

CCSD BOARD OF TRUSTEES
AGENDA
July 27, 2015
75 Calhoun St., Charleston, SC 29401
Business & Academics

I. EXECUTIVE SESSION 3:45 p.m.			
	1.1:	Legal Updates – Mr. John Emerson -Pending Cases <i>The Board will receive legal updates.</i>	Information/ Action
	1.2:	Student Transfer Appeals <i>The Board will consider student transfer appeals received April 1, 2015 – July 21, 2015.</i>	Action
	1.3:	Workers' Compensation - <i>The Board will discuss and consider three workers' compensation settlements.</i>	Action
	1.4:	Contractual Matters -Staffing Plans FY (2015-16)	Action
OPEN SESSION 5:15 p.m.			
II.	CALL TO ORDER, INVOCATION/MOMENT OF SILENCE, & PLEDGE of ALLEGIANCE		
III.	ADOPTION OF AGENDA		
IV.	APPROVAL OF MINUTES/EXECUTIVE SESSION AGENDA ITEMS		
	4.1:	A. Open Session Minutes of June 29, 2015 <i>The Board will vote on the open session minutes of June 29, 2015.</i>	Action
		B. Open Session Minutes of July 2, 2015 <i>The Board will vote on the open session minutes of July 2, 2015.</i>	Action
		C. Open Session Minutes of July 7, 2015 <i>The Board will vote on the open session minutes of July 7, 2015.</i>	Action
		D. Open Session Minutes of July 8, 2015 <i>The Board will vote on the open session minutes of July 8, 2015.</i>	Action
		E. Open Session Minutes of July 13, 2015 <i>The Board will vote on the open session minutes of July 13, 2015.</i>	Action
	4.2:	Executive Session Action Items of July 27, 2015 <i>The Board will consider a recommendation to approve executive session action items of July 27, 2015.</i>	Action
	4.3:	A. Financial Minutes of June 29, 2015 <i>The Board will consider a recommendation to approve the financial minutes of June 29, 2015.</i>	Action
		B. Financial Minutes of July 2, 2015 <i>The Board will consider a recommendation to approve the financial minutes of July 2, 2015.</i>	Action
		C. Financial Minutes of July 7, 2015 <i>The Board will consider a recommendation to approve the financial minutes of July 7, 2015.</i>	Action
		D. Financial Minutes of July 8, 2015 <i>The Board will consider a recommendation to approve the financial minutes of July 8, 2015.</i>	Action
		E. Financial Minutes of July 13, 2015 <i>The Board will consider a recommendation to approve the financial minutes of July 13, 2015.</i>	Action

V.	SPECIAL RECOGNITIONS (15 minutes) – Mrs. Erica Taylor, Executive Director of Strategy & Communications		Recognitions
		A. FY2014-2015 Boardsmanship Institute Recognition <i>Two board members will be recognized for training received from the South Carolina School Boards Association.</i>	
VI	VISITORS, PUBLIC COMMUNICATIONS		
VII.	SUPERINTENDENT'S REPORT – Dr. Gerrita Postlewait – Superintendent of Schools		
VIII.	COMMITTEE REPORT(S)		
	8.1:	Audit & Finance Committee – Mr. Todd Garrett	
		A. Audit & Finance Committee Update <i>The Committee Chair will provide information and receive input from Board members.</i>	Information
		B. Head Start Financial Report - Mr. Michael Bobby, Chief Financial Officer for Capital Programs & Operations <i>The Board will consider a recommendation to approve the Head Start Financial Report for May 2015.</i>	Action
		C. Student Meal Charge Policy - Mr. Michael Bobby, Chief Financial Officer for Capital Programs & Operations <i>The Board will consider a recommendation to approve the Student Meal Charge Policy.</i>	Action
		D. 11½ St. Phillip Street Easement - Mr. Michael Bobby, Chief Financial Officer for Capital Programs & Operations <i>The Board will consider a recommendation to approve the 11½ St. Phillip Street Easement.</i>	Action
		E. Angel Oak Elementary School Master Plan - Mr. Michael Bobby, Chief Financial Officer for Capital Programs & Operations <i>The Board will consider a recommendation to approve the Angel Oak Elementary School Master Plan.</i>	Action
	8.2:	Policy & Personnel Committee – Mr. Tripp Wiles	
		A. Policy Committee Update - Mr. Tripp Wiles <i>The Committee Chair will provide information and receive input from Board members.</i>	Information
		B. First Reading – Policy GCF – Professional Staff Hiring – Mr. John Emerson, General Counsel <i>The Board will consider a recommendation to approve the first reading of Policy GCF.</i>	Action
		C. Policy BCA - Board Member Code of Ethics - 1st Reading – Mr. John Emerson, General Counsel <i>The Board will consider a recommendation to approve the first reading of Policy BCA The Board will consider a recommendation to approve the first reading of Policy BCA.</i>	Action
		D. JIH - Student Interrogations, Searches and Arrest - 1st Reading – Mr. John Emerson, General Counsel <i>The Board will consider a recommendation to approve the first reading of Policy JIH.</i>	Action
		E. Policy XXXX - Social Media and Electronic Communications - 2nd Reading – Mr. John Emerson, General Counsel <i>The Board will consider a recommendation to approve the second reading of Policy XXXX.</i> <i>Note: Policy code to be assigned by the SC School Boards Association after submission).</i>	Action
		F. Policy GBEED - Acceptable Use of Technology- 2nd Reading – Mr. John Emerson, General Counsel <i>The Board will consider a recommendation to approve the second reading of Policy GBEED.</i>	Action
		G. Health Advisory Committee Re-Appointments – Mr. John Emerson, General Counsel <i>The Board will consider a recommendation to reappoint four current HAC members to the HAC.</i>	Action
	8.3:	Strategic Education Committee – Rev. Chris Collins	
		A. Strategic Education Committee Update – Rev. Chris Collins <i>The Committee Chair will provide information and receive input from Board members.</i>	Information
	8.4:	Other Committee Reports	

IX.	AD HOC COMMITTEE REPORTS		
X.	POTENTIAL CONSENT AGENDA ITEMS		
	10.1:	A. Naming of District 20 Middle School – Mrs. Erica Taylor <i>The Board will consider a recommendation to name the District 20 Middle School.</i>	Action
		B. Naming of Facilities - Naming of new Mt. Pleasant Elementary School (Carolina Park area) – Mr. John Emerson, General Counsel <i>The Board will consider a recommendation to name the new Mt. Pleasant Elementary School.</i>	Action
		C. Board Committee Meetings <i>The Board will discuss having the Board's three committee meetings on the first Monday of each month, effective September, 2015.</i>	Action
		D. Hursey Attendance Zone - Rev. Chris Collins, Mr. Tom Ducker, Mr. Todd Garrett, Mr. Michael Miller, & Mr. Tripp Wiles <i>The Board will discuss and/or consider a recommendation regarding Hursey Attendance Zone.</i>	Action/ Information
XI.	CAE UPDATE		
	11.1:	A. First year results from Brentwood – Mr. Chris Allen, Chief of Staff - Meeting Street Schools <i>The Board will receive a presentation on the first year results from Mr. Chris Allen regarding Brentwood.</i>	Presentation
XII.	WRAP UP COMMENTS		

Charleston > excellence is our standard
County SCHOOL DISTRICT

75 Calhoun Street, Charleston, SC 29401

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

TO: Board of Trustees
FROM: Michael L. Bobby
DATE: July 27, 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 period ending, May 1, 2015 to May 31, 2015.

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

Respectfully submitted:

Gerrita Postlewait, Ed.D Superintendent of Schools	<i>Gerrita Postlewait</i>
Mr. Michael Bobby Acting Superintendent of Schools	<i>Michael L. Bobby</i>

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

Respectfully submitted:

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

Committee Recommendation(s):

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

Head Start

July 27, 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 (May 2015). 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 period ending, May 1, 2015 to May 31, 2015.

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)
FOR THE PERIOD MAY 2015**

ACCOUNT DESCRIPTION	FY15 BUDGET	YEAR TO DATE EXPENDITURES	MAY EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
TOTAL SALARIES	\$ 3,783,452.28	\$ 3,783,452.28	\$ 908,797.63		\$ -	100%
TOTAL BENEFITS	\$ 1,483,924.70	\$ 1,483,924.70	\$ 378,536.24		\$ -	100%
TOTAL PURCHASED SERVICES	\$ 595,252.07	\$ 499,822.59	\$ 264,201.06	\$ 95,429.48	\$ -	100%
TOTAL SUPPLIES	\$ 427,503.90	\$ 292,735.76	\$ 109,409.59	\$ 134,768.14	\$ -	100%
TOTAL OTHER	\$ 238,393.05	\$ 3,028.80	\$ -		\$ 235,364.25	1%
FY15 FEDERAL SHARE TOTALS	\$ 6,528,526.00	\$ 6,062,964.13	\$ 1,660,944.52	\$ 230,197.62	\$ 235,364.25	96%
NON FEDERAL SHARE	\$ 1,632,132.00	\$ 1,515,741.03	\$ 415,236.13		\$ 58,841.06	93%
TOTAL FOR FY15	\$ 8,160,658.00	\$ 7,578,705.16	\$ 2,076,180.65	\$ 230,197.62	\$ 294,205.31	96%
2014 CARRYOVER PO'S	\$ 57,742.27	\$ 57,742.27				

**CCSD HEAD START (FUND 841)
EXPENDITURES BREAKDOWN BY LOCATION
FOR THE PERIOD MAY 2015**

ACCOUNT DESCRIPTION	FY15 BUDGET	YEAR TO DATE EXPENDITURES	MAY EXPENDITURES	ENCUMBRANCE	REMAINING BUDGET	PERCENTAGE USED
0151 HEADSTART/EHS/PRESCHOOL	\$ 1,728,470.32	1,576,546.31	\$ 248,282.57	\$ 151,924.01	\$ -	100%
0309 MURRAY-LASAINIE ELEMENTARY	\$ 304,174.50	303,120.89	\$ 79,436.19	\$ 1,053.61	\$ (0.00)	100%
0411 CHILD & FAMILY DEVELOPMEN	\$ 152,982.19	152,982.19	\$ 44,729.94	\$ -	\$ -	100%
0412 CHICORA ELEMENTARY	\$ 147,831.00	147,831.00	\$ 45,806.87	\$ -	\$ -	100%
0413 E A BURNS ELEMENTARY	\$ 274,100.93	274,100.93	\$ 75,900.54	\$ -	\$ -	100%
0415 LADSON ELEMENTARY	\$ 249,491.58	249,491.58	\$ 73,127.62	\$ -	\$ -	100%
0421 W B GOODWIN ELEMENTARY	\$ 319,400.37	319,400.37	\$ 93,391.11	\$ -	\$ -	100%
0422 MATILDA F DUNSTON ELEMENT	\$ 208,736.40	208,736.40	\$ 55,641.58	\$ -	\$ -	100%
0425 A C CORCORAN ELEMENTARY	\$ 172,086.93	156,193.98	\$ 46,133.49	\$ 15,892.95	\$ -	100%
0426 MIDLAND PARK PRIMARY SCHO	\$ 717,147.11	690,073.32	\$ 224,533.49	\$ 27,073.79	\$ 0.00	100%
0504 ST JAMES-SANTEE ELEMENTAR	\$ 202,100.44	201,460.80	\$ 59,353.06	\$ 639.64	\$ 0.00	100%
0655 WA HEAD START	\$ 517,204.81	516,026.55	\$ 168,743.11	\$ 1,178.26	\$ 0.00	100%
0752 THOMAS MYERS II	\$ 693,796.45	693,146.74	\$ 280,469.30	\$ 649.71	\$ (0.00)	100%
0777 CHS COUNTY HUMAN SERVICES	\$ 5,732.90	5,732.90	\$ 800.14	\$ -	\$ -	100%
0810 E B ELLINGTON ELEMENTARY	\$ 263,508.08	263,508.08	\$ 62,201.42	\$ -	\$ -	100%
0811 MINNIE HUGHES ELEMENTARY	\$ 97,953.78	97,953.78	\$ 39,156.50	\$ -	\$ -	100%
0906 MT ZION ELEMENTARY	\$ 150,699.62	134,806.67	\$ 41,683.72	\$ 15,892.95	\$ -	100%
0907 EDITH FRIERSON ELEMENTARY	\$ 87,744.59	71,851.64	\$ 21,553.87	\$ 15,892.95	\$ -	100%
0999 SCHOOL-WIDE ACCOUNTS	\$ 235,364.00	0.00	\$ -	\$ -	\$ 235,364.00	0%
FY15 FEDERAL SHARE TOTALS	\$ 6,528,526.00	\$ 6,062,964.13	\$ 1,660,944.52	\$ 230,197.87	\$ 235,364.00	96%
NON FEDERAL SHARE	\$ 1,632,131.50	\$ 1,515,741.03	\$ 415,236.13	\$ -	\$ 58,841.00	93%
TOTAL FOR FY15	\$ 8,160,658.00	\$ 7,578,705.16	\$ 2,076,180.65	\$ 230,197.87	\$ 294,205.00	96%
2014 CARRYOVER PO'S	\$ 57,742.27	\$ 57,742.27	\$ -	\$ -	\$ 0.00%	100%

CCSD HEAD START (FUND 841)
EXPENDITURES BREAKDOWN BY OBJECT
FOR THE PERIOD MAY 2015

ACCOUNT DESCRIPTION	FY15 BUDGET	YEAR TO DATE EXPENDITURES	MAY EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
110 ADMINISTRATIVE SALARY	\$ 513,746.12	\$ 513,746.12	\$ 100,284.04	\$ -	\$ -	100%
112 TEACHER/PROFESSIONAL ED SA	\$ 614,846.08	\$ 614,846.08	\$ 175,677.17	\$ -	\$ -	100%
113 PROFESSIONAL OTHER SALARY	\$ 144,985.26	\$ 144,985.26	\$ 11,607.63	\$ -	\$ -	100%
114 TECHNICAL SALARY	\$ 26,387.10	\$ 26,387.10	\$ 7,818.40	\$ -	\$ -	100%
115 TEACHER AST/CLERICAL SALAR	\$ 2,477,358.05	\$ 2,477,358.05	\$ 608,193.57	\$ -	\$ -	100%
135 OVERTIME SALARY - T AST/CL	\$ 5,829.67	\$ 5,829.67	\$ 5,216.82	\$ -	\$ -	100%
142 SUPPLEMENTAL SALARY	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ -	100%
210 GROUP HEALTH AND LIFE INS	\$ 577,899.85	\$ 577,899.85	\$ 162,629.33	\$ -	\$ -	100%
220 EMPLOYEE RETIREMENT	\$ 598,853.64	\$ 598,853.64	\$ 142,531.07	\$ -	\$ -	100%
230 SOCIAL SECURITY	\$ 273,527.46	\$ 273,527.46	\$ 65,197.54	\$ -	\$ -	100%
260 UNEMPLOYMENT COMPENSATION	\$ 3,754.33	\$ 3,754.33	\$ 908.55	\$ -	\$ -	100%
270 WKRS' COMP - REIMB OTHR F	\$ 29,889.42	\$ 29,889.42	\$ 7,269.75	\$ -	\$ -	100%
320 PROPERTY SERVICES	\$ 91,020.86	\$ 91,020.86	\$ 91,020.86	\$ -	\$ -	100%
321 PUBLIC UTIL SVS WATER/SEWA	\$ 10,506.64	\$ 10,506.64	\$ 1,668.70	\$ -	\$ -	100%
322 OUTSOURCED SUBSTITUTES	\$ 31,849.61	\$ 31,849.61	\$ 10,592.49	\$ -	\$ -	100%
323 REPAIRS AND MAINTENANCE SRVS	\$ 196,431.23	\$ 122,442.10	\$ 55,984.62	\$ 73,989.13	\$ -	100%
324 PROPERTY INSURANCE	\$ 16,400.00	\$ 16,400.00	\$ -	\$ -	\$ -	100%
325 RENTALS/LEASE	\$ 55,815.16	\$ 55,815.16	\$ 68,640.00	\$ -	\$ -	100%
332 IN STATE TRAVEL	\$ 16,839.17	\$ 16,839.17	\$ 5,223.67	\$ -	\$ -	100%
333 CURRICULUM FIELD TRIP TRAN	\$ 3,101.48	\$ 3,008.48	\$ 1,625.53	\$ 93.00	\$ -	100%
338 OUT OF STATE TRAVEL	\$ 20,239.43	\$ 20,239.43	\$ 3,230.61	\$ -	\$ -	100%
339 OTHER TRANSPORTATION SERVI	\$ 2,667.96	\$ 2,667.96	\$ 380.79	\$ -	\$ -	100%
340 COMMUNICATION (TELEPHONE)	\$ 17,800.06	\$ 17,800.06	\$ 1,945.19	\$ -	\$ -	100%
342 PAGER/CELL PHONE RENT/MESG	\$ 28,000.22	\$ 28,000.22	\$ 4,693.17	\$ -	\$ -	100%
345 TECHNOLOGY PURCHASED SERVI	\$ 108.50	\$ 108.50	\$ -	\$ -	\$ -	100%
350 ADVERTISING	\$ 6,278.55	\$ 6,278.55	\$ -	\$ -	\$ -	100%
360 PRINTING AND BINDING	\$ 22,686.60	\$ 22,219.60	\$ 15,711.78	\$ 467.00	\$ -	100%
399 OTHER PURCHASED SERVICES	\$ 75,506.60	\$ 54,626.25	\$ 3,483.65	\$ 20,880.35	\$ 0.00	100%
410 SUPPLIES	\$ 224,873.27	\$ 210,357.86	\$ 83,873.90	\$ 14,515.41	\$ 0.00	100%
412 POSTAGE	\$ 640.19	\$ 640.19	\$ 0.96	\$ -	\$ -	100%

CCSD HEAD START (FUND 841)
EXPENDITURES BREAKDOWN BY OBJECT
FOR THE PERIOD MAY 2015

ACCOUNT DESCRIPTION	FY15 BUDGET	YEAR TO DATE EXPENDITURES	MAY EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
417 FOOD AND CATERING	\$ 20,219.82	\$ 18,454.46	\$ 11,737.74	\$ 1,765.36	\$ 0.00	100%
445 TECHNOLOGY SUPPLIES	\$ 2,951.14	\$ 2,951.14	\$ 345.80	\$ -	\$ -	100%
446 TECHNOLOGY SOFTWARE	\$ 36,461.00	\$ 3,627.88	\$ -	\$ 32,833.12	\$ -	100%
447 TECHNOLOGY COMPUTER	\$ 85,654.25	\$ -	\$ -	\$ 85,654.25	\$ -	100%
448 TECHNOLOGY PERIPHERALS	\$ 1,335.25	\$ 1,335.25	\$ -	\$ -	\$ -	100%
470 ENERGY	\$ 46,447.22	\$ 46,447.22	\$ 7,067.42	\$ -	\$ -	100%
472 GASOLINE	\$ 8,921.76	\$ 8,921.76	\$ 6,383.77	\$ -	\$ -	100%
640 ORGANIZATION MEMSHP DUES/F	\$ 1,240.00	\$ 1,240.00	\$ -	\$ -	\$ -	100%
692 SOLID WASTE FEE	\$ 1,788.80	\$ 1,788.80	\$ -	\$ -	\$ -	100%
791 INDIRECT COST	\$ 235,364.25	\$ -	\$ -	\$ -	\$ 235,364.25	0%
FY15 FEDERAL SHARE TOTALS	\$ 6,528,526.00	\$ 6,062,964.13	\$ 1,660,944.52	\$ 230,197.62	\$ 235,364.25	96%
FY15 NON FEDERAL SHARE	\$ 1,632,132.00	\$ 1,515,741.03	\$ 415,236.13		\$ 58,841.06	93%
TOTAL FOR FY15	\$ 8,160,658.00	\$ 7,578,705.16	\$ 2,076,180.65	\$ 230,197.62	\$ 294,205.31	96%
2014 CARRYOVER PO'S	\$ 57,742.27	\$ 57,742.27	\$ -	\$ -	\$ -	100%

CCSD EARLY HEAD START (FUND 842)
FOR THE PERIOD MAY 2015

ACCOUNT DESCRIPTION	FY15 BUDGET	YEAR TO DATE EXPENDITURES	MAY EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
TOTAL SALARIES	\$ 963,696.28	\$ 963,696.28	\$ 193,419.87	\$ -	\$ -	100%
TOTAL BENEFITS	\$ 358,915.85	\$ 358,915.85	\$ 76,702.31	\$ -	\$ -	100%
TOTAL PURCHASED SERVICES	\$ 301,831.46	\$ 252,469.39	\$ 196,858.82	\$ 48,741.45	\$ 620.62	100%
TOTAL SUPPLIES	\$ 57,947.60	\$ 57,366.80	\$ 22,991.24	\$ 537.97	\$ 42.83	100%
TOTAL OTHER	\$ 65,669.81	\$ 757.20	\$ -	\$ -	\$ 64,912.61	1%
FY15 FEDERAL SHARE TOTALS	\$ 1,748,061.00	\$ 1,633,205.52	\$ 489,972.24	\$ 49,279.42	\$ 65,576.06	96%
FY15 NON FEDERAL SHARE	\$ 437,015.25	\$ 408,301.38	\$ 122,493.06	\$ 12,319.86	\$ 16,394.02	96%
TOTAL FOR FY15	\$ 2,185,076.25	\$ 2,041,506.90	\$ 612,465.30	\$ 61,599.28	\$ 81,970.08	
2014 CARRYOVER PO'S	\$ 31,802.41	\$ 31,802.41				

CCSD EARLY HEAD START (FUND 842)
EXPENDITURES BREAKDOWN BY LOCATION
FOR THE PERIOD MAY 2015

ACCOUNT DESCRIPTION	FY15 BUDGET	YEAR TO DATE EXPENDITURES	MAY EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
0151 HEADSTART/EHS/PRESCHOOL	\$ 335,032.07	\$ 322,559.03	\$ 96,932.62	\$ 12,473.04	\$ -	100%
0411 CHILD & FAMILY DEVELOPMEN	\$ 265,205.13	\$ 263,640.35	\$ 53,812.10	\$ 1,564.78	\$ -	100%
0426 MIDLAND PARK PRIMARY SCHO	\$ 150,271.26	\$ 150,271.26	\$ 28,765.44	\$ -	\$ -	100%
0454 R B STALL HIGH	\$ 217,780.35	\$ 217,130.64	\$ 87,247.81	\$ 649.71	\$ -	100%
0504 ST JAMES-SANTEE ELEMENTAR	\$ 164,787.35	\$ 131,494.88	\$ 38,251.59	\$ 33,292.47	\$ -	100%
0655 WA HEAD START	\$ 169,259.54	\$ 168,609.83	\$ 43,693.70	\$ 649.71	\$ -	100%
0752 THOMAS MYERS II	\$ 136,484.31	\$ 136,484.31	\$ 54,069.78	\$ -	\$ -	100%
0777 CHS COUNTY HUMAN SERVICES	\$ 242,544.26	\$ 241,894.55	\$ 87,199.20	\$ 649.71	\$ -	100%
0999 SCHOOL-WIDE ACCOUNTS	\$ 66,696.73	\$ 1,120.67	\$ -	\$ -	\$ 65,576.06	2%
FY15 FEDERAL SHARE TOTALS	\$ 1,748,061.00	\$ 1,633,205.52	\$ 489,972.24	\$ 49,279.42	\$ 65,576.06	96%
NON FEDERAL SHARE	\$ 437,015.25	\$ 408,301.38	\$ 122,493.06	\$ 12,319.86	\$ 16,394.02	96%
TOTAL FOR FY15	\$ 2,185,076.25	\$ 2,041,506.90	\$ 612,465.30	\$ 61,599.28	\$ 81,970.08	96%
2014 CARRYOVER PO'S	\$ 31,802.41	\$ 31,802.41				

CCSD EARLY HEAD START (FUND 842)
EXPENDITURE BREAKDOWN BY OBJECT
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ACCOUNT DESCRIPTION	FY15 BUDGET	YEAR TO DATE EXPENDITURE	MAY EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
110 ADMINISTRATIVE SALARY	\$ 151,467.54	151,467.54	39,498.06	0.00	\$ -	100%
113 PROFESSIONAL OTHER SALARY	\$ 34,691.67	34,691.67	2,901.91	0.00	\$ -	100%
114 TECHNICAL SALARY	\$ 20,031.27	20,031.27	5,258.48	0.00	\$ -	100%
115 TEACHER AST/CLERICAL SALAR	\$ 756,567.86	756,567.86	145,761.42	0.00	\$ -	100%
135 OVERTIME SALARY - T AST/CL	\$ 937.94	937.94	0.00	0.00	\$ -	100%
210 GROUP HEALTH AND LIFE INS	\$ 126,969.54	126,969.54	30,444.43	0.00	\$ -	100%
220 EMPLOYEE RETIREMENT	\$ 152,683.88	152,683.88	30,452.70	0.00	\$ -	100%
230 SOCIAL SECURITY	\$ 70,668.05	70,668.05	14,064.81	0.00	\$ -	100%
260 UNEMPLOYMENT COMPENSATION	\$ 957.21	957.21	193.21	0.00	\$ -	100%
270 WKRS' COMP - REIMB OTHR F	\$ 7,637.17	7,637.17	1,547.16	0.00	\$ -	100%
320 PROPERTY SERVICES	\$ 28,378.50	28,378.50	28,378.50	0.00	\$ -	100%
321 PUBLIC UTIL SVS WATER/SEWA	\$ 447.20	447.20	0.00	0.00	\$ -	100%
322 OUTSOURCED SUBSTITUTES	\$ 36,554.39	36,554.39	10,528.04	0.00	\$ -	100%
323 REPAIRS AND MAINTENANCE SR	\$ 33,659.65	936.65	2,105.40	32,723.00	\$ -	100%
324 PROPERTY INSURANCE	\$ 4,100.00	4,100.00	0.00	0.00	\$ -	100%
325 RENTALS/LEASE	\$ 43,007.20	43,007.20	41,820.00	0.00	\$ -	100%
331 STUDENT TRANSPORTATION	\$ 51,175.72	51,175.72	51,175.72	0.00	\$ -	100%
332 IN STATE TRAVEL	\$ 4,458.27	4,458.27	637.42	0.00	\$ -	100%
338 OUT OF STATE TRAVEL	\$ 5,018.07	5,018.07	575.45	0.00	\$ -	100%
339 OTHER TRANSPORTATION SERVI	\$ 557.41	557.41	0.00	0.00	\$ -	100%
350 ADVERTISING	\$ 139.63	139.63	0.00	0.00	\$ -	100%
360 PRINTING AND BINDING	\$ 2,522.98	2,522.98	0.00	0.00	\$ -	100%
399 OTHER PURCHASED SERVICES	\$ 91,191.82	75,173.37	61,638.29	16,018.45	\$ -	100%
410 SUPPLIES	\$ 54,474.36	53,936.39	22,151.31	537.97	\$ -	100%
412 POSTAGE	\$ 143.62	143.62	0.00	0.00	\$ -	100%
417 FOOD AND CATERING	\$ 781.79	781.79	84.70	0.00	\$ -	100%
445 TECHNOLOGY SUPPLIES	\$ 2,368.81	2,368.81	755.23	0.00	\$ -	100%
446 TECHNOLOGY SOFTWARE	\$ 118.22	118.22	0.00	0.00	\$ -	100%
447 TECHNOLOGY COMPUTERS	\$ 7.45	7.45	0.00	0.00	\$ -	100%
448 TECHNOLOGY PERIPHERALS	\$ 10.52	10.52	0.00	0.00	\$ -	100%
640 ORGANIZATION MEMSHIP DUES/F	\$ 310.00	310.00	0.00	0.00	\$ -	100%

CCSD EARLY HEAD START (FUND 842)
EXPENDITURE BREAKDOWN BY OBJECT
FOR THE PERIOD MAY 2015

ACCOUNT DESCRIPTION	FY15 BUDGET	YEAR TO DATE EXPENDITURE	MAY EXPENDITURES	ENCUMBRANCE	AVAILABLE BUDGET	PERCENTAGE USED
690 OTHER OBJECTS	\$ 2,555.55	0.00	0.00	0.00	\$ 1,892.10	0%
692 SOLID WASTE FEE	\$ 447.20	447.20	0.00	0.00	\$ -	100%
791 INDIRECT COST	\$ 63,020.51	0.00	0.00	0.00	\$ 63,020.51	0%
FY15 FEDERAL SHARE TOTALS	\$ 1,748,061.00	\$ 1,633,205.52	\$ 489,972.24	\$ 49,279.42	\$ 65,576.06	96%
FY15 NON FEDERAL SHARE	\$ 437,015.25	\$ 408,301.38	\$ 122,493.06	\$ 12,319.86	\$ 16,394.02	96%
TOTAL FOR FY15	\$ 2,185,076.25	\$ 2,041,506.90	\$ 612,465.30	\$ 61,599.28	\$ 81,970.08	96%
2014 CARRYOVER PO'S	\$ 31,802.41	\$ 31,802.41			\$ -	100%

P Card Spend for Ruth Taylor's

Company Name CHARLESTON COUNTY SCHOOL DIST
 Grp One of: 0104 ACADEMIC & INSTRUCTIONAL SUPPORT (RUTH TAYLOR) Toshiba Champaigne or 0151 EARLY CHILDHOOD EDUCATION (RUTH TAYLOR) TOSHIBA CHAMPAIGNE or 0151 EARLY CHILDHOOD EDUCATION 3 (RUTH TAYLOR) Christine Buck, (1 more)
 Post Date Between 2015-05-01 00:00:00 and 2015-05-29 23:59:59
 Report Owner VINSON, COURTNEY
 Report Time 2015-05-31 00:07:18
 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	GL: Allocation Account	GL: Object Code
CHAMPAIGNE, TOSHIBA								
	05/04/2015	05/01/2015	VOICE NATION - Purchase	9.95	0.00	9.95	10412321	410
	05/05/2015	05/04/2015	PAYPAL FAISONDESIG - Purchase	750.00	0.00	750.00	60012319	342
	05/07/2015	05/06/2015	FIREHOUSE SUBS - M - Purchase	99.43	0.00	99.43	60012319	410
	05/07/2015	05/06/2015	HARRIS TEETER #0277 - Purchase	43.97	0.00	43.97	60012319	410
	05/07/2015	05/06/2015	tax	0.00	1.26	1.26	60012319	410
	05/21/2015	05/20/2015	HARRIS TEETER #0277 - Purchase	153.43	0.00	153.43	60012319	410
	05/21/2015	05/20/2015	tax	0.00	4.60	4.60	60012319	410
	05/25/2015	05/23/2015	USPS 45906004808223885 - Purchase	6.49	0.00	6.49	60012319	410
count: 8				1,063.27	5.86	1,069.13		
DAVIS, DENA								
	05/04/2015	05/01/2015	PAYPAL TOGETHER - Purchase	1,181.20	0.00	1,181.20	15184149	410
	05/05/2015	05/04/2015	STONO MARKET - Purchase	40.56	0.00	40.56	15184110	417
	05/06/2015	05/05/2015	BUCKSHOTS RESTAURANT - Purchase	19.32	0.00	19.32	15184110	417
	05/11/2015	05/08/2015	STAPLS7136284112000001 - Purchase	106.48	0.00	106.48	15135810	410

