

I. EXECUTIVE SESSION			
4:15 p.m.			
	1.1:	Northwood Academy Purchase <i>The Board will discuss a request to authorize staff to execute an agreement to purchase & upgrade of Northwood Academy.</i>	Action
	1.2:	James Simons Montessori School – 3rd Floor Up fit <i>The Board will discuss a recommendation to award a contract for design services for James Simons Montessori School third floor.</i>	Action
	1.3:	West Ashley Head Start – Offer of Access and Parking Improvement Agreement <i>The Board will discuss a recommendation to approve an offer for access and parking improvements at West Ashley Head Start.</i>	Action
	1.4:	Legal Update <i>The Board will receive a legal update.</i>	Information/ Action
*	1.5:	Contractual Matter <i>The Board will discuss a proposed contractual matter regarding a superintendent search.</i>	Information
OPEN SESSION			
5:15 p.m.			
II.	CALL TO ORDER, INVOCATION/MOMENT OF SILENCE, & PLEDGE of ALLEGIANCE		
III.	ADOPTION OF AGENDA-		
			Action
IV.	SPECIAL RECOGNITIONS (15 minutes) – Mrs. Erica Taylor, Executive Director of Strategy & Communications		
			Recognitions
		A. Behind the Scenes Award	
		B. AMC8 Top Scores	
V.	SUPERINTENDENT'S REPORT – Mr. Michael Bobby, Acting Superintendent of Schools		
VI.	VISITORS, PUBLIC COMMUNICATIONS		
VII.	APPROVAL OF MINUTES/EXECUTIVE SESSION AGENDA ITEMS		
	7.1:	Open Session Minutes of January 26, 2015 <i>The Board will vote on the open session minutes of January 26, 2015.</i>	Action
	7.2:	Executive Session Action Items of February 9, 2015 <i>The Board will vote on executive session action items of February 9, 2015.</i>	Action
	7.3:	Financial Minutes of the January 26, 2015 <i>The Board will vote on the financial minutes of January 26, 2015.</i>	Action
VIII.	CAE UPDATE		
IX.	MANAGEMENT REPORT(S)		
	8.1:	A. Agreed Upon Procedures <i>The Board will receive an update on the Agreed Upon Procedures for the 2005-2009 Building Program.</i>	Information
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>	Information

		<p><i>-Items that are currently before the committee that have not been brought forward to the Board;</i></p> <p><i>-Future topics the committee plans to bring forward; and</i></p> <p><i>-What is needed to move the item forward?</i></p>	
		<p>B. Axxis Consulting</p> <p>1. <i>The Board will vote on a recommendation to pay for all services to Axxis Consulting that have been performed to date.</i></p> <p>2. <i>The Board will vote on a recommendation to extend the Axxis Consulting contract through June 30, 2015 .</i></p>	Action
		<p>C. Capital Programs Phase IV Early Out Projects - Pulled</p> <p><i>The Board will vote on a recommendation to approve the proposed early out projects for the Phase IV (2017-2022) Capital Program.</i></p>	Action
		<p>D. Capital Projects Using Sinking Fund</p> <p><i>The Board will vote on a recommendation to authorize staff to utilize sinking funds for capital projects.</i></p>	Action
		<p>E. Head Start/Early Head Start Financials</p> <p><i>The Board will vote on a recommendation to approve the Head Start/Early Head Start financial report for the December 1, 2014 – December 31, 2014 period.</i></p>	Action
		<p>F. Request for Proposal P1516 Single Human Capital Management Data System</p> <p><i>The Board will vote on a recommendation to award the Request for Proposal #1516 Single Human Capital Management Data System.</i></p>	Action
		<p>G. Smart Choice Software Adoption</p> <p><i>The Board will vote on a recommendation to approve the adoption of Smart Choice software for enrollment, registration and school choice processing.</i></p>	Action
		<p>H. Wando HVAC Retrofit Contract</p> <p><i>The Board will vote on a recommendation to approve a contract for retrofit of Wando HS HVAC equipment.</i></p>	Action
		<p>I. FCO FY15 Repurposing CC Blaney ES Renovation</p> <p><i>The Board will vote on a recommendation to approve a contract for renovation of CC Blaney.</i></p>	Action
		<p>J. Extension of Jones Ford, Inc. Lease of Charlestowne Academy, Bethune Campus</p> <p><i>The Board will vote on a recommendation to approve the extension of the September 30, 2014 lease to Jones Ford.</i></p>	Action
	10.2:	Policy & Personnel Committee – Mr. Tripp Wiles	
		<p>A. Policy Committee Update</p> <p><i>The Committee will provide information and receive input from Board members on the following:</i></p> <p><i>-Items that are currently before the committee that have not been brought forward to the Board;</i></p> <p><i>-Future topics the committee plans to bring forward; and</i></p> <p><i>-What is needed to move the item forward?</i></p>	Information
	10.3:	Strategic Education Committee – Rev. Chris Collins	
		<p>A. Strategic Education Committee Update</p> <p><i>The Committee will provide information and receive input from Board members on the following:</i></p> <p><i>-Items that are currently before the committee that have not been brought forward to the Board;</i></p> <p><i>-Future topics the committee plans to bring forward; and</i></p> <p><i>-What is needed to move the item forward?</i></p>	Information
XI.	POTENTIAL CONSENT AGENDA ITEMS		
XII.	NEW BUSINESS		
		<p>A. Consideration of Citizens Serving on the Policy & Personnel and Strategic Education Committees - (Staubes, Garrett, Darby, Coats)</p> <p><i>The Board will discuss the possibility of having citizens serve on the Policy & Personnel and Strategic Education Committees.</i></p>	Discussion

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 Bobby
DATE: February 9, 2015
SUBJECT: Axxis Consulting Contract Amendment

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

- ✓ A) Pay for all services to Axxis Consulting that have been performed to date at a not to exceed amount of \$20,396.67.
- ✗ B) Extend the Axxis Consulting contract through June 30, 2015 with the enclosed amendments at a not to exceed amount of \$79,500.00.

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	
Wayne Wilcher Director of Contracts & Procurement	

Committee Recommendation(s):

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

10.1B

Contracts and Procurement
February 9, 2015

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.

Qualifications of Mr. Kevin Clayton

Kevin founded Axxis in 1991. Axxis is a full service consulting firm that specializes in leveraging diversity & inclusion as a change management strategy within organizations and communities. *Kevin has over 30 years of corporate and entrepreneurial experiences in sales, marketing, diversity, consulting and training in various industries including entertainment, banking, consumer package goods, politics and sports.*

Concurrent with his responsibilities at Axxis, Kevin has held executive level positions with several notable global organizations. *Clayton was the Chief Diversity and Inclusion Officer of the United States Tennis Association, The American Cancer Society and Russell Corporation (Russell Athletic/Spalding).*

In his role at the USTA, Clayton was *successful in transforming and elevating the organizations diversity plan from community outreach approach into a comprehensive business model. He was responsible for creating and leveraging the national D&I strategy throughout the entire organization, encompassing professional and community tennis.*

As Corporate Vice President of Diversity at Russell Corporation, he was the first person of color to be elected as a Corporate Officer in the Company's 104 year history. He was *responsible for developing and implementing the company's diversity strategies worldwide.* He created and successfully transformed the D&I function into a "profit center".

The profit center concept is the first (and still) one of its kind where one of the success metrics used for the diversity department was profit and losses. It is one of the few measurable case studies of diversity having a direct impact on the top and bottom line. Because of this unique initiative, Clayton's work was cited in the October 2005 issue of The Harvard Business Review.

Kevin's professional career began at The Procter & Gamble Distributing Company in sales. He quickly rose through the ranks with assignments in sales, marketing, training, recruiting, and diversity. In his last assignment with P&G he managed a high profile, high volume, region which served as the test market for the first corporate

multi-function organizational restructure, subsequently leading to an industry evolution of customer-supplier approaches to managing the retail business categories. *Kevin also assisted the global sales function with its initial diversity management strategies.*

Kevin has built a professional reputation as an innovative strategic thinker in the area of diversity and change management. His unique approach combines vision, logic, and fundamental business principles to find solutions to organizational challenges. Kevin is an engaging public speaker and has appeared on many national and international panels. He has consulted and trained senior executives and leaders at some of the worlds most successful Fortune 500 companies, colleges and communities. He has several published articles and is releasing his first book in January 2015.

Kevin received a Bachelor of Arts Degree in Business Administration and Psychology from Wilmington College (Ohio).

DISCUSSION: Staff is requesting to increase the contract amount from \$50,000 to \$149,896.67. This is an increase of \$99,896.67 to pay for all services performed to date and complete the following scope of services through June 30, 2015:

A. Outstanding invoices unpaid to date (10/17/14 – 01/13/15) **\$20,396.67**

B. Contract Extension w/the following scope of services & expenses

\$54,500.00

1. Process Consulting/Coaching/Mentoring

- Continue to review and provide input to the proposed Strategic Diversity Plan for CCSD. This includes the formation of employee resource groups.
- **Roll-out and begin implementation of Strategic Diversity Plan***
- Provide guidance and input directly to the Acting Superintendent on issues and opportunities at his request or as needed.
- Provide coaching and mentoring to members of CCSD leadership team and others.
- **Provide targeted school support as identified by district staff including continuation of work at School of the Arts, begin work with Charleston Promise Neighborhood Learning Community, and Murray-LaSaine Elementary School***

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.

- **Roll-out and begin implementation of district-wide Dignity & Respect Campaign***
- Identify and address the issues that are barriers to a more effective CCSD/Community partnership.
- **Develop and begin implementation of effective CCSD community engagement***

C. Cultural Competency Training

- **Facilitate cultural competency training and train the trainer for district staff. See attached Scope of training module dated November 17, 2014; training will be complete within same timeframe of 2 months. ***

Negotiated Amount \$25,000.00

D. Total Recommendation \$99,896.67

***Represents items that were added to original scope of work**

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

- A) Pay for all services to Axxis Consulting that have been performed to date at a not to exceed amount of \$20,396.67.
- B) Extend the Axxis Consulting contract through June 30, 2015 with the enclosed under contract extension at a not to exceed amount of \$79,500.00.

