



BOARD GOVERNANCE POLICIES

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INTRODUCTION

The Board Governance Model Board Policy will provide guidance regarding the governance and oversight responsibilities of charter school boards and includes sample model board policies designed to comply with these legal requirements and best practices in board governance.

These are suggested policies to address the requirements from state and federal law and State Board of Education Rules applicable to charter schools and non-profit organizations in South Carolina. Prior to adoption of model policies by the board of a charter school, each policy should be customized by adding the school's name where indicated and by tailoring the language, where appropriate, to fit the school's specific needs. PCSASC recommends that the board of a charter school consult with the school's legal counsel in connection with adopting and implementing the policies contained within this manual.

PCSASC plans to update the Board Governance Policies for Charter Schools on an annual basis to reflect changes in applicable laws and regulations.

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I. **Board Roles and Responsibilities**

The board of a charter school is charged with the fiscal, legal, and operational responsibilities of managing the charter school. While other PCSASC policies address these responsibilities in more detail, this policy will address some of the operational responsibilities of functioning as a board.

A. **Bylaws**

Bylaws serve as the board's governance document and provide the parameters for how the board operates in accordance with S.C. Code Ann Section 59-40-50 (9). The following elements should be considered and addressed in a board's bylaws document:

1. **Members**

- a) A minimum of nine (9) board members;
- b) All members must be residents of the State of South Carolina;
- c) Fifty percent of the members of the board as specified by the bylaws must be individuals who have a background in K-12 education or in business, and bylaws must provide manner of selection for those members;
- d) Qualifications and selection process including:
 - (1) If the board of directors consists of an odd number of members, the extra member must be an individual who has a background in K-12 education or in business;
 - (2) A person who has been convicted of a felony must not be elected to the board;
 - (3) At least fifty percent of the members of the board as specified by the bylaws must be elected by the employees and the parents or guardians of students enrolled in the charter school;
 - (4) Parents or guardians shall have one vote for each student enrolled in the charter school;
- e) Procedures for filling vacancies;
- f) Procedures for member removal and resignation;
- g) Term limits: board members may serve a term of two years, and may serve additional terms;
- h) Be subject to the Freedom of Information Act;
- i) Be subject to ethics requirements for public employees as contained in Chapter 13, Title 8;
- j) Cannot be employed by school within one year of serving;
- k) Prohibited from dual office holding in accordance with Article XVII, Section 1A of the South Carolina Constitution.

2. **Officers**

- a) Number and titles of officers;
- b) Job description;
- c) Term limits and procedures for filling vacancies.

3. **Meetings**

- a) Location and number of meetings to be held each year;

- b) Policy on specially called board meetings;
 - c) Compliance with Open Meetings Act;
 - d) Quorum and voting rules;
 - e) Robert's Rules of Order for meetings.
4. Detail the board's committee structure including procedures for creating a committee

B. Board Orientation

Within one year of taking office, all persons elected or appointed as members of a charter school board of trustees shall successfully complete an orientation in the powers, duties, and responsibilities of a board member as required by S.C. Code Section 59-40-155.

1. Topics for the orientation training should include, but not be limited to:
 - policy development
 - personnel
 - instructional programs
 - school finance
 - school law
 - ethics, and
 - community relations

C. Appeal Hearings

Part of the board's responsibilities will be to conduct appeal hearings. Regarding student discipline the school's Charter application should contain a description of the reasonable hearing procedure for student disciplinary actions as set forth in S.C. Code Ann. Section 59-40-60(F):

(14) a description of student rights and responsibilities, including behavior and discipline standards, and a reasonable hearing procedure, including notice and a hearing before the board of directors of the charter school before expulsion;

Therefore, each charter school board should consult its specific Charter to determine any identified requirements. Otherwise, minimal due process requirements generally require a hearing to provide the following:

- notice of date, time, place, and grounds for hearing (specifics of Notice requirements may be set out in the Charter);
- the right to be represented by counsel;
- the right to present evidence;
- and other regular legal rights;
- a student can be suspended from school and school related activities during the expulsion process.

Generally, a school board's decision regarding expulsion of a student can be appealed to the Circuit Court to be reviewed for substantial evidence in support of the school board's decision. A school board's decision regarding suspension of a student can only be appealed to the Circuit Court for review of whether minimal due process was afforded the student.

With regard to appeals regarding employment actions, S.C. Code Ann. Section 59-40-60(F) also requires the Charter application to include:

(13) a description of a reasonable grievance and termination procedure, as required by this chapter, *including notice and a hearing before the governing body of the charter school*. The application must state whether or not the provisions of Article 5, Chapter 25, Title 59 apply to the employment and dismissal of teachers at the charter school. {emphasis added}

Again, each school board should first reference the specific school's charter for its requirements. The same minimal due process safeguards listed above should be incorporated into the hearing.

II. **Ethics Act**

Charter schools are subject to the ethics and government accountability requirements for public members and public employees as set forth in S.C. Code Ann. Section 8-13. See S.C. Code Ann. 59-40-50(11).

A "conflict of interest" occurs when a board member's private interest interferes in any way, ***or even appears to interfere***, with the interests of the charter school as a whole. {emphasis added} Board members must be able to perform their duties and exercise their judgment on behalf of the charter school without impairment, or the appearance of impairment, to the interests of the school.

Board members should avoid the development of any relationship or participation in any transaction involving a conflict, or the appearance of conflict, between the interest of the individual and the interests of the school. If a board member or any of his or her family members encounters a situation that involves an actual or potential conflict of interest with the school, the employee must promptly disclose in writing the facts and circumstances of such actual or potential conflict of interest to the board chair or legal counsel.

Commercial bribery is illegal, and the payment or receipt of any business-related bribe is prohibited. A board member should not, directly, or indirectly, accept gifts of cash or anything else of value from anyone having or seeking business from the school, except when it is considered to be a customary business gift or amenity not related to any particular business transaction that are of nominal value. However, under no circumstances should a board member accept cash. Participation in business-related functions, including the acceptance of meals on occasion, is a normal and permissible business practice. However, care must be exercised to ensure that they are reasonable and that their value and frequency are not excessive under all applicable circumstances.

In summary, nothing should be accepted which could impair, or appear to impair, a board member's ability to perform his or her duties or to exercise his or her judgment in a fair and unbiased manner.

Board members must complete and submit a Conflicts of Interest Questionnaire annually. A sample Conflict of Interests Questionnaire is provided as Appendix I of the Financial Operations Policies.

