



DATE: March 17, 2022

TO: Principals and Other Building Supervisors

FROM: Kathryn McPhail, Chief Communications Officer

REGARDING: March 22, 2022 Meeting of an *Ad Hoc* Committee of the Board of Trustees

On Tuesday, March 22, 2022, an *ad hoc* committee of the Lexington County School District One Board of Trustees, formed to review Board Policies, Section B School Board Governance and Operations, will hold a committee meeting in the auditorium of Building One of Central Services, located at 100 Tarrar Springs Road in Lexington, South Carolina.

The meeting opens at 12:30 P.M. We invite the public to attend and appreciate your assistance in making the public aware of this meeting.

The public may also watch the meeting at <https://www.youtube.com/c/LexingtonOne/live>. After the meeting, the district will post a video of the meeting to its YouTube channel and its website.

MARCH 22, 2022 BOARD AGENDA

1.0 Call to Order 12:30 P.M.

Ad Hoc Committee Chair Dr. Kyle Guyton presides

- 1.1 Notification of Compliance with S.C. Freedom of Information Act
- 1.2 Notification that district tapes meeting

2.0 Approval of the Agenda

3.0 Approval of the Minutes of the February 22, 2022 *Ad Hoc* Committee Meeting

4.0 Discussion of Policies

- 4.1 BBAA and BBAA-R — Board Member Authority and Responsibilities
- 4.2 BC — Board Member Conduct
- 4.3 BCA — Board Member Code of Ethics
- 4.4 BCB — Board Member Conflict of Interest
- 4.5 BD, BD-R — Organization of the Board
- 4.6 BDD, BDD-R — Board-Superintendent Relationship

5.0 Adjourn

BOARD MEMBER AUTHORITY AND RESPONSIBILITIES

Code **BBA** Issued **DRAFT/21**

The powers delegated to the board by law are delegated to the board as a whole. The board exercises its powers and duties only in properly-called meetings where a quorum has been established.

Except when performing a specific duty authorized by law or board action, the decision and actions of a single member of the board are not binding on the entire board. Unless specific authorization is granted by the board, a board member does not have any authority greater than members of the general public. Such authorization will be given to an individual board member by a majority vote of the board.

Each board member should be committed to reaching and supporting group decisions that represent the best judgment of the board. This does not limit the right of individual board members to express personal opinions. However, when expressing such opinions in public, the board member must explicitly identify the opinions as personal.

Board members will interact with district administration through the superintendent and will not give orders to any subordinates of the superintendent either publicly or privately. Suggestions and recommendations regarding the administration will be made directly to the superintendent.

Questions, requests, complaints, and other information presented to individual board members outside of a board meeting by members of the public should be referred to the superintendent.

The members of the board are officers of the state. Constitutional provisions which apply to public officers also apply to board members.

Adopted 5/85; Revised 5/16/17, ^

Legal References:

A. S.C. Constitution:

1. Article XVII, Sections 1 and 1A - Qualifications for office and prohibition against dual office holding.

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

1. Section 8-1-10, *et seq.* - Rights and responsibilities of public officers.

C. Attorney General's Opinion:

1. Op. S.C. Att'y Gen., 1961 WL 8327 (April 21, 1961) Any action taken by the board must be taken at a regularly called and assembled meeting with a quorum present.

Policy BBAA Board Member Authority And Responsibilities

Issued 5/17

Purpose: To establish the basic structure of the authority and responsibilities of the board and its members.

The board has the authority to act only when a quorum is present at a legal meeting of the board. Because all powers of the board of trustees lie in its action as a group, individual board members exercise authority over district affairs only when voting to take action.

Board members acting as individuals have no authority over personnel or school affairs except when such authority is specifically delegated to a member by the board. Such authority will be given to an individual board member, including the chair, by a majority vote of the board. The board will not be bound in any way by any action or statement on the part of any individual board member not delegated by the board.

The board and its members will deal with administrative services through the superintendent and will not give orders to any subordinates of the superintendent either publicly or privately, but may make suggestions and recommendations.

Questions, requests, complaints, and other information presented to individual board members outside of a board meeting by members of the public should be referred to the superintendent.

The board will make its members, district employees, and the public aware through its actions and policies that only the board acting as a whole has authority to take official action.

The members of the board of trustees are officers of the state. Constitutional provisions which apply to officers apply to school board members.

