on school or District Office grounds is prohibited at all times, except as set forth in State law or this policy.

Consistent with S.C. Code Section 16-23-420, the Board authorizes the Superintendent to grant express permission to safety officers employed by the District, (who are current or former certified class one law enforcement officers and have a concealed weapons permit or equivalent law enforcement credential, as set forth in State or federal law), to possess a firearm on District property. Such individuals are prohibited from displaying, brandishing or threatening others with a firearm. ~~where the employee is a deputized law enforcement officer who has been issued a weapon and who has been granted permission by the district superintendent or his/her designee to bring the weapon onto school/district grounds.~~

Consistent with Section 16-23-420, this policy does not apply to a District employee who is authorized to carry a concealed weapon pursuant to State law when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle.

~~Any other District employee who has a current concealed weapons permit and who wishes to carry a weapon onto District property must have prior permission from the District's Superintendent. In considering whether to grant an employee's request to carry a concealed weapon onto District property, the Superintendent will consider whether the employee has presented special circumstances indicating a need to bring the weapon onto District property. The superintendent also will have the authority to place parameters on where the employee may secure the weapon, e.g. in a locked vehicle.~~

The term "weapon" includes, but is not limited to, all **firearms guns**, knives having blades longer than two inches, knives of which the blades are opened by the flick of a button or pressure on the handle, **blackjack, metal pipe or pole, and** other devices having sharp points or edges, **and** explosive or incendiary devices of any kind, or any other type of weapon, device or object which may be used to inflict bodily injury or death. The term "**dangerous** weapon" does not include any tools or equipment properly used in the legitimate course of school business.



## PAGE 2 – GBGBA – WEAPONS

The possession or use of a **dangerous** weapon **in violation of this policy** will result in disciplinary action ranging from reprimand to discharge depending on the nature of the violation. Further, the District **may will** notify the appropriate law enforcement authorities, **to the extent required by** ~~**in accordance with**~~ South Carolina law.

Adopted 4/26/92; Revised 2/1/93, 5/22/95, 9/22/97, 9/23/02, 4/27/09, \_\_/\_\_/22

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### Legal references:

- A. United States Code:
  - 1. 20 U.S.C. 7151 – Gun-Free Schools.
- B. U.S. Supreme Court Cases:
  - 1. *New Jersey v. T.L.O.*, 469 U.S. 325 (1985.)
- C. S.C. Code, 1976, as amended:
  - 1. Section 59-19-90(3), (5) - General powers and duties of trustees.
  - 2. Section 59-63-370 - Definition of a weapon.
  - 3. **Section 16-23-420 – Possession of firearm on school property**
  - 4. Section 16-23-430 -Carrying weapons on school property



Memorandum

To: Members of the Board of Trustees

From: Dr. Tamara Turner  
Chief Human Resources Officer

Date: September 7, 2022

Re: September 12, 2022 Board Meeting  
Action Item  
Second and Final Reading of Proposed Revisions to Board Policy GCC "Professional Staff Leaves and Absences"

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**Item:** Second and Final Reading of Proposed Revisions to Board Policy GCC "Professional Staff Leaves and Absences"

**Background:** The Teacher and Employee Retention Incentive Program (TERI) was designed for employees who retired from the South Carolina Retirement Systems but wanted to continue employment with the agency and retain the same position they held prior to entering the program. TERI was repealed in 2012, and that repeal took effect on July 1, 2018. Therefore, all sections of board policies that reference the TERI program may be removed.

**Recommendation:** The administration recommends that the board approve the second and final reading of the proposed revisions to board policy GCC "Professional Staff Leave and Absences," which removes the sections that reference the TERI program.

A copy of the proposed revision is attached for your review. I will be present to answer any questions you may have regarding the recommendation.

Attachments - Proposed Revisions to Board Policy GCC "Professional Staff Leaves and Absences"

# **Policy GCC Professional Staff Leaves and Absences**

Issued 5/07

Purpose: To establish the basic structure for all types of professional staff leaves and absences.

## **Introduction**

In order to equitably provide a leave policy for all School District Five of Lexington and Richland Counties employees that is consistent with applicable law, including the provisions set forth in the Act to Provide Leave for Full-Time Public School Employees (S.C. Code 59-1-400), the following provisions are hereby established.

The continuous presence of employees promotes excellence in the instructional program by ensuring the following.

- the uninterrupted continuity of education
- greater teacher-student contact time
- appropriate role-model emulation
- consistent classroom discipline
- reduced costs

Therefore, the board expects employees to be present at work every day. The board recognizes, however, that certain employee absences are unavoidable. At such times, employees may take leave time in accordance with this policy and the procedures set forth in the accompanying administrative rule.

## **Sick leave**

The district will grant sick leave to all full-time employees in accordance with S.C. Code 59-1-400, and as set forth in administrative rule GCC-R. Leave days may be used for personal illness or family illness as designated by employees and outlined in administrative rule GCC-R.

### **Sick leave verification**

An employee's use of sick leave is subject to verification. The district reserves the right to require an employee to submit a physician's statement verifying a personal illness (or the illness of a family member), along with an employee absence report form, whenever the administration believes that is necessary based on the circumstances.

### **Reduction of accumulated leave days**

In 1996, the district adopted changes for determining payment due an employee for accumulated leave days upon retirement or separation from the district. Since that time, the district has maintained records which differentiate payment for "pre-amendment leave days (days accumulated prior to 1996)" and "post-amendment leave days (days accumulated between July 1, 1996 and June 30, 2000)." In order to preserve employees' vested interest in the value of those leave days accumulated prior to July 1, 2000, the district will use a "last-earned first-used" accounting method to calculate the reduction of an employee's accumulated sick leave and personal leave days in accordance with this policy.

