



SCHOOL BOARD WORK SESSION

Location: **Central Office in the Comporium Conference Center**

Leader: **Helena Miller**

Team: **Board of Trustees**

Start Time : **4:00 p.m.**

Scribe: **Chris Gammons**

Date: **November 11, 2019**

Approximate Finish Time: **7:45 p.m. (not including executive session)**

ITEM	AGENDA TOPIC	DISCUSSION LEADER	TIME
1	Data Session - Feedback from Master Plan Presentations	Mr. Tony Cox / Mrs. Terri Smith	4:00-5:00
	<i>Break for Dinner</i>		5:00-5:30
2	Call to Order - Ebenezer Avenue Elementary School	Jacob Thomas	5 minutes
3	Recognitions:	Dr. Bill Cook	10 minutes
	<i>*Introduction of School Security Officers (SSO's) & School Resource Officers (SRO's)</i>		
4	2nd Set of Section "D" Policies - Fiscal Management - 2nd read (Policy BG/BGD)	Mrs. Terri Smith	5 minutes
	<i>*Policy DD - Funding Proposals, Grants, and Special Projects</i>		
	<i>*Policy DDA, DDA-R - Federal Fiscal Compliance</i>		
	<i>*Policy DDB, DDB-R - Online Fundraising Campaigns/Crowdfunding</i>		
	<i>*Policy DGA - Authorized Signature</i>		
	<i>*Policy DH - Bonded Employees and Officers</i>		
	<i>*Policy DJ - Purchasing</i>		
	<i>*Policy DK - Payment Procedures</i>		
	<i>*Policy DKB - Salary Deductions</i>		
	<i>*Policy DKC - Expense Authorization/Reimbursement</i>		
5	Policy IMG - Service Animals - 2nd read	Mrs. Sadie Kirell	5 minutes
6	Policy JLCC - Communicable/Infectious Diseases - 2nd read	Mrs. Sadie Kirell	5 minutes
7	3rd Set of Section "D" Policies - Fiscal Management - 1st read	Mrs. Terri Smith	30 minutes
	<i>*Policy DBJ - Budget Transfers</i>		
	<i>*Policy DC - Taxing and Borrowing</i>		
	<i>*Policy DFG - Tuition Income</i>		
	<i>*Policy DG - Banking Services</i>		
	<i>*Policy DI - Fiscal Accounting and Reporting</i>		
	<i>*Policy DIE - Audits/Fiscal Monitoring</i>		
	<i>*Policy DI/DIE, DI/DIE-R - Fiscal Accounting/Audits</i>		
	<i>*Policy DIEA - Anti-Fraud</i>		
8	The Buddy Network Mentoring Program	Mrs. Serena Williams	10 minutes
9	Instructional Resource Adoptions - French, Spanish	Dr. John Jones	10 minutes
10	e-Learning Update	Dr. John Jones	10 minutes
	<i>Break - if needed</i>		
11	Master Plan Update	Mr. Tony Cox / Mrs. Terri Smith	30 minutes
12	Bond Resolution	Mrs. Terri Smith / Ms. Frannie Heizer	10 minutes
13	Other and Future Business:	Chairman Miller	5 minutes
14	Executive Session(s): (Policy BEC)		
	<i>>Contractual Matters: Intergovernmental Agreement; Facilities Agreement</i>		
15	Action as Required from Executive Session (Policy BEC)		
16	Adjournment		

Memo

TO: Dr. Bill Cook
FROM: Anthony Cox
DATE: November 7, 2019
SUBJECT: Community Presentations – ONE Master Plan 2020-2030

Over the past several weeks, our administration presented an overview of the ONE - Master Plan to our stakeholders per the Board's request to gather feedback from our community.

Attached please find the presentation "Obtaining Stakeholder Feedback" that summarizes the feedback received to date.

We will continue to make several additional presentations and gather more feedback that will be used to provide a final update at the November 25 Board Business Meeting.

Master Plan Presentation Feedback can be reviewed at this [link](#).



3,545,256 square feet
17,613 students
2,413 faculty and staff
41 sites
17 elementary schools
5 middle schools
4 learning centers
3 high schools

ONE.

The Master Plan for
Rock Hill Schools
2020-2030



Obtaining Stakeholder Feedback

Professional Development for Trustees
November 2019

One Team. One Mission. One Rock Hill.

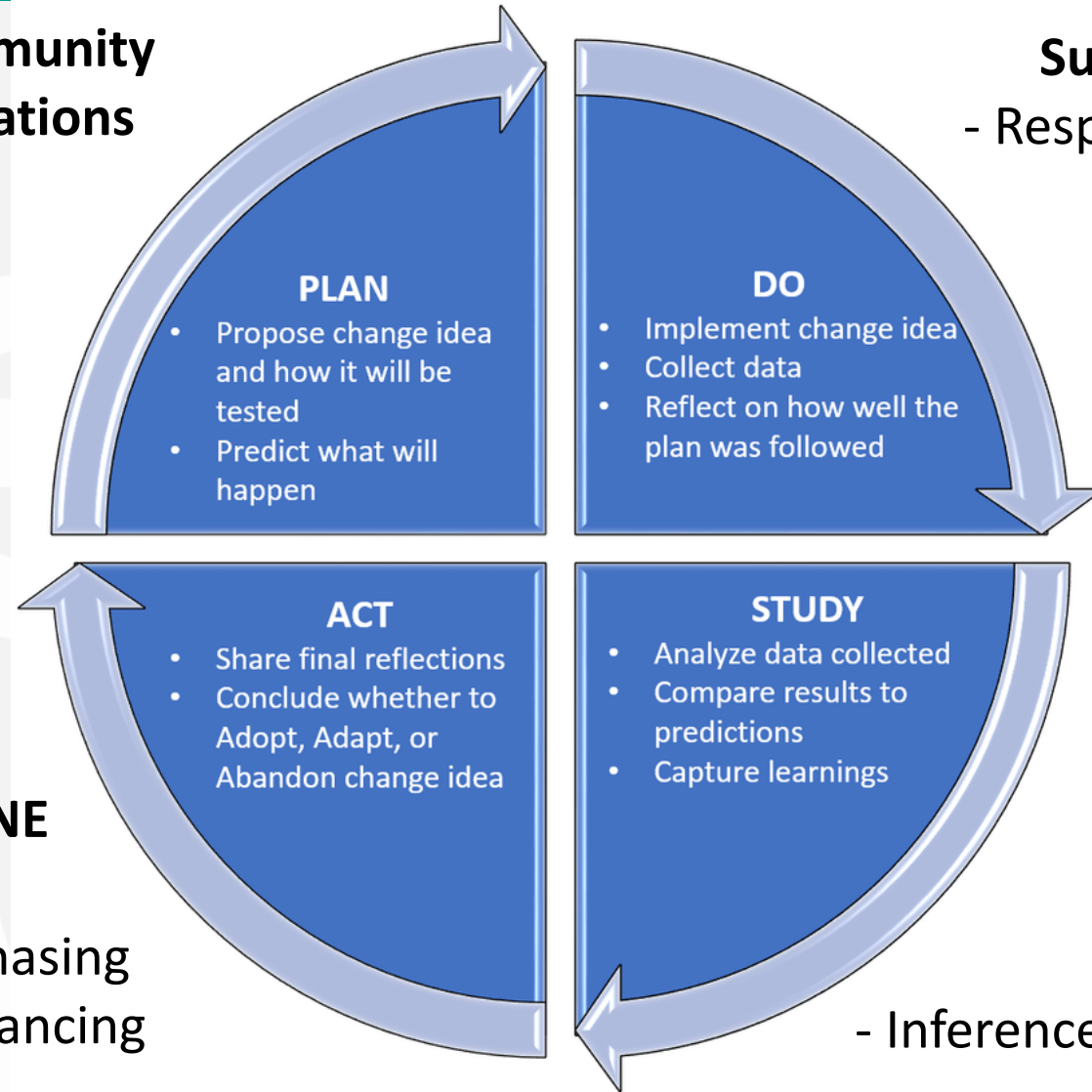
The Process (Our Agenda)

Develop Community Poll / Presentations

- Information
- Questions
- Schedule

Potential Changes to ONE

- Projects List
- Priority & Phasing
- Program Financing



Summary of Visits

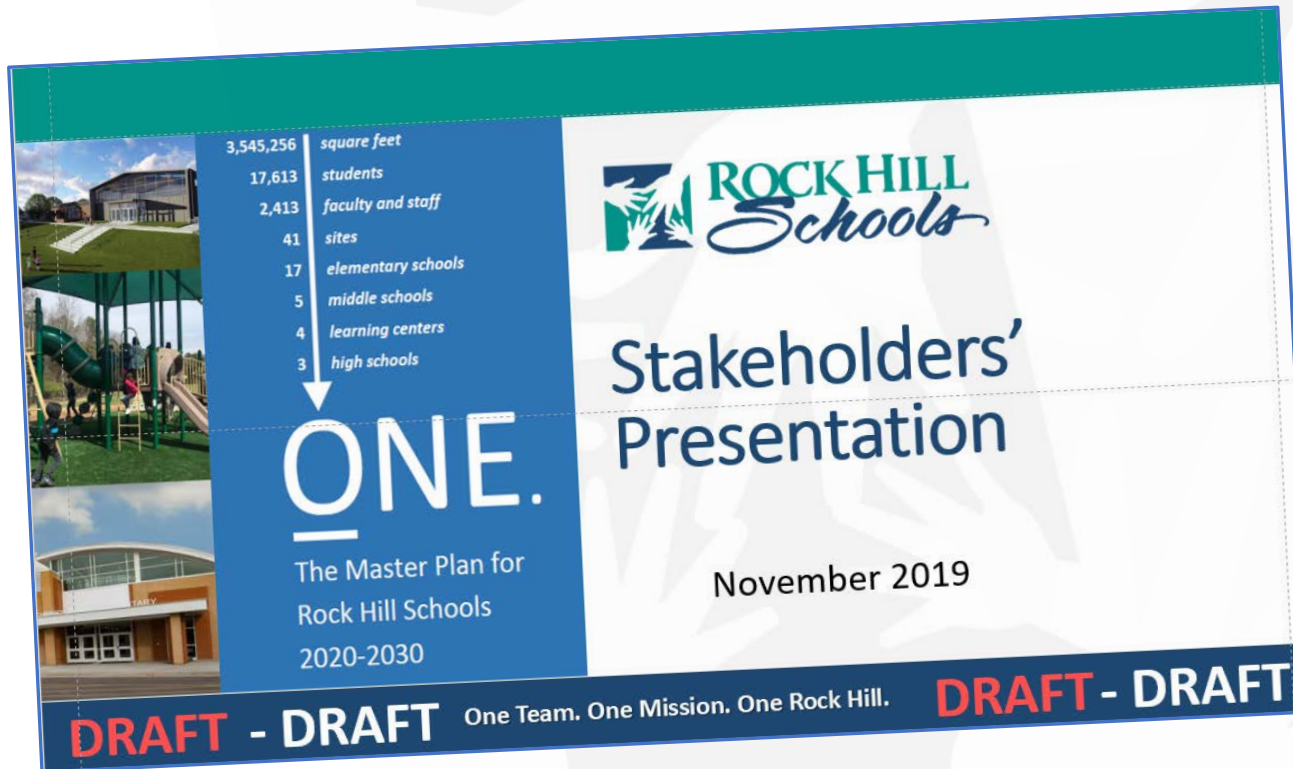
- Responses Collected
- Adjustments Made

Findings & Responses

- Inferences & Conclusions

Plan

Develop Community Poll / Presentations



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ONE.
The Master Plan for
Rock Hill Schools
2020-2030

Stakeholders' Presentation
November 2019

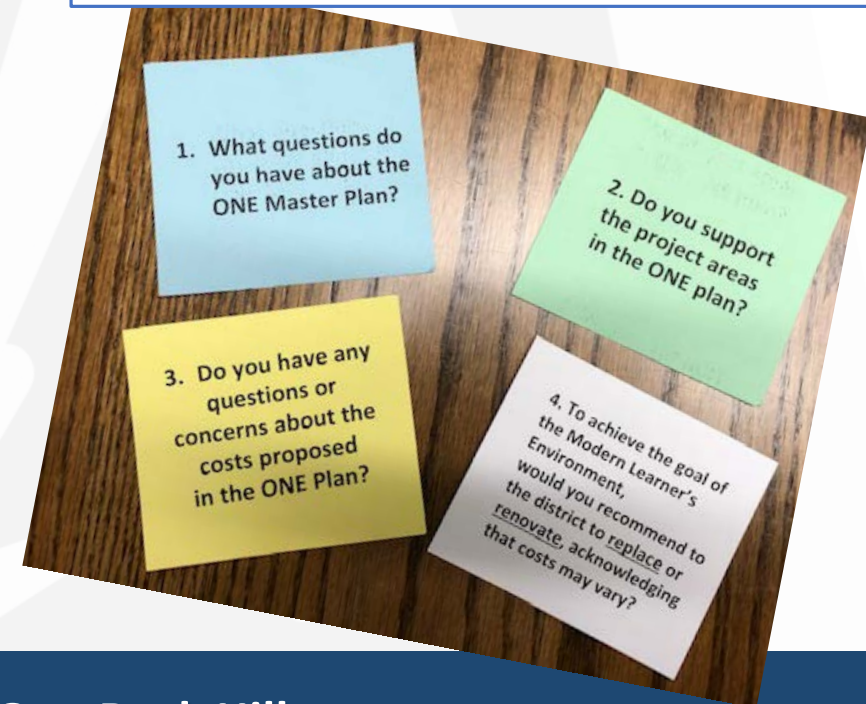
DRAFT - DRAFT One Team. One Mission. One Rock Hill.



The Rock Hill School District 3 community survey

Executive Summary

The Rock Hill School District 3 community survey involved telephone interviews with 426 respondents selected through a scientific random method and qualified for participation according to a two-part screening process. The telephone sample used to select respondents contained both landlines and cell phones. All respondents qualified to answer and participate in the survey were active registered voters residing within the Rock Hill School District 3 boundaries. Data collection occurred between June 25th and 27th, 2019. The margin of error for the overall results is +/- 4.74.



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Plan Schedule Presentations

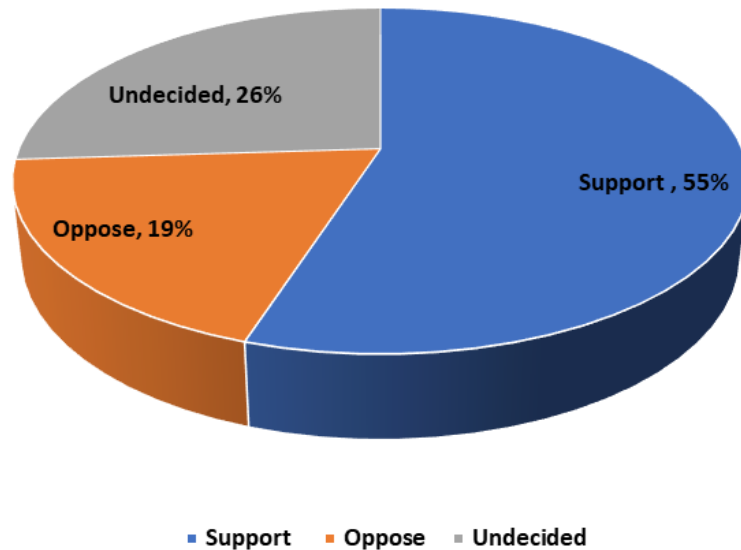
	OCTOBER	OCTOBER	OCTOBER	OCTOBER
Date	Time	Group(s)	Location	
Tuesday, September 10	12 p.m.	Realtor Listen & Learn	Central Office	
Tuesday, September 17	6:00 p.m.	ATC Advisory Board	Applied Technology Center	
Wednesday, September 25	8:30 a.m.	Central Office Staff	Central Office	
Monday, September 30	3 p.m.	Independence ES Staff	Independence Elementary School	
Tuesday, October 1	8 a.m.	York Co. Regional Chamber of Commerce	YC Chamber Office, 110 E. Main St.	
Tuesday, October 1	12 p.m.	Rock Hill Economic Development Meeting	City Operations Center,	
Tuesday, October 1	3 p.m.	Ebenezer Ave Elem. Staff	Ebenezer Ave. Elementary School	
Tuesday, October 8	3 p.m.	York Road Elem. Staff	York Road Elementary School	
Tuesday, October 8	3:10 p.m.	India Hook & Mt. Gallant Elem. Staff	India Hook Elementary School	
Tuesday, October 8	4:15 p.m.	Dutchman Creek Middle Staff	Dutchman Creek Middle School	
Wednesday, October 9	3 p.m.	Old Pointe Elem. Staff	Old Pointe Elementary School	
Friday, October 11	11 a.m.	Superintendent Student Advisory	Central Office	
Tuesday, October 15	3 p.m.	Northside Elem. Staff	Northside Elementary School	
Tuesday, October 15	3:45 p.m.	South Pointe HS Staff	South Pointe High School	
Wednesday, October 16	3:45 p.m.	Rock Hill HS Staff	Rock Hill High School	
Thursday, October 17	3 p.m.	Sunset Park CAS Staff	Sunset Park CAS	
Tuesday, October 22	3 p.m.	Cherry Park Elem. Staff	Cherry Park Elementary School of LI	
Tuesday, October 22	4 p.m.	Sullivan Middle Staff	Sullivan Middle School	
Tuesday, October 22	4:15 p.m.	Rawlinson Road Middle Staff	Rawlinson Road Middle School	
Tuesday, October 22	6 p.m.	RHS District School Improvement Council	Central Office	
Thursday, October 24	12 p.m.	Rotary Club of Rock Hill	Essies Catering, 1509 Ebenezer Road	
Thursday, October 24	6 p.m.	Community	Sullivan Middle School	
Tuesday, October 29	2:30 p.m.	CCDC Staff	Central Child Development Center	
Tuesday, October 29	4 p.m.	Saluda Trail MS Staff	Saluda Trail Middle School	
Tuesday, October 29	6 p.m.	Athletic Advisory Committee	Central Office	
Wednesday, October 30	12 p.m.	Faith-Based Lunch & Learn	Central Office	



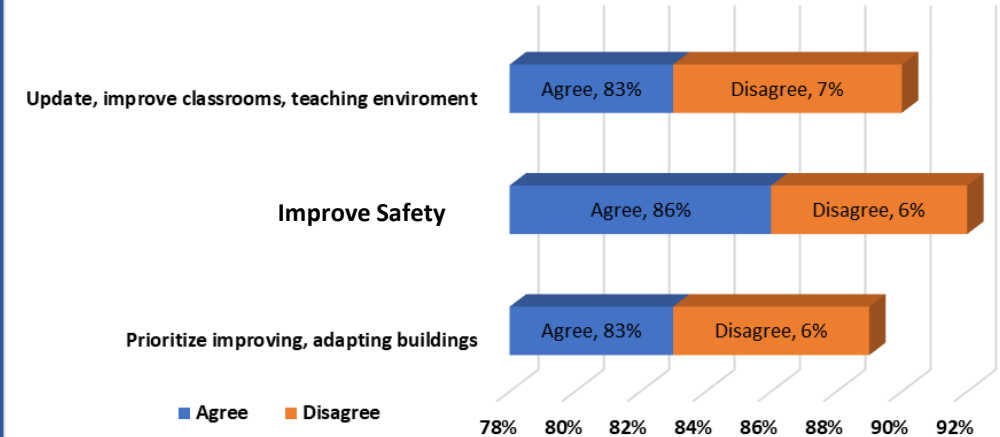
	NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER
Tuesday, November 5	3 p.m.	Finley Road Elem. Staff	Finley Road Elementary School	
Tuesday, November 5	4 p.m.	Castle Heights MS Staff	Castle Heights Middle School	
Tuesday, November 5	6 p.m.	Community	Freedom Temple Ministries	
Tuesday, November 12	11:45 a.m.	SC Society of Professional Engineers	Nishe G's, 727 Dilworth Lane	
Tuesday, November 12	3 p.m.	Bellevue Elem. Staff	Bellevue Elementary School	
Tuesday, November 12	3:20 p.m.	Richmond Dr. Elem. Staff	Richmond Drive Elementary School	
Tuesday, November 12	6 p.m.	Community	CORH Operations Center	
Tuesday, November 19	3:30 p.m.	Ebinport Elem. Staff	Ebinport Elementary School	
Tuesday, November 19	4 p.m.	Northwestern HS Staff	Northwestern High School	
Wednesday, November 20	3 p.m.	Lesslie Elem. Staff	Lesslie Elementary School	
Monday, November 25	FEEDBACK PRESENTATION TO SCHOOL BOARD			

Do Summary of Phone Poll

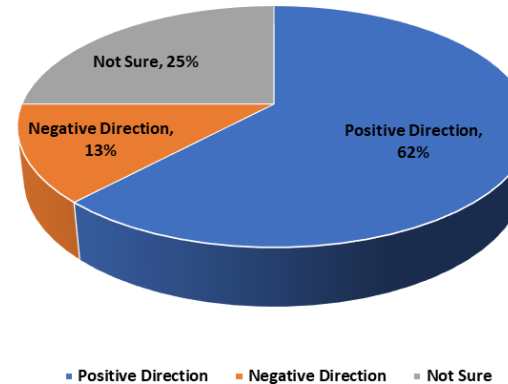
Voter support for passing a bond



Should the Rock Hill School District ...?



School Board Leadership



Do

Summary of Visits

- School Staff Meetings
 - Elementary School – 11
 - Middle School – 5
 - High School – 3
- School Organizations - 3
- Outside Agencies - 7
- Community Presentations - 2

*Does not include Pathfinders & Central Office Staff Presentations

Total Presentations		30
Total Attended		1144*
Total Cards		1,871
Q1		362
Q2		527
Q3		388
Q4		594

Do

Student Feedback

Location	What updates would you like to see at your location?
CHMS	New Basketball courts
FLC	Food Truck
District 3 Stadium	Renovations, New Locker Rooms
General	New hand dryers in Bathrooms, General Renovations, Cleaner Schools, Bathrooms, Floors, Ceiling Tiles replaced (mold and stains), Modern Classroom Furniture, Public access turf multipurpose field for all students to use for practice, More funds for Theatre Department, Student Check out process easier, Auditorium renovations and update technology, Connect Buildings together in High Schools, Public access study room for all students in district
ATC	Greenhouse Renovations, 4K Facility Renovations, Easy Accessibility, Security (back of campus is open)
SPHS	Safety Measures, Turf Field, Outdoor Activities (for use during open block time), Update Mini Gym, Larger and Better Bathrooms, Update Locker Rooms and showers, Update Elevator
NWHS	Bathroom Renovations, Auditorium Renovation, Remove lockers, Student access to building with badge
RHHS	Baseball Locker Room, Improve Heating and Cooling Systems, Stadium @ RHHS

Study

1. What questions do you have about the ONE Master Plan?

Findings & Responses – Question 1*

- Need more specifics, more specifics about our locations
- Rezoning / Consolidation?
- Plan Timeline and Priority for projects?
- Review online available to public?
- Will it increase student achievement?
- Teacher Salary affected?
- How will this affect instruction / programs at schools?
- Is it equitable for all?
- Will Teachers be able to provide input?



*** Trending and multiple responses**

Study

1. What questions do you have about the ONE Master Plan?

Findings & Responses – Question 1*

- Are rising cost considered in estimates? How confident are you in projections?
- Does it include stadiums at each school?
- How would the public be able to see where funds are being spent during project timeline?
- Does it impact or improve class size?
- Will there be any money allotted for the growing special needs and overactive student population?
- Where will students be located during renovation or replacement?
- How do we stay ahead of the curve on Technology? What updates are planned?
- What renovations are possible with current budget?

*** Trending
and multiple
responses**

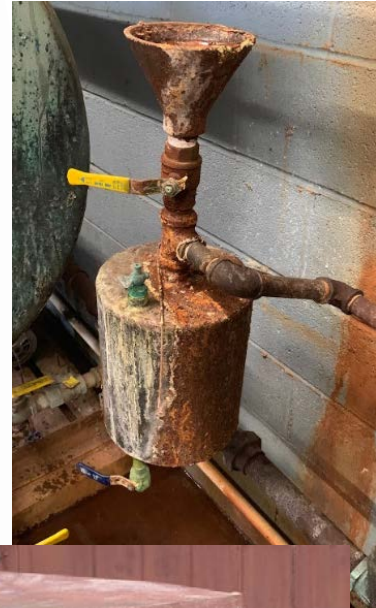
Study

1. What questions do you have about the ONE Master Plan?

Findings & Responses – Question 1 – Noteworthy Questions / Comments*

- Does the plan consider commuter issues/transportation?
- Previous Bond – did we do what we said we would?
- Need to meet basic needs before beautification projects
- Why are buildings not built to last longer?
- How are we addressing Diversity? With Staff and District representation?
- As enhancements occur to choice programs, will traditional schools be overlooked?

* Individual
selected
responses



Study

2. Do you support the project areas in the ONE Plan?

Findings & Responses – Question 2

- 47% of attendees provided feedback.
- 78% Yes
- 13% Yes - with conditions / comments
- 1% No
- 8% Undecided



Study

Findings & Responses – Question 3*

- How much will it cost? How will it affect my taxes?
- What will we do if there is a Recession?
- What is the plan for these needed improvements if not voter approved?
- Impact should be on Business owners, not home owners
- Would like to compare info to other districts
- What does MLE include, more specifics.
- Athletics vs. ?? – make sure it does not take priority in projects

3. Do you have any questions or concerns about the costs proposed in the ONE Plan?



*** Trending and multiple responses**

Study

Findings & Responses – Question 3*

- How will low income families be able to afford tax increase?
- Will Teacher salary be increased to compensate for increase in taxes?
- Work is needed, make sure projects count.
- If consolidation, what happens to extra staff?

3. Do you have any questions or concerns about the costs proposed in the ONE Plan?



*** Trending and multiple responses**

Study

Findings & Responses – Question 4

Answer Category	# of Responses	%
Replace	224	37.71%
Either - Conditions	209	35.19%
Renovate	120	20.20%
Not Specified	32	5.39%
Unrelated Comment	9	1.52%

4. To achieve the goal of the Modern Learner's Environment, would you replace or renovate, acknowledging that costs may vary?

