

**CCSD BOARD OF TRUSTEES
New Board Orientation,
Board Work Session &
Board Meeting**

January 23, 2017
75 Calhoun St., Charleston, SC 29401
Agenda

New Board Orientation 11:00 a.m. – 1:30 p.m.			
I.	1.1	New Board Orientation	Information

Budget Workshop 1:45 – 3:45 p.m.			
I.	1.1	2017-18 Budget Workshop – Mr. Glenn Stiegman	Information

BOARD MEETING EXECUTIVE SESSION 4:00 p.m.			
I.	1.1	Legal Updates	Information/ Action
	1.2	Personnel Matters	Information
	1.3	Voluntary Transfer Appeals	Action
	1.4	Contractual Matter – Mr. Jeff Borowy	Action
	1.5	Student Expulsion Appeal Clarification	Action
OPEN SESSION			
II.	CALL TO ORDER, INVOCATION/MOMENT OF SILENCE, & PLEDGE OF ALLEGIANCE		Action
III.	ADOPTION OF AGENDA/APPROVAL OF CONSENT AGENDA ITEMS		Action
IV.	APPROVAL OF MINUTES		Action
	4.1	A. Open Session Minutes – December 12, 2016 <i>The board will consider a recommendation to approve the December 12, 2016 minutes.</i>	Action

		B. Open Session Minutes – January 9, 2017 Special Called Meeting <i>The board will consider a recommendation to approve the January 9, 2017 minutes.</i>	Action
	4.2	Approval of Executive Session Items	Action
V.	Special Recognitions		Information
	5.1	A. Middle School Mock Trial State Champions	Information
		B. Mark Cobb/Ron McWhirt Golf Scholarship	Information
		C. Bank of America Rebate Presentation	Information
		D. National School Board Recognition Month	Information
VI.	VISITORS/PUBLIC COMMENTS		Information
VII.	SUPERINTENDENT’S REPORT – Dr. Gerrita Postlewait – Superintendent of Schools		Information
	7.1	A. Construction Management and Procurement	Information
		B. Strategy Update	Information
		C. Financial Report	Information
VIII.	COMMITTEE REPORT(S)		Information
Policy & Personnel Committee			
	8.1	A. Effective Governance Policies <i>The board will consider a recommendation coming from the Policy and Personnel Committee to approve the second reading of the following board governance policies:</i> Board Policies 1. <i>Board Purpose</i> 2. <i>Board Legal Status and Job Description</i> 3. <i>Board Officers</i> 4. <i>Board Committees</i> 5. <i>Board Agenda and Notice</i> 6. <i>School Board Meeting</i> 7. <i>Board Member Conflict of Interest</i> 8. <i>Board Member Code of Ethics</i> 9. <i>Process for Addressing Board Member Violations</i> 10. <i>Annual Work Plan</i> 11. <i>Board-Superintendent Relationship</i> 12. <i>School Board Policy Process</i> 13. <i>School Board Powers and Duties</i> Finance Policies 1. <i>Financial Planning</i> 2. <i>Financial Administration</i> 3. <i>Asset Protection</i>	Action
		B. Communications Policy <i>The board will consider a recommendation coming from the Policy and Personnel Committee to approve the first reading of Communications Policy –1.</i>	Action

		<i>1/9/17 Committee Vote 6-1 (Collins opposed)</i>	
Audit & Finance Committee			
	8.2	A. Audit & Finance IT Community Member Advertisement <i>The board will consider a recommendation coming from the Audit & Finance Committee to appoint Mr. Charles (Cal) Stephens to the Audit & Finance Committee.</i> <i>1/3/17 Committee Vote 3-0 (Garrett left the room during the discussion due to a conflict of interest. Therefore, he abstained from voting.</i>	Action
		B. Act 388 Resolution <i>The board will consider a recommendation coming from the Audit & Finance Committee to forward a recommendation to pass a resolution to be forwarded to the Legislative Delegation seeking changes to Act 388.</i> <i>1/3/17 Committee Vote 4-0</i>	Action
Other Agenda Items			
	8.3	Elementary School Students at Liberty Hill Academy <i>Rev. Collins, Mr. Hollinshead, Ms. Jeffery, and Mr. Miller recommend that the superintendent of Charleston County School District remove all elementary age students who were enrolled in regular school programs but are now placed at Liberty Hill Academy. These students should be placed in an elementary school setting, with like peers and on a elementary school campus as soon as possible.</i>	Action/Information
	8.4	NSBA Travel <i>Approve a travel request for Rev. Eric Mack to attend the March 2016 NSBA Conference.</i>	Action

CONSENT AGENDA ITEMS			
IX. Strategic Education Committee	9.1	A. Calendar Options for 2017-2018 – Mrs. Erica Taylor <i>The board will consider a recommendation coming from the Strategic Education Committee to approve both of the proposed calendar options for consideration by School Improvement Councils and educators.</i> <i>1/9/17 Committee Vote 7-0</i>	Action
Strategic Education Committee		B. "Top Talent" Schools – Dr. Valerie Harrison, Dr. Laura Donnelly <i>The board will consider a recommendation coming from the Strategic Education Committee to approve the 12 "Top Talent" Schools.</i> <i>1/9/17 Committee Vote 7-0</i>	Action
Strategic Education Committee		C. Admission Protocol for Academic Magnet High School – Mrs. Mary Runyon <i>The board will consider a recommendation coming from the Strategic Education Committee to approve extending an invitation to the top two highest ranking students in each Charleston County School District 8th grade program to apply for a seat at Academic Magnet High School for the 2017-2018 school year with an understanding that they must meet the admissions criteria of scoring 13 or higher on the current rubric.</i> <i>This may require a special open application window for students who do not apply</i>	Action

		during the initial open application period. These students would be added to the 150 identified through the current application process. If the identified students submit an application and earn a score of 13 or higher, they will be offered a seat for the 2017-2018 school year. 1/9/17 Committee Vote 7-0	
Policy & Personnel Committee		D. Policy GCQF – Dismissal of Professional Staff – Mr. John Emerson The board will consider a recommendation coming from the Policy & Personnel Committee to approve the second reading of an update to the policy noting the authority of the board to delegate teacher appeal hearings to a hearing officer. The revised policy would also serve as notice to teachers that a hearing might take place before the board of trustees or their designee. 12/5/16 Committee Vote 7-2 (Collins and Miller opposed) 12/12/16 Board Meeting – First Reading - Vote 9-0	Action
Operations Committee		E. Capital Maintenance Reallocation (2017-2011 Capital Program Phase IV Sales Tax) – Mr. Ronald Kramps The board will consider a recommendation coming from the Operations Committee to approve the reallocation of FY17 Early Out Capital Maintenance project savings in the amount of \$192,023 for various projects. 1/9/17 Committee Vote 6-0 (Mrs. Darby was not in the room during the vote)	Action
Operations Committee		F. Capital Maintenance Reallocation (Capital Program Sinking Fund 2017) – Mr. Ronald Kramps The board will consider a recommendation coming from the Audit & Finance Committee to approve the reallocation of FY17 Sinking Fund project savings in the amount of \$25,859 to mobile renovations at the Brentwood campus. 1/9/17 Committee Vote 6-0 (Mrs. Darby was not in the room during the vote)	Action
Operations Committee		G. 75 Calhoun Verizon Antenna Revenue – Mr. Sean Hughes The board will consider a recommendation coming from the Operations Committee to direct staff to enter into negotiations with Egan Realty to create a proposal to place Verizon cell equipment at 75 Calhoun. 1/9/17 Committee vote – 5-0 (Collins opposed, Jeffery was out of the room during the vote)	Action
OTHER AGENDA ITEMS			
X.	10.1	Upcoming Meetings - February 13, 2017 – Committee of the Whole Meeting - February 28, 2017 – Board of Trustees Meeting	Information
XI.	11.1	Adjournment	

BOARD AGENDA ACTION FORM
January 23, 2017 Board Meeting

Section:	Policy and Personnel	
Subject:	Board Policies	
Name/Department:	John Emerson, Office of General Counsel	
Agenda Item Number:	8.1A	
	At its October 24, 2016 meeting, the Board approved moving forward with a process to streamline board policy.	
Discussion:	Going forward we are proposing that CCSD policies could be streamlined and revised to be clarified, to reduce the volume of policies, and, where appropriate, to be delegated to administrative rules. The Board policies, as well as forthcoming administrative rules will replace the existing B policies. These and the first three Finance policies received first reading approval on December 12, 2016: Board Policies #01 Board Purpose #02 Board Legal Status and Job Description #03 Board Member Powers and Duties #04 Board Officers #05 Board Superintendent Relationship #06 Board Committees #07 Board Policy Process #08 Board Agenda and Notice #09 Board Meetings #10 Board Member Conflict of Interest #11 Board Member Code of Ethics #12 Addressing Board Member Violations #13 Annual Work Plan Finance Policies #1 Financial Planning #2 Financial Administration #3 Asset Protection	
Goals& Budget:		
This recommendation supports CCSD goal #:	Effective Governance	
Overall budget for implementing CCSD goal:	N/A	
Request approval for funds within that budget in the amount of \$:	N/A	Funding Source
Resulting positive impact for students in our District will be:		

Potential impact of this decision on other budget areas will be:	N/A	
Future Fiscal Impact:	N/A	
Recommendation:	☒ Action	☐ Information
	☒ Open Session	☐ Executive Session
Draft Motion: I move to approve second reading of the Government policies, intended to replace the B policies and the first three Finance policies, intended to replace the D policies.		
Person(s) Responsible for Implementation:	John F. Emerson	
Superintendent's Approval:	<i>Denita Postluweit</i>	
Board Member(s) Approval:		
Attachment(s):	☒ Yes	☐ No

Financial Planning

The superintendent shall develop and present to the board a five-year financial plan that is related directly to the board's strategic plan, and that avoids long-term fiscal jeopardy to the district.

The superintendent will develop a budget that:

1. Will be available in layman's terms in a summary format that can be easily understood and that clearly demonstrates the relationship between the budget and student achievement;
2. Credibly describes revenues and expenditures;
3. Shows the amount spent in each budget category for the most recently completed fiscal year, the amount budgeted for the current fiscal year, and the amount budgeted for the next fiscal year;
4. Discloses budget-planning assumptions;
5. Assures financial sustainability for future years;
6. Reflects anticipated changes in employee compensation, including cost-of-living adjustments, step increases, and benefits; and
7. Includes supplemental information that supports the budget and facilitates the reader's ability to comprehend it.

The superintendent may not develop a budget that:

8. Anticipates the expenditure in any fiscal year of more funds than are conservatively projected to be available during the year; or
9. Provides for an anticipated year-end fund balance of less than 8.3 percent of the total district budget.

Financial Administration

The Superintendent shall not cause or allow any financial activity or condition that materially deviates from the budget adopted by the board, that causes or allows any fiscal condition that is inconsistent with achieving the board's goals, or that places the long-term financial health of the district in jeopardy.

The superintendent will:

1. Assure that payroll and legitimate debts of the district are promptly paid when due;
2. Assure that all purchases are based upon the adopted district procurement code;
3. Use a competitive bidding procedure for the purchase of supplies, materials, equipment, and any contracted services, except those professional services that are exempt, for all transactions, as required by the State's procurement code;
4. Coordinate and cooperate with the board's appointed financial auditor for an annual audit of all district funds and accounts.
5. Make all reasonable efforts to collect any funds due the district from any source;
6. Keep complete and accurate financial records by funds and accounts in accordance with Generally Accepted Accounting Principles and State Financial Guidelines; and
7. Publish an annual audited financial statement.

The superintendent may not:

8. Plan to expend more funds than are projected to be received in the fiscal year unless revenues are made available through other board-approved means;
9. Cause the district to become indebted for long term capital obligations without board approval; or
10. Permanently transfer money from one fund to another unless approved by the board and properly budgeted.

Asset Protection

The superintendent will assure that all district assets are adequately protected, properly maintained, appropriately used, and not placed at undue risk.

The superintendent will:

1. Maintain property and casualty insurance coverage on district property with limits equal to 100% of probable maximum loss, as determined by a bi-annual actuarial analysis;
2. Maintain both Errors and Omissions and Comprehensive General Liability insurance coverage protecting board members, staff and the district itself in an amount that is reasonable for school districts of comparable size;
3. Protect the district against theft or misappropriation of funds by any personnel who have access to material amounts of district and school funds; and
4. Protect intellectual property, information, files, records and fixed assets from loss or significant damage.

