Agenda

Board of Trustees
Regular Meeting
Location: Center for Advanced Technical Studies
Video Livestream: https://www.youtube.com/watch?v=NRKxt3zLgws

January 9, 2023

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. Legal advice regarding Town of Chapin request for Feasibility Study (Exhibit C)
    d. Legal advice regarding C.A. No. 2022-CP-40-01364

4. Call to order and convene regular meeting at 7:00 p.m.

5. Welcoming remarks – Rebecca Blackburn Hines, Board Chair

6. Invocation – Kevin Scully, Board of Trustees

7. Pledge of Allegiance – Kevin Scully, Board of Trustees

8. School Board Spotlight

9. Superintendent's Report
    a. District FOCUS: Strategic Plan 2022-2023 to 2026-2027
    b. Academic Report
    c. FY22 Annual Report: Challenges and Opportunities

10. Approval of the minutes of the December 12, 2022, board meeting

11. Public Participation*

ACTION AGENDA

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

13. Approval of Solicitation for Five-Year Master Facilities Plan (Exhibit D)

DISCUSSION AGENDA

14. Discussion and Second Reading on proposed revisions to Board Policy DI/DIE "Fiscal Accounting/Audits" (Exhibit E)

15. Discussion of 2022-2023 Budget Amendment (Exhibit F)

16. Adjourn

INFORMATION AGENDA

17. The next regular scheduled board meeting will be January 23, 2023, at the Center for Advanced Technical Studies.

* The Board welcomes and encourages public participation. We respectfully ask that you adhere to the procedures 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/December 12, 2022

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

Mrs. Elizabeth Barnhardt
Mrs. Rebecca Blackburn Hines, Chair
Mr. Matt Hogan, Vice Chair
Mrs. Catherine Huddle (virtual)
Mike Satterfield
Kevin Scully
Kimberly Snipes, Secretary
Dr. Akil Ross, Superintendent

The following staff were in attendance:

Dr. Michael Harris, Chief Student Services and Planning Officer
Mrs. Anna Miller, Chief of Academics and Administration Officer
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 December 12, 2022, board meeting.

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

Mike Satterfield, 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 updates on District FOCUS: Strategic Plan 2022-2023 to 2026-2027 and FY22 Annual Report. Mrs. Anna Miler, Chief Academics and Administration Officer gave an Academic Report and provided an update on Certified National Magnet School Signage (HECES, LES and NRES); and Ms. Maddison Paul, Chief Financial Officer, presented a Monthly Financial Update for October (Exhibit I).

During the public participation, Jan Hammond spoke about Procurement Audit and thanked the Board members for their service.

The Board presented for discussion:

- Update on Chapin High School Stadium Project
- FY 2022 Audit (Exhibit M)
- Discussion and First Reading on proposed revisions to Board Policy DI/DIE "Fiscal Accounting/Audits" (Exhibit N)

The Board presented for information:

- Emergency, Sole Source, and Minority Procurements (Exhibit O)
- FY Annual Report (Exhibit P)

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

Record of Voting

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of December 12, 2022

		BARNHARDT	BLACKBURN HINES	HOGAN	HUDDLE	SATTERFIELD	SCULLY	SNIPES
1.	M. Hogan S. Barnhardt Approve the agenda.	X	X	X	A	X	X	X
2.	M. Satterfield S. Scully 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.) Legal advice regarding the sewer system at Piney Woods Elementary; d.) Contractual matter regarding the purchase of property (Exhibit C); e.) Contractual update regarding audit services (Exhibit D); f.) Legal advice regarding Jaramillo Accounting Group LLC audits (Exhibit E, F, G & H); g.) Legal advice regarding C.A. No. 2021-CP-32-03699; h.) Legal advice regarding C.A. No. 2022-CP-40-01364 .	X	X	X	A	X	X	X
3.	M. Hogan S. Scully I move that we approve the minutes of the November 21, 2022, board meeting.	X	X	X	X	X	X	X
4.	M. Hogan S. Satterfield I move that we approve the selected employment items as shown in Exhibit A for action.	X	X	X	X	X	X	X

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SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of December 12, 2022