Adopted 5/85; Revised 5/16/17

Legal References:

S. C. Constitution:

[Article XVII](#), Sections 1 & 1A - Qualifications for office and prohibition against dual office holding.

S. C. Code, 1976, as amended:

[Title 8](#) - Deals with rights and responsibilities of public officers.

Attorney General's Opinion:

S.C. Att'y Gen. Op. (April 21, 1961) - Any action taken by the board of trustees must be taken at a regularly called and assembled meeting with a quorum present.

Lexington District One Schools

BOARD MEMBER AUTHORITY AND RESPONSIBILITIES

Code **BBA-R** Issued **DRAFT/21**

Board members will adhere to the following in carrying out their responsibilities.

Requesting Information

It is important for board members to be informed about the district and the performance of its students. The superintendent regularly provides board members with information in the form of the pre-meeting board packet and presentations at board meetings. Board members who seek additional information should make such requests to the superintendent. Information provided as the result of such a request will be sent to each board member.

If the information sought by individual board members is not readily available without an amount of staff effort that the superintendent deems significant, board members will be asked to obtain the approval of a majority of the board so that information requests do not result in unnecessarily high costs or distract staff from their primary responsibilities. Under no circumstances will board members engage in an investigation of staff or student issues.

Individual student information is confidential, and board members only have access to such information when it is necessary for performing a function in their official capacity. Pursuant to the Family Educational Rights and Privacy Act (FERPA), the administration may redact confidential student records from any information request unless board members are acting in their official capacity and have a legitimate educational interest in the records.

Board members will maintain the confidentiality of information, documents, and records received or reviewed in their role as board members.

Action on Complaints or Requests Made to Board Members

When a board member receives complaints or requests from staff, students, parents/legal guardians, or members of the public, he/she must remain impartial as such matters may later come before the board in its quasi-judicial capacity; otherwise, the board member will have to recuse himself/herself from later hearing the matter in the quasi-judicial hearing. The board member will refer the individual to the appropriate staff member in accordance with the district's chain of command. The board member will timely submit the complaint or request to the superintendent for action.

Requesting the Addition of Items to Board Meeting Agendas

A board member wishing to suggest an agenda item will notify the board chair and/or the superintendent, and a decision will be made whether to add the item to the agenda. If (*option: three or more, a majority of, etc.*) board members request the addition of an item, it will be added to the agenda.

Requesting Legal Opinions

All requests for formal legal opinions from the district's legal counsel regarding board issues will be directed through the board chair or the superintendent. A board member wishing to obtain a legal opinion will bring such request to the full board. A majority vote must be obtained to initiate a request for a legal opinion. Any opinion provided will be disseminated to the full board. Board members with personal legal questions should seek advice from their own private attorneys.

PAGE 2 - BBAA-R - BOARD MEMBER AUTHORITY AND RESPONSIBILITIES

For additional information on legal services, including the handling of district legal matters that do not directly involve the board or any specific board member, see policy BDG, *Board Attorney/Legal Services*.

Responding to Requests from the Media

The board chair serves as the spokesperson for the board. The superintendent serves as the spokesperson for the district. If a board member speaks to the media in his/her individual capacity, he/she will inform the media he/she is not speaking for the board.

[Option: The district may wish to add additional procedures.]

Issued ^

BOARD MEMBER CONDUCT

Code **BC** Issued **DRAFT/21**

Because of the importance of the board's responsibility to make decisions related to the district's educational program while maintaining effective relationships with school administrators, staff, and community members, the board will conduct themselves professionally in accordance with the level of responsibility bestowed upon them by the public.

It is the responsibility of each board member to do the following:

- Remember that the first and greatest concern must be the educational welfare of all students attending public schools.
- Become familiar with district policies, rules, and procedures as well as state and federal school laws and regulations.
- Have a general knowledge of educational goals and objectives of the district.
- Work harmoniously with other board members without trying to dominate the board or neglect one's share of the work.
- Vote and act in board meetings impartially for the good of the district, representing all district constituents equally.
- Recognize that authority rests only with the board in official meetings and that an individual member has no legal status to bind the board outside of such meetings.
- Refuse to participate in irregular or secret meetings which are not official and which all members of the public do not have the opportunity to attend.
- Accept the will of the majority vote in all cases and support the resulting policy or decision.
- Maintain the confidentiality of all matters discussed in executive session.
- Understand that the basic function of a board is policymaking, not administration, and accept the responsibility of learning to discriminate intelligently between these two functions.
- Strive to procure, when a vacancy exists, the best professional leader available for the superintendency.
- Give the superintendent full administrative authority for properly discharging his/her professional duties and hold him/her responsible for acceptable results.
- Refer suggestions and complaints to the superintendent and abstain from individual counsel and action.