The superintendent may not:

5. Allow facilities and equipment to be unsafe or improperly used;
6. Knowingly expose the district, the board or staff to legal liability;
7. Invest funds in investments that are not secured or that are not authorized by law; or
8. Purchase or sell real estate, including land and buildings, unless approved by the board.

Board Purpose

Purpose: To establish the mission and purpose of board operations.

The board is committed:

- to sustaining an education system in which students graduate as responsible citizens prepared for college and career;
- to the quality and performance of the school system, with the board exercising governance and oversight;
- to a constant awareness of the concerns and desires of the whole community; to the employment, management and support of a superintendent who will see that Charleston County School District maintains a position as an outstanding school system, and under whose leadership the school personnel shall carry out the policies of the board; and
- to continued involvement in the district schools for the benefit of students.

The board will direct the district through policy. The board's major focus will be on the results expected to be achieved by students, rather than on the strategic choices made by the superintendent and staff to achieve those results.

The board is responsible for its own performance and commits itself to continuous improvement. The board will assure that its members are provided with training and professional support necessary to govern effectively. As a means to assure continuous improvement, the Board will regularly and systematically monitor all policies in this section, and will assess the quality of each meeting by debriefing following its conclusion.

Board Legal Status and Job Description

Purpose: To establish the legal foundation for board operations

The legally constituted governing body of the school district is the Board of Trustees of the Charleston County School District.

The board's powers are derived from the state constitution and acts of the general assembly, primarily set forth in Title 59 of the South Carolina Code of Laws. Consequently, the board may perform only those acts for which some 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's authority to exercise permissive powers within the framework of state laws and regulations allows for freedom of action.

While the board is responsible to the state board of education, it is, by law and tradition, responsible to the community it serves and represents. It is, therefore, the duty of the board to carry out the will of the community in matters of public education, within the boundaries set by the laws and regulations of the State of South Carolina and Charleston County, and tempered by the knowledge and judgment of the members of the board.

The board is composed of nine members whose term of office shall be four years and shall commence after election, one week from the date on which those election results have been certified. The term of the incumbent and that of the incoming member shall overlap as required by law. Elected officers of the state and its subdivisions shall be qualified electors and may not engage in dual office-holding. The law also prohibits from serving any person convicted of a felony under state or federal law or of other crimes related to elections and voting.

All powers of the board lie in its action as a body. Board members acting as individuals have no authority over personnel or school affairs, nor may they bind the district in any way.

Board Powers and Duties

The job of the board is to represent the citizens and taxpayers and lead the district by determining and demanding exemplary and excellent organizational performance. To distinguish the board's own unique job from the jobs of the superintendent and operational staff, the board shall concentrate its efforts on the following.

Policymaking

The board is the policymaking body of the district. The policies shall be put in written form and continually re-evaluated in terms of the changing needs and functions of public education.

Executive

The board shall appoint a superintendent who is charged with and shall be held responsible for the operation and management of the district.

Quasi-Judicial

The board serves in a quasi-judicial function when it acts on appeals of parents/legal guardians, students or employees on decisions made by the superintendent or his/her designee or actions taken by boards of the various constituent school districts.

Appraisal and Approval

The board shall evaluate the effectiveness of its policies and how well they have been put into action and the results achieved by the superintendent.

Educational Planning

The board shall require and acquire reliable information from responsible sources to enable it and the operational staff to continually improve the educational program.

The board shall give priority in the allocation of resources, including funds, time, personnel and facilities, to this purpose.

Communication

The board shall determine and use proactive strategies to ensure constructive two-way dialogue for input from students, parents, staff and the community as a means to link the entire community around the goals of the district strategic plan.

Provision of Financial Resources

The board shall adopt a budget to provide buildings, staff, materials and equipment to enable the school system to carry out its policies and meet the goals of the district strategic plan.

Reviewing Action

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

Visits to Schools

Board members should make official visits to the schools only under board authorization and with the full knowledge of staff including the superintendent, principals and other supervisors.

School Board Information Requests

Individual board member requests shall be directed to the superintendent. Any request directed to the superintendent by one or more board members, other than a request by the board acting as a body, may be placed on the committee or board agenda for discussion and decision by the board about whether responding to the request is a proper use of the district's resources.

Board Officers

Purpose: To establish the board officers and to identify their duties and obligations

The officers of the board of trustees are the chairman, vice chairman, and secretary/clerk. The superintendent shall serve as secretary/clerk. The term of office for the chairman and vice chairman shall be one year. Officer elections take place at the first regular board meeting in November and whenever a new member is sworn in. Officers shall be elected by a majority vote. Vacancies in the above-referenced offices shall be filled at the board's discretion.

Chairman

Purpose: To establish the basic structure for the duties of the chairman.

The chairman serves the board. He/She presides at all meetings of the board and decides questions of order. The chairman appoints all committee members unless otherwise stated.

The chairman shall call all special meetings of the board and when required, shall sign all legal documents on behalf of the board, keep all members informed and represent the board in deliberations with other boards, districts or agencies, unless another member or employee of the district is so designated.

The chairman shall have the same right as other members to make or second motions, to discuss questions, to vote thereon and to offer resolutions. The chairman may limit any discussions that he/she considers not germane to the pending motion. Any parliamentary ruling of the chairman can be overruled by a majority of the board members present.

In addition, the chairman shall lead timely board meeting debriefings and periodic self-assessments to ensure continuous process improvement and shall ensure the compilation of the board's summative evaluation of the superintendent.

The chairman shall not exercise any authority as an individual to supervise or direct the Superintendent or serve as a barrier between the Superintendent and the Board.

Vice Chairman

Purpose: The vice chairman shall serve as chair in the event of the chair's absence or inability to perform assigned duties and such other powers as the board may from time to time determine.

Secretary/Clerk

Purpose: To establish the basic structure for the duties of the secretary

The superintendent or his/her designee shall act as executive secretary/clerk of the board and in that capacity shall keep a record of proceedings of all meetings of the board.

The secretary/clerk shall keep safe all pertinent books, papers and reports and shall furnish copies when required by the board.

The secretary/clerk shall prepare an agenda and cause notices of all meetings of the board or of its committees to be sent to each member and publicly noticed.

The secretary/clerk shall have no vote.

The secretary/clerk may only be excluded from executive session meetings when his/her performance, compensation and/or contract are being discussed.

The secretary/clerk shall make recommendations and advise the board on matters under consideration.

Board-Superintendent Relationship

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

The board believes that its most important function is the establishment of policy to further its governance role. The superintendent's function is the execution of the policies and to serve as an educational advisor in all efforts of the board to fulfill its governance role. The board delegates certain of its 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 superintendent shall not knowingly cause or allow any practice, activity, decision or organizational circumstance which is unlawful, unethical, unsafe, disrespectful, imprudent, unfair, inequitable or in violation of board policy.

Board Committees

Purpose: To establish the purpose and function of board committees

The board may create committees if they are deemed helpful to the board in the performance of its responsibilities. If committees are established, they will be used exclusively to support the work of the board, and will never be created or used to assist the superintendent in any operational area, nor will they direct or oversee staff.

Committee of the Whole

Before each regular monthly board meeting, the board shall meet as a committee of the whole (COW) to study, discuss, and receive information about matters that require the board's attention. Except as otherwise permitted by policy, or a decision of the board, no item will advance to the board unless approved by the COW, except matters advanced by the Audit and Finance Committee, student and personnel hearings, charter school hearings, routine reports from the administration, and routine board business that does not directly affect the operation, administration, or direction of the school district. Occasionally, other exceptions may be made for unusual or time-sensitive matters.

The primary purpose of COW meetings is to review actions the board or administration must undertake to ensure the district is progressing toward accomplishment of the district's annual or longer-term goals. The committee may also address matters that may arise from time-to-time related to the board's role and responsibility in governing Charleston County public schools.

Agendas

In addition to routine items, such as the appearance of visitors and adoption of minutes, the agenda for each meeting of the COW shall consist of four categories: policy and personnel, strategic education, operations, and other business.

The agenda shall show within each category the precise issue and matter for discussion. Whenever possible, backup material must accompany each agenda item and must be sufficient to notify board members and the public of the nature of the item and of the relevant details. If the person submitting an agenda item expects the item to be discussed in executive session, and there are confidential documents or other materials associated with the item, in either hard copy, electronic, or other format, those materials must be available for discussion during executive session.

The committee may act as it deems appropriate on any item included on the agenda. The superintendent shall prepare the agenda, after conferring with the COW chairman. An item may also be added to the agenda by an individual board member with the support of another board member, and the approval of the liaison for that category. The liaison may not be counted among the two sponsoring board members. The item must be submitted with appropriate backup material, on an official form, prior to the deadline to submit agenda items. The agenda shall indicate the persons who submitted the item for consideration. If the superintendent determines that any item submitted will require more than one hour of staff time to prepare, he/she will place the item on the agenda as "pending staff action," with a projected response date.

The superintendent shall place each item submitted for the COW agenda in the category to which that item mostly closely relates and shall structure the agenda so that the committee uses its time efficiently, while still considering each agenda category separately. The board shall take up matters concerning the structure or operation of the board itself under the policy and personnel category.

The agenda will be closed at noon on the Monday preceding the COW meeting to allow time for the agenda to be prepared and delivered to members of the committee. The material must be delivered sufficiently in advance of the committee meeting to allow committee members to thoughtfully consider each item. The agenda will not be amended after it has been closed. Agenda items that receive the unanimous consent of the COW will be placed on the potential consent agenda for the upcoming board meeting. Members with questions may reach out to the points of contact (POC) indicated on the agenda cover sheet.

Chair and Committee Liaisons

At the first COW meeting following the election of board officers, the committee shall elect a COW chair by a majority vote. Within one week after the election of the COW chair, the new COW chair shall appoint, subject to board approval, board members to serve as agenda liaisons for Policy and Personnel, Strategic Education, and Operations. The current liaisons will continue to serve until the new liaisons are appointed. The superintendent, in conjunction with the COW chair, will assign items to the agenda category to which the item is most closely related. The agenda liaison for each category will work with the superintendent to develop the portion of the agenda dedicated to that category. Where possible, the agenda items will be supported by appropriate backup materials. The liaison shall chair that part of the COW meeting dedicated to their category. The COW chair shall chair those portions of the COW meeting not assigned to an agenda liaison and, in the absence of a liaison, may designate another member to chair that portion of the meeting ordinarily assigned to the absent liaison.

Audit and Finance Committee

Consistent with its revised charter, which was approved by the board on September 26, 2016, the Audit and Finance Committee will stand alone and separate from the Committee of the Whole. Members of the committee are appointed by the chairman of the board and affirmed by a majority of the board. Audit and Finance Committee membership, as dictated by the committee charter, shall comprise at least six (6) independent voting members, to include a minimum of two (2) board members and an individual with information technology expertise. A board member will be appointed the committee's chair by the chairman of the board, subject to board approval. Citizens wishing to serve on the Audit and Finance Committee will submit a letter of interest and a resume and/or application to the chief financial officer. The letter of interest must specify whether the applicant seeks the seat reserved for the individual with information technology expertise. All applications will be reviewed by the Audit and Finance Committee, and the committee will submit its nominee to the board for approval. The vice chair will be elected by a majority vote from among the committee members and will assume the duties of the chair in his/her absence. Items approved by a quorum of the committee may be moved directly to the board. Items approved by unanimous consent and reviewed at a COW meeting will be moved to the Potential Consent Agenda. Board members serving on the committee shall be appointed annually in November. The term of service for non-board members is two (2) years.

Schedule

The COW shall normally meet on the second Monday of each month.

Executive Session

The COW may meet in executive session for any proper reason, as long as that matter is reflected on the agenda.

Committee Authority

Neither the COW nor any other committee may commit the Board of Trustees of the Charleston County School District to any course of action, including, but not limited to, expending district funds, obligating the district financially, hiring consultants, or entering into contracts or agreements. The role of the COW is solely to make recommendations to the full board. No committee will act on any matter without first allowing the administration to study and comment on the matter.

Ad hoc Committees

The board may create special and/or ad hoc committees, the members of which are appointed by the chairman. The function of such special committees shall be fact-finding, deliberative, and advisory, but never legislative or administrative. Such

committees shall serve until they have accomplished their stated purpose and/or until they are discharged by the board. The chairman of the board may not serve on such committees.