FUNDING SOURCE/COST:

Total Not to Exceed - \$99,896.67

- GOF \$74,896.67
- Title II \$25,000.00

FUTURE FISCAL IMPACT: N/A

DATA SOURCES: Audrey Lane, Michael Bobby, Dr. Charles D'Alfonso, and Wayne Wilcher

PREPARED BY: Wayne Wilcher and Audrey Lane

REVIEWED BY LEGAL SERVICES: N/A

REVIEWED BY PROCUREMENT SERVICES: Wayne Wilcher

ATTACHMENTS:

CCSD Services Agreement No. 01501044 with Axxis Consulting (08/14 – 11/14)

Axxis Consulting – Work to Date as of December 5, 2014

Cultural Competency Proposal dated November 17, 2014

Axxis Consulting Contract Extension Proposal dated January 29, 2015

Axxis Consulting

Original Scope of Services	Work Performed as of December 5, 2014	% of Time
Process Consulting/Coaching/Mentoring a. Review and provide input to the proposed Strategic Diversity Plan for the CCSD. b. Provide guidance and input directly to the Superintendent on issues and opportunities at her request or as I see needed. c. Provide coaching and mentoring to members of the CCSD leadership team and others.	Process Consulting/Coaching/Mentoring a. This robust plan has been circulated and refined with many internal audiences and will be presented to the CCSD Board of Trustees when approved by the Acting Superintendent. b. Guidance to Supt. regarding varies subjects related to diversity and inclusion issues. c. Coaching/mentoring to SLT and others – Have worked with mention work with HR, Training, Supplier diversity, and misc. Board members. d. Provided coaching to several African-American principals.	60%
Education/Training a. 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.	Education/Training a. D&R training with leadership team, meeting with subgroup of school board. b. Developed D&I training sessions for Principals, Asst. Principals, and other administrators.	5%
Community Relations a. Leverage my relationships with key Charleston community leaders to garner required support for the CCSD Diversity & Inclusion/Dignity & Respect strategy. b. Identify and address the issues that are barriers to a more effective CCSD/community partnership.	Community Relations a. Develop, lead, and support the West Ashley (D10) Dignity & Respect team in launching the D&R strategy as a lead district. West Ashley work was a pre-cursor to district-wide launch planned for Spring 2015. b. Worked with several community leaders to garner their support for CCSD processes and decisions.	15%
	Outside of Original Scope a. Develop and execute a plan and strategy that leverages the Dignity & Respect campaign as platform to address	10%

	<p>racial/ethnic/cultural issues at <i>School of the Arts</i>; multiple meetings with SOA parents/stakeholders</p> <p>b. Provide support to district staff and CCSD Board of Trustees as they navigated the Low Country Tech Academy situation; work to develop best practices for true, transparent community engagement.</p> <p>c. As directed by Dr. McGinley, act as a resource to student investigation with Academic Magnet High School and also develop training schedule for the coach and students that would be aligned with district's long-term Diversity & Inclusion strategic plan.</p> <p>d. Extensive community engagement and CCSD Board consultation as the above situations were happening.</p> <p>e. Attended meetings with community leaders, staff, and administrators above and beyond the above scope.</p> <p>f. Developed a strategic partnership with the 2015 Family Circle Cup for CCSD to have TV coverage and exposure regarding the Dignity & Respect Campaign.</p>
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Work covered by Contract Extension thru March 30, 2015*

- Diversity & Inclusion Strategic Plan – Roll-out and begin implementation
- Dignity & Respect Campaign – Roll-out and begin implementation
- Education & Training – Cultural competency training and train the trainer for district staff
- Community Relations – Develop plan for effective CCSD to community engagement
- Specific School Support as identified by district staff including continuation of work at School of the Arts, begin work with Charleston Promise Neighborhood Learning Community, and Murray-LaSaine Elementary School
- Continue to provide guidance and input directly to CCSD Senior Leadership on issues and opportunities as requested or as needed

*Original extension time period was December 8, 2014 – March 30, 2015, therefore, scope or time span of extension may need to be modified to accommodate delay in contract extension; Additionally, all work associated with contract extension has been placed on hold due to the contract approval process



January 29, 2015

Ms. Audrey Lane
Charleston County School District

This provides you a revised scope of services agreement. Please note that I have added 3 additional days per month without increasing the monthly fee. My daily rate has been reduced from \$1300 to \$867.

Scope of Services - The services below include but are not limit to the following areas of concentration:

1. Process Consulting/Coaching/Mentoring

- Review and provide input to the proposed Strategic Diversity Plan for the CCSD. This includes the formation of employee resource groups.
- Provide guidance and input directly to the Superintendent on issues and opportunities at her request or as I see needed.
- Provide coaching and mentoring to members of the 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 my relationships with key Charleston community leaders to garner required support for the CCSD Diversity & Inclusion / Dignity & Respect strategy.
- Identify and address the issues that are barriers to a more effective CCSD/Community partnership.

Proposed Engagement—I would like to break out the 30 days into a 5-month engagement period with a commitment of 9 days per month starting February 10, 2015 to June 30, 2015. I am committing a minimum of 9 days in Charleston to maximize expenses and my effectiveness. I will also waive any fees associated with my travel time.

Investment - I will deliver the scope of work for \$8,800 per month, which equates to a daily rate of \$867 per day @ 9 days per month. This fee does not include any customary business/travel expenses that are incurred.

Next Steps

1. Agree to move forward with the scope of services and terms.

Please advise if you have any questions.

Respectfully,

Kevin L. Clayton

President, Axxis Consulting

SERVICES AGREEMENT NO. 01501044

THIS AGREEMENT is made this 7th day of August, 2014, between the Charleston County School District with offices at 3999 Bridge View Drive., N. Charleston, SC 29405, hereinafter referred to as "CCSD" and Axxis Consulting with offices at 1680 Dew Place, Marietta, GA 30064, hereinafter referred to as "Contractor".

WHEREAS, CCSD realizes the Contractor has certain skills which may benefit CCSD; and
WHEREAS, CCSD desires to retain the services of the Contractor for the term of this Agreement; and

WHEREAS, Contractor desires to render services upon the terms and conditions of this Agreement hereinafter set forth;

NOW, THEREFORE, the parties hereto agree as follows:

1. **Terms of Agreement and Extension.** The initial term of the Agreement shall be July 1, 2014 through December 1, 2014. Subject to Paragraph 6 and upon written modification to this Agreement, this Agreement may be extended under the same terms and conditions as herein stated.
2. **Performance of Duties.** See Attachment A, Statement of Work.
3. **Compensation.** The cost for the services to be provided by the Contractor is \$1,300.00 per day. The not-to-exceed amount is \$50,000 (which includes \$3,200 for expenses). It is contemplated that this sum will cover the portion of the work to be performed by the Contractor during the period of August 1, 2014 through January 30, 2015. The amount specified, or as such may be increased from time to time, shall apply irrespective of any other provisions of this Agreement and any work performed in excess thereof shall be at Contractor's risk.
4. **Payment.** Contractor shall submit invoices and any necessary supporting documentation to the CCSD at the following address:

Charleston County School District
3999 Bridge View Drive
North Charleston, SC 29405
Attention: Accounts Payable
Reference: Services Agreement No. 01501044

5. **Payment Terms.** Payment terms are Net 30 days after receipt of an acceptable invoice, provided that the supplies/services (conforming to the requirements of this Agreement)

have been received and accepted by CCSD. An acceptable invoice is one submitted in accordance with the terms of Paragraph 4 above.

6. **Stop Work.** CCSD may, at any time, by written order to Contractor, require Contractor to stop all, or any part, of the work called for by this Agreement for a period of 45 days after the order is delivered to Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this Clause. Upon receipt of the order, Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 45 days after a stop-work is delivered to Contractor, or within any extension of that period to which the parties shall have agreed, CCSD shall either:
 - a. Cancel the stop-work order; or
 - b. Terminate the work covered by the order as provided in the Termination clause of this Agreement.
7. **Termination.** This Agreement may be terminated under any of the following circumstances:
 - a. By mutual agreement of both parties, which shall be in writing and executed by both parties.
 - b. By either party upon thirty days prior written notice to the other party.
 - c. By CCSD upon failure by Contractor to keep CCSD properly informed of progress made in the pursuit of objectives identified by CCSD.
 - d. By either party upon written notice, for breach of any of the provisions hereof by the other party which breach shall not have been cured within thirty (30) days from notice of such breach.
 - e. By CCSD upon failure of Contractor to provide satisfactory performance.
 - f. By CCSD upon the non-availability of Contractor.
 - g. By CCSD if funding is no longer available.
8. **Return of Documents.** Contractor shall, at the request of the CCSD, upon termination of this Agreement return to the CCSD all records, papers, documents, and copies thereof, pertaining to transactions or information handled by Contractor pursuant to this Agreement.
9. **Confidentiality.** The term "Proprietary Information" as used in this Agreement means (1) confidential information including without limitation information received from third parties under confidential conditions and (2) other technical, business, and financial information which the use or disclosure of might reasonably be construed to be contrary to the interest of the parties. Proprietary Information shall be used by Contractor only in connection with services rendered under this Agreement. Both parties understand and agree that they will (1) keep such information confidential at all times during and after the work, using the same degree of care and safeguards that they take with their own

proprietary information, (2) not disclose or communicate the information to any third party, and (3) will not make use of the information on their company's own behalf, or on behalf of any third party.

Contractor will comply with the Family Education Rights and Privacy Act of 1974 (FERPA) and the Health Insurance Portability and Accountability Act of 2002 (HIPAA).

The obligation of the parties with respect to handling and using proprietary information is not applicable to information that:

- a. Is published or otherwise in the public domain through no fault of the receiving party;
- b. Prior to disclosure hereunder, can be demonstrated by the receiving party to have been in its possession prior to receipt under this Agreement;
- c. Is properly obtained by the receiving without restriction from a third party;
- d. Is disclosed by the receiving party to a third party with the written approval of the disclosing party;
- e. Is independently developed by the receiving party; or
- f. Is disclosed after a period of three (3) years from the date received by the disclosing party.