		BARNHARDT	BLACKBURN HINES	HOGAN	HUDDLE	SATTERFIELD	SCULLY	SNIPES
5.	M. Huddle S. Hogan I move that we extend the deadline to complete Phase 3 of the detailed procurement audit until January 31, 2023, and retain the same maximum budget as originally approved on June 27, 2022. Mrs. Huddle received a letter/email from a retired CFO and she requested that the letter be attached to the minutes (Attachment #1)	X	N	X	X	X	N	X
6.	M. Hogan S. Barnhardt I make a motion that we approve the proposed 2023-2024 School Year Calendar shown in Exhibit J.	X	N	X	X	X	X	X
7.	M. Hogan S. Snipes I make a motion that we approve the Second and Final Reading on proposed revisions to Board Policy IMDB "Flag Displays" and Board Policy IHAC "Social Studies Education"; and proposed new Board Policy IMDA "Patriotic Exercises as shown in Exhibit K.	X	X	X	X	X	X	X
8.	M. Barnhardt S. Hogan I move that we approve the renewal of the District 5 Foundation for Educational Excellence, Inc. Memorandum of Understanding and Agreement. (Exhibit L)	X	X	X	X	X	X	X
9.	M. Hogan S. Barnhardt I move that we approve the First Reading of proposed revisions to Board Policy DI/DIE "Fiscal Accounting/Audits" as shown in Exhibit N.	X	X	X	X	X	N	X

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SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of December 12, 2022

			BARNHARDT	BLACKBURN HINES	HOGAN	HUDDLE	SATTERFIELD	SCULLY	SNIPES
10.	M. Snipes	S. Hogan	X	X	X	X	X	X	X
	Adjourn at 9:40 p.m.								

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District Five OF LEXINGTON & RICHLAND COUNTIES

Cathy Huddle <chuddle@lexrich5.org>

Completion of Detailed Procurement Audit and Exhibiy N in tonight agenda.

1 message

Scott Hinton <shinton01@att.net> Mon, Dec 12, 2022 at 4:49 PM
Reply-To: Scott Hinton <shinton01@att.net>
To: "rhines@lexrich5.org" <rhines@lexrich5.org>, "mhogan@lexrich5.org" <mhogan@lexrich5.org>, "ksnipes@lexrich5.org" <ksnipes@lexrich5.org>, "ebarnhardt@lexrich5.org" <ebarnhardt@lexrich5.org>, "kscully@lexrich5.org" <kscully@lexrich5.org>, "chuddle@lexrich5.org" <chuddle@lexrich5.org>

My name is Trescott Hinton Jr, a retired
CFO and President of Companion Life Insurance Company, a subsidiary of Blue Cross and Blue Shield of South Carolina.
My children and currently 2 grandchildren attend schools in District 5.
First let me apologize for not being able to attend tonights meeting due to being out of town. You have 2 items on the agenda tonight that are very serious. The completion of the Outstanding Detailed Procurement Audit is very important to make sure that the tax money from your citizens has been spent appropriately and you can have an independent audit that proves this one way or another. This action would add to your credibility as a new Board. A great example is unaudited books of FTX crypto platforms and in the mismanagement of others funds. This audit must be completed.
Second Exhibit N, proposed revisions to fiscal accounting/audits needs to be approached seriously. The Board is specifically responsible to District 5 residents for management of OUR school funds. Not implementing appropriate independent Audit procedures to include the ongoing audit of all District 5 expenditures with a Budget in excess of $200,000,000 is imperative. That's a lot of zeros that YOU are responsible for!
Furthermore, a committee of the Board should be implemented for such a large responsibly.
Please show that you are taking the responsibility of the duties that you have been elected for as you would expect your Banking Institution to implement.

Respectfully submitted,
Trescott Hinton Jr

Sent from AT&T Yahoo Mail on Android

Attachment #1 is included with the minutes of the 12-12-2022 meeting, at the request of Board member Cathy Huddle pursuant to South Carolina Code Ann. Section 30-4-90(a)(4) and Board Policy BEDG. The Board majority did not approve, disapprove, or otherwise act upon the contents of this attachment.

EXHIBIT D

M E M O R A N D U M

To: Members of the Board of Trustees

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

From: David A. Weissman
Executive Director of Operations

Date: January 3, 2023

Re: **Action Agenda:** January 9. 2022 Board Meeting
Approval of Solicitation for Five-Year Master Facilities Plan

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Issue: Per Board Policy FA Facilities Development Goals/ Priority Objectives, the district is required to complete condition assessments of its schools and provide the superintendent and board with a consolidated school and district level assessment. This data will be used to complete a five-year master facility plan to be presented to the superintendent, board and community.

