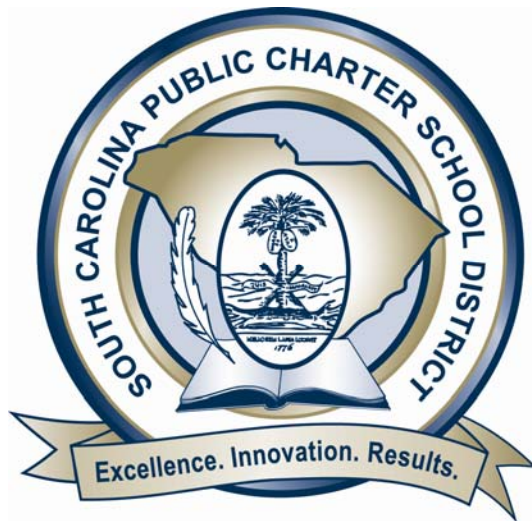


South Carolina

Public Charter School District



BOARD OF TRUSTEES

POLICY MANUAL

INTRODUCTION

This manual is for the use of the S.C. Public Charter School District (SCPCSD) and its staff. The manual is secondary in authority to any statutes or state regulations. Conflicts with statute or regulations should be brought to the attention of the Superintendent immediately.

For purposes of this manual, the codified provisions of the South Carolina Code of Laws, which are cited herein as *authority*, relate to the subject matter of the policy. The text of the policy statement is that which has been adopted by the District and, therefore, should not be construed as the actual wording of the provision. For the exact wording of all provisions cited herein, refer to the 1976 South Carolina Code of Laws, as amended, and its subsequent annual supplements.

THE LANGUAGE IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE DISTRICT RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OF ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYEMENT.

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MISSION STATEMENT

The South Carolina Public Charter School District (SCPCSD) serves the students and families of South Carolina by authorizing and fostering innovative high quality public charter schools for all South Carolinians, by offering public education through the leadership and integrity of the South Carolina Public Charter School Board.

Board Governance

The South Carolina Public Charter School District Board of Trustees (*hereafter SCPCSD Board*) will approach its task in a manner which emphasizes strategic leadership more than administrative detail, clear distinction of Board and staff roles, focus on the future rather than past or present, and function pro-actively rather than reactivity.

The Board will govern with one voice through written policies with an emphasis on long term ends.

It is in this spirit that the Board will:

1. Confine its major involvement to the intended long-term impact of the SCPCSD, not with the daily operational administrative efforts of the District.
2. Direct, control, and inspire the District through the careful deliberation and establishment of policies.

Policies will be statements of values or approaches which address

- a . **The products** in the marketplace [**Outcomes and Ends**] - what benefits, for which needs, at what costs
- b . **The Board boundaries** – [**Statements of Board character**] of prudence and ethics to be observed by staff
- c. **The Board's roles and policies** – [**Board Process**] and responsibilities to itself and its owner- the taxpayers of our state
- d **The Board relationship** – [**Board Accountability Measures**] to the district staff and subsidiary schools

3. Enforce upon itself whatever discipline is needed to govern with excellence and integrity. Discipline will apply to attendance, policy-making principles, respect of clarified roles, speaking with one voice, and self policing the Board tendencies to stray from rigorous governance.

4. Be accountable to the general public for competent, conscientious and effective accomplishment of its obligations as a body. Allow no officer, individual, or committee of the board to usurp this role or deter this discipline.

5. As an initiator of policy, be responsible for its own performance,

STATUTORY AUTHORITY: SECTION 59-40-30

This governance model offers broad parameters in which charter schools can; "self govern" with accountability to the SCPCSD Board for student achievement; self-manage through prudent financial management and practices; mandate academic excellence through data driven. proven educational innovation; and hold themselves accountable to the South Carolina Public Charter School District for academic progress through clearly defined accountability measures defined in Board policy. The SCPCSD Board shall manage the ability of its schools in these endeavors.

