Agenda

Board of Trustees
Regular Meeting
Location: Center for Advanced Technical Studies
Video Livestream: https://www.youtube.com/watch?v=DDiRqXUprK4
(Board 5-Year Master Facilities Planning Workshop / Board Meeting)

February 13, 2023

1. Call to order at 4:00 p.m. to convene Board Five-Year Master Facilities Planning Workshop
2. Adjourn
3. Call to order at 6:00 p.m.
4. Approval of the agenda
5. 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 procurement audit (Exhibit C)
6. Call to order and convene regular meeting at 7:00 p.m.
7. Welcoming remarks – Rebecca Blackburn Hines, Board Chair
8. Invocation – Elizabeth Barnhardt, Board of Trustees
9. Pledge of Allegiance – Elizabeth Barnhardt, Board of Trustees
10. School Board Spotlight
11. Superintendent's Report
    a. District FOCUS: Strategic Plan Update for 2022-2023 to 2026-2027
    b. Academic Report
    c. Accountability Update

12. Approval of the minutes of the January 23, 2023, board meeting

13. Public Participation*

ACTION AGENDA

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

15. Fourth and Final Reading on proposed revisions to Board Policy DI/DIE "Fiscal Accounting/Audits" (Exhibit D)

16. Second and Final Reading on proposed revision to Board Policy IHAC "Social Studies Education" (Exhibit E)

DISCUSSION AGENDA

17. Discussion of Website and Parent App Solicitation (Exhibit F)

18. Update on Chapin High School Stadium Renovation Project

19. Update on Irmo High School East Wing Addition

20. Discussion of Board Five-Year Master Facilities Planning Workshop

21. Adjourn

INFORMATION AGENDA

22. The next regular scheduled board meeting will be February 27, 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/January 23, 2023

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
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 January 23, 2023, board meeting.

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

Kimberly Snipes, Board of Trustees, gave the Invocation and Pledge of Allegiance.

During the Superintendent's Report, Dr. Ross presented and update on District FOCUS: Strategic Plan 2022-2023 to 2026-2027. Miss Maddison Paul, Chief Financial Officer, presented monthly financial update for November (Exhibit E), and a Financial Recovery Plan update (Exhibit F).

During the public participation, Kristen Kringle spoke about DSS Child Abuser Registry.

The Board presented for discussion:

- Discussion and Third Reading on proposed revisions to Board Policy DI/DIE "Fiscal Accounting/Audits" (Exhibit I)
- Update on Chapin High School Stadium
- Discussion and First Reading on proposed revision to Board Policy IHC "Social Studies Education" (Exhibit J)

The Board presented for information:

- Revisions to Administrative Rule DI/DIE-R "Fiscal Accounting/Audits" (Exhibit K)
- Revision to Administrative Rule IKR-R "Graduation Requirements" (Exhibit L)
- 90th-Day Enrollment Report (Exhibit M)

Record of Voting

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of January 23, 2023

		BARNHARDT	BLACKBURN HINES	HOGAN	HUDDLE	SATTERFIELD	SCULLY	SNIPES
1.	M. Huddle S. Hogan Approve the agenda.	X	X	X	X	X	A	A
2.	M. Hogan S. Satterfield 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 Town of Chapin request for Feasibility Study (Exhibit C); d.) Legal advice regarding Sewer Main at Piney Woods Elementary School; e.) Legal advice regarding procurement audit (Exhibit D).	X	X	X	X	X	A	A
3.	M. Hogan S. Huddle I move that we approve the minutes of the January 9, 2023, board meeting.	X	X	X	X	X	X	X
4.	M. Huddle S. Barnhardt 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. Hogan S. Satterfield I make the motion that the Board approves the 2022-2023 Budget Amendment as shown in Exhibit G.	X	X	X	X	X	X	X