A board committee's existence and charge come from the board, and its work is intended to support the board's work. The only board committees are those created by the board and addressed through this policy. The board may consider and act upon reports of ad hoc committees, though such reports may not have been considered by the COW.

Committee Meetings

All committee meetings shall be open to the public. All committees shall give timely notice of their meetings in accordance with applicable provisions of the South Carolina Freedom of Information Act, as amended.

During discussion, committee members shall have a maximum of two minutes each to address each agenda item including, but not limited to, questions asked and answers received, for a total debate time of 20 minutes on any one item. At the end of 10 minutes or when each member has had an opportunity to participate, the committee chairperson shall "call the question" and take the vote. If additional discussion is required, the committee chairperson shall require a two-thirds vote of the committee to continue the debate for a maximum of another ten minutes. Debate cannot be extended beyond a total of 20 minutes.

Two countdown timers shall be set up. One will monitor the full debate period of 10 minutes, and the other will monitor the two minutes allowed to each board member.

Board Policy Process

Purpose: To establish the basic structure for the development of board policy

Policy development is the board's chief function. The board shall develop written policies to serve as guidelines for its own operations and for the successful and efficient functioning of the public schools. Written policies are guides for the discretionary action of those to whom the board delegates authority and a source of information and guidance for all those who are interested in and affected by the district schools.

Proposals regarding policies may originate with a member of the district board, a member of a constituent board, the superintendent, a staff member, parent, student, consultant, civic group, advisory committee or any resident of the district. The board shall use a careful and orderly process in examining such proposals prior to action upon them by the board.

The board shall establish a schedule to study and evaluate its written policies for the purpose of evaluating the adequacy and effectiveness of those policies. Changes in needs, conditions, purposes and objectives may require revisions, deletions or additions to the policies. Before a final vote is taken on a new or amended policy, the board may require a written impact statement related to anticipated cost and/or educational impact.

Each proposed policy shall require two readings. The formal adoption of the policies shall be recorded in the minutes of the board meeting. Only those written statements so adopted and so recorded shall be regarded as official board policy. The superintendent shall publish proposed and adopted policies by all reasonable means.

Suspension or Repeal of Policy

In emergency situations, a majority of the board members present at a regular or special 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 such meeting.

The board may also suspend a policy on a two-thirds vote of the members present at a duly constituted meeting of the board although such change was not listed on the agenda of the meeting.

Board Agenda and Notice

Purpose: To establish the basic structure for board preparation of and adherence to its meeting agenda and to establish a protocol for proper public notice of meetings

Board Meeting Agendas

The superintendent shall prepare all agendas for board meetings. Items for the board meeting agenda will ordinarily come from the Committee of the Whole. The superintendent and board chairman shall confer about the agenda. The content and posting of the agenda and notification to the public shall comply with the South Carolina Freedom of Information Act.

The board will use a potential consent agenda to maximize the time for major issues of policy.

If requested by a committee or any four board members, an agenda item shall be placed on the agenda. The item must be identified and described on a board action item form, and the form must be turned in before the deadline for submission. Any such item must be accompanied by appropriate backup material.

Notification to Board Members

The superintendent shall distribute notice of each regular meeting of the board with the agenda and supporting materials to board members not later than the Wednesday before the subsequent Monday's board meeting to allow time for each board member to thoughtfully consider each item. Agenda items for which supporting materials have not been received in a timely manner shall be deferred to the next regularly scheduled meeting.

The superintendent shall give notice of all special meetings to the members of the board at least 24 hours prior to the time for the meeting. The notice shall indicate the purpose of the special meeting.

Notification to the Public

The superintendent shall see that written notice of regular board meetings is made public at the beginning of each fiscal year. The notice shall include the dates, times and places of regular board meetings.

Except in the case of an emergency, the superintendent shall ensure that notice and the agenda of any board meeting are posted at the board meeting place and on the district's website no fewer than 24 hours in advance of such meeting. In addition the

superintendent shall notify persons or organizations, local news media, or such other news media as may request notification, of the times, dates, places and provide the agenda of all public meetings, regular, special, called or rescheduled, at least 24 hours in advance of the convening time for the meeting. The secretary/clerk shall note the efforts to comply with this policy in the minutes of the meeting.

Once an agenda for a regular, called, special, or rescheduled meeting is posted, no items may be added to the agenda unless it is done at least 24 hours prior to the meeting and proper notice is given. At the point the meeting is called to order, an item may only be added to the agenda by a two-thirds vote and upon a finding by the body that an emergency will occur if the item is not added to the agenda.

Board Meetings

Purpose: To establish the basic structure for the conduct of board meetings

All board meetings shall be conducted in accordance with the South Carolina Freedom of Information Act. All board meetings, except those in executive session, are open to the public.

Annual Meeting

The board holds its annual organizational meeting at the first board meeting in November. The board elects officers at the annual meeting.

Board Meetings

The board meets at the district office on the fourth Monday of each month, with open session starting at 5:15 p.m.

In unusual circumstances, the board may change the time and place of the regular meeting, upon a majority vote and proper public notice.

Executive Session

Board may go into executive session by a majority vote, and may include others at its discretion. Upon a vote to go into executive session, the chair must state the specific purpose of the executive session.

Proper topics for executive session are:

1. Student actions, such as hearings, transfers or other matters;
2. Personnel matters, unless the employee wants the matter to be discussed in open session;
3. Contract negotiations;
4. Acquisition or sale of property;
5. Legal advice;
6. Matters of security; and
7. Investigations of criminal conduct.

No formal action may be taken in executive session. Formal action means a recorded vote committing the board to a specific course of action.

The board shall not take a vote in executive session, nor shall it poll its members in executive session. The board may only vote in open session.

Board members and other persons attending are duty bound not to disclose matters discussed in executive session.

Work Sessions

The purpose of work sessions is for the board to have opportunities for planning and discussion without formal action. Board members may suggest topics for work sessions. Topics for discussion shall be announced publicly and sessions shall be conducted in accordance with the South Carolina Freedom of Information Act.

Special Meetings

The chairman of the board, or a majority of members of the board, may call a special meeting of the full board. The superintendent shall give at least 24 hours' notice to all members of the board and to the public except when emergency conditions make such notice impossible. The board shall not transact any business other than that which is stated in the agenda, unless matters are timely added consistent with the South Carolina Freedom of Information Act.

Public Comment

Board meetings shall be conducted in an orderly and efficient manner. Reasonable controls shall regulate public presentations to the board.

Any individual who desires to appear before a regular meeting of the board shall sign in prior to the 5:15 p.m. open session and will be allowed a maximum of two minutes to address the board.

A suitable visible timing device shall be employed and it shall audibly mark the end of the presentation period.

No speaker may use public comment to discuss personnel matters or matters otherwise private or confidential. Speakers are to discuss issues, not individuals.

The chairman or designee is authorized to terminate any speaker's time who does not observe this policy.

Public Hearings

The board may conduct a hearing on any issue it deems appropriate. When a large delegation comes before the board, individuals wishing to speak shall sign in and indicate their position, for or against, on a particular issue. The board may not hear from those who do not follow this protocol.

The chairman opens and states the purpose of the hearing and the board or staff may present information on the issue.

Individuals who wish to comment shall be heard. Efforts will be made to answer questions at that time.

After the chairman closes public discussion, when appropriate, the board may deliberate and take action at that meeting.

Parliamentary Procedure

The latest edition of *Robert's Rules of Order* shall govern all matters not covered by the rules of the board.

Conduct During Meetings

To ensure that the board's business meetings are conducted with maximum effectiveness and efficiency, members will:

- a. come to meetings adequately prepared
- b. speak only when recognized
- c. not interrupt each other
- d. not engage in side conversations
- e. not repeat what has already been said
- f. not play to the audience or monopolize the discussion
- g. support the chairman's efforts to facilitate an orderly meeting
- h. communicate openly and actively in discussion and dialog to avoid surprises
- i. encourage balanced participation of all members
- j. practice respectful body language

Consent Agenda

The Board will use a consent agenda as a means to expedite the disposition of routine matters and dispose of other items of business previously and adequately vetted. All administrative matters delegated to the superintendent that are required to be approved by the board will be acted upon by the board via the consent agenda. The chairman shall ask at the beginning of each meeting if any board member wishes to remove an item from the consent agenda. A total of three members must agree to remove the item.

Meeting Attendance

Absence without just cause from five consecutive meetings is cause for removal by a majority vote of the board.

Board Minutes

The minutes of the board meeting constitute the written record of board action. The minutes are legal evidence of the board's action. The board secretary/clerk shall keep a complete record of the action of board meetings per the Freedom of Information Act.

Minutes shall include, at a minimum:

- Date, time and place of the meeting;

- Members recorded as either present or absent;

- The substance of all materials proposed, discussed or decided and a record, by individual member, of any votes taken; and

- Any other information that any member asks to be included or reflected;

The minutes shall become permanent records of the board and shall be in the custody of the superintendent who shall make them available to interested citizens of the district by all reasonable means, including the district website, and upon request, with exceptions as provided by law, at reasonable times during the working day.

Board Member Conflict of Interest

Board members shall avoid engaging in conduct that creates a conflict of interest with the board member's duties to the district, or that appears to create such a conflict.

A board member shall not be an employee of the district, nor shall a board member receive any compensation for services rendered to the district, other than legally defined and authorized compensation or reimbursement for serving as a member of the board.

No board member may knowingly use the board member's position to obtain an economic interest for the board member, a family member, an individual with whom the board member is associated, or a business with which the board member is associated.

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

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

A board member may not:

1. Have an economic interest in a contract with the district if the board member is authorized to perform an official function relating to the contract. The law defines official function to include accepting bids and awarding contracts;
2. Participate in an action relating to the discipline of the board member's family member;
3. Be engaged as an employee of the district, nor may an immediate family member (parent, spouse, child, brother or sister) be engaged as an employee of the district without the written approval of the board. This does not apply to family members so employed before the board member was elected; or
4. Disclose or use confidential information acquired during the performance of official duties as a means to further the board member's own personal financial interests or the interests of a member of the board member's immediate family.

Board Member Code Of Ethics

Purpose: To establish the basic structure for ethical board conduct

The board of trustees of the Charleston County School District and the boards of the constituent districts commit themselves and their members to ethical, civil, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as board members. The board shall have the authority and responsibility to apply these standards of conduct.

A board member shall honor the high responsibility that his/her membership demands by doing the following:

- thinking always in terms of effectively meeting educational goals for all children;
- understanding that the basic function of a school board is policymaking, not administration, and by accepting the responsibility of learning to discriminate intelligently between these two functions;
- accepting the responsibility along with his/her fellow board members of budgeting so that facilities and resources are provided for the effective functioning of schools;
- placing children's interests above partisan or other political interests;
- representing, at all times, the entire school district;
- accepting the responsibility of becoming well informed concerning the Freedom of Information Act as it relates to board service and public bodies;
- recognizing responsibility as a state official to seek the improvement of education throughout the state; and
- conforming to a standard of civility in interactions with other board members, employees, students and the public, so as to treat all persons with dignity and courtesy; profanity, threats, threatening job termination or abusive language is prohibited and, if used, may subject a board member to public reprimand and, if repeated, constitutes cause of removal from office through the procedures as provided in S.C. Code § 59-19-60.

In order to build and maintain productive and effective relationships among themselves and with the superintendent and staff, board members shall maintain a system of communication and interaction that builds upon mutual respect and trust by, among other things:

- recognizing that authority rests only with the board in official meetings and that the individual member has no legal status to bind the board outside of such meetings;
- refraining from assuming personal responsibility for resolving operational problems or complaints. Complaints will be referred to the Superintendent for investigation and resolution;
- refraining from attempting to personally direct any part of the operational organization;
- recognizing the integrity of his/her predecessors and associates and the merit of their work;
- keeping an open mind on matters before the board by committing to a vote only after hearing the facts and opinions of others in a board meeting properly noticed under the Freedom of Information Act;
- respecting the opinion of others and graciously conforming to the principle of majority rule;
- making every reasonable effort to protect the integrity and promote the positive image of the district and one another; and
- maintaining the confidentiality appropriate to sensitive issues and information, especially those matters discussed in executive session.

