



# ANDERSON DISTRICT 3

## BOARD OF TRUSTEES MEETING AGENDA

335 WEST FRONT STREET | P.O. BOX 118 | IVA, SC 29655 | (864) 348-6196 | WWW.ACSD3.ORG

**Monday, March 13, 2023**  
**Regular Board Meeting - 6:30 pm**

1. **Call to Order**
2. **Pledge of Allegiance to the Flag of the United States of America**
3. **Consent of Agenda**
  - A. Approval of Agenda
  - B. Approval of February 13, 2023 Meeting Minutes
    - a. Key
4. **Commendations**
5. **Citizens' Comments**
6. **Construction Update - J Davis**
7. **Reports**
  - A. AIT Update - Dr. Couch
  - B. Financial Reports – Mr. Matthew Moore
    1. Budget Update
    2. General Fund
    3. Sales Tax
8. **Action Items**
  - A. Suspension of Policy BG/BGD
  - B. GCLE Unencumbered Time
  - C. Administrative Rule GCLE-R
  - D. AIT Liaison Committee
  - E. Board Safety Committee
  - F. April Board Meeting Date
9. **Appendix items**
  - A. Cognia Accreditation Letter
  - B. Statement of Economic Interests by March 30, 2023
  - C. A3 Phishing Campaign
10. **Executive Session**
  - A. Personnel Matters - Action as Necessary
    1. Returning Teacher Recommendations for 2023 - 2024
    2. Personnel Recommendations for New Hires
    3. Employee Resignation
  - B. Contractual Matters - Action as Necessary
  - C. Security



# FY 23-24 Budget Update

March 13, 2023





# House Ways and Means Budget

- House Debate Begins Monday, March 13th
- Highlights
  - Retirement Increase - 1.25%
  - Health Insurance Premium Increase - 3.7% (Employer Only)
  - Increase State Minimum Teacher Pay from \$40,000 to \$42,500
  - Increases Bus Driver Pay by 20% on State Portion
  - Increased Funding for CERDEP\*
  - Teacher Supply Checks Increased from \$300 to \$350
  - Additional Rolled Up Funds
    - Student Health & Fitness - Nurses (\$105k)
    - Student Health & Fitness - Elementary P.E. (\$18k)
    - Guidance/Career Specialist (\$141k)



# Budget Impacts - Expenditures

<b>Expenditure Category</b>	<b>Expenditure Description</b>	<b>General Fund Impact</b>	<b>District-Wide Impact</b>
Salary & Fringe Benefits	Step for Teachers	\$135,000	\$165,000
Salary & Fringe Benefits	Step for All Other Staff	\$70,000	\$85,000
Fringe Benefits	1.25% Retirement Increase	\$195,000	\$235,000
Fringe Benefits	3.7% Health Insurance Increase	\$85,000	\$105,000
Salary & Fringe Benefits	\$2,500 Teacher Pay Increase	\$575,000	\$700,000
Salary & Fringe Benefits	20% Bus Driver Pay Increase*	\$75,000	\$75,000
Salary & Fringe Benefits	Added 26th Step for Teachers	\$25,000	\$30,000
Purchased Services	SRO Contract Increase	\$13,000	\$13,000
Purchased Services	Canine Inspections	\$6,000	\$6,000



# Budget Impacts - Revenues

Revenue Category	Revenue Description	Projected Total	Budget Change
State Revenue	Bus Driver Salary & Fringe	\$410,000	\$40,000
State Revenue	State Aid to Classrooms-Growth	See Line Below	\$400,000
<i>State Revenue</i>	<i>State Aid to Classrooms-New Funding</i>	<i>\$14,500,000</i>	<i>\$500,000</i>
State Revenue	Tier III (State Sales Tax)	\$2,300,000	\$400,000
State Revenue	Other Income	\$162,000	\$20,000
Local Revenue	Interest Income	\$40,000	\$20,000
Local Revenue	Maximum Allowable Millage - 8 Mills	\$6,000,000	\$245,000



## Other Bills of Note

- [H. 3843](#) - Open Enrollment
- [S. 39](#) - Education Scholarship Trust Fund
- [S. 245](#) - Booster Clubs
- [S. 285](#) - Academic Choice in Education Act (ACE)
- [S. 552](#) - Paid Parental Leave to Teachers - Cost to District Estimated at \$140k