### Part-time certified employees

For the purpose of this policy, "part-time certified employee" is defined as an individual employed in the district who works a minimum of .5 full time equivalent (FTE) to a .8 FTE per week for a school year. These employees will earn one half of the leave of which full-time certified employees earn. For these employees, one leave day is defined as the equivalent to the amount of time an employee is scheduled to work each day.

### Payment for unused leave days

Full-time employees may accumulate a maximum of 90 days of combined sick and personal leave days. Those employees who earn, but do not use, earned days in excess of 90 will be paid at the end of each fiscal year (June 30) for each such day at the established rate of substitute pay for their individual job classification. All 240-day employees are paid on July 15. In those cases where no rate of substitute pay has been established for a job classification, certified employees will be paid at the established rate of non-certified substitute pay and non-certified employees will be paid the hourly wage rate established by the district based on their regularly scheduled work day.

Upon an employee's official retirement in accordance with the procedures established by the state retirement system, the district will pay a one-time lump sum for up to a maximum of 45 days accumulated but unused annual leave time, calculated at the employee's average daily rate, plus a maximum of 45 days accumulated but unused sick leave time, calculated at the appropriate substitute daily rate of pay. This provision may only be exercised once, only at the time of retirement.

Those employees who retire from employment in the district and who have a balance of pre-amendment accrued leave upon such retirement will be paid for such pre-amendment accrued leave days in accordance with the provisions of former policy GBRI (6/24/91). Post-amendment leave days accrued by such employees will be paid in accordance with former policy GBRI (8/12/96).

~~Employees who entered the South Carolina Retirement System's Teacher and Employee Retention Incentive (TERI) program on or after July 1, 2005, will be paid for unused leave days only one time, which will occur at the conclusion of the TERI program period.~~

~~Employees who entered the South Carolina Retirement System's TERI program before July 1, 2005, were paid retirement leave bonus before they entered the TERI program, reducing their leave (and vacation) days to zero. During their TERI period, employees have been allowed to earn leave days (and vacation days if applicable) under the same guidelines as regular employees (see chart in CCC R).~~

~~Employees who entered the South Carolina Retirement System's TERI program before July 1, 2005, who leave the district can transfer all current leave days and all accumulated leave days to another school district or to the department of education or any state agency that accepts these days.~~

~~Employees who entered the South Carolina Retirement System's TERI program before July 1, 2005, who are rehired in the district at the end of their TERI as a working retiree will retain any unused leave days earned during the TERI program. The employee may use these days as outlined in this policy and corresponding administrative rule.~~

Retired employees who return to full-time employment in the district under a letter of agreement will accrue sick leave and personal leave days in accordance with this policy. Any unused leave days will not carry over from year to year for those employees, and will not be paid as a lump-sum at any time.

Those employees who separate from employment with the district for reasons other than retirement, and who have worked for the district for four consecutive years prior to separation, will be paid for their  
GCC

pre-amendment accumulated leave days in accordance with the provisions of former policy GBRI (6/24/91) and for their post-amendment leave days in accordance with the provisions of former policy GBRI (8/12/96).

#### Transfer of accumulated leave

Any employee who separates from employment with the district for any reason other than official retirement in accordance with the procedures established by the state retirement system can transfer all current earned leave days and all accumulated leave days to another school district or to the department of education or any state agency that accepts these days.

#### **Adjustments in pay**

Any employee who is absent from work for any reason and who does not have any leave days available will have his/her salary adjusted to reflect a deduction in annual salary computed at the employee's daily rate. Such adjustment will be made in the pay period in which the absence occurs, or in the next pay period, at the district's discretion.

#### **Sick leave bank**

The district establishes a sick leave bank that will operate in accordance with the guidelines set forth in administrative rule GCC-R.

#### **Emergency leave**

Up to 10 days of emergency leave may be taken each school year only for the illness or medically related condition of the employee upon written recommendation of the employee's physician. Emergency leave may be taken only after the employee has used his/her current leave allocation as well as any cumulative leave. Emergency leave may be taken with the stipulation that the substitute's daily rate of pay will be deducted from the employee's salary for each day used. Emergency leave days will be non-cumulative. The employee must make the request in writing to the human resource office. The request should include the physician's statement. The human resource services office will respond in writing regarding the decision to grant emergency leave.

#### **Termination for misuse of leave/excessive absenteeism**

The district may terminate the employment of any employee who fails to comply with the requirements of this policy and accompanying administrative rule, who fails to report to work at the expiration of an authorized leave or who fails or is unable to return to work at the end of a period of approved leave. Any employee who makes misrepresentations regarding a leave also may be terminated.

An employee who is excessively absent, as determined by the district, may be terminated, other than an employee who is on approved leave pursuant to the FMLA. In accordance with the provisions of S.C. Code Ann. 59-1-400, the district also will not terminate a full-time employee who is absent with a continuing illness, as documented by a treating physician, for excessive absenteeism so long as the period of absence does not exceed a total of 91 work days.

Any employee who is absent beyond the 12-week period authorized by the FMLA will be required to reimburse the district for all health insurance premiums, unless the employee has: 1) been granted extended leave; and, 2) accumulated leave days to cover the absences, in which case the employee will only be required to pay his/her share.

#### **Family and Medical Leave Act (FMLA)**

The district will provide leave to eligible employees pursuant to the Family and Medical Leave Act of 1993 (FMLA). Eligible employees are entitled to a maximum of 12 weeks of unpaid FMLA leave in a designated 12-month period. The district has designated a rolling 12-month period, defined as one year from the initial date of a leave granted under the FMLA. The district will require employees taking leave pursuant to the FMLA to concurrently use the employee's accumulated leave days.