A board member should maintain desirable relations with the superintendent of schools and his/her staff by doing the following:

- striving to procure, when a vacancy exists, the best professional leader available for the superintendency;

- giving the superintendent full operational authority for properly discharging his/her professional duties and holding him/her responsible for acceptable results;
- acting only upon the recommendation of the superintendent in matters of employment or dismissal of school personnel per the Act of Consolidation;
- having the superintendent present at all meetings of the board except when his/her contract and salary are under consideration;
- striving to provide adequate safeguards around the superintendent and other staff members to the end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis; and
- presenting personal criticisms of any employee, including of the superintendent, directly to the superintendent or the board chairman, but do so in confidence.

Addressing Board Member Violations

The board and each of its members are committed to faithful compliance with the provisions of the board's policies. The board recognizes that its failure to deal with deliberate or continuing violations of its policies risks the loss of confidence in the board's ability to govern effectively. Therefore, in the event of a member's mistaken, willful and/or continuing violation of policy, the board ordinarily will address the issue by the following process:

- Conversation in a private setting between the member considered to be in violation and the board chair or other individual member;
- Discussion in a private session between the member considered to be in violation and the full board;
- Possible removal by the board from any leadership positions to which the offending member has been appointed or elected;
- Censure of the offending member of the board as a means of separating the board's focus and intent from those of the offending member.

Annual Work Plan

The board will follow an annual work plan that includes a continuous monitoring and review of all policies by subject on schedule, community outreach to stakeholders, and activities to improve board performance.

1. The annual work calendar will end each year in April to allow the superintendent to properly align internal operational systems and processes for the coming year.
2. The board's annual work plan for the next year will include:
 - a. Planned community outreach with a different group of stakeholders each month. Such groups will include principals, teachers, parents, legislators, community activists and opinion leaders, and local government;
 - b. Professional development, training in governance processes, leadership skills, and practices for improving their own performance;
 - c. Scheduled monitoring of all policies; and
 - d. Other events and activities that are parts of the board's responsibilities and interests.

Suspension or Repeal of Policy

In emergency situations, a majority of the board members present at a regular or special 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 such meeting.

The board may also suspend a policy on a two-thirds vote of the members present at a duly constituted meeting of the board even if such change was not listed on the agenda of the meeting.

BOARD AGENDA ACTION FORM

January 9, 2017 Committee of the Whole January 23, 2017 Board Meeting

Section:	Policy and Personnel Committee	
Subject:	CommunicationsPolicy	
Name/Department:	Erica Taylor, Executive Director of Strategy and Communication and John Emerson, General Counsel	
Agenda Item Number:	8.1B	
Background:	At its October 24, 2016 meeting, the Board approved moving forward with a process to streamline board policy. It was determined that there was not a comprehensive Communications policy.	
Discussion:	The Committee of the Whole has approved and sent to the Board for first reading a comprehensive Communicationspolicy that addresses internal, external, media, and board communications. The proposed policy incorporates the substance of Policy KD "Public Information and Communication." Policy KD does not conflict with the proposed Communications policy but is redundant in many respects. Consequently, the action item also proposes that the Board rescind policy KD. Attached is a copy of the Communications policy as it was moved forward from the Committee of the Whole and a draft that reflects changes proposed by board members. Also attached is a copy of current policy KD, Public Information and Communication, as it is posted now.	
Goals& Budget:		
This recommendation supports CCSD goal #:	Effective Governance	
Overall budget for implementing CCSD goal:	N/A	
Request approval for funds within that budget in the amount of \$:	N/A	Funding Source
Resulting positive impact for students in our District will be:		
Potential impact of this decision on other budget areas will be:	N/A	
Future Fiscal Impact:	N/A	
Recommendation:	☒ Action	☐ Information
	☒ Open Session	☐ Executive Session
Draft Motion: I move that the Board approve first reading of the Communications Policy as recommended by staff and, at the same time, approve the proposal to rescind policy KD.		
Person(s) Responsible for Implementation:	John F. Emerson	
Superintendent's Approval:		
Board Member(s) Approval:		
Attachment(s):	☒ Yes	☐ No

[Type text]

GENERAL SCHOOL ADMINISTRATION

1

Communications Policy

Interaction with external media

All CCSD employees are encouraged to notify the Office of Strategy and Communications when members of the media contact them, particularly if the subject is sensitive or significant in nature.

Members of the media will be granted access to all events the public is encouraged to attend, such as fine arts performances, award ceremonies, athletic competitions, and graduation ceremonies. Approval from school administrators or district staff is not required for interviews, photographs, or videography at these events,

When media outlets request to cover events at schools that are not public events, reporters must have approval from the school administrator. The school administrator is in the best position to make decisions as to who can be videotaped, photographed and/or interviewed. Reporters, videographers, and photographers will be told which students cannot appear on camera due to the denial of waiver form. Publicity regarding students shall always be evaluated in terms of the effect on the children.

District employees are discouraged from posting internal communications on social media or to forward internal communications to media outlets

Interaction with the community

On a quarterly basis the superintendent will provide to the public information regarding academic progress for schools and students. This information will be made available on the district website and through individual schools.

On an annual basis, the superintendent will prepare and publish, on behalf of the Board, a progress report that will include:

- data indicating student progress toward accomplishing the Board's strategic plan;
- information about school district programs, and operations intended to accomplish the board's strategic plan; and
- information about the district's financial condition, including revenues, expenditures, and costs of major programs.

On a monthly basis the board of trustees should schedule conversations with different segments of the community, school-based or otherwise.

A schedule of these meetings shall be established on a bi-annual basis and may include meetings with groups such as teachers, parents, school administrators, local government officials, members of the legislative delegation and others.

Internal communication

The Office of Strategy and Communication will provide to district staff, in a timely manner, state data and other information.

The Office of Strategy and Communication will update all staff on matters related to schedule changes, email, all-calls, website, and social media.

Communication with the Board

The Superintendent will:

1. Submit to the Board require monitoring data in a thorough, accurate and understandable fashion
2. Provide for the board, in a timely manner, information about trends, facts and other information relevant to the Board's work
3. Inform the board of significant transfers of money within funds or other changes substantially affecting the district's financial condition
4. Insure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions
5. Inform the Board of anticipated significant media coverage
6. Treat all Board Members impartially and assure that all members have equal access to information
7. Inform the Board, in advance, of any deletions of, additions to, or significant modifications to any current major board policies or administrative rule.

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~~A schedule of these meetings shall be established on a bi-annual basis and may include meetings with groups such as teachers, parents, school administrators, local government officials, members of the legislative delegation and others. The superintendent will ensure that the public is provided, through the internet and by other means, notice of Board meetings, access to Board meeting agendas, associated materials as well as minutes of Board meetings.~~

~~The superintendent will ensure that the district responds in a complete and timely manner to requests submitted pursuant to the S.C. Freedom of Information Act. The superintendent shall assist the press and other communications media in obtaining district information, and will provide all representatives of the media equal access. The superintendent may not permit public release or unauthorized use of records pertaining to individual students or staff members.~~

~~The superintendent will make available to the public, through the internet and by other means, access to Board policy and district administrative rules.~~

Internal communication

~~The Office of Strategy and Communication will provide to district staff, in a timely manner, and the Board state data and other information five business days after the data is made available.~~

~~The Office of Strategy and Communication will update all staff on matters related to schedule changes, email, all-calls, website, and social media.~~

Communication with the Board

The Superintendent will:

- ~~1. Submit to the Board requirerequired monitoring data in a thorough, accurate and understandable fashion; this data will also be provided to the Board in a digital format.~~
- ~~2. Provide for the boardBoard, in a timely manner, information about trends, facts and other information relevant to the Board's work~~
- ~~3. Inform the board of significant transfers of money within funds or other changes substantially affecting the district's financial condition~~

4.3. _____ Insure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions. Provide the Board with requested information the Board deems necessary to make informed decisions.

5.4. _____ Inform the Board of anticipated ~~significant~~ media coverage

6.5. _____ Treat all Board ~~Members~~members impartially and assure that all members have equal access to information

7.6. _____ Inform the Board, in advance, of any changes in, or deletions or adoptions of, ~~additions to, or significant modifications to~~ any ~~current major board policies or proposed~~ administrative rule.

In addition, the Board will be presented with any other report or communication required by law or policy.

GENERAL SCHOOL ADMINISTRATION

1

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Draft for First Reading

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4. Inform the Board of anticipated media coverage
5. Treat all Board members impartially and assure that all members have equal access to information
6. Inform the Board, in advance, of any changes in, or deletions or adoptions of any proposed administrative rule.

In addition, the Board will be presented with any other report or communication required by law or policy.

Draft for First Reading

CHARLESTON COUNTY SCHOOL DISTRICT
K - SCHOOL-COMMUNITY-HOME RELATIONS
Policy KD Public Information And Communication

Policy KD Public Information And Communication

Issued 5/06

Purpose: To establish the board's vision for Charleston County School District's public information and **communication** program.

The superintendent shall make available to the public by Internet and other means, the following information.

- policies, administrative regulations and administrative operations of the school system
- full and accurate information, favorable and unfavorable, together with interpretation and explanation of the district strategic plan and district programs
- official minutes of the board
- district financial records

Freedom of information requests shall be responded to in a timely manner. The superintendent may not permit public release or unauthorized use of records pertaining to individual students or staff members.

The superintendent shall assist the press and other communications media to obtain information about the school district and give all representatives of the media equal access to information about the schools and simultaneous access to general releases of interest to the entire district.

Adopted 5/10/06

CHARLESTON COUNTY SCHOOL DISTRICT

BOARD AGENDA ACTION FORM

January 4, 2017 Committee Meeting

January 23, 2017 Board Meeting

Section:	Audit & Finance		
Subject:	Audit & Finance Community Members		
Name/Department:	Glenn A. Stiegman, Jr.		
Agenda Item Number:	8.2A		
Background:	The Audit and Finance Committee has one vacant seat for a member who has a background as an expert in Information Technology. As a result, staff was directed to advertise for the position and receive applications. A copy of the advertisement is included as an attachment.		
Discussion:	The Audit & Finance Committee advertised for one vacant seat. Eight (8) applications were received. The Committee reviewed these applications. According to the direction from the Charleston County School District Board of Trustees Chair, Audit & Finance is given the responsibility to review these applications and identify a recommendation. After further review by the Interim Executive Director of Information Technology, the top four (4) candidates were chosen. Out of these applicants, a recommendation was made to appoint Mr. Charles (Cal) Stephens to the Committee.		
Goals & Budget:			
This recommendation supports CCSD goal #:			
Overall budget for implementing CCSD goal:			
Request approval for funds within that budget in the amount of \$:		Funding Source (GOF, IDEA, Title I, Capital, etc.)	
Resulting positive impact for students in our District will be:			
Potential impact of this decision on other budget areas will be:			
Future Fiscal Impact:			
Recommendation:	☒ Action	☐ Information	
	☒ Open Session	☐ Executive Session	
It is hereby recommended that the Board of Trustees appoint Mr. Charles (Cal) Stephens to the Audit & Finance Committee.			
Person(s) Responsible for			

Implementation:	Glenn A. Stiegman, Jr.	
Superintendent's Approval:	<i>Heather Portantait</i>	
Board Member(s) Approval:	<i>Ben E. [Signature]</i>	
Attachment(s):	☒ Yes	☐ No

BOARD AGENDA ACTION FORM

January 3, 2017 Committee Meeting

January 23, 2017 Board Meeting

Section:	Audit & Finance		
Subject:	Act 388 Resolution		
Name/Department:	Glenn A. Stiegman, Jr., Chief Financial Officer		
Agenda Item Number:	8 . 2B		
Background:	Act 388 was passed to relieve homeowners of school operating taxes on their residences.		
Discussion:	Act 388 has proven to negatively affect school districts in SC. Its major impact is the limitation on future tax increases.		
Goals & Budget:			
This recommendation supports CCSD goal #:			
Overall budget for implementing CCSD goal:			
Request approval for funds within that budget in the amount of \$:		Funding Source (GOF, IDEA, Title I, Capital, etc.)	
Resulting positive impact for students in our District will be:			
Potential impact of this decision on other budget areas will be:			
Future Fiscal Impact:			
Recommendation:	☒ Action	☐ Information	
	☒ Open Session	☐ Executive Session	
It is hereby recommended that the Board of Trustees pass a resolution to be forwarded to the Legislative Delegation seeking changes to Act 388.			
Person(s) Responsible for Implementation:			
Superintendent's Approval:	<i>Annita Postlewait</i>		
Board Member(s) Approval:			
Attachment(s):	☒ Yes	☐ No	

A RESOLUTION

REQUESTING THE CHARLESTON COUNTY LEGISLATIVE DELEGATION TO SEEK TO AMEND ACT 388 OF 2006, AS AMENDED, TO ALLOW FOR INCREASES IN THE ANNUAL MILLAGE RATE FOR OPERATIONS TO PROVIDE FOR INCREASES IN PERSONNEL COSTS.