Required conditions that must be met for this governance model to operate effectively are:

- 1. A state charter board with strong leadership and forward thinking abilities.*
- 2. A competent and capable Superintendent who is charged with leading schools and directing district staff.*
- 3. Frequent and measurable accountability assessments from the Superintendent to the Board as outlined in Board policy.*
- 4. Clearly defined, printed corrective measures for low and non-performing schools.*
- 5. The freedom of charter public schools to be wholly responsible to the SCPCS Board and accountable with clearly defined timetables of accountability measures for the academic achievement of their students and the financial viability of their charter public schools.*

POLICY/RULE DEVELOPMENT

A. Development:

Proposed new policies, rules, regulations, or revisions to existing policies, rules, or regulations shall be prepared and submitted in writing to the Board of Trustees, by the Chairman, and fellow board members. Associations and interest groups, and individuals may propose suggestions for new policies/regulations or revisions to existing policies/regulations by submitting in writing these suggestions to the Chair of the Board.

Any new policies/regulations adopted by the Board must have two (2) readings. The three readings requirements may be waived by a majority vote of the members present and voting.

B. Review:

The SCPCS Board shall initiate a formal review of the existing policies, rules, and regulations of the Board at such time as it is considered appropriate by a majority of the

members of the Board. The Charter Board shall review its own policies, rules, and regulations on a routine and ongoing basis and make recommendations for revisions in order to maintain an up-to-date compilation of them. Further, the Superintendent shall annually, or more often, if appropriate, review these documents to insure that they are consistent with current legislative provisions and report to the Board.

Dissemination:

The Rules of Governance for the South Carolina Public Charter School District shall contain all operating procedures of the Board and are available for review, upon completion, on-line and in the office of the Superintendent.

Revisions to existing regulations, as approved by the Board shall be disseminated on a routine basis by the Superintendent to each board member and made available to the public through the Superintendent's office and the district website. The Charter Superintendent shall develop and implement a systematic review for periodic updates of both the *Rules of Governance* Manual and *Rules and Regulations* Manual.

BOARD RESIGNATION

Resignation from the Charter Public School District Board by a Member:

A member of the Board may resign one's position by submitting a letter of resignation to the Board Chair. The Chair will forward the resignation letter to the Secretary of State and the entity appointing the seat.

REMOVAL FROM THE BOARD

Article VI, §9, South Carolina Constitution, provides: "*Officers shall be removed for incapacity, misconduct, or neglect of duty in such manner as may be provided by law when no mode of trial or removal is provided by this Constitution.*" (See also §§1-3-240 and 1-3-250, South Carolina Code.)

Any public official can be removed by the Governor for crimes involving misuse of public funds or moral turpitude. (See Article VI, §8, South Carolina Constitution.) (See also §8-1-10, South Carolina Code, pertaining to definition of public officials.) The Governor may remove Charter Board members who are convicted of misconduct. (See §8-1-90, South Carolina Code.) Board members have the right to due process in removal cases with appeal to the circuit court. (See Article I, §22, South Carolina Constitution.) The Attorney General's Office has the authority to bring action against usurpers and those who have forfeited public office, (§15-63-60, South Carolina Code). Incapacity, misconduct or neglect are grounds for removal under the State Constitution or State Code of Laws. Dual office-holding (Article VI, §3 and Article XVII, South Carolina Constitution), dueling (Article XVII, §1B, South Carolina Constitution), conviction of a crime involving misuse of public funds or involving moral turpitude (Article VI, §8,

South Carolina Constitution and §8-1-110, South Carolina Code), collecting and retaining rebates, and failure to fulfill duties related to public records (§30-1-10, South Carolina Code) are also potential grounds for removal. Board members who are found guilty of making a contract or otherwise profiting from a contract with the Charter Board may be removed from office. (See §59-5-130, South Carolina Code.)

Charter Board members should consult the Ethics Commission concerning potential conflicts of interest in order that the member may remove himself from a potential conflict of interest situation if it is determined necessary by the Ethics Commission according to its rules and regulations. (See §§2-17-5, et seq. and 8-13-700, et seq., State Ethics Laws.)

