

BOARD AGENDA ACTION FORM

March 7, 2016 Committee Meeting

May 2, 2016 Board Meeting

Section:	Policy and Personnel Committee		
Subject:	Policy BEDB - Agenda		
Name/Department:	Kate Darby, Board of Trustees		
Agenda Item Number:			
Background:	Policy BEDB outlines the provisions associated with preparation of board agendas and adherence to it.		
Discussion:	The proposed additions relate to the Committee of the Whole process. Information has been added regarding the use of the potential consent agenda. A reference to Policy BDE – Board Committees (Committee of the Whole) has been added stating only items approved by the COW or by an ad hoc committee of the Board, will appear on the agenda for any meeting of the Board.		
Goals & Budget:			
This recommendation supports CCSD goal #:	Priority Goal #2 – World Class Literacy.		
Overall budget for implementing CCSD goal:	NA.		
Request approval for funds within that budget in the amount of \$:	NA.	Funding Source	
Resulting positive impact for students in our District will be:	A productive and efficiently run board meeting will benefit the students of CCSD by allowing the board to focus on the many issues affecting our students.		
Potential impact of this decision on other budget areas will be:	NA.		
Future Fiscal Impact:	NA.		
Recommendation:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Information	
	<input checked="" type="checkbox"/> Open Session	<input type="checkbox"/> Executive Session	
It is hereby recommended that the Charleston County School District Board of Trustees approve second reading of the proposed revisions to Policy BEDB - Agenda.			
Person(s) Responsible for Implementation:	John Emerson, Office of General Counsel		
Superintendent's Approval:			
Board Member(s) Approval:			
Attachment(s):	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

BOARD AGENDA

Code **BEDB** Issued **8/08**

Purpose: To establish the basic structure for board preparation of and adherence to its meeting agenda.

The superintendent shall prepare all agendas for board meetings. Each agenda shall comply with the Freedom of Information Act. The superintendent and board chairman shall confer about the agenda.

The Board will use a potential consent agenda to maximize the time for major issues of policy. The Superintendent, with review and concurrence by the Chair, will prepare a potential consent agenda for each meeting. Routine matters, as well as those that receive a unanimous vote of the Board members in attendance, and likely to require no debate, will be placed on the consent agenda. Recognizing that a Board member may wish to debate an item on the potential consent agenda, the Chair will ask at the beginning of each meeting if any Board member wishes to remove an item from the potential consent agenda. A majority of the Board must agree to remove an item from the potential consent agenda and place it in the appropriate category of the agenda. If there is no objection, after a proper motion and second, one vote will be taken on the entire potential consent agenda.

Any board member may request that the superintendent place an item of business on the agenda. The item must be identified and briefly described in writing by the member or the committee.

If requested by a committee or any four board members, an agenda item shall be placed on the agenda.

Except as indicated above and in Policy BDE, only items approved by the Committee of the Whole or by an ad hoc committee of the Board, will appear on the agenda for any meeting of the Board.

An item or issue decided by the board shall not be placed on the agenda for reconsideration for six months except by four board members, one of whom was on the prevailing side of the vote or was not present when the issue was decided.

Adopted 12/8/75; Revised 11/10/80, 12/8/86, 3/23/87, 11/11/91, 4/24/93, 3/10/03, 7/26/04, 8/25/08

Legal references:

- A. S.C. Code, 1976, as amended:
 - 1. Section 30-4-80 - Posting of agendas.

BOARD AGENDA ACTION FORM

March 7, 2016 Committee Meeting

May 2, 2016 Board Meeting

Section:	Policy and Personnel Committee		
Subject:	Policy BID – Board Member Travel Expenses		
Name/Department:	Rev. Chris Collins, Board of Trustees		
Agenda Item Number:			
Background:	In their capacities as members of the CCSD Board of Trustees, board members travel to participate in meetings, professional development and for other District-related purposes. Expenses associated with meals vary substantially depending on the location of the event. Currently, Policy DKE Expense Authorization/Reimbursement, which sets out the limits on employee travel, is also used as the standard for board member travel, and does not take this in to consideration.		
Discussion:	Rev. Collins will discuss a recommendation to use the federal Government Services Administration guidelines for meal expense reimbursement. The guidelines are applied to all federal employees and take in to consideration the actual average expenses of dining in the city or location. No guidelines are set out in Policy BID and the guidelines in Policy DKE are set at specific figures that do not contemplate that expenses vary from one location to the next. The proposal is to incorporate the GSA standard in to Policy BID.		
Goals& Budget:			
This recommendation supports CCSD goal #:	Priority Goal		
Overall budget for implementing CCSD goal:	Unknown		
Request approval for funds within that budget in the amount of \$:		Funding Source	
Resulting positive impact for students in our District will be:	As travel will become more affordable to members of the board of trustees, each will gain improved skills by having more opportunity for professional development and interaction with other leaders in the field of education.		
Potential impact of this decision on other budget areas will be:	Unknown		
Future Fiscal Impact:			
Recommendation:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Information	
	<input checked="" type="checkbox"/> Open Session	<input type="checkbox"/> Executive Session	
It is hereby recommended that the Charleston County School District Board of Trustees approve second reading of the proposed change to Policy BID – Board Member Compensation and Expenses.			
Person(s) Responsible for Implementation:	John F. Emerson		
Superintendent's Approval:			

[Type text]

Board Member(s) Approval:		
Attachment(s):	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

BOARD MEMBER COMPENSATION AND EXPENSES

Code **BID** Issued **5/11**

Purpose: To establish the basic structure for payment of board expenses.

Under state law, board members receive no compensation for their services, but may be paid a per diem and mileage for attendance at board meetings. No payment shall be made for any meeting the board member has not "substantially attended," meaning the member shall have considered, and voted upon, more than 50 percent of the issues presented at that meeting.

Board members may attend any in-state meeting or conference at their discretion within the limits of the budget. Each board member may utilize up to one-ninth of the board's travel budget allocation for the board. Out-of-state meetings, and expenditures by one member of more than one-ninth of the budget travel allocation for the board, require board approval. After any out-of-state meeting, the member shall report to the board about the meeting. Each board member may also choose to reallocate unused funds in the regular travel account by mutual consent of affected board members, i.e., those who have not expended their allocated amount; however, the total line item for this purpose must not be exceeded.

In accordance with the General Services Administration guidelines (found at <http://www.gsa.gov/portal/content/104877>) the district shall reimburse board members for all reasonable and necessary expenses incurred in attending any meeting or conference when on official business of the board or the Charleston County School District.

No payment shall be made without a receipt for the expenditure claimed and policy DKC applies. No board member may have a district credit card.

Such expenditures for each board member shall be published annually in August.

(Cf. DKC)

Adopted 10/25/82; Revised 7/26/04, 3/13/06, 2/11/08, 8/25/08, 5/9/11

Legal references:

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

1. Section 8-15-10 - Compensation of public officials.
2. Section 59-1-350 - Compensation of board members.

B. Acts and joint Resolutions:

1. 1967 Act 340 - Creates the School District of Charleston County and abolishes the county board of education; sets forth the powers of the constituent district boards.
2. 1975 Act 142, Section 3 - Amends 1967 Act 340 to increase per diem for boards.
3. 1983 Act 230, Section 3 - Amends 1967 Act 340 to increase the number of meetings which the trustees may be paid for attending.