10. **Noncompete.** During the term of this Agreement, Contractor shall not engage in activities, which may be in competition with or in conflict with the interests of CCSD. Contractor will keep the CCSD informed of other relevant work projects that may be in competition or conflict with the work to be performed by Contractor under this Agreement. The relationship between Contractor and CCSD is not exclusive. "*In conflict with*" is defined as work activities performed by Contractor which adversely affects work activities being performed by CCSD.
11. **Conflict of Interest.** Contractor will keep the CCSD informed of other relevant work projects that may be in competition or conflict with the work to be performed by Contractor under this Agreement.
12. **Insurance.** Contractor carries malpractice or liability insurance of least \$1,000,000 to cover the acts of any person employed to fulfill the requirements of this Agreement. Contractor will also carry Workers' Compensation insurance and all other coverage necessary for their employees. It is specifically agreed and understood that people hired by Contractor to work on this Agreement will not be afforded the legal defense provided to CCSD employees in the normal course and scope of business.
13. **Works Made For Hire.** Contractor further recognizes and understands that his/her work effort for CCSD may include the preparation of materials and that any such materials conceived or written by Contractor will be done as a 'work made for hire' as defined and

used in the Copyright Act of 1976, 17 USC Section 1. In the event of publication of such materials, Contractor understands that because the work is "made for hire," CCSD will retain exclusive rights in said materials, including right of copyright.

14. **Independent Contractor.** In performing this Agreement, Contractor shall be and act as an independent Contractor in all respects, and shall not, for any purpose, be or act as an agent or employee of the CCSD except upon prior, specific, written authorization. Under this Services Agreement, Ms. Audrey Lane is authorized to direct all tasking.
15. **Key Personnel.** For purposes of this Agreement, Mr. Kevin L. Clayton shall be considered the key person. Any changes in key personnel require prior, written approval from the CCSD.
16. **Indemnification.** Contractor shall indemnify and hold CCSD harmless from and against any and all liability for injury to persons or property occasioned wholly or in part by a negligent act or omission of its part, including any and all expenses, legal or otherwise, incurred by Contractor in the defense of any claim or suite arising out of work done under this Agreement; provided, however, that Contractor shall not be liable for injury to persons or property caused by the sole negligence of CCSD.
17. **Assignments.** This Agreement is not assignable and shall not be assigned in whole or in part by Contractor without the prior written consent of the CCSD.
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, CPPO/CPPB
Ph: (843) 566-8131

If to the Contractor: Axxis Consulting
1680 Dew Place
Marietta, GA 30064
Attention: Mr. Kevin L. Clayton
Ph: (404) 431-9996

19. **Agreement Representatives.**

1. The following representatives of CCSD and Contractor are hereby designated for this Agreement:

Contractor's Representatives are:

Mr. Kevin L. Clayton	-	Services Representatives
Mr. Kevin L. Clayton	-	Agreement Representative

CCSD's Representatives are:

Ms. Audrey Lane	-	Technical Representative
Mr. Wayne Wilcher	-	Agreement Representative

2. The Contractor's Services Representative is responsible for day-to-day clarifications and guidance as may be required within the scope of the work requirements. All written communications, however, shall be transmitted through the Contractor's designated Agreement Representative and the CCSD's designated Agreement Representative.
3. Contact with the Contractor regarding prices, terms, quantities, deliveries and financial adjustments shall be made only between the Contractor's Agreement Representative and the CCSD's Agreement Representative. Actions taken by the Contractor, which by their nature effect a change to this Agreement, shall only be binding upon CCSD when such action is specifically authorized in writing by CCSD's Agreement Representative. All written communications between Contractor and CCSD shall be addressed and directed to the CCSD's Agreement Representative/Contractor's Agreement Representative.
20. **Changes.** Changes to the terms and conditions of this Agreement shall be negotiated with CCSD's Agreement Representative and, if accepted by both parties, shall result in a bilateral Modification to the Agreement.
21. **Contractor's Deliverable Submissions.**
Any Contractor deliverables submissions (see Attachment A) of reports, data, drawings, artwork, etc., applicable hereto shall be submitted as identified in Attachment A.
22. **Applicable State Law and Compliance.** The validity, construction, scope, and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina. Contractor agrees to comply with the applicable provisions of any federal, state, or local law or ordinance and all orders, rules, and regulations issued thereunder.

23. **Invalid Provisions.** In the event any one or more of the provisions contained in this Agreement shall be for any reason held invalid, illegal, or unenforceable in any respect it shall not affect any other provision of this Agreement.
24. **Entire Agreement.** This Services Agreement and all documents incorporated herein by reference, constitutes the entire understanding and agreement between the parties with respect to the subject matter hereof and supersedes all prior representations and agreements. It shall not be varied except by an instrument in writing of subsequent date, duly executed by an authorized representative of each of the parties.

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

Axxis Consulting

By: 

Name: Kevin L. Clayton

Title: President

Date: 8.17.14

Charleston County School District

By: 

Name: Nancy J. McGinley

Title: Superintendent

Date: 8/19/14

Attachment A
Statement of Work

Engagement Objective - CCSD would like to engage 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.

Scope of Services - The services below include but are not limit to the following areas of concentration:

1. Process Consulting/Coaching/Mentoring

- Review and provide input to the proposed Strategic Diversity Plan for the CCSD. This includes the formation of employee resource groups.
- Provide guidance and input directly to the Superintendent on issues and opportunities at her request or as I see needed.
- Provide coaching and mentoring to members of the 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 my relationships with key Charleston community leaders to garner required support for the CCSD Diversity & Inclusion / Dignity & Respect strategy.
- Identify and address the issues that are barriers to a more effective CCSD/Community partnership.

Proposed Engagement – Axxis Consulting will break out the 30 days into a 5-month engagement period with a commitment of 6 days per month starting August 2014 to December 2014. I am committing a minimum of 4 days in Charleston to maximize expenses and my effectiveness. I will also waive any fees associated with my travel time.



November 17, 2014

Dr. Charles J. D'Alfonso
Executive Director
Leadership Effectiveness, Achievement & Accountability
Charleston County School District
75 Calhoun Street
Charleston, SC 29401

Dr. D'Alfonso:

This provides you with a revised proposal for Axxis Consulting to provide training and consulting services to the Charleston County School District for your Principals, Assistant Principals, Teachers and Administrators. The primary deliverables include but are not limited to, 1) develop and deliver a four-hour cultural competency/diversity education and training session. 2) develop an introductory training module as part of the new hire orientation process.

I have attached a scope of work statement and an outline of my proposed training design for your review. Please call me to discuss any questions that you may have. I can be reached at 404.431.9996.

Respectfully,

Kevin L. Clayton

Kevin L. Clayton
President



Scope of Services

Background

The Charleston County School District (CCSD) has requested a proposal from Axxis Consulting to provide a four-hour cultural competency/diversity training session. The attendees of the session will include the approximately 250-300 Principals, Assistant Principals, Teachers and/or Administrators.

The purpose of the training is to provide the attendees with the following:

- A base line understanding of the dignity & respect campaign and how it ties into the CCSD diversity and inclusion plan.
- To teach the skills required for an effective leader and educator of diverse populations in diverse communities. The training will focus on cultural competencies and behaviors.

Deliverables

1. To develop and deliver a four-hour training session titled, "Educating in Multi-cultural Environment".
2. To develop a one-hour module as part of the new hire orientation process.

Training Design Methodology

The training session will be customized for CCSD. In order to deliver the required level of customization to meet your desired results we need to conduct several (4-6) small group and individual interviews with the targeted audience prior to the start of training.

Training Methodology

Our training is based on the core principles of adult learning. We will use a combination of lecturette, participant interaction and several components of multi-media to deliver the learning. The sessions will be high energy yet thought provoking.

Outcomes

As a result of the time the participants invest in our session they will leave with the following learning:

1. What diversity is and is not and why this is important to the CCSD and the Charleston community.
2. An understanding of the required behaviors to effectively educate in the 21st century multi-cultural global community and what behaviors are not supportive of the desired state.
3. The necessary cultural competencies required to effectively lead and educate in the CCSD.



Educating in a Multi-Cultural Environment Overview

This program is designed to increase the broad awareness of diversity with specific emphasis on understanding differences, managing and leveraging diversity in a multi-cultural community. We have a specific focus on behaviors and how they add or subtract from a leader's ability to create an environment where diversity and inclusion (D&I) are truly leveraged. We will focus on the critical skills necessary to increase each participant's ability to manage diversity effectively so that they can create an inclusive learning environment that increases performance and results.

Purpose:

To provide participants with an understanding of the following:

- ⇒ What is D&I and D&R.
- ⇒ Why are these important to the success of the CCSD.
- ⇒ The importance of understanding the impact of differences and similarities across cultures, genders, races, and other dimensions of diversity.
- ⇒ What are behaviors that either hinder or facilitate educating in a multi-cultural community.
- ⇒ What are the skills necessary to effectively lead and educate effectively in the 21st century CCSD.

Outcomes:

Upon completion participants will have:

- ⇒ A clearer understanding of what D&R and D&I are and what they are not.
- ⇒ An understanding of personal and professional differences and similarities.
- ⇒ Developed an awareness of how behaviors impact productivity and effectiveness in schools and classrooms.
- ⇒ An understanding of why managing diversity effectively can increase results.

Audience:

- ⇒ Principals, Assistant Principals, Administrators, and Teachers

Length:

- ⇒ 4-Hours

Format:

- ⇒ One or two facilitators, leading interactive lecturettes combined with small group discussions supplemented with multimedia sources.

Class Size:

- ⇒ Up to 20 Participants

Audio / Video Requirements:

- ⇒ LCD Projector and 4 Chart Pads



Educating in a Multi-Cultural Environment Agenda

Agenda:

- Welcome
- Review agenda and session objectives
- Hopes and Fears
- Lecturette and group discussion
 - What is D&I and D&R
 - Why are these important
 - CCSD D&I Plan
- Similarities and Differences exercise and processing
- Break
- Lecturette and Group Discussion - Behaviors
 - Behavior exercise and processing
- Break
- Lecturette – Cultural competencies required in the 21st century
 - Cultural competencies exercise and processing
- Action steps – “What will we do next”
- Wrap up, evaluations, summary, next steps



Timeline and Financial Investment

Timeline

1. Training proposal delivered and agreed upon – Week of November 17, 2014
2. Interviews and focus groups – Concluded by December 12, 2014
3. Develop training format and materials – Completed by December 19, 2014
4. Deliver two pilot sessions – By January 16, 2015
5. Complete training – January 30, 2015

Financial Investment

The total investment for our products and services is \$31,000. This cost does not include printing, postage, and any other customary and misc. expenses associated with the project.

