



# **State Charter Schools Foundation**

## **Board of Directors**

### **MEETING AGENDA**

January 29, 2020, 2:00 p.m.

SCSC Conference Room

State Charter Schools Foundation of Georgia  
508 Twin Towers West, 205 Jesse Hill Jr. Drive, Atlanta, Georgia 30334

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#### **I. Welcome, Johnna Robinson**

- a. Call to order

#### **II. Board Governance, Johnna Robinson**

- a. Vote to approve minutes from September 2019 Board meeting
- b. Presentation of 2020 quarterly Board meeting dates
- c. Presentation of amended bylaws
- d. Nominations for vacant Vice Chair position
- e. Revised Policy and Procedures Manual
  - 1. Discussion
  - 2. Vote to approve

#### **III. Financial Report, Chris Sears**

- a. Budget versus actual report
- b. Balance sheet
- c. New financial services provider, Doug Erwin

#### **IV. President's Report, Michele Neely**

- a. Presentation of 2020 Implementation Plan and update on current initiatives
- b. Opportunities for board engagement
  - 1. Sponsorship of initiatives
  - 2. In-kind donations (focus on school awards)
  - 3. Introductions to potential donors, supporters, communication channels
  - 4. School visits/presentation of awards

#### **V. New Business**

- a. Acceleration Fund – crowd funding and grant program for schools
  - 1. Discussion (see attachments)
  - 2. Vote to approve

#### **VI. Adjournment**



# STATE CHARTER SCHOOLS FOUNDATION

## BOARD OF DIRECTORS

### MEETING MINUTES

September 27, 2019 at 1:00pm

State Charter Schools Foundation of Georgia  
205 Jesse Hill Jr. Drive, Suite 1470B Twin Towers East, Atlanta, Georgia 30334

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1. Chairwoman, Johnna Robinson called the meeting to order at 1:04 p.m.
2. In attendance via conference call were Johnna Robinson, Chris Sears, Erin Hames, Jonathan Tugman, and Lauren Holcomb. Brittany Molinaro, SCSF consultant, was also on the call.
3. Ms. Robinson asked for a motion to approve the meeting minutes from May 31, 2019. Ms. Hames moved and Mr. Sears made a second. The minutes were unanimously approved.
4. The Board reviewed the proposed Executive Committee (November 15) and Board Meeting (December 13) dates. Due to a few conflicts, the board asked to vet other times. A Doodle Poll will be sent when the new President is in place.
5. Mr. Sears reviewed the financial report which included the FY19 budget to actual and balance sheet. All line items are on or below budget. There is a projected savings in the President's salary due to the timing of hire. There were no further questions from the Board.
6. Ms. Holcomb gave an update on the State Charter Schools Commission. She announced the appointment of the two new commissioners: Buzz Brockway, who was appointed by the Speaker of the House of Representatives and replaced Jimmy Hogg, and Hunter Hill, who was appointed by Governor Brian Kemp and replaced Clara Keith. The Commission is delighted to welcome both. Ms. Holcomb reviewed the most recent petition cycle which was the largest ever with 21 petitions submitted. 8 new schools were approved including one in the Albany area, one in Savannah and one in Sumpter county. 3 schools that were scheduled to open in 2019 had to defer due to facility issues, but will open in the 2020-2021 school year. Ms. Holcomb announced that Gregg Stevens, former General Counsel and interim Executive Director, has transitioned to Foothills Education Charter High School. The Commission is currently searching for his replacement. Lastly, Ms. Holcomb reviewed a newly released report from the [National Association of Charter School Authorizers](#) (that had been previously sent to the Board) which discussed Georgia's growing and diverse charter sector driven by the State Charter Schools Commission.
7. Ms. Hames, Vice Chair and member of the Leadership selection committee, gave an update on the Foundation's President search and made a recommendation for hire. The Foundation reposted the position for the month of August and advertised the opportunity with Work for Good, Georgia Dept. of Education, Georgia Charter Schools Association, and on the SCSC and SCSF websites and social media. Over 40 applicants applied. The search committee reviewed and vetted all candidates and narrowed it down to 3 finalist who were interviewed by the



selection committee. After careful thought and consideration, the selection committee recommends to extend the President position to Michele Neely. Ms. Hames moved and Mr. Tugman made a second. The board unanimously approved the hiring of Ms. Neely.

8. There was no executive session.
9. There were no public comments.
10. Ms. Robinson adjourned the meeting.



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## **Board of Directors Meetings - 2020**

All board meetings for the State Charter Schools Foundation of Georgia (SCSF) are held at 2:00 p.m. in the State Charter Schools Commission Board Room, 5<sup>th</sup> Floor, Twin Towers West.

**January 29<sup>th</sup>**

**April 29<sup>th</sup>**

**July 29<sup>th</sup>**

**October 28<sup>th</sup>**

## **Executive Committee Meetings**

The Executive Committee of the SCSF meets via conference call. For conference call information, please email [mneely@scsfga.org](mailto:mneely@scsfga.org).

**January 21, 11:30 a.m.**

**February 21, 1:30 p.m.**

**March 20, 1:30 p.m.**

**April 24, 1:30 p.m.**

**May 22, 1:30 p.m.**

**June 19, 1:30 p.m.**

**July 24, 1:30 p.m.**

**August 21, 1:30 p.m.**

**September 25, 1:30 p.m.**

**October 23<sup>rd</sup>, 1:30 p.m.**

**November 13, 1:30 p.m.**

# **BYLAWS OF THE STATE CHARTER SCHOOLS FOUNDATION OF GEORGIA, INC.**

**INCORPORATED UNDER THE LAWS OF THE STATE OF GEORGIA**

**ADOPTED JULY 8, 2015**

**AMENDED SEPTEMBER 21, 2017**

**AMENDED NOVEMBER 8, 2017**

**AMENDED JUNE 28, 2018**

**AMENDED JANUARY 21, 2020**

**BYLAWS**  
**OF**  
**THE STATE CHARTER SCHOOLS FOUNDATION OF GEORGIA, INC.**

**Incorporated under the laws of the State of Georgia**

**ARTICLE ONE**  
**Name, Location, and Offices**

**1.1 Name.** The name of this corporation shall be “STATE CHARTER SCHOOLS FOUNDATION OF GEORGIA, INC.” hereinafter referenced as (“Corporation”).

**1.2 Registered Office and Agent.** The Corporation shall maintain a registered office in the State of Georgia, and shall have a registered agent whose address is identical with the address of such registered office, in accordance with the requirements of the Georgia Nonprofit Corporation Code.

**1.3 Other Offices.** The principal office of the Corporation shall be located at the offices of the State Charter Schools Commission of Georgia (“SCSC”) in Atlanta, Georgia. The Corporation may have other offices at such place or places, and may conduct its affairs, within or outside the State of Georgia, as the Board of Directors may determine from time to time or the affairs of the Corporation may require or make desirable.

**ARTICLE TWO**  
**Purposes, Governing Instrument, and Operating Principles**

**2.1 Nonprofit Corporation.** The Corporation shall be organized and operated as a nonprofit corporation under the applicable provisions of the Georgia Nonprofit Corporation Code. The Corporation shall have no members.

**2.2 Charitable Purposes.** The Corporation is a voluntary association of individuals and organizations the purposes of which, as set forth in the articles of incorporation, are exclusively charitable within the meaning of section 501(c) (3) of the Internal Revenue Code. While the Corporation’s primary charitable purpose shall be to advance education by actively seeking supplemental revenue and in-kind goods, services and property to promote charter schools with the support of the general public and the State Charter Schools Commission of Georgia and other governmental units, the corporation may engage in other activities that are consistent with state law within and subject to the limitations of section 501(c)(3) of the Internal Revenue Code.

Should the Corporation dissolve, the Board of Directors, shall, after paying or making provision for payment of all of the liabilities, dispose of all of the assets of the Corporation by distributing

those assets to the SCSC or to any successor to the commission, or failing such succession, to the State of Georgia.

**2.3 Governing Instruments.** The Corporation shall be governed by its Articles of Incorporation, these bylaws, and the rules and regulations adopted pursuant thereto by the Board.

**2.4 Operating Principles.** The operation of the corporation shall be guided by the following principles:

- (a) The Corporation shall have a strategic plan to support and promote charter schools in Georgia.
- (b) The Corporation shall remain current with accounting and investment practices and ensure that it follows sound financial policies, practices, and procedures.
- (c) The Corporation shall have established policies to ensure that all activities are conducted in an open and responsible manner.
- (d) The Corporation shall be accountable and transparent and disclose the following:
  - Each independent audit;
  - The annual report of fundraising activities and results;
  - Operating budget;
  - Policies on disbursements, including expenditure policies, investment policies, cost of fundraising, and policies regarding the establishment of fundraising priorities; and
  - All information required to be disclosed pursuant to O.C.G.A. § 20-2-2092.
- (e) The Corporation's policies and procedures shall embrace ethical standards to ensure that no conflict of interest occurs between its members and the activities of the Corporation.
- (f) Meetings of the Board shall be open to the extent provided by the Georgia Open Meetings laws (O.C.G.A. 50-14-1 through 50-14-6).

### **ARTICLE THREE**

#### **Board of Directors**

#### **3.1 Authority and Responsibility of the Board.**

The governing body of the Corporation shall be the Board, which shall manage the affairs of the corporation, shall determine its policies, shall actively prosecute its purposes and objectives, and shall supervise the management and disbursement of its funds. The Board may adopt such rules

and regulations for the conduct of its business and the business of the Corporation, and appoint such committees as it shall deem advisable.

- (a) The Board shall not permit any part of the net earnings or capital of the Corporation to inure to the benefit of any member, director, officer, trustee, or other private person or individual.
- (b) The Board is authorized to employ such person or persons, including an executive director or officer, accountants, attorneys, and other advisors or agents as are necessary or desirable for the administration and management of the Corporation and to pay reasonable compensation for the services performed and expenses incurred by any such person or persons.

**3.2 Board of Directors.** The Board of Directors (the “Board”) shall consist of not less than three (3) nor more than thirteen (13) members. The then serving Chair of the State Charter Schools Commission of Georgia and then serving Executive Director of the State Charter Schools Commission of Georgia shall serve as Directors by virtue of their office. The Chair of the State Charter Schools Commission may appoint a Commissioner to serve in his/her place as a Director of the Foundation for a one-year (1) term, which shall be reviewed and renewed for up to three (3) consecutive one-year terms.