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

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of January 23, 2023

		BARNHARDT	BLACKBURN HINES	HOGAN	HUDDLE	SATTERFIELD	SCULLY	SNIPES
6.	M. Huddle S. Barnhardt I make the motion that the Board approve the 2023-2024 School Board Meeting Schedule (Exhibit H).	X	X	X	X	X	X	X
7.	M. Scully S. I move that we carve out Section I. (Internal Auditing) into its own stand-alone policy. **MOTION FAILED** M. Huddle S. Hogan I move that we approve the Third Reading on proposed revisions to Board Policy DI/DIE "Fiscal Accounting/Audits" with a Fourth and Final Reading at the next board meeting (Exhibit I). M. Scully S. I move to amend the motion to remove "Final Reading." **MOTION FAILED** Vote on the original motion.	X	X	X	X	X	X	X
8.	M. Hogan S. Snipes I moved that we approve the First Reading on proposed revision to Board Policy IHAC "Social Studies Education" shown in Exhibit J.	X	X	X	X	X	X	X

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SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of January 23, 2023

	BARNHARDT	BLACKBURN HINES	HOGAN	HUDDLE	SATTERFIELD	SCULLY	SNIPES
9. M. Snipes S. Hogan Adjourn at 8:42 p.m.	X	X	X	X	X	X	X

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EXHIBIT D

MEMORANDUM

To: Members of the Board of Trustees

From: Maddison Paul,
Chief Financial Officer

Date: February 9, 2023

Re: February 13, 2023 Board Meeting
Action Item
Fourth and Final Reading of Proposed Revisions to Board Policy DI/DIE "Fiscal Accounting/Audits"

Item: Fourth and Final 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 Administration consulted with the South Carolina School Boards Association, Attorney Kathryn Long Mahoney and other districts in South Carolina to revise the attached policy.

Second reading of Board Policy DI/DIE "Fiscal Accounting/Audits" was presented to the Board of Trustees on January 9, 2023. The Board discussed the changes included in the second reading and motioned to add Fort Mill School District's complete DIE policy and amend the language under Internal Auditing.

Third reading of Board Policy DI/DIE "Fiscal Accounting/Audits" was presented to the Board of Trustees on January 23, 2023. The Board did not request any further changes to the policy and motioned to approve the policy to fourth and final reading.

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 Final 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~~ ___/23

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

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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.

The school district will establish specific policies and procedures on internal controls designed to provide the board of trustees, stakeholders, governmental agencies, and other outside parties with reasonable assurance that the school district's goals and objectives will be met. Internal controls will promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies, and comply with laws and regulations.

Controls help ensure that assets are not exposed to unauthorized access and use, transactions are properly recorded in the financial records, and the resultant financial information is reliable. School district resources are dependent upon the system of internal control. Auditors are required annually to consider the school district's system for internal control over financial reporting and compliance in order to determine the procedures that are appropriate for the annual audit. The safeguarding of school district assets and the reliability which the school district and others can place upon its financial records is dependent upon the effectiveness of the internal control process.

The board of trustees expects the school district administration to create and enforce an internal control environment with policies and procedures necessary to provide reasonable assurance that practices enable effective and efficient operations, reliable financial reporting, and compliance with applicable laws and regulations.

The system of internal control is meant to ensure the school district remains on target toward its mission and to minimize deviations. The system promotes efficiency, minimizes risks of asset loss, helps ensure the reliability of financial information, and compliance with applicable laws, rules, and regulations.

Definitions

Internal control is a process; a means to an end, and not an end unto itself.

The control environment is the foundation upon which all components of internal control are based. It sets the tone for school district operations. Internal control is about people, operations, communications, and the work environment. It is not about policies and forms though it takes shape through the implementation of relevant policies, procedures, and practices. Internal control can provide reasonable assurance, but no system of control can provide absolute assurance to the board of trustees and other users of financial information.

Procedures

A. Responsibility

1. 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 toward monitoring the control environment and implementing sound control policies and procedures.

