

# Carolina School for Inquiry

## Governance and Operation

### Governing Board

The Board of Directors is the governing body for Carolina School for Inquiry and is legally responsible for all matters regarding Carolina School for Inquiry. The Board sets policy, oversees long-range planning, ensures fiscal solvency, and supervises operational matters, including budgeting, curriculum, operating procedures, and community relations.

The charter school committee acts as governing board until such time a duly elected board shall be chosen. Within three weeks of the beginning of each school year, a special pre-election meeting attended by parents/guardians of enrolled children will be held to accept nominations for board members. Within two weeks after the close of nominations, parents/guardians will receive a ballot in the mail to elect a seven-member board of at-large members. A deadline for voting will be clearly stated on the ballot. At the first board meeting of the year, officers will be elected by the board. The elected governing board will be re-elected annually. The Board's focus is *strategic*.

The board:

- Establishes policies for governance in accordance with national, state, and local laws governing public charter schools in South Carolina,
- Adopts and upholds the mission, philosophy, and goals of Carolina School for Inquiry,
- Sets priorities (short and long term) for the successful operation of the school,
- Hires, evaluates, retains, and removes the school principal,
- Reviews and evaluates the academic and administrative achievements and progress toward annual goals,
- Reviews the financial statements, ensuring financial stability, budget viability, and state compliance,
- Is responsible for approving contracted services not limited to transportation, financial accounting, and legal services,
- Reviews and adjust pay scales, performance criteria, and discharging policies as required,
- Conducts periodic reviews of school guidelines regarding health, safety, civil rights, and disability rights requirements as needed, and adhere to the same requirements as are applied to all public schools operating in Richland School District One.
- Reviews documentation presented by principal ensuring that all applicants have met certification requirements and applicable background investigations, and
- Maintains accurate, up-to-date records of the business conducted at all Board Meetings.

## **Administrative Structure**

The board will delegate to the principal the authority for the management and execution of day-to-day school activities, including management of personnel and instructional leadership. The principal serves as the liaison between the Board and the school.

A job description follows.

- Establishes and maintains clear communication with all constituencies, including employees, school board, and Richland District One authorities.
- Serves as the school's instructional leader, implementing a curriculum based on "best practices" that is aligned with standards of the South Carolina State Department of Education.
- Oversees assessment processes that monitor student learning and drive on-going curricular and instructional designs.
- Plans, implements, and oversees the school budget, providing sound fiscal management.
- Supervises the preparation and implementation of the master schedule.
- Ensures that accurate and current student records are maintained according to the established recordkeeping format.
- Supervises and evaluates all school faculty and staff, conducting frequent observations of the instructional process.
- Plans and leads the school's professional development activities in collaboration with the teaching staff.
- Assists the board in the recruitment, selection, training, and supervision of faculty and staff.
- Stays abreast of current research in education in general and inquiry methodology in particular.
- Is continually sensitive to the needs of children and families, participating in school events and maintaining a high level of visibility in the school community.
- Takes responsibility for school compliance with state and federal laws from applicable jurisdictions.
- Carries out all duties that may be assigned by the board of directors.

An administrative assistant will be hired full-time whose duties will be to carry out the instructions of the board and the principal. The board will be trained on the meaning of the Freedom of Information Act and will comply with all related regulations regarding staff and student records,