

**CCSD BOARD OF TRUSTEES
AGENDA**
November 10, 2014
75 Calhoun St., Charleston, SC 29401
Academic

Meet and Greet for New Board Members &
Outgoing Board Members
3:30 p.m.

I. OPEN SESSION 4:30 p.m.			
	1.1:	Oath of Office <i>The Oath of Office will be administered to new and re-elected Board members.</i>	Affirmation
	1.2:	Election of Officers <i>The Board will elect officers required by board policy BD, Organization of the School Board.</i>	Action
II. EXECUTIVE SESSION			
	2.1:	Student Transfer Requests <i>The Board will discuss student transfer requests.</i>	Action
	2.2:	Head Start Director – Appointment – Mrs. Ruth Taylor, Assistant Associate Superintendent/Head Start Executive Director <i>The Board will discuss the appointment of the Head Start Director.</i>	Action
	2.3:	Student Expulsion Appeal Hearings <i>The Board will discuss student expulsion appeal hearings.</i>	Action
	2.4:	Legal Update – Mr. John Emerson, General Counsel <i>The Board will receive a legal update from General Counsel.</i>	Information
OPEN SESSION 5:15 p.m.			
III.	CALL TO ORDER, INVOCATION/MOMENT OF SILENCE, & PLEDGE of ALLEGIANCE		
IV.	ADOPTION OF AGENDA		
V.	SPECIAL RECOGNITIONS (15 minutes) – Mrs. Erica Taylor, Executive Director of Strategy & Communications		
VI.	SUPERINTENDENT’S REPORT – Personal “United We Stand” Message from Mr. Michael Bobby, Acting Superintendent of Schools		
VII.	VISITORS, PUBLIC COMMUNICATIONS		
VIII.	APPROVAL OF MINUTES/EXECUTIVE SESSION AGENDA ITEMS		
	8.1:	A. Open Session Minutes of October 13, 2014 <i>The Board will vote on the open session minutes of October 13, 2014.</i>	Action
		B. Open Session Minutes of the October 27, 2014 Special Called Meeting <i>The Board will vote on the open session minutes of October 27, 2014.</i>	Action
		C. Open Session Minutes of the October 30, 2014 Special Called Meeting <i>The Board will vote on the open session minutes of October 30, 2014.</i>	Action
	8.2:	Executive Session Action Items of November 10, 2014 <i>The Board will vote on executive session action items of November 10, 2014.</i>	Action
	8.3:	A. Financial Minutes of October 13, 2014 <i>The Board will vote on the financial minutes of October 13, 2014.</i>	Action
		B. Financial Minutes of the October 27, 2014 Special Called Meeting <i>The Board will vote on the financial minutes of October 27, 2014.</i>	Action
		C. Financial Minutes of October 30, 2014 Special Called Emergency Meeting <i>The Board will vote on the financial minutes of October 30, 2014.</i>	Action

IX.	CAE UPDATE		
X.	MANAGEMENT REPORT(S)		
XI.	COMMITTEE REPORT(S)		
	11.1:	Audit & Finance Committee – Mr. Todd Garrett	
		A. Audit & Finance Committee Update <i>The Committee will provide information and receive input from Board members on the following:</i> <i>-Items that are currently before the committee that have not been brought forward to the Board;</i> <i>-Future topics the committee plans to bring forward; and</i> <i>-What is needed to move the item forward?</i>	Information
		B. Approval of the List of Projects in Waves 6 & 7 (Current Sales Tax Program) <i>The Board will vote on a recommendation to approve the List of Projects in Waves 6&7.</i>	Action
		C. HVAC Filter Service Contract <i>The Board will vote on a recommendation to approve the HVAC Filter Service Contract.</i>	Action
	11.2:	Policy & Personnel Committee – Mr. Tripp Wiles	
		A. Policy Committee Update <i>The Committee will provide information and receive input from Board members on the following:</i> <i>-Items that are currently before the committee that have not been brought forward to the Board;</i> <i>-Future topics the committee plans to bring forward; and</i> <i>-What is needed to move the item forward?</i>	Information
		B. New Policy GCA/GDA Professional and Classified Staff Positions <i>The Board will vote on a recommendation to merge two policies into one.</i>	Action
		C. Rescind Policy GCKB Hiring of Principals and Assistant Principals <i>The Board will vote on a recommendation to rescind Policy GCKB.</i>	Action
		D. Revision of Policy GCF - Professional Staff Hiring <i>The Board will vote on a recommendation to approve the revision of Policy GCF.</i>	Action
		E. Health Advisory Committee Bylaws <i>The Board will vote to adopt the HAC Bylaws.</i>	Action
	11.3:	Strategic Education Committee – Mr. Michael Miller	
		A. Strategic Education Committee Update <i>The Committee will provide information and receive input from Board members on the following:</i> <i>-Items that are currently before the committee that have not been brought forward to the Board;</i> <i>-Future topics the committee plans to bring forward; and</i> <i>-What is needed to move the item forward?</i>	Information
XII.	POTENTIAL CONSENT AGENDA ITEMS		
XIII.	NEW BUSINESS		
	13.1	A. Selection of Dates for New Board Member Orientation <i>The Board will select dates for orientation for new board members.</i>	Action
		B. Selection of Board Workshop Dates 1. Capital Program Phase IV 2. FY 2016 Budget <i>The Board will select Board Workshop dates.</i>	Action