III. **Open Meetings Act**

As public schools, charter schools are subject to the Open and Public Meetings Act, S.C. Code Ann. Section 30-4-60 et. seq. which means that when a quorum of the agency's members (broadly defined) meets (whether in person or via conference call or videoconference) to discuss official business, policy or takes official action, the public must have 24-hour prior notice of the meeting. The sponsoring school district must receive 48-hour prior notice of any regular meetings in accordance with S.C. Code Ann Section 59-40-50 (10). The meeting must be made open and accessible to the public. "Chance" social encounters of the board cannot circumvent this provision. S.C. Code Ann. 30-4-20(d). While there are exceptions to this law, the presumption is that the governing board of a charter school will conduct its meeting in a manner accessible to the public.

A. When can a meeting be closed?

The exceptions to this law should be narrowly interpreted and the most applicable exceptions which would allow the board of a charter school to close a meeting would be to discuss personnel matters, contracts, an attorney-client discussion of actual or potential lawsuits or claims and for the discussions regarding the acquisition of real estate. The charter school board can close the meeting for *discussion* of these matters only in accordance with S.C. Code Ann Section 30-4-70; votes must be taken in public. The reason for closing the meeting must be noted in the minutes.

1. The process for when a meeting may be closed is contained in detail in S.C. Code Ann. 30-4-70(b), but a general overview is provided as follows:
 - a) The Board shall vote on whether to enter Executive Session.
 - b) If the vote is positive, the presiding officer shall announce the specific purpose of the executive session; however,
 - (1) If the executive session is to discuss personnel or discipline matters, the person's identity need not be disclosed.
 - (2) The identity of individuals or firms otherwise shielded from release need not be disclosed.
 - c) No action can be taken in executive session except to adjourn or return to public session.

B. Notice to Public

Charter school boards should vote on a set meeting schedule at the beginning of the calendar year and publish notice of this schedule on their website so that interested members of the public have knowledge of when the board regularly holds its meetings. The notice shall include the dates, times, and places of the meetings.

Additionally, the board must post a notice of a regularly called meeting and an agenda at the meeting location 24-hours in advance of the meeting and on the website, if any. If the board is holding a called board meeting at a time or date other than its adopted meeting schedule, the board of a charter school is required to publish notice at least 24-hours in advance. The notice must give an interested party all pertinent information that they need in order to attend the meeting including agenda, date, time, and location.

Once an agenda is posted, no items may be added to the agenda without an additional 24-hour notice posted.

Once a meeting has started, a new item may be added with two-thirds vote of the members

present and voting; however, if the added item is a final action or there will not be an opportunity for public comment with prior notice, then the item may only be added by a two-thirds vote of the members present and voting *and* upon a finding by the body that an emergency or exigent circumstance exists.

C. Accessibility to Public

The meeting location must be made accessible to the public and if a meeting is conducted via teleconference and/or video conference, the board must provide a means for the public to listen to the meeting.

D. Record of Meeting

The minutes shall be public records and shall be available within a reasonable time after the meeting except where such disclosures would be inconsistent with Section 30-4-70 of this chapter. S.C. Code Ann. 30-4-90(b).

The minutes shall include, but not necessarily be limited to the following:

- The date, time and place of the meeting;
- The members of the board recorded as either present or absent;
- The substance of all matters proposed, discussed or decided;
- Motions made and seconded including those members making such motions and seconds;
- A record of any votes taken;
- Legal basis for recessing into executive session;
- Announcement of any conflict of interest;
- The time at which a board member leaves and rejoins the meeting;
- Time of Adjournment;
- Any other information that any member of the public body requests be included or reflected in the minutes S.C. Code Ann. Section 30-4-40(a).

IV. **Freedom of Information Act** (S.C. Code Ann. Section 30-4-10 et. Seq)

A. Definitions

As a public body, documents created by the board of a charter school are considered public records. “Public records” are broadly defined to include the following:

- Documents
- Papers
- Letters
- Books
- Tape
- Photographs
- Emails
- Computer-based or generated information, and
- Similar material prepared and maintained or received in the course of the operation of a public office or agency.

Public records also include records received or maintained by a private person, firm, corporation, or other private entity in the performance of a service or function for or on

behalf of a public office or agency, unless the records are otherwise protected by specific statute or court order from disclosure. Records prepared or maintained by a private entity in cooperation with public officials or contemplating the use of public resources and funds are considered public records and are subject to the Freedom of Information Act.

B. Exceptions

Exceptions to the Freedom of Information Act must be narrowly interpreted and include the following:

1. Records that are specifically required by federal statute or regulation to be kept confidential;
2. Records related to an investigation or prosecution of criminal activity;
3. Confidential employee records (includes annual teacher and superintendent evaluations);
4. Attorney/Client Privileged information;
5. Personally Identifiable information in educational records (aggregate data okay under FERPA as long as the student's identity is not "easily traceable");
6. Test questions, scoring keys and other materials when disclosing such documents would compromise the validity of the test.

In general, school personnel records of teachers and employees must be produced (including varying salary information for different salary categories), but certain information may be redacted from a record (social security number, date of birth, insurance or medical information, home address and telephone number, personal financial information).

C. Responding to an Open Records Request

Members of the public may submit an open records request for documents maintained by the board of a charter school. Generally, the school must respond to this request within ten days (excepting Saturdays, Sundays, and legal public holidays) of receipt of the request. If the request is granted, the documents should be made available within thirty calendar days of the date of determination of approval. If a deposit is required, then the documents should be available within thirty calendar days of payment of the deposit. If no determination of the request is given within the ten-day period, the request is deemed granted except as to exempt records or information. The board of a charter school is only required to produce those records that it currently maintains which are responsive to an open records request; the board is not required to produce a document which does not currently exist in order to respond to an open records request.

The public body may establish and collect reasonable fees not to exceed the actual cost of the search, retrieval, and redaction of records as follows: hourly charges may not exceed the salary of the lowest paid, full-time employee who has the necessary skill and training to perform the request. Copying fees cannot exceed prevailing commercial rates; copying fees cannot be charged for documents produced electronically. The board cannot charge for an attorney's time in determining whether or not records should be disclosed.

The public body must post the fee schedule online.

Certain basic records must be made available to the public during business hours without a written request and with no waiting period to view these records. While providing access to

these records on a publicly available website complies with this requirement, a public body is still required to produce the documents upon request.

These records are:

1. minutes of meetings for the last 6 months;
2. documents distributed to or reviewed by members of a public body during a public meeting for the last 6 months;
3. records containing basic details of a crime and documents showing who is being held in jail for the last 3 months.

