

Boerne Education Foundation Policies and Procedures

The mission of the Boerne Education Foundation (BEF) is to provide opportunities for excellence in education, promote innovation in teaching, and partner with the community to enhance the quality of education in collaboration and alignment with the Boerne ISD.

BEF is committed to responsible governance and financial management. BEF's Board of Directors (the "Board"), administrators, and staff will work together to make certain that all governance and financial matters of the organization are addressed with integrity and in the best interest of BEF.

These policies and procedures are designed to supplement the Bylaws of BEF (the "Bylaws"), protect the assets of BEF, ensure the maintenance of accurate records, provide a framework of operating procedures; and ensure compliance with reporting requirements.

Review of these policies and procedures should take place by the Executive Vice President and the Vice President of Finance at least every two (2) years. All changes to the policies and guidelines should be submitted to the Board in writing for discussion and consideration.

Section 1:	General Board Policies
Section 2:	Nominations
Section 3:	Finance & Investment
Section 4:	Development & Fundraising
Section 5:	Disbursements
Section 6:	Marketing
Section 7:	Secretary

Adopted: 10/20/21

Representative: *Wes Holland*, Executive Vice President

SECTION 1: GENERAL BOARD POLICIES

1.1 **Authority and Accountability**

The Board as a whole is responsible to stakeholders and donors who provide funds for the operation of BEF. The Board is also accountable, in a more general sense, to exercise good stewardship of BEF on behalf of the trust placed in it by the general public, consumers, staff, volunteers and other stakeholders. The Board may delegate authority to an individual director or officer or employee or member of a committee; however the Board retains ultimate responsibility and accountability.

The Board will be accountable and report to BEF's funders and other key stakeholders through an annual report on the activities and finances of BEF, and, upon request, providing access to minutes of Board meetings, receiving representations from and consulting with key stakeholders and generally operating in an open and transparent manner.

The organization of the Board will be as specified in the Bylaws and illustrated in the Organizational Chart attached as Appendix A.

1.2 **Annual Meeting of the Board**

The annual meeting of the Board (the "Annual Meeting") will be held in April of each year. The election of new directors and officers shall take place at the Annual Meeting in accordance with the Bylaws.

1.3 **Memorandum of Understanding**

A Memorandum of Understanding (MOU) outlining the expectations and responsibilities of BEF and the Boerne ISD shall be maintained and reviewed periodically. Any revisions to the MOU will be approved by the BEF Board and the Boerne ISD School Board.

1.4 **Conflict of Interest Policy**

1.4.1 **Purpose**

The purpose of the conflict of interest policy is to protect the tax-exempt interest of BEF when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of BEF or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

1.4.2 **Definitions**

a. Interested Person

Any director, principal officer, or member of a committee with board delegated powers, who has a direct or indirect financial interest as defined below, is an Interested Person. If a person is an Interested Person with respect to any entity which BEF is a part, he or she is an Interested Person with the respect to all entities.

b. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which BEF has a transaction or arrangement,
2. A compensation arrangement with BEF or with any entity or individual with which BEF has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which BEF is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest does not necessarily constitute a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board or appropriate committee decides that a conflict of interest exists.

1.4.3 **Procedures**

a. Duty to Disclose

In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with Board delegated powers considering the proposed transaction or arrangement.

b. Determining a Conflict of Interest

After disclosure of financial interest and all material facts, and after any discussion with the Interested Person, he/she shall leave the Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

c. Procedures for Addressing the Conflict of Interest

1. An Interested Person may make a presentation at the Board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The chairperson of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the Board or committee shall determine whether the BEF can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible or desirable under circumstances not producing a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the BEF's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

5. A person with financial interest in a vote before the Board shall abstain from participation in the discussion and voting.

1.5 **Document Retention Policy**

BEF acknowledges its responsibility to preserve information relating to litigation, audits and investigations. BEF follows the document retention procedures outlined below (documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time):

Name of Record	Retention Period
Annual Audits and Financial Statements	Permanent
Annual Reports	Permanent
Appraisals	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent
Cash Receipts	7 years
Check Registers	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	4 years
Credit Card Receipts	7 years
Donor Records and Acknowledgement Letters	7 years
Insurance Policies	Permanent
Invoices	7 years
IRS 1099s	Permanent
IRS 990 Tax Returns	Permanent
IRS Application for Tax-Exempt Status	Permanent
IRS Determination Letter	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedules will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, it should be printed and kept in the appropriate file or kept in an "archive" computer file folder.

1.6 **Personnel Policy**

BEF is an Equal Opportunity Employer. Employment and advancement of an individual will be without regard to race, color, creed, religion, age, sex, national origin, ancestry, disability or other legally-protected status in accordance with applicable local, state and federal laws.