In order to be eligible for FMLA leave, an employee must have been employed by the district for a minimum of 12 months and have worked for at least 1,250 hours during the 12-month period immediately preceding the period that the FMLA leave will commence. During the 12-week FMLA leave, the district will continue to pay the district's share of the employee's health benefits. In addition, the district will restore the employee to the same or a similar position upon the termination of FMLA leave, unless the employee is considered a key employee under the FMLA. For further information on FMLA leave, see administrative rule GCC-R.

### **Jury duty/lawfully-issued job related subpoenas**

Any employee who is summoned for jury duty, or who is lawfully subpoenaed to appear in court or for a deposition in connection with a work-related matter, is entitled to a leave of absence without loss of pay and without being required to use his/her leave days. Whenever a prospective juror is dismissed before the end of the working day, or a subpoenaed employee is released from the subpoena before the end of the working day, the employee is expected to return to work.

### **Military leave**

Leave for employees who are enlisted in the U.S. military reserves will be treated in accordance with applicable state and federal law.

### **Vacation**

All 12-month certified personnel will earn vacation days at the rate of one day for every 24 working days, for a maximum of 10 vacation days per year. These vacation days are in addition to those periods when school is in recess as indicated by the district calendar.

An employee is expected to use vacation days during the fiscal year in which they are earned, but in any case no later than the end of the following fiscal year. Employees will be compensated for up to 20 unused vacation days at separation.

### **District approved professional leave**

The board believes that it is desirable to provide professional leave in order to attract and retain staff who will grow professionally and enhance their service to the schools of the district. The district may grant professional leave to an employee for the purpose of attending activities designed to enhance competency or to improve the instructional or other programs offered by the district. Such leave will be handled in accordance with the guidelines set forth in administrative rule GCC-R.

### **Sabbaticals/Academic leave**

The board is committed to the principle of providing opportunities for the professional growth of the district's certified staff. Therefore, an unpaid sabbatical leave of absence may, in the district's discretion, be granted pursuant to the guidelines set forth in administrative rule GCC-R.

Adopted 9/16/76; Revised 9/15/77, 7/17/80, 7/30/81, 11/18/82, 10/18/84, 4/23/87, 2/15/90, 6/24/91, 6/4/92, 2/17/94, 11/21/95, 8/12/96, 7/15/97, 4/20/00, 11/28/00, 8/1/02, 2/19/04, 3/17/05, 11/17/05, 2/21/06, 5/29/07



Legal references:

United States Code:

P.L. 103-3 and 29 CFR Part 825 - The Family and Medical Leave Act of 1993.

Title 38 U.S. Code, Chapter 43, Sections 4301-4333, Public Law 103-353 - The Uniformed Services Employment and Reemployment Act of 1994 (USERRA).

S.C. Code, 1976, as amended:

Section 8-7-20 - Requires granting of military leave, without pay, up to five years.

Section 8-7-90 - Requires 15 days per year of leave with pay for members of National Guard and Reserve Units of the various Armed Forces. Also grants an additional 30 days of leave with pay in emergency situations.

Section 8-11-65 - Organ donor leave.

Section 8-11-620 - Leave and lump-sum payment permitted upon termination of employment, death or retirement of employee.

Section 9-1-2210 - Teacher and Employee Retention Incentive Program.

Section 14-1-190 - Compensation received for jury duty deemed to be expense money.

Section 14-7-845 - Relating to optional postponement of jury service for students and employees.

Section 25-1-2250 - Employees entitled to leave with pay when serving in National Guard.

Section 59-1-400 - Sick leave for public school district employees.

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

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## Policy GCC Professional Staff Leaves and Absences

Issued 5/07

Purpose: To establish the basic structure for all types of professional staff leaves and absences.

### Introduction

In order to equitably provide a leave policy for all School District Five of Lexington and Richland Counties employees that is consistent with applicable law, including the provisions set forth in the Act to Provide Leave for Full-Time Public School Employees (S.C. Code 59-1-400), the following provisions are hereby established.

The continuous presence of employees promotes excellence in the instructional program by ensuring the following.

- the uninterrupted continuity of education
- greater teacher-student contact time
- appropriate role-model emulation
- consistent classroom discipline
- reduced costs

Therefore, the board expects employees to be present at work every day. The board recognizes, however, that certain employee absences are unavoidable. At such times, employees may take leave time in accordance with this policy and the procedures set forth in the accompanying administrative rule.

### Sick leave

The district will grant sick leave to all full-time employees in accordance with S.C. Code 59-1-400, and as set forth in administrative rule GCC-R. Leave days may be used for personal illness or family illness as designated by employees and outlined in administrative rule GCC-R.

#### Sick leave verification

An employee's use of sick leave is subject to verification. The district reserves the right to require an employee to submit a physician's statement verifying a personal illness (or the illness of a family member), along with an employee absence report form, whenever the administration believes that is necessary based on the circumstances.

#### Reduction of accumulated leave days

In 1996, the district adopted changes for determining payment due an employee for accumulated leave days upon retirement or separation from the district. Since that time, the district has maintained records which differentiate payment for "pre-amendment leave days (days accumulated prior to 1996)" and "post-amendment leave days (days accumulated between July 1, 1996 and June 30, 2000)." In order to preserve employees' vested interest in the value of those leave days accumulated prior to July 1, 2000, the district will use a "last-earned first-used" accounting method to calculate the reduction of an employee's accumulated sick leave and personal leave days in accordance with this policy.

#### Part-time certified employees

For the purpose of this policy, "part-time certified employee" is defined as an individual employed in the district who works a minimum of .5 full time equivalent (FTE) to a .8 FTE per week for a school year. These employees will earn one half of the leave of which full-time certified employees earn. For these employees, one leave day is defined as the equivalent to the amount of time an employee is scheduled to work each day.