V. **FERPA**

Family Educational Rights and Privacy Act (FERPA): FERPA is a federal law that gives parents and students certain rights with respect to students' educational records. These rights include the right to access, inspect, and request correction of these records. Every school has the duty to ensure that these rights are protected. For more information, see: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

As a general rule under FERPA, a student's academic information (test scores, grades, etc.) may be disclosed without the student's/parent's consent ONLY if there is a legitimate educational reason to do so (e.g., information to pass on to the school where the student is transferring to or discussion of a student's ability to stay in an academic program). Source: 20 U.S.C.A. § 1232g.

APPENDIX A

Board Roles and Responsibilities

The Board of Liberty STEAM Charter adopts the following policy, effective on the date of adoption by the Board.

This policy will establish the role and responsibilities of the school's Governing Board.

SECTION 1. Board Member Status

SECTION 1.1. An individual of the Governing Board cannot act or legally bind the Governing Board without a public resolution by a proper vote of the whole board or unless specifically allowed through the school's by-law provisions. Power vested in the Governing Board is vested as a body.

SECTION 1.2. Board members acting in their official capacity are immune from civil or criminal liability with respect to all activities and shall not be held personally liable for torts inflicted by school employees, pupils, or the general public. Tort immunity does not include acts of willful racial discrimination.

SECTION 2. Powers of the Board

SECTION 2.1. The Board's powers are established and limited by: The South Carolina Charter School Act of 1996, The Constitution of the State of South Carolina, South Carolina State Law, State Board Rules and Policies, and any other decisions promulgated by state and federal courts.

SECTION 3. Responsibilities of the Board

SECTION 3.1. The school's Board shall be the governing body charged with the responsibility for the operation of the public charter school. The most notable responsibilities shall be as follows:

- Create and support a clear mission, vision, and performance objectives
- Review and maintain bylaws
- Establish, interpret, and enforce policies consistent with the mission
- Ensure fiscal health of the school including capital assets, operating budgets, fundraising, and endowments
- Adopt the annual financial budget
- Approve monthly General Fund and other reports and approve expenditures as required by Board policy
- Hire, support, manage, and evaluate the school leader
- Require reports of the school leader concerning the school's progress

- Evaluate itself annually and develop itself through orientation, ongoing education, and leadership succession planning
- Attend state mandated board training within 12 months of being elected or appointed to the board
- Establish strategic plans
- Comply with South Carolina's Freedom of Information Act by conducting open and public meetings where required, complying with notice provisions, and maintaining full and accurate records of meetings, committees, and policies
- Ensure all members are actively involved in the work of the board and committees
- Assure compliance with federal and state laws, regulations and rules
- Assist in development of plans and specifications and provide financing for school facilities
- Act as a final appeals board for personnel, parent, and student grievances
- Hear communications, either written or oral, from stakeholders related to matters of policy
- Act as charter school advocates and liaisons between the community and school

SECTION 4. Establishment of By-Laws

SECTION 4.1. The Governing Board shall adopt by-laws which set forth the framework for how the school is governed and managed by the board and the Executive Director respectively, and a statement of policies which reference the collection of policies officially adopted by the school's board.

SECTION 4.2. Any provision in the board's by-laws or adopted policies that is in conflict with the laws of the State of South Carolina or the Liberty STEAM Charter shall be null and void.

SECTION 4.3. Once the charter application is approved any material modifications to the by-laws may require Authorizer approval.

SECTION 4.4. The School shall review the By-Laws every two years and update accordingly.

SECTION 5. Board Accountability

SECTION 5.1. The school's board is accountable for upholding all federal, state, and local laws, rules, and regulations as promulgated by the United States Congress, South Carolina State Legislature, federal, state, or local courts, agencies, or municipalities.

SECTION 5.2. The school's board is accountable for meeting the terms of the charter and attaining established goals and objectives set forth in the charter document. Furthermore, the school's board is committed to meeting the legislative intent of raising student achievement and shall ensure the school operates in a fiscally responsible manner evidenced by an unqualified audit annually.

APPENDIX B

Board Orientation

The Board of Liberty STEAM Charter adopts the following policy, effective on the date of adoption by the Board.

This policy will establish expectations for orienting new Governing Board members to roles and responsibilities, legal duties, as well as best practices in board service.

SECTION 1. Board Orientation

SECTION 1.1. Within 12 months, new members to Liberty STEAM Charter's board shall participate in a formal training session provided by an agency qualified to provide training specific to charter schools and non-profit governance. At a minimum, this training shall include:

- Fiduciary Responsibilities of Boards
- Roles and Responsibilities
- Board Accountability
- Ethics
- Conflict of Interest
- Open Meetings and Open Records
- Policy Development
- Personnel
- Community Relations
- Best Practices in Charter School Governance including instructional programs and school law

SECTION 1.2. Periodically or as required by law, the entire school board shall participate in a review of the topics covered in the orientation and specific topics relevant to efficient and effective board governance.

SECTION 2. Board Orientation Manual

SECTION 2.1. Each new board member shall receive a board orientation manual (either digitally or hard copy) consisting, at a minimum, of the information listed below.

- Board By-laws
- Board Policies
- Code of Ethics for Board Members
- Conflict-of-Interest Policy
- Organization Chart
- Rules and Responsibilities of the Board
- Job Description of Officers and Other Members

- Committees
- Board Members, Biographies, and Contact Information
- Strategic Plan
- Charter Document including Performance Goals and Objectives
- Board Calendar
- Financials
- Fundraising Plan

Board manuals shall be updated annually.

APPENDIX C

Board Member Development Opportunities

The Board of Liberty STEAM Charter adopts the following policy, effective on the date of adoption by the Board.

This policy supports the school board's commitment to continuous growth and development of its board members to effectuate effective governance practices leading to high student achievement outcomes and strong stewardship of public funds.

SECTION 1. Scope of Activities

SECTION 1.1. The board regards the following as the kinds of activities and services appropriate for implementing this policy:

- Participation in conferences, workshops, and conventions held by state and national associations supporting charter schools, non-profits, or other related organizations
- Sponsor training sessions provided for or required for board members
- Subscriptions to publications related to topics relevant to governance, charter schools, school reform, or other related topics.
- Speakers addressing topics of interest expressed by the board

SECTION 2. Board Development Requirements

SECTION 2.1. Each board member shall complete board training required by the South Carolina Charter Schools Act, as amended, as soon as possible. The school will require evidence of participation or certificates of completion to demonstrate the requirement has been satisfied.