2. Individuals with delegated approval authority, e.g. superintendent, assistant superintendents, executive directors, directors, and principals are responsible for establishing, maintaining, and supporting a system of internal controls within their areas of responsibility and for creating the control environment that encourages compliance with school district policies and procedures.
    a. Adequate supervision is necessary to monitor that internal controls are operating as intended, and to help ensure the reliability of accounting and operational controls by pointing out errors, omissions, exceptions, and inconsistencies in procedures.
    b. Staff are responsible for the application of this policy and the design, development, implementation, and maintenance of systems of internal controls focusing on the effectiveness of operations and the safeguarding of assets within their respective areas of responsibility.
    c. All levels of school district administration are responsible for strengthening internal controls when weaknesses are detected and should periodically review departmental procedures to ensure that the general principles of internal control are being followed.

3. The finance department has the primary responsibility for internal control over financial reporting and compliance with applicable laws, rules, and regulations. The Chief Financial Officer and the Director of Finance are the school district's source for information and assistance to other administrators and staff on this topic and will make resources available to assist in administering this policy.

4. The human resources department is responsible for internal controls over employee recruitment, hiring, separation, promotion, job classification, employee rights, and salary administration. The Chief Human Resources Officer is the school district's source for information and assistance to other administrators and staff on this topic and will make resources available to assist in administering this policy.

5. All levels of internal control may be reviewed by the external auditors during the annual audit. If significant deficiencies or material weaknesses are noted during the annual audit, the external auditors must communicate these issues to

management and to the board of trustees of the school district.

6. Department heads, working with the finance department, are responsible for prompt corrective action on all internal control findings and recommendations made by external auditors. The audit process is completed only after department heads receive the audit results and take action to correct internal control weaknesses, improve systems, or demonstrate that management action is not warranted.

7. School district staff in leadership positions have the responsibility to ensure that those who report to them have adequate knowledge, skills, and abilities to function within, and contribute to, an effective internal control environment. This includes providing access to appropriate training on topics relevant to their job.

B. School district administration and board of trustees will establish and maintain a system of internal controls that satisfies the school district's objectives in the following categories:
1. risks are identified and effectively managed
2. safeguarding of assets
3. reliability and integrity of financial information
4. compliance with policies, plans, procedures, laws, and regulations
5. economical and efficient use of resources
6. meeting established objectives and goals for school operations and programs.

C. General internal control principles for schools and departments are:
1. Separation of duties
a. Duties are separated so that one person's work routinely serves as a check on another's work.
b. No one person has complete control over more than one key function or activity (e.g. authorizing, approving, certifying, disbursing, receiving, or reconciling).

2. Authorization and approval
a. Proposed transactions are authorized when proper and consistent with school district policy and the school or department's plans.
b. Transactions are approved by the person who has delegated approval authority, which is usually delegated on the basis of special competency or knowledge.

3. Custodial and security arrangements
a. Responsibility for physical security/custody of school district assets is separated from record keeping/accounting for those assets.
b. Unauthorized access to school district assets and confidential data is prevented.

4. Timely and accurate review and reconciliation as appropriate
a. School and department accounting records and documents are examined by employees who have sufficient understanding of the school district's accounting and financial systems to verify that recorded transactions actually took place and were made in accordance with the school district's policies and procedures.
b. School and department accounting records and documentation are

compared with the school district's accounting system reports and financial statements to verify their reasonableness, accuracy, and completeness.

5. The general internal control principles should be applied to all school and department operations, especially accounting records and reports, payroll, purchasing/ receiving/disbursement approval, equipment, and supply inventories, cash receipts, petty cash and change funds, billing, and accounts receivable.

D. All schools and department processes, operations, functions, and activities are subject to evaluations of internal control systems. The results of these evaluations provide information regarding the school district's overall system of control.

E. Information and communication - Information must be timely and communicated in a manner that enables employees to carry out their responsibilities.