75 Calhoun Street
Charleston, SC 29401

**Office of Chief of Finance, Operations & Capital Programs
BOARD AGENDA ITEM**

TO: Board of Trustees

FROM: Michael L. Bobby

DATE: November 10, 2014

SUBJECT: Approve the Strategic Order of Projects in the 2011-2016 Sales Tax Program – Waves 6 & 7

RECOMMENDATION: It is hereby recommended that the Charleston School District Board of Trustees approve the following order of execution for projects in the current Sales Tax Program (2011-2016) for Waves 6 & 7, in every case based upon ability to fully fund the project dependent upon actual sales collections through the end of the program.

The list is as follows and is presented in the order in which it would be executed as funding is available:

1. Pinehurst Elementary School roof, wing renovation and early childhood addition
2. Seismic Evaluation – Level One
 - (a) Seismic evaluation Mary Ford
 - (b) Seismic evaluation Northwood Middle School
 - (c) Seismic evaluation C E Williams Middle School
 - (d) Seismic evaluation West Ashley Middle SchoolNote: Possible deeper analysis based upon Level One findings
3. School Site
 - (a) Carolina Park Elementary School Site - Complete legal work necessary to fully secure Carolina Park Elementary School land, complete due diligence and preliminary work needed prior to release of an early site package
 - (b) Ingleside School Site: Complete legal and due diligence activities in preparation for early site package

4. Bus Lots

(a) District 3 - Construct new bus lot and move District 3 bus lot from Ft. Johnson Middle School site to area contiguous to James Island Elementary School

(b) Districts Four & Ten – Azalea Lot- Advance design and execution to the extent funding is available to sub-divide the Azalea bus lot into a north North Charleston lot, District 10 West Ashley lot with remaining buses from southern tier of North Charleston ultimately to be located on a District-owned property yet to be determined.

5. Advance design and athletic facility improvements to weight rooms and other related facilities.

6. Dunston Elementary School advance design

7. Garrett Academy advance design (C.A.S. in Phase IV)

8. Stono Park Elementary School upfit

9. Carolina Bay – School Site – District 10 – Purchase

The material is submitted for:

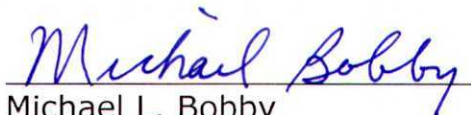
☒ Action

☐ Information

☒ Open

☐ Executive

Respectfully submitted:



Michael L. Bobby
Acting Superintendent of Schools
and Chief of Finance, Operations
& Capital Programs


Todd Garrett, Chair
Audit & Finance Committee

☒ Item voted on and
recommended for Board
A&F Committee on 11-3-14

75 Calhoun Street
Charleston, SC 29401
Office of Chief of Finance, Operations & Capital Programs
BOARD AGENDA ITEM

TO: Board of Trustees

FROM: Michael L. Bobby

DATE: November 10, 2014

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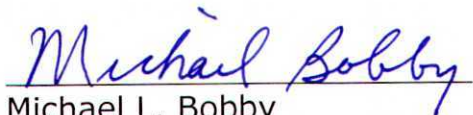
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The material is submitted for:

☒ Action ☐ Information

☒ Open ☐ Executive

Respectfully submitted:



Michael L. Bobby
Acting Superintendent of Schools
and Chief of Finance, Operations
& Capital Programs

Todd Garrett, Chair
Audit & Finance Committee

☐ Item voted on and
recommended for Board
A&F Committee on _____

Office of Chief of Finance, Operations & Capital Programs
October 13, 2014

SUBJECT:

Approve the Strategic Order of Projects in 2011-2016 Sales Tax Program – Waves 6 & 7

BACKGROUND:

The current Sales Tax Program (2011-2016) was divided into seven waves (1-7). At the present time, all projects are underway through the end of Wave 5. Inasmuch as actual collections continue to run significantly ahead of what was projected, we are getting much closer to the ability to completely fund the remaining projects in the program.

DISCUSSION:

At this time, it is necessary to consider sequencing the projects in Waves 6 & 7. The order of the projects is strategically based upon the requirements of each project, the impact of the completion of each project in consideration of transitions to the next program. As funds are available, these projects will be completed in the order presented.