SECTION 3. Appropriation of Funds

SECTION 3.1. The school's board shall appropriate adequate funds in the school's annual approved budget to support and promote professional development opportunities for each of its board members and to satisfy the provisions of this policy.

APPENDIX D

Board Member Compensation and Expenses

The Board of Liberty STEAM Charter adopts the following policy, effective on the date of adoption by the Board.

This policy ensures that the school complies with non-profit regulations pertaining to compensation and expenses for board members.

SECTION 1. Compensation

SECTION 1.2. Members of the school's board shall receive no remuneration for service on the board, nor shall any member provide a service or product for which they receive compensation.

SECTION 2. Expenses

SECTION 2.1. Members of the school's board may be reimbursed for reasonable and customary actual expenses incurred during service to the board.

SECTION 2.2. Reasonable and customary expenses may include but not be limited to travel costs, fees for approved professional development opportunities as defined in the school's policy, and other related expenses.

SECTION 2.3. Costs for travel shall be reimbursed according to guidelines set forth by the Internal Revenue Service or other state agency promulgating these guidelines.

SECTION 2.4. Forward funding or reimbursement of expenses shall comply with the school's financial policies and procedures.

SECTION 2.5. All board member expenses should have prior approval.

APPENDIX E

Board Conduct and Code of Ethics

The Board of Liberty STEAM Charter adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations of ethical conduct by members serving on the school's board. The school's board collectively and its members individually shall, at all times, operate in the most ethical and conscientious manner possible.

SECTION 1. Board Authority Over Individual Authority

SECTION 1.1. Authority of the board rests only with the board as a whole and not with any individual board member unless expressly provided for in the board's by-laws and/or through board resolution. As such, each member shall act accordingly.

SECTION 1.1.A Members' interactions with the Executive Director or with employees must recognize the lack of authority vested in individuals except when explicitly authorized by the Board.

SECTION 1.1.B. Members' interactions with the public, the press, or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board Decisions.

SECTION 1.2. The board vests authority for management of the school in the Executive Director and in good faith, shall not undermine the authority of the Executive Director or intrude into responsibilities that appropriately belong in the scope of management, including, but not limited to such functions as hiring, transferring, or dismissing employees.

SECTION 1.2.C Except for participation in Board deliberations about whether the Executive Director has achieved any reasonable interpretation of Board policy, members will not express individual judgments about the performance of employees or the Executive Director.

SECTION 1.3. The board shall make reasonable efforts to keep the Executive Director informed of concerns or specific recommendations that any member of the board may bring forth to the board as a whole or a committee of the board.

SECTION 1.4. The board shall honor the established protocol and respective policy related to student, parent, or staff grievances.

SECTION 1.5. Questions, requests, complaints, and other information presented to individual board members outside of a board meeting should be referred to the Executive Director, or if concerning the Executive Director, should be referred through proper procedure, and not heard or discussed by the individual board member(s) outside of a public meeting of the board as a whole.

SECTION 2. Duties and Responsibilities

SECTION 2.1. Board members agree to communicate on board related correspondence in a timely manner defined as no more than 72 hours.

SECTION 2.2. Board members shall reflect through action that his or her first utmost concern is for the welfare of the students served by the school.

SECTION 2.3. Each member shall work diligently to uphold the mission of the school, to be an ambassador in the community for the school, and support the appropriate and efficient use of resources, including financial and human capital.

SECTION 2.4. Each board member shall uphold and enforce laws, rules, regulations, and other mandates pertaining to public charter schools.

SECTION 3.0 Accountability to Stakeholders and Community Relations

SECTION 3.1. Board members shall, at all times, maintain transparency in matters protected by law and shall endeavor to provide information in a timely, concise, and relevant manner to all stakeholders.

SECTION 3.2. Each board member shall be a positive ambassador for the school in the community and shall seek partnerships that enhance the school's programs, services, and resources.

SECTION 3.3. Board members shall regularly and systematically communicate information to stakeholders including, but not limited to, academic achievement and fiscal health of the school.

SECTION 3.4. Board members shall, in a timely manner, communicate to the board or the Executive Director expressions of public reaction to board policies and school programs.

SECTION 3.5. Members will respect the confidentiality appropriate to issues of a sensitive nature. These may include, but are not limited to, human resource issues, individual student or family issues, legal issues, contract negotiations, and discussions and information shared in Executive Session.

SECTION 4. Policy Development

SECTION 4.1. Board members shall regularly review and revise policies that improve the programs, services, safety, and practices of the school.

SECTION 4.2. Each board member shall make policy related decisions only after full discussion at publicly held board meetings following an established policy or procedure formally adopted by the board.

SECTION 5. Board Meetings

SECTION 5.1. To ensure proper execution of duties and active engagement in the work of the board, board members shall attend no less than 75% of all board meetings and functions sponsored by the board.

SECTION 5.2. To ensure proper execution of duties and active engagement in the work of the board, board members shall attend all meetings fully prepared to actively discuss and deliberate on matters requiring board attention or resolution. This extends to fully reviewing all documentation provided in advance of board meetings including meeting agendas, minutes, and attached documentations supporting board discussion or action.

SECTION 5.3. Board members shall work in a spirit of harmony and cooperation despite differences of opinion or philosophy that may arise during discussion and resolution of issues.

SECTION 5.4. Each member shall comply with the provisions of the Freedom of Information Act related to participating in executive/closed sessions.

SECTION 5.5. Board members shall maintain confidentiality of all discussions and other matters pertaining to board business during executive sessions of the board or related to matters or information protected by law.

SECTION 5.6. Each member shall in good faith make decisions related to the greater good as opposed to any segment or group.

SECTION 5.7. Each board member shall engage fully in discussion prior to casting a board vote and shall vote only on matters where the member has full understanding and adequate and appropriate information to make an informed decision.

SECTION 5.8. After casting a vote on any issue, each member agrees to abide by and support all majority decisions of the board.

SECTION 6. Personnel

Section 6.1. Board members shall only consider employment of personnel after receiving and fully considering the recommendation of the Executive Director.

SECTION 6.2. Consideration for employment of the Executive Director shall be made based on the needs and interests of the school. Decisions shall be made based on qualifications, experience, philosophy, verifiable performance, and fiscal feasibility related to compensation. All hiring decisions shall be made in accordance with the Equal Opportunity Employment Act and shall not be made based upon race, gender or national origin or other factors prohibited by law.