BOARD ATTENDANCE:

1. Board Chairman will determine whether attendance is an excused or non-excused absence.
2. Excused absence is at the discretion of the Board Chairman with acceptable reasons being illness, family matters, and emergency.
3. Board Members may not miss more than 1/3 of the **REGULARLY SCHEDULED** meetings in any fiscal year July 1 – June 30th, and no more than 3 consecutive meetings.
4. It is acceptable for Board Members to attend the meeting via pre-arranged conference call.
5. An annual schedule of meetings is to be published.

OFFICERS OF THE BOARD OF TRUSTEES

Officers: The officers of the Board shall be: Chairman, Vice-Chairman, and Secretary elected from among its membership.

Chairman: The Chairman of the Board shall be elected by the Board at the first meeting thereof in each fiscal year and shall serve at the pleasure of the Board. The Chairman shall preside over all the meetings of the Board and shall have general powers and duties usually vested in such office. On behalf of the District, the Chairman shall sign such agreements, papers and reports as the Board shall direct. The Chairman is to ensure the integrity of Board process including, the effectiveness of meetings and the Board's adherence to its own rules. The order of succession, in cases of temporary absence of the Chairman is the Vice-Chairman, then Secretary.

Vice-Chairman: The Vice-Chairman shall be elected by the Board at the first meeting thereof in each fiscal year and shall serve at the pleasure of the Board. In the absence or incapacity of the Chairman, the Vice-Chairman shall perform the duties of that office. The Vice-Chairman will work with the Chairman on the activities of the Board.

Secretary: The Secretary shall be elected by the Board at the first meeting thereof in each fiscal year and shall serve at the pleasure of the Board. The Secretary shall keep, or cause to be kept, correct and complete minutes of meetings of the Board; keep, or cause to be kept, the official records of the Board; keep, or cause to be kept, the official records of the District, and perform such other duties as are prescribed by the Board. The Secretary, by affixing his/her signature, shall attest formally to the legitimacy of Board documents. The Secretary is also responsible to the Board for reporting on and noting any inconsistencies of Board actions.

Assistant Officers: Assistant officers whom the Board may elect shall perform such duties as the policies of the Board may prescribe.

COMMITTEES OF THE BOARD OF TRUSTEES

Board Committees: shall be established by the board for the purpose of accomplishing the mission of the board and to aid the process of board governance.

The Standing Committees of the Board shall be the Executive Committee, consisting of Board officers, the Personnel Committee, the Budget and Finance Committee, and the Legal Affairs Committee, and any other committees deemed necessary to carry out the Board's mission. The members of the Standing Committees shall be appointed by the Chairman at the first meeting of the board in the fiscal year and shall perform such duties as the Board may direct. The Chairman of the Board shall be an *ex officio* member of all committees. The Chairman shall have the power to fill any vacancies on such committees.

STANDING COMMITTEES' DUTIES

1. Develop recommendations to present to the Board for action.
2. Perform functions as specified in the Authority Matrix adopted by the Board on December 12, 2007.
3. Perform other duties assigned by the Board.
- 4 Assist the Board in performing its role in developing and promulgating policy for the District.

Other Committees: The Chairman of the Board may, from time to time, establish any other committees for any purpose or purposes, and appoint the members thereof.

Meetings of Standing Committees: Meetings of each standing committee may be called by its chairman, or by the Chairman of the Board. Each committee shall hold

its meetings in accordance with such rules of procedure and at such places as shall be fixed by a majority of the members of such committee and in accordance with applicable state laws and regulations.

BOARD MEMBERS COMPENSATION AND EXPENSES

Members of the Board receive mileage, lodging and reimbursement for actual expenses at the rate provided for by law. In addition, Board Members may receive per diem at the rate provided for by law for Board meetings attended.

NOTIFICATION OF BOARD MEETINGS

The Board shall meet at the call of its Chair or upon the request of a majority of its members or at such place as may be designated in the meeting notice.

BOARD MEETING AGENDA

The Board has sole authority over its agenda. The Chair will exercise this control on behalf of the Board. However, any board member, with majority agreement, can add or delete business from the agenda. Normally material related to the agenda will be given to board members with adequate lead time for preparation. The Chair shall, in consultation with the Superintendent, develop an agenda for the regular meetings of the Board at least two weeks prior to the meeting. Agendas for regular and special meetings must be posted at least twenty-four (24) hours before any such meeting.

