



1002 King Street
Charleston, South Carolina 29403
843.720.3085

Policies and Procedures - Board of Directors Annual Election

The Board of Directors is the governing board for Charleston Charter School for Math and Science (hereinafter “CCSMS”) and governs in accordance with the Charter School Act of 1996. The Board’s focus is supporting positive student achievement and ensuring sound fiscal management.

The Board consists of nine members. Pursuant to S.C. Code Ann. 59-40-50, at least five (5) of the members must be individuals who have a background in K-12 education or in business. Pursuant to CCSMS' Bylaws, the balance of the Board is to be made up of parents of students enrolled at CCSMS or community members who do not have children attending CCSMS. Teacher representatives from the high school and middle school are elected by their peers and serve on the Board as ex-officio members in accordance with CCSMS Bylaws. Based upon the staggered terms of Board members, there are currently four (4) seats on the CCSMS Board that are subject to election.

At this time there are Four (4) positions subject to election:

Seat	
1	Parent Member
2	Community Member
3	K-12/Business Member
4	K-12/Business Member

Annual Election Nomination/Applications forms for the Board of Directors will be available in the school’s main office and on the school website (www.charlestonmathscience.org). Completed applications must be delivered in person to the front office by 4:00 p.m. on May 18, 2017, where they will be received and time stamped. Board candidate information based on completed applications will be posted on the CCSMS website by May 22, 2017.

Voting shall occur from 12:00 am on May 24th through 11:59pm May 25th and will be conducted electronically via a secure survey tool. Eligible voters will receive an email with a link to vote. Additional computer access for voting will be available in the CCSMS front office. In accordance with S.C. Code Ann. 59-40-50, parents or guardians of a student have one vote for each student enrolled in the school; CCSMS employees each have one vote. The deadline for voting will clearly be stated on the ballot form.

Time Line and Important Dates:

May 18, 2017	Applications due to the front office by 4:00 p.m.
May 19, 2017	Background checks performed on all candidates
May 22, 2017	Candidate Biographies available for review on the website
May 24-25, 2017	Vote; computers available in front office during school hours

Responsibilities of the Board of Directors include but are not limited to:

- Establishes policies for the governance in accordance with national, state, and local laws governing public charter schools in South Carolina.
- Hires, evaluates, retains, and removes the school principal.
- Directs the principal to employ teachers and non-teaching employees.
- Reviews documentation presented by principal ensuring that all employee applicants have met certification requirements and applicable background investigations before employment.
- Is responsible for approving or ratifying contracted services not limited to transportation, financial accounting, and legal services.
- Directs the principal to review and adjust pay scales, performance criteria, and discharging policies as required.
- Develops policies regarding operations of the school, budgeting and curriculum.
- Reviews monthly financial reports and votes annually on the budget.
- Reviews and evaluates the academic and administrative achievements and progress towards annual goals.
- Maintains accurate up-to-date records of the business conducted at all Board meetings.
- Notifies the public of scheduled meetings in accordance with state laws.
- Conducts periodic reviews of school guidelines regarding health, safety, civil rights, and disability rights requirements as needed, and adheres to the same requirements that are applied to all public schools operating in Charleston County School District.

In accordance with state law, Board Members cannot have any felonies on their record.



CHARLESTON

Charter School for Math and Science

1002 King Street
 Charleston, South Carolina 29403
 843.720.3085

Application for Board of Directors 2017-19

Thank you for your interest in serving the Charleston Charter School for Math and Science. After reviewing the attached Board of Directors responsibilities, if you are interested in being considered for election to the Board of Directors, please complete this form. This information will allow those voting to effectively and fairly evaluate all candidates for the Board openings. It will be posted on the school's website by May 22, 2017 for all those voting to view. Personal identification information (DOB, SSN) will be kept confidential.

Deadline to Submit Application: May 18, 2017.

Date:		
Name:		Phone:
Mailing Address:		E-mail:
Date of Birth:		Social Security Number:
Current Employer:		Job Title:
Type of business or organization:		
Are you a parent of a current student? Yes No		Student's Name:
Please list Boards of Directors and committees that you currently serve on, or have served on in the past.		
Organization:	Role/Title and Dates of Service:	

Skills, experience and interests you will bring to the Board:

- | | |
|---|---|
| <input type="checkbox"/> Finance, accounting | <input type="checkbox"/> Community Service |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Public relations, communications |
| <input type="checkbox"/> Personnel, human resources | <input type="checkbox"/> Policy Development |
| <input type="checkbox"/> Grant writing | <input type="checkbox"/> Outreach, advocacy |
| <input type="checkbox"/> Administration, management | <input type="checkbox"/> Program evaluation |
| <input type="checkbox"/> Special events | <input type="checkbox"/> Education, instruction |
| <input type="checkbox"/> Nonprofit experience | <input type="checkbox"/> Other _____ |

Name: _____

Filing as:

Parent Member _____ Community Member _____

Do you have K-12/Business experience:

(A "Yes" response makes you eligible for designation as a K-12/Business Member but will not impact your eligibility as either a Parent or Community Member.)

Yes _____ If so, describe that experience:

No _____

Please list information about yourself. In addition, please describe why you want to be a Board Member for the Charleston Charter School for Math and Science. You may attach additional pages, including your resume, if necessary.

Please check those that apply:

- I have read and understand the Board responsibilities.
- I am able to attend the meetings of the Board on the third Monday of every month at 6:00 p.m. and the Annual Meeting on the third Monday of July.
- I will be able to attend the annual mandatory board training session as scheduled.
- In accordance with state law, I have not been convicted of a felony and I am eligible to serve on the Board of Directors. I understand that a background check will be performed upon submission of this form.
- I have never resigned from nor been removed from the CCSMS Board of Directors.

Signature

Date