Act

Potential Changes for Plan ONE Based on Responses:

- Be more specific on which projects feature replacement vs. renovate/repair
- Ensure projects in the three areas support the classroom teacher:
 1. Safety, Security and Savings Investments (*this must be “basic”*)
 2. The Modern Learner’s Environment (must be *students and teacher-centric*)
 3. Building Life-Ready Students (*must ensure equity and prioritize student skills growth*)
- Ensure priorities are justified on projects (*basic needs before “beautification”*)
- Ensure projects position us to be competitive (*growth in enrollment and achievement*)
- Stay within near-term cost estimate, but maximize value to the community

Still seeking feedback; new projects list to be discussed...

Act

Bond Referendum Resolution

- Number of Years of the ONE Plan to Finance
- One Question vs. Two Questions
- Structure of the Question(s)
- Other considerations



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Communications Department
Telephone: 981-1008 - Fax: 981-1094

Memorandum

TO: Dr. Bill Cook
FROM: Mychal Frost
DATE: November 7, 2019
SUBJECT: Call to Order at November 11th School Board Meeting

Jacob Thomas, a 4th grader at Ebenezer Avenue Elementary School, will provide the "Call to Order" at the November 11th school board meeting.

Jacob:

- Is enrolled in the traditional program at Ebenezer Avenue

Parents: Crystal Thomas

Siblings in Rock Hill Schools: none

Principal: Mr. John Kirell

Mailing Address:

436 Pickens Street
Rock Hill, SC 29730



Marketing & Communications Department
Telephone: 981-1008 - Fax: 981-1094

Memorandum

TO: Dr. Bill Cook
FROM: Mychal Frost
DATE: November 5, 2019
SUBJECT: Recognitions for November 11th School Board Meeting

A. Introduction of School Resource Officers and School Security Officers

As of this past Monday, November 4, School Security Officers have been placed in 18 elementary and early childhood campus locations. Tonight, we would like to introduce those who are on our team and working in our elementary schools. An updated photo directory has also been provided to Board of Trustees members. Each SSO provides additional security presence in our elementary schools, and are contracted through Allied Universal.

The following officers were unable to be with us last month when we recognized and introduced other members of our School Security Officers team:

- Brian Radford - India Hook Elementary
- Frank Burnett – Central Child Development Center
- Jasmine Davis – Rosewood Elementary
- Jayson Freeman – Northside Elementary
- Michael Hamilton - Oakdale Elementary
- Michael Vreeland - Sunset Park Elementary
- Rachon Montgomery - York Road Elementary
- Raymond Russell - Richmond Drive Elementary
- Timothy Smith - Ebinport Elementary
- Wes Wiles - Cherry Park Elementary
- William Davis Ebenezer Avenue Elementary

Additionally, our district has a longstanding partnership with the Rock Hill Police Department and the York County Sheriff's Office. These two agencies enhance our safety and security program through the presence of School Resource Officers at our middle schools, high schools, and alternative learning campuses. Tonight, we would like to introduce our SROs. In addition to their primary location, each SRO is assigned at least one elementary school.

From the Rock Hill Police Department:

- Lt. Tim Ayers, community services unit
- Sgt. Tony Ellis, supervisor
- Jessica Maggio – Rawlinson Road Middle School
- Tony Slawson – Northwestern High School

- TR Jones – Flexible Learning Center
- Mic (pronounced “Mick”) Kane – Applied Technology Center
- Jonathan Moreno – Saluda Trail Middle School
- Domonique Coleman – Dutchman Creek Middle School
- Daniel Shealy – South Pointe High School
- Phillip Byers – Sullivan Middle School

From the York County Sheriff’s Office:

- Sgt. Tim Lee, supervisor
- Dan Hoburg – Rock Hill High School
- Tonya Bennett – Castle Heights Middle School

Thank you, all, for your service to our community and for your assistance in providing a safe and secure learning environment for our 17,617 students and 2,400 employees each day.

Memo

TO: Dr. Bill Cook
FROM: Terri Smith
DATE: November 5, 2019
SUBJECT: Revision of “D” Board Policies (Fiscal Management) Batch 2 for 2nd Read

A stakeholder team comprised of the following individuals has been developed to review and revise the “D” board policies – Fiscal Management.

Terri Smith, Central Office Finance
Bettina Feaster, Central Office Finance
Beth Lifsey, Central Office Finance
LaWana Robinson-Lee, Facilities Services Purchasing
Michael Johnson, Safety & Security
Gary Black, Food Service
Christopher Roorda, India Hook Elementary
Elissa Cox, Saluda Trail Middle
Hezekiah Massey, Northwestern High
Joanne Pafford, Oakdale Elementary Bookkeeper
Susan Fowler, Castle Heights Middle Bookkeeper
Melanie Cook, Rock Hill High Bookkeeper
Larry Finney, Greene Finney, LLC.
Mike Downing, Greene Finney, LLC.

Dr. Tiffany Richardson and Mr. Steve Mann with S.C. School Boards Association are providing guidance and reviewing recommended revisions for batch 2 policies.

The policies listed below were presented at the October 14th board work session and approved for 1st read at the October 28th business meeting. There has been changes to policy DH, *Bonded Employees and Officers* since the October 28th business meeting. The changes to this policy is reflected in green font and strikethrough of text. These policies will be presented at the November 11th work session for 2nd read.

Policy	Recommendation
DD, Funding Proposals, Grants, and Special Projects	No current policy; recommend adopting the model policy with minor changes. <i>Per SCSBA, RHS Education Foundation would not be governed by this policy as they are a separate entity.</i>
DDA, Federal Fiscal Compliance	No current policy; recommend adopting the model policy with minor changes.
DDA-R, Federal Fiscal Compliance	No current administrative rule; recommend adopting the model rule with minor changes.
DDB, Online Fundraising Campaigns / Crowdfunding	No current policy; recommend adopting the model policy with minor changes.
DDB-R, Online Fundraising Campaigns / Crowdfunding	No current administrative rule; recommend adopting the model rule with minor changes. <i>Two changes from the 10/14/19 work session to delete 'laptops and iPads are not allowed items for online fundraising' and 'equity in funding'.</i>
DGA, Authorized Signatures	Recommend removing purpose statement and updating authorized signers and claim process.
DH, Bonded Employees and Officers <i>Per SCSBA, change code and title to DHI, Insurance Coverage for Fiscal Management</i>	No model policy; recommend removing purpose statement and bonded information as it no longer applies. Recommend adding crime insurance coverage to protect district against employee theft, embezzlement, etc. as this now applies to employees. Seeking guidance from SCSBA regarding title change of policy. <i>Two changes since 10/28/19 business meeting, per SCSBA, recommend changing the title of policy to Insurance Coverage for Fiscal Management and recode to DHI instead of DH.</i>
DJ, Purchasing	Recommend removing purpose statement, adding district's procurement code will be adopted by the board and will be comparable with the requirements of S.C. Procurement Code, and adding legal reference.
DK, Payment Procedures	Recommend removing purpose statement, adding payments made by district procurement card, updating information regarding county treasury, and signature authority of district checks.
DKB, Salary Deductions	Recommend removing purpose statement and adopting the model policy. <i>One change from the 10/14/19 work session to delete 'staff member credit unions' as this is no longer a payroll deduction. It is now setup as an employee's secondary direct deposit.</i>
DKC, Expense Authorization / Reimbursement	No current policy; recommend adopting the proposed policy. <i>One change from the 10/14/19 work session to add language regarding plane / train expenses if coach rate is not available.</i>

FUNDING PROPOSALS, GRANTS, AND SPECIAL PROJECTS

Code **DD** Issued **xx/2019**

In order to offer the best educational opportunities possible for students of the district, the board will seek as many sources of revenue as possible to supplement the funds provided through local taxation and the basic aid offered by the state.

Donations from Private Sources

The district accepts donations of money, securities, property, etc. from private sources for scholarships, staff development, and other educational improvement purposes.

Such gifts will be used as instructed in the terms of the gift or bequest. If no terms are specified, funds will be used at the discretion of the superintendent or his/her designee.

The board will not accept bequests, endowments, or other gifts if the conditions of the gift remove any portion of the public schools from control of the board.

School and District Grant Awards

The district will request and accept grants from state, federal, corporate, and private sources. All grants sought by the district will be coordinated through the fund manager, reviewed by the chief finance officer, and approved by the superintendent.

Adopted ^

Legal References:

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

1. Section 59-19-170 - Acceptance and holding of property by trustees.
2. Section 59-69-30 - Investment of funds held for an educational purpose.

FUNDING PROPOSALS, GRANTS, AND SPECIAL PROJECTS

Code **DD** Issued **MODEL**

In order to offer the best educational opportunities possible for students of the district, the board will seek as many sources of revenue as possible to supplement the funds provided through local taxation and the basic aid offered by the state.

The superintendent will notify the board of all funding proposals that are accepted.

Donations from Private Sources

The district accepts donations of money, securities, property, etc. from private sources for scholarships, staff development, and other educational improvement purposes.

Such gifts will be approved by the board, administered by the superintendent, and used as instructed in the terms of the gift or bequest.

The board will not accept bequests, endowments, or other gifts if the conditions of the gift remove any portion of the public schools from control of the board.

School and District Grant Awards

The district will request and accept grants from state, federal, corporate, and private sources. All grants sought by the district will be coordinated through *(insert title here)*, reviewed by the chief operations officer, and approved by the superintendent.

Adopted ^

Legal References:

- A. S.C. Code of Laws, 1976, as amended:
 - 1. Section 59-19-170 - Acceptance and holding of property by trustees.
 - 2. Section 59-69-30 - Investment of funds held for an educational purpose.

FEDERAL FISCAL COMPLIANCE

Code **DDA** Issued **xx/2019**

The district intends to comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity (e.g., the South Carolina Department of Education). To the extent that any provision of a board policy is contrary to federal law, regulation, term, or condition applicable to a federal award, employees must follow the applicable federal requirement.

Delegation of Responsibility

The finance office and federal programs director will develop, monitor, and enforce effective financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the district is in compliance with all requirements of state and federal grants and awards. At minimum, these procedures will include methods for the following:

- identification of all federal funds received and expended and the federal programs under which they were received
- accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with federal requirements
- identification of the source and application of funds for federally-assisted activities
- effective control and accountability for all funds, property, and other assets to ensure that they are used solely for authorized purposes
- comparison of actual expenditures versus budgeted amounts for each federal award
- implementation of the cash management requirements established by the Education Department Administrative Regulations (EDGAR), the Uniform Grant Guidance (UGG), or any other applicable binding authority
- determination and documentation of allowability of all costs charged to each federal award

These systems and procedures will be approved by the chief finance officer.

Conflicts of Interest

No employee, board member, or agent of the district may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A conflict of interest would arise when the employee, board member, or agent; any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of these parties has a financial interest in or a tangible personal benefit from a firm considered for a contract.

No employee, board member, or agent of the district may solicit or accept any gratuities, favors, or items from a contractor or party to a subcontract for a federal grant or award; however, they may accept one single unsolicited item with a value of \$10 or less or multiple unsolicited items from a single contractor or subcontractor having an aggregate monetary value of \$10 or less in a 12-month period.

Any person who has a potential conflict of interest will disclose that contact immediately in writing to the superintendent, or his/her designee, and will not participate in the selection, award, or administration of a contract supported by a federal grant or award. The superintendent, or his/her designee, will disclose any potential conflict of interest in writing to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

(see next page)

PAGE 2 - DDA - FEDERAL FISCAL COMPLIANCE

Violations of conflict of interest policy

Any person who suspects an individual has violated the conflict of interest policy will report their suspicions immediately to the superintendent or chief finance officer. These reports will be treated as confidential to the extent permitted by law, however, limited disclosure may be necessary for purposes of investigation. Neither an employee nor a member of the board will unlawfully retaliate against a person who in good faith reports such information.

Upon receipt of such information, the superintendent, in coordination with legal counsel and other individuals as appropriate, will promptly investigate the claim. If a real or apparent conflict of interest is found, the superintendent will report such information to the board and make a recommendation for appropriate disciplinary action, which may include termination of the employee, cancellation of the district's relationship with the contractor or vendor, and referral to law enforcement, where appropriate. The board will determine the final disposition of the matter. The district will promptly disclose all violations in writing to the federal awarding agency and pass-through entity.

Disclosure Requirements

The superintendent will disclose in writing to the federal awarding agency in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The superintendent will fully address any such violations promptly and will notify the board accordingly. The board may request the superintendent to develop a plan of correction for board approval in appropriate situations as determined by the board.

Cash Management Procedure

Generally, the district receives federal grant funds from the South Carolina Department of Education (SCDE) or awarding agency on a reimbursement basis.

Reimbursements

The finance office will request reimbursement for actual expenditures incurred under the federal grants monthly. Such requests will be submitted with appropriate documentation and signed by the requestor. Requests for reimbursements will be approved by the chief finance officer.

Reimbursements will be submitted appropriately to the SCDE or awarding agency. All reimbursement requests will be based on actual disbursements and not on obligations. Consistent with state and federal requirements, the district will retain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available to the SCDE or awarding agency to review upon request.

Procurement Procedures

All purchases for property and services made using federal funds must be conducted in accordance with all applicable federal, state, and local laws and regulations; the UGG; and the district's written policies and procedures. The district will generally follow the South Carolina Procurement Code (policy DJ, *Purchasing*), however, it will modify these procedures when making purchases for federally funded purposes to which the UGG or United States Department of Agriculture (USDA) regulations apply so as to comply with both state and federal requirements.

In its procurement practices, the district will:

(see next page)

PAGE 3 - DDA - FEDERAL FISCAL COMPLIANCE

- Prepare written procedures for all procurement transactions to ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured and identify all requirements that the vendor must fulfill and all other factors to be used in evaluating bids or proposals
- Ensure that lists of prequalified vendors remain current and include enough qualified sources to ensure maximum open and free competition
- Maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders
- Avoid acquisition of unnecessary or duplicative items, giving consideration to consolidating or breaking out procurements to obtain a more economical purchase and, where appropriate, conducting an analysis of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach
- Enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services
- Use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions when possible
- Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement, giving consideration to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources
- Consult the awardee integrity and performance portal [currently the Contractor Performance Assessment Reporting System (CPARS)] accessible through the federal System for Award Management (SAM) [currently the Past Performance Information Retrieval System (PPIRS)] to ensure that no contract is awarded to a contractor who is suspended or disbarred from eligibility for participation in federal assistance programs or activities
- Maintain records sufficient to detail the history of procurement, including, but not limited to, rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price, and verification that the contractor is not suspended or disbarred
- Use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk and assert a high degree of oversight in order to obtain reasonable assurance that contractor is using efficient methods and effective cost controls
- Be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements, including, but not limited to, source evaluation, protests, disputes, and claims
- Avoid situations that unnecessarily restrict competition, including, but not limited to, unreasonable qualification requirements for receiving school system business, unnecessary experience or excessive bonding requirements, noncompetitive pricing practices between firms or companies, noncompetitive contracts to consultants that are on retainer contracts, brand name specifications in lieu of allowing equivalent products that meet performance or other relevant requirements, or any arbitrary procurement actions
- Use noncompetitive procurement only in the circumstances allowed by the UGG

(see next page)

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- Exclude individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate from competing for such purchases

Travel Reimbursement

The district will reimburse administrative, professional, and support employees and school officials for travel costs incurred in the course of performing services related to official business as a federal grant recipient. For purposes of this policy, travel costs are defined as the expenses for transportation, lodging, subsistence, and related items incurred by employees while on official business of the district as related to the federal grant.

Costs incurred by district employees for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable. If these costs are charged directly to the federal award, documentation must be maintained that justifies that participation of the individual is necessary to the federal award and the costs are reasonable and consistent with the district's established travel policy (policies BID, *Board Member Compensation and Expenses*, and DKC, *Expense Authorization/Reimbursement*).

All travel costs, excluding meal per diems, must be presented with an itemized, verified statement prior to reimbursement. The validity of payments for travel costs for all district employees will be determined by the finance office.

Allowability Procedures

District expenditures for a federal grant must be allowed under the individual program, aligned with approved budgeted items, and be in accordance with the cost principles established in the UGG, including how charges made to the grant for personnel are to be determined. When determining how the district will spend its grant funds, the fund manager and finance office will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service.

The district will consider the general cost guidelines in the UGG, as well as the UGG rules for specific types of items, when determining whether a cost is an allowable expenditure of federal funds. The district will also ensure that any proposed costs are allowable under the applicable program statute along with the accompanying program regulations, nonregulatory guidance, and grant award notifications. When there is a conflict between guidelines, whichever allowability requirements are stricter will govern whether a cost is allowable.

The district will only charge costs to a federal grant when the cost is:

- reasonable and necessary for the program
- in compliance with applicable laws, regulations, and grant terms
- allocable to the grant
- adequately documented
- consistent with school system policies and administrative regulations

Prior written approval for certain cost charges must be obtained as required by the awarding agency in order to avoid subsequent disallowances.

Cf. BCB, BID, DJ, DKC, GBEA

Adopted ^

(see next page)

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Legal References:

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

1. Section 11-35-10, *et seq.* - South Carolina Consolidated Procurement Code.

B. Code of Federal Regulations, as amended:

1. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200, *et seq.*

FEDERAL FISCAL COMPLIANCE

Code **DDA** Issued **MODEL**

[NOTE: As explained by the South Carolina Department of Education during its Summer 2016 Webinar Series covering the Uniform Grant Guidance (UGG), each district's policies for federal fiscal compliance must reflect the processes and procedures the district actually uses. This model policy is intended to be a generic shell to which the board should add district-specific information in order to ensure that all requirements of the UGG are met.]

The district intends to comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity (e.g., the South Carolina Department of Education). To the extent that any provision of a board policy is contrary to federal law, regulation, term, or condition applicable to a federal award, staff must follow the applicable federal requirement.

Delegation of Responsibility

The [option: superintendent, finance officer, federal programs coordinator (DRAFTER'S NOTE: General terms such as "designee" are insufficient. One specific position must be named.)] will develop, monitor, and enforce effective financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the district is in compliance with all requirements of state and federal grants and awards. At minimum, these procedures will include methods for the following:

- identification of all federal funds received and expended and the federal programs under which they were received
- accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with federal requirements
- identification of the source and application of funds for federally-assisted activities
- effective control and accountability for all funds, property, and other assets to ensure that they are used solely for authorized purposes
- comparison of actual expenditures versus budgeted amounts for each federal award
- implementation of the cash management requirements established by the Education Department Administrative Regulations (EDGAR), the Uniform Grant Guidance (UGG), or any other applicable binding authority
- determination and documentation of allowability of all costs charged to each federal award

These systems and procedures will be approved by the superintendent.

Conflicts of Interest

No staff member, board member, or agent of the district may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A conflict of interest would arise when the staff member, board member, or agent; any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of these parties has a financial interest in or a tangible personal benefit from a firm considered for a contract.

No staff member, board member, or agent of the district may solicit or accept any gratuities, favors, or items from a contractor or party to a subcontract for a federal grant or award; however, they may accept one single unsolicited item with a value of \$10 or less or multiple unsolicited items from a single contractor or subcontractor having an aggregate monetary value of \$10 or less in a 12-month period.

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Any person who has a potential conflict of interest will disclose that contact immediately in writing to the superintendent and will not participate in the selection, award, or administration of a contract supported by a federal grant or award. The superintendent will disclose any potential conflict of interest in writing to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

Violations of conflict of interest policy

Any person who suspects an individual has violated the conflict of interest policy will report their suspicions immediately to [*option: superintendent, finance officer, federal programs coordinator*]. These reports will be treated as confidential to the extent permitted by law, however, limited disclosure may be necessary for purposes of investigation. Neither a staff member nor a member of the board will unlawfully retaliate against a person who in good faith reports such information.

Upon receipt of such information, the superintendent, in coordination with legal counsel and other individuals as appropriate, will promptly investigate the claim. If a real or apparent conflict of interest is found, the superintendent will report such information to the board and make a recommendation for appropriate disciplinary action, which may include termination of the staff member, cancellation of the district's relationship with the contractor or vendor, and referral to law enforcement, where appropriate. The board will determine the final disposition of the matter. The district will promptly disclose all violations in writing to the federal awarding agency and pass-through entity.

Disclosure Requirements

The superintendent will disclose in writing to the federal awarding agency in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The superintendent will fully address any such violations promptly and will notify the board accordingly. The board may request the superintendent to develop a plan of correction for board approval in appropriate situations as determined by the board.

Cash Management Procedure

Generally, the district receives federal grant funds from the South Carolina Department of Education (SCDE) on a reimbursement basis. However, under some circumstances, the district may receive an advance of federal grant funds.

Reimbursements

The district will initially charge federal grant expenditures to nonfederal funds. The [*option: finance officer, federal programs coordinator, etc.*] will request reimbursement for actual expenditures incurred under the federal grants [*option: weekly, monthly, quarterly*]. Such requests will be submitted with appropriate documentation and signed by the requestor. Requests for reimbursements will be approved by the [*option: finance officer, federal programs coordinator, etc.*].

Reimbursements will be submitted on the appropriate form to the SCDE. All reimbursement requests will be based on actual disbursements and not on obligations. Consistent with state and federal requirements, the district will retain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available to the SCDE to review upon request.

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Advances

The district will plan for cash flow in the grant project during the budget period and review project cash requirements before each drawdown and will draw down only the amount of funds necessary to meet the immediate needs of the program/project (including the proportionate share of any allowable indirect costs). When applicable, the district will use existing resources available within a program before requesting additional advances. Such resources include program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds.

When the district receives advance payments of federal grant funds, it must minimize the time elapsing between the transfer of the funds to the district and the expenditure of those funds on allowable costs of the applicable federal program. The district will attempt to expend all advances of federal funds for expenditures that comply with all applicable grant requirements as soon as administratively feasible but within no more than seventy-two (72) business hours of receipt absent exceptional, documented circumstances.

The district will hold federal advance payments in insured, interest-bearing accounts. The district is permitted to retain for administrative expenses up to \$500 per year of interest earned on federal grant cash balances. Regardless of the federal awarding agency, interest earnings exceeding \$500 per year will be remitted annually to the Department of Health and Human Services Payment Management System (PMS). Pursuant to federal guidelines, interest earnings will be calculated from the date that the federal funds are drawn down from the G5 Grants Administration System until the date on which those funds are disbursed by the district. Remittance of interest will be the responsibility of the [option: *finance officer, federal programs coordinator, etc.*].

Procurement Procedures

All purchases for property and services made using federal funds must be conducted in accordance with all applicable federal, state, and local laws and regulations; the UGG; and the district's written policies and procedures. The district will generally follow the South Carolina Procurement Code (policy DJ, *Purchasing*), however, it will modify these procedures when making purchases for federally funded purposes to which the UGG or United States Department of Agriculture (USDA) regulations apply so as to comply with both state and federal requirements.

In its procurement practices, the district will:

- Prepare written procedures for all procurement transactions to ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured and identify all requirements that the vendor must fulfill and all other factors to be used in evaluating bids or proposals
- Ensure that lists of prequalified vendors remain current and include enough qualified sources to ensure maximum open and free competition
- Maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders
- Avoid acquisition of unnecessary or duplicative items, giving consideration to consolidating or breaking out procurements to obtain a more economical purchase and, where appropriate, conducting an analysis of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach

PAGE 4 - DDA - FEDERAL FISCAL COMPLIANCE

- Enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services
- Use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs
- Use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions when possible
- Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement, giving consideration to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources
- Consult the awardee integrity and performance portal [currently the Contractor Performance Assessment Reporting System (CPARS)] accessible through the federal System for Award Management (SAM) [currently the Past Performance Information Retrieval System (PPIRS)] to ensure that no contract is awarded to a contractor who is suspended or disbarred from eligibility for participation in federal assistance programs or activities
- Maintain records sufficient to detail the history of procurement, including, but not limited to, rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price, and verification that the contractor is not suspended or disbarred
- Use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk and assert a high degree of oversight in order to obtain reasonable assurance that contractor is using efficient methods and effective cost controls
- Be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements, including, but not limited to, source evaluation, protests, disputes, and claims
- Avoid situations that unnecessarily restrict competition, including, but not limited to, unreasonable qualification requirements for receiving school system business, unnecessary experience or excessive bonding requirements, noncompetitive pricing practices between firms or companies, noncompetitive contracts to consultants that are on retainer contracts, brand name specifications in lieu of allowing equivalent products that meet performance or other relevant requirements, or any arbitrary procurement actions
- Use noncompetitive procurement only in the circumstances allowed by the UGG
- Exclude individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate from competing for such purchases

Travel Reimbursement

The district will reimburse administrative, professional, and support staff members and school officials for travel costs incurred in the course of performing services related to official business as a federal grant recipient. For purposes of this policy, travel costs are defined as the expenses for transportation, lodging, subsistence, and related items incurred by employees while on official business of the district as related to the federal grant.

PAGE 5 - DDA - FEDERAL FISCAL COMPLIANCE

Costs incurred by district staff members for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable. If these costs are charged directly to the federal award, documentation must be maintained that justifies that participation of the individual is necessary to the federal award and the costs are reasonable and consistent with the district's established travel policy (policies BID, *Board Member Compensation and Expenses*, and DKC, *Expense Authorization/Reimbursement*). [DRAFTER'S NOTE: Include specific information regarding reimbursement rates and submission/payment procedures as detailed in district policy.]

All travel costs must be presented with an itemized, verified statement prior to reimbursement. The validity of payments for travel costs for all district staff members will be determined by the [option: superintendent or his/her designee, finance officer, federal programs coordinator, etc.].

Allowability Procedures

District expenditures for a federal grant must be allowed under the individual program, aligned with approved budgeted items, and be in accordance with the cost principles established in the UGG, including how charges made to the grant for personnel are to be determined. When determining how the district will spend its grant funds, the [option: finance officer, federal programs coordinator, etc.] will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service.

The district will consider the general cost guidelines in the UGG, as well as the UGG rules for specific types of items, when determining whether a cost is an allowable expenditure of federal funds. The district will also ensure that any proposed costs are allowable under the applicable program statute along with the accompanying program regulations, nonregulatory guidance, and grant award notifications. When there is a conflict between guidelines, whichever allowability requirements are stricter will govern whether a cost is allowable.

The district will only charge costs to a federal grant when the cost is:

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- in compliance with applicable laws, regulations, and grant terms
- allocable to the grant
- adequately documented
- consistent with school system policies and administrative regulations

Prior written approval for certain cost charges must be obtained as required by the awarding agency in order to avoid subsequent disallowances.