Program Design (includes focus groups and interviews)	- \$7,500
Program Delivery of Educating in a Multi-Cultural Environment (includes participant fee's and 2 pilots)	- \$22,500*
New Hire orientation module	- \$1,500

* Indicates 15 sessions @ \$1,500.00 per session with a maximum 20 participants.

Terms: 50% of payment due upon signing of agreement and the balance due within 15 days after completion of final training session.



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Scope of Services

Background

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Charleston
County SCHOOL DISTRICT

75 Calhoun Street, Charleston, SC 29401

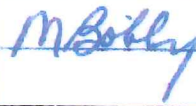

**CAPITAL PROGRAMS
BOARD AGENDA ITEM**

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	

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

1

Charleston
County SCHOOL DISTRICT

VISION 2016
Strategic Planning & Reporting

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County SCHOOL DISTRICT

75 Calhoun Street, Charleston, SC 29401

**CAPITAL PROGRAMS
BOARD AGENDA ITEM**


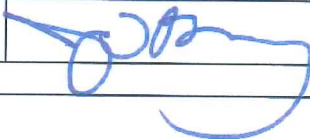
TO: Board of Trustees
FROM: Jeff Borowy, Deputy for Capital Programs
DATE: February 9, 2015
SUBJECT: CAPITAL PROJECTS USING SINKING FUND

RECOMMENDATION: It is hereby requested that the Charleston County School District Board of Trustees authorize Staff to utilize sinking funds in an amount to not exceed \$12.4 million for listed projects.

//.

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	n/a
Mr. Jeff Borowy Deputy for Capital Programs	

Committee Recommendation(s):

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

CAPITAL PROGRAMS
February 9, 2015

SUBJECT: CAPITAL PROJECTS USING SINKING FUND

BACKGROUND: Each year the County Treasurer collects property taxes resulting from the District's debt service millage and holds the taxes in a sinking fund to pay the District's general obligation (GO) bonds. In December 2014, Staff, in coordination with District Auditors, determined that there is currently approximately \$20 million in the sinking fund in excess of the amount needed to pay debt service on outstanding bonds. State law mandates that amounts held in the sinking fund can only be used to pay debt service on general obligation debt. However, the District can access these funds to pay for projects by issuing short-term debt which will be retired by funds on hand in the sinking fund.

DISCUSSION: In a workshop on January 12, 2015, Staff presented the Board of Trustees a list of potential capital projects (not included in either Phase III or Phase IV Capital Programs sales tax referendum) for use of the sinking fund. In a subsequent workshop on January 21, 2015, Staff returned with a recommended prioritized list. After discussion with the Board of Trustees, the list was modified. A summary of the projects in attachment (1) is provided below:

- 1) Middle School (MS) at Burke Campus Repairs: work needed to prepare a portion of the Rhett Building to house the District 20 middle school for school year 2015-16 per the recommendation of the D20 Task Force.
- 2) West Ashley MS Repairs: phase II of a project to consolidate St Andrews and West Ashley (D10) middle schools; second phase includes roof replacement, handicapped ramp from parking lot, addition of entrance/exit to cafeteria, HVAC installation for gym.
- 3) Old Whitesides Repairs: first phase of a project to recondition facility for use by East Cooper Montessori Charter School; this phase includes roof replacement, bathroom and interior improvements, hazmat abatement, and various interior finishes such as painting and flooring.
- 4) St. Andrews MS Repairs: Building, classroom and site upgrades to support the District professional development training.
- 5) Wando High School (HS) HVAC Replacement: Existing system installed with new construction completed in 2004 needs a complete retrofit. Work must be done in the summer of 2015 in order to avoid catastrophic failure of the system.
- 6) Pinckney ES Portable Restroom Installation: Portable restrooms required to meet Office of School Facilities requirements for use of mobile classrooms.
- 7) CE Williams MS Portable Restroom Installation: Portable restrooms required to meet OSF requirements for use of mobile classrooms.
- 8) Cario MS Portable Restroom Installation: Portable restrooms required to meet OSF requirements for use of mobile classrooms.
- 9) North Charleston HS and West Ashley HS CTE Improvements: With Capital Programs construction of the Centers for Advanced Studies not expected for completion until at least the Fall of 2018, improvements are needed to ensure current programs are adequately supported within the existing facilities.

10)CC Blaney ES Repairs: various repairs to recondition CC Blaney for use as a D23 magnet K-8; work includes roof replacement, finishes, bathroom repairs, and FFE.

11)Various Mobile Classroom Move Design: Development of submittals for OSF approval; planning to relocate at least nine (9) mobile classrooms in the summer of 2015.

The expected funding required is \$12.4 million, resulting in a balance available of \$7.6 million which will be considered for use in the future. In order to access funds in the sinking fund, the District will borrow an additional \$12.4 million as part of the Series 2015A bond anticipation note (BAN) to be issued in May 2015. The Series 2015A BAN will be retired by the Fall GO issued in November 2015 which will be retired by a portion of the excess sinking fund in March 2016.

RECOMMENDATION: It is hereby requested that the Charleston County School District Board of Trustees authorize Staff to utilize sinking funds in an amount to not exceed \$12.4 million for listed projects.

FUNDING SOURCE/COST: GO debt to be retired from a portion of the debt service fund balance (sinking fund).

FUTURE FISCAL IMPACT: No impact on millage. Debt will be retired from funds on hand in sinking fund.

DATA SOURCES:

Jeff Borowy, Deputy for Capital Programs
Ron Kramps, Executive Director, Facilities Maintenance & Asset Management
Rick Holt, Director, Cumming Construction Management, Inc.
Joyce Costello, Capital Projects Officer
Carol Clark, Haynsworth Sinkler Boyd, P.A.

PREPARED BY:

Jeff Borowy, Deputy for Capital Programs

REVIEWED BY LEGAL SERVICES:

Carol Clark, Haynsworth Sinkler Boyd, P.A.

REVIEWED BY PROCUREMENT SERVICES: N/A

ATTACHMENTS

1. Uses and Capital Funding List

Uses and Capital Funding

	Project Name	Project Description	\$ Amount	Funding Source	By Whom	By When	Comments
1	Middle School @ Burke	District 20 Task Force	1,500,000	Sinking Fund	Kramps, R	2015	
2	West Ashley MS	Phase 2, 3	2,000,000	Sinking Fund	Kramps, R	2015	
3	Old Whiteside	East Cooper Montessori, Phase II. Big Roof / HVAC	1,000,000	Sinking Fund	Kramps, R	2015	\$2.5M total = \$1M roof replacement, bathrooms & interior and \$1.5M demo, reconfigure floor plan & security vestibule.
4	St. Andrews MS	Administrative Upgrades/Site and Building	1,000,000	Sinking Fund	Kramps, R	2015	\$3M total = \$1M Sinking Fund 2015 + \$2M balance TBD
5	Wando HS	HVAC Replacement	3,700,000	Sinking Fund	Kramps, R	2015	
6	Pinckney ES	Portable Restroom	55,000	Sinking Fund	Kramps, R	2015	
7	CE Williams MS	Portable Restroom	55,000	Sinking Fund	Kramps, R	2015	
8	Carlo MS	Portable Restroom	55,000	Sinking Fund	Kramps, R	2015	
9	North Charleston and West Ashley	CTE Improvements	1,000,000	Sinking Fund	Kramps, R	2015	
10	Blaney	Phase 1, 2, 3 Mobile Classroom Moves A&E	1,500,000	Sinking Fund	Kramps, R	2015	Phases total \$3.3M = \$1.5M FF&E, interior finishes, bathroom renov & outdoor air units and \$1.8M parking improvements & drainage.
11	Various	Submittals to OSF	100,000	Sinking Fund	Kramps, R	2015	
			Sinking Fund 2015 - Subtotal \$ 11,965,000				

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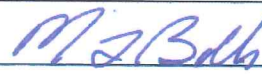
**HEAD START/EARLY HEAD START
BOARD AGENDA ITEM**

TO: Board of Trustees
FROM: Michael L. Bobby
DATE: February 9, 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, December 1, 2014 to December 31, 2014.

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	N/A
Ruth Taylor Assistant Associate Superintendent	

Committee Recommendation(s):

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

Head Start

February 9, 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 (December 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, December 1, 2014 to December 31, 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 DECEMBER 2014**

ACCOUNT DESCRIPTION	FY15 BUDGET	YTD EXPENDITURES	DECEMBER EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
TOTAL SALARIES	\$ 4,100,345.26	\$ 1,545,899.84	\$ 253,108.21	\$ -	\$ 2,554,445.42	38%
TOTAL BENEFITS	\$ 1,586,252.83	\$ 591,129.75	\$ 104,340.76	\$ -	\$ 995,123.08	37%
TOTAL PURCHASED SERVICES	\$ 270,528.42	\$ 177,951.60	\$ 24,985.02	\$ 16,554.14	\$ 76,022.68	72%
TOTAL SUPPLIES	\$ 260,187.31	\$ 115,436.94	\$ 13,730.19	\$ 5,587.96	\$ 139,162.41	47%
TOTAL OTHER	\$ 368,954.45	\$ 1,240.00	\$ 280.00	\$ -	\$ 367,714.45	0%
TOTAL	\$ 6,586,268.27	\$ 2,431,658.13	\$ 396,444.18	\$ 22,142.10	\$ 4,132,468.04	37%

