

BOARD AGENDA ITEM

6/12/2017 Committee of the Whole Meeting		7/17/2017 Board of Trustees Meeting	
<input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Information Only		<input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Executive Session	
Section:	Policy and Personnel Committee		
Title:	Policy JE Compulsory Attendance		
Originator/Department:	Department of Alternative Programs and Services (DAP)		
Agenda Item Number:	VII-BZ		
Background/Discussion:	<p>Data from the 2015-2016 school year reveal that there is a growing concern with students who do not attend school and are considered truant. The documented truancy data from 2015-2016 are:</p> <ul style="list-style-type: none"> • Elementary Schools – 8,170 Truant Students • Middle Schools – 1,724 Truant Students • High Schools – 827 Truant Students • TOTAL – 11,077 Truant Students <p>As of June 5, documented truancy data for 2016-2017 are:</p> <ul style="list-style-type: none"> • Elementary Schools – 8,340 Truant Students • Middle Schools – 1,297 Truant Students • High Schools – 3078 Truant Students • Charter Schools – 579 Truant Students • TOTAL – 13,294 Truant Students <p>Eighty-two truancy referrals were sent from CCSD schools to the DAP office for additional support. These referrals were made after schools exhausted all school-based interventions.</p> <p>During the 2016-2017 school year (from October 19, 2016 through May 3, 2017), a truancy project team met bi-weekly to discuss developing a consistent process for keeping students in school and addressing students and families when absences occur. The team proposes revising board policy JE: Compulsory Attendance to more closely align with the State Regulations. The team also created a comprehensive attendance/truancy manual for all CCSD schools.</p> <p>Members of the project team also met with external partners: Darryl Morris and Tely Palm Charleston County Department of Social Services and Assistant Solicitor Spiro Ferderigos, Family Court. The purpose was to develop a process for receiving support from them once CCSD has followed internal procedures.</p> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • Develop the truancy hearing procedures and gather feedback throughout the school year. • Develop a district-wide school attendance campaign • Launch the school-wide attendance campaign at the First Day Festival 		


VII-BZ

	The revisions requested at the June 16, 2017 meeting are represented in this revision of policy JE.	
Goals & Budget:		
Recommendation: Approve 2 nd Reading of Policy JE, Compulsory Attendance		
Person(s) Responsible for Implementation:	Jennifer Coker, Executive Director of Alternative Programs and Services	
Superintendent's Approval:	<i>Jerrita Doolittle</i>	
Board Member(s) Approval:		
Attachment(s):	<input checked="checked" type="checkbox"/> Yes	<input type="checkbox"/> No

BOARD AGENDA ITEM

6/12/2017 Committee of the Whole Meeting		7/17/2017 Board of Trustees Meeting	
<input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Information Only		<input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Executive Session	
Section:	Policy and Personnel Committee		
Title:	Policy JH: Student Absences and Excuses		
Originator/Department:	Department of Alternative Programs and Services (DAP)		
Agenda Item Number:	7B3		
Background/Discussion:	<p>During the 2016-2017 school year (from October 19, 2016 through May 3, 2017), a truancy project team met biweekly to discuss developing a consistent process for keeping students in school and addressing students and families when absences occur. The team proposes revising board policy JH: Student Absences and Excuses to more closely align with the State Regulations. The team also created a comprehensive attendance/truancy manual for all CCSD schools based on the inconsistency noted during the review of files by the project team.</p> <p>Revisions to policy JH include:</p> <ul style="list-style-type: none"> • Clarifying the appeal process for school decisions about attendance • Explaining the requirements for documentation of absences • Aligning the lawful and unlawful absence type to match the SDE Student Attendance regulation, 43-274 <p>The Board requested clarification from the State Department about accepting parent excuses by email, text or other electronic means. The State Department legal office confirmed our research showing that a parent/guardian excuse must be in writing on paper with the parent/guardian signature.</p>		
Goals & Budget:			
Recommendation:	Approve second reading of revisions to Policy JH, Student Absences and Excuses		
Person(s) Responsible for Implementation:	Jennifer Coker, Executive Director of Alternative Programs and Services		
Superintendent's Approval:	<i>Jennifer Postlewait</i>		
Board Member(s) Approval:			
Attachment(s):	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