**3.3 Manner of Election and Term of Office.** Except for the initial Directors identified in the Articles of Incorporation and the Chair of the State Charter Schools Commission of Georgia and Executive Director of the State Charter Schools Commission of Georgia, all Directors shall be elected by a majority of all the Directors then in office. Each Director shall serve for a term of three (3) years or until a successor has been duly elected and qualified. Directors shall be limited to uninterrupted Board membership of three (3) three-year terms, with the following exceptions: a) the immediate past Chair shall continue as a member of the Board of Directors for one (1) year following his or her service as the Chair without regard to the number of his or her prior consecutive terms as a Chair; and b) an initial appointment as a Director to serve the remainder of an unexpired term shall not count toward the three consecutive terms limit. Each Director elected to fill a vacancy or the unexpired term of a Director no longer serving shall take office as of the close of the meeting at which he or she was elected, and shall serve for the remainder of such unexpired term. The term of each Director shall begin upon approval by the Board and shall continue for three (3) years, and until his or her successor shall have been elected and shall have qualified or until his or her earlier death, resignation, retirement, disqualification, or removal.

**3.4 Removal Without Cause** Any Director, except for the Chair of the State Charter Schools Commission of Georgia and Executive Director of the State Charter Schools Commission of Georgia, may be removed without cause at any regular or special meeting of the Board, by the affirmative vote of a two-thirds vote of all the Directors then in office if at least 30 days’ prior notice of intention to act upon such matter shall have been given in the notice calling such meeting.

**3.5 Removal With Cause** Any Director, including the Chair of the State Charter Schools Commission of Georgia and Executive Director of the State Charter Schools Commission of

Georgia, may be removed with cause at any regular or special meeting of the Board, by the affirmative vote of a two-thirds vote of all the Directors then in office if at least five (5) days' prior notice of intention to act upon such matter shall have been given in the notice calling such meeting. Cause to remove a Director includes, but is not limited to: a Director's breach of any material duty or obligation under the Corporation's Articles of Incorporation, Bylaws, Code of Ethics, Conflict of Interest Policy, or other rules or regulations adopted by the Board; a Director's conviction or plea of guilty or nolo contendere to any misdemeanor (other than traffic violations), felony, or any crime involving fraud, dishonesty, or misappropriation; a Director's willful or reckless behavior that causes or will cause material harm to the Corporation, its reputation or mission.

**3.6 Resignation.** Any Director may resign from service upon written notice to the Chair or at any meeting of the Board.

**3.7 Vacancies.** Any vacancy in the Board may be filled for the unexpired term at any meeting of the Board.

**3.8 Compensation.** No Director shall receive compensation for service on this Board, but may receive reimbursement for all ordinary and necessary expenses incurred in connection with the corporation's business.

## **ARTICLE FOUR**

### **Officers**

**4.1 Number and Qualifications.** The officers of the Corporation shall consist of a Chair, who shall be the Chief Executive Officer, a Vice Chair, and a Treasurer, who shall be the Chief Financial Officer and Secretary, and such other officers and assistants as the Board may from time to time elect, all with such duties and powers as the Board may establish from time to time, and all of whom shall serve at the pleasure of the Board.

**4.2 Election and Term of Office.** Each officer of the corporation shall be elected by the Board by a majority of all the Directors then in office and shall serve for terms of one (1) year, and until such officer's successor has been elected and qualified.

**4.3 Chair.** The Chair shall serve as the Chief Executive Officer of the Corporation and shall preside, when present, at all meetings of the Board. The Chair shall serve as a voting member, *ex officio*, of all committees. The Chair shall perform such other duties and have such other authority and powers as the Board may from time to time prescribe.

**4.4 Vice Chair.** The Vice Chair shall, in the case of the absence or disability of the Chair, preside at meetings of the Board.

**4.5 Treasurer.** The Treasurer shall, directly or through assistants or a contracted accountant, have custody of the Corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements of the Corporation and shall deposit all monies and other valuables in the name and to the credit of the Corporation into depositories designated by the Board,

shall carry out such other duties as are customary for the treasurer of a Corporation and such other duties as may be assigned from time to time by the Board.

**4.6 Secretary.** The Secretary shall be responsible for maintaining all official records for the State Charter Schools Foundation.

## **ARTICLE FIVE**

### **Committees of Directors**

**5.1 Executive Committee.** The Executive Committee of the Board shall consist of up to five (5) Directors, including, the Chair, Vice Chair, Treasurer/Secretary of the corporation, the Chair of the State Charter Schools Commission of Georgia (or his/her appointee from the Commission), and the Executive Director of the State Charter Schools Commission of Georgia. The Executive Committee shall, to the extent provided in such resolution and permitted by Georgia law, have and exercise the authority of the Board in the management of the affairs of the corporation between meetings of the Board, and shall promptly report in writing to each member of the Board all such actions taken or approved by the Executive Committee.

**5.2 Other Committees.** The Board may provide from time to time for such other committees, as it deems necessary or desirable.

## **ARTICLE SIX**

### **Meetings of the Board of Directors**

**6.1 Place of Meetings.** Meetings of the Board may be held at any place within or outside the State of Georgia.

**6.2 Regular Meetings: Notice.** Regular meetings of the Board may be held from time to time at such times and at such places as the Board may prescribe, and shall be held at least once each fiscal year. Notice of the time and place of each such regular meeting shall be given by the Corporation in a manner that is consistent with the requirements of O.C.G.A. § 50-14-1.

**6.3 Special Meetings: Notice.** Special meetings of the Board may be called by or at the request of the Chair or by any two of the Directors in office at that time. Notice of the time and place of each such special meeting shall be given by the Corporation in a manner that is consistent with the requirements of O.C.G.A. § 50-14-1.

**6.4 Waiver.** Notice of any meeting may be waived by a Director at any time provided the Corporation acts in a manner consistent with the requirements of O.C.G.A. § 50-14-1.

**6.5 Quorum.** One half of the Directors then in office shall be necessary to constitute a quorum for the transaction of business of the Board. A majority of Members then on a Committee shall be necessary to constitute a quorum for business of Committees, including the Executive

Committee.

**6.6 Vote Required for Action.** Except as otherwise provided in these bylaws or by law, the Directors shall act by the vote of a majority of the Directors present at a meeting.

**6.7 Action by Directors Without a Meeting.** Except as otherwise provided by law, any action required or permitted to be taken at a meeting of the Board or any of its committees may be taken by unanimous written consent of all of the Directors, or of the action of a committee, by all members of such committee. The Corporation shall maintain the unanimous written consent of all actions by Directors without a meeting in the same manner as minutes of meetings of the Board or its committees.

**6.8 Participation by Telephone.** Directors may participate in any meeting of the Board or of any of its committees by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in such a meeting shall constitute presence in person at the meeting.

**6.9 Proxy.** Directors may not participate in meetings of the Board or of any of its committees by proxy.

**6.10 Rules.** The Board and each committee may establish its own rules of procedure consistent with these Bylaws. The rules contained in the 11<sup>th</sup> Edition of *Robert's Rules of Order* shall generally govern the conduct of meetings of the Board and its committees; however strict adherence to *Robert's Rules of Order* shall not be required for the conduct of meetings.

**6.11 Conflict of Interest.** The Board shall adopt and its members, the officers and employees of the Corporation shall abide by, policies to protect the interest of the Corporation in transactions or arrangements which might personally benefit any such Board member, officer or employee.

## **ARTICLE SEVEN**

### **Advisory Council**

**7.1 Appointment.** The Board may appoint such persons as it reasonably deems necessary or desirable to act as the Advisory Council of the Corporation. The Advisory Council should consist of individuals whose integrity, capability, experience, knowledge of the communities and institutions served by the corporation, and community standing will help the Board carry out its functions. The number of persons appointed to constitute the Advisory Council shall be determined in the sole discretion of the Board.

**7.2 Purpose.** It shall be the function and purpose of the Advisory Council to advise the Board on matters relating to the business and affairs of the Corporation, and to consult with the Directors with regard to projects or activities which the Corporation may undertake, consistent with its exempt purposes and in furtherance of its goals and objectives.

## **ARTICLE EIGHT**

### **Distributions and Disbursements**

**8.1 Distributions and Disbursements.** The Board, not less frequently than annually, shall (a) determine all distributions to be made from net income and principal of the Corporation (including funds held by Directors, custodians, or agents of the Corporation, and including any grants received by the Corporation for particular purposes) pursuant to provisions of the articles of incorporation, these bylaws, and the donors' directions if and to the extent applicable as provided herein; (b) make, or authorize and direct the respective Directors, custodians, or agents having custody of funds of the Corporation to make, payments to organizations or persons to whom payments are to be made, in such amounts and at such times and with such accompanying restrictions, if any, as it deems necessary to assure use for the charitable purposes and in the manner intended; and (c) determine all disbursements to be made for administrative expenses incurred by the Corporation and direct the respective Directors, custodians, or agents having custody of funds of the corporation as to payments thereof and funds to be charged.

**8.2 Vote Required for Determinations.** All such determinations shall be made by the affirmative vote of a majority of Directors present at a meeting duly called.

**8.3 Grants and Expenditures.** The Board shall receive requests for grants, gather and analyze facts and conduct such investigation and research as from time to time may be necessary or desirable in order to determine the most effective schools/agencies and means for carrying out the charitable purposes and functions of the Corporation, and may direct disbursement for such fact gathering and analysis, investigation, and research from funds given for such purposes or from funds given without designation as to purpose. Disbursements for other proper administrative expenses incurred by the Board, including salaries for such professional and other assistance as it from time to time deems necessary or desirable, shall be directed to be paid so far as possible, first from any funds designated for such purposes, and any balance out of income of the funds of the corporation or such of its principal as is not specifically restricted against such use.

## **ARTICLE NINE**

### **Contracts, Checks, Deposits and Funds**

**9.1 Contracts.** The Board may authorize any officer or officers, agent or agents of the Corporation, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation.

**9.2 Checks, Drafts, Notes, Etc.** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents, of the Corporation and in such other manner as may from time to time be determined by resolution of the Board. In the absence of such determination by the Board, such instruments shall be signed by the Treasurer and countersigned by the Chair or Vice Chair of the Corporation.

**9.3 Deposits.** All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board may select.

**9.4 Gifts.** The Board may accept on behalf of the Corporation any contribution, gift, or bequest, as set forth in O.C.G.A. § 20-2-2092.

## **ARTICLE TEN**

### **Indemnification and Insurance**

**10.1 Indemnification.** In the event that any person who was or is a party to or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, seeks indemnification from the corporation against expenses, including attorneys' fees (and in the case of actions other than those by or in the right of the Corporation, judgments, fines and amounts paid in settlement), actually and reasonably incurred by him or her in connection with such action, suit, or proceeding by reason of the fact that such person is or was a director, officer, employee, trustee, or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee, trustee, or agent of another corporation domestic or foreign, nonprofit or for profit, partnership, joint venture, trust, or other enterprise, then, unless such indemnification is ordered by a court, the Corporation shall determine, or cause to be determined, in the manner provided under Georgia law whether or not indemnification is proper under the circumstances because the person claiming such indemnification has met the applicable standards of conduct set forth in Georgia law; and, to the extent it is so determined that such indemnification is proper, the person claiming such indemnification shall be indemnified to the fullest extent now or hereafter permitted by Georgia law. Indemnification by the Corporation shall not be construed as indemnification by the SCSC.