The Board will approve the agenda at the beginning of each Board meeting.

Agenda Concept:

Only those issues which are within the board's sphere of authority (*see Board mission*) shall consume Board time. That is, the Board will work only on the Board's job, not on the staffs jobs, though the Board may review staff performance against Board Policies at any time it wishes. Board members are obligated to prepare for meetings and to participate productively in discussion.

RULES OF ORDER

The rules contained in the current addition of **Robert's Rules of Order, Revised** shall guide the actions of the Board when not inconsistent with the policies and by-laws of the board. Failure to follow said rules shall not invalidate any action taken by the Board in good faith. The Chair shall appoint a parliamentarian if necessary.

SUSPENSION OF THE RULES

By a two-thirds vote of those present and voting, the Board may suspend any policy resolution or rule, including the second reading of same.

VOTING METHOD

Votes of the Board shall be by voice vote. Any member may call for a roll call vote if desired. This vote is to be recorded beside the roster of board members and noted in the Minutes of the meeting. Votes may be cast by participating Board members, not by proxy.

BOARD MEETING MINUTES

Minutes of meetings of the SCPCSD Board shall comply with the requirements of Section 30-4-90 of the SC Code.

The secretary, or designee of the secretary, shall keep the Minutes of the Board. The Minutes shall be kept in the office of the Superintendent and shall be open to inspection by the public.

The Minutes of a meeting of the Board shall be sent to each Board member and shall be approved at the succeeding meeting. The Minutes shall not be considered official until approved by the board.

RECORDING PUBLIC SPEAKER COMMENTS DURING PUBLIC COMMENT PERIOD

The minutes will reflect only the speaker's name, organization and topic of discussion. A copy of any preprinted public speaker's comments handed out at the meeting shall be attached to the minutes.

PUBLIC PARTICIPATION AT DISTRICT BOARD MEETINGS

Charter Board Rule:

The Board recognizes its obligation to help citizens of the state understand the operation of public charter schools. The Board is also aware of the need for communication with citizens to encourage the public to make its wishes known and to explain general policies governing the operation of charter schools in the state. Therefore, in an effort to provide a procedure by which matters of statewide interest concerning charter public schools may

be brought before the Board while simultaneously conducting its business in an orderly and efficient manner, the Board announces the following policy with regard to citizen participation:

Persons wishing to speak to the Board must sign up on the sheet provided at the beginning of the Board meeting. The opportunity to address the Board at each regular Board Meeting is at the beginning of the meeting.

- Each speaker has two minutes.
- Speakers may not ask questions of Board Members.
- Board Members may not engage speakers in discussion.
- Disruptive behavior is not permitted.
- Personal attacks aimed at students or staff are not permitted.
- Scurrilous, obscene, or recklessly defamatory language aimed at any Board Member is not permitted.
- The Board will follow up on all matters that speakers present.

EXECUTIVE SESSIONS

Executive sessions of the SCPCSD Board shall comply with the requirements of Section 30-4-70 of the SC Code.

Charter Board Rule:

The Board, by majority vote of the membership present, may enter executive session for the reasons specified by law. An executive session is commonly attended by members of the Board, the Superintendent, Recording Secretary, and staff identified by the Superintendent as necessary to contribute to items under consideration; and, if applicable with the approval of the Chair, parties being heard on appropriate executive sessions matters.

Before going into executive session, the Board Chair shall pose the question of whether to meet in executive session to a vote. If such vote is favorable, the chair will then announce the *specific* purpose of the executive session, *i.e.*, *identify the matter to be considered in executive session.*

No vote will be taken in executive session. A vote may be taken on any action discussed in executive session only after the board returns to open session.

Deliberations, and information discussed in executive sessions are not available to the public nor should they be discussed outside the executive session by any Board member. Members who violate this confidentially will be sanctioned by the Chairman at the Chair's discretion.