CH Full Name

Post Date	Purchase Date	Item Description	Item Price	Item Tax	Total Card Spend	GL: Allocation Account GL: Object Code
05/11/2015	05/08/2015	tax	0.00	9.05	9.05	15135810 410
05/27/2015	05/26/2015	PALMETTO AWARDS - Purchase	252.00	0.00	252.00	15135810 410
05/27/2015	05/26/2015	tax	0.00	21.42	21.42	15135810 410
05/29/2015	05/28/2015	SQ ANTHONY BROUGHTON - Purchase	672.75	0.00	672.75	15135810 410
count: 8			2,272.31	30.47	2,302.78	
HILL, ALI						
05/22/2015	05/21/2015	GALLERY CHUMA INC. - Purchase	1,500.00	0.00	1,500.00	15184134 410
05/27/2015	05/27/2015	PANERA BREAD #204381 - Purchase	188.00	0.00	188.00	15184134 410
count: 2			1,688.00	0.00	1,688.00	
JOWERS, GLENNETT						
05/19/2015	05/18/2015	WAL-MART #3367 - Purchase	71.03	0.00	71.03	15184110 410
05/19/2015	05/18/2015	tax	0.00	3.64	3.64	15184110 410
05/20/2015	05/19/2015	BI-LO GROCERY #5409 - Purchase	271.11	0.00	271.11	15184110 410
05/20/2015	05/19/2015	tax	0.00	19.59	19.59	15184110 410
05/20/2015	05/19/2015	WAL-MART #1359 - Purchase	327.70	0.00	327.70	15184110 410
05/20/2015	05/19/2015	tax	0.00	5.76	5.76	15184110 410
05/20/2015	05/18/2015	WAL-MART #3367 - Purchase	67.54	0.00	67.54	15184110 410
05/20/2015	05/19/2015	PUBLIX #1145 - Purchase	220.88	0.00	220.88	15184110 410
05/20/2015	05/19/2015	tax	0.00	3.31	3.31	15184110 410
05/21/2015	05/19/2015	WAL-MART #1359 - Purchase	122.84	0.00	122.84	15184110 410

CH Full Name

Post Date	Purchase Date	Item Description	Item Price	Item Tax	Total Card Spend	GL: Allocation Account GL: Object Code
05/22/2015	05/21/2015	PUBLIX #472 - Purchase	138.96	0.00	138.96	15184110 410
05/22/2015	05/21/2015	tax	0.00	4.86	4.86	15184110 410
count: 12			1,220.06	37.16	1,257.22	
MAGWOOD, DENA						
05/13/2015	05/12/2015	STAPLS7136421110000001 - Purchase	145.81	0.00	145.81	15184210 410
05/13/2015	05/12/2015	tax	0.00	12.39	12.39	15184210 410
05/15/2015	05/14/2015	PUBLIX #472 - Purchase	33.92	0.00	33.92	15184210 410
05/15/2015	05/14/2015	tax	0.00	0.88	0.88	15184210 410
count: 4			179.73	13.27	193.00	
ROCK, AVIS						
05/01/2015	04/29/2015	THE KICKIN CHICKEN WA - Purchase	128.16	0.00	128.16	15184110 417
05/04/2015	05/01/2015	PAYPAL TOGETHER - Purchase	794.40	0.00	794.40	15184149 410
05/04/2015	05/01/2015	paypal together	198.60	0.00	198.60	15184249 410
05/04/2015	05/01/2015	COURTYARD BY MARRIOTT-MYR - Purchase	166.89	0.00	166.89	15184140 332
05/04/2015	04/30/2015	CHICK-FIL-A #01936 - Purchase	100.00	0.00	100.00	15184110 417
05/04/2015	04/30/2015	tax	0.00	10.50	10.50	15184110 417
05/06/2015	05/05/2015	STAPLS7136038862000001 - Purchase	35.35	0.00	35.35	15184110 410
05/06/2015	05/05/2015	tax	0.00	3.00	3.00	15184110 410
05/08/2015	05/06/2015	WKS T TAS - Purchase	395.00	0.00	395.00	15184140 338
05/13/2015	05/12/2015	BI-LO GROCERY #5751 - Purchase	5.00	0.00	5.00	15184140 410

CH Full Name

Post Date	Purchase Date	Item Description	Item Price	Item Tax	Total Card Spend	GL: Allocation Account GL: Object Code
05/13/2015	05/12/2015	tax	0.00	0.17	0.17	15184140
05/13/2015	05/12/2015	PANERA BREAD #4382 - Purchase	432.68	0.00	432.68	410 15184110
05/13/2015	05/12/2015	BI-LO GROCERY #5751 - Purchase	24.03	0.00	24.03	417 15184110
05/13/2015	05/12/2015	tax	0.00	0.95	0.95	417 15184110
05/13/2015	05/12/2015	PANERA BREAD #4382 - Purchase	10.84	0.00	10.84	417 15184110
05/14/2015	05/13/2015	PLAK SMACKER - Purchase	193.31	0.00	193.31	417 65584190
05/14/2015	05/12/2015	PANERA BREAD #4382 - Credit	(32.52)	0.00	(32.52)	410 15184110
05/14/2015	05/12/2015	SC.GOV - Purchase	9.14	0.00	9.14	417 15184110
05/14/2015	05/12/2015	SUNOCO 0614964501 - Purchase	4.05	0.00	4.05	399 15184110
05/15/2015	05/14/2015	EDISTO ISLAND SERPENTARIU - Purchase	441.00	0.00	441.00	417 30984111
05/18/2015	05/16/2015	STAPLS7136752110000001 - Purchase	39.80	0.00	39.80	399 90684190
05/18/2015	05/16/2015	tax	0.00	3.38	3.38	410 90684190
05/18/2015	05/16/2015	BEST BUY 00005173 - Purchase	149.96	0.00	149.96	410 15184110
05/18/2015	05/16/2015	tax	0.00	12.75	12.75	410 15184110
05/18/2015	05/16/2015	STAPLS7136741539000001 - Purchase	188.76	0.00	188.76	410 15184110
05/18/2015	05/16/2015	tax	0.00	16.04	16.04	410 15184110
05/18/2015	05/16/2015	SCHOOL HEALTH CORP - Purchase	104.73	0.00	104.73	410 90684190
05/21/2015	05/19/2015	SAFFRON CAFE AND BAKER - Credit	(96.00)	0.00	(96.00)	410 15184110
						417

CH Full Name

Post Date	Purchase Date	Item Description	Item Price	Item Tax	Total Card Spend	GL: Allocation Account GL: Object Code
05/21/2015	05/20/2015	BUCKSHOTS RESTAURANT - Purchase	300.00	0.00	300.00	50484190 417
05/21/2015	05/19/2015	CHICK-FIL-A #00654 - Purchase	316.50	0.00	316.50	15184140 410
05/21/2015	05/19/2015	tax	0.00	33.23	33.23	15184140 410
05/21/2015	05/19/2015	PAY MILLENIUMMANAGEMENTCO - Purchase	183.92	0.00	183.92	15184140 410
05/22/2015	05/21/2015	BEST BUY MHT 00011205 - Purchase	93.98	0.00	93.98	15184140 410
05/22/2015	05/21/2015	tax	0.00	7.99	7.99	15184140 410
05/22/2015	05/21/2015	BI-LO GROCERY #5751 - Purchase	27.96	0.00	27.96	15184140 410
05/22/2015	05/21/2015	tax	0.00	0.42	0.42	15184140 410
05/22/2015	05/21/2015	PLAK SMACKER - Purchase	38.88	0.00	38.88	15184140 410
05/22/2015	05/20/2015	CHICK-FIL-A #01954 - Purchase	134.50	0.00	134.50	15184140 410
05/22/2015	05/20/2015	tax	0.00	11.43	11.43	15184140 410
05/25/2015	05/22/2015	CHICK-FIL-A #00654 - Purchase	278.50	0.00	278.50	15184140 410
05/25/2015	05/22/2015	tax	0.00	29.24	29.24	15184140 410
05/28/2015	05/26/2015	BIG LOTS STORES - #0117 - Purchase	26.04	0.00	26.04	15184140 410
05/28/2015	05/26/2015	DOLRTREE 825 00008250 - Purchase	18.26	0.00	18.26	15184140 410
05/28/2015	05/26/2015	tax	0.00	1.10	1.10	15184140 410
count: 44			4,711.72	130.20	4,841.92	410
SCROGGY, GILBERT						
05/07/2015	05/06/2015	LOWES #00661 - Purchase	128.18	0.00	128.18	15184142 410

CH Full Name

Post Date	Purchase Date	Item Description	Item Price	Item Tax	Total Card Spend	GL: Allocation Account GL: Object Code
05/07/2015	05/06/2015	tax	0.00	10.90	10.90	15184142 410
05/11/2015	05/08/2015	LOWES #00655 - Purchase	29.88	0.00	29.88	15184142 410
05/11/2015	05/08/2015	tax	0.00	2.54	2.54	15184142 410
05/11/2015	05/08/2015	OFFICE DEPOT #1214 - Purchase	359.92	0.00	359.92	15184142 410
05/11/2015	05/08/2015	tax	0.00	30.59	30.59	15184142 410
05/20/2015	05/19/2015	LOWES #00655 - Credit	(41.16)	0.00	(41.16)	15184142 410
count: 7						
TAYLOR, RUTH B						
05/19/2015	05/18/2015	PALMETTO AWARDS - Purchase	45.00	0.00	45.00	30012319 410
05/19/2015	05/18/2015	tax	0.00	3.83	3.83	30012319 410
05/19/2015	05/18/2015	PUBLIX #472 - Purchase	25.98	0.00	25.98	30012319 410
05/19/2015	05/18/2015	tax	0.00	2.21	2.21	30012319 410
05/25/2015	05/21/2015	COLG OF CHARLESTON - Purchase	1,000.00	0.00	1,000.00	30012319 410
count: 5						
WATERS, PAMELA						
05/22/2015	05/20/2015	PRIVATE I PRINT PROMOT - Purchase	1,297.22	0.00	1,297.22	15012230 410
05/22/2015	05/20/2015	tax	0.00	68.28	68.28	15012230 410
05/22/2015	05/20/2015	TEACHING STRATEGIES - Purchase	629.64	0.00	629.64	15012230 410
05/22/2015	05/21/2015	SQ UNIVERSAL LLC - Purchase	408.00	0.00	408.00	10412210 399
05/25/2015	05/22/2015	STAPLES 00115832 - Purchase	316.96	0.00	316.96	15012230 410

VINSON, COURTNEY

6 of 7

2015-05-31 00:07:18

CH Full Name

Post Date	Purchase Date	Item Description	Item Price	Item Tax	Total Card Spend	GL: Allocation Account GL: Object Code
05/25/2015	05/22/2015	tax	0.00	25.07	25.07	15012230 410
05/25/2015	05/21/2015	ALL AMERICAN AWARDS INC - Purchase	15.00	0.00	15.00	10212321 410
05/28/2015	05/26/2015	CHICK-FIL-A #01936 - Purchase	1,698.80	0.00	1,698.80	15012230 417
05/28/2015	05/26/2015	tax	0.00	178.37	178.37	15012230 417
count: 9			4,365.62	271.72	4,637.34	
report count: 99			17,048.51	538.75	17,587.26	

Charleston > excellence is our standard
County SCHOOL DISTRICT

75 Calhoun Street, Charleston, SC 29401

Nutrition Services


BOARD AGENDA ITEM

TO: Board of Trustees
FROM: Michael Bobby
DATE: July 27, 2015
SUBJECT: Student Meal Charge Policy

RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees approve the CCSD Nutrition Services Student Charge Policy to begin at the start of school year 2015-2016.

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

Respectfully submitted:

Gerrita Postlewait, Ed.D Superintendent of Schools	
Mr. Michael Bobby Acting Superintendent of Schools	

Committee Recommendation(s):

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

Charleston > excel once is our standard
County SCHOOL DISTRICT

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Respectfully submitted:

Mr. Michael Bobby Acting Superintendent of Schools	<i>Mr. Bobby</i>
Dr. Lisa Herring Deputy Superintendent for Academics	
Walter Campbell Executive Director of Nutrition Services	<i>Walter Campbell</i>

Committee Recommendation(s):

Audit and Finance Committee recommendation:

Mr. Todd Garrett, Chair Audit & Finance Committee	<i>T. P. Garrett</i>
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CCSD Nutrition Services
July 27, 2015

SUBJECT: Student Meal Charge Policy

BACKGROUND: No one wants a child to go hungry, and no one thinks it's a good idea for students to try learning on an empty stomach. It is not uncommon to hear about someone from the Nutrition Services Team or a teacher giving money from their own pocket for a student who cannot pay for his or her own lunch.

CCSD Nutrition Services allows every student to receive a meal whether they have the funds on their account to pay for the meal or not. CCSD Nutrition Services does not substitute an alternate meal if a student does not have money or has built up a negative balance on their account.

Although every incident is different, each "unpaid meal charge" story indicates a much larger and growing national problem. Left unaddressed, increasing "unpaid meal charges" could potentially threaten Nutrition Services funds and resources. School Meal Programs are self-sustaining and financially independent of the school district's education budget. However, federal regulations prohibit school meal programs from carrying debt from unpaid meal charges from one school year to the next. So when parents or guardians do not pay the balance, and the nutrition services department is unable to cover the costs, school districts are forced to pick up the tab.

In a 2012, School Nutrition Association survey of school meal program directors found that 53 percent of school districts were experiencing a rapid increase in unpaid meal charges. Some School Districts Meal Programs are accumulating debt from unpaid meal charges in the hundreds of thousands of dollars. New York City's public schools reported \$42 million in unpaid meal debts from 2004-2011. Even schools that prohibit students from charging meals can rack up significant costs by serving students alternate meals. These alternate meals often consist of cold sandwiches, with a fruit and milk; but these meals still need to be paid for in some way.

Where is our District? Over the last four years we have gone from writing-off \$82,000 four years ago to writing of \$182,000 this past year. Presently CCSD Nutrition Services has \$303,000 in student meal charges for the 2014-2015 school year. CCSD Nutrition Services cannot continue to absorb these charges and remain financially sound.

DISCUSSION:

Charleston County School District Nutrition Services Charge Policy

Adults - Nutrition Services will not allow adults to charge meals. Adults may pay for meals in advance online or at time of purchase.

Students (Elementary, Middle, and High School) - Elementary, Middle. High School students are allowed to charge Reimbursable Meals.

A charge letter will go home at the end of each week with the student, and parent contact should be made. The Principal will receive a copy of all communication. We realize that emergencies occur, but expect that meals will be paid for when served. **Any uncollected charges will be sent to a collection agency, brought before small claims court, or we will use the South Carolina Setoff Collection Act to collect funds owed to CCSD Nutrition Services.**

RECOMMENDATION: : It is hereby recommended that the Charleston County School District Board of Trustees approve the CCSD Nutrition Services Student Charge Policy to begin at the start of school year 2015-2016.

FUNDING SOURCE/COST:

FUTURE FISCAL IMPACT:

Charges have doubled in less than two years. It is difficult to project the potential saving until after the policy is in place.

DATA SOURCES:

School Nutrition Association
CCSD Nutrition Services Data

PREPARED BY:

Walter Campbell

REVIEWED BY LEGAL SERVICES

N/A

REVIEWED BY PROCUREMENT SERVICES

N/A

ATTACHMENTS:

None

75 Calhoun Street, Charleston, SC 29401

Mr. Todd Garrett, Chair Audit & Finance Committee	Signature
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Charleston County
SCHOOL DISTRICT

75 Calhoun Street, Charleston, SC 29401

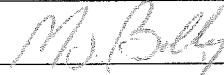

**FACILITIES MAINTENANCE & ASSET MANAGEMENT
BOARD AGENDA ITEM**

TO: Board of Trustees
FROM: Michael Bobby
DATE: July 27, 2015
SUBJECT: Negotiate Amendment to Easement, 11-½ St Philip Street (Memminger ES)


RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees approve a request from staff to negotiate with the current owner of 11-½ St Philip Street, the terms of an amendment to an easement, contained in the limited warranty deed wherein CCSD transferred such property to the American College of the Building Arts.

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. Ron Kramps Executive Director, FM&AM	

Committee Recommendation(s):

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

Facilities Maintenance & Asset Management
July 27, 2015

SUBJECT: Negotiate Amendment to Easement, 11-½ St Philip Street (Memminger ES)

BACKGROUND: On Nov 11, 2014, CCSD transferred our property at 11-½ St Philip Street to the American College of The Building Arts via limited warranty deed for \$10.00. Such deed included a non-exclusive perpetual easement appurtenant to our property at Memminger ES, "for the purpose of pedestrian and vehicular ingress, egress and access to and from the right-of-way known as St. Philip Street," and for access and maintenance of our dumpster and dumpster pad.

The 11-½ St Philip Street property shares a boundary with a 10-car, 90-degree, parking lot for principal and staff at Memminger ES, which is accessed from St. Philip St. One end of this paved parking area has a dumpster enclosure and dumpsters for school use, which are serviced periodically by refuse trucks that pull into the parking lot.

Ownership of 11-½ St. Philip Street changed in December 2014, and the current owner, Messrs. Colin and Tim Colbert, have approached the Memminger ES principal and FM&AM in person, and have, via their attorney (Lynn McCants), put CCSD on notice that they intend to make facility improvements within the easement. Such improvements are described as part of a plan to restore the building at 11-½ St Philip Street (sorely needed) for use as, "high quality office space," and involve several masonry or brick columns, wrought iron fence, and a row of Pringle shrubs to create a "green wall". Their stated intent is to provide a pedestrian corridor for future tenants to access the south entrance to their building.

Messrs. Colbert think their intended improvements are, "in full conformance with the terms of the non-exclusive easement agreement," and that they have, "the right to make these improvements." CCSD staff, including legal counsel, disagree with the Colberts, but we think negotiation of some less intrusive solution may be in the best interests of CCSD.

The Colberts have informed CCSD that they will be approaching the City (the Board of Architectural Review) to gain approval for renovation to their facility, and would prefer to have the "pre-approval" of CCSD for improvements affecting our property or easement.

DISCUSSION:

The easement also says, "each of Grantor (CCSD) and Grantee shall have the right to use the Ingress/Egress Easement area and any open paved drive area on Grantor's property immediately adjacent thereto...for purposes (of) turning around vehicles for

ingress and egress from either property, provide that the foregoing shall not in any way restrict or interfere with Grantor's use and development of Grantor's property."

Furthermore, "Each of Grantor and Grantee shall maintain its own property, provided that each party shall be solely responsible for repairing any damage...to the other's property caused by such party or their respective successors...and employees. Nothing herein is intended, nor shall be construed, to create any rights whatsoever for the benefit of the general public in and to the property conveyed or the easements reserved herein, and nothing herein is intended, nor shall be construed, to create any rights whatsoever for parking by occupants of one property on the other property."

The Colberts' intent is inconsistent with the easement language for the following reasons:

1. The intended improvements will restrict pedestrian and vehicular ingress, egress and access. The current aisle width for the Memminger ES parking, by design, is 24-feet or slightly less. The City Zoning Ordinance, at Sec 54-318.4(a) suggests that Aisle Width for off-street parking shall be of sufficient width to provide safe access and, "the following dimensions shall be used as a guide for typical situations: 24 feet for 90 degree parking." The Colberts' proposed improvements will limit this aisle spacing to approximately 22 feet in some places. This is significant given the daily load of vehicles and the period access by refuse trucks.
2. The easement is non-exclusive, meaning that the ingress/egress access is intended to be shared, which is reasonable. But the intended improvements, by virtue of their design, are for exclusive use by the Colberts.

Also, construction of masonry or brick columns within the easement, as proposed by the Colberts, and the proximity of cars and refuse trucks would seem to put CCSD at risk since the easement would require repair of damage to the Colbert's property (the columns most likely) caused by CCSD damage, which is nearly certain to occur sooner or later as cars and trucks move in and out of the parking lot.

The Colberts have revised their plan over the last few months and speak much of their effort to accommodate CCSD, but the fact remains that their intended improvements, which are less intrusive than when they originally approached CCSD, are still contrary to the terms of the easement.

In the Colbert's favor the following points are offered.

1. Improvements to the structure at 11-1/2 St Philip St. are sorely needed and would enhance the environment surrounding Memminger ES, albeit minimally and with hardly any tangible benefit to the school staff and students.
2. CCSD may have a role in helping the Colberts provide safer pedestrian access to the entrance to their facility, especially since the easement is non-exclusive and such pedestrian access is in direct proximity and adjacent to car and refuse truck traffic in our parking lot.

RECOMMENDATION:

It is hereby recommended that the Charleston County School District Board of Trustees approve a request from Staff to negotiate with the current owner of 11-½ St Philip Street, the terms of an amendment to an easement, contained in the limited warranty deed wherein CCSD transferred such property to the American College of the Building Arts. The goal of such amendment would be to prevent the 11-½ St. Phillips St. owners' encroachment into our easement using permanent structures, while finding a way to facilitate safe passage for pedestrians into their facility.

FUNDING SOURCE/COST: N/A

FUTURE FISCAL IMPACT: N/A

DATA SOURCES: Ron Kramps, Exec Dir FM&AM

PREPARED BY: Ron Kramps, Exec Dir FM&AM

REVIEWED BY LEGAL SERVICES: John Emerson

REVIEWED BY PROCUREMENT SERVICES: N/A

ATTACHMENTS

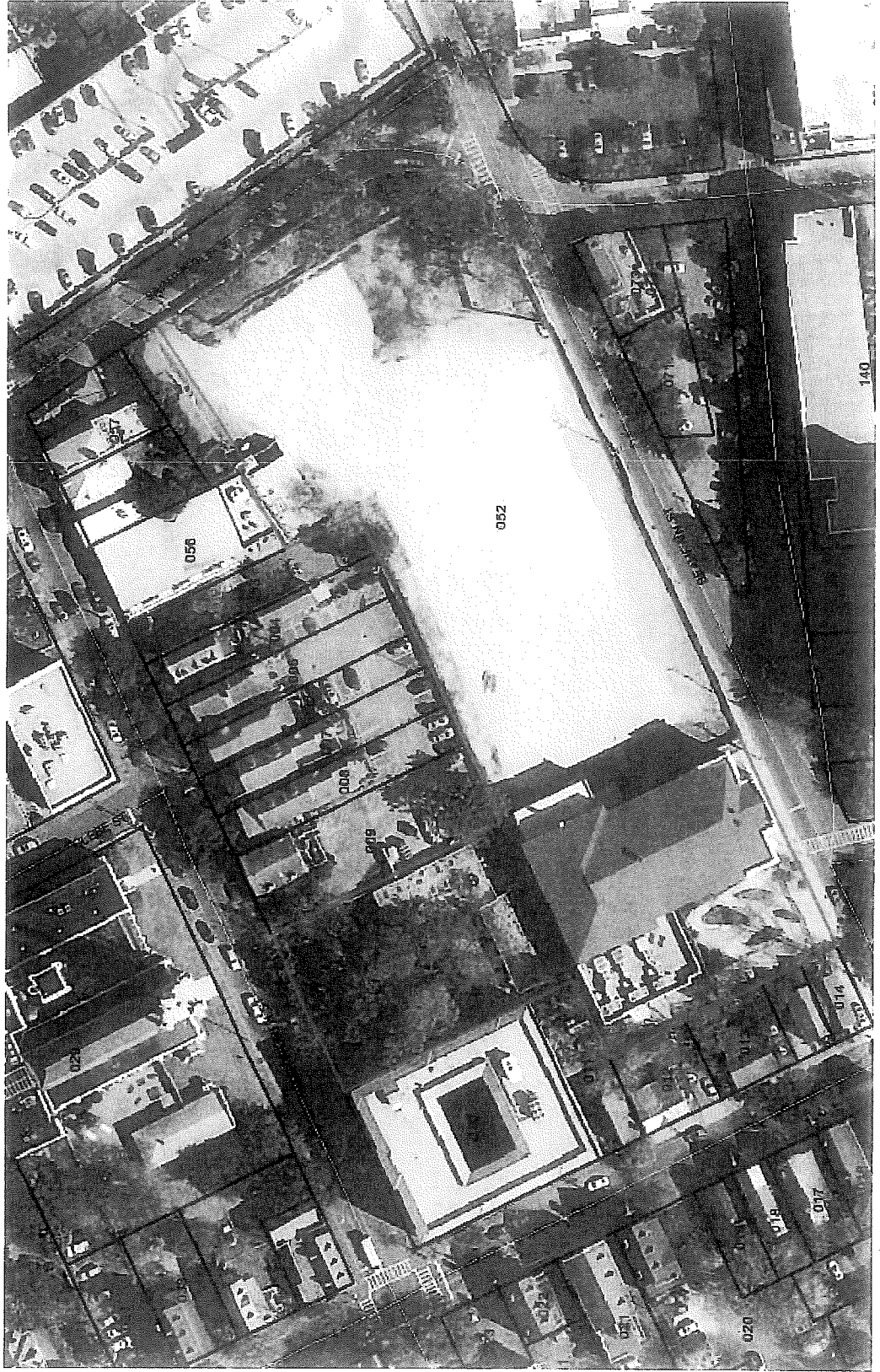
Slide overview (12 pages)

Preliminary Subdivision Plat

Construction Site Plan

Letter of Lynn McCants dtd June 5, 2015, containing Limited Warranty Deed

Memminger Property Boundary



City Zoning Ordinance Parking Aisle Width

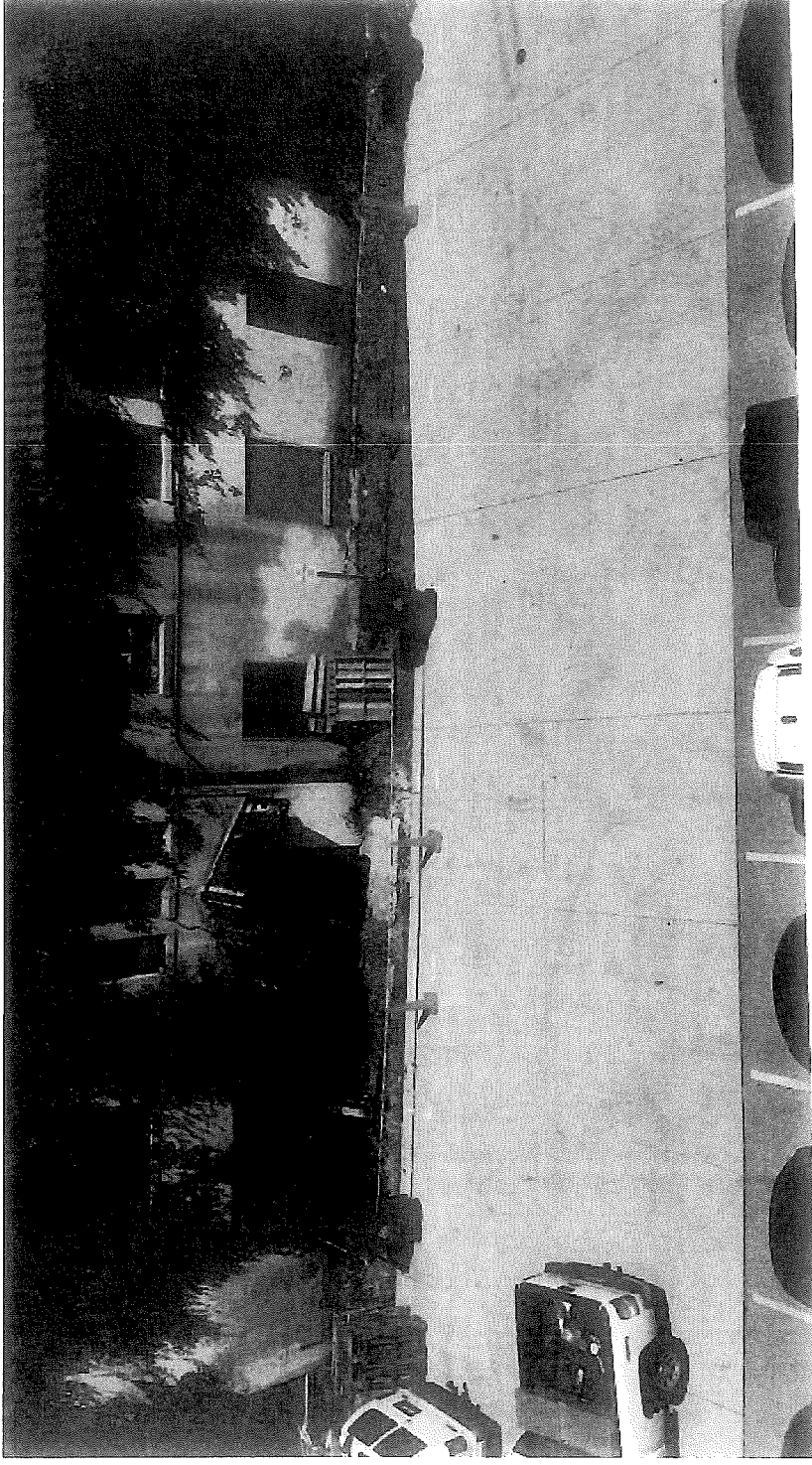
Sec. 54-318. - Design requirements for new parking areas.