Cf. BCB, BID, DJ, DKC, GBEA

Adopted ^

Legal References:

- A. S.C. Code of Laws, 1976, as amended:
 1. Section 11-35-10, *et seq.* - South Carolina Consolidated Procurement Code.
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FEDERAL FISCAL COMPLIANCE

Code **DDA-R** *Issued* **xx/2019**

To ensure compliance with all federal requirements and state and local laws, the chief finance officer is authorized to establish administrative procedures that district employees should follow in administering federal grant awards.

Administrative Procedures

Administrative procedures should be maintained so that they are available to employees at all times and should be structured by subject to aid employees in locating information relevant to their inquiry.

Format

Each procedure should include step-by-step instructions to complete a task within a process. An effective procedure will likely include who performs the procedure, what steps are performed, when the steps are performed, and how the steps are performed. A typical procedure may include the following subsections:

- purpose
- authority
- staff responsibilities
- definitions
- procedures
- reports
- maintain and update procedures
- approval

Adoption

To ensure all procedures reflect the most up-to-date information available, each procedure should be labeled with any modification dates.

Issued ^

FEDERAL FISCAL COMPLIANCE

Code **DDA-R** Issued **MODEL**

To ensure compliance with all federal requirements and state and local laws, the superintendent is authorized to establish administrative procedures that district staff should follow in administering federal grant awards.

Administrative Procedures

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Each procedure should include step-by-step instructions to complete a task within a process. An effective procedure will likely include who performs the procedure, what steps are performed, when the steps are performed, and how the steps are performed. A typical procedure may include the following subsections:

- purpose
- authority
- staff responsibilities
- definitions
- procedures
- reports
- maintain and update procedures
- approval

Adoption

To ensure all procedures reflect the most up-to-date information available, each procedure should be labeled with an implementation date, any modification dates, and be signed by the superintendent or his or her designee.

Issued ^

ONLINE FUNDRAISING CAMPAIGNS/ CROWDFUNDING

Code **DDB** Issued **xx/2019**

Any district employee may submit an online fundraising campaign proposal to his/her principal or direct supervisor to seek permission to raise funds or acquire donations of materials for the students of the district via a crowdfunding platform that has been approved by the superintendent and chief finance officer. Approved crowdfunding platforms must meet the following requirements:

- All funds or materials donated through the platform must go directly to the district or school administration and not to the individual employee who initiated the donation request.
- The platform must have safeguards in place to prevent misuse of funds and/or misappropriation of materials.
- Administrative fees, if any, collected by the platform must be reasonable and appropriate.
- District banking information will not be disclosed, and its release should not be required as a condition to receive donations to the platform.

Any individual who has not obtained the express written permission of an authorized district representative may not solicit donations of funds or materials on behalf of the district on any crowdfunding platform; may not use any trademarks or copyrights owned by the district, including, but not limited to, the district logo, school logos, school mascots, etc.; and may not otherwise give the appearance that any donations being solicited will be used by the district, will be used by a district employee or program, or will in any way benefit the district.

The district retains the right to refuse any donation of funds or items collected in violation of law, this policy, or the crowdfunding platform's requirements.

Ownership of Materials

Any materials purchased or donated as the result of a district-approved crowdfunding campaign are the property of the district. The materials will remain available for the use of the requestor of the crowdfunding campaign until the requestor is no longer employed with the district or the requestor is placed in another position in which they are unable to utilize the materials as they were intended in the original crowdfunding campaign. At that time, the materials will remain the property of the school to be transferred to another classroom and/or teacher as appropriate.

Employees who fail to comply with this policy will be subject to disciplinary action, as appropriate.

Adopted ^

ONLINE FUNDRAISING CAMPAIGNS/ CROWDFUNDING

Code **DDB** Issued **MODEL**

Any certificated district staff member may submit an online fundraising campaign proposal to [option: his or her principal, direct supervisor, the superintendent, etc.] to seek permission to raise funds or acquire donations of materials for the students of the district via a crowdfunding platform that has been approved by the superintendent. Approved crowdfunding platforms must meet the following requirements:

- All funds or materials donated through the platform must go directly to the district or school administration and not to the individual staff member who initiated the donation request.
- The platform must have safeguards in place to prevent misuse of funds and/or misappropriation of materials.
- Administrative fees, if any, collected by the platform must be reasonable and appropriate.
- District banking information will not be disclosed, and its release should not be required as a condition to receive donations to the platform.

[Drafter's Note: Please ensure that any approved platform has proper financial controls in place.]

Any individual who has not obtained the express written permission of an authorized district representative may not solicit donations of funds or materials on behalf of the district on any crowdfunding platform; may not use any trademarks or copyrights owned by the district, including, but not limited to, the district logo, school logos, school mascots, etc.; and may not otherwise give the appearance that any donations being solicited will be used by the district, will be used by district staff members or program, or will in any way benefit the district.

The district retains the right to refuse any donation of funds or items collected in violation of law, this policy, or the crowdfunding platform's requirements.

Ownership of Materials

Any materials purchased or donated as the result of a district-approved crowdfunding campaign are the property of the district. The materials will remain available for the use of the requestor of the crowdfunding campaign until the requestor is no longer employed with the district or the requestor is placed in another position in which they are unable to utilize the materials as they were intended in the original crowdfunding campaign. At that time, the materials will remain the property of the school to be transferred to another classroom and/or teacher as appropriate.

Staff members who fail to comply with this policy will be subject to disciplinary action, as appropriate.

Adopted ^

ONLINE FUNDRAISING CAMPAIGNS/ CROWDFUNDING

Code **DDB-R** Issued **xx/2019**

Crowdfunding Campaign Approval Process

Prior to initiating a crowdfunding campaign, an online fundraising approval form must be submitted to the principal or immediate supervisor for approval. The form must include:

- the name and job title of the staff member submitting the request
- the proposed crowdfunding platform
- the exact text that will be posted regarding the campaign, including the specific items requested or the amount of funds requested
- the students or program that will benefit from any donations
- the instructional initiative or athletic/extracurricular program that will be enhanced by donations to the campaign, including the academic standards that will be addressed if the campaign is fully funded, when applicable
- the proposed end date of the campaign

The approval process will ensure that campaigns do not:

- request the purchase or use of technology that is not compatible with the district's current or future plans for the purchase and/or use of technology (the principal must seek input from the technology department). ~~Laptops and iPads are not allowed items for online fundraising.~~
- request materials that could be substituted by similar materials that are already supplied by the district or will be supplied by the district
- request of any facility enhancement items without preapproval from Facilities Services.
- seek to start a program that would require the continued use of materials or funding beyond what is sought to be obtained through the proposal
- result in demands on staff not involved in the proposal or otherwise conflict with or take away from instructional time in an inappropriate manner
- seek funds or materials for projects that violate federal, state, or local law or otherwise conflict with board policy
- seek funds that require a matching funds contribution from the district
- seek funds for food items that do not comport with district wellness objectives and USDA regulations for school nutrition
- violate student privacy by including information such as student names; pictures of students' faces; descriptions of the school's student population as disabled, in poverty, as English Learners, etc.; or statements that infer the district is unable to meet the needs of the students it serves
- disparage the district or its programs, employees, or facilities

The principal may withhold approval for any crowdfunding proposal at his or her discretion for any reason.

Approval of requests will depend on factors including, but not limited to:

- compatibility with the district's educational program, mission, vision, core values, and beliefs
- congruence with the district and school goals
- the district's instructional priorities
- ~~equity in funding~~

(see next page)

PAGE 2 - DDB-R - ONLINE FUNDRAISING CAMPAIGNS/ CROWDFUNDING

- other factors deemed relevant or appropriate by the administration

If the proposal is approved, the requestor is required to work closely with school administration to ensure all donations are properly documented and/or cataloged and subject to the same financial and inventory controls as other district property. Additionally, the requestor is required to ensure compliance with all federal, state, and local laws, district policies, and crowdfunding platform requirements. The principal will maintain a record of all crowdfunding proposals, including those that are denied.

The district approved online fundraising platforms will be listed in the Business Procedures Manual.

The superintendent or chief finance officer may terminate any crowdfunding project at any time for any reason.

Issued ^

ONLINE FUNDRAISING CAMPAIGNS/ CROWDFUNDING

Code **DDB-R** Issued **MODEL**

Crowdfunding Campaign Approval Process

Prior to initiating a crowdfunding campaign, a proposal for the campaign must be submitted to the principal for approval. If the requesting staff member works at the district level or at multiple sites, the proposal should be submitted to *(insert job title here)*. The proposal must include:

- the name and job title of the staff member submitting the request
- the proposed crowdfunding platform
- the exact text that will be posted regarding the campaign, including the specific items requested or the amount of funds requested
- the students or program that will benefit from any donations
- the instructional initiative or athletic/extracurricular program that will be enhanced by donations to the campaign, including the academic standards that will be addressed if the campaign is fully funded, when applicable
- any photographs that will be used in the campaign posting
- the proposed end date of the campaign

The approval process will ensure that campaigns do not:

- request the purchase or use of technology that is not compatible with the district's current or future plans for the purchase and/or use of technology (the principal may seek input from the technology department, as needed)
- request materials that could be substituted by similar materials that are already supplied by the district or will be supplied by the district
- seek to start a program that would require the continued use of materials or funding beyond what is sought to be obtained through the proposal
- result in demands on staff not involved in the proposal or otherwise conflict with or take away from instructional time in an inappropriate manner
- seek funds or materials for projects that violate federal, state, or local law or otherwise conflict with board policy
- seek funds that require a matching funds contribution from the district
- seek funds for food items that do not comport with district wellness objectives and USDA regulations for school nutrition
- violate student privacy by including information such as student names; pictures of students' faces; descriptions of the school's student population as disabled, in poverty, as English Learners, etc.; or statements that infer the district is unable to meet the needs of the students it serves
- disparage the district or its programs, staff members, or facilities

The principal may withhold approval for any crowdfunding proposal at his or her discretion for any reason.

[Option: Once approved by the principal, the superintendent or her/his designee will then review the proposal and provide final approval before the campaign is initiated.] The superintendent may terminate any crowdfunding project at any time for any reason.

Policy DGA Authorized Signatures

Issued 9/99

Purpose: To establish the basic structure for the signing of checks drawn on district and school accounts.

The superintendent and ~~associate superintendent for administrative services~~ **chief finance officer** are authorized to sign all checks for the district. However, the superintendent and ~~associate superintendent for administrative services~~ must co-sign checks of more than \$4,999.99. **All district checks require the signature of the superintendent. District checks of \$5,000 or more require the signature of the superintendent and the chief finance officer.**

In cases of emergency (when the ~~associate superintendent for administrative services~~ and/or the superintendent is incapacitated), the chairman of the board is authorized to sign checks.

The chief finance officer is authorized to draw funds on the district's behalf from the county treasury and the South Carolina Office of State Treasurer Local Government Investment Pool to be deposited into the district's bank account. A claim form along with appropriate supporting documentation will be used to draw funds. The claim form will require two manual signatures.

Adopted 10/25/93; Revised 9/27/99

York 3/Rock Hill School District

AUTHORIZED SIGNATURES

Code **DGA** Issued **MODEL**

The superintendent [*option: and his/her designee or specific job title*] are authorized to sign checks. In cases of emergency (i.e. when the superintendent is incapacitated), the chair of the board is authorized to sign checks.

School Accounts

The principal and his/her designee of the respective school will sign checks drawn on the school's account. Two (2) signatures are required on all checks. A current list of approved signatures must be filed with the chief financial officer.

Adopted ^

Policy DGA Authorized Signatures

Issued 9/99

Purpose: To establish the basic structure for the signing of checks drawn on district and school accounts.

The superintendent and associate superintendent for administrative services are authorized to sign all checks for the district. However, the superintendent and associate superintendent for administrative services must co-sign checks of more than \$4,999.99.

In cases of emergency (when the associate superintendent for administrative services and/or the superintendent is incapacitated), the chairman of the board is authorized to sign checks.

Adopted 10/25/93; Revised 9/27/99

York 3/Rock Hill School District

~~Policy DH Bonded Employees and Officers~~ **Policy DHI Insurance Coverage for Fiscal Management**

Issued 9/99

~~Purpose: To establish the basic structure for bonding of employees who handle certain funds.~~

~~The superintendent is responsible for obtaining an adequate bond for school personnel handling school and public funds, equipment and supplies. The bond will be sufficient to cover any loss incurred by the school.~~

The superintendent and the chief finance officer are responsible for maintaining crime insurance coverage for all employees. The insurance coverage will protect the district against employee theft, embezzlement, forgery, and fraud.

Adopted 4/27/78; Revised 10/24/88, 9/27/99

York 3/Rock Hill School District

Policy DH Bonded Employees and Officers

Issued 9/99

Purpose: To establish the basic structure for bonding of employees who handle certain funds.

The superintendent is responsible for obtaining an adequate bond for school personnel handling school and public funds, equipment and supplies. The bond will be sufficient to cover any loss incurred by the school.

Adopted 4/27/78; Revised 10/24/88, 9/27/99

York 3/Rock Hill School District

Policy DJ Purchasing

Issued 9/99

Purpose: ~~To establish the basic structure for the expenditure of district funds.~~

It is the policy of the district to conduct all matters involving purchasing in accordance with the district's procurement code, **which will be adopted by the board and will be comparable in requirements and content to the State of South Carolina Procurement Code. as adopted by the board. The district's procurement code will be reviewed and approved by the State of South Carolina.**

The district's procurement code is published as a separate document and not included in this policy manual. A copy of this code can be found in the district administrative offices procurement office and on the district website.

Adopted 7/22/85; Revised 10/24/88, 9/27/99

Legal References:

- A. S.C. Code of Laws, 1976, as amended:
 - 1. Section 11-35-75, *et seq.* – School districts subject to South Carolina Consolidated Procurement Code; exceptions.

York 3/Rock Hill School District

PURCHASING

Code **DJ** Issued **MODEL**

It is the policy of the district to conduct all matters involving purchasing in accordance with the district's procurement code adopted ***** and revised *****. A copy of this code can be found (*option: on the district website and/or in the district administrative offices*).

Adopted ^

Legal References:

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

1. Section 11-35-75, *et seq.* - School districts subject to South Carolina Consolidated Procurement Code; exceptions.

Policy DJ Purchasing

Issued 9/99

Purpose: To establish the basic structure for the expenditure of district funds.

It is the policy of the district to conduct all matters involving purchasing in accordance with the district's procurement code as adopted by the board. A copy of this code can be found in the district administrative offices.

Adopted 7/22/85; Revised 10/24/88, 9/27/99

York 3/Rock Hill School District

Policy DK Payment Procedures

Issued 9/99

Purpose: To establish the basic structure for payment of district obligations.

The superintendent or his/her designee will receive, hold in custody and expend all funds as directed by the board of trustees. The district will make all payment for goods and services **only** under these conditions.

- against invoices, properly supported by authorized purchase orders, or purchased using an authorized district procurement card
- against properly submitted vouchers covering authorized expenses
- in accordance with salary schedules or salaries set by the board determined based on the board approved budget

Expenditures of funds and budget amendment

Under state law, the county treasury serves as depository for district state funds and bond proceeds. The chief finance officer is authorized to draw funds on the district's behalf from the county treasury to be deposited into the district's accounts supported with appropriate documentation.

District funds that are held by the county treasurer are paid out on the receipt of special warrants that are signed by the superintendent or his/her designee.

All other funds, not deposited in the county treasury, are expended by the superintendent, or his/ her designee, as provided by the board through the adoption of the annual budget. as approved by the annual general fund budget, state or federal regulations, or grantor guidelines.

District checks require the signature of the superintendent. District checks of \$5,000 or more require the signature of the superintendent and the chief finance officer.

The chief finance officer will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount of funds available during any fiscal year. The chief finance officer will notify the superintendent in the event total expenditures exceed the amount of funds available during any fiscal year. The school principal will be responsible for the activity accounts for his/her individual school and for their proper handling and expenditures.

After budgets are approved by the governing board of trustees, the administration is responsible for ensuring that spending is maintained within the authorized limits. The budget, however, is recognized to be a management tool and is based upon estimates.

In the event of changes in estimates and/or planned utilization of budgeted monies, the board may amend the budget by reallocating monies. The superintendent, or his/her designee, is authorized to approve reallocations as long as the total budget allocation is not exceeded. Reasonable notice of reallocations will be forwarded to the board.

In an emergency situation when immediate action is necessary, the superintendent may authorize an expenditure exceeding the budget allocation. The request will be brought before the full board for review and final approval.

Records will be maintained which will adequately reflect all budget amendments for comparison with the original budget.

Adopted 4/27/78; Revised 2/22/82, 9/23/91, 10/25/93, 9/27/99

Legal references:

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

Section 11-1-40 - Unlawful to contract in excess of appropriate amount and to divert current funds for payment of prior obligations.

Section 59-10-80 - All employment and purchase contracts require board approval.

Section 59-19-290 - All contracts in excess of apportioned funds are void.

PAYMENT PROCEDURES

Code **DK** Issued **MODEL**

The superintendent will receive, hold in custody, and expend all funds as directed by the board.

The district will make all payment for goods and services only under these conditions:

- against invoices, properly supported by authorized purchase orders
- against properly submitted vouchers covering authorized expenses
- in accordance with salary schedules or salaries set by the board

Adopted ^

Legal References:

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

1. Section 11-1-40 - Unlawful to contract in excess of appropriate amount and to divert current funds for payment of prior obligations.
2. Section 59-19-290 - Contracts in excess of apportioned funds are void.

Policy DK Payment Procedures

Issued 9/99

Purpose: To establish the basic structure for payment of district obligations.

The superintendent will receive, hold in custody and expend all funds as directed by the board of trustees.

The district will make all payment for goods and services **only** under these conditions.

- against invoices, properly supported by authorized purchase orders
- against properly submitted vouchers covering authorized expenses
- in accordance with salary schedules or salaries set by the board

Expenditures of funds and budget amendment

District funds that are held by the county treasurer are paid out on the receipt of special warrants that are signed by the superintendent or his/her designee.

All other funds, not deposited in the county treasury, are expended by the superintendent, or his/ her designee, as provided by the board through the adoption of the annual budget.

After budgets are approved by the governing board of trustees, the administration is responsible for ensuring that spending is maintained within the authorized limits. The budget, however, is recognized to be a management tool and is based upon estimates.

In the event of changes in estimates and/or planned utilization of budgeted monies, the board may amend the budget by reallocating monies. The superintendent, or his/her designee, is authorized to approve reallocations as long as the total budget allocation is not exceeded. Reasonable notice of reallocations will be forwarded to the board.

In an emergency situation when immediate action is necessary, the superintendent may authorize an expenditure exceeding the budget allocation. The request will be brought before the full board for review and final approval.

Records will be maintained which will adequately reflect all budget amendments for comparison with the original budget.

Adopted 4/27/78; Revised 2/22/82, 9/23/91, 10/25/93, 9/27/99

Legal references:

S. C. Code, 1976, as amended:

Section 11-1-40 - Unlawful to contract in excess of appropriate amount and to divert current funds for payment of prior obligations.

Section 59-10-80 - All employment and purchase contracts require board approval.

Section 59-19-290 - All contracts in excess of apportioned funds are void.

York 3/Rock Hill School District

Policy DKB Salary Deductions

Issued 11/08

~~Purpose: To establish the basic structure for deductions from salaries of employees.~~

All deductions from salary, except for deductions required by law, are subject to board approval and are voluntary on the part of the individual employee. The district requires that voluntary deductions be authorized in writing by the employee on a form supplied by the district.

~~The following payroll deductions are required by law.~~ Payroll deductions required by law include, but are not limited to, the following:

- Social Security
- state and federal income tax
- state retirement
- government or court-ordered deductions

The following additional payroll deductions are allowed by law and are approved by the school board.

- extended family benefits for health insurance
- 401(k) and 457 tax sheltered annuity plans which meet board established criteria
- ~~employee~~ Staff member credit unions
- deductions for state-authorized group survivor monthly income insurance programs and term life insurance
- 403(b) tax sheltered annuity plans

Permanent part-time teachers working 15-30 hours per week qualify for state health, vision, and dental insurance, but are not eligible for other benefits (i.e., life insurance, disability insurance, etc.)

The district will maintain and operate any 403(b) programs pursuant to a written plan. The written plan will contain all the material terms and conditions for eligibility, benefits, applicable limitations, the contracts available under the plan, the time and form under which distributions may be made, and other optional features as appropriate. The district will generally open these programs to all employees and provide notification on an annual basis.

~~Part-time teachers working 15-30 hours per week qualify for state health and dental insurance.~~

The district will consider deductions for approved charitable organizations only after each organization submits evidence that it has a current 501(c)(3) classification with the Internal Revenue Service.

The district will not make deductions for any organization that is chartered by Section 501(c)(4)(5) or (6) of Title 26 U.S. Code of Laws, or an organization that is primarily engaged in lobbying, political activity, or engaged primarily in promoting a religious faith or belief.

The district will not make deductions for any organization that has a parent or subsidiary organization which fails to meet the requirements herein.

The district will not make any deductions if the proceeds of the deduction would be for the benefit of a labor organization.

Adopted 11/24/08

Legal references:

Federal Regulations

26 CFR 601.201 - Rulings and determination letters.

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

Section 8-11-83 – Payroll deduction for dues of State Employees' Association

Section 8-11-91 - Deductions for charitable contributions.

Section 8-11-92 - Qualifying criteria for charitable organizations.

Section 8-11-93 - Minimum level of staff employee participation required (lesser of 10% or 200

employees).

Section 8-11-98 - Deductions for payment to credit union.

Section 59-25-45 - Health and dental insurance.

York 3/Rock Hill School District

DKB

1 of 1

SALARY DEDUCTIONS

Code **DKB** Issued **MODEL/12**

All deductions from salary, except for deductions required by law, are subject to board approval and are voluntary on the part of the individual staff member. The district requires that voluntary deductions be authorized in writing by the staff member on a form supplied by the district.

Payroll deductions required by law include, but are not limited to, the following:

- Social Security
- state and federal income tax
- state retirement
- government or court-ordered deductions

The following additional payroll deductions are allowed by law and are approved by the school board:

- extended family benefits for health insurance
- 401(k) and 457 tax sheltered annuity plans which meet board established criteria
- Staff member credit unions
- deductions for state-authorized group survivor monthly income insurance programs and term life insurance
- 403(b) tax sheltered annuity plans

Permanent part-time teachers working 15-30 hours per week qualify for state health, vision, and dental insurance, but are not eligible for other benefits (i.e., life insurance, disability insurance, etc.).

The district will maintain and operate any 403(b) programs pursuant to a written plan. The written plan will contain all the material terms and conditions for eligibility, benefits, applicable limitations, the contracts available under the plan, the time and form under which distributions may be made, and other optional features as appropriate. The district will generally open these programs to all staff member and provide notification on an annual basis.

The district will consider deductions for approved charitable organizations only after each organization submits evidence that it has a current 501(c)(3) classification with the Internal Revenue Service.

The district will not make deductions for any organization which is chartered by Section 501(c)(4), (5), or (6) of Title 26 of the U.S. Code of Laws or an organization that is primarily engaged in lobbying, political activity, or engaged primarily in promoting a religious faith or belief.

The district will not make deductions for any organization that has a parent or subsidiary organization which fails to meet the requirements herein.

The district will not make any deductions if the proceeds of the deduction would be for the benefit of a labor organization.

Adopted ^

PAGE 2 - DKB - SALARY DEDUCTIONS

Legal References:

- A. S.C. Code of Laws, 1976, as amended:
 - 1. Section 8-11-83 - Payroll deduction for dues of State Employees' Association.
 - 2. Section 8-11-91 - Deductions for charitable contributions.
 - 3. Section 8-11-92 - Qualifying criteria for charitable organizations.
 - 4. Section 8-11-93 - Minimum level of staff member participation required (lesser of 10 percent or 200 employees).
 - 5. Section 8-11-98 - Deductions for payment to credit union.
 - 6. Section 59-25-45 - Health and dental insurance.

Policy DKB Salary Deductions

Issued 11/08

Purpose: To establish the basic structure for deductions from salaries of employees.

All deductions from salary, except for deductions required by law, are subject to board approval and are voluntary on the part of the individual employee. The district requires that voluntary deductions be authorized in writing by the employee on a form supplied by the district.

The following payroll deductions are required by law.

- Social Security
- state and federal income tax
- state retirement

The following additional payroll deductions are allowed by law and are approved by the school board.

- extended family benefits for health insurance
- tax sheltered annuity plans which meet board established criteria
- employee credit unions
- deductions for state-authorized group survivor monthly income insurance programs and term life insurance

The district will maintain and operate any 403(b) programs pursuant to a written plan. The written plan will contain all the material terms and conditions for eligibility, benefits, applicable limitations, the contracts available under the plan, the time and form under which distributions may be made, and other optional features as appropriate. The district will generally open these programs to all employees and provide notification on an annual basis.

Part-time teachers working 15-30 hours per week qualify for state health and dental insurance.

The district will consider deductions for charitable organizations only after each organization submits evidence that it has a current 501(c)(3) classification with the Internal Revenue Service.

The district will not make deductions for any organization that is chartered by Section 501(c)(4)(5) or (6) of Title 26 U.S. Code.

The district will not make deductions for any organization that has a parent or subsidiary organization which fails to meet the requirements herein.

The district will not make any deductions if the proceeds of the deduction would be for the benefit of a labor organization.

Adopted 11/24/08

Legal references:

Federal Regulations

26 CFR 601.201 - Rulings and determination letters.

S. C. Code, 1976, as amended:

Section 8-11-91 - Deductions for charitable contributions.

Section 8-11-92 - Qualifying criteria for charitable organizations.

Section 8-11-93 - Minimum level of employee participation required (lesser of 10% or 200 employees).

Section 8-11-98 - Deductions for payment to credit union.

Section 59-25-45 - Health and dental insurance.

York 3/Rock Hill School District

EXPENSE AUTHORIZATION/REIMBURSEMENT

Code **DKC** Issued **XX/2019**

The district will reimburse board members and employees for expenses incurred in approved travel for the district, such as approved attendance at conferences and other authorized expenses necessary in performing their duties. The supervisor must pre-approve the employee's travel. The superintendent or his/her designee must pre-approve all overnight and out of state travel (excluding Charlotte). Travel out-of-district must be performed in the most cost-effective manner which includes ride sharing.

