

**CCSD BOARD OF TRUSTEES
AGENDA**
January 12, 2015
75 Calhoun St., Charleston, SC 29401
Business

I. EXECUTIVE SESSION 3:45 p.m.			
	1.1:	Student Transfer Requests -In County (1) -Out of County (2) <i>The Board will discuss a student transfer requests.</i>	Action
	1.2:	Home School Applications The Board will discuss home school applications.	Action
	1.3:	Contractual Matters – Mr. Bill Briggman <i>The Board will discuss evaluations and/bonuses for three principals (Grimm, Cannon and Wilson).</i>	Information
	1.4:	Contractual Matter <i>The Board will discuss a proposed contractual matter regarding a superintendent search.</i>	Information
Action OPEN SESSION 5:15 p.m.			
II.	CALL TO ORDER, INVOCATION/MOMENT OF SILENCE, & PLEDGE of ALLEGIANCE		
III.	ADOPTION OF AGENDA		
IV.	SPECIAL RECOGNITIONS (15 minutes) – Mrs. Erica Taylor, Executive Director of Strategy & Communications		
		A. Mock Trial – Buist and Moultrie Middle School Teams B. School Board Recognition <i>To honor the contributions of school board members in South Carolina, January is designated as School Board Recognition Month. This year's theme, "School Boards Stand Up 4 SC Public Schools," reinforces the unique role school boards play in promoting and advocating for quality public education in our state.</i>	Recognition
V.	SUPERINTENDENT'S REPORT – Mr. Michael Bobby, Acting Superintendent of Schools "We are the World" video		
VI.	VISITORS, PUBLIC COMMUNICATIONS		
VII.	APPROVAL OF MINUTES/EXECUTIVE SESSION AGENDA ITEMS		
	7.1:	A. Open Session Minutes of December 8, 2014 <i>The Board will vote on the open session minutes of November 24, 2014.</i>	Action
		B. Open Session Minutes of December 18, 2014 Special Called Meeting <i>The Board will vote on the open session minutes of December 18, 2014 Special Called meeting.</i>	
	7.2:	Executive Session Action Items of January 12, 2015 <i>The Board will vote on executive session action items of January 12, 2015.</i>	Action
	7.3:	A. Financial Minutes of December 8, 2014 Meeting <i>The Board will vote on the financial minutes of December 8, 2014.</i>	Action
		B. Financial Minutes of the December 18, 2014 <i>The Board will vote on the financial minutes of December 18, 2014 Special Called meeting.</i>	Action
VIII.	CAE UPDATE		
IX.	MANAGEMENT REPORT(S)		
	9.1:	FCO Management Report – Mr. John McCarron, Mr. Ron Kramps, and Ms.	Information

		Joyce Costello	
X.	COMMITTEE REPORT(S)		
	10.1:	Audit & Finance Committee – Mr. Todd Garrett	
		A. Audit & Finance Committee Update <i>The Committee will provide information and receive input from Board members on the following:</i> <i>-Items that are currently before the committee that have not been brought forward to the Board;</i> <i>-Future topics the committee plans to bring forward; and</i> <i>-What is needed to move the item forward?</i>	Information
		B. Capital Projects Phase IV Early Out Projects – Mr. Jeff Borowy <i>The Board will vote on a recommendation to approve early out projects for the Phase IV (2017-2022) Capital Program.</i>	Action
		C. One Year Extension of Grounds Contract – Mr. Ron Kramps <i>The Board will vote on a recommendation to approve a 12 month extension to the Grounds Service Contract RFP#P9010.</i>	Action
		D. Angel Oak Renovations - Financing Opportunities – Mr. Jeff Borowy <i>The Board will vote on a recommendation related to the Angel Oak Elementary School Renovation project.</i>	Action
		E. Voyager Charter – Mr. Michael Bobby, Acting Superintendent of Schools <i>The Board will vote on a recommendation to approve discussions about the use of the Fraser campus for the Carolina Voyager Charter School operation..</i>	Action
		F. Head Start/Early Head Start Financials – Mr. Michael Bobby, Acting Superintendent of Schools <i>The Board will vote on a recommendation to approve the Head Start/Early Head Start financial report for the November 1 – November 30, 2014.</i>	Action
		G. Expansion of Lowcountry Tech Academy – Mr. Michael Bobby, Acting Superintendent of Schools <i>The Board will vote on a recommendation regarding the expansion of Lowcountry Tech.</i>	Action
		H. PowerSchool Server Replacement – Mr. J. McCarron, Mr. Tom Nawrocki, & Ms. Felicia Blye <i>The Board will vote on a recommendation to approve the one-time use of E-Rate reimbursement funds for purchase of replacement PowerSchool hardware.</i>	Action
		I. St. Andrew's Parish Parks & Playground Commission Joint Use Agreement – Mr. Michael Bobby, Acting Superintendent of Schools <i>The Board will vote on a recommendation to approve the Joint Use Agreement between St. Andrew's Parish Parks and Playground Commission and Charleston County School District.</i>	Action
		J. Auditor Contract – Mr. Michael Bobby, Acting Superintendent of Schools <i>The Board will vote on a recommendation to allow staff to enter into a one year contract for audit services.</i>	Action
		K. East Cooper Montessori – Design of Projected Renovation <i>The Board will vote on a recommendation to approve a design contract in furtherance of a phased renovation of the old Whitesides facility and supports of a 250 East Cooper Montessori Charter School early elementary and primary students.</i>	Action
		L. Sunday Brunch Farmers Market at Medway Campus <i>The Board will discuss a recommendation related to the Farmers' Market at Medway Campus.</i>	Action
	10.2:	Policy & Personnel Committee – Mr. Tripp Wiles	
		A. Policy Committee Update <i>The Committee will provide information and receive input from Board members on the following:</i> <i>-Items that are currently before the committee that have not been brought forward to the Board;</i> <i>-Future topics the committee plans to bring forward; and</i>	Information

		<i>-What is needed to move the item forward?</i>	
		B. New Policy Merging of GCA – Professional Staff Positions and GDA – Classified Staff Positions – 1st Reading – Mr. John Emerson, General Counsel <i>The Board will vote on the first reading of merged policies GCA/GDA.</i>	Action
		C. Policy GCF – Professional Staff Hiring – 1st Reading – Mr. John Emerson, General Counsel <i>The Board will vote on the first reading of policy GCF.</i>	Action
		D. Policy JFABC – Student Transfers – 1st Reading – Mr. John Emerson, General Counsel <i>The Board will vote on the first reading of policy JFABC.</i>	Action
		E. Policy JRA – Student Records – 1st Reading – Mr. John Emerson, General Counsel <i>The Board will vote on the first reading of policy JRA.</i>	Action
		F. Rescind Policy GCKB “Hiring of Principals and Assistant Principals” – Second Reading <i>The Board will vote on the second reading of a recommendation to rescind policy GCKB.</i>	Action
		G. Board Technology – revisit policy concerning issuance of both (iPads and Laptops) to Board members and other technology.	Action
	10.3:	Strategic Education Committee – Rev. Chris Collins	
		A. Strategic Education Committee Update <i>The Committee will provide information and receive input from Board members on the following:</i> <i>-Items that are currently before the committee that have not been brought forward to the Board;</i> <i>-Future topics the committee plans to bring forward; and</i> <i>-What is needed to move the item forward?</i>	Information
		B. Health Advisory Committee Applications <i>The Board will review and vote on Health Advisory Committee nominations.</i>	Action
XI.	POTENTIAL CONSENT AGENDA ITEMS		
		A. Recommendation to Reconvene the District 9 Task Force – Rev. Eric Mack <i>The Board will vote on a recommendation from Rev. Mack to reconvene the District 9 Task Force.</i>	Action
		B. Health Advisory Committee Applications <i>The Board will review and vote on Health Advisory Committee nominations.</i>	Action
		C. Axxis Consulting Contract – Dr. Lisa Herring & Mrs. Audrey Lane <i>The Board will vote on a recommendation to approve the amendment of Axxis Consulting contract.</i>	Action
XII.	NEW BUSINESS		

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75 Calhoun Street, Charleston, SC 29401


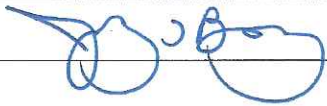
**CAPITAL PROGRAMS
BOARD AGENDA ITEM**

TO: Board of Trustees
FROM: Jeff Borowy
DATE: January 12, 2015
SUBJECT: CAPITAL PROGRAMS PHASE IV EARLY OUT PROJECTS

RECOMMENDATION: Approval of proposed early out projects for the Phase IV (2017-2022) Capital Program (list attached).

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:

Mr. Michael Bobby Acting Superintendent of Schools	
Dr. Lisa Herring Deputy Superintendent for Academics	
Mr. Jeff Borowy Deputy for Capital Programs	

Committee Recommendation(s):

Audit and Finance Committee recommendation:

Mr. Todd Garrett, Chair Audit & Finance Committee	
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Capital Programs
January 12, 2015

SUBJECT: CAPITAL PROGRAMS PHASE IV EARLY OUT PROJECTS

BACKGROUND:

1. On November 4, 2014, Charleston County voters passed a referendum to extend the current education capital improvements sales and use tax from January 1, 2017 to December 31, 2022. The referendum included a list of projects.
2. During the board workshop on December 16, 2014, Trustees were presented a list of proposed early out projects from the approved list.

DISCUSSION:

1. Attached is the list of proposed early projects. Although the projects on the list are identical to those presented at the December 16, 2014 workshop, projects on the same site have been grouped together to improve understanding of related projects. Several of the "Complete" and "Occupy" dates have been changed as projects have been reviewed in more detail.
2. The primary reasons for execution of early out projects are provided below:
 - a. New Carolina Park ES Advance Design and Construction: Overcrowding of District 2 ESs warrants an immediate start this project. Although construction start would not be anticipated until the Spring of 2016, approving both design and construction would allow Staff to pursue a Design-Build acquisition strategy which would result in a shorter duration for execution with occupancy as early as August 2017. Procurement of the Design-Build Team will be completed via the Request for Qualifications (RFQ) process where bona fide teams will be vetted prior to an interview. Utilizing CCSD provided criteria, at least three teams will be given the opportunity to present a proposed project solution. Similar to other building program projects, District appointed evaluation and selection teams will make the final selection of the successful Design-Build teams.
 - b. Murray-LaSaine Montessori Annex Renovation: Will allow design and construction to occur concurrently with the existing project already underway to renovate the main building of Murray-LaSaine.

- c. District 4 Land: This requirement for additional property to meet the ES/MS needs of North Charleston may be met by a site currently for sale. Staff will return to seek Board approval prior to execution of an agreement.
- d. Simons Montessori 3rd floor up fit: Approval for design and construction would allow the school to offer a Montessori MS opportunity as early as August 2016. The first two floors of the facility were renovated in the current building program.
- e. New District 2 HS Planning, Programming & Community Engagement; Haz Mat Abatement and Demolition (Wando South); and Advance Design: Will allow the District to begin construction immediately upon receipt of adequate tax referendum funding, thus providing a more timely finished school for use.
- f. Burns ES Haz Mat Abatement and Demolition and Advance Design: Will allow the District to begin construction immediately upon receipt of adequate tax referendum funding, thus providing a more timely finished school for use.
- g. Advance Design for Ft. Johnson MS; West Ashley New CE Williams & Bus Lot; and West Ashley Center for Advanced Studies (CAS): Will allow the District to begin construction immediately upon receipt of adequate tax referendum funding, thus providing a more timely finished school for use.

RECOMMENDATION: Approval of proposed early out projects for the Phase IV (2017-2022) Capital Program (list attached).

FUNDING SOURCE/COST: Phase IV (2017-2022) Sales Tax Referendum initially funded with general obligation (GO) bonds.

FUTURE FISCAL IMPACT: N/A

DATA SOURCES: Rick Holt, Cumming Construction Management

PREPARED BY: Jeff Borowy

REVIEWED BY LEGAL SERVICES: N/A

REVIEWED BY PROCUREMENT SERVICES: Larry Luttrario

ATTACHMENTS: Proposed Early Out Projects List

Proposed Early Out Projects

WAVE	PROJECT	DISTRICT	SCOPE	BUDGET	COMPLETE	OCCUPY
1	New Carolina Park ES	2	Advance Design	\$ 1,000,000	1/30/2016	N/A
1	New Carolina Park ES	2	Construction	\$ 40,000,000		8/15/2017
1	Murray-LaSaine Montessori Annex Renovation	3	Design & Construction	\$ 1,000,000		1/2/2016
1	District 4 Land	4	Land Due Diligence & Purchase	\$ 6,500,000	2/27/2015	N/A
1	Simons Montessori 3rd Floor up fit	20	Design & Construction	\$ 2,500,000		8/15/2016
1	New District 2 HS	2	Planning, Programming & Community Engagement	\$ 500,000	12/1/2015	N/A
2	Wando South	2	Haz Mat Abate & Demo (Design Incl.)	\$ 1,500,000	12/20/2016	N/A
2	New District 2 HS	4	Advance Design	\$ 1,300,000	1/29/2017	N/A
2	Existing Burns ES	4	Haz Mat Abate & Demo (Design Incl.)	\$ 900,000	2/1/2017	N/A
2	New Burns ES	4	Advance Design	\$ 1,000,000	4/30/2016	N/A
2	New Ft. Johnson MS	3	Advance Design	\$ 1,000,000	4/30/2016	N/A
2	West Ashley Campus (New C E Williams & Bus Lot)	10	Advance Design	\$ 1,000,000	4/30/2016	N/A
2	West Ashley Campus (New CAS)	10	Advance Design	\$ 1,000,000	4/30/2016	N/A
Early Out Project Total				\$ 59,200,000		

Jeff Borowy, Deputy Capital Programs

12 Jan 2015 Board Agenda

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CHARLESTON ACHIEVING EXCELLENCE

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75 Calhoun Street, Charleston, SC 29401


**Facilities Maintenance and Asset Management
Board Agenda Item**

TO: Board of Trustees
FROM: Michael L. Bobby
DATE: January 12, 2015
SUBJECT: Grounds Service Contract - One Year Extension (RFP # P9010)

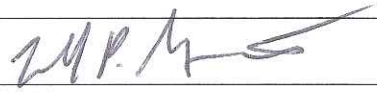
RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees approve a 12-month extension (through December 15, 2016) to the Grounds Service Contract, RFP # P9010, which otherwise would expire December 15, 2015.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:

Mr. Michael Bobby Acting Superintendent of Schools	
Dr. Lisa Herring Deputy Superintendent for Academics	
Mr. Jeff Borowy Deputy for Capital Programs	

Committee Recommendation(s):

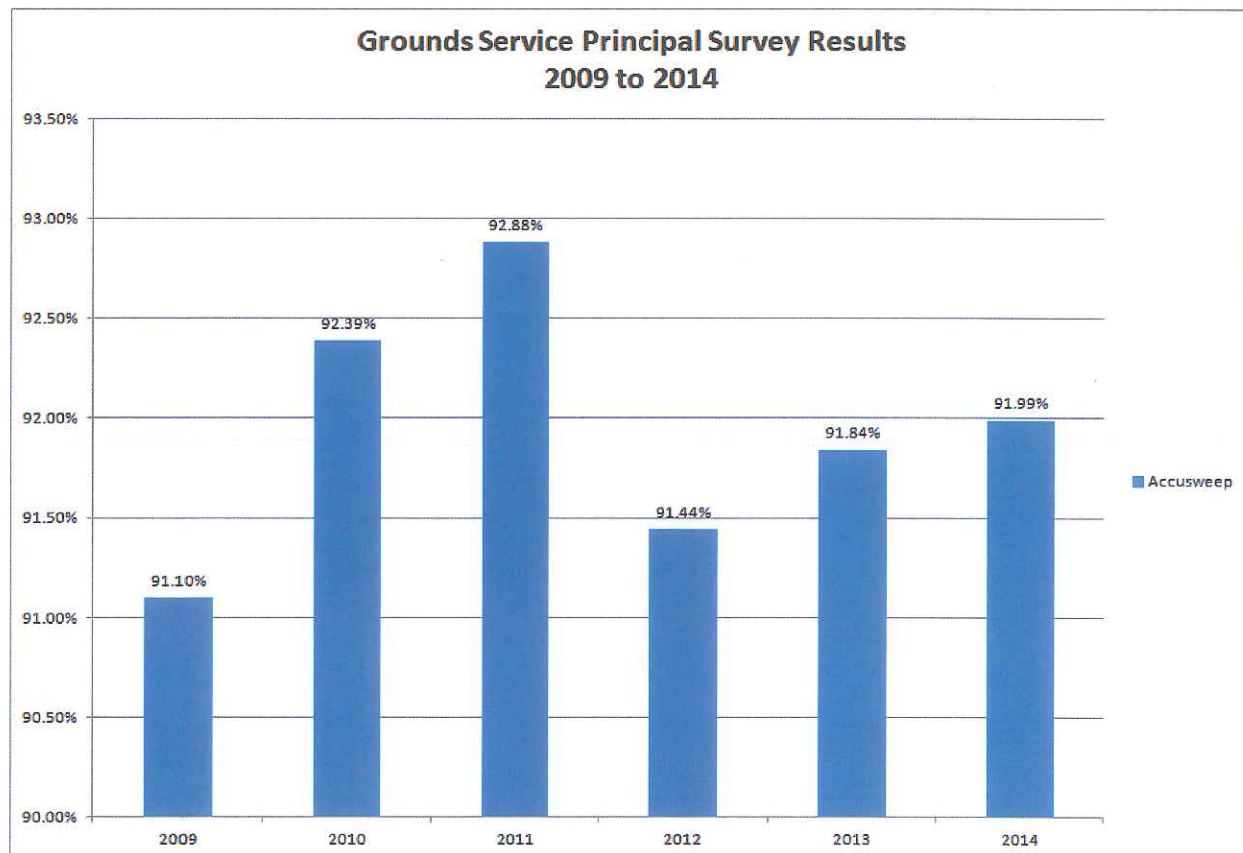
Audit and Finance Committee recommendation:	
Mr. Todd Garrett, Chair Audit & Finance Committee	

Facilities Maintenance and Asset Management
January 20, 2015

SUBJECT: Grounds Service Contract - One Year Extension (RFP # P9010)

BACKGROUND: Contract #P9010 is a seven year, \$1.8M per year grounds service contract with one vendor (Accusweep) that commenced March 2009. The contract includes a 9-month base period, four one-year extensions, and the provision to add two additional one-year extensions, with the approval of the Superintendent and up to a two year extension with Board approval. The Superintendent-approved one-year extension will expire December 15, 2015. CCSD Facilities Maintenance and Asset Management (FM&AM) is seeking a one-year extension from the Board due to continued good performance by Accusweep, reasonable prices, management workload of the FM&AM staff, and contractor consistency.

DISCUSSION: This chart illustrates the results of monthly satisfaction surveys for Accusweep completed by principals for 2009-2014.



Our contract defines an average principal satisfaction score as greater than 88%. Based on the results documented above, Accusweep has provided a "good or better" service. In addition to the overall good performance, they assisted the District previous years by agreeing to freeze half the Board approved 2.5% annual price increase for three years of the contract (2011-2013).

The per-acre cost for grounds service for FY2014 was \$1,349.67/per-acre. The Facilities Benchmarking FMLink Group LLC reported typical grounds costs per-acre in a 2009 report as ranging from \$1,000/per-acre to \$4,000/per-acre with a median of \$3,405 per-acre. Therefore, at \$1,349.67/per-acre, our grounds maintenance costs under this contract are very reasonable. We expect a cost increase when we resolicit to the grounds maintenance community.

Should this contract be allowed to expire in December 2015, we would find ourselves trying to resolicit for this service at the exact same time we would be resoliciting for our \$12M custodial contracts which will expire December 2015. Given staffing realities at CCSD, conducting both these major resolicitations at the same time would be extremely difficult. Given the opportunity to extend either of these contracts, it seems more prudent to extend the smaller contract.

Also, an extension of this contract for one more year would yield greater consistency of service.

RECOMMENDATION: It is, therefore, recommended that the Charleston County School District Board of Trustees approve a 12-month extension (through December 15, 2016) to the Grounds Service Contract, RFP # P9010, which otherwise would expire December 15, 2015.

FUNDING SOURCE/COST: Plant Operations - GOF

FUTURE FISCAL IMPACT: Continued grounds care will result in safe, clean and healthy school environments where students can learn and staff can work and will also offset the solicitation of large contracts to alternate years.

DATA SOURCES: Munis and Dennis Burgess, Plant Operations Officer

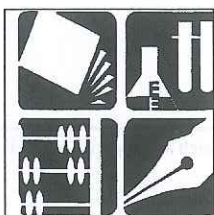
PREPARED BY: Dennis Burgess, Plant Operations Officer

REVIEWED BY LEGAL SERVICES

Yes

REVIEWED BY PROCUREMENT SERVICES

Yes



**Charleston County
School District**
REQUEST FOR PROPOSAL

Solicitation Number	P9010
Date Issued	November 26, 2008
Procurement Official	Lawrence Lutrario
Phone	843-566-1982
E-Mail Address	lawrence_lutrario@charleston.k12.sc.us

DESCRIPTION: Charleston County School District is requesting proposals from qualified vendors for District Wide Grounds and Landscape Services

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY December 29, 2008@ 2:00 P.M EDT

QUESTIONS MUST BE RECEIVED BY: December 22, 2008 @ 12:00P.M EDT via the above listed e-mail

NUMBER OF COPIES TO BE SUBMITTED: **One (1) original and Seven (7) copies (marked 'copy')**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO:

Procurement Services
3999 Bridge View Drive
North Charleston SC 29405

See "Submitting Your Offer" provision

CONFERENCE TYPE: Pre-Proposal Conference/Site Visits
DATE & TIME: December 15-16, 2008@9:00 A.M EDT

LOCATION: **Charleston County School District**
3999 Bridge View Drive
North Charleston S.C 29405

As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions

AWARD &
AMENDMENTS

Award will be posted at the Physical Address stated above on January 15, 2009. The award, this solicitation, and any amendments will be posted at the following web address: www.ccsdschools.com

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR <small>(Full legal name of business submitting the offer)</small>		OFFEROR'S TYPE OF ENTITY: <small>(Check one)</small> <input type="checkbox"/> Small (15 employees or less) <input type="checkbox"/> Women <input type="checkbox"/> Minority <input type="checkbox"/> Other _____ <small>(See "Signing Your Offer" provision.)</small>
AUTHORIZED SIGNATURE <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>		
TITLE <small>(Business title of person signing above)</small>		
PRINTED NAME <small>(Printed name of person signing above)</small>	DATE SIGNED	

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION (If offeror is a corporation, identify the state of Incorporation.)

TAXPAYER IDENTIFICATION NO.

(See "Taxpayer Identification Number" provision)

Solicitation Outline

I. Scope of Solicitation

II. Instructions to Offerors

A. General Instructions

B. Special Instructions

III. Scope of Work / Specifications

IV. Information for Offerors to Submit

V. Qualifications

VI. Award Criteria

VII. Terms and Conditions

A. General

B. Special

VIII. Bidding Schedule / Cost Proposal

IX. Attachments to Solicitation

10. **Offeror** - means the single legal entity submitting the offer. The term "Bidder" is used interchangeably with the term "Offeror." See bidding provisions entitled "Signing Your Offer" and "Bid/Proposal As Offer To Contract."
11. **Page two** - means the second page of the original solicitation, which is label Page Two.
12. **Procurement Official** - means the person, or designee, identified as such on the Cover Page.
13. **Solicitation** - means this document, including all its parts, attachments, and any Amendments.
14. **Subcontractor** - means any person having a contract to perform work or render service to Contractor as a part of the Contractor's agreement arising from this solicitation
15. **You And Your** - means Offeror.

AMENDMENTS TO SOLICITATION (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: www.ccsdschools.com (b) Bidders shall acknowledge receipt of any Amendment to this solicitation (1) by signing and returning the Amendment, (2) by letter, or (3) by submitting a bid that acknowledges on page two (2) that the bidder received the Amendment.

AWARD NOTIFICATION Notice regarding any award or cancellation of award will be posted at the location specified on the Cover Page. If the contract resulting from this Solicitation has a total or potential value in excess of fifty thousand dollars or more, such notice will be sent to all Offerors responding to the Solicitation. Should the contract resulting from this Solicitation have a total or potential value of one hundred thousand dollars or more, such notice will be sent to all Offerors responding to the Solicitation and any award will not be effective until the eleventh day after such notice is given.

BID / PROPOSAL AS OFFER TO CONTRACT By submitting the District a signed Bid and/or Proposal, you are offering to enter into a contract with Charleston County School District and agreeing to all terms and conditions provided herein. Your bid and/or proposal as well as the terms and conditions of this solicitation will become part of any contract created as a result of this solicitation. THEREFORE, ANY OBJECTION TO THE TERMS AND CONDITIONS CONTAINED HEREIN MUST BE ADDRESSED WITH THE DISTRICT PRIOR TO SUBMITTAL OF YOUR BID AND/OR PROPOSAL. SUCH OBJECTIONS MUST BE SUBMITTED IN WRITING AS DESCRIBED HEREIN FOR ANY INQUIRIES. Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; "joint bids" are not allowed.

BID ACCEPTANCE PERIOD In order to withdraw your Offer after the minimum period specified on the Cover Page, you must notify the Procurement Official in writing.

BID IN ENGLISH & DOLLARS Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the solicitation.

BOARD AS PROCUREMENT AGENT (a) **Authorized Agent.** All authority regarding the conduct of this procurement is vested solely with the responsible Procurement Official. Unless specifically delegated in writing, the Procurement Official is the only District official authorized to bind the District with regard to this procurement. (b) **Purchasing Liability.** The Procurement Official acts on behalf of Charleston County School District pursuant to the Charleston County School District Procurement Code. Any purchase orders awarded as a result of this procurement are between the Vendor and the District. The Board is not a party to such purchase orders, unless and to the extent that the Board is a using District unit, and bears no liability for any party's losses arising out of or relating in any way to the purchase order.

CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS

(a)

(1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that

(i) Offeror and/or any of its Principals

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by a state or federal agency;

(B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or destruction of records, making false statements, tax evasion, or receiving stolen property; and

PROTESTS Any prospective bidder, Offeror, vendor, or sub vendor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen (15) days of issuance of the Invitation for Bids or Requests for Proposals or other solicitation documents, whichever is applicable, or any amendment to it, if the amendment is at issue. An Invitation for Bids or Request for Proposals or other solicitation document, not including an amendment to it, is considered to have been issued on the date required notice of the issuance is given in accordance with this Code.

Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest to the Chief Procurement Officer within ten (10) days of the date award or notification of intent to award, whichever is earlier, is posted in accordance with the CCSD Procurement Code; except that a matter that could have been raised pursuant to § 4210.1.1 (Protest of Solicitation) as a protest of the solicitation may not be raised as a protest of the award or intended award of a contract.

PUBLIC OPENING Offers will be publicly opened at the date / time and at the location identified on the Cover Page, or last Amendment, whichever is applicable.

QUESTIONS FROM OFFERORS (a) Any prospective Offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. The Procurement Official must receive questions no later than five (5) days prior to opening unless otherwise stated on the Cover Page. Oral explanations or instructions will not be binding. Any information given a prospective Offeror concerning a solicitation will be furnished promptly to all other prospective Offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective Offerors. (b) The District seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Official, as soon as possible, regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition.

REJECTION/CANCELLATION The District may cancel this solicitation in whole or in part. The District may reject any or all proposals in whole or in part.

RESPONSIVENESS / IMPROPER OFFERS (a) Bid as Specified. Offers for supplies or services other than those specified will not be considered unless authorized by the Solicitation.

(b) Multiple Offers. Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all Solicitation requirements. While multiple Offers may be submitted as one document, Offeror is responsible for clearly differentiating between each separate Offer. If this solicitation is a Request for Proposals, each separate Offer must include a separate cost proposal.

(c) Responsiveness. Any Offer that fails to conform to the material requirements of the Solicitation may be rejected as non-responsive. Offers that impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the District cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Official.

(d) Unbalanced Bidding. The District may reject an Offer as non-responsive if the prices bid are materially unbalanced between line items or sub-line items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the District even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

RESTRICTIONS APPLICABLE TO OFFERORS Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of the State Ethics Act. (a) After issuance of the solicitation,, **You agree not to discuss this procurement activity in any way with any District employees, its agents or officials.** All communications must be solely with the Procurement Official. This restriction expires once a purchase order has been formed and may be lifted by express written permission from the Procurement Official. (b) **Unless otherwise approved in writing by the Procurement Officer, You agree not to give anything to any District employee, agent or official prior to award.**

SIGNING YOUR OFFER Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words "by its Partner," and signed by a general partner. (c) If the Offeror is a

attached to the contractor's income tax return. Taxpayers must maintain evidence of work performed for a District contract by the minority subcontractor. Questions regarding the tax credit and how to file are to be referred to: SC Department of Revenue, Research and Review, Phone: (803) 898-5786, Fax: (803) 898-5888. The subcontractor must be certified as to the criteria of a "Minority Firm" by the Governor's Office of Small and Minority Business Assistance (OSMBA). Certificates are issued to subcontractors upon successful completion of the certification process. Questions regarding subcontractor certification are to be referred to: Governor's Office of Small and Minority Business Assistance, Phone: (803) 734-0657, Fax: (803) 734-2498. Reference: SC §11-35-5010 - Definition for Minority Subcontractor & SC §11-35-5230 (B) - Regulations for Negotiating with District Minority Firms.

TAXPAYER IDENTIFICATION NUMBER

(a) If Offeror is owned or controlled by a Common Parent as defined in paragraph (b) of this provision, Offeror shall submit with its Offer the name and TIN of common parent.

