



**DATE:** September 28, 2022  
**TO:** Lexington County School District One Board of Trustees  
**FROM:** Interim Superintendent Gerrita Postlewait, ED.D.  
**REGARDING:** October 4, 2022 Meeting of an *Ad Hoc* Committee of the Board of Trustees

On Tuesday, October 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 4 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.

## **OCTOBER 4, 2022 BOARD AGENDA**

### **1.0 Call to Order 4 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 September 13, 2022 Ad Hoc Committee Meeting**

### **4.0 Discussion of Policies**

- 4.1 BBA Board Powers and Duties
- 4.2 BBB Board Membership/Elections
- 4.3 BD, BD-R Organization of the Board

### **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~~.

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## 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.

**Section B**  
**BOARD GOVERNANCE AND OPERATIONS**

BBB	Board Membership/ Elections	Note model language on administering the oath of office. Highlighted information is your district specific information from your local legislation. Revised legal references.
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## BOARD MEMBERSHIP/ELECTIONS

Code **BBB** Issued **DRAFT/21**

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The members of the board must be residents of the district elected in nonpartisan elections held at the same time as the general election in even-numbered years.

The regular term of office for each board member is four years.

The term of office of every elected board member of the district must commence one week following the certification of their election.

At the first meeting following commencement of a board member's term of office, he/she will be administered the oath of office by the district superintendent, the state superintendent, a judge, a notary, or a clerk of court.

Within one year of taking office, board members will complete the state-mandated orientation program on the powers, duties, and responsibilities of a board member.

Adopted 19/1/72; Revised 10/83, 5/85, 5/18/93, 5/16/17, ^

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### Legal References:

#### A. S.C. Constitution:

1. Article VI, Section 4 - Officers to take and subscribe oath.
2. Article VI, Section 5 - Form of oath.

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

1. Section 59-19-45 - Orientation required for board members.
2. Section 59-19-315 - Commencement of board member's term of office.

#### C. S.C. Acts and Joint Resolutions:

1. 1995 Act 176 - Provides for the election of board members and terms of office.

## Policy BBB Board Membership - Elections

Issued 5/17

Purpose: To establish the basic structure for election to the board.

The members of the board will be elected in nonpartisan elections held at the same time as the general election in even-numbered years.

The regular term of office for each trustee is four years. The term of office of every elected trustee of the school district must commence on Monday following the certification of the results of the general election and ends on the Monday following the certification of the results of the general election four years hence.

Members of the board of trustees of Lexington County School District 1 elected in 1994 will include one resident of the Pelion school attendance area and one resident of the Gilbert School attendance area. Their successors will also be residents of these school attendance areas.

Within one year of taking office, board members will complete an orientation program on the powers, duties, and responsibilities of a board member.

Adopted 19/1/72; Revised 10/83, 5/85, 5/18/93, 5/16/17

Legal References:

S.C. Constitution:

[Article VI](#), Section 4 - Officers to take and subscribe oath.

[Article VI](#), Section 5 - Form of oath.

S.C. Code, 1976, as amended:

[Section 59-19-45](#) - Orientation for school board trustees.

[Section 59-19-315](#) - Commencement of trustee's term of office.

S. C. Acts and Joint Resolutions:

1974 Act 1181, Section 3 - Election of trustees.

1975 Act 114, Section 2 - Amends 1974 Act 1181 to delete resident requirements for trustees.

1979 Act 279 - Conduct of school elections.

[1993 Act 217](#) - Areas from which certain members are to be elected; repealed by [1995 Act 176](#).

[1993 Act 218](#) - Nonpartisan elections to be held at the time of the general election.

[1994 Act 601](#) - Abolished the Lexington County Board of Education and devolved its powers and duties on the respective district boards.

[1994 Act 602](#) - Qualification of candidates.

[1995 Act 176](#) - Membership of board; election; filling vacancies; repeals [Act 217 of 1993](#).

[1996 Act 522](#) - Amends [1993 Act 218](#) to revise filing period; amends [1995 Act 176](#) to provide that filing period will be as provided in [1993 Act 218](#).

## **Lexington District One Schools**

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## 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. **Candidates will have an opportunity to briefly address the board.** 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 next regular scheduled meeting** 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.

## 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.

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.

- Be knowledgeable of parliamentary procedure and board policies.

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

### 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~~ Duties moved under Vice Chair)*

~~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, ^