SECTION 6.3. Board members shall ensure regular and impartial evaluations of all staff and the appropriate supervisor or supervising body shall provide timely, written feedback related to formal evaluations.

SECTION 7. Financial Governance

SECTION 7.1. Board members shall refrain from and guard against use of any board member for personal or partisan gain or to benefit any person or entity over the interest of the school. Such gain refers to more than nominal or incidental amounts which would tend to impair or hinder independent judgment or action in the performance of official duties.

SECTION 7.2. Each board member shall require and regularly review financial information and shall ensure proper stewardship of public funds related to appropriate, efficient, and responsible use. In addition, each member shall carefully protect and monitor the fiscal health of the school and support actions which ensure sustainability of the school.

SECTION 8. Board Member Conduct

SECTION 8.1. Each board member shall conduct him or herself publicly in a manner befitting a public official and shall remember that personal actions and behavior reflect upon the school.

SECTION 8.2. Members shall communicate with fellow board members, staff, parents, and community members in a respectful, professional manner at all times.

SECTION 8.3. Each member shall refrain from any private action which would compromise the integrity, honor, function, or reputation of the board or the school.

SECTION 8.4. Every member of the board shall annually file a written statement acknowledging that he or she is in compliance with this Code of Ethics and supports the responsibilities of board service.

SECTION 9. Conflicts of Interest

SECTION 9.1. Board members shall annually notify the board in writing of any known potential or actual conflicts of interest.

SECTION 9.2. Each member of the board shall publicly announce potential or actual conflicts prior to board discussion or action and shall excuse themselves from deliberation, discussion, or vote, including physically leaving the room during such deliberation, discussion, or vote. Such announcements and leaving and re-entering of the room shall be recorded in the official board minutes.

SECTION 9.3. Any board member suspecting a potential or actual conflict of interest of self or another member has a duty and obligation to announce the possibility prior to board deliberation, discussion, or resolution.

SECTION 9.4. Each member of the school's board shall comply with conflicts of interest policies of the board, and all laws, rules, regulations, and related requirements established by the State Board of Education, district sponsors, or the Internal Revenue Service.

SECTION 9.5. No member shall vote or otherwise participate in the negotiation or making of any contract or agreement with any business, entity, or individual in which he/she and his/her relative or other close relationship has a financial, either direct or indirect, interest.

SECTION 9.6. Members shall not solicit, accept, or agree to accept gifts, loans, gratuities, discounts, payments, or services from any individual, entity, or business in exchange for information, resolution, or partisan favor.

SECTION 9.7. No member shall have a direct or indirect relationship with individuals, entities, or businesses or have personal interest, directly or indirectly, in school real estate, school textbooks, equipment, buses, school materials, or other supplies or services procured on behalf of the school.

SECTION 9.8. No member of the board shall facilitate, support, or provide access to surplus materials or property of the school to individuals, entities, or businesses.

SECTION 9.9. Members of the school board shall not serve on the governing body of private K-12 institutions which otherwise compromise the member's ability to appropriately fulfill duties to the school and serve the best interests of the school foremost.

SECTION 9.10. Members of the board shall not hold public office during service on the board.

SECTION 9.11. School board members shall not be employed by the State Department of Education, the local Board of Education, or serve concurrently as a member of the State Board of Education

SECTION 9.12. Each board member shall be independent of each of the other members and shall not be related by familial, personal, or business connections.

SECTION 9.13. No member of the board may be employed for any position within the school while serving as a board member or within one year of serving as a board member.

SECTION 9.14. No relative of a member of the board (as defined in SECTION 9.19 below) can be employed by the School (*including guest teachers*).

SECTION 9.15. No member of the board may be in partnership or sole owner of a business conducting business with the board.

SECTION 9.16. No member of the board may be affiliated in a manner which poses a conflict as described herein with a bank or financial institution doing business with the board.

SECTION 9.17. No member of the board may employ or promote any person who is a relative of any board member unless a public, recorded vote is taken on such employment or promotion as a separate matter from any other personnel matter.

SECTION 9.18. Violation of this conflict-of-interest policy and disclosure requirements may constitute malfeasance, which is a violation of non-profit regulations. Such action shall be subject to suspension or removal from board service and may require legal action on the part of the school for violation of fiduciary duty.

SECTION 9.19. As used in this policy, “relative” shall mean any individual who is related to the board member as a father, mother, son, daughter, brother, sister, husband, wife, grandmother, grandfather, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, any relative living in the household of the board member, a person who is engaged to be married to the board member, an individual who is generally known as the individual intended to marry or with whom the board member intends or actually shares a household, or any other natural person sharing legal residence, either business or personal.

APPENDIX F

School Board Member Code of Ethics Pledge

The Board of Liberty STEAM Charter adopts the following policy, effective on the date of adoption by the Board.

This policy will establish the role and responsibilities of the school's Governing Board for each member to sign and date the School Board Member Code of Ethics Pledge upon accepting Board membership.

As a school board member in South Carolina, I pledge my efforts to improve public education in my community and will solemnly try:

- to represent the interests of the entire Liberty STEAM Charter school when making decisions and to rely on available facts and on my judgment rather than on individuals or special interest groups;
- to understand the proper role of the board to set policies governing the school and to hire the Executive Director to carry out these policies;
- to encourage an open exchange of ideas by all board members during the decision-making process;
- to seek regular communications between the board and students, staff and all segments of the community;
- to attend all board meetings, to study issues facing the board and to enact policies and official actions only after full discussion at such public meetings;
- to work with other board members in a conscientious and courteous manner befitting the public trust placed in the position of school board trustee;
- to communicate concerns and public reaction to board policies and school programs to the Executive Director and other board members in a professional manner;
- to support employment of the persons best qualified for staff positions and to ensure a regular and impartial evaluation of all staff;
- to avoid conflicts of interest and to refrain from using my board position for personal or partisan gain;
- to encourage recognition of the achievements of students and staff and of the involvement of community residents;
- to support legislation and funding which will improve the educational opportunities and environment for students and staff;
- to take no individual action which would compromise the integrity of the board or Administration; to maintain the confidentiality required as accepting the role and responsibility of board member including all discussions conducted in Executive Session; and to respect the confidentiality of information that is privileged under the Freedom of Information Act;
- to study current educational issues and to participate in training programs; and
-
- to make the educational setting in our school the best possible to encourage all students to achieve and to love learning.

Board member _____

Date _____

APPENDIX G

Addressing Board Member Violations

The Board of Liberty STEAM Charter adopts the following policy, effective on the date of adoption by the Board.