(b) Definitions:

- 1) "Common Parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the Offeror is a member.
 - 2) "Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the Offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.
- (c) If Offeror does not have a TIN, Offeror shall indicate if either a TIN has been applied for or a TIN is not required. If a TIN is not required, indicate whether
- 1) Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
 - 2) Offeror is an agency or instrumentality of a state or local government;
 - 3) Offeror is an agency or instrumentality of a foreign government; or
 - 4) Offeror is an agency or instrumentality of the Federal Government.

WITHDRAWAL OR CORRECTION OF OFFER Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid.

NOTICES All contact should be directed to Lawrence Lutrario, Facility Procurement Supervisor. No company should contact District staff directly. All questions should be submitted to Lawrence Lutrario prior to the deadline for receipt of questions via Email Lawrence_lutrario@charleston.k12.sc.us The District is not under any obligation to respond to further questions after this deadline, but reserves the right to do so. Answers to any questions submitted will be sent to all companies via solicitation amendment. Any follow-up questions must relate only to the amendment issued in the responses from Charleston County School District.

B. Special Instructions:

Conference – Pre-Bid/Proposal

Pre-Bid/Proposal Conference Date and Time: December 15, 2008@ 9:00 a.m. EDT

Site Vists: Immediately following Conference and December 16, 2008@ 9:00 a.m. EDT- if necessary.

Due to the importance of all offerors having a clear understanding of the specifications and requirements of this solicitation, a conference of potential offerors will be held on the date specified on the cover page. It is important that all bid participants thoroughly read and understand the terms within this solicitation prior to the Pre-Proposal Conference as the pace of the Pre-Proposal Conference does not allow for reading to take place at that time. Bring a copy of the solicitation with you. Any changes resulting from this conference will be noted in a written amendment to the solicitation. Your failure to attend will not relieve the Contractor from responsibility for estimating properly the difficulty and cost of successfully performing the work, or for proceeding to successfully perform the work without additional expense to the District. The District assumes

on his proposed subcontractors as to their previous experience and past performance in performing similar work or comparable work.

Contract Term

The initial Contract is for a period of one year (1) commencing March 1, 2009, through February 28, 2010, with the Owner having the option of four (4) additional twelve month extensions for a total contract life of five (5) years based on this RFP. If desired by Owner, an additional two (2) year extension (years 6 & 7 of this Agreement) may be added to the contract with the approval of the Superintendent of Schools. Extensions will be based upon the satisfactory performance by the Contractor. Satisfactory performance will be determined by monthly/annual customer service satisfaction scores and Plant Operations QC reports. This Contract may not be sub-contracted without prior written approval from the District.

No Bond Requirements

No Bid Bond or Performance Bond is required of the Contractor(s) for this solicitation.

III.Scope of Work / Specifications

I. SCOPE OF WORK:

Charleston County School District is soliciting proposals from qualified vendors for Basic Grounds, Retention Ponds and Athletic Field services to maintain "Curb Appeal" and safe fields for all sites. Sealed proposals shall be received in accordance with the Request for Proposal (RFP) and supplementary information provided in this proposal instruction.

2. DISTRICT INFORMATION

Charleston County School District is divided into eight (8) Constituent District, combined all eight districts educate approximately 42,725 students in 41 Elementary Schools, 13 Middle Schools, 9 High Schools, 12 Magnet Schools, 7 Charter Schools, and 7 programs.

3. Contract Term

The initial Contract is for a period of twelve (12) months commencing on March 1, 2009, through February 28, 2010, with the Owner having an option of four (4) yearly twelve month extensions for a total life not to exceed five (5) years based on this RFP. If desired by the Owner, the contract may be extended for two (2) additional years (years 6 & 7) with the approval of the Superintendent of Schools. Extensions will be based upon the satisfactory performance by the Contractor. Satisfactory performance will be determined by monthly/annual customer satisfaction scores and Plant Operations Quality Control inspections. This Contract may not be sub-contracted without the prior written approval from the District.

4. EXAMINE DOCUMENTS AND SITE VISITS

Before submitting a service proposal, Contractor shall carefully examine the Contract Documents. Site visits will be scheduled by the District, and will leave the Operations Annex at 3999 Bridgeview Drive at scheduled time. Each Contractor should have six (6) representatives available to conduct the site visits. Transportation will be provided for all. This is the only site visits scheduled, please be prompt for boarding at the assigned departure time. There will be no principal interviews or contact with principals except as may occur during the Site Visits. Any violations of this procedure will result in loss of points under the "Responsiveness" criteria for the Technical Proposal. All communications are to be with CCSD personnel involved with the site visit.

5. DESIRED QUALIFICATIONS

A. Have a license to conduct business in the State of South Carolina and Charleston County or ability to obtain license.

B. Have been involved as the prime contractor in planning, designing

management team identified? Do comparable positions have comparable experience?

5. Describe the company's or firm's financial security.

6. Are you currently engaged in business with a school district in the State of South Carolina? If so where?

7. Has your company been terminated from any school district in the State of South Carolina in the past five (5) years? If so, where?

8. Describe how, in a school district or other accounts you are currently Contracted in, your company or firm demonstrates the ability to provide ongoing monitoring and management systems, and that basic ground objectives and associated benefits continue to be met.

9. Describe how contractor manages the maintenance of athletic game fields and what type of equipment is used to maintain fields. Turf mower must have District approval.

10 Describe level of experience company or firm has in striping football/soccer game fields and what type of equipment is used to perform work.

7. INFORMATION REQUIRED IN CONTRACTORS PROPOSAL

Provide a brief history of the company or firm and include the present organization including the name and phone number of the one individual who will be the company's primary contact with CCSO for the contract, include the coordination structure, management and administration of this project. The bidding company or firm shall detail information regarding other school districts with which they provide grounds maintenance for.

8. REFERENCES

The offeror shall submit a list of clients (minimum of four (4) current and one (1) former); and references, preferably from clients/school districts of similar size for which you intend to submit a proposal.

9. SUPERVISION

The offeror shall provide with proposal, a detailed organizational chart of proposed supervisory structure. The organizational chart should indicate Area Manager and crew leaders as well as the number of sites assigned to each.

10. MATERIAL/EQUIPMENT

The Contractor will submit a list with proposal of all material and equipment to be used in this RFP.

All such material/equipment will be subject to District approval. The list shall specifically indicate quantities, size, model number and type of deck mowers and all other equipment to service this project. Athletic game field equipment should be listed in appropriate section. See Section 50, page 21 for required list of equipment.

The contractor shall assume full responsibility for protection, storage, safety, and damage to all material and equipment. The Contractor shall maintain his equipment to present a neat appearance, be free of hazard and to perform in a "like new" manner. All blade chutes must be covered at all times the District will assess a \$500.00 penalty for any violations.

The Contractor must furnish all needed safety equipment and protective devices necessary for the safety of their employees, all building occupants and property of CCSO

11. STAFFING

The Contractor shall be responsible for providing all labor required to complete the work described in the scope of work and specifications. In the proposal, the contractor shall specify to the District the total number of productive labor hours to provide provided to each crew on a weekly basis. This figure should

any impaired conditions must not be permitted to remain at work.

J. CCSD reserves the right to accept/reject any contractor personnel for any reason. Upon request of the District any employee will be immediately pulled off the job and replaced.

14. WAGES

Contractor will pay at least the minimum wage rate. Note that the wages, salaries and hours worked by the Contractor's employees must be within framework of the present Federal, State, and local labor laws and regulations. Any failure to comply with the labor laws and regulations will be the sole responsibility of the Contractor.

15. ADDITIONAL CHARGES/UNSPECIFIED WORK

Additional work identified outside the scope of the resulting Agreement must be authorized in writing in advance by CCSD. The selected company/firm will provide a price for the additional work when the work is identified. Flat labor rate will apply.

A. Addition or deletion of schools, offices (grounds) to the company/firms contract will be negotiated based on the company/firm's pricing structure and performance or lack of according to the specifications in this RFP.

B. The District reserves the right to negotiate the movement of grounds services to other company/firm's should the awarded firm be unable or unwilling to meet the requirements of the RFP.

C. In the event any school or facility is vacant for any period of time due to construction or renovations no payments will be made to the Contractor. Billing adjustments will be made when the facility receives permission from the Office of School Facilities to occupy the facility.

16. QUALITY CONTROL PROGRAM

Contractor must be able to demonstrate a Quality Control program that will ensure the specifications are being met. Contract management shall be available to perform QC inspections with Plant Operations Managers as requested.

Plant Operations Managers will conduct weekly QC inspections utilizing the District's electronic program. The results of the inspection will be forwarded to the Contractor electronically and areas where scores are below 85 %, which indicates the contract specifications are not being followed, must be corrected in twenty four (24) hours.

Each month the Contractor will furnish a spreadsheet to the Plant Operations Office reflecting the monthly QC inspections completed by Contractor. Contractor and Plant Operations will meet monthly to review operational issues and year to date customer service satisfaction /report card results.

Each month the District will send to all facilities an electronic customer service satisfaction/report card survey to monitor service levels.

The score from this survey and the monthly averages from the Plant Operations Managers QC inspections will be combined and averaged to determine that month's customer satisfaction/report card score. Any school scoring below 90 % will be considered unacceptable.

17. IDEMNIFICATION

The Contractor assumes the liability for all losses, damages (including loss of use) expenses, demands and claims in connection with or arising out of injury or alleged injury to persons (including death) or damages or alleged damage to property, sustained or alleged to have sustained in connection with or to have arisen out of performance of the work by the contractors, subcontractors, and their agents, servants, and employees, including losses, expenses, or damages sustained by the District. The contractor hereby undertakes and agrees to indemnify and hold harmless the District, its officers, employees and agents, individually and collectively from any and all such losses, expenses, damages (including loss of use), demands and claims, and shall defend any suit or action brought against them, or any of them, based on any

25. PRE OR POST CONTRACT APPROVAL OF

The Contractor will be required to furnish all equipment, materials, supervision and service as described in the contract documents to the satisfaction of the Owner. The Contractor shall not assign, transfer or sublet this contract or any portion thereof without the written consent of the District.

26. KEYS

One set of keys to all gates will be furnished to the Contractor by the School District. The Contractor will not have additional keys duplicated. If additional keys are needed, a request will be made to the Plant Operations Office and the Maintenance Supervisor. The School District's representative will make the additional keys. Random key audits will be conducted by the District.

Keys, which may be distributed at the beginning of each work day, shall be returned to the appropriate supervisor at the end of each shift. Keys which will be required by the Contractor and employees will be approved by the District and will be controlled by a person to be named after award of contract. Contractor will be fully responsible for the security and appropriate use of keys which may be issued. Additionally, the Contractor shall be fully responsible for the replacement of any keys, chains and any locks that are missing from gated areas.

Upon termination of the contract, the Contractor shall return all keys to the District's representative before final payment is made. Any keys, chains or locks that are missing will be replaced at the expense of the contractor.

27. SECURITY

The Contractor will be responsible for training all employees in security requirements of CCSD, and shall be responsible for the enforcement of the same. The District's Security requires that the Contractor provide a list of all personnel hired by name, social security number, and date of birth, sex, race and address. The Contractor shall have a police check (SLED) report for all employees prior to employment.

Additionally, each employee shall be informed of the following:

- A. The contractor shall be responsible for safeguarding against loss, theft, or damage of all District property, materials, equipment, and accessories which might be exposed to the Contractor's personnel.
- B. It shall be unlawful for any person, except State, county or municipal law enforcement officers or personnel authorized by school officials, to carry on his person, while on any elementary or secondary school property, a knife, with a blade over two inches long, a blackjack, a metal pipe, firearms or any type of weapon, device which may be used to inflict bodily injury or death. Violation of the above will result in termination.
- C. Alcohol and drugs are prohibited on campus. Tobacco use (smoking/chewing) is prohibited on campus.

28. ACCEPTANCE OR REJECTION OF PROPOSAL

The District reserves the right to reject any or all proposals when
Such rejection is in the best interest of the District; to reject the proposal of a Proposer who has previously failed to perform properly or complete on time contracts of a similar nature and size;
And to reject the proposal of a Proposer who, in the opinion of the District, is not in a position to perform adequately the contract requirements.

The District reserves the right to reject any or all proposals, any part or parts of a proposal, waive any technicalities, and award any portion of or the entire contract in a manner that is in the best interest of the District. Proposers may submit proposals for Grounds Services for any one (1) or more of the Constituent Districts listed on appropriate ATTACHEMENT COST SHEETS.

The District reserves the right to award this bid or in part to the best interests of CCSD. Contractors not willing to except award of a partial bid must so indicate as part of their proposal.

Either party of this agreement shall have the right to terminate the agreement without cause for any reason upon giving thirty (30) days written notice of that intention. Such notice shall be given via Certified mail, return receipt (mandatory) for any and all notices pursuant to this clause.

33. NONCOMPLIANCE OF THE CONTRACT

Upon noncompliance of the contract by the Contractor for completeness and thoroughness in the duties described in this document as judged by the District, the District shall so inform the Contractor in writing via Certified mail.

The District shall notify the Contractor of noncompliance and will reserve the right to have the duties completed by other means. Noncompliance shall be cause for the Districts cancellation on this agreement. The Contractor shall be given fifteen (15) days notice of cancellation.

34. PENALTIES FOR NON-COMPLIANCE TO GROUNDS SPECIFICATIONS

The District shall reduce the Contractor's monthly invoice an hourly labor rate equal to employee's labor rate or by the itemized pricing listed on the Base Bid/Basic Service Price Sheets listed in this RFP.

35. SPECIFICATIONS

The attached weekly and winter grounds specifications cover in detail the task that are to be completed in the scope of work for this contract and the frequency to be performed.

- A. The work includes the requirements of the General Conditions of the Contract and furnishing labor, equipment, storage and materials to complete the work indicated. The Contractor shall provide adequate staff to complete the work on the basis of current specifications.
- B. The Contractor is required to provide an adjusted cut schedule for the opening day of school. All schools must be ready for the opening day of school and have "Curb Appeal" year round.
- C. The Contractor must have a crew on stand by opening day of school to address any site that may have been overlooked for service leading up to the opening of school.
- D. All District campuses will receive weekly service March 1st through October 31st. Per the Base Bid/Basic Service Price Sheets annually.
- E. Shrub, bush pruning and fence lines will be completed as defined in Maintenance Level A and Maintenance Level B per Base Bid/Basic Service Price Sheets.
- F. All athletic game fields will be cut twice a week year round (where over seeding is done). Fields that are not over seeded will be cut at the Districts discretion from November 1st through February 28th.
- G. The Contractor shall provide the District with a price for additional work, i.e. storm clean up per acre. See ATTACHMENT IV, flat labor rates will apply.
- H. The Contractor shall provide the District with a price for additional athletic field cuts utilizing required equipment. See ATTACHMENT V to list pricing.
- I. The Contractor shall provide initial layout of football/soccer field costs. Contractor shall provide a cost for striping said fields as required through the season. Specifications must meet State High School layout guidelines. See ATTACHMENT VI to list pricing.
- J. The Contractor shall provide monthly service to areas around retention ponds. This includes shrubs and growth that is reachable from the bank which may in the waters edge. See ATTACHMENT VII to list pricing.

vegetation from mulched areas, fence lines etc., shall be removed at each scheduled maintenance time. All garden beds will have weeds removed at each service. **Price included in Base Bid/Basic Service sheets.**

41. LEAF REMOVAL & CLEAN UP

Leaf removal and clean up will be completed per schedule. This includes raking/blowing campuses, cleaning out all beds and shrubs of trash, leaves, cigarette butts plus limbs and branches that may have fallen from trees. All drains and strainers are to be cleaned (this is to be continued throughout the entire year). Parking areas are to be cleaned and large deposits of sand, soil and grass clippings are to be removed at each scheduled service. Any unsafe conditions are to be reported to the Plant Operations Officer or designee upon discovery if such condition cannot be corrected by Contractor. **Price included in Base Bid/Basic Service sheets.**

42. PLAYGROUNDS

All landing surfaces inside all playgrounds (sand or mulch) will be raked or blown clean during each regularly service. **Price included in Base Bid/Basic Service sheets.**

43. BUILDING ENTRANCES, PARKING LOTS, SIDEWALKS, COURTYARDS AND PAVED AREAS

All entrances, sidewalks, curbing, parking lots, courtyards and paved areas will be blown free of debris, grass clippings and incidental litter removed during each regularly scheduled service. **Price included in Base Bid/Basic Service sheets.**

44. DITCHES AND ROADSIDES

All ditches and roadsides belonging to CCSD will be trimmed and maintained during each regularly scheduled service to present a neat, well kept appearance. **Price included in Base Bid/Basic Service sheets.**

45. TRASH REMOVAL

All loose trash and incidental litter will be picked up and removed prior to and after each mowing during each regularly scheduled service. Storm debris removal will be at flat labor rate. **Price included in Base Bid.**

46. ADDITIONAL TRASH AND STORM DEBRIS CLEAN UP

Additional clean up shall be provided only after approval by the Plant Operations Officer or designee for approval. If approved, **in writing**, the following cost will apply: **List pricing on attachment IV.**

Unscheduled Trash and Storm Debris Removal, Flat labor rates apply.

47. SUPPLIES

The Contractor is committed to promoting the safe and enjoyable use of the exterior facilities as well as creating "Curb Appeal" for all CCSD facilities. All equipment and supplies necessary to perform these services including but not limited to, tractors, bush hog, deck mowers, turf mowers, edger's, pole saws, hedge trimmers, trucks, trailers and pine straw are the responsibility of the Contractors. The District prefers a Toro 2500 HD, Rotary mower to be utilized on all athletic game fields and patterns will be required during football/soccer season. **Price included in Base Bid/Basic Service sheets.**

48. TECHNICAL SUPPORT

The Contractor must have on staff or available, as a contracted service, a technically competent person to assist the District with support in minor landscaping design projects.

49. WEED CONTROL

The Contractor shall provide labor, material, and equipment for weed control of all CCSD campuses. This will include flower beds, courtyards, crack weeds on paved areas, and curb lines and sidewalks. **Price included in Base Bid.**

50. ATHLETIC FIELDS

The District has ten (10) high schools that have football, softball and baseball fields located on their campuses. The schools are Lincoln, Wando, Burke, Garrett, North Charleston, Stall, Academic Magnet, West Ashley, St. Johns and Baptist Hill High Schools. The predominant grass used on all game fields is Tifway 419 Bermuda and Celebration Bermuda. All of these grasses will be maintained by the mowing at

work with Contractors to establish patterns throughout the seasons.

- J. Fields that are not over seeded will serviced at the Districts discretion November 1st through February 28th.

BI Weekly Cutting of Game Field Only Includes:

- A. Cut football, soccer, softball and baseball turf areas only at $\frac{3}{4}$ of an inch or one (1) inch with Toro 2500 HD Rotary mower.
- B. Remove excess grass clippings.
- C. Blow off remove all grass clippings from running track.

51. ADDITIONAL GAME FIELD MOWING

Additional mowing, including string trimming and mechanical edging, may be authorized by the Plant Operations Officer or designee. **List pricing on Attachment V.**

52. STRIPING OF ATHLETIC FIELDS

The Contractor will annually provide an initial layout package for all football/soccer fields. In addition to the initial layout game fields will be re-striped every two weeks. All fields shall be striped for varsity games to meet State High School layout specifications. In addition the perimeter side lines will be striped; mid field logos and each end zone will have the schools initials painted in them. Home coming and playoff color packages will include two colors, end zones sprayed out completely with schools name painted in end zone and mid field logos. **See examples.**

The Contractor and District will coordinate the choice of field paint (Pioneer preferred) mixed two (2) to one (1). The District will coordinate the ordering of field paint but payment of the paint will be the Contractors expense. Liquid paint will be used when weather permits and aerosol during inclement weather.

The Contractor shall be responsible for providing two (2) field marking gas powered paint sprayers (District approval required) , layout line spools, stencils for athletic field painting (numbers and hash mark stencils), the District will provide twenty-five yard line logo. **List pricing on Attachment VI.**

53. RETENTION PONDS

It shall be the Contractors responsibility to service the grass areas on the banks of the retention ponds. In addition to the bank areas the Contractor shall be responsible for growth growing on waters edge in ponds. This service shall be completed on a monthly basis. **List pricing on Attachment V11.**

II. PROPOSAL

This RFP is a two-part process: a technical proposal and a cost proposal. As described below, the two parts are to be submitted at the same time, but in separate envelopes. The technical proposals will be evaluated first. During the technical evaluation, the evaluation committee members shall consider and score the responsibility of the Proposer based on the information requested by the District and provided by the Proposer. Any Proposer deemed non-responsive or unqualified, as a result of these evaluations, will be eliminated from further consideration.

Any Proposer deemed qualified and responsive, as a result of the technical evaluations, will then have his/her cost proposal evaluated. The highest ranked Offerors among the qualified Offerors will be recommended for Award of one or more of the contracts. The final determination on whether to award a contract resides with the Charleston County School District Board.

One (1) original and seven (7) copies of the Contractor's Proposal (technical and cost) shall be submitted in the format requested. Each technical proposal shall be bound, sealed in an envelope or container, and marked as noted. Each cost proposal shall be sealed in a separate envelope. All proposals shall remain firm for a period extending ninety (90) days from the indicated submission date for proposals. Proposals shall be limited to no more than 200 pages in length.

The District reserves the right to exclude any pricing it deems illogical and impractical in relation to the value of the solicitation.

Additional Criterion - The bidders will be evaluated on a rating scale for the responsiveness of the information that is submitted. Please submit any information that may be pertinent to the above listed criteria.

The maximum score that can be achieved is 2,000 points. Each evaluator will independently rate the Offeors (excluding cost) submittals and score them accordingly. The scores will be averaged to determine the highest ranked Offeror.

Rating Scale:

E = Exceptional - Exceeded the listed above Criterion category

A = Acceptable - Met above listed Criterion category

M = Marginal - Did not meet above Criterion category in all areas

U = Unacceptable - Criterion category level not met

In all cases, the District will be the sole judge as to whether a vendor's bid has or has not satisfactorily met the requirement of this bid.

IV. AWARD

1. ACCEPTANCE OR REJECTION OF PROPOSALS

The District reserves the right to reject any or all proposals when such rejection is in the best interest of the District; to reject the proposal of an Offeors who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject the proposal of an Offeors who, in the opinion of the District, is not in a position to perform adequately the contract requirements.

The District reserves the right to reject any or all proposals, any part or parts of a proposal, waive any technicalities, and award any portion of or the entire contract in a manner that is in the best interest of the District. Contractors may submit proposals for Grounds Services for any one (1) or more of the Constituent Districts listed on "COST PROPOSAL" sheet.

The District reserves the right to award this bid in total or in part according to the best interests of District. Contractors not willing to accept award of partial bid must so indicate as part of their proposal.

It is the intention of the District to award a contract by Constituent Districts of the consolidated District. The eight (8) Constituent Districts may be awarded to one or more than one Contractor, with the Districts preference being to award to more than one Contractor.

Acceptance of Contractor's proposal by the District will not constitute an agreement and shall not be binding upon the District unless and until conditions and provisions of work to be performed by successful Contractor have, at time of, or after acceptance of such proposal, been reduced to writing in a formal Agreement and executed by both District and the successful Contractor.

The Procurement Officer may elect to make an award without conducting negotiations. However, after the offers have been ranked, the Procurement Officer may elect to negotiate price or general scope of work with the highest ranked Offeror. If a satisfactory agreement cannot be reached, negotiations may be conducted with the second, and then the third, and so on, ranked Offeors to such a level of ranking as determined by the Procurement Officer.

V. CONTRACT

1. CONTRACT TERM/ESCALATION

The initial Contract is for a period of twelve (12) months commencing March 1, 2009, through February 28, 2010, with the Owner having the option of four (4) additional twelve month extensions for a total contract life

VI. Award Criteria

Award will be made to the highest ranked, responsive and responsible Offeror(s) whose offer is determined to be the most advantageous to the District.

Please note: CCSD reserves the right to Award to more than one bidder.

VII. Terms and Conditions

A. General

Charleston County School District reserves the right to make the final determination as to the bidder's ability to provide the products or services requested herein.

RISK OF LOSS The contractor shall assume all risk of loss, and shall maintain insurance coverage on all items installed, up to the time of final acceptance.

AWARD CRITERIA The award shall be made to the lowest responsible and responsive bidder(s) whose bid meets the requirements and criteria set forth in the invitation for bid.

REJECTION The District reserves the right to reject any bid that contains prices for individual items or services that are unreasonable when compared to the same or other bids if such action is in the best interest of the District.

ORDER OF PRECEDENCE In the event of inconsistency between provisions of this solicitation, the inconsistency shall be resolved by giving precedence in the following order: (a) bid pricing schedule, (b) bid specifications, (c) standard solicitation provisions/general contract clauses, whether incorporated by reference or otherwise, (d) special solicitation provisions/special contract clauses and (e) instructions to bidders.

CORRECTION OF ERRORS ON THIS BID FORM All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Erasures or use of typewriter correction fluid may be cause for rejection. No bid shall be altered or amended after specified time for opening.

INDEMNIFICATION

1. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Charleston County School District, its agents, Board, officers and/or officials, employees and volunteers (hereinafter, the "Indemnitees") from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnify which would otherwise exist as to a party or person described herein.

2. In claims against any person or entity indemnified herein by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation herein shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. Further, any performance bond or insurance protection required by the contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Indemnitees as herein provided.

3. The Contractor's indemnity obligations shall also specifically include, without limitation, all fines, penalties, damages, liability, costs, expenses (including, without limitation, reasonable attorneys' fees and court costs), and punitive damages (if any) arising out of, or in connection with, and (1) violation of or failure to comply with any law, statute, ordinance, rule, regulation, code or requirement of a public authority that bears upon the performance of this contract by the Contractor, a Subcontractor, or any person or entity for whom either is responsible, (2) means,

2. Certificates of insurance which shall be signed by a duly authorized representative of each insurance company, showing compliance with the insurance requirements attached hereto and which shall be acceptable to the Owner shall be submitted to the Owner upon execution of this Agreement. When requested by the Owner, the Contractor shall furnish copies of Certificates of Insurance for each subcontractor as well. All Certificates of Insurance shall include a statement that the Owner will receive written notice 30 days prior to cancellation of any policy. Further, the Charleston County School District will be named as an additional insured on all policies

RECORDS RETENTION AND RIGHT TO AUDIT Charleston County School District has the right to audit the books and records of the contractor as they pertain to this contract, both independent of, and pursuant to, the District Procurement Code. Such books and records shall be maintained for a period of three (3) years from the date of final payment under the contract.

The District may conduct, or have conducted, performance audits of the contractor. The District may conduct, or have conducted, audits of specific requirements of this bid as determined necessary by the District.

Pertaining to all audits, contractor shall make available to the District access to its computer files containing the history of contract performance and all other documents related to the audit. Additionally, any software used by the contractor shall be made available for auditing purposes at no cost to the District.

DISCUSSION WITH BIDDERS Discussion may be conducted with apparent responsive bidders for the purpose clarification to assure full understanding of the requirements of the invitation for bids.

CONTRACT ADMINISTRATION Questions or problems arising after award of this contract shall be directed to the Procurement Official at 3999 Bridge View Drive, North Charleston, SC 29420.

FORCE MAJEURE The contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet required delivery schedule.

SAVE HARMLESS (This clause does not apply to solicitations for service requirements). Seller shall indemnify and save harmless Buyer from and against any and all loss, cost, damages, expenses and liability caused by accident or other occurrences resulting from performance of any services or construction erection, inspection or delivery hereunder to the property of Buyer, Charleston County School District, causing bodily injury or property damage to any person or property arising from the use or occupancy of the premises by the Seller, and the Seller, at its own expense will carry bodily injury liability in an amount of not less than \$100,000.00 per occurrence, and \$100,000.00 for property damage, in an insurance company, named in his proposal and acceptable to the Buyer, authorized to do business in the State of South Carolina. If requested, Seller will furnish certificates of such insurance to the Buyer. Seller must provide that Buyer will be given thirty (30) days written notice of any intent to terminate such insurance by either Seller or the insuring company, during the running of any contract between the parties

PUBLICITY RELEASES Contractor agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the user.

QUALITY OF PRODUCT (This clause does not apply to solicitations for service requirements). Unless otherwise indicated in this bid it is understood and agreed that any item offered or shipped on this bid shall be new and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging. For information technology procurements as defined in Provision I., of the Charleston County School District Procurement Code, if items that are other than new (i.e. remanufactured or refurbished) are desired to be bid, the bidder must obtain written permission to bid such items at least 5 days in advance of bid opening from the person to whom inquiries are to be directed as listed on the front page of the invitation for bid.

SOUTH CAROLINA GOVERNING LAW CLAUSE The agreement and any dispute, claim, or controversy relating to the agreement shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina. All disputes, claims, or controversies relating to the agreement shall be resolved exclusively

RESTRICTIONS/LIMITATIONS No purchases are to be made from this contract for any item that is not listed or for any item that is currently authorized under any other contract awarded prior to this contract.

PURCHASES FROM OTHER SOURCES Charleston County School District reserves the right to bid separately any unusual requirements or large quantities of the items specified in this proposed contract (the above does not apply to solicitations for service requirements). (The following portion applies only to Statewide term contracts) otherwise, it is mandatory that all governmental bodies procure their requirements for the goods and services during its term, provided however that section 9 of the provisos to the Appropriations Act requires that if a governmental body is offered goods and services at a price that is at least ten percent less than the term contract price for the same goods or services, it may purchase from the vendor offering the lower price after first offering the vendor holding the term contract the option to meet the lower price. If the vendor holding the term contract meets the lower price, then the governmental body must purchase from the contract vendor..."