#### Payment for unused leave days

Full-time employees may accumulate a maximum of 90 days of combined sick and personal leave days. Those employees who earn, but do not use, earned days in excess of 90 will be paid at the end of each fiscal year (June 30) for each such day at the established rate of substitute pay for their individual job classification. All 240-day employees are paid on July 15. In those cases where no rate of substitute pay has been established for a job classification, certified employees will be paid at the established rate of non-certified substitute pay and non-certified employees will be paid the hourly wage rate established by the district based on their regularly scheduled work day.

Upon an employee's official retirement in accordance with the procedures established by the state retirement system, the district will pay a one-time lump sum for up to a maximum of 45 days accumulated but unused annual leave time, calculated at the employee's average daily rate, plus a maximum of 45 days accumulated but unused sick leave time, calculated at the appropriate substitute daily rate of pay.

Those employees who retire from employment in the district and who have a balance of pre-amendment accrued leave upon such retirement will be paid for such pre-amendment accrued leave days in accordance with the provisions of former policy GBRI (6/24/91). Post-amendment leave days accrued by such employees will be paid in accordance with former policy GBRI (8/12/96).

Employees who entered the South Carolina Retirement System's Teacher and Employee Retention Incentive (TERI) program on or **after** July 1, 2005, will be paid for unused leave days only one time, which will occur at the conclusion of the TERI program period.

Employees who entered the South Carolina Retirement System's TERI program **before** July 1, 2005, were paid retirement leave bonus before they entered the TERI program, reducing their leave (and vacation) days to zero. During their TERI period, employees have been allowed to earn leave days (and vacation days if applicable) under the same guidelines as regular employees (see chart in GCC-R).

Employees who entered the South Carolina Retirement System's TERI program **before** July 1, 2005, who leave the district can transfer all current leave days and all accumulated leave days to another school district or to the department of education or any state agency that accepts these days.

Employees who entered the South Carolina Retirement System's TERI program **before** July 1, 2005, who are rehired in the district at the end of their TERI as a working retiree will retain any unused leave days earned during the TERI program. The employee may use these days as outlined in this policy and corresponding administrative rule.

Retired employees who return to full-time employment in the district under a letter of agreement will accrue sick leave and personal leave days in accordance with this policy. Any unused leave days will not carry over from year to year for those employees, and will not be paid as a lump-sum at any time.

Those employees who separate from employment with the district for reasons other than retirement, and who have worked for the district for four consecutive years prior to separation, will be paid for their pre-amendment accumulated leave days in accordance with the provisions of former policy GBRI (6/24/91) and for their post-amendment leave days in accordance with the provisions of former policy GBRI (8/12/96).

#### Transfer of accumulated leave

Any employee who separates from employment with the district for any reason other than official retirement in accordance with the procedures established by the state retirement system can transfer all current earned leave days and all accumulated leave days to another school district or to the department of education or any state agency that accepts these days.

### **Adjustments in pay**

Any employee who is absent from work for any reason and who does not have any leave days available will have his/her salary adjusted to reflect a deduction in annual salary computed at the employee's daily rate. Such adjustment will be made in the pay period in which the absence occurs, or in the next pay period, at the district's discretion.

### **Sick leave bank**

The district establishes a sick leave bank that will operate in accordance with the guidelines set forth in administrative rule GCC-R.

### **Emergency leave**

Up to 10 days of emergency leave may be taken each school year only for the illness or medically related condition of the employee upon written recommendation of the employee's physician. Emergency leave may be taken only after the employee has used his/her current leave allocation as well as any cumulative leave. Emergency leave may be taken with the stipulation that the substitute's daily rate of pay will be deducted from the employee's salary for each day used. Emergency leave days will be non-cumulative. The employee must make the request in writing to the human resource office. The request should include the physician's statement. The human resource services office will respond in writing regarding the decision to grant emergency leave.

### **Termination for misuse of leave/excessive absenteeism**

The district may terminate the employment of any employee who fails to comply with the requirements of this policy and accompanying administrative rule, who fails to report to work at the expiration of an authorized leave or who fails or is unable to return to work at the end of a period of approved leave. Any employee who makes misrepresentations regarding a leave also may be terminated.

An employee who is excessively absent, as determined by the district, may be terminated, other than an employee who is on approved leave pursuant to the FMLA. In accordance with the provisions of S.C. Code Ann. 59-1-400, the district also will not terminate a full-time employee who is absent with a continuing illness, as documented by a treating physician, for excessive absenteeism so long as the period of absence does not exceed a total of 91 work days.

Any employee who is absent beyond the 12-week period authorized by the FMLA will be required to reimburse the district for all health insurance premiums, unless the employee has: 1) been granted extended leave; and, 2) accumulated leave days to cover the absences, in which case the employee will only be required to pay his/her share.

### **Family and Medical Leave Act (FMLA)**

The district will provide leave to eligible employees pursuant to the Family and Medical Leave Act of 1993 (FMLA). Eligible employees are entitled to a maximum of 12 weeks of unpaid FMLA leave in a designated 12-month period. The district has designated a rolling 12-month period, defined as one year from the initial date of a leave granted under the FMLA. The district will require employees taking leave pursuant to the FMLA to concurrently use the employee's accumulated leave days.

In order to be eligible for FMLA leave, an employee must have been employed by the district for a minimum of 12 months and have worked for at least 1,250 hours during the 12-month period immediately preceding the

period that the FMLA leave will commence. During the 12-week FMLA leave, the district will continue to pay the district's share of the employee's health benefits. In addition, the district will restore the employee to the same or a similar position upon the termination of FMLA leave, unless the employee is considered a key employee under the FMLA. For further information on FMLA leave, see administrative rule GCC-R.