This policy establishes provisions for 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 with the understanding that the more egregious the conduct the higher level of consequence that will be appropriate including, but not limited to, removal by appropriate level of vote by the board as established in Liberty STEAM Charter's By-Laws:

- 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 consistent with Liberty's Board approved By-Laws
- 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
- removal of the offending member of the board in accordance with Liberty's Bo By-Laws and the SC Nonprofit Corporate Act of 1994, S.C. Code Section 33-31-101 et.seq.

APPENDIX H

Board Meeting Agendas

The Board of Liberty STEAM Charter adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations for formulation of Governing Board agendas for official meetings of the Board.

SECTION 1. Development of Agendas

SECTION 1.1. Agendas shall be developed by the Board Chair, in consultation with the [school leader or other title] as well as any other person or committee as established by Board policy or By-Laws.

SECTION 2. Schedule

SECTION 2.1. The following guidelines shall be utilized when creating, distributing, and posting the agenda. Nothing shall prevent the Board from preparing and publishing an agenda prior to the guidelines established below as long as preparation and publishing falls within the requirements of the Open Meetings Act, S.C. Code Ann. Section 30-4-60, et.al.

- 7-10 days prior to the board meeting: Agenda items requested
- 5-7 days prior to the board meeting: Agenda items due
- 3-5 days prior to the board meeting: Agenda ready for review by the Board and the [school leader or other title]
- 2-3 days prior to the board meeting: Agenda distributed to the Board, [school leader or other title], required to post on the school's website and at the school or location of meeting on a public message board utilized for such purpose

****In no event shall the agenda be posted later than 24 hours prior to the board meeting.***

SECTION 3. Agenda Format

SECTION 3.1. The agenda shall contain the following, as appropriate:

- a) Call to order
- b) Mission and Vision Statement
- c) Reading and acceptance of minutes from last meeting
- d) Public Comments
- e) School Leader and Committee reports
- f) Special orders (important business designation for consideration at this meeting)
- g) Note if an item is an information or an action item
- h) Unfinished business
- i) New business

- j) Announcements
- k) Open floor (optional)
- l) Adjournment

SECTION 3.2. Some agendas may provide a time allotment next to a speaker's topic of discussion or for the purpose of public comment.

SECTION 3.3. Once an agenda is posted, additional items may added be to the agenda

(a) at least 24 hours in advance of the meeting, following the steps outlined in 2.1 (d);

OR

(b) added to the agenda at the meeting in question if approved by a 2/3 vote of the members of the governing body present and voting at that meeting.

SECTION 3.4. In the event that an item proposed to be added to an agenda would constitute final action on the matter, *i.e., a vote*, or if the item is one in which there has not been and will not be an opportunity for public comment with prior public notice given (in accordance item 2.1 (d) and 3.3) prior to final action. Then that item may only be added to the agenda by both:

(a) a 2/3 vote of the members present and voting,

AND

(b) a finding by the body that an emergency or an exigent circumstance exists if the item is not added to the agenda.

APPENDIX I

Electronic Participation in Board Meetings

The Board of Liberty STEAM Charter adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations for electronic participation in Board Meetings by members.

Section 1. Electronic Participation in Board Meetings by members.

Section 1.1. The board allows its members to participate by electronic or other means of communication such as telephone or video teleconferencing in the board's meetings, provided such participation is not disruptive to the proceedings.

Section 1.2. Participation includes all discussions and voting. The member participating through electronic means needs to be able to hear and to be heard by everyone attending the meeting.

Section 1.3. If the electronic participation becomes disruptive, members of the board can choose to disallow the participation.

Section 1.4. Electronic participation by a board member will be made only in exceptional circumstances that would prevent in-person participation, e.g., medical emergencies, military service, job restraints, travel situations, family emergencies, and/or uncontrollable circumstances.

APPENDIX J

Board Meeting Minutes

The Broad of Liberty STEAM Charter adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations for development of official minutes of Governing Board meetings.

SECTION 1. Official Board Minutes

SECTION 1.1. Minutes shall be kept of all public meetings and shall include, but not be limited to the following:

- The date, time, and place of the meeting
- The members of the board recorded as either present or absent
- The substance of all matters proposed, discussed, or decided
- Motions made and seconded including those members making such motions and seconds
- A record of any votes taken
- Legal basis for recessing into executive session
- Announcement of any conflict of interest
- Times a board member leaves and rejoins the meeting
- Time of Adjournment
- Any other information that any member of the public body requests be included or reflected in the minutes

SECTION 1.2. The minutes shall be public records and shall be available within a reasonable time after the meeting except where such disclosures would be inconsistent with S.C. Code Section 30-4-70.

SECTION 1.3. Minutes of the meetings for the preceding 6 months shall be made available for review without need of a written request and shall be posted on Liberty STEAM Charter's website.

APPENDIX K

Executive (Closed) Session Meetings

The Board of Liberty STEAM Charter adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations for conducting executive (closed) session meetings.

SECTION 1. Purpose of Executive (Closed) Session Meetings

SECTION 1.1. The Governing Board acknowledges its responsibility to complying with the provisions of South Carolina's Freedom of Information Act

SECTION 1.2. Pursuant to the exceptions enumerated by the Freedom of Information Act, the board may find it necessary to close a portion of its meeting to discuss matters directly related to the exceptions enumerated in law. Executive (closed) sessions shall comply with all laws pertaining to the actions of public policy-making bodies.

SECTION 1.3. Pursuant to South Carolina's Open Meetings Act, the Board may call an executive (closed) session to discuss the following matters in accordance with S.C. Code Ann. SECTION 30-4-70 et. seq.:

- To review an appeal from a Student Disciplinary Tribunal [Hearing Officer, Panel]; (S.C. Code Ann. Section 59-63-240.)
- To consider a matter involving the disclosure of personally identifiable information from a student's educational records; (20 USC 1232g.)
- To discuss contract negotiations; sale or purchase of property; (S.C. Code Ann. SECTION 30-4-70(2))
- To discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee; (S.C. Code Ann. SECTION 30-4-70(1))
- To consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the school district or an officer or employee or in which the officer or employee may be directly involved; (S.C. Code Ann. SECTION 30-4-70(1))

SECTION 2. Executive (Closed) Session Protocol

SECTION 2.1. The specific legal authorization for holding an executive session must be expressly identified with sufficient detail to identify the general purpose and topic of the executive session prior to voting. However, the information provided shall not compromise the purpose of going into an executive session or any confidential matter. The specific reasons for closure of a public meeting shall be recorded in the official minutes of the Board.