## Anderson School District Three

General Fund Budget Analysis

Through February 28, 2023

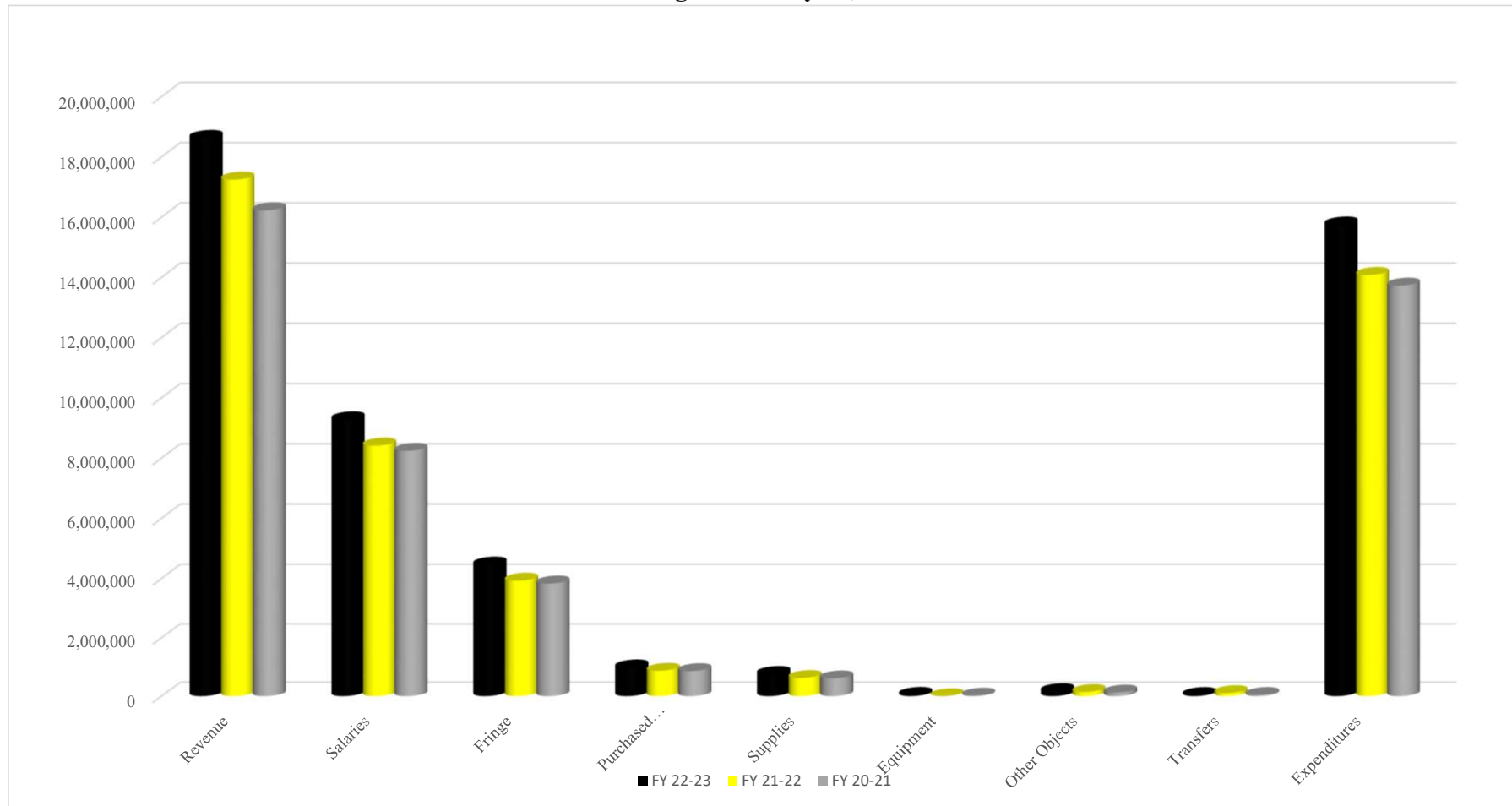
	2022-23 <u>Budget</u>	2022-23 <u>Actual</u>	% of Total <u>Expend.</u>	% of Budget <u>Collected/Spent</u>	Prior Year % of Budget <u>Collected/Spent</u>
<b><i>Revenue and Other Sources</i></b>					
Revenue	23,671,538	16,985,038		71.75%	74.57%
Other Financing Sources	2,431,984	1,644,426		67.62%	59.41%
Total Revenue/Other Financing Sources	26,103,522	18,629,464		71.37%	73.87%
<b><i>Expenditures and Other Uses</i></b>					
Salaries	15,266,914	9,281,815	59.08%	60.80%	60.70%
Fringe	7,668,544	4,460,124	28.39%	58.16%	59.23%
Purchased Services	1,598,075	987,820	6.29%	61.81%	63.88%
Supplies and Materials	1,127,979	762,305	4.85%	67.58%	58.82%
Equipment	18,396	47,500	0.30%	258.21%	0.00%
Other Objects	177,614	172,120	1.10%	96.91%	82.62%
<b>Total Expenditures</b>	25,857,522	15,711,683		60.76%	60.50%
Other Financing Uses	46,000	42,360	0.27%	92.09%	227.40%
Total Expenditures/Other Financing Uses	25,903,522	15,754,043	100.00%	60.82%	60.83%
<b>Excess Revenue/(Expenditures)</b>	<u>200,000</u>	<u>2,875,421</u>			

# Anderson School District Three

## General Fund Budget Analysis

	Revenue	Salaries	Fringe	Purchased Serv.	Supplies	Equipment	Other Objects	Transfers	Expenditures	Over/(Under)
<b>Budget</b>	26,103,522	15,266,914	7,668,544	1,598,075	1,127,979	18,396	177,614	46,000	25,903,522	200,000
<b>FY 22-23</b>	18,629,464	9,281,815	4,460,124	987,820	762,305	47,500	172,120	42,360	15,754,043	<b>2,875,421</b>
<b>FY 21-22</b>	17,247,103	8,412,678	3,925,865	870,342	623,849	-	142,782	104,606	14,080,122	<b>3,166,981</b>
<b>FY 20-21</b>	16,226,131	8,236,288	3,831,138	858,504	610,522	20,925	123,856	44,360	13,725,593	<b>2,500,538</b>