WHEREAS, school districts within the State of South Carolina (the "State") have traditionally relied on ad valorem property taxes as the largest source of general fund operating revenues; and

WHEREAS, Act No. 388 adopted by the South Carolina General Assembly on July 1, 2006, as amended ("Act 388"), among other things, (i) exempts all owner-occupied real property in the State from ad valorem property taxes levied for school district operations (the "New Homestead Exemption"); (ii) imposes an additional one percent sales tax State-wide to be distributed to school districts within the State in substitution for the ad valorem property taxes not collected as a result of the New Homestead Exemption; and (iii) limits annual increases in the rate of millage levied for operational purposes by all political subdivisions and school districts to a rate equal to the sum of (a) the increase in the consumer price index, plus (b) the rate of population growth of the political subdivision or school district, plus (c) the operating millage increase allowed by operation of clauses (a) and (b) above, but not imposed, for the three property tax years preceding the year to which the current limit applies; and

WHEREAS, Charleston County School District (the "District") finds that revenues it has received from the new one percent sales tax are less than the amount of ad valorem property tax revenues lost by virtue of the New Homestead Exemption; and

WHEREAS, the District further finds that additional ad valorem tax revenue derived from millage rate increases is fully absorbed by expenditures necessary to serve the additional students and is not sufficient to cover increasing operational costs beyond the costs to serve those students; and

WHEREAS, a large portion of the general fund revenues received from the State are paid to the District under the Education Finance Act of 1977 (the "EFA") which the State funds using an "index of taxing ability" (the "ITA") to adjust required local contributions and State contributions. The ITA is a measure of relative wealth based on taxable real and personal property within a school district as a percentage of all taxable property in the State. Accordingly, as the District's ITA increases as a result of property value growth, EFA funding from the State decreases but the District is limited by the provisions of Act 388 in its ability to increase millage rates; and

WHEREAS, the District finds that Act 388 and EFA limitations reduce school districts' ability to provide the wide array of educational programs and courses necessary for students to thrive in a global economy and further finds that millage rate increases based solely on population growth and consumer price index do not allow the District to realize adequate growth in local revenue; and

WHEREAS, the District finds that salaries and personnel benefits account for approximately 80% of its general fund expenditures and further finds that an amendment to Act 388 to allow for millage rate increases to cover increases in personnel costs would allow the District to cover salary increases required by the State as well as fund personnel to serve student growth.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF CHARLESTON COUNTY SCHOOL DISTRICT, SOUTH CAROLINA, IN MEETING DULY ASSEMBLED, AS FOLLOWS:

The Board of Trustees of Charleston County School District hereby requests the Charleston County Legislative Delegation seek to amend Act 388 to allow for increases in the annual millage rate for operations above the current millage rate cap to provide for increases in personnel costs.

DONE IN MEETING DULY ASSEMBLED this 23rd day of January, 2017.

**CHARLESTON COUNTY SCHOOL DISTRICT,
SOUTH CAROLINA**

(SEAL)

Chair, Board of Trustees

Attest:

Secretary, Board of Trustees

BOARD AGENDA ACTION FORM

January 23, 2016 Board Meeting

Section:	Strategic Education Committee	
Subject:	Elementary school students at Liberty Hill Academy	
Name/Department:	Collins, Hollinshead, Jeffery, and Miller	
Agenda Item Number:	8.3	
Background:	According to Rev. Collins "Liberty Hill Academy (LHA) houses students from elementary school through middle school. It has not been revealed to the school board exactly how and/or why younger students are assigned to Liberty Hill Academy where there are older students, nor has it been determined who or what individuals make the decision to place them there. There is no data to support the housing younger elementary student with older middle school students who may have some behavioral challenges will promote the overall academic experience and learning of all students placed at LHA. Further, we have greater concerns with the housing of elementary age students with other students that have disabilities or special needs. There is no process for exiting LHA has been established, and we do not know the extent of the assignment of these students at LHA. Performance data and measurable goals are needed."	
Discussion:	Rev. Collins states, "We believe that all students learn best in a friendly environment where they are surrounded by their peers and like minds striving together to create a positive learning experience. Young students must be taught to behave by parents first at home. The burden of responsibility is not on the school district, but the parent must deliver to school, a child well behaved and ready to learn. In such cases when an elementary age constantly student disrupts the learning environment, the parent or guardian should be contacted and be advised to prepare the child for proper classroom behavior."	
Goals & Budget:	N/A	
This recommendation supports CCSD goal #:	Every child can learn	
Overall budget for implementing CCSD goal:	N/A	
Request approval for funds within that budget in the amount of \$:	To be determined	Funding Source (GOF, IDEA, Title I, Capital, etc.)
Resulting positive impact for students in our District will be:	Improved behavior, increased learning	
Potential impact of this decision on other budget areas will be:	N/A	
Future Fiscal Impact:		
Recommendation:	☒ Action	☒ Information

	☒ Open Session	☐ Executive Session
Draft Motion: Rev. Collins, Mr. Hollinshead, Ms. Jeffery, and Mr. Miller recommended that the superintendent of Charleston County School District remove all elementary age students, who were enrolled in regular school program but are now placed at Liberty Hill Academy. These students should be placed in an elementary school setting, with like peers and on an elementary school campus as soon as possible.		
Person(s) Responsible for Implementation:	Superintendent	
Superintendent's Approval:		
Board Member(s) Approval:	Collins, Jeffery, Hollinshead, and Miller	
Attachment(s):	☒ Yes	☒ No

BOARD AGENDA ACTION FORM

January 9, 2017 Committee Meeting

January 23, 2017 Board Meeting

Section:	Strategic Education Committee	
Subject:	2017-2018 Calendar Options Proposed by Teacher Roundtable	
Name/Department:	Corday Borders, CCSD District Teacher of the Year; Susan Watson-Bell, Teacher Effectiveness; Emilie Woody, Professional Development	
Agenda Item Number:	9.1A	
Background:	CCSD's outgoing Teacher Roundtable has proposed two 2017-2018 calendar options for stakeholder consideration.	
Discussion:		
Goals & Budget:		
This recommendation supports CCSD goal #:		
Overall budget for implementing CCSD goal:		
Request approval for funds within that budget in the amount of \$:		Funding Source
Resulting positive impact for students in our District will be:		
Potential impact of this decision on other budget areas will be:		
Future Fiscal Impact:		
Recommendation:	☒ Action ☒ Open Session	☐ Information ☐ Executive Session
Draft Motion: The Board will (a) approve these calendars for consideration by School Improvement Councils and educators; or (b) the Board will request modifications prior to gathering further input from School Improvement Councils and teachers.		
Person(s) Responsible for Implementation:		
Superintendent's Approval:		
Board Member(s) Approval:		
Attachment(s):	☒ Yes	☐ No

CCSD 2017-2018 CALENDAR – option 1

JULY 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day
Offices Closed

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Winter Break
2 School Resumes
15 ML K, Jr. Day
(No School)
19 End of Semester
22 Teacher WD (No School)
23 2nd Semester Begins
26 Report Cards

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14,18 Teacher Workdays
15,16 CCSD PD Days
17 School PD Day
21 Solar Eclipse (No School)
22 1st Full Day for Students

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

16 CCSD PD Day (No School)
19 Weather/Make Up Day
(Presidents' Day)
26 Progress Reports
28 Early Release/PD

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day
No School/Offices Closed
22 Progress Reports
27 Early Release/PD

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

28 End of 3rd Qtr (135 day)
29 Teacher WD (No School)
30 Spring Break

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23 End of 1st Qtr (45th Day)
26 Early Release/PD
27 Teacher WD (No School)
31 Report Cards

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2-6 Spring Break
10 Report Cards

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20, 21 Weather/Make Up Days
22-24 Fall Break

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9 Progress Reports
28 Memorial Day
No School

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Progress Reports
18-29 Winter Break

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

8 Half Day
11 Half Day/Last Day for
Students
12 Teacher WD
13 Report Cards

No School/Offices Closed
No School
Professional Development
Weather/Make Up Day
Report Cards/Progress Reports/End of Quarter
Early Release Day

CCSD | 2017-2018 CALENDAR – option 2

JULY 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day
Offices Closed

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31		12	7

1,2 Winter Break
3 School Resumes
15 MLK, Jr. Day
(No School)
19 End of Semester
22 Teacher WD (No School)
23 2nd Semester Begins
26 Report Cards

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		9

14,18 Teacher Workdays
15,16 CCSD PD Days
17 School PD Day
21 Solar Eclipse (No School)
22 1st Full Day for Students

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			18

16 CCSD PD Day (No School)
19 Weather/Make Up Day
(Presidents' Day)
26 Progress Reports
28 Early Release/PD

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						20

4 Labor Day
No School/Offices Closed
22 Progress Reports
27 Early Dismissal/PD

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						20

28 End of 3rd Qtr (135 day)
29 Teacher WD (No School)
30 Spring Break

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						21

23 End of 1st Qtr (45th Day)
26 Early Release/PD
27 Teacher WD (No School)
31 Report Cards

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						16

2-6 Spring Break
10 Report Cards

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						17

20-24 Fall Break

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						22

9 Progress Reports
28 Memorial Day
(No School)

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						11

4 Progress Reports
18,19 Weather/Make Up Days
20-29 Winter Break

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						7

11 Half Day
12 Half Day/Last Day for
Students
13 Teacher WD
14 Report Cards

No School/Offices Closed
No School
Professional Development
Weather/Make Up Day
Report Cards/Progress Reports/End of Quarter
Early Release Day

Teacher Roundtable
2017-2018 Calendar Proposals

Considerations

- Students may not begin before the 3rd Monday in August, per the State
- 3 half days are permitted by the State
- 10 workdays/professional development days must be built into the calendar
- A total solar eclipse will occur in Charleston at 2:48 on August 21; this will impact dismissal and local tourism

Teacher Roundtable Requests

- Protect length of Thanksgiving Break
- Protect length of Winter Break
- Teacher workdays should not be used as make-up days

Features of Choice 1

- Weather make-up days included at Thanksgiving
- Full Winter Break included; school resumes January 2

Features of Choice 2

- Full Thanksgiving Break
- Weather make-ups included at Winter Break; school resumes January 3

BOARD AGENDA ACTION FORM

January 9, 2017 Committee Meeting

January 23, 2017 Board Meeting

Section:	Strategic Education Committee		
Subject:	"Top Talent" Schools		
Name/Department:	Dr. Valerie Harrison, Interim Chief Accountability Officer Dr. Laura Donnelly, Director, Assessment and Evaluation		
Agenda Item Number:	9.1B		
Background:	With focus on increasing the percentage of graduates from Charleston County School District prepared for college, career, and responsible citizenship, we have established an accountability system that generates information about student learning and school effectiveness for use in the continuous improvement for academic equity and access.		
Discussion:	Target schools have been identified. The schools selected have been designated through careful review of 2016 student achievement data and metrics provided on individual school dashboards and alignment with the Board's recently-adopted goals for student achievement results. The "Top Talent" schools will receive focused monitoring to pilot communication of individual student progress toward proficiency, and priority resources, support, and learning options for students. Criteria for selection included academic achievement, learning gaps, student growth, and kindergarten/college and career readiness. 2017-18 "Top Talent" Schools include: 1. Sanders-Clyde Elementary 2. Chicora Elementary 3. Burns Elementary 4. Mary Ford Elementary 5. North Charleston Elementary 6. St. James-Santee 7. Northwoods Middle 8. Morningside Middle 9. West Ashley Middle 10. Baptist Hill Middle-High 11. St. Johns High 12. Garrett Academy		
Goals & Budget:			
This recommendation supports CCSD goal #:	Goal #8- Increase College and Career Readiness		
Overall budget for implementing CCSD goal:			
Request approval for funds within that budget in the amount of \$:	TBD	Funding Source (GOF, IDEA, Title I, Capital, etc.)	