LICENSES AND PERMITS: During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the District, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract.

COMPLIANCE WITH STATUTES: During the term of the contract, it shall be the Contractor's responsibility to ensure compliance with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs.

CONTRACTOR SOLELY RESPONSIBLE FOR PERFORMANCE: The District will rely upon the Contractor for full, complete, and satisfactory performance under the terms and conditions of this agreement.

If the Contractor's services provided for hereunder include services, equipment, or materials supplied by a subcontractor, the Contractor must act as the prime Contractor for these items and assume full responsibility for performance hereunder. The Contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements.

NON INTERFERENCE: In the event Contractor is unable for any reason to provide any material, services, supplies, products or other items of any type or variety to the District under this agreement, including but not limited to any such materials, services, supplies, etc. available from any other party (such as subcontractors) supplying said materials, services, etc. to Contractor, the District will have the right to deal directly with the other supplier without penalty or interference from Contractor.

SUBCONTRACTORS: Subcontractors are subject to same terms and conditions of this agreement as the Contractor.

LIENS AND ENCUMBRANCES: The Contractor shall satisfy immediately any lien or encumbrance which, because of any act or default of the Contractor, is filed against the District.

TAXES: Any tax the Contractor may be required to collect or pay upon the sale, use or delivery of the products shall be paid by CCSS, and such sums shall be due and payable to the Contractor upon acceptance. Any personal property taxes levied after delivery shall be paid by CCSD. It shall be solely CCSD's obligation, after payment to Contractor, to challenge the applicability of any tax by negotiation with, or action against, the taxing authority. Contractor agrees to refund any tax collected, which is subsequently determined not to be proper and for which a refund has been paid to Contractor by the taxing authority. In the event that the Contractor fails to pay, or delays in paying, to any taxing authorities, sums paid by CCSD to Contractor, Contractor shall be liable to CCSD for any loss (such as the assessment of additional interest) caused by virtue of this failure or delay. Taxes based on Contractor's net income or assets shall be the sole responsibility of the Contractor.

CONTRACTOR PERSONNEL The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

CONTRACT AMENDMENTS, MODIFICATIONS AND CHANGE ORDERS Any change orders, alterations, amendments or other modifications hereunder shall not be effective unless reduced to writing and approved by the Procurement Official responsible for this solicitation and the contractor. All questions, problems or changes arising after award of this contract shall be directed to the Procurement Official responsible for this solicitation, at 3999 Bridge View Drive, North Charleston, SC 29405.

MBE Designated Procurement Plan

The regulations and procedures for implementation of this program are outlined in the procurement code approved by the Board of Trustees. The Charleston County School District will establish goals that include expending, with Minority Business Enterprises certified by the Office of Small and Minority Business Assistance and non-certified Minority business Enterprises, an amount equal to ten percent (10%) of the District's controllable dollars expended (with the exclusion of salary, benefits, professional services, utilities and travel) for the procurement of supplies, services, Information Technology and construction.

MBE Subcontractor Participation

Charleston County School District, through its contract documents, encourages contractors to utilize minority subcontractors on their projects.

A prime contractor must identify MBE utilization expenditures to certified MBE subcontractors that perform a commercially useful function in the work of the contract. An MBE subcontractor is considered to perform a commercially useful function when it is responsible for the execution of a distinct element of the work of a contract for which the MBE has the skill and expertise and carries out its responsibility by actually performing, managing and supervising the work involved.

MBE Utilization Commitment Report

In order to facilitate an effective monitoring system, each contractor, bidder or offeror must submit a completed and signed MBE Utilization Commitment Report (Attachment D) with the proposal submission which lists the names, addresses and contact persons of the MBE and minority owned businesses, if any, to be used in the contract, the type of work each business will perform, the dollar value of the work and the scope of work. The Utilization Report submitted by the contractor shall be submitted as a part of the contract with CCSD. If the information contained in the Contractors Utilization Report changes by the time the contract is executed, the Contractor shall amend the Utilization Report and such amended Utilization Report shall be incorporated into the contract.

III Bidding Schedule/Cost Proposal

Morningside Middle	11.10	81,199	3,072	84,271	9.19	1
School of the Arts	13.75	95,092	19,136	114,228	11.16	
Military Magnet Academy	10.00	44,981	0	44,981	8.98	1
Burns Elementary	11.20	89,680	0	89,680	9.17	1
Chicora Elementary	3.13	22,562	0	22,562	2.62	
Corcoran Elementary	20.50	60,776	2,304	63,080	19.07	
Dunston Elementary	7.50	35,133	7,044	42,177	6.54	
Ford Elementary	20.00	38,048	1,536	39,584	19.10	
Goodwin Elementary	15.00	66,052	4,328	70,380	13.40	
Hunley Park Elementary	10.00	67,341	1,120	68,461	8.45	
Hursey Elementary	7.00	51,822	0	51,822	5.82	
Ladson Elementary	15.12	64,960	2,880	67,840	13.58	
Lambs Elementary	20.00	64,359	0	64,359	18.54	
Midland Park Elementary	6.85	54,871	10,656	65,527	5.36	
North Charleston Elementary	6.29	46,482	0	46,482	5.24	
Pepperhill Elementary	<u>30.00</u>	<u>73,885</u>	<u>0</u>	73,885	28.32	
Child & Family	-	14,117	-	-	0.00	
Liberty Hill Academy	<u>3.92</u>	<u>31,716</u>	<u>0</u>	31,716	3.20	2
	317.26	1,388,627	113,208	1,501,835	283.20	
ACTIVE SCHOOLS ---- Dist.9						
St. John's HS	20.50	75,191	0	75,191	18.79	1
Haut Gap Middle	27.60	66,450	0	66,450	26.09	
Angle Oak Elementary	18.00	49,482	2,560	52,042	16.82	
Frierson Elementary	10.12	43,335	0	43,335	9.14	
Mt. Zion Elementary	<u>10.00</u>	<u>28,597</u>	<u>2,880</u>	31,477	9.29	
	86.22	263,055	5,440	268,495	80.13	
ACTIVE SCHOOLS ---- Dist.10						
West Ashley HS	88.18	181,439	0	181,439	84.07	2
West Ashley Middle	20.00	56,524	0	56,524	18.72	
St. Andrews Middle	16.00	62,169	0	62,169	14.56	
Include District 10 Office		1,500	0	1,500		
Drayton Hall Elementary	28.32	84,973	0	84,973	26.39	
Williams Middle	30.00	42,235	2,784	45,019	28.98	
Ashley River Elementary	15.43	59,522	16,128	75,650	13.71	
Springfield Elementary	10.25	26,953	3,840	30,793	9.22	
Montessori Elementary		6,597	7,936	14,533		
Oakland Elementary	28.80	40,453	13,632	54,085	27.57	
St. Andrews Elementary	7.60	20,936	11,440	32,376	6.87	
Stono Park Elementary	<u>5.00</u>	<u>31,160</u>	<u>10,112</u>	41,272	4.06	
	249.58	614,460	65,872	680,332	234.15	
ACTIVE SCHOOLS ---- Dist.20						
Burke HS	9.00	74,312	0	74,312	7.31	
Charleston Progressive	5.00	30,016	0	30,016	4.32	
Buist Academy	1.00	15,389	0	15,389	0.65	
Archer Campus	1.89	21,288	8,384	29,672	1.22	
Fraser Elementary	3.00	21,876	1,536	23,412	2.47	
Memminger Elementary	3.00	42,466	0	42,466	2.04	
Mitchell Elementary	1.00	19,633	0	19,633	0.55	
Sanders-Clyde Elementary	3.00		0	0	3.00	
Simons Elementary	<u>2.00</u>	<u>20,277</u>	<u>0</u>	20,277	1.54	

Burke High School	244 President Street	Charleston S.C. 29403	20
Burke Middle School	244 President Street	Charleston S.C. 29403	20
Burns Elementary	3750 Dorchester Road	N. Charleston S.C. 29405	4
Cario, Thomas Middle	3500 Thomas Carlo Blvd.	Mt. Pleasant S.C. 29466	2
Charleston County School Of The Arts	1600 Saranac Street	North Charleston, S.C., 29405	4
Charleston Progressive Academy	382 Meeting Street	Charleston, S.C. 29403	20
Charlestowne Academy	5841 Rivers Avenue	North Charleston, S.C. 29406	4
Chicora Elementary	1912 Success Street	N.Charleston S.C. 29405	4
Child & Family Development Center	2415 Ave F, Bldg 807	N. Charleston, SC 29405	4
Corcoran Elementary	8585 Vistavia Road	N.Charleston S.C. 29406	4
Drayton Hall	3138 Ashley River Rd	Charleston, SC 29414	10
Dunston, Matilda F. Elementary	1825 Remount Road	N.Charleston S.C. 29406	4
Edwards, James B. Elementary	855 Von Kolnitz Blvd	Mt. Pleasant S.C. 29464	2
Edwards, Jane Elementary	1960 Jane Edwards Rd	Edisto Island S.C. 29438	23
Ellington, E B Elementary	5600 Ellington School Rd.	Ravenel S.C. 29470	23
Ford, Mary Elementary	3180 Thomasina McPherson Blvd	N.Charleston S.C. 29405	4
Fort Johnson Middle	1825 Camp Road	Charleston S.C. 29412	3
Fraser, Wilmot Es	63 Columbus Street	Charleston S.C. 29403	20
Frierson Elementary	6133 Maybank Highway	Wadmalaw Island S.C. 29487	9
Garrett Acad. Of Technology	2731 Gordon Street	Charleston S.C. 29405	4
Goodwin Elementary	5501 Dorchester Road	N.Charleston S.C. 29418	4
Harbor View Elementary	1576 Harbor View Rd	Charleston S.C. 29412	3
Haut Gap Middle	1861 Bohicket Road	John's Island S.C. 29455	9
Hughes, Minnie Elementary	8548 Willtown Road	Hollywood, S.C. 29449	23
Hunley Park Elementary	1000 Michigan Avenue	N.Charleston S.C. 29404	4
Hursey Elementary	4542 Simms Street	N.Charleston S.C. 29406	4
James Island Elementary	1872 Grimball Road	Charleston, SC 29412	3
James Island Middle	1484 Camp Road	Charleston S.C. 29412	3
Ladson Es	3321 Ladson Road	Ladson, S.C. 29456	4
Laing Middle School	2213 Highway 17 North	Mt. Pleasant S.C. 29464	2
Lambs Elementary	6800 Dorchester Road	N.Charleston S.C. 29418	4
Laurel Hill Elementary	3100 Thomas Carlo Blvd	Mt Pleasant, SC 29464	2
Lincoln High School	714 Lincoln School Road	McClellanville S.C. 29458	1
McClellanville Middle	711 Pinckney Street	McClellanville S.C. 29458	1
Memminger Elementary	20 Beaufain Street	Charleston S.C. 29401	20
Midland Park Elementary	2415 Midland Park Road	N. Charleston S.C. 29418	4
Military Magnet Academy	2950 Carner Avenue	Charleston S.C. 29405	4
Mitchell Elementary	2 Perry Street	Charleston S.C. 29403	20
Montessori Community School	2120 Wood Avenue	Charleston, SC 29414	10
Moore, Jennie Elementary	1256 Hamlin Road	Mt. Pleasant S.C. 29464	2
Morningside Ms	1999 Singley Lane	N. Charleston S.C. 29405	4

District Office : 4 & 10 Middle and High Schools	725 Wappoo Road	Charleston, S.C. 29407	
District Office : 20/23	1002 King Street	Charleston, S.C. 29403	

CHARTER SCHOOLS*

Charter Schools are individual legal entities. These schools will be eligible for services under this contract, however, service arrangements and billing will be to the individual school. Charleston County School District has no legal financial responsibility for these schools.

ATTACHMENT 11 BASE BID/BASIC SERVICE

Itemized Pricing Sheet For Each School and Office Building

The unit price includes all direct and indirect costs including pre-expended material and equipment to perform maintenance and Work requirements, associated with performing a standard hour of work.

Location Name _____ Address _____

YEAR TWO ONLY (March 1, 2010 – February 28, 2011)

Maintenance Level A (March 1, through February 28,)

ITEM	CONTRACT REQUIREMENTS	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1.	Prior to mowing remove litter	Weekly	32	\$ _____	\$ _____
2.	Mowing	Weekly	32	\$ _____	\$ _____
3.	After mowing remove cut up litter	Weekly	32	\$ _____	\$ _____
4.	String Trimming	Weekly	32	\$ _____	\$ _____
5.	Edging	Bi-Monthly	16	\$ _____	\$ _____
6.	Shrub, Bush, Ground Cover & Trim	Monthly	8	\$ _____	\$ _____
7.	Tree Pruning/Natural areas	Annual	1	\$ _____	\$ _____
8.	Plant Bed Complete Insect Control	Weekly	32	\$ _____	\$ _____
9.	Plant Bed Trenching	Bi-Monthly	16	\$ _____	\$ _____
10.	Hard Surface Area Weed Control	Weekly	32	\$ _____	\$ _____
11.	Weeding of all Garden Beds	Bi-Monthly	16	\$ _____	\$ _____
12.	Fire Ant Control	Weekly	32	\$ _____	\$ _____
13.	Leaf Removal	Bi-Monthly	16	\$ _____	\$ _____
14.	Pine Straw	Annual	1	\$ _____	\$ _____
15.	Rake Playgrounds	Weekly	52	\$ _____	\$ _____

Maintenance Level B (November 1 through Feb. 28)

ITEM	CONTRACT REQUIREMENTS	UNIT	QTY	PRICE	PRICE
I.	Mowing	1/month	4	\$ _____	\$ _____
2.	String Trimming	1/month	4	\$ _____	\$ _____
3.	Shrubs, bushes, trees, fence lines	1/month	4	\$ _____	\$ _____
4.	Leaf Removal	1/month	4	\$ _____	\$ _____

TOTAL (must be presented for each school or building site) \$ _____

ATTACHMENT 111 ATHLETIC FIELD BID

Itemized Pricing Sheet For High School Game Field/Fields

The unit price includes all direct and indirect costs including pre-expended material and equipment to perform maintenance and Work requirements, associated with performing a standard hour of work.

Location Name: **Wando High School Softball Field** Address _____

YEAR ONE (March 1, 2009 – February 28, 2010)

Weekly Athletic Field /Stadium Service (March 1, through February 28,)

<u>ITEM</u>	<u>CONTRACT REQUIREMENTS</u>	<u>UNIT</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1.	Prior to mowing remove litter	Weekly	32	\$ _____	\$ _____
2.	Mowing @ ¾ inch	Bi-Weekly	32	\$ _____	\$ _____
3.	After mowing remove cut up litter	Weekly	32	\$ _____	\$ _____
4.	String Trimming	Weekly	32	\$ _____	\$ _____
5.	Edging of Walks	Bi-Monthly	16	\$ _____	\$ _____
6.	Fire Ant Control (General areas)	Weekly	32	\$ _____	\$ _____
7.	Underneath Bleachers Free of Vegetation	Bi-Monthly	16	\$ _____	\$ _____
8.	Tree Pruning/Natural areas	Annual	1	\$ _____	\$ _____
9.	Fence lines (Interior-Exterior)	Weekly	32	\$ _____	\$ _____
10.	Hard Surface Area Weed Control	Weekly	32	\$ _____	\$ _____
11.	Backstop Free of Vegetation	Bi-Monthly	16	\$ _____	\$ _____

Maintenance Level B (November 1 through Feb. 28) If Over Seeded

<u>ITEM</u>	<u>CONTRACT REQUIREMENTS</u>	<u>UNIT</u>	<u>QTY</u>	<u>PRICE</u>	<u>PRICE</u>
1.	Mowing & Remove Clippings	Weekly	16	\$ _____	\$ _____
2.	String Trim Fence Lines Interior/Exterior	Weekly	16	\$ _____	\$ _____

TOTAL (must be presented for each school or building site) \$ _____

ATTACHMENT 111 ATHLETIC FIELD BID**Itemized Pricing Sheet For High School Game Field/Fields**

The unit price includes all direct and indirect costs including pre-expended material and equipment to perform maintenance and Work requirements, associated with performing a standard hour of work.

Location Name: **Wando Game Field** Address _____

YEAR ONE (March 1, 2009 – February 28, 2010)**Weekly Athletic Field /Stadium Service (March 1 through February 28)**

<u>ITEM</u>	<u>CONTRACT REQUIREMENTS</u>	<u>UNIT</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1.	Prior to mowing remove litter	Weekly	32	\$ _____	\$ _____
2.	Mowing @ ¾ inch	Bi-Weekly	32	\$ _____	\$ _____
3.	After mowing remove cut up litter	Weekly	32	\$ _____	\$ _____
4.	String Trimming	Weekly	32	\$ _____	\$ _____
5.	Edging Track	Bi-Monthly	16	\$ _____	\$ _____
6.	Fire Ant Control (General areas)	Weekly	32	\$ _____	\$ _____
7.	Underneath Bleachers Free of Vegetation	Bi-Monthly	16	\$ _____	\$ _____
8.	Tree Pruning/Natural areas	Annual	1	\$ _____	\$ _____
9.	Stadium Fence lines (Interior-Exterior)	Weekly	32	\$ _____	\$ _____

Maintenance Level B (November 1 through Feb. 28) If Over Seeded

<u>ITEM</u>	<u>CONTRACT REQUIREMENTS</u>	<u>UNIT</u>	<u>QTY</u>	<u>PRICE</u>	<u>PRICE</u>
1.	Mowing & Remove Clippings	Weekly	32	\$ _____	\$ _____
2.	String Trim Fence Lines Interior/Exterior	Weekly	32	\$ _____	\$ _____

TOTAL (must be presented for each school or building site)

\$ _____

ATTACHMENT 111 ATHLETIC FIELD BID**Itemized Pricing Sheet For High School Game Field/Fields**

The unit price includes all direct and indirect costs including pre-expended material and equipment to perform maintenance and Work requirements, associated with performing a standard hour of work.

Location Name: **West Ashley High School Softball Field** Address _____

YEAR ONE (March 1, 2009 – February 28, 2010)**Weekly Athletic Field /Stadium Service (March 1 through February 28)**

<u>ITEM</u>	<u>CONTRACT REQUIREMENTS</u>	<u>UNIT</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1.	Prior to mowing remove litter	Weekly	32	\$ _____	\$ _____
2.	Mowing @ ¾ inch	Bi-Weekly	32	\$ _____	\$ _____
3.	After mowing remove cut up litter	Weekly	32	\$ _____	\$ _____
4.	String Trimming	Weekly	32	\$ _____	\$ _____
5.	Edging Walks	B-Monthly	16	\$ _____	\$ _____
6.	Fire Ant Control (General areas)	Weekly	32	\$ _____	\$ _____
7.	Underneath bleacher Free of Vegetation	Bi-Monthly	16	\$ _____	\$ _____
8.	Tree Pruning/Natural areas	Annual	1	\$ _____	\$ _____
9.	Stadium Fence lines (Interior-Exterior)	Weekly	32	\$ _____	\$ _____
10.	Backstop Free of Vegetation	Bi-Monthly	16	\$ _____	\$ _____

Maintenance Level B (November 1 through Feb. 28) If Over Seeded

<u>ITEM</u>	<u>CONTRACT REQUIREMENTS</u>	<u>UNIT</u>	<u>QTY</u>	<u>PRICE</u>	<u>PRICE</u>
1.	Mowing & Remove Clippings	Weekly	16	\$ _____	\$ _____
2.	String Trim Fence Lines Interior/Exterior	Weekly	16	\$ _____	\$ _____

TOTAL (must be presented for each school or building site) \$ _____

ATTACHMENT 111 ATHLETIC FIELD BID

Itemized Pricing Sheet For High School Game Field/Fields

The unit price includes all direct and indirect costs including pre-expended material and equipment to perform maintenance and Work requirements, associated with performing a standard hour of work.

Location Name: **West Ashley High School Football Field** Address _____

YEAR ONE (March 1, 2009 – February 28, 2010)

Weekly Athletic Field /Stadium Service (March 1 through February 28)

ITEM	CONTRACT REQUIREMENTS	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1.	Prior to mowing remove litter	Weekly	32	\$ _____	\$ _____
2.	Mowing @ ¾ inch	Bi-Weekly	32	\$ _____	\$ _____
3.	After mowing remove cut up litter	Weekly	32	\$ _____	\$ _____
4.	String Trimming	Weekly	32	\$ _____	\$ _____
5.	Edging Track & Walks	Bi-Monthly	16	\$ _____	\$ _____
6.	Fire Ant Control (General areas)	Weekly	32	\$ _____	\$ _____
7.	Underneath Bleachers Free of Vegetation	Bi-Monthly	16	\$ _____	\$ _____
8.	Tree Pruning/Natural areas	Annual	1	\$ _____	\$ _____
9.	Stadium Fence lines (Interior-Exterior)	Weekly	32	\$ _____	\$ _____
11.	Hard Surface Area Weed Control	Weekly	32	\$ _____	\$ _____
12.	Remove all Clippings from Track	Each Service	32	\$ _____	\$ _____

Maintenance Level B (November 1 through Feb. 28) If Over Seeded

ITEM	CONTRACT REQUIREMENTS	UNIT	QTY	PRICE	PRICE
1.	Mowing & Remove Clippings	Weekly	16	\$ _____	\$ _____
2.	String Trim Fence Lines Interior/Exterior	Weekly	16	\$ _____	\$ _____

TOTAL (must be presented for each school or building site) \$ _____

ATTACHMENT 111 ATHLETIC FIELD BID**Itemized Pricing Sheet For High School Game Field/Fields**

The unit price includes all direct and indirect costs including pre-expended material and equipment to perform maintenance and Work requirements, associated with performing a standard hour of work.

Location Name: **Academic Magnet High School Baseball Field**

Address _____

YEAR ONE (March 1, 2009 – February 28, 2010)**Weekly Athletic Field /Stadium Service (March 1 through February 28)**

<u>ITEM</u>	<u>CONTRACT REQUIREMENTS</u>	<u>UNIT</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1.	Prior to mowing remove litter	Weekly	32	\$ _____	\$ _____
2.	Mowing @ ¾ inch	Bi-Weekly	32	\$ _____	\$ _____
3.	After mowing remove cut up litter	Weekly	32	\$ _____	\$ _____
4.	String Trimming	Weekly	32	\$ _____	\$ _____
5.	Edging Walks	Bi-Monthly	16	\$ _____	\$ _____
6.	Fire Ant Control (General areas)	Weekly	32	\$ _____	\$ _____
7.	Underneath Bleachers Free of Vegetation	Bi-Monthly	16	\$ _____	\$ _____
9.	Stadium Fence lines (Interior-Exterior)	Weekly	32	\$ _____	\$ _____
10.	Backstop Free of vegetation	Bi-Monthly	16	\$ _____	\$ _____

Maintenance Level B (November 1 through Feb. 28) If Over Seeded

<u>ITEM</u>	<u>CONTRACT REQUIREMENTS</u>	<u>UNIT</u>	<u>QTY</u>	<u>PRICE</u>	<u>PRICE</u>
1.	Mowing & Remove Clippings	Weekly	16	\$ _____	\$ _____
2.	String Trim Fence Lines Interior/Exterior	Weekly	16	\$ _____	\$ _____

TOTAL (must be presented for each school or building site)

\$ _____

ATTACHMENT 111 ATHLETIC FIELD BID**Itemized Pricing Sheet For High School Game Field/Fields**

The unit price includes all direct and indirect costs including pre-expended material and equipment to perform maintenance and Work requirements, associated with performing a standard hour of work.

Location Name: **North Charleston High School Football/Baseball Field**

Address _____

YEAR ONE (March 1, 2009 – February 28, 2010)

Weekly Athletic Field /Stadium Service (March 1 through February 28)

<u>ITEM</u>	<u>CONTRACT REQUIREMENTS</u>	<u>UNIT</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1.	Prior to mowing remove litter	Weekly	32	\$ _____	\$ _____
2.	Mowing @ ¾ inch	Weekly	32	\$ _____	\$ _____
3.	After mowing remove cut up litter	Weekly	32	\$ _____	\$ _____
4.	String Trimming	Weekly	32	\$ _____	\$ _____
5.	Edging Walks	Bi-Monthly	16	\$ _____	\$ _____
6.	Fire Ant Control (General areas)	Weekly	32	\$ _____	\$ _____
7.	Underneath Bleachers Free of Vegetation	Bi-Monthly	16	\$ _____	\$ _____
8.	Stadium Fence lines (Interior-Exterior)	Weekly	32	\$ _____	\$ _____
9.	Backstop Free of Vegetation	Bi-Monthly	16	\$ _____	\$ _____

Maintenance Level B (November 1 through Feb. 28) If Over Seeded

<u>ITEM</u>	<u>CONTRACT REQUIREMENTS</u>	<u>UNIT</u>	<u>QTY</u>	<u>PRICE</u>	<u>PRICE</u>
1.	Mowing & Remove Clippings	Weekly	16	\$ _____	\$ _____
2.	String Trim Fence Lines Interior/Exterior	Weekly	16	\$ _____	\$ _____

TOTAL (must be presented for each school or building site)

\$ _____

ATTACHMENT 111 ATHLETIC FIELD BID

Itemized Pricing Sheet For High School Game Field/Fields

The unit price includes all direct and indirect costs including pre-expended material and equipment to perform maintenance and Work requirements, associated with performing a standard hour of work.

Location Name: **St. Johns High School Football Field**

Address _____

YEAR ONE (March 1, 2009 – February 28, 2010)

Weekly Athletic Field /Stadium Service (March 1 through February 28)

<u>ITEM</u>	<u>CONTRACT REQUIREMENTS</u>	<u>UNIT</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1.	Prior to mowing remove litter	Weekly	32	\$ _____	\$ _____
2.	Mowing @ ¾ inch	Bi-Weekly	32	\$ _____	\$ _____
3	After mowing remove cut up litter	Weekly	32	\$ _____	\$ _____
4	String Trimming	Weekly	32	\$ _____	\$ _____
5	Edging Track & Walks	Bi-Monthly	16	\$ _____	\$ _____
6	Fire Ant Control (General areas)	Weekly	32	\$ _____	\$ _____
7	Underneath Bleachers Free of Vegetation	Bi-Monthly	16	\$ _____	\$ _____
9	Stadium Fence lines (Interior-Exterior)	Weekly	32	\$ _____	\$ _____
10.	Hard Surface Area Weed Control	Weekly	32	\$ _____	\$ _____
11.	Remove Clippings From Track	Each Service	32	\$ _____	\$ _____

Maintenance Level B (November 1 through Feb. 28) If Over Seeded

<u>ITEM</u>	<u>CONTRACT REQUIREMENTS</u>	<u>UNIT</u>	<u>QTY</u>	<u>PRICE</u>	<u>PRICE</u>
1.	Mowing & Remove Clippings	Weekly	16	\$ _____	\$ _____
2.	String Trim Fence Lines Interior/Exterior	Weekly	16	\$ _____	\$ _____

TOTAL (must be presented for each school or building site)

\$ _____

ATTACHMENT 111 ATHLETIC FIELD BID

Itemized Pricing Sheet For High School Game Field/Fields

The unit price includes all direct and indirect costs including pre-expended material and equipment to perform maintenance and Work requirements, associated with performing a standard hour of work.

Location Name: **Baptist Hill High School Football Field**

Address _____

YEAR ONE (March 1, 2009 – February 28, 2010)

Weekly Athletic Field /Stadium Service (March 1 through February 28)

<u>ITEM</u>	<u>CONTRACT REQUIREMENTS</u>			<u>UNIT PRICE</u>	<u>QTY PRICE</u>
1.	Prior to mowing remove litter	Weekly	32	\$ _____	\$ _____
2.	Mowing @ ¾ inch	Bi-Weekly	32	\$ _____	\$ _____
3.	After mowing remove cut up litter	Weekly	32	\$ _____	\$ _____
4.	String Trimming	Weekly	32	\$ _____	\$ _____
5.	Edging Track & Walks	Bi-Monthly	16	\$ _____	\$ _____
6.	Fire Ant Control (General areas)	Weekly	32	\$ _____	\$ _____
7.	Underneath Bleachers Free of Vegetation	Bi-Monthly	16	\$ _____	\$ _____
8.	Maintain Perimeter Fence Line	Bi-Monthly	16	\$ _____	\$ _____
9.	Stadium Fence lines (Interior-Exterior)	Weekly	32	\$ _____	\$ _____
10.	Hard Surface Area Weed Control	Weekly	32	\$ _____	\$ _____
12.	Remove Clippings from Track	Each Service	32	\$ _____	\$ _____

Maintenance Level B (November 1 through Feb. 28) If Over Seeded

<u>ITEM</u>	<u>CONTRACT REQUIREMENTS</u>			<u>UNIT PRICE</u>	<u>QTY PRICE</u>
1.	Mowing & Remove Clippings	Weekly	32	\$ _____	\$ _____
2.	String Trim Fence Lines Interior/Exterior	Weekly	16	\$ _____	\$ _____

TOTAL (must be presented for each school or building site)

\$ _____

ATTACHMENT V11 RETENTION POND PRICING

Itemized Pricing Sheet For Retention Ponds

The unit price includes all direct and indirect costs including pre-expended material and equipment to perform maintenance and Work requirements, associated with performing a standard hour of work.