**10.2 Indemnification Not Exclusive of Other Rights.** The indemnification provided in Section 11.1 above shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under the articles of incorporation or bylaws, or any agreement, vote of members or disinterested Directors, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a director, officer, employee, trustee or agent, and shall inure to the benefit of the heirs, executors, and administrators of such a person.

**10.3 Advancement of Expenses of Directors and Officers.** The Corporation shall, in advance of final disposition, pay for or reimburse the reasonable expenses incurred by a Director, officer, or other person specified in Section 11.1 above who is a party to a proceeding if:

- (a) The Director or officer furnishes the Corporation a written affirmation of such person's good faith belief that he or she has met the standard of conduct set forth in Section 11.1 above; and
- (b) The Director or officer furnishes the Corporation a written undertaking, executed personally or on his or her behalf to repay any advances if it is

ultimately determined that he or she is not entitled to indemnification. Such written undertaking must be an unlimited general obligation of the person but need not be secured and may be accepted without reference to financial ability to make repayment.

**10.4 Insurance.** The Corporation shall obtain and maintain errors and omissions liability coverage insurance in an amount not less than \$1,000,000. To the extent permitted by Georgia law, the corporation may purchase and maintain additional insurance on behalf of any person who is or was a director, officer, employee, trustee, or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee, trustee or agent of another corporation, domestic or foreign, nonprofit or for profit, partnership, joint venture, trust or other enterprise.

## **ARTICLE ELEVEN**

### **Miscellaneous**

**11.1 Nondiscrimination.** The Corporation, its Board, and its employees shall not discriminate on the basis of race, color, creed, national or ethnic origin, gender, sexuality, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status. All environments shall be free from unlawful forms of discrimination, harassment and retaliation.

**11.2 Books and Records.** The Corporation shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of the Board and committees having any of the authority of the Board. The Corporation shall keep at its registered or principal office a record giving the names and addresses of the Directors and any other information required under Georgia law.

**11.3 Corporate Seal.** The corporate seal (of which there may be one or more exemplars) shall be in such form as the Board may from time to time determine.

**11.4 Fiscal Year.** The Board is authorized to fix the fiscal year of the corporation and to change the same from time to time as it deems appropriate, and unless otherwise so fixed the fiscal year shall be the fiscal year ending each June 30<sup>th</sup>.

**11.5 Internal Revenue Code.** All references in these bylaws to sections of the Internal Revenue Code shall be considered references to the Internal Revenue Code of 1986, as from time to time amended, to the corresponding provisions of any applicable future United States Internal Revenue Law, and to all regulations issued under such sections and provisions.

**11.6 Relationship of Debt to the State.** No debts, bonds, notes, or other obligations incurred by the Corporation shall constitute an indebtedness or obligation of the State of Georgia nor shall any act of the Corporation constitute or result in the creation of an indebtedness of the State.

**11.7 Restriction on Authority.** The Corporation shall not perform any governmental function or exercise any regulatory powers of the government. The Corporation shall not have the

authority to incur long-term or short-term indebtedness but may incur short-term credit obligations. No holder or holders of such bonds, notes, or other obligations shall ever have the right to compel any exercise of the taxing power of the State of Georgia or to enforce the payment thereof against the state. Neither the Corporation nor the Board on its behalf shall engage in any political activity whatsoever and shall refrain from all lobbying activities. The Corporation shall not have the authority to take any action that will result in a substantial private benefit to any interested or disinterested person. The Corporation shall not have the authority to take any action that will result in the Corporation's earnings inuring to benefit of any founder, officer, director, any individual with control or influence over the Corporation during the past five years or the immediate family members or affiliated companies of such persons.

## **ARTICLE TWELVE**

### **Amendments**

**12.1 Power To Amend Bylaws.** The Board shall have the power to alter, amend, or repeal these bylaws or adopt new bylaws, provided that such amendment shall not result in a loss or change of the Corporation's tax-exempt status. Any such amendment shall be adopted by a two-thirds vote of all Directors then holding office after at least thirty (30) days' notice of any such proposed amendment.

**12.2 Power To Amend Articles of Incorporation.** The Board shall have the power to alter, amend, or adopt new Articles of Incorporation, provided that such amendment shall not result in a loss or change of the Corporation's tax-exempt status. Any such amendment shall be adopted by a two-thirds vote of all Directors then holding office after at least thirty (30) days' notice of any such proposed amendment.

**12.3 Conditions.** No vote to alter, amend, repeal, or adopt new bylaws or Articles of Incorporation may be taken without the Chair of the State Charter Schools Commission of Georgia or his or her designee being present for the vote in his or her capacity as Director.

**12.4 Veto.** The Chair of the State Charter Schools Commission of Georgia or his or her designee, serving in his or her capacity as a Director of the Corporation, shall have the authority to veto any alteration, amendment, repeal, or adoption to the Corporation's bylaws or Articles of Incorporation provided that the exercise of that authority occurs at the same meeting at which such action is approved by the Board.

## **ARTICLE THIRTEEN**

### **Tax-Exempt Status**

**13.1 Tax-Exempt Status.** Notwithstanding any other provision of these bylaws, the affairs of the Corporation at all times shall be conducted in such a manner as to assure its status as a tax-exempt organization as defined by the Internal Revenue Code.

**ARTICLE FOURTEEN**  
**Adoption of Bylaws**

**14.1 Adoption of Bylaws.** The State Charter Schools Foundation of Georgia, Inc. was organized under the laws of the State of Georgia on July 8, 2015. These bylaws were originally adopted by resolution of the Initial Board of the corporation on July 8, 2015, and became effective as of the completion of incorporation.

**APPROVED:**

\_\_\_\_\_  
**JOHNNA ROBINSON**  
**Chair**

**STATE CHARTER SCHOOLS**  
**FOUNDATION OF GEORGIA, INC.**

**ATTEST:**

\_\_\_\_\_  
**LAUREN HOLCOMB**  
**Board Member**

## LOG OF AMENDMENTS

Date	Section	Amendment Description
9/21/2017	3.2 Board of Directors	Amended to increase the allowable Board Member limit from nine (9) members to an upper limit of thirteen (13) members. Approved in BOD meeting on 9/21/17 with Chair Tom Lewis.
11/8/2017	3.3 Manner of Election and Term in Office	Amended to limit terms to three consecutive, three-year terms in office. Approved in BOD meeting on 11/8/17 with Chair Tom Lewis
6/28/2018	3.2 Board of Directors	Amended to allow the Chair of the Commission to appoint a Commissioner to serve in his/her place
6/28/2018	5.1 Executive Committee	Amended to allow the Chair of the Commission to appoint a Commissioner to serve in his/her place  Amended to include the Vice Chair and Treasurer as Officers of the Board in the Executive Committee
6/28/2018	Delete Article 8	Repeat information of current Article 5
01/21/2020	3.2 Board of Directors	Amended to remove the requirement for the board to set a “precise number of Directors.”
01/21/2020	3.3 Manner of Election and Term of Office	Amended to change start of term of Directors to take place upon Board approval instead of start of fiscal year and continue for three consecutive years.
01/21/2020	4.1 Number and Qualifications (of Officers)	Amended to include a Secretary, which is required by Georgia corporate registration. Further amended to appoint the Treasurer as Chief Financial Officer and Secretary
01/21/2020	Add 4.6 Secretary	Amended to add Secretary with the responsibility of maintaining official records.
01/21/2020	5.1 Executive Committee	Amended to define members of the Executive Committee – Chair, Vice Chair, Treasurer/Secretary, Chair (or appointee) of SCSC, Executive Director of SCSC.
01/21/2020	6.5 Quorum	Amended to specify quorum for the business of committees as a majority.
01/21/2020	12.3 Conditions	Amended to specify that the Chair of the SCSC may allow a designee to act on his or her behalf.
01/21/2020	12.4 Veto	Amended to specify that the Chair of the SCSC may allow a designee to act on his or her behalf.



# **Operational Policy & Procedures Manual**

**DRAFT January 2020**

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## **Purpose**

The State Charter Schools Foundation of Georgia (SCSF) Operating Policy Manual governs the actions of SCSF directors, employees, and volunteers in performance of their duties on behalf of the SCSF. The following policies memorialize the standards that guide each SCSC representative in fulfilling his or her duties on behalf of the SCSF. To ensure constant and unwavering integrity of the SCSF, the SCSF Board of Directors is committed to holding all directors, employees, and volunteers accountable for adherence to these policies. The violation of any of these policies may result in reprimand by the SCSF, the removal from the SCSF Board of Directors in the case of a director, dismissal in the case of an employee, or the revocation of authority in the case of a volunteer.

## **Definitions**

For the purpose of these policies, “director” refers to those individuals serving on the SCSF Board of Directors, “employee” refers to those individuals who receive compensation for their time and effort, and “volunteer” refers to those individuals who are authorized to act on behalf of the SCSF by the SCSF Board of Directors or President but do not receive compensation. The term “volunteer” includes those serving as directors. The term “SCSF representative” refers to directors, employees, and volunteers.

## **Organization**

The State Charter Schools Foundation of Georgia, Inc. is an independent nonprofit organization incorporated in the State of Georgia, recognized with a 501(c)(3) designation by the IRS. The SCSF was founded to help the State Charter Schools Commission of Georgia (SCSC) further the mission of high-quality education choices for children in Georgia regardless of their zip code, as codified in O.C.G.A. § 20-2-2092. The SCSC provides material support for the SCSF, and although the SCSF acts in cooperation with the SCSC, the SCSF has its own Board of Directors and acts under its own distinct mission and vision. Two standing board members of the SCSF are associated with the SCSC – the SCSC Executive Director and the SCSC Chair or designee.

## **Mission**

Our mission is to support high quality sustainable state charter schools serving children throughout Georgia by leveraging resources to help schools launch, build capacity, and grow.

## **Policies of General Applicability**

### **Equal Opportunity**

The SCSF does not discriminate on the basis of race, color, creed, national or ethnic origin, gender/gender identification, sexuality, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status in the conduct of its programs and services, including hiring and employment practices and grantmaking activities.

### **Roles and Responsibilities**

The SCSF is focused on benefiting the public interest by leveraging resources, including financial, in-kind, and technical support, for new and existing state charter schools in Georgia in order to advance high-quality education for Georgia’s children. SCSF directors uphold a professional decorum in the conduct of all official activities. The authority of the SCSF is vested in the SCSF Board of Directors as a whole and not in its individual directors, and no SCSF Director has authority apart from the SCSF. The SCSF sets the overall

policy and direction of the Foundation and holds the President (compensated leader) accountable for the implementation of the same.