- a. Surface lots:
 1. Standard Parking Space Size shall be 9' x 18'6" or 9' x 17' if vehicle overhang is provided.
 2. Handicapped Parking Space Size and quantity shall be determined by Building Code and Federal regulations.
 3. Parallel Parking Space size is required to be 7' wide by 22' long.
 4. Aisle Width Aisles shall be of a sufficient width to provide safe access for the type and number of vehicles using the parking lot. The following dimensions shall be used as a guide for typical situations:
 - (a) 24 feet for 90° parking;
 - (b) 22 feet for two-way angled parking; 15 feet for 60° parking with one-way flow;
 - (c) 16' for 45° parking with one-way flow.
 5. Public parking lots not associated with a specific development and monitored during periods of use may have up to 20 percent of the total parking spaces designated as stalls and pavement markings for compact cars only. Minimum size is 7'6" wide and 16' long.
- b. Parking garages:
 1. Parking garages may provide compact car spaces at a rate of up to forty percent (40%) of the total parking spaces provided.
 2. Minimum width for standard parking spaces is 8'6"; for compact spaces 7'6".
 3. Minimum parking bay depth (two standard parking spaces and an aisle) is 60' for 90° parking; for 60° parking with one-way traffic, the minimum depth is 54'; for 45° parking with one-way traffic, the minimum depth is 49'.
 4. Handicapped parking space size and quantity shall be determined by Building Code and Federal regulations.
- c. Maneuverability. Parking areas must allow adequate room for vehicles to access parking lots and maneuver into and out of spaces safely. Parking lots requiring vehicles to back onto a public right-of-way shall not be permitted, except that properties with exclusively residential uses, with up to 10 dwellings on a lot and parking access on a collector street carrying less than 650 vehicles per day, may have driveways which require a vehicle to back onto and maneuver in the public right-of-way.
- d. Surface material requirements. But for the exceptions listed below, all surface parking lots shall be paved with a durable, hard surfaced material which is appropriate for intended land use. All handicapped parking spaces, and the paths connecting spaces to buildings, shall be hard-surfaced regardless of the land use.
 1. Exceptions. The following types of land uses shall be permitted to have surface parking lots which are paved with non-hard surfaced materials such as slag, gravel, R grasscrete, or not paved at all, provided that site drainage can be accommodated pursuant to city requirements: that a hard surfaced paved apron, of a length not exceeding 10 feet, be provided at the entrance to the parking lot.

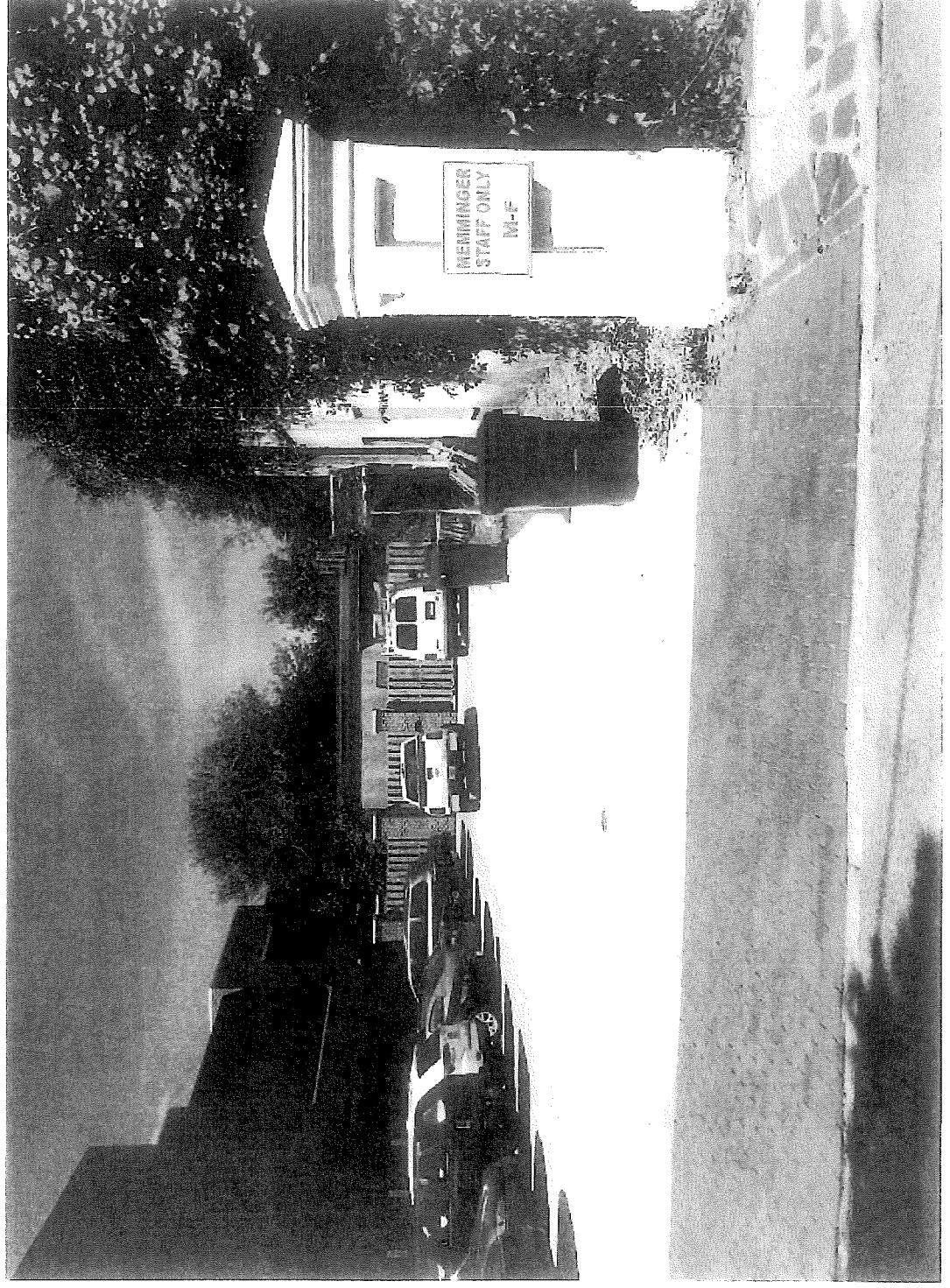
“Props” Show Approximate Layout



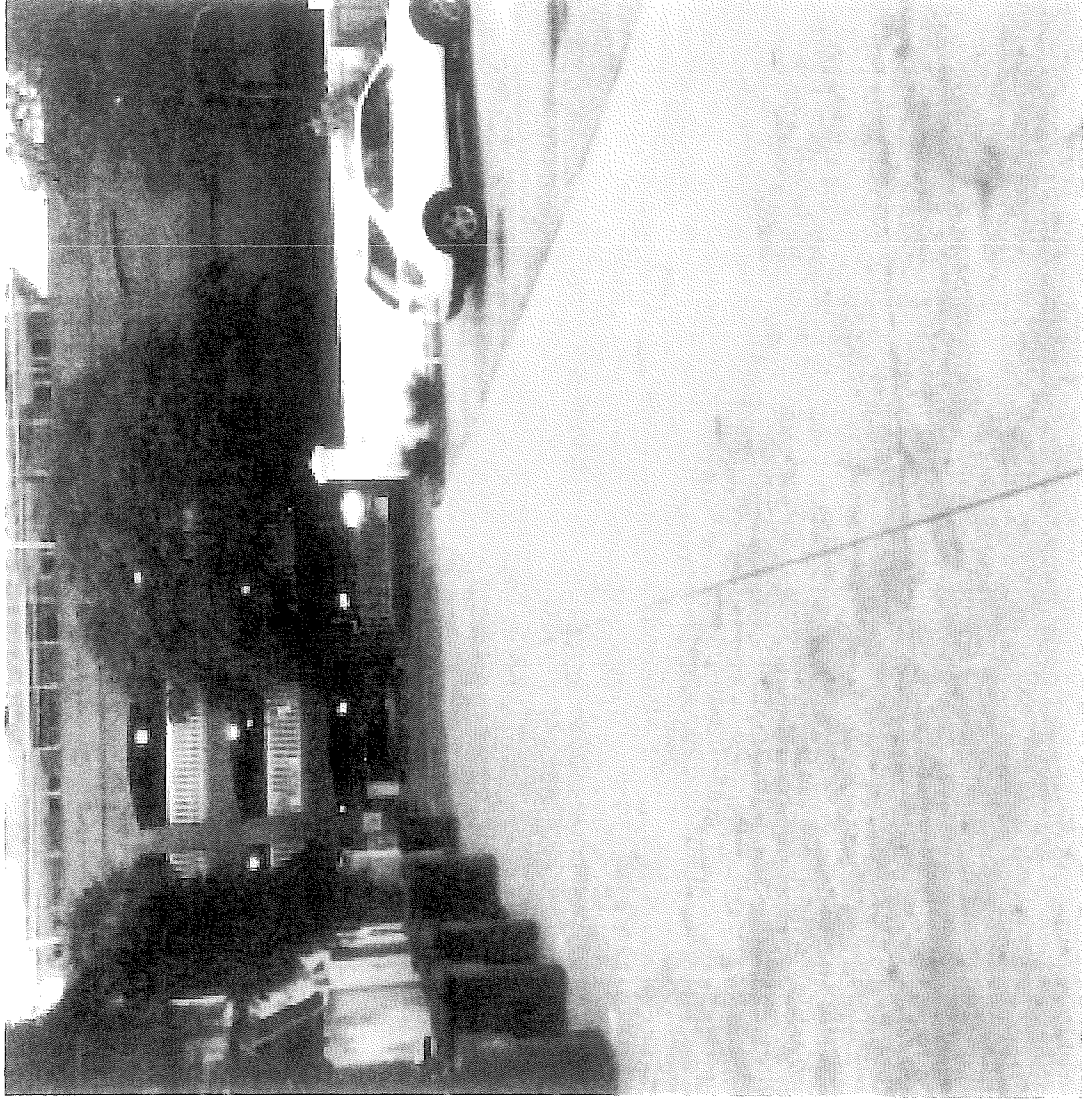
Proposed Plan Narrows Parking Aisle



Street View from St Philip



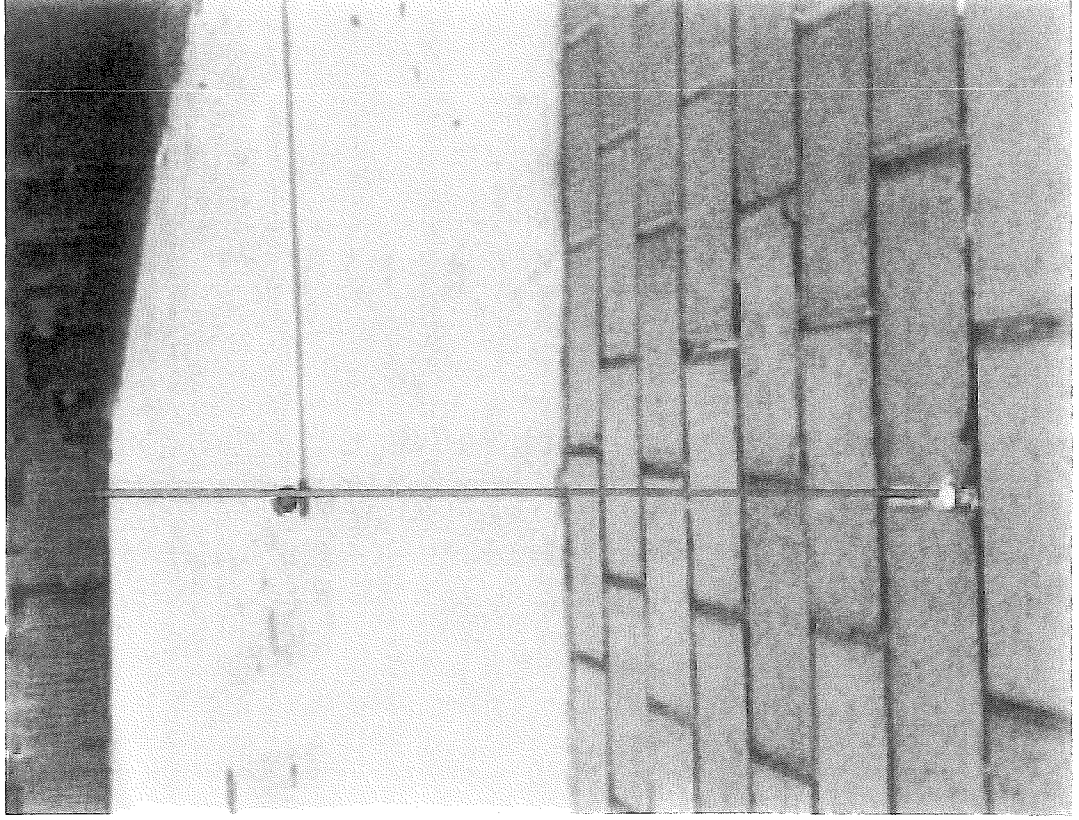
View From Dumpster Enclosure



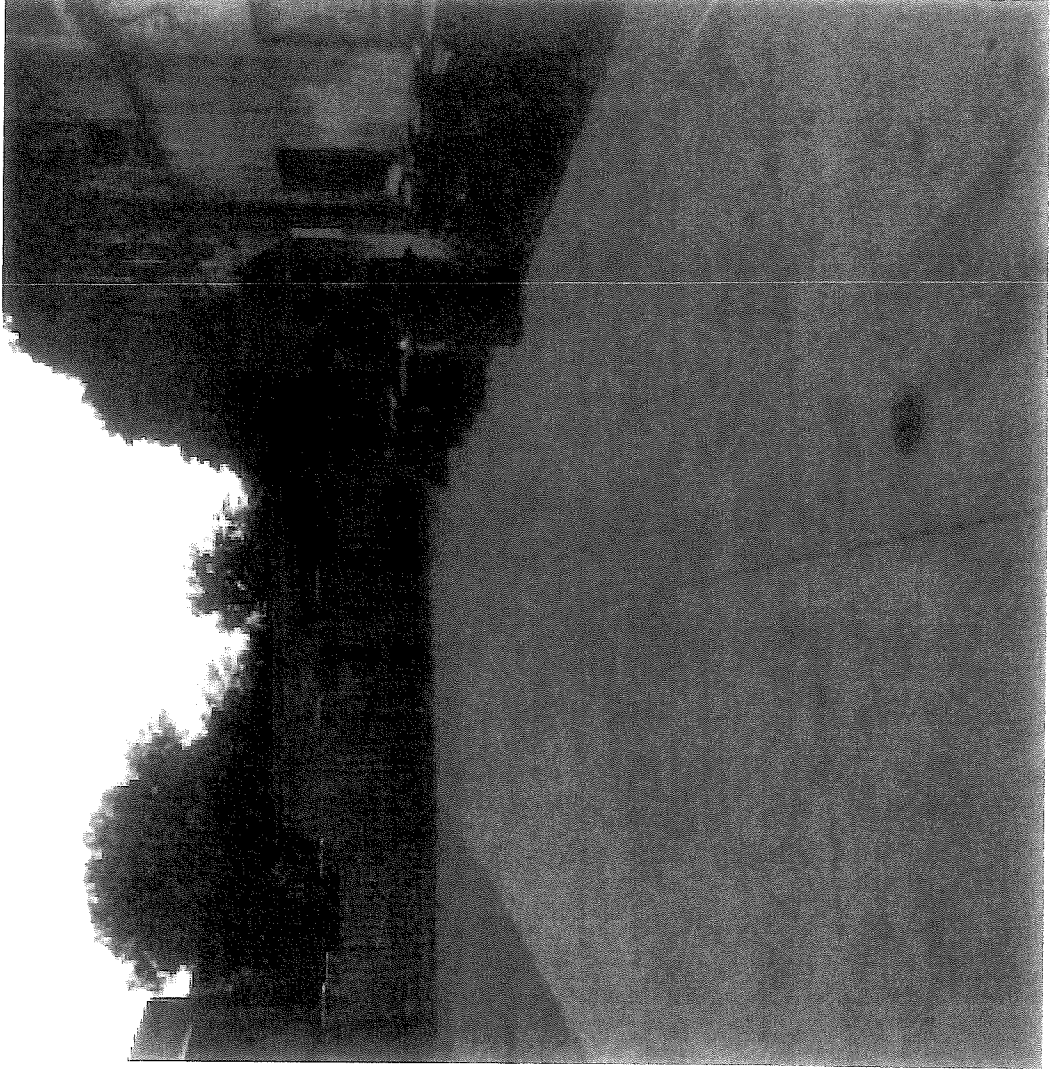
Property Boundary



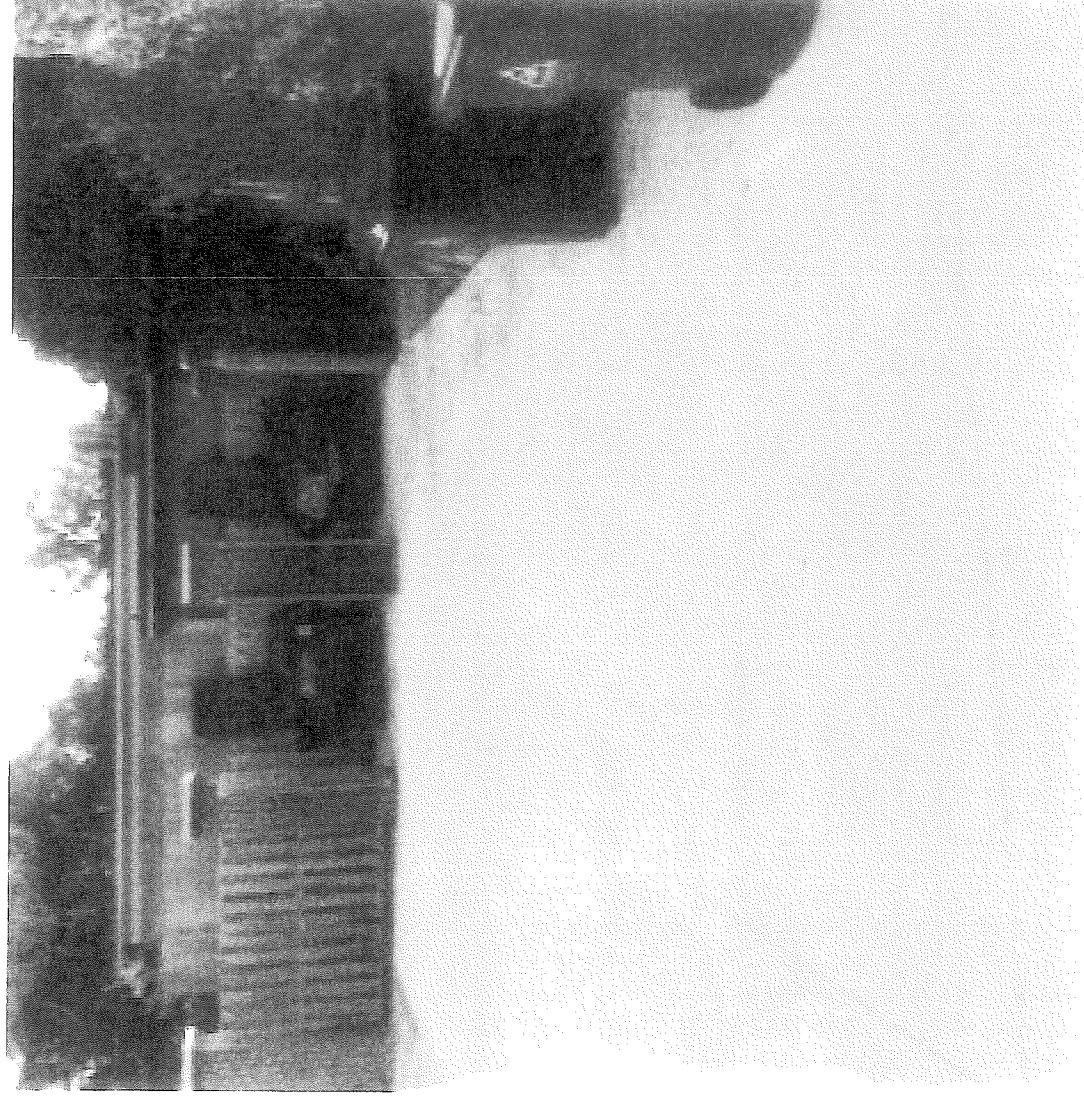
Property Boundary



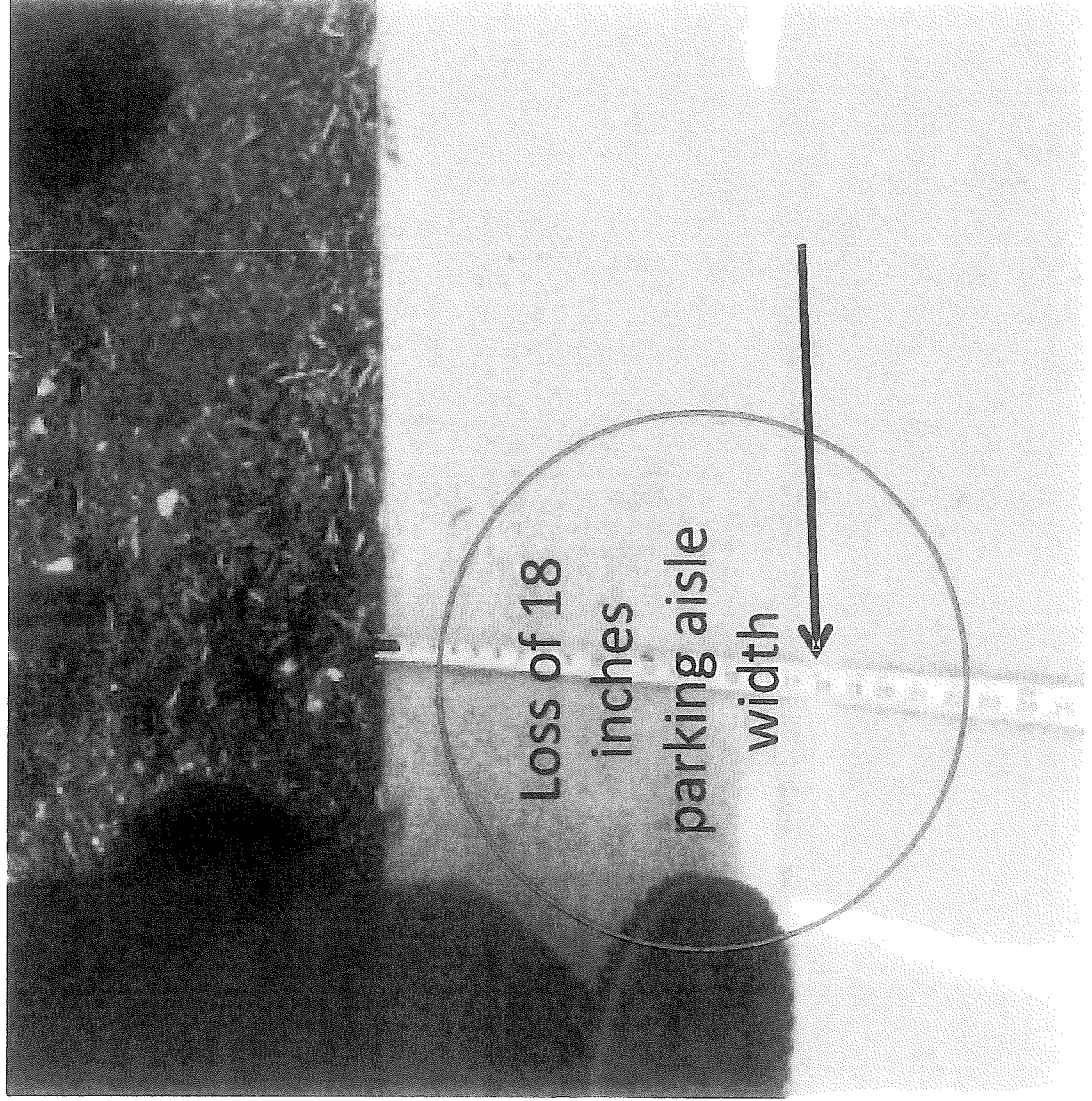
Dumpster Enclosure



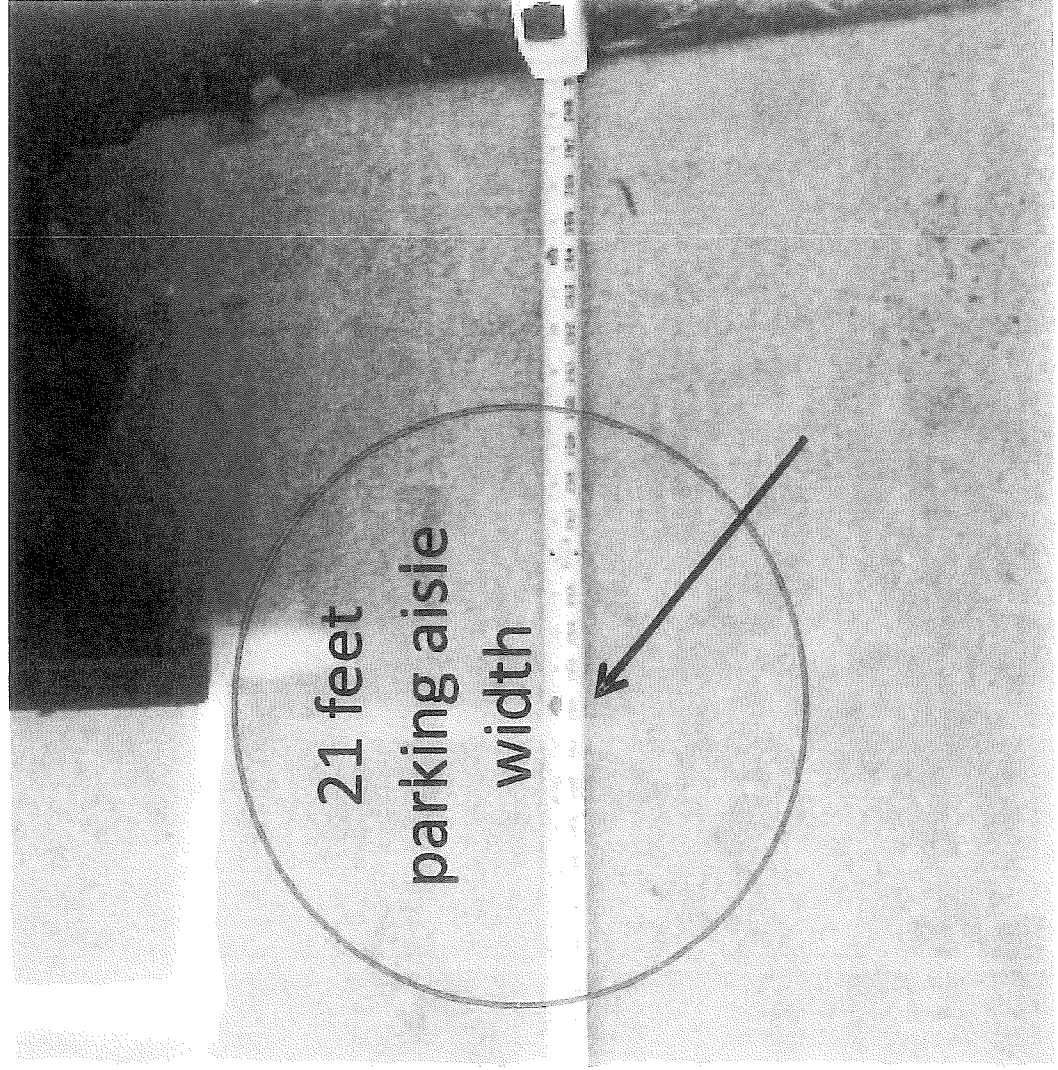
Dumpster Enclosure



Aisle Width

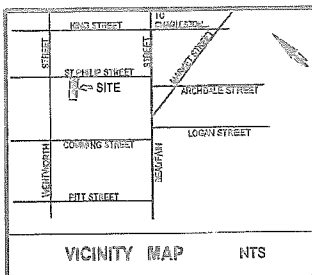


Aisle Width

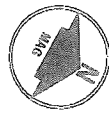


Proposed Columns Problematic





ONE TABLE		
Id	Bearing	Distance
L1	N 22°04'17" W	5.78
L2	S 68°15'57" W	5.30



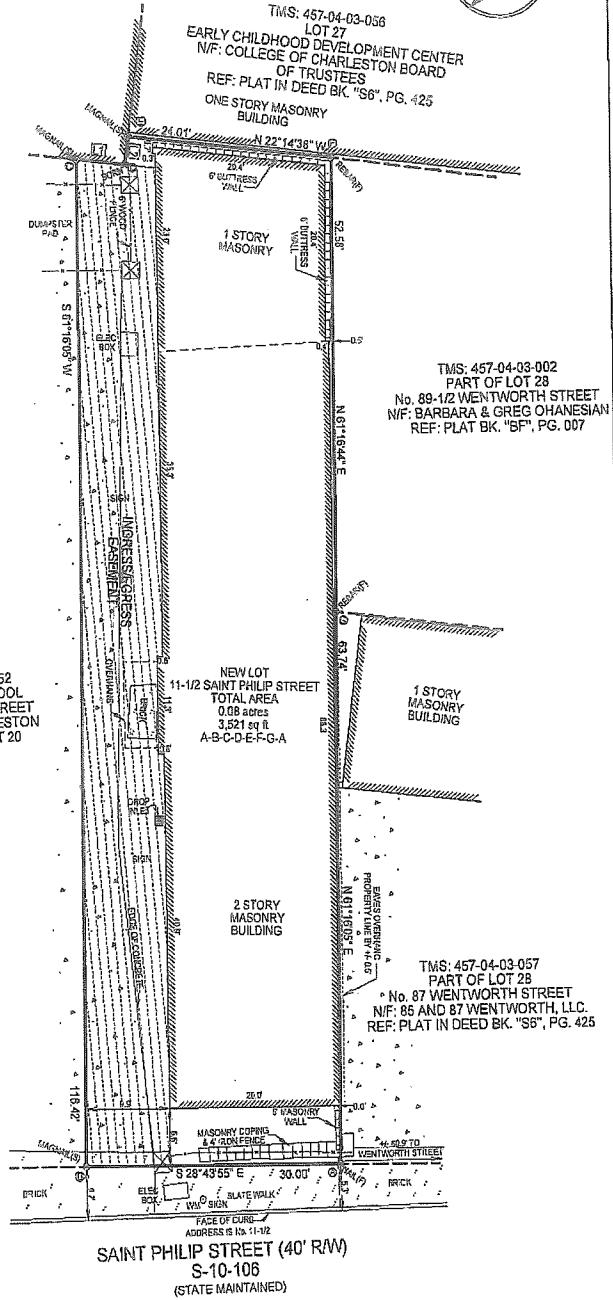
NOTES:

1. THE PROPERTY DESCRIBED ON THIS SURVEY DOES LIE WITHIN A SPECIAL FLOOD HAZARD AREA AS DEFINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY. THE PROPERTY LIES WITHIN FLOOD ZONE AE, EL. 13' ON FLOOD INSURANCE RATE MAP COMMUNITY-PANEL NUMBER 450190051G1. MAP REVISED NOVEMBER 17, 2004.
2. ANYTHING SHOWN OUTSIDE THE DEFINED BOUNDARY IS FOR DESCRIPTIVE PURPOSES ONLY.
3. CITY PROJECT ID: 140916-111/2 SAINT PHILIP ST-1.
4. 20 BEAUFAIN STREET (CHARLESTON VILLAGE) (457-04-03-052) REQUEST VARIANCE FROM SEC. 54-824 TO ALLOW A SUBDIVISION TO CREATE 2 LOTS WITH NEW LOT NOT HAVING THE REQUIRED FRONTAGE ON A PUBLIC RIGHT-OF-WAY AND HAVING A 64% LOT OCCUPANCY (ORDINANCE REQUIRES 50-FT. AND LIMITS LOT OCCUPANCY TO 50% RESPECTIVELY) ZONED DR-2F. BOARD OF ZONING APPEALS-ZONING APPROVAL SEPTEMBER 2, 2014. APP. NO. 149-02-B10.
5. INGRESS/EGRESS EASEMENT TO ALLOW ACCESS TO THE DUMPSTER AREA.