YEAR ONE (March 1, 2009 – February 28, 2010)

Monthly Retention Pond Service (March 1 through February 28)

ITEM	CONTRACT REQUIREMENTS	UNIT	QTY	UNIT PRICE	PRICE
1.	Lincoln High (2)	Monthly	12	\$_____	\$_____
2.	Bell Hall (1)	Monthly	12	\$_____	\$_____
3.	Pinckney (2)	Monthly	12	\$_____	\$_____
4.	Laurel Hill (2)	Monthly	12	\$_____	\$_____
5.	Wando HS (5)	Monthly	12	\$_____	\$_____
6.	James Island El. (1)	Monthly	12	\$_____	\$_____
7.	Burns (1)	Monthly	12	\$_____	\$_____
8.	Ladson (1)	Monthly	12	\$_____	\$_____
9.	Hunley Park (3)	Monthly	12	\$_____	\$_____
10.	Morningside (1)	Monthly	12	\$_____	\$_____
11.	Military Magnet (1)	Monthly	12	\$_____	\$_____
12.	Garrett (3)	Monthly	12	\$_____	\$_____
13.	West Ashley HS (2)	Monthly	12	\$_____	\$_____
14.	St. Johns HS (1)	Monthly	12	\$_____	\$_____

TOTAL (must be presented for each school or building site)

\$_____

Academic Magnet HS	44	
Garrett Academy of Tech.	80	
Murray Hill Academy	85	
North Charleston HS	59	
Stall HS	209	
Birney Middle	148	
Brentwood Middle	97	
Charletowne Academy	85	
Morningside Middle	55	
School of the Arts	79	
Military Magnet Academy	32	
Burns Elementary	134	
Chicora Elementary	22	
Corcoran Elementary	38	
Dunston Elementary	52	
Mary Ford Elementary	81	
Goodwin Elementary	70	
Hunley Park Elementary	251	
Hursey Elementary	44	
Ladson Elementary	172	
Lambs Elementary	43	
Midland Park Elementary	46	
North Charleston Elementary	386	
Pepperhill Elementary	74	
Liberty Hill	100	
District 4 Office	19	
Operations Bldg./Bridgeview	Mulched N/A	
Child & Family	57	
Mary F Nurses Mobile.	N/A	
Totals	2562	
District 9		
St. Johns HS	589	
Haut Gap Middle	100	
Angle Oak Elementary	83	
Frierson Elementary	45	
Mt. Zion Elementary	96	
Totals	913	
District 10		
West Ashley HS	660	
West Ashley Middle	36	
St. Andrews Middle	68	
Ashley River Elementary	34	

CHECKLIST OF ITEMS REQUIRED IN THE PROPOSAL SUBMISSION

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Outline ability to meet fiscal of physical responsibility – <i>Desired Qualifications</i> |
| <input type="checkbox"/> | References – <i>Proposal</i> |
| <input type="checkbox"/> | Contact Sheet – <i>Proposal</i> |
| <input type="checkbox"/> | Insurance Certificates – <i>Proposal</i> |
| <input type="checkbox"/> | Questionnaire – <i>Proposal</i> |
| <input type="checkbox"/> | History of Company – <i>Proposal, Information Required</i> |
| <input type="checkbox"/> | Organizational Structure of Firm – <i>Proposal, Information Required</i> |
| <input type="checkbox"/> | Resume Outlining Qualifications of Key Staff which will be assigned to Project – <i>Proposal, Information Required</i> |
| <input type="checkbox"/> | List of all Supplies and Materials used to Support Contract – <i>Proposal, Information Required</i> |
| <input type="checkbox"/> | List of equipment used to Support Contract – <i>Proposal, Information Required</i> |
| <input type="checkbox"/> | Staffing – <i>Proposal, Information Required</i> |
| <input type="checkbox"/> | Proof of Bond(if required) |
| <input type="checkbox"/> | Charge Breakdowns |
| <input type="checkbox"/> | Quality Control Program Description with sample reports – <i>Quality Control Program</i> |
| <input type="checkbox"/> | Documentation of Previous Cost Contract |
| <input type="checkbox"/> | Square Footage Productivity Rates, <i>Proposal</i> |
| <input type="checkbox"/> | Listing of Performance restrictions by Employee |
| <input type="checkbox"/> | Employee Training Certification Program |
| <input type="checkbox"/> | Addenda Acknowledgement |

Company Name: _____

Required Bid Submittals/Acknowledgements:

- _____ Bid forms are completed and signed
- _____ Seven (7) copies of complete proposal package and one (1) original clearly marked
- _____ Completed Attachments: B, C, D, E and F.
- _____ All required submittals are enclosed.
- _____ Current insurance certificate
- _____ Any other costs/fees not mentioned in this Request for Proposal
- _____ Check to acknowledge receipt of addendum/amendment, if applicable

A contract will be prepared to successful firm(s) including but not limited to the following:

1. The Contract Documents include the Contract, Proposal documents, General Conditions to the Contract, and the technical Specifications.
2. The initial contract period shall commence March 1, 2009, and shall be complete on February 28, 2010.
3. The Owner shall pay the Contractor for performance of work, subject to any modifications by change orders as agreed upon.
4. Disputes pertaining to this Contract are not eligible for solution through arbitration procedures.

This Contract may not be sub-contracted without prior written approval from the District. Increases in cost of yearly extensions not to exceed 4% per year, unless agreed upon by Owner. Fee increase percentage will be based solely on the contractor's performance and inflation escalator as described in this contract document.

The undersigned, as bidder, proposes and agrees, if this bid is accepted, to contract with Charleston County School District, in the form of contract specified, to pay all required fees and permits, and to furnish any necessary materials, tools, equipment, apparatus, transportation, and labor to complete the projects, and has bid in full and complete accordance with the shown, noted, described and reasonably intended requirements of the contract documents.

1. The bidder further declares that he/she has examined the site of work and has become thoroughly familiar with all conditions pertaining to the work to be performed. The bidder also has examined the plans and specifications for the work and contractual documents relative thereto, and has read all special provisions furnished prior to the opening of bids; that he/she has been satisfied relative to the work to be performed.
2. The bidder agrees that this Proposal is valid from bid date to 90 days hence.
3. The bidder finally agrees that this RFP supersedes any and all previous agreements, both written and oral, and that the terms and conditions of this Agreement shall exclusively govern the agreement between the parties.

Attachment A

OFFEROR'S CHECKLIST
AVOID COMMON MISTAKES

Web site:

Review this checklist prior to submitting your proposal
If you fail to follow this checklist, you risk having your proposal rejected.

- ☐ COMPLETED AND SIGNED ALL REQUIRED DOCUMENTS.
- ☐ DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS!
- ☐ UNLESS EXPRESSLY REQUIRED, DO NOT INCLUDE ANY ADDITIONAL BOILERPLATE CONTRACT CLAUSES.
- ☐ REREAD YOUR ENTIRE PROPOSAL TO MAKE SURE YOUR PROPOSAL DOES NOT TAKE EXCEPTION TO ANY OF THE DISTRICTS MANDATORY REQUIREMENTS.
- ☐ MAKE SURE YOU HAVE PROPERLY MARKED ALL PROTECTED, CONFIDENTIAL, OR TRADE SECRET INFORMATION IN ACCORDANCE WITH THE HEADING ENTITLED: FOIA BIDDING INSTRUCTIONS, SUBMITTING CONFIDENTIAL INFORMATION. ***DO NOT MARK YOUR ENTIRE BID AS CONFIDENTIAL, TRADE SECRET, OR PROTECTED! Do NOT INCLUDE A LEGEND ON THE COVER STATING THAT YOUR ENTIRE RESPONSE IS NOT TO BE RELEASED!***
- ☐ HAVE YOU PROPERLY ACKNOWLEDGED ALL AMENDMENTS? INSTRUCTIONS REGARDING HOW TO ACKNOWLEDGE AN AMENDMENT SHOULD APPEAR IN ALL AMENDMENTS ISSUED.
- ☐ MAKE SURE YOUR PROPOSAL INCLUDES A COPY OF THE SOLICITATION COVER PAGE.
- ☐ MAKE SURE A PERSON THAT IS AUTHORIZED TO CONTRACTUALLY BIND YOUR BUSINESS SIGNS THE COVER PAGE.
- ☐ MAKE SURE YOUR PROPOSAL INCLUDES THE NUMBER OF COPIES REQUESTED.
- ☐ CHECK TO ENSURE YOUR PROPOSAL INCLUDES EVERYTHING REQUESTED!
- ☐ IF YOU HAVE CONCERNS ABOUT THE SOLICITATION, DO NOT RAISE THOSE CONCERNS IN YOUR RESPONSE! AFTER OPENING, IT IS TOO LATE! IF THIS SOLICITATION INCLUDES A PRE-PROPOSAL CONFERENCE OR A QUESTION & ANSWER PERIOD, RAISE YOUR QUESTIONS AS A PART OF THAT PROCESS! PLEASE SEE BIDDING INSTRUCTIONS AND ANY PROVISIONS REGARDING PRE-BID CONFERENCES.

NOTE: This checklist is included only as a reminder to help Offerors avoid common mistakes
Responsiveness will be evaluated against the solicitation not against this checklist.
You do not need to return this checklist with your response.

QUESTIONNAIRE

The Bidder shall answer the following questionnaire which shall be used in the bid evaluation process in order to determine the responsible bidder.

1. SAFETY:

Have you had any OSHA fines within the last three (3) years? YES ☐ NO ☐

Have you had jobsite fatalities within the last five (5) years? YES ☐ NO ☐

If you have answered YES to either of the above questions, you **MUST** submit on a separate sheet the details describing the circumstances surrounding each incident.

2. EXPERIENCE:

Years in business under present name: _____

Years performing work specialty: _____

Licenses currently valid in force: _____

3. LICENSE SANCTIONS:

List any regulatory or license agency sanctions. The District may perform a background check on respondent with all state and regulatory agencies. _____

4. REFERENCES

Provide three references from agencies or firms you have provided similar services to in the past two (2) years.

Reference #1

Industry: _____

Organization: _____

Address: _____

Contact Name & Title: _____

Telephone #: _____

Reference #2

Industry: _____

Organization: _____

Address: _____

Contact Name & Title: _____

Telephone #: _____

Reference #3

Industry: _____

Organization: _____

Address: _____

Contact Name & Title: _____

Telephone #: _____

STATEMENT OF INTENT TO PERFORM WORK WITHOUT SUBCONTRACTING

Firm Name: _____

Project: _____

Bid/Proposal #: _____

Signature: _____

It is the intent of the above named firm to self-perform 100% of the work as outlined in this bid/proposal.

The bidder/proposer states the following:

1. That it is a normal business practice of the bidder to perform **all elements** of this type contract with its own employees.
2. That if it should become necessary to subcontract some portion of the work at a later date, the bidder/proposer will notify program manager and provide documented good-faith efforts to comply with all requirements of the MBE program in providing equal opportunities to MBE firms.
3. Bidder/proposer will provide equal opportunity for MBEs to participate in significant material-supplier opportunities available under this scope of work and will document good faith efforts as required by program manager.

Attachment G

CHARLESTON COUNTY SCHOOL DISTRICT
NO BID REPLY FORM

BID TITLE: DISTRICT WIDE GROUNDS P9010

IF YOU INTEND TO ENTER A "NO BID" RESPONSE TO OUR REQUEST FOR BIDS, PLEASE INDICATE YOUR REASONS BELOW. WE WILL USE THIS INFORMATION TO BETTER IDENTIFY BIDDERS FOR PARTICULAR COMMODITIES, UPDATE OUR RECORDS AND IMPROVE THE QUALITY AND CONTENT OF OUR REQUESTS FOR BIDS. THIS INFORMATION WILL NOT PRECLUDE YOUR RECEIPT OF FUTURE INVITATIONS UNLESS YOU REQUEST REMOVAL FROM THE BIDDERS LIST OR FROM A PARTICULAR PRODUCT CATEGORY. WE TREAT THIS "NO BID" RESPONSE AS A PROPER REPLY TO AN INVITATION. FAILURE TO RETURN THIS FORM FOR A "NO BID" COULD RESULT IN YOUR BEING REMOVED FROM THE BIDDERS LIST AS "NOT INTERESTED".

- () 1. We do not wish to participate in the bid process.
- () 2. We do not wish to bid under the terms and conditions of the request for bid document. Our objections are.....

- () 3. We do not feel we can be competitive.
- () 4. We cannot submit a bid because of the marketing or franchising policies of the manufacturing company.
- () 5. We do not wish to sell to Charleston County School District. Our objections are.....

- () 6. We do not sell the items/service on which bids are requested.

- () 7. Other _____
- _____

- () 8. We wish to remain on the bidders' list.
- () 9. We wish to be deleted from the bidders' list.
- () 10. Remove us from this item(s)/service only.

COMPANY NAME _____

SIGNED _____

Date: _____

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County SCHOOL DISTRICT

75 Calhoun Street, Charleston, SC 29401

**CAPITAL PROGRAMS
BOARD AGENDA ITEM**


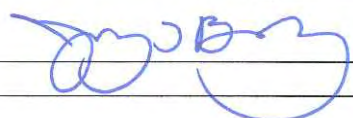
TO: Audit & Finance Committee
FROM: Jeff Borowy
DATE: January 12, 2015
SUBJECT: ANGEL OAK ELEMENTARY SCHOOL RENOVATION

RECOMMENDATION: Forward December 8, 2014 submission (attached) to the Board of Trustees approving the renovation as planned in the Phase III Capital Projects program with the following conditions:

- 1) Include a master plan in the design to meet educational specifications for a partial magnet and include the requirements as bid alternates in the construction contract documents.
- 2) Excess 2010 sales tax referendum funds will be considered for use as described in discussion item 3.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:

Mr. Michael Bobby Acting Superintendent of Schools	
Dr. Lisa Herring Deputy Superintendent for Academics	
Mr. Jeff Borowy Deputy for Capital Programs	

Committee Recommendation(s):

Audit and Finance Committee recommendation:

<hr/>	
Mr. Todd Garrett, Chair Audit & Finance Committee	

CAPITAL PROGRAMS

January 12, 2015

SUBJECT: ANGEL OAK ELEMENTARY SCHOOL RENOVATION

BACKGROUND: The 2010 sales tax referendum included authorization for funding the renovation of the existing Angel Oak Elementary School (AOES). During the December 6, 2014 Audit & Finance Committee meeting, Staff was directed to provide options to fund the cost to construct a new AOES and date after which a decision would delay the current planned renovation project.

DISCUSSION: To replace the existing footprint of AOES would cost an estimated \$17 million. To replace AOES with the current educational specification used for all new schools, the cost is estimated at \$24 million. Since the construction of a new AOES is not an authorized use of sales tax proceeds, the only option to fund the cost of construction is through the issuance of general obligation (GO) bonds which could be retired in several different ways:

1. Increase property tax. The District has the ability to raise property taxes to retire GO bonds issued under our 8% bonding capacity. If GO bonds were issued, the District could amortize the debt over a period of years resulting in less of a tax increase or could issue a short-term GO to be paid back from a one-time tax increase of approximately 8 mills. However, raising the property tax for a single school may be received negatively by the taxpayers who have supported the District's desire for the sales tax referendum to fund the costs of new schools.
2. Use the sinking fund with other funding. The current balance in the sinking fund held to retire the District's debt includes some cushion but not enough to cover the entire \$24 million cost of new construction. The District could use the excess in the sinking fund to retire GO bonds issued to fund a portion of the cost of the new AOES but would require additional funding to complete construction. To fund the remaining costs, the District could (a) increase property taxes as stated in (1) above to retire GO bonds issued to complete the construction or (b) keep property taxes at the current level and use a portion of the GO proceeds allocated annually to pay Fixed Costs of Ownership to complete the cost of construction. The major detractor of this option is that by depleting the sinking fund, other desired potential projects would remain unfunded.
3. Use excess funds from 2010 sales tax referendum, if any. The sales tax statute provides that any unexpended sales tax collections are to be used to pay debt service on outstanding GO debt of the District, which could give us another source of funds to pay GO bonds issued to fund the construction of AOES. If revenues exceed projections and any projects come in under budget, these funds could be combined with the funds

planned for the AOES renovation. Drawbacks of this option are (1) construction of AOES would not begin until 2017 and be complete until 2019 and (2) facilities maintenance will be challenged to keep the existing degraded building operational.

If the board does not authorize Staff to proceed with renovation of AOES at the January 12, 2015 Board Meeting, completion of the project will be delayed by one year from August 2016 to August 2017.

RECOMMENDATION: Forward December 8, 2014 submission (attached) to the Board of Trustees approving the renovation as planned in the Phase III Capital Projects program with the following conditions:

- 1) Include a master plan in the design to meet educational specifications for a partial magnet and include the requirements as bid alternates in the construction contract documents.
- 2) Excess 2010 sales tax referendum funds will be considered for use as described in discussion item 3.

FUNDING SOURCE/COST: None.

FUTURE FISCAL IMPACT: N/A

DATA SOURCES:

Rick Holt, Cumming Construction Management
Carol Clark, HaynsworthSinkler Boyd, P.A.

PREPARED BY: Jeff Borowy, Deputy for Capital Programs

REVIEWED BY LEGAL SERVICES: Carol Clark, HaynsworthSinkler Boyd, P.A.

REVIEWED BY PROCUREMENT SERVICES: N.A.

ATTACHMENTS: Board Agenda Item of December 8, 2014, Angel Oak Elementary School Renovation

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County SCHOOL DISTRICT

75 Calhoun Street
Charleston, SC 29401

**Capital Programs
Board Agenda Item**

TO: Board of Trustees
FROM: Jeffrey Borowy, Deputy for Capital Programs
DATE: December 8, 2014
SUBJECT: ANGEL OAK ELEMENTARY SCHOOL RENOVATION

RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees approve the renovation of Angel Oak Elementary School as planned in the Phase III Capital Projects program.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:

Michael L. Bobby
Acting Superintendent of Schools
and Chief of Finance, Operations
& Capital Programs



Jeffrey Borowy,
Deputy for Capital Programs

Todd Garrett, Chair
Audit & Finance Committee

☐ Item voted on and
recommended for Board
A&F Committee on _____

Tripp Wiles, Chair
Policy & Personnel Committee

☐ Item voted on and
recommended for Board
Policy Committee on _____

Capital Programs
December 8, 2014

SUBJECT: ANGEL OAK ELEMENTARY SCHOOL RENOVATION

BACKGROUND:

- The 2010 Master Plan recommended a whole school renovation and modernization project to address condition assessment deficiencies and support academic mission.
- The tax referendum passed in 2010 establishing the Phase III program for the years 2011-2016 included a project for "renovation and equipping".
- The 2014 Master Plan identified whole school renovation to be completed in the summer of 2015.
- In 2014, the Board approved Staff to pursue hiring an Architect/Engineer (A/E) firm to design the schools renovation project. Staff has selected three A/E firms to interview and is prepared to select the best firm.
- The whole building renovation project would include replacement of the roof and HVAC system, installation of a main entrance security vestibule, parent drop-off lane improvements, and restroom upgrades.

DISCUSSION:

- On 10 November 2014, the Board directed Staff to review the project, specifically the direction to renovate the school vice constructing a new school.
- Staff estimate for the complete demolition of the existing school and construction of a new school is \$17 million. The whole building renovation budget is \$9.3 million. Execution of all Phase III Building Program projects currently matches the projected total revenue of \$470 million. As such, any increase in the budget for an Angel Oak Elementary School project now would require a decrease in budget and/or cancellation of other planned projects.
- The referendum states that project would be a renovation. There is legal risk to completely demolish the existing and build a new school. If someone challenged the work done as not complying with the referendum, the court's interpretation could be that entire replacement of the facility is not consistent with the term "renovation." Additionally, modifying this to new construction would open the opportunity to

consider all other renovation projects, thereby creating additional controversy, delays and budget challenges.

RECOMMENDATION:

It is hereby recommended that the Charleston County School District Board of Trustees approve the renovation of Angel Oak Elementary School as planned in the Phase III Capital Projects program.

FUNDING SOURCE/COST: Phase III 2011-2016 Capital Program in the amount of \$9.3 million.

FUTURE FISCAL IMPACT: N/A

DATA SOURCES: Cumming Construction Management

PREPARED BY: Jeffrey Borowy

REVIEWED BY LEGAL SERVICES: Carol Clark (Haynsworth Sinkler Boyd, P.A.)

REVIEWED BY PROCUREMENT SERVICES: N/A

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County SCHOOL DISTRICT

75 Calhoun Street, Charleston, SC 29401

**Carolina Voyager Charter School Facility
BOARD AGENDA ITEM**

TO: Board of Trustees
FROM: Carolina Voyager Charter School
DATE: January 12, 2015
SUBJECT: Carolina Voyager Charter School- Fraser Facility

RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees grant approval for the District to discuss the use of the Fraser and Archer campus for Carolina Voyager Charter School.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:



Michael L. Bobby
Acting Superintendent of Schools

Jeff Borowy
Chief Operating Officer

Lisa Herring, EdD
Chief Academic Officer

Committee Recommendation(s):

Audit and Finance Committee recommendation:

Todd Garrett, Chair
Audit & Finance Committee

 Signature

Personnel and Policy Committee recommendation:

Tripp Wiles, Chair
Audit & Finance Committee

Signature

Strategic Education Committee recommendation:

Michael Miller, Chair
Strategic Education Committee

Signature

Carolina Voyager Charter School
December 30, 2014

SUBJECT:

Carolina Voyager Charter School- Fraser Campus

BACKGROUND:

CCSD has been trying to address two major issues with downtown public schools: segregated neighborhood schools in a district that is 70% Caucasian/25% African American and substantially underutilized school facilities. CCSD Board approved the creation of Carolina Voyager Charter School with the hope that it could help address the segregation issue.

Carolina Voyager has successfully achieved such a balance in its first year of existence. The school has not only achieved racial diversity (55% white and 45% minority), but also socioeconomic diversity. The children of downtown business executives and MUSC doctors and nurses are being educated alongside children from downtown Charleston neighborhoods who qualify for the federal government's free and reduced lunch program.

Some of the lowest performing public schools in Charleston County are located on the Peninsula. The parents of school-aged children who live in downtown neighborhoods have little choice when it comes to where their children will attend school. They are less likely to have the means to send their children out of their neighborhood to attend higher performing schools. Charter schools, such as Carolina Voyager, offer sorely needed options for these children who live on the Peninsula.

As enrollment increases and Voyager continues to add new grades, the school will outgrow its current location at the end of the 2015-2016 school year. By 2020, the school will serve 414 public school students in Kindergarten through Grade Eight. In addition, the school leadership is currently exploring the viability of extending the reach of its educational programs to serve children in a K-4 program.

While increasing student enrollment at Carolina Voyager is an affirmation of the need for school choice on the Peninsula and a cause for celebration in support of the school's mission, it also poses a huge challenge to its Board of Directors. Specifically, in order to maintain a downtown presence, the Board must locate space on the Peninsula to accommodate Carolina Voyager Charter School's planned growth. The shuttered Fraser Elementary site presents an opportunity for a win-win for the Charleston County School Board, the City of Charleston, Carolina Voyager Charter School, and most importantly, the children of Charleston County.

DISCUSSION:

Benefits to the Charleston County School System

- Repurposes a school site currently serving no benefit to the community or the school district
- Eliminates the need for the district to maintain a shuttered building resulting in a cost of saving of \$85,000 to \$97,955 per year

- Establishes a lab school where CCSD schools can learn about best practices in personalized learning, technology integration and successful implementation of Social Emotional Learning in the classroom environment.
- Provides another spoke in the wheel of school choice offerings for Charleston families.

Benefits to the Fraser Community

- Brings a vibrant, successful school back to the Fraser community
- Provides additional school choice for children to remain in their home community
- Reknits a neighborhood disrupted by the closing of the school
- Establishes a recreation center dedicated to Wilmot J Fraser
- Establishes an archives on the school site honoring the history and legacy of the Wilmot J Fraser School
- Contributes to the stabilization/improvement of the Fraser neighborhood

Benefits to Carolina Voyager Charter School

- Provides space for growth allowing Voyager to expand to a K-8 school by 2020
- Allows Voyager to grow with the community in a location that allows for multiple transportation options for families through public transportation, close proximity for the commuting workforce, while also being pedestrian friendly for the immediate surrounding area.

FRASER ELEMENTARY CAMPUS		
Current Facility Expenses	Annual cost 87,000 ¹ - 97,995 ²	CCSD is currently spending annually 10% of the cost of demolition to keep an empty facility.
Demolition Costs	<\$1,000,000 ³	
Upfit costs to existing structure	\$4,900,000 - \$11,600,000 ⁴	Seismic upfit costs which do not include any estimates to bring structure to code are cost prohibitive and not a wise use of funds.

¹ Post and Courier "Charleston County School District spends more than \$420,000 a year maintaining five closed schools" April 22, 2013 Diette Courege

² FY 2015 Charleston County School Board Budget 2nd Reading, June 9, 2014

³ Bill Lewis- phone conversation. Approximation includes environmental remediation and lot reset

⁴ CCSD Board of Trustees Meeting March, 22, 2010 Recommendations and Schools with Life Safety Issues Information Packet

FUTURE FISCAL IMPACT: By keeping ownership of the land CCSD retains the land asset. Given the annual costs spent on the current facility it is a wise investment to demolish the Fraser building. In light of the fact Carolina Voyager will be constructing the new school without financial support from the CCSD, it is requested that CCSD pay for the demolition costs of the current school building.

DATA SOURCES: Post and Courier "Charleston County School District spends more than \$420,000 a year maintaining five closed schools" April 22, 2013 Diette Courege; FY 2015 Charleston County School Board Budget 2nd Reading, June 9, 2014; CCSD Board of Trustees Meeting March, 22, 2010 Recommendations and Schools with Life Safety Issues Information Packet

PREPARED BY:

REVIEWED BY LEGAL SERVICES

N/A

REVIEWED BY PROCUREMENT SERVICES

N/A

75 Calhoun Street, Charleston, SC 29401

**HEAD START/EARLY HEAD START
BOARD AGENDA ITEM**

TO: Board of Trustees
FROM: Michael L. Bobby
DATE: January 12, 2015
SUBJECT: Head Start/Early Head Start Financials

RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees approve the Head Start/Early Head Start financial report for the ending period, November 1, 2014 to November 30, 2014.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:

Mr. Michael Bobby Acting Superintendent of Schools	<i>M. L. Bobby</i>
Dr. Lisa Herring Deputy Superintendent for Academics	
Mr. Jeff Borowy Deputy for Capital Programs	N/A
Mrs. Ruth Taylor Assistant Associate Superintendent	

Committee Recommendation(s):

Audit and Finance Committee recommendation:

Mr. Todd Garrett, Chair
Audit & Finance Committee

T. Garrett

Head Start

January 12, 2015

SUBJECT:

Head Start/Early Head Start Financials

BACKGROUND:

In accordance to the Head Start Performance Standards 642(d)(2)(A), each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, including – A) monthly financial statements, including credit card expenditures.

DISCUSSION:

The following Head Start and Early Head Start Financials are presented to the board for review (November 2014). The Head Start/Early Head Start financials are presented to the Board for approval on a monthly basis.

RECOMMENDATION:

It is hereby recommended that the Charleston County School District Board of Trustees approve the Head Start/Early Head Start financial report for the ending period, November 1, 2014 to November 30, 2014.

FUNDING SOURCE/COST:

N/A

FUTURE FISCAL IMPACT:

N/A

DATA SOURCES:

Financial data from MUNIS and credit card expenditure report from Procurement.