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

ACCOUNT DESCRIPTION	FY15 BUDDGET	YTD EXPENDITURES	DECEMBER EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
0151 HEADSTART/EHS/PRESCHOOL	1,794,289.75	805,292.20	89,813.60	15,511.33	973,486.22	46%
0309 MURRAY-LASAINIE ELEMENTARY	314,984.39	117,240.75	22,619.24	0.00	197,743.64	37%
0411 CHILD & FAMILY DEVELOPMEN	151,030.88	58,137.05	2,253.44	622.36	92,271.47	39%
0412 CHICORA ELEMENTARY	149,002.11	51,543.11	10,926.63	0.04	97,458.96	35%
0413 E A BURNS ELEMENTARY	264,188.37	110,582.04	18,441.83	0.00	153,606.33	42%
0415 LADSON ELEMENTARY	245,902.93	69,530.03	13,743.38	1,420.59	174,952.31	29%
0421 W B GOODWIN ELEMENTARY	322,884.71	125,673.91	24,064.64	0.00	197,210.80	39%
0422 MATILDA F DUNSTON ELEMENT	228,597.06	82,799.48	16,660.46	0.00	145,797.58	36%
0425 A C CORCORAN ELEMENTARY	154,701.95	49,572.16	9,768.70	1,037.88	104,091.91	33%
0426 MIDLAND PARK PRIMARY SCHO	743,695.70	216,165.17	47,102.11	3,049.90	524,480.63	29%
0504 ST JAMES-SANTEE ELEMENTAR	219,264.75	77,702.01	11,984.61	0.00	141,562.74	35%
0655 WA HEAD START	493,017.25	173,979.10	30,907.71	0.00	319,038.15	35%
0752 THOMAS MYERS II	597,872.51	266,841.29	58,817.83	0.00	331,031.22	45%
0777 CHS COUNTY HUMAN SERVICES	247.70	247.70	0.00	0.00	0.00	100%
0810 E B ELLINGTON ELEMENTARY	240,718.34	117,245.94	18,006.91	500.00	122,972.40	49%
0811 MINNIE HUGHES ELEMENTARY	85,872.25	35,658.59	4,910.67	0.00	50,213.66	42%
0906 MT ZION ELEMENTARY	140,671.75	46,344.35	10,160.19	0.00	94,327.40	33%
0907 EDITH FRIERSON ELEMENTARY	69,978.23	27,103.25	6,262.23	0.00	42,874.98	39%
0999 SCHOOL-WIDE ACCOUNTS	369,347.64	0.00	0.00	0.00	369,347.64	0%
Grand Total	6,586,268.27	2,431,658.13	396,444.18	22,142.10	4,132,468.04	37%

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

ACCOUNT DESCRIPTION	FY15 BUDGET	YTD EXPENDITURES	DECEMBER EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
110 ADMINISTRATIVE SALARY	\$ 528,208.77	\$ 219,568.65	\$ 30,530.00	\$ -	\$ 308,640.12	42%
112 TEACHER/PROFESSIONAL ED SA	\$ 628,148.11	\$ 234,944.29	\$ 46,651.70	\$ -	\$ 393,203.82	37%
113 PROFESSIONAL OTHER SALARY	\$ 158,993.15	\$ 81,143.26	\$ 11,607.62	\$ -	\$ 77,849.89	51%
114 TECHNICAL SALARY	\$ 26,387.20	\$ 9,773.00	\$ 1,954.60	\$ -	\$ 16,614.20	37%
115 TEACHER AST/CLERICAL SALAR	\$ 2,756,897.55	\$ 997,912.56	\$ 161,516.69	\$ -	\$ 1,758,984.99	36%
135 OVERTIME SALARY - T AST/CL	\$ 1,710.48	\$ 2,558.08	\$ 847.60	\$ -	\$ (847.60)	150%
210 GROUP HEALTH AND LIFE INS	\$ 586,392.15	\$ 218,158.34	\$ 43,246.21	\$ -	\$ 368,233.81	37%
220 EMPLOYEE RETIREMENT	\$ 650,208.69	\$ 246,559.06	\$ 40,562.27	\$ -	\$ 403,649.63	38%
230 SOCIAL SECURITY	\$ 312,846.94	\$ 112,688.08	\$ 18,240.74	\$ -	\$ 200,158.86	36%
260 UNEMPLOYMENT COMPENSATION	\$ 4,089.48	\$ 1,525.36	\$ 254.53	\$ -	\$ 2,564.12	37%
270 WKRS' COMP - REIMB OTHR F	\$ 32,715.57	\$ 12,198.91	\$ 2,037.01	\$ -	\$ 20,516.66	37%
319 LEGAL SERVICES	\$ 8,700.00	\$ -	\$ -	\$ -	\$ 8,700.00	0%
320 PROPERTY SERVICES	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	0%
321 PUBLIC UTIL SVS WATER/SEWA	\$ 12,788.80	\$ 5,487.35	\$ 797.67	\$ -	\$ 7,301.45	43%
322 OUTSOURCED SUBSTITUTES	\$ 25,058.06	\$ 24,098.46	\$ 5,483.96	\$ -	\$ 959.60	96%
323 REPAIRS AND MAINTENANCE SR	\$ 45,034.75	\$ 45,034.75	\$ -	\$ -	\$ -	100%
324 PROPERTY INSURANCE	\$ 18,051.40	\$ 16,400.00	\$ 6,605.60	\$ -	\$ 1,651.40	91%
325 RENTALS/LEASE	\$ 8,585.98	\$ 4,468.78	\$ 4,468.78	\$ -	\$ 4,117.20	52%
332 IN STATE TRAVEL	\$ 10,000.00	\$ 5,592.44	\$ 660.91	\$ -	\$ 4,407.56	56%
333 CURRICULUM FIELD TRIP TRAN	\$ 2,068.00	\$ 126.96	\$ -	\$ 1,941.04	\$ -	100%
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	87%
340 COMMUNICATION (TELEPHONE)	\$ 16,270.58	\$ 7,248.13	\$ 543.44	\$ 1,378.04	\$ 7,644.41	53%
342 PAGER/CELL PHONE RENT/MSG	\$ 21,000.00	\$ 13,347.25	\$ 2,428.02	\$ -	\$ 7,652.75	64%
345 TECHNOLOGY PURCHASED SERVI	\$ 108.50	\$ 108.50	\$ -	\$ -	\$ -	100%
350 ADVERTISING	\$ 9,000.00	\$ 6,278.55	\$ -	\$ -	\$ 2,721.45	70%
360 PRINTING AND BINDING	\$ 4,607.33	\$ 3,745.63	\$ 112.00	\$ -	\$ 861.70	81%
399 OTHER PURCHASED SERVICES	\$ 52,570.13	\$ 34,142.70	\$ 3,884.64	\$ 13,235.06	\$ 5,192.37	90%
410 SUPPLIES	\$ 178,527.31	\$ 74,501.62	\$ 10,153.13	\$ 5,394.83	\$ 98,630.86	45%
412 POSTAGE	\$ 653.28	\$ 561.23	\$ -	\$ -	\$ 92.05	86%

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

ACCOUNT DESCRIPTION	FY15 BUDGET	YTD EXPENDITURES	DECEMBER EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
417 FOOD AND CATERING	\$ 9,379.79	\$ 1,763.54	\$ 155.53	\$ -	\$ 7,616.25	19%
445 TECHNOLOGY SUPPLIES	\$ 5,364.05	\$ 1,854.63	\$ 201.96	\$ 193.13	\$ 3,316.29	38%
446 TECHNOLOGY SOFTWARE	\$ 3,627.88	\$ 3,627.88	\$ -	\$ -	\$ -	100%
447 TECHNOLOGY COMPUTERS	\$ 12,677.70	\$ 12,677.70	\$ -	\$ -	\$ -	100%
448 TECHNOLOGY PERIPHERALS	\$ 329.82	\$ 101.67	\$ 71.85	\$ -	\$ 228.15	31%
470 ENERGY	\$ 43,590.83	\$ 18,225.57	\$ 2,845.27	\$ -	\$ 25,365.26	42%
472 GASOLINE	\$ 6,036.65	\$ 2,123.10	\$ 302.45	\$ -	\$ 3,913.55	35%
640 ORGANIZATION MEMSHP DUES/F	\$ 2,000.00	\$ 1,240.00	\$ 280.00	\$ -	\$ 760.00	62%
690 OTHER OBJECTS	\$ 131,590.20	\$ -	\$ -	\$ -	\$ 131,590.20	0%
791 INDIRECT COST	\$ 235,364.25	\$ -	\$ -	\$ -	\$ 235,364.25	0%
Grand Total	\$ 6,586,268.27	\$ 2,431,658.13	\$ 396,444.18	\$ 22,142.10	\$ 4,132,468.04	37%

**CCSD EARLY HEAD START (FUND 842)
EXPENDITURES**

FOR THE PERIOD DECEMBER 2014

ACCOUNT DESCRIPTION	FY15 BUDGET	YTD EXPENDITURES	DECEMBER EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
TOTAL SALARIES	\$ 1,124,795.72	\$ 458,602.88	\$ 103,193.11	\$ -	\$ 666,192.84	41%
TOTAL BENEFITS	\$ 432,219.55	\$ 164,543.27	\$ 38,244.32	\$ -	\$ 267,676.28	38%
TOTAL PURCHASED SERVICES	\$ 98,912.72	\$ 60,954.55	\$ 9,737.62	\$ 3,578.14	\$ 34,380.03	65%
TOTAL SUPPLIES	\$ 60,514.91	\$ 23,680.55	\$ 1,568.52	\$ 2,689.30	\$ 34,145.06	44%
TOTAL OTHER	\$ 63,420.51	\$ 310.00	\$ 70.00	\$ -	\$ 63,110.51	0%
Grand Total	\$ 1,779,863.41	\$ 708,091.25	\$ 152,813.57	\$ 6,267.44	\$ 1,065,504.72	40%