### General Fund Budget Analysis Through February 28, 2023

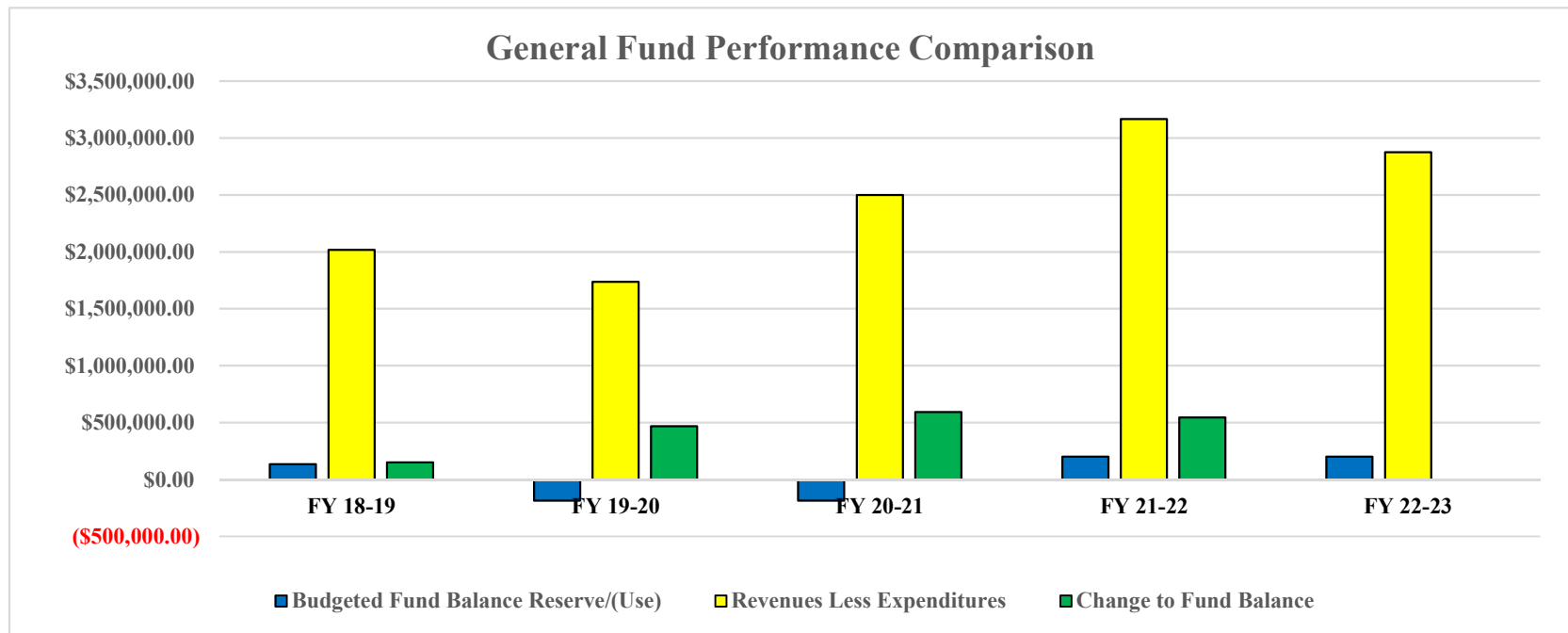




# Anderson School District Three

## General Fund Analysis

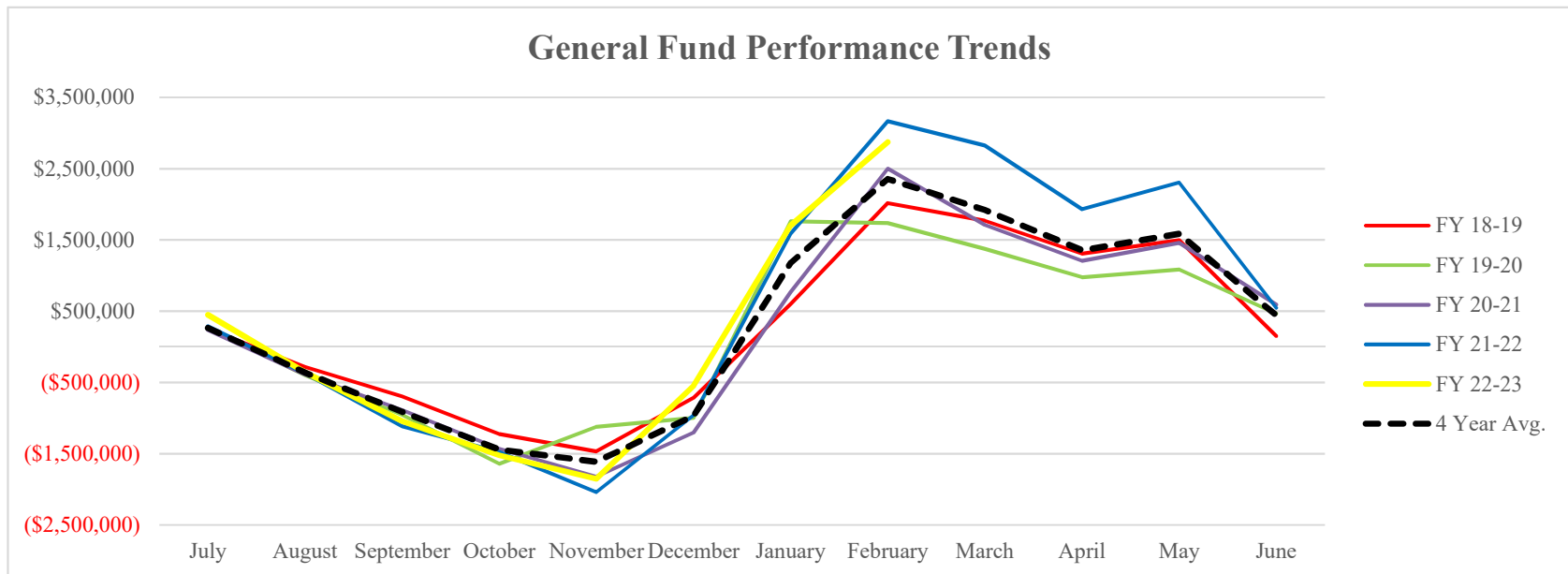
Budget Year	Budgeted Fund Balance Reserve/(Use)	Through February 28th Revenues Less Expenditures	Final Change to Fund Balance	Fund Balance as of June 30
FY 18-19	\$133,850.00	\$2,017,173.62	\$150,292.00	\$4,877,711.00
FY 19-20	(\$184,760.00)	\$1,736,164.62	\$467,508.00	\$5,345,219.00
FY 20-21	(\$184,760.00)	\$2,500,537.75	\$592,902.25	\$5,938,121.25
FY 21-22	\$200,000.00	\$3,166,981.13	\$545,945.25	\$6,484,066.50
FY 22-23	\$200,000.00	\$2,875,420.65		



# Anderson School District Three

## General Fund Performance Trends

Month	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
July	\$257,645	\$272,527	\$235,339	\$289,262	\$450,281
August	(\$283,813)	(\$402,040)	(\$390,396)	(\$374,814)	(\$358,628)
September	(\$699,890)	(\$955,657)	(\$886,842)	(\$1,113,644)	(\$1,041,720)
October	(\$1,224,325)	(\$1,642,176)	(\$1,432,502)	(\$1,475,779)	(\$1,524,360)
November	(\$1,468,843)	(\$1,124,884)	(\$1,823,210)	(\$2,040,438)	(\$1,854,303)
December	(\$716,274)	(\$995,999)	(\$1,205,461)	(\$960,655)	(\$548,491)
January	\$599,917	\$1,761,860	\$767,530	\$1,588,393	\$1,702,554
February	\$2,017,174	\$1,736,165	\$2,500,538	\$3,166,981	\$2,875,421
March	\$1,771,897	\$1,375,697	\$1,710,078	\$2,826,408	
April	\$1,308,538	\$975,343	\$1,205,040	\$1,930,240	
May	\$1,496,849	\$1,084,265	\$1,459,600	\$2,303,387	
June	\$150,292	\$467,508	\$592,902	\$545,945	