LEGEND:

- 1. § REBAR(F) - REBAR FOUND, OLD.
 - 2. § NAIL(F) - NAIL FOUND, OLD.
 - 3. § BCOR - BUILDING CORNER, OLD.
 - 4. § MAGNAIL(S) - MAGNETIC NAIL SET, NEW.
 - 5. VM - WATER METER.
 - 6. ELEC BOX - UNDER GROUND ELECTRICAL BOX.
 - 7. N/F: - NOW OR FORMERLY OWNED BY.
- PROPERTY LINE
 - ADJACENT PROPERTY LINE
 - FENCE LINE
 - BUILDING LINE
 - WALL LINE
 - COPING LINE WITH FENCE
 - CONCRETE
 - BRICK
 - SLATE
 - INGRESS/EGRESS EASEMENT

TMS: 457-04-03-052
MEMMINGER SCHOOL
No. 20 BEAUFAIN STREET
N/F: CITY OF CHARLESTON
SCHOOL DISTRICT 20



PRELIMINARY SUBDIVISION PLAT

OF A SUBDIVISION BETWEEN No. 20 BEAUFAIN STREET AND 11-1/2 SAINT PHILIP STREET (TMS: 457-04-03-052), TO CREATE NEW LOT 11-1/2 SAINT PHILIP STREET (0.08 acres), CITY OF CHARLESTON, CHARLESTON COUNTY. PREPARED FOR THE AMERICAN SCHOOL OF THE BUILDING ARTS.



SCALE: 1" = 10'

DATE: JUNE 10, 2014
REV: SEPTEMBER 25, 2014

REF: AS SHOWN

TMS: 457-04-03-052

I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINIMUM STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

FOR REVIEW ONLY

ALEXANDER C. PEABODY, PLS
PEABODY & ASSOCIATES, INC.
PROFESSIONAL LAND SURVEYING
P.O. BOX 22846, CHARLESTON, SC 29413
OFFICE 843-723-5225 MOBILE 843-270-4847



CHARLESTON COUNTY
SOUTH CAROLINA

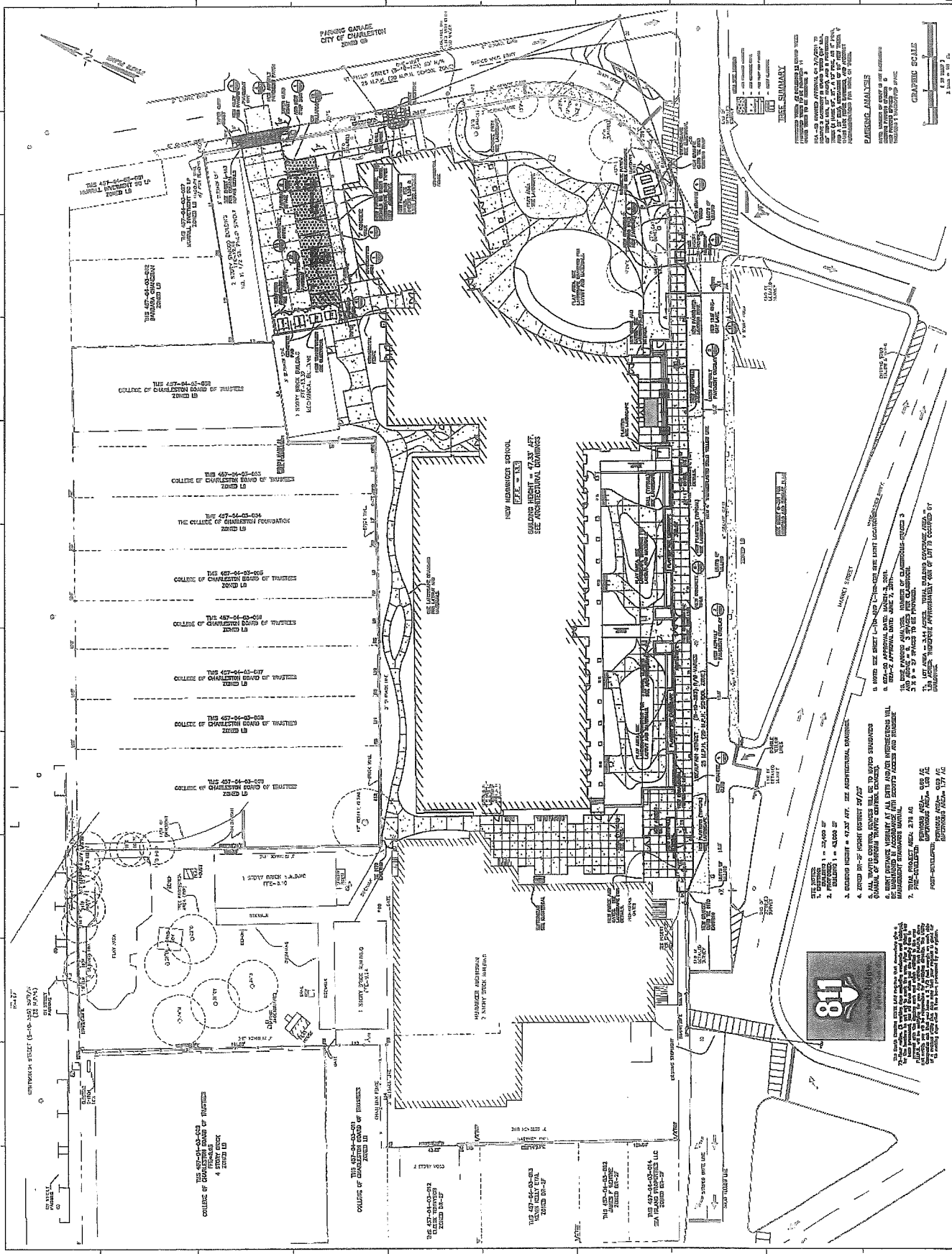
PLANNING AND RMC USE ONLY

**CHARLESTON
COUNTY SCHOOL
DISTRICT**

[illegible]NEW SITE
PLAN

003-

DESIGN SERVICE BY DESIGN



McCANTS LAW FIRM
782 JOHNNIE DODDS BLVD., SUITE A
MT. PLEASANT, SOUTH CAROLINA 29464-3032

MAILING ADDRESS
P.O. BOX 2025
MT. PLEASANT, S.C. 29465

J. LYNN McCANTS
lynn@mccantslawfirm.com

843.884.9394
843.881.6843 FAX

June 5, 2015

Mr. Ron Kramp
Executive Director of Facilities Maintenance and Asset Management
Charleston County School District
75 Calhoun St
Charleston, SC 29401

Re: Restoration of 11 ½ St. Phillip Street

Dear Ron:

After my clients Colin and Tim Colbert met with you on April 9th, we have made further revisions to the proposed improvements and restoration of 11 ½ St. Phillip Street, adjacent to the north side of the Memminger Elementary School.

I would like to address these revisions and the many benefits of this project for the Memminger School.

My clients acquired the property at 11 ½ St. Phillip Street in December of 2014. The building was formerly owned by the Charleston County School District but has not been occupied or maintained in decades and has fallen into a state of severe deterioration. Our redevelopment program calls for the historic restoration of the structure and conversion into high quality office space. We anticipate making a significant investment in the structure and will provide the much needed improvements. Our consultants believe the current dilapidated condition of 11 ½ St. Phillip Street must be stabilized soon to prevent catastrophic damage.

The entry point into the south side of 11 ½ St. Phillip Street (adjacent to the Memminger School) will be a pedestrian point of entry. Our work will provide significant benefits to the environment at the Memminger School, as well as to the neighborhood and the City of Charleston. We believe the structure at 11 ½ St. Phillip Street is worthy of our investment.

As discussed at various meetings, we are requesting the cooperation of the Charleston County School District to successfully complete our redevelopment program. My clients have listened to your comments at each meeting and have revised the plans accordingly, each time. Although the initial

9

designs may have slightly impacted the school's use of the non-exclusive easement across our property, we believe we now have a design which will be acceptable to the School District and is in full conformance with the intention and terms of the non-exclusive easement.

Our objective is to create a viable and safe pedestrian entry/exit into 11 ½ St. Phillip Street adjacent to the Memminger School staff parking lot.

Our revised design has been changed as follows:

- We have eliminated the proposed additional masonry column at the St. Phillip Street curb cut; therefore no reduction in width of the curb cut will be needed.
- Our pedestrian entrance from St. Phillip Street will be via the existing historic wrought iron gate located on our property.
- A new masonry (or brick) column will be constructed on our property, 5' off the corner of our building and will be connected to the existing "street" column with a curved, wrought iron fence. This column location has been reduced from 6'8" off the building in the previous design.
- Further to the west and near the existing entry roof which projects from our façade, additional masonry columns will be constructed at a dimension of 6'9" off the face of our building. This is reduced from 7'8" off the building in the previous design.
- As in the previous designs, a continuous row of Pringle shrubs ("Podocarpus") will be planted to create a "green wall" and will effectively screen both properties visually.
- We will continue the landscape plantings, (inside the edge of the existing concrete parking surface) to the Memminger School dumpster area.

I am certain you will agree that our current proposed improvements will not in any way impair the purpose of the non-exclusive easement. The purpose of this non-exclusive easement is to provide the school with access to their dumpster enclosure and to allow pedestrian and vehicular ingress and egress from St. Phillip Street to the parking lot.

I have attached a copy of the deed containing the non-exclusive easement between the Charleston County School District and the owner of 11 ½ St. Phillip Street for your review. Please note the following language in the document:

- *..." a non-exclusive perpetual easement appurtenant to Grantor's adjacent property for the purposes of pedestrian and vehicular ingress, egress and access to and from the right-of-way known as St. Phillip Street, upon, over and across the Ingress/Egress easement as shown on the Plat and for purposes of access, use, and maintenance of the dumpster enclosure as shown on the Plat, provided that the dumpster enclosure shall be maintained by Grantor, it's successors and assigns, in good condition, subject to normal wear and tear, and shall be screened from view so long as used for such purposes."*
- *"Further.... each of Grantor and Grantee shall have the right to use the Ingress/Egress Easement area and any open paved drive area on Grantor's property immediately adjacent thereto for*



purposes turning around vehicles for ingress and egress from either property, provided that the foregoing shall not in any way restrict or interfere with Grantor's use and development of Grantor's property."

In summary,

- We have modified our proposal to accommodate your requests as stated in prior meetings.
- We will be fully renovating the dilapidated building adjacent to the Memminger School.
- We will be occupying the new facility with high quality office occupants, further benefitting the neighborhood.
- We will be returning an asset to the City of Charleston tax rolls.
- We will be providing tasteful and attractive landscaping to visually enhance the property.
- We have designed our new improvements to provide a safe means of pedestrian access to our building. By defining the pedestrian entrance into our building, we are acting to provide for the safety of individuals from the vehicular and truck movements on the Memminger School property.
- We are preserving full use and access to the dumpster enclosure and parking spaces required under the terms of the non-exclusive easement for the Memminger School.
- Our proposal does not diminish any rights you may have under the non-exclusive easement and is in full compliance under the terms of the non-exclusive easement.

Our requested improvements will further benefit the School District in one significant way, as our intention is NOT to utilize any portion of the non-exclusive easement area for vehicular access, although that right is specifically provided to us under the terms of the non exclusive easement.

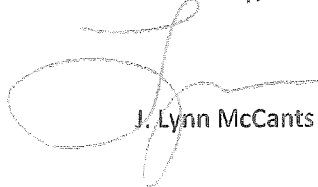
While our request is in full conformance with the terms of the non-exclusive easement agreement, and we have the right to make these improvements, we feel it is only appropriate to seek your written consent in advance of commencing the work.

My clients and I would be pleased to meet with you and Superintendent Bobby at any time to review our proposal in detail. I should point out that we have placed new markings on the pavement, indicating the location of the revised proposal.

Please contact me at your earliest opportunity in an effort to bring this matter to a conclusion.

With kind regards, I am,

Yours truly,



J. Lynn McCants

JLM:jpn

cc Colin Colbert



ARCHITECTS
LANDSCAPE ARCHITECTS
LEAD PLANNING
RECONSTRUCTION GROUP, PLLC
LANDSCAPE ARCHITECT
CHARLOTTE, NC 28204
TEL: 337.707.1.9337/2299
www.byrdsdesign.com

87 WENTWORTH &
11.5 ST. PHILIPS
CHARLESTON,
SOUTH CAROLINA

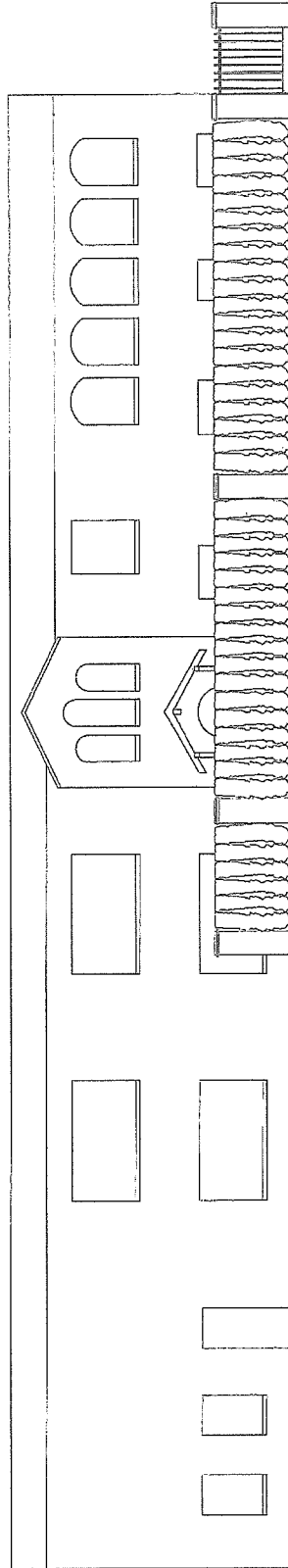
SHEET TITLE
ELEVATIONS

SHEET NUMBER
A-204

DATE: 11/15/2014
BY: JLS
JLS: JLS CONCEPTUAL

NOT FOR CONSTRUCTION

THIS DOCUMENT IS A PRELIMINARY CONCEPTUAL DESIGN. IT IS NOT TO BE USED FOR CONSTRUCTION. ANY REVISIONS TO THIS DOCUMENT SHALL BE MADE BY THE ARCHITECT. THE ARCHITECT ASSUMES NO LIABILITY FOR THE ACCURACY OF THE INFORMATION PROVIDED HEREIN. THE ARCHITECT'S LIABILITY IS LIMITED TO THE PROFESSIONAL FEES PAID TO THE ARCHITECT. THE ARCHITECT'S LIABILITY DOES NOT EXTEND TO THE ACCURACY OF THE INFORMATION PROVIDED BY OTHERS. THE ARCHITECT'S LIABILITY DOES NOT EXTEND TO THE ACCURACY OF THE INFORMATION PROVIDED BY OTHERS.



1 PROPOSED SOUTH ELEVATION

SCALE: 1/8" = 1'-0" @ 24" x 36"
SCALE: 1/8" = 1'-0" @ 12" x 18"



STATE OF SOUTH CAROLINA)
)
COUNTY OF CHARLESTON) **LIMITED WARRANTY DEED**

KNOW ALL MEN BY THESE PRESENTS, that, Charleston County School District ("Grantor"), for and in consideration of the sum of Ten and 00/100 Dollars (\$10.00) and other good and valuable consideration, to it in hand paid at and before the sealing of these presents by American College of the Building Arts ("Grantee"), in the State aforesaid, the receipt of which is hereby acknowledged, has granted, bargained, sold and released, and by these presents does, subject to all covenants, restrictions and easements of record described in Exhibit "A" attached hereto and incorporated herein by reference ("Exceptions") and subject to the reservation of easements in favor of Grantor as set forth below, grant, bargain, sell and release unto the said **AMERICAN COLLEGE OF THE BUILDING ARTS**, its successors and assigns, the following described property, to-wit:

ALL that lot, piece or parcel of land, and improvements thereon, situate, lying and being on the Western side of St. Philip Street in the City and County of Charleston, State of South Carolina, measuring and containing 0.08 acres (3,521 sq. ft.) shown and designated as New Lot 11-1/2 Saint Philip Street on a plat entitled "FINAL PLAT OF A SUBDIVISION BETWEEN No. 20 BEAUFAIN STREET AND 11-1/2 SAINT PHILIP STREET (TMS: 457-04-03-052), TO CREATE NEW LOT 11-1/2 SAINT PHILIP STREET (0.08 acres), CITY OF CHARLESTON, CHARLESTON COUNTY. PREPARED FOR THE AMERICAN SCHOOL OF THE BUILDING ARTS" drawn by Peabody & Associates, Inc. dated June 10, 2014, and last revised October 7, 2014 and recorded October 8, 2014 in Plat Book S14, Page 0208, RMC Office for Charleston County (the "Plat") and more fully shown with particularity as being contained within the letters and lines formed thereby A-B-C-D-E-F-G-A on the aforesaid Plat.

Said parcel has such size, shape, metes, buttings, and boundings as is shown on said plat, which said plat is incorporated into this description and made a part and parcel hereof by reference thereto.

The property granted herein and known as New Lot 11-1/2 Saint Philip Street is a portion of the following properties conveyed to:

1. The City Board of Public School Commissioners for the City of Charleston by deed of James Simmons dated February 3, 1909 and recorded February __, 1909 in Book O25, Page 2 in the RMC Office for Charleston County, South Carolina.
2. The City Board of Public School Commissioners by deed of The Protestant Episcopal Church of St. Michael's in Charleston dated June 6, 1923 and recorded June 13, 1923 in Book P31, Page 516 in said RMC Office.
3. The City Board of Public School Commissioners for the City of Charleston by deed of George Goldberg dated November 12, 1926 and recorded November 17, 1926 in Book U33, Page 608 in said RMC Office.

4. The City Board of Public School Commissioners for the City of Charleston by deed of The City Council of Charleston dated May 31, 1938 and recorded June 15, 1938 in Book E40, Page 300 in said RMC Office.

5. The City Board of Public School Commissioners for the City of Charleston by deed of Adele B. Hertz dated and recorded August 31, 1938 in Book S40, Page 207 in said RMC Office.

6. The City Board of Public School Commissioners for the City of Charleston by deed of The Protestant Episcopal Church of the Parish of St. Michael in Charleston in the State of South Carolina dated August 9, 1938 and recorded September 2, 1938 in Book O40, Page 151 in said RMC Office.

7. The City Board of Public School Commissioners for the City of Charleston by deed of Mary J. Powers, Mary V. Powers, Anna Weidner, and Margaret M. Powers dated August 31, 1938 and recorded September 13, 1938 in Book H40, Page 595 in said RMC Office.

8. The City Board of Public School Commissioners for the City of Charleston by deed of Orphan Aid Society dated October 10, 1938 and recorded October 28, 1938 in Book O40, Page 241 in said RMC Office.

9. The City Board of Public School Commissioners of the City of Charleston by Master's Deed of Carolina Savings Bank dated May 29, 1954 and recorded May 29, 1954 in Book H34, Page 116 in said RMC Office.

The City Board of Public School Commissioners of the City of Charleston is now known as the Charleston County School District pursuant to An Act to Create the School District of Charleston County, effective July 1, 1968 and revised February 17, 1978.

Reserving, however, unto Grantor, its successors and assigns, a non-exclusive perpetual easement appurtenant to Grantor's adjacent property for the purpose of pedestrian and vehicular ingress, egress and access to and from the right-of-way known as St. Philip Street, upon, over and across the Ingress/Egress Easement as shown on the Plat and for purposes of access, use, and maintenance of the dumpster enclosure as shown on the Plat, provided that the dumpster enclosure shall be maintained by Grantor, its successors and assigns, in good condition, subject to normal wear and tear, and shall be screened from view so long as used for such purposes. Further, Grantor shall have a commercial, transferrable easement in gross to maintain, service and replace any existing drainage or utilities located on or within the Ingress/Egress Easements as shown on the Plat, provided that Grantee shall be permitted to relocate any such drainage or utilities at Grantee's expense so long as the new location is approved by Grantor (such approval not to be unreasonably withheld or delayed), and each of Grantor and Grantee shall have the right to use the Ingress/Egress Easement area and any open paved drive area on Grantor's property immediately adjacent thereto (as such paved drive area may be altered or removed in whole or in part by Grantor from time to time at Grantor's discretion) for purposes turning around vehicles for ingress and egress from either property, provided that the foregoing shall not in any way restrict or interfere with Grantor's use and development of Grantor's property. Each of Grantor and Grantee shall maintain its own property, provided that each party shall be solely responsible for repairing any damage (excluding normal wear and tear) to the other's property caused by such party or their respective successors, assigns, mortgagees, tenants, subtenants, licensees, invitees and employees. Nothing herein is intended, nor shall be construed, to create any rights whatsoever for the benefit of the general public in and to the property conveyed or the easements reserved herein, and nothing herein is intended, nor shall be construed, to create any rights

whatsoever for parking by occupants of one property on the other property. The foregoing terms, conditions and requirements shall be appurtenant to, binding on, affect, and run with the property.

TMS #: 457-04-03-052

Grantee's Address: 21 Magazine Street
Charleston, SC 290401

TOGETHER with all and singular, the rights, members, hereditaments and appurtenances to the said premises belonging, or in anywise incident or appertaining.

TO HAVE AND TO HOLD, subject to the Exceptions, all and singular, the said premises before mentioned unto the said **AMERICAN COLLEGE OF THE BUILDING ARTS**, its successors and assigns forever.

AND, subject to the Exceptions, Grantor does hereby bind itself, its successors and assigns, to warrant and forever defend, all and singular, the said premises unto the said Grantee, its successors and assigns, against it and its successors and assigns lawfully claiming, or to claim the same or any part thereof, by, under or through it, but not otherwise.

[SIGNATURE PAGE TO FOLLOW]

WITNESS its hand and seal this 3rd day of November, 2014.

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF:

CHARLESTON COUNTY SCHOOL DISTRICT

Sherron C. Brighttrap
Igesla Day

By: Cindy Bohn Coats
Name: Cindy Bohn Coats
Its: Board Chair

Haskeel
Robert Strong

By: Mr. Bobby
Name: Michael L. Bobby
Its: Acting Superintendent

STATE OF SOUTH CAROLINA)
)
COUNTY OF CHARLESTON)

ACKNOWLEDGMENT

THE foregoing instrument was acknowledged before me by Cindy Bohn Coats, Board Chair of Charleston County School District, this 3rd day of Nov., 2014.

Sherron C. Brighttrap (L.S.)
Notary Public for South Carolina
My Commission Expires: 5/6/2015

STATE OF SOUTH CAROLINA)
)
COUNTY OF CHARLESTON)

ACKNOWLEDGMENT

THE foregoing instrument was acknowledged before me by Michael L. Bobby, Acting Superintendent, of Charleston County School District, this 3rd day of Nov., 2014.

Sherron C. Brighttrap (L.S.)
Notary Public for South Carolina
My Commission Expires: 5/6/2015

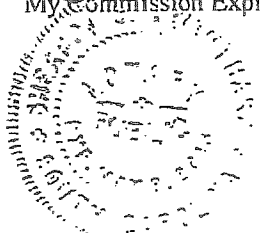


EXHIBIT "A"

EXCEPTIONS

1. Easement to SCE&G dated May 21, 1997 and recorded June 16, 1997 in Book M629, Page 691 in the RMC Office for Charleston County, South Carolina.
2. Easement to CPW of the City of Charleston dated June 6, 2013 and recorded June 27, 2013 in Book 0341, Page 595 in said RMC Office.
3. Overhang of eaves, electrical boxes, dumpster pad, and Ingress/Egress Easement located within the Ingress/Egress Easement as shown on that certain plat of survey prepared for The American College of Building Arts by Peabody & Associates, Inc. dated June 10, 2014, and last revised October 7, 2014 and recorded October 8, 2014 in Plat Book S14, Page 0208 in said RMC Office.
4. Real property taxes and assessments for 2014, now due and payable, and all subsequent years.
5. Terms and conditions of easements to Charleston County School District contained in deed from Charleston County School District to Grantor dated November 3rd, 2014 and recorded November 12, 2014 in Book 1440, Page 363 in said RMC Office.

STATE OF SOUTH CAROLINA)
COUNTY OF CHARLESTON)

AFFIDAVIT

PERSONALLY appeared before me the undersigned, who being duly sworn, deposes and says:

1. I have read the information on this Affidavit and I understand such information.
2. The property being transferred BY Charleston County School District TO American College of the Building Arts ON November 11, 2014.
3. Check one of the following: *The DEED is*
 - (a) X subject to the deed recording fee as a transfer for consideration paid or to be paid in money or money's worth.
 - (b) _____ subject to the deed recording fee as a transfer between a corporation, a partnership, or other entity and a stockholder, partner, or owner of the entity, or is a transfer to a trust or as a distribution to a trust beneficiary.
 - (c) _____ EXEMPT from the deed recording fee because
4. Check one of the following if either item 3(a) or item 3(b) above has been checked.
 - (a) X The fee is computed on the consideration paid or to be paid in money or money's worth in the amount of \$ 200,000.00
 - (b) _____ The fee is computed on the fair market value of the realty which is \$
 - (c) _____ The fee is computed on the fair market value of the realty as established for property tax purposes which is \$
5. Check YES _____ or NO X to the following: A lien or encumbrance existed on the land, tenement, or realty before the transfer and remained on the land, tenement, or realty after the transfer. If "YES," the amount of the outstanding balance of this lien or encumbrance is \$
6. The DEED Recording Fee is computed as follows:
 - (a) \$ 200,000.00 the amount listed in item 4 above
 - (b) \$ -0- the amount listed in item 5 above (no amount place zero)
 - (c) \$ 200,000.00 Line 6(b) from Line 6(a) and place the results.
7. As required by Code Section 12-24-70, I state that I am a responsible person who was connected with the transaction as: Grantor or Grantee or Legal Representative
8. I understand that a person required to furnish this affidavit who willfully furnishes a false or fraudulent affidavit is guilty of a misdemeanor and, upon conviction, must be fined not more than one thousand dollars or imprisoned not more than one year, or both.


Grantor or Grantee or Legal Representative

SWORN to before me this 11th day of November, 2014.

 (SEAL)
Notary Public for South Carolina
My Commission Expires: 5/26/24

RECORDER'S PAGE

NOTE: This page MUST remain
with the original document



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HELLMAN YATES & TISDALE

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CHARLESTON SC 29401 (BOX)

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Time: 4:13:48 PM

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Charlie Lybrand, Register
Charleston County, SC

MAKER:

CHARLESTON COUNTY ETC

of Pages: 7

RECIPIENT:

AMERICAN COLLEGE ETC

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Recording Fee	\$ 10.00
State Fee	\$ 520.00
County Fee	\$ 220.00
Extra Pages	\$ 2.00
Postage	\$ -
Chattel	\$ -
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PETER J. TECKLEBURG
Charleston County Auditor

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75 Calhoun Street, Charleston, SC 29401

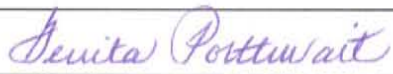

**CAPITAL PROGRAMS
BOARD AGENDA ITEM**

TO: Board of Trustees
FROM: Jeff Borowy
DATE: July 27, 2015
SUBJECT: ANGEL OAK ELEMENTARY SCHOOL (ES) MASTER PLAN

RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees direct staff to include Angel Oak ES Master Plan Alternative 1 (multi-purpose room) and Alternative 2 (creative arts classrooms) among the projects competing for funding with excess Phase III Capital Program revenues.

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

Respectfully submitted:

Gerrita Postlewait, Ed.D Superintendent of Schools	
Mr. Michael Bobby Acting Superintendent of Schools	

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County SCHOOL DISTRICT

75 Calhoun Street, Charleston, SC 29401

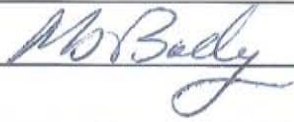
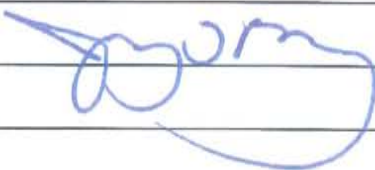
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Respectfully submitted:


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

Committee Recommendation(s):

Strategic Education Committee recommendation:

Rev. Chris Collins, Chair Strategic Education Committee	
--	--

Audit and Finance Committee recommendation:

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

Capital Programs
July 27, 2015

SUBJECT:

ANGEL OAK ELEMENTARY SCHOOL MASTER PLAN

BACKGROUND:

On March 10, 2014, the Board of Trustees approved the District 9 School and Community Task force's recommendation and directed that all future requests for Angel Oak ES be consistent with what other partial magnets have received. The short term solution approved was that Angel Oak ES would have two FTEs to enable them to have full time Art and PE teachers.

On January 12, 2015, the Board of Trustees approved the plan to renovate Angel Oak ES in the Phase III Capital Program and directed to staff to complete a master plan to meet educational specifications for a partial magnet and include the requirements as bid alternates in the construction contract documents.

DISCUSSION:

Attachment 1 is the proposed Angel Oak ES Master Plan of June 30, 2015.

Priorities for the base bid work were: safety and security; expanded administration, upgraded group toilets and additional support spaces; replacement of portable classrooms with permanent facilities; and improvement of existing conditions. Work projected in the base bid within the budgeted funding amount includes:

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Master Plan Alternative 1 would add an 8,200 square foot multi-purpose room and canopy, drama room and upgrade all demising walls between classrooms. (Moving PE to the multi-purpose room would increase the existing facility by one classroom.) The estimated cost is \$4.8 million. There would also be an expected General Operating Fund (GOF) annual requirement of 0.5 FTE.

Master Plan Alternative 2 would add rooms for music, dance, art and one multi-purpose classroom adjacent to the multi-purpose room. (Moving music and art to the new addition would increase the existing facility by two classrooms.) The estimated cost is \$2.3 million. There would also be an expected General Operating Fund (GOF) annual requirement of 0.5 FTE.

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FUNDING SOURCE/COST:

Phase III Capital Program

FUTURE FISCAL IMPACT:

Negligible for base bid work. Alternative 1 would require an annual increase in GOF of \$41,000 for custodial, maintenance and utilities and funding for 0.5 FTE. Alternative 2 would have an annual increase in GOF of \$49,000 for custodial, maintenance and utilities; and funding for 0.5 FTE.