Highest priority has been placed on the Pinehurst Elementary School project. This is a project that, following construction, will allow Pinehurst to open as a CD-5, as opposed to a grade 3-5 program. This will increase seats in that area of North Charleston, where we are experiencing significant overcrowding. Midland Park Primary, Pinehurst Intermediate and Northwoods Middle School are all at or exceeding capacity. This project will provide the additional seats and will allow the ability to rezone to create two CD-5 schools in that particular part of North Charleston. (Pinehurst and Midland Park)

Second, seismic evaluations were always a part of the next phase of life safety considerations. Although we have eliminated the most serious of all of our seismic concerns, we still have some remaining two-story reinforced buildings that may yet need some additional up-fitting in order to meet current seismic requirements. Therefore, the second priority is to conduct seismic evaluations on Mary Ford Elementary School, Northwoods Middle School, C E Williams Middle School and West Ashley Middle School. In each case, the seismic evaluations will be done in a Level 1 format to determine whether a more thorough investigation is necessary. As investigations unfold, we may need to consider alternative sources of funding to effect any other necessary work.

Third is the improvement of land and preparation for future construction. Carolina Park Elementary School in north Mt. Pleasant is one of the highest, if not the highest, needs area with respect to overcrowding. The Carolina

Park land although already proffered, needs to be completely transferred to ownership by the District. This work will require some legal work and due diligence in preparation for an early site package. It will enable the District to move forward quickly on the construction of Carolina Park Elementary School when that approval is obtained. In addition, we have a North Charleston location for a future school on the Ingleside site. This land has been procured, however we need to move forward with due diligence activities in preparation again for early site packages, which enable us to consider construction and utilization of the property.

Fourth, there are significant bus lot renovations or improvements that need to be made. The first project is to design and move the District 3 bus lot from Ft. Johnson Middle School to land contiguous to James Island Elementary School. This is important for many reasons, which include the ability to support the merger of the middle schools on James Island, to improve facilities and to aesthetically protect the neighborhood from the imposition of having a bus lot on the main road, next to residential property. The second project is to improve the Azalea bus lot. It is staff's position that improving this lot on state-owned property is not in the best interest of the District. Instead, to reduce transportation times and improve service, the District has a plan to subdivide the Azalea bus lot and place buses closest to their service areas. Therefore, a portion of the buses would be moved to the north end of North Charleston, at the old Stall campus, a portion would go to the St. Andrews Middle School campus, and the remaining buses would stay in North Charleston to serve the lower half of the City of North Charleston. The permanent location of the buses in the lower part of North Charleston is yet to be determined. In the near term, the location would remain on the Azalea bus lot. However, we are seeking another alternative on property that the District would own and control.

Fifth is continuation of advance design for athletic and weight room improvements across the county. Currently, improvements are needed across the county, as well as preparation for work that will be involved in the stadium projects in the next program.

Sixth is the advance design of Dunston Elementary School. The replacement of Dunston Elementary School is in the next program. Again, this will allow us to move this project forward as quickly as possible. In order to move forward with this project, we will be conducting an architectural/engineering selection.

Note: The other projects that are not included, due to changes in requirements and plans in the next program, are as follows: (1) Seismic evaluation – advance design of the Garrett Academy of Technology. This seismic evaluation is not required. However, we may move forward with advance design if funds are available. Otherwise, advance design will come from the next program as part of the Center for Advanced Studies for North

Charleston. (2) Stono Park was listed as a project to replace the existing school. Rebuilding a school on that site is not possible and with the change in plans in the next building program to utilize C E Williams as a large elementary school, the rebuilding of Stono Park at another site will not be required. This allows us to save over \$26 million in anticipated cost to replace Stono and will ultimately allow Stono to be a part of the larger elementary school attendance area that would be housed on the C E Williams campus.

Note: We expect to use a small portion of these funds (estimated at \$6,000,000) to upfit Stono Park. This will sustain the building for its current use and more over ensure its long term viability as an education center.

As a result of not having to rebuild Stono Park Elementary, and of not having to purchase the Ingleside and Carolina Park parcels (since lands were received as proffered from the developer and through the North Charleston TIF), the actual funding requirement for completing the program has been reduced by approximately \$34 million. That means that in order to complete the rest of the program, we will need funding estimated at \$470 million. Based on collections to date, we may be very close to actually attaining our collections goal, which could make it possible to complete all projects as identified.