The district will pay hotel reservations, plane or train reservations, and registration fees via district procurement card or purchase order. The district will not pay for upgrades.

The district will not provide advanced reimbursement to the employee prior to the travel.

If cancellations are necessary, the employee or board member may be responsible for reimbursing the district for monies not refundable.

Mileage

Authorized official travel for school district purposes will be reimbursed at the mileage rates established by the Internal Revenue Service.

Meals and Lodging

Meal expenses associated with authorized official overnight travel will be reimbursed at the U.S. General Services Administration (GSA) per diem rates established by the federal government. Any amount of the GSA per diem rates in excess of the State of South Carolina per diem meal allowance must be charged to the general fund or pupil activity funds, not to federal grants and awards. Receipts for meals will not be required since per diem reimbursement is the only means of reimbursement for food-related travel expenses. Meal per diem reimbursement will not be provided for local and/or single-day travel.

Lodging will be limited to the lesser of the single rate established by the hotel, lowest conference rate, or the lodging rate established by the U.S. General Services Administration (GSA).

Other Travel Expenses

The district will pay for other expenses for approved official travel at the following rates:

- plane or train - coach rate
- taxi, bus or ride sharing services - actual fare, including tip, reimbursed upon return when accompanied by travel reimbursement request form and receipt
- parking or tolls - actual rate, reimbursed upon return when accompanied by travel reimbursement request form and receipt

If the coach rate for a plane or train reservation is not available, the district will pay for the next lowest rate available. Supporting documentation is to be provided if coach rate is not available.

Adopted ^

EXPENSE AUTHORIZATION/REIMBURSEMENT

Code **DKC** Issued **MODEL**

The district will reimburse board members and employees for expenses incurred in approved travel for the district, such as approved attendance at conferences and other authorized expenses necessary in performing their duties. The superintendent must approve employee travel. The reimbursement rate is approved by the board and based on reimbursement rates for state employees.

Board members and employees must submit their expenses on official vouchers. They must document major items.

OPTION (based on state employee reimbursement schedules)

The district will pay expenses for travel at the following rates:

- *automobile mileage - state rate*
- *plane or train - coach rate*
- *taxi or bus - actual fare, including tip, payable upon return when accompanied by receipt*
- *hotel - actual rate for single accommodations; employees and board members will be responsible for paying charges above single rate*
- *meals - \$35 per day, in-state; \$50 per day, out-of-state*

The district will prepay hotel reservations, at the single rate, plane or train reservations, and registration fees, if requested, ten (10) working days in advance. The district will not provide additional advanced funding.

If cancellations are necessary, the employee or board member may be responsible for reimbursing the district for monies not refundable.

Adopted ^

Memo

TO: Dr. Luanne Kokolis and Dr. William Cook

FROM: Sadie Kirell

CC: Board Members

DATE: November 5, 2019

SUBJECT: Policy IMG – Service Animals

Please see the attached proposed policy IMG and service animal request/procedure forms. This policy has been revised to reflect the current process for requesting use of a service animal on campus by students or staff members.

Policy IMG Service Animals

Issued 8/15

Purpose: To establish the basic structure for the presence and accommodation of service animals on district property **for students and staff.**

To ensure that individuals with disabilities, **under the American Disabilities Act(ADA),** ~~(students, staff, and visitors)~~ are permitted to participate in and benefit from district programs, activities, and services, and to ensure that the district does not discriminate on the basis of disability, the board will permit individuals with disabilities to use service animals in district buildings, on district property, and on vehicles that are owned, leased, or controlled by the district in accordance with this policy and procedures and applicable state and federal laws and regulations.

~~Service animal means any dog (or miniature horse that is housebroken and under the owner's control)~~ **As defined by ADA, a service animal that** is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

The work or tasks performed by a service animal will be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, the following:

- assisting an individual who is visually impaired with navigation and other tasks
- alerting an individual who is deaf or hard of hearing to the presence of people or sounds
- pulling a wheelchair
- assisting an individual during a seizure
- alerting an individual to the presence of allergens
- retrieving items such as medicine or the telephone
- providing physical support and assistance with balance and stability to an individual with mobility disabilities
- helping a person with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes ~~of this definition~~ **defining a "service animal."**

~~Requests to permit service animals will be handled on a case-by-case basis.~~

~~School administrators may inquire of the owner or handler of a service animal whether the animal is required because of a disability and the specific tasks that the animal has been trained to perform, but will not ask questions about the nature or extent of an individual's disability or require medical documentation, a special ID card or training documentation for the animal or ask that the animal demonstrate its ability to perform the work or task.~~

~~The service animal must be under the control of its handler at all times. The district may ask the individual to remove his/her animal from the premises if the animal is out of control and the handler does not take effective action to control it or if the animal is not housebroken. Additionally, if the presence of the animal poses a direct threat to the health or safety of others or would require a fundamental alteration to the service, program, or activity of the district, the district may be able to exclude the service animal. The district is not responsible for the care and/or supervision of the service animal.~~

~~The superintendent or his/her designee will develop and disseminate procedures to implement this policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles. A designated administrator will ensure that all individuals involved in a situation where a service animal will regularly accompany an individual with disabilities are informed of this policy and the procedures governing this issue.~~

District personnel may inquire of the individual with a disability, his/her parents/legal guardian, or the owner or handler of the animal, the following to determine whether an animal qualifies as a service animal:

- **whether the animal is required because of a disability; and**
- **what specific work or task that the animal has been trained to perform**

Individuals with disabilities will be permitted to be accompanied by their service animals in the areas of the district's facilities where they would normally be allowed to go.

Users/Owners of service animals are liable for any harm or injury caused by the service animal to others, including students, staff, and visitors, and may be charged for any damage to school property caused by the animal in accordance with district practice. Individuals with service animals may be charged for damage caused by their service animal.

Individuals with a disability will not be required to pay an administrative fee or surcharge for service animals to attend events for which a fee is charged; however, individuals may be charged for their own admission for such events.

A service animal must have a harness, leash, or other tether, unless the student is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's or handler's control.

The district is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself. The district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.

Students with service animals or their handlers are expected to care for and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his/her service animal, the parents/legal guardians are responsible for providing care and supervision of the animal themselves or through an appropriate handler. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

The service animal must be under the control of the student or its handler at all times. The district may exclude or ask the individual to remove his/her animal from the premises if the animal is out of control and the handler does not take effective action to control it; if the animal is not housebroken; if the presence of the animal poses a direct threat to the health or safety of others; or its presence would require a fundamental alteration to the service, program, or activity of the district.

The superintendent or his/her designee will develop and disseminate procedures to implement this policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles. Please see the following documents for service animal request and procedure information. IMG(1) 1 Service Animal Request, File IMG(2) Service Animal Procedures

Adopted 8/24/15

Legal references:

Federal Law:

American with Disabilities Act of 1990, [42 U.S.C.A. Section 12101](#), *et seq.* - Prohibits discrimination on the basis of disability by public entities.

Individuals with Disabilities Education Act of 1975, [20 U.S.C.A. Section 1400](#).

Rehabilitation Act of 1973, Section 504, [29 U.S.C.A. Section 794](#).

York 3/Rock Hill School District

SERVICE ANIMALS

Code **IMG** Issued **MODEL**

To ensure that individuals with disabilities (students, staff, and visitors) are permitted to participate in and benefit from district programs, activities and services, and to ensure that the district does not discriminate on the basis of disability, the board will permit individuals with disabilities to use service animals in district buildings, on district property, and on vehicles that are owned, leased, or controlled by the district in accordance with this policy and procedures and applicable state and federal laws and regulations.

Service animal means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

The work or tasks performed by a service animal will be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, the following:

- assisting an individual who is visually impaired with navigation and other tasks
- alerting an individual who is deaf or hard of hearing to the presence of people or sounds
- pulling a wheelchair
- assisting an individual during a seizure
- alerting an individual to the presence of allergens
- retrieving items such as medicine or the telephone
- providing physical support and assistance with balance and stability to an individual with mobility disabilities
- helping a person with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.

School administrators may inquire of the owner or handler of a service animal whether the animal is required because of a disability and the specific tasks that the animal has been trained to perform, but will not ask questions about the nature or extent of an individual's disability or require medical documentation, a special ID card, or training documentation for the animal or ask that the animal demonstrate its ability to perform the work or task.

The service animal must be under the control of its handler at all times. The district may ask the individual to remove his/her animal from the premises if the animal is out of control and the handler does not take effective action to control it or if the animal is not housebroken. Additionally, if the presence of the animal poses a direct threat to the health or safety of others or would require a fundamental alteration to the service, program, or activity of the district, the district may be able to exclude the service animal. The district is not responsible for the care and/or supervision of the service animal.

The superintendent or his/her designee will develop and disseminate procedures to implement this policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles. A designated administrator will ensure that all individuals involved in a situation where a service animal will regularly accompany an individual with disabilities are informed of this policy and the procedures governing this issue.

Adopted ^

PAGE 2 - IMG - SERVICE ANIMALS

Legal References:

- A. United States Code of Laws, as amended:
 - 1. American with Disabilities Act, 42 U.S.C.A. Section 12101, *et seq.*
 - 2. Individuals with Disabilities Education Act, 20 U.S.C.A. Section 1400, *et seq.*
 - 3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.A. Section 701, *et seq.*

Policy IMG Service Animals

Issued 8/15

Purpose: To establish the basic structure for the presence and accommodation of service animals on district property.

To ensure that individuals with disabilities (students, staff, and visitors) are permitted to participate in and benefit from district programs, activities, and services, and to ensure that the district does not discriminate on the basis of disability, the board will permit individuals with disabilities to use service animals in district buildings, on district property, and on vehicles that are owned, leased, or controlled by the district in accordance with this policy and procedures and applicable state and federal laws and regulations.

Service animal means any dog (or miniature horse that is housebroken and under the owner's control) individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

The work or tasks performed by a service animal will be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, the following:

- assisting an individual who is visually impaired with navigation and other tasks
- alerting an individual who is deaf or hard of hearing to the presence of people or sounds
- pulling a wheelchair
- assisting an individual during a seizure
- alerting an individual to the presence of allergens
- retrieving items such as medicine or the telephone
- providing physical support and assistance with balance and stability to an individual with mobility disabilities
- helping a person with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.

School administrators may inquire of the owner or handler of a service animal whether the animal is required because of a disability and the specific tasks that the animal has been trained to perform, but will not ask questions about the nature or extent of an individual's disability or require medical documentation, a special ID card or training documentation for the animal or ask that the animal demonstrate its ability to perform the work or task.

The service animal must be under the control of its handler at all times. The district may ask the individual to remove his/her animal from the premises if the animal is out of control and the handler does not take effective action to control it or if the animal is not housebroken. Additionally, if the presence of the animal poses a direct threat to the health or safety of others or would require a fundamental alteration to the service, program, or activity of the district, the district may be able to exclude the service animal. The district is not responsible for the care and/or supervision of the service animal.

The superintendent or his/her designee will develop and disseminate procedures to implement this policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles. A designated administrator will ensure that all individuals involved in a situation where a service animal will regularly accompany an individual with disabilities are informed of this policy and the procedures governing this issue.

Adopted 8/24/15

Legal references:

Federal Law:

American with Disabilities Act of 1990, [42 U.S.C.A. Section 12101](#), *et seq.* - Prohibits discrimination on the basis of disability by public entities.

Individuals with Disabilities Education Act of 1975, [20 U.S.C.A. Section 1400](#).

Rehabilitation Act of 1973, Section 504, [29 U.S.C.A. Section 794](#).

Current

PROCEDURES FOR SERVICE ANIMALS IN SCHOOLS

Rock Hill School District does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The district will comply with all federal laws regarding the use of service animals under appropriate circumstances.

Definition of Service Animal

2010 Title II regulations at 28 CFR 35.104 define a service animal to mean the following:

Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. Miniature horses may also be considered a service animal if individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing them or interrupting impulsive or destructive behaviors. Animals whose sole function is to provide emotional support, comfort, companionship, therapeutic benefit, or to provide well-being are not service animals.

Title II regulations at 28 CFR 35.136 also require public entities to permit the use of a miniature horse to serve as a service animal to accompany the student or staff member with a disability. Such requests will be handled on a case-by-case basis, considering the following:

- the type, size, and weight of the miniature horse and whether the facility can accommodate these features
- whether the handler has sufficient control of the miniature horse
- whether the miniature horse is housebroken
- whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation

Process

An individual with a disability may submit a written request to the building level principal to bring a service animal to school on a regular basis for use throughout the school day (see attached Request for Use of Service Animal and Service Animal Agreement forms). The completed request must include the following:

- information regarding whether the animal is required because of a disability
- a statement explaining what specific work or task the animal has been individually trained to perform
- certification from the individual with a disability or his/her parents/legal guardians that the information provided with the request is true and accurate
- documentation of the service animal's required vaccinations (see below)
- a signed service animal agreement form

- name and information regarding the handler, if different from the student

Requests for the use of a service animal for students must, whenever practical, be made at least 15 business days prior to the proposed date for bringing the service animal to school.

A referral to a student's IEP or Section 504 team may be appropriate in some instances.

Individuals with disabilities will be permitted to be accompanied by their service animals in the areas of the district's facilities where they would normally be allowed to go.

The district will provide notification regarding approval of the service animal, in writing, to the individual with a disability or his/her parent/legal guardian making the request, as well as to the building administrator within 10 business days of receipt of request, in most cases.

Upon approval, the director of special services will contact the building administrator to address the use of the service animal for the student and may also determine that a plan be developed which introduces the service animal to the school environment, outlines any appropriate training for staff/students regarding interaction with the service animal, and identifies other activities or conditions deemed reasonably necessary.

The school district's approval of the use of a service animal on district property is subject to periodic review of the circumstances under which the service animal is being used and should be reviewed at least annually.

It is the responsibility of the student who uses a service animal, or the animal's handler if different from the student, to properly handle and maintain control of the animal. Any cost incurred to handle the service animal will be the responsibility of the parent of the student who uses the service animal (or the student, if the student has reached 18 years).

The owner of a service animal must provide annual proof of the following vaccinations: DHLPPC (distemper, hepatitis, leptospirosis, parainfluenza, parvovirus, and coronavirus), bordetella, and rabies. Owners of a service horse must provide documentation, upon submission of the request and annually thereafter, that the animal is current on all appropriate vaccinations, including equine infectious anemia (Coggins test), rabies, tetanus, encephalomyelitis, rhinoneumonitis, influenza, and strangles. The district may require additional vaccinations as circumstances warrant. Annual documentation of vaccinations will be provided to the director of special services.

All service animals must be treated for and kept free of fleas and ticks.

All service animals must be kept clean and groomed to avoid shedding and dander.

All service animals must be spayed or neutered.

The district is not responsible for providing/training a handler or for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself. All service animals must have a harness, leash, or tether, unless the use of a harness, leash, or tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control. The district is not responsible for providing a staff member to feed, exercise, or clean up after the service animal, or to provide any other care or assistance to the animal. Students with service animals are expected to care and supervise their animals. In the case where a student is unable to care for or supervise his/her service animal due to age or disability, the parents are responsible, themselves or through a handler, for ensuring the service animal receives the appropriate care and supervision. Issues related to the care and supervision of the service animal (i.e., presence of third-party handlers,

designated area for exercise, and responsibilities for waste removal) will be addressed on a case-by-case basis at the discretion of the building administrator.

The school district retains discretion to exclude or remove a service animal from its property if:

- the animal is out of control and/or the animal's handler does not effectively control the animal's behavior
- the animal is not housebroken
- the animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications
- the animal's presence or behavior fundamentally alters a service, program, or activity of the district

Liability

Users/Owners of service animals are liable for any harm or injury caused by the service animal to others, including students, staff, and visitors and may be charged for any damage to school property caused by the animal in accordance with district practice.

Source: Federal regulations under the Americans with Disabilities Act: 28 CFR Part 35

REQUEST FOR USE OF SERVICE ANIMAL

Submit completed request to Principal

Date: _____

Student name: _____

School: _____

Is the service animal required because of a disability? ☐ YES ☐ NO

Describe the specific work or tasks that the service animal has been individually trained to perform.

Type of animal: ☐ Dog ☐ Miniature horse*

*Additional information is required under policy IKG for miniature horses.

Name of animal: _____

Name of handler** (if different from student): _____

**Handlers must complete a volunteer application and will be subject to background checks.

Please attach documentation that the service animal is properly and currently vaccinated.

I certify the information above is true and accurate, and that the student and/or handler is properly trained to control and handle the service animal.

Parent/Legal guardian (or student if 18 years or older)

SERVICE ANIMAL AGREEMENT

I have received a copy of the district's "Procedures for Service Animals in Schools," and I have read and understand the following:

- Users/Owners of service animals are liable for any harm or injury caused by the service animal to others, including students, staff, and visitors and also may be charged for any damage to school property caused by the animal in accordance with district policies.
- The district is not responsible for providing/training a handler or for the care or supervision of a service animal, including walking the animal or responding to the animals need to relieve itself.
- The district is not responsible for providing a staff member to feed, exercise, or clean up after the service animal or to provide any other care or assistance to the animal. Students with service animals are expected to care and supervise their animals. In the case where a student is unable to care for or supervise his/her service animal due to age or disability, the parent/legal guardian is responsible for ensuring the service animal receives the appropriate care and supervision either themselves or through a handler they provide.
- Issues related to the care and supervision of the service animal (i.e., presence of third-party handlers, designated area for exercise, and responsibilities for waste removal) will be addressed on a case-by-case basis at the discretion of the building administrator; however, any third-party handlers must complete a background check and other requirements per district procedures.
- An administrator can remove or exclude a service animal from school property or function if any one of the following circumstances occur:
 - the animal is out of control and the animal's handler does not take effective action to control it;
 - the animal is not housebroken
 - the animal's presence would fundamentally alter the nature of the service, program, or activity
 - the animal's presence poses a direct threat to the health or safety of others
- If the service animal is excluded or removed, the student will be provided an opportunity to participate in the service, program, or activity without having the service animal on the premises.
- The district is not responsible for any damage to district property, personal property, and any injuries to individuals caused by my service animal, and I agree to indemnify, defend, and hold harmless Rock Hill School District from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.
- I am representing that the dog is trained and the child or handler is capable of controlling and handling the dog.
- This agreement is valid until the end of the current school year and will be subject to renewal prior to the start of each subsequent school year or whenever a different service animal will be used.

Signature of parent/legal guardian (or student if 18 years of age or older)

Date

Memo

TO: Dr. Luanne Kokolis and Dr. William Cook

FROM: Sadie Kirell

CC: Board Members

DATE: November 5, 2019

SUBJECT: Policy JLCC - Communicable/Infectious Disease

Please see the attached proposed policy JLCC. This policy has been revised to align with policy EBBA/EBBA-R that was updated in December 2018.

Policy JLCC Communicable/Infectious Diseases

Issued 2/17

Purpose: To establish the basic structure for dealing with students who have communicable or infectious diseases.

~~The district will prevent the spread of disease by limiting the attendance of students with contagious or infectious diseases at school or school activities. The district will refer to SC DHEC's School and Childcare Exclusion List each January for an updated posting of contagious and infectious diseases.~~

When the district takes action with respect to students or employees found to have a communicable disease, such action will be consistent with rights afforded individuals under state and federal statutory, regulatory, and Constitutional provisions. The district will treat each case on an individual basis.

Exclusion from School

In accordance with statutory authority, specifically S.C. Code Sections 44-1-110, 44-1-140, and 44-29-10, students will be excluded from attendance if they have one or more of the conditions found on the official list of conditions requiring exclusion from schools from the S.C. Department of Health and Environmental Control (DHEC). This Exclusion List includes specific conditions for duration of school or childcare exclusion as well as criteria for return, and it applies to both students and staff. Schools should maintain a record of children excluded under this regulation. All schools should report confirmed cases of communicable diseases and outbreaks or clusters of symptoms to the local county health department as recommended by the School Exclusion List. The principal in consultation with the school nurse and attendance personnel will be responsible for these records.

HIV infection

Evidence shows that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when appropriate guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, daycare or school athletic settings.

School attendance

A student with HIV infection has the same right to attend school and receive services as any other student and will be subject to the same rules and policies. HIV infection will not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent/legal guardian, respect the student and family's privacy rights and reassess the placement if there is a change in the student's need for accommodations or services.

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection or a person associated with someone with HIV infection.

Cleaning Procedures

In order to inhibit the spread of any communicable disease, all schools will develop routine procedures for cleaning up spilled blood or body fluids. Mops, rags, and other cleaning equipment will be laundered prior to reuse. Cleaning equipment will be disinfected with specified disinfectant prior to reuse. In addition, cleaning personnel should wear gloves and wash hands when cleaning contaminated surfaces. Disposable towels are strongly recommended for the classroom and bathroom. Disposable gloves are available to teachers and other district personnel who are expected to use these when dealing with blood and body fluids.

Immunizations

All students must provide documentation of immunizations as listed on the Recommended Childhood and Adolescent Immunization Schedule provided by the Centers for Disease Control and Prevention in accordance with the schedule set by DHEC for each school year. Record of immunizations on a SC DHEC approved certificate will be documented by the school nurse and placed in the student's permanent record.

Recording of Student Health Information

In accordance with Health Insurance Portability and Accountability Act (HIPAA) regulations, each visit to the health room by a student will be recorded on the student's secure individual health record by the school nurse.

Student athletics

The privilege of participating in physical education classes, athletic programs, competitive sports and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school sponsored physical activities.

All employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rulebooks will reflect these guidelines. First aid kits that include personal protective equipment for preventing exposure to bloodborne pathogens must be on hand at every athletic event.

Physical education teachers and athletic program staff members should complete an approved first aid and injury prevention course or training that includes implementation of infection control guidelines. Student orientation about safety on the playing field will include guidelines for avoiding HIV infection.

Related services

Students will have access to voluntary, confidential and age and developmentally appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs and to other HIV related services as needed. Public information about resources in the community will be kept available for voluntary student use.

Privacy

State regulations require that the superintendent, school nurse or other health professional who receives notice of a minor's HIV infection **infectious disease status** must keep the information strictly confidential. Violation of the confidentiality requirements is a violation of state law.

Students or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose.

Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV **status the infectious disease status** of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution and/or personal liability for a civil suit.

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed and dated consent of the person with the HIV infection (or the parent/legal guardian of a legal minor). The written consent must specify the name of the recipient of the information and the reason for disclosure.

All health records, notes and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those individuals named in written permission from the person (or parent/legal guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational record.

Head Lice (Pediculosis)

If a teacher suspects a child of having head lice, he/she will notify the school nurse or principal's designee. If the student has an active infestation, school personnel will notify the parent/legal guardian by telephone or in writing with recommendations for treatment procedures. Students identified with head lice may remain in the classroom until the end of the school day, with limitations placed upon activities that cause head-to-head contact or sharing of any headgear.

The school will inform parents/legal guardians, teachers, school nurses and administrators of the following:

- recommendations for treatment procedures
- documentation required for readmission to school

Readmission to school

The district prohibits a student who is sent home with head lice from returning to school until he/she meets the following conditions:

- The student shows evidence of treatment as determined by the school.
- The student passes a physical screening by the school nurse or principal's designee that shows the absence of head lice. If live bugs and/or viable nits are found, the student will be sent home immediately for additional treatment.

At no time will a student be allowed to return to school without proof of treatment and a screening.

Cf. EBBA, GBGA, IHAM, JRA

Adopted 3/24/86; 5/28/90, 11/28/11, 2/27/17

Legal references:

S.C. Code, 1976, as amended:

[Section 44-29-135\(f\)](#) - Confidentiality of sexually transmitted disease records.

[Section 44-29-195](#) - Requirements for returning to school after having head lice; department to provide treatment vouchers.

[Section 44-29-200](#) - Attendance of teachers or pupils with contagious or infectious disease may be prohibited.

[Section 59-10-220](#) - Adoption and notification of Centers for Disease Control and Prevention (CDC) recommendations on universal precautions for bloodborne disease exposure.

Federal Regulations:

U. S. Occupational Safety and Health Administration, [CFR 1910.134](#) - Respiratory protection.

U. S. Occupational Safety and Health Administration, [CFR 1910.1030](#) - Bloodborne pathogens.

South Carolina Department of Health and Environmental Control Regulations:

[R61-20](#) - Communicable diseases. [R61-](#)

[21](#) - Sexually transmitted diseases.

York 3/Rock Hill School District

COMMUNICABLE/INFECTIOUS DISEASES AND CONDITIONS

Code **JLCC** Issued **MODEL/19**

The board is committed to implementing the provisions of South Carolina law and regulation regarding communicable and infectious diseases and conditions. Teachers and other staff members will be alert to signs of illness and communicable diseases/conditions and refer students who show such symptoms to the school nurse.

The district will utilize the most recent South Carolina Department of Health and Environmental Control's *Official School and Childcare Exclusion List of Contagious and Communicable Diseases* to determine when exclusion from school is appropriate. Students excluded pursuant to these guidelines will also be excluded from school activities.

Confidentiality

Information will not be revealed to the public about a student who may have a communicable or infectious disease or condition. Appropriate information will be provided to staff and/or the public if the potential for communicability is a factor.

HIV Infection

Evidence shows that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when appropriate guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, daycare, or school athletic settings.

School attendance

A student with HIV infection has the same right to attend school and receive services as any other student and will be subject to the same rules and policies. HIV infection will not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent/legal guardian; respect the student and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services. School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

Student athletics

The privilege of participating in physical education classes, athletic programs, competitive sports, and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

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All staff members must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Handbooks will reflect these guidelines. First aid kits that include personal protective equipment for preventing exposure to bloodborne pathogens must be on hand at every athletic event.

Physical education teachers and athletic program staff members should complete an approved first aid and injury prevention course or training that includes implementation of infection control guidelines. Student orientation about safety on the playing field will include guidelines for avoiding HIV infection.

Related services

Students will have access to voluntary, confidential, and age and developmentally appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs and to other HIV-related services as needed. Public information about resources in the community will be kept available for voluntary student use.

Privacy

State regulations require that the superintendent, school nurse, or other health professional who receives notice of a minor's human immunodeficiency virus (HIV) infection must keep the information strictly confidential. Violation of the confidentiality requirements is a violation of state law.

Students or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose.

Every staff member has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with the HIV infection (or the parent/legal guardian of a legal minor). The written consent must specify the name of the recipient of the information and the reason for disclosure.