Recommendation: The administration recommends that we issue a Request for Qualifications for the services of a qualified architectural firm to assist with the development of a five-year master plan for facilities in accordance with policy FB Facilities Planning, issued 10/21.

Attachments - Board Policy FA Facilities Development Goals/ Priority Objectives
Board Policy FB Facilities Planning

DAW: cr

Policy FA Facilities Development Goals/Priority Objectives

Issued 2/14

Purpose: To establish the board's vision for development of district facilities.

A quality educational program is controlled to a great extent by the environment within which it functions. The development of a quality educational program and school buildings which facilitate the implementation of the program go hand in hand.

It is the intent of the board that quality facilities are provided to insure an attractive, clean, comfortable and safe atmosphere for student learning. These facilities will include the following.

- buildings that are functional and solidly constructed
- new buildings and renovations that are appropriate to the community and to existing buildings
- quality engineering services to insure long-term functional durability of mechanical and electrical systems
- design for long-range economy of operation and energy conservation
- features to simplify long-term maintenance and upkeep
- meeting all safety code requirements through the remodeling of older structures
- adequate school space to accommodate future improvements in educational programs and services

The board will authorize the construction of a sufficient number of school buildings to meet the demands of present and future student enrollments. The board seeks to provide the highest type of educational environment for students at the lowest possible expenditure of tax dollars.

Adopted 2/10/14

School District Five of Lexington and Richland Counties

Policy FB Facilities Planning

Issued **10/21**

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 nonschool or shared use of the facilities
- the 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; Revised 10/11/21

Legal References:

S.C. Code of Laws, 1976, as amended:

Section 59-23-210 - Construction, improvement, and renovation of public schools.

School District Five of Lexington and Richland Counties

EXHIBIT E

MEMORANDUM

To: Members of the Board of Trustees

From: Maddison Paul,
Chief Financial Officer

Date: January 5, 2023

Re: January 9, 2023 Board Meeting
Discussion Item
Discussion and Second Reading of Proposed Revisions to Board Policy DI/DIE "Fiscal Accounting/Audits"

Item: Discussion and Second Reading of Proposed Revisions to Board Policy DI/DIE "Fiscal Accounting/Audits"

Background: The Policy Committee met on November 2, 2022 to review board policy DI/DIE "Fiscal Accounting/Audits." The committee discussed adding internal control language to the policy as stated in Fort Mill School District's Board Policy DIE.

First reading of Board Policy DI/DIE "Fiscal Accounting/Audits" was presented to the Board of Trustees on December 12, 2022. The Board discussed revising the internal control language and adding language pertaining to Internal Auditing. The Administration consulted with the South Carolina School Boards Association, Attorney Kathryn Long Mahoney and other districts in South Carolina to revise the attached policy.

Recommendation: The administration recommends that the Board of Trustees approve the recommended revisions to Board Policy DI/DIE "Fiscal Accounting/Audits".

Attachments – Current Board Policy DI/DIE "Fiscal Accounting/Audits"
Board Policy DI/DIE "Fiscal Accounting/Audits" Revised for Discussion & Second Reading
Board Policy DI/DIE "Fiscal Accounting/Audits" as Approved for First Reading

Policy DI/DIE Fiscal Accounting/Audits

Issued **1/22**

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 most current *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 or designee 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 an annual financial audit and a purchasing audit to be conducted a minimum of every three years, covering the preceding years. The financial audits and purchasing audits will comply with all state laws and regulation audit standards.

In addition, purchasing audits will require the auditing of all payments of more than $50,000 total in any fiscal year to any vendor to ensure the Procurement Code was followed with respect to contracting and payments. This includes payments of all types, regardless of the funds used for such payments and regardless whether purchase orders were used. These requirements will be included in all Requests for Proposals and all proposed contracts for Purchasing Audit Services.

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. The full audit reports, including all notes and schedules as provided to the district, will be provided to the board at the first regularly-scheduled board meeting after receipt of the final audit results. The administration will recommend to the board any policy, process or procedure changes necessary to remediate any deficiencies found as a result of audits.

