

**2016–17 SOUTH CAROLINA DEPARTMENT OF EDUCATION  
MONITORING INSTRUMENT – DESK AUDIT**

**BOARD OF TRUSTEES, SUPERINTENDENT, AND DISTRICT OPERATIONS**

**DISTRICT/SCHOOL:** \_\_\_\_\_ **DATE OF REVIEW:** \_\_\_\_\_

**REVIEWER:** \_\_\_\_\_ **ACCREDITATION STATUS:** \_\_\_\_\_

<b>DESK AUDIT</b>		
<b>LEGISLATION</b>	<b>COMPLIANT</b>	<b>COMMENTS</b>
<b>PERSONNEL</b>		
1. A superintendent is employed and properly certified. [R43-161, §59-15-10]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
2. All school board members have completed an orientation program in the powers, duties, and responsibilities of a board member. [§59-19-45]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
3. Personnel employed as administrative assistants, supervisors, and consultants having responsibilities for supervising instructional programs and student services must hold a master’s degree and be certified in their area of primary responsibility or must earn a minimum of six semester hours annually toward appropriate licensure. [R43-205]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
<b>CURRICULUM AND INSTRUCTION</b>		
4. The school district offers Advanced Placement courses in all secondary schools. [R43-258.1, §59-29-190]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
5. All secondary schools offer a college preparatory program. [§59-5-65]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
6. To award credit for courses in a proficiency-based system, the school district must provide a plan to implement a proficiency-based system to the SCDE. [R43-234]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b> <input type="checkbox"/> <b>NA</b>	

<b>DESK AUDIT</b>		
<b>LEGISLATION</b>	<b>COMPLIANT</b>	<b>COMMENTS</b>
<b>OPERATIONS AND PROCEDURES</b>		
7. Each school district board of trustees shall provide a program of staff development for all educational personnel. [§59-20-60]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
8. District policies have been developed pertaining to student participation in interscholastic competition and are in accordance with regulatory and statutory requirements. [R43-244.1, §59-63-100]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
9. The school district shall develop guidelines and procedures regarding the identification and management of suspected concussions in student athletes per statutory requirements. [§59-63-75]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
10. A five-year district strategic plan, which is annually updated, must be submitted to, reviewed by, and approved by the local Board of Trustees. [§59-20-60, R43-261]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
11. The district board of trustees makes its annual fiscal report available to the general public. [§59-20-60]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
12. Each school district must maintain accurate student data according to pupil accounting system as prescribed by SCDE. [R43-234]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
13. An emergency and disaster plan has been designed to provide for the protection and welfare of students in the event of any disaster (tornado, hurricane, fire, etc.). [R43-166]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	

<b>OTHER</b>		
<b>LEGISLATION</b>	<b>COMPLIANT</b>	<b>COMMENTS</b>
	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	