DATA SOURCES:

Jeff Borowy, Deputy for Capital Programs

Rick Holt, Cumming Construction Management

PREPARED BY:

Jeff Borowy, Deputy for Capital Programs

REVIEWED BY LEGAL SERVICES:

Carol Clark, Haynsworth Sinkler Boyd, P.A.

REVIEWED BY PROCUREMENT SERVICES:

Larry Lutrario, Capital Programs Procurement Officer

ATTACHMENTS:

Angel Oak Elementary School Master Plan of June 30, 2015

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County SCHOOL DISTRICT

Results • Access • Partnerships • Diversity

Angel Oak Elementary School

MASTERPLANNING OPTIONS – Meeting 8
JUNE 30, 2015



associates

architecture
engineering
planning



Additional Masterplanning Objectives:

- Defining the Long Range Goal for the Campus
- Positioning Current Program to Support a new 500 student elementary school campus
- Configuration of the Multi-Purpose Room – Compatible with Long-Range Objectives.

Site Considerations:

- Elongated Property Geometry
- Rear Drainage Easement Constraint, Campus is effectively 13 acres

Operational and Code Considerations:

- Access to the site. 1,500 linear feet of on-site stacking required.
- Existing and any Future Main Entry positioned at the end of the 1,500 linear feet requirement for on-site car stacking.
- 600 feet separation between Bus Loop and Car Loop.
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Effects on Current Design:

- Future configuration places the new construction further away from Chisolm Road.
- Reorganize the Multi-Purpose and Arts Classrooms to accept future expansion.
- Base Bid Program Remains Unchanged.

Due Diligence and Schedule:

- Structural Study Complete, Begin Site Survey June 30, 2015. Approximately 2 weeks of field work.
- Mechanical Design Kick-off and Roof Design Considerations.

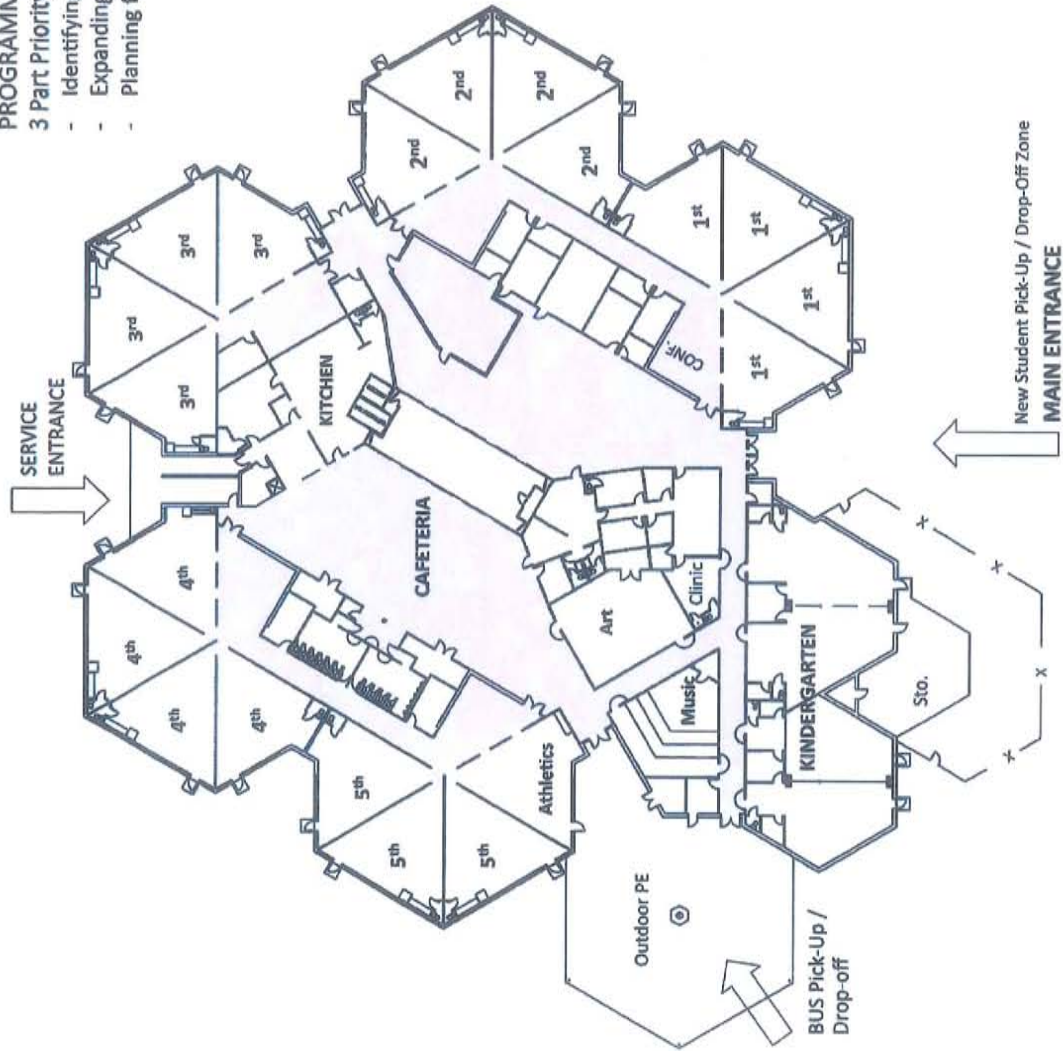


RENOVATIONS and ADDITIONS to:
Angel Oak Elementary School
Charleston County School District

EXISTING FLOOR PLAN

- DUE DILIGENCE**
- Understanding the Existing Conditions and Needs
 - Building Code Review and OSF
 - CCSD Educational Standards for 500 students
 - Building Analysis and Teacher/Administration Input

- PROGRAMMING**
- 3 Part Priority List:**
- Identifying Immediate Needs – PRIORITY ONE
 - Expanding Arts Infused Classroom – PRIORITY TWO
 - Planning for the Future – PRIORITY THREE



BASE BID FLOOR PLAN



DUE DILIGENCE

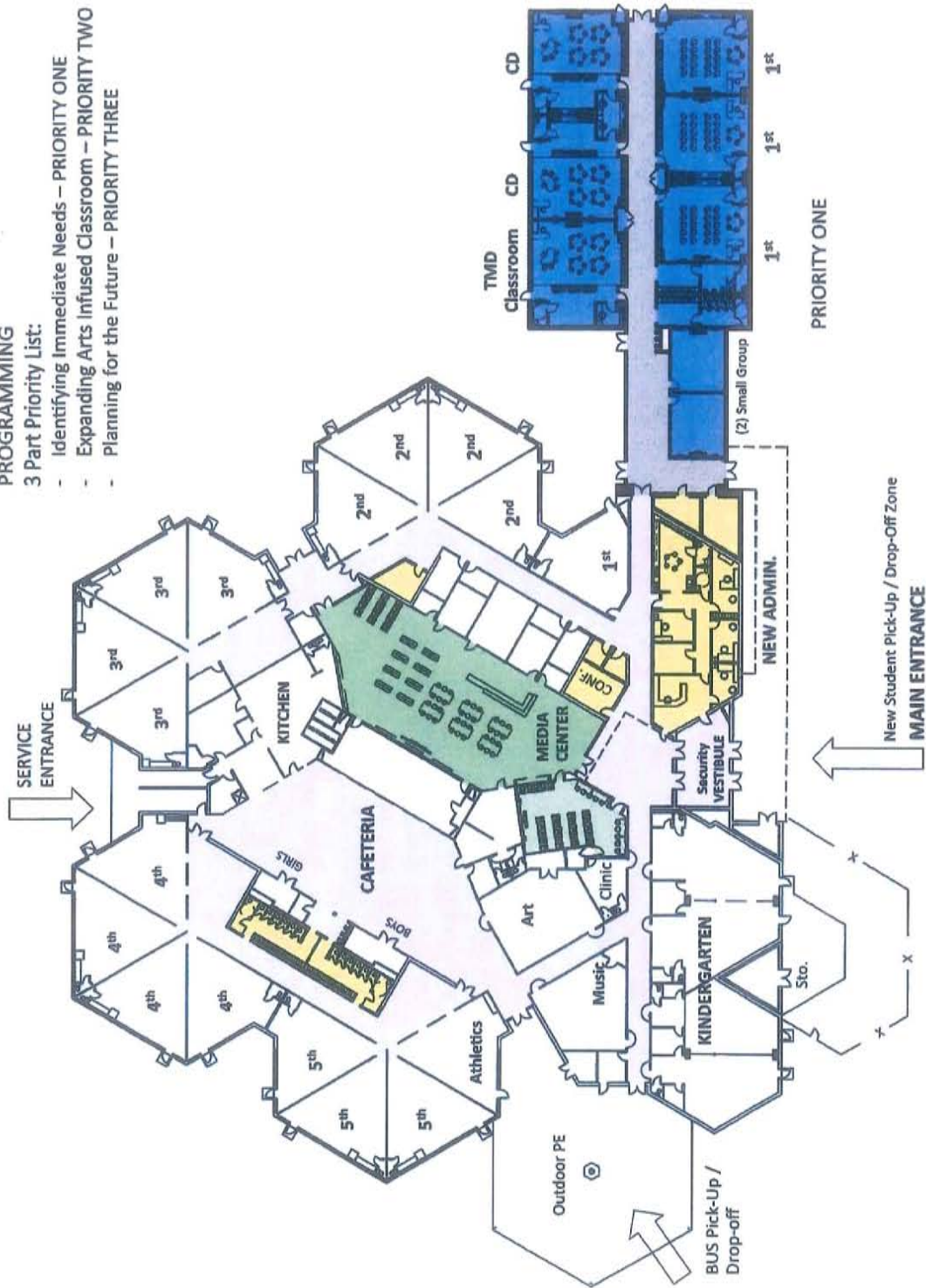
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RENOVATIONS and ADDITIONS to:
Angel Oak Elementary School
 Charleston County School District

**BASE BID FLOOR PLAN +
 ARTS ADDITIONS (1 and 2)**

DUE DILIGENCE

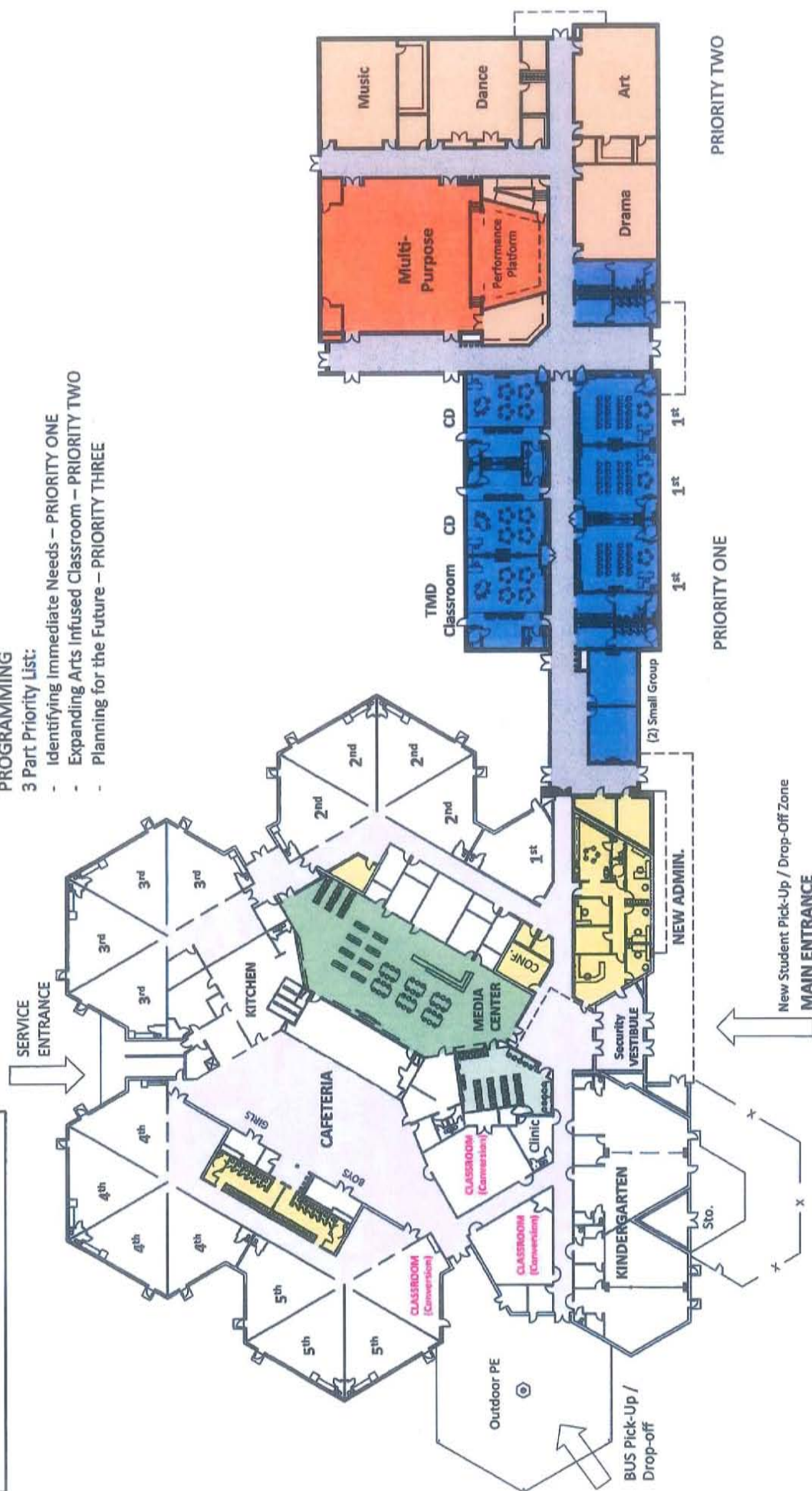
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PROGRAMMING

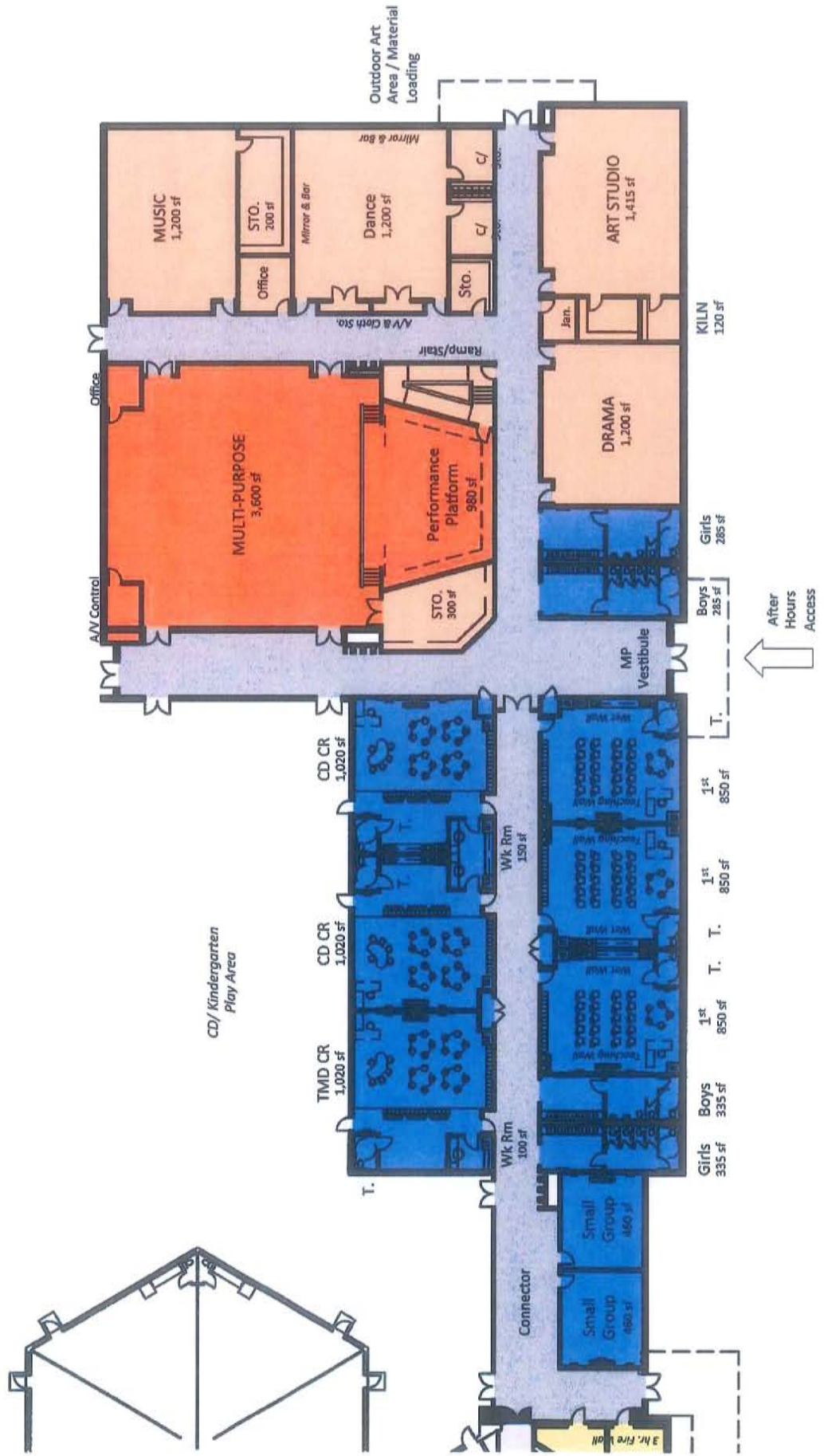
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RENOVATIONS and ADDITIONS to:
Angel Oak Elementary School
 Charleston County School District

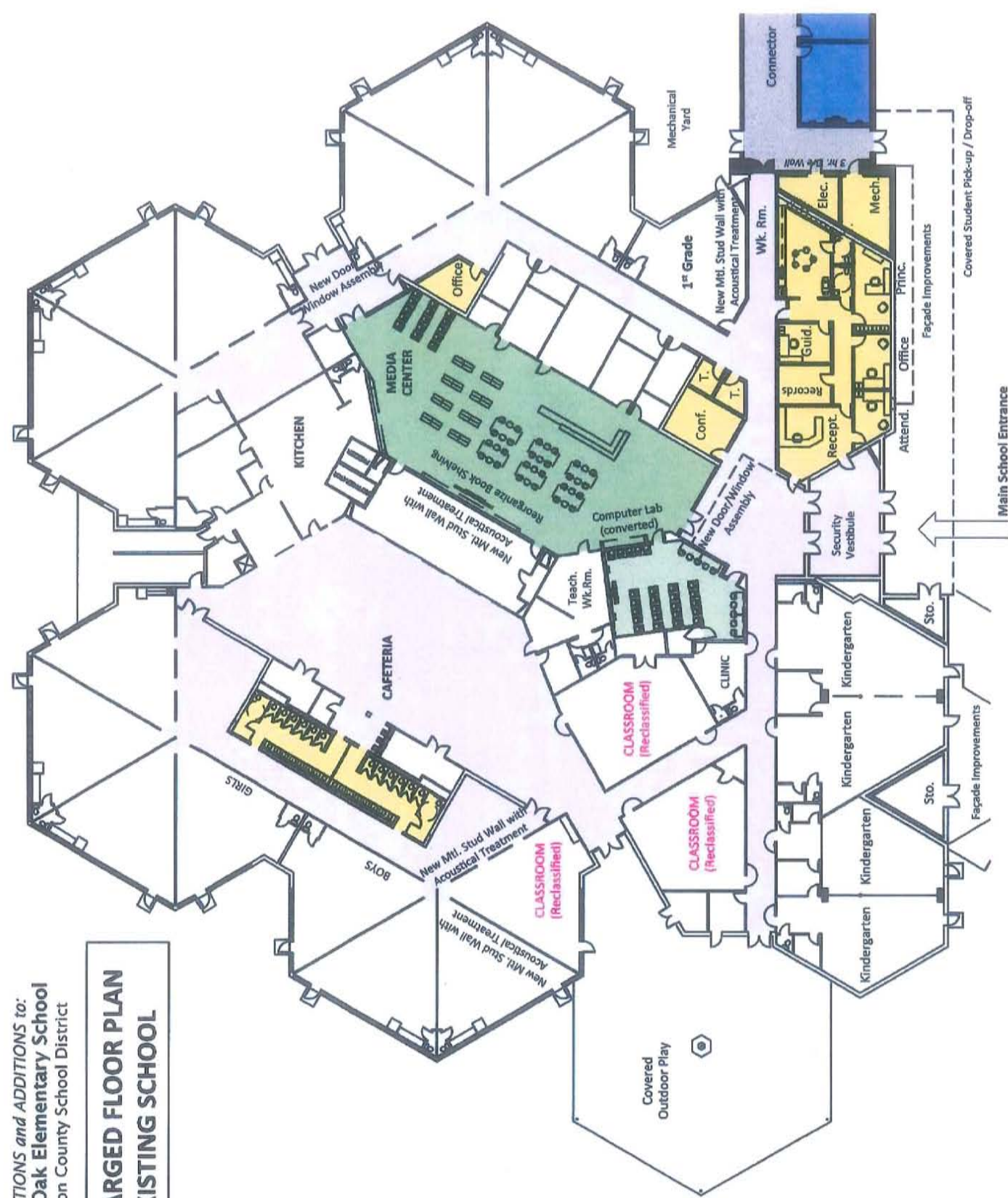
**ENLARGED BASE BID
 FLOOR PLAN + ARTS
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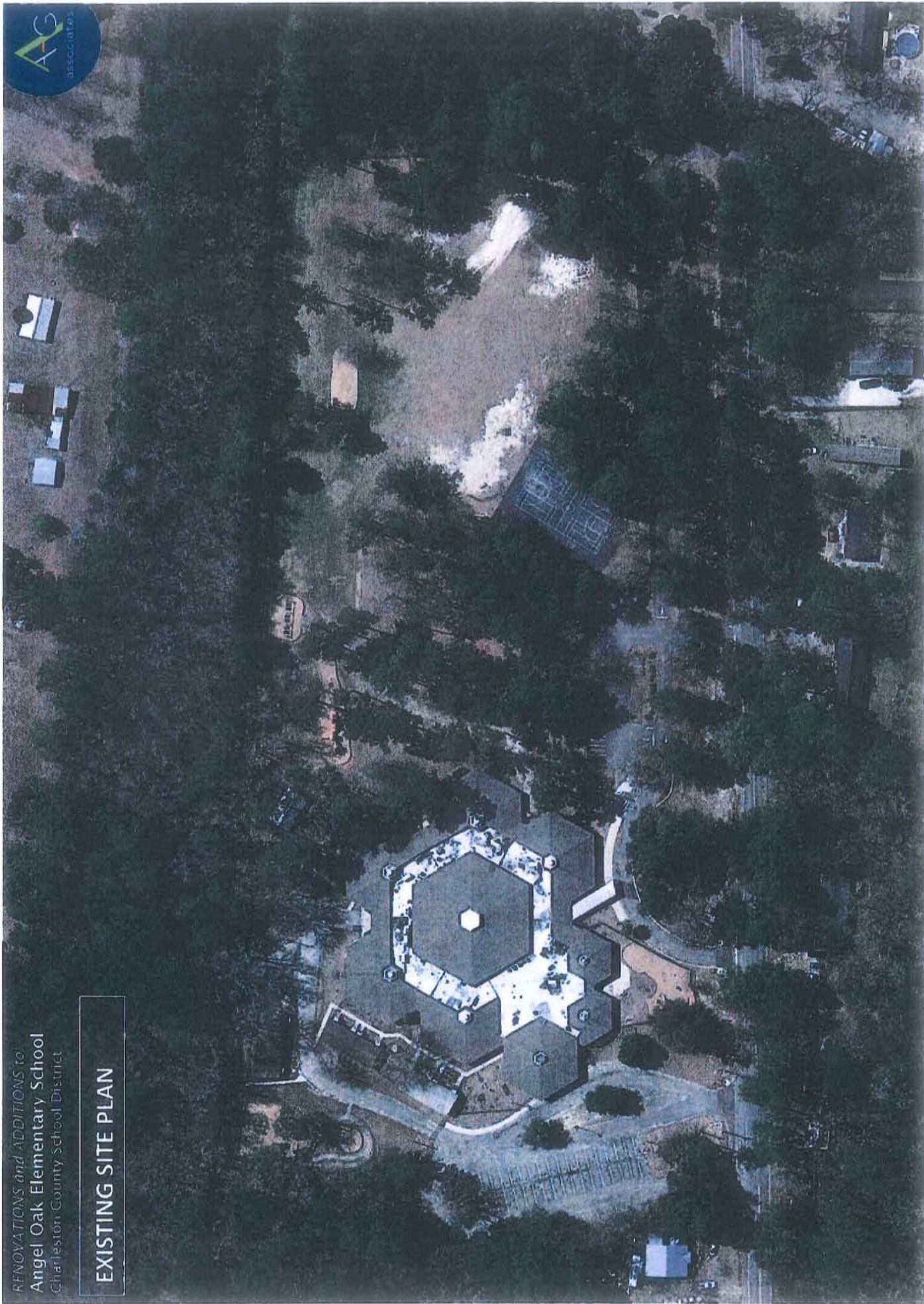
RENOVATIONS and ADDITIONS to:
Angel Oak Elementary School
Charleston County School District

**ENLARGED FLOOR PLAN
at EXISTING SCHOOL**



RENOVATIONS and ADDITIONS to
Angel Oak Elementary School
Charleston County School District

EXISTING SITE PLAN



RENOVATIONS AND ADDITIONS TO
Angel Oak Elementary School
Charleston County School District

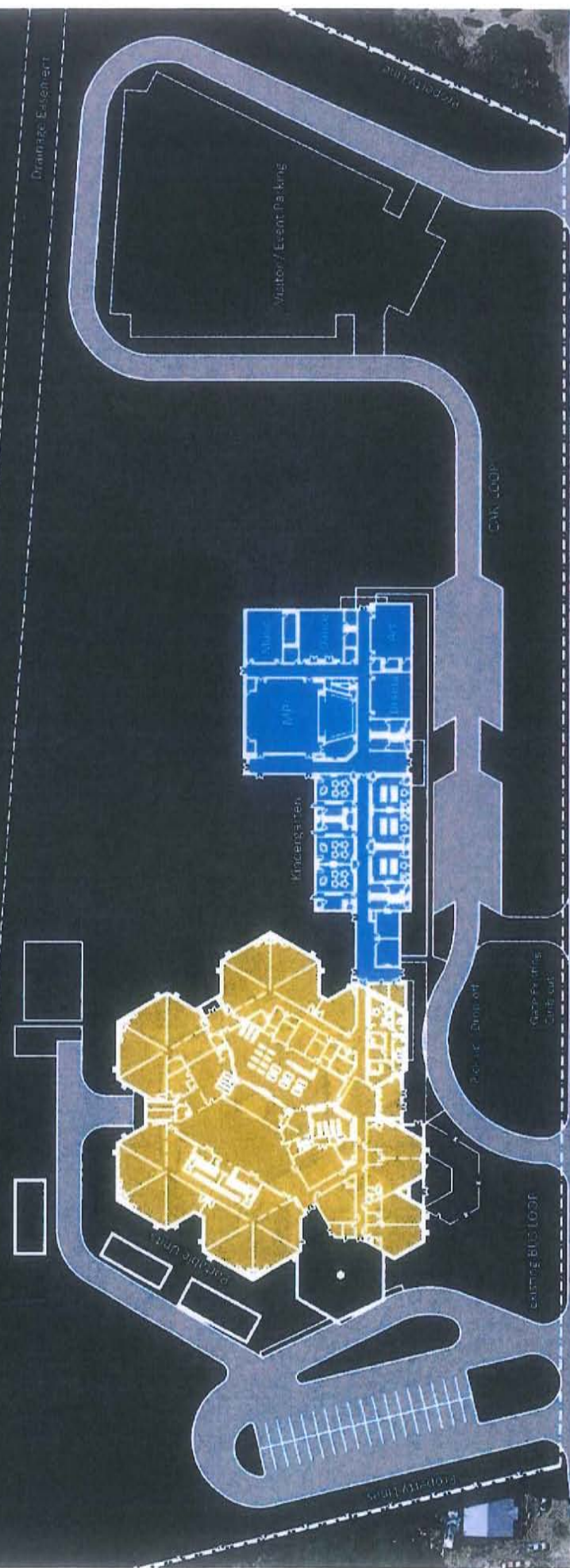


NEW SITE PLAN

Property Line

Drainage Easement

Drainage Easement



BUS/SERVICE
ENTRANCE

MAIN ENTRANCE

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75 Calhoun Street, Charleston, SC 29401

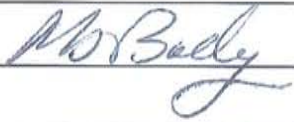

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Dr. Lisa Herring Deputy Superintendent for Academics	
Mr. Jeff Borowy Deputy for Capital Programs	

Committee Recommendation(s):

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Capital Programs
July 27, 2015

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Rick Holt, Cumming Construction Management

PREPARED BY:

Jeff Borowy, Deputy for Capital Programs

REVIEWED BY LEGAL SERVICES:

Carol Clark, Haynsworth Sinkler Boyd, P.A.