RECOMMENDATION:

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FUNDING SOURCE/COST:

One Penny sales tax 2011-2016 Program

FUTURE FISCAL IMPACT:

By moving on these projects and being able to fund them now, we will be able to save on escalation of construction costs, accelerate projects such as Carolina Park, reduce operating costs by better locating buses from Azalea lot in a way to be closer to their service areas and completely fund the remaining projects in Waves 6 & 7

DATA SOURCES:

David Moore, PFM
Rick Holt, Cumming
Michael Bobby

PREPARED BY:

Michael Bobby

REVIEWED BY LEGAL SERVICES

N/A

REVIEWED BY PROCUREMENT SERVICES

Yes

CAPITAL PROGRAMS

2011-2016 BUILDING PROGRAM SCORECARD

ONE CENT SALES TAX

[illegible]

SALES TAX REVENUE PROJECTION = \$460M (AS OF AUG. 2014)
PROJECTS ON SCHEDULE AND WITHIN BUDGET

75 Calhoun Street
Charleston, SC 29401

CONTRACTS & PROCUREMENT SERVICES
Board Agenda Item

TO: Board of Trustees

FROM: Michael Bobby


DATE: November 10, 2014

SUBJECT: Invitation for Bid B1513 HVAC Filter Maintenance Program

RECOMMENDATION: It is hereby recommended that the Charleston County School District Board of Trustees approve Invitation for Bid B1513 HVAC Filter Maintenance Program for total value for five year \$3,370,177.25.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:


Michael L. Bobby
Acting Superintendent of Schools
and Chief of Finance, Operations
& Capital Programs

Jeffrey Borowy,
Deputy for Capital Programs


Todd Garrett, Chair
Audit & Finance Committee

Tripp Wiles, Chair
Policy & Personnel Committee

☒ Item voted on and
recommended for Board
A&F Committee on 11-3-14

☐ Item voted on and
recommended for Board
Policy Committee on _____

75 Calhoun Street
Charleston, SC 29401

CONTRACTS & PROCUREMENT SERVICES
Board Agenda Item

TO: Board of Trustees

FROM: Michael Bobby

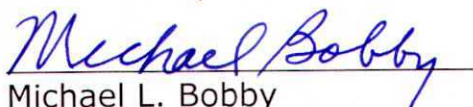
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☐ Item voted on and
recommended for Board
A&F Committee on _____

☐ Item voted on and
recommended for Board
Policy Committee on _____

CONTRACTS & PROCUREMENT SERVICES
November 10, 2014

SUBJECT:

Invitation for Bid B1513 HVAC Filter Maintenance Program

BACKGROUND:

Facilities and Maintenance requested a contract for HVAC Maintenance to perform a Preventative Maintenance Program for all HVAC Systems located throughout Charleston County School District. This preventative maintenance program will consist of:

- Vendor providing filters and conducting regularly scheduled filter change outs on all HVAC systems through the district.
- Annual Steam Cleaning of all unit coils and cooling towers. This is a turnkey operation requiring the vendor to provide materials to properly clean-up and dispose of all program debris.

DISCUSSION:

On September 30, 2014 solicitation Invitation for Bid (IFB) B1513 HVAC Filter Maintenance Program was issued. This IFB was advertised in the South Carolina Business Opportunities (SCBO) and on CCSD's website. All questions were to be received by October 14, 2014 at 5:00 PM. On October 15, 2014 Amendment 1 was issued answering all questions that had been submitted. The proposals were due into procurement on October 21, 2014 by 2:00 pm. Seven (7) bids and one (1) "No Bid" was received. A bid opening occurred with 5 of the 7 Offerors present. The Program Manager and Foreman for HVAC Systems for CCSD were also present.

Offerors were to submit total pricing for filters with installation, filters without installation, coil cleaning, cooling tower cleaning, and price of chemicals to clean build up. A list of all the filters and various sizes were included as an attachment along with a listing of all the schools and administrative offices that would be required to maintain. Vendors supplied their each price for coiling cleaning and cooling Tower cleaning. The total price was then determined for the 5799 coils to be cleaned and the 17 cooling towers. Offeror were required to supply a sample of a 20 x 20 x 1 filter that they would be supplying to CCSD.

The chart below shows the breakdown by vendor of filters with installation and filters without installation, annual coil steam cleaning, annual cleaning service of cooling tower, and chemical costs for unit build up.

bec

Vendor	Total Cost for Filters w/ Installation	Total Cost for Filters w/o Installation	Annual Coil Cleaning Total	Annual Cooling Tower Clean Total	Chemical Costs for Build-Up	Total Annual Costs
Tri Dim Filter Corp.	\$358,119.48	\$170,811.48	\$114,820.20	\$30,260.00	\$24.29	\$674,035.45
Total Filtration System	\$395,435.04	\$224,240.54	\$434,925.00	\$21,250.00	No Charge	\$1,075,850.58
Innovative Solutions	\$266,513.45	\$180,569.20	\$985,830.00	\$26,520.00	\$4200.00	\$1,463,632.65
Cullum Services	\$1,104,997.40	\$367,673.52	\$2,288,111.43	\$16,810.96	\$301.00	\$3,777,894.31

The costs listed above represents the four (4) bidders' solicitation. In the CCSD there are 5799 units which will require annual coil cleaning, and seventeen cooling towers. Three (3) of the original seven (7) Offerors bids were reviewed and deemed non-responsive due to failure to submit correct information and filter for review.