REVIEW OF BOARD PROCEDURES

Constitutional and Statutory Provisions:

Article 1, §22, South Carolina Constitution provides for due process before administrative agencies, including judicial review of their decisions. The degree of review varies depending upon statutory provisions. Sometimes the review is limited to conclusions of law; at other times, there is review of both finding of fact and conclusion of law. In some cases, a new or second hearing may be granted.

BOARD PETITION FOR PROMULGATION OF POLICY

An interested person may petition the Board in writing requesting the promulgation, amendment, or repeal of a policy. Within thirty (30) days after submission of such petition, the Board shall either deny the petition in writing (stating its reasons for the denial) or shall initiate the action in such petition.

Constitutional and Statutory Provisions:

Any person may petition the Board in writing for a declaratory ruling as to the applicability of any regulation of the board. The Board shall, within thirty (30) days after receipt of such petition, issue a declaratory ruling thereon. (See §1-23-150(a), South Carolina Code.)

Charter Board Ruling:

A petition for a declaratory ruling as to the applicability of a regulation of the board shall be addressed to or forwarded to the Chairman.

Upon receipt, the Chair will:

1. Prepare a recommended ruling for consideration by the Board; or
2. Refer the petition to a committee and request its recommendation.

The recommended ruling should be considered at the next meeting of the Board following receipt of the petition and be approved or revised by the full Board. The declaratory ruling of the Board should be issued at this meeting, as the petition must be responded to within thirty (30) days after receipt.

The Chair, or his designee, shall notify the petitioner in writing of the declaratory ruling of the Board.

APPEAL TO THE DISTRICT BOARD

Charter Board Rule:

The Board will consider appeals from parents or guardians of students denied admission except where the enrollment exceeded a charter school's capacity and the determination was made by an approved lottery process.

POLICY ADOPTION

Rules and Regulations: The Board shall have full authority, not inconsistent with the laws of the State of South Carolina, to prescribe rules and regulations governing the manner in which the general business of the District may be conducted and the powers granted to it may be exercised and embodied including the obligation to review and determine whether to hear appeals from district teachers and parents regarding policy matters of district schools.

ADMINISTRATION IN POLICY ABSENCE

In the absence of a policy, the District Superintendent shall confer with the Chair of the SCPCSD Board and, with his/her agreement; develop a temporary policy on behalf of the Board. The temporary policy shall be submitted to the full Board at the next meeting for action.

SUSPENSION OF POLICIES

Charter Board Rule:

The Board by a two-thirds vote of those members present and voting may suspend or waive any or all of its policies provided that no violation of laws will occur.

BOARD RECORDS

Constitutional and Statutory Provisions:

Generally, Board records are open to public inspection during the business hours of the custodian with the right to copy such records for a reasonable charge. (Freedom of Information Act, §30-4-10, et seq., South Carolina Code.) Upon written request for records each public body shall, within fifteen (15) days, notify the person making the request of its determination and reasons therefore. (See §30-4-30(c), South Carolina

Code.) There are very specific provisions for the preservation, management, and destruction of public records of the State and political subdivisions. (See §§30-1-10, et seq., South Carolina Code.) The Charter Superintendent is designated as the custodian of the State Board records. (See §9-5-50, South Carolina Code.)

BOARD MEMBER – ETHICS

The 1991 Ethics, Government Accountability and Campaign Reform Act governs the conduct of the Board members. Other ethical provisions may be added and attached to this policy by majority vote of the Board during the regularly scheduled meeting of the Board.

BOARD MEMBER CONFLICT OF INTEREST

Constitutional and Statutory Provisions:

In addition to those activities mentioned in the State Ethics Act, the following actions may constitute a conflict of interest and would warrant action by the Board, at the discretion of the Executive Committee:

1. Acting as agents for textbook publishers (§59-31-590, South Carolina Code).
2. Making a contract or getting pecuniary interest in any contract with the SCPCSD Board (§59-5-130, South Carolina Code).
3. Advocating, either alone or with another organization, against the authorizing and fostering of public charter schools in South Carolina or the mission and efforts of this Board.
4. Enabling other organizations, officials, or staff, to undermine the efforts of the Board to perform its mission by providing Board information to organizations that would result in undue burdens to the Board in the accomplishment of the District's mission.