PAGE 2 – BC – BOARD MEMBER CONDUCT

- Participate in the various board training opportunities which are offered locally, regionally, statewide, and nationally.
- Respond, as appropriate, to the wishes and desires expressed by the community and educate the public on the district's educational program and policies in such a way as to promote community interest and support.

Adopted 5/16/17; Revised ^

Policy BC Board Member Conduct

Issued 5/17

Purpose: To establish the basic structure for board member conduct as individuals and while sitting as a board.

Public office is a trust created by the confidence the public places in the integrity of its public officers. To preserve this confidence, it is the desire of the board to operate under the highest ethical standards.

It is the responsibility of each board member to do the following:

- Remember that the first and greatest concern must be the educational welfare of all students attending the public schools.
- Become familiar with district policies, rules, and regulations; state and federal school laws; and regulations of the South Carolina Department of Education.
- Have a general knowledge of educational aims and objectives of the district.
- Represent the board and district to the public in a way that promotes both interest and support.
- Work harmoniously with other board members without trying either to dominate the board or neglect one's share of the work.
- Vote and act in the board meetings impartially for the good of the district.
- Recognize that authority rests only with the board in official meetings and that the individual member has no legal status to bind the board outside of such meetings.
- Refuse to participate in irregular or secret meetings which are not official and which all members do not have the opportunity to attend.
- Accept the will of the majority vote in all cases and support the resulting policy or decision.
- Maintain the confidentiality of all matters discussed in executive session.
- Understand that the basic function of a school board is policymaking, not administration, and accept the responsibility of learning to discriminate intelligently between these two functions.
- Strive to procure, when a vacancy exists, the best professional leader available for the head administrative post.
- Give the superintendent full administrative authority for properly discharging his/her professional duties and hold him/her responsible for acceptable results.
- Refer complaints to the superintendent and abstain from individual counsel and action.

Adopted 5/16/17

Lexington District One Schools

BOARD MEMBER CODE OF ETHICS

Code **BCA** Issued **DRAFT/21**

The board desires to operate in the most ethical manner possible, and in furtherance of that goal, adopts this code of ethics to serve as a guide to its members as they strive to render effective and efficient service.

A board member should honor the high responsibility that his/her membership demands by becoming well informed concerning the duties of board members and the proper functions of public schools. Each board member has a responsibility as a state official to seek the improvement of education throughout the state.

In carrying out his/her duties, a board member **will not** do the following:

- perform an official act which directly and substantially confers an economic benefit on a business or other undertaking in which he/she has a substantial financial interest or in which he/she is engaged as a counsel, consultant, representative, or agent
- accept a gift of substantial value, or substantial economic benefit tantamount to a gift of substantial value, as a payment or reward for official action taken or advice and assistance given
- disclose or use confidential information acquired in the course of official duties for personal financial gain, which includes, but is not limited to, economic gain for family members, associates, or business interests
- employ or promote a family member to a position which the board member supervises or manages (i.e. superintendent)
- participate in an action relating to the discipline of a family member
- accept anything of value for speaking before a public or private group as a board member
- neglect to annually submit a statement of economic interest to the South Carolina Ethics Commission

It will not be considered a breach of ethics for a board member to receive the following:

- an occasional non-pecuniary gift which is insignificant in value
- a non-pecuniary award publicly presented in recognition of public service
- payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a speaking engagement, convention, or other meeting at which he/she is scheduled to participate
- a benefit as an indirect consequence of transacting district business

Each board member will be knowledgeable of and comply with these and all other applicable provisions of the S.C. Ethics, Government Accountability, and Campaign Reform Act.

Adopted 7/28/92; Revised 5/16/17, ^

Legal References:

Lexington County School District One

PAGE 2 - BCA - BOARD MEMBER CODE OF ETHICS

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

1. Section 8-13-100, *et seq.* - Ethics, Government Accountability, and Campaign Reform Act.
2. Section 59-19-300 - Prohibits receiving pay as teacher in same district where serving on board.
3. Section 59-25-10 - Prohibits board members from employing members of immediate family as teachers, with exceptions.