Tri Dim Filter Corporation bid provided the lowest cost and determined to be the most responsive and responsible bid for Charleston County School District.

FUNDING SOURCE/COST:

General Operation Funds: 12542-399

FUTURE FISCAL IMPACT:

Fiscal Year 2016 \$674,035.45 (Estimate)

Fiscal Year 2017 \$674,035.45 (Estimate)

Fiscal Year 2018 \$674,035.45 (Estimate)

Fiscal Year 2019 \$674,035.45 (Estimate)

DATA SOURCES:

Debra Luce, Facilities Procurement Supervisor
Deborah Gunn, Maintenance Supervisor

PREPARED BY:

Debra Luce, Facilities Procurement Supervisor

REVIEWED BY LEGAL SERVICES

N/A

REVIEWED BY PROCUREMENT SERVICES

Wayne Wilcher, CPPO/CPPB, Director of Contracts, Procurement and Records

75 Calhoun Street
Charleston, SC 29401

**OFFICE OF GENERAL COUNSEL
BOARD AGENDA ITEM**

TO: Board of Trustees

FROM: John F. Emerson, General Counsel

DATE: October 27, 2014

SUBJECT: New policy merging GCA/GDA

RECOMMENDATION:

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:

Nancy J. McGinley, Ed.D
Superintendent of Schools

NA
Michael L. Bobby
Chief of Finance, Operations &
Capital Programs

N/A
Jeffrey Borowy, Deputy for Capital
Programs

John F. Emerson, General Counsel

NA
Todd Garrett, Chair
Audit & Finance Committee

☐ Item voted on and
recommended for Board
A&F Committee on _____

E. Tripp Wiles, Esq., Chair
Policy and Personnel Committee

☒ Item voted on and
recommended for Board
Policy and Personnel Committee

OFFICE OF GENERAL COUNSEL
October 27, 2014

SUBJECT:

New policy GCA/GDA "Professional and Classified Staff Positions

BACKGROUND:

Currently CCSD policy includes two policies, GCA "Professional Staff Positions" and GDA "Classified Staff Positions." They are identical. The Policy and Personnel Committee has approved a revision combining these two and making some other slight changes.

DISCUSSION:

The policy revision proposed by the Policy and Personnel Committee (the "Committee") merges GCA and GDA together to create one policy that addresses the creation of job positions. The revision also specifically states that the superintendent will require board approval for any new position at the level of executive director and above. The revision requires the administration to report to the board a list of new positions on a quarterly basis. Finally, it revises the last paragraph to indicate that the hiring manager will be involved in the creation of the job description.

RECOMMENDATION:

The Policy and Personnel Committee recommends that the board approve this revision merging GCA and GDA into one policy.

FUNDING SOURCE/COST:

N/A

FUTURE FISCAL IMPACT:

N/A

DATA SOURCES:

Office of General Counsel

PREPARED BY:

Office of General Counsel

REVIEWED BY LEGAL SERVICES

Yes

REVIEWED BY PROCUREMENT SERVICES

N/A

75 Calhoun Street
Charleston, SC 29401

**OFFICE OF GENERAL COUNSEL
BOARD AGENDA ITEM**

TO: Board of Trustees

FROM: John F. Emerson, General Counsel

DATE: October 27, 2014

SUBJECT: Rescind Policy GCKB "Hiring of Principals and Assistant Principals"

RECOMMENDATION:

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:

Nancy J. McGinley, Ed.D
Superintendent of Schools

NA
Michael L. Bobby
Chief of Finance, Operations &
Capital Programs

N/A
Jeffrey Borowy, Deputy for Capital
Programs

John F. Emerson, General Counsel

NA
Todd Garrett, Chair
Audit & Finance Committee

☐ Item voted on and
recommended for Board
A&F Committee on _____

E. Tripp Wiles, Esq., Chair
Policy and Personnel Committee

☒ Item voted on and
recommended for Board
Policy and Personnel Committee

OFFICE OF GENERAL COUNSEL
October 27, 2014

SUBJECT:

Recommendation to rescind policy GCKB "Hiring of Principals and Assistant Principals

BACKGROUND:

GCKB "Hiring of Principals and Assistant Principals" reflects a process for hiring principals and assistant principals that includes a role for the constituent district boards, which is no longer the law. Further, it restates and sometimes conflicts with other policy.

DISCUSSION:

Given that policy GCKB reflects powers no longer assigned to the constituent district boards and is also in conflict with other policies, staff recommended and the Policy and Personnel Committee approved rescinding the policy.