SECTION 2.2. Meetings shall not be closed to the public except by a majority vote of a quorum present for the meeting.

SECTION 2.3. The minutes shall reflect the names of the members present and the names of those voting for closure

SECTION 2.4. Board action (voting) shall not be conducted in executive (closed) session. All voting shall be conducted in a public board meeting. The only vote action (vote that can occur is for 1) return to Open Meeting, or 2) adjournment.

APPENDIX L

Hearing Procedure Guide

This is not a policy but a simple guide for reference. When conducting hearings, the Board may refer to this outline:

- Both parties may have a brief (and equal) amount of time to state their position and what the evidence will show. The school shall go first.
- Each side shall have the opportunity to call witnesses and question each witness. Each witness shall affirm they will only state the truth. The school shall go first in calling its witnesses. Once the school has called its witnesses, the other party may call its witnesses. The side that called the witness asks questions first, then the other party has a right to question the witness.
- Witnesses should provide information on what the witness personally heard and saw.
- Both parties shall have the opportunity to present appropriate written documentation and evidence relevant to the proceedings.
- Both parties may have a brief (and equal) amount of time to sum up their position and specific request for decision from the School Board.

APPENDIX M

Policy Development, Adoption, and Repeal

The Board of Liberty STEAM Charter adopts the following policy, effective on the date of adoption by the Board.

This policy establishes procedures for adopting, revising, and repealing official Governance Board policy.

SECTION 1. Identification

SECTION 1.1. Identification of policies requiring adoption, revision, or repeal shall be made by the Executive Director or another member of the Governing Board.

SECTION 2. Policy Adoption

SECTION 2.1. The Governing Board or a designated committee of the Board, in consultation with the Executive Director shall develop a drafted policy and shall present the draft as an item of information at a regularly scheduled Board meeting.

SECTION 2.2. After discussion and input from Governing Board members, drafted policies shall be reviewed by the school's legal counsel.

SECTION 2.3. The legal counsel shall provide suggested revisions to the drafted policy, and this shall be provided for review by the Governing Board at a regularly scheduled Board meeting where the Board shall vote to ratify the policy.

SECTION 3. Policy Revision

SECTION 3.1. The Governing Board or a designated committee of the Board, in consultation with the Executive Director shall develop a revised policy and shall present the draft as an item of information at a regularly scheduled Board meeting.

SECTION 3.2. After discussion and input from Governing Board members, draft revised policies shall be reviewed by the school's legal counsel.

SECTION 3.3. The legal counsel shall provide suggested further revisions, and this shall be provided for review by the Governing Board at a regularly scheduled Board meeting where the Board shall vote to ratify the policy with the revisions.

SECTION 4. Policy Repeal

SECTION 4.1. The Governing Board or a designated committee of the Board, in consultation with the Executive Director shall present the policy for repeal as an item of information at a regularly scheduled Board meeting.

SECTION 4.2. Policies suggested for repeal shall be reviewed by the school's legal counsel.

SECTION 4.3. The legal counsel shall provide a recommendation for repeal of the policy, and this shall be provided for consideration by the Governing Board at a regularly scheduled Board meeting where the Board shall vote to repeal the policy.

SECTION 5. Emergency Policy Adoption, Revision, or Repeal

SECTION 5.1. For matters of unusual urgency, the Governing Board may elect to waive the item of information meeting notice and vote to ratify a policy, policy revision, or repeal a policy at a regularly scheduled public Governing Board meeting.

SECTION 6. Records of Policies

SECTION 6.1. Decisions by the Governing Board to adopt, revise, or repeal a policy shall be made by reference a part of the minutes of the meeting.

SECTION 6.2. All policies shall be included as part of the policy manual of the school. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the resolution.

APPENDIX N

Board Records

The Board of Liberty STEAM Charter adopts the following policy, effective on the date of adoption by the Board.

This policy establishes provisions for maintaining official Governing Board records.

SECTION 1. Custody of Records

SECTION 1.1. All official records of the Governing Board shall be kept and safeguarded by the Executive Director who shall also be responsible for the safekeeping of all official papers, including titles, contracts, obligations, and other documents which belong to the Board or pertain to its business.

SECTION 2. Records Availability for Inspection

SECTION 2.1. Governing Board records such as official minutes of the Board, its written policies, and its financial records shall be open for the inspection of any member of the community desiring to examine them during school hours.

SECTION 2.2. Records pertaining to individual students or staff members shall not be released for inspection by the public or any unauthorized persons, either by the Executive Director or other persons responsible for the custody of confidential files.

SECTION 3. Records Retention

SECTION 3.1. Records retention of Governing Board records shall follow the school's records retention schedule, which is compliant with state and federal records retention mandates.

APPENDIX O

FOIA Fee Schedule

Freedom of Information Act Policy and Fee Schedule **[Post on School Website]**

Pursuant to the South Carolina Freedom of Information Act, Liberty STEAM Charter School will provide copies of public records in its custody unless the records are exempt from disclosure under S.C. Code of Laws §30-4-40. All Freedom of Information Act ("FOIA") requests should be mailed to the following address: [Insert Appropriate Address]

Upon receipt of a written request for records under FOIA, Liberty STEAM Charter School will determine if the records are available. Notification of this determination will be made within 10 business days for records less than two years old, or within 20 business days for records more than two years old. If Liberty STEAM Charter School determines that the requested records are available and not exempt from disclosure, the records will be furnished within 30 calendar days of the determination, or within 35 calendar days if the records are more than two years old. In certain cases, particularly FOIA requests in which a large number of records or confidential information is requested, a deposit not exceeding 25% of the total estimated fee will be required prior to commencing the retrieval and production of records; in such cases, the records will be furnished within 30 calendar days of when the deposit is received unless the records are more than two years old, then the records will be furnished within 35 calendar days of when the deposit is received. Reasonable efforts will be made to produce records at the lowest possible cost, and the following fee schedule will apply:

Fee Schedule:

S.C. Code of Laws §30-4-30(B) states fulfillment of FOIA requests is subject to fees for search, retrieval, and redaction of records and fees for providing copies of documents.

Copying costs will be charged at a commercially reasonable rate of \$0.10 per page, and the fee for non-standard size documents, such as architectural plans or property plats, will be individually determined at the time of copying based on actual copying cost.