All health records, notes, and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those individuals named in written permission from the person (or parent/legal guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational record.

Head Lice (Pediculosis)

If a staff member suspects a child of having head lice, he/she will notify the school nurse or principal's designee. If the student has an active infestation, school personnel will notify the parent/legal guardian by telephone or in writing with recommendations for treatment procedures.

The school will inform parents/legal guardians, teachers, school nurses, and administrators of the following:

- recommendations for treatment procedures
- documentation required for readmission to school

Readmission to school

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The district prohibits a student who is sent home with head lice from returning to school until he/she meets the following conditions:

- The student shows evidence of treatment as determined by the school.
- The student passes a physical screening by the school nurse or principal's designee that shows the absence of head lice.

At no time will a student be allowed to return to school without proof of treatment and a screening.

Bed Bugs

While a bed bug infestation is highly unlikely to occur in a school environment, the board desires to remain proactive to prevent such infestation and to stop bed bugs from being transmitted into the schools of the district.

If a staff member suspects a child may have bed bug bites or otherwise observes the presence of bed bugs on a student or his/her belongings, the staff member will notify the school nurse or principal's designee. Upon inspection, if the school nurse or principal's designee observes a bed bug on the student or student's possessions, he/she will inform the principal who will arrange for a licensed pest management professional to complete an inspection of the student's classroom(s) to determine if bed bugs are present in the classroom area.

If a pest control inspection is unable to be conducted within twenty-four (24) hours, district custodial staff will vacuum the student's classroom(s) using a new vacuum cleaner bag and dispose of it in an outdoor receptacle immediately upon completion. If the vacuum does not have a bag, the contents of the vacuum should be placed in a sealed plastic bag and placed in an outdoor receptacle immediately upon completion. The vacuum will then be thoroughly cleaned.

The principal will determine if the classroom(s) should be occupied by students and/or staff until the licensed pest management inspection is conducted. In the event the inspection determines bed bugs are present in the school, the affected areas will be treated by a licensed pest management professional.

The school nurse or principal's designee will contact the parent/legal guardian of any student who is found to have a live bed bug on their person or their belongings to arrange for the child to be brought a change of clothes. Any personal belongings will be sent home with the parent/legal guardian, and the parent/legal guardian will be asked to inspect any items the student brings in the future. Subsequent checks for signs of bed bugs may be conducted as determined to be necessary by the school nurse or the principal's designee.

Any student suspected of having a bed bug infestation will be treated with discretion and dignity and will not be excluded or stigmatized in any way. The principal or his/her designee will work sensitively with parents/legal guardians of any student living in an infested home to identify the strategies necessary for preventing the further spread of bed bugs.

Notification of other parents

The principal, in consultation with the school nurse, will determine if parents/legal guardians of other students should be informed of the presence of bed bugs in an area where these students may have been during the day while in the school environment. Parents/Legal guardians will not be notified if bed bugs are merely found on an individual student or on an individual student's belongings.

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Cf. EBBA, GBGA, IHAM, JRA

Adopted ^

Legal References:

A. Code of Federal Regulations, as amended:

1. U.S. Occupational Safety and Health Administration, CFR 1910.134 - Respiratory protection.
2. U.S. Occupational Safety and Health Administration, CFR 1910.1030 - Bloodborne pathogens.

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

1. Section 44-29-135 - Confidentiality of sexually transmitted disease records.
2. Section 44-29-195 - Requirements for returning to school after having head lice.
3. Section 44-29-200 - Attendance of teachers or students with contagious or infectious disease may be prohibited.
4. Section 59-10-220 - Adoption and notification of Centers for Disease Control and Prevention (CDC) recommendations on universal precautions for bloodborne disease exposure.

C. S.C. Department of Health and Environmental Control Regulations:

1. R61-20 - Communicable diseases.
2. R61-21 - Sexually transmitted diseases.

D. Other:

1. South Carolina Department of Health and Environmental Control, *Official School and Childcare Exclusion List of Contagious and Communicable Diseases*.

Policy JLCC Communicable/Infectious Diseases

Issued 2/17

Purpose: To establish the basic structure for dealing with students who have communicable or infectious diseases.

The district will prevent the spread of disease by limiting the attendance of students with contagious or infectious diseases at school or school activities. The district will refer to DHEC's School and Childcare Exclusion List each January for an updated posting of contagious and infectious diseases.

HIV infection

Evidence shows that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when appropriate guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, daycare or school athletic settings.

School attendance

A student with HIV infection has the same right to attend school and receive services as any other student and will be subject to the same rules and policies. HIV infection will not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent/legal guardian, respect the student and family's privacy rights and reassess the placement if there is a change in the student's need for accommodations or services.

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection or a person associated with someone with HIV infection.

Student athletics

The privilege of participating in physical education classes, athletic programs, competitive sports and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

All employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rulebooks will reflect these guidelines. First aid kits that include personal protective equipment for preventing exposure to bloodborne pathogens must be on hand at every athletic event.

Physical education teachers and athletic program staff members should complete an approved first aid and injury prevention course or training that includes implementation of infection control guidelines. Student orientation about safety on the playing field will include guidelines for avoiding HIV infection.

Related services

Students will have access to voluntary, confidential and age and developmentally-appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs and to other HIV-related services as needed. Public information about resources in the community will be kept available for voluntary student use.

Privacy

State regulations require that the superintendent, school nurse or other health professional who receives notice of a minor's HIV infection must keep the information strictly confidential. Violation of the confidentiality requirements is a violation of state law.

Students or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose.

Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution and/or personal liability for a civil suit.

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed and dated consent of the person with the HIV infection (or the parent/legal guardian of a legal minor). The written consent must specify the name of the recipient of the information and the reason for disclosure.

All health records, notes and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those individuals named in written permission from the person (or parent/legal guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational record.

Head Lice (Pediculosis)

If a teacher suspects a child of having head lice, he/she will notify the school nurse or principal's designee. If the student has an active infestation, school personnel will notify the parent/legal guardian by telephone or in writing with recommendations for treatment procedures. Students identified with head lice may remain in the classroom until the end of the school day, with limitations placed upon activities that cause head-to-head contact or sharing of any headgear.

The school will inform parents/legal guardians, teachers, school nurses and administrators of the following:

- recommendations for treatment procedures
- documentation required for readmission to school

Readmission to school

The district prohibits a student who is sent home with head lice from returning to school until he/she meets the following conditions:

- The student shows evidence of treatment as determined by the school.
- The student passes a physical screening by the school nurse or principal's designee that shows the absence of head lice. If live bugs and/or viable nits are found, the student will be sent home immediately for additional treatment.

At no time will a student be allowed to return to school without proof of treatment and a screening.

Cf. EBBA, GBGA, IHAM, JRA

Adopted 3/24/86; 5/28/90, 11/28/11, 2/27/17

Legal references:

S.C. Code, 1976, as amended:

[Section 44-29-135\(f\)](#) - Confidentiality of sexually transmitted disease records.

[Section 44-29-195](#) - Requirements for returning to school after having head lice; department to provide treatment vouchers.

[Section 44-29-200](#) - Attendance of teachers or pupils with contagious or infectious disease may be prohibited.

[Section 59-10-220](#) - Adoption and notification of Centers for Disease Control and Prevention (CDC) recommendations on universal precautions for bloodborne disease exposure.

Federal Regulations:

U. S. Occupational Safety and Health Administration, [CFR 1910.134](#) - Respiratory protection.

U. S. Occupational Safety and Health Administration, [CFR 1910.1030](#) - Bloodborne pathogens.

South Carolina Department of Health and Environmental Control Regulations:

[R61-20](#) - Communicable diseases. [R61-](#)

[21](#) - Sexually transmitted diseases.

HEAD LICE TREATMENT PLAN

Treating Hair

- Wash your child's hair with a shampoo that does **not** contain conditioners.
- Apply a lice-killing shampoo to your child's head. Use enough shampoo to soak the hair and cover the scalp.
- Towel off excess water.
- Leave the lice-killing shampoo on for the specified time, e.g. NIX for ten (10) minutes, RID for ten (10) minutes, or Lindane for four (4) minutes. Lice killing shampoos are effective for live lice only. Once the child has been treated with lice shampoo and live lice are no longer present, the nits (eggs) can be more easily removed with a treatment of Dawn dish detergent which should be lathered and kept on the hair for ten (10) minutes, rinsed thoroughly, and combed with the special nit comb.
- Rinse your child's head with warm water until the water runs clear.
- Comb your child's hair with the nit comb provided in the shampoo kit in order to remove nits from the hair shaft. Part your child's hair into sections, and comb through one-inch sections using the nit comb to remove all the nits.
- Recheck your child's entire head for nits and repeat the combing process, if necessary, until all nits are removed.

Cleansing Personal Items

- Machine-wash in **warm or hot** water all clothes worn by your child in the past forty-eight (48) hours, including all hats, scarves, and coats. Also wash in warm or hot water all towels and bed linens used by your child in the past forty-eight (48) hours.
- Dry the above referenced items on the **hot** cycle of a dryer for a minimum of twenty (20) minutes.
- Wash all combs, brushes, headbands, barrettes, etc., used by your child in the past forty-eight (48) hours in hot soapy water for five (5) to ten (10) minutes.
- Vacuum rooms used by your child and others who have been treated for lice.
- Stuffed animals and similar non-washable items need to be sealed in plastic bags for a minimum of one week.

Checking all Family Members

Check the heads of all other family members, and treat infected members as indicated above.

Memo

TO: Dr. Bill Cook
FROM: Terri Smith
DATE: November 5, 2019
SUBJECT: Revision of “D” Board Policies (Fiscal Management) Batch 3 for 1st Read

A stakeholder team comprised of the following individuals has been developed to review and revise the “D” board policies – Fiscal Management.

Terri Smith, Central Office Finance
Bettina Feaster, Central Office Finance (Batch 1 and Batch 2 policies)
Beth Lifsey, Central Office Finance
LaWana Robinson-Lee, Facilities Services Purchasing
Michael Johnson, Safety & Security
Gary Black, Food Service
Christopher Roorda, India Hook Elementary
Elissa Cox, Saluda Trail Middle
Hezekiah Massey, Northwestern High
Joanne Pafford, Oakdale Elementary Bookkeeper
Susan Fowler, Castle Heights Middle Bookkeeper
Melanie Cook, Rock Hill High Bookkeeper
Larry Finney, Greene Finney, LLC.
Mike Downing, Greene Finney, LLC.

Dr. Tiffany Richardson with S.C. School Boards Association is providing guidance and reviewing recommended revisions.

The policies listed below will be presented at the November 11th board work session for 1st read. A copy of the proposed, model and current policies are attached. Recommendations are shown in red text with deletions noted by strikethrough of text.

Policy	Recommendation
DBJ, <i>Budget Transfers</i>	No current policy. Recommend adopting proposed policy.
DC, <i>Taxing and Borrowing</i>	Recommend removing purpose statement; update tax-exempt debt post-issuance tax compliance section; update legal references.
DFG, <i>Tuition Income</i>	No current policy. Recommend adopting model policy.
DG, <i>Banking Services</i>	No model policy. Recommend removing purpose statement and update depository requirements.
DI, <i>Fiscal Accounting and Reporting</i> ; DIE, <i>Audits/Financial Monitoring</i>	Recommend combining policies DI, <i>Fiscal Accounting and Reporting</i> and DIE, <i>Audits/Financial Monitoring</i> per the model policy with minor changes.
DI/DIE-R, <i>Fiscal Accounting/Audits</i>	No current rule. Recommend adopting model rule with minor changes.
DIEA, <i>Anti-Fraud</i>	No model policy. Recommend removing purpose statement and minor changes.

BUDGET TRANSFERS

Code **DBJ** Issued **xx/19**

Periodically, during the fiscal year, the superintendent will examine budget categories and estimate the year-end status of each. The superintendent has authority to transfer budget amounts between function and object amounts as long as total spending does not exceed the approved budget. Additions to the approved budget must be approved by the board. The board allows principals and department heads the discretion of budget transfers at the individual school or department level as described in the *Business Procedures Manual*.

The superintendent has authority to transfer budget amounts within the same function and sub-function areas under guidelines found in the *Financial Accounting Handbook for South Carolina Public School Districts*.

Adopted ^

Legal References:

- A. S.C. Code of Laws, 1976, as amended:
 - 1. Section 11-9-20 - Prohibition on exceeding, changing, transferring, or shifting appropriations.

BUDGET TRANSFERS

Code **DBJ** Issued **MODEL**

DRAFTER'S NOTE: The following options are not necessarily mutually exclusive. The policy may consist of parts selected from more than one option but should not be contradictory.

Option 1

Periodically, during the fiscal year, the superintendent will examine budget categories and estimate the year-end status of each. Based on these estimates, the superintendent may make budget transfers within the major categories. The board allows principals the discretion of budget transfers at the individual school level.

The superintendent and *(insert appropriate individual here)* can transfer within functions. Cross function transfers require approval of the board, but salaries can be transferred as long as they do not exceed the budget.

Option 2

During the fiscal year, the superintendent will periodically examine budget categories and estimate the year-end status of each. Based on these estimates, the board may make budget transfers within the major categories.

Option 3

In keeping with the need for periodic reconciliation of the district's operating budget, the board will consider requests for budget transfers as they are recommended by the superintendent.

The board desires to be kept abreast of the need for these adjustments so that it may act promptly and expedite the financial recordkeeping of the school system.

Option 4

Whenever, in the best interest of the district, it is necessary to transfer funds in excess of ***** from program to program, the superintendent will seek the board's approval for the transfer. The board will act on the request at its next scheduled meeting.

The superintendent has the authority to transfer funds from program to program provided the funds are not in excess of *****.

Option 5

The board has the authority to transfer funds from one account to another on a quarterly basis. The superintendent has authority to transfer budget amounts within the same function and sub-function areas under guidelines found in the Financial Accounting Handbook for South Carolina Public School Districts. The superintendent will report transfers to the board on a monthly basis. Changes must conform to approved budgetary amounts and procedures.

Adopted ^

PAGE 2 - DBJ - BUDGET TRANSFERS

Legal References:

- A. S.C. Code of Laws, 1976, as amended:
 - 1. Section 11-9-20 - Prohibition on exceeding, changing, transferring, or shifting appropriations.

Policy DC Taxing and Borrowing

Issued 3/12

~~Purpose: To establish the basic structure for the board's authority to tax and borrow funds for the maintenance and operation of the school district.~~

Annual tax levy

Each school district's taxing authority is established by state law. In Rock Hill School District Three of York County, that authority is vested in the district board within statutory limitations.

Borrowing

The board is permitted, by law, to borrow money in anticipation of collection of taxes. The purpose of such borrowing is to secure funds for district operations. The board must approve the issuance of tax anticipation notes.

Sale of bonds

In order to obtain funds for capital improvements, the board may, from time to time, issue bonds. The limit of district bonded indebtedness is subject to the provisions of Article X of the South Carolina Constitution.

In order for the district to sell bonds in excess of the limitation, the community must vote for a referendum allowing such sale.

~~Tax-Exempt Debt Post-Issuance Tax Compliance~~

Continuing Disclosure Compliance

~~The Finance Department will be responsible for implementing, maintaining and adhering to written tax-exempt debt post-issuance tax compliance policies and procedures with respect to bonds issued by the school district. The Finance Department will also be responsible for revising these policies and procedures to comply with changes in law or regulations.~~

The chief finance officer will be responsible for complying with the continuing disclosure reporting for any bond issuances as required by the Securities and Exchange Commission.

Adopted 4/27/78; Revised 4/26/82, 11/22/82, 10/24/88, 9/23/91, 9/27/99, 3/26/12

Legal references:

A. S.C. Constitution:

1. **Article X, Section 15 – Bonded indebtedness of school districts.**

Article X, Section 15(6) – Provides for maximum debt limit of eight percent.

Article X, Section 15(7) – Provides for borrowing in anticipation of collection of ad valorem taxes.

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

1. **Section 11-27-10, et seq. – Effect of Article X of S.C. Constitution on bonded and other types of indebtedness.**
2. **Section 11-27-50 – Effect of Article X on district bonds.**
3. **Section 59-13-70 – Superintendent will keep record of district bonds.**
4. **Section 59-71-10, et seq. – The School Bond Act (statutes regulating the issuance of general obligation bonds by school districts which was in effect prior to the ratification of Article X of S.C. Constitution).**

~~Sections 11-27-10 through 11-27-100 – Effect of Article X of S.C. Constitution (see above) on statutes prior to its ratification. See especially Section 11-27-50 regarding the effect of Article X on school district bonds.~~

~~Sections 59-71-10 through 59-71-190 – (The School Bond Act) – Statutes regulating the issuance of general obligation bonds by school districts. In effect prior to the ratification of Article X of S.C. Constitution.~~

C. S.C. Acts and Joint Resolutions:

1975 Act 449, p. 1169, Part III, Section 7 - The board of Rock Hill School District Three of York County will have the power to levy taxes to provide funds for school operating expenses; provided, such levy may not be increased more than six mills in any year over that levied for the preceding year without the approval of the qualified voters of the district in a referendum.

1990 Act 744, p. 3519 - Limitation for 1990 increased to eight mills and thereafter reverts in succeeding years to six mills.

York 3/Rock Hill School District

TAXING AND BORROWING

Code **DC** Issued **MODEL**

Annual Tax Levy

The taxing authority of each school district is established by state law. In*****, that authority is vested in ***** within statutory limitations.

Borrowing

The board is permitted, by law, to borrow money in anticipation of collection of taxes. The purpose of such borrowing is to secure funds for district operations. The board must approve the issuance of tax anticipation notes.

Sale of Bonds

In order to obtain funds for capital improvements, the board may, from time to time, issue bonds. The limit of district bonded indebtedness is subject to the provisions of Article X of the South Carolina Constitution.

In order for the district to sell bonds in excess of the limitation, the community must vote for a referendum allowing such sale.

Adopted ^

Legal References:

- A. S.C. Constitution:
 - 1. Article X, Section 15 - Bonded indebtedness of school districts.
- B. S.C. Code of Laws, 1976, as amended:
 - 1. Section 11-27-10, *et seq.* - Effect of Article X of S.C. Constitution on bonded and other types of indebtedness.
 - 2. Section 11-27-50 - Effect of Article X on district bonds.
 - 3. Section 59-13-70 - Superintendent will keep record of district bonds.
 - 4. Section 59-71-10, *et seq.* - The School Bond Act (statutes regulating the issuance of general obligation bonds by school districts which was in effect prior to the ratification of Article X of S.C. Constitution)
- C. S.C. Acts and Joint Resolutions:
 - Insert local laws here.*

Policy DC Taxing and Borrowing

Issued 3/12

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In order for the district to sell bonds in excess of the limitation, the community must vote for a referendum allowing such sale.

Tax-Exempt Debt Post-Issuance Tax Compliance

The Finance Department will be responsible for implementing, maintaining and adhering to written tax-exempt debt post-issuance tax compliance policies and procedures with respect to bonds issued by the school district. The Finance Department will also be responsible for revising these policies and procedures to comply with changes in law or regulations.

Adopted 4/27/78; Revised 4/26/82, 11/22/82, 10/24/88, 9/23/91, 9/27/99, 3/26/12

Legal references:

S. C. Constitution:

Article X, Section 15(6) - Provides for maximum debt limit of eight percent.

Article X, Section 15(7) - Provides for borrowing in anticipation of collection of ad valorem taxes.

S. C. Code, 1976, as amended:

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Sections 59-71-10 through 59-71-190 - (The School Bond Act) - Statutes regulating the issuance of general obligation bonds by school districts. In effect prior to the ratification of Article X of S. C. Constitution.

Acts and Joint Resolutions:

1975 Act 449, p. 1169, Part III, Section 7 - The board of Rock Hill School District Three of York County will have the power to levy taxes to provide funds for school operating expenses; provided, such levy may not be increased more than six mills in any year over that levied for the preceding year without the approval of the qualified voters of the district in a referendum.

1990 Act 744, p. 3519 - Limitation for 1990 increased to eight mills and thereafter reverts in succeeding years to six mills.

York 3/Rock Hill School District

TUITION INCOME

Code **DFG** Issued **xx/19**

The board may collect tuition from nonresident students enrolled in the district's schools. The board may set or reconfirm the fee annually. The fee is based on the per pupil cost of district funds (see also JFAB, *Admission of Nonresident Students*).

The district may collect tuition in advance of enrollment. The district deposits such funds to the general fund account.

Cf. JFAB

Adopted ^

Legal References:

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

1. Section 59-19-90(10) - Power of board to charge tuition for attendance.
2. Section 59-63-45 - Procedures for reimbursement for districts for cost of educating non-resident students.
3. Section 59-63-480, *et seq.* - Attendance at schools in adjacent county.

TUITION INCOME

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The district may collect tuition in advance of enrollment. The district deposits such funds to the general fund account.

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Legal References:

- A. S.C. Code of Laws, 1976, as amended:
 - 1. Section 59-19-90(10) - Power of board to charge tuition for attendance.
 - 2. Section 59-63-45 - Procedures for reimbursement for districts for cost of educating non-resident students.
 - 3. Section 59-63-480, *et seq.* - Attendance at schools in adjacent county.

Policy DG Banking Services

Proposed Policy

Issued 9/99

Purpose: To establish the basic structure for district banking services.

Depository of funds

All funds generated for school and district purposes are accountable by the district. The district administration chief finance officer is directed to secure all funds to which the district is entitled in the most timely ~~timeliest~~ manner possible and to deposit said funds with the county treasury or in the district bank accounts. Under state law, the county treasury serves as depository for district state funds and bond proceeds. The district bank account(s) will use the district's federal taxpayer identification number and carry the account name of Rock Hill School District 3. Transactions in these accounts must be recorded in the district's financial records and included in the district's annual audit.

Funds will be deposited in ~~the~~ district bank accounts and subsidiary accounting as required will be maintained. The institution serving these accounts will be selected on a bid basis from financial institutions providing full service banking within the school district.

It is the intent of the board that the banking agreement will be reviewed every three years, with the institution selected being the exclusive banking institution for the district for that period with these exceptions.

- If either party becomes dissatisfied with the relationship, it can be terminated within 30 days prior written notice.
- At any time the district feels that funds will be available for enough time to maximize rates, funds may be invested in other investment vehicles on a competitive basis.

Adopted 11/22/93; Revised 9/27/99

York 3/Rock Hill School District

Policy DG Banking Services

Issued 9/99

Purpose: To establish the basic structure for district banking services.

Depository of funds

The district administration is directed to secure all funds to which the district is entitled in the most timely manner possible and to deposit said funds in the district bank accounts.

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It is the intent of the board that the banking agreement will be reviewed every three years, with the institution selected being the exclusive banking institution for the district for that period with these exceptions.

- If either party becomes dissatisfied with the relationship, it can be terminated within 30 days prior written notice.
- At any time the district feels that funds will be available for enough time to maximize rates, funds may be invested in other investment vehicles on a competitive basis.

Adopted 11/22/93; Revised 9/27/99

York 3/Rock Hill School District

Policy ~~DI/DIE~~ Audits/~~Financial Monitoring~~ **FISCAL ACCOUNTING/AUDITS**

Issued 10/13 ~~xx~~/19

~~Purpose: To establish the basic structure for auditing and monitoring the district's financial activities.~~

The district's accounting system will provide an accurate record of financial transactions. The superintendent will maintain accounting procedures adequate to properly record all financial transactions in accordance with the *Financial Accounting Handbook* developed by the South Carolina Department of Education (SCDE).

The superintendent is ultimately responsible for receiving and properly accounting for all funds of the district.

The superintendent will provide the board with quarterly financial statements of revenue and expenditures including budgeted amounts which reflect the financial operations of the district.

~~The superintendent sees that the district accounts are internally monitored and that the Office of Financial Services prepares a written statement of the monthly income and expenditures of the district. A copy of this statement is distributed to each member of the board finance committee at least quarterly.~~

In accordance with state law and regulation, all district financial records **and program funds of the district** will be audited following the close of each fiscal year.

The board will ~~employ a~~ **contract with an independent** certified public accountant to conduct the annual audit. The district will forward **the required copies** ~~a copy of appropriate audited financial statements to the SCDE and other state or federal agencies as required by applicable state law or regulations.~~ **audits to the state department as required by applicable state law or regulations.** ~~The funds of every school in the district will also be audited annually.~~

Adopted **4/27/78**, 10/24/88; Revised **10/24/88**, 11/23/93, 9/27/99, 10/28/13

Legal references:

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

1. Section 59-17-100 – Districts to provide South Carolina Department of Education with copies of audit reports.
2. Section 59-20-60 - ~~Audit Requirements of the Education Finance Act.~~ **Spending priority; audits; reports.**
3. Section 59-20-80 – School budgets will be made public; itemization of salaries.

B. S.C. State Board of Education Regulations:

1. ~~R-43-175~~ **R43-172** - Accounting and reporting.

York 3/Rock Hill School District

FISCAL ACCOUNTING/AUDITS

Code **DI/DIE** Issued **MODEL**

The district accounting system will provide an accurate record of financial transactions. The superintendent will maintain accounting procedures adequate to properly record all financial transactions in accordance with the *Financial Accounting Handbook* developed by the South Carolina Department of Education (SCDE).

The superintendent is ultimately responsible for receiving and properly accounting for all funds of the district.

The superintendent will present the board with monthly financial statements of revenue and expenditures including budgeted amounts which reflect the financial operations of the district.

In accordance with state law and regulation, all financial records and program funds of the district will be audited following the close of each fiscal year.

The board will contract with an independent certified public accountant to conduct the annual audit. The district will forward the required copies of appropriate audited financial statements to the SCDE and other state or federal agencies as required by applicable state law or regulations.

The funds of every school in the district will also be audited annually.

Adopted ^

Legal References:

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

1. Section 59-17-100 - Districts to provide South Carolina Department of Education with copies of audit reports.
2. Section 59-20-60 - Spending priority; audits; reports.
3. Section 59-20-80 - School budgets will be made public; itemization of salaries.

B. S.C. State Board of Education Regulations:

1. R43-172 - Accounting and reporting.

Policy DIE Audits/Financial Monitoring

Issued 10/13

Purpose: To establish the basic structure for auditing and monitoring the district's financial activities.

The superintendent sees that the district accounts are internally monitored and that the Office of Financial Services prepares a written statement of the monthly income and expenditures of the district. A copy of this statement is distributed to each member of the board finance committee at least quarterly.