RECOMMENDATION:

Approve the recommendation to rescind GCKB.

FUNDING SOURCE/COST:

N/A

FUTURE FISCAL IMPACT:

N/A

DATA SOURCES:

Office of General Counsel

PREPARED BY:

Office of General Counsel

REVIEWED BY LEGAL SERVICES

Yes

REVIEWED BY PROCUREMENT SERVICES

N/A

75 Calhoun Street
Charleston, SC 29401

**OFFICE OF GENERAL COUNSEL
BOARD AGENDA ITEM**

TO: Board of Trustees

FROM: John F. Emerson, General Counsel

DATE: October 27, 2014

SUBJECT: Revision of Policy GCF "Professional Staff Hiring"

RECOMMENDATION: Approve committee recommendation to revise Policy
GCF "Professional Staff Hiring"

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:

Nancy J. McGinley, Ed.D
Superintendent of Schools

NA
Michael L. Bobby
Chief of Finance, Operations &
Capital Programs

N/A
Jeffrey Borowy, Deputy for Capital
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John F. Emerson, General Counsel

NA
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☒ Item voted on and
recommended for Board
Policy and Personnel Committee

OFFICE OF GENERAL COUNSEL
October 27, 2014

SUBJECT:

Recommendation to approve recommendation to revise Policy GCF "Professional Staff Hiring."

BACKGROUND:

The current version of Policy GCF "Professional Staff Hiring" erroneously indicates that the constituent district boards have authority over hiring at the school level. It indicates that the county board will approve every new hire at the school level. The policy makes reference to a criminal records check with the State Law Enforcement Division when CCSD uses a broader review. It uses antiquated language regarding proof required of aliens of eligibility for hire in the U.S.

DISCUSSION:

The revision removes reference to the constituent district board. It reduces the obligation of the board to approve every single hire in the schools and, instead, provides a monthly report to the board of hires over the prior 30 days. Finally, the revision updates the screening process for aliens seeking employment.

RECOMMENDATION:

Approve the recommendation to revise GCF.

FUNDING SOURCE/COST:

N/A

FUTURE FISCAL IMPACT:

N/A

DATA SOURCES:

Office of General Counsel

PREPARED BY:

Office of General Counsel

REVIEWED BY LEGAL SERVICES

Yes

REVIEWED BY PROCUREMENT SERVICES

N/A

BYLAWS OF
THE CHARLESTON COUNTY SCHOOL BOARD OF TRUSTEES
HEALTH ADVISORY COMMITTEE

Pursuant to the S.C. Comprehensive Health Education Act (CHEA)(S.C. Ann. § 59-32-30(B)), the Comprehensive Health Advisory Committee (HAC) operates under the authority and guidance of the Charleston County School Board of Trustees ("the Board"). As such, HAC members are selected by, and answerable to, the Board. The following by-laws are approved and enforced by the Board.

The bylaws shall be posted on the HAC page of the Board web page on the District website.

PURPOSE

The purpose of the Health Advisory Committee is to review components and curriculum materials reflective of what is stated in the South Carolina Comprehensive Health Education Act (CHEA) (S.C. Code Ann. § 59-32-30(B)).

"(B) Local school boards may use the instructional unit made available by the board pursuant to Section 59-32-20, or local boards may develop or select their own instructional materials addressing the subjects of reproductive health education, family life education, and pregnancy prevention education. To assist in the selection of components and curriculum materials, each local school board shall appoint a thirteen-member local advisory committee consisting of two parents, three clergy, two health professionals, two teachers, two students, one being the president of the student body of a high school, and two other persons not employed by the local school district."

CRITERIA FOR MEMBERSHIP

The Comprehensive Health Education Act states that the Health Advisory Committee shall be appointed by the local school board and consist of 13 members consisting of:

2 Parents

3 Clergy

2 Health Professionals

2 Teachers

2 Students (one being the president of the student body of a high school)

2 Other persons (not employed by the local school district)

Nominees must be able to attend meetings, approved trainings, and be interested in children's health issues, and uphold the Comprehensive Health Education Act (CHEA).

The HAC membership and terms of office shall be posted under the Board web page.

TERMS OF MEMBERSHIP

Members shall serve three-year terms of office at the pleasure of the Board. Members completing a term of service shall be eligible to serve a second 3-year term at the discretion of the Board.

A year is defined as August through July. The two students shall be at least juniors in high school and each shall serve one annual term and shall be eligible to serve a second term if he/she is still enrolled in the CCSD.

NOMINATIONS

The following may make nominations for the Health Advisory Committee:

- Charleston County School Board of Trustees;
- Former and current members of the HAC;
- Members of the Charleston County medical community;
- Local community

Each nominee for the Health Advisory Committee shall submit to the secretary to the Board a resume or letter of interest. These applicants shall be reviewed and screened by the Policy and Personnel Committee of the Board, which shall recommend to the Board a slate of nominees. The appointees shall reside in Charleston County and should reflect demographic and geographic representation from across the county.