Resulting positive impact for students in our District will be:		
Potential impact of this decision on other budget areas will be:		
Future Fiscal Impact:		
Recommendation:	☒ Action	☒ Information
	☒ Open Session	☐ Executive Session
Item is received as Information.		
Person(s) Responsible for Implementation:		
Superintendent's Approval:	<i>Amrita Postlewait</i>	
Board Member(s) Approval:		
Attachment(s):	☒ Yes	☐ No

Identification of Top Talent Schools

We rank-ordered our schools according to need in order to identify approximately 12 focus or Top Talent schools by examining 5 criteria including: (1) proficiency/achievement in core subject areas, (2) the ethnic achievement gap, (3) student growth, (4) college and career readiness, and (5) graduation rate. The measures included in each criteria are listed below.

Proficiency/Achievement

- Elementary and middle schools:
 - % of students scoring meets or exceeds on SC Ready ELA in spring 2016
 - % of students scoring meets or exceeds on SC Ready math in spring 2016
 - % of students scoring met or exemplary on SC PASS science in spring 2016
 - % of students scoring met or exemplary on SC PASS social studies in spring 2016
- High schools:
 - % of students meeting all 4 ACT-established benchmarks (which includes meeting the benchmark score in science, reading, math and English) on the 11th grade ACT during 2015-2016

Achievement Gap

- Elementary and middle schools:
 - % of black students scoring at/below the 40th percentile on fall 2016 MAP reading
 - % of black students scoring at/below the 40th percentile on fall 2016 MAP math
- High schools:
 - % of black students meeting all 4 ACT benchmarks (which includes meeting the benchmark score in science, reading, math and English) on the 11th grade ACT during 2015-2016

Student Growth

- Elementary and middle schools:
 - % of students meeting/exceeding typical 2015-16 MAP growth in reading
 - % of students meeting/exceeding typical 2015-16 MAP growth in math
- No valid growth measure is available for high schools

College & Career Readiness

- Elementary and middle schools:
 - Percentile associated with average MAP reading RIT score for the school's highest grade (typically 5th or 8th grade)
 - Percentile associated with average MAP math RIT score for the school's highest grade (typically 5th or 8th grade)
- High schools:
 - % of students who scored a 22 or greater (approximate score needed to enter Trident Tech without remediation) on the 11th grade ACT in 2015-16
 - % of students who received a silver certificate or higher on WorkKeys in 2015-16

Graduation Rate

- Graduation rate does not apply to elementary and middle schools
- High schools:
 - Graduation rate for spring 2016

BOARD AGENDA ACTION FORM
January 9, 2017

Section:	Open Session- Strategic Education Committee	
Subject:	Admission Protocol for Academic Magnet High School	
Name/Department:	Judith Peterson, Academic Magnet High School	
Agenda Item Number:	9.1C	
Background:	Academic Magnet High School was opened in August 1988 and graduated its first class in June 1992. At its inception the student community reflected the general population of CCSD rather favorably: 60/40 racial composition of student population- 60% nonminority and 40% minority. Admission to AMHS was predicated upon the same four components as it is now: GPA, Standardized Test Scores in Reading and Math, a Writing Sample, and Teacher Recommendations, and the school grew gradually over the years to approximately 640 students, Grades 9 -12. Even as the school population increased, the number of minority students was decreasing, and the composition of the student body reflected the District's demographics less and less each year. Finally, In April of 2015 CCSD initiated a task force examining rigor and diversity across the District with a focus on magnet and choice schools, their admissions criteria and procedures. The task force's work was then further divided and moved in the fall of 2015 to an Ad Hoc Committee. The Ad Hoc Committee examined the admissions' procedures, and a plan of action to increase the diversity for Academic Magnet High School was established.	
Discussion:	<u>Action Plan for increasing ethnic diversity at AMHS, 2017-2018:</u> Admission of the two students in each CCSD 8th grade program with the highest GPA, who meet the admissions' eligibility requirements for Academic Magnet High School: Students identified by school leadership/guidance as the top two in each 8th grade program will be invited to complete the application for admission to Academic Magnet High School, and each student who meets the admissions' standards for AMHS (at least 13.0 on the rubric) will be offered a place in the 9th grade for the 2017- 2018 school year. (These seats will be over and above the now typical 150 seats for 9th graders.)	
Goals & Budget:		
This recommendation supports CCSD goal #:	Priority Goal #2	
Overall budget for implementing CCSD goal:	\$0	
Request approval for funds	\$0	Funding Source

within that budget in the amount of \$:	N/A	
Resulting positive impact for students in our District will be:	The opportunity for attending Academic Magnet High School will be available to students from every CCSD 8 th grade program, and the access to CCSD "magnet" options will be there for students in every 8 th grade CCSD program.	
Potential impact of this decision on other budget areas will be:	None known at this time.	
Future Fiscal Impact:		
Recommendation:	☒ Action	☐ Information
	☐ Open Session	☐ Executive Session
It is hereby recommended that the Board of Trustees approve extending an invitation to the top two (2) highest ranking students in each Charleston County School District 8th grade program to apply for a seat at Academic Magnet High School for the 2017 – 2018 school year with an understanding that they must meet the admissions criteria of scoring 13 or higher on the current rubric. This may require a special open application window for students who do not apply during the initial open application period. These students would be added to the 150 identified through the current application process. If the identified students submit an application and earn a score of 13 or higher, they will be offered a seat for the 2017-2018 school year.		
Person(s) Responsible for Implementation:	Ms. Judith Peterson, Ms. Lucy Pinckney, Mrs. Mary Runyon, Dr. Barbara Rabon, Mr. Jerod Bishop	
Superintendent's Approval:	<i>Genita Posthumus</i>	
Board Member(s) Approval:		
Attachment(s):	☒ Yes	☐ No

BOARD AGENDA ACTION FORM
January 23, 2017 Board Meeting

Section:	Policy and Personnel	
Subject:	Policy GCQF – Dismissal of Professional Staff	
Name/Department:	John Emerson, Office of General Counsel	
Agenda Item Number:	9.1D	
Background:	See below.	
Discussion:	In 2016 the S.C. legislature revised the Teacher Employment and Dismissal Act. The law outlines, among other things, the right of a continuing contract teacher to an appeal hearing before the board of trustees in the event their contract is not renewed or their employment is terminated. The amended statute provides that a school board may delegate those hearings to a hearing officer. The CCSD board has been delegating such hearings under a proviso, which was also adopted last year, but is only effective until June 2017. The proviso does not require any change in policy but the amended statute does require a school district to amend policy to reflect that practice. The revision of the CCSD policy is required if the district is going to move towards using the guidelines set forth in the amended statute. This proposed amendment to CCSD Policy GCQF received first reading approval on December 12, 2016.	
Goals& Budget:		
This recommendation supports CCSD goal #:	Effective Governance	
Overall budget for implementing CCSD goal:	N/A	
Request approval for funds within that budget in the amount of \$:	N/A	Funding Source
Resulting positive impact for students in our District will be:		
Potential impact of this decision on other budget areas will be:	N/A	
Future Fiscal Impact:	N/A	
Recommendation:	☒ Action	☐ Information
	☒ Open Session	☐ Executive Session
Draft Motion: Approve second reading of the update made to Policy GCQF advising dismissed professional staff members that their appeals will be heard by the board of trustees or its designee.		
Person(s) Responsible for Implementation:	John F. Emerson	
Superintendent's Approval:		
Board Member(s) Approval:		
Attachment(s):	☒ Yes	☐ No

DISMISSAL OF PROFESSIONAL STAFF

Code **GCQF 6/13**

Purpose: To establish the basic structure for dismissal of professional staff to ensure accountability for due process as well as a quality educational program.

It is the responsibility of the administration of Charleston County School District to operate the public schools in a manner that will maintain a broad community confidence in and support of the schools. In the absence of such support, Charleston County School District cannot maintain a strong, effective public education program.

Therefore, it is the policy of the board to remove from employment any professional staff member who fails or who may be incompetent to give instruction in accordance with the directions of the superintendent or who otherwise manifests an evident unfitness for teaching. The principal should be actively involved in this process for his/her school.

Any action of the Charleston County School District under this policy shall be taken pursuant to the provisions of the Teacher Employment and Dismissal Act, Section 59-25-410, et seq., Code of Laws of South Carolina 1976, as amended, except for persons employed under an induction contract or an annual contract as defined in state law.

Pursuant to this Act, professional staff recommended for dismissal are entitled to notice and an opportunity for a hearing before the board of trustees **or its designee. The board assigns such hearings to hearing officers consistent with S.C. Code Ann. § 59-25-460 (2016).** The hearing is available to the teacher upon request to the superintendent within 15 calendar days of receipt of the notice. Those appealing dismissal are entitled to be represented by an attorney and to present documents and other evidence, including no more than 10 witnesses. Any such hearing shall be public unless the teacher requests in writing that it be private.

Adopted 5/10/73; Revised 2/17/75, 12/8/75, 6/11/84, 11/25/85, 5/24/93, 10/27/97, 3/24/03, 4/24/06, 8/10/09

Legal references:

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

1. Section 59-18-1300 - District accountability system.
2. Section 59-25-150 - State board of education may revoke/suspend certificate for just cause.
3. Section 59-25-160 - Revocation or suspension of certificate; "just cause" defined.
4. Section 59-25-410, et seq. - Teacher Employment and Dismissal Act.
5. Section 59-26-40 - Induction, annual and continuing contracts; termination of employment for annual contract teachers; hearing.

B. State Board of Education Regulations:

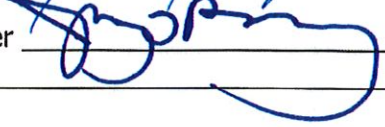
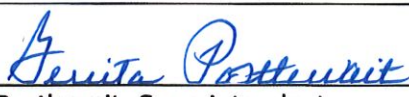
1. R43-58 - Disciplinary action on educator certificates.
2. R43-58.1 - Reporting terminations of certain district employees.

BOARD AGENDA ACTION FORM

January 9, 2017 Committee Meeting

January 23, 2017 Board Meeting

Section:	Committee of the Whole - Operations	
Subject:	Capital Maintenance Reallocation (2017-2022 Capital Program Phase IV-Sales Tax)	
Name/Department:	Ronald Kramps, Executive Director of Facilities Management	
Agenda Item Number:	9.1E	
Background:	On March 21, 2016, the Charleston County School District Board of Trustees approved Item 9.4C, the Creation and Maintenance of the Capital Maintenance Plan and Item 9.2D, the Capital Early Out Maintenance FY17 Project List.	
Discussion:	Several early out tasks are complete and have yielded savings of \$192,023 as follows: • HVAC – Project # 5270 - \$28,000 • Exterior Envelope# 5273 - \$57,510 • Painting – Project # 5278 - \$68,800 • Doors & Hardware # 5279 - \$21,685 • Elevator # 5280 - \$7,055 • Flooring # 5281 - \$8,973 FM requests approval from the Board of Trustees for the reallocation of these savings to existing projects as described below: • HVAC/Exhaust – Project #5270 – St. James Santee - \$6,600 • HVAC/Exhaust – Project #5270 - Meeting Street Academy/Brentwood - \$147,423 • Parking & Sidewalks – Project #5274 – A. C. Corcoran ES - \$25,000 • Salaries – Project #5246 – Maintenance Services - \$2,000 • Roof – Project #5271 – Meeting Street Academy/Brentwood - \$5,500 • Roof – Project #5271 – St. James Santee - \$5,500	
Goals & Budget:	The District continues to support a desired level of quality and equity throughout the District, for everything from technology to facility conditions and furnishings and equipment.	
This recommendation supports CCSD goal #:		
Overall budget for implementing CCSD goal:	\$2,471,081	
Request approval for funds within that budget in the amount of \$:	\$192,023	Funding Source 2017-2022 Capital Program (Phase IV) Sales Tax Referendum initially funded with Bond Anticipation Note (BAN).
Resulting positive impact for students in our District will be:	Well maintained facilities and building systems provide CCSD students a safe and healthy environment to prepare them for higher education opportunities, ability to move into the working environment and mold them to become model citizens.	