REVIEWED BY PROCUREMENT SERVICES:

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County SCHOOL DISTRICT

Results • Access • Partnerships • Diversity

Angel Oak Elementary School

MASTERPLANNING OPTIONS – Meeting 8
JUNE 30, 2015



associates

architecture
engineering
planning



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RENOVATIONS and ADDITIONS to:
Angel Oak Elementary School
Charleston County School District

EXISTING FLOOR PLAN

DUE DILIGENCE

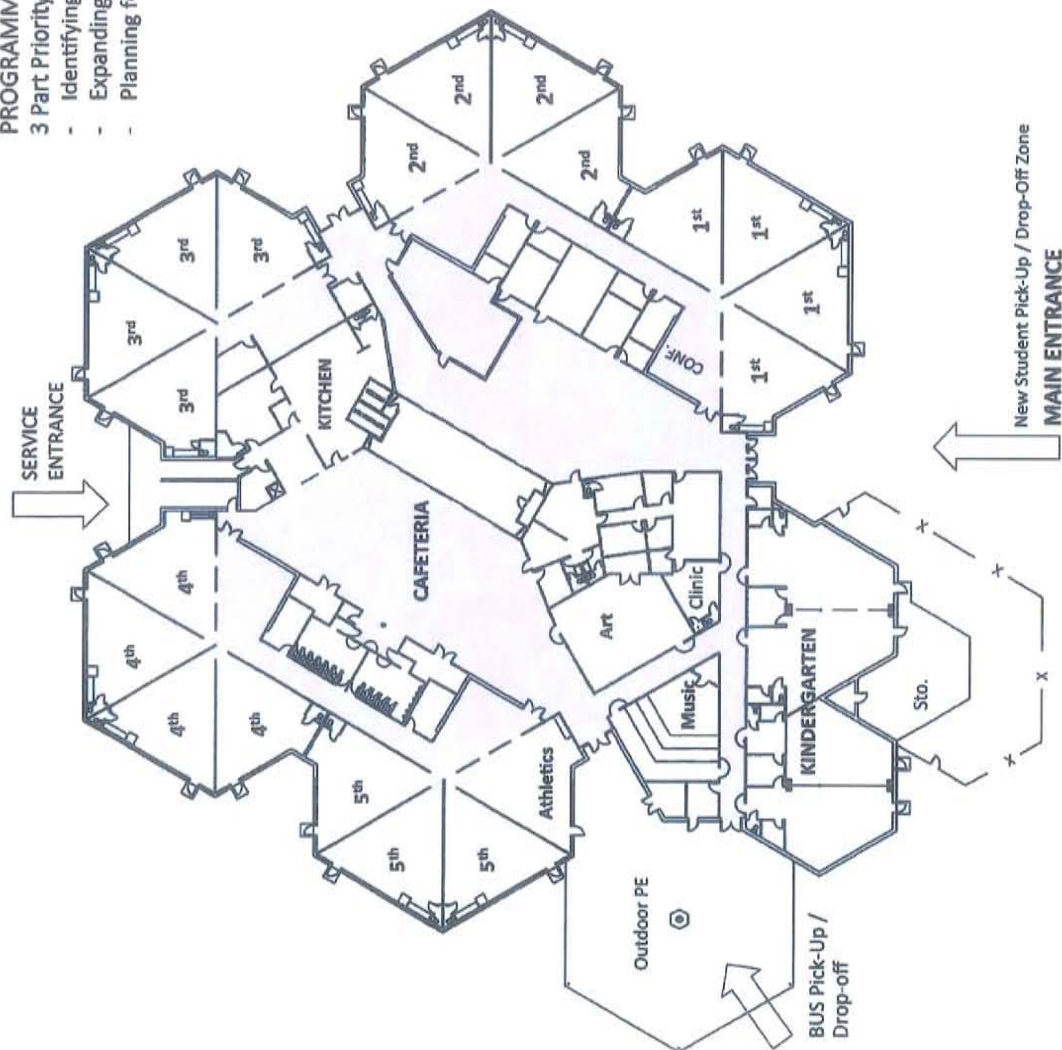
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RENOVATIONS and ADDITIONS to:
Angel Oak Elementary School
 Charleston County School District

BASE BID FLOOR PLAN



DUE DILIGENCE

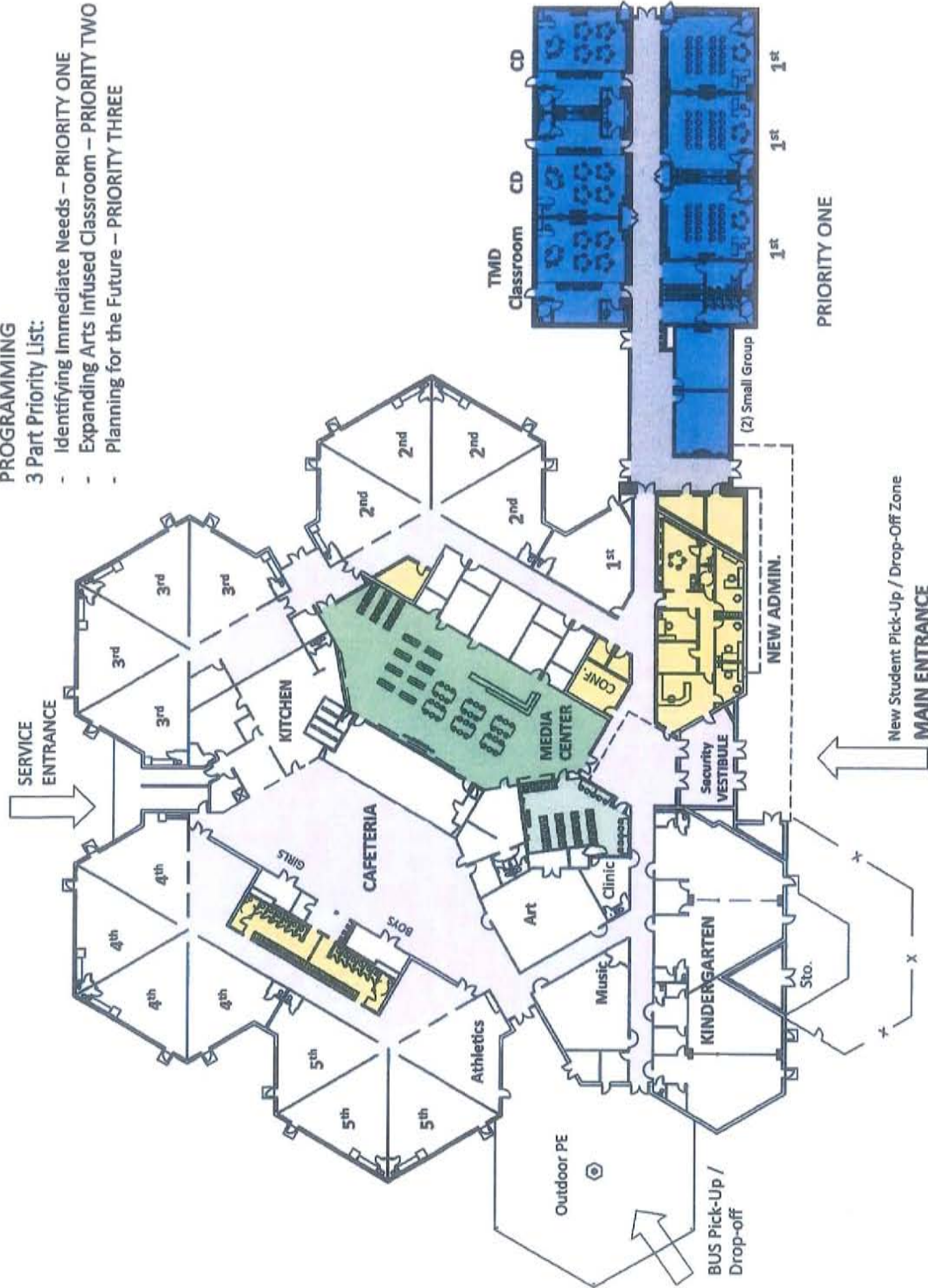
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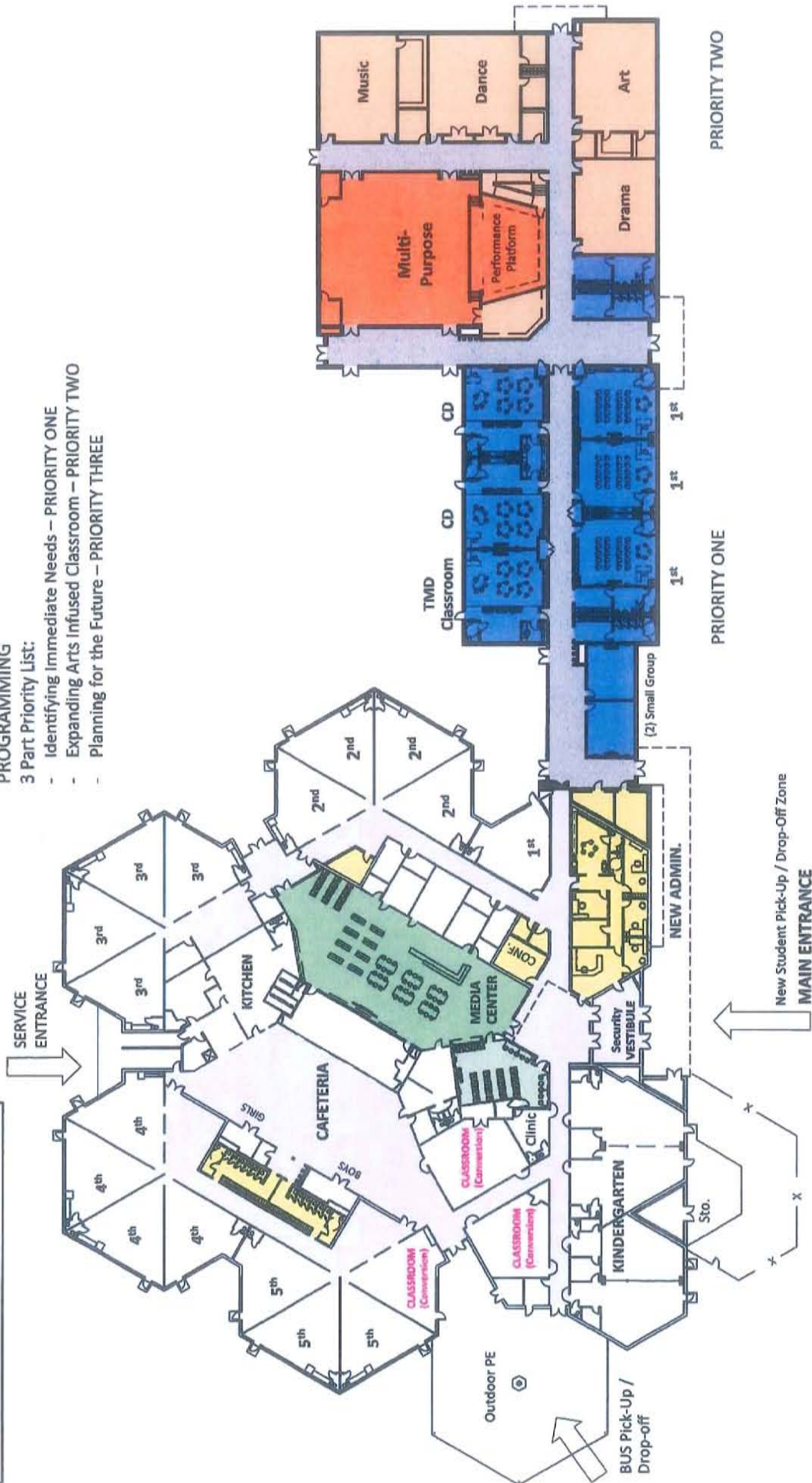
RENOVATIONS and ADDITIONS to:
Angel Oak Elementary School
 Charleston County School District



**BASE BID FLOOR PLAN +
 ARTS ADDITIONS (1 and 2)**

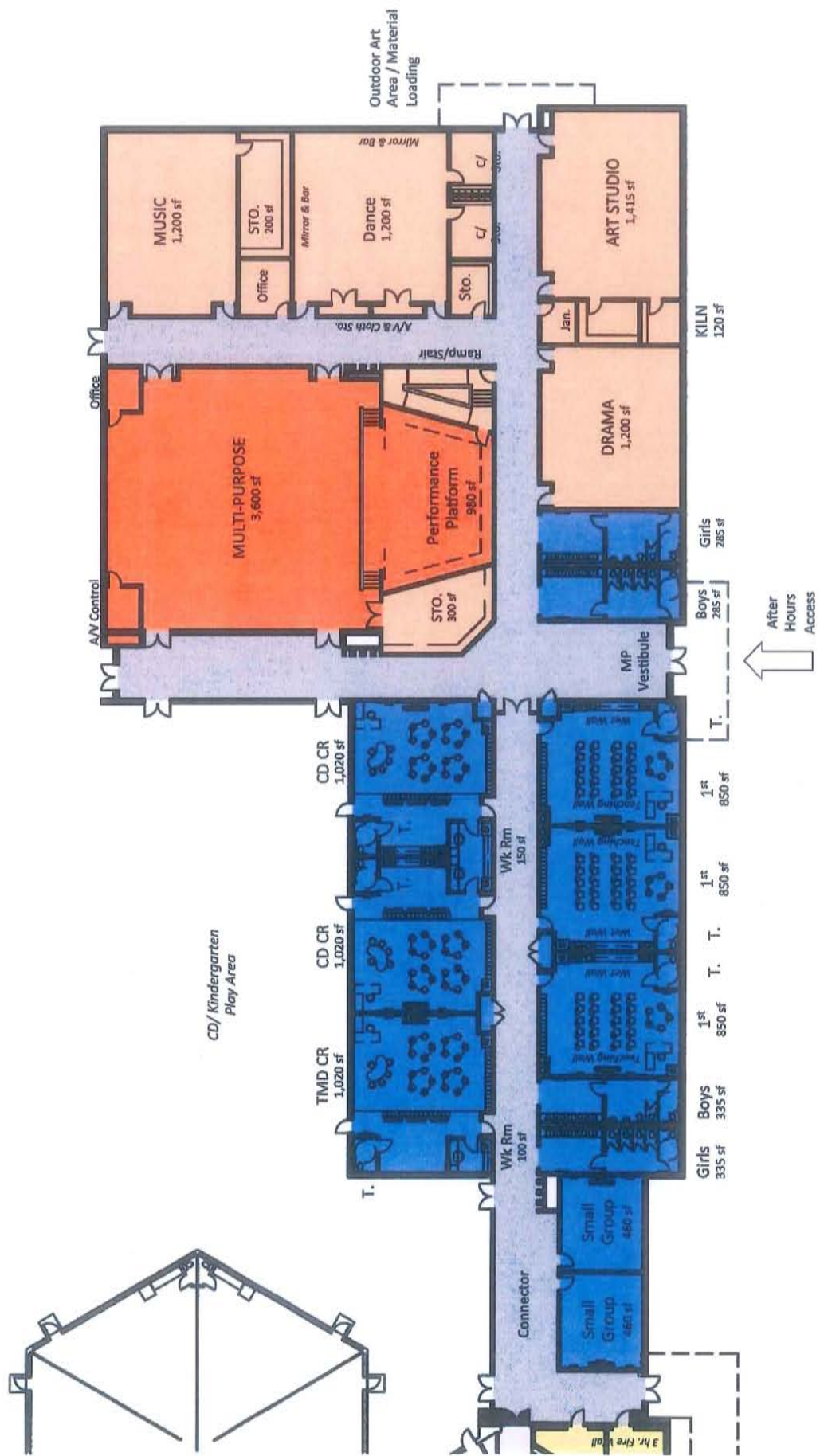
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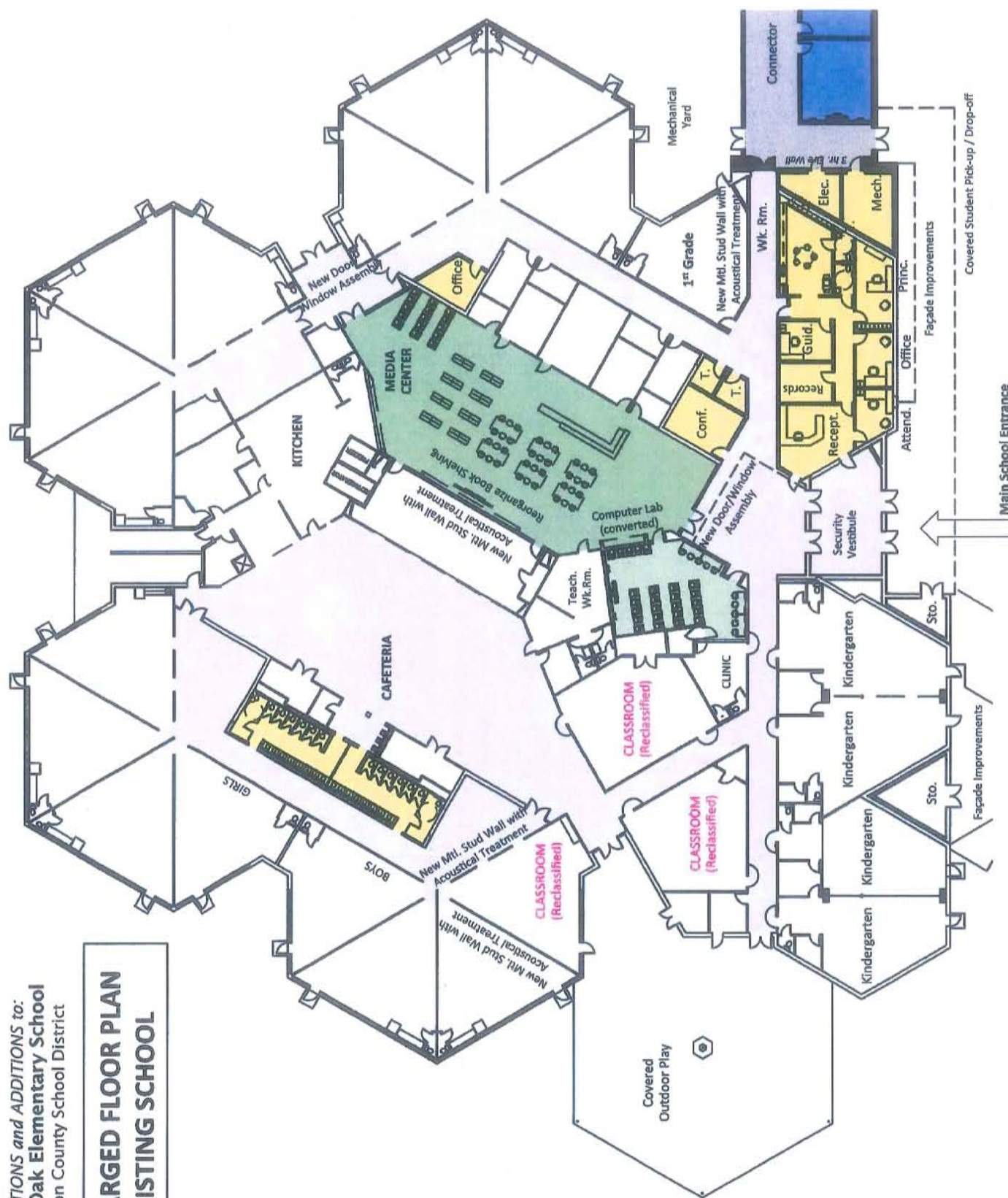


RENOVATIONS and ADDITIONS to:
Angel Oak Elementary School
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**ENLARGED BASE BID
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 ADDITIONS (1 and 2)**

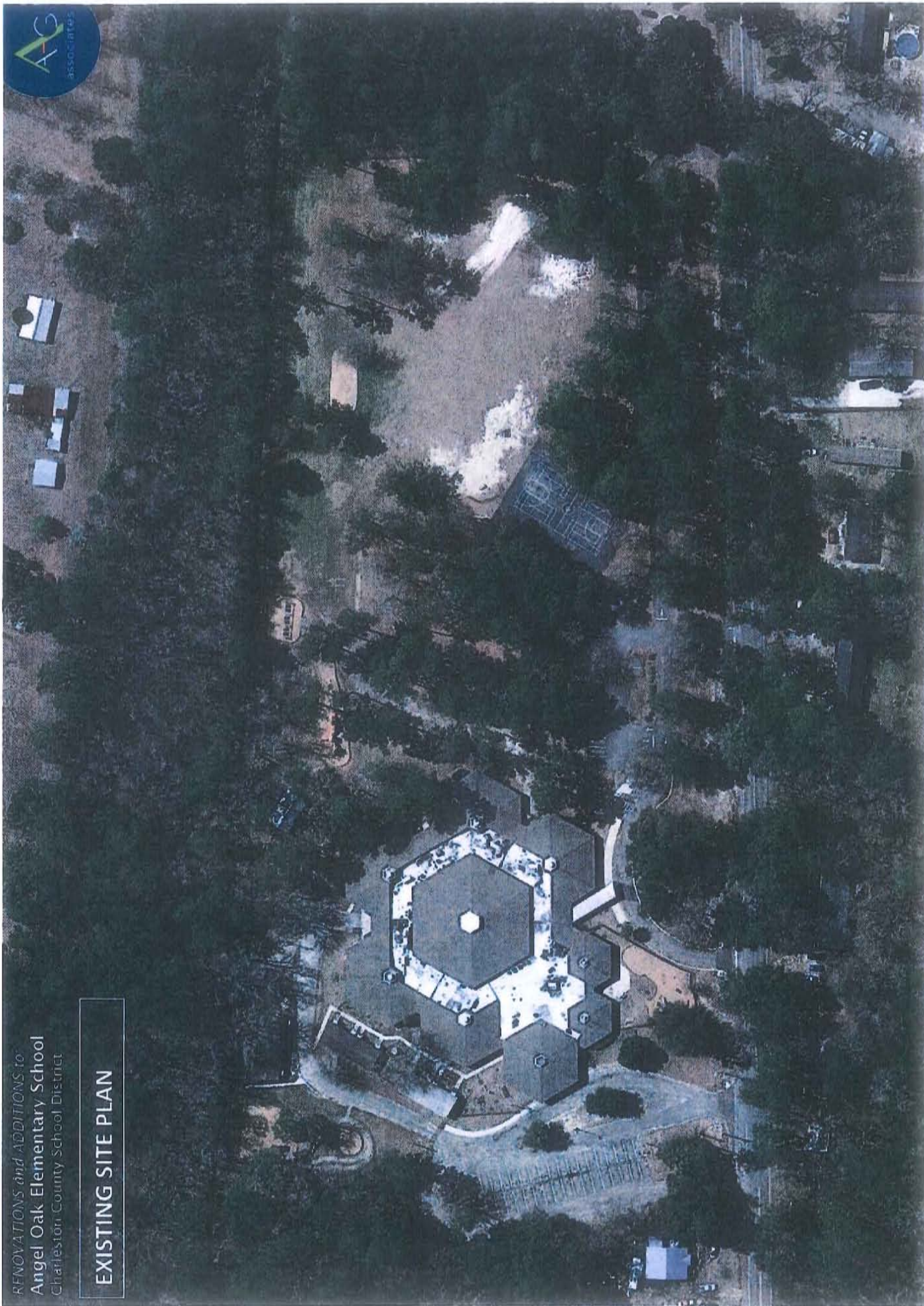


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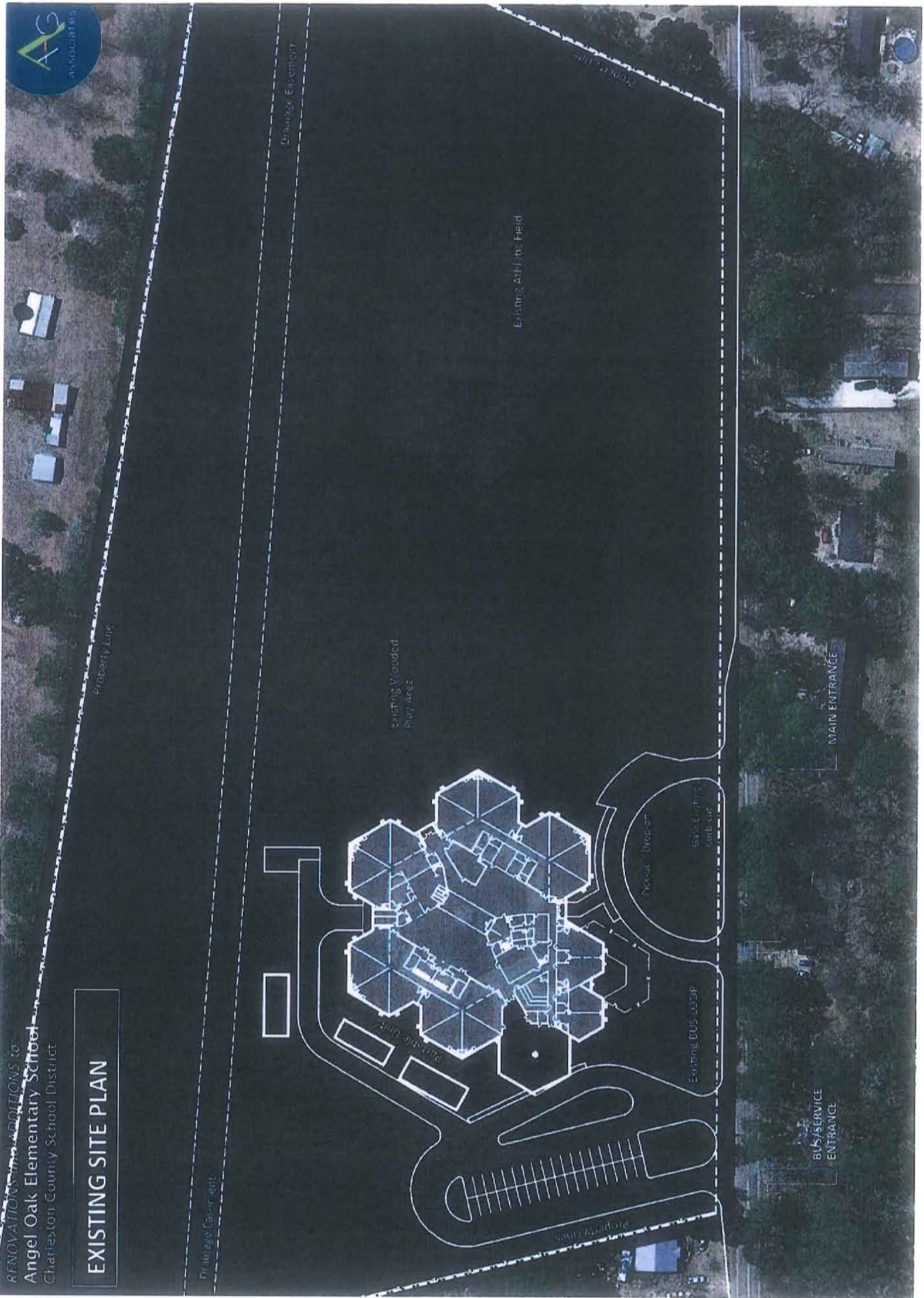
RENOVATIONS and ADDITIONS to:
Angel Oak Elementary School
Charleston County School District

EXISTING SITE PLAN



RENOVATIONS AND ADDITIONS to
Angel Oak Elementary School
Charleston County School District

EXISTING SITE PLAN



RENOVATIONS AND ADDITIONS TO
Angel Oak Elementary School
Charleston County School District

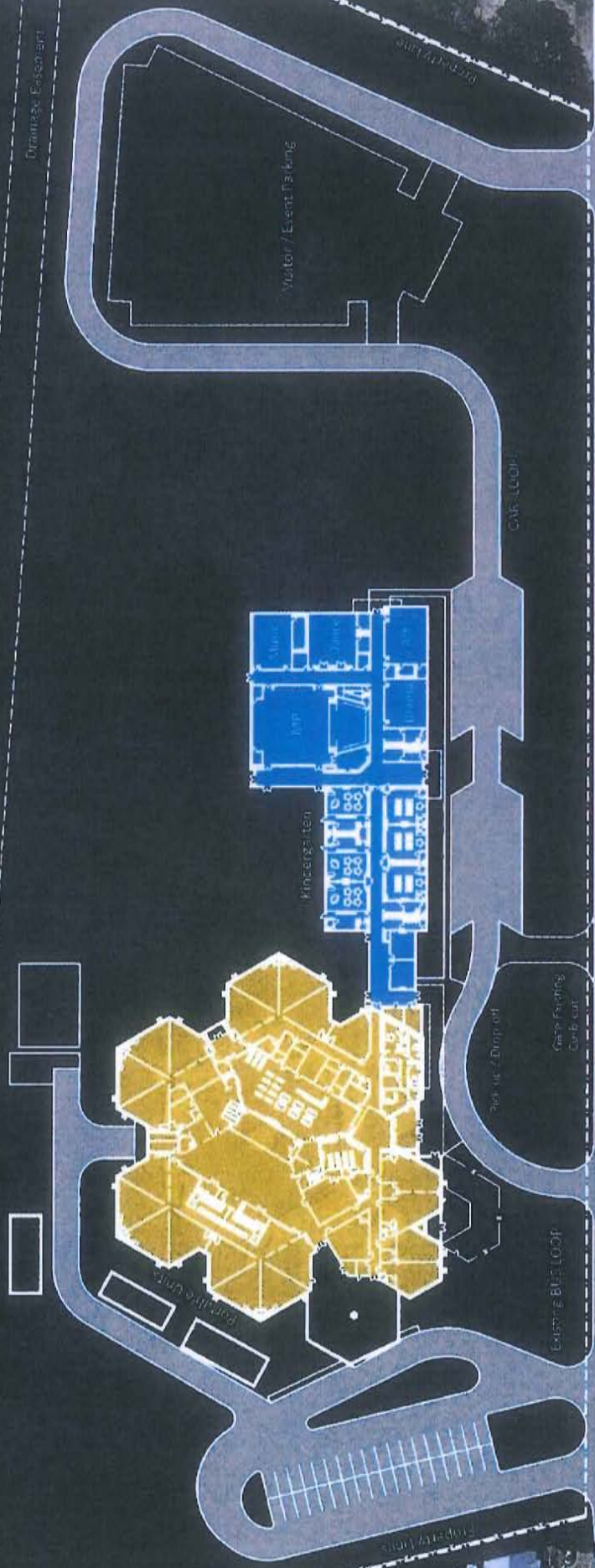


NEW SITE PLAN

Property Line

Drainage Easement

Drainage Easement



BUS / SERVICE
ENTRANCE

MAIN ENTRANCE

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County SCHOOL DISTRICT

75 Calhoun Street
Charleston, SC 29401

**OFFICE OF GENERAL COUNSEL
BOARD AGENDA ITEM**

TO: Board of Trustees

FROM: John F. Emerson, General Counsel


DATE: July 27, 201

SUBJECT: Revision of Policy GCF -Professional Staff Hiring

RECOMMENDATION: Approve first reading of committee recommendation
to revise Policy GCF - Professional Staff Hiring.

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

Respectfully submitted:



Gerrita Postlewait, Ed. D.
Superintendent of Schools

N/A

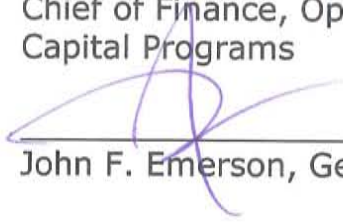
Jeffrey Borowy, Deputy for Capital
Programs

NA

Todd Garrett, Chair
Audit & Finance Committee

E. Tripp Wiles, Esq., Chair
Policy and Personnel Committee

NA

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


John F. Emerson, General Counsel

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

☒ Item voted on and
recommended for Board Policy
and Personnel Committee 7/8/15

OFFICE OF GENERAL COUNSEL
July 27, 2015

SUBJECT:

Recommendation to approve recommendation to revise Policy GCF Professional Staff Hiring.