Policy BCA Board Member Code Of Ethics

Issued 5/17

Purpose: To establish the basic structure for ethical board conduct.

The public schools play a vital and important role in our state and country by providing the basic foundation for democratic living and for sustaining the American way of life. Therefore, school board membership represents a challenging responsibility. This code of ethics is adopted by the board as a guide to its members as they strive to render effective and efficient service to their community.

A board member should honor the high responsibility that his/her membership demands by becoming well informed concerning the duties of board members and the proper functions of public schools. Each board member has a responsibility as a state official to seek the improvement of education throughout the state.

In carrying out his/her duties, a board member **will not** do the following:

- perform an official act which directly and substantially confers an economic benefit on a business or other undertaking in which he/she has a substantial financial interest or in which he/she is engaged as a counsel, consultant, representative, or agent
- accept a gift of substantial value, or substantial economic benefit tantamount to a gift of substantial value, as a payment or reward for official action taken or advice and assistance given
- disclose or use confidential information acquired in the course of official duties for personal financial gain, which includes, but is not limited to, economic gain for family members, associates, or business interests
- employ or promote a family member to a position which the board member supervises or manages (i.e., superintendent)
- participate in an action relating to the discipline of a family member
- accept anything of value for speaking before a public or private group as a board member
- neglect to annually submit a statement of economic interest to the State Ethics Commission

It will not be considered a breach of conduct for a board member to receive the following:

- an occasional non-pecuniary gift which is insignificant in value
- a non-pecuniary award publicly presented in recognition of public service
- payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a speaking engagement, convention, or other meeting at which he/she is scheduled to participate
- a benefit as an indirect consequence of transacting school district business

Adopted 7/28/92; Revised 5/16/17

Legal References:

S.C. Code, 1976, as amended:

[Section 8-13-100](#), *et seq.* - Ethics, Government Accountability and Campaign Reform Act.

[Section 59-19-300](#) - Prohibits receiving pay as teacher in same district where serving on board.

[Section 59-25-10](#) - Prohibits board from employing members of immediate family as a teacher, with exceptions.

Lexington District One Schools

BOARD MEMBER CONFLICT OF INTEREST

Code **BCB** Issued **DRAFT/21**

Board membership is an act of public service and, as such, the board strives to avoid any impropriety or the appearance of impropriety. However, a conflict of interest may arise between a board member's personal interest and his/her responsibilities as an elected official in a matter proposed or pending before the board. Board members have a legal and ethical responsibility to avoid not only these conflicts of interest, but also the appearance of conflicts of interest.

Board members are required to disclose any potential conflict of interest to the board. A board member with a personal or private interest in a matter proposed or pending before the board will disclose such interest to the board, will not deliberate on the matter, will not vote on the matter, and will not attempt to influence other members of the board regarding the matter.

If, in the discharge of official responsibilities, the board member is required to take action or make a decision which affects his/her economic interest or the economic interest of a family member or an individual or business with whom he/she is associated, the board member must prepare a written statement outlining the conflict and give it to the chair of the board. The minutes of the meeting should reflect the conflict and the reasons for it.

The board member may vote on matters where he/she has no greater interest than does any other member of the board. For example, a board member may vote on a budget that includes salaries of all staff members, even if the board member has a family member employed by the district. However, the board member may not vote on the contract of the family member.

The S.C. Ethics, Government Accountability, and Campaign Reform Act ("Ethics Act") provides that a public official may not have an economic interest in a contract with the district if the official is authorized to perform an official function relating to the contract. The law defines official function to include accepting bids and awarding contracts.

A board member may provide services or sell products to the district in which he/she serves, provided all transactions are in accordance with the State Ethics Act and the procurement process and the board member is excluded from deliberating or voting on the matter.

A board member may not participate in an action relating to the discipline of his/her family member.

Nepotism

No immediate family member of a board member will be employed as a teacher without the written approval of the board. This does not apply to teachers employed before his/her family member became a member of the board.

PAGE 2 - BCB - BOARD MEMBER CONFLICT OF INTEREST

Immediate family member is defined as a child residing in a board member's household; a spouse of a board member; or an individual claimed by the board member or his/her spouse as a dependent for income tax purposes.

