



**DATE:** April 29, 2022

**TO:** Lexington County School District One Board of Trustees

**FROM:** Superintendent Gregory D. Little, ED.D.

**REGARDING:** May 4, 2022 Meeting of an *Ad Hoc* Committee of the Board of Trustees

On Wednesday, May 4, 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 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.

## **MAY 4, 2022 BOARD AGENDA**

### **1.0 Call to Order 12:00 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 April 7, 2022 *Ad Hoc* Committee Meeting**

### **4.0 Discussion of Policies**

- 4.1 Review At-large Board Recommendations for Second Readings of Policies BBA, BBAA, BBAA-R, BC, BCA, BCB
- 4.2 BD, BD-R — Organization of the Board
- 4.3 BDD, BDD-R — Board-Superintendent Relationship
- 4.4 BG, BGD-R — Board Policy Process/Board Review of Administrative Rules

### **5.0 Adjourn**

# BOARD POWERS AND DUTIES

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

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State law and regulation requires the board to discharge certain duties and confers upon them legislative, judicial, and executive powers.

## **Legislative/Policymaking**

The board is responsible for the development and adoption of policy to direct the general management and administrative actions of the district. The policies will be in written form and continually re-evaluated in terms of the changing needs and functions of the district.

## **Executive**

The board will employ a superintendent to serve as the district's chief executive officer. In that role, the superintendent performs administrative duties for the board by virtue of the powers delegated to him/her. The board will hold the superintendent accountable for the proper and efficient administration of the district.

## **Quasi-Judicial**

The board is responsible for hearing appeals of professional and support staff members, parents/legal guardians, students, and others when such appeals are contemplated by local, state, or federal law or board policy.

## **Operational Action**

The board is responsible for carrying out board business, such as adopting procedures for meetings, electing board officers, and ensuring compliance with local, state, and federal laws.

## **Appraisal and Approval**

The board is responsible for evaluating the effectiveness of its policies and the implementation of its policies. The board will appraise the superintendent's recommendations and act on each proposal in the district's best interest. The board will hold the superintendent accountable for furnishing complete information necessary for the board's evaluation of the superintendent's recommendations.

## **Educational Planning and Evaluation**

The board is responsible for establishing educational goals which will guide both the board and the staff in working together toward the continued improvement of the educational programs of the district. The educational ~~program~~ effectiveness will be evaluated regularly as measured through the goals and objectives set forth by the board. The board is responsible for requiring and acquiring reliable information from the district to make informed decisions.

## **Provision of Financial Resources**

The board will oversee the district's finances by authorizing, appropriating, and adopting a budget and by proposing tax levies or bond elections, when appropriate and as allowed by law, to provide for operation of the district's ~~educational program~~.

# PAGE 2 - BBA - BOARD POWERS AND DUTIES

## Staffing

The board is responsible for employing the professional ~~staff and ratifying the~~ and support staff necessary for carrying out the district's ~~educational program work~~. The board is also responsible for establishing salary schedules, terms of employment, and other personnel policies.

## Reviewing Action

The board has final authority within the law for the operation of the district. No section of these policies and procedures may be construed to limit the statutory powers of the board to exercise its own judgment.

## Visits to Schools

Board members will visit schools with the full knowledge of and timely coordination with staff including the superintendent and building level administrators.

Visits to schools or classrooms will occur only after making arrangements through the building-level administration of each school. Board members must check in at the school's front office and follow all visitation procedures.

Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

## Public Relations

The board is responsible for providing adequate and direct means for keeping the community informed about the district and for providing opportunities for public engagement. The board encourages community members to attend board meetings.

Adopted 10/1/72; Revised 10/83, 5/85, 3/21/17, ^

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### Legal References:

- A. S.C. Code of Laws, 1976, as amended:
  - 1. Section 59-19-90 - General powers and duties of school boards.
- B. S.C. Acts and Joint Resolutions:
  - 1. 1994 Act 601 - Powers and duties devolved upon local district boards.

## BOARD MEMBER AUTHORITY AND RESPONSIBILITIES

Code **BBAA** Issued **DRAFT/21**

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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~~ district personnel 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, ^

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### 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.