# Anderson School District Three

## 2022-2023 General Fund Summary

Through February 28, 2023

	Budget	Year to Date	Difference	% of Budget
<b>REVENUE</b>				
State Aid to Classrooms - General Fund	11,542,913	7,795,887	(3,747,026)	67.54%
Bus Driver Salary & Fringe	372,375	169,253	(203,122)	45.45%
Bus Driver Workers Compensation	18,250	17,546	(704)	96.14%
Retiree Insurance	815,500	518,095	(297,405)	63.53%
Property Tax Relief - Tier I	539,500	485,893	(53,607)	90.06%
Homestead Exemption - Tier II	302,500		(302,500)	0.00%
Sales Tax Property Relief - Tier III	1,900,000	994,824	(905,176)	52.36%
Merchants Inventory	5,500	5,632	132	102.41%
Manufacturers Depreciation Reimbursement	375,000		(375,000)	0.00%
Other State Property Tax	27,000	28,985	1,985	107.35%
Other State Revenue	142,000	142,020	20	100.01%
<b>TOTAL STATE</b>	<b>16,040,538</b>	<b>10,158,136</b>	<b>(5,882,402)</b>	<b>63.33%</b>
Property Tax (Including Delinquent)	5,755,000	4,843,790	(911,210)	84.17%
County Equalization	800,000	709,736	(90,264)	88.72%
Fee-In-Lieu (FILOT)	900,000	1,097,295	197,295	121.92%
Interest	20,000	118,517	98,517	592.58%
Other	15,000	57,565	42,565	383.77%
<b>TOTAL LOCAL</b>	<b>7,490,000</b>	<b>6,826,903</b>	<b>(663,097)</b>	<b>91.15%</b>
State Aid to Classrooms - EIA	2,036,984	1,361,448	(675,536)	66.84%
Food Service Fringe Transfer	141,000	75,950	(65,050)	53.87%
Food Service Indirect Cost Transfer	125,000	64,167	(60,833)	51.33%
Special Revenue Indirect Cost Transfer	70,000	680	(69,320)	0.97%
ESSER Indirect Cost Transfer	200,000	218,131	18,131	109.07%
<b>TOTAL OTHER</b>	<b>2,572,984</b>	<b>1,720,376</b>	<b>(852,608)</b>	<b>66.86%</b>
<b>TOTAL REVENUE</b>	<b>26,103,522</b>	<b>18,705,414</b>	<b>(7,398,108)</b>	<b>71.66%</b>
<b>EXPENDITURES</b>				
Salaries	15,266,914	9,281,815	(5,985,099)	60.80%
Fringe	7,668,544	4,536,074	(3,132,470)	59.15%
Purchased Services	1,598,075	987,820	(610,255)	61.81%
Supplies	1,127,979	762,305	(365,674)	67.58%
Equipment	18,396	47,500	29,104	258.21%
Other Objects	177,614	172,120	(5,494)	96.91%
Transfers	46,000	42,360	(3,640)	92.09%
Reserve for Fund Balance	200,000	0	(200,000)	0.00%
<b>TOTAL EXPENDITURE</b>	<b>26,103,522</b>	<b>15,829,993</b>	<b>(10,273,528)</b>	<b>60.64%</b>
<b>Budget Overage/(Shortage)</b>	<b>0</b>	<b>2,875,421</b>		