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, 1/24/22

Legal References:

S.C. Code of Laws, 1976, as amended:

Section 59-17-100 - Districts to provide South Carolina Department of Education with copies of audit reports.

Section 59-20-60 - Spending priority; audits; reports.

Section 59-20-80 - School budgets will be made public; itemization of salaries.

S.C. State Board of Education Regulations:

R43-172 - Accounting and reporting.

Policy DI/DIE Fiscal Accounting/Audits

Issued **1/22**

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

The board of trustees is responsible for setting the expectations for internal control, ensuring administration is aware of those expectations, requiring the upward communications channels are open through all levels of management, and evaluating management's effectiveness towards monitoring the control environment and implementing sound internal controls.

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 most current *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.

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Adopted 2/24/69; Revised 3/29/81, 4/28/86, 6/25/07, 1/24/22, __/__/22

(3)

Legal References:

S.C. Code of Laws, 1976, as amended:

Section 59-17-100 - Districts to provide South Carolina Department of Education withcopies of audit reports.

Section 59-20-60 - Spending priority; audits; reports.

Section 59-20-80 - School budgets will be made public; itemization of salaries.

S.C. State Board of Education Regulations:

R43-172 Accounting and reporting.

Policy DI/DIE Fiscal Accounting/Audits

Issued ~~1/22~~ ___/23

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 most current *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 or designee will present the board with monthly financial statements of revenue and expenditures including budgeted amounts which reflect the financial operations of the district.

The Board of Trustees is committed to accountability, transparency, and serving as a steward of taxpayer funds. Accordingly, the District will implement a hybrid model of auditing to best meet these commitments. This model will consist of both internal auditing conducted under the supervision of the District's Administration and through external auditing by an independent firm that will report directly to the Board of Trustees.

I. Internal Auditing

An Internal Auditor will be under the supervision of the Superintendent and will conduct audits of school activity funds, extended day programs, warehouse activities, and other routine audits of District financial practices. The Superintendent has authority to conduct any audit necessary for District operations that the Board of Trustees has not approved in accordance with the annual audit plan as described below. The Internal Auditor will report to the Superintendent unless the internal auditor determines, in his/her discretion, that a report directly to the Board Chair is necessary on a particular matter. The Superintendent will provide reports and recommendations from all completed audits to the Board in a timely manner.

The Superintendent may not dismiss the Internal Auditor without Board approval, but the Superintendent may place the Internal Auditor on administrative leave, with pay, as necessary pending any employment-related matter.

II. External Auditing

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 an annual financialaudit and a purchasing audit to be conducted a minimum of every three years, covering the preceding years. The financial audits and purchasing audits will comply with all state laws and regulation audit standards.

In addition, purchasing audits will require the auditing of all payments of more than $50,000 total in any fiscal year to any vendor to ensure the Procurement Code was followed with respect to contracting and payments. This includes payments of all types, regardless of the

funds used for such payments and regardless whether purchase orders were used. These requirements will be included in all Requests for Proposals and all proposed contracts for Purchasing Audit Services.

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. The full audit reports, including all notes and schedules as provided to the district, will be provided to the board at the first regularly-scheduled board meeting after receipt of the final audit results. The administration will recommend to the board any policy, process or procedure changes necessary to remediate any deficiencies found as a result of audits.

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, 1/24/22, __/__/23

Legal References:

S.C. Code of Laws, 1976, as amended:

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Section 59-20-60 - Spending priority; audits; reports.

Section 59-20-80 - School budgets will be made public; itemization of salaries.

S.C. State Board of Education Regulations:

R43-172 Accounting and reporting.

(6)

EXHIBIT F

MEMORANDUM

To: Members of the Board of Trustees

From: Maddison Paul,
Chief Financial Officer

Date: January 5, 2023

Re: January 9, 2023 Board Meeting
Discussion Item
FY2022-2023 Budget Amendment

Attached is a presentation providing information for the justification of a General Fund Budget Amendment. The amendment is based on the 45th day ADM (Average Daily Membership) enrollment and increased revenue based on actual collections year to date. The School Board approved the final reading of the District's current General Fund Budget on June 27, 2022.

This amendment allows for the available revenue to be used to fund additional personnel, increases in contract services and additional supplies due to enrollment.

Attachments – FY2023 General Fund Budget Amendment Presentation