# BOARD MEMBER AUTHORITY AND RESPONSIBILITIES

Code **BBAA-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.~~ in writing at least six business days prior to the meeting at which they desire the board consideration of the proposed item. , 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. The proposed agenda item must be within the scope of the board's duties and appropriate for consideration. The proposed agenda item will be placed on the agenda for approval at the next meeting. At the next meeting, during discussion of the proposed agenda item, the superintendent will provide the

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

board with an estimate of the time and staff resources that will be required to prepare for a thorough and appropriate discussion of the proposed agenda item. ~~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~~ 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~~ who will bring such requests 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.

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**

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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.
- Participate in the various board training opportunities which are offered locally, regionally, statewide, and nationally.

## **PAGE 2 – BC – BOARD MEMBER CONDUCT**

- 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 ^



## BOARD MEMBER CODE OF ETHICS

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

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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. [leave this section from the district's previous policy]

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, ^

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Legal References:

- 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.

## **PAGE 2 - BCA - BOARD MEMBER CODE OF ETHICS**

3. Section 59-25-10 - Prohibits board members from employing members of immediate family as teachers, with exceptions.

## BOARD MEMBER CONFLICT OF INTEREST

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

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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.

*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

## PAGE 2 - BCB - BOARD MEMBER CONFLICT OF INTEREST

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 ~~whereas~~ 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 but may serve in other volunteer capacities.

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

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### 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.

## ORGANIZATION OF THE BOARD

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

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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, ^

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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**

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## **ORGANIZATION OF THE BOARD**

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

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### **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**

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## BOARD-SUPERINTENDENT RELATIONSHIP

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

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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.

## **PAGE 2 - BDD - BOARD-SUPERINTENDENT RELATIONSHIP**

### **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**

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# **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

# BOARD POLICY PROCESS/BOARD REVIEW OF ADMINISTRATIVE RULES

Code **BG/BGD** Issued **DRAFT/21**

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The board believes that the development, adoption, and review of board policies is its most important governance function. Board policies establish the goals, direction, and structure of the district. In addition to policies required by local, state, and federal laws and regulations, the board adopts policies to provide direction to the superintendent and other administrators, to guide the district's educational program, and to provide clear expectations for district staff, students, and parents.

The board regards policy development and review as an ongoing process. The need for a new policy or revision or deletion of an existing policy may arise from a change in law and/or regulations, modification of the district's vision or goals, educational research or trends, the occurrence of a significant incident, or a recommendation or request from an interested party. Proposals regarding policies may originate with board members, the superintendent, staff members, parents/legal guardians, students, consultants, civic groups, advisory committees, or any resident of the district. All proposals, including those from external sources, will be presented in writing and given to the superintendent for review. Upon recommendation from the superintendent, the board will examine proposals prior to acting upon them.

Each proposed policy (including proposals to amend policy) will require **two** readings at regular meetings or work sessions 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 at a 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 a meeting to discuss policy changes.

The board may also suspend a policy in certain emergency situations although such change was not listed on the agenda of the meeting if the favorable vote is unanimous and the agenda is amended in compliance with the South Carolina Freedom of Information Act.

## **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 amend or 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 ^

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### Legal References:

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

1. Section 30-4-80 - South Carolina Freedom of Information Act; posting of agendas.

B. Attorney General's Opinion:

1. S.C. Att'y Gen. Op. (September 5, 2018) - Definition of emergency/exigent circumstance; statutory deadlines cannot be deemed emergencies.

## BOARD POLICY PROCESS/BOARD REVIEW OF ADMINISTRATIVE RULES

Code **BG/BGD-R** Issued **DRAFT/21**

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The superintendent or his/her designated policy manual coordinator has the responsibility of drafting policy proposals, maintaining the board's manual, and serving as liaison between the board and the South Carolina School Boards Association's (SCSBA) policy services and other sources of policy research information.