### **Jury duty/lawfully-issued job related subpoenas**

Any employee who is summoned for jury duty, or who is lawfully subpoenaed to appear in court or for a deposition in connection with a work-related matter, is entitled to a leave of absence without loss of pay and without being required to use his/her leave days. Whenever a prospective juror is dismissed before the end of the working day, or a subpoenaed employee is released from the subpoena before the end of the working day, the employee is expected to return to work.

### **Military leave**

Leave for employees who are enlisted in the U.S. military reserves will be treated in accordance with applicable state and federal law.

### **Vacation**

All 12-month certified personnel will earn vacation days at the rate of one day for every 24 working days, for a maximum of 10 vacation days per year. These vacation days are in addition to those periods when school is in recess as indicated by the district calendar.

An employee is expected to use vacation days during the fiscal year in which they are earned, but in any case no later than the end of the following fiscal year. Employees will be compensated for up to 20 unused vacation days at separation.

### **District approved professional leave**

The board believes that it is desirable to provide professional leave in order to attract and retain staff who will grow professionally and enhance their service to the schools of the district. The district may grant professional leave to an employee for the purpose of attending activities designed to enhance competency or to improve the instructional or other programs offered by the district. Such leave will be handled in accordance with the guidelines set forth in administrative rule GCC-R.

### **Sabbaticals/Academic leave**

The board is committed to the principle of providing opportunities for the professional growth of the district's certified staff. Therefore, an unpaid sabbatical leave of absence may, in the district's discretion, be granted pursuant to the guidelines set forth in administrative rule GCC-R.

Adopted 9/16/76; Revised 9/15/77, 7/17/80, 7/30/81, 11/18/82, 10/18/84, 4/23/87, 2/15/90, 6/24/91, 6/4/92, 2/17/94, 11/21/95, 8/12/96, 7/15/97, 4/20/00, 11/28/00, 8/1/02, 2/19/04, 3/17/05, 11/17/05, 2/21/06, 5/29/07

### **Legal references:**

United States Code:

P.L.103-3 and 29 CFR Part 825 - The Family and Medical Leave Act of 1993.

Title 38 U.S. Code, Chapter 43, Sections 4301-4333, Public Law 103-353 - The Uniformed Services Employment and Reemployment Act of 1994 (USERRA).

S.C. Code, 1976, as amended:

Section 8-7-20 - Requires granting of military leave, without pay, up to five years.

Section 8-7-90 - Requires 15 days per year of leave with pay for members of National Guard and Reserve Units of the various Armed Forces. Also grants an additional 30 days of leave with pay in emergency situations.

Section 8-11-65 - Organ donor leave.

Section 8-11-620 - Leave and lump-sum payment permitted upon termination of employment, death or retirement of employee.

Section 9-1-2210 - Teacher and Employee Retention Incentive Program.

Section 14-1-190 - Compensation received for jury duty deemed to be expense money.

Section 14-7-845 - Relating to optional postponement of jury service for students and employees.

Section 25-1-2250 - Employees entitled to leave with pay when serving in National Guard.

Section 59-1-400 - Sick leave for public school district employees.

School District Five of Lexington and Richland Counties



Memorandum

To: Members of the Board of Trustees

From: Dr. Tamara Turner  
Chief Human Resources Officer

Date: September 7, 2022

Re: September 12, 2022 Board Meeting  
Action Item  
Second and Final Reading of Proposed Revisions to Board Policy GDC "Support Staff Leaves and Absences"

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**Item:** Second and Final Reading of Proposed Revisions to Board Policy GDC "Support Staff Leaves and Absences"

**Background:** The Teacher and Employee Retention Incentive Program (TERI) was designed for employees who retired from the South Carolina Retirement Systems but wanted to continue employment with the agency and retain the same position they held prior to entering the program. TERI was repealed in 2012, and that repeal took effect on July 1, 2018. Therefore, all sections of board policies that reference the TERI program may be removed.

**Recommendation:** The administration recommends that the board approve the second and final reading of the proposed revisions to board policy GDC "Support Staff Leave and Absences," which removes the sections referencing the TERI program.

A copy of the proposed revision is attached for your review. I will be present to answer any questions you may have regarding the recommendation.

Attachments - Proposed Revisions to Board Policy GDC "Support Staff Leaves and Absences"



# **Policy GDC Support Staff Leaves and Absences**

Issued 5/07

Purpose: To establish the basic structure for all types of support staff leaves and absences.

## **Introduction**

In order to equitably provide a leave policy for all School District Five of Lexington and Richland Counties employees that is consistent with applicable law, including the provisions set forth in the Act to Provide Leave for Full-Time Public School Employees ([S.C. Code 59-1-400](#)), the following provisions are hereby established.

The continuous presence of employees promotes excellence in the instructional program by ensuring the following.

- the uninterrupted continuity of education
- greater teacher-student contact time
- appropriate role-model emulation
- consistent classroom discipline
- reduced costs

Therefore, the board expects employees to be present at work every day. The board recognizes, however, that certain employee absences are unavoidable. At such times, employees may take leave time in accordance with this policy and the procedures set forth in the accompanying administrative rule.

## **Sick leave**

The district will grant sick leave to all full-time employees in accordance with [S.C. Code 59-1-400](#) and as set forth in administrative rule GDC-R. Leave days may be used for personal illness or family illness as designated by employees and outlined in administrative rule GDC-R.

## **Sick leave verification**

An employee's use of sick leave is subject to verification. The district reserves the right to require an employee to submit a physician's statement verifying a personal illness (or the illness of a family member), along with an employee absence report form, whenever the administration believes that is necessary based on the circumstances.