ATTENDANCE

If a member misses three meetings within the year the majority of the HAC members may recommend to the Board the removal of that member. That member shall be given written notice by the Chairperson of the Board of Trustees and the opportunity to be heard before removal.

A roster of the members attending each meeting shall be provided to the Secretary of the Board. Absentees will be noted.

FILLING VACANCIES

In the event of a vacancy on the HAC the vacancy shall be filled for the remainder of the unexpired term by appointment of the CCSD Board of Trustees. The Board will fill the vacant position with someone from the same category, as designated by the Comprehensive Health Education Act. The appointee shall complete the term of replaced committee member. If the unexpired term expires in less than one year from the first day of school, that appointee shall be eligible for two more three-year terms. If not, that appointee shall only be eligible for one more three-year term.

CONDUCT OF COMMITTEE MEETINGS

The HAC is a public body, as defined by the South Carolina Freedom of Information Act (S.C. Code Ann. § 39-4-10 *et seq.*). All actions of the HAC shall be taken only in official Committee meetings called, scheduled, and conducted according to these bylaws, and state law, including the South Carolina Freedom of Information Act.

AGENDA

The Chairperson, in cooperation with the Vice Chairperson, shall prepare all agendas for the meetings of the HAC. The Board of Trustees may add or delete items by a majority vote.

Any HAC member may request that an item be placed on the agenda for consideration. Any subcommittee consisting of four or more members may cause an item to be placed on the agenda. Such items must be accompanied by a written request identifying describing the item. Agenda items must be submitted at least five days prior to the meeting. A tentative agenda should be sent out three days prior to the meeting.

A final agenda shall be posted in the lobby of 75 Calhoun Street and on the Board of Trustees web site in accordance with the South Carolina Freedom of Information Act and related provisions of law.

The HAC shall hold a minimum of four meetings per school year beginning in September and ending in May. Meetings shall be scheduled on the third Thursday of the month, to organize, elect officers, to review pending curricula and to handle other business as necessary.

- Additional meetings may be scheduled, as needed, at the direction of either the Board or Chairperson of the HAC. The date, time and frequency of the regular meetings, including the first meeting of the year, may be changed upon majority vote of the HAC. Such meetings shall take place at the District offices unless another location is selected by a majority of the HAC.
- Either the Board or the Chairperson of the HAC may cancel or reschedule meetings.

All meetings of a quorum of the HAC, except those properly held in executive session, shall be open to the public.

QUORUM

A quorum of the HAC shall consist of a majority of sitting members. Proxy voting is not permitted. Members may participate electronically by telephone, video conference or any other live, contemporaneous medium through which the participant can hear and participate in all discussion prior to a vote.

PROCEDURE

The rules of parliamentary procedure of Robert's Rules of Order shall govern the HAC deliberations unless contrary to the bylaws. Rules may be temporarily suspended, at any meeting, by a two-thirds majority vote.

Proceedings shall be audio taped to facilitate review and recording of minutes. A copy of minutes will be provided to the Secretary of the Board.

At the first meeting of the year in September, and after the election of officers, the presiding Chair shall distribute educational materials supplied by the District liaison and to include but not be limited to:

- SC CHEA,
- HAC Bylaws
- Checklist Criteria for Advisory Committees Reviewing Health Education Materials.
- Roster of all HAC Members

Time for open discussion of curriculum materials presented must be allowed. Once a presentation has been discussed, the HAC members will study the curriculum prior to a vote. HAC Members should be allowed reasonable time to research/review the curriculum under consideration and complete the Criteria Checklist required by law. Any vote should take place at a **subsequent** meeting.

Curriculum recommended by the Committee will be reviewed by the Strategic Education Committee (SEC) prior to consideration by the Board. The SEC will submit the curriculum to the Board with a recommendation.

PUBLIC COMMENT

The committee agenda shall generally include and time for public comment. The HAC recognizes its responsibility to conduct the business of the Board in an orderly and efficient

manner and will therefore require reasonable controls to facilitate public presentations to the HAC. Individuals who desire to appear before the HAC shall sign in before the meeting comes to order. Under ordinary circumstances, each shall be permitted two minutes in which to speak. The list of those signed in will be provided to the Vice Chairperson, who will monitor the two minutes allowed per speaker. The time limit afforded a particular speaker may be extended by a majority vote of the HAC. Additional comments from other attendees will only be permitted by a majority vote of the HAC.

A total of fifteen minutes will be provided for public comment. If it appears that this time limit will be exceeded by the number of individuals signed up to speak, a preference may be given to those speaking on the agenda items.