ANNUAL OPERATING BUDGET OF THE DISTRICT - FISCAL YEAR

The fiscal year is coterminous with the scholastic year, beginning on the first day of July of each year and ending on the thirtieth day of June each year. (§§59-1-200 and 11-9-80, South Carolina Code; Article X, §10, South Carolina Constitution)

GIFTS AND BEQUESTS

The District Superintendent shall take and hold in trust for the State any grant or devise of lands and any gift or bequest of money or other personal property made to him/her for educational purposes. (See §59-69-40, South Carolina Code.)

PROPERTY SALES/DISPOSAL

The District shall request a monthly report from the SDE Office of School Facilities a listing any state surplus school buildings available for disposal and shall establish a policy to obtain a first right of refusal for such properties in order to establish possible charter public school locations in the state.

CONTRACTUAL AGREEMENTS

Board Rule:

All contractual agreements between the Board and any other agency, organization, or individual, public or private, shall be consistent with the general purpose and intent of current Board policies, rules, regulations, and state statutes. Such plans or contractual agreements shall be kept on file in the Office of the District Superintendent and other State offices as required by law, for public inspection and review.

CERTIFICATION OF PROFESSIONAL PERSONNEL

The District will accept as certified any teacher who is certified through the National Board Certification process or is deemed certified by the American Board for Teacher Certification. The American Board has been deemed acceptable certification under NCLB for highly qualified teachers. The Board may request the State Board of Education affirm, for the purpose of revocation, any teacher, or administrator who is found in violation of the laws of this state or the policies of the State Charter Public School District.

The State Board of Education is charged with issuing, and when appropriate, revoking or suspending a teaching credential. The Charter Board oversees quality certified professionals, but may dismiss any credentialed teacher who is deemed unfit, or has lost his/her moral authority to be a teacher/mentor in the classroom. The local charter board does not have the authority to suspend or revoke the State credential (certification). It is the intent of the State Board that individuals credentialed in this state manifest conduct demonstrating a fitness for teaching and mentoring students. Therefore, the District Superintendent, at the direction of the local Charter Board of Trustees, shall report to the

Chair of the State Board of Education and the State Superintendent of Education the name and certificate number of any certified educator who is dismissed, resigns, or otherwise separated from the district employment for conduct which is reasonably believed to constitute evidence that the individual's conduct is unfit for teaching. (See §59-25-430 of the Code of Laws, and Board Regulations 43-58 and 43-58.1.)

A local Charter Board shall make available to the Board the reasons for separation and, when requested, any available written supporting evidence to be used by the State Board of Education in their deliberations. Findings of the State board of Education regarding the discipline of and credentialed employee shall be published on the State Department of Education web site for employee reference.

INTERSCHOLASTIC ATHLETICS

The sponsor district has no obligation to provide extracurricular activities or access to facilities of the school district for students enrolled in the charter school; however, the charter contract may include participation in agreed upon interscholastic activities at a designated school within the sponsor district. Notwithstanding another provision of law, the local school district has no obligation to provide charter schools, sponsored by the South Carolina Public Charter School District, extracurricular activities or access to facilities of the school district for students enrolled in charter schools unless the school district, by contract, has agreed to provide activities or access. Students participating under this agreement must be considered eligible to participate in league events if other eligibility requirements are met.

INSTRUCTIONAL RESOURCES

Charter schools authorized by the SCPCD are eligible to participate in the SC free textbook program for its schools.

The Board shall make available the current listing of the state adopted textbooks for use in the charter public schools. The Board will also provide a listing of recommended textbooks for its schools and request that any textbooks chosen by the charter schools be immediately placed on the state adopted list by the State Board of Education for utilization in the South Carolina Public Charter **DISTRICT** Schools.

TEXTBOOK SELECTION AND ADOPTION

The Board is responsible for providing a listing of state approved textbooks for adoption by its charter schools. Sponsored schools under the District have the sole responsibility for use of all materials in their schools. However, the District is to be notified by the school regarding the use of any materials not on the state adopted list. The Board will maintain a list of researched based, proven instructional materials that have proven to be

successful in student achievement. The Superintendent will maintain and distribute such listings to member schools upon request and shall request the State Board of Education place on the state adopted list any textbooks chosen for classroom use by the charter schools that may not be currently on the state adopted list.