BOARD AGENDA ITEM

6/12/2017 Committee of the Whole Meeting		7/17/2017 Board of Trustees Meeting	
<input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Information Only		<input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Executive Session	
Section:	Policy and Personnel Committee		
Title:	Policy GBEBD - Acceptable Use of Technology		
Originator/Department:	Natalie Ham, Office of General Counsel		
Agenda Item Number:	VII-B5		
Background/Discussion:	<p>Policy GBEBD addresses staff use of technology for various purposes, including for instructional purposes. New federal law addresses the fact that websites, especially those for students under the age of 13, require parental consent if students want to access the site. This is particularly true when a website requires certain information from students in order to enroll. The federal Children's Online Privacy Protection Act (COPPA) addresses that issue, among others, and allows a parent to authorize the district to consent on their behalf so that consent does not have to be obtained from every parent/guardian for every website visited. The proposed amendment to GBEBD will reflect the law and notify employees of its provisions and of the obligation of educators to monitor student use of technology.</p> <p>This Board passed first reading of this policy at its June 26, 2017 meeting.</p>		
Goals & Budget:			
Recommendation: Approve second reading of the proposed amendment to Policy GBEBD – Acceptable Use of Technology to address the requirements of the Children's Online Privacy Protection Act.			
Person(s) Responsible for Implementation:	Department of Innovation and Digital Learning, Department of Information Technology.		
Superintendent's Approval:			
Board Member(s) Approval:			
Attachment(s):	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	


VII-B5

BOARD AGENDA ITEM

5/22/2017 Committee of the Whole Meeting		7/17/2017 Board of Trustees Meeting	
<input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Information Only		<input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Executive Session	
Section:	Policy and Personnel Committee		
Title:	Policy ADF – District Wellness		
Originator/Department:	Natalie Ham, Office of General Counsel		
Agenda Item Number:	VII B6		
Background/Discussion:	<p>In 2016 Congress approved regulations requiring school districts to adopt district policy/regulation to articulate certain standards about nutrition, exercise and overall wellness.</p> <p>The Board passed first reading of this policy at its May 22, 2017 meeting.</p>		
Goals & Budget:			
Recommendation: Approve second reading of Policy ADF to allow the district to be in compliance with federal standards.			
Person(s) Responsible for Implementation:	Cindy Ambrose		
Superintendent's Approval:	<i>Christa Postwait</i>		
Board Member(s) Approval:			
Attachment(s):	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

VII B6

BOARD AGENDA ITEM

7/11/2017 Committee of the Whole Meeting		7/24/2017 Board of Trustees Meeting	
<input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Information Only		<input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Executive Session	
Section:	Audit & Finance Committee		
Title:	2017 Tax Anticipation Note		
Originator/Department:	Finance Department		
Agenda Item Number:	VII-D1		
Background/Discussion:	<p>Each year the School District issues a tax anticipation note (TAN) to defray the cost of operation of the School District pending the collection of ad valorem property taxes and receipt of reimbursements from the State of South Carolina paid in lieu of ad valorem taxes levied against owner-occupied residential real property pursuant to Section 11-11-156 of the Code of Laws of South Carolina 1976, as amended.</p> <p>The TAN is issued to meet cash flow requirements prior to the receipt of ad valorem taxes. The issuance of the TAN is a borrowing in advance of the receipt of tax collections and State reimbursements and does not create an additional debt obligation of the School District. The School District anticipates the need to issue the TAN in July to meet cash flow needs.</p>		
Goals & Budget:	N/A		
Recommendation: It is hereby recommended that the Board of Trustees authorize the issuance of the Tax Anticipation Note to meet cash flow requirements.			
Person(s) Responsible for Implementation:			
Superintendent's Approval:			
Board Member(s) Approval:			
Attachment(s):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

BOARD AGENDA ITEM


7/11/2017 Audit & Finance Committee		7/17/2017 Board of Trustees Meeting	
<input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Information Only		<input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Executive Session	
Section:	Audit & Finance Committee		
Title:	Audit and Finance Committee Membership		
Originator/Department:	Cathleen Milne / Internal Audit		
Agenda Item Number:	7-D2		
Background/Discussion:	<p>Mr. Bret Johnson is a continuing member of the Audit & Finance Committee. His service on this committee coincided with his leadership of the Citizens Oversight Steering Committee for the 2011-2016 Capital Building Program. While phase I of the Citizens Oversight Steering Committee is coming to an end on June 30, 2017, Mr. Johnson has agreed to continue his service on the District's Audit & Finance Committee for an additional two years.</p> <p>The Audit & Finance Committee recommends appointing Bret Johnson to the Audit & Finance Committee for an additional two years.</p>		
Goals & Budget:			
Recommendation: The Audit & Finance Committee recommends appointing Bret Johnson to the Audit & Finance Committee for an additional two years.			
Person(s) Responsible for Implementation:	Cathleen M. Milne, CPA, CIA, CRMA		
Superintendent's Approval:	<i>Genita Postlewait</i>		
Board Member(s) Approval:			
Attachment(s):	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No