BACKGROUND:

The current version of Policy GCF - Professional Staff Hiring erroneously indicates that the constituent district boards have authority over hiring at the school level. It indicates that the county board will approve every new hire at the school level. The policy makes reference to a criminal records check with the State Law Enforcement Division when CCSD uses a broader review. It uses antiquated language regarding proof required of aliens of eligibility for hire in the U.S.

DISCUSSION:

The revision removes reference to the constituent district board. It reduces the obligation of the board to approve every single hire in the schools. Finally, the revision updates the screening process for aliens seeking employment.

RECOMMENDATION:

Approve first reading to committee recommendation to revise Policy GCF – Professional Staff Hiring.

FUNDING SOURCE/COST: N/A

FUTURE FISCAL IMPACT: N/A

DATA SOURCES: Office of General Counsel

PREPARED BY: Office of General Counsel

REVIEWED BY LEGAL SERVICES: Yes

REVIEWED BY PROCUREMENT SERVICES: N/A

PROFESSIONAL STAFF HIRING

Code **GCF** Issued **2/06**

Purpose: To establish the basic structure for the hiring of highly qualified professional staff for Charleston County School District.

Employment of school-level personnel, except principals and, assistant principals, ~~and others budgeted at the central staff level,~~ shall be the responsibility of the principal constituent boards, ~~subject to the approval of the board.~~

~~Hiring of Principals and assistant principals and candidates at the executive director level and above shall be recommended to the responsibility of board by the superintendent subject to the approval of from a list of three qualified persons recommended by the constituent board where the school is located.~~

~~All other employees shall be recommended for employment by the board. superintendent to the board. Principals should be actively involved in the hiring of personnel for their school.~~

To efficiently meet this responsibility, the human resources department shall determine the candidate's eligibility and verify that all eligibility criteria have been met prior to the superintendent's recommendation of employment to the board. ~~The district shall not employ any candidate without a personal interview and required confidential references.~~

Employment of assistant principals shall be the responsibility of the associate superintendent, subject to the approval of the superintendent.

All hiring decisions are subject to clearance by the human resources department.. The district shall not employ any candidate without a personal or electronic interview and review of required confidential references. The human resources department shall obtain a criminal records ~~history~~ check on all applicants newly hired teachers from the State Law Enforcement Division (SLED) prior to their initial employment. Only the human resources department may issue offers of

~~The board shall make the final decision regarding employment of professional personnel in Charleston County School District.~~

~~The superintendent may use a "Letter of Intent" to assure a prospective employee of a forthcoming recommendation to be hired.~~

The Immigration Reform and Control Act of 1986 (P.L. 99-603) prohibits employers from hiring aliens not legally eligible to work in the United States. It requires all new employees to present evidence of employment eligibility and requires employers to verify that eligibility. Newly hired employees must complete the form no later than three days following their first working day.

Rehiring Teacher and Employee Retention Incentive Program (TERI) participants

At the conclusion of participation by an employee in the TERI program, the Charleston County School District shall follow all applicable state and federal laws and regulations as well as its normal hiring procedures concerning any continued employment of the individual with the district.

PAGE 2 - GCF - PROFESSIONAL STAFF HIRING

Should a mid-year vacancy occur in a teaching or administrative position, the board authorizes the superintendent to fill such vacancies for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, when appropriate.

The superintendent or his/her designee shall determine whether advertisement of the vacancy is necessary or whether the position may be filled through other appropriate means.

For issuance of contracts at the conclusion of the TERI program, see policy GCB, Professional Staff Contracts and Compensation.

Adopted 5/10/73; Revised 12/16/74, 12/8/75, 6/11/79, 2/24/86, 2/24/86, 2/13/06

Legal references:

A. United States Code:

1. 20 U.S.C. Sections 1681-86 - Prohibits discrimination on the basis of sex.
2. 42 U.S.C. 2000(e), et seq. - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.
3. 42 U.S.C. 12101, et seq. - Prohibits employment discrimination on the basis of disability.
4. Public Law 107-110 - No Child Left Behind, revised Elementary and Secondary Education Act (ESEA) of 2001, Title 1, Part A, Subpart 1, Section 1119 - Qualifications for teachers and paraprofessionals.

B. Code of Federal Regulations:

1. 41 CFR 60-20 (1998) - Prohibits discrimination on the basis of sex.

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

1. Section 1-1-550 - School districts shall give preference to employment of honorably discharged veterans.
2. Section 59-1-510 - Guidelines and regulations for recruitment and hiring staff in professional areas.
3. Section 59-1-520 - Intervention by State Department of Education for non-compliance.
4. Section 59-19-80 - Requirements as to purchases and teacher employment (teaching contracts to be issued in public meeting).
5. Section 59-25-410, et seq. - Employment and Dismissal Act - Teachers to be notified of employment status by April 15th.
6. Section 59-26-40(M) - Before initial employment of a teacher, the local school district shall request a criminal record history from the South Carolina State Law Enforcement Division for past convictions of any crimes.
7. Section 59-18-1300 - District accountability system.
8. Section 9-1-2210 - Teacher and Employee Retention Incentive Program; operation.
9. Section 9-1-1790 - Amount which may be earned upon return to covered employment.

D. S.C. Acts and Joint Resolutions:

1. 1967 Act 340 - Creates the School District of Charleston County and abolishes the county board of education; sets forth the powers of the constituent district boards.
2. 1978 Act 721 - Amends 1967 Act 340 to provide that principals shall be appointed by the board of the Charleston County School District.

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**OFFICE OF GENERAL COUNSEL
BOARD AGENDA ITEM**

TO: Board of Trustees

FROM: John F. Emerson, General Counsel


DATE: July 27, 2015

SUBJECT: Revision to policy BCA – Board Member Code of Ethics

RECOMMENDATION: Approve first reading of amendment to policy
BCA - Board Member Code of Ethics, regarding
contact by members of the county and
constituent district boards with parties to
pending matters.

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

Respectfully submitted:



Gerrita Postlewait, Ed. D.
Superintendent of Schools

N/A

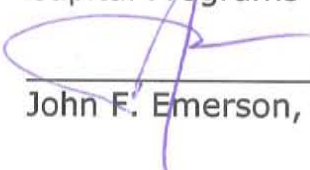
Jeffrey Borowy, Deputy for Capital
Programs

NA

Todd Garrett, Chair
Audit & Finance Committee

E. Tripp Wiles, Esq., Chair
Policy Committee

NA

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


John F. Emerson, General Counsel

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

☒ Item voted on and
recommended for Board
Policy Committee on 07/27/15

OFFICE OF GENERAL COUNSEL
July 27, 2015

SUBJECT: Revision of policy BCA – Board Member Code of Ethics.

BACKGROUND: Both the CCSD Board of Trustees and the various constituent district boards hear and review appeals and other matters in their judicial capacity. These hearings include student expulsion appeals, student transfer appeals, and teacher appeals, among others. From time to time members of these boards are contacted to parties to these matters, e.g. the families of students who have been expelled, teachers who have been non-renewed, and other members of the community with an interest in the matter and who may be witnesses. In the courts this is called ex parte communications. Such contact, when it occurs outside of the formal hearing is considered improper under traditional judicial rules of conduct, and for good reason. It is inappropriate for a board member to investigate or receive information not available to others who may hear such a matter on appeal. It can lead to undue influence and also the presentation of information not subject to challenge or cross-examination.

DISCUSSION: The Policy and Personnel Committee has approved an amendment to Policy BCA that would prohibit knowing contact between board members and individuals involved in matters that may come to the board on appeal.

RECOMMENDATION: Approve first reading of amendment to policy BCA, Board Member Code of Ethics, regarding contact by members of the county and constituent district boards with parties to pending matters.

FUNDING SOURCE/COST: N/A

FUTURE FISCAL IMPACT: N/A

DATA SOURCES: Office of General Counsel

PREPARED BY: John F. Emerson

REVIEWED BY LEGAL SERVICES: Yes

REVIEWED BY PROCUREMENT SERVICES: N/A

BOARD MEMBER CODE OF ETHICS

Code **BCA** Issued **4/09**

Purpose: To establish the basic structure for ethical board conduct.

The board of trustees of the Charleston County School District and the boards of the constituent districts commit themselves and their members to ethical, civil, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as board members. The boards shall have the authority and responsibility to apply these standards of conduct.

A board member shall honor the high responsibility that his/her membership demands by doing the following.

- thinking always in terms of effectively meeting educational goals for all children
- understanding that the basic function of a school board is policymaking, not administration and by accepting the responsibility of learning to discriminate intelligently between these two functions
- accepting the responsibility along with his/her fellow board members of budgeting so that facilities and resources are provided for the effective functioning of schools
- placing children's interests above partisan or other political interests
- representing, at all times, the entire school district
- accepting the responsibility of becoming well informed concerning the Freedom of Information Act limits on informal board member meetings, the duties of board members and the proper functions of public schools
- recognizing responsibility as a state official to seek the improvement of education throughout the state
- conforming to a standard of civility in interactions with other board members, employees, students and the public, so as to treat all persons with dignity and courtesy; profanity, threats, threatening job termination or abusive language is prohibited and, if used, may subject a board member to public reprimand and, if repeated, constitutes cause of removal of from office through the procedures as provided in S.C. Code Section 59-19-60

In order to build and maintain productive and effective relationships among themselves and with the superintendent and staff, board members shall maintain a system of communication and interaction that builds upon mutual respect and trust by doing the following.

- recognizing that authority rests only with the board in official meetings and that the individual member has no legal status to bind the board outside of such meetings
- recognizing the integrity of his/her predecessors and associates and the merit of their work
- keeping an open mind on matters before the board by committing to a vote only after hearing the facts and opinions of others in a board meeting properly noticed under the Freedom of Information Act
- respecting the opinion of others and graciously conforming to the principle of majority rule

- maintaining the confidentiality of matters discussed in executive session
- Refraining from knowingly communicating with staff, students, families or others about the facts of a matter in which they are involved, if that matter may be appealed to the board by policy or law.

A board member should maintain desirable relations with the superintendent of schools and his/her staff by doing the following.

- striving to procure, when a vacancy exists, the best professional leader available for the superintendency
- giving the superintendent full operational authority for properly discharging his/her professional duties and holding him/her responsible for acceptable results
- acting only upon the recommendation of the superintendent in matters of employment or dismissal of school personnel [REMOVING FROM HERE UNNECESSARY REFERENCE TO THE ACT OF CONSOLIDATION]
- having the superintendent present at all meetings of the board except when his/her contract and salary are under consideration
- referring all complaints to the superintendent and discussing them only at a regular meeting properly noticed under the Freedom of Information Act
- striving to provide adequate safeguards around the superintendent and other staff members to the end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis
- presenting personal criticisms of any employee, including of the superintendent, directly to the superintendent or the board chairman, but do so in confidence

Adopted 12/8/75; Revised 12/8/86, 11/11/91, 7/26/04, 10/13/08, 4/27/09

Legal references:

- A. School board members are under the jurisdiction of the " Ethics, Government Accountability and Campaign Reform Act," Section 8-13-100, et seq., S. C. Code, and are subject to rules of conduct of the statute.

Such rules include, but are not limited to, the following.

School board members

1. May not use their position or office for personal financial gain (Section 8-13-700).
2. May not receive compensation to influence action (Section 8-13-705).
3. May not receive additional money as payment for advice or assistance given in the course of their employment as a public official (Section 8-13-720).
4. May not use or disclose confidential information gained in the course of their responsibility as a public official (Section 8-13-725).
5. May not serve as a member or employee of a governmental regulatory commission that regulates any business with which they are associated (Section 8-13-730).
6. May not appear before the Public Service Commission or the S.C. Department of Insurance in rate or price-fixing matters (Section 8-13-740).

Charleston County School District

PAGE 3 - BCA - BOARD MEMBER CODE OF ETHICS

7. May not enter into contract with a governmental agency or department which is to be paid in whole or in part out of governmental funds, unless the contract has been awarded through a process of public notice and competitive bidding and no official function regarding the contract has been performed (Section 8-13-775).
8. May not offer or give gifts or promises to members or employees of a governmental regulatory agency or department that regulates a business they are associated with (Section 8-13-705).
9. In cases where a potential conflict of interest exists, individuals shall take such steps as the Ethics Commission shall prescribe to remove oneself from the potential conflict of interest (Section 8-13-700).

No elected public official, regardless of compensation, and no appointed public official, regardless of compensation, shall hold office unless he/she has filed a statement of economic interest with the State Ethics Commission (even if a negative report). (Section 8-13-1110, S.C. Code.)

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**OFFICE OF GENERAL COUNSEL
BOARD AGENDA ITEM**

TO: Board of Trustees

FROM: John F. Emerson, General Counsel

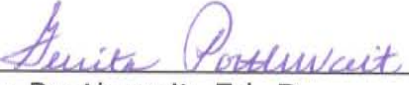
DATE: July 27, 2015

SUBJECT: Policy JIH – Student Searches, Interrogations and Arrests.

RECOMMENDATION: Approve first reading of revisions to Policy JIH –
Student Searches, Interrogations and Arrests.

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

Respectfully submitted:



Gerrita Postlewait, Ed. D.
Superintendent of Schools

N/A

Jeffrey Borowy, Deputy for
Capital Programs

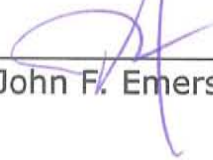
NA

Todd Garrett, Chair
Audit & Finance Committee

E. Tripp Wiles, Esq., Chair
Policy Committee

NA

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



John F. Emerson, General Counsel

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

☒ Item voted on and
recommended by Board
Policy and Personnel Committee on 7/08/15

OFFICE OF GENERAL COUNSEL
July 27, 2015

SUBJECT: Policy JIH – Student Searches, Interrogations and Arrests.

BACKGROUND: In the fall of 2014, the Office of General Counsel was asked to review CCSD policy on the subject of student questioning, interrogation and searches and to report to the Board whether any changes were in order.

DISCUSSION: In the fall of 2014 this office was asked to undertake a review of policy JIH (Student Searches, Interrogations and Arrests) and to research whether it was consistent with the law, policy elsewhere, and best practices. As a first step, we assembled a cross-disciplinary committee of representatives from relevant departments of CCSD, including the senior academic administration, the Office for Student Placement, the Office for Campus Security and Emergency Management. In addition, the research entailed a review of relevant federal and state law. It involved a review of approximately 60 policies from school districts elsewhere in South Carolina. We consulted with both staff and other school lawyers across the state. Using a resource available through the Council Of School Attorneys, a national network, we sought input from school lawyers across the country. In addition, we reviewed various law reviews and other literature on the subject. Finally, we met with the School Improvement Council (SIC) of the Academic Magnet High School to gather input from that school community.

In all respects, we determined that our policy JIH is consistent with the standards applied elsewhere.

One question had been raised as to whether parents had to be notified before a student could be questioned. That is not a practice elsewhere and we found consistent agreement that such a practice would severely hamper the ability of school administration to investigate incidents on a timely basis and to take the necessary steps to insure a safe environment conducive to learning.

Another question was whether a student being questioned possessed the right to have a witness present and to have a witness familiar to the student. The Policy and Personnel Committee is recommending that policy be amended to require school staff, while questioning a student, to make a good faith effort to have a witness present and, ideally, one with whom the student is familiar.

RECOMMENDATION: Approve first reading of revisions to Policy JIH – Student Searches, Interrogations and Arrests.

FUNDING SOURCE/COST: NA.

FUTURE FISCAL IMPACT: NA.

DATA SOURCES: Office of General Counsel

PREPARED BY: John F. Emerson

REVIEWED BY LEGAL SERVICES: Yes.

REVIEWED BY PROCUREMENT SERVICES: No.

STUDENT SEARCHES, INTERROGATIONS AND ARRESTS

Code **J1H** Revised _____

Purpose: To establish the basic structure for the following:

- searches of students and/or their property;
- interviews of students; and
- other aspects of investigations

Preface: In order to ensure a safe school environment and one conducive to teaching and learning, school district employees may have to conduct inquiries into matters of varying significance. Ultimately, district and school administrators are responsible for directing investigations.

SEARCHES

This policy recognizes that both state law and the Fourth Amendment to the United States Constitution protect citizens, including students, from unreasonable searches and seizures. The board's express intention for this policy is to enhance security in the schools, prevent students and other persons on school grounds from violating board policies, school rules and state and federal laws, and to ensure that legitimate privacy interests and expectations are respected consistent with the need of the district to maintain a safe environment conducive to education.

Individuals

In accordance with S.C. Code § 59-63-1150, all school administrators shall be trained in the "reasonableness" standard for searches.

In compliance with S.C. Code § 59-63-1160, principals shall post a notice at each entrance to the school and all other access points advising that any person entering the premises of any school will be deemed to have consented to a reasonable search of his/her person and effects.

Only trained school officials may conduct such searches unless exigent circumstances exist that require another staff member to take immediate action for safety reasons. For the purposes of this policy, a school official is any school or district-based administrator or the designee of the school principal or superintendent. A school official must determine that the search is justified at its inception and that the scope and conduct of the search are reasonably related to the circumstances justifying the search. All searches of students and their possessions must be based on reasonable suspicion and take into consideration the age and gender of the student and the nature of the circumstances giving rise to the suspicion.

No school employee shall conduct a strip search.

Searches may involve metal detectors, but no search involving dogs will be conducted upon the person of any student.

School lockers and desks

All lockers, desks and CCSD owned electronic devices are the property of the school district, and are subject to search.

Motor vehicles

PAGE 2 - JIH - STUDENT INTERROGATIONS, SEARCHES AND ARRESTS

The privilege of bringing a student-operated motor vehicle onto school premises is conditioned on consent by the driver to allow a search of that motor vehicle when there is reasonable suspicion for a search of that motor vehicle.

Any contraband items or evidence of a violation of law or of the Student Code of Conduct may be retained by school officials and/or turned over to an appropriate law enforcement agency.

QUESTIONING STUDENTS

Questioning by School Personnel

District and school administrators and teachers may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The staff member shall conduct the questioning discreetly and under circumstances which shall avoid unnecessary embarrassment to the person being questioned. The school official shall make a good faith effort to have present another employee with whom the student is familiar as a witness to the questioning. Any student who answers falsely or evasively or who refuses to answer a proper question may be disciplined.

Questioning by law enforcement

When law enforcement officers find it necessary to question students during the school day regarding matters not connected to school, the school principal or his/her designee will cooperate with law enforcement and shall request to be present, so long as his/her presence does not impede the investigation. Normal visitor protocol must be followed by law enforcement officials at all times. The principal or his/her designee shall make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence. Should contact not be made, reasonable efforts shall continue to notify the student's parent/legal guardian that law enforcement questioning took place on school grounds. The police shall conduct any questioning in a private area.

CONTACTING LAW ENFORCEMENT

As required by South Carolina Code Section 59-24-60, school administrators shall contact law enforcement authorities immediately upon notice that a person is engaging in, or has engaged in, any activity on school property or at a school sanctioned or sponsored activity which may result, or does in fact result, in injury or serious threat of injury to the person or to another person or his/her property.

CUSTODY OR ARREST

Law enforcement authorities have the right to enter the school to take a student into custody or to make a lawful arrest of a student, provided that they act pursuant to lawful procedure. If a student is arrested or taken into custody at school, school officials shall immediately make a reasonable effort to notify the parent/legal guardian.

Cf. KLG

Adopted 3/13/78; Revised 4/13/87, 11/28/94, 1/23/06

Legal references:

A. U. S. Supreme Court Cases:

1. New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct. 733 (1985).

Charleston County School District

PAGE 3 - JIH - STUDENT INTERROGATIONS, SEARCHES AND ARRESTS

- B. United States Constitution, Fourth Amendment.
- C. South Carolina Constitution:
 - 1. Article I, Section 10.
- D. S.C. Code Ann., 1976, as amended:
 - 1. Section 59-5-65 - State board to set regulations for minimum standards for student conduct, attendance and scholastic achievement; enforcement.
 - 2. Section 59-24-60 - Requires administrators to contact law enforcement.
 - 3. Section 59-63-1110, et seq. - Search of persons and effects on school property.
 - 4. Section 63-19-810 - Taking a child into custody.
- E. S. C. Acts and Joint Resolutions:
 - 1. 1994 Act #393, p. 4097 - Allows searches.

STUDENT SEARCHES, INTERROGATIONS, SEARCHES AND ARRESTS

Code JIH Revised Issued 1/06

Purpose: To establish the basic structure for the following:

- conducting searches of students and/or their property; property;
- interviews of students; and
- other aspects of investigations

Preface: In order to ensure a safe school environment and one conducive to teaching and learning, school district employees may have to conduct inquiries into matters of varying significance. Ultimately, district and school administrators are responsible for directing investigations.

SEARCHES

This policy recognizes that both state law and the Fourth Amendment to the United States Constitution protect citizens, including students, from unreasonable searches and seizures. The board's express intention for this policy is to enhance security in the schools, prevent students and other persons on school grounds from violating board policies, school rules and state and federal laws, and to ensure that legitimate privacy interests and expectations are respected consistent with the need of the district to maintain a safe environment conducive to education.

Individuals

In accordance with S.C. South Carolina Code §Section 59-63-1150, all school administrators shall be trained in the "reasonableness" standard for searches.

In compliance with S.C. Code § 59-63-1160, principals" for searches and interrogations under the United States Supreme Court decision in New Jersey v. T.L.O., 469 U.S. 328 (1985). Each principal shall post a notice at each entrance to the school and all other access points in compliance with South Carolina Code Section 59-63-1160 advising that any person entering the premises of any school will be deemed to have consented to a reasonable search of his/her person and effects.

Only trained school officials the principal or his/her designee may conduct such searches unless exigent circumstances exist that which require another staff member to take immediate action for safety reasons. For the purposes of this policy, a school official is any school or district-based administrator or All searches shall comply with the designee reasonableness standard given the age and sex of the student and the nature of the school principal or superintendent. circumstances giving rise to a reasonable concern. A school official must determine that the search is justified at its inception and that the scope and conduct of the search areis reasonably related to the circumstances justifying the search. All searches of students—Students and their possessions must be based on belongings are subject to reasonable suspicion searches and take into consideration the age and gender of the student and the nature of the circumstances giving rise to the suspicion. seizures, with or without probable cause.

No school employee administrator or official shall conduct a strip search.

Searches may involve metal detectors, but no search involving dogs will be conducted uponin the personpresence of any student. students.

PAGE 2 - JIH - STUDENT INTERROGATIONS, SEARCHES AND ARRESTS

School lockers and desks

All lockers, ~~and desks~~ and CCSD owned electronic devices are the property of the school ~~district, district. School officials may conduct searches of lockers and desks.~~ and are subject to search.

Motor vehicles

The privilege of bringing a student-operated motor vehicle onto school premises is conditioned on consent by the driver to allow a search of that motor vehicle when there is reasonable suspicion for a search of that motor vehicle.

Any contraband items or evidence of a violation of law or of the Student Code of Conduct may be retained by school officials and/or turned over to an appropriate law enforcement agency.

QUESTIONING STUDENTS

Questioning~~Interrogations by school personnel and school resource officers~~

~~Investigations shall be directed by~~ School Personnel

~~District~~~~the school administration. Teachers, principals and school~~ administrators and teachers~~resource officers~~ may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The staff member shall conduct the questioning discreetly and under circumstances which shall avoid unnecessary embarrassment to the person being questioned. The school official shall make a good faith effort to have present another employee with whom the student is familiar as a witness to the questioning. Any student who answers falsely or evasively or who refuses to answer a proper question may be disciplined.

Questioning~~Contacting law enforcement~~

~~As required by South Carolina Code Section 59-24-60, school administrators shall contact law enforcement authorities immediately upon notice that a person is engaging in, or has engaged in, any activity on school property or at a school sanctioned or sponsored activity which may result, or does in fact result, in injury or serious threat of injury to the person or to another person or his/her property.~~

Interrogations by law enforcement

When law enforcement officers find it necessary to question students during the school day regarding matters not connected to school, the school principal or his/her designee will cooperate with law enforcement and shall request to be present, so long as his/her presence does not impede the investigation. Normal visitor protocol must be followed by law enforcement officials at all times. The principal or his/her designee shall make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence. Should contact not be made, reasonable efforts shall continue to notify the student's parent/legal guardian that law enforcement questioning took place on school grounds. The police shall conduct any questioning in a private area.

CONTACTING LAW ENFORCEMENT

Custody or arrest

As required by South Carolina Code Section 59-24-60, school administrators shall contact law enforcement authorities immediately upon notice that a person is engaging in, or has engaged in,

PAGE 3 - JIH - STUDENT INTERROGATIONS, SEARCHES AND ARRESTS

any activity on school property or at a school sanctioned or sponsored activity which may result, or does in fact result, in injury or serious threat of injury to the person or to another person or his/her property.

CUSTODY OR ARREST

Law enforcement authorities have the right to enter the school to take a student into custody or to make a lawful arrest of a student, provided that they act pursuant to lawful procedure. If a student is arrested or taken into custody at school, school officials shall immediately make a reasonable effort to notify the parent/legal guardian.

Cf. KLG

Adopted 3/13/78; Revised 4/13/87, 11/28/94, 1/23/06

Legal references:

A. U. S. Supreme Court Cases:

1. New Jersey v. T.L.O., 469 —U.S. 325—, 105 S. Ct. 733 (1985).

B. United States Constitution, Fourth Amendment.

C. South Carolina Constitution:

1. Article I, Section 10.

D. S.C. Code Ann., 1976, as amended:

1. Section 59-5-65 - State board to set regulations for minimum standards for student conduct, attendance and scholastic achievement; enforcement.
2. Section 59-24-60 - Requires administrators to contact law enforcement.
3. Section 59-63-1110, et seq. - Search of persons and effects on school property.
4. Section 63-19-810 - Taking a child into custody.

E. S. C. Acts and Joint Resolutions:

1. 1994 Act #393, p. 4097 - Allows searches.

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**DEPARTMENT OF EMPLOYEE RELATIONS
AGENDA ITEM**

TO: Board of Trustees
FROM: Beverly Varnado, Department of Employee Relations
DATE: July 27, 2015
SUBJECT: Social Media and Electronic Communication Policy
RECOMMENDATION: Approve second reading of Social Media and Electronic Communication Policy.

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

Respectfully submitted:

Gerrita Postlewait
Gerrita Postlewait, Ed. D.
Superintendent of Schools

N/A
Jeffrey Borowy, Deputy for
Capital Programs

NA
Todd Garrett, Chair
Audit & Finance Committee

E. Tripp Wiles, Esq., Chair
Policy Committee

NA
Michael L. Bobby
Chief of Finance, Operations &
Capital Programs
John F. Emerson, General Counsel

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

☒ Item voted on and
recommended for Board
Policy Committee on 6/2/15

EMPLOYEE RELATIONS

July 27, 2015

SUBJECT: Social Media and Electronic Communications Policy

BACKGROUND: The number of disciplinary cases for both staff and students with some aspect of social media involvement, both professional and personal, has seen an upward trend in recent years.

DISCUSSION: A committee comprised of interested administrators from several departments met to draft a new policy to address these concerns.

General Counsel – John Emerson
Employee Relations – Wilbert Suggs and Beverly Varnado
Risk Management – Dana Henderson
Educational Technology – Elaine Berry and Emily Elliot
Guidance and Counseling – Amy Neloms
Communications – Karen Black

The focus of the committee was areas in which social media usage needed to be better defined, to develop a policy specifically to provide directives and procedures for staff, and to revise the existing policy for Acceptable Use of Technology for consistency. Additional guideline and “position statement” documents are being developed to support community members in understanding the details behind the District’s stance on social media. Multiple avenues of dissemination for this information are being planned, including extensive district-wide instruction for staff.

RECOMMENDATION: Approve second reading of Social Media and Electronic Communications Policy.

FUNDING SOURCE/COST: N/A

FUTURE FISCAL IMPACT: N/A

DATA SOURCES: Committee members.

PREPARED BY: Beverly Varnado, Department of Employee Relations

REVIEWED BY LEGAL SERVICES: Yes

REVIEWED BY PROCUREMENT SERVICES: N/A

SOCIAL MEDIA and ELECTRONIC COMMUNICATIONS

POLICY GBXX

CCSD supports the responsible use of social media by employees. Used appropriately, social media become tools to provide information and connections to learning experiences. This policy provides guidelines to assist employees to understand that the realm of social media is vast; for the safety of students and themselves, employees must understand needed controls and filters.

While the District encourages the use of professional and educational social media accounts, employees must accept that they are public figures. This policy covers use of social media on and off school property, on and off work hours, using both district-owned and personal technologies.

Definitions:

“Social media” includes, but is not limited to, various online technology tools that enable people to communicate easily over the Internet: text, audio, video, images, and other multimedia communications.

“Technology” includes, but is not limited to, computers, electronic storage devices, and communication devices.

“District technology” includes that which is owned or provided by the District.

“Personal technology” is non-District technology.

Professional and personal social media use, including off-hours use, has the potential to result in disruption in schools and/or the workplace and can be in violation of District policies.

Professional social media communications

District employees initiating a professional social media communication shall include the following text: “This site includes user-created content that does not necessarily reflect the views of the District. The purpose of this site is [specify purpose].”

District employees may not use District-owned technological devices for inappropriate social media activity on or off school property and on or off duty hours. District employees should treat professional social media activities and communication like a classroom and/or professional workplace. The same standards expected in the classroom are expected on professional social media sites. If a behavior is inappropriate in the classroom, then that behavior is also inappropriate on professional social sites.

District employees should use privacy settings to control access to their professional social media sites to ensure that communications only reach the intended audience. Employees should be mindful that social media sites can change their default privacy settings and other functions at any time. As a result, employees have an individual responsibility to understand the rules of the social media site being used. District administrators, or their designees, are responsible for monitoring employees’ professional social media sites.

District employees are required to obtain approval from Office of Strategy and Communications before setting up a social media presence.

District employees have no expectation of privacy with regard to their use of professional social media, as the District will regularly monitor sites to protect the school community.

District administrators reserve the right to remove, disable, and provide feedback regarding professional social media sites that do not adhere to the law or district policies. Sites, accounts, or pages existing absent prior authorization will be subject to review. As a result, a recommendation for disciplinary action may result.

Professional social media communication must be in compliance with existing policies that prohibit harassing, obscene, discriminatory, defamatory, or threatening language.

Personal social media communication

Use of personal technology devices for social media services during school hours, even for legitimate reasons, should be extremely limited.

In order to maintain appropriate professional relationships with students, District employees should not communicate with students currently enrolled in District schools on personal social media sites.

As a recommended practice, District employees should use appropriate privacy settings to control access to their personal social media communications. Private communications published on the Internet can easily become public. Employees should be mindful that social media sites can change their default privacy settings and other functions at any time. As a result, employees have an individual responsibility to understand the rules of the social media site being used.