INSTRUCTIONAL TELEVISION AND RADIO

Charter Board Rule:

The District shall request access to the instructional television and radio productions available through the SDE for its member public schools. The District Superintendent shall provide schools with a listing of the available video and software material for use in the public schools. The Board may request videos and other media publications be added to the instructional listing and made available for state adopted use for their member public schools. This request will be made immediately upon the need for materials and it is the request of the Board that the SBE review the request at its next scheduled meeting.

CONSULTANT SERVICES

Engaging the services of a consultant to support the specific responsibilities and initiatives of the District in excess of \$15,000 may be authorized only by the Executive Committee of the Board.

Recommendations for engaging a consultant(s) may be brought to the Executive Committee by the following:

- 1) Board Chairman
- 2) Chairs of the Subcommittees
- 3) Superintendent

Engaging the services of a consultant to support specific responsibilities and initiatives of the District under \$15,000.00 may be at the discretion of the Superintendent.

District will adhere to a Fixed Price Consulting Services Policy that takes into account the daily rates of highly experienced consultants in specialized areas. The allowable daily consultation rate for the service depends upon the specialization and the nature of the task.

The District utilizes a variety of consultants on a case-by-case basis. Consultants may submit a written request detailing their rates for specified tasks on a daily rate or fixed price for a given task.

SECTION IV Public Information

- A. Information Policy**
- B. Meeting Notices and Preparations**
- C. Website**
- D. Publications**

INFORMATION POLICY

Disclosure of Board operations shall be bound by the Freedom of Information Act (30-3-10 through 30-3-50), as defined below. The purpose of the South Carolina Freedom Information Act (FOIA) is to ensure that the performance of public business is conducted in an open and public manner. To that end, the Board shall adhere to the FOIA in the manner described below, and also shall implement a system to ensure compliance with the meeting notice requirements.

DEFINITIONS

Meeting: The convening of a quorum either in person or by electronic equipment to discuss or act upon a matter over which the Board has supervision, control, jurisdiction or advisory power.

Public Record: Books, papers, tapes and other documentary materials prepared, owned, used in possession of or retained by the public body.

Public Information: The name, sex, race, title and dates of all employees and officers of public bodies. Staff manuals, policy statements, final planning decisions and minutes are included. Public information does not include social security numbers, compensation paid to employees except those over \$50,000, documents on proposed contractual arrangements and information of a personal nature where the public disclosure thereof would constitute unreasonable invasion of personal privacy.

NOTICE REQUIREMENTS

The District shall comply with the requirement of the Freedom of Information Act (Chapter 4, Title 30 of the SC Code of Laws).

REQUIREMENTS FOR MINUTES

The District must keep Minutes of all public meetings in compliance with the requirements of Section 30-4-90 of the SC Code of Laws.

PUBLIC RECORDS AND INFORMATION

Apart from the requirements for the keeping of the minutes, the Board must respond within fifteen (15) working days as to its intent to approve or deny written requests to copy or inspect records.

The Superintendent shall determine the reasonableness of all such requests to copy or inspect records and report to the Board within one week of receiving a request.

**The Board shall allow copying or inspection only during the normal working hours of the staff FOR AN APPROPRIATE FEE PER COPY.

RECORDS RETENTION AND DISPOSITION

The District will use the South Carolina Department of Archives and History's guidelines authorized in 30-1-90(B) of the code of Laws of South Carolina, 1976, as amended for the retention and disposition of all administrative, financial and personnel record, as well as agency publications.

MEETING NOTICE AND PREPARATIONS

The following schedule will be adhered to (as practicable) for the purpose of facilitating the Board's compliance with the Freedom of Information Act provisions governing the posting of meetings, posting of meeting agenda, and the meeting minutes.