Potential impact of this decision on other budget areas will be:	N/A	
Future Fiscal Impact:	N/A	
Recommendation:	☒ Action	☐ Information
	☒ Open Session	☐ Executive Session
Draft Motion:	Approve reallocation of FY17 Early Out Capital Maintenance project savings in the amount of \$192,023 for various projects.	
Person(s) Responsible for Implementation:	Ronald Kramps, Ex Dir of Facilities Mgt.  Jeff Borowy, Chief Operating Officer 	
Superintendent's Approval:	 Gerrita Postlewait, Superintendent	
Board Member(s) Approval:		
Attachment(s): 1 - Resolution Requesting Reallocation of Funding	☒ Yes	☐ No

**RESOLUTION REQUESTING REALLOCATION OF FUNDING
2017-2022 CAPITAL PROGRAM (Phase IV) SALES TAX - CAPITAL MAINTENANCE**

2017-2022 CAPITAL PROGRAM (Phase IV) SALES TAX - CAPITAL MAINTENANCE - TOTAL BUDGETS AND ADJUSTMENTS				
PROJECT #	PROJECT	APPROVED BUDGET	PROPOSED BUDGET	VARIANCE
5270	HVAC (Simmons Pinckney MS)	\$532,527	\$504,527	(\$28,000)
5273	EXTERIOR ENVELOPE (Frierson)	\$55,252	\$31,628	(\$23,624)
5273	EXTERIOR ENVELOPE (Military Magnet)	\$97,146	\$90,570	(\$6,576)
5273	EXTERIOR ENVELOPE (West Ashley HS)	\$268,658	\$261,348	(\$7,310)
5273	EXTERIOR ENVELOPE (St James Santee Design)	\$20,000	\$0	(\$20,000)
5278	PAINTING (Corcoran)	\$15,000	\$11,700	(\$3,300)
5278	PAINTING (Military Magnet)	\$30,000	\$17,500	(\$12,500)
5278	PAINTING (West Ashley HS)	\$638,893	\$585,893	(\$53,000)
5279	DOORS & HARDWARE (Mt Zion ES)	\$127,293	\$105,608	(\$21,685)
5280	ELEVATOR (Bridge View)	\$62,832	\$55,777	(\$7,055)
5281	FLOORING (Hunley Park)	\$114,311	\$105,664	(\$8,647)
5281	FLOORING (Clarke - Asbestos)	\$5,000	\$4,675	(\$325)
5270	HVAC (Brentwood)	\$10,000	\$167,423	\$147,423
5270	HVAC (St James Santee)	\$10,000	\$16,600	\$6,600
5271	ROOFING (NEW Brentwood)	\$0	\$5,600	\$5,600
5271	ROOFING (NEW St James Santee)	\$0	\$5,500	\$5,500
5274	PARKING LOTS & SIDEWALKS/PAVING (Corcoran)	\$116,169	\$141,169	\$25,000
5246	SALARY	\$368,000	\$370,000	\$2,000
	TOTAL	\$2,471,081	\$2,471,081	\$0

Resolved this 12th day of December 2016

By: _____ Date: _____
Glenn Siegman
Chief Financial Officer

By: _____ Date: _____
Jeffrey Boovy
Chief Operating Officer

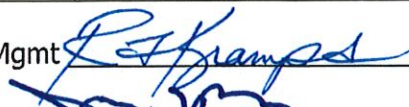
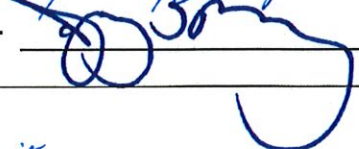
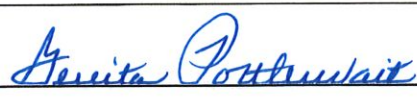
By: _____ Date: _____
Ron Kramps
Executive Director, Facilities Maintenance and Asset Management

BOARD AGENDA ACTION FORM

January 9, 2017 Committee Meeting

January 23, 2017 Board Meeting

Section:	Committee of the Whole – Operations	
Subject:	Capital Maintenance Reallocation (Capital Program Sinking Fund 2017)	
Name/Department:	Ronald Kramps, Executive Director of Facilities Management	
Agenda Item Number:	9.1F	
Background:	On February 22, 2016, the Charleston County School District Board of Trustees approved Item 9.5B, Spring 2016 Bond Anticipation Notes, for the funding of the FY17 Sinking Fund Program. On March 21, 2016, the Board of Trustees approved Item 9.2E, the Sinking Fund FY17 Project List.	
Discussion:	Several sinking fund tasks are complete and have yielded savings of \$25,859 as follows: - Adult Education – Project #5127 - \$24,937 - Clark Academy – Project #5138 - \$922 FM requests approval from the Board of Trustees for the reallocation of these funds to execute design and renovation of mobiles relocated to Meeting Street Academy/Brentwood. - Mobile Renovation – Project #5099 – Meeting Street Academy/Brentwood - \$25,859	
	The District continues to support a desired level of quality and equity throughout the District, for everything from technology to facility conditions and furnishings and equipment.	
This recommendation supports CCSD goal #:		
Overall budget for implementing CCSD goal:	\$250,000	
Request approval for funds within that budget in the amount of \$:	\$25,859	Funding Source
		Sinking Fund FY17
Resulting positive impact for students in our District will be:	Well maintained facilities and building systems provide CCSD students a safe and healthy environment to prepare them for higher education opportunities, ability to move into the working environment and mold them to become model citizens.	
Potential impact of this decision on other budget areas will be:	N/A	
Future Fiscal Impact:	N/A	
Recommendation:	☒ Action ☒ Open Session	☐ Information ☐ Executive Session

Draft Motion	Approve the reallocation of FY17 Sinking Fund project savings in the amount of \$25,859 to mobile renovations at the Brentwood Campus.	
Person(s) Responsible for Implementation:	Ronald Kramps, Ex Dir of Facilities Mgmt  Jeff Borowy, Chief Operating Officer 	
Superintendent's Approval:	 Gerrita Postlewait, Superintendent	
Board Member(s) Approval:		
Attachment(s): 1 - Resolution Requesting Reallocation of Funding	☒ Yes	☐ No

**RESOLUTION REQUESTING REALLOCATION OF FUNDING
CAPITAL PROGRAM - SINKING FUND FY17**

CAPITAL PROGRAM - SINKING FUND FY17				
PROJECT #	PROJECT	APPROVED BUDGET	PROPOSED BUDGET	VARIANCE
5127	ADULT EDUCATION	\$200,000	\$175,063	(\$24,937)
5138	SEPTIMA CLARK RELOCATION	\$30,000	\$29,078	(\$922)
5099	TRAILER MOVES (Brentwood)	\$20,000	\$45,859	\$25,859
				\$0
				\$0
				\$0
	TOTAL	\$250,000	\$250,000	\$0

Resolved this 12th day of December 2016

By: _____ Date _____
Glenn Stiegman
Chief Financial Officer

By:  _____ Date 12/13/16
Jeffrey Borowy
Chief Operating Officer

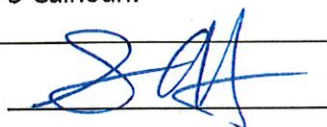
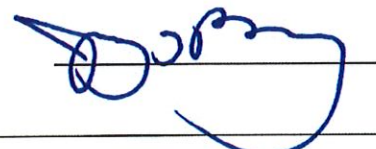
By:  _____ Date 12/12/16
Ron Kramps
Executive Director, Facilities Maintenance and Asset Management

BOARD AGENDA ACTION FORM

January 9, 2017 Committee Meeting

January 23, 2017 Board Meeting

Section:	Operations
Subject:	75 Calhoun Verizon Antenna Revenue
Name/Department:	Sean Hughes / Operations
Agenda Item Number:	9.1G
Background:	IT and Planning staff were approached by Egan Realty on behalf of Verizon Communications Inc. (Verizon) about installing two small cell towers and an InBuilding system at 75 Calhoun Street.
Discussion:	Verizon has proposed the installation of up to two small cell towers and an InBuilding cell system at 75 Calhoun Street. Verizon proposes they wholly fund the construction, operation and maintenance of these improvements, including additional power and data lines that may be necessary for operation. CCSD would not be required to contribute any funds toward the construction, operation or maintenance of their cell network components located at 75 Calhoun. Verizon is asking CCSD for a proposed 5-foot wide utility easement for proposed wiring on the roof to connect the proposed towers. This can be negotiated; however, staff foresees no issue with granting such an easement with the approval for construction. Equipment would be contained within existing electrical or mechanical rooms at 75 Calhoun. The small cell towers are approximately 6'-7' in height and will not be visible from the street. Verizon will be required to comply with all local zoning and building codes. There are benefits to CCSD for pursuing this opportunity including: 1. It produces a \$450-\$550 per month lease payment to CCSD for a five-year initial term with the option to extend an additional two five-year terms. Total expected revenue would be \$27,000-\$33,000 for the initial term. 2. It will produce a more reliable and stronger cell signal in and around 75 Calhoun. Staff would like to enter into negotiations with Egan Realty to create a proposal to place Verizon cell equipment at 75 Calhoun. Staff will bring the proposal to the Board for evaluation and execution at a future meeting.
Goals & Budget:	
This recommendation supports CCSD goal #:	N/A
Overall budget for implementing CCSD goal:	\$0

Request approval for funds within that budget in the amount of \$:	\$0	Funding Source
		N/A, Revenue Generator
Resulting positive impact for students in our District will be:	N/A	
Potential impact of this decision on other budget areas will be:	N/A	
Future Fiscal Impact:	Passive monthly revenue for 5 years with two five year extension opportunities.	
Recommendation:	☒ Action	☐ Information
	☒ Open Session	☐ Executive Session
Draft Motion:	Direct staff to enter into negotiations with Egan Realty to create a proposal to place Verizon cell equipment at 75 Calhoun.	
Person(s) Responsible for Implementation:	Sean Hughes, Dir of Operational Planning	
	Jeffrey Borowy, Chief Operating Officer	
Superintendent's Approval:		
Board Member(s) Approval:		
Attachment(s):		
1. Verizon Initial Proposal Packet	☒ Yes	☐ No

VERIZON INBUILDING /SMALL CELL

INB_CHA_SC_CHARLESTON_GAILLARD_CENTER - SITERRA

CHARLESTON COUNTY SCHOOL DISTRICT (CCSD)

75 CALHOUN STREET, CHARLESTON, SC 29401



GENERAL SCOPE OF WORK SMALL CELL / INBUILDING HYBRID PROJECT

- Proposed Roof-top Antennas at selected locations. Number of locations are TBD.
- Proposed InBuilding DAS/DOT system within the existing school administration building.
- Proposed Equipment Racks (three-19") within an existing Telecommunications / Electrical Room.
- Proposed 5' wide utility easement for proposed wiring on the roof to connect the proposed small cell antennas.

LANDLORD INITIALS: _____

GENERAL BUSINESS/LEASE TERMS

- Lease Rate - \$450-\$550/month. This will need to be confirmed by Verizon Wireless.
- Initial Terms - 5 years.
- Extension of Term - Two (2) additional consecutive 5 year periods.
- A draft lease agreement can be sent out after confirmation of lease exhibit and lease terms.

* Lease commences on the first day of the month following the day that LESSEE commences installation of the equipment on the Premises (the "Commencement Date")

LANDLORD INITIALS: _____

INBUILDING DAS/DOT SYSTEM

- 1 Verizon Wireless is interested in providing In-Building cellular coverage and capacity for the current employees, guests, and visitors located within the building.
- 2 Verizon is proposing to install this In-Building system in your building with no capital or installation cost to the ownership group.
- 3 Verizon will absorb 100% of the expense, so that the occupants of your building will be able to use a dedicated Verizon network instead of sharing bandwidth from the closest macro cell antenna.

LANDLORD INITIALS: _____

INBUILDING DAS/DOT SYSTEM

- The InBuilding antennas are typically mounted to the ceilings. The equipment necessary for these installations are typically located indoors, in an existing telecommunications closet, or in an existing storage closet, which may have available space.
- Verizon will be as non-obtrusive in the installation of the antennas and the equipment to your employees.
- Once the installation is completed, Verizon will not need to maintain the antennas regularly as most adjustments can be made remotely. After installation, Verizon proactively manages this dedicated system in real time to ensure coverage and reliability.

LANDLORD INITIALS: _____

INBUILDING DAS/DOT SYSTEM

Here are some quick points or quick summary of why Verizon is looking to install the antennas in the building:

- This technology is being developed in buildings now as mobile connectivity issues have begun due to increased **data** usage.
- Connectivity sometimes isn't a problem but it could be during peak times such as lunchtime, after work or special occasions when the area is filled with people (and phones). The employees will then have to compete with the crowd for a cell signal.
- Verizon is looking to provide Charleston County School District and their employees a dedicated system to keep them connected throughout the day.