## **Reduction of accumulated leave days**

In 1996, the district adopted changes for determining payment due an employee for accumulated leave days upon retirement or separation from the district. Since that time, the district has maintained records which differentiate payment for "pre-amendment leave days (days accumulated prior to 1996)" and "post-amendment leave days (days accumulated between July 1, 1996 and June 30, 2000)." In order to preserve employees' vested interest in the value of those leave days accumulated prior to July 1, 2000, the district will use a "last-earned first-used" accounting method to calculate the reduction of an employee's accumulated sick leave and personal leave days in accordance with this policy.



## Payment for unused leave days

Full-time employees may accumulate a maximum of 90 days of combined sick and personal leave days. Those employees who earn but do not use earned days in excess of 90 will be paid at the end of each fiscal year (June 30) for each such day at the established rate of substitute pay for their individual job classification. All 240-day employees are paid on July 15. In those cases where no rate of substitute pay has been established for a job classification, certified employees will be paid at the established rate of non-certified substitute pay and non-certified employees will be paid the hourly wage rate established by the district based on their regularly scheduled work day.

Upon an employee's official retirement in accordance with the procedures established by the state retirement system, the district will pay a one-time lump sum for up to a maximum of 45 days accumulated but unused annual leave time, calculated at the employee's average daily rate, plus a maximum of 45 days accumulated but unused sick leave time, calculated at the appropriate substitute daily rate of pay. **This provision may be exercised once, only at the time of retirement.**

Those employees who retire from employment in the district and who have a balance of pre-amendment accrued leave upon such retirement will be paid for such pre-amendment accrued leave days in accordance with the provisions of former policy GBRI (6/24/91). Post-amendment leave days accrued by such employees will be paid in accordance with former policy GBRI (8/12/96).

~~Employees who entered the South Carolina Retirement System's Teacher and Employee Retention Incentive (TERI) program on or after July 1, 2005, will be paid for unused leave days only one time, which will occur at the conclusion of the TERI program period.~~

~~Employees who entered the South Carolina Retirement System's Teacher and Employee Retention Incentive (TERI) program before July 1, 2005, were paid retirement leave bonus before they entered the TERI program, reducing their leave (and vacation) days to zero. During their TERI period, the employee has been allowed to earn leave days (and vacation days if applicable) under the same guidelines as regular employees (see chart in GDC R).~~

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Retired employees who return to full-time employment in the district under a Letter of Agreement will accrue sick leave and personal leave days in accordance with this policy. Any unused leave days will not carry over from year to year for those employees, and will not be paid as a lump-sum at any time.

Those employees who separate from employment with the district for reasons other than retirement, and who have worked for the district for four consecutive years prior to separation, will be paid for their pre-amendment accumulated leave days in accordance with the provisions of former policy GBRI (6/24/91) and for their post-amendment leave days in accordance with the provisions of former policy GBRI (8/12/96).

## Transfer of accumulated leave

Any employee who separates from employment with the district for any reason other than official



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### **Adjustments in pay**

Any employee who is absent from work for any reason and who does not have any leave days available will have his/her salary adjusted to reflect a deduction in annual salary computed at the employee's daily rate. Such adjustment will be made in the pay period in which the absence occurs or in the next pay period at the district's discretion.

### **Emergency leave**

Up to 10 days of emergency leave may be taken each school year only for the illness or medically related condition of the employee upon written recommendation of the employee's physician. Emergency leave may be taken only after the employee has used his/her current leave allocation as well as any cumulative leave. Emergency leave may be taken with the stipulation that the substitute's daily rate of pay will be deducted from the employee's salary for each day used. Emergency leave days will be non-cumulative. The employee must make the request in writing to the human resource office. The request should include the physician's statement. The human resource services office will respond in writing regarding the decision to grant emergency leave.

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The district establishes a sick leave bank that will operate in accordance with the guidelines set forth in administrative rule GDC-R.

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In order to be eligible for FMLA leave, an employee must have been employed by the district for a



minimum of 12 months and have worked for at least 1,250 hours during the 12-month period immediately preceding the period that the FMLA leave will commence. During the 12-week FMLA leave, the district will continue to pay the district's share of the employee's health benefits. In addition, the district will restore the employee to the same or a similar position upon the termination of FMLA leave, unless the employee is considered a key employee under the FMLA. For further information on FMLA leave, see administrative rule GDC-R.

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### **Legal references:**

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

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## **Policy GDC Support Staff Leaves and Absences**

Issued 5/07

Purpose: To establish the basic structure for all types of support staff leaves and absences.

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In order to be eligible for FMLA leave, an employee must have been employed by the district for a minimum of 12 months and have worked for at least 1,250 hours during the 12-month period immediately preceding the period that the FMLA leave will commence. During the 12-week FMLA leave, the district will continue to pay the district's share of the employee's health benefits. In addition, the district will restore the employee to the same or a similar position upon the termination of FMLA leave, unless the employee is considered a key employee under the FMLA. For further information on FMLA leave, see administrative rule GDC-R.

### **Jury duty/lawfully-issued job related subpoenas**

Any employee who is summoned for jury duty or who is lawfully subpoenaed to appear in court, or for a deposition in connection with a work-related matter, is entitled to a leave of absence without loss of pay and without being required to use his/her leave days. Whenever a prospective juror is dismissed before the end of the working day, or a subpoenaed employee is released from the subpoena before the end of the working day, the employee is expected to return to work.

### **Military leave**

Leave for employees who are enlisted in the U.S. military reserves will be treated in accordance with applicable state and federal law.

### **Vacation**

All 12-month support personnel will earn vacation days at the rate of one day for every 24 working days, for a maximum of 10 vacation days per year. These vacation days are in addition to those periods when school is in recess as indicated by the district calendar.

An employee is expected to use vacation days during the fiscal year in which they are earned, but in any case no later than the end of the following fiscal year. Employees will be compensated for up to 20 unused vacation days at separation.