### **General Decorum**

SCSF representatives will maintain the highest degree of professionalism while serving the SCSF, demonstrating a willingness to support the mission and Strategic Goals of the SCSF. All SCSF representatives will demonstrate respect and integrity while carrying out the duties and activities of the SCSF.

### **Use of Resources**

SCSF representatives shall utilize the resources of the SCSF only to further the SCSF's mission and purpose. This includes, but is not limited to, the use of information technology resources, goods or services purchased by the SCSF, or the use of volunteers.

### **Conflict of Interest Policy**

#### **Definitions**

- **Employer:** the entity or entities through which an SCSF director, employee, or volunteer maintains full or part-time employment outside of his or her service for the SCSF.
- **Family Member:** a spouse, parent, grandparent, child, brother, sister, uncle, aunt, nephew, niece, first cousin, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother, or half-sister.
- **Gift:** anything of value exceeding \$25.00, including, but not limited to, food, lodging, transportation, personal services, gratuities, subscriptions, memberships, trips, loans, extensions of credit, forgiveness of debts, or advances or deposits of money.
- **Value:** the actual retail price or cost attributable to a gift, less applicable taxes and gratuities or a reasonable estimate based on customary charges for like goods or services in the locality.

#### **No Conflicts of Interest**

SCSF directors, employees, and volunteers shall make every effort to avoid even the appearance of a conflict of interest. An appearance of a conflict exists when a reasonable person would conclude from the circumstances that the individual's ability to perform his or her duties for the SCSF is compromised by personal or financial interests. An appearance of a conflict may exist even in the absence of a true conflict of interest. The personal or financial interest that may conflict with the public interest or performance of fiduciary duties of the SCSF director, employee, or volunteer may be his or her own personal or financial interest, or that of a family member or employer. Examples of conflicts of interests include, but are not limited to, a family member's employment by a prospective grantee; an employer's partnership with a charter school; and holding personal knowledge of matters not known to the SCSF as a result of the proceeding.

#### **Recusal in the Presence of a Possible Conflict**

An SCSF director, employee, or volunteer shall recuse himself or herself from any proceeding in which his or her impartiality might reasonably be questioned due to his or her personal or financial interest in the matter. If an individual is uncertain whether the interest justifies recusal, he or she shall disclose the interest to the SCSF Chair. The SCSF Chair shall then determine the extent to which recusal is required to avoid the appearance of a conflict of interest. If the SCSF Chair is the individual for which a determination of recusal is required, the SCSF Vice Chair shall make the determination.

An SCSF director, employee, or volunteer shall inform the SCSC Chair of the existence of any conflict of interest or the possibility of an appearance of a conflict of interest as soon as the conflict or appearance arises. Failure to do so is grounds for remediation by the SCSF, which may include censure, removal from his or her duties, or referral to the appropriate authorities for legal prosecution.

If an SCSC director, employee, or volunteer must recuse himself or herself from a proceeding to avoid a conflict of interest, the individual must refrain from any participation on the matter entirely. Examples of inappropriate participation other than voting includes, but is not limited to, providing a statement of support or opposition or urging the remaining directors, employees, or volunteers to take a specific action.

Under certain circumstances, a conflict may be so pervasive and severe that recusal from a matter will not resolve a conflict of interest or avoid the appearance of a conflict of interest. A conflict of interest or the appearance of a conflict of interest that creates the reasonable perception that an SCSF director, employee, or volunteer cannot faithfully perform his or her duties in matters in which the conflicting interest is not present cannot be resolved through recusal. Additionally, a conflict of interest or the appearance of a conflict of interest that creates the reasonable perception that the SCSF as a whole cannot faithfully serve state charter schools effectively cannot be resolved through recusal. In such circumstances, an SCSF director, employee, or volunteer may resign his or her office or be referred to the SCSF Chair for removal in accordance with the SCSF bylaws.

#### **No Personal Benefit**

Except as provided in the paragraph below, no SCSF director, employee, or volunteer, nor any person on his or her behalf, will accept, directly or indirectly, any gift for his or her personal benefit from any person with whom the individual acts on official SCSF business, including, without limitation, lobbyists and vendors. If a gift is accepted, the SCSF director, employee, or volunteer accepting the gift shall provide the gift to the President for the gift to be returned to the donor or transferred to a charitable organization at the direction of the SCSF board. This paragraph shall not apply to gifts given to or accepted by the SCSF as a whole.

Where appropriate for the purposes of tradition or ceremony, an SCSF director, employee, or volunteer may accept a gift on behalf of the SCSF.

No SCSF director, employee, or volunteer will solicit or accept any gift, favor, loan, contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing that individual in the discharge of his or her duties for the SCSF.

Except for reimbursement of his or her reasonable expenses, no SCSF director will accept compensation or honoraria related to his or her service on the SCSF.

SCSF directors, employees, and volunteers will not advocate for or cause the advancement, appointment, employment, promotion, or transfer of a family member to a position with the SCSF, SCSC, or a charter school.

#### **Annual Acceptance of Policy**

Each SCSF director, employee, and volunteer will annually read this conflict of interest policy and sign a statement indicating his or her understanding of the policy and agreement to abide by the policy. The

SCSF shall review this policy as needed, but no less than annually, and shall make all necessary amendments to fulfill its intent.

### **Service to Other Institutions**

The free exchange of ideas, methods, and practices will allow SCSF representatives to develop additional insights, expertise, and knowledge that will ultimately benefit the SCSF and charter schools. SCSF representatives are encouraged to dedicate their time, effort, and resources to additional institutions in the public service. Any opinion expressed by an SCSF representative in his or her service to other institutions will reflect the individual's opinion rather than the SCSF as a whole. A SCSF director may obtain knowledge or relationships through his or her service to institutions may require his or her recusal of future matters before the SCSF in accordance with the SCSF's Conflict of Interest Policy. A SCSF representative's service to other institutions whose mission or activities are counter to or conflict with those of the SCSF may preclude ability of the volunteer to continue to work on behalf of the SCSF.

### **Communications Policy**

The President, or the President's designee, shall respond to communications, including emails, telephone calls, and in-person inquiries, on behalf of the SCSF as he or she deems appropriate. The individual designated to be responsible for communications on behalf of the SCSF shall keep SCSF Chair informed of all pertinent matters in a timely manner. All responses to the media must be approved by the President and/or Board Chair. No other SCSF representative shall respond to media inquiries or provide any information to the media without the express consent of the President and/or Board Chair.

### **Political Activity**

SCSF representatives may express personal opinions on political subjects and candidates and take an active part in political campaigns; however, in so doing, representatives will refrain from any action or speech that directly or indirectly indicates he or she is doing so in his or her official capacity with the SCSF. As such, SCSF representatives will refrain from identifying herself/himself as connected to the SCSF during political activities (unless required in carrying out SCSF duties).

### **Solicitations and Endorsements**

As a part of leveraging resources for state charter schools, the SCSF may engage with vendors and service providers who offer products, goods, and services for schools. These engagements may result in pricing discounts for schools, donations for schools and the SCSF, training opportunities for schools, and other benefits for the SCSF and schools.

Any such engagements shall not constitute an endorsement of any activity, product, service, event, individual, or organization of a commercial nature. SCSF representatives will refrain from providing quotes, letters of support, or communicating SCSF use of a product or services.

When entering into contracts funded by the SCSC, the SCSF will adhere to all SCSC and State of Georgia procurement policies and procedures. The SCSF will also encourage state charter schools to adhere to their own procurement and purchasing policies and policies at all times, regardless of any partnerships formed with potential vendors.

### **Open Records**

When revenue for the general operating budget of the SCSF received from the SCSC (in-kind or cash, including employee salary and benefits) exceeds 33 1/3 percent of the general operating budget, the SCSF shall be subject to the Open Records Act of Georgia and all requirements therein (O.C.G.A. § 50-18-

70(b)(1)). The SCSF President will ensure that all SCSF matters are conducted in accordance with the Georgia Open Records Act. SCSF directors will not take any action to subvert the requirements of the Open Records Act or the SCSF's compliance with applicable law.

The President, or her/his designee, shall serve as the "open records officer" and receive and process Open Records requests and maintain a record of such requests. The SCSF shall either provide the records and/or a response to the request with a timeline for providing such records within three (3) business days.

### Open Meetings

When revenue for the SCSF received from the SCSC (in-kind or cash, including employee salary and benefits) exceeds 33 1/3 percent of all revenue in a year, the SCSF shall be subject to the Open Meetings Act of Georgia and all requirements therein (O.C.G.A. § 50-14-1(a)(1)(E)).

The SCSF President will ensure that all SCSF meetings are conducted in accordance with the Georgia Open Meetings Act, including posting notices, agendas, and minutes of all meetings. SCSF directors will not take any action to subvert the requirements of the Open Meetings Act or the SCSF's compliance with applicable law. Accordingly, SCSF directors will not gather a quorum to discuss official matters outside an official public meeting, utilize an executive session to discuss matters not authorized for discussion in an executive session, discuss matters in an executive session that were not disclosed as a reason for executive session, or publicly disclose matters discussed by the SCSF in executive session.

### Annual Reporting

The SCSF will complete all public reporting required by law. The SCSF President will coordinate and ensure that all public reporting is conducted in a timely manner. Currently, the applicable reporting and associated deadlines for the SCSF is as follows:

Report	Deadline	To Whom Reported
<b>Annual Registration</b>	April 1	Georgia Secretary of State
<b>IRS 990</b>	November 15	Internal Revenue Service
<b>IRS 990</b>	November 15	Georgia Department of Revenue
<b>Annual Report</b> (identity of all donors and the amount each person or entity donated as well as all expenditures or other disposal of money or property donated)	Due annually	Governor, Lieutenant Governor, Speaker of the House, Chairs of the House and Senate Education Committees, SCSF website
<b>Charitable Solicitation Registration</b>	Pending \$25,000 Donations; must be renewed every 24 months based on initial registration	<a href="https://sos.ga.gov/index.php/charities">https://sos.ga.gov/index.php/charities</a>
<b>Internal Audit</b>	Pending \$25,000 Donations	

Except for the Annual Registration and any amendment thereto, the SCSF Board of Directors shall review all annual reports prior to their submission to the appropriate entity.