Employment and Volunteering Prohibited

A board member may not receive pay as a teacher of a public school, or otherwise be employed, in the same school district where he/she serves. This includes employment handled through third party entities such as temporary agencies that place substitute teachers. A board member is not permitted to serve in a volunteer position in the district as he/she would have responsibility for a curricular, co-curricular, extracurricular program or activity, or students and would report directly to the superintendent, principal, athletic director, or other school administrator.

Adopted 10/83; Revised 7/28/92, 5/16/17, ^

Legal References:

A. S.C. Constitution:

1. Article XVII, Section 1A - Dual office holding prohibited.

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

1. Section 8-13-100, *et seq.* - Ethics, Government Accountability, and Campaign Reform Act.
2. Section 59-19-300 - Prohibits receiving pay as teacher in same district where serving on board.
3. Section 59-25-10 - Prohibits board from employing members of immediate family as a teacher, with exceptions.
4. Section 59-31-590 - Prohibits service as agent of school book publisher.
5. Section 59-69-260 - Authorizes board members to provide services or sell products to the district so long as these transactions are in accordance with state ethical provision of law.

C. Attorney General's Opinion:

1. Op. S.C. Att'y Gen., 2016 WL 386066 (January 5, 2016) A master-servant conflict would arise if a board member were to serve as the head or assistant coach, even on a volunteer basis, and as a trustee of the board in the same district.

Policy BCB Board Member Conflict Of Interest

Issued 5/17

Purpose: To establish the basic structure for determining board member conflict of interest.

Board members believe that school board membership is an act of public service and, as such, the board strives to avoid any impropriety or appearance of impropriety. However, a conflict of interest may arise between a board member's personal interest and his/her responsibilities as an elected official in a matter proposed or pending before the board. Board members have a legal and ethical responsibility to disclose any potential conflict of interest to the board.

If, in the discharge of official responsibilities, the board member is required to take an action or make a decision which affects his/her economic interest or the economic interest of a family member or an individual or business with whom he/she is associated, the board member must prepare a written statement outlining the conflict and give it to the chairman of the board. The board member must also be excused from deliberating or voting on the matter. The minutes of the meeting should reflect the disqualification and reasons for it.

The board member may vote on matters where he/she has no greater interest than does any other member of the class to which the board member belongs. For example, a board member may vote on a budget that includes salaries of all employees, even if the board member has a family member employed by the district. However, the board member may not vote on the contract of the family member.

The State Ethics Act provides that a public official may not have an economic interest in a contract with the district if the official is authorized to perform an official function relating to the contract. The law defines official function to include accepting bids and awarding contracts.

A board member may provide services or sell products to the district where he/she is a trustee, provided all transactions are in accordance with the State Ethics Act and the board member is excluded from deliberating or voting on the matter.

A board member may not participate in an action relating to the discipline of his/her family member.

A board member may not receive pay as a teacher of a public school that is located in the same school district where he/she is a trustee.

Nepotism

No immediate family member (parent, child, brother, or sister) of a board member will be employed as a teacher without the written approval of the board. This does not apply to teachers employed before his/her family member became a member of the board.

Adopted 10/83; Revised 7/28/92, 5/16/17

Legal References:

S.C. Constitution:

[Article XVII](#), Section 1A - Dual office holding prohibited.

S.C. Code, 1976, as amended:

[Section 8-13-100](#), *et seq.* - Ethics, Government Accountability and Campaign Reform Act.

[Section 59-19-300](#) - Prohibits receiving pay as teacher in same district where serving on board.

[Section 59-25-10](#) - Prohibits board from employing members of immediate family as a teacher, with exceptions.

[Section 59-31-590](#) - Prohibits service as agent of school book publisher.

[Section 59-69-260](#) - Authorizes board member to provide services or sell products to the district...so long as these transactions are in accordance with state ethical provision of law.

Lexington District One Schools

ORGANIZATION OF THE BOARD

Code **BD** Issued **DRAFT/21**

The officers of the board are chair, vice-chair, and secretary (option: parliamentarian). The officers are elected and sworn in at the first regularly scheduled meeting following the election of new board members.

Each officer will serve for a two-year term. Officers can serve no more than ***** consecutive terms.

Election Process

The superintendent will serve as the presiding officer for purposes of electing officers.

Officers will be elected by a majority vote of the board. Voting will be conducted by secret ballot.

The superintendent will collect and count the ballots in the presence of the board. The board chair of the preceding year (or another officer of the board) will immediately verify the vote count.

Once the chair is elected, he or she will assume the role of presiding officer.