PREPARED BY:

Ruth Taylor, Assistant Associate Superintendent

REVIEWED BY LEGAL SERVICES

N/A

REVIEWED BY PROCUREMENT SERVICES

N/A

ATTACHMENTS

CCSD HEAD START (FUND 841)
EXPENDITURES
FOR THE PERIOD NOVEMBER 2014

ACCOUNT DESCRIPTION	FY 15 BUDGET	YTD EXPENDITURES	NOVEMBER EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
TOTAL SALARIES	\$ 4,100,345.26	\$ 1,299,440.74	\$ 281,693.99	\$ -	\$ 2,800,904.52	68%
TOTAL BENEFITS	\$ 1,586,252.83	\$ 485,422.97	\$ 114,406.81	\$ -	\$ 1,100,829.86	69%
TOTAL PURCHASED SERVICES	\$ 270,528.42	\$ 153,832.36	\$ 19,690.54	\$ 18,430.69	\$ 98,265.37	36%
TOTAL SUPPLIES	\$ 260,187.31	\$ 103,137.58	\$ 18,360.07	\$ 8,104.68	\$ 148,945.05	57%
TOTAL OTHER	\$ 368,954.45	\$ 960.00	\$ -	\$ -	\$ 367,994.45	100%
GRAND TOTAL	\$ 6,586,268.27	\$ 2,042,793.65	\$ 434,151.41	\$ 26,535.37	\$ 4,516,939.25	69%

CCSD HEAD START (FUND 841)
EXPENDITURES BREAKDOWN BY LOCATION
FOR THE PERIOD NOVEMBER 2014

ACCOUNT DESCRIPTION	FY15 BUDGET	YTD EXPENDITURES	NOVEMBER EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
0151 HEADSTART/EHS/PRESCHOOL	\$ 1,794,289.75	\$ 715,478.60	\$ 120,237.63	\$ 19,591.07	\$ 1,059,220.08	59%
0309 MURRAY-LASAIN ELEMNTARY	\$ 314,984.39	\$ 94,621.51	\$ 23,040.69	\$ -	\$ 220,362.88	70%
0411 CHILD & FAMILY DEVELOPMEN	\$ 151,030.88	\$ 55,883.61	\$ 11,335.01	\$ 499.89	\$ 94,647.38	63%
0412 CHICORA ELEMENTARY	\$ 149,002.11	\$ 40,616.48	\$ 11,935.44	\$ 0.04	\$ 108,385.59	73%
0413 E A BURNS ELEMENTARY	\$ 264,188.37	\$ 92,140.21	\$ 18,949.87	\$ -	\$ 172,048.16	65%
0415 LADSON ELEMENTARY	\$ 245,902.93	\$ 55,786.65	\$ 2,569.02	\$ 920.59	\$ 189,195.69	77%
0421 W B GOODWIN ELEMENTARY	\$ 322,884.71	\$ 101,609.27	\$ 23,002.58	\$ 649.92	\$ 220,625.52	68%
0422 MATILDA F DUNSTON ELEMENT	\$ 228,597.06	\$ 66,139.02	\$ 16,680.19	\$ -	\$ 162,458.04	71%
0425 A C CORCORAN ELEMENTARY	\$ 154,701.95	\$ 39,803.46	\$ 6,620.80	\$ 537.88	\$ 114,360.61	74%
0426 MIDLAND PARK PRIMARY SCHO	\$ 743,695.70	\$ 169,063.06	\$ 51,144.14	\$ 2,608.90	\$ 572,023.74	77%
0504 ST JAMES-SANTE ELEMNTAR	\$ 219,264.75	\$ 65,717.40	\$ 16,219.41	\$ 1,637.10	\$ 151,910.25	69%
0655 WA HEAD START	\$ 493,017.25	\$ 143,071.39	\$ 30,001.91	\$ -	\$ 349,945.86	71%
0752 THOMAS MYERS II	\$ 597,872.51	\$ 208,023.46	\$ 59,534.05	\$ -	\$ 389,849.05	65%
0777 CHS COUNTY HUMAN SERVICES	\$ 5,731.07	\$ 11,575.18	\$ 2,201.10	\$ -	\$ (5,844.11)	
0810 E B ELLINGTON ELEMENTARY	\$ 240,718.34	\$ 99,239.03	\$ 18,818.68	\$ -	\$ 141,479.31	59%
0811 MINNIE HUGHES ELEMENTARY	\$ 85,872.25	\$ 30,747.92	\$ 4,910.72	\$ -	\$ 55,124.33	64%
0906 MT ZION ELEMENTARY	\$ 140,671.75	\$ 36,184.16	\$ 11,776.27	\$ 89.98	\$ 104,397.61	74%
0907 EDITH FRIERSON ELEMENTARY	\$ 69,978.23	\$ 20,841.02	\$ 5,173.90	\$ -	\$ 49,137.21	70%
0999 SCHOOL-WIDE ACCOUNTS	\$ 363,864.27	\$ (3,747.78)	\$ -	\$ -	\$ 367,612.05	101%
GRAND TOTAL	\$ 6,586,268.27	\$ 2,042,793.65	\$ 434,151.41	\$ 26,535.37	\$ 4,516,939.25	69%

CCSD HEAD START (FUND 841)
EXPENDITURES BREAKDOWN BY OBJECT
FOR THE PERIOD NOVEMBER 2014

ACCOUNT DESCRIPTION	FY 15 BUDGET	YTD EXPENDITURES	NOVEMBER EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
110 ADMINISTRATIVE SALARY	\$ 528,208.77	\$ 195,687.76	\$ 26,395.56	\$ -	\$ 332,521.01	63%
112 TEACHER/PROFESSIONAL ED SA	\$ 628,148.11	\$ 188,292.59	\$ 46,979.14	\$ -	\$ 439,855.52	70%
113 PROFESSIONAL OTHER SALARY	\$ 158,993.15	\$ 69,535.64	\$ 10,883.11	\$ -	\$ 89,457.51	56%
114 TECHNICAL SALARY	\$ 26,387.20	\$ 7,818.40	\$ 1,954.60	\$ -	\$ 18,568.80	70%
115 TEACHER AST/CLERICAL SALAR	\$ 2,756,897.55	\$ 836,395.87	\$ 194,236.54	\$ -	\$ 1,920,501.68	70%
135 OVERTIME SALARY - T AST/CL	\$ 1,710.48	\$ 1,710.48	\$ 1,245.04	\$ -	\$ -	0%
210 GROUP HEALTH AND LIFE INS	\$ 586,392.15	\$ 174,468.05	\$ 47,086.41	\$ -	\$ 411,924.10	70%
220 EMPLOYEE RETIREMENT	\$ 650,208.69	\$ 205,394.23	\$ 44,640.71	\$ -	\$ 444,814.46	68%
230 SOCIAL SECURITY	\$ 312,846.94	\$ 94,161.94	\$ 20,188.25	\$ -	\$ 218,685.00	70%
260 UNEMPLOYMENT COMPENSATION	\$ 4,089.48	\$ 1,267.07	\$ 276.73	\$ -	\$ 2,822.41	69%
270 WKRS' COMP - REIMB OTHR F	\$ 32,715.57	\$ 10,131.68	\$ 2,214.71	\$ -	\$ 22,583.89	69%
319 LEGAL SERVICES	\$ 8,700.00	\$ -	\$ -	\$ -	\$ 8,700.00	100%
320 PROPERTY SERVICES	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	100%
321 PUBLIC UTIL SVS WATER/SEWA	\$ 12,788.80	\$ 4,689.68	\$ 989.10	\$ -	\$ 8,099.12	63%
322 OUTSOURCED SUBSTITUTES	\$ 25,058.06	\$ 18,614.50	\$ 8,172.58	\$ -	\$ 6,443.56	26%
323 REPAIRS AND MAINTENANCE SR	\$ 45,034.75	\$ 45,034.75	\$ -	\$ -	\$ -	0%
324 PROPERTY INSURANCE	\$ 18,051.40	\$ 9,794.40	\$ -	\$ -	\$ 8,257.00	46%
325 RENTALS/LEASE	\$ 8,585.98	\$ -	\$ -	\$ -	\$ 8,585.98	100%
332 IN STATE TRAVEL	\$ 10,000.00	\$ 4,931.53	\$ 1,392.15	\$ -	\$ 5,068.47	51%
333 CURRICULUM FIELD TRIP TRAN	\$ 2,068.00	\$ 126.96	\$ 126.96	\$ 0.04	\$ 1,941.00	94%
338 OUT OF STATE TRAVEL	\$ 19,087.19	\$ 9,621.67	\$ -	\$ -	\$ 9,465.52	50%
339 OTHER TRANSPORTATION SERVI	\$ 2,597.70	\$ 2,250.43	\$ -	\$ -	\$ 347.27	13%
340 COMMUNICATION (TELEPHONE)	\$ 16,270.58	\$ 7,570.47	\$ 1,662.48	\$ 1,378.04	\$ 7,322.07	45%
342 PAGER/CELL PHONE RENT/MESG	\$ 21,000.00	\$ 10,919.23	\$ 1,938.29	\$ -	\$ 10,080.77	48%
345 TECHNOLOGY PURCHASED SERVI	\$ 108.50	\$ 108.50	\$ -	\$ -	\$ -	0%
350 ADVERTISING	\$ 9,000.00	\$ 6,278.55	\$ -	\$ -	\$ 2,721.45	30%
360 PRINTING AND BINDING	\$ 4,607.33	\$ 3,633.63	\$ 24.50	\$ -	\$ 973.70	21%
399 OTHER PURCHASED SERVICES	\$ 52,570.13	\$ 30,258.06	\$ 5,384.48	\$ 17,052.61	\$ 5,259.46	10%
410 SUPPLIES	\$ 178,527.31	\$ 64,348.49	\$ 17,307.77	\$ 7,911.55	\$ 106,267.27	60%
412 POSTAGE	\$ 653.28	\$ 561.23	\$ 7.47	\$ -	\$ 92.05	14%

CCSD HEAD START (FUND 841)
EXPENDITURES BREAKDOWN BY OBJECT
FOR THE PERIOD NOVEMBER 2014

ACCOUNT DESCRIPTION	FY 15 BUDGET	YTD EXPENDITURES	NOVEMBER EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
417 FOOD AND CATERING	\$ 9,379.79	\$ 1,608.01	\$ 145.00	\$ -	\$ 7,771.78	83%
445 TECHNOLOGY SUPPLIES	\$ 5,364.05	\$ 1,652.67	\$ 288.27	\$ 193.13	\$ 3,518.25	66%
446 TECHNOLOGY SOFTWARE	\$ 3,627.88	\$ 3,627.88	\$ 135.00	\$ -	\$ -	0%
447 TECHNOLOGY COMPUTERS	\$ 12,677.70	\$ 12,677.70	\$ -	\$ -	\$ -	0%
448 TECHNOLOGY PERIPHERALS	\$ 329.82	\$ 29.82	\$ -	\$ -	\$ 300.00	91%
470 ENERGY	\$ 43,590.83	\$ 16,811.13	\$ -	\$ -	\$ 26,779.70	61%
472 GASOLINE	\$ 6,036.65	\$ 1,820.65	\$ 476.56	\$ -	\$ 4,216.00	70%
640 ORGANIZATION MEMSHP DUES/F	\$ 2,000.00	\$ 960.00	\$ -	\$ -	\$ 1,040.00	52%
690 OTHER OBJECTS	\$ 131,590.20	\$ -	\$ -	\$ -	\$ 131,590.20	100%
791 INDIRECT COST	\$ 235,364.25	\$ -	\$ -	\$ -	\$ 235,364.25	100%
GRAND TOTAL	\$ 6,586,268.27	\$ 2,042,793.65	\$ 434,151.41	\$ 26,535.37	\$ 4,516,939.25	69%

CCSD EARLY HEAD START (FUND 842)
EXPENDITURES
FOR THE PERIOD NOVEMBER 2014

ACCOUNT DESCRIPTION	FY15 BUDGET	YTD EXPENDED	NOVEMBER EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
TOTAL SALARIES	\$ 1,089,112.79	\$ 355,409.77	\$ 86,690.53	\$ -	\$ 733,703.02	67%
TOTAL BENEFITS	\$ 432,219.55	\$ 126,298.95	\$ 30,284.25	\$ -	\$ 305,920.60	71%
TOTAL PURCHASED SERVICES	\$ 94,682.21	\$ 51,216.93	\$ 5,044.19	\$ 4,335.42	\$ 39,129.86	41%
TOTAL SUPPLIES	\$ 68,625.94	\$ 22,112.03	\$ 5,227.52	\$ 2,650.94	\$ 43,862.97	64%
TOTAL OTHER	\$ 95,222.92	\$ 240.00	\$ -	\$ -	\$ 94,982.92	100%
GRAND TOTAL	\$ 1,779,863.41	\$ 555,277.68	\$ 127,246.49	\$ 6,986.36	\$ 1,217,599.37	68%

CCSD EARLY HEAD START (FUND 842)
EXPENDITURES BREAKDOWN BY LOCATION
FOR THE PERIOD NOVEMBER 2014

ACCOUNT DESCRIPTION	FY15 BUDGET	YTD EXPENDITURES	NOVEMBER EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
0151 HEADSTART/EHS/PRESCHOOL	\$ 413,636.23	100,397.70	\$ 14,849.87	\$ 3,939.42	\$ 309,299.11	75%
0411 CHILD & FAMILY DEVELOPMEN	\$ 277,383.59	97,153.58	\$ 20,763.82	\$ 1,542.25	\$ 178,687.76	64%
0426 MIDLAND PARK PRIMARY SCHO	\$ 159,197.23	55,990.82	\$ 12,982.38	\$ 1,095.42	\$ 102,110.99	64%
0454 STALL HEAD START	\$ 202,367.91	91,776.11	\$ 14,647.86	\$ -	\$ 110,591.80	55%
0504 ST JAMES-SANTEE ELEMENTAR	\$ 159,414.55	32,687.91	\$ 7,344.66	\$ 409.27	\$ 126,317.37	79%
0655 WA HEAD START	\$ 165,793.22	63,494.26	\$ 13,424.71	\$ -	\$ 102,298.96	62%
0752 THOMAS MYERS II	\$ 125,254.45	38,927.21	\$ 9,710.83	\$ -	\$ 86,327.24	69%
0777 CHS COUNTY HUMAN SERVICES	\$ 212,675.05	73,729.42	\$ 33,522.36	\$ -	\$ 138,945.63	
0999 SCHOOL-WIDE ACCOUNTS	\$ 64,141.18	1,120.67	\$ -	\$ -	\$ 63,020.51	98%
GRAND TOTAL	\$ 1,779,863.41	\$ 555,277.68	\$ 127,246.49	\$ 6,986.36	\$ 1,217,599.37	68%

CCSD EARLY HEAD START (FUND 842)
EXPENDITURES BREAKDOWN BY OBJECT
FOR THE PERIOD NOVEMBER 2014

ACCOUNT DESCRIPTION	FY15 BUDGET	YTD EXPENDED	NOVEMBER EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
110 ADMINISTRATIVE SALARY	\$ 168,735.03	\$ 58,434.17	\$ 26,188.99	\$ -	\$ 110,300.86	65%
112 TEACHER SALARY	\$ 1,120.67	\$ 1,120.67		\$ -	\$ -	0%
113 PROFESSIONAL OTHER SALARY	\$ 39,175.76	\$ 16,992.49	\$ 2,901.88	\$ -	\$ 22,183.27	57%
114 TECHNICAL SALARY	\$ 17,747.37	\$ 5,258.49	\$ 1,314.62	\$ -	\$ 12,488.88	70%
115 TEACHER AST/CLERICAL SALAR	\$ 862,317.13	\$ 272,666.01	\$ 55,363.93	\$ -	\$ 589,651.12	68%
135 OVERTIME SALARY - T AST/CL	\$ 16.83	\$ 937.94	\$ 921.11	\$ -	\$ (921.11)	
210 GROUP HEALTH AND LIFE INS	\$ 157,211.11	\$ 40,589.29	\$ 9,485.77	\$ -	\$ 116,621.82	74%
220 EMPLOYEE RETIREMENT	\$ 178,839.86	\$ 56,340.80	\$ 13,637.36	\$ -	\$ 122,499.06	68%
230 SOCIAL SECURITY	\$ 86,045.57	\$ 26,225.73	\$ 6,390.72	\$ -	\$ 59,819.84	70%
260 UNEMPLOYMENT COMPENSATION	\$ 1,124.77	\$ 349.36	\$ 85.61	\$ -	\$ 775.41	69%
270 WKRS' COMP - REIMB OTHR F	\$ 8,998.24	\$ 2,793.77	\$ 684.79	\$ -	\$ 6,204.47	69%
321 PUBLIC UTIL SVS WATER/SEWA	\$ 947.20	\$ 447.20	\$ -	\$ -	\$ 500.00	53%
322 OUTSOURCED SUBSTITUTES	\$ 15,441.12	\$ 5,261.83	\$ 3,309.22	\$ -	\$ 10,179.29	66%
323 REPAIRS AND MAINTENANCE SR	\$ 25,715.98	\$ 25,715.98	\$ -	\$ -	\$ -	0%
324 PROPERTY INSURANCE	\$ 2,448.60	\$ 2,448.60	\$ -	\$ -	\$ -	0%
325 RENTALS/LEASE	\$ 1,250.00	\$ -	\$ -	\$ -	\$ 1,250.00	100%
332 IN STATE TRAVEL	\$ 9,602.72	\$ 2,892.36	\$ 391.15	\$ -	\$ 6,710.36	70%
338 OUT OF STATE TRAVEL	\$ 4,474.47	\$ 2,822.46	\$ -	\$ -	\$ 1,652.01	37%
339 OTHER TRANSPORTATION SERVI	\$ 574.41	\$ 548.22	\$ -	\$ -	\$ 26.19	5%
350 ADVERTISING	\$ 139.63	\$ 139.63	\$ -	\$ -	\$ -	0%
360 PRINTING AND BINDING	\$ 3,186.08	\$ 2,203.98	\$ 24.50	\$ -	\$ 982.10	31%
399 OTHER PURCHASED SERVICES	\$ 30,902.00	\$ 8,736.67	\$ 1,319.32	\$ 4,335.42	\$ 17,829.91	58%
410 SUPPLIES	\$ 56,604.72	\$ 17,569.23	\$ 5,191.28	\$ 2,650.94	\$ 36,384.55	64%
412 POSTAGE	\$ 201.12	\$ 138.32	\$ -	\$ -	\$ 62.80	31%
417 FOOD AND CATERING	\$ 1,500.00	\$ 75.54	\$ 36.24	\$ -	\$ 1,424.46	95%
445 TECHNOLOGY SUPPLIES	\$ 2,725.00	\$ 1,033.84	\$ -	\$ -	\$ 1,691.16	62%
446 TECHNOLOGY SOFTWARE	\$ 118.22	\$ 118.22	\$ -	\$ -	\$ -	0%
447 TECHNOLOGY COMPUTERS	\$ 5,269.43	\$ 3,176.88	\$ -	\$ -	\$ 2,092.55	40%
448 TECHNOLOGY PERIPHERALS	\$ 2,207.45	\$ -	\$ -	\$ -	\$ 2,207.45	100%
640 ORGANIZATION MEMSHIP DUES/F	\$ 400.00	\$ 240.00	\$ -	\$ -	\$ 160.00	40%

CCSD EARLY HEAD START (FUND 842)
EXPENDITURES BREAKDOWN BY OBJECT
FOR THE PERIOD NOVEMBER 2014

ACCOUNT DESCRIPTION	FY15 BUDGET	YTD EXPENDED	NOVEMBER EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
690 OTHER OBJECTS	\$ 31,802.41	\$ -	\$ -	\$ -	\$ 31,802.41	100%
791 INDIRECT COST	\$ 63,020.51	\$ -	\$ -	\$ -	\$ 63,020.51	100%
GRAND TOTAL	\$ 1,779,863.41	\$ 555,277.68	\$ 127,246.49	\$ 6,986.36	\$ 1,217,599.37	68%

**CCSD HEAD START/EARLY HEAD START
BANK OF AMERICA P-CARD STATEMENT
NOVEMBER 2014**

CH Full Name	Post Date	Purchase Date	Item Description	Item Price	Item Tax	Total Card Spend	GL: Allocation Account	GL: Object Code
CHAMPAIGNE, TOSHIBA	11/10/2014	11/7/2014	PIZZA HUT 025713 - Purchase	\$49.06	\$0.00	\$49.06	15184110	417
CHAMPAIGNE, TOSHIBA	11/10/2014	11/7/2014	tax	\$0.00	\$4.72	\$4.72	15184110	417
CHAMPAIGNE, TOSHIBA	11/10/2014	11/7/2014	PIZZA HUT 025713 - Purchase	\$13.44	\$0.00	\$13.44	15284210	417
HILL, ALI	11/19/2014	11/17/2014	HERALD OFFICE SUPPLY INC - Purchase	\$81.15	\$0.00	\$81.15	15184134	410
JOWERS, GLENNETT	11/20/2014	11/18/2014	EDUCATION STATION LLC - Purchase	\$55.02	\$0.00	\$55.02	75284190	410
JOWERS, GLENNETT	11/20/2014	11/18/2014	tax	\$0.00	\$5.97	\$5.97	75284190	410
JOWERS, GLENNETT	11/20/2014	11/18/2014	EDUCATION STATION LLC - Purchase	\$15.25	\$0.00	\$15.25	75284200	410
MAGWOOD, DENA	11/13/2014	11/12/2014	PUBLIX #1145 - Purchase	\$29.64	\$0.00	\$29.64	15184110	417
MAGWOOD, DENA	11/13/2014	11/12/2014	tax	\$0.00	\$0.62	\$0.62	15184110	417
MAGWOOD, DENA	11/13/2014	11/12/2014	PUBLIX #1145 - Purchase	\$7.57	\$0.00	\$7.57	15184210	417
ROCK, AVIS	11/3/2014	10/30/2014	SC.GOV - Purchase	\$41.68	\$0.00	\$41.68	15184110	399
ROCK, AVIS	11/4/2014	11/3/2014	APPALACHIAN SPRINGS - Purchase	\$6.90	\$0.00	\$6.90	15184110	410
ROCK, AVIS	11/5/2014	11/3/2014	SC.GOV - Purchase	\$9.14	\$0.00	\$9.14	15184210	399
ROCK, AVIS	11/5/2014	11/4/2014	STAPLS7126586104000002 - Purchase	\$31.31	\$0.00	\$31.31	15184110	448
ROCK, AVIS	11/5/2014	11/4/2014	tax	\$0.00	\$3.40	\$3.40	15184110	448
ROCK, AVIS	11/5/2014	11/4/2014	STAPLS7126586104000002 - Purchase	\$8.68	\$0.00	\$8.68	15184210	448
ROCK, AVIS	11/7/2014	11/6/2014	STAPLS7126809490000001 - Purchase	\$129.95	\$0.00	\$129.95	41584190	445
ROCK, AVIS	11/7/2014	11/6/2014	tax	\$0.00	\$11.05	\$11.05	41584190	445
ROCK, AVIS	11/10/2014	11/7/2014	STAPLS7126809490000002 - Purchase	\$56.18	\$0.00	\$56.18	41584190	445
ROCK, AVIS	11/10/2014	11/7/2014	tax	\$0.00	\$4.78	\$4.78	41584190	445
ROCK, AVIS	11/13/2014	11/12/2014	STAPLS7127080189000001 - Purchase	\$84.53	\$0.00	\$84.53	75284190	410
ROCK, AVIS	11/13/2014	11/12/2014	tax	\$0.00	\$9.18	\$9.18	75284190	410
ROCK, AVIS	11/13/2014	11/12/2014	STAPLS7127080189000001 - Purchase	\$23.43	\$0.00	\$23.43	75284200	410
ROCK, AVIS	11/13/2014	11/12/2014	STAPLS7126586104000001 - Purchase	\$33.50	\$0.00	\$33.50	15184110	448
ROCK, AVIS	11/13/2014	11/12/2014	tax	\$0.00	\$3.64	\$3.64	15184110	448
ROCK, AVIS	11/13/2014	11/12/2014	STAPLS7126586104000001 - Purchase	\$9.29	\$0.00	\$9.29	15184210	448
ROCK, AVIS	11/14/2014	11/13/2014	REGION IV HEADSTART - Purchase	\$280.00	\$0.00	\$280.00	15184110	640
ROCK, AVIS	11/14/2014	11/13/2014	REGION IV HEADSTART - Purchase	\$70.00	\$0.00	\$70.00	15184210	640
ROCK, AVIS	11/17/2014	11/14/2014	STAPLS7127201017000001 - Purchase	\$274.46	\$0.00	\$274.46	42684190	410
ROCK, AVIS	11/17/2014	11/14/2014	tax	\$0.00	\$29.79	\$29.79	42684190	410
ROCK, AVIS	11/17/2014	11/14/2014	STAPLS7127201017000001 - Purchase	\$76.06	\$0.00	\$76.06	42684200	410
ROCK, AVIS	11/20/2014	11/18/2014	SC.GOV - Purchase	\$25.41	\$0.00	\$25.41	15184110	399
ROCK, AVIS	11/21/2014	11/20/2014	STAPLS7127509957000002 - Purchase	\$11.39	\$0.00	\$11.39	15184110	410

**CCSD HEAD START/EARLY HEAD START
BANK OF AMERICA P-CARD STATEMENT
NOVEMBER 2014**

CH Full Name	Post Date	Purchase Date	Item Description	Item Price	Item Tax	Total Card Spend	GL: Allocation Account	GL: Object Code
ROCK, AVIS	11/21/2014	11/20/2014	tax	\$0.00	\$0.21	\$0.21	15184110	410
ROCK, AVIS	11/21/2014	11/20/2014	STAPLS7127509957000002 - Purchase	\$2.90	\$0.00	\$2.90	15184210	410
ROCK, AVIS	11/21/2014	11/20/2014	STAPLS7127509957000001 - Purchase	\$233.84	\$0.00	\$233.84	15184110	410
ROCK, AVIS	11/21/2014	11/20/2014	tax	\$0.00	\$25.38	\$25.38	15184110	410
ROCK, AVIS	11/21/2014	11/20/2014	STAPLS7127509957000001 - Purchase	\$64.80	\$0.00	\$64.80	15184210	410
ROCK, AVIS	11/21/2014	11/19/2014	KAPLAN EARLY LEARN - Purchase	\$1,092.27	\$0.00	\$1,092.27	90784190	410
ROCK, AVIS	11/21/2014	11/19/2014	tax	\$0.00	\$92.84	\$92.84	90784190	410
ROCK, AVIS	11/24/2014	11/23/2014	STAPLS7127655285000001 - Purchase	\$400.03	\$0.00	\$400.03	15184110	410
ROCK, AVIS	11/24/2014	11/23/2014	tax	\$0.00	\$43.43	\$43.43	15184110	410
ROCK, AVIS	11/24/2014	11/23/2014	STAPLS7127655285000001 - Purchase	\$110.87	\$0.00	\$110.87	15184210	410
SCROGGY, GILBERT	11/3/2014	10/31/2014	WW GRAINGER - Purchase	\$629.58	\$0.00	\$629.58	15184142	410
SCROGGY, GILBERT	11/3/2014	10/31/2014	tax	\$0.00	\$53.51	\$53.51	15184142	410
SCROGGY, GILBERT	11/4/2014	11/3/2014	WW GRAINGER - Purchase	\$23.06	\$0.00	\$23.06	15184142	410
SCROGGY, GILBERT	11/4/2014	11/3/2014	tax	\$0.00	\$1.96	\$1.96	15184142	410
SCROGGY, GILBERT	11/6/2014	11/5/2014	COOK AND BOARDMAN - Purchase	\$2,137.46	\$0.00	\$2,137.46	15184142	410
SCROGGY, GILBERT	11/6/2014	11/5/2014	COOK AND BOARDMAN - Purchase	\$0.00	\$122.18	\$122.18	15184142	410
SCROGGY, GILBERT	11/12/2014	11/11/2014	CHARLESTON SIGN & BANN - Purchase	\$113.00	\$0.00	\$113.00	15184142	410
SCROGGY, GILBERT	11/12/2014	11/11/2014	tax	\$0.00	\$9.61	\$9.61	15184142	410
SCROGGY, GILBERT	11/13/2014	11/12/2014	LOWES #00655 - Purchase	\$97.88	\$0.00	\$97.88	15184142	410
SCROGGY, GILBERT	11/13/2014	11/12/2014	tax	\$0.00	\$8.32	\$8.32	15184142	410
SCROGGY, GILBERT	11/14/2014	11/11/2014	LOWES #00655 - Purchase	\$18.85	\$0.00	\$18.85	15184142	410
SCROGGY, GILBERT	11/14/2014	11/11/2014	tax	\$0.00	\$1.60	\$1.60	15184142	410
SCROGGY, GILBERT	11/14/2014	11/13/2014	LOWES #00655 - Purchase	\$20.41	\$0.00	\$20.41	15184142	410
SCROGGY, GILBERT	11/14/2014	11/13/2014	tax	\$0.00	\$1.73	\$1.73	15184142	410
SCROGGY, GILBERT	11/14/2014	11/13/2014	LOWES #00497 - Purchase	\$25.93	\$0.00	\$25.93	15184142	410
SCROGGY, GILBERT	11/14/2014	11/13/2014	tax	\$0.00	\$2.19	\$2.19	15184142	410
SCROGGY, GILBERT	11/14/2014	11/13/2014	LOWES #00655 - Purchase	\$21.44	\$0.00	\$21.44	15184142	410
SCROGGY, GILBERT	11/14/2014	11/13/2014	tax	\$0.00	\$1.82	\$1.82	15184142	410
SCROGGY, GILBERT	11/18/2014	11/11/2014	WW GRAINGER - Credit	(\$286.61)	\$0.00	(\$286.61)	15184142	410
SCROGGY, GILBERT	11/18/2014	11/11/2014	tax	\$0.00	(\$24.36)	(\$24.36)	15184142	410
SCROGGY, GILBERT	11/21/2014	11/20/2014	LOWES #00655 - Purchase	\$184.55	\$0.00	\$184.55	15184142	410
SCROGGY, GILBERT	11/21/2014	11/20/2014	tax	\$0.00	\$15.69	\$15.69	15184142	410
SCROGGY, GILBERT	11/28/2014	11/26/2014	LOWES #00655 - Purchase	\$92.41	\$0.00	\$92.41	15184142	410

**CCSD HEAD START/EARLY HEAD START
BANK OF AMERICA P-CARD STATEMENT
NOVEMBER 2014**

CH Full Name	Post Date	Purchase Date	Item Description	Item Price	Item Tax	Total Card Spend	GL: Allocation Account	GL: Object Code
SCROGGY, GILBERT	11/28/2014	11/26/2014	tax	\$0.00	\$7.85	\$7.85	15184142	410
WATERS, PAMELA	11/21/2014	11/20/2014	WM SUPERCENTER #2348 - Purchase	\$55.76	\$0.00	\$55.76	15184110	417
WATERS, PAMELA	11/21/2014	11/20/2014	tax	\$0.00	\$2.29	\$2.29	15184110	417
WATERS, PAMELA	11/21/2014	11/20/2014	WM SUPERCENTER #2348 - Purchase	\$13.93	\$0.00	\$13.93	15184210	417
				\$6,475.40	\$439.40	\$6,914.80		

Finance, Operations & Capital Programs
BOARD AGENDA ITEM

TO: Board of Trustees

FROM: Michael L. Bobby

DATE: January 12, 2014

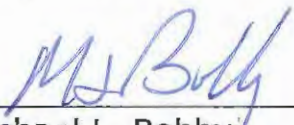
SUBJECT: Expansion of Lowcountry Tech Academy

RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees approve the following:

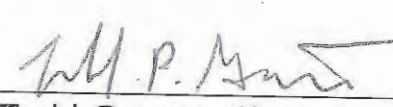
1. Delay the expansion of Centers for Advance Study programming to West Ashley HS and to the site in North Charleston until such time as the timing and sequence of construction is determined by Board action.
2. Staff will develop detailed cost estimates to reconfigure Burke HS and build an addition for LTA which is inclusive of hiring and using an architectural engineering firm to create preliminary design. In addition, staff to develop curriculum and cost to operate LTA during the summer semester and fully develop ongoing cost of operation. Based upon the completion of this study, a final recommendation will be forthcoming no later than _____.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:



Michael L. Bobby
Acting Superintendent of Schools
and Chief of Finance, Operations
& Capital Programs



Todd Garrett, Chair
Audit & Finance Committee

☒ Item voted on and
recommended for Board
A&F Committee on 1-6-14

Finance, Operations & Capital Programs
January 12, 2014

SUBJECT:

Expansion of Lowcountry Tech Academy

BACKGROUND:

Expansion of Lowcountry Tech Academy has been discussed through direction of the Audit & Finance Committee and County Board of Trustees. On September 22, 2014, a recommendation was submitted with respect to this subject. At that time, another recommendation was generated through Board members of Audit & Finance to the County Board. This recommendation was acted upon on October 7, 2014. Following the direction of this action, it was remanded back to Audit & Finance and ultimately to come before the Board in November 2014. At the December 1, 2014 Audit & Finance meeting, the committee directed staff to modify its' presented recommendations.