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

ACCOUNT DESCRIPTION	FY15 BUDGET	YTD EXPENDITURES	DECEMBER EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
0151 HEADSTART/EHS/PRESCHOOL	\$ 413,636.23	\$ 157,671.78	\$ 57,274.08	\$ 3,213.14	\$ 252,751.31	39%
0411 CHILD & FAMILY DEVELOPMEN	\$ 277,383.59	\$ 117,189.45	\$ 20,035.87	\$ 1,958.88	\$ 158,235.26	43%
0426 MIDLAND PARK PRIMARY SCHO	\$ 159,197.23	\$ 67,108.95	\$ 11,118.13	\$ 1,095.42	\$ 90,992.86	43%
0454 R B STALL HIGH	\$ 202,367.91	\$ 104,738.64	\$ 12,962.53	-	\$ 97,629.27	52%
0504 ST JAMES-SANTEE ELEMENTAR	\$ 159,414.55	\$ 46,562.23	\$ 13,874.32	-	\$ 112,852.32	29%
0655 WA HEAD START	\$ 165,793.22	\$ 76,136.24	\$ 12,641.98	-	\$ 89,656.98	46%
0752 THOMAS MYERS II	\$ 125,254.45	\$ 47,807.78	\$ 8,880.57	-	\$ 77,446.67	38%
0777 CHS COUNTY HUMAN SERVICES	\$ 212,675.05	\$ 89,755.51	\$ 16,026.09	-	\$ 122,919.54	42%
0999 SCHOOL-WIDE ACCOUNTS	\$ 64,141.18	\$ 1,120.67	\$ -	-	\$ 63,020.51	2%
Grand Total	\$ 1,779,863.41	\$ 708,091.25	\$ 152,813.57	\$ 6,267.44	\$ 1,065,504.72	40%

**CCSD EARLY HEAD START (FUND 842)
EXPENDITURE BREAKDOWN BY OBJECT
FOR THE PERIOD DECEMBER 2014**

ACCOUNT DESCRIPTION	FY15 BUDGET	YTD EXPENDITURES	DECEMBER EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
110 ADMINISTRATIVE SALARY	\$ 204,417.96	\$ 70,025.77	\$ 11,591.60	\$ -	\$ 134,392.19	34%
112 TEACHER/PROFESSIONAL ED SALARY	\$ 1,120.67	\$ 1,120.67	\$ -	\$ -	\$ -	100%
113 PROFESSIONAL OTHER SALARY	\$ 39,175.76	\$ 19,894.41	\$ 2,901.92	\$ -	\$ 19,281.35	51%
114 TECHNICAL SALARY	\$ 17,747.37	\$ 6,573.11	\$ 1,314.62	\$ -	\$ 11,174.26	37%
115 TEACHER AST/CLERICAL SALAR	\$ 862,317.13	\$ 360,050.98	\$ 87,384.97	\$ -	\$ 502,266.15	42%
135 OVERTIME SALARY - T AST/CL	\$ 16.83	\$ 937.94	\$ -	\$ -	\$ (921.11)	5573%
210 GROUP HEALTH AND LIFE INS	\$ 157,211.11	\$ 54,024.23	\$ 13,434.94	\$ -	\$ 103,186.88	34%
220 EMPLOYEE RETIREMENT	\$ 178,839.86	\$ 72,674.96	\$ 16,334.16	\$ -	\$ 106,164.90	41%
230 SOCIAL SECURITY	\$ 86,045.57	\$ 33,772.31	\$ 7,546.58	\$ -	\$ 52,273.26	39%
260 UNEMPLOYMENT COMPENSATION	\$ 1,124.77	\$ 452.53	\$ 103.17	\$ -	\$ 672.24	40%
270 WKRS' COMP - REIMB OTHR F	\$ 8,998.24	\$ 3,619.24	\$ 825.47	\$ -	\$ 5,379.00	40%
321 PUBLIC UTIL SVS WATER/SEWA	\$ 947.20	\$ 447.20	\$ -	\$ -	\$ 500.00	47%
322 OUTSOURCED SUBSTITUTES	\$ 17,753.03	\$ 11,350.62	\$ 6,088.79	\$ -	\$ 6,402.41	64%
323 REPAIRS AND MAINTENANCE SR	\$ 25,715.98	\$ 25,715.98	\$ -	\$ -	\$ -	100%
324 PROPERTY INSURANCE	\$ 4,100.00	\$ 4,100.00	\$ 1,651.40	\$ -	\$ -	100%
325 RENTALS/LEASE	\$ 1,267.20	\$ 1,117.20	\$ 1,117.20	\$ -	\$ 150.00	88%
332 IN STATE TRAVEL	\$ 9,602.72	\$ 3,006.17	\$ 113.81	\$ -	\$ 6,596.55	31%
338 OUT OF STATE TRAVEL	\$ 4,474.47	\$ 2,822.46	\$ -	\$ -	\$ 1,652.01	63%
339 OTHER TRANSPORTATION SERVI	\$ 574.41	\$ 548.22	\$ -	\$ -	\$ 26.19	95%
350 ADVERTISING	\$ 139.63	\$ 139.63	\$ -	\$ -	\$ -	100%
360 PRINTING AND BINDING	\$ 2,436.08	\$ 2,203.98	\$ -	\$ -	\$ 232.10	90%
399 OTHER PURCHASED SERVICES	\$ 31,902.00	\$ 9,503.09	\$ 766.42	\$ 3,578.14	\$ 18,820.77	41%
410 SUPPLIES	\$ 50,586.24	\$ 19,098.28	\$ 1,529.05	\$ 2,109.56	\$ 29,378.40	42%
412 POSTAGE	\$ 201.12	\$ 138.32	\$ -	\$ -	\$ 62.80	69%
417 FOOD AND CATERING	\$ 1,500.00	\$ 97.04	\$ 21.50	\$ -	\$ 1,402.96	6%
445 TECHNOLOGY SUPPLIES	\$ 2,725.00	\$ 1,033.84	\$ -	\$ 579.74	\$ 1,111.42	59%
446 TECHNOLOGY SOFTWARE	\$ 118.22	\$ 118.22	\$ -	\$ -	\$ -	100%
447 TECHNOLOGY COMPUTERS	\$ 3,176.88	\$ 3,176.88	\$ -	\$ -	\$ -	100%
448 TECHNOLOGY PERIPHERALS	\$ 2,207.45	\$ 17.97	\$ 17.97	\$ -	\$ 2,189.48	1%
640 ORGANIZATION MEMSHIP DUES/F	\$ 400.00	\$ 310.00	\$ 70.00	\$ -	\$ 90.00	78%
791 INDIRECT COST	\$ 63,020.51	\$ -	\$ -	\$ -	\$ 63,020.51	0%
Grand Total	\$ 1,779,863.41	\$ 708,091.25	\$ 152,813.57	\$ 6,267.44	\$ 1,065,504.72	40%

P Card Spend for Ruth Taylor's

Company Name CHARLESTON COUNTY SCHOOL DIST

Grip One of: 0151 EARLY CHILDHOOD EDUCATION (RUTH TAYLOR)
 Anna Richardson or 0151 EARLY CHILDHOOD EDUCATION 3 (RUTH TAYLOR) Christine Buck
 Post Date Between 2014-11-29 00:00:00 and 2014-12-31 23:59:59
 Report Owner AUSTIN, KACEY

Report Time 2015-01-02 00:09:24

Transaction Type One of: Cash advance or Misc Credit or Misc Debit or Purchase or Payment

CH Full Name	Post Date	Purchase Date	Item Description	Item Price	Item Tax	Total Card Spend
HILL, ALI	12/05/2014	12/04/2014	TARGET 00018291 - Purchase	17.92	0.00	17.92
	12/05/2014	12/04/2014	tax	0.00	0.27	0.27
	12/08/2014	12/05/2014	TARGET 00018291 - Credit	(15.92)	0.00	(15.92)
	12/08/2014	12/05/2014	WM SUPERCENTER #1359 - Purchase	8.94	0.00	8.94
	12/08/2014	12/05/2014	tax	0.00	0.13	0.13
	12/22/2014	12/19/2014	USPS 45606095519802503 - Purchase	22.05	0.00	22.05
count: 6				32.99	0.40	33.39
JOWERS, GLENNETT						
	12/04/2014	12/03/2014	PUBLIX #472 - Purchase	16.11	0.00	16.11
	12/04/2014	12/03/2014	tax	0.00	0.24	0.24
	12/11/2014	12/10/2014	PUBLIX #472 - Purchase	30.64	0.00	30.64
	12/11/2014	12/10/2014	tax	0.00	0.46	0.46
	12/17/2014	12/15/2014	EDUCATION STATION LLC - Purchase	19.65	0.00	19.65
count: 5				66.40	0.70	67.10
MAGWOOD, DENA						
	12/09/2014	12/05/2014	STAPLES 00115832 - Purchase	13.99	0.00	13.99
	12/09/2014	12/05/2014	tax	0.00	1.19	1.19
	12/19/2014	12/18/2014	BI-LO GROCERY #5745 - Purchase	17.36	0.00	17.36
	12/19/2014	12/18/2014	tax	0.00	0.70	0.70
	12/19/2014	12/19/2014	PANERA BREAD #204382 - Purchase	217.15	0.00	217.15
count: 5				248.50	1.89	250.39
ROCK, AVIS						
	12/03/2014	12/02/2014	APPALACHIAN SPRINGS - Purchase	107.21	0.00	107.21
	12/03/2014	12/02/2014	REGION IV HEADSTART - Purchase	780.00	0.00	780.00
	12/03/2014	12/02/2014	REGION IV HEADSTART - Purchase	185.00	0.00	195.00
	12/04/2014	12/03/2014	REGION IV HEADSTART - Purchase	325.00	0.00	325.00
	12/12/2014	12/11/2014	STAPLS7128561457000002 - Purchase	20.97	0.00	20.97
	12/12/2014	12/11/2014	tax	0.00	2.28	2.28
12/12/2014		12/11/2014	STAPLS7128561457000002 - Purchase	5.81	0.00	5.81

AUSTIN, KACEY

CH Full Name

Post Date	Purchase Date	Item Description	Item Price	Item Tax	Total Card Spend
12/12/2014	12/11/2014	STAPLS7128561457000001 - Purchase	36.54	0.00	36.54
12/12/2014	12/11/2014	tax	0.00	3.97	3.97
12/12/2014	12/11/2014	STAPLS7128561457000001 - Purchase	10.13	0.00	10.13
12/12/2014	12/11/2014	STAPLS7128561457000003 - Purchase	20.35	0.00	20.35
12/12/2014	12/11/2014	tax	0.00	2.21	2.21
12/12/2014	12/11/2014	STAPLS7128561457000003 - Purchase	5.64	0.00	5.64
12/17/2014	12/16/2014	EAST BAY DELI AT U - Purchase	75.03	0.00	75.03
count: 14			1,581.68	8.46	1,590.14