- The superintendent will present a proposed policy in writing to the board at least 30 days prior to possible approval.
- If legalities are involved, the board will consult legal counsel before action is taken.
- After the first reading, the superintendent will make the policy available for public review.
- Once the board gives a policy final approval, the superintendent will have the policy posted online or distribute a copy of the policy to each building administrator and district office administrator.
- The policy manual coordinator will send the policy to the SCSBA for final formatting and posting.
- In the absence of highly unusual circumstances, the administration must not allow proposed policies to "linger" unresolved and dormant for longer than 60 calendar days after presentation to the board.
- Without official board authorization, no administrator is permitted to physically or otherwise "just remove" a policy from the manual or online manual. A policy may be deleted by official board action only.
- The superintendent will supervise a review of the policy manual on a continuing basis. The district may seek the aid of SCSBA policy services in performing this review.

Issued ^

## **Policy BDA Policy Development System**

Issued 5/85

The board adopts the policy development codification and dissemination of the National School Boards Association (EPS/NSBA).

Adopted 5/85

**Lexington District One Schools**

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## **Policy BDB Policy Drafting**

Issued 5/585

Proposals for new policies, or changes to existing policies, may be initiated in writing by any board member or by any individual or group of citizens, students or employees. The policy proposals so initiated will be referred to the superintendent for detailed study prior to board discussion of the proposal.

Adopted 5/85

**Lexington District One Schools**

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## **Policy BDBA - Attorney Involvement in Policy Development**

Issued 5/585

The superintendent will seek the counsel of the school attorney or other appropriate counsel when, in his/her opinion or the board's, there may be a question of legality or proper legal procedure in the development of a proposed school board policy.

Adopted 5/85

**Lexington District One Schools**

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## **Policy BDBB Staff Involvement in Policy Development**

Issued 5/85

In the development of policies, the board will delegate to the superintendent the responsibility of seeking the advice and counsel of appropriate personnel.

The purpose of this provision is that the board may gain the most complete and reliable information possible on which to base decisions.

(Cf. GAC)

Adopted 5/85

**Lexington District One Schools**

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## **Policy BDBC Community Involvement in Policy Development**

Issued 5/85

Any citizen of the district may recommend policies to the board. Such policies or policy revisions will be referred to the superintendent for administrative study and recommendation prior to consideration

Adopted 5/85

**Lexington District One Schools**

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## **Policy BDBD Student Involvement in Policy Development**

Issued 5/85

Most students desire a strong voice in the decisions which affect them, and their efforts are welcomed by the board.

The board views student participation in school affairs as an extension of the educational process. This district will encourage students to participate through planned programs and procedures in the government of the school and in curriculum evaluation. Students may recommend policies and policy changes to the board through student government channels or through procedures established by the school administrator.

The board desires the administration to make it clear to students that although they may recommend changes in policy to the board, the board alone is responsible for determining policy.

(Cf. JCB)

Adopted 5/85

**Lexington District One Schools**

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## Policy BDC Policy Adoption

Issued 5/85

Policies may be adopted or changed at any regular meeting of the board by a majority vote provided the board has at least 30 days prior written notice of the proposed policy. To systematize and expedite policy action, a policy proposal presented at one regular board meeting should be voted on at the next regularly scheduled board meeting.

Adopted 5/85

Constitutional and Statutory Provisions:

S.C. Code, 1976, as amended:

[Section 59-19-110](#) - Rule-making power of boards.

**Lexington District One Schools**

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## **Policy BDH Suspension of Policies**

Issued 5/85

The operation of any section or sections of Board policies not established by law or contract may be temporarily suspended to meet extreme emergencies by a majority vote of Board members present at a regular or special, legally constituted meeting.

Adopted 10/1/72; Revised 12/16/75, 10/83, 5/85

**Lexington District One Schools**

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## **Policy BDG Administration in Policy Absence**

Issued 5/85

In cases when action must be taken within the school system where the Board has provided no guides for administrative action, the Superintendent shall have power to act.

His decisions, however, shall be subject to review by the Board at its next regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

(Also CMB)

Adopted 10/1/72; Revised 10/83, 5/85

**Lexington District One Schools**

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(Also BDG)

Adopted 10/1/72; Revised 10/83, 5/85

**Lexington District One Schools**

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