DISCUSSION:

As directed, staff has continued to analyze alternatives and opportunities. There continues to be a multitude of competing interests and concerns, making a solution that at this time has complete consensus difficult.

Attached you will find a presentation that provides the following:

1. Current state
2. Action required
3. Presentation of proposed Board direction - option v. replication
4. Alternative 1 - To achieve Board intent
5. Alternative 1 - Analysis
6. Alternative 1 - Initial Facilities Plan
7. Recommendation

In summary, the recommendation reflects a delay in any action of moving part or all of Lowcountry Tech programming to West Ashley HS or North Charleston at the present time due to the forthcoming construction of CAS facilities in both areas of the District in the Phase IV programming. This eliminates duplication of costs and effort and retains focus on zone of delivery of this kind of programming in state-of-the art facilities with appropriate funding.

Second, it reflects the Board's directive to move Lowcountry Tech to the Burke campus.

Note: A final decision in this regard must be made before further consideration for the District 20 Middle School at the Rhett site, the future of

an expanded location for children to development academy through middle school and the future of the Burke High campus can be continued.

RECOMMENDATION:

It is hereby recommended that the Charleston County School District Board of Trustees approve the following recommendation:

1. Delay the expansion of Centers for Advance Study programming to West Ashley HS and to the site in North Charleston until such time as the timing and sequence of construction is determined by Board action following successful passage of the referendum.
2. Staff will develop detailed cost estimates to reconfigure Burke HS to include LTA which is inclusive of hiring and using an architectural engineering firm to create preliminary design. In addition, staff to develop curriculum and cost to operate LTA during the summer semester and fully develop ongoing cost of operation. Based upon the completion of this study, a final recommendation will be forthcoming no later than _____.

FUNDING SOURCE/COST:

The funding source and cost could include current sales tax program, capital funds generated through 8% debt capacity and/or other means of generating capital funds. The initial estimate to renovate a portion of Burke HS and provide an addition to house LTA is \$8 million. For the Burke CTE Renovation project, \$4.5 million of the \$5 million budgeted would still be required.

FUTURE FISCAL IMPACT:

Future fiscal impact is not known at this time. However, once programming, staffing, etc. is completed, future fiscal impact will be more clearly defined. From a capital funding perspective, there is potential of additional capital funds to support programming. The need for capital funds required to build an addition on the Rivers Campus to support the Math Science Charter Middle School population could be eliminated. The expectation would be that the charter school would pay for all District-approved modifications to the existing building at such time as the middle school would operate within the confines of the existing building on the Rivers campus.

DATA SOURCES:

Office of Secondary Learning Community
Office of Capital Programs
Office of Finance, Operations & Capital Programs

PREPARED BY:

Michael Bobby
Jeffrey Borowy
Louis Martin

REVIEWED BY LEGAL SERVICES

N/A

REVIEWED BY PROCUREMENT SERVICES

N/A

Lowcountry Tech Academy (LTA)

Options

18 Dec 2014

Current State

- Board action on 22 Sep 2014
 - Move Lowcountry Tech Academy (LTA) from Rivers Campus
 - Replicate LTA at West Ashley HS, Burke HS and at a site in N. Charleston no later than Aug 2016
 - Allow expansion of Charleston Charter School for Math and Science (CCSMS) into the entire Rivers Campus no later than 1 Jan 2017

Action Required

- Audit & Finance Committee on 7 Oct 2014
 - Staff presented space requirement of expanding LTA to West Ashley, N. Charleston and Burke HSs
 - Committee directed staff to develop costs and provide a recommendation
- Audit & Finance Committee on 1 Dec 2014
 - Modify recommendations as directed by Committee

Presentation of Proposed Board Direction

Option v. Replication

Concept

- Move Lowcountry Tech Academy (LTA) from Rivers Campus
- Replicate LTA at West Ashley HS, Burke HS and a site in N. Charleston no later than Aug 2016
- Allow expansion of Charleston Charter School for Math and Science (CCSMS) into the entire Rivers Campus no later than 1 Jan 2017

Additional Cost

- Facilities Reconfiguration/Construction (1x) \$28M
 - West Ashley HS
 - N. Charleston HS
 - Burke HS
 - Assumes CCSMS will reconfigure former LTA space
- Equipment (one time) \$0.8M
- Faculty (annual) \$0.4M

Benefits

- Eliminates need for trailers at CCSMS based on current school loading
- Eliminates a portion of need to bus students to and from LTA
- Improves student ability to participate in CTE programs at home school

Challenges

- Excessive cost of LTA replication (faculty, equipment and facilities) at three schools
- Public perception: LTA centralization advocates

Alternative 1

To Achieve Board Intent

- Delay expansion of CAS programming to West Ashley HS and a site in N. Charleston
 - Both schools have construction of Centers for Advance Studies (CASs) in the next capital program which could incorporate needed LTA type programs
 - The timing and sequence of this construction will be determined by Board action following successful passage of the referendum.
- LTA at Burke HS
 - Determine what, where and when to move LTA to the Burke HS facility
 - Expand programs to include a summer semester
 - Supports Burke HS students who are unable to take classes during the normal school year
 - Supports students from surrounding schools who do not want to miss normal school year opportunities at their home school

Alternative 1 Analysis

Concept

- Move Lowcountry Tech Academy (LTA) from Rivers Campus to Burke HS no later than Aug 2016
- Determine need to expand LTA to West Ashley HS, and a site in N. Charleston during the next capital program
- Allow expansion of Charleston Charter School for Math and Science (CCSMS) into the entire Rivers Campus no later than 1 Jan 2017

Additional Cost

- Facilities Reconfiguration/Construction (1x) \$8M
 - Burke HS
 - Assumes CCSMS will reconfigure former LTA space
- Faculty (summer semester) TBD

Benefits

- Eliminates need for trailers at CCSMS based on current school loading
- Maximizes use of Burke HS facility
- Increases opportunities for Burke HS students and other middle school and high school students

Challenges

- Public perception: Re-purposing a portion of excess space in Burke HS; moving LTA from Rivers campus
- Requires funding to re-configure space in Burke HS

Alternative 1

Initial Facilities Plan

- Estimated project cost = \$8 million
 - Utilize 12,000 square foot of space in the southeast corner of Burke HS
 - Build 16,000 square foot addition between Burke HS and Rhett Building
 - Alternate 1: Directly against east face of Burke HS
 - Alternate 2: Perpendicular to Rhett Building Culinary Arts Wing
- Burke HS CTE renovations continue
 - Estimated cost reduction from \$5 to 4.5 million

Recommendation

It is hereby recommended that the Charleston County School District Board of Trustees approve the following recommendation:

1. Delay the expansion of Centers for Advance Study programming to West Ashley HS and to the site in North Charleston until such time as the timing and sequence of construction is determined by Board action following successful passage of the referendum.
2. Staff will develop detailed estimates to reconfigure Burke HS and build an addition for LTA which is inclusive of hiring and using an architectural engineering firm to create preliminary design. In addition, staff to develop curriculum and cost to operate LTA during the summer semester and fully develop ongoing cost of operation.

Charleston > excellence is our standard
County SCHOOL DISTRICT

75 Calhoun Street, Charleston, SC 29401


**INFORMATION TECHNOLOGY
BOARD AGENDA ITEM**

TO: Board of Trustees
FROM: John McCarron, Chief Information Officer
DATE: January 12, 2015
SUBJECT: PowerSchool Server Replacement

RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees approve the one-time use of up to \$150,000 in E-Rate reimbursement funds for purchase of replacement PowerSchool hardware.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:

Mr. Michael Bobby Acting Superintendent of Schools	 12/30/14
Dr. Lisa Herring Deputy Superintendent for Academics	
Mr. Jeff Borowy Deputy for Capital Programs	
Mr. John McCarron Chief Information Officer	

Committee Recommendation(s):

Audit and Finance Committee recommendation:

Mr. Todd Garrett, Chair Audit & Finance Committee	 Signature
--	--

SUBJECT:

PowerSchool Server Replacement

BACKGROUND:

In 2010, Pearson's PowerSchool was chosen by the South Carolina Department of Education as the state-wide student information system. This system handles all of our student data including teacher grade books and class schedules.

We are currently on PowerSchool version 7 and had planned normal end-of-life server upgrade activities for the summer of 2015. This would have included the software upgrade to version 8 and a hardware upgrade to new servers to accommodate the updated version 8 requirements.

DISCUSSION:

Shortly after the start of the 2014-15 school year, we started experiencing stability issues with PowerSchool that caused the system to "lock up" and required a short outage to restart the system. At first the issue appeared to be minor and Pearson provided several possible solutions which were implemented. However, as the school year progressed and the volume of data in the system increased, the outages became more frequent to the point where it was starting to interfere with the ability of teachers to efficiently use their grade books.

Staff has been working closely with Pearson, which recommended additional hardware configuration changes and software changes, all of which were implemented in early November. However the issues continued, and as normal volume in the system increased so did outages.

In early December, after a thorough review of the issues and remediation's taken to date, in conjunction with engineering advice from Pearson, the recommendation was to move up the scheduled system upgrade from the end of school year until the earliest possible date during this school year in order to resolve the issue for the teachers and stabilize the system. Planning immediately began for an early January upgrade.

The new server hardware required for the migration has been ordered and is expected to be delivered in late December or early January. Once the server hardware has been installed, testing will immediately begin with a potential target cutover date on the long January 17-19th weekend in order to minimize the impact on teachers as much as possible while at the same time, providing stability to the system.

The server hardware and installation services were purchased off South Carolina State Contract No. 5000008963 from Applied Data Technologies at a cost of \$132,438.39.

RECOMMENDATION:

It is hereby recommended that the Charleston County School District Board of Trustees approve the one-time use of up to \$150,000 in E-Rate reimbursement funds for purchase of replacement PowerSchool hardware.

FUNDING SOURCE/COST:

E-Rate Reimbursement Funds – not to exceed \$150,000

FUTURE FISCAL IMPACT:

N/A

DATA SOURCES:

Tom Nawrocki, Director of Network Operations

Felicia Blye, Business Intelligence and Information Management Director

Wayne Wilcher, Director of Contracts and Procurement

PREPARED BY:

John McCarron, Chief Information Officer

REVIEWED BY LEGAL SERVICES

N/A

REVIEWED BY PROCUREMENT SERVICES

Wayne Wilcher, Director of Contracts and Procurement

ATTACHMENTS

N/A

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County SCHOOL DISTRICT

75 Calhoun Street
Charleston, SC 29401

Contracts and Procurement
Board Agenda Item

TO: Board of Trustees

FROM: Wayne Wilcher

DATE: January 12, 2015

SUBJECT: St. Andrew's Parish Parks & Playground Commission
Joint Use Agreement

RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees approve the Joint Use Agreement between St. Andrew's Parish Parks & Playground Commission and Charleston County School District.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:



Michael L. Bobby, Acting
Superintendent of Schools &
Chief of Finance, Operations & Capital Programs



Todd Garrett, Chair
Audit & Finance Committee



Item voted on and
recommended for Board
A&F Committee on 1-6-15



Tripp Wiles, Chair
Policy & Personnel Committee

Item voted on and
recommended for Board
Policy Committee on _____

Contracts and Procurement
January 12, 2015

SUBJECT: St. Andrew's Parish Parks & Playground Commission Joint Use Agreement

BACKGROUND: CCSD is the owner of real property in the City of Charleston, including facilities and active use areas that are capable of being used by the St. Andrew's Parish Parks & Playground Commission (St. Andrew's) for community recreational purposes.

DISCUSSION: Under appropriate circumstances, these publicly held lands and facilities should be used most efficiently to maximize use and increase recreational opportunities for the community. Both parties met and identified property and facilities that can and are being jointly used. The agreement is a five (5) year agreement that will be reviewed annually. The Agreement will provide both parties the control and oversight to make sure the properties and facilities are being properly maintained.

The agreement provides a process to add and delete sites as required. In addition it requires the parties to identify individuals to oversee the scheduling of activities.

RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees approve the Joint Use Agreement between St. Andrew's Parish Parks & Playground Commission and Charleston County School District.

FUNDING SOURCE/COST: N/A

FUTURE FISCAL IMPACT: N/A

DATA SOURCES: Joddi Collins-Gray, Jason Sakran, Dennis Burgess, B.J. Sturman, Karl Gueldner and Wayne Wilcher

PREPARED BY: Wayne Wilcher

REVIEWED BY LEGAL SERVICES: N/A

REVIEWED BY PROCUREMENT SERVICES: Wayne Wilcher

Joint Use Agreement

This agreement is made this 1st day of November, 2014, by and between the St. Andrews's Parish Parks & Playground Commission, a _____, organized and existing under the laws of the State of South Carolina (hereinafter referred to as ("ST. ANDREW'S")) and the Charleston County School District, a body organized and existing under the laws of the State of South Carolina (hereinafter referred to as "School District").

WHEREAS, the School District is the owner of real property in the City of Charleston, including facilities and active use areas that are capable of being used by the St. Andrew's Parish Parks & Playground Commission for community recreational purposes; and

WHEREAS, under appropriate circumstances, these publicly held lands and facilities should be used most efficiently to maximize use and increase recreational opportunities for the community; and

NOW, THEREFORE, the School District and St. Andrew's agree to cooperate with each other as follows:

1. Term

This Agreement will begin on November 1, 2014 and will continue through June 30, 2019 unless sooner terminated as provided for hereinafter in Section 19.

2. Effective Date

This Agreement shall be effective upon date executed by both parties and upon inspection of affected property as described hereinafter in Section 3 by School District and ST. ANDREW'S officials.

3. Cooperative Agreement

As provided herein, the School District and the ST. ANDREW'S hereby agree to cooperate in coordinating programs and activities conducted on properties listed on Exhibit A ("School District Property"). The School District and the ST. ANDREW'S shall have the right to add or exclude properties during the term of this Agreement, provided that any such change shall be in writing and approved by both the School District and the ST. ANDREW'S. Reference to School District Property in this Agreement shall include the facilities and the property upon which the facilities are located.

4. Permitted Uses

a. School District Property

i. School District Use

The School District shall be entitled to the exclusive use of School District Property for public school and school-related educational and recreational

activities, including summer school, and at such other times as School District Property is being used by the School District or its agents.

ST. ANDREW'S Use

At all other times and subject to the schedule developed by ST. ANDREW'S and the School District, ST. ANDREW'S will be entitled to use School District Property for community recreational and educational purposes for the benefit of School District students, the School District, and the City of Charleston at large. ST. ANDREW'S's obligations under this Agreement shall apply to third parties using School District Property. ST. ANDREW'S shall be responsible for ensuring compliance with all obligations under this Agreement when using School District Property. ST. ANDREW'S shall enforce all School District rules, regulations, and policies provided by the School District while supervising community recreational activities on School District Property. In planning programs and scheduling activities on school grounds, the security, academic, athletic, and recreational needs and opportunities of school-aged children will be the highest priority and be adequately protected.

5. Compliance with Law

All use of School District Property shall be in accordance with state and local law. In the case of a conflict between the terms of this Agreement and the requirements of state law, the state law shall govern. Any actions taken by the School District or ST. ANDREW'S that are required by state law, but are inconsistent with the terms of this Agreement, shall not be construed to be a breach or default of this Agreement.

6. Communication

a. Designation of Employees

The School District and the ST. ANDREW'S shall respectively designate an employee with whom the other party, or any authorized agent of the party, may confer regarding the terms of this Agreement.

b. Joint Use Interagency Team

The School District and the ST. ANDREW'S shall establish a Joint Use Interagency Team ("Interagency Team"), composed of staff representatives of the District and ST. ANDREW'S, to develop the schedule for use of School District Property, to recommend rules and regulations for the School District and ST. ANDREW'S to adopt to implement this Agreement, to monitor and evaluate the joint use project and Agreement, and to confer to discuss interim problems during the term of the Agreement.

- i. The Interagency Team shall hold conference calls or meetings quarterly to review the performance of the joint use project and to confer to discuss interim problems during the term of the Agreement. If the Joint Use Interagency Team is unable to reach a solution on a particular matter, it will be referred to the Superintendent of Schools and Mayor, or their designees, for resolution.

- ii. The Joint Use Interagency Team shall review the Agreement by conference call each year to evaluate the joint use project, determine changes to the schedule, and to propose amendments to this Agreement.

7. Scheduling Use of Property

Master Schedule

The School District and ST. ANDREW'S shall develop a master schedule for joint use of School District Property to allocate property use to the School District, ST. ANDREW'S, and third parties. The Interagency Team shall schedule regular quarterly meetings or at such other times as mutually agreed upon by the School District and ST. ANDREW'S. At these meetings, the School District and ST. ANDREW'S will review and evaluate the status and condition of jointly used properties and modify or confirm the upcoming year schedule.

8. Documentation of Costs

a. Tracking Use of Facilities

The School District and the ST. ANDREW'S shall maintain records of costs associated with the Agreement.

9. Fee and Charges

a. Fees

The ST. ANDREW'S may charge rental fees to third-party users of School District Property to cover any administrative and maintenance costs which the School District or the ST. ANDREW'S may incur. Any fees and costs shall be assessed according to School District or ST. ANDREW'S policy.

b. Documentation of Fees

The School District and ST. ANDREW'S shall maintain records of costs associated with the Agreement.

c. Annual Review of Benefits

The School District and ST. ANDREW'S shall annually review the exchange of benefits based upon hours of use, costs, fees, and charges. Any compensation for an imbalance in joint use programming costs shall occur through balancing the exchange of future benefits.

10. Improvements

- a. ST. ANDREW'S shall obtain prior written consent of the School District to make any alterations, additions, or improvements to School District Property.
- b. Any such alterations, additions, or improvements will be at the expense of the requesting party, unless otherwise agreed upon.
- c. Each party may, for good cause, require the demolition or removal of any alterations, additions, or improvements made by the other party at the expiration or termination of this Agreement. "Good cause" includes reasons of health, safety, or the School District's need to use the School District Property for education purposes.

11. Interagency Training

The School District and the ST. ANDREW'S shall operate a joint training and orientation program for key personnel implementing this Agreement. The School District and the ST. ANDREW'S shall be responsible for ensuring their employees attend the training.

12. Supervision, Security, and Inspections

a. Supervision and Enforcement

ST. ANDREW'S shall train and provide an adequate number of competent personnel to supervise all activities on the School District's Property. ST. ANDREW'S shall enforce all of the School District's rules, regulations, and policies while supervising activities or programs on the School District's Property.

b. Security

The School District shall provide ST. ANDREW'S with access to the School District's Property. The School District will provide keys, security cards, and training as needed to ST. ANDREW'S employee(s) responsible for opening and locking the School District's Property while supervising activities or programs

c. Inspection and Notification

ST. ANDREW'S shall inspect the School District's Property after use to ensure these sites are returned in the condition they were received. ST. ANDREW'S shall ensure the School District is notified within 24 hours in the event that School District's Property suffers damage during ST. ANDREW'S use. Such notification shall consist of sending written notification by letter, facsimile, or email to School District's designated employee identifying the damaged property, date of detection, name of inspector, description of damage, and estimated or fixed costs of repair or property replacement.

13. Supplies

ST. ANDREW'S shall furnish and supply all expendable materials necessary to carry out its programs while using the School District's Property.

14. Maintenance, Custodial Services, and Toilet Facilities

a. Maintenance

ST. ANDREW'S agrees to exercise due care in the use of the School District's Property. ST. ANDREW'S shall during the time of its use keep the School District's Property in neat order.

The School District shall perform normal maintenance of all their indoor Property and playground properties at basic level of service subject to normal wear and tear. The School District shall notify ST. ANDREW'S of any known change in condition of these Properties.

ST. ANDREW'S shall perform normal maintenance of all their indoor Property and playground properties at basic level of service subject to normal wear and tear. ST. ANDREW'S shall notify the School District of any known change in condition of these Properties.

b. Custodial

The School District shall make its trash receptacles available during ST. ANDREW'S use of School District's Property. ST. ANDREW'S shall encourage community users to dispose of trash in the trash receptacles during Public Access Hours.

15. Liability

- a. The School District, its officers, employees and agents, shall be responsible for all loss, expense, attorney's fees, or claims for injury or damages, arising out of their actions during the performance of this Agreement, but only in proportion to and to the extent such loss, expense, attorneys' fees, or claims for injury are caused by or result from the negligent or intentional acts or omissions of the School District, its officers, agents, or employees.
- b. The ST. ANDREW'S, its officers, employees and agents, shall be responsible for all loss, expense, attorney's fees, or claims for injury or damages, arising out of their actions during the performance of this Agreement, but only in proportion to and to the extent such loss, expense, attorneys' fees, or claims for injury are caused by or result from the negligent or intentional acts or omissions of the ST. ANDREW'S, its officers, agents, or employees.

16. Insurance

The School District and ST. ANDREW'S carries liability insurance of least \$1,000,000 to cover the acts of any person employed to fulfill the requirements of this Agreement. The School District and ST. ANDREW'S will also carry Worker's Compensation insurance and all other coverage necessary for their employees. The School District and the ST. ANDREW'S shall provide to each other a certificate of insurance each year this Agreement is in effect showing proof of the above coverage.

17. Termination

This Agreement may be terminated under any of the following circumstances:

- a. Mutual agreement of both parties, which shall be in writing and executed by both parties.
- b. By either party upon sixty days prior written notice to the other party.

18. Notices

Any notice required or permitted to be given under this Agreement by one party to the other shall be sufficient if given or confirmed in writing to the parties at the addresses set forth below:

If to CCSD:

Charleston County School District
3999 Bridge View Drive
North Charleston, SC 29405
Attention: Mr. Wayne Wilcher, Director

If to ST. ANDREW'S:

St. Andrew's Parish Parks and Playground
1095 Playground Road
Charleston, SC 29407
Attention: Ms. Joddi Collins-Gray, Recreation Supv.

19. Applicable State Law and Compliance

This Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina. Both Parties agrees to comply with the applicable provisions of any federal, state, or local laws or ordinance and all orders, rules, and regulations issued therunder.

IN WITNESS WHEREOF, the parties hereto have, through duly authorized officials, executed this Joint Use Agreement effective as of the day and year indicated above.

St. Andrew's Parish Parks & Playground

By: _____

Name: Mike Eykyn

Title: Chairman

Date: _____

Charleston County School District

By: _____

By: Michael L. Bobby

Title: Acting, Superintendent of Schools

Date: _____

Exhibit A, CCSD Property List

PROPERTY	LOCATION	OWNER	POC	CLEANING/GROUNDS	MAINTENANCE	SCHEDULING	ATTACHMENT	PRIMARY USE
West Ashley High School Baseball Field	4060 West Wildcat Blvd., Charleston, SC 29414	CCSD	Jason Sakran	CCSD	CCSD	CCSD	N/A	recreation/education
West Ashley High School Softball Field	4060 West Wildcat Blvd., Charleston, SC 29414	CCSD	Jason Sakran	CCSD	CCSD	CCSD	N/A	recreation/education
Drayton Hall Soccer Field	3183 Ashley River Rd., Charleston, SC 29414	CCSD	Jason Sakran	ST. ANDREWS	ST. ANDREWS	CCSD	N/A	soccer
West Ashley Adv. Outdoor Track Field	4060 West Wildcat Blvd., Charleston, SC 29414	CCSD	Jason Sakran	ST. ANDREWS	ST. ANDREWS	CCSD	N/A	recreation/education

Charleston > excellence is our standard
County SCHOOL DISTRICT

75 Calhoun Street
Charleston, SC 29401

Contracts and Procurement
Board Agenda Item

TO: Board of Trustees

FROM: Wayne Wilcher

DATE: January 12, 2015

SUBJECT: Auditor Contract

RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees approve Staff to enter into a one (1) year contract for audit services with Greene, Finney & Horton, LLP.

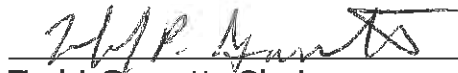
The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:



Michael L. Bobby, Acting
Superintendent of Schools &
Chief of Finance, Operations & Capital Programs

Jeffrey Borowy,
Deputy for Capital Programs



Todd Garrett, Chair
Audit & Finance Committee



Item voted on and
recommended for Board
A&F Committee on 1-6-15



Item voted on and
recommended for Board
Policy Committee on _____

Tripp Wiles, Chair
Policy & Personnel Committee

Contracts and Procurement
January 12, 2015

SUBJECT: Auditor Contract

BACKGROUND: The District has exhausted the audit contract with Green, Finney & Horton, LLP and is poised to publish an RFP for future services. Due to the recent District's Superintendent changes staff recommends entering into a one (1) year contract. This will allow Staff to maintain some continuity for the District while the Board is making decisions for a new Superintendent.

DISCUSSION: Staff is acquiring the audit services of GFH for the year ending June 30, 2015. GFH will audit the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of CCSD as of and for the year ending June 30, 2015.

As part of the engagement, GFH will apply certain limited procedures to CCSD's RSI in accordance with auditing standards generally accepted in the United States. These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge GFH obtained during GFH audit of the basic financial statements.

The objects of the audit is the expression of opinions as to whether CCSD's basic financial statements are fairly presented, in all material respects, in conformity with Generally Accepted Accounting Principles and to report on the fairness of the supplementary information when considered in relation to the financial statements taken as a whole.

GFH will begin interim audit work in April 2015 and CCSD year-end audit work in September or October 2015. They expect to issue report before December 1, 2015. GFH fee for these services will be \$103,500 (audit fee of \$101,000 and \$2,500 to cover five (5) programs required to be included in the Single Audit).

RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees approve Staff to enter into a one (1) year contract for audit services with Greene, Finney & Horton, LLP.

FUNDING SOURCE/COST: GOF/\$103,500

FUTURE FISCAL IMPACT: N/A

DATA SOURCES: Larry Finney, Kellie Meyer and Wayne Wilcher

PREPARED BY: Wayne Wilcher

REVIEWED BY LEGAL SERVICES: N/A

REVIEWED BY PROCUREMENT SERVICES: Wayne Wilcher



Greene Finney & Horton

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

December 10, 2014

Charleston County School District
75 Calhoun Street
Charleston, South Carolina 29401

We are pleased to confirm our understanding of the services we are to provide Charleston County School District (the "School District") for the year ended June 30, 2015. We will audit the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the School District as of and for the year ended June 30, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information ("RSI"), such as management's discussion and analysis ("MD&A"), to supplement the School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.
2. Budgetary comparison schedules for the General Fund, Special Revenue Fund, Education Improvement Act Fund, and Food Service Fund.

We have also been engaged to report on supplementary information other than RSI that accompanies the School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Combining and individual fund schedules.
2. Other schedules as required by the South Carolina Department of Education.
3. Schedule of expenditures of federal awards.

WWW.GFHLLP.COM • INFO@GFHLLP.COM

864.232.5204 PH • 864.232.5532 FAX • 211 EAST BUTLER ROAD, SUITE C-D • MAULDIN, SC 29662

843.735.5805 PH • 1985 RIVIERA DRIVE, SUITE 103 203 • MT. PLEASANT, SC 29564

864.451.7381 PH • 800 EAST WASHINGTON STREET, SUITE D • GREENVILLE, SC 29601

The following other information that accompanies the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will not provide an opinion or any assurance on that other information:

1. Introductory section.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major programs compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and OMB Circular A-133 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of OMB Circular A-133; and the South Carolina Department of Education Single Audit Guide, and will include tests of accounting records, a determination of major programs in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and render the required reports. We will make reference to charter school (discretely presented component units) auditors' audits of the charter schools in our report on your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying all federal awards received and understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with the preparation of your financial statements (including converting modified accrual basis financial statements to the accrual basis), schedule of expenditures of federal awards, and related notes. These non-audit services do not constitute an audit under *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and

approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the School District from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance) in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for

presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The School District hereby promises that it will make every diligent effort to maintain proper books and records that accurately reflect its business activities, that it will be completely truthful with Greene, Finney & Horton, LLP ("GF&H") and that GF&H may rely upon both oral and written statements and responses to questions. The School District further promises to immediately advise GF&H if it becomes aware of any inaccuracy in its record-keeping or dishonesty in any of its business dealings, including its statements to GF&H. The School District acknowledges that the promises are the cornerstone of its relationship with GF&H, are made to induce GF&H to accept this audit engagement, and that GF&H would not accept this audit engagement without such promises.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We generally request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statement and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the School District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of test of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the School District's major programs. The purpose of these procedures will be to express an opinion on the School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Engagement Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the School District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of GF&H, and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of GF&H personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by a federal or state agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin interim audit work in April 2015 and our year-end audit work in September or October 2015. We expect to issue our report before December 1, 2015. Larry Finney is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be \$103,500 (audit fee of \$101,000 and \$2,500 due to 5 programs required to be included in the Single Audit). The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you in advance and arrive at a new fee estimate before we incur the additional costs. Any services that you may require outside of those related to the audit discussed above will generally be based on our hourly standard rates for Partners, \$190 per hour; Managers, \$140 per hour; Supervisors, \$110 per hour; Seniors, \$100 per hour; Advanced Staff, \$80 per hour; Staff, \$60 per hour. Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation.