SCROGGY, GILBERT

12/05/2014	12/04/2014	HUGHES LUMBER & BUILDI - Purchase	7.29	0.00	7.29
12/05/2014	12/04/2014	tax	0.00	0.62	0.62
12/05/2014	12/04/2014	HUGHES LUMBER & BUILDI - Purchase	7.49	0.00	7.49
12/05/2014	12/04/2014	tax	0.00	0.64	0.64
12/05/2014	12/04/2014	LOWES #00655 - Purchase	31.94	0.00	31.94
12/05/2014	12/04/2014	tax	0.00	2.71	2.71
12/09/2014	12/08/2014	LOWES #00655 - Purchase	54.51	0.00	54.51
12/09/2014	12/08/2014	tax	0.00	4.63	4.63
12/12/2014	12/11/2014	LOWES #02948 - Purchase	11.16	0.00	11.16
12/12/2014	12/11/2014	tax	0.00	0.78	0.78
count: 10			112.39	9.38	121.77

WATERS, PAMELA

12/05/2014	12/04/2014	Discount School Supply - Purchase	150.94	0.00	150.94
12/05/2014	12/04/2014	tax	0.00	12.83	12.83
12/08/2014	12/04/2014	LAKESHORE LEARNING MATER - Purchase	1,412.66	0.00	1,412.66
12/08/2014	12/04/2014	tax	0.00	104.41	104.41
12/12/2014	12/10/2014	LAKESHORE LEARNING MATER - Credit	(250.90)	0.00	(250.90)
12/17/2014	12/16/2014	DSS ACHIEVEMNTPRODUCTS - Purchase	1,910.84	0.00	1,910.84
count: 6			3,223.54	117.24	3,340.78

report count: 46

5,403.57

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75 Calhoun Street, Charleston, SC 29401

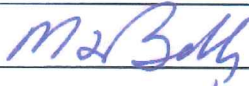
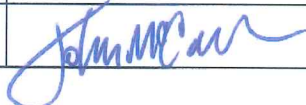
**Contracts & Procurement
BOARD AGENDA ITEM**

TO: Board of Trustees
FROM: John McCarron, Chief Information Officer
DATE: February 9, 2015
SUBJECT: Request for Proposal P1516 Single Human Capital Management Data System


RECOMMENDATION: It is hereby recommended that the Charleston County School Board of Trustees approve the award for Request for Proposal P1516 Single Human Capital Management Data System to FUEL, Inc for \$1,164,544 (five-year contract).

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	
Mr. John McCarron Chief Information Officer	

Committee Recommendation(s):

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

Contracts & Procurement
February 9, 2015

SUBJECT:

Request for Proposal P1516 Single Human Capital Management Data System

BACKGROUND:

Vision 2016 articulates several key objectives and strategies to improve educator effectiveness, including implementation of a Human Capital Management System (HCMS) that aligns human capital strategies with the District's strategic plan.

In 2011-12, the Board approved the implementation of a HCMS dubbed the Personal Achievement Learning Management System (PALMS). The implementation process began with a request for proposal (RFP) procurement of a software solution designed to centralize the existing but disparate computer systems which would provide information on productivity, teacher/leader knowledge, and multiple assessment measures for educators and students. TrueNorthLogic's (TNL) solution was selected.

In 2012-13, the PALMS roll-out was planned to be completely implemented including a classroom observation tool, professional development management (course creation, registration and transcript tracking), and all educator evaluations. Unfortunately, TNL's product fell short of meeting those requirements. Currently, only the Classroom Observation Tool and Professional Development Management Systems are being utilized.

We have notified TNL of our intent to discontinue our current contract at the end of the current fiscal year (June 30, 2015). We will negotiate terms that include support for a smooth transition to a new HCMS platform once details have been finalized.

DISCUSSION:

On November 6, 2014, solicitation Request for Proposal P1516 was issued for a Single Human Capital Management Data System. CCSD utilized the Request for Proposal (RFP) sourcing process to allow Offerors to submit a solution, for a need, that CCSD may not be able to fully define. This RFP was advertised in the South Carolina Business Opportunities (SCBO) and on CCSD's website. The proposals were due in Procurement on December 2, 2014 by 2:00 pm.

The Evaluation Committee convened to review and discuss the proposal received. The committee consists of two (2) IT Officials, five (5) Data Managers and one (1) Procurement Official. One (1) proposal was received in response to the solicitation. The committee met twice to confirm the proposal will address the District's needs. Two (2) phone conferences and a face to face meeting was held with the vendor to address questions and to negotiate cost.

Contracts & Procurement
February 9, 2015

After multiple discussions with FUEL, Inc and reviews by the evaluation committee, the tablet below outlines the negotiated cost.

	Final Cost
Year 1 (2015)	\$ 364,576.00
Year 2 (2016)	\$ 374,992.00
Year 3 (2017)	\$ 174,992.00
Year 4 (2018)	\$ 124,992.00
Year 5 (2019)	\$ 124,992.00
Five (5) Year Total	\$1,164,544.00

FUEL, Inc proposal is to provide the total cost of ownership anticipated for this solution. It includes the cost for software, licenses, installation, implementation, training, software maintenance, software support and upgrades.

RECOMMENDATION:

It is hereby recommended that the Charleston County School Board of Trustees approve the award for Request for Proposal P1516 Single Human Capital Management Data System to FUEL, Inc for \$1,164,544 (five-year contract).

FUNDING SOURCE/COST:

FY2014-15 Fixed Cost of Operations: \$364,576

FUTURE FISCAL IMPACT:

FY2015-16 Fixed Cost of Operations: \$374,992

FY2016-17 Fixed Cost of Operations: \$174,992

FY2017-18 Fixed Cost of Operations: \$124,992

FY2018-19 Fixed Cost of Operations: \$124,992

DATA SOURCES:

Robin McNeal, Procurement Services Officer

Audrey Lane, Deputy for Human Capital Development

Anita Huggins, Executive Director, Office of Teacher Effectiveness

PREPARED BY:

Robin McNeal, Procurement Services Officer

John McCarron, Chief Information Officer

REVIEWED BY LEGAL SERVICES

N/A

REVIEWED BY PROCUREMENT SERVICES

Wayne Wilcher, Director Contracts, Procurement & Records

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75 Calhoun Street, Charleston, SC 29401

**INFORMATION TECHNOLOGY
BOARD AGENDA ITEM**

TO: Board of Trustees
FROM: John McCarron, Chief Information Officer
DATE: February 9, 2015
SUBJECT: Smart Choice Software Adoption



RECOMMENDATION: It is hereby recommended that the Charleston County School Board of Trustees approve the adoption of Smart Choice software for enrollment, registration and school choice processing.

The material is submitted for:


☒ Action
☒ Open

☐ Information
☐ Executive

Respectfully submitted:

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

Committee Recommendation(s):

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

SUBJECT:

Smart Choice Software Adoption

BACKGROUND:

In Charleston County School District (CCSD), each school-aged child is assigned to a neighborhood school based on grade level and home address. In addition, CCSD also offers other dynamic choices, including specialized programs, magnets, and charter schools. Vision 2016 articulates several key objectives and strategies to ensure equal access to high quality school choices and enrichment offerings in every zone of the county.

Navigating the school choice options requires a number of steps and tools to review options and apply to selection options(s) for possible placement into a school or program. For example, parents currently utilize one or more of the following tools in order to determine available choice options:

- **School Look-Up Tool** – Online tool that allows families to enter their home address or use maps to determine assigned neighborhood school and the other educational options available.
- **Constituent Magnet Options** – Webpage that defines constituent magnet and links to school websites with program details including application information.
- **County-wide Magnet Options** – Webpage that defines count-wide magnet and links to school websites with program details including application information.
- **Charter School Options** – Webpage that defines charter schools and links to school websites with program details including application information.
- **Montessori Program Options** – Webpage that defines Montessori and links to school websites with program details including application information.
- **Choice for Military Families** – Webpage that details additional choice options available for active duty military families enrolling their children in CCSD schools.
- **Registration Information** – Webpage that allows users to learn what documents and steps are required to register a child for a CCSD school.
- **InfoSnap** – Online tool that allows families new to the District to begin their registration process using an online tool. Parents of returning students can also update addresses, phone numbers, and other key information.
- **Voluntary Transfer Information** – Webpage with information about how families may apply to transfer a student to a non-magnet, non-ESEA school on a space available basis with no transportation provided.

DISCUSSION:

In order to make school choice options more clear and assessable to parents, CCSD needs to streamline the process and make it more user-friendly. In addition, the manual processing of enrollment and application information, choice applications, and voluntary transfers is inefficient and time consuming for all involved.

In April 2014, CCSD piloted software called Smart Choice to electronically facilitate the voluntary transfer and placement process. The cost for the pilot was \$35,126 and was funded via Software Fixed Cost of Ownership.

Information Technology
February 9, 2015

The pilot implementation of Smart Choice successfully demonstrated the automation of the voluntary transfer process including the lottery process and ranking rubric, placement process, waiting list, parent notification, and the appeals process.

CCSD procurement code allows for the piloting of software without competition for one year but also requires Board approval to formally adopt the software going forward. Given this success, CCSD plans to move forward with the adoption of Smart Choice.

However, Smart Choice can do much more than automate the voluntary transfer and placement process; it also can handle enrollment, application, and school choice in a seamless way that is parent friendly and integrates with PowerSchool. This expansion would also eliminate the cost for the InfoSnap online student registration system.

The overall proposed cost to implement the expanded Smart Choice system is \$46,000 with ongoing annual costs for licensing, hosting and support at \$12,500. We currently pay \$ 72,600 annually for the InfoSnap online registration system and this cost will be eliminated by the Smart Choice adoption.

RECOMMENDATION:

It is hereby recommended that the Charleston County School Board of Trustees approve the adoption of Smart Choice software for enrollment, registration and school choice processing.