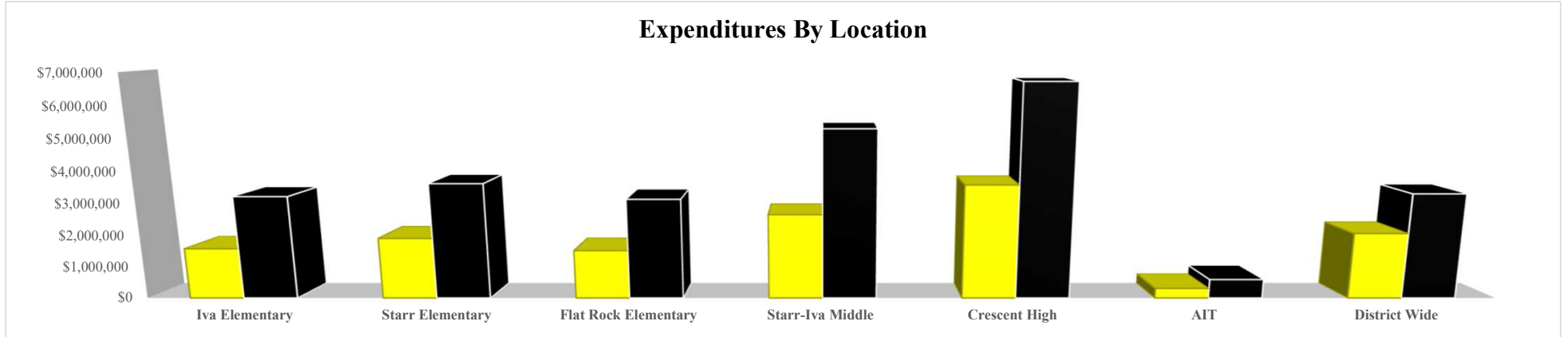
**Anderson School District Three**

Expenditures by Location

FY 22-23

Month	Iva Elementary	Starr Elementary	Flat Rock Elementary	Starr-Iva Middle	Crescent High	AIT	District Wide	Total
<b>Budget</b>	<b>\$3,218,086.27</b>	<b>\$3,621,366.88</b>	<b>\$3,137,169.77</b>	<b>\$5,302,311.95</b>	<b>\$6,725,842.82</b>	<b>\$593,603.00</b>	<b>\$3,305,141.31</b>	<b>\$25,903,522.00</b>
July	\$63,430	\$66,379	\$56,930	\$115,955	\$245,778	\$0	\$263,535	\$812,006
August	\$328,054	\$366,621	\$304,091	\$576,430	\$786,155	\$0	\$543,936	\$2,905,288
September	\$591,957	\$655,254	\$551,296	\$995,267	\$1,384,252	\$61,202	\$819,824	\$5,059,051
October	\$831,077	\$945,888	\$772,605	\$1,400,443	\$1,912,308	\$122,404	\$1,166,722	\$7,151,447
November	\$1,072,432	\$1,244,925	\$1,012,031	\$1,817,124	\$2,476,670	\$183,606	\$1,460,798	\$9,267,587
December	\$1,319,339	\$1,544,957	\$1,239,903	\$2,222,662	\$3,025,082	\$244,809	\$1,729,815	\$11,326,566
January	\$1,578,977	\$1,911,104	\$1,520,331	\$2,658,052	\$3,581,443	\$306,011	\$2,062,759	\$13,618,676
<b>February</b>	<b>\$1,846,151</b>	<b>\$2,219,823</b>	<b>\$1,762,121</b>	<b>\$3,081,421</b>	<b>\$4,128,559</b>	<b>\$367,213</b>	<b>\$2,348,756</b>	<b>\$15,754,043</b>

March  
 April  
 May  
 June  
*Spent to Date*      57%                      61%                      56%                      58%                      61%                      62%                      71%                      61%

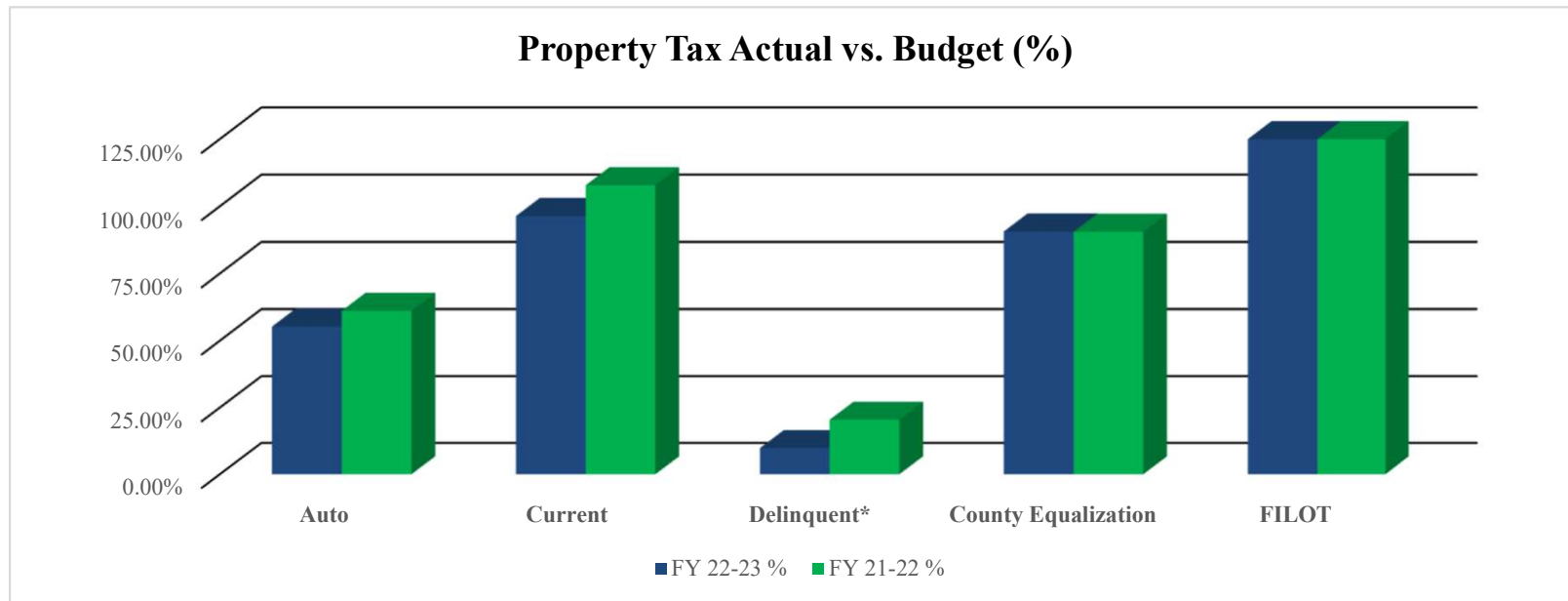


## Anderson School District Three

### Local Property Tax Analysis

Collections Through February 28th

	FY 22-23			FY 21-22		
	Actual	Budget	%	Actual	Budget	%
Auto	\$ 580,617.01	\$ 1,050,000.00	55.30%	\$ 550,189.64	\$ 900,000.00	61.13%
Current	\$ 4,318,380.58	\$ 4,480,000.00	96.39%	\$ 4,313,327.42	\$ 4,000,000.00	107.83%
Delinquent*	\$ 22,100.34	\$ 225,000.00	9.82%	\$ 46,023.22	\$ 225,000.00	20.45%
County Equalization	\$ 725,210.19	\$ 800,000.00	90.65%	\$ 679,031.73	\$ 750,000.00	90.54%
FILOT	\$ 1,246,567.03	\$ 900,000.00	138.51%	\$ 1,272,775.99	\$ 900,000.00	141.42%
<b>Total</b>	<b>\$ 6,892,875.15</b>	<b>\$ 7,455,000.00</b>	<b>92.46%</b>	<b>\$ 6,861,348.00</b>	<b>\$ 6,775,000.00</b>	<b>101.27%</b>