In accordance with state law and regulation, all district financial records will be audited following the close of each fiscal year.

The board will employ a certified public accountant to conduct the annual audit. The district will forward a copy of appropriate audits to the state department as required by applicable state law or regulations. The funds of every school in the district will also be audited annually.

Adopted 10/24/88; Revised 11/23/93, 9/27/99, 10/28/13

Legal references:

S. C. Code, 1976, as amended.

Section 59-20-60 - Audit Requirements of the Education Finance Act.

State Board of Education Regulations:

R-43-175 - Accounting and reporting.

York 3/Rock Hill School District

Policy DI Fiscal Accounting and Reporting

Issued 9/99

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

The district accounting system will provide an accurate record of financial transactions. The superintendent will maintain accounting procedures adequate to properly record all financial transactions in accordance with the Financial Accounting Handbook developed by the South Carolina State Department of Education.

Upon recommendation of the auditor, the superintendent is ultimately responsible for receiving and properly accounting for all funds of the district.

The superintendent will present the board with monthly financial statements which reflect the financial condition of the district.

Adopted 4/27/78; Revised 10/24/88, 9/27/99

Legal references:

S. C. Code, 1976, as amended:

Section 59-13-60 - Spending priority; audits; reports; Education Finance Review Committee.

Section 59-20-80 - School budgets will be made public; itemization of salaries.

York 3/Rock Hill School District

FISCAL ACCOUNTING/AUDITS

Code **DI/DIE-R** Issued **xx/19**

At the close of each fiscal year, a certified public accounting firm will conduct an audit of all funds of the district and all accounts of each school. The firm selected will provide a management letter to the district upon completion of the audit. The administration will give each board member a copy of the management letter in executive session and the audit in open session.

Criteria for Selecting Auditor

The selection of an auditor is a difficult process as there are a number of accounting firms who are not only interested but who are also capable of providing competent services. Consequently, the board has developed the following criteria for consideration in the selection of an auditor:

- availability of staff to provide assistance throughout the school year
- experience in auditing school districts in South Carolina
- cost of providing auditing services
- quality of work
- methods of operation
- professional reputation
- adequacy of staff and facilities
- references

Procedures for selection of auditor

The superintendent, or his/her designee, will invite proposals from any interested certified public accounting firms.

The proposals must include the following information:

- name and address of firm, responsible administrative officer, phone number, and specific data for the firm's liaison or contact person
- brief history of the firm, including date established and work experience
- list of principals and key staff, including the professional background of each
- list of school districts previously audited
- copy of audit organization's peer review report
- proposed costs
- statement relative to the method of operation
- references

Based upon the previously discussed selection criteria and after a study of the documentary materials presented by the certified public accounting firms, the superintendent, or his/her designee, will select firms for personal interviews.

The superintendent, or his/her designee, will recommend to the board the certified public accounting firm qualified to conduct the annual audit. The board formally chooses the auditor in an official meeting, either regularly scheduled or special. All firms invited to submit documentary material will be notified in writing of the board's decision. The auditing firm selected will serve as the district's external auditor for a period of five fiscal years with an optional two year annual renewal. After that period, a request for proposal must be issued.

(see next page)

PAGE 2 - DI/DIE-R - FISCAL ACCOUNTING/AUDITS

Required services by auditor selected

- Audit all financial accounts of the district and each individual school
- Provide the audit in a timely manner so as to meet certain agency reporting deadlines
- Provide the board a detailed management letter
- Provide accounting advice to district administration, including assistance with inservice training for staff, when requested

Issued ^

FISCAL ACCOUNTING/AUDITS

Code **DI/DIE-R** Issued **MODEL**

At the close of each fiscal year, a certified public accounting firm will conduct an audit of all funds of the district and all accounts of each school. The firm selected will provide a management letter to the district upon completion of the audit. The administration will give each board member a copy of the management letter in executive session and the audit in open session.

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Procedures for selection of auditor

The superintendent or his/her designee will invite proposals from any interested certified public accounting firms.

The proposals must include the following information:

- name and address of firm, responsible administrative officer, phone number, and specific data for the firm's liaison or contact person
- brief history of the firm, including date established and work experience
- list of principals and key staff, including the professional background of each
- list of school districts previously audited
- proposed costs
- statement relative to the method of operation
- references

Based upon the previously discussed selection criteria and after a study of the documentary materials presented by the certified public accounting firms, the superintendent or his/her designee will select firms for personal interviews.

The superintendent or his/her designee will recommend to the board the certified public accounting firm qualified to conduct the annual audit. The board formally chooses the auditor in an official meeting, either regularly scheduled or special. All firms invited to submit documentary material will be notified in writing of the board's decision. The auditing firm selected will serve as the district's external auditor for a period of three fiscal years. The board will annually review the appointment.

PAGE 2 - DI/DIE-R - FISCAL ACCOUNTING/AUDITS

Required services by auditor selected

- Audit all financial accounts of the district and each individual school
- Provide the audit in a timely manner so as to meet certain agency reporting deadlines
- Provide the board a detailed management letter
- Provide accounting advice to district administration, including assistance with inservice training for staff, when requested

Issued ^

Policy DIEA Anti-Fraud

Issued 10/13

~~Purpose: To establish the basic structure for the board to reinforce existing systems, policies, procedures, rules and regulations of the district meant to deter, prevent, detect, react to and reduce the impact of fraud.~~

The district supports and fosters a culture of zero tolerance to fraud in all of its manifestations. The district recognizes that acts of fraud by its employees seriously deplete the scarce resources available to meet the mandates of a public school system. The district is aware that the effects of fraud extend beyond the loss of cash and other assets which have severe negative repercussions on the ability of the district to achieve its objectives.

Although it is difficult to quantify, such acts, if left unchecked, seriously impact the following:

- Quality and effectiveness of service delivery
- Strength of business relationships with customers, suppliers and the public
- Employee morale
- Reputation and image of the district

The scope of this policy applies to all employees of the district and relates to all attempts and incidents of fraud impacting or having the potential to impact the district.

Actions constituting fraud refer to but are not limited to, the following.

- Any dishonest, fraudulent or corrupt act
- Theft of funds, supplies or other assets
- Maladministration or financial misconduct in handling or reporting of money, financial transactions or other assets
- Making a profit from insider knowledge
- Disclosing confidential or proprietary information to outside parties for financial or other advantage
- Irregular destruction, removal or abuse of records and equipment
- Deliberately omitting or refusing to report or act upon reports of any such irregular or dishonest conduct
- Bribery, blackmail, secret commissions and/or extortion involving a district employee in the performance of his/her duties
- Abuse of district facilities usage
- Any similar or related irregularity

All fraud will be investigated and followed up by the application of all remedies available within the full extent of the law. Appropriate prevention and detection controls will be applied. These prevention controls include the existing financial and other controls, and checking mechanisms as prescribed in the systems, policies, procedures, rules and regulations of the district.

Reporting procedures and resolution of reported incidents

All employees are responsible for the prevention and detection of fraud. It is the responsibility of each employee to immediately report all allegations or incidents of fraud to his/her immediate superior or, if the employee has reason to believe that his/her immediate supervisor is involved, to the next level of management. All administrators must report all incidents and allegations of fraud to the superintendent. The superintendent's designee(s) will then initiate an investigation into the matter.

Should members of the public wish to report allegations of fraud anonymously, they can contact the superintendent, any member of management or any department head. The district encourages members of the public who suspect fraud to contact the superintendent.

Any fraud committed by an employee of the district will be pursued by thorough investigation and to the full extent of the law, including consideration of the following:

- Taking disciplinary action in accordance with the district's personnel policy handbook
- Instituting recovery of financial losses, including formal civil action

- Initiating criminal prosecution by reporting the matter to the appropriate law enforcement agency
- Any other appropriate and legal remedy available

The superintendent or his/her designee will, upon receiving a report of fraud from an external person, write to the person (unless the report has been made anonymously) making the report as follows:

- Acknowledging that the concern has been received
- Informing him/her whether any further investigation will take place and, if not, why
- Subject to legal constraints, information about outcomes of any investigation will be disseminated on a "need to know" basis.

All information relating to fraud that is received and investigated will be treated confidentially. The progression of investigations will be handled in a confidential manner and will not be disclosed or discussed with any person(s) other than those who have a legitimate right to such information. No person is authorized to supply information with regard to allegations or incidents of fraud to the media without the direct permission of the superintendent.

No person will suffer any penalty or retribution for reporting in good faith any suspected or actual incident of fraud. Principals and department heads should discourage employees or other parties from making allegations which are false and made with malicious intentions. Where such allegations are discovered, the person making the allegations will be subjected to disciplinary actions.

Prevention control and detection methods

When incidents of fraud are reported, department heads are required to immediately review and, where possible, improve the effectiveness of the controls which have been breached in order to prevent similar irregularities from taking place in the future.

It is the responsibility of the superintendent and/or chief financial **finance** officer to ensure that all employees are made aware of and receive appropriate training and education regarding this policy.

In order to prevent fraud, the board directs that a system of internal controls be followed that includes, but is not limited to, the following:

Segregation of duties - Where possible, more than one person will be involved in pieces of financial transactions. No one person will be responsible for an entire financial transaction.

Payments - No cash payment transactions will be made by the district

Bank reconciliations - Bank statements will be reconciled and reviewed by the appropriate people **more than one person**.

Capital assets - The finance office will maintain updated lists of district capital assets.

Training - Administrators will be responsible for ensuring that employees under their supervision receive training regarding fraud prevention.

Adopted: 10/28/13

York 3/Rock Hill School District

Policy DIEA Anti-Fraud

Issued 10/13

Purpose: To establish the basic structure for the board to reinforce existing systems, policies, procedures, rules and regulations of the district meant to deter, prevent, detect, react to and reduce the impact of fraud.

The district supports and fosters a culture of zero tolerance to fraud in all of its manifestations. The district recognizes that acts of fraud by its employees seriously deplete the scarce resources available to meet the mandates of a public school system. The district is aware that the effects of fraud extend beyond the loss of cash and other assets which have severe negative repercussions on the ability of the district to achieve its objectives.

Although it is difficult to quantify, such acts, if left unchecked, seriously impact the following:

- Quality and effectiveness of service delivery

- Strength of business relationships with customers, suppliers and the public

- Employee morale

- Reputation and image of the district

The scope of this policy applies to all employees of the district and relates to all attempts and incidents of fraud impacting or having the potential to impact the district.

Actions constituting fraud refer to but are not limited to, the following.

- Any dishonest, fraudulent or corrupt act

- Theft of funds, supplies or other assets

- Maladministration or financial misconduct in handling or reporting of money, financial transactions or other assets

- Making a profit from insider knowledge

- Disclosing confidential or proprietary information to outside parties for financial or other advantage

- Irregular destruction, removal or abuse of records and equipment

- Deliberately omitting or refusing to report or act upon reports of any such irregular or dishonest conduct

- Bribery, blackmail, secret commissions and/or extortion involving a district employee in the performance of his/her duties

- Abuse of district facilities usage

- Any similar or related irregularity

All fraud will be investigated and followed up by the application of all remedies available within the full extent of the law. Appropriate prevention and detection controls will be applied. These prevention controls include the existing financial and other controls, and checking mechanisms as prescribed in the systems, policies, procedures, rules and regulations of the district.

Reporting procedures and resolution of reported incidents

All employees are responsible for the prevention and detection of fraud. It is the responsibility of each employee to immediately report all allegations or incidents of fraud to his/her immediate superior or, if the employee has reason to believe that his/her immediate supervisor is involved, to the next level of management. All administrators must report all incidents and allegations of fraud to the superintendent. The superintendent's designee(s) will then initiate an investigation into the matter.

Should members of the public wish to report allegations of fraud anonymously, they can contact the superintendent, any member of management or any department head. The district encourages members of the public who suspect fraud to contact the superintendent.

Any fraud committed by an employee of the district will be pursued by thorough investigation and to the full extent of the law, including consideration of the following:

- Taking disciplinary action in accordance with the district's personnel policy handbook

- Instituting recovery of financial losses, including formal civil action

Initiating criminal prosecution by reporting the matter to the appropriate law enforcement agency

Any other appropriate and legal remedy available

The superintendent or his/her designee will, upon receiving a report of fraud from an external person, write to the person (unless the report has been made anonymously) making the report as follows:

Acknowledging that the concern has been received

Informing him/her whether any further investigation will take place and, if not, why

Subject to legal constraints, information about outcomes of any investigation will be disseminated on a "need to know" basis.

All information relating to fraud that is received and investigated will be treated confidentially. The progression of investigations will be handled in a confidential manner and will not be disclosed or discussed with any person(s) other than those who have a legitimate right to such information. No person is authorized to supply information with regard to allegations or incidents of fraud to the media without the direct permission of the superintendent.

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Adopted: 10/28/13

York 3/Rock Hill School District



Memo

TO: Dr. Bill Cook, Superintendent

FROM: Serena Williams, Coordinator of Community Services

CC: Dr. Luanne Kokolis, Chief of Strategic Planning, Engagement, & Program Support

DATE: November 6, 2019

SUBJECT: The Buddy Network Mentoring Program

We are pleased to present The Buddy Network, a new program concept for our students that may benefit from mentoring relationships. A presentation detailing an overview of the program, partnerships, and planning process will be shared with the board for consideration.



The Buddy Network

School Based Mentoring Program

Serena Williams
Coordinator of Community Services

One Team. One Mission. One Rock Hill.

The Buddy Network

- As a response and outgrowth of Rock Hill Schools Mental Health Task Force, the work of the #1 Question Is It Good for Children ACEs summits, and conference, we are working toward launching a district wide mentoring effort
- We will train and match buddies with students who would benefit from the kind of relationship that helps support social emotional learning by building resilience
- Buddies will be asked to make a commitment and they will be trained in appropriate ways to build relationships, communicate, and respond to children that need support from a caring adult

What is Mentoring?

Mentoring is a structured and trusting relationship that brings young people together with caring individuals who offer guidance, support, and encouragement aimed at developing the competence and character of the mentee



Types of Mentoring

1. Traditional Mentoring: One adult to one young person
2. Group Mentoring: One adult to up to four young people
3. Team Mentoring: Several adults working with small groups of young people in which the adult to youth ratio is not greater than 1:4
4. Peer Mentoring: Caring youth mentoring younger youth

Duration of Mentoring Relationships

Because relationships and a sense of bonding occur over time between mentors and mentees, the duration and consistency of each mentoring relationship is very important. Lunch buddies will be asked to commit to meeting weekly or bimonthly for one school year.



Why is Mentoring Important?

- Mentoring is a **time proven strategy** that can help young people of all circumstances **achieve their potential**.
- Mentors are caring individuals who, along with parents/guardians, and educators, provide students with support, counsel, friendship, reinforcement, and a constructive example.
- The most significant predictor of positive mentoring results whether mentors and mentees share a close, trusting relationship.
- They need ongoing support and monitoring, particularly during the early stages to ensure that relationships do not terminate prematurely.

What Makes Mentoring Work?

1. Conducting reasonably intensive screening of potential mentees
2. Making matches based on interest that both the mentor and mentee share
3. Providing initial training for mentors
4. Offering ongoing support and training through life of the mentoring relationship



Sustaining Effective Relationships

- Meet regularly to maintain a steady presence in the student's life
- Focus on the student's need for social emotional support
- Pay attention to student's need for fun conversations
- Seek out and use the help and support of school mentoring staff

How We Will Start

1. Define the student population that the program will serve

- Who needs the program?
- Who is already being served by other programs?

2. Identify The Buddy Network Mentors

Rock Hill Schools has:

- 257 registered lunch buddies
- 473 registered mentors

How We Will Start

3. Type of mentoring that The Buddy Network will provide

- Traditional: one adult to one young person mentoring
- Group: one adult to up to four young people
- Team: several adults working with small groups of young people
- Peer: caring high school students working with students

4. Nature of Mentoring Sessions

- Focused on building a relationship between a young person and a caring adult who can serve as a role model and a source of encouragement
- The main interest is to spend time together at school

How We Will Start

5. School Based Mentoring

- Offers students a chance to develop a relationship with one or more adults, other than parents and educators, who become friends and role models
- Sessions take place in school settings
- Mentors are required to pass a comprehensive background check and sex offender registry check each time that they visit our schools upon signing in through the Raptor system in our front offices
- Mentoring sessions take place in full view of school staff

Community Partnerships



- Excel Village Mentoring
- Sisters United As One
- NAMI Youth Programs
- Clinton College
- Winthrop University
- York Technical College
- Faith Community
- Civic Groups
- York County Regional Chamber



WE BELIEVE
Inherent in every child is the
ability to succeed in life

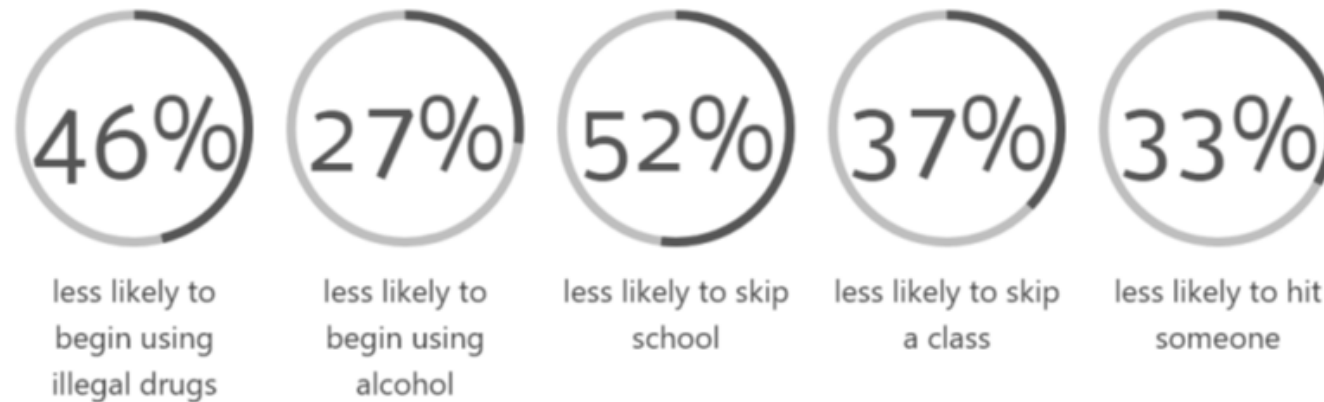


Unique one-to-one mentoring model involves recruiting, screening, interviewing, matching, training, supporting and evaluating.

It is classified as a top intervention and prevention model for children.



National Researchers found that after 18 months of spending time with their Bigs, the Littles, compared to those children not in our program, were:



They also found that the Littles were more confident of their performance in schoolwork and getting along better with their families.



The Buddy Network Advisory Board

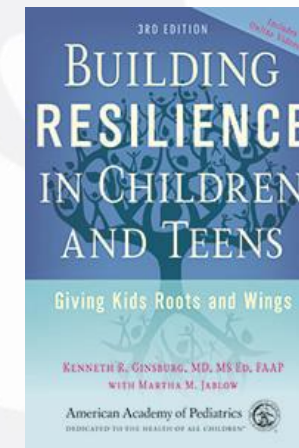
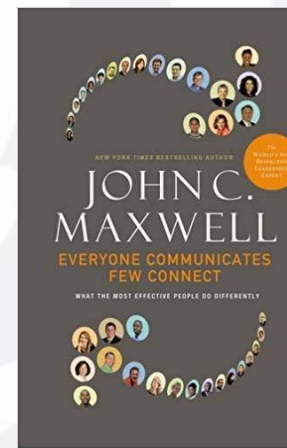
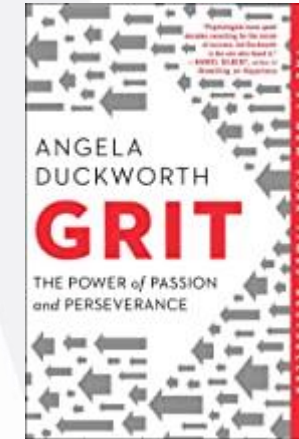
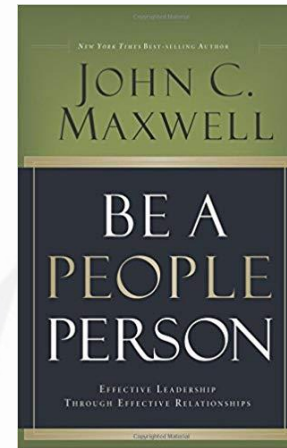
Partners will be invited to assist with forming an advisory board. Purposes:

- Offer advice on how to design, manage, evaluate, and fund the mentoring program
- Provide expertise or access to resources needed to support the program
- Build a reputation in the community with key stakeholders
- Provide hands on operating support (ex. training/orientation)
- Ensure adequate risk management
- Assess the benefits of the program to students and mentors



The Buddy Network Training

- Effective Communication
- Building Connections
- Grit
- Building Resilience

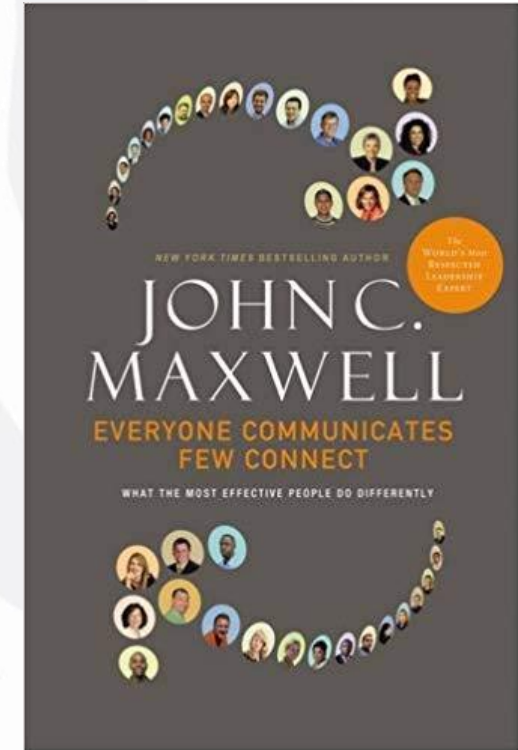


Everyone Communicates Few Connect

“Connecting is the ability to identify with people and relate to them in a way that increase your influence with them”

“To connect is to join” to make connections you must build rapport

- Build relationships
- Trustworthiness
- The desire to want to connect
- Listen more, talk less
- Starts with attitude: understanding the value of the person
- Find common ground
- Make communication simple
- Capturing their interest
- Inspire them
- Be authentic



Mentee Needs

In 2003, The Commission on Children at Risk issued a report titled “**Hardwired to Connect**” that included a theory outlining two basic needs of everyone:

First, we are hardwired for close attachments to other people beginning with family, extended family, and broader community

Second, we are hardwired for meaning, born with a built in capacity and drive to search for purpose



The 7 C's: Practical Ways to Build Resilience in Kids

Pediatrician Kenneth Ginsburg specializes in building resilience in kids. He believes that if we want our children to experience the world as fully as possible—with some of its pain and all of its joy—they need resilience. Dr. Ginsburg developed the 7 C's model to provide a practical approach for parents and communities to prepare children to thrive.

Timeline

November 2019 –
January 2020

**Assessment of Existing
Mentoring**

January-March 2020

**Big Brothers Big Sisters
Pilot School**

February-March 2020

Needs Assessment

**Capacity
Building**

**Monitoring
&
Support**

Memo

TO: Dr. Bill Cook

FROM: Dr. John Jones
Mr. Lukas Hopper

DATE: October 23rd, 2019

SUBJECT: Instructional Resource Adoptions 2019

The district received notice that funds were available to purchase resources for the programs listed below. When there was more than one resource to review, each school received information about the available resources to share with the teachers in the departments. The process follows our policy for textbook selection.

Please include the approval of the resources listed below on the consent agenda.

French

French 6-12 – T'es branche?, 2nd Edition (EMC Corporation)

Spanish

Spanish 6-12 – Autentico, (Pearson K12 Learning)



One Team...One Mission...One Rock Hill

386 E. Black Street
P.O. Drawer 10072
Rock Hill, SC 29731

T: (803) 981-1000
F: (803) 981-1094
www.rock-hill.k12.sc.us

Memo

TO: Dr. Bill Cook, Superintendent
FROM: Dr. John Jones, Chief of Academics and Accountability
DATE: November 5, 2019
SUBJECT: eLearning Update Presentation

Please accept the attached presentation that will accompany our update on eLearning for the Board of Trustees meeting on Monday, November 11, 2019. A portion of this information will include a recommendation for an eLearning Day to be utilized as a make-up day in lieu of our recent school cancellation due to the water main break in Rock Hill.

Please let me know if you have any questions.



eLearning Update



Board of Trustees Meeting
November 11, 2019

The Carolinas could see **more than a foot of snow** this weekend.



July 4
-Independence Day-
District Closed

August 6 - 9
New Teacher Orientation

August 12-13
Teacher PD Day

August 14-16
Teacher Work Day

August 19
First Day for Students

September 2
-Labor Day-
District Closed

October 18
End of 1st 9 Weeks

October 21
Teacher PD Day

November 27 - 29
-Thanksgiving Break-
District Closed

December 20
Half Day for Students
Last Day of First Semester

December 23 - 31
-Winter Holidays-
District Closed

**HALF DAY
DISMISSAL TIMES**
Elementary - 11 a.m.
Middle - 11:30 a.m.
High - 11:45 a.m.

Approved December 17, 2018. In the event SC State Law is changed to allow an adjustment to the school start date, district administration may request a change to this calendar.