1. All personnel must receive a clear message from the school district's administration that control responsibilities are to be taken seriously.
2. Employees must understand their own roles in the internal control system, as well as how individual activities relate to the work of others.
3. Employees must have a means of communicating significant information to the school district's administration.
4. The school district must communicate effectively with external parties, such as governmental agencies, contractors, suppliers, parents/legal guardians, students, and other stakeholders.

F. Internal control is meant to keep the school district focused on achieving its mission; however, there is a balance between effective controls and mission accomplishment. Costs associated with internal controls should not exceed their benefit, nor should controls be allowed to stifle mission effectiveness and timely action. All levels of leadership must assess the costs, benefits, and risks when designing controls to develop a positive control environment and compensate for the risks of non-compliance, loss of assets, or unreliable reporting while accomplishing the school district mission.

Reporting Procedures and Resolution of Reported Incidents

It is the responsibility of all employees/personnel to comply with the established practices of the school district.

A "significant" incident is one where a control creates, or appears likely to create, vulnerability to failure in operational efficiency and effectiveness, reliable financial information, safeguards for assets and records, adherence to prescribed policies, and compliance with laws and regulations, which failure would disrupt school district operations, safety, or the legal or financial position of the school district. Incidents that are not "significant" are those which are minor mistakes, errors, nonconformities, and observed vulnerabilities which can be quickly resolved at a minor level without posing threats to the school district.

All employees/personnel are required to immediately report all significant allegations or incidents of noncompliance to their immediate superior or, if the employee has reason to believe that his/her immediate supervisor is involved, to the next level of management. All significant incidents and allegations of noncompliance must be reported to the administrative officer with primary responsibility for the affected field of operations (e.g. assistant superintendents,

executive directors, directors) with a notice to the superintendent. The superintendent will then assure that an investigation into the matter is conducted by the appropriate administrator, the superintendent, or by a third party on behalf of the superintendent (e.g. legal counsel and/or subject matter expert consultants).

Any significant noncompliance committed by employees of the school district will be pursued by thorough investigation, and upon discovery will prompt consideration of the following:

- taking disciplinary action in accordance with applicable school district's personnel policy
- dismissal
- modifications of the applicable controls;
- investigation into the potential existence of other controls failures or vulnerabilities
- any other appropriate and legal remedy available

All information relating to significant noncompliance that is received and investigated will be treated confidentially to the extent permitted by law. The progression of investigations will be handled in a confidential manner and will not be disclosed or discussed with any person(s) other than those who have a legitimate right to such information, to the extent permitted by law. This is important to avoid harming the reputations of suspected persons where the investigation reveals no wrongful conduct or otherwise indicates that a problem is with the controls and not bad faith of the involved people. No person is authorized to supply any information with regard to allegations or incidents of noncompliance to the media or otherwise outside the scope of the investigation and response(s) to the investigation, without the express permission of the superintendent.

No person will suffer any penalty or retribution for reporting in good faith, any suspected or actual incident of noncompliance. Employees must not make allegations which are false and made with malicious intentions. Where such false allegations are discovered, the person making the allegations will be subjected to disciplinary actions.

I. Internal Auditing

The Internal Auditor shall report functionally to the Board.

The Internal Auditor will conduct audits of school activity funds, extended day programs, warehouse activities and other routine audits of District practices. The Superintendent has authority to conduct any audit necessary for District operations. The Superintendent will timely provide all completed internal auditing reports and recommendations to the Board.

The Internal Auditor will report administratively to the Superintendent. The Superintendent may not dismiss the Internal Auditor without board approval but may place the Internal Auditor on administrative leave with pay, as necessary, pending board approval of 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:

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

EXHIBIT E

MEMORANDUM

To: Members of the Board of Trustees

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

From: Anna M. Miller
Chief Academic and Administration Officer

Date: February 8, 2023

Re: February 13, 2023 Board Meeting
Second and Final Reading of Revision to Board Policy IHAC "Social Studies Education"

Item: Proposed Revision to Board Policy IHAC "Social Studies Education".