## Business Operational Policies & Procedures

### Budget

Prior to the conclusion of the current fiscal year, the SCSF President, in conjunction with the Treasurer, shall prepare an annual budget for the upcoming fiscal year that details estimated income and proposed

expenses that will guide the SCSF in fulfilling its mission and activities. The SCSF shall approve the SCSF annual budget by majority vote prior to the start of the upcoming fiscal year. In the event the SCSF does not approve the budget prior to the start of the fiscal year, the SCSF shall make only those expenditures and contractual arrangements that are necessary to continue the operations of the SCSF without interruption.

SCSF Chair may redirect funding for budgeted items at the object level by no more than 10% each year without prior approval from a majority vote by the SCSF Board of Directors. Any amendment to the budget at the object level that is 10% or more requires a majority vote by the SCSF Board of Directors prior to the amendment.

### **Financial Reconciliation**

The authorized financial services provider for the SCSF shall reconcile all SCSF bank accounts at least monthly. The financial services provider shall review each account within seven (7) days of receiving the bank statement, looking for inconsistent check numbers, signatures, cash balances, and payees and endorsements. Additionally, the SCSC Deputy Director shall:

- Compare of dates and amounts of daily deposits as shown on the bank statements with the reports from the fundraising software and online payment processor and deposit slips and copies of checks;
- Compare any inter-organization bank transfers to be certain that both sides of the transactions have been properly recorded;
- Investigate any items rejected by the bank, such as returned checks or deposits;
- Compare wire transfers dates received with dates sent;
- Compare cancelled checks with the disbursement journal as to check number, payee and amount;
- Examine the accounting for the sequence of checks both from month to month and within a month;
- Examine canceled checks for authorized signatures, irregular endorsements, and alterations;
- Ensure destruction of voided checks; and
- Investigate and write off checks which have been outstanding for more than six months.

The financial services provider shall maintain a reconciliation journal via electronic accounting software that details all reconciliation activities. The SCSF shall maintain the reconciliation journal for a minimum of 10 years following the close of the fiscal year in which the disbursement occurred.

### **Financial Reports**

The SCSF Board of Directors shall review financial reports at its board meetings at least once per quarter. The financial reports shall include a balance sheet, a statement of income and expenses, a budget-to-actual report for all accounts included in the annual operating budget, a list of deferred and receivable funds, and a cash flow projection.

After the close of the fiscal year, the SCSF shall prepare financial reports that reflect the activity of the SCSF for the prior year as well as the overall financial position of the SCSF. These financial reports shall include a balance sheet, statement of income and expenses, a budget-to-actual report, and any other statements required to be consistent with generally accepted accounting principles. The SCSF will obtain an independent audit report conducted in accordance with auditing standards for nonprofit organization for each year the SCSF Board of Directors determines it is appropriate or required by law or grantmaking

body. The SCSF Board of Directors shall select a qualified auditor with experience in auditing nonprofit organizations by a majority vote.

### **Log of Activity**

All revenue and expenses shall be logged into the accounting software and reconciled at least monthly. Expenses should include the payee, amount, and details about the purchase. All revenue must also be maintained in the accounting software, listing details.

Expenses and revenue shall be tracked using the function and object established on the annual budget and any subsequent amended versions of the budget.

Supplemental documentation including purchase requests (document or electronic), receipts, canceled checks, etc. shall be maintained in the accounting software or electronic file storage system. All documentation must be maintained for at least 10 years following the close of the fiscal year in which the revenue or expense occurred.

The financial services provider shall maintain all information in the accounting software, under the direction of the SCSF President and supervision of the SCSF Treasurer.

### **Asset Management**

The SCSF shall capitalize all assets that have a useful life of more than one year and an acquisition cost over \$500. The SCSF shall keep records of all capital assets maintained by the SCSF that identify the property or equipment and its control number, location, user, condition, cost, purchase date, estimated useful life, estimated disposition value, and fund source. Items that are easily pilferable, such as cameras, tablets, and mobile phones, shall be included in the SCSF inventory regardless of acquisition cost but shall not be capitalized. The SCSF shall ensure that periodic inventory audits are conducted as necessary but no less than once per fiscal year.

SCSF representatives shall take reasonable steps to safeguard all assets to minimize the risk of loss. To the greatest extent possible, SCSF assets shall be kept in locked drawers or offices when staff is not present. Off-premises use of SCSF assets must be limited to business purposes only. SCSF representatives must notify the SCSF President in the event SCSF assets are lost or stolen. The SCSF shall report any theft to appropriate law enforcement.

Capital assets shall be recorded at the historic cost as of the date acquired and shall include applicable ancillary costs such as shipping and installation costs. Noncapital assets shall be expensed in the SCSF financial statements. The SCSF shall use a straight-line methodology of depreciation by dividing the assets' costs minus estimated disposition value divided by its estimated life. The estimated life for capital assets shall be: Computers – three (3) years; Office Equipment – five (5) years; Furniture – seven (7) years.

When SCSF assets are no longer needed by the organization, the SCF shall organize the disposition of such property through sale or donation to another nonprofit organization. SCSF representatives shall not be eligible to purchase surplus property originating from the SCSF. The SCSF shall maintain records of asset purchase, inventory, and disposition for a minimum of seven (7) years following the close of the fiscal year the assets were disposed.

### **Purchases**

The SCSF endeavors to be a good steward of the resources and donations given to the SCSF with the purpose of supporting state charter schools and families in Georgia. Purchases will be made according to the approved budget and for the express purpose of furthering the SCSF's mission. The SCSC provides material support to the SCSF, so policies and procedures vary based on whether goods and services are purchased utilizing SCSC or SCSF funds (SCSF are funds raised expressly by the SCSF).

When the SCSF identifies that the expenditure of SCSF assets is necessary and reasonable to further the mission and objectives of the SCSF, the Purchaser shall prepare a purchase requisition following one of the two processes below.

#### **Goods and Services Purchased by the SCSF**

Purchases made utilizing SCSF funds will follow the process below:

1. The requester will complete the SCSF purchase requisition, including the good or service to be purchased, vendor, estimated cost, and purpose. A quote and description of the good or service will be attached to the request.
2. The request will be submitted to the SCSF President for review. If the SCSF President is requesting the purchase, the purchase requisition will be submitted to the Board Chair or the Treasurer, in the absence of the Chair.
3. The request will be approved if the item is budgeted and funds are available.
4. The requester will then purchase the item, either using a SCSF check or electronic transfer, or using personal funds and then requesting a reimbursement.
5. The approved purchase requisition, supplemental information, and receipt will be saved and submitted to the financial services provider for monthly reconciliation and reports.

#### **Goods and Services Purchased by the SCSC**

Purchases made utilizing SCSC (State of Georgia) funds will follow the process below:

1. The requester will complete the SCSF purchase requisition, including the good or service to be purchased, vendor, estimated cost, and purpose. A quote and description of the good or service will be attached to the request.
2. The request will be submitted to the SCSF President for review. If the SCSF President is requesting the purchase, the purchase requisition will be submitted to the Board Chair or the Treasurer, in the absence of the Chair.
3. If the request is approved, the SCSF President will submit a request to the SCSC Executive Director, including all supplemental documentation.
4. The SCSC Executive Director will give written authorization for purchase if the expense is determined necessary and reasonable.
5. The expense will be incurred and paid following SCSC purchase policies and procedures.
6. The approved purchase requisition, supplemental information, and receipt will be saved and submitted to the financial services provider for monthly reconciliation and reports. All goods and services paid by the SCSC will be included in the SCSF's financial reports, showing the revenue and expense related to the purchase.

#### **Procurement Guidelines**

- **Up to \$2,499:** One (1) written quote is needed. Two (2) written quotes are recommended if possible. Only one signature is needed on the check (SCSF funds).

- **\$2,500-\$24,999:** Two (2) written quotes are needed. The SCSF can seek quotes directly, or can conduct an internally managed RFP process. Three (3) written quotes or proposals are recommended if possible. Two signatures are needed on the check (SCSF funds).
- **\$25,000 or greater:** The SCSF must engage in a formal solicitation through an RFP process. If utilizing state funding on behalf of the SCSF and no exemption to competitive procurement with state funding applies, the SCSC will follow all requirements of the Georgia Procurement Manual as well as applicable state laws, rules, and regulations. Two signatures are needed on the check (SCSF funds).

### **Expense Reimbursement**

When possible, expenses should be paid directly by the SCSF when conducting SCSF business. However, there are times when SCSF representatives will need to use personal funds for SCSF business-related expenses, and they shall be reimbursed in accordance with this policy. Only expenses that further the mission of the SCSF, that are reasonable, necessary, appropriate, and directly related to official SCSF business will be reimbursed. The SCSF representative seeking reimbursement is responsible for providing all documentation required to substantiate the expense for reimbursement. The SCSF will not provide advances for SCSF costs. All requests for reimbursement must be received within 30 calendar days of incurring the expense to be eligible for reimbursement. Any request for reimbursement received after that date must receive approval by the SCSF Board Chair.

Whenever possible, the purchase requisition procedure outlined should be followed, and approval for expenses should be obtained in advance of the expense.

SCSC (State of Georgia) funds may not be used for personal reimbursements, except in the case of business travel, as authorized by the SCSC Executive Director.

### **Pre-approved Expenses**

When an expense has been pre-approved, the requester should submit the receipt of the expense to the SCSF President or Treasurer for reimbursement. The receipt shall be added to the purchase requisition and supplemental documentation to maintain an accurate record of the expense.

### **Expenses not Approved in Advance**

When an SCSF representative uses personal funds to pay for an expense related to conducting business on behalf of the SCSF, she/he should follow this process for reimbursement. Examples of expenses eligible for reimbursement that are not pre-approved include reasonable business meeting and travel expenses, including mileage.

1. The requester will complete the SCSF reimbursement form, including a description of the expense, vendor, and purpose.
2. The request will be submitted to the SCSF President for review. If the SCSF President is requesting the purchase, the purchase requisition will be submitted to the Board Chair or the Treasurer, in the absence of the Chair.
3. The request will be approved if the item is budgeted and funds are available.
4. The requester will then receive a reimbursement, either using a SCSF check or electronic transfer.
5. The approved reimbursement request, supplemental information, and receipt will be saved and submitted to the financial services provider for monthly reconciliation and reports.

## Expense Guidelines

SCSF representatives must be cost-conscious and choose the least costly means that will suitably meet the SCSF's objective. SCSF representatives must avoid any expenses that are excessive and extreme. Expenses that are excessive and extreme include, but are not limited to, ticket upgrades, limousine service, or valet parking (unless no other parking options are available).