Nominations

The superintendent or presiding officer will make a call for nominations for the officer position to be elected. Any board member may nominate any eligible member for the office, including him/herself. Nominations need not be seconded.

If a candidate accepts the nomination, his/her name will be included in the vote(s) for the officer position until such time as he/she may withdraw his/her name from consideration. If a candidate declines the nomination, their name is not included in the vote(s) for the position.

Voting

Once the nominees for the specified position are clearly established, a vote will be taken. All board members who are participating in the meeting, including all nominees for the specified position, may cast a vote. In the event that there is only one nominee for an office, the board may conduct a voice vote to elect the officer.

When more than two nominees are on the ballot and no candidate receives a majority of votes, a runoff will be held between the nominees receiving the two highest vote counts.

Vacancies

Vacancies in the above-mentioned offices will be filled by the board at its discretion.

Adopted 1972; Revised 12/75, 10/83, 5/18/93, 5/85, 7/93, 11/16/10, 9/19/17, ^

Legal References:

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

1. Section 59-19-70 - Election of officers.

Policy BD Organization Of The Board

Issued 9/17

Purpose: To establish the basic structure for board organization.

The officers of the board of trustees are chairman, vice-chair, and secretary. Each officer will serve for a two-year term.

The officers are elected and sworn in at the first regularly scheduled meeting following the election of new board members.

Officers will be elected by the majority vote of the board. The board will use secret ballots to elect officers, unless a board member requests that the board record votes by name.

The superintendent will collect and count the ballots in the presence of the board. The board chair of the preceding year (or another officer of the board) will immediately verify the vote count.

The new chair will then preside, conduct the elections of vice-chair and secretary, and collect and count the ballots in the presence of the board.

Vacancies in the above-mentioned offices will be filled as outlined in law.

Adopted 1972; Revised 12/75, 10/83, 5/18/93, 5/85, 7/93, 11/16/10, 9/19/17

Legal References:

S.C. Code, 1976, as amended:

[Section 59-19-70](#) - Election of officers.

Lexington District One Schools

ORGANIZATION OF THE BOARD

Code **BD-R** Issued **DRAFT/21**

Duties of the Chair

The chair presides at all meetings of the board and performs other duties as directed by law, regulation, and by the board. In carrying out these responsibilities, the chair will do the following:

- Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the board.
- Consult with the superintendent in the planning of the board's agendas.
- Confer with the superintendent on crucial matters which may occur between board meetings.
- Appoint board committees, subject to board approval.
- Call special meetings of the board as necessary.
- Act as the public spokesperson for the board at all times, except as this responsibility is specifically delegated to others.
- Be responsible for the orderly conduct of all board meetings.

As presiding officer at all meetings of the board, the chair will do the following:

- Call the meeting to order at the appointed time.
- Announce the business to come before the board in its proper order.
- Enforce the board's policies relating to the order of business and the conduct of meetings.
- Recognize persons who desire to speak and protect the speaker who has the floor from disturbance or interference.
- Explain what the effect of a motion would be if it is not clear to every member.
- Restrict discussion to the question when a motion is before the board.
- Answer all parliamentary inquiries, referring questions of legality to the board attorney.
- Put motions to a vote, stating definitely and clearly the vote and result thereof.

PAGE 2 - BD-R - ORGANIZATION OF THE BOARD

The chair has the right, as other board members have, to offer resolutions, discuss questions, and vote.

Duties of the Vice-Chair

The vice-chair will have the powers and duties of the chair in his/her absence or during his/her disability and such other powers and duties as the board may from time to time determine.

Duties of the Secretary

The secretary attends all board meetings and records the proceedings. The secretary will also supply records and other information which the board may require or need. Among his/her duties will be the following:

- Keep a permanent record of all proceedings of the board.
- Prepare such reports and perform such duties as may be prescribed by statutes or directions of the chair of the board.

The board, at its discretion, may employ an individual who is not a member of the board to record minutes and proceedings of the board.

In the absence of the chair and vice chair, the secretary will act as the presiding officer.

In the absence of the chair, vice chair, and secretary, the board will elect a temporary chair to preside over the meeting.

