From: Bruder, Candace L
To: Ivie Szalai
Cc: Cartledge, Wendy B; Godley, Molly D
Subject: RE: Freedom of Information Act (FOIA) Request Form
Date: Monday, February 23, 2026 1:44:24 PM
Attachments: image001.png

Dear Ms. Szalai,

The district is in receipt of your February 19, 2026 FOIA request.

Request #1- There are no public documents responsive to your request. You may wish to reach out to the SC Elections Commission.

Request #2- Please see the publicly available information online in Policy GC-2 Governing Commitments.

Request #3- This information can be found in individual meeting minutes that are publicly available online: https://www.beaufortschools.net/about-us/board-of-ed/board-meetings.

As per SC Code Ann. Section 30-4-30 (A)(2),*"A public body is not required to create an electronic version of a public record when one does not exist to fulfill a records request."*

Regards,
Candace

Dr. Candace Bruder | Chief Communications Officer
Beaufort County School District | Beaufort, SC 29902
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BEAUFORT COUNTY SCHOOL DISTRICT COMMUNICATIONS

From: Jotform <noreply@jotform.com>
Sent: Wednesday, February 18, 2026 10:00 PM
To: Bruder, Candace L <candace.bruder@beaufort.k12.sc.us>; Cartledge, Wendy B <wendy.cartledge@beaufort.k12.sc.us>; Godley, Molly D <molly.godley@beaufort.k12.sc.us>; Middleton, Angela D <angela.middleton@beaufort.k12.sc.us>
Subject: Re: Freedom of Information Act (FOIA) Request Form

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links or open attachments unless you recognize the sender and know the content is safe.

Freedom of Information Act (FOIA) Request Form

Name:	Elizabeth Szalai
Address:	[redacted]
Home Phone Number:	[redacted]
E-mail Address:	[redacted]
Are you requesting thisinformation for commercial solicitation?	No
Public Records Requested (Description of Documents or Information Requested):	Pursuant to the South Carolina Freedom of Information Act, I respectfully request access to and/or copies of the following public records in electronic format (PDF preferred): 1. Board Member Residency / Eligibility Policies Please provide the current and any prior versions (including effective dates) of all Board policies, governance manual provisions, administrative regulations, or guidance documents that address: • Board of Education member eligibility requirements, including residency/domicile requirements for election and for continued service in office (including district-based residency, if applicable); • The effect of a board member relocating outside of the district they represent during their term; • Procedures for declaring a vacancy, forfeiture

of office, resignation requirements, or removal related to loss of residency or eligibility.

If these provisions are contained within the Coherent Governance Manual or Board Policy Manual, please provide the specific policy sections and policy numbers.

2. Board Member Attendance Policies

Please provide all policies, governance provisions, administrative regulations, or written standards that address:

- Board member attendance requirements;
- Definitions of excused vs. unexcused absences (if applicable);
- Any thresholds for excessive absences;
- Any procedures for addressing prolonged or repeated nonattendance, including whether absences may trigger review, vacancy declaration, or removal processes.

3. Attendance Records – Chloe Gordon (District 2)

For the 12-month period from February 18, 2025 through February 18, 2026, please provide records sufficient to show all meetings that Board Member Chloe Gordon (District 2) did not attend, including whether each absence was recorded as present, absent, excused, or unexcused (if tracked).

This request includes:

- Official minutes reflecting roll call/attendance for all regular, special, called, work session, and committee meetings where attendance is recorded;
- Any attendance logs, sign-in sheets, roll call sheets, or internal tracking documents used to document Board member attendance.

If compiling full minutes is unnecessarily duplicative, a summary list or spreadsheet reflecting meeting dates, meeting type, and Ms. Gordon's recorded attendance status for each meeting will satisfy this request, along with the source record relied upon.

This request is made in the interest of public transparency and governance accountability. Questions regarding attendance are relevant regardless of residency status.

Format / Fees
I request electronic delivery. If fees are anticipated, please provide an itemized written estimate consistent with SC FOIA, including identification of the employee classification used to calculate any hourly rate and confirmation that the rate does not exceed that of the lowest-paid qualified employee capable of fulfilling the request.

Response Time
Please provide the written determination within the time required by SC FOIA for records less than 24 months old.

Thank you for your attention to this request.

Ivie Szalai

You can edit this submission and view all your submissions easily.