1.6.1 **Hiring of New Employees**

- Appointing Authority:** The Executive Committee, as defined in the Bylaws, will interview for positions within the organization and may solicit members of the Board for assistance with the interview process.
- Reporting:** The Executive Committee will designate the reporting responsibilities of each employee.
- Salaries:** The Executive Committee will be responsible for recommending salary for new employees.
- Adherence to Policies & Conflict of Interest:** All employees must abide by BEF Policies & Procedures. Any violation of any of these policies could lead to immediate dismissal.
- Sexual Harassment:** BEF is committed to maintaining a work environment that is free from discrimination. In keeping with that commitment, sexual harassment by anyone, including any supervisor, manager, director, co-worker, vendor, contractor or board member will not be tolerated. Employees with Sexual Harassment Complaints may report their complaints or concerns to the President of the Foundation, or to any member of the Executive Committee of the Board.

1.6.2 **Director of the Foundation**

For purposes of these policies and procedures, the lead employee of the foundation will be referred to as the "Director of the Foundation", although the title for this position may change from time to time.

1.6.3 **Removal, Suspension, Reduction and Layoffs**

Any employee of Boerne Education Foundation is terminable at will.

1.6.4 Performance Evaluation

Evaluation of employees will be conducted by the Executive Committee at least annually.

1.6.5 Confidentiality

Employees acknowledge that the BEF's format and its donor, customer and client lists represent a valuable asset of the foundation. Employees shall not disclose any information identifying donors, customers and clients of the Foundation to any person or use such information for the benefit of the employee or any other person except with the written consent of the Executive Committee. Employees of BEF may be asked to sign a confidentiality agreement to this extent. Should any employee violate this policy they are immediately subject to removal, suspension or termination.

1.6.6 Salary Increases

The Executive Committee will have the responsibility for recommending salary increments for employees to the Board. Salary increases, if any, for all employees will be included in the budgeting process for the beginning of the fiscal year on July 1st. Increases will be considered as the budget permits.

1.6.7 Resignation

Employees should submit proper notification in writing to their supervisor when submitting a resignation. This resignation should include the reason or reasons for submitting the resignation, the date of the resignation and should be signed by both the employee and supervisor. Employees are asked to give a minimum of two weeks' notice before their resignation takes effect.

SECTION 2: NOMINATIONS**2.1 Nomination of New Directors****2.1.1 Director Nomination Policies**

- a. The Nominating Committee, as defined in the Bylaws, will oversee the process of providing nominations to the Board for the election of officers and to fill vacancies in the Board.
- b. The Nominating Committee will strive to nominate candidates that will result in a diverse, active, knowledgeable and productive Board. Candidates may represent a variety of professional competencies and networks, geographical areas within Boerne ISD and volunteer service interests. Candidates should have a great desire to support the mission and goals of BEF.
- c. The Nominating Committee will maintain a current and accurate record of existing Directors that includes the start date and end date of each director's term.

2.1.2 Director Nomination Timeline & Procedures

- a. In January of each year, the Nominating Committee will identify the number of Board vacancies that will occur at the conclusion of the current fiscal year. The Nominating Committee will request recommendations from the Board of potential new directors. Recommendations should include a written description of the qualities and qualifications of the candidate and be sent or given directly to the Chair of the Nominating Committee (the "Chair").
- b. In March, the Chair will disseminate to the Board in writing the names and descriptions of the recommendations as well as the name of the director who made each recommendation. Directors will then have seven (7) days to respond to the Chair in writing with objections, concerns, and comments about any of the candidates. All objections, concerns and comments will be confidential and shared only with the members of the Nominating Committee.
- c. Following the period for objections, concerns and comments, the Chair will call a meeting of the Nominating Committee. At that meeting, the Nominating Committee will review the recommendations as well as the feedback provided to the Chair by the Board, if any. After considering all objections, concerns and comments and any other pertinent information, the Nominating Committee will vote whether to accept each recommendation into the pool of potential director candidates.
- d. The Nominating Committee will then select nominees from the pool of director candidates (the "Nominees") to nominate to fill pending vacancies. The selections will be guided by the objectives stated in Section 2.1.1. The Nominating Committee may select a number of Nominees that is greater than the

number of pending vacancies and will then rank in priority order the Nominees to be presented to the Board. Any candidate in the pool of potential director candidates that is not selected as a nominee can remain in the pool for future consideration.

