

LEXINGTON COUNTY SCHOOL DISTRICT TWO



May 5, 2017

Mr. Wayne McKim
11 Holly Ridge Court
West Columbia, South Carolina 29169

Dear Mr. McKim,

Our attorney has reviewed the nine Freedom of Information requests that were delivered to the District Education Center on April 21 (1-7) and April 25 (8-9), 2017. Because of the volume and multiple years of information you are requesting, Lexington Two will have to charge you for labor and copying cost for some of the FOIA requests. This work will have to be fulfilled after normal work hours due to the enormous capacity of information you have requested.

Please note the following:

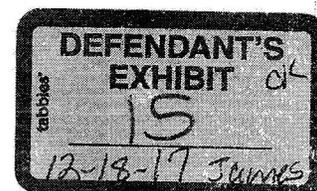
1. All monthly bank statements including transactions, deposits, etc., and monthly reconciliation for any and all accounts associated with Brookland-Cayce High School, Brookland-Cayce High School's Athletic Council and Brookland-Cayce High School's Bearcat Backers for the calendar years 2017, 2016, 2015, 2014 and 2013.

Number of employees needed - One
Hourly rate for employee - \$20.00 per hour
Number of hours estimated to complete this project - 20 Hours
Total cost of estimated Labor - \$400.00
Number of documents estimated to be collected - 1,000
Cost of duplicating 1,000 documents at \$.25 per copy - \$250.00
Total estimated cost - \$650.00

2. All checks requests made by Brookland-Cayce High School for the calendar years of 2017, 2016, 2015, and 2014.

Number of employees needed - One
Hourly rate for employee - \$20.00 per hour
Number of hours estimated to complete this project - 30 Hours
Total cost of estimated Labor - \$600.00
Number of documents estimated to be collected - 3,000
Cost of duplicating 3,000 documents at \$.25 per copy - \$750.00
Total estimated cost - \$1,350.00

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3. All Brookland-Cayce High School Activity Financial Reports including but not limited to Athletic Concession Sales and Gate Ticket Sales for all sports for the calendar years 2017, 2016, 2015, 2014 and 2013.

Number of employees needed - One

Hourly rate for employee - \$20.00 per hour

Number of hours estimated to complete this project - 3 Hours

Total cost of estimated Labor - \$60.00

Number of documents estimated to be collected - 500

Cost of duplicating 500 documents at \$.25 per copy - \$125.00

Total estimated cost - \$185.00

4. All checks made by Brookland-Cayce High School's Bearcat Backers for the calendar years 2017, 2016, 2015, 2014 and 2013.

No cost associated with this request

5. All check request made by the Brookland-Cayce High School's Athletic Council for the calendar years of 2017, 2016, 2015, and 2014.

No cost associated with this request

6. All purchase orders made by Brookland-Cayce High School Bearcat Backers for the calendar years of 2017, 2016, 2015, 2014 and 2013.

No cost associated with this request

7. All purchase orders made by Brookland-Cayce High School Athletic Council for the calendar years of 2017, 2016, 2015, 2014 and 2015.

No cost associated with this request

8. All purchase orders made by BCHS for the calendar years of 2017, 2016, 2015, and 2014.

Number of employees needed - One

Hourly rate for employee - \$20.00 per hour

Number of hours estimated to complete this project - 30 Hours

Total cost of estimated Labor - \$600.00

Number of documents estimated to be collected - 2,500

Cost of duplicating 2,500 documents at \$.25 per copy - \$625.00

Total estimated cost - \$1,225.00

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9. Any and all documents regarding the use of district athletic facilities including but limited to all-applications for seasonal use of school facilities (with schedules) application of community use of school facilities ((with schedules) and use of facilities fee waiver applications for calendar years 2013, 2014, 2015, 2016, and 2017.

Number of employees needed – One

Hourly rate for employee - \$20.00 per hour

Number of hours estimated to complete this project -- 7 Hours

Total cost of estimated Labor – \$140.00

Number of documents estimated to be collected – 350

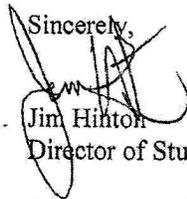
Cost of duplicating 300 documents at \$.25 per copy - \$87.50

Total estimated cost - \$227.50

Total Estimated Cost for Nine FOIA Requests - \$3,637.50

Lexington School District Two requires 50% of the estimated cost to be paid upfront before the work to retrieve your request information starts. Once the project is completed, we will notify you. At that time Lexington Two will calculate a final cost for the documents based on actual work hours and copies. You will be able to pick-up your requested information at the District Education Center. The balance of the cost will be due at that time.

Sincerely,



Jim Hinton

Director of Student Services

CC: Dr. Bill James
Superintendent of Schools
Lexington School District Two

Mr. Jake Moore
Attorney for Lexington School District Two

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