Search, retrieval, and redaction costs of records will be charged at the prorated hourly salary of the lowest paid employee who, in the reasonable discretion of the school, has the necessary skill and training to perform the search, retrieval, and, if appropriate, redaction. The fee rate will vary based on the nature of the records requested. Employee time will be billed in ¼ hour increments.

The fee schedule may vary from time to time as salaries and commercially reasonable copying costs change. Fees will not be charged for examination and review of documents to determine if the documents are subject to disclosure. Additionally, copying costs will not be charged for copies of records that are transmitted in electronic format, although if requested records are not already in electronic format, fees will be charged for staff time required to transfer the documents to electronic format.

*Please note that obtaining or using personal information for commercial solicitation directed to any person in South Carolina is prohibited and is subject to criminal prosecution under S.C. Code of Laws §30-2-50.

APPENDIX P

Board Email and Social Media Use

SECTION 1. School Board Use of Email

Members of the Board will conform to the same standards of judgment, propriety, and ethics as other forms of School Board-related communication. Board Members will comply with the following guidelines when using email in the conduct of Board responsibilities:

SECTION 1.1. The Board will not use email, communications via social media, or other electronic communications as a substitute for deliberations or voting at Board meetings or for other communications or business properly confined to Board meetings.

SECTION 1.2. Board Members will be aware that email and email attachments received or prepared for use in Board business or containing information relating to Board business, regardless of whether sent or received on a school-owned computer or personally owned computer, may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.

SECTION 1.3. Members' social media use and email with the public, the press, or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board Decisions.

SECTION 1.4. Board members will not express individual judgments about the performance of employees or the Executive Director via social media or email use or in any other manner outside relevant, topical Board discussion at an appropriately called and held public meeting.

SECTION 1.5. Once a matter has been voted on and decided as a Board, individual members cannot and will not engage in social media, email or other communications contradictory to the Board action but shall refer and defer to the Board's resolution on the matter.

SECTION 1.6. Board members will avoid reference to confidential information about employees, students, or other matters in email communications. Board members recognize the risk of improper disclosure and unsecure websites.

SECTION 1.7. Board members will comply with the same standards as school employees with regards to confidential information

SECTION 2. School Board Use of Social Media

SECTION 2.1. Board Members will note that individual postings made to social media and other sites should be considered carefully in light of how they would reflect on the poster, the Board of Directors, and the Charter School. Opinions expressed on a social networking website or other digital format have the potential to be disseminated far beyond the speaker's desire or intention and could undermine the public perception of fitness of the individual to serve students' interests.

SECTION 2.2. Board member postings are an act of the individual and are not an act of the Board and should be noted as such.

SECTION 2.3. Board members' social media use and email with the public, the press, or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board Decisions.

SECTION 2.4. Board members will not express individual judgments about the performance of employees or the Executive Director via social media or email use or in any other manner outside relevant, topical Board discussion at an appropriately called and held public meeting.

SECTION 2.5. Once a matter has been voted on and decided as a Board, individual members cannot and will not engage in social media, email or other communications contradictory to the Board action but shall refer and defer to the Board's resolution on the matter.

SECTION 2.6. Board members will avoid reference to confidential information about employees, students, or other matters in social media and other online or digital postings, or email communications because of the risk of improper disclosure and unsecure websites.

SECTION 2.7. Board members will comply with the same standards as school employees with regard to confidential information.

SECTION 3.0. School Board Social Media Page

SECTION 3.1. There shall be no School Board Social Media or Other Digital Page without formal vote and approval by the Board which will thereby designate the appropriate person with oversight and accountability.

SECTION 3.2. If such page is approved, it shall have comments turned off and all other requirements necessary to ensure content neutrality in accordance with the First Amendment.

APPENDIX Q

Board Attendance at School Activities

SECTION 1. Board Attendance at School Activities

SECTION 1.1. Members of the Board are encouraged to attend school activities, social functions, and instructional programs to view and observe such functions in operation. Attendance at such programs as musical presentations, speech activities, clubs, dramatic productions, academic competitions, and athletic events indicates interest in school affairs and provides opportunities for more comprehensive understanding of the total school program.

SECTION 1.2. Administration will provide appropriate communications to Board members to keep them informed about activities they may wish to attend.

SECTION 1.3 Each Board member should spend at least one hour in the fall and spring semester observing student classroom activities.

APPENDIX R
Voting Method at Board Meetings

SECTION 1. Voting

SECTION 1.1. The board will conduct votes on all motions and resolutions by the employment of "yes," "no" or abstention. If a board member wishes to abstain, he/she may give reason for his/her action.

SECTION 1.2. No secret ballots will be used.

SECTION 2. Board Officers

SECTION 2.1. Board officers are elected at the first meeting when newly elected board members are sworn in.

SECTION 2.2. The board secretary presides during the election of officers.

SECTION 2.3. The vote will be administered and recorded by voice or a show of raised hands in open session.

SECTION 2.4. The Past Chair presides and acts as temporary chair at the meeting until such time as a new chair is elected. Elected officers include those of chair, vice-chair, secretary, and treasurer.

SECTION 3.0. No Representation By Proxy

SECTION 3.1. There will be no representation by proxy of any member of the board at any time.

APPENDIX S

Rules of Order Policy

SECTION 1. Parliamentary Procedure

SECTION 1.1. The latest edition of Robert's Rules of Order will govern all matters not covered by the rules of the board.

SECTION 2. Addressing the Board

SECTION 2.1. No person, including members or employees of the board, will address the board without permission of the chair. Those persons will make such oral communications only in the regular order of business, except by suspension of the rules.

SECTION 3. Decorum

SECTION 3.1. When a member speaks to any question, he/she will address him/herself to the chair, confine his/her remarks strictly to the point at issue, and refrain from discussing personalities.

Section 4. Motions

SECTION 4.1. No motion will be subject to debate until it has been announced by the chair.

SECTION 4.2. The mover will put the motion in writing at the request of any member.

SECTION 4.3. When a motion has been made and seconded, it may be withdrawn by the person making the motion at any time prior to taking the vote.

SECTION 5. Point of Order

SECTION 5.1. No board member will be interrupted while speaking, except on a point of order. A member thus interrupted will cease to speak until the point is decided.

SECTION 6. Limit on Debate

Section 6.1. The board may limit debate on any issue to such time as it may deem wise and expedient in the efficient conduct of its business.

SECTION 7. Suspension of the Rules

SECTION 7.1. Rules may be suspended at any meeting by 2/3's vote of board members present. The order of business may be suspended at any meeting by a majority vote of those present.