(Option: Duties of the Parliamentarian)

The parliamentarian attends all meetings of the board and gives advice in parliamentary procedure. Among the parliamentarian duties are the following:

- *Be knowledgeable of parliamentary procedure and board policies.*
- *Advises the presiding officer on matters of procedure at meetings. The parliamentarian should be seated next to the presiding officer.*
- *Maintains a current copy of Robert's Rules of Order.*

Issued 5/85; Revised 9/19/17, ^

Administrative Rule BD-R Organization Of The Board

Issued 9/17

Duties of the Chairman

The chair presides at all meetings of the board and performs other duties as directed by law, South Carolina Department of Education regulations, and by this board. In carrying out these responsibilities, the chair will do the following:

- Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the board.
- Consult with the superintendent in the planning of the board's agendas.
- Confer with the superintendent on crucial matters which may occur between board meetings.
- Appoint board committees, subject to board approval.
- Call special meetings of the board as necessary.
- Act as the public spokesperson for the board at all times except as this responsibility is specifically delegated to others.
- Be responsible for the orderly conduct of all board meetings.

As presiding officer at all meetings of the board, the chair will do the following:

- Call the meeting to order at the appointed time.
- Announce the business to come before the board in its proper order.
- Enforce the board's policies relating to the order of business and the conduct of meetings.
- Recognize persons who desire to speak and protect the speaker who has the floor from disturbance or interference.
- Explain what the effect of a motion would be if it is not clear to every member.
- Restrict discussion to the question when a motion is before the board.
- Answer all parliamentary inquiries, referring questions of legality to the board attorney.
- Put motions to a vote, stating definitely and clearly the vote and result thereof.

The chair has the right, as other board members have, to offer resolutions, discuss questions, and vote.

Duties of the Vice-Chairman

The vice-chair will have the powers and duties of the chair in his/her absence or during his/her disability and such other powers and duties as the board may from time to time determine.

Duties of the Secretary

The secretary attends all board meetings and records the proceedings. The secretary will also supply records and other information which the board may require or need. Among his/her duties will be the following:

- Keep a permanent record of all proceedings of the board.
- Prepare such reports and perform such duties as may be prescribed by statutes or directions of the board chair.

The board, at its discretion, may employ a competent professional person to record minutes and proceedings of the board.

Issued 5/85; Revised 9/19/17

Lexington District One Schools

BOARD-SUPERINTENDENT RELATIONSHIP

Code **BDD** Issued **DRAFT/21**

The board believes that its most important function is the formulation and adoption of policy. The superintendent's function is the execution of the board's policies. The board delegates certain executive powers to the superintendent to manage the district within the established policies.

The board holds the superintendent responsible for the administration of its policies, the execution of board decisions, the operation of the district's educational program, and the provision of information to the board about school operations.

The relationship that exists between a board and its superintendent is an intrinsic part of the educational process within a community. Knowledge of what each can reasonably expect of the other can substantially help to promote sound working relationships.

The board will do the following:

The superintendent will do the following:

Select a competent, established educational leader as superintendent and support that person in the discharge of assigned duties.

Effectively provide professional educational leadership. All district staff members are responsible directly or indirectly to the superintendent.

Serve as the policymaking body.

Recommend sound policy and enforce the policies by establishing rules and regulations.

Allow the superintendent to administer the district.

Implement board policy effectively through efficient administration.

Adopt an annual budget.

Prepare and submit an annual budget to the board for consideration.

Exercise sound judgement in business affairs of the district.

Keep the board informed on financial matters, use sound long-range planning, and keep current expenditures within the approved budget.

Deal always in an ethical, honest, straight-forward, open, and above-board manner with the superintendent and the community.

Deal always in an ethical, honest, straight-forward, open, and above-board manner with the board, staff, and the community.

Approve an organizational chart for the administration.

Make assignments for each position with the board's authorization.

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The board will do the following:

Establish salary schedules and other personnel policies.

Receive and review reports of the superintendent concerning the progress of the district.

Function only as a board rather than as individuals.

Communicate with staff members through the superintendent.

Remember that schools exist for the benefit of the students and the community.

Hear appeals of district staff members and students resulting from decisions of the superintendent.

Present the needs of the schools to the community.

Adopt school standards, textbooks, and the annual school calendar.

The superintendent will do the following:

Recommend personnel policies for adoption and be responsible for assignment of all staff.

Provide accurate and complete reports to the board regarding the progress of the district.

Deal with the board as a whole rather than as individual members.

Ensure staff communication with the board as necessary.

Remember that schools exist for the benefit of the students and the community.

Make decisions in line with board policy.

Plan means of keeping the community informed about district matters. Serve as the representative of the district.