- **Travel Expenses:** SCSF representatives may receive reimbursements for travel-related expenses incurred on official SCSF business. The SCSF Chair must approve the travel in advance of expenses being incurred. The SCSF chooses to utilize the State of Georgia Travel Policy as a guideline in determining what travel-related expenses are allowable. Upon written justification, the SCSF Chair may determine that expenses not within the State of Georgia Travel Policy are allowable.
- **Business Meetings:** SCSF representatives may receive reimbursements for expenses incurred for business meetings only if they are allowable and the expenditures are within the budget approved by the SCSF. Business meetings that include entertainment may be reimbursed only if they are allowable, within the budget approved by the SCSF, and within the requirements of the Internal Revenue Service.
- **Return of Excess Amounts:** In the unlikely event an SCSF representative receives reimbursement that exceeds the expense incurred, the representative must return the excess amount within 120 calendar days after the expenses are paid or incurred.
- **Non-Allowable Expenses:** The following expenses are not allowable: First Class airfare, entertainment not related to a business meeting, membership dues in a social organization or club, parking or traffic fines, personal automobile repairs, personal care (such as laundry, grooming, or spa charges), loss or theft of property, and gratuities in excess of 20%.

## Fundraising

The State Charter School Foundation of Georgia (SCSF) seeks outright gifts and future gift commitments that support and are consistent with its mission. Donations generally will be accepted from individuals, foundations, corporations, government agencies or other entities without limitations—unless acceptance of gifts from a specific source is inconsistent with the organization's beliefs, values and mission. SCSF will not accept gifts from companies whose products may be harmful to our mission or from donors whose requests for public recognition are incompatible with our philosophy of appreciation.

## Definitions

- **Grant:** a sum of money provided to the SCSF from a government, nonprofit, or for-profit organization for a particular purpose or activity. Grants typically include reporting requirements and are time-limited.
- **Donation:** any item of value provided to the SCSF for any general or specific purpose with or without restriction. Donations may be designated for a specific purpose but typically do not come with reporting or time limit requirements. Donations may come from individuals, organizations, businesses, etc.

## Protection of SCSF Intellectual Assets

The SCSF's intangible intellectual assets, including its name, research and other work, will be protected at all times. Donors will not be permitted to use the SCSF's name or other items for commercial purposes or in connection with the promotion of any product without express written permission from the SCSF.

### **Gift Acceptance**

The SCSF President is authorized to accept cash gifts under \$10,000 via check, money order, credit card, or other electronic transfer.

Cash gifts totaling \$10,000 or more must be approved by the SCSF Treasurer to determine the method of acceptance and if any written agreements or consultation with legal counsel is necessary. Acceptance of grants and donations of over \$100,000 shall be approved by a majority vote of the SCSF Board of Directors. The SCSF Investment Committee must be consulted prior to accepting any non-cash gifts, including, but not limited to, services, property, real estate, securities, trusts, life insurance, and annuities. Written approval, in the form of email or meeting minutes, should be included

The SCSF shall not accept donations/gifts in cash in the form of paper currency or money orders, except under limited circumstances and approved by the Treasurer.

### **In-kind and Non-cash Gifts**

The SCSF will only accept gifts-in-kind that support its mission, are consistent with its policies, and are properly accounted for and acknowledged. A gift-in-kind is an item such as equipment, software, food, or a product that a donor voluntarily transfers to SCSF without charge or consideration. Once accepted, the donated item(s) become the property of the SCSF, which retains the right to dispose of a gift-in-kind as it sees fit, unless another arrangement has been made with the donor.

The SCSF President shall consult the Treasurer prior to accepting any non-cash gifts including, but not limited to, property, real estate, securities, trusts, life insurance, and annuities, in order to determine if legal consultation or due diligence is required prior to acceptance of said donations. The President may accept in-kind donations that are consumable like food or school supplies without consultation with the Treasurer.

The President may accept in-kind gifts valued up to \$10,000, and must consult the Treasurer for any in-kind gifts valued at more than \$10,000. Acceptance of in-kind donations of over \$100,000 shall be approved by a majority vote of the SCSF Board of Directors.

### **Fund Designation**

The SCSF President or designee, in conjunction with the Treasurer and financial services provider, will establish “funds” in order to indicate the designation of funds received and segment funds by their intended purpose. Funds will be set up in the fundraising and accounting software systems, and reports will be available based on fund and any distinct “objects” or “items” within each fund.

### **Restricted Donations**

Donors are encouraged to support areas reflecting their interests. SCSF’s priorities include gifts for unrestricted and restricted purposes. When gifts with restrictions are accepted, restrictions will be honored. These restrictions will be detailed in the donor’s gift or pledge commitment letter. Restrictions on donations will be notated in the fundraising and accounting software systems, as indicated by a “fund” designation and related notes. Donation acknowledgement correspondence will include verification of the restriction on the donation.

The SCSF reserves the right to reject donations that include overly burdensome or impractical restrictions on their use or that restrict use to an initiative that is inconsistent with the mission of the SCSF.

### **Principles and Guidelines for Gift Acceptance**

The SCSF solicits and accepts gifts (grants and donations) for purposes that will help the SCSF further and fulfill its mission, and the SCSF can best fulfill its mission through a broad base of support from various sources. However, to maintain its independence and objectivity, it seeks to identify any areas where there may be real or apparent conflicts of interest or where the mission, programs, projects and independence of the SCSF could be compromised. The SCSF will be mindful of establishing partnerships with and accepting support from organizations/entities that will allow the SCSF to further its goal of supporting state charter schools while maintaining a high standard of ethics and integrity.

The SCSF reserves the right to refuse any donation of cash or other real property, services, noncash gifts or any other forms of support if such support is not in keeping with the above principles or for other reasons that the SCSF deems appropriate.

The SCSF will not accept gifts/donations/grants/support that:

- Violate the SCSF Articles of Incorporation, bylaws, or O.C.G.A. § 20-2-2092;
- Require the SCSF to expend financial or administrative resources that are disproportionate to the gift's value or provide disproportionate tangible or intangible benefit to the donor;
- Create the appearance of a conflict of interest;
- Are inconsistent with the SCSF's stated mission and/or strategic priorities;
- Benefit one individual as specified by the donor;
- Come from a donor/company/organization/entity that, in the judgment of the SCSF, harms or exploits schools, students and families, or faculty and staff in its product lines, advertising, marketing, workforce or in any other way
- Would otherwise not be in the best interest of the SCSF if accepted.

For the purposes of funding for research and educational activities, the SCSF will only accept support and funds when the SCSF controls the nature and content of such activities.

The SCSF will maintain complete control, consistent with any donor restrictions acceptable to SCSF, of all funds provided by corporations, organizations and individuals. The SCSF will not accept any support that implies or requires endorsements of products.

### **Corporate Support**

Recognition of major corporate support will be developed in cooperation with the corporate donors and will be consistent with the level of support and the SCSF's mission and purposes. The SCSF will seek to develop recognition opportunities that are appropriate and meaningful for both the supporting companies and the SCSF. In such situations, the SCSF will enter into a written understanding with the corporation to ensure mutual acceptance of the terms of the relationship and donation/support.

### **Receipt and Reconciliation of Donations**

The SCSF President, or her/his designee shall receive and process all donations (including all charitable gifts received or installments of pledged charitable donations), following the process below.

1. Donations received by check will be marked "For Deposit Only" and maintained in a secure location. Donations received electronically will be processed through the SCSF's payment processor.

2. The donation will be entered into the SCSF's electronic fundraising database within five (5) business days of receiving the donation, including the date the donation was received, contact information for the donor, amount of the donation, source of the donation, check number if appropriate, and fund designation of the donation. For donations received electronically using the fundraising database's online payment functionality, this information will be automatically populated into the database.
3. Within ten (10) business days of the receipt of the donation, a donation acknowledgement and receipt will be generated and distributed to the donor electronically or via postal mail.
4. A monthly report will be generated from the fundraising software, providing a log and itemization of all donations received. Another report will be generated monthly from the payment processor, showing all electronic payments received. The reports will be distributed to the Treasurer and the financial services provider.
5. The President or designee will deposit all checks within five (5) business days and will maintain a copy of the deposit slip, receipt, and copies of all checks. The copies shall be provided to the financial services provider.
6. The financial services provider will perform a reconciliation of donations/income by comparing the monthly report from the fundraising software with copies from deposits, reports from the payment processor, and bank statements (which will show deposits and electronic transfers).
7. The financial services provider will provide a list of any discrepancies to the Treasurer and President for resolution.

For any transactions processed manually through the fundraising software/payment processor, the SCSF representative entering the payment information will maintain all source documentation, showing authorization for such payment, as applicable, redacting any credit card or bank account numbers. This information will be attached to the documentation of the donation in the fundraising software under the donor's account. If no documentation (email, etc.) is available, a note will be made in the fundraising software, detailing authorization of the payment, under the donor's name.

The SCSF shall maintain the receipt and deposit logs for a minimum of 10 years following the close of the fiscal year the donations were received.

### **Gift Acknowledgement**

Donors giving through the SCSF's online platform will receive an automated gift acknowledgement and receipt. Monthly, the SCSF will prepare and mail thank you notes/letters for donors, signed by the President, her/his designee, or a member of the Board. As appropriate, gratitude will be expressed through hand-written notes, emails, and/or phone calls.

### **Sample Language for Gift Acknowledgement Letters**

- On <DATE>, the State Charter Schools Foundation of Georgia received \$<AMOUNT> as a contribution from <DONOR NAME>. The State Charter Schools Foundation of Georgia is a 501(c)(3) nonprofit organization, EIN 47-4742575. No goods or services were provided in exchange for your generous financial donation; therefore, your gift is tax-deductible to the extent allowed by law.
- On <DATE>, the State Charter Schools Foundation of Georgia received \$<AMOUNT> as a contribution from <DONOR NAME>. The State Charter Schools Foundation of Georgia is a

501(c)(3) nonprofit organization, EIN 47-4742575. The fair market value of goods provided in exchange for your generous financial donation is \$<AMOUNT>.

- On <DATE>, the State Charter Schools Foundation of Georgia received <DESCRIPTION OF ITEM(S)> as a contribution from <DONOR NAME>. The State Charter Schools Foundation of Georgia is a 501(c)(3) nonprofit organization, EIN 47-4742575. No goods or services were provided in exchange for your generous financial donation; therefore, your gift is tax-deductible to the extent allowed by law.

### **Donor Recognition**

All donors will be recognized for their support in the SCSF's annual report. The donor roll will reflect those whose gifts have been received within the last fiscal year. Donors will be listed alphabetically unless otherwise noted and may receive more prominent recognition based on level of the donation/contribution. Donors may also be recognized in SCSF communications, including the website, social media, press releases, etc.

The SCSF may offer naming rights to donors for grant funds or other initiatives, based on the level of donation and mutual benefit of the donor and the SCSF (and any school beneficiary).