BOARD AGENDA ITEM

7/11/2017 Audit & Finance Committee		7/17/2017 Board of Trustees Meeting	
<input type="checkbox"/> Action Item <input checked="" type="checkbox"/> Information Only		<input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Executive Session	
Section:	Audit & Finance Committee		
Title:	Audit Request		
Originator/Department:	Todd Garrett / Committee Chair		
Agenda Item Number:	VII-D3A		
Background/Discussion:	<p>The Committee will discuss a request from certain members of the Board of Trustees to engage a firm for additional audit services.</p>		
Goals & Budget:			
<p>Recommendation: The Audit & Finance Committee does not recommend proceeding with a separate audit engagement. The financial and procurement audits are in process and should be sufficient. If the Board has specific concerns or questions, they may be directed to staff who in turn will forward to the external auditors as needed.</p>			
Person(s) Responsible for Implementation:	Cathleen M. Milne, CPA, CIA, CRMA		
Superintendent's Approval:			
Board Member(s) Approval:			
Attachment(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

VII- D3 A

BOARD AGENDA ITEM

7/11/2017 Audit & Finance Committee		7/17/2017 Board of Trustees Meeting	
<input type="checkbox"/> Action Item <input checked="" type="checkbox"/> Information Only		<input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Executive Session	
Section:	Audit & Finance Committee		
Title:	HR/Payroll Consulting		
Originator/Department:	Cathleen Milne, Internal Audit		
Agenda Item Number:	VII-D3B		
Background/Discussion:	<p>The District is seeking use of funds budgeted for out-sourced audit services for professional consulting services on Human Resources and Payroll processes.</p> <p>The District is seeking to contract with a vendor that will analyze the root causes of the payroll and human resources challenges, develop and implement a plan for corrective action, and show evidence of significant improvement.</p> <p>Included in that plan would be corrective action for prior audit recommendations including those of the forensic audit. These would span from the site level to the district level focusing on work flow processes, [re]training with every employee in the work chain certifying proficiency, customer service expectations, and continuous improvement cycles.</p> <p>It is recommended that the Audit & Finance Committee authorize spending up to \$50,000 of the budgeted out-sourced audit funding for professional consulting services related to Human Resources and Payroll related processes.</p>		
Goals & Budget:			
Recommendation: The Audit & Finance Committee approved spending up to \$50,000 for professional consulting services related to Human Resources and Payroll related processes.			
Person(s) Responsible for Implementation:	William Briggman, Chief of Human Resources Kellie Meyer, Executive Director of Financial Services Cathleen Milne, Director of Internal Audit		
Superintendent's Approval:			
Board Member(s) Approval:			
Attachment(s):	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No

VII- D3B

7/11/2017 Audit & Finance Committee	7/17/2017 Board of Trustees Meeting
<input type="checkbox"/> Action Item <input checked="" type="checkbox"/> Information Only	<input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Executive Session
Section:	Audit & Finance Committee
Title:	Sole Source and Emergency Procurement Report
Originator/Department:	Wayne Wilcher/Contracts and Procurement Department
Agenda Item Number:	VII-D3c
Background/Discussion:	<p>Background: The CCSD Procurement Code section 2440.1 requires an annual report on Sole Source and Emergency Procurements be made to the Superintendent, "The District shall submit semi-annually a record listing all contracts made pursuant to § 1560 (Sole Source Procurements) or § 1570 (Emergency Procurements) to the Superintendent."</p> <p>The CCSD Code states regarding Sole Source procurements, "A contract may be awarded for a supply, service, information technology, or construction item without competition if, the Superintendent, Chief Financial and Operations Officer or Chief Procurement Officer or their designee determines in writing that there is only one source for the required supply, service, information technology or construction item."</p> <p>The following are examples of circumstances which could necessitate a sole source Procurement:</p> <ul style="list-style-type: none"> • Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration. • Where a sole supplier's item is needed for trial use or testing. • Where the item is one of a kind or unique. <p>In the case of protected sales territories, where distributors have been granted exclusive sales areas by a manufacturer, sole sources may be necessary to buy that particular product if it is unique.</p> <p>The Code describes Emergency procurements this way, " Notwithstanding any other provision of the Code, the Superintendent, Chief Financial and Operations Officer, Chief Procurement Officer or their designee may make or authorize others to make emergency procurements only when there exists an immediate threat to public health, welfare, critical economy and efficiency, or safety under emergency conditions provided that such emergency procurements shall be made with as much competition as is practicable under the circumstances."</p> <p>Discussion: There were a total of thirteen (13) sole source procurements that occurred between July 1, 2016 and June 30, 2017. During this reporting period CCSD did not issue any purchases using emergency procurement procedures. The total amount of sole source procurements was \$144,995.62. All sole source</p>

	procurements were to vendors who were the only authorized vendor to repair or provide parts for CCSD equipment and systems.	
Goals & Budget:	N/A	
Recommendation: The Audit & Finance Committee recommends acceptance of this information for review.		
Person(s) Responsible for Implementation:	Wayne Wilcher, Chief Procurement Officer	
Superintendent's Approval:	<i>Janita Postlewait</i>	
Board Member(s) Approval:		
Attachment(s):	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