Background: The South Carolina School Boards Association recommended in the 2021 Policy and Legislative Update Manual that Board Policy IHAC "Social Studies Education" be revised to incorporate the language of the amended S.C. Code of Laws, 1976, Section 59-29-120(A). Per the statute, all public high schools must give instruction in the essentials of the United States Constitution, the Declaration of Independence, the Emancipation Proclamation, and the Federalist Papers. No student in any such school may receive a certificate of graduation without previously passing a course that includes instruction in the provisions and principles of the United States Constitution, the Declaration of Independence, the Emancipation Proclamation, and the Federalist Papers.

Recommendations: The administration recommends that the Board of Trustees approve the recommended revision to Board Policy IHAC "Social Studies Education".

Attachment: Board Policy IHAC "Social Studies Education"

SOCIAL STUDIES EDUCATION

Code **IHAC** *Issued* ~~12/22~~ **1/23**

Purpose: To establish the board's vision for social studies education.

Informed citizen participation in public life is essential to the health of our democratic system. A variety of experiences (including those using interdisciplinary approaches) in the social sciences of economics, sociology, psychology, geography, political science, anthropology, and history enables students to function effectively and contribute constructively within society. These experiences must include both learning about and using the tools of the social sciences. An effective social studies program must prepare young people to live, work, compete, and solve problems in our increasingly diverse nation and interdependent world.

The social studies program will provide the opportunity for each student to acquire the knowledge of content and concepts; develop critical thinking skills and processing skills; and adopt values necessary for responsible social, political, and economic participation in a diverse, interdependent, and changing world.

The district will develop curriculum to present learning opportunities to students so that skills and knowledge, as presented in the state academic standards, may be acquired. The curriculum will include instruction on the founding principles that shaped the United States, including, at a minimum, the Declaration of Independence, the Emancipation Proclamation, the Federalist Papers, the structure of government, the role of the separation of powers, and the freedoms guaranteed by the Bill of Rights. The curriculum will address kindergarten through 12th grade.

Adopted 11/14/11; Revised 4/24/17, 10/23/17, 12/12/22

Legal References:

A. Federal Law:
   1. Constitution Day and Citizenship Day, 36 U.S.C.A. Section 106.

B. S.C. Code of Laws, 1976, as amended:
   1. Section 59-29-155 - South Carolina Founding Principles Act.
   2. Section 59-29-55 - Instruction on Black history.
   3. Section 59-29-120 - Instruction required; attendance at Veteran activities.
   4. Section 59-29-165 - Instruction in personal finance.
   5. Sections 59-29-410 through 430 - Financial literacy instruction.
   6. Sections 59-29-440 through 570 - South Carolina Financial Literacy Initiative.

C. State Board of Education Regulations:
   1. R43-231 - Defined program, grades K-5.
   2. R43-232 - Defined program, grades 6-8.
   3. R43-234 - Defined program, grades 9-12.

(see next page)

EXHIBIT F

To: Members of the Board of Trustees

From: Amanda Taylor
Director, Office of Communications

Date: February 9, 2023

Re: Proposed RFP for Communication Strategy Developer

Recommendation:
The administration recommends that the proposed RFP for a communication strategy developer proceed to final approval.

School District Five's current communication strategy includes one website host vendor and a different vendor for the district's messaging system. School District Five currently does not have a mobile application.

The administration is proposing an RFP that would combine the website host and messaging system and create a new mobile application, all provided by the same vendor. This single-vendor communication strategy will streamline processes, because all of the communication platforms will interact and have one source of data input.

A new mobile device application will provide School District Five with a more robust communication strategy. It will allow for direct parent interaction and increased engagement. The application will be customizable to parents' needs and preferences and provide desired information on demand. Families will also receive immediate, real-time notifications in times of emergency.

Once approved by the Board of Trustees, School District Five will release the RFP and proceed with the selection and implementation process, with an anticipated roll-out date prior to the start of the 2023-2024 school year.