Adopted 9/16/76; Revised 9/15/77, 7/17/80, 7/30/81, 11/18/82, 10/18/84, 4/23/87, 2/15/90, 6/24/91, 6/4/92, 2/17/94, 11/21/95, 8/12/96, 7/15/97, 4/20/00, 11/28/00, 8/1/02, 2/19/04, 3/17/05, 11/17/05, 2/21/06, 5/29/07

### **Legal references:**

#### **United States Code:**

P.L.103-3 and 29 CFR Part 825 - The Family and Medical Leave Act of 1993.

Title 38 U.S. Code, Chapter 43, Sections 4301-4333, Public Law 103-353 - The Uniformed Services Employment and Reemployment Act of 1994 (USERRA).

#### **S.C. Code, 1976, as amended:**

Section 8-7-20 - Requires granting of military leave, without pay, up to five years.

Section 8-7-90 - Requires 15 days per year of leave with pay for members of National Guard and Reserve Units of the various Armed Forces. Also grants an additional 30 days of leave with pay in emergency situations.

Section 8-11-65 - Organ donor leave.

Section 8-11-620 - Leave and lump-sum payment permitted upon termination of employment, death or retirement of employee.

Section 9-1-2210 - Teacher and Employee Retention Incentive Program.

Section 14-1-190 - Compensation received for jury duty deemed to be expense money.

Section 14-7-845 - Relating to optional postponement of jury service for students and employees.

Section 25-1-2250 - Employees entitled to leave with pay when serving in National Guard.

Section 59-1-400 - Sick leave for public school district employees.



## School District Five of Lexington and Richland Counties



Memorandum

To: Members of the Board of Trustees

From: Dr. Tamara Turner  
Chief Human Resources Officer

Date: September 7, 2022

Re: September 12, 2022 Board Meeting  
Action Item  
Second and Final Reading Reading of Proposed Revisions to Board Policy GCB "Professional Staff Contracts and Compensation"

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**Item:** Second and Final Reading Reading of Proposed Revisions to Board Policy GCB "Professional Staff Contracts and Compensation"

**Background:** The Teacher and Employee Retention Incentive Program (TERI) was designed for employees who retired from the South Carolina Retirement Systems but wanted to continue employment with the agency and retain the same position they held prior to entering the program. TERI was repealed in 2012, and that repeal took effect on July 1, 2018. Therefore, all sections of board policies that reference the TERI program may be removed.

**Recommendation:** The administration recommends that the board approve the second and final reading of the proposed revisions to board policy GCB "Professional Staff Contracts and Compensation," which removes the section that references the TERI program.

A copy of the proposed revision is attached for your review. I will be present to answer any questions you may have regarding the recommendation.

Attachments - Proposed Revisions to Board Policy GCB "Professional Staff Contracts and Compensation"

## **Policy GCB Professional Staff Contracts and Compensation**

Issued 2/17

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

### **Compensation**

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

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

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

### **Contracts**

Upon recommendation of the superintendent, the board will notify teachers in writing of their employment status before May 1 for the following school year. Personnel must give written acceptance of their contracts to the superintendent or his/her designee before May 11. Failure to give such notification constitutes contract rejection.

The district reserves the right to conclude that any certificated personnel who has not accepted his/her contract by signing and returning it by the required date has rejected the district's offer of employment, in which case the district may declare the position vacant. Notice of the superintendent's recommendation not to renew an employment contract must be given in writing before May 1.

Certified personnel will be issued on year contracts unless otherwise approved by the board. The board will award administrative contracts on the recommendation of the superintendent.

### **Teacher and Employee Retention Incentive Program (TERI) Participants**

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

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

### **Contract releases**

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

Adopted 8/1/73; Revised 11/16/81, 4/2/90, 9/28/09, 1/26/15, 2/27/17

Legal references:

S.C. Code, 1976, as amended:

GCB

Section 9-1-2210 - Teacher and Employee Retention Incentive Program; operation.

Section 59-19-80 - Requirements as to purchases and teacher employment (teacher contracts to be awarded in public).

Section 59-19-290 - Contracts in excess of apportioned funds void.

Section 59-20-50 - Minimum salary schedule.

Section 59-21-20 - Teacher contracts to be based on school term of 190 days.

Section 59-25-57 - Salaries negotiable below schedule for non-TERI retired teachers.

Section 59-25-410 - Notice to teacher of employment status.

Section 59-25-420 - Teacher required to notify board of acceptance; opportunity for hearing if not reemployed.

Section 59-25-710 - Salary complaints.

State Board of Education Regulations:

R-43-205.1 - Assisting, Developing, and Evaluating Professional Teaching (ADEPT).

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

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## **Policy GCB Professional Staff Contracts and Compensation**

Issued 2/17

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

### **Compensation**

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The board will award administrative contracts on the recommendation of the superintendent.

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

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

### **Contract releases**

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

Adopted 8/1/73; Revised 11/16/81, 4/2/90, 9/28/09, 1/26/15, 2/27/17

### **Legal references:**

S.C. Code, 1976, as amended:

Section 9-1-2210 - Teacher and Employee Retention Incentive Program; operation.

Section 59-19-80 - Requirements as to purchases and teacher employment (teacher contracts to be awarded in public).

Section 59-19-290 - Contracts in excess of apportioned funds void.

Section 59-20-50 - Minimum salary schedule.

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Section 59-25-57 - Salaries negotiable below schedule for non-TERI retired teachers.

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State Board of Education Regulations:

R-43-205.1 - Assisting, Developing, and Evaluating Professional Teaching (ADEPT).