District employees shall understand that there is significant risk using personal devices for inappropriate social media activity on or off school property and on or off duty hours if such activity violates District policy and/or brings negative attention to the District, school, or department.

District employees must remember that at all times they are seen in the community as an ambassador of the District and a mentor to students and must conduct themselves with professionalism and common sense to remain effective as an educator.

Violations of this policy by employees may be grounds for disciplinary action, including immediate suspension and possible termination of employment.

The Superintendent shall develop regulations to ensure compliance with the letter and the spirit of this policy.

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County SCHOOL DISTRICT

75 Calhoun Street
Charleston, SC 29401

**CHIEF INFORMATION OFFICE
AGENDA ITEM**

TO: Board of Trustees

FROM: John McCarron


DATE: July 27, 2015

SUBJECT: Policy GBEBD – Acceptable Use of Technology.

RECOMMENDATION: Approve second reading of Policy GBEBD –
Acceptable Use of Technology.

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

Respectfully submitted:



Gerrita Postlewait, Ed. D.
Superintendent of Schools

N/A

Jeffrey Borowy, Deputy for
Capital Programs

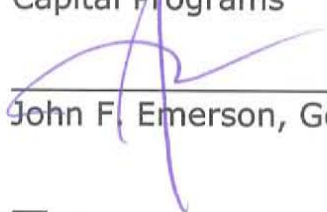
NA

Todd Garrett, Chair
Audit & Finance Committee

E. Tripp Wiles, Esq., Chair
Policy Committee

NA

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



John F. Emerson, General Counsel

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

☒ Item voted on and
recommended for Board
Policy Committee on 6/2/15

INFORMATION TECHNOLOGY

July 27, 2015

SUBJECT: Policy GBEBD – Acceptable Use of Technology.

BACKGROUND: As technology tools available to teachers, students and staff rapidly evolve we must strive to keep policy current, appropriate and balanced in order to empower stakeholders to use these tools to their full potential while continuing to provide a safe digital environment for students and adhering to federal laws and regulations.

DISCUSSION: See above.

RECOMMENDATION: Approve second reading of Policy GBEBD – Acceptable Use of Technology.

FUNDING SOURCE/COST: N/A

FUTURE FISCAL IMPACT: N/A

DATA SOURCES: N/A

PREPARED BY: Elaine Berry

REVIEWED BY LEGAL SERVICES: Yes

REVIEWED BY PROCUREMENT SERVICES: N/A

Policy GBEBD Acceptable Use of Technology

Revised 2015

Purpose: To establish the board's vision and the basic structure for the acceptable use of technology resources in Charleston County School District.

Acceptable use

It is the policy of Charleston County School District that use of district information technology shall be for district educational or business purposes, shall conform to district technology and security standards, and shall be ethical and comply with all applicable board policies and law.

This policy constitutes an Internet safety policy within the meaning of the Children's Internet Protection Act (47 U.S.C. § 254).

Applicability

This policy applies to every person who uses a district computer, mobile device or electronic system or service in any manner including employees, students, contractors, visitors and volunteers.

Scope

The following district systems and services are within the scope of this policy.

- telephones, smartphones, two-way radios, and facsimile systems
- computer systems including desktops, laptops, mobile devices, printers, wired and wireless networks
- any electronic activity on CCSD Internet systems including, but not limited to email, web content and systems, and district intranet content
- video systems, including distance learning and ETV systems
- software including, but not limited to, the following
 - instructional and office software
 - district financial systems
 - human resource systems
 - student information systems
 - school and department websites
 - learning management software
 - digital workflow solutions
- all other district information technology or electronic communications, whether or not the device used is owned, leased, contracted or otherwise utilized by the district, and regardless of the user's physical location

Standards for acceptable use of information technology

Use of district information technology systems and services is subject to the following standards. By accessing or using these systems or services, the user accepts, without limitation or qualification, the terms and conditions of these standards.

Use shall be lawful and ethical

Users may not engage in any of the following prohibited behaviors when using or accessing CCSD's Internet systems:

- Communicating unlawful, threatening, harassing, libelous, defamatory, obscene or offensive content
- Accessing visual depictions that may be obscene, pornographic or harmful to minors
- Using false or deceptive identity
- Obtaining unauthorized access to, or alteration or disruption of, a communications or computer system
- Using the CCSD Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others
- Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws

- *Any music, photographs and/or video should only be downloaded for district, and not personal purposes. If a work specifies how that work may be used (through creative commons licensing for example), the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner.*
- Engaging in plagiarism (taking the ideas or writings of others and presenting them as if they were original to the user)

Use by all personnel shall be for district business purposes

- Use for commercial, personal, political or religious purposes is prohibited. For example, "My car is for sale" is not permitted on the district web or email systems.
- Personal calls on desktop or 'landline' phones are limited to incidental local calls.
- Personal long distance calls and personal calls on district-issued cell phones are may be reimbursable to the district.
- Personal communication is not permitted on district email systems.

Use by students and teachers must be for educational purposes

- Students using CCSD Internet Systems including Social Media, student email and digital workflow solutions for school-related communication and learning experiences,
 - must make every reasonable effort to protect their own personal safety
 - must promptly disclose to their teachers or other school employees any message or other activity they receive that is inappropriate or makes them feel uncomfortable
 - must comply with the CCSD student code of conduct in all online behavior and communications
 - should not allow their passwords to be saved on any CCSD computer or shared mobile device
- Teachers using CCSD Internet Systems, including Social Media, for instructional purposes:
 - are responsible for ensuring that every reasonable precaution is taken to protect students interacting online
 - should model appropriate and responsible use
 - should educate students about appropriate and safe online behavior when interacting with individuals on social networking websites,
 - should educate students in cyberbullying awareness and response.
 - should refer to the Common Sense Media Scope and Sequence, and other free educational Internet safety resources available on the Internet.
- Schools use a variety of online web-based interactive communication technologies to enhance students' learning. Social media sites must be used only for educational and school-related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students. *"Social media" means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, micro-blogs, Internet websites, Internet forums, and wikis.*
 - CCSD limits access to these sites to individuals within CCSD. If access to a social media site will include individuals outside CCSD, parental consent is required.
 - If instructional Internet activities will involve social media, teachers must refer to the CCSD Instructional Use of Social Media Guidelines, which are incorporated into this policy
 - Teachers are responsible for reading and complying with terms and conditions of social media sites regarding user age and privacy settings

Technology products, services and use shall conform to district standards

- Hardware and software to be installed on district systems must be district approved.
- Websites and web pages created for the district must be district approved.
- Technology and communications systems must be used in a secure manner.
 - Passwords are not to be shared, posted or disclosed.
 - Malicious tampering, phishing or hacking activities are prohibited.

- Users may not intentionally seek information about or modify passwords belonging to other users unless an employee is authorized to do so.
- Attempting to log in through another person's account is prohibited.
- Users may not attempt to gain access to material that is blocked or filtered by CCSD.
- Accessing, copying, or modifying another user's files without authorization is prohibited.
- Antivirus scans are to be made on any software, executable code, scripts, email or other data on devices to be connected to district networks.
- Personally identifiable information on students and other persons that is protected by law or considered confidential is not to be disclosed to unauthorized persons.
- Use of information technology shall comply with security standards established by the district through its information technology department.
- Only authorized software is to be locally installed on district computers.

Conditions of use

Safe and secure use by minors of district electronic communications (including email, social networking sites and mobile apps)) shall be assured. Use of district computers and mobile devices by minors to access the Internet shall be supervised at all times to comply with the standards of this policy.

Employee and student use of district electronic communications, computer systems and mobile devices shall be filtered for appropriate use and content. Filtering shall be provided for all Internet enabled computers used by students, and staff. Filtering shall be disabled only for bona fide research or other lawful purposes.

Persons using district technology and electronic communications shall have no expectation of privacy in such use. Use of district technology and electronic communications may be monitored, logged, disclosed, deleted or terminated by the district. Online activities of minors shall be monitored for appropriate use.

Employees have a duty to protect district technology resources entrusted to their use and to ensure that users comply with this policy. Employees shall report violations of this policy to district authorities.

Violations of this policy and its standards may be cause for revocation of use privileges, disciplinary action, including termination, and law enforcement actions.

Disclaimers

No warranties for the accuracy, quality, functionality or availability of technology and communications are expressed or implied by this policy and these standards.

The district assumes no responsibility or liability for accuracy, integrity, quality or acceptability of information or content of non-district technology including, but not limited to, non-district websites which may have links with district websites. Users are cautioned to use due care when accessing non-district information technology resources.

Adopted 1/26/98; Revised 2/23/98, 1/9/06, 2/11/08, 9/27/10

Legal references:

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

Section 163850 Encountering child pornography while processing film or working on a computer.

Sections 161610, et seq. Computer Crime Act.

Federal law:

47 USC Section 254(h) Children's Internet Protection Act.

The Digital Millennium Copyright Act of 1998, Section 512 Limitations on liability relating to material online.

17 USC Section 101, et seq. Copyright Act.

18 USC Section 1030 Computer Fraud and Abuse Act of 1986, as amended.

18 USC Section 2510 Electronic Communications Privacy Act of 1986.

Policy

ACCEPTABLE USE OF TECHNOLOGY

Code **GBEBD** Acceptable Use of Technology ~~Issued~~ **9/10**

Revised 2015

Purpose: To establish the ~~board's~~^{board's} vision and the basic structure for the acceptable use of technology resources in Charleston County School District.

Acceptable use

It is the policy of Charleston County School District that use of district information technology shall be ~~lawful and ethical, shall be~~ for district educational or business purposes, shall conform to district technology and security standards, and shall be ethical and comply with all applicable board policies and ~~law regulations.~~

This policy constitutes an Internet safety policy within the meaning of the ~~Children's~~^{Children's} Internet Protection Act (47 U.S.C. § 254).

Applicability

This policy applies to every person who uses a district ~~computer, mobile device~~^{information technology} or electronic ~~communications~~ system or service in any manner including employees, students, contractors, visitors and volunteers.

Scope

The following district systems and services are within the scope of this policy.

- telephones, smartphones, two-way cell phones, PCS devices, radios, ~~and~~^{and} pagers, facsimile systems
- computer systems including desktops, laptops, mobile devices, ~~hardware,~~ printers, ~~personal digital devices,~~ wired and wireless networks
- any electronic activity on CCSD Internet systems including, but not limited to email, web content and systems, and district intranet content and Internet services
- video systems, including distance learning and ETV systems
- software including, but not limited to, the following
 - ~~o~~ instructional and office software
 - ~~o~~ district financial systems
 - ~~o~~ human resource systems
 - ~~o~~ student information systems
 - o school and department websites
 - o learning management software
 - o digital workflow solutions
- all other district information technology or electronic communications, whether or not the device used is owned, leased, contracted or otherwise utilized by the district, and regardless of the user's physical location

Standards for acceptable use of information technology

Use of district information technology systems and services is subject to the following ~~standards.~~ ~~standards.~~ By accessing or using these systems or services, the user accepts, without limitation or qualification, the terms and conditions of these standards.

Use shall be lawful and ethical

~~Users may not engage in any of the following prohibited behaviors when using or accessing CCSD's Internet systems:~~

~~Communicating unlawful.~~

- ~~Unlawful,~~ threatening, harassing, libelous, defamatory, obscene or offensive ~~content use is prohibited.~~

~~Accessing~~

- ~~Access to~~ visual depictions that may be obscene, pornographic or harmful to minors ~~is prohibited.~~

• ~~_____~~

- Using false or deceptive identity ~~is prohibited.~~
- ~~Obtaining unauthorized~~ ~~Unauthorized~~ access to, or alteration or disruption of, a communications or computer system ~~is prohibited.~~
- ~~Using the CCSD Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others~~
- ~~Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws~~
 - ~~Any music, photographs and/or video should only be downloaded for district, and not personal purposes. If a work specifies how that work may be used (through creative commons licensing for example), the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner.~~
- ~~Engaging in plagiarism (taking the ideas or writings of others and presenting them as if they were original to the user)~~

~~Use by all personnel~~

- ~~Compliance with copyright, trademark, patent and other property rights is required.~~
 - ~~Copyrighted material commonly includes text, software, music, graphics, photos and other creations that are available in print, on the web or in other electronic media.~~
 - ~~Permission of the copyright owner generally is required for copying, downloading or distributing material protected by copyright. For example, this requirement applies to email distribution and web publication and to copying copyrighted software.~~
 - ~~Be aware that the copyright symbol is not required for protection under the copyright act and that availability of an item on the web does not mean it is without copyright protection.~~
 - ~~Permission to use copyrighted software is granted by license. Users shall comply with software licenses including 'shrink wrap' license and records of all licenses must be maintained.~~
- ~~Use must comply with all applicable Charleston County School District policies, regulations and directives.~~

~~Use shall be for district educational or business purposes~~

- ~~Use for commercial, Commercial,~~ personal, political ~~or and~~ religious ~~purposes is prohibited. uses are not allowed.~~ For example, "~~My~~" ~~My~~ car is for ~~sale~~ ~~sale~~" is not permitted on the district web or email systems.

- Personal calls on desktop or 'landline'/'wireline' phones are limited to incidental local calls.
- Personal long distance calls and personal calls on district-issued cell phones ~~s-calls~~ are may be reimbursable to the district.
- Personal communication email is not permitted on district email systems.

Use by students and teachers must be for educational purposes

- Students using CCSD Internet Systems including Social Media, student email and digital workflow solutions for school-related communication and learning experiences.
 - o must make every reasonable effort to protect their own personal safety
 - o must promptly disclose to their teachers or other school employees any message or other activity they receive that is inappropriate or makes them feel uncomfortable
 - o must comply with the CCSD student code of conduct in all online behavior and communications
 - o should not allow their passwords to be saved on any CCSD computer or shared mobile device
- Teachers using CCSD Internet Systems, including Social Media, for instructional purposes:
 - o are responsible for ensuring that every reasonable precaution is taken to protect students interacting online
 - o should model appropriate and responsible use
 - o should educate students about appropriate and safe online behavior when interacting with individuals on social networking websites.
 - o should educate students in cyberbullying awareness and response.
 - o should refer to the Common Sense Media Scope and Sequence, and other free educational Internet safety resources available on the Internet.
- Schools use a variety of online web-based interactive communication technologies to enhance students' learning. Social media sites must be used only for educational and school-related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students. "Social media" means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, micro-blogs, Internet websites, Internet forums, and wikis.
 - o CCSD limits access to these sites to individuals within CCSD. If access to a social media site will include individuals outside CCSD, parental consent is required.
 - o If instructional Internet activities will involve social media, teachers must refer to the CCSD Instructional Use of Social Media Guidelines, which are incorporated into this policy
 - o Teachers are responsible for reading and complying with terms and conditions of social media sites regarding user age and privacy settings

Technology products, services and use shall conform to district standards

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- Websites and web pages created for the district must be district approved.
- Technology and communications systems must be used in a secure manner.
 - o Passwords are not to be shared, posted or disclosed.
 - o Malicious tampering, phishing or hacking activities are prohibited.
 - o Users may not intentionally seek information about or modify passwords belonging to other users unless an employee is authorized to do so.
 - o Attempting to log in through another person's account is prohibited.
 - o Users may not attempt to gain access to material that is blocked or filtered by CCSD.
 - o Accessing, copying, or modifying another user's files without authorization is prohibited.

Antivirus

- Anti-virus scans are to be made on any software, executable code, scripts, email or other data on devices to be connected to district networks.

o

-o Personally identifiable information on students and other persons that is protected by law or considered confidential is not to be disclosed to unauthorized persons.

-o Use of information technology shall comply with security standards established by the district through its information technology department.

-o Only authorized software is to be locally installed~~loaded~~ on district computers~~devices~~.

~~— Student guidance shall include instruction in appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, and cyberbullying awareness and response.~~

Conditions of use

Safe and secure use by minors of district~~direct~~ electronic communications (including email, social networking sites~~chat rooms~~ and mobile apps~~instant messaging~~) shall be assured. Use of district computers and mobile devices by minors to access the Internet shall be supervised at all times to comply with the standards of this policy.

Employee and student use of district electronic communications, ~~and~~ computer systems and mobile devices shall be filtered for appropriate use~~usage~~ and content. Filtering shall be provided for all Internet enabled computers used by students, ~~patrons~~ and staff. Filtering shall be disabled only for bona fide research or other lawful purposes.

Persons using district technology and electronic communications shall have no expectation of privacy in such use. Use~~Usage~~ of district technology and electronic communications may be monitored, logged, disclosed, deleted or terminated by the district. Online activities of minors shall be monitored for appropriate use.

Employees have a duty to protect district technology resources entrusted to their use and to ensure that users comply with this policy. Employees shall report violations of this policy to district authorities.

Violations of this policy and its standards may be cause for revocation of use privileges, disciplinary action, including termination, and law enforcement actions.

Disclaimers

No warranties for the accuracy, quality, functionality or availability of technology and communications are expressed or implied by this policy and these standards.

The district assumes no responsibility or liability for accuracy, integrity, quality or acceptability of information or content of non-district~~non-district~~ technology including, but not limited to, non-district~~non-district~~ websites which may have links with district websites. Users are cautioned to use due care when accessing non-district~~non-district~~ information technology resources.

Adopted 1/26/98; Revised 2/23/98, 1/9/06, 2/11/08, 9/27/10

Legal references:

~~A.~~ ~~S.C. South Carolina~~ Code ~~of Laws~~, 1976, as amended:

Section ~~163850 16-3-850~~ Encountering child pornography while processing film or working on a
~~1.~~ -computer.

~~2.~~ ~~Sections 161610, Section 16-16-10,~~ et seq. - Computer Crime Act.

~~B.~~ Federal law:

~~1.~~ 47 USC Section 254(h) ~~Children's-Children's~~ Internet Protection Act.

The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating
~~2.~~ -to material online.

~~3.~~ 17 USC Section 101, et seq. - Copyright Act.

~~4.~~ 18 USC Section 1030 - Computer Fraud and Abuse Act of 1986, as amended.

~~5.~~ 18 USC Section 2510 - Electronic Communications Privacy Act of 1986.

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**OFFICE OF GENERAL COUNSEL
BOARD AGENDA ITEM**

TO: Board of Trustees

FROM: John F. Emerson, General Counsel

DATE: John Emerson

SUBJECT: Health Advisory Committee (HAC) Re-appointments

RECOMMENDATION: Re-appoint current HAC members to serve an additional three year term to the HAC.

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

Respectfully submitted:

Gerrita Postlewait, Ed. D.
Superintendent of Schools

N/A
Jeffrey Borowy, Deputy for Capital
Programs

NA
Todd Garrett, Chair
Audit & Finance Committee

E. Tripp Wiles, Esq., Chair
Policy Committee

NA
Michael L. Bobby
Chief of Finance, Operations &
Capital Programs



John F. Emerson, General Counsel

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

☒ Item voted on and
recommended for Board
Policy Committee on 7/20/15

OFFICE OF GENERAL COUNSEL
July 27, 2015

SUBJECT:

Re-appointments to fill expiring terms of current Health Advisory Committee (HAC) members.

BACKGROUND:

Currently, the HAC has members in the following positions that are expiring August 2015. These members currently hold positions in the following categories: one medical, two community and one student. The Policy and Personnel Committee reviewed letters of interest/resumes of potential candidates for re-appointment at its regularly scheduled July 8 meeting and at a Special-called meeting held July 20, 2015.

DISCUSSION:

The Policy and Personnel Committee recommends the following candidates be re-appointed to their expiring HAC positions for an additional three year term from August 2015 – July 2018:

Name	Position	Term Served	New Term
Dr. Louis Weinstein	Medical	5/14/12 – Aug 2015	August 2015-July 2018
Ms. Janet Segal	Community	5/14/12 – Aug. 2015	August 2015 – July 2018
Mr. Sam Hayes	Student	7/28/15 – June 2015	August 2015 – June 2016
Dr. Josey Templeton	Community	1/26/15 – Aug. 2015	August 2015 – July 2018

RECOMMENDATION:

Re-appoint current HAC members to serve an additional three year term to the HAC.

FUNDING SOURCE/COST: N/A

FUTURE FISCAL IMPACT: N/A

DATA SOURCES: Office of General Counsel

PREPARED BY: Office of General Counsel

REVIEWED BY LEGAL SERVICES: Yes

REVIEWED BY PROCUREMENT SERVICES: N/A

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75 Calhoun Street
Charleston, SC 29401

**Office of Strategy and Communications
AGENDA ITEM**

TO: CCSD Board of Trustees

FROM: Erica S. Taylor, Executive Director of Strategy and Communications

DATE: July 20, 2015

SUBJECT: Naming of District 20 Middle School

RECOMMENDATION: The naming committee recommends naming the District 20 Middle School: 1). Philip Simmons Middle School; 2). Clementa Pinckney Middle School or 3). Simmons Pinckney Middle School

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

Respectfully submitted:

Gerrita Postlewait
Dr. Gerrita Postlewait,
Superintendent of Schools

NA
Michael L. Bobby
Chief of Finance, Operations &
Capital Programs

N/A
Jeffrey Borowy, Deputy for
Capital Programs

John F. Emerson, General Counsel

NA
Todd Garrett, Chair
Audit & Finance Committee

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

E. Tripp Wiles, Esq., Chair
Policy Committee

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

Office of Strategy and Communications
July 20, 2015

SUBJECT: Naming of Schools/School Buildings

BACKGROUND: CCSD is opening a new middle school in District 20.

DISCUSSION: A committee was assembled to name the new middle school that will be located in District 20.

The members of the committee were:

1. Tony Lewis
2. Barbara Campbell
3. Millicent Brown
4. Elena Tuerk
5. Diana Yarborough
6. Lasheia Oubre
7. Laura Adams

Also attending:

Erica S. Taylor, Executive Director, Office of Strategy and Communications
Nathan Nelson, Interim Principal, District 20 Middle School

There have been several meetings to discuss the name of the District 20 Middle School. The first name presented (approved by the Policy Committee, not approved by the Board of Trustees on June 8, 2015) was **Charleston Middle School**. The naming committee was then asked to reconvene and secure greater community support. The naming committee reconvened on June 16, 2015. During that meeting, the naming committee selected the name for the District 20 Middle School to be named **Philip Simmons Middle School**.

After the Emanuel 9 incident on June 17, 2015, CCSD administration was asked to consider an alternate name, which is **Clementa Pinckney Middle School**. In order to gain feedback on this recommendation, a survey monkey was created and disseminated for input as well as another naming committee meeting which was held on July 9, 2015. During that meeting, the naming committee considered the name of the District 20 Middle School to be named **Simmons Pinckney Middle School**.

Further, during a community event (C.A. Brown Reunion) on July 11, 2015 the name Simmons Pinckney Middle School was shared with stakeholders and received favorable response.

RECOMMENDATION: The naming committee recommends that the school be named in this order:

- 1). Philip Simmons Middle School
- 2). Clementa Pinckney Middle School
- 3). Simmons Pinckney Middle School

FUNDING SOURCE/COST:

FUTURE FISCAL IMPACT: FY 2016

DATA SOURCES:

PREPARED BY:

Erica S. Taylor, Executive Director of Strategy and Communications

REVIEWED BY LEGAL SERVICES:

REVIEWED BY PROCUREMENT SERVICES:

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Charleston, SC 29401

**Office of Strategy and Communications
AGENDA ITEM**

TO: CCSD Board of Trustees

FROM: Erica S. Taylor, Executive Director of Strategy and Communications

DATE: July 20, 2015

SUBJECT: Naming of District 2 Elementary School (Carolina Park Elementary)

RECOMMENDATION: The naming committee recommends naming the Mt. Pleasant Elementary School: Sewee Academy.

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

Respectfully submitted:

Amrita Postlewait
Dr. Gerrita Postlewait,
Superintendent of Schools

NA
Michael L. Bobby
Chief of Finance, Operations &
Capital Programs

N/A
Jeffrey Borowy, Deputy for
Capital Programs

John F. Emerson, General Counsel

NA
Todd Garrett, Chair
Audit & Finance Committee

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

E. Tripp Wiles, Esq., Chair
Policy Committee

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

10.1B

Office of Strategy and Communications
July 20, 2015

SUBJECT: Naming of Schools/School Buildings

BACKGROUND: CCSD is opening a new elementary school (Carolina Park Elementary) in Mt. Pleasant that needs to be named.

DISCUSSION: A committee was assembled to name the new elementary school that will be located in Mt. Pleasant.

The members of the committee were:

- Craig Ascue, community member and former District 2 and CCSD Board Member
- Michael Antonelli, principal of Laurel Hill Primary
- Leanne Sheppard, principal Charles Pinckney Elementary
- Meg High, teacher at Laurel Hill Primary
- Kate McKinley, parent at Charles Pinckney Elem. and Thomas C. Cario Middle
- Zoe Gawrych, teacher at Charles Pinckney Elementary
- Paul Gawrych, Mt. Pleasant Town Council Member
- Marty Belk, District 2 Constituent Board Chair
- Virginia Landon, parent

Also attending:

Erica S. Taylor, Executive Director, Office of Strategy and Communications
Terri Nichols, Associate Superintendent of Elementary Learning Community

The first meeting was held on July 6, 2015. The committee brainstormed a list of possible names for the new school. After discussion the list was reduced to the top 4 names. The top 4 were:

Edmund Jenkins Elementary
Sewee Academy
Carolina Park Elementary
Rice Planters Elementary

Terri Nichols agreed to research all four names for historical significance and any additional information. This was completed sent to every committee member. A telephonic meeting was held on July 15, 2015. All committee members except Leanne Sheppard and Virginia Landon participated in the meeting. After discussing the top 4 choices each member then stated their preference.

The committee selected: **Sewee Academy** as their recommendation for the new District 2 elementary school.

RECOMMENDATION: The naming committee for the Mt. Pleasant Elementary School (Carolina Park Elementary School) recommends naming the school **Sewee Academy**.

FUNDING SOURCE/COST:

FUTURE FISCAL IMPACT: FY 2016

DATA SOURCES:

PREPARED BY:

Erica S. Taylor, Executive Director of Strategy and Communications

REVIEWED BY LEGAL SERVICES:

REVIEWED BY PROCUREMENT SERVICES:

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75 Calhoun Street, Charleston, SC 29401

BOARD AGENDA ITEM

To: Board of Trustees

From: Kate Darby, Tom Ducker, Chris Staubes, Cindy Coats, Tripp Wiles

Date: July 27, 2015

Subject: Committee Meetings

RECOMMENDATION: The Board's three committees will meet on the first Monday of each month from 1:00 to 5:15, effective September, 2015.

The material is submitted for:

☒ Action

☐ Information

☒ Open

☐ Executive

Respectfully submitted:

Dr. Gerrita Postlewait Superintendent of Schools	<i>Gerrita Postlewait</i>
Mr. Michael Bobby Acting Superintendent of Schools	
Dr. Lisa Herring Deputy Superintendent for Academics	
Mr. Jeff Borowy Deputy for Capital Programs	

Committee Recommendation(s):

Audit and Finance Committee recommendation:

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

Mr. Tripp Wiles, Chair Policy and Personnel Committee	
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Strategic Education Committee recommendation:

Rev. Chris Collins, Chair Strategic Education Committee	
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10.10

Board Committee Meetings
July 27, 2015

SUBJECT: BOARD COMMITTEE MEETINGS

BACKGROUND: For some time the Board has discussed scheduling committee meetings on the same day each month in order to make it easier for members to attend all committee meetings and to enable the board and staff in connecting related topics that may pertain to more than one committee.

DISCUSSION: Meetings would be held the first Monday of every month unless that date falls on a holiday, in which case the meeting would be scheduled the following day. For example, the September meeting would be held on Tuesday, September 8 due to Labor Day observance. Meeting times might be established as follows:

1:00 – 2:15 Audit and Finance
2:30 – 3:45 Policy and Personnel
4:00 – 5:15 Strategic Education

RECOMMENDATION: The Board's three committees will meet on the first Monday of each month from 1:00 to 5:15, effective September, 2015.

FUNDING SOURCE/COST:

FUTURE FISCAL IMPACT:

DATA SOURCES:

PREPARED BY:

REVIEWED BY LEGAL SERVICES

REVIEWED BY PROCUREMENT SERVICES

ATTACHMENTS

Charleston > excellence is our standard
County SCHOOL DISTRICT

75 Calhoun Street, Charleston, SC 29401

BOARD AGENDA ITEM

TO: Board of Trustees
FROM: Rev. Chris Collins, Mr. Tom Ducker, Mr. Todd Garrett, Mr. Michael Miller, & Mr. Tripp Wiles
DATE: July 27, 2015
SUBJECT: Hursey Attendance Zone

RECOMMENDATION: It is requested that the appropriate staff member send a letter, asap, to the District 4 Constituent Board requesting that constituent lines be redrawn.

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

Respectfully submitted:

Dr. Gerrita Postlewait Superintendent of Schools	<i>Gerrita Postlewait</i>
Mr. Michael Bobby Acting Superintendent of Schools	
Dr. Lisa Herring Deputy Superintendent for Academics	
Mr. Jeff Borowy Deputy for Capital Programs	

Committee Recommendation(s):

Audit and Finance Committee recommendation:

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

Mr. Tripp Wiles, Chair Policy and Personnel Committee	
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Strategic Education Committee recommendation:

Rev. Chris Collins, Chair Strategic Education Committee	
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SUBJECT: Hursey Attendance Zone

BACKGROUND: The school board voted last year to transition Hursey Elementary into a full Montessori school. The traditional program and classes would be phased out over several years.

The former SEC committee spent several meetings working on this topic: the Strategic Education Committee decided that if a parent who is zoned for Hursey Elementary School, chose not to attend Hursey, they would have a choice of schools in the immediate area. A letter of request was sent to district four constituent board requesting overlapping boundaries that would extend from Hursey attendance zone to Creative Arts and North Charleston Elementary. This overlapping attendance zone would give parents the option of attending another neighborhood school in Park Circle if they opt out of Montessori.

DISCUSSION:

RECOMMENDATION:

(There was some concern about whether the appropriate follow through occurred. Documentation is attached.)

FUNDING SOURCE/COST:

FUTURE FISCAL IMPACT:

DATA SOURCES:

PREPARED BY:

REVIEWED BY LEGAL SERVICES

REVIEWED BY PROCUREMENT SERVICES

ATTACHMENTS

- Timeline for Montessori Letters
- Maps
- Strategic Education Committee Meeting Minutes – March 12, 2014, April 22, 2014, April 25, 2014, May 20, 2014, June 17, 2014, July 22, 2014, August 12, 2014, July 7, 2015
- Letters to Parents – March 20, 2015, April 13, 2015 and April 23, 2015
- Board Minutes – January 26, 2015 discussion about D4 grade reconfigurations
- Board Update – Rezoning for Montessori's – Districts 4, 20 & 3
- Letter for D4 Constituent Board Chair – January 6, 2015