\*Received Settled Appeal in October 2021 in Amount of \$178,513.53

**Anderson County School District Three**

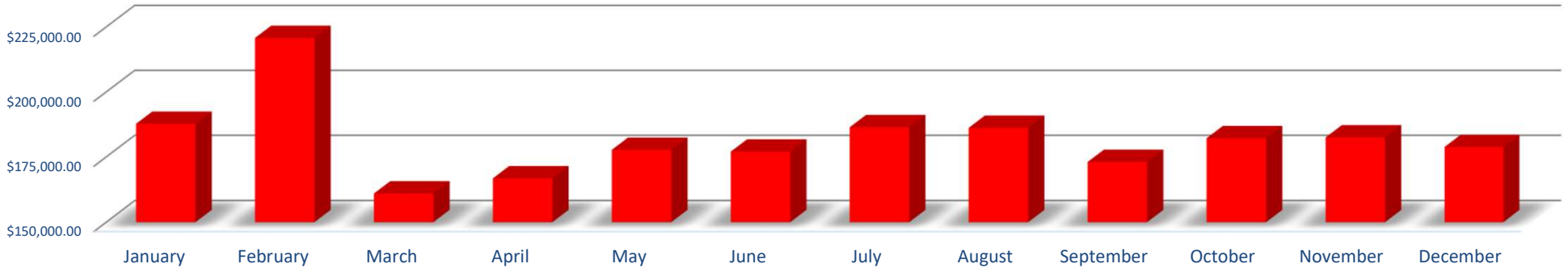
*Local Option Sales Tax Analysis-Trend Data*

Cumulative for the months of May 2015-February 2023

<u>Year</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>Total</u>
2015					106,390.97	128,944.20	137,880.66	146,030.10	138,763.85	139,681.11	145,951.75	142,693.24	1,086,335.88
2016	143,666.59	181,055.09	135,041.25	149,154.90	173,567.05	154,308.15	161,962.55	160,552.24	105,054.51	183,280.60	166,496.24	141,036.94	1,855,176.11
2017	149,152.54	185,374.64	132,837.97	152,260.18	157,334.28	151,876.98	160,745.90	148,580.87	145,568.64	148,263.71	156,662.25	153,584.83	1,842,242.79
2018	150,161.25	193,172.88	137,649.25	142,192.28	162,106.40	161,839.01	156,684.45	170,990.31	155,476.00	161,347.48	161,474.50	158,529.66	1,911,623.47
2019	168,161.60	198,544.45	155,956.06	154,858.52	180,093.03	168,797.25	179,367.53	173,555.13	172,989.79	167,404.82	176,077.14	171,886.39	2,067,691.71
2020	180,311.64	212,154.76	158,191.14	153,367.45	136,224.56	173,133.19	214,645.35	198,103.05	200,409.21	190,611.12	193,615.41	184,746.66	2,195,513.54
2021	210,807.89	236,213.65	182,145.99	188,872.06	243,529.79	230,470.21	224,517.19	231,327.73	219,710.29	213,012.29	222,018.91	224,518.94	2,627,144.94
2022	243,390.27	256,848.29	224,857.40	226,633.73	262,436.49	246,717.30	255,311.90	260,201.48	246,442.01	253,779.47	237,468.04	253,367.28	2,967,453.66
2023	256,033.48	302,639.59											558,673.07
<b>Total</b>	<b>1,501,685.26</b>	<b>1,766,003.35</b>	<b>1,126,679.06</b>	<b>1,167,339.12</b>	<b>1,421,682.57</b>	<b>1,416,086.29</b>	<b>1,491,115.53</b>	<b>1,489,340.91</b>	<b>1,384,414.30</b>	<b>1,457,380.60</b>	<b>1,459,764.24</b>	<b>1,430,363.94</b>	<b>17,111,855.17</b>
<b>Average</b>	<b>187,710.66</b>	<b>220,750.42</b>	<b>160,954.15</b>	<b>166,762.73</b>	<b>177,710.32</b>	<b>177,010.79</b>	<b>186,389.44</b>	<b>186,167.61</b>	<b>173,051.79</b>	<b>182,172.58</b>	<b>182,470.53</b>	<b>178,795.49</b>	<b>182,041.01</b>

Most Recent Collections: **February**  
 Amount: 302,639.59  
 vs. Month Avg: 93,587.62  
 vs. Overall Avg: 120,598.58  
 vs. Initial Projection: 172,714.65