School District Five of Lexington and Richland Counties



**MEMORANDUM**

To: Members of the Board of Trustees

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

From: Dr. Michael R. Harris 

Date: September 8, 2022

Re: September 12, 2021 Board Meeting  
Information Report

Item: 10-Day Enrollment  
(All Students – In-Person Only - FIVE Only)

Attached is an Information Report pertaining to the 2022-2023 10-Day Enrollment.

Please note that the 10<sup>th</sup> day of school for the 2022-2023 school year concluded on Monday, August 29, 2022.

**2022-2023 Enrollment for August 29, 2022**
**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	70	65	107	106	90	79								517	4	521
Chapin Elementary School	116	141	146	140	159									702	86	788
Chapin High School										429	425	418	341	1613		1613
Chapin Intermediate School						410	495							905		905
Chapin Middle School							4	496	488					988		988
CrossRoads Intermediate School							702							702		702
Dutch Fork Elementary School	63	75	85	66	72	79								440	34	474
Dutch Fork High School										495	483	380	367	1725		1725
Dutch Fork Middle School							4	445	466					915		915
H E Corley Elementary School	76	76	75	84	79	57								447	102	549
Harbison West Elementary School	66	60	74	82	74	95								451	87	538
Irmo Elementary School	66	80	99	93	83	95								516	22	538
Irmo High School										404	368	265	254	1291		1291
Irmo Middle School							136	439	424					999		999
Lake Murray Elementary School	151	145	154	165	186									801	5	806
Leaphart Elementary School	76	75	75	86	78	83								473	21	494
Nursery Road Elementary School	58	76	73	65	65	73								410	40	450
Oak Pointe Elementary School	73	69	98	82	74	100								496	20	516
Piney Woods Elementary School	90	103	93	101	107									494	1	495
River Springs Elementary School	63	59	65	78	82	99								446	21	467
Seven Oaks Elementary School	80	74	79	79	79	78								469	41	510
Spring Hill High School										283	294	263	261	1101		1101
<b>D5 Total</b>	<b>1048</b>	<b>1098</b>	<b>1223</b>	<b>1227</b>	<b>1228</b>	<b>1248</b>	<b>1341</b>	<b>1380</b>	<b>1378</b>	<b>1611</b>	<b>1570</b>	<b>1326</b>	<b>1223</b>	<b>16901</b>	<b>484</b>	<b>17385</b>
Difference from last year	24	-64	52	63	29	-52	45	32	38	-48	117	-24	-43	169	26	195

\*Includes 5 K12 non-EFA funded students  
All Non State funded students counted as attended

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# 2022-2023 Enrollment for August 29, 2022

## 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	70	65	104	102	87	76								504	4	508
Chapin Elementary School	116	141	145	139	159									700	86	786
Chapin High School										417	421	406	330	1574		1574
Chapin Intermediate School						407	487							894		894
Chapin Middle School							4	485	482					971		971
CrossRoads Intermediate School							669							669		669
Dutch Fork Elementary School	63	75	85	65	70	77								435	34	469
Dutch Fork High School										478	461	367	355	1661		1661
Dutch Fork Middle School							4	431	449					884		884
H E Corley Elementary School	76	76	75	83	78	56								444	102	546
Harbison West Elementary School	66	60	74	82	74	92								448	87	535
Irmo Elementary School	66	80	99	89	82	92								508	22	530
Irmo High School										376	353	253	243	1225		1225
Irmo Middle School							136	421	404					961		961
Lake Murray Elementary School	151	145	152	164	185									797	5	802
Leaphart Elementary School	76	75	75	83	76	79								464	21	485
Nursery Road Elementary School	58	76	73	65	63	73								408	40	448
Oak Pointe Elementary School	73	69	97	82	74	99								494	20	514
Piney Woods Elementary School	90	103	93	101	107									494	1	495
River Springs Elementary School	63	59	65	77	82	99								445	21	466
Seven Oaks Elementary School	80	74	77	76	76	75								458	41	499
Spring Hill High School										283	294	263	257	1097		1097
<b>D5 Total</b>	<b>1048</b>	<b>1098</b>	<b>1214</b>	<b>1208</b>	<b>1213</b>	<b>1225</b>	<b>1300</b>	<b>1337</b>	<b>1335</b>	<b>1554</b>	<b>1529</b>	<b>1289</b>	<b>1185</b>	<b>16535</b>	<b>484</b>	<b>17019</b>

\*Includes 5 K12 non-EFA funded students

All Non State funded students counted as attended

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**2022-2023 Enrollment for August 29, 2022**
**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	4	3	3								13		13
Chapin Elementary School			1	1										2		2
Chapin High School										12	4	12	11	39		39
Chapin Intermediate School						3	8							11		11
Chapin Middle School								11	6					17		17
CrossRoads Intermediate School							33							33		33
Dutch Fork Elementary School				1	2	2								5		5
Dutch Fork High School										17	22	13	12	64		64
Dutch Fork Middle School								14	17					31		31
H E Corley Elementary School				1	1	1								3		3
Harbison West Elementary School						3								3		3
Irmo Elementary School				4	1	3								8		8
Irmo High School										28	15	12	11	66		66
Irmo Middle School								18	20					38		38
Lake Murray Elementary School			2	1	1									4		4
Leaphart Elementary School				3	2	4								9		9
Nursery Road Elementary School					2									2		2
Oak Pointe Elementary School			1			1								2		2
Piney Woods Elementary School														0		0
River Springs Elementary School				1										1		1
Seven Oaks Elementary School			2	3	3	3								11		11
Spring Hill High School													4	4		4
<b>D5 Total</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>19</b>	<b>15</b>	<b>23</b>	<b>41</b>	<b>43</b>	<b>43</b>	<b>57</b>	<b>41</b>	<b>37</b>	<b>38</b>	<b>366</b>	<b>0</b>	366

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