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28	29	30	31			

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Purple = New Teachers Only Green = Teacher PD Day Blue = Teacher Work Day
 Red = First/Last Day of Semester Orange = School Closed
 □ = Possible Make-Up Day ○ = End of Grading Periods

January 1-3
-Winter Holidays-
District Closed

January 6
Teacher PD Day

January 7
Teacher Work Day

January 8
Students Return

January 20
-MLK Jr. Day-
District Closed

February 17
-President's Day-
District Closed

March 12
End of 3rd 9 Weeks

March 13
Teacher PD Day

April 6-10
-Spring Break-
District Closed

April 13
Possible Make-Up Day
*District will be closed
if day is not needed*

May 22 and 29
Possible Make-Up Days
*District will be closed
if days are not needed*

May 25
-Memorial Day-
District Closed

June 3
Half Day for Students

June 4
Half Day for Students
Last Day of Second
Semester

June 5
Teacher Work Day

June 6
Graduation Day
South Pointe - 10 am
Rock Hill - 2 pm
Northwestern - 6 pm

Rock Hill water main break prompts school closings Thursday

BY AMANDA HARRIS AND CAILYN DERICKSON

OCTOBER 09, 2019 06:38 PM, UPDATED OCTOBER 10, 2019 08:18 AM



Rock Hill leaders talk water line break

SHARE



**TECHNOLOGY
&
STUDENT
SUPPORT**

**Communication
Communication
Communication**

Before, During, After

ESE SUPPORT

**STAKEHOLDER
INPUT**

**Preparation
&
Deliverables**

ATTENDANCE PROCESSES

**EMPLOYEES
PERSONNEL &
PAYROLL**

November: Practice and Products

- Parent Communication/ Website/ Teacher FAQ -Ready
- Review Stakeholder Input
- Teacher and Principal Surveys
- PreK-2 Products
- 3-12 Process and Products (Plan for downloading, Portals, Work Flow)
- Final Process for How to Handle Attendance/ PowerSchool
- ESE
- Continue Planning and Preparation for All Groups.
- Technical Support
- Mock E Learning Days –First Week of December



eLearning Day Samples:

- Anderson 5
- Spartanburg 7
- Kershaw
- Berkeley



This is a pilot

Make-Up Day to be Determined for October 10th School Closure



2019-2020 SCHOOL CALENDAR

STAY CONNECTED



@ROCKHILLSCHOOLS

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 13

Possible Make-Up Day
*District will be closed
if day is not needed*

May 22 and 29

Possible Make-Up Days
*District will be closed
if days are not needed*

May 2020

S	M	T	W	T	F	S
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24	25	26	27	28	29	30
31						

**Recommendation: Utilize 1 eLearning Day for Make-Up on
Monday, April 13, 2020**

One Team. One Mission. One Rock Hill.

Memo

TO: Dr. Bill Cook
FROM: Anthony Cox, P.E.
DATE: November 6, 2019
SUBJECT: Master Plan "ONE" Final Draft Update
CC: Pathfinders Planning Team

Based on Over 27 presentations to the community, with feedback recorded, several changes have been proposed to the final draft of the subject plan, which was presented at the combined session of the Board of Trustees on July 22, 2019.

The final draft presented at that time, with administrative changes and clarifications up to October 23, 2019, including new 45-day enrollment for the current fiscal year, can be found online at: <https://www.rock-hill.k12.sc.us/domain/2047>

The attached presentation is an overview of the changes we propose for the plan, based on community feedback. We look forward to presenting the plan at the upcoming work session of the Board on November 11, 2019.

Additional information will be provided to the Board at that time, in order to determine a successful pathway for implementation.



3,545,256 square feet
17,613 students
2,413 faculty and staff
41 sites
17 elementary schools
5 middle schools
4 learning centers
3 high schools

ONE.

The Master Plan for
Rock Hill Schools
2020-2030



Master Plan Final Draft Update

For The Board of Trustees
11 November 2019

DRAFT - DRAFT

One Team. One Mission. One Rock Hill.

DRAFT - DRAFT

Master Plan Goal: From 2020→2030

Transform our school campuses into
ONE Rock Hill Modern Learning Environment
for every graduate's success.



One Team. One Mission. One Rock Hill.

Strategies & Project Options

Key Strategies:

Continuing our transition to flexible, collaborative learning spaces

Interconnecting spaces through innovative infrastructure

Preparing & preserving a secure, sustainable school system

Project Areas:

Building
Life-
Ready
Students




The
Modern Learner's
Environment

Safety, Security & Savings Investments




Assessment of Current Facilities



School / Campus Condition

	C1 – Good Condition
	C2 – Needs Renovation
	C3 – Major Renovation or Replacement

Building System Condition

	Replace Now
	Replace in 2 yrs
	Good / In service

Condition Code	Name	Building Components												
		Flooring	Roofing	Doors & Hardware	Painting	Kitchen Equipment	Elevators	Restrooms	Lighting	HVAC	Fire Sprinkler	Exterior Envelope	Exhaust Ventilation	Paving
	PRE-SCHOOL													
	Central Child Development Center					N/A	N/A				Not Installed			
	ELEMENTARY SCHOOLS													
	Bellevue						N/A							
	Ebenezer Avenue													
	Ebinport						N/A				Not Installed			
	Finley Road						N/A							
	Independence						N/A				Not Installed			
	India Hook						N/A							
	Lesslie						N/A				Not Installed			
	Mount Gallant						N/A							
	Mount Holly						N/A							
	Northside						N/A							
	Oakdale						N/A				Not Installed			
	Old Pointe						N/A				Not Installed			
	Richmond Drive						N/A				Not Installed			
	Rosewood						N/A				Not Installed			
	Sunset Park						N/A				Not Installed			
	Sylvia Circle Family Learning Center						N/A				Not Installed			
	York Road						N/A				Not Installed			
	MIDDLE SCHOOLS													
	Castle Heights						N/A							
	Dutchman Creek						N/A							
	Rawlinson Road													
	Saluda Trail						N/A				Not Installed			
	Sullivan													
	HIGH SCHOOLS													
	Applied Technology Center						N/A							
	Northwestern High										Not Installed			
	Rock Hill High										Not Installed			
	South Pointe High													
	DISTRICT SUPPORT SITES													
	District Three Stadium					N/A	N/A				Not Installed			
	District Three Stadium South					N/A	N/A				Not Installed			
	Facilities Services					N/A	N/A				Not Installed			
	Flexible Learning Center										Not Installed			
	Transportation					N/A	N/A				Not Installed		N/A	

One Team. One Mission. One Rock Hill.

Assessment of Current Facilities



Elementary Schools	Core Class	Special Needs	Media Center	Art	Music	PE	Food Service
Bellevue	M	X	X	E	M	X	X
Ebenezer Avenue	X	E / X	X	M	M	X	X
Ebinport	M	X	M	M	M	X	M
Finley Road	M	X	M/X	M/X	M	X	M
Independence	M/X	X	M	M	E	X	E
Lesslie	M/E	X	M	X	X/M	X	M
Mount Gallant	M/E	X	M	M	E	X	M
Northside	X	X	X	X	X	X	X
Oakdale	M	X	M/X	M	M	X	X/M
Richmond Drive	X/M/E	X	X	M	M	X	X
Rosewood	E	X	E	M	M	X	M/X
Sunset Park	M	X	M	M	M	X	X
The Children's School	M	X/M	M	M	M	X	X
York Road	M	M/X	M	M	M	X	M

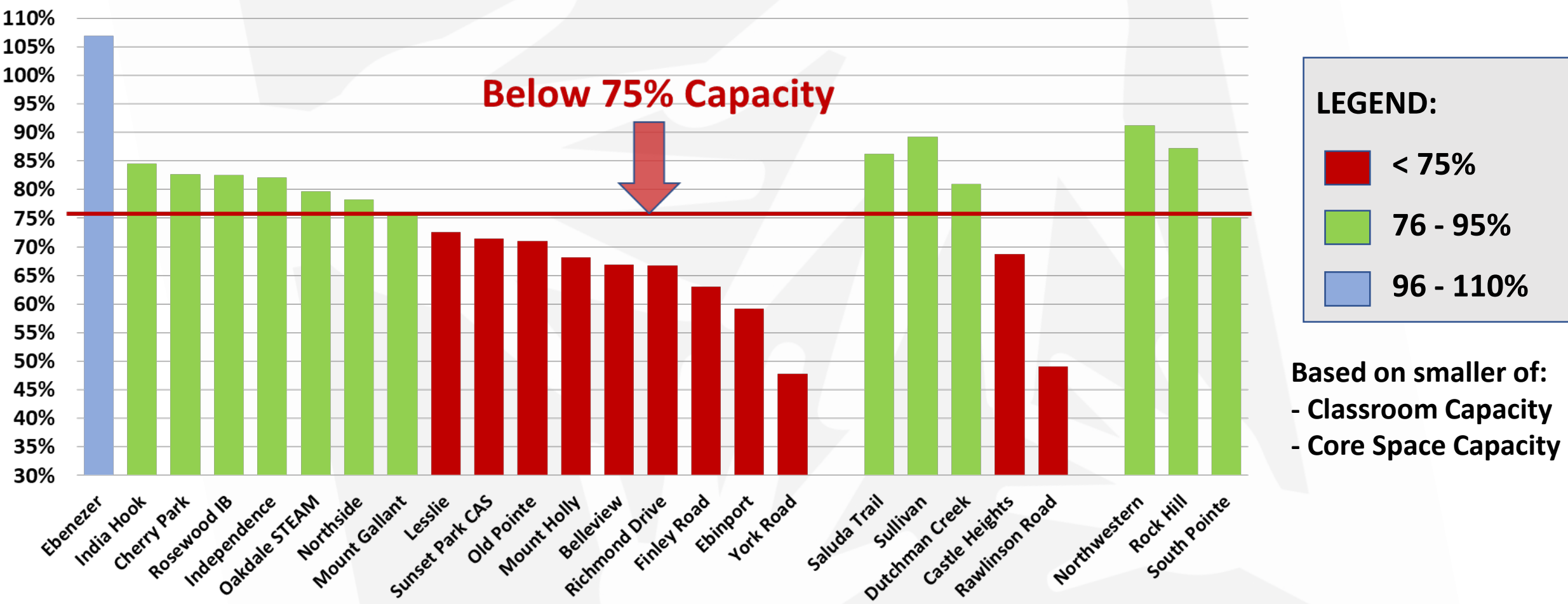
500 Student Model Program			
	# Rooms	SF/Room	Total
Core Academic Classrooms			
PreK Classroom	2	1200	2400
K Classroom	3	1200	3600
Gr. 1 Classroom	4	900	3600
Gr. 2 Classroom	3	900	2700
Gr. 3 Classroom	3	900	2700
Gr. 4 Classroom	3	900	2700
Gr. 5 Classroom	3	900	2700
Science Classroom	1	1000	1000
Computer Classroom	1	900	900
Support Areas	varies	900	900
<i>Subtotal</i>			23200
Special Needs			
Self-Contained	3	1200	3600
Resource	4	450	1800
Speech/OT/PT	1	450	450
ESL	1	450	450
Support Areas	varies	300	300
<i>Subtotal</i>			6600

Media Center	# Rooms	SF/Room	Total
Main RLV Room	1	2700	2700
Support Areas	varies	1000	1000
<i>Subtotal</i>			3700
Art			
Art Classroom	1	1000	1000
Support Areas	varies	400	400
<i>Subtotal</i>			1400
Music			
Music Classroom	1	1000	1000
Support Areas	varies	100	100
<i>Subtotal</i>			1100
Physical Education			
PE/Multipurpose Room	1	3600	3600
Stage	1	800	800
Support Areas	varies	500	500
<i>Subtotal</i>			4900
Food Service			
Student Dining			3600
Support Areas			1400
<i>Subtotal</i>			5000
Total Net Square Footage			45900

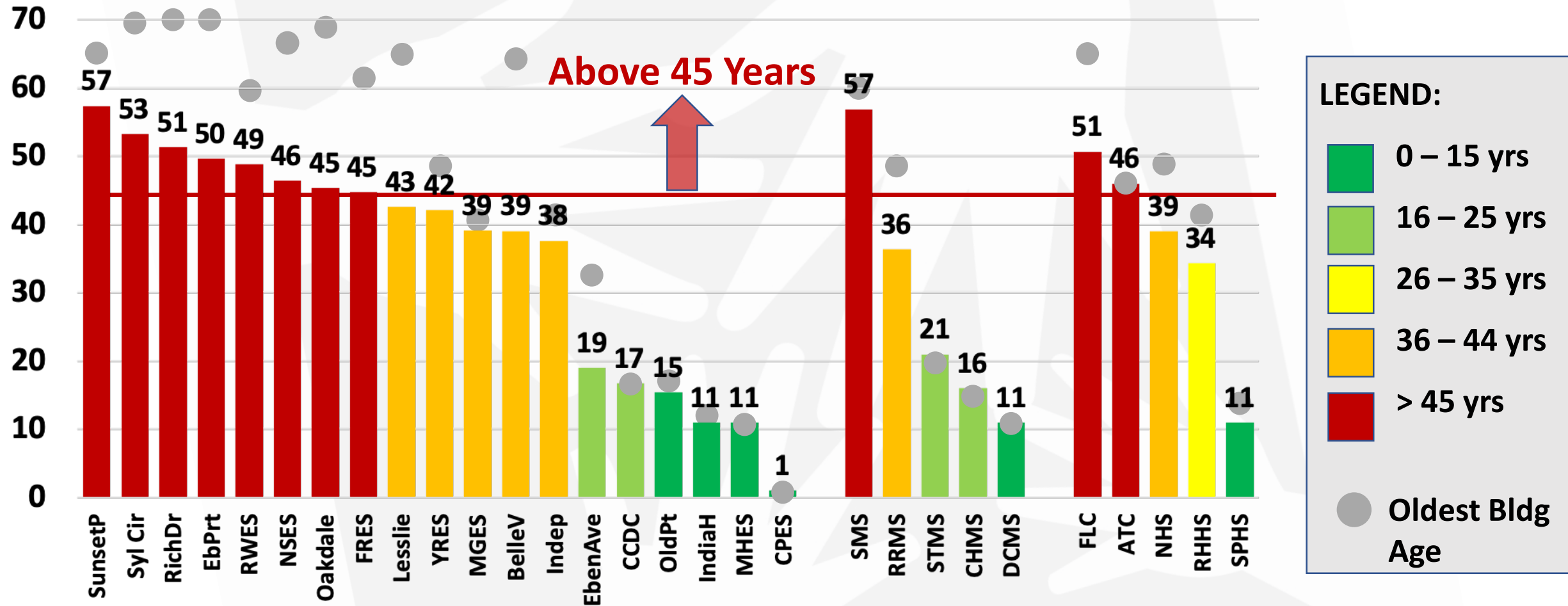
Functional Program Analysis: 500-Student ES

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Assessment of Facilities - School Utilization Rate



School Composite & Actual Age



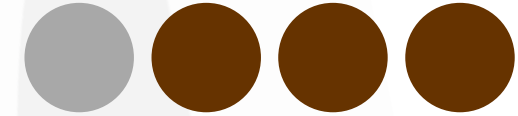
Potential Balance & Efficiency Options



2 **Option 1:** Vacate one elementary school with significant building factors. Move Planning segments to adjacent underutilized schools, in order to achieve best balance.



5 **Option 2:** Vacate two elementary schools with significant building factors. Move planning segments to adjacent underutilized schools, in order to achieve best balance.



1 **Option 3:** Vacate one elementary school with significant building factors and vacate most / all of Flexible Learning Center. Move elementary school planning segments to adjacent underutilized schools. Relocate Flex component schools / departments to vacated school or other location.



3 **Option 4:** Vacate three elementary schools with significant building factors. Construct new school to absorb two elementary school's worth of planning segments. Move remaining segments to adjacent underutilized schools, in order to achieve best balance.



4 **Option 5:** None of the above.



Safety, Security and Savings Investments

PROJECT	5-YR	10-YR
Safety & Security Investments – Phase III	\$4,595,000	\$7,995,000
Building Life Safety Systems Improvements	\$10,181,508	\$24,869,180
ADA & Codes Compliance	\$4,787,012	\$16,037,012
Renovate & Upgrade Stormwater Site Drainage	\$625,000	\$1,250,000
Upgrade & Replace Water Supply / Irrigation	\$400,000	\$1,170,000
Asbestos Management & Capital Renewal	\$1,300,000	\$3,400,000



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Safety, Security and Savings Investments

PROJECT	5-YR	10-YR
Energy Retrofits Projects	\$2,250,000	\$7,000,000
Replace Facilities Custodial & Grounds Equipment	\$1,000,000	\$2,500,000
Support Vehicle Fleet Replacements	\$2,230,000	3,660,000
Install Renewable Resource Power Systems	\$1,000,000	\$6,000,000
Relocate Transportation Site / Ops Consolidation		\$3,500,000
SUBTOTAL (without CM & Contingency)	\$23,368,520	\$77,381,192



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The Modern Learner's Environment

	PROJECT	5-YR	10-YR
	Upgrade Furnishings, Fixtures and Equipment	\$12,000,000	\$42,000,000
SPCAS	Modernization – Replace D & F, 6 CR Addition	\$17,653,857	\$17,293,857
YRES	Replace Elementary School	\$31,200,000	\$31,200,000
EAES	Additions to Core Spaces & Modernization	\$6,529,716	\$8,444,546
ATC	Addition & Systems Renewal	\$4,000,000	\$12,147,577
New	Construct New Elementary School	\$32,575,000	\$32,575,000
SMS	Replace Middle School	\$50,465,000	\$50,465,000
NSESA	Modernization – Replace D & F	\$14,412,866	\$14,412,866
	Alternative Programs Relocations	\$1,000,000	\$1,000,000
NHS	Renovations and Improvements	\$3,647,908	\$25,497,139
RHHS	Renovations and Improvements	\$2,718,257	\$27,182,574



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The Modern Learner's Environment

	PROJECT	5-YR	10-YR
RRMS	Renovations and Systems Renewal	\$7,594,093	\$16,959,935
IES	Renovations and Additions	\$3,578,362	\$8,222,952
MGES	Renovations and Additions	\$3,742,205	\$9,570,342
STMS	Systems Renewal and Improvements	\$3,206,500	\$16,032,502
CHMS	Systems Renewal and Improvements	\$3,920,659	\$19,603,297
BVES	Modernization – Replace A & B	\$3,312,439	\$19,374,796
DCMS	Systems Renewal and Improvements		\$15,232,305
OPES	Systems Renewal and Improvements		\$7,369,996
CCDC	Systems Renewal and Improvements		\$2,657,310
District Sites	Systems Renewal and Repairs		\$6,294,514
ODES	Replace Elementary School		\$30,747,000



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The Modern Learner's Environment

PROJECT		5-YR	10-YR
IHES	Systems Renewal and Improvements		\$4,543,436
MHES	Systems Renewal and Improvements		\$4,907,998
SCFLC	Systems Renewal and Repairs		\$6,023,066
SMS	Systems Renewal and Improvements		\$13,971,942
SPHS	Systems Renewal and Improvements		\$25,620,980
EPES	Renovations and Modernization		\$7,169,246
LES	Renovations and Modernization		\$7,407,256
CPESLI	Site Alteration, Systems Renewal and Repairs		\$1,552,124
Subtotal (without CM & Contingency)		\$201,196,862	\$485,479,556



Building Life Ready Students

PROJECT	5-YR	10-YR
Replacements and Improvements to Playgrounds	\$3,115,000	\$4,114,000
Additions and Renovations to Related and Performing Arts Classrooms	\$2,260,000	\$6,325,000
Athletics Facilities Renewal and Replacement	\$6,100,000	\$11,100,000
Additions to or Replacement of High School Auditoriums	\$17,035,039	\$20,035,039



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Building Life Ready Students

PROJECT	5-YR	10-YR
Renovation and Upgrades to District Stadiums	\$2,640,000	\$11,490,000
Running Track Repairs & Upgrades, Phase II		\$1,813,300
Athletic Field Lighting Upgrades		\$1,800,000
Subtotal (without CM & Contingency)	\$31,150,039	\$56,677,339



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Project Options: Investment Areas By School

School / Site	Bellevue	Cherry Park ESLI	Ebenezer Ave. ESTMI	Ebinport	Finley Road	Independence	India Hook	Lesslie	Mount Gallant	Mount Holly	Northside ESSA	Oakdale STEAM	Old Pointe	Richmond Drive	Rosewood IB	Sunset Park CAS	York Road	Castle Heights	Dutchman Creek	Rawlinson Roak	Saluda Trail STEAM	Sullivan IB	Northwestern	Rock Hill	South Pointe STEAM	Central Child Development	Sylvia Circle Family Learning	Applied Technology	Flexible Learning	Aquatics Center	The Carroll School	Central Office	Operations	Transportation	District Three Stadium	District Stadium SOUTH
Safety, Security & Savings Investments	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
The Modern Learner's Environment	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
Building Life-Ready Students	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓										✓	✓
Type	Elementary Schools																Middle Schools					High Schools	Education Centers			Special Centers	District Support Sites									

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Summary: Benefits & Costs



Our Community will see significant safety & security investments at every campus.



Extensive renovation & modernization of 29 campuses. Replacement of 7-10 old buildings. Renewal of furnishings, equipment.



Substantial upgrade, renewal or replacement of performing & related arts spaces, athletics facilities & playgrounds at 28 sites.

Cost Area	5 Year	10 Year
Const & Goods	\$28,368,520	\$77,381,192
CM & Contingency	\$3,694,058	\$10,124,930
Total Area Cost	\$32,062,578	\$87,506,122

Const & Goods	\$201,196,862	\$485,479,556
CM & Contingency	\$26,199,211	\$63,522,498
Total Area Cost	\$227,396,074	\$549,002,053

Const & Goods	\$31,150,039	\$56,677,339
CM & Contingency	\$4,056,258	\$7,415,938
Total Area Cost	\$35,206,297	\$64,093,277

GRAND TOTAL	\$294,664,949	\$700,601,452
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Impact on the Average Taxpayer

Median value (\$140,500) Rock Hill homeowner:

$$\begin{aligned} \$295 \text{ million} &= \$12.41 / \text{month} \\ &= \$0.41 / \text{day} \end{aligned}$$



Median value (\$261,000) business / rental property owner in Rock Hill:

$$\$295 \text{ million} = \$38.58 / \text{month}$$





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Memo

TO: Dr. Bill Cook
FROM: Terri Smith
DATE: November 5, 2019
SUBJECT: Resolutions to Order Referendum

Attached are two resolutions ordering a referendum for the Board of Trustee's to review. These will be presented at the November 11th board work session. The first resolution contains one ballot question and the second resolution contains two ballot questions. Amounts and dates have been removed.

A RESOLUTION

ORDERING A REFERENDUM IN ROCK HILL SCHOOL DISTRICT NO. 3 OF YORK COUNTY, SOUTH CAROLINA, TO SUBMIT THE QUESTION OF WHETHER ROCK HILL SCHOOL DISTRICT NO. 3 OF YORK COUNTY, SOUTH CAROLINA, SHALL ISSUE NOT EXCEEDING \$_____ GENERAL OBLIGATION BONDS, AT ONE TIME OR FROM TIME TO TIME; PROVIDING FOR THE FORM OF BALLOT TO BE USED; PROVIDING FOR NOTICE OF THE REFERENDUM; AND PROVIDING FOR ALL OTHER THINGS NECESSARY TO SUBMIT THE AFORESAID QUESTION.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ROCK HILL SCHOOL DISTRICT NO. 3 OF YORK COUNTY, SOUTH CAROLINA, AS FOLLOWS:

SECTION 1. Findings. The Board of Trustees (the "Board"), as the governing body of Rock Hill School District No. 3 of York County, South Carolina (the "School District"), hereby finds and determines:

(a) The School District is a duly constituted body politic and political subdivision of the State of South Carolina (the "State").

(b) Article X, Section 15 of the Constitution of the State of South Carolina, 1895, as amended (the "Constitution"), provides that school districts of the State shall have the power to incur general obligation debt only in such manner and upon such terms and conditions as the General Assembly of the State shall prescribe by law.

(c) Article X, Section 15, subsection (5) of the Constitution provides that if general obligation debt is authorized by a majority vote of the qualified electors of the school district voting in a referendum authorized by law, there shall be no conditions or restrictions limiting the incurring of such indebtedness except: (i) those restrictions and limitations imposed in the authorization to incur such indebtedness; (ii) such general obligation debt shall be issued within five years of the date of such referendum; and (iii) general obligation debt may be incurred only for a purpose which is a public purpose and which is a corporate purpose of a school district and such debt shall mature within thirty years from the time such indebtedness shall be incurred.

(d) The provisions of Title 11, Chapter 27, Code of Laws of South Carolina 1976, as amended (the "S.C. Code"), empower the board of a school district order any such referendum as is required by Article X of the Constitution, to prescribe the notice thereof and to conduct or cause to be conducted such referendum in the manner prescribed by Title 59, Chapter 71, Article 1, Code of Laws of South Carolina, 1976, as amended (the "School Bond Act").

(e) There is a need to construct, improve, equip, renovate and repair school buildings or other school facilities, the costs of which must be defrayed with the proceeds of general obligation bonds of the School District. Under the School District's present constitutional debt limitation, the amount of bonds authorized to be issued is limited unless the question of issuing such bonds is submitted and approved by the qualified electors of the School District.

(f) It is in the best interest of the School District for the Board to order a referendum to be held in the School District to submit to the qualified electors of the School District the question of whether the School District shall be authorized to issue, at one time or from time to time, general obligation bonds of the School District in a principal amount of not exceeding \$294,600,000, the proceeds of which shall be used as set forth in Section 1(e) above.

SECTION 2. Order to Hold Referendum. Pursuant to the aforesaid provisions of the Constitution and laws of the State, there is hereby ordered a referendum to be held in the School District on November 5, 2019 (the “Referendum”), at which time there shall be submitted to all persons qualified to vote under the Constitution and laws of the State the question set forth in Section 4 hereof.

SECTION 3. Voting Precincts and Polling Places. The voting precincts or any portion thereof in the School District for the Referendum shall be those designated by Section 7-7-320 of the S.C. Code. The polling places in each of such precincts shall be designated by the Board of Voter Registration and Elections of York County (the “Elections Board”).

The polls shall be opened at seven o'clock in the forenoon and closed at seven o'clock in the afternoon on the date fixed for the Referendum and shall be held open during said hours without intermission or adjournment.

SECTION 4. Form of Ballot. The Elections Board is requested to provide an electronic voting system in such numbers as it considers necessary in good working order and of sufficient capacity for use in the Referendum and to cause there to be prepared for each voting place a number of paper ballots not to exceed ten percent (10%) of registered qualified voters in each voting precinct in the School District. The Referendum shall be conducted in accordance with the provisions of the S.C. Code governing voting machines. Such voting machines shall be delivered to the Elections Board for distribution to the Managers of Election at the several polling places.