**Average Sales Tax Collection by Month**

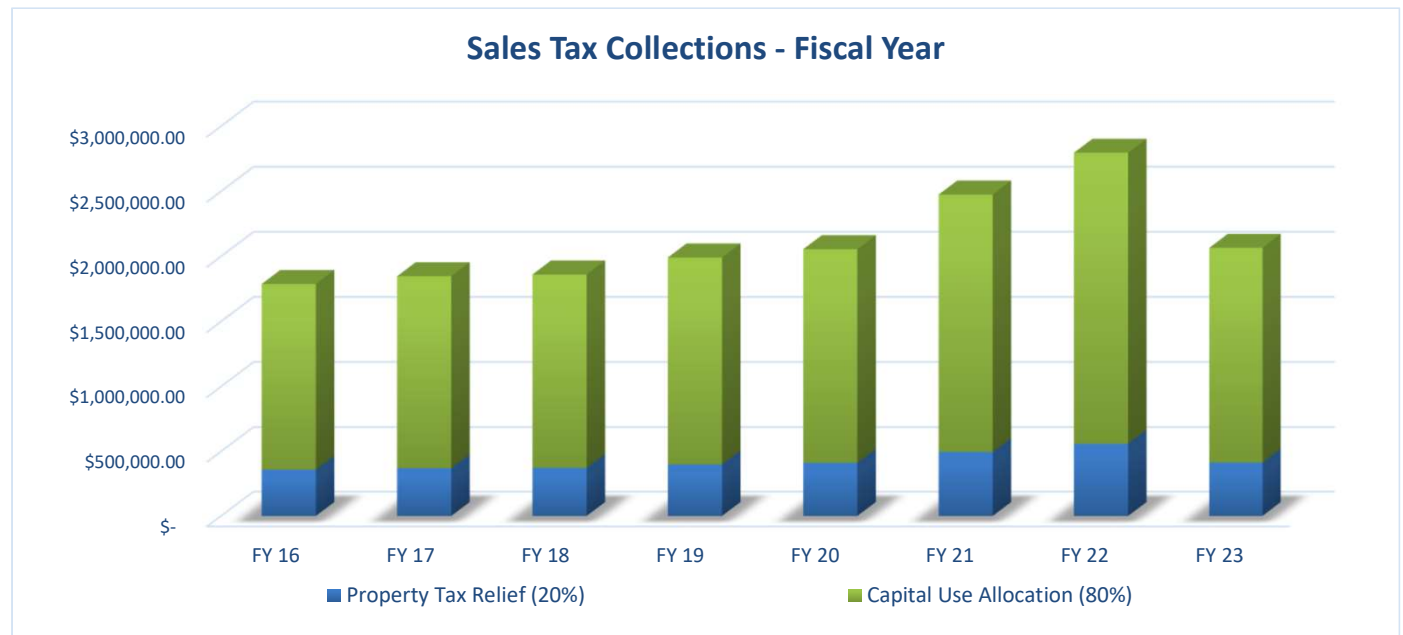


**Anderson County School District Three**

Local Option Sales Tax Analysis-Budget vs. Actual

Cumulative for the months of May 2015-February 2023

Collection Month	Total County Collections	District 3 Total Allocation	Property Tax Relief (20%)	Capital Use Allocation (80%)	District 3 Collection %	County Growth	District 3 Growth
FY 15	\$ 2,870,175.64	\$ 235,335.17	\$ 47,067.03	\$ 188,268.14	8.20%		
FY 16	\$ 21,906,819.01	\$ 1,787,793.74	\$ 357,558.74	\$ 1,430,235.00	8.16%		
FY 17	\$ 22,782,992.53	\$ 1,847,219.67	\$ 369,443.95	\$ 1,477,775.74	8.11%	4.00%	3.32%
FY 18	\$ 23,295,463.55	\$ 1,860,527.27	\$ 372,105.46	\$ 1,488,421.80	7.99%	2.25%	0.72%
FY 19	\$ 25,198,677.36	\$ 1,990,903.31	\$ 398,180.66	\$ 1,592,722.65	7.90%	8.17%	7.01%
FY 20	\$ 25,964,051.90	\$ 2,054,663.54	\$ 410,932.72	\$ 1,643,730.82	7.91%	3.04%	3.20%
FY 21	\$ 31,087,665.76	\$ 2,474,170.39	\$ 494,834.07	\$ 1,979,336.32	7.96%	19.73%	20.42%
FY 22	\$ 34,496,523.67	\$ 2,795,988.83	\$ 559,197.76	\$ 2,236,791.07	8.11%	10.97%	13.01%
Jul-22	\$ 3,124,059.60	\$ 255,311.90	\$ 51,062.38	\$ 204,249.52	8.17%	8.67%	9.58%
Aug-22	\$ 3,183,889.78	\$ 260,201.48	\$ 52,040.30	\$ 208,161.18	8.17%	9.71%	10.63%
Sep-22	\$ 3,015,525.46	\$ 246,442.01	\$ 49,288.40	\$ 197,153.61	8.17%	8.11%	9.01%
Oct-22	\$ 3,105,308.45	\$ 253,779.47	\$ 50,755.89	\$ 203,023.58	8.17%	8.09%	8.98%
Nov-22	\$ 2,905,717.74	\$ 237,468.04	\$ 47,493.61	\$ 189,974.43	8.17%	6.69%	7.57%
Dec-22	\$ 3,100,264.74	\$ 253,367.28	\$ 50,673.46	\$ 202,693.82	8.17%	6.88%	7.77%
Jan-23	\$ 3,072,395.66	\$ 256,033.48	\$ 51,206.69	\$ 204,826.79	8.33%	6.88%	8.07%
Feb-23	<b>\$ 3,631,669.48</b>	<b>\$ 302,639.59</b>	<b>\$ 60,527.92</b>	<b>\$ 242,111.67</b>	8.33%	9.31%	10.80%
Current Total	\$ 212,741,200.33	\$ 17,111,845.17	\$ 3,422,369.04	\$ 13,689,476.14			
Projected	\$ 139,804,024.50	\$ 11,561,792.83	\$ 2,312,358.57	\$ 9,249,434.26			
Over/(Under)	\$ 72,937,175.83	\$ 5,550,052.34	\$ 1,110,010.47	\$ 4,440,041.88			
% Over(Under)		52%	48%	48%	48%		



## **Policy BG/BGD Board Policy Process/Board Review of Administrative Rules**

Issued 8/13

Purpose: To establish the basic structure for the development of board policy and board review of administrative rules.

The board considers policy development one of its chief functions. The board will develop written policies to serve as guidelines for its own operations and for the successful and efficient functioning of the public schools. Written policies are guides for the discretionary action of those to whom the board delegates authority and are a source of information and guidance for all those who are interested in and affected by the district schools.

Proposals regarding policies may originate with a member of the board, the superintendent, a staff member, parent, student, consultant, civic group, advisory committee or any resident of the district. The board will use a careful and orderly process in examining such proposals prior to action upon them by the board.

The board will continually study and evaluate the written policies and the reports concerning the execution of its written policies to determine the adequacy and effectiveness of those policies. Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the policies of present and future boards.

Each proposed policy will require two readings at regular meetings of the board. The formal adoption of the policies will be recorded in the minutes of the board. Only those written statements so adopted and so recorded will be regarded as official board policy.

### **Suspension or repeal of policy**

In emergency situations, a majority of the board members present at a regular or special meeting may temporarily suspend the operation of any section or sections of board policy which are not established by law or contract. A proposal for such change must be listed on the agenda of the meeting. All members must be notified in writing of such meeting.

The board may also suspend a policy although such change was not listed on the agenda of the meeting if the favorable vote is unanimous.

### **Review of administrative rules**

Often policies of the board are accompanied by rules and exhibits that are referred to as administrative rules. These rules are generally drawn up by the administration to execute the policies of the board.

The board will approve administrative rules when such approval is required by law or otherwise advisable. The superintendent will have freedom, however, to issue additional rules and procedures consistent with board policies.

The board may nullify any administrative rules determined to be inconsistent with the policies adopted by the board.

Adopted 11/23/87; Revised 8/12/13



# UNENCUMBERED TIME

Code **GCLE-R** Issued **MODEL/23**

## **Procedures for Unencumbered Time**

The principal of each school will establish an unencumbered time schedule that will provide at least 30 minutes of duty-free time each regular school day for all qualified teachers with the goal of providing an average of at least 150 minutes of unencumbered time per week.