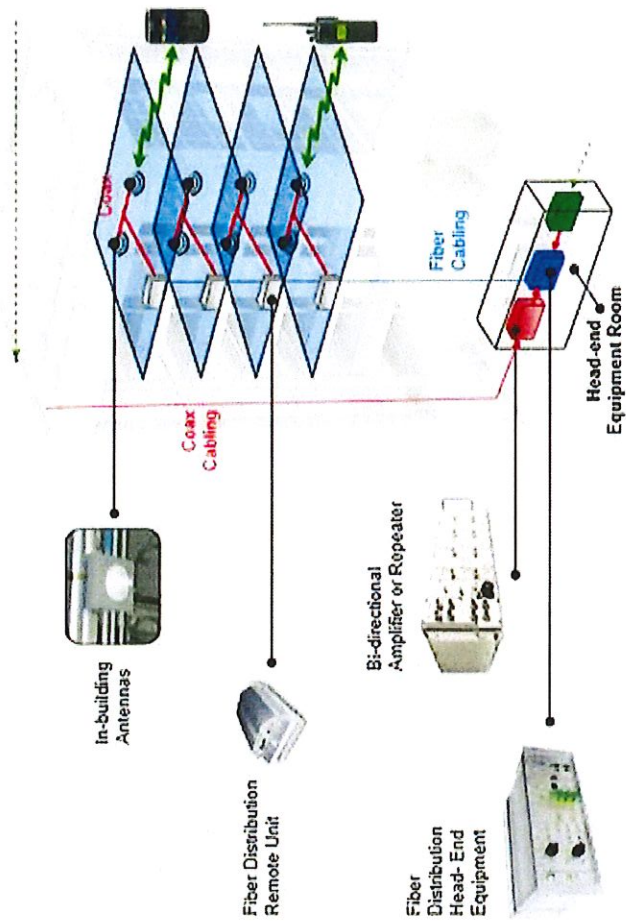
LANDLORD INITIALS: _____

INBUILDING DAS/DOT SYSTEM

- There are new technologies being developed such as 4G LTE within Verizon but people cannot take advantage of these scalable platforms/technologies specifically as reliable connectivity where they work (and live) is not present. This project will fix this.
- As a building owner, you will want to provide the dedicated coverage, reliable connectivity and another cellular option that provides this great experience for your employees (such as download video, social media, emails etc.).

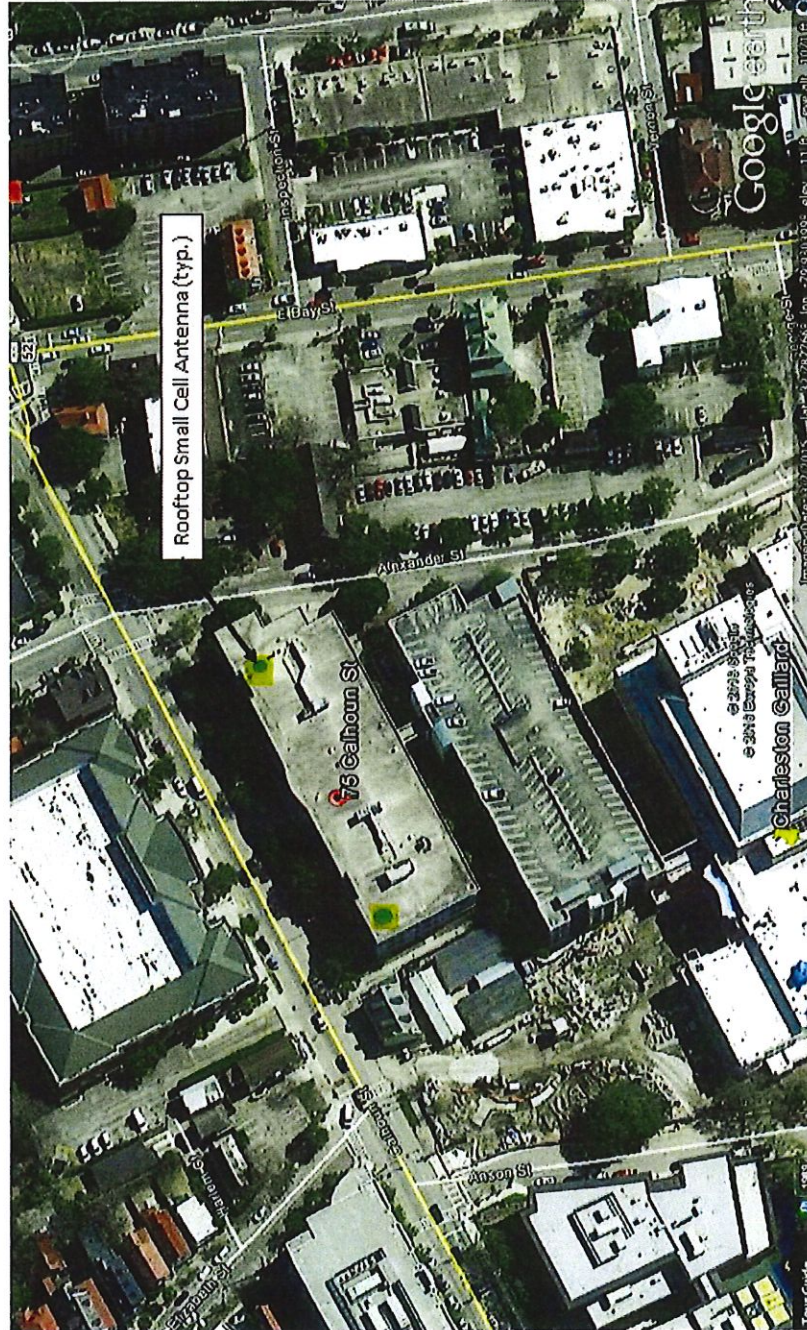
LANDLORD INITIALS: _____

INBUILDING DAS/DOT SYSTEM



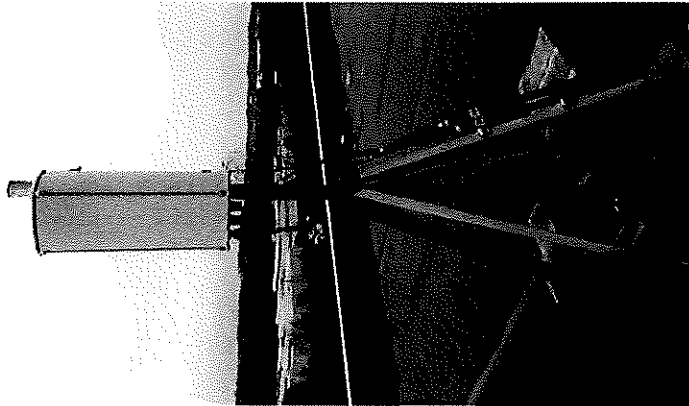
LANDLORD INITIALS: _____

SMALL CELL ANTENNAS PRELIMINARY SITE PLAN

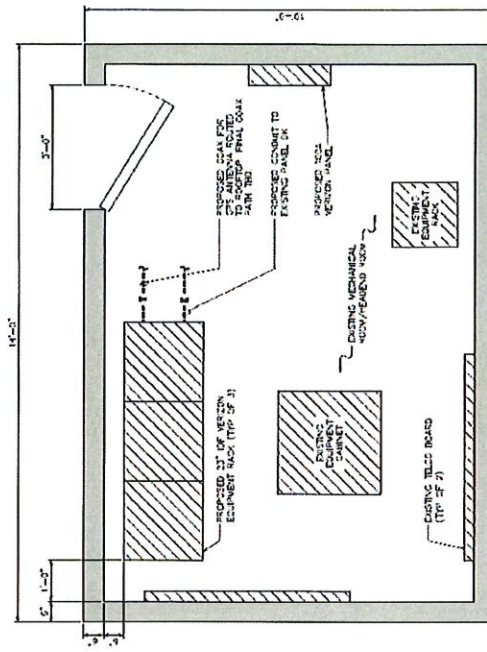
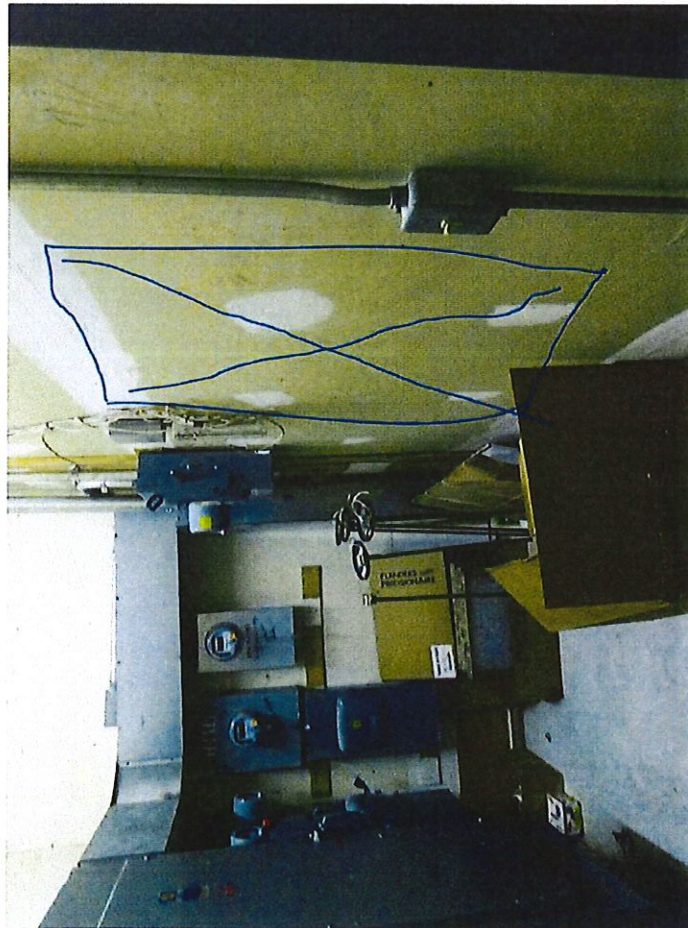


LANDLORD INITIALS: _____

ROOFTOP ANTENNA EXAMPLE
(TYP.)



EQUIPMENT ROOM/RACKS EXAMPLE

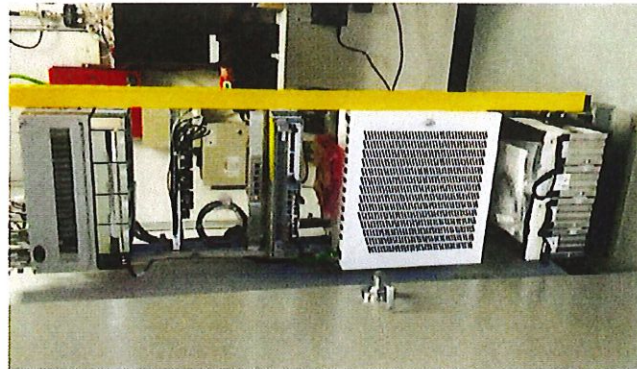


HEADEND ROOM PLAN
SCALE: 1/4" = 1'-0"



THREE (3)– 19" EQUIPMENT RACKS*

*EXACT DIMENSIONS TO BE DETERMINED AT A LATER DATE



Example of equipment rack located in storage closet



CONTACT INFORMATION

Michael Nicosia

Egan Realty Services, Inc.

10700 Sikes Place, Suite 360

Charlotte, NC 28277

704.900.4778- (MOBILE)

980.202.5234- (DIRECT)

980.339.5003- Ext. 1007 (OFFICE)

888.210.3155- FAX

Please note that I have no authority to bind our client and the result of our discussions are subject to approval by our client's management. This transmittal, however, is not a representation that I will present this, or any other proposal which results from our discussions, to our client's management for final approval. The terms and conditions set forth herein are not an offer and neither party is legally bound until a final document, which is subject to review by our client's counsel and management, has been executed by and delivered to all parties.

LANDLORD SIGNATURE PAGE

LESSOR:

Thomas Nawrocki

Charleston County School District (CCSD)

Interim Assistant Executive Director of Information Technology

75 Calhoun Street, Charleston, SC

843-308-8181

thomas_nawrocki@charleston.k12.sc.us

By: _____

Name: _____

Date: _____