2.1.3 Election and Notification Procedures

- a. The Nominating Committee will present the Nominees to the Board at the Annual Meeting.
- b. The Board will decide by majority vote whether each Nominee should be invited to fill a pending vacancy. Any approved Nominees ranked lower than the number of pending vacancies will be considered alternate Nominees. By majority vote, the Board may change the Nominating Committee's priority ranking of Nominees.
- c. According to the Nominating Committee's priority ranking, the Chair will extend an invitation to each approved Nominee to join the Board. The invitation will include a description of the purpose, mission, and goals of BEF. If any Nominee declines or fails to accept an invitation, the Chair will extend invitations, as needed, to alternate Nominees until all pending vacancies have been filled.
- d. Once an approved Nominee accepts a position on the Board, his/her election process is complete. If vacancies remain after the Chair invites all approved Nominees, the Chair may call a meeting of the Committee to select additional Nominees from the pool of director candidates and repeat the process described in 2.13(b).

2.2 Nomination of Officers

- 2.2.1 In February of each year, the Nominating Committee will ask the Board for recommendations of directors to serve as officers in the following year. Recommendations should be made in writing and be sent or given to the Chair by a specified date. Directors may self-recommend.
- 2.2.2 The Nominating Committee will meet to review the recommendations provided to the Chair and, by majority vote, determine a slate of officer nominees. A member of the Nominating Committee will be designated to call each officer nominee to ascertain whether he/she is willing to serve if elected. If someone is not willing to serve, the Nominating Committee will meet again to select another candidate.
- 2.2.3 Prior to the Annual Meeting, the Chair shall send the slate of nominated officers to all directors.
- 2.2.4 At the Annual Meeting, the Chair will present to the Board the slate of nominees for the officer positions. The slated nominees will be elected by a majority of members of the Board through a voice vote. If the slate is not elected by majority vote, the Nominating Committee will meet again to determine a new slate for election at the following meeting.

SECTION 3: FINANCE & INVESTMENT

3.1 Financial Policies

The Vice President (VP) of Finance shall have the primary responsibility for designing and maintaining the accounting process. Bookkeeping or other accounting support may be provided by others as designated.

The VP of Finance shall be responsible for ensuring compliance with IRS Tax Code regulations regarding BEF's designation as a 501(c)(3) organization as well as compliance with all tax reporting requirements. A professional accountant may be retained to file the appropriate documents.

The Finance Committee, as defined in the BEF bylaws, shall provide fiscal oversight in the safeguarding of assets of BEF and shall have primary responsibility for providing regular and timely financial reports which fairly represent its financial condition.

For tax reporting and audit purposes BEF will use the calendar year, ending December 31st. The internal fiscal year (the "fiscal year") for budget and monthly financial reporting shall be June 30th in order to better represent the flow of events during the school year.

3.1.1 Contracts

All contracts in excess of \$10,000 must be approved by the Board. Contracts between \$1,000 and \$10,000 must be approved by the President. Contracts below \$1000 can be approved by the appropriate Officer or committee chair.

3.2 Financial Procedures

These procedures may be designated to an employee of BEF such as the Director of the Foundation or bookkeeper as appropriate. Certain duties will be separated to ensure the safety of funds. The bank statement will be opened and reviewed by a Finance Committee member who does not have control of the check book.

3.2.1 Annual Budget

The Finance Committee shall develop a budget for presentation to the Board for approval at the August Board Meeting. The budget shall reflect the following:

- a. Anticipated revenue from the Annual Campaign and other donation programs or grants
- b. Anticipated net revenues for Rock On and/or other development events
- c. Disbursements as recommended by the Disbursement Committee for Fall Campus Distributions, Teacher Innovation Grants, Classroom Kick-off Cards, District grants, and/or other distributions.
- d. Administrative costs, generally not to exceed 15% of revenue, which are to be used for the general operation of BEF including salaries, office supplies, postage, etc.
- e. Anticipated earnings and expenses related to investments

3.2.2 Disbursement of Funds

- a. Funds may be disbursed for expenditures that are in accordance with the Budget that has been approved by the Board.
- b. Non-budgeted expenditures or those in excess of budgeted amounts may be approved as follows:
 - By the Board if \$10,000 or more
 - By both the President and VP Finance if between \$1000 and \$10,000
 - By the appropriate Officer or committee chair if under \$1000
- c. Funds may also be disbursed as approved by the Board and recorded in the minutes.
- d. Disbursements must be substantiated by appropriate documentation.
- e. Two signatures are required on all checks. Generally, three board members will be designated as authorized signers.

3.2.3 Detailed Accounting Procedures

Daily/Weekly

- a. Donations and other monies received will be deposited in the BEF checking account and recorded in QuickBooks.
- b. Expenditure requests will be reviewed for appropriate documentation, and checks written will be recorded in QuickBooks.