(FORM OF BALLOT)

OFFICIAL BALLOT, REFERENDUM
\$ _____ GENERAL OBLIGATION BONDS
ROCK HILL SCHOOL DISTRICT NO. 3 OF YORK COUNTY,
SOUTH CAROLINA
_____, 2020

Shall the Board of Trustees of Rock Hill School District No. 3 of York County, South Carolina (the “School District”), be empowered to issue, at one time or from time to time, general obligation bonds of the School District, in a principal amount of not exceeding \$_____, the proceeds of which shall be used to construct, improve, equip, renovate and repair school buildings or other facilities within the School District or the acquisition of land whereon to construct or establish such facilities as follows:

- Projects Related to Safety, Security and Costs Savings –

Continuation of district-wide upgrades to campus security including video surveillance, access control, alarm and warning systems, security fencing, public address, intercom, emergency radio and other communications upgrades; improve access for first responders; renovate, upgrade or replace infrastructure relating to water, sewer and stormwater systems; energy efficiency retrofits to reduce annual costs; installation of alternative or renewable energy systems; and other upgrades required to be made in compliance with local, state or federal codes or regulations.

- Projects Related to Renovation, Modernization or Replacement of Existing Facilities and Equipment or Construction and Equipping of New Facilities -

Major maintenance, renovation, improvement, or replacement of existing facilities or construction of new facilities where appropriate; improvements to technology infrastructure; improvements to school grounds and campuses; renovations and modernizations in support of school choice programs; and upgrade and replacement of furnishings, fixtures and equipment.

- Projects Related to Arts, Athletics and Wellness –

Additions and renovations to related and performing arts spaces including physical education rooms/gyms, art and music rooms at all school levels and additionally including band, orchestra, chorus rooms and drama spaces and auditoriums at middle school level and at South Pointe High School; additions, renovations, or replacement of auditoriums at Northwestern and Rock Hill High Schools; replacements of and improvements to playgrounds; renovations and upgrades to stadiums including lighting upgrades; repairs and upgrades to running tracks; and athletic facilities and fields renewal and replacement.

If the voter wishes to vote in favor of the question, select “Yes, in favor of the question”; if the voter wishes to vote against the question, “No, Opposed to the question.”

Yes, In Favor of the question

No, Opposed to the question

OFFICIAL BALLOT, REFERENDUM
\$_____ GENERAL OBLIGATION BONDS
ROCK HILL SCHOOL DISTRICT NO. 3 OF YORK COUNTY,
SOUTH CAROLINA
_____, 2020

No. _____

Precinct _____

Initials of Issuing Officer

SECTION 5. Qualification of Voters. Every person offering to vote must be at least eighteen (18) years of age and must be duly registered on the books of registration for the County, South Carolina (the “County”) as an elector in the precinct in which he or she resides and offers to vote on or before the date on which said books of registration are closed for the Referendum, and must present such documents and/or forms of identification as required by State law.

Any registered elector who has moved his or her place of residence after the date on which said books of registration are closed for the Referendum, but before the date of the Referendum, shall be entitled

to vote failsafe, providing they qualify to vote in the Referendum at the York County Voter Registration Office on election day.

Absentee ballots for the Referendum shall be available at the York County Voter Registration Office. The books of registration shall be closed thirty (30) days before the Referendum.

SECTION 6. Notice of Referendum. The Board hereby authorizes the publication of a Notice of Referendum to be published in a newspaper of general circulation in the County, in compliance with Section 7-13-35 of the S.C. Code. Such notice must be published not later than sixty (60) days before the date of the Referendum and again not later than two weeks after the first notice. A Notice of Referendum, substantially in the form attached hereto as Exhibit A, shall be published in a newspaper of general circulation in the County at least once not less than fifteen (15) days prior to the occasion set for the holding of the Referendum in compliance with the School Bond Act.

The Elections Board is authorized to change any of the locations of polling places for the Referendum as deemed necessary or advisable. Appropriate changes are authorized to be made in the Notice of Referendum.

SECTION 7. Elections Board. A certified copy of this Resolution shall be filed with the Elections Board and the Elections Board is hereby requested as follows:

(a) To join in the action of the School District in providing for the Notice of Referendum required by Section 7-13-35 of the S.C. Code;

(b) To prescribe the form of ballot to be used in the Referendum;

(c) To arrange for polling places in each precinct or any part of a precinct within the School District;

(d) To appoint Managers of Election;

(e) To provide voting machines for the Referendum;

(f) To conduct the Referendum, receive the returns thereof, canvass such returns, declare the results thereof, and certify such results to the Board; and

(g) To take other steps and prepare such other means as shall be necessary or required by law in order to properly conduct the Referendum.

SECTION 8. Miscellaneous. The Board hereby authorizes the Chairman and Secretary of the Board and the Superintendent of the School District to execute such documents and instruments as may be necessary with regard to the Referendum. The Board hereby retains Burr & Forman LLP d/b/a Burr Forman McNair, as Bond Counsel, and Compass Municipal Advisors, LLC, as Financial Advisor, in connection with the Referendum and, if approved, in connection with the issuance of the general obligation bonds. The Superintendent is authorized to execute such contracts, documents or engagement letters as may be necessary and appropriate to effectuate said engagements.

SECTION 9. Effective Date of Resolution. This Resolution shall take effect and be in full force from and after its adoption.

Adopted this ____ day of _____, 2019.

ROCK HILL SCHOOL DISTRICT NO. 3 OF
YORK COUNTY, SOUTH CAROLINA

Chair, Board of Trustees

(SEAL)

ATTEST:

Secretary, Board of Trustees

(FORM OF NOTICE OF REFERENDUM)

NOTICE OF REFERENDUM
\$_____ GENERAL OBLIGATION BONDS
ROCK HILL SCHOOL DISTRICT NO. 3 OF YORK COUNTY,
SOUTH CAROLINA

NOTICE IS HEREBY GIVEN that a referendum will be held in Rock Hill School District No. 3 of York County, South Carolina (the "School District"), on _____, 2020, for the purpose of submitting to all persons qualified to vote in the School District, under the Constitution and laws of the State of South Carolina, the following question:

Shall the Board of Trustees of Rock Hill School District No. 3 of York County, South Carolina (the "School District"), be empowered to issue, at one time or from time to time, general obligation bonds of the School District, in a principal amount of not exceeding \$_____, the proceeds of which shall be used to construct, improve, equip, renovate and repair school buildings or other facilities within the School District or the acquisition of land whereon to construct or establish such facilities as follows:

- Projects Related to Safety, Security and Costs Savings –

Continuation of district-wide upgrades to campus security including video surveillance, access control, alarm and warning systems, security fencing, public address, intercom, emergency radio and other communications upgrades; improve access for first responders; renovate, upgrade or replace infrastructure relating to water, sewer and stormwater systems; energy efficiency retrofits to reduce annual costs; installation of alternative or renewable energy systems; and other upgrades required to be made in compliance with local, state or federal codes or regulations.

- Projects Related to Renovation, Modernization or Replacement of Existing Facilities and Equipment or Construction and Equipping of New Facilities -

Major maintenance, renovation, improvement, or replacement of existing facilities or construction of new facilities where appropriate; improvements to technology infrastructure; improvements to school grounds and campuses; renovations and modernizations in support of school choice programs; and upgrade and replacement of furnishings, fixtures and equipment.

- Projects Related to Arts, Athletics and Wellness –

Additions and renovations to related and performing arts spaces including physical education rooms/gyms, art and music rooms at all school levels and additionally including band, orchestra, chorus rooms and drama spaces and auditoriums at middle school level and at South Pointe High School; additions, renovations, or replacement of auditoriums at Northwestern and Rock Hill High Schools; replacements of and improvements to playgrounds; renovations and upgrades to stadiums including lighting

upgrades; repairs and upgrades to running tracks; and athletic facilities and fields renewal and replacement.

If the voter wishes to vote in favor of the question, select “Yes, in favor of the question”; if the voter wishes to vote against the question, “No, Opposed to the question.”

Yes, In Favor of the question

No, Opposed to the question

Such question is being submitted pursuant to Article X, Section 15 of the Constitution of the State of South Carolina, 1895, as amended, Title 11, Chapter 27, Code of Laws of the State of South Carolina 1976, as amended, and Title 59, Chapter 71, Article 1, Code of Laws of South Carolina, 1976, as amended. If a majority of the qualified electors of the School District voting in the Referendum approve the issuance of not exceeding \$_____ General Obligation Bonds (the “Bonds”), the Bonds may be issued by the School District either at one time or from time to time, but no Bonds shall be issued later than five years from the date of the Referendum. The proceeds of the Bonds will be used to finance the costs of constructing, improving, equipping, renovating and repairing school building or other school facilities within the School District.

The precincts or portions thereof within the School District and locations of the several polling places for such Referendum are as follows:

TO BE PROVIDED

The polls shall be opened from 7:00 a.m. until 7:00 p.m. at the polling places designated above and shall be open during these hours without intermission or adjournment. Appropriate voting machines will be provided at the polling places for the casting of ballots on the aforesaid question. Managers of Election will be appointed by the Board of Voter Registration and Elections of York County (the “Elections Board”). The Managers of Election shall see that each person offering to vote takes the oath that he or she is qualified to vote at this Referendum according to the Constitution of this State and that he or she has not voted previously in this Referendum.

Every person offering to vote (a) must be at least 18 years of age on the date of the Referendum; (b) must reside in the School District; (c) must be duly registered on the books of registration for Spartanburg County as an elector in the precinct in which he or she resides and offers to vote on or before the date on which the books of registration are closed for the Referendum, such date being _____, 2020; and (d) must present such documents and/or forms of identification as required by State law.

Voters who are blind, who are otherwise physically handicapped, or who are unable to read or write are entitled to assistance in casting their ballot. This assistance may be given by anyone the voter chooses except his or her employer, an agent of his or her employer, or an officer or agent of his or her union. The Managers of Election must be notified if assistance is needed. Voters who are unable to enter their polling place due to physical handicap or age may vote in the vehicle in which they drove, or were driven to the polls. When notified, the Managers of Election will help voters effectuate this curbside voting provision. Registered voters may be eligible to vote by absentee ballot.

The process of examining the return-address envelopes containing absentee ballots will begin at 9:00 a.m. on the date of the Referendum in the office of the Board of Voter Registration and Elections of

York County, South Carolina. Persons wishing more information concerning absentee balloting should contact the office of the Elections Board at _____.

The York County Board of Canvassers shall hold a hearing on ballots challenged in the Referendum on _____, _____, at _____ a.m., at _____.

Board of Trustees of Rock Hill School District
No. 3 of York County, South Carolina

Board of Voter Registration and Elections of
York County

A RESOLUTION

ORDERING A REFERENDUM IN ROCK HILL SCHOOL DISTRICT NO. 3 OF YORK COUNTY, SOUTH CAROLINA, TO SUBMIT THE QUESTIONS OF WHETHER ROCK HILL SCHOOL DISTRICT NO. 3 OF YORK COUNTY, SOUTH CAROLINA, SHALL ISSUE NOT EXCEEDING \$_____ GENERAL OBLIGATION BONDS, AT ONE TIME OR FROM TIME TO TIME; PROVIDING FOR THE FORM OF BALLOT TO BE USED; PROVIDING FOR NOTICE OF THE REFERENDUM; AND PROVIDING FOR ALL OTHER THINGS NECESSARY TO SUBMIT THE AFORESAID QUESTIONS.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ROCK HILL SCHOOL DISTRICT NO. 3 OF YORK COUNTY, SOUTH CAROLINA, AS FOLLOWS:

SECTION 1. Findings. The Board of Trustees (the “Board”), as the governing body of Rock Hill School District No. 3 of York County, South Carolina (the “School District”), hereby finds and determines:

(a) The School District is a duly constituted body politic and political subdivision of the State of South Carolina (the “State”).

(b) Article X, Section 15 of the Constitution of the State of South Carolina, 1895, as amended (the “Constitution”), provides that school districts of the State shall have the power to incur general obligation debt only in such manner and upon such terms and conditions as the General Assembly of the State shall prescribe by law.

(c) Article X, Section 15, subsection (5) of the Constitution provides that if general obligation debt is authorized by a majority vote of the qualified electors of the school district voting in a referendum authorized by law, there shall be no conditions or restrictions limiting the incurring of such indebtedness except: (i) those restrictions and limitations imposed in the authorization to incur such indebtedness; (ii) such general obligation debt shall be issued within five years of the date of such referendum; and (iii) general obligation debt may be incurred only for a purpose which is a public purpose and which is a corporate purpose of a school district and such debt shall mature within thirty years from the time such indebtedness shall be incurred.

(d) The provisions of Title 11, Chapter 27, Code of Laws of South Carolina 1976, as amended (the “S.C. Code”), empower the board of a school district order any such referendum as is required by Article X of the Constitution, to prescribe the notice thereof and to conduct or cause to be conducted such referendum in the manner prescribed by Title 59, Chapter 71, Article 1, Code of Laws of South Carolina, 1976, as amended (the “School Bond Act”).

(e) There is a need to construct, improve, equip, renovate and repair school buildings or other school facilities, the costs of which must be defrayed with the proceeds of general obligation bonds of the School District. Under the School District’s present constitutional debt limitation, the amount of bonds authorized to be issued is limited unless the question of issuing such bonds is submitted and approved by the qualified electors of the School District.

(f) It is in the best interest of the School District for the Board to order a referendum to be held in the School District to submit to the qualified electors of the School District the questions of whether the School District shall be authorized to issue, at one time or from time to time, general obligation bonds of the

School District in a principal amount of not exceeding \$_____, the proceeds of which shall be used as set forth in Section 1(e) above.

SECTION 2. Order to Hold Referendum. Pursuant to the aforesaid provisions of the Constitution and laws of the State, there is hereby ordered a referendum to be held in the School District on November 5, 2019 (the “Referendum”), at which time there shall be submitted to all persons qualified to vote under the Constitution and laws of the State the questions set forth in Section 4 hereof.

SECTION 3. Voting Precincts and Polling Places. The voting precincts or any portion thereof in the School District for the Referendum shall be those designated by Section 7-7-320 of the S.C. Code. The polling places in each of such precincts shall be designated by the Board of Voter Registration and Elections of York County (the “Elections Board”).

The polls shall be opened at seven o'clock in the forenoon and closed at seven o'clock in the afternoon on the date fixed for the Referendum and shall be held open during said hours without intermission or adjournment.

SECTION 4. Form of Ballot. The Elections Board is requested to provide an electronic voting system in such numbers as it considers necessary in good working order and of sufficient capacity for use in the Referendum and to cause there to be prepared for each voting place a number of paper ballots not to exceed ten percent (10%) of registered qualified voters in each voting precinct in the School District. The Referendum shall be conducted in accordance with the provisions of the S.C. Code governing voting machines. Such voting machines shall be delivered to the Elections Board for distribution to the Managers of Election at the several polling places.

(FORM OF BALLOT)

OFFICIAL BALLOT, REFERENDUM
\$_____ GENERAL OBLIGATION BONDS
ROCK HILL SCHOOL DISTRICT NO. 3 OF YORK COUNTY,
SOUTH CAROLINA
_____, 2020

Question 1

Shall the Board of Trustees of Rock Hill School District No. 3 of York County, South Carolina (the “School District”), be empowered to issue, at one time or from time to time, general obligation bonds of the School District, in a principal amount of not exceeding \$_____, the proceeds of which shall be used to construct, improve, equip, renovate and repair school buildings or other facilities within the School District or the acquisition of land whereon to construct or establish such facilities as follows:

- Projects Related to Safety, Security and Costs Savings –

Continuation of district-wide upgrades to campus security including video surveillance, access control, alarm and warning systems, security fencing, public address, intercom, emergency radio and other communications upgrades; improve access for first responders; renovate, upgrade or replace infrastructure relating to water, sewer and stormwater systems; energy efficiency retrofits to reduce annual costs; installation of

alternative or renewable energy systems; and other upgrades required to be made in compliance with local, state or federal codes or regulations.

- Projects Related to Renovation, Modernization or Replacement of Existing Facilities and Equipment or Construction and Equipping of New Facilities -

Major maintenance, renovation, improvement, or replacement of existing facilities or construction of new facilities where appropriate; improvements to technology infrastructure; improvements to school grounds and campuses; renovations and modernizations in support of school choice programs; and upgrade and replacement of furnishings, fixtures and equipment.

If the voter wishes to vote in favor of the question, select “Yes, in favor of the question”; if the voter wishes to vote against the question, “No, Opposed to the question.”

Yes, In Favor of the question

No, Opposed to the question

Question 2

If and only if Question 1 above is approved, shall the Board of Trustees of Rock Hill School District No. 3 of York County, South Carolina (the “School District”), be empowered to issue, at one time or from time to time, general obligation bonds of the School District, in a principal amount of not exceeding \$_____, the proceeds of which shall be used to construct, improve, equip, renovate and repair school buildings or other facilities within the School District or the acquisition of land whereon to construct or establish such facilities as follows:

- Projects Related to Arts, Athletics and Wellness –

Additions and renovations to related and performing arts spaces including physical education rooms/gyms, art and music rooms at all school levels and additionally including band, orchestra, chorus rooms and drama spaces and auditoriums at middle school level and at South Pointe High School; additions, renovations, or replacement of auditoriums at Northwestern and Rock Hill High Schools; replacements of and improvements to playgrounds; renovations and upgrades to stadiums including lighting upgrades; repairs and upgrades to running tracks; and athletic facilities and fields renewal and replacement.

If the voter wishes to vote in favor of the question, select "Yes, in favor of the question"; if the voter wishes to vote against the question, "No, Opposed to the question."

Yes, In Favor of the question

No, Opposed to the question

OFFICIAL BALLOT, REFERENDUM
\$ _____ GENERAL OBLIGATION BONDS
ROCK HILL SCHOOL DISTRICT NO. 3 OF YORK COUNTY,
SOUTH CAROLINA
_____, 2020

No. _____

Precinct _____

Initials of Issuing Officer

SECTION 5. Qualification of Voters. Every person offering to vote must be at least eighteen (18) years of age and must be duly registered on the books of registration for York County, South Carolina (the "County") as an elector in the precinct in which he or she resides and offers to vote on or before the date on which said books of registration are closed for the Referendum, and must present such documents and/or forms of identification as required by State law.

Any registered elector who has moved his or her place of residence after the date on which said books of registration are closed for the Referendum, but before the date of the Referendum, shall be entitled to vote failsafe, providing they qualify to vote in the Referendum at the York County Voter Registration Office on election day.

Absentee ballots for the Referendum shall be available at the York County Voter Registration Office. The books of registration shall be closed thirty (30) days before the Referendum.

SECTION 6. Notice of Referendum. The Board hereby authorizes the publication of a Notice of Referendum to be published in a newspaper of general circulation in the County in compliance with Section 7-13-35 of the S.C. Code. Such notice must be published not later than sixty (60) days before the date of the Referendum and again not later than two weeks after the first notice. A Notice of Referendum, substantially in the form attached hereto as Exhibit A, shall be published in a newspaper of general circulation in the County at least once not less than fifteen (15) days prior to the occasion set for the holding of the Referendum in compliance with the School Bond Act.

The Elections Board is authorized to change any of the locations of polling places for the Referendum as deemed necessary or advisable. Appropriate changes are authorized to be made in the Notice of Referendum.

SECTION 7. Elections Board. A certified copy of this Resolution shall be filed with the Elections Board and the Elections Board is hereby requested as follows:

- (a) To join in the action of the School District in providing for the Notice of Referendum required by Section 7-13-35 of the S.C. Code;
- (b) To prescribe the form of ballot to be used in the Referendum;
- (c) To arrange for polling places in each precinct or any part of a precinct within the School District;
- (d) To appoint Managers of Election;
- (e) To provide voting machines for the Referendum;
- (f) To conduct the Referendum, receive the returns thereof, canvass such returns, declare the results thereof, and certify such results to the Board; and
- (g) To take other steps and prepare such other means as shall be necessary or required by law in order to properly conduct the Referendum.

SECTION 8. Miscellaneous. The Board hereby authorizes the Chairman and Secretary of the Board and the Superintendent of the School District to execute such documents and instruments as may be necessary with regard to the Referendum. The Board hereby retains Burr & Forman LLP d/b/a Burr Forman McNair, as Bond Counsel, and Compass Municipal Advisors, LLC, as Financial Advisor, in connection with the Referendum and, if approved, in connection with the issuance of the general obligation bonds. The Superintendent is authorized to execute such contracts, documents or engagement letters as may be necessary and appropriate to effectuate said engagements.

SECTION 9. Effective Date of Resolution. This Resolution shall take effect and be in full force from and after its adoption.

Adopted this ____ day of _____, 2019.

ROCK HILL SCHOOL DISTRICT NO. 3 OF
YORK COUNTY, SOUTH CAROLINA

Chair, Board of Trustees

(SEAL)

ATTEST:

Secretary, Board of Trustees

(FORM OF NOTICE OF REFERENDUM)

NOTICE OF REFERENDUM
\$_____ GENERAL OBLIGATION BONDS
ROCK HILL SCHOOL DISTRICT NO. 3 OF YORK COUNTY,
SOUTH CAROLINA

NOTICE IS HEREBY GIVEN that a referendum will be held in Rock Hill School District No. 3 of York County, South Carolina (the "School District"), on _____, 2020, for the purpose of submitting to all persons qualified to vote in the School District, under the Constitution and laws of the State of South Carolina, the following questions:

Question 1

Shall the Board of Trustees of Rock Hill School District No. 3 of York County, South Carolina (the "School District"), be empowered to issue, at one time or from time to time, general obligation bonds of the School District, in a principal amount of not exceeding \$_____, the proceeds of which shall be used to construct, improve, equip, renovate and repair school buildings or other facilities within the School District or the acquisition of land whereon to construct or establish such facilities as follows:

- Projects Related to Safety, Security and Costs Savings –

Continuation of district-wide upgrades to campus security including video surveillance, access control, alarm and warning systems, security fencing, public address, intercom, emergency radio and other communications upgrades; improve access for first responders; renovate, upgrade or replace infrastructure relating to water, sewer and stormwater systems; energy efficiency retrofits to reduce annual costs; installation of alternative or renewable energy systems; and other upgrades required to be made in compliance with local, state or federal codes or regulations.

- Projects Related to Renovation, Modernization or Replacement of Existing Facilities or Equipment or Construction and Equipping of New Facilities -

Major maintenance, renovation, improvement, or replacement of existing facilities or construction of new facilities where appropriate; improvements to technology infrastructure; improvements to school grounds and campuses; renovations and modernizations in support of school choice programs; and upgrade and replacement of furnishings, fixtures and equipment.

If the voter wishes to vote in favor of the question, select “Yes, in favor of the question”; if the voter wishes to vote against the question, “No, Opposed to the question.”

Yes, In Favor of the question

No, Opposed to the question

Question 2

If and only if Question 1 above is approved, shall the Board of Trustees of Rock Hill School District No. 3 of York County, South Carolina (the “School District”), be empowered to issue, at one time or from time to time, general obligation bonds of the School District, in a principal amount of not exceeding \$_____, the proceeds of which shall be used to construct, improve, equip, renovate and repair school buildings or other facilities within the School District or the acquisition of land whereon to construct or establish such facilities as follows:

- Projects Related to Arts, Athletics and Wellness –

Additions and renovations to related and performing arts spaces including physical education rooms/gyms, art and music rooms at all school levels and additionally including band, orchestra, chorus rooms and drama spaces and auditoriums at middle school level and at South Pointe High School; additions, renovations, or replacement of auditoriums at Northwestern and Rock Hill High Schools; replacements of and improvements to playgrounds; renovations and upgrades to stadiums including lighting upgrades; repairs and upgrades to running tracks; and athletic facilities and fields renewal and replacement.

If the voter wishes to vote in favor of the question, select “Yes, in favor of the question”; if the voter wishes to vote against the question, “No, Opposed to the question.”

Yes, In Favor of the question

No, Opposed to the question

Such questions are being submitted pursuant to Article X, Section 15 of the Constitution of the State of South Carolina, 1895, as amended, Title 11, Chapter 27, Code of Laws of the State of South Carolina 1976, as amended, and Title 59, Chapter 71, Article 1, Code of Laws of South Carolina, 1976, as amended. If a majority of the qualified electors of the School District voting in the Referendum approve the issuance of not exceeding \$_____ General Obligation Bonds (the “Bonds”), the Bonds may be issued by the School District either at one time or from time to time, but no Bonds shall be issued later than five years from the date of the Referendum. The proceeds of the Bonds will be used to finance the costs (including architectural, engineering, legal and related fees) of constructing, improving, equipping, renovating and repairing school building or other school facilities within the School District.

The precincts or portions thereof within the School District and locations of the several polling places for such Referendum are as follows:

TO BE PROVIDED

The polls shall be opened from 7:00 a.m. until 7:00 p.m. at the polling places designated above and shall be open during these hours without intermission or adjournment. Appropriate voting machines will be provided at the polling places for the casting of ballots on the aforesaid questions. Managers of Election will be appointed by the Board of Voter Registration and Elections of York County (the "Elections Board"). The Managers of Election shall see that each person offering to vote takes the oath that he or she is qualified to vote at this Referendum according to the Constitution of this State and that he or she has not voted previously in this Referendum.

Every person offering to vote (a) must be at least 18 years of age on the date of the Referendum; (b) must reside in the School District; (c) must be duly registered on the books of registration for Spartanburg County as an elector in the precinct in which he or she resides and offers to vote on or before the date on which the books of registration are closed for the Referendum, such date being _____, 2020; and (d) must present such documents and/or forms of identification as required by State law.

Voters who are blind, who are otherwise physically handicapped, or who are unable to read or write are entitled to assistance in casting their ballot. This assistance may be given by anyone the voter chooses except his or her employer, an agent of his or her employer, or an officer or agent of his or her union. The Managers of Election must be notified if assistance is needed. Voters who are unable to enter their polling place due to physical handicap or age may vote in the vehicle in which they drove, or were driven to the polls. When notified, the Managers of Election will help voters effectuate this curbside voting provision. Registered voters may be eligible to vote by absentee ballot.

The process of examining the return-address envelopes containing absentee ballots will begin at 9:00 a.m. on the date of the Referendum in the office of the Board of Voter Registration and Elections of York County, South Carolina. Persons wishing more information concerning absentee balloting should contact the office of the Elections Board at _____.

The York County Board of Canvassers shall hold a hearing on ballots challenged in the Referendum on _____, _____, at _____ a.m., at _____.

Board of Trustees of Rock Hill School District
No. 3 of York County, South Carolina

Board of Voter Registration and Elections of
York County

Other and Future Business

Chairman Miller

Executive Session

Contractual Matters:

- >Intergovernmental Agreement*
- >Facilities Agreement*

Action as Required from Executive Session

Adjournment