BOARD AGENDA ITEM

7/11/2017 Audit & Finance Committee		N/A Board of Trustees Meeting	
<input type="checkbox"/> Action Item <input checked="" type="checkbox"/> Information Only		<input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Executive Session	
Section:	Audit & Finance Committee		
Title:	Internal Audit Information Items		
Originator/Department:	Cathleen Milne / Internal Audit		
Agenda Item Number:	VII - D 3d		
Background/Discussion:	<p>The following Internal Audit information items are attached:</p> <p>Open Audit Item Tracking List</p> <p>Red – past their remediation deadline. Yellow – approaching their remediation deadline. Green – future remediation deadline. Light Blue – IT items being resolved through outside consulting. Orange – need a remediation deadline. Dark Blue – pending audit verification.</p> <p>Remediation deadlines were updated for the following items:</p> <p>Medicaid – Date revised from June 30, 2017 to December 31, 2017.</p> <p>The Department of Exceptional Children (DEC) seeks to implement a real time documentation system for Related Services that captures Medicaid claiming opportunities from provider documentation.</p> <p>Since October 2016, DEC staff has worked with Health Master, a Medicaid claiming vendor, to configure and develop a real time documentation system that aligns with the work flow of end users. Although the system provides efficient screens for encounter documentation, caseload set-up and scheduling features do not currently align with end user work flow. Health Master is problem solving issues related to documented encounters that are not being extracted for claiming.</p> <p>Due to the requirements outlined by DHHS for School-Based Medicaid Claiming, LPHA requirements (License Practitioner for Healing Arts' referral requirements) have been a significant barrier to revenue generation. The District's LPHA process will be revised by August 2017 to reduce this barrier and increase revenue.</p> <p>Asset Accounting / Personalized Learning –Date revised from July 3, 2018 to June 30, 2018.</p> <p>The Finance Supervisor that managed fixed assets and led efforts to</p>		

	<p>refine the Districts fixed asset accountability left the District in January 2016. The position was filled in and vacated in June 2017. The remediation date is revised to allow an opportunity to staff the position and acquire software to improve fixed and lesser value asset accountability.</p> <p>Audit Plan Status Update –</p> <p>Significant projects that are in process include the overpayments to terminated employees audit, time and attendance audit, and EFA revenue and student classification audit.</p> <p>Elliott Davis Decosimo began the out-sourced agreed upon procedures engagement for the 2011-2016 Capital Building Program on July 10th.</p> <p>CliftonLarsonAllen began the Procurement Audit on July 10th and will return in September to complete the financial statement audit. We anticipate delivery of the financial and procurement audits by December 1, 2017.</p>	
Goals & Budget:		
Recommendation: The Audit & Finance Committee recommends accepting the tracking list, and status update as information.		
Person(s) Responsible for Implementation:	Cathleen M. Milne, CPA, CIA, CRMA Various Department Heads	
Superintendent's Approval:	<i>Gerita Postlewait</i>	
Board Member(s) Approval:		
Attachment(s):	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

BOARD AGENDA ITEM

7/17/2017 Committee of the Whole Meeting		7/17/2017 Board of Trustees Meeting	
<input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Information Only		<input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Executive Session	
Section:	Operations Committee		
Title:	Attendance Lines for Proposed Awendaw Schools		
Originator/Department:	Jeff Borowy		
Agenda Item Number:	VII-E		
Background/Discussion:	<p>The District 1 and 2 Constituent Boards have submitted a request to extend the timeline to establish attendance lines related to the proposed school(s) to be located in or near the Awendaw community.</p> <p>A copy of the letter from the Constituent Boards is attached.</p>		
Goals & Budget:			
Recommendation:			
Recommend granting the request of the District 1 and 2 Constituent Boards to extend the deadline for defining attendance lines for the proposed school(s) in Awendaw to December 2018.			
Person(s) Responsible for Implementation:			
Superintendent's Approval:	<i>Janita Postlewait</i>		
Board Member(s) Approval:			
Attachment(s):	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

VII-E