FUNDING SOURCE/COST:

FY2014-15 Fixed Cost of Operations: \$ 46,000

FUTURE FISCAL IMPACT:

FY2015-16 Fixed Cost of Operations: \$ 12,500

FY2015-16 Fixed Cost of Operations: \$(72,600)

Net Savings for FY2015-16: \$ 60,100

DATA SOURCES:

Paul Padron, Assistant Associate Superintendent, Middle School Learning Collaborative
Robert Olson, Director of Planning and Development
Wayne Wilcher, Director of Contracts and Procurement Services

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 & Procurement
BOARD AGENDA ITEM**

TO: Board of Trustees
FROM: Michael Bobby
DATE: February 9, 2015
SUBJECT: Extension of Jones Ford, Inc. Lease of Charlestowne Academy, Bethune Campus

RECOMMENDATION: It is hereby recommended that the Charleston County School Board of Trustees approve the extension of the Jones Ford, Inc. lease to September 30, 2015.

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

Respectfully submitted:

Mr. Michael Bobby Acting Superintendent of Schools	<i>Michael Bobby</i>
Dr. Lisa Herring Deputy Superintendent for Academics	
Mr. Jeff Borowy Deputy for Capital Programs	
Mr. Wayne Wilcher Director of Contracts, Procurement & Records	<i>Wayne Wilcher</i>

Committee Recommendation(s):

Audit and Finance Committee recommendation:	
Mr. Todd Garrett, Chair Audit & Finance Committee	<i>T.H.P. Garrett</i>

Contracts & Procurement
February 9, 2015

SUBJECT:

Extension of Jones Ford, Inc. lease of Charlestown Academy, Bethune Campus

BACKGROUND:

Mr. David Walters, President of Jones Ford, approached CCSD Chief of Finance and Operations to request use of space and land at Charlestown Academy for a one-year period starting February 2014 during renovation of the Jones Ford facilities. Jones Ford proposed to use as follows: 1) parking of vehicles, 2) interior administrative storage, 3) construction material laydown, and 4) administrative space for a construction contractor in bldg 161 (former security office). The 4.69 acre site, including the office building is leased at a cost of \$6,120 per month. This consists of \$5,000 per month for the site and \$1,120 per month for the office building.

DISCUSSION:

On January 19, 2015, staff received a letter requesting to extend the lease of the site to September 30, 2015 from David Walters who is the President of Jones Ford, Inc. This request is required because of delays in Jones Ford construction project. Staff consulted with the Facilities Department and determined this extension will not have an impact on current District requirements for space nor will it have a negative budget impact on the District. However, the District will receive an additional \$18,360 in revenue.

RECOMMENDATION:

It is hereby recommended that the Charleston County School Board of Trustees approve the extension of the Jones Ford, Inc. lease to September 30, 2015.

FUNDING SOURCE/COST:

N/A

FUTURE FISCAL IMPACT:

\$18,360 revenue generated for FY 16

DATA SOURCES:

Wayne Wilcher, Director of Contracts, Procurement & Records

PREPARED BY:

Wayne Wilcher, Director of Contracts, Procurement & Records

REVIEWED BY LEGAL SERVICES

N/A

REVIEWED BY PROCUREMENT SERVICES

Wayne Wilcher, Director of Contracts, Procurement & Records

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75 Calhoun Street, Charleston, SC 29401

**FACILITIES MAINTENANCE AND ASSET MANAGEMENT
BOARD AGENDA ITEM**

TO: Board of Trustees
FROM: Michael Bobby
DATE: February 9, 2015
SUBJECT: Wando HVAC Retrofit Contract

RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees approve a competitively procured contract for retrofit of Wando HS HVAC equipment not to exceed \$3.7M.

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

Respectfully submitted:

Mr. Michael Bobby Acting Superintendent of Schools	<i>M. Bobby</i>
Dr. Lisa Herring Deputy Superintendent for Academics	
Mr. Jeff Borowy Deputy for Capital Programs	
Ronald F. Kramps Executive Director Facilities Maintenance and Asset Management	<i>Ronald Kramps</i>

Committee Recommendation(s):

Audit and Finance Committee recommendation:

Mr. Todd Garrett, Chair
Audit & Finance Committee

T. P. Garrett

FACILITIES MAINTENANCE AND ASSET MANAGEMENT
February 9, 2015

SUBJECT: Wando HVAC Retrofit Contract

BACKGROUND:

As noted in a recent Board Information item, the Fixed Cost of Ownership fiscal year 2015 budget (FCO FY15) includes a line item for Wando High School entitled "HVAC Replacement - Rooftop Units". The heating, ventilation and air conditioning system (HVAC) at Wando has reached the end of its useful service life and its major components are in very serious need of replacement.

DISCUSSION:

The scope of the retrofit includes 21 large rooftop air conditioning units and 5 large ventilation units. As a bid option, 37 smaller additional rooftop heat pumps would be replaced, which provide heating/cooling to non classroom areas such as the cafeteria, performing arts center, etc.

This work has been designed by a local A&E and is being procured through competitive procedures. Following award and an approximately 10-week manufacturing and delivery timeline, we are planning contractor mobilization late May 2015, and completion during the summer months. The execution plan for this week is ongoing in coordination with the Wando HS Principal and her assistants.

RECOMMENDATION:

It is hereby recommended that the Charleston County School District Board of Trustees award a contract for retrofit of Wando HS HVAC equipment not to exceed \$3.7M.

FUNDING SOURCE/COST: Sinking Fund

FUTURE FISCAL IMPACT:

NA

DATA SOURCES:

Ronald F. Kramps, Exec Dir FM&AM

PREPARED BY:

Ronald F. Kramps, Exec Dir FM&AM

REVIEWED BY LEGAL SERVICES

Yes

REVIEWED BY PROCUREMENT SERVICES

Yes

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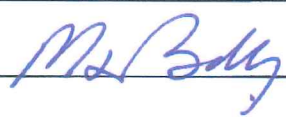
**FACILITIES MAINTENANCE AND ASSET MANAGEMENT
BOARD AGENDA ITEM**

TO: Board of Trustees
FROM: Michael Bobby
DATE: February 9, 2015
SUBJECT: FCO FY15 Repurposing CC Blaney Renovation

RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees approve a competitive contract action for renovation of CC Blaney not to exceed \$1.3M.


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 F. Kramps Executive Director Facilities Maintenance and Asset Management	Ronald Kramps

Committee Recommendation(s):

Audit and Finance Committee recommendation:

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

FACILITIES MAINTENANCE AND ASSET MANAGEMENT
February 9, 2015

SUBJECT: FCO FY15 Repurposing CC Blaney Renovation

BACKGROUND:

The Fixed Cost of Ownership fiscal year 2015 budget (FCO FY15) includes a line item for CC Blaney Elementary School entitled "Renovation with Head Start Move" for \$1.3M. That amount is only enough to complete the first phase of a two-three phase project that will facilitate a K-8 magnet school for District 23. The magnet school will open August 2015 - further phases of renovation will follow later as funds become available.

DISCUSSION:

Blaney has been closed during FY15 to allow for the first phase renovation, and possibly a second phase if the FY16 budget allows. Former Blaney students are relocated to other District 23 schools (Minnie Hughes, EB Ellington).

The scope of the proposed renovation includes roof replacement, replacement of finishes, select mechanical equipment replacement, waterproofing, stormwater drainage improvements, and provision of FFE. Design development by a local A&E has been recently completed.

As noted above, FM&AM anticipates seeking additional FCO (or other) funding, via the FY16 budget, to continue this project (phase two) through summer 2015 for an opening in August 2015.

RECOMMENDATION:

It is hereby recommended that the Charleston County School District Board of Trustees approve a competitive contract for renovation of CC Blaney not to exceed \$1.3M.

FUNDING SOURCE/COST: FCO15 \$1.3M

FUTURE FISCAL IMPACT:

DATA SOURCES:

Ronald F. Kramps, Executive Director FM&AM

PREPARED BY:

Ronald F. Kramps, Executive Director FM&AM

REVIEWED BY LEGAL SERVICES

Yes

REVIEWED BY PROCUREMENT SERVICES

Yes

ATTACHMENTS

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County SCHOOL DISTRICT

75 Calhoun Street, Charleston, SC 29401

**Contracts & Procurement
BOARD AGENDA ITEM**

TO: Board of Trustees
FROM: Michael Bobby
DATE: February 9, 2015
SUBJECT: Extension of Jones Ford, Inc. Lease of Charlestowne Academy, Bethune Campus

RECOMMENDATION: It is hereby recommended that the Charleston County School Board of Trustees approve the extension of the Jones Ford, Inc. lease to September 30, 2015.

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

Respectfully submitted:

Mr. Michael Bobby Acting Superintendent of Schools	<i>Michael Bobby</i>
Dr. Lisa Herring Deputy Superintendent for Academics	
Mr. Jeff Borowy Deputy for Capital Programs	
Mr. Wayne Wilcher Director of Contracts, Procurement & Records	<i>Wayne Wilcher</i>

Committee Recommendation(s):

Audit and Finance Committee recommendation:	
Mr. Todd Garrett, Chair Audit & Finance Committee	<i>T.H.P. [Signature]</i>

Contracts & Procurement
February 9, 2015

SUBJECT:

Extension of Jones Ford, Inc. lease of Charlestown Academy, Bethune Campus

BACKGROUND:

Mr. David Walters, President of Jones Ford, approached CCSD Chief of Finance and Operations to request use of space and land at Charlestown Academy for a one-year period starting February 2014 during renovation of the Jones Ford facilities. Jones Ford proposed to use as follows: 1) parking of vehicles, 2) interior administrative storage, 3) construction material laydown, and 4) administrative space for a construction contractor in bldg 161 (former security office). The 4.69 acre site, including the office building is leased at a cost of \$6,120 per month. This consists of \$5,000 per month for the site and \$1,120 per month for the office building.

DISCUSSION:

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RECOMMENDATION:

It is hereby recommended that the Charleston County School Board of Trustees approve the extension of the Jones Ford, Inc. lease to September 30, 2015.

FUNDING SOURCE/COST:

N/A

FUTURE FISCAL IMPACT:

\$18,360 revenue generated for FY 16

DATA SOURCES:

Wayne Wilcher, Director of Contracts, Procurement & Records

PREPARED BY:

Wayne Wilcher, Director of Contracts, Procurement & Records

REVIEWED BY LEGAL SERVICES

N/A

REVIEWED BY PROCUREMENT SERVICES

Wayne Wilcher, Director of Contracts, Procurement & Records