Auditor's Expectations of Management

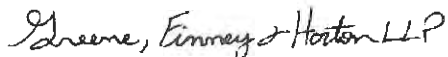
Our fee is based upon certain expectations that we have of work that will be completed by the School District, which is included in our interim and year end client assistance packages.

Conclusion

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2011 peer review accompanies this letter.

We appreciate the opportunity to be of service to Charleston County School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Greene, Finney & Horton, LLP
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Charleston County School District.

Signature: _____

Signature: _____

Title: Board of Trustees – Chairman

Title: Superintendent

Date: _____

Date: _____

A. Creig Odom, CPA, PA
Five Office Way, Second Floor
PO Box 6098
Hilton Head Island, SC 29938
Telephone (843) 842-4021
Fax (843) 842-6629

System Review Report

June 17, 2011

To the firm of
Greene, Finney & Horton, LLP
And the Peer Review Committee of the
South Carolina Association of Certified Public Accountants

I have reviewed the system of quality control for the accounting and auditing practice of Greene, Finney & Horton, LLP (the firm) in effect for the year ended May 31, 2011. My peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for the review included engagements performed under *Governmental Auditing Standards* and an audit of an employee benefit plan.

In my opinion, the system of quality control for the accounting and auditing practice of Greene, Finney & Horton, LLP, in effect for the year ended May 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Greene, Finney & Horton, LLP has received a peer review rating of *pass*.



A. Creig Odom, CPA, PA

Charleston > excellence is our standard
County SCHOOL DISTRICT

75 Calhoun Street, Charleston, SC 29401


Facilities Maintenance and Asset Management
BOARD AGENDA ITEM

TO: Board of Trustees
FROM: Michael L. Bobby
DATE: January 12, 2015
SUBJECT: East Cooper Montessori – Design of Projected Renovation

RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees approve a design contract not to exceed \$100K to John Ciccarelli Architect, LLC in furtherance of a phased renovation of the old Whitesides facilities. The estimated cost of the old Whitesides renovation is \$3.5M and supports relocation of approximately 250 East Cooper Montessori Charter School early elementary and primary students.

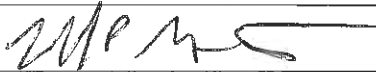
The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:

Mr. Michael Bobby Acting Superintendent of Schools	
Dr. Lisa Herring Deputy Superintendent for Academics	
Mr. Jeff Borowy Deputy for Capital Programs	
Ronald Kramps Executive Director	

Committee Recommendation(s):

Audit and Finance Committee recommendation:

Mr. Todd Garrett, Chair Audit & Finance Committee	
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Facilities Maintenance and Asset Management
January 26, 2015
12

SUBJECT: East Cooper Montessori – Design of Projected Renovation

BACKGROUND: A memorandum of understanding between CCSD and East Cooper Montessori Charter School (ECMCS) says, in the section entitled "Related Points of Consideration", item #2, "Phase I will begin in August 2014, ECMCS would relocate approximately sixty (60) middle school students to the annex of the old Whitesides Campus". Phase I is complete. Item #3 says, "Phase II ECMCS would relocate approximately two hundred fifty (250) students in the early elementary, primary and into the main building on the campus beginning August 2015." Item #6 says, "ECMCS will provide services free of charge to CCSD that will support training and development of Montessori teachers, teacher assistants, and administrators as the need for human capital continues to evolve to support Montessori progressing in CCSD." Given these points and the continued growth of the student base across Charleston County, CCSD Facilities Maintenance and Asset Management (FM&AM) is endeavoring to prepare a phased renovation that will repurpose an older facility for use by ECMCS to support Charleston County elementary and middle school students.

A Board Agenda Item dated June 23, 2014, entitled, "ECMCS Ability to Expand Offerings in the East Zone...", and approved by the Board says, in the "Discussion" section, paragraph 5, "Capital improvements to the building will be mutually agreed upon and will have to be approved by the Charleston County School District Board of Trustees and funded as funding is identified to support the same." A "Note" following this paragraph says, "It is anticipated there will be few capital improvement required for 2014-15. In order to support the larger Montessori School Program, it is anticipated that an advanced design will be required to generate an estimate for the work. It also should be noted that the certainty for move in for the remainder of the Montessori Program is dependent upon the ability to fund and follow through with the modifications necessary in the main building on the campus."

DISCUSSION: FM&AM, using input from ECMCS, has developed a rough scope and estimate of cost for renovation of the old Whitesides facilities. The facilities are in reasonably good shape having been used most recently as a swing space for Sullivan's Island Elementary school and the annex having received some interior renovations during summer 2014 to support ECMCS middle school classes. The facilities do need, among other items, a new roof for the annex building, a new roof membrane and related repairs for the main building, replacement of selected HVAC equipment throughout, construction of a security vestibule, and demolition of selected classroom walls to create larger classrooms.

RECOMMENDATION:

It is hereby recommended that the Charleston County School District Board of Trustees approve a design contract not to exceed \$100K to John Ciccarelli Architect, LLC in furtherance of a phased renovation of the old Whitesides facilities. The estimated cost of the old Whitesides renovation is \$3.5M and supports relocation of approximate 250 East Cooper Montessori Charter School early elementary and primary students.

FUNDING SOURCE/COST: FCO FY15 \$100K

FUTURE FISCAL IMPACT: FCO FY16/17/18, \$3M

DATA SOURCES: Ron Kramps, Executive Director FM&AM

PREPARED BY: Ron Kramps, Executive Director FM&AM

REVIEWED BY LEGAL SERVICES: Yes

REVIEWED BY PROCUREMENT SERVICES: Yes

Charleston > excellence is our standard
County SCHOOL DISTRICT

75 Calhoun Street
Charleston, SC 29401

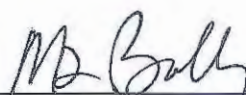
**OFFICE OF GENERAL COUNSEL
BOARD AGENDA ITEM**

TO: Board of Trustees
FROM: John F. Emerson, General Counsel
DATE: January 12, 2014
SUBJECT: Sunday Brunch Farmers Market at Medway Campus

RECOMMENDATION:

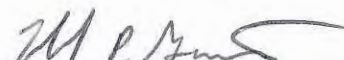
The material is submitted for: ☒ Action ☐ Information
☒ Open ☒ Executive

Respectfully submitted:



Michael L. Bobby
Acting Superintendent of Schools

John F. Emerson, General Counsel



Todd Garrett, Chair
Audit & Finance Committee

☒ Item voted on and
recommended for Board
A&F Committee on 1-6-15

N/A

E. Tripp Wiles, Esq., Chair
Policy Committee

☐ Item voted on and
recommended for Board
Policy Committee on _____

OFFICE OF GENERAL COUNSEL

SUBJECT:

Sunday Brunch Farmers Market seeks to lease right to set up farmers market in Medway Park on Sundays from 10:00 a.m. to 3:00 p.m.

BACKGROUND:

Medway Park is located on the campus of the former Riverland Terrace Elementary School on James Island. The property was formerly titled in the name of the James Island School District #3. By operation of law, under the Act of Consolidation, all property owned by the now constituent districts was conveyed to the Charleston County School District, which is now the owner. CCSD has leased the park to the City of Charleston through a joint use agreement with the City of Charleston, executed June 27, 2003. See page 8. That agreement does not reference a provision for any use by CCSD. It only references use by the City of Charleston. A group called Sunday Brunch Farmers Market has approached both the City of Charleston and Charleston County School District for the right to establish a Sunday farmers market on the property of Medway Park. According to counsel for the organization, Christopher S. Inglese, Esq., the City has approved the use, but the Special Exception approval requires the authorization of the title holder, CCSD. Due to the nature of the conveyance from the former James Island School District #3, there is no filed title bearing the name of the Charleston County School District and gathering the documentation has been a project.

DISCUSSION:

The Sunday Brunch Farmers Market seeks to set up on Sundays in Medway Park from 10:00 a.m. to 3:00 p.m. during most weekends of the year. As CCSD had no use of the property prior to this request, and the City of Charleston has consented to the use, barring information unknown to the author, it would appear to be a benefit to the neighborhood and no burden on the school district to permit the use.

RECOMMENDATION:

No recommendation

FUNDING SOURCE/COST:

No cost expected.

FUTURE FISCAL IMPACT:

Potential source of cash

DATA SOURCES:

Office of General Counsel

PREPARED BY:

John F. Emerson

REVIEWED BY LEGAL SERVICES

Yes

REVIEWED BY PROCUREMENT SERVICES

School/Community Task Force (S/CTF) For District 9 {Angel Oak ES & Frierson ES}

- One Constituent Board Member (Elected by Constituent Board)
 - **Mr. Leon Green, Vice- Chairperson**
- Principals from Impacted Schools –
 - **Mr. Rodney Moore, Angel Oak Elementary School**
 - **Ms. Nancy Ross, Frierson Elementary School**
- SIC and PTA Chair (or their designee) from Impacted Schools
 - **Ms. Endrastine Palmer, SIC Member – Angel Oak ES**
 - **Ms. Sassene Bridges, PTA Designee – Angel Oak ES**
 - **Ms. Cherisse King-Taylor, SIC Chair – Frierson ES**
 - **Ms. Ramona Allen, PTA Chair – Frierson ES**
- Two Parents from each Impacted School
 - **Ms. Tonya Brown – Angel Oak ES**
 - **Ms. Kristal Lumley – Angel Oak ES**
 - **Ms. Tiffany Maxwell – Frierson ES**
 - **Ms. Kennitha LaBoard – Frierson ES**
- Two Teachers (elected by faculty) from Impacted Schools
 - **Ms. Lauren Boyd – Angel Oak ES**
 - **Ms. Katherine Erickson – Angel Oak ES**
 - **Ms. Cynthia Washington-Chetham – Frierson ES**
 - **Ms. Mary McDaniel – Frierson ES**
- One Business, Faith-Based, and/or Higher Education Partner from each impacted school.
 - **Pastor Tom Cassem – Faith-Based/Community Partner, Angel Oak ES**
 - **Ms. Ashley Chisolm-Brown – Faith-Based Partner, Frierson ES**
- Two Community Volunteers* who reside in Impacted School Zones
 - **Ms. Deborah Grant – Friends of Frierson**
 - **Vacant: Pending Appointment**
- **Two parents of students who reside in the zone but attend schools elsewhere
 - **Ms. Sarah Hocutt – John's Island Community**
 - **Vacant : Pending Appointment**
- **Neighborhood Association President – if applicable

(Revised 06-19-2013)

*"Community Volunteers" to be nominated and appointed by County Board

**Additional members recommended and approved by CCSD Board of Trustees.

Facilitator:

- CCSD Staff member appointed by Superintendent – **Dr. Brenda Nelson**
- Facilitator does not vote

Task Force Process:

- Only **S/CTF** members vote on final recommendation
- Minutes and agendas kept by facilitator
- Must solicit community input via at least one posted public meeting
- Survey results to be compiled by independent group (e.g. League of Women Voters)
- The process is time bound – A written recommendation must be submitted to the Superintendent within six months of the start date of the **S/CTF**.

Feedback/Input

1. Have you participated in any of the School Community Task Force Meetings up to this point regarding Angel Oak and Frierson Elementary Schools?

61.9% Yes

38.1% No

2. Which category best describes your role while participating in the Community dialogue? (Choose one)

0 Students

52.38% Parent/Grandparent/Guardian

7.14% Charleston County School District (CCSD) Employee

9.52% County or Constituent Board Member

28.57% Community Member

0 Representative from a civic, religious, business, or political group

2.38% Other (please describe) _____

3. Do you live in the following areas:

28.57% Angel Oak Elementary School

61.9% Frierson Elementary School

2.38% Mt. Zion Elementary School

2.38% N/A

2.38% Other (Please Name) James Island

4. Your age: 0 under 18 7.14% 18-29 23.81% 30-39

14.29% 40-50 42.86% 51-64 7.14% 65+

5. How many children under age 18 do you have?

40.48% 0

19.05% 1

16.67% 2

14.29% 3

0 4

5+

9.52% N/A

6. What ages are your children? (*These percentages are higher to allow for parents who indicated multiple ages)

21.43% 0-3

40.48% 4-12

19.05% 13-18

30.95% N/A

7. If you have preschool or elementary aged children, what type of school does your child attend?

14.29% Angel Oak Elementary School

7.14%

Other CCSD School (Not in District 9)

33.33% Frierson Elementary School

0 Mt. Zion Elementary School

4.76%

Private School

0

Parochial School

0 Charter School-CCSD 38.48% N/A
0 CCSD Magnet School 0 Home School
(Specify) _____

4.76% Other (Specify) Non CCSD Charter, 3rd Year College

8. Which type of school choice options interest you for District 9 Schools?

Year-Round School 23.81% very interested 38.1% somewhat interested
23.81% not interested 14.29% N/A

Gender- Based Program 16.67% very interested 21.43% somewhat interested
42.86% not interested 19.05% N/A

(All boys classes, All girls classes)

Extended Day 40.48% very interested 26.2% somewhat interested
16.67% not interested 16.67% N/A

(School continues beyond the normal school day with afterschool enrichment programs, tutorials and clubs)

Technology Program 80.95% very interested 9.52% somewhat interested
4.76% not interested 4.76% N/A

Arts Program 42.86% very interested 33.33% somewhat interested
4.76% not interested 9.05% N/A

Advanced Studies (Gifted & Talented) Program 54.76% very interested
23.81% somewhat interested 2.38% not interested 19.05% N/A

Global Studies 28.57% very interested 38.1% somewhat interested
9.52% not interested 23.81% N/A

Foreign Language Immersion School 45.24% very interested
19.05% somewhat interested 16.67% not interested
19.05% N/A

Merge Two Schools (Angel Oak & Frierson) 16.67% very interested
16.67% somewhat interested 47.62% not interested
19.05% N/A

(One school will serve Lower Primary (CD-4 – 2nd Grade) and the Other will serve Upper Grades (3rd-5th)

Leave Schools as They Exist

40.48% very interested

21.43% somewhat interested

19.05% not interested

19.05% N/A

9. Are you in support of Angel Oak Elementary school becoming an Arts Infused and Advanced Studies Partial Magnet School?

54.76% Yes

4.76% No

40.48% N/A

10. Are you in support of Frierson Elementary school becoming a Technology School?

78.57% Yes

4.76% No

16.67% N/A

11. Please provide the school district any additional comments, recommendations and/or questions.

- ❖ Need an ongoing task force to monitor the accountability and monitor the progress of the change.
- ❖ Strong math and science programs should be integrated into any program/school curriculum. While understanding and appreciation of the arts supports a well-rounded student, I strongly support math and science programs.
- ❖ Magnet/Advanced Studies schools are needed on Johns Island due to the growth of the island and movement of middle and upper class young families to the area.
- ❖ There are so many young families moving onto the island but everyone is nervous about sending our children to public school on Johns Island – the reputation is not good. I believe in public education and would love to send my children to Angel Oak Elementary... but not in the status the school is in now. If Buist Elementary is the best school in the district then why can't Angel Oak mirror that school? With Haut Gap having an Advanced Studies program, I think having Angel Oak as advanced studies in which the students can then feed into the Haut Gap Advanced Studies program, would benefit our community the best.
- ❖ My comment and commendment goes out to both schools but as parents, community members and volunteers we need to come together. If we don't decide what is best for our children, 75 Calhoun Street, will. If changes have to be made we need to embrace them as long as no child is left behind. It has to be a better decision for our children.
- ❖ Can the schools become art infused and a technology school as well as advanced studies. Might as well do it big.
- ❖ For Frierson-enrollment will improve better if children outside of district 9 are allowed to apply.
- ❖ Technology rules of today's society. We can move our children from the norms to technology. For they will soon become the art that is needed to function in today's society.
- ❖ Task force should collaborate with rural school project committee to come up with innovative and creative ideas for rural schools. This committee has identified several recommendations what to do with rural schools.
- ❖ Please provide the schools with the tools they need to succeed. It's up to you! You can provide the tools or deny the tools of success.
- ❖ Leave Frierson open
- ❖ I think both schools should be infused in the arts and technology.

- ❖ Technology is crucial in this day and age
- ❖ Thank you for having people that live in this school area to work on the plan for both schools.
- ❖ Frierson has been around for many years and the only school on the island. I would like to see Frierson growth in new technology, possibly become a magnet school or math and science or even a technology school. Our kids need the new advancement in today's society.
- ❖ Provide more data/info to the community
- ❖ More meetings and task groups
- ❖ More parent/grandparent interaction
- ❖ Volunteer participation
- ❖ More parent/grandparent life experience days
- ❖ More parent/grandparent travel with student
- ❖ More parent/grandparent survey during year.
- ❖ Provide more information on grades
- ❖ I would suggest that the Frierson focus include the agriculture community and farmers located on the island. The partnership with those neighbors would support the Let's Move Initiative.

75 Calhoun Street
Charleston, SC 29401

DEPARTMENT NAME
BOARD AGENDA ITEM

TO: Board of Trustees
FROM: Dr. Brenda A. Nelson
DATE: February 10, 2014
SUBJECT: District 9 School Community Task Force

RECOMMENDATION: XXXX

The material is submitted for: ☐ Action ☒ Information
☐ Open ☐ Executive

Respectfully submitted:

Nancy J. McGinley, Ed.D
Superintendent of Schools

Dr. Brenda A. Nelson
SLT Member
Director of Community Outreach

SLT Member
Title

Other CCSD Leader (if applicable)
Title

John Barter, Chair
Audit & Finance Committee

☐ Item voted on and
recommended for Board
A&F Committee on _____

Chris Fraser, Chair
Policy Committee

☐ Item voted on and
recommended for Board
Policy Committee on _____

February 10, 2014

SUBJECT: District 9 School Community Task Force

BACKGROUND: On November 28, 2012, the Board of Trustees formulated a list of possible action steps related to under-enrolled schools. One of those recommendations was for the establishment of a School Community Task Force which was tasked with the role of developing a plan of action to address under-enrollment and increase the student enrollment. Thus, School Community Task Forces were established in Spring 2013, with a number of Task Forces completing their work in Fall 2013.

DISCUSSION: The District 9 School Community Task Force was established to address the potential pairing of Angel Oak Elementary School and Edith Frierson Elementary School. The initial thought was that through the pairing of the schools, the student enrollment would be balanced across the schools, thus, increasing student enrollment at Frierson, and providing opportunities for the schools to be reinvented.

It should be noted that very early in the process, the School Community Task Force voted unanimously to reject the proposal for the pairing of the two schools, and decided to develop plans that they felt would attract more students to the schools in its current configuration.

RECOMMENDATION:

The District 9 School Community Task Force has recommended the following:

Angel Oak Elementary School to be reinvented as Angel Oak Elementary School of Creative Arts; The school plans to develop a partnership with the Ashley River ES of Creative Arts to ensure successful replication and implementation. The Task Force and school believe that this program focus will do the following: (a) Attract families zoned for AOES but attending schools outside of zone; (b) Elevate student achievement; and (c) Increase family and student engagement.

Estimated Cost:

Year I (2014-15):	\$160,000 {For 4 FT Teachers – Music; Art; PE; and Drama}
Year II (2015-16):	\$ 40,000 {For 2 PT Positions – Spanish and Dance}
Year III (2016-17):	\$ 68,000 {For 1 Assistant Principal – 10 Months}
Year IV (2017-18):	\$ 40,000 {For 2 PT Positions – Suzuki Strings & Drumming}
Year V (2018-2019):	\$ 20,000 {For 1 PT Position – Chinese}

Frierson Elementary School to be reinvented as Frierson Elementary School of Technology; The proposal is for a program of integrated technology. The Task Force and school believe that this program focus will do the following: (a) Elevate student achievement; (b) Prepare students for the 21st century; (c) Improve student engagement and school climate; and (d) Attract District 9 families and students.

Estimated Cost:

Addition of 1 FT Certified Computer Lab Teacher (CCLT): \$63,400

FUNDING SOURCE/COST: GOF

FUTURE FISCAL IMPACT: Please note that costs are reoccurring each year.

DATA SOURCES: School Principals & School Community Task Force

PREPARED BY: Dr. Brenda Nelson

Note: SCTF Final Report Prepared By:

Ms. Jennifer Baez, Interim Principal – Angel Oak Elementary School

Ms. Nancy Ross, Principal – Edith L. Frierson Elementary School

REVIEWED BY LEGAL SERVICES

N/A

REVIEWED BY PROCUREMENT SERVICES

N/A

MEMORANDUM

To: Dr. Nancy J. McGinley
From: Dr. Brenda A. Nelson
Date: November 12, 2013
Subject: District 9 School Community Task Force – Final Proposal

Office of Community
Outreach

Dr. Nancy J. McGinley
Superintendent of Schools

Dr. Brenda A. Nelson
Director

As was shared in the recent School Community Task Force update to the Board of Trustees, the District 9 SCTF – Angel Oak Elementary School and Frierson Elementary School – has completed its work. On Wednesday, November 6, 2013, a community engagement meeting was conducted to advise the various community stakeholder groups of the proposals being made for the schools following six (6) months of meetings, outreach to parents, and the dissemination of over 1,000 surveys throughout the John's Island community. In addition to the 1,000+ surveys that were distributed to the community, there was also a final survey disseminated during the community engagement meeting. Survey results from the community engagement meeting as they relate to preferred school choice options were the following:

1. Technology – 80.95% of Respondents Indicate “Very Interested”
2. Advanced Studies Program – 54.76% of Respondents Indicate “Very Interested”
3. Foreign Language Immersion Program – 45.24% of Respondents Indicate “Very Interested”
4. Arts Program – 42.86% of Respondents Indicate “Very Interested”

Please find attached the proposals from both schools – Angel Oak Elementary School and Frierson Elementary School. The School Community Task Force understands that the process begins with your review, input, and subsequent submission to the Board of Trustees. I have advised Principal Baez, Principal Ross, and the members of the District 9 School Community Task Force that we will provide them with status updates around the process, next steps, etc.

Thanks for all that you do.

Community Task Force Proposal Angel Oak Elementary

Angel Oak School Profile

Angel Oak currently is a CD to fifth grade campus where we attempt to include the arts in instruction. As a school, we are working closely with ECM to provide enriching experiences for students involving the arts. Angel Oak is also a Race to the Top School. Teachers are working diligently to personalize learning for every student. This attempt is to raise our state rating which is currently "Average" and our Federal Rating which is an "F". At the present time, we have part time music, art, dance, and physical education teachers.

Angel Oak Elementary is scheduled to begin renovation in the fall of 2014. In the spring of 2013 a Community Task Force was charged with reviewing the possibility of becoming a paired school with Frierson Elementary. After several Community Task Force Meetings, the members voted unanimously to table this option. As a result, the Angel Oak team took steps to reevaluate our school.

Identified Need for Choice Program

Our current enrollment is 394, with minimal room to add additional students because our building capacity is 429. After looking at data from the Johns Island community, there are 288 students that are leaving our district to attend other schools. Some are traveling to magnet/charter schools, while others are heading to James Island Schools, while others are paying to attend private schools. Because of this reality, it is important that we find a way to revitalize Angel Oak. The 288 students that are currently leaving could add diversity and value to our school.

Support for the Program

When beginning to brainstorm ways to recreate Angel Oak, it was necessary to begin surveying the community. In order to do this, the Angel Oak Task Force put together a survey that provided parents the opportunity to have a voice. Parents were able to state what type of school they would like to see join the Johns Island Learning Community. The following options were given in the form of a survey for parents to provide feedback and input on their ideas and vision for the future of Angel Oak Elementary.

Integrated Creative Arts: develops your child's natural talents and creativity, connecting their learning in all school subjects through music, painting, drama, dance and creative writing. Students have opportunities to participate in performances and presentations.

Math and Science: blends math and science into the study of all subjects. Students engage in hands-on experiences and explorations involving real-world problems.

Environmental Studies: uses investigation of the natural world and of how people and the environment influence each other as a focus for learning. Students use their hands and minds with real-world, personal experiences in and outside the classroom.

Global Studies: focuses on a global perspective as students learn all subjects, resulting in greater understanding of our world's diversity. Through study of world geography, government, global economics and world cultures, students are prepared to become tomorrow's citizens, leaders, and protectors of our resources.

Advanced Studies: places emphases on inquiry exploration and academic rigor, across the curriculum.

The surveys were distributed out among the Johns Island Community in an attempt to have the input of a large variety of people groups. Below is the list of places that received surveys.

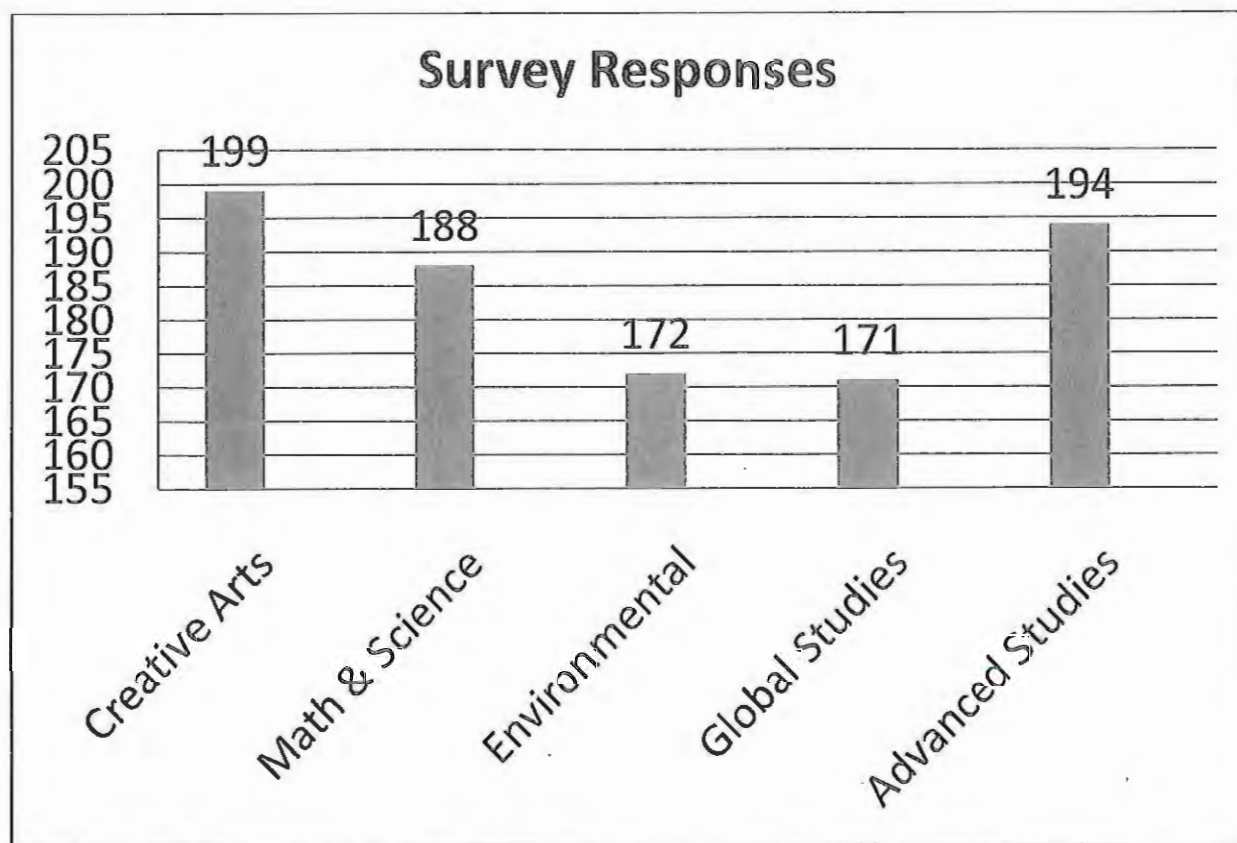
- All Angel Oak students in Thursday folder and at October PTO meeting
- Haut Gap
- Johns Island Churches
- John Island Christ Academy

Link to Google Drive Survey:

- Seabrook Island Chamber of Commerce
- Kiawah Cares Island Chamber of Commerce
- Creative Academy Daycare to parents
- 2 Johns Island HOA
- Johns Island Residents Facebook Page
- Fat Hen and RMP business owners

Results from Survey

After studying the results of the surveys, the Arts Integrated Program received the most votes from community members. Below is the graph that shows how parents, teachers, and community members voted. As one can see, the results show that our community desires change. Where Arts Integration did receive the most number of responses, it seemed most fitting for Angel Oak because of the programs that are currently in place (Engaging Creative Minds (ECM), Youth Endowment for the Arts (YEA grant), personalized learning, afterschool Art Club and Gospel Choir, and arts centered in the classroom).



Research Data on Arts Integrated Schools

Below are research findings that show the benefits of an integrated arts school. Our hope is that students at Angel Oak will benefit through the adoption of the ABC process.

