

Advisory Boards

Act 754, Acts and Joint Resolutions of the General Assembly of S.C., 1952, p. 1905 et seq., states, "The Horry County Board of Education may appoint advisory boards of trustees." The Horry County Board of Education shall determine the size of advisory boards. Each advisory board shall consist of a minimum of five members.

Purposes of advisory boards

Advisory boards:

1. Provide a communication link between the community and the school;
2. Inform the school or District administration of pertinent personnel matters;
3. Provide the names of advisory board members from each high school attendance area to serve on a rotating basis on a District Appeal Board to hear appeals of decisions made by the District's hearing officers; and
4. Make recommendations concerning District policies.

Appointment and service of advisory board members

1. As the terms of members of the advisory boards expire, the school board may appoint successors. Appointments of advisory board members shall be for one-year or two-year terms so that the terms of approximately half of the members of an advisory board expire every other year.
2. The school board welcomes recommendations for appointment to advisory boards from all citizens from the area represented. The chairperson will appoint a school board member, usually the member living in that area, to receive recommendations and to advise the school board concerning the appointment. Final appointment will be by vote of the school board.
3. The term of each member appointed shall begin July 1 and shall end June 30 the last year of his/her term, or until a successor is appointed. In the event of a vacancy, the successor's term shall be made for the remainder of the unexpired term.
4. If a member of the advisory board fails to attend three consecutive meetings without a valid excuse, the school board may declare his/her place vacant and appoint a successor.
5. Members shall not serve more than four consecutive terms on an advisory board.
6. When practical, members appointed to the advisory boards shall be parents/guardians of children in one of the schools served by the advisory board.
7. One non-parent/guardian may be appointed to the advisory boards to serve for a one-year term or a two-year term.
8. Employees of the District, either full or part-time, are not eligible to serve as advisory board members.
9. Local advisory board members shall also serve on the School Improvement Council of one of the schools in their attendance area.
10. Members shall attend a training session to be held annually outlining duties and responsibilities of the office.

Responsibilities of advisory boards

1. To serve as liaison between the school(s) and community by assisting the principal(s) in providing the community with a positive image about the school(s) and keeping the principal(s) advised of community opinions about the school(s).
2. To receive reports concerning each school's student achievement indicators in academics and other important areas.
3. To visit each school in its area at least once per year in order to become familiar with programs offered by the school.
4. To provide one or more representatives from its membership to assist in selecting candidates for the Superintendent's consideration as a new principal.
5. To provide representatives from its membership for each high school attendance area to serve on a rotating basis on a District Appeal Board to hear the appeal of any decision made by a District hearing officer and to render a decision consistent with District policies.
6. To make recommendations as necessary concerning District policies through the District office representative assigned to the advisory board.
7. To develop a plan for communicating student achievement information and improvement strategies to business and community members throughout the attendance area.
8. To devise a plan for increasing business/community involvement.
9. To provide the Superintendent a copy of each advisory board meeting agenda with notations concerning action taken.

Meetings of advisory boards

Advisory boards must meet at least two times per school year and may meet more often as determined by the advisory boards and principals.

Notice of meetings of advisory boards

Advisory boards must give written public notice of their regular meetings at the beginning of each calendar year. The notice must include the dates, times, and places of such meetings. Agenda, if any, for regularly scheduled meetings must be posted on a bulletin board at the meeting place of the advisory board at least 24 hours prior to such meetings. Advisory boards must post on such bulletin board public notice for any called, special, or rescheduled meetings. Such notice must be posted as early as is practicable but not later than 24 hours before the meeting. The notice must include the agenda, date, time, and place of the meeting. This requirement does not apply to emergency meetings.

Advisory boards shall notify persons or organizations, local news media, or such other news media as may request notification of the times, dates, places, and agenda of all public meetings, whether scheduled, rescheduled, or called, and the efforts made to comply with this requirement must be noted in the minutes of the meetings.

Minutes of meetings

The secretary for the advisory board shall be responsible for keeping complete and accurate minutes of each meeting. The principals shall assist the advisory board secretaries in securing needed clerical assistance. The minutes shall include the following:

1. Date, time, and place of meeting;

2. Advisory board members present, members absent, and other persons present;
3. Action on the minutes of the last meeting shall be taken (either adopted or adopted with correction);
4. Old business – list each item discussed and action taken;
5. New business – list each item discussed and action taken; and
6. Adjournment.

The secretary shall complete the minutes, keep the original in the book of minutes of the advisory board, and present them for action at the next regular meeting of the advisory board. Corrections to the minutes shall be recorded in the minutes of the meeting in which they are corrected.

At appropriate times, agendas should include, but are not limited to:

1. Election of the following officers at the first meeting of each school year or as needed for replacing officers who resign:

Chairperson
Vice-Chairperson
Secretary

(no member of an advisory board shall serve as chairperson for more than three consecutive years);

2. Decision on time and place of advisory board meetings;
3. Information about time and place of each school's School Improvement Council meetings;
4. Report from principals on operation of schools, including plans for the future;
5. Review by principals of each school's State Report Card;
6. Development of a plan for communicating student achievement information and improvement strategies to business and community members throughout the attendance area;
7. Development of a plan for increasing business/community involvement;
8. Overview of the budget status from each principal;
9. Other items as suggested by advisory board members and principals.

Added to District Policies effective: 3-18-02. Revised: 9-3-03; 7-1-13; 10-12-15.