### **Donor Recognition Guidelines**

- Follow the name preferences of those listed, but not at the cost of consistency or recognized editorial practice. It is not necessary, for example, to list a business name in all caps even if the business always lists itself that way (unless it is an acronym or is so listed in Standard and Poor's Register of Corporations).
- Omit courtesy titles (Mr., Mrs., Miss, Ms.) except where a woman has asked to be listed by her husband's name: John Donor, Joan Donor, Mr. and Mrs. John Donor, Mrs. John Donor.
- For couples with the same last name, list the woman's name first: Joan and John Smith.
- For couples with different last names, list alphabetically: Pat Baker and Sidney Smith.
- Professional, military and religious titles may be included when requested; abbreviate if possible: Dr. John Donor, Sgt. Jane Donor. See the AP Stylebook for guidance on abbreviating military titles.
- Do not use job titles such as dean, president or director.
- Do not include degrees.
- Ampersands are not acceptable abbreviations.
- Co. and Inc. are acceptable abbreviations.
- Alphabetize by last name according to one of the standard methods.
- Alphabetize estates under the donor's name.
- Alphabetize businesses according to standard use for that business, to the extent that it can be determined: J.L. Donor & Co. under "donor" if it is usually referred to as Donor and Co., under "J" if it is usually referred to as J.L. Donor.
- Begin a donor list with anonymous gifts (with the number of such gifts listed in parentheses); do not alphabetize them: Anonymous (15).

### **Donor Privacy**

The SCSF is subject to Open Records requirements, as detailed in this Policy Manual, which includes information about donors. In addition, the SCSF is required to produce an annual report listing all donors.

The SCSF will endeavor to maintain the privacy of donor's personal information, including contact information and credit card/bank account information, to the extent possible under the law.

### **Management of Grants Received**

Acceptance of all grant awards and sub-awards must be completed in writing by the SCSF Chair, or designee so identified in the delegation of authority. Acceptance of grants of over \$100,000 shall be approved by a majority vote of the SCSF Board of Directors prior to acceptance by the SCSF Chair. Upon acceptance, the SCSF President is responsible for ensuring that SCSF representatives adhere to all terms and restrictions of the grant, submitting all required reports and supplemental information for grant compliance.

The SCSF President shall regularly report to the SCSF Board of Directors regarding the progress of all grants in a form and manner determined by the Board of Directors. The SCSF shall maintain official files for all grant awards, including copies of funder's regulations, approved applications, award notifications, project amendments, evaluation, and any final reports. The official file for all grant awards shall be maintained in accordance with specific grant regulations or, absent specific grant regulations, a minimum of seven (7) years following the close of the fiscal year in which the grant was awarded. Records may be maintained through an electronic file storage system.

## Strategic Goals

*Project Implementation 2020*



**Our mission is to support high quality sustainable state charter schools serving children throughout Georgia by leveraging resources to help schools LAUNCH, BUILD CAPACITY, and GROW.**

**Strategic Goal 1: Recognized statewide as a unique and important organization that adds value to state charter schools and the broader educational landscape.**

- Update website to reflect current information about state charter schools and the SCSF.
- Utilize Facebook to promote state charter schools and engage with schools' Facebook sites and posts. Consider expanding to other social media platforms.
- Present at conferences and training events.
- Improve the case for support for state charter schools, providing more accurate and complete information about funding challenges for state charter schools.
  - Focus on per pupil revenue instead of expenditures to capture funding and gather accurate numbers. Ensure that numbers are accurate and compelling.
  - Update collateral/marketing materials, using volunteer graphic designer.
- Participate in GCSA Communications Committee and have a role in Georgia charter school messaging.
- Work with media outlets and publications to spread the word about state charter schools for families, the general public, supporters, and potential donors.
  - Charter school feature piece in the *Atlanta Parent* Education Issue.
  - Prepare press release template for schools and give general guidelines to assist schools reach out to media.

**Strategic Goal 2: A fully-funded and autonomous organization, raising necessary private and public dollars to support our mission and state charter schools in Georgia.**

- Review fundraising plan developed for 2019 and revise as appropriate.
  - Reach out to potential individual and foundation donors.
- Develop mechanism for businesses and corporations to give as "sponsors."
- Create opportunities for supporting schools and build in revenue opportunities (i.e. administrative service fees, revenue sharing, etc.).
- Identify and pursue ongoing earned revenue sources that are not dependent on philanthropic dollars.
- Review relationship between SCSF and SCSC and adjust as appropriate to provide adequate support for state charter schools.

**Strategic Goal 3: A results-oriented and successful organization, providing grants and technical assistance to launch, build capacity, and grow state charter schools.**

- Launch and manage Slack software for state charter schools to encourage communication and collaboration; push out resources and information; and identify challenges at schools.
- Offer operational training to schools and continue to develop training opportunities in conjunction with SCSC and GCSA (i.e. lunch and learns, webinars)
- Negotiate group rates on software products and other goods and services on behalf of schools (with revenue sharing for SCSF).
- Develop marketing and fundraising templates for schools, including state charter school talking points and facts, with the help of volunteer graphic designers and offer print services and product purchase through centralized providers (with revenue sharing for SCSF).
- Implement school recognition programs with sponsors.
  - Teacher of the month and the year, considering academic performance of students (August-May)
  - Administrative staff member of the year
  - Recognition of schools who meet academic performance expectations
- Implement small project crowd funding/matching grant program for schools using SCSF fundraising software and website (up to 10% admin fee back to SCSF).
  1. Schools submit projects with a total of less than \$10,000
  2. Selected projects are posted on SCSF website to collect funds for the project and are promoted through SCSF communications.
  3. Sponsors match funds after time period to collect has elapsed.
  4. Check presented to school.
  5. School submits final report with proof of purchase of goods and/or services and pictures for promotion.
- Work with partners (SCSC, GCSA, Charter Facility Team) to develop facility solutions and explore option of submitting application for Credit Enhancement application and Dissemination Grant application.

**Strategic Goal 4: An effective and efficient organization with strong Board leadership, a competent and lean staff, and appropriate policies and procedures in place across finance and operations.**

- Review and revise by-laws to reflect current structure and needs.
- Review and ratify draft policies and procedures.
- Select new accounting services provider.
- Engage current board members and determine appropriate and meaningful roles.
- Recruit new board members as needed to further the mission of the SCSF.

# State Charter Schools Foundation of Georgia

## Budget vs. Actuals: 2020 Budget - FY20 P&L

July 2019 - June 2020

	Nov 2019			% of	
	Actual	Budget	over Budget	Budget	Actual
<b>Income</b>					
410100 In Kind SCSC	1,162.56		1,162.56		11,349.40
<b>Total Income</b>	<b>\$ 1,162.56</b>	<b>\$ 0.00</b>	<b>\$ 1,162.56</b>		<b>\$ 11,349.40</b>
<b>Gross Profit</b>	<b>\$ 1,162.56</b>	<b>\$ 0.00</b>	<b>\$ 1,162.56</b>		<b>\$ 11,349.40</b>
<b>Expenses</b>					
501000 Personnel Regular Salaries		9,350.00	-9,350.00	0.00%	0.00
Program Officer/Coordinator		2,083.33	-2,083.33	0.00%	0.00
<b>Total 501000 Personnel Regular Salaries</b>	<b>\$ 0.00</b>	<b>\$ 11,433.33</b>	<b>-\$ 11,433.33</b>	<b>0.00%</b>	<b>\$ 0.00</b>
502000 Personnel State Benefits		3,740.00	-3,740.00	0.00%	0.00
Program Officer/Coordinator		833.33	-833.33	0.00%	0.00
<b>Total 502000 Personnel State Benefits</b>	<b>\$ 0.00</b>	<b>\$ 4,573.33</b>	<b>-\$ 4,573.33</b>	<b>0.00%</b>	<b>\$ 0.00</b>
612000 Bank Charges		16.67	-16.67	0.00%	0.00
613000 Printing & Publications			0.00		0.00
Marketing Print Package		100.00	-100.00	0.00%	2,099.00
Social Media Marketing		10.00	-10.00	0.00%	17.60
Website Design & Maintenance		100.00	-100.00	0.00%	0.00
Website Domain		3.50	-3.50	0.00%	0.00
<b>Total 613000 Printing &amp; Publications</b>	<b>\$ 0.00</b>	<b>\$ 213.50</b>	<b>-\$ 213.50</b>	<b>0.00%</b>	<b>\$ 2,116.60</b>
614000 Supplies & Materials		100.00	-100.00	0.00%	0.00
Computer Expenses		66.67	-66.67	0.00%	0.00
<b>Total 614000 Supplies &amp; Materials</b>	<b>\$ 0.00</b>	<b>\$ 166.67</b>	<b>-\$ 166.67</b>	<b>0.00%</b>	<b>\$ 0.00</b>
620000 Insurance & Bonding		45.83	-45.83	0.00%	0.00
627000 Operating			0.00		0.00
Donor Database		110.00	-110.00	0.00%	0.00
Foundation Directory Online		174.92	-174.92	0.00%	0.00
Meals & Entertainment		83.33	-83.33	0.00%	0.00
Membership & Associations		83.33	-83.33	0.00%	0.00
QuickBooks Plus	70.00	50.00	20.00	140.00%	350.00
<b>Total 627000 Operating</b>	<b>\$ 70.00</b>	<b>\$ 501.58</b>	<b>-\$ 431.58</b>	<b>13.96%</b>	<b>\$ 350.00</b>
640000 Travel		416.67	-416.67	0.00%	0.00
648000 Real Estate Rentals	782.56	782.54	0.02	100.00%	3,912.80
653000 Contracts			0.00		0.00
Financial Services	1,057.88	525.00	532.88	201.50%	3,157.88
Fundraising	310.00	240.00	70.00	129.17%	2,870.00
<b>Total 653000 Contracts</b>	<b>\$ 1,367.88</b>	<b>\$ 765.00</b>	<b>\$ 602.88</b>	<b>178.81%</b>	<b>\$ 6,027.88</b>
865000 Telecommunications , VMA, Iphone		595.00	-595.00	0.00%	0.00
<b>Total Expenses</b>	<b>\$ 2,220.44</b>	<b>\$ 19,510.12</b>	<b>-\$ 17,289.68</b>	<b>11.38%</b>	<b>\$ 12,407.28</b>
<b>Net Operating Income</b>	<b>-\$ 1,057.88</b>	<b>-\$ 19,510.12</b>	<b>\$ 18,452.24</b>	<b>5.42%</b>	<b>-\$ 1,057.88</b>
<b>Net Income</b>	<b>-\$ 1,057.88</b>	<b>-\$ 19,510.12</b>	<b>\$ 18,452.24</b>	<b>5.42%</b>	<b>-\$ 1,057.88</b>