- Boost literacy and English Language Arts Skills
- Advances Math achievement
- Engages students in schools and motivates them to learn
- Develops critical thinking
- Improves school culture
- Equips students to be creative
- Strengthens problem-solving ability
- Builds collaboration and communication
- Increases capacity for leadership
- Strengthens perseverance
- Facilitates cross-cultural understanding
- Builds community and supports civic engagement
- Fosters a creative community

During the planning stages of this process, Ms. Baez met with Ms. Middleton, the principal at Ashley River Creative Arts, to discuss the vision, plan, and success of Ashley River Creative Arts. We are encouraged by the increased positive results and test scores of this school.

Subject	2009	2010	2011	2012
Writing	88	88	94.7	92.7
ELA	94	93.1	93.8	95.4
Math	88	90.9	93.1	94.2
Science	83.1	88.1	89.7	88.7
SS	94.3	92.8	97.2	94.8

AR- 20% Free and Reduced and 20% minority

AO- 88% Free and Reduced and 60% minority

Infused Program: ABC Outreach

After researching and learning about options for the Arts Integrated schools, the team at Angel Oak was impressed and excited about the ABC school model. Below is a snapshot of the program. The ABC Outreach program:

- develops a five-year strategic plan to develop and implement arts programs
- develops an arts leadership team consisting of administrators, arts and classroom teachers, parents and community leaders
- secures additional funding for the arts including SDE and ABC grants
- provides staff development to teachers in grant writing, writing and implementing standards-based arts curricula and lessons, and arts integration for classroom teachers

The ABC Outreach will assist the school and districts as they implement their strategic plans and grants. The ABC program is the means that Ashley River Creative Arts School became the successful Arts Integrated school it is today.

Organization

In addition to the ABC Outreach program, Angel Oak believes that there are other important aspects that will need to be considered in order to be successful as an Arts Integrated school. The following exams were brainstormed in order to help make us more successful:

- Staff Development
 - Summer classes
 - Staff Book Studies
- Partnership with Ashley River Creative Arts School
- Increase Field Trips with students now to expose to the Arts
 - Gibbs Art Museum
 - Symphony

General Operating Fund Cost Estimated Cost

Year 1: Cost = \$160,000

4 Full Time Teachers x \$40,000

Year 2: \$40,000

2 Part Time Positions

Year 3: \$68,000

1 Assistant Principal (10 months)

Year 4: \$40,000

2 Part Time Positions

Year 5: \$20,000

1 Part Time Position

Staffing Five Year Plan

Teachers	Year 1	Year 2	Year 3	Year 4	Year 5
Full Time Music (.4) Full Time Art (.4) Full Time PE (.2) Full Time Drama (1.0)	X				
Part-Time Spanish Part-Time Dance		X			
Assistant Principal			X		
Part- Time Suzuki /Drumming				X	
Part- Time Mandarin					X

Resources:

See Attached Brochure



Angel Oak Elementary Community Task Force Proposal

Items for Discussion

Item 1

School Profile and Proposal

Item 2

Support for the Program

Item 3

Program Description and Research

Item 4

Budget Considerations



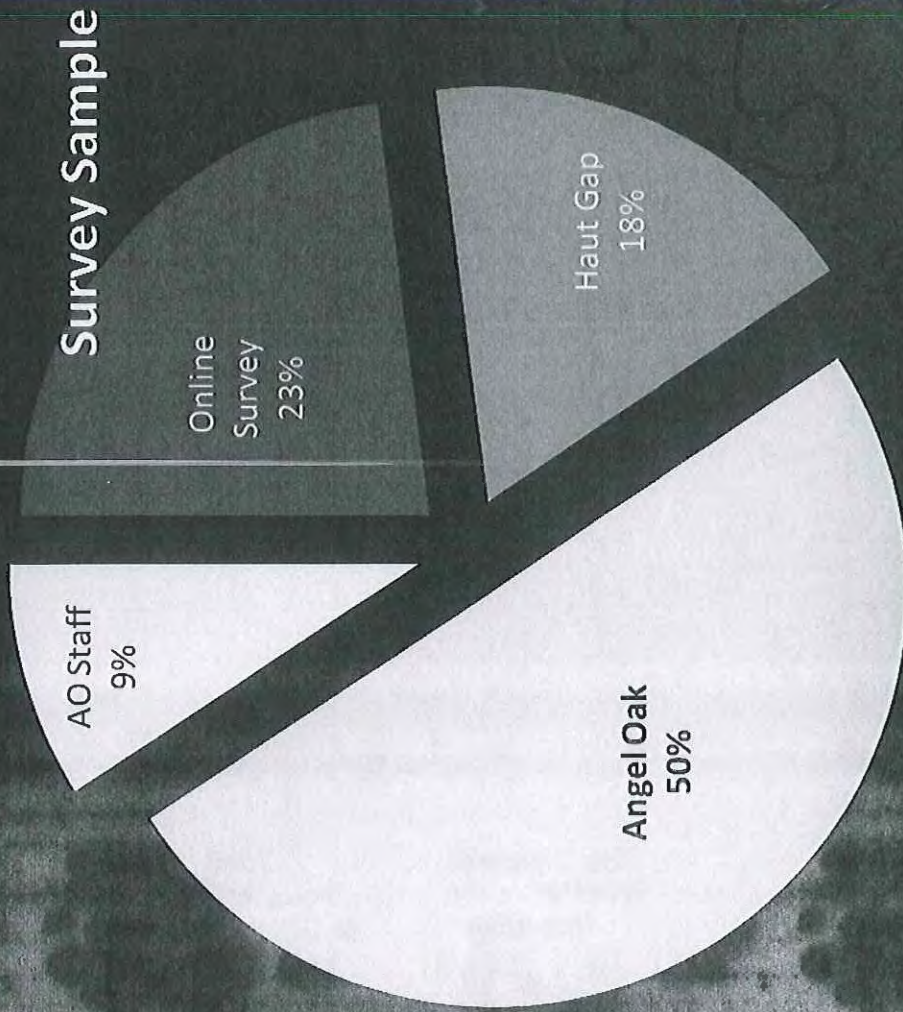
School Profile

ANGEL OAK CURRENTLY

- CD- 5th grade campus with Arts Included
 - Race to the Top School
 - State Rating: Average
Federal Rating: F
 - Part- Time: Music, Art, Dance & PE
 - Current Enrollment: 395
 - Students Leaving the Island: 288
 - Building Capacity: 429
- Engaging Creative Minds
 - Youth Endowment for the Arts Grant (4 years)
 - Charleston Marathon
 - Drumming Story Tellers
 - Robert Ivy Ballet
 - 5th grade Strings Program



Support for the Program



500 Hard Copy Surveys:

- All Angel Oak students in Thursday folder and at October PTO meeting
- Haut Gap
- Johns Island Churches
- John Island Christ Academy

Link to Google Drive Survey:

- Seabrook Island Chamber of Commerce
- Kiawah Cares Island Chamber of Commerce
- Creative Academy Daycare to parents
- 2 Johns Island HOA
- Johns Island Residents Facebook Page
- Fat Hen and RMP business owners



Response Results

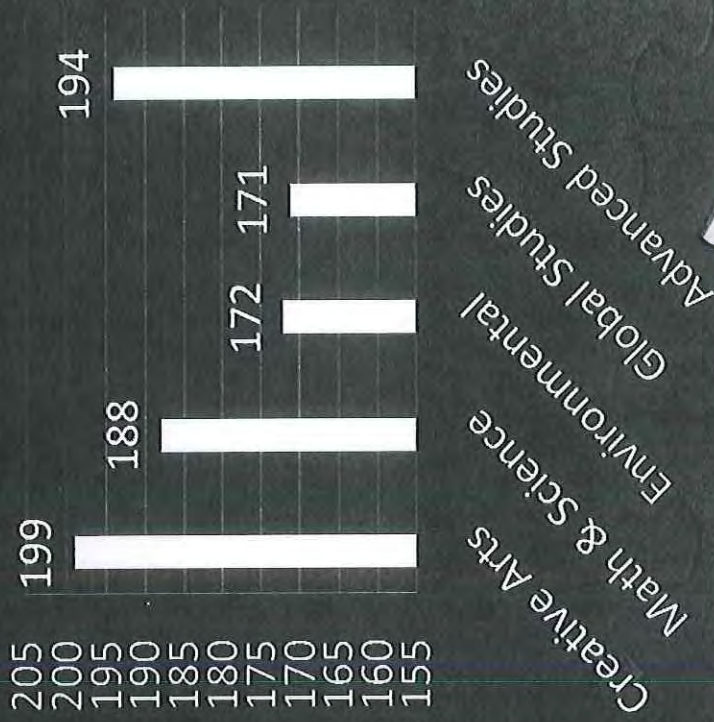
Integrated Creative Arts: develops your child's natural talents and creativity, connecting their learning in all school subjects through music, painting, drama, dance and creative writing. Students have opportunities to participate in performances and presentations.

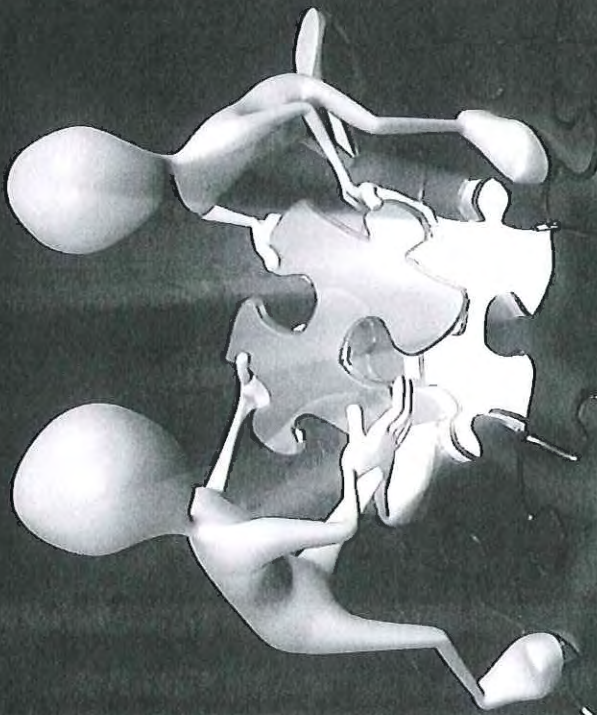
Math and Science: blends math and science into the study of all subjects. Students engage in hands-on experiences and explorations involving real-world problems.

Environmental Studies: uses investigation of the natural world and of how people and the environment influence each other as a focus for learning. Students use their hands and minds with real-world, personal experiences in and outside the classroom.

Global Studies: focuses on a global perspective as students learn all subjects, resulting in greater understanding of our world's diversity. Through study of world geography, government, global economics and world cultures, students are prepared to become tomorrow's citizens, leaders, and protectors of our resources.

Advanced Studies: places emphases on inquiry exploration and academic rigor, across the curriculum.





Arts Integrated Program

Partial Constituent Magnet in order to keep current AO students and then open the school to students in our constituent board.



Research Data

Effects of Arts Education

- Boosts literacy and English Language Arts Skills
- Advances Math achievement
- Engages students in schools and motivates them to learn
- Develops critical thinking
- Improves school culture
- Equips students to be creative
- Strengthens problem-solving ability
- Builds collaboration and communication
- Increases capacity for leadership
- Strengthens perseverance
- Facilitates cross-cultural understanding
- Builds community and supports civic engagement
- Fosters a creative community

Ashley River Creative Arts Test Results

Subject	2009	2010	2011	2012
Writing	88	88	94.7	92.7
ELA	94	93.1	93.8	95.4
Math	88	90.9	93.1	94.2
Science	83.1	88.1	89.7	88.7
SS	94.3	92.8	97.2	94.8

AR- 20% Free and Reduced and 20% minority

AO- 88% Free and Reduced and 60% minority



Infused Program: ABC Outreach

The ABC Outreach will assist the school and districts as they



- develop a five-year strategic plan to develop and implement arts programs
- develop an arts leadership team consisting of administrators, arts and classroom teachers, parents and community leaders
- secure additional funding for the arts including SDE and ABC grants
- provide staff development to teachers in grant writing, writing and implementing standards-based arts curricula and lessons, and arts integration for classroom teachers
- Implement their strategic plans and grants



Budget

Estimated projections

Teachers	Year 1	Year 2	Year 3	Year 4	Year 5
Full Time Music (.4)	X				
Full Time Art (.4)					
Full Time PE (.2)					
Full Time Drama (1.0)					
Part-Time Spanish		X			
Part-Time Dance					
Assistant Principal			X		
Part-Time Suzuki /Drumming				X	
Part-Time Mandarin					X

Average Teacher Salary: 40,000

General Operating Fund Cost

Year 1: Cost = \$160,000

4 Full Time Teachers x \$40,000

Year 2: \$40,000

2 Part Time Positions

Year 3: \$68,000

1 Assistant Principal (10 months)

Year 4: \$40,000

2 Part Time Positions

Year 5: \$20,000

1 Part Time Position



Research Citations

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CCSD School Choice Program Proposal

Edith L. Frierson Elementary School

A Technology Themed Constituent Magnet School

November 2013

What is being proposed?

Edith L. Frierson was asked to form a School Community Task Force to address the need of increasing student enrollment. Frierson serves students from 3 years old to the 5th grades, and our current enrollment is 157 students. Our capacity is 380 students. We are capturing 96% of the students on Wadmalaw Island who are eligible to attend Frierson.

To facilitate the process of forming a School Community Task Force, Frierson followed the guidelines of creating a Task Force given by the CCSD County Board. Once the Task Force was formed, the Task Force proceeded with distributing surveys to parents, staff, community members, faith based organizations and businesses on Wadmalaw and John's Island. Approximately 600 surveys were distributed, and over 260 surveys were returned/completed. The overall theme that received the majority of votes was for a Technology based theme. With the results of the surveys, the Task Force is proposing that Frierson becomes a Technology Themed Constituent Magnet School.

Program Description

A technology embedded school would incorporate all content areas of the curriculum with technology. Technology instruction will be aligned with the Common Core State Standards, The ISTE (International Society for Technology Integration) tech standards for students, and the Common Sense Media Curriculum on Digital Citizenship. These skills will not only prepare students for the twenty-first century, but expose students to the skills needed to compete at the middle and high school levels. Students and staff would learn how to utilize

technology tools within the classroom that are available through Charleston County, build an academic technology vocabulary, utilize applications for the iPad, learn keyboarding techniques, digital and audio video, internet research skills and etiquette, and learn the skills needed that will help them become competitive in the digital based world we live in.

Integrated Technology would also allow students to enhance math engagement skills, create poetry and stories on applications that are designed to improve analytical and critical thinking skill, science and social studies could be related to current events and real life experiences by knowing how to use the internet as a research tool; related areas such as media, art, music, physical education would be able to expand their levels of engagement and work together with core content teachers.

Forest Lake Elementary School in Columbia, S.C. is a school embedded with technology. Many of the tools students and staff use, Frierson currently has or the tools are within CCSD. At Forest Lake Elementary, growth has been seen with an increase with the attendance rate and MAP, Measure of Academic Progress, scores. Student engagement and overall school climate has also increased with the technology based instruction and choices given to students and staff.

To help facilitate a technology embedded theme, Frierson would need to hire a full time Certified Computer Lab Teacher (CCLT). The cost of a CCLT is around \$63,400. The CCLT would provide professional development to staff within the realms of how to integrate technology into the classroom, provide expertise on software, equipment and maintain the tools being used. The CCLT would also provide hands on instruction to students. For Frierson

students, this would begin with learning keyboarding skills and software basics such as Microsoft and other applications that would give students additional voice and choice within the classroom for learning, collaboration and presentation delivery.

Having Frierson to become a Technology Themed Constituent Magnet School would give students the same opportunities of access that other students have when it comes to knowing how to use technology to elevate achievement and engagement. Technology would benefit students by allowing additional voice and choice within the classroom, along with having the skills needed to be competitive in middle school. It will also introduce new career interests that they could explore.

With Frierson applying to become a Technology Themed Constituent Magnet School, this option will attract students who do not live within Frierson's attendance zone. The Constituent Magnet status would provide families added transportation, which is one of the attributes that Frierson lacks since we are a rural school, with a distance of nine miles from the nearest highly populated intersection and business district. Frierson currently has one transportation stop on John's Island that transports students to and from Frierson daily. Our students who live on John's Island total 10 to 15 students. Having additional stops on John's Island, which have been mentioned at meetings and on surveys as a need, would help increase student enrollment.

Budget

Currently Frierson has a .5 Computer Lab Teacher Assistant. To fully implement technology throughout the curriculum, Frierson would need a full-time Certified Computer Lab Teacher. The biggest financial support needed will be in the form of funding a full-time CCLT. A full-time CCLT will be able to work alongside with the CCSD Educational Technology Department to provide the skills and knowledge base needed by the students and staff. Professional Development will also be able to be tailored to the needs of the students and staff on a continuous basis.

Timeline Implementation

Timeline	Activity
Spring 2014	<ul style="list-style-type: none">• Begin working with CCSD marketing department for ways to advertise Frierson's new theme and appropriate timeline for distributing information to parents and the community.• Work with the Educational Technology Department of CCSD to develop an appropriate technology curriculum and professional development sessions.
Late Spring 2014	<ul style="list-style-type: none">• Begin interview process for Instructional Technology Specialist.
Early Summer 2014	<ul style="list-style-type: none">• Continue marketing and professional development schedule.• Continue working with the Educational Technology Department of CCSD for usage of digital devices and tools.• Prepare for new enrollees and families.• Develop a standard tour format of the school for potential and new students.
Mid to Late Summer 2014	<ul style="list-style-type: none">◦ Continue advertising Frierson's theme at Back to School Block Party, Faith Based Organizations, Businesses, and Press Releases.
July/August 2014	<ul style="list-style-type: none">◦ Have an informational meeting with PTA and SIC about the development of the theme.

1 st Nine Weeks of the 2014-15 School Year	<ul style="list-style-type: none"> • Continue working with the Educational Technology Department of CCSD. • First stage of the Instructional Technology Curriculum presented and implemented with students and staff. • Staff Development will continue bi-weekly.
2 nd Nine Weeks of the 2014-15 School Year	<ul style="list-style-type: none"> • Continue working with the Educational Technology Department of CCSD. • Second stage of the Instructional Technology Curriculum presented and implemented with students and staff. • Staff Development will continue bi-weekly.
3 rd Nine Weeks of the 2014-15 School Year	<ul style="list-style-type: none"> • Continue working with the Educational Technology Department of CCSD. • Third stage of the Instructional Technology Curriculum presented and implemented with students and staff. • Staff Development will continue bi-weekly.
4 th Nine Weeks of the 2014-15 School Year	<ul style="list-style-type: none"> • Continue working with the Educational Technology Department of CCSD. • Fourth stage of the Instructional Technology Curriculum presented and implemented with students and staff. • Staff Development will continue bi-weekly.
Note: Throughout the year student progress monitoring will occur. Quarterly surveys will be conducted with staff for feedback and areas improvement. Parents will be surveyed twice within the school year.	
June-August of 2015	<ul style="list-style-type: none"> • Continue marketing. ◦ Reflect on 2014-15 school year. • Begin planning staff development for the 2015-16 school year. ◦ Begin planning second year implementation of instructional technology for students with CCSD Educational Technology Department.
2015-2016 School Year	<ul style="list-style-type: none"> ◦ Continue working with the Educational Technology Department of CCSD. ◦ Continue implementation of Instructional Technology Curriculum

	with students and staff. • Continue Staff Development. • Continue progress monitoring of students, surveying of staff and parents.
--	--

Support for Program

Between July and September 2013, Frierson's School Community Task Force (SCTF) distributed approximately 600 surveys. Frierson's SCTF sent surveys to Frierson parents, faith based organizations on Wadmalaw and John's Island, businesses, had a table set up at Frierson's Back to School Block Party, St. John's High School's Back to School Bash, the Piggly Wiggly on Johns Island and Irvin-House Vineyard's Grape Stomping Festival. Through the distribution of surveys, approximately 260 were returned. The number one theme was Technology.

260 Surveys Returned (228 Valid Surveys for this area)

Theme Interest

113-Technology
 57-Advanced Studies
 37 Agriculture and Health Sciences
 21-Global Studies

Individuals Who Returned the Survey (249 Valid for this area)

123-Parents
 88-Community Members
 19-CCSD Employees
 10-Business
 9-Other

Within the past year, Frierson has maintained old partnerships and developed new partnerships from local businesses and faith based organizations. On Wadmalaw Island, Frierson have partnerships with The Tea Plantation, Irvin-House Vineyard, the seven faith based

organizations on the island, and the McDonald's and Subway on John's Island. We also have volunteers from Wadmalaw, John's and Kiawah/Seabrook Islands who are in support of Frierrson becoming a Technology Themed Constituent Magnet School. The schools' PTA and SIC are also supportive of the Technology theme for the school, and plan on working on additional partnerships to help support the school's interest. Our hope is to work towards building a partnership with Boeing and news stations within the Charleston area.

2015 HAC Committee Applications

	Date Rec'd	Position	Name	Notes
1.	11/21/14	Student	Ms. Blair Bonified	Wando
2.	1/5/15	Parent	Ms. Sonya Berle	Business Owner
3.	1/5/15	Community	Ms. Bonnie Friedman	Fitness Instructor



The Charleston County School District Board of Trustees seeks community representatives (1 Parent, 2 Clergy and 1 Community) to serve on the **District's Health Advisory Committee**. Nominees must be able to attend meetings, and approved trainings, be interested in children's health issues, and uphold the Comprehensive Health Education Act (CHEA).

Interested volunteers, please submit a resume identifying the category for which you are applying and letter of interest to the Board of Trustees by noon on January 9, 2015. Statements may be submitted by mail to Mrs. Portia Stoney, Assistant to the CCSD Board of Trustees, Charleston County School District, 75 Calhoun Street, Charleston, SC 29401. Statements may also be delivered to the same address, if specifically marked to the attention of Mrs. Stoney. Email submissions will also be accepted at portia_stoney@charleston.k12.sc.us. The email subject line should read **Health Advisory Committee**. The CCSD Board of Trustees will select and approve community representatives from the list of interested volunteers.

On Fri, Nov 21, 2014 at 6:55 PM, Blair Bonifield <blairbonifield@gmail.com> wrote:
Hi Ms. Stoney,

Sam Hayes told me the other day that y'all were looking for a student body president to be on the committee. And I wanted to let y'all know I was very interested, I hope to major in health in college and study nutrition so health is very important to me and I would love to help this committee!

Thanks,
Blair Bonifield

Sent from my iPhone

On Mon, Jan 5, 2015 at 1:49 PM, The Berles <theberles@msn.com> wrote:

Happy New Year Portia! :)

I just wanted to confirm you received my application for the Health Advisory Committee?

We have six children in the CCSD system that span ages of elementary through high school years. My professional life has been spent in environmental advocacy, for 20 years, and my current Master's program is in the area of Wellness Coaching (focus on nutrition). We also just opened the first frozen yogurt store in the state of SC that serves organic yogurt! You may view our website, and discounts posted for CCSD staff, at www.islandiceyogurt.com.

Thanks so much,

Sonya Berle
1714 Middle Street
Sullivan's Island, SC 29482
Cell [\(843\) 364-8029](tel:8433648029)

Charleston
County SCHOOL DISTRICT

Parent applicant for CCSD Health Advisory Committee

The Berles <theberles@msn.com>

Sun, Jun 15, 2014 at 6:35 PM

I hope this email finds you well? I am very interested in applying for a parent position on the CCSD Health Advisory Committee. I have chaired a Wellness committee, begun Clean Candy campaigns, assisted in cafeteria improvements and otherwise been an environmental and nutrition advocate (and volunteer) at CCSD schools (we

Sustainability, and in August I begin a Master's of Science in Nutrition and Integrative Health.

I would love nothing more than to assist in bettering nutrition and wellness for all little ones in Charleston County!

We are currently in Asheville until tomorrow evening. Would you like to converse via telephone on Monday morning (at your convenience of course)? Or, can I send you more materials via email tomorrow evening upon return to Charleston and to my home PC?

Thank you so much!

Respectfully,
Sonya Berle
1714 Middle Street
Sullivan's Island, SC 29451

Sent from my iPad

On Mon, Jan 5, 2015 at 2:23 PM, bonnie friedman <bonmomof3@gmail.com> wrote:

Dear Mrs. Stoney,

I have attached a cover letter and resume for the Community Trustee on the Charleston County Health Advisory Committee.

I am a Zumba Instructor and Holistic Health Coach and am passionate about good health and nutrition children and adults.

I look forward to hearing from you to further discuss this opportunity.

Thank you!

Sincerely,

Bonnie Friedman

Bonnie Friedman

Zumba/ Aqua Zumba/ Zumba Gold/ Kids Zumba Instructor
[843-696-5011](tel:843-696-5011)

Bonnie Friedman

«1321 Battery Hill Ct.
Mount Pleasant, SC 29466
843-696-5011
bonmomof3@gmail.com

January 5, 2015

Dear Mrs. Stoney,

This letter is in response to your advertisement in The Post and Courier for School Board Trustees. I have attached a copy of my current resume for your review.

I am currently a Zumba Instructor and I love bringing the joy of dance and fitness to all of my students from children thru adults. I have been passionate about health and wellness for many years and attended Institute for Integrative Nutrition in 2006. I use much of what I learned in my daily life and I have continued to learn new information over the years.

I love to cook and I maintain a plant based, gluten free diet.

I am interested in becoming the Community Trustee on the Charleston District Health Advisory Committee.

I look forward to hearing from you soon so that we can further discuss this opportunity.

Thank you.

Sincerely,

Bonnie Friedman

Bonnie Friedman

1321 Battery Hill Ct
Mount Pleasant, SC 29466

Cell 843-696-5011
Home 843-849-8765
Fax 843-849-0436

bonmomof3@gmail.com

OBJECTIVE

To share my passion of healthy food and lifestyle to benefit the community.

EXPERIENCE

Zumba Fitness Instructor, Mount Pleasant, SC

2010 - Present

Lead and instruct high energy latin dance inspired fitness classes both on land and in the water. Motivate and encourage participants. Classes are held in a variety of locations around Charleston, SC. Participated in a variety of Zumba instructor training sessions to become licensed to teach adults and children.

Eldercare Companion, Lowcountry Companions, Mount Pleasant, SC

2008 -present

Worked with senior citizens aged 70-102 to enhance their quality of life. Provide companionship, socialization, medication management as well as light housekeeping. Transport clients to doctors appointments or any other necessary errands. Prepare and serve meals while adhering to a variety of dietary restrictions.

Pharmacy Technician, Drug Fair, Cranford, NJ

1996-2006

Assisted the Pharmacist's in all aspects of dispensing prescriptions, including computer input, counting labeling and billing. Liaison to Doctors offices and insurance companies in addition to providing customer service and support for all patient's pharmacy needs. Helped maintain accurate prescription drug and

over the counter inventory. Responsibilities also included reconciliation of daily pharmacy cash and sales receipts.

Bonnie Friedman

EDUCATION

University of Maryland — B.A. General Studies, 1981
Institute for Integrative Nutrition, 2006

CERTIFICATIONS

Holistic Health Coach - 2006
Zumba Instructor - 2010
Zumbatomic Instructor - 2011
Aqua Zumba Instructor - 2011
Zumba Gold Instructor - 2011
American Heart Association CPR/First Aid - 2013

QUALIFICATIONS

- Warm, outgoing personality
- Able to interact effectively and in a supportive manner with people of all ages and backgrounds
- Strong ability to work well under pressure and be accurate and efficient

HOBBIES

Yoga, biking, cooking, and walking, particularly on the beach.

Charleston > excellence is our standard
County SCHOOL DISTRICT

75 Calhoun Street
Charleston, SC 29401

Contracts and Procurement
Board Agenda Item

TO: Board of Trustees

FROM: Michael L. Bobby

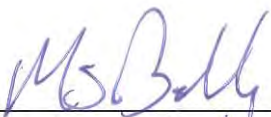
DATE: January 12, 2015

SUBJECT: Axxis Consulting Contract Amendment

RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees approve the amendment of Axxis Consulting contract.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:



Michael L. Bobby, Acting
Superintendent of Schools &
Chief of Finance, Operations & Capital Programs

Jeffrey Borowy,
Deputy for Capital Programs

Todd Garrett, Chair
Audit & Finance Committee

☐ Item voted on and
recommended for Board
A&F Committee on _____

Tripp Wiles, Chair
Policy & Personnel Committee

☐ Item voted on and
recommended for Board
Policy Committee on _____

Contracts and Procurement
January 12, 2014

SUBJECT: Axxis Consulting Contract Amendment

BACKGROUND: - CCSD engaged Axxis Consulting to support the Leadership Team and District in addressing multiple issues with specific focus on closing the achievement gap and building better community relationships through diversity and respect. The original term of the Agreement was July 1, 2014 through November 30, 2014 at a cost of \$50,000.

DISCUSSION: Staff is requesting to increase the contract amount from \$50,000 to \$98,956. This is an increase of \$48,956 to complete the following scope of services:

1. Process Consulting/Coaching/Mentoring

- Review and provide input to the proposed Strategic Diversity Plan for CCSD. This includes the formation of employee resource groups.
- Provide guidance and input directly to the Superintendent on issues and opportunities at the Superintendent request or as needed.
- Provide coaching and mentoring to members of CCSD leadership team and others.

2. Education/Training

- Provide the Leadership Team with required or desired information and skills in the area of effective strategic diversity management, dignity & respect training and executive team building.

3. Community Relations

- Leverage consultant relationships with key Charleston community leaders to garner required support for CCSD Diversity & Inclusion / Dignity & Respect strategy.
- Identify and address the issues that are barriers to a more effective CCSD/Community partnership.

RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees approve the amendment of Axxis Consulting contract.

FUNDING SOURCE/COST: GOF/\$48,956

FUTURE FISCAL IMPACT: N/A

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