



DATE: April 4, 2022
TO: Lexington County School District One Board of Trustees
FROM: Superintendent Gregory D. Little, Ed.D.
REGARDING: April 7, 2022 Meeting of an *Ad Hoc* Committee of the Board of Trustees

On Thursday, April 7, 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 9 A.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.

APRIL 7, 2022 BOARD AGENDA

1.0 Call to Order 9:00 A.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 March 22, 2022 *Ad Hoc* Committee Meeting

4.0 Discussion of Policies

- 4.1 Review Recommendations for Second Readings of Policies BA, BAA, BB and BBA
- 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 OPERATIONAL GOALS

Code **BA** Issued **DRAFT/21**

The board is committed to the educational goal of ensuring that students develop to their maximum personal and academic potential to prepare them for the future in the workforce and as responsible citizens. Providing quality education involves the cooperation of the board, administration, staff, students, parents/legal guardians, and community. [Taken from current policy]

The board will function in a non-partisan manner, and each member will allow his or her consideration for the entire district to take precedence over every form of partisanship and special interest—political, racial, religious, geographic, economic, social, civic, or other. The board, through policy, will provide the best possible educational program experience to address the educational needs of the students in the district and will accomplish this goal by efficiently managing overseeing district resources.

The board, as a primarily legislative body, will establish the policies of the district and the superintendent will carry out those policies through the administration of the district. The board will function publicly and will seek the input of the community, students, and staff, when applicable, in its decision-making processes.

~~The board will establish a culture of competence, collaboration, and trust.~~

Accordingly, **In order to establish a culture of competence, collaboration, and trust**, the board's goals are as follows:

- to provide leadership through clearly defined written policies based on a thorough understanding of the district's **mission and vision** educational program and in consultation with individuals and groups affected by those policies, as appropriate
- to establish and evaluate the goals and objectives of the district
- to formulate a sound fiscal policy that demands efficient use of resources
- to ~~choose~~ **employ** the superintendent and work responsibly with him/her
- to maintain effective communication with the public, parents/legal guardians, and students served by the district
- to identify the ~~educational and technological~~ needs of the community and to transform such needs into ~~programs provide~~ opportunities to aimed at preparing students for future careers
- to review its performance relative to its goals on an ~~periodic~~ **annual** basis

Adopted 10/83; Revised 5/85, 10/16/90, 1/17/17, ^

BOARD SELF-EVALUATION

Code **BAA** Issued **DRAFT/21**

The board is committed to a continuous growth process and to leading by example. To that end, the board will conduct annual self-evaluations. ~~during board retreats, special meetings, or regularly scheduled.~~ The results of the self-evaluation will be reviewed each year ~~in ****~~ July and used to establish board goals for the following year. ~~At the next regularly scheduled board meeting following compilation of the results of the self-evaluation, the board chair will make~~ provide a summary report of the process and results.

Self-assessment by the board allows its members to systematically take an in-depth look at the board as a governing body to make sure it is discharging its responsibilities to the ~~school~~ district and community effectively. The results of ~~the evaluation- this assessment tool and analysis will~~ provide valuable information the board will use to build a unified body of effective leaders.

The evaluation will assist the board by:

- providing a baseline for effective goal setting and long-range planning for the board
- promoting dialogue about effective governance leading to a greater understanding of roles and responsibilities
- identifying strengths and weaknesses of the board as a public body and guiding the board's efforts to improve through training, research, and other forms of board development
- improving decision making by enhancing a common understanding of the board's philosophies and goals
- prompting an awareness and understanding among the public and parents/legal guardians about the functions of the board
- demonstrating a willingness by ~~each board member to hold each other accountable~~ the board to hold itself accountable

(DRAFTER'S NOTE: The South Carolina School Boards Association will assist the board with its annual evaluation by providing the assessment instrument and analysis.)

Adopted 3/21/17; Revised ^

BOARD LEGAL STATUS

Code **BB** Issued **DRAFT/21**

Lexington County School District One is a political and corporate body of the State of South Carolina. The legally constituted governing body of the district is the board of trustees. The board is composed of seven members who reside ~~in designated areas~~ within the boundaries of the ~~county~~ district.

The board's powers are derived from the South Carolina Constitution and acts of the South Carolina General Assembly. Consequently, the board may perform only those acts for which authority exists. This authority may be expressly stated or implied either in state law or in rules and regulations of the State Board of Education.

The board is responsible to the community it serves and represents. Therefore, it is the duty of the board to act in the best interest of the community in matters of public education within the boundaries set by the laws and regulations of the state of South Carolina and Lexington County.

All powers of the board lie in its action as a governing body. 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.

Adopted 1972; Revised 10/83, 5/85, 12/12/95, 3/21/17, ^

Legal References:

- A. S.C. Code of Laws, 1976, as amended:
 - 1. Section 59-17-10, *et seq.* - School districts.
 - 2. Section 59-19-10 - District will be under the management of the board of trustees.
- B. S.C. Acts and Joint Resolutions:
 - 1. 1994 Act 601 - Powers and duties devolved on district boards.
 - 2. 1995 Act 176 - Provides for seven board members; elections.
- 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 POWERS AND DUTIES

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

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

Legislative/Polycymaking

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~~.

Lexington County School District One

(see next page)

First Reading – March 15, 2022

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 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, ^

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.

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.

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

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**

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 ^

PAGE 2 - BG/BGD - BOARD POLICY PROCESS/BOARD REVIEW OF ADMINISTRATIVE RULES

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**

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

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

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

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

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

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

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

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

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

Policy CMB 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 the 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 BDG)

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

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