Monday, Dec 09, 2019 10:17:12 AM GMT-8 - Accrual Basis

Total				% of
Budget	over Budget	Budget		
0.00	11,349.40			
<b>\$ 0.00</b>	<b>\$ 11,349.40</b>			
<b>\$ 0.00</b>	<b>\$ 11,349.40</b>			
112,200.00	-112,200.00	0.00%		
25,000.00	-25,000.00	0.00%		
<b>\$ 137,200.00</b>	<b>-\$ 137,200.00</b>	<b>0.00%</b>		
44,880.00	-44,880.00	0.00%		
10,000.00	-10,000.00	0.00%		
<b>\$ 54,880.00</b>	<b>-\$ 54,880.00</b>	<b>0.00%</b>		
200.00	-200.00	0.00%		
0.00	0.00			
1,200.00	899.00	174.92%		
120.00	-102.40	14.67%		
1,200.00	-1,200.00	0.00%		
41.98	-41.98	0.00%		
<b>\$ 2,561.98</b>	<b>-\$ 445.38</b>	<b>82.62%</b>		
1,200.00	-1,200.00	0.00%		
800.00	-800.00	0.00%		
<b>\$ 2,000.00</b>	<b>-\$ 2,000.00</b>	<b>0.00%</b>		
550.00	-550.00	0.00%		
0.00	0.00			
1,320.00	-1,320.00	0.00%		
2,099.00	-2,099.00	0.00%		
1,000.00	-1,000.00	0.00%		
1,000.00	-1,000.00	0.00%		
600.00	-250.00	58.33%		
<b>\$ 6,019.00</b>	<b>-\$ 5,669.00</b>	<b>5.81%</b>		
5,000.00	-5,000.00	0.00%		
9,390.50	-5,477.70	41.67%		
0.00	0.00			
6,300.00	-3,142.12	50.13%		
2,880.00	-10.00	99.65%		
<b>\$ 9,180.00</b>	<b>-\$ 3,152.12</b>	<b>65.66%</b>		
7,140.00	-7,140.00	0.00%		
<b>\$ 234,121.48</b>	<b>-\$ 221,714.20</b>	<b>5.30%</b>		
<b>-\$ 234,121.48</b>	<b>\$ 233,063.60</b>	<b>0.45%</b>		
<b>-\$ 234,121.48</b>	<b>\$ 233,063.60</b>	<b>0.45%</b>		



# State Charter Schools Foundation of Georgia

## BALANCE SHEET

As of December 9, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
101000 Checking	7,623.39
<b>Total Bank Accounts</b>	<b>\$7,623.39</b>
<b>Total Current Assets</b>	<b>\$7,623.39</b>
<b>TOTAL ASSETS</b>	<b>\$7,623.39</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
301000 Retained Earnings	8,681.27
Net Income	-1,057.88
<b>Total Equity</b>	<b>\$7,623.39</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$7,623.39</b>

# SCSF Slack Site Code of Conduct

*Expectations for Users*



The State Charter Schools Foundation of Georgia (SCSF) has deployed Slack, an online workplace productivity tool, in order to facilitate communication and collaboration between state charter schools; disseminate guidance and training opportunities; and share information and resources with schools. This tool is intended for use by school leaders and administrative staff members (the number of users per school may be limited).

**Site address:** [scsfga.slack.com](https://scsfga.slack.com)

**Administrator:** Michele Neely, President of the SCSF

## **Positive, Collaborative Environment**

The SCSF Slack site gives state charter schools a unique opportunity to uplift and help each other and share resources to support all of the state charter schools in Georgia. We are excited to offer this collaboration tool for state charter schools in Georgia and want this to be a helpful, positive, and harassment-free experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate harassment of participants in any form. Participants asked to stop any harassing behavior are expected to comply immediately. Please report any instances of harassment to the administrator.

## **Confidentiality**

**Please be mindful that all information shared and posted on Slack could become public, and you should adhere to FERPA and Open Records guidelines/requirements.** Please exercise caution and refrain from sharing sensitive information that could harm you or others if it became public. Also, please do not include personally-identifiable information for students, parents, faculty, or staff. Information shared on the Slack site will not be used for monitoring compliance. State Charter Schools Commission (SCSC) shall not have a presence on Slack, and only items posted that represent a potential imminent health and/or safety concern affecting the wellbeing of students or school staff shall be reported to the SCSC.

## **No Endorsement or Guarantee**

Opinions expressed on this Slack site do not represent the opinions of the SCSF or the SCSC. The SCSF and SCSC do not endorse any products or services mentioned directly or indirectly on this Slack site. Participation in this Slack site does not guarantee compliance with state, federal, or local requirements, and all posts, attachments, and links should be used for informational purposes only, unless otherwise indicated. Contact the SCSC and/or your legal counsel directly for information about regulatory compliance matters. Contact your legal counsel for any and all legal advice; no information on this Slack site should be utilized in lieu of seeking counsel from an attorney in legal matters.

## **Expected Behavior**

- Be friendly, patient, and considerate of each other. We all have a common goal of providing the most effective educational opportunities for Georgia's children, and our schools offer a variety of innovative programs. Some schools are just starting and others have been operating for several years.
- Even though we may not all agree all of the time, continue to treat all users with respect. We can all learn from each other. Every school has a different focus and faces different challenges in their community.
- Conduct yourself as a professional and refrain from harassment, insults, and other exclusionary behavior.
- Refrain from posts that do not fit into the SCSF Slack site's purpose of supporting state charter schools. This is not the appropriate place to sell or promote products, goods, or services that are not related to this purpose.

***The site administrator reserves the right to delete posts that are not related to supporting state charter schools. Users shall be invited and approved by the site administrator.***

# Acceleration Fund

*Crowd funding & matching grant program for micro-projects at schools*



## The Need

State charter schools in Georgia receive operational funds only from the State of Georgia and typically do not have access to local government revenue. Many state charter schools do not have the capacity to launch fundraising campaigns or secure outside funding for special projects and initiatives to enhance their academic program and/or school environment. In addition, most grant opportunities available to state charter schools do not offer the flexibility these schools need to launch new projects because they are targeted to specific initiatives (i.e. facility support). The SCSF will leverage resources on a statewide level and provide fundraising support through the Acceleration Fund.

## Description

The Acceleration Fund provides state charter schools in Georgia the opportunity to fund micro-projects (less than \$10,000) through a combination of “crowd funding” through the SCSF’s website and matching grants provided by the SCSF.

Schools will identify projects for funding and complete the SCSF’s Acceleration Fund application, adhering to program requirements and eligibility. When approved, the SCSF will add the school’s project to the Acceleration Fund section of the SCSF website to collect donations (aka “crowd funding”). The project will be displayed on the website until the project goal is met or the end of eight (8) weeks, whichever comes first. The SCSF will match funds raised through the website with a cash grant at a pre-determined percentage or amount and/or an in-kind donation of products, goods, and/or services from SCSF partners.

Upon receipt of the funds, schools must purchase/secure the goods and services for the project and provide a required report back to the SCSF. Any deviation from the original project plan or budget must be approved by the SCSF.

## School Eligibility

All State Charter Schools who have completed at least one academic year of operation are eligible to apply for the Acceleration Fund. *Schools not meeting SCSC academic expectations during the last academic year reported may only submit projects related to improving academic performance.*

Schools may only have one active project at a time, and they must fulfill all completion requirements prior to submitting a new project. Any school that does not adhere to the requirements of the Acceleration Fund may be disqualified from submitting future projects, at the discretion of the SCSF Board of Directors.

## Project Eligibility

The purpose of the Acceleration Fund is to give schools the opportunity to secure necessary funding for goods and services for “micro-projects” that achieve one of the following goals:

1. Support the charter school’s innovative educational model;
2. Introduce new initiatives to improve academic performance or scholastic inquiry; and/or
3. Promote the social emotional wellbeing of their students.

Projects must be clearly defined with pre-determined cost estimates and specifications for items needed, and a project leader must be identified in the application who will be responsible for carrying out the project. Projects should serve the greater school community or a group of students.

The most successful projects will be easy to explain and understand and show a direct impact on students. Remember – the amount of funds raised will depend on how compelling your project is to donors!

### ***Examples***

Examples of eligible projects/initiatives *may* include, but are not limited to, the following:

- Outdoor classroom
- Play equipment
- Flexible seating
- Mural
- New curriculum and related professional development
- Electronic devices
- Musical instruments
- Art supplies
- Robotics, coding, or other STEAM-related equipment
- Wellness program materials and/or presentation
- Incentives for meeting academic goals

### ***Ineligible Projects***

The Acceleration Fund may not be used for the following:

- Ongoing operations expenses
- Facility maintenance or repairs or related products (facility enhancements like play equipment, outdoor classroom, garden, etc. may be considered)
- Compensation for permanent or contract employees (may be used for short-term contracted services if related to a specific project)
- Testing services or materials
- Projects that benefit an individual student

### **Donor Opportunities**

Donors have several ways to support state charter schools with their Acceleration Fund Projects!

#### ***Fund Sponsor***

Acceleration fund sponsors provide funding to match what is raised from crowd funding for projects. Sponsors may direct the types of projects they are willing to support or allow the SCSF to determine how the funds are distributed. Fund sponsors will be featured prominently on the projects that their donations are supporting and will have the opportunity to present to make a joint presentation of the funds with the SCSF to the school. The sponsor will be provided photos of their funds at work.

#### ***Project Sponsor***

Project sponsors are similar to fund sponsors except their funds are targeted to one specific project.

***In-kind Sponsor***

In-kind sponsors meet a school's project needs or part of a project's needs through in-kind donations of products, goods, and/or services. In-kind sponsors will be featured on the school's project listing and will be able to make a presentation of the donation at the school.

***Project Donors***

Donors will have the opportunity to give to any project open for donations through the SCSF website, helping make the project a reality!

***Acceleration Fund Sustainers***

Sustainers give monthly or quarterly to the Acceleration Fund, and their donations are used to support the featured projects throughout the year. Sustainers will know that they are having an ongoing impact on students at state charter schools throughout the state!

***Role of the SCSF***

The SCSF will conduct the following activities as a part of the Acceleration Fund:

- Maintain all communication with school applicants, sponsors, and donors.
- Accept, review, determine eligibility, and select projects for the Acceleration Fund.
- Set up and maintain the fundraising software and project information on the website.
- Accept, document, and acknowledge all donations and sponsorships for the Acceleration Fund (including crowd funding).
- Promote school projects through the SCSF website, social media, press releases, newsletters, etc.
- Disburse funds to schools for completed projects and hold a "presentation" of funds with any related sponsors.
- Review and consider all requests for modifications to projects.
- Receive, review, and accept project completion reports.
- Maintain accurate and complete records of all projects, donors, sponsors, reports, etc.

*A 10% fee will be assessed for funds collected through the SCSF's website in order to cover some overhead expenses and card processing fees. Sponsors will be given the opportunity to cover this fee.*