The principal will review the schedule as needed to ensure compliance with the guidelines and to maintain equity and fairness.

The principal will also establish provisions for the safety and supervision of students by staff who are not entitled to unencumbered time.

### *Eligibility*

A full-time teacher teaching kindergarten through fifth grade and working a minimum of 30 hours per week is eligible for 30 minutes of unencumbered time per school day.

A teacher responsible for instructing a special education class for more than 20 percent of the school day with students who are removed from the general education setting is eligible to receive 30 minutes of unencumbered time per regular school day.

## **Reduction or Withholding of Time**

The board prohibits improper reduction or withholding of a qualified teacher's unencumbered time. A qualified teacher's unencumbered time may only be withheld or reduced when it is reasonable and necessary due to extreme and unavoidable circumstances to ensure the safety and welfare of students and staff.

In determining whether an extreme and unavoidable circumstance exists, the principal will use the following guidelines:

- A staff shortage exists when, despite reasonable efforts the principal is unable to find a sufficient number of staff members and substitute teachers to maintain instruction or to supervise students during unencumbered time periods, and no other staff members are available.
- An extreme or unavoidable circumstance exists when because of an emergency drill, illness, epidemic, natural or man-made disaster, the principal cannot acquire staff to supervise students.

### *Reporting of improper reductions or withholdings*

A teacher who believes their unencumbered time has been intentionally and improperly reduced or withheld by their principal should follow the district's established grievance procedure.

# UNENCUMBERED TIME

Code **GCLE** Issued **MODEL/23**

In accordance with state law, the district will require the principal of each elementary school to provide at least 30 minutes of unencumbered time to all full-time instructional staff teaching in grades K-5, and to instructional staff of any elementary, middle, or high school responsible for teaching a special education class for more than 20 percent of the school day with students who are removed from the general education setting.

The following definition will apply to unencumbered time:

*Unencumbered time* is defined as 30 minutes during the regular workday where teachers are provided time that is self directed and free from assigned duties or responsibilities, including direct instruction or supervision of students.

The unencumbered 30 minutes of time must not include:

- Parent/Teacher conferences
- Bus duty
- IEP and 504 meetings
- Team meetings
- Professional development activities that are not self-directed
- Managing or supervising the transition of students to and from activities, classes, lunch, recess, or any other activities

## Implementation

### *Development of a schedule*

The superintendent will provide guidance to principals to help ensure that they establish procedures and a schedule for unencumbered time. The superintendent is also responsible for maintaining administrative procedures that will facilitate this policy.

The placement of unencumbered time within the instructional day may vary as determined by the principal based on the staffing and scheduling needs of each school and need not be uniform among schools in the district. However, providing unencumbered time will not be achieved by expanding the expected work hours for instructional staff before or after the school day.

A principal will not reduce or withhold an eligible teacher's unencumbered time on a regular basis. Unencumbered time may only be reduced or withheld when it is reasonable and necessary due to extreme and unavoidable circumstances to ensure the safety and welfare of students and staff. Such circumstances could include, but are not limited to, an emergency drill or an insufficient number of staff and substitute teachers to maintain instruction in the school. If there are persistent, unavoidable circumstances preventing a teacher from taking their unencumbered time, administration should notify the superintendent.

If an eligible staff member's unencumbered time is reduced, withheld, or voluntarily relinquished, additional compensation may not be offered in place of unencumbered time except as provided by state law.

*Supervision of students*

The principal is responsible for coordinating a plan for the supervision of students by staff not eligible for unencumbered time.

**Discipline**

The intentional failure of the school's principal to provide eligible teachers with 30 minutes of unencumbered time may result in disciplinary action pursuant to the district's established disciplinary policy. This may also be sufficient cause for suspension or revocation of a school principal's educator certificate pursuant to applicable state law.

The intentional failure of the board to provide eligible teachers with the required 30 minutes of unencumbered time may subject the board to any penalties prescribed by law.

Cf. GCQF

Adopted ^

---

Legal References:

- A. S.C. Code of Laws, 1976, as amended:
  - 1. Section 59-5-63 - Unencumbered time requirement; policies; school district adoptions.
  - 2. Section 59-25-160 - Revocation or suspension of certificate; "just cause" defined.

December 20, 2022

Anderson Institute of Technology  
400 Pearman Dairy Rd  
Anderson, South Carolina 29625

Dear Administrator:

Congratulations! Anderson Institute of Technology has been awarded accreditation by the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Accreditation Commission (NWAC) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). The three listed regional agencies provide your institution with a highly regarded accreditation that is recognized throughout the world.

The accreditation action was approved by the Cognia™ Global Commission at its meeting on December 20, 2022.

A certificate that indicates the term of your institution's accreditation is enclosed. Throughout this term of accreditation, Anderson Institute of Technology must continue to engage in the responsibilities required of all institutions to maintain accreditation status as outlined in the *Cognia Accreditation and Certification Policies and Procedures* available at [www.cognia.org](http://www.cognia.org).

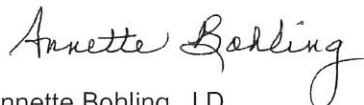
As an accredited institution, you are part of the Cognia global network: more than 36,000 schools and systems in 85 countries that are committed to continuous improvement through accreditation. Our state, national, and global offices offer a wide range of resources and services dedicated to institutional improvement. We would be happy to provide you with more information.

To help you announce and celebrate your accreditation, we are providing you with a press release that you may share with your local media. You can access the press release by visiting [cognia.org/communicationskit](http://cognia.org/communicationskit). In the kit, you also will find brochures, accreditation seals, and other promotional items to display your pride in your institution's accreditation and your commitment to continuous improvement.

If you have questions regarding the enclosed certificate, e-mail us at [accreditation.certificates@cognia.org](mailto:accreditation.certificates@cognia.org). Staff members at our Cognia Accreditation and Certification offices can also answer any questions you may have and can be reached at +1.678.392.2285 or [accreditationservices@cognia.org](mailto:accreditationservices@cognia.org).

We look forward to serving you now and in the future.

Sincerely,



Annette Bohling, J.D.  
Chief Global Accreditation Officer