SPECIAL MEETINGS and EMERGENCY MEETINGS

A majority of the Board of Trustees and the Chairperson of the HAC can call special meetings. Notice of special meetings must be in writing to each member of the HAC at least three days before the meeting. Notices of special meetings must state the exact nature of the specific business to be considered.

BYLAWS

The Board approves all by-laws but can act upon the recommendation of the HAC. The Board may approve by-laws after one reading. Committee members will be notified by the Chairperson of any Board meeting at which such a change shall be discussed. The Policy and Personnel Committee may also periodically review the bylaws with the HAC Chairperson and may recommend changes to the Board.

ELECTION OF OFFICERS

- Election of the officers shall be the first order of business at the first meeting of the year. The first meeting of the year shall be conducted by the last Chairperson until the new Chairperson is elected. If the last Chairperson is not available, the meeting shall be conducted by the last Vice-Chairperson. Nominations for Chairperson can be made by any member of the committee. Each nominee shall be the subject of a vote until one is selected by a vote of the majority. A duly elected Chairperson may serve consecutive terms within their 3-year term.
- The Vice-Chairperson will be elected in the same manner as is the Chairperson, to serve a one-year term of office. A duly elected Vice Chairperson may serve consecutive terms within their 3-year term.
- The Secretary will be elected by a majority vote at the first meeting to serve a one-year term of office. A duly elected Secretary may serve consecutive terms within their 3-year term.

DUTIES OF OFFICERS

DUTIES OF CHAIRPERSON

- The Chairperson shall set the agenda of each committee meeting, although any item shall be placed on the agenda if so requested by four members of the committee
- The Chairperson, in accordance with the S.C. Freedom of Information Act, shall cause notices of all meetings of the HAC to be posted in the lobby of the District offices at 75 Calhoun Street, and on the HAC page on the CCSD website, no less than 24 hours prior to any regularly scheduled meeting. The Chairperson shall also cause the agenda to be distributed to the members and to the Board.
- The Chairperson shall preside over all meetings in compliance with Robert's Rules of Order, unless that is inconsistent with the by-laws, in which case the by-laws control.
- The Chairperson shall keep the Board informed of the status and works of the HAC and may be called upon to report to the Board.
- The Chairperson shall assist the Board with the required (CHEA) annual report to the State Superintendent of Education.

DUTIES OF VICE CHAIRPERSON

- The Vice Chairperson shall have the power and duties of the Chairperson during the absence or disability of the Chairperson and such powers and duties as the HAC may, from time to time determine.

DUTIES OF THE EXECUTIVE SECRETARY

- The Executive Secretary shall be selected from the CCSD staff by the superintendent.
- The Executive Secretary shall keep a record of all proceedings of all meetings of the Committee.
- The Executive Secretary shall keep safe all pertinent books, papers and reports, and shall furnish copies upon request by the committee.
- The Executive Secretary shall prepare the agenda as directed by the Chairperson and shall be responsible for ensuring that meeting agendas are posted and distributed as required under the S.C. Freedom of Information Act. The Executive Secretary shall ensure that notices of all meetings of the Committee, or of its sub-committees, are sent to each member.
- The Executive Secretary shall serve in an *ex officio* capacity and shall have no vote
- The Executive Secretary shall advise the Committee upon request

DUTIES OF MEMBERS

- Member of the HAC should endeavour to attend all meetings,
- Members of the HAC shall be prepared to discuss items presented on the agenda, suggest other items for consideration, and vote upon motions presented.
- Where possible, a member should notify the Chair or Vice Chair in advance if they are unable to attend a meeting.

DUTIES AND OBLIGATIONS OF INDIVIDUAL HAC MEMBERS:

- Comply with the Comprehensive Health Education Law, Bylaws and the Checklist Criteria for Advisory Committees Reviewing Health Education and relevant local policies, rules, and regulations;
- Have a general working knowledge of the educational aims and objectives of the local school Board of Trustees policies;
- Work with other members as a team;
- Vote and act in the HAC meetings for the best interest of the children;
- Follow Charleston County School District Board policy posted on the Board webpage.
- Attend instruction meetings on the Comprehensive Health Education Act and on how to apply the Checklist Criteria for Advisory Committees Reviewing Health Education materials.
- Review all curricula materials submitted using the State approved criteria checklist established by CHEA.

HAC RULES OF CONDUCT

- Official decisions of the HAC can only be made at a duly constituted HAC meeting.
- No individual member of the committee has authority to act in the name of the HAC.
- Neither individual members nor groups of members, have authority to act independently outside of official HAC meetings.
- As members of a committee to the Charleston County School District Board of Trustees, all members have an obligation to conduct themselves in an appropriate manner as representatives of the Board.
- All members should be nonpartisan in dealing with school matters and not subordinate the education of children and youth to any partisan principle, group interest, or personal ambition.

- Refer all complaints to the Chairperson or Board.