Recommend for approval school standards, textbooks, and the annual school calendar.

Adopted 3/18/80; Revised 10/83, 5/85, 9/19/17, ^

Policy BDD Board-Superintendent Relationship

Issued 9/17

Purpose: To establish the basic structure for the board's legislation of policies and the execution of those policies by the superintendent and staff.

The board believes that its most important function is the formulation and adoption of policy. The superintendent's function is the execution of the policies. The board delegates certain executive powers to the superintendent to manage the schools within the established policies.

The board holds the superintendent responsible for the administration of its policies, the execution of board decisions, the operation of the internal machinery designed to serve the school program, and the provision of information to the board about school operations and problems.

The relationship that exists between a board and its superintendent is an intrinsic part of the educational process within a community. Knowledge of what each can reasonably expect of the other can help substantially in promoting sound working relationships.

The board will do the following:

The superintendent will do the foll

Select a competent, established educational leader as superintendent and support that person in the discharge of assigned duties.

Serve as the policymaking body.

Allow the superintendent to administer the schools.

Adopt an annual budget.

Exercise sound judgement in the business affairs of the school district.

Deal always in an ethical, honest, straight-forward, open, and above-board manner with the superintendent and the community.

Approve an organizational pattern for the administration.

Establish salary schedules and other personnel policies.

Receive and review reports of the superintendent concerning the progress of the schools.

Function only as a board rather than as individuals.

Communicate with staff members through the superintendent.

Remember that schools exist for the benefit of the students and the community.

Hear appeals of school employees and citizens of the community from decisions of the superintendent.

Present the needs of the schools to the citizens of the community.

Administer effectively and provide the necessary. All district employees are superintendent.

Recommend sound policy and enforce regulations.

Implement board policy effectively through

Prepare and submit an annual budget

Keep the board informed on financial and keep current expenditures within

Deal always in an ethical, honest, straight-forward manner with the board, the staff, and the community.

Make assignments for each position

Recommend personnel policies for all of all personnel.

Provide accurate and complete reports of the schools.

Deal with the board as a whole rather than as individuals.

Ensure necessary staff communication through the board.

Remember that schools exist for the benefit of the students and the community.

Make decisions in line with board policy heard and decided by the board.

Plan means of keeping the community informed and a representative of the schools before the board.

Adopt school standards, textbooks, and annual school calendar.

Recommend for board action school : calendar.

Adopted 3/18/80; Revised 10/83, 5/85, 9/19/17

Lexington District One Schools

Administrative Rule BDD-R Guidelines for Processing Policies and Regulations

Issued 9/87

All new or revised policies will be presented in writing to the board by the district's policy coordinator for at least two readings at regularly scheduled board meetings. Thus, a policy proposal presented at one regular board meeting should be voted on at the next regularly scheduled board meeting. This is, in itself, a board policy.

If legalities are involved, no board action will be taken until the district's attorney or an attorney for the State School Board's Association reviews and pronounces the proposal to be legally defensible and wise.

Once the board approves a policy, the district's policy coordinator will insure that a record of the policy's approval is recorded in the board's minutes and master policy manuals. This should be done within three (3) days after the policy is approved by the board. The policy coordinator will also deliver "District Issued" copies of the policy to board members, building administrators, and district office administrators. The policy coordinator will then arrange for the finished policy to be printed by the South Carolina School Boards Association and placed in each of the district's manuals.

In the absence of highly unusual circumstances, proposed policies should not be allowed to "linger" unresolved and dormant for longer than sixty (60) calendar days after presentation to the board.

It is understood that in preliminary considerations of a policy proposal, the district superintendent will be thoroughly aware of the contents of such proposal and will be involved in any decision as to whether a given proposal is to be presented to the board for consideration.

After each school board meeting the policy coordinator will study the minutes from the meeting to identify actions of the board which might have the effect of policy that would warrant revisions in policies.

Without official school board authorization, no administrator is permitted to physically "just remove" a policy from the manual. Deletion of a policy is by official board action only.

In addition to policy manuals which are distributed to the board and district administrators, one manual will be placed in each school office and library, the town library, the Chamber of Commerce Office, and the county board of education office. Other manuals may be distributed as necessary.

The policy coordinator will supervise a review of each policy manual under district control at least once annually. Essential check-points will be the following.

- currency;
- legality
- preciseness of language
- relevancy.

Issued 1/83;

Revised 5/85, 5/19/87, 9/87