DATE	TASK	RESPONSIBLE STAFF
1 Month Prior	Reserve Meeting Room	Administrative Assistant
2 1 Weeks Prior to Full Board Mtg.	Develop & Review, Mtg. Agenda	Chairman/Supt.
Subcommittee Meeting	Develop & Review, Mtg. Agenda	Sub Comm. Chair/Staff
	Post meeting on Web Site	
	Copy and Mail Materials	
7-10 Days Prior	Prepare Materials Subcommittee Reports Other As Directed by Supt.	
6 Days Prior	FAX & EMAIL FOIA Notices	
2 Days Prior	Telephone Reminders to Board members	
1 Day Prior	Copy other Materials for use as Handouts:	
	<i>Attendance sheets</i>	
	<i>Press Copies</i>	
	<i>Guests Sign In Sheet</i>	
	Prepare Travel documents	
1 Week Following	Draft Minutes Review, Edit Draft Minutes to Final Form Minutes	

WEBSITE

The District shall maintain a website for the purpose of providing the public access to information relating to the District and all relevant work.

Materials and information to be placed upon, amended, or deleted from the web site shall be the responsibility of the Superintendent.

The website shall provide the following information, as a minimum:

- . Names of members and officers of the Board;**
- . Names of staff persons;**
- . Calendar of meetings and special activities**
- . Reports and publications of the District**
- . Meeting materials for Committee meetings; and**
- . Minutes of the Full Board meetings, after approval by the Board**
- . Member Schools & Information**
- . SCPCSD Board of Trustees Policy Manual**
- . Superintendent's State of the District Report and other district information**

PUBLICATIONS AND REPORTS

Required reports and other materials presented by the Board or its staff for the purpose of informing the public of its activities are to be posted on the Board's website and available in print upon request.

Freedom of Information

The district shall send 2 copies of all printed material published by the District to SC Dept of Archives (SCDAH).

Public Use

The districts shall provide 15 copies of all state publications which are reproduced in multiple copies to SC State Library (SCSL) within 15 days of printing. Distribution is as follows: 11 to SC depositories, 1 to Library of Congress, and 2 remain at the SCSL for reference.

Statement of Printing Costs

All bound publications must include text within the document providing the total cost for printing the document, total number of documents printed, and cost per unit.

Graphics Standards

All publications must adhere to the established District graphics standards. Attached Exhibit

INFORMATION REQUESTS AND PRESS INQUIRIES

It is the intent of the Board and the District to provide prompt and timely responses to all inquiries received in the district office.

GENERAL INFORMATION REQUESTS

Responses to request for information shall be in accordance with the requirements of the Freedom of Information Act (FOIA). Inquiries from the public-at-large of a general nature, as defined by the FOIA, may be referred the Superintendent or any Member of the Executive Committee.

PRESS INQUIRIES

Press inquiries concerning a Board and/or District position or policy, or clarification thereof, or inquiries related to specific issues before the Board shall be directed to the Superintendent or the Chair for a response.

FISCAL ACCOUNTABILITY

The Board shall report periodically to the Governor on its stewardship. At least once each year, the Board shall disseminate a statement of its values and give an accounting of its financial resources and the extent to which these funds have been translated into services.

SECTION VIII DISTRICT POLICIES FOR CHARTER SCHOOLS

The following policies are necessary to fulfill the requirements of the S.C. Public Charter School Act, 2006, SDE Regulations and Federal Regulations.

APPLICATION DEADLINES

Charter schools applying for authorization to the South Carolina Public Charter School District must have their applications reviewed and be authorized by the SCPCSD Board by January 2nd of the year in which they intend to open. This is necessary to meet the information needs for funding required by the Legislature, the State Department of Education, and the Federal Programs Office.

ENROLLMENT

Charter schools authorized by the South Carolina Public Charter School district may apply for an expansion in their enrollment numbers beyond the projections in the authorized application for the next school year to the SCPCSD Board by January 1st. of the year in which they intend to expand.

SCPCSD schools that are currently in revocation status or have been in revocation during the prior calendar year shall be limited in enrollment to their current enrollment. for the ensuing school year.

C. Compliance Issues

The Board is responsible for ensuring compliance with all areas identified in the South Carolina Public Charter School Act.