Monthly

- a. All Banking is accessed online. The VP of Finance shall maintain logins and download bank statements for reconciliation.
- b. The VP of Finance will review transactions made through our online payment processor (PayPal) to ensure that all sales have been properly credited to the BEF bank account.
- c. Financial statements, including a Balance Sheet and Income Statement, will be prepared by the VP Finance using the data entered in QuickBooks. Additional reports on specific activities (such as Rock On or other events) may also be prepared.
- d. The Financial Statements will be presented to the Board at the monthly meeting.

Annually

- a. Ensure that Form 990, tax return for charitable organizations, is prepared and filed by BEF's professional accountant. The form is due on May 15th, but may be extended to Nov. 15th by the accountant, in accordance with IRS regulations.
- b. Prepare an Annual Report, which will be a joint effort by the VP Finance, the VP Marketing and the Director of the Foundation. The Annual Report will be available to donors and other stakeholders and should include the following:
 - Donor information as promised by the Annual Campaign or other program
 - Financial data

- Description of BEF's accomplishments and activities for the year.
- c. Meet with the Investment Manager to maintain BEF's oversight of the Permanent Endowment Fund.
- d. On May 1st of each year or after Rock On takes place, communicate with the CFO of BISD the best way to disperse the BEF portion of the Executive Directors Salary.

3.3 **Types of Funds**

The Foundation recognizes the following primary types of fund or gifts:

Unrestricted: A donation given for distribution as directed by the Board (guided by the mission and funding priorities established by BEF).

Restricted: A donation given for a specific purpose as directed by the donor. The Board must approve the donation prior to acceptance and must take into consideration the following:

- a. Purpose is consistent with the mission and funding priorities established by BEF;
- b. The minimum principal amount shall be \$5,000; The distribution of funds must be consistent with the disbursement guidelines;
- c. Endowment restricted funds follow the guidelines in these policies and procedures.

3.4 **Audits**

From time to time, BEF will conduct an audit or overview of the financial and accounting records at the Board's discretion or as required by Boerne ISD or by law. The Finance Committee shall oversee the audit.

3.5 **Permanent Endowment Fund**

The Board has created the Permanent Endowment Fund (the "Endowment") and intends that the Endowment shall be used to insure that the mission of BEF shall be carried out in perpetuity. The Endowment shall also provide a receptacle for gifts which are designated as endowment gifts, and to receive any other funds available from donations as may be approved to be added to the Endowment Fund by the Board.

Amounts contained in or contributed to the Endowment will be invested in accordance with the Investment Policies found in Section 3.6 which follows.

Use and Distribution of Endowment Income and Assets

- a. Earned income (such as interest and dividends) as of the end of the previous internal year (July 1st – June 30th) may be distributed as approved by a two-thirds affirmative vote of the Board. Earned income not distributed shall be re-invested as principal.
- b. Capital gains or any unrealized increase in value occurring in Endowment assets as of the end of the previous internal year (July 1st – June 30th) may also be distributed as approved by a two-thirds affirmative vote of the Board. Capital gains or unrealized income not distributed shall be re-invested as principal.
- c. The principal of the Endowment may not be distributed except in extreme financial need and only upon a **three-fourths** affirmative vote of the then actively serving members of the Board.

3.6 **Investment Policy**

It is the responsibility of the Finance Committee to select investments appropriate for the objectives and revenue needs of BEF. Investment managers may be designated to select and monitor specific investments for the Foundation's funds. The Finance Committee shall monitor investment managers to determine that they are following this investment policy and achieving results that are in line with investment objectives.

The Finance Committee is responsible for reporting on the status of investments to the Board. Investment objectives and goals should be realistic and appropriate for the mission of BEF and should:

- a. Minimize short-term risk;
- b. Preserve capital;
- c. Grow long term;
- d. Provide a reasonable amount of annual income.

3.6.1 **Duties and Responsibilities of Investment Manager**

Current Investment Manager: Frost Bank

The primary duties and responsibilities of the investment manager are:

- a. Manage invested assets in accordance with the risk/return objectives specified by the Finance Committee;
- b. Avoid prohibited transactions and conflicts of interest;

- c. Monitor the investment vehicles and prudently recommend investment alternatives;
- d. Control and account for all investment expenses;
- e. Promptly inform the Finance Committee in writing regarding all significant or material matters pertaining to the invested assets and/or the stability of the investment managers;
- f. Promptly vote all proxies and related actions in a manner consistent with the long-term interests and objectives of the Foundation.

3.6.2 Asset Allocation Guidelines

The Permanent Endowment Fund shall be diversified and follow a moderate risk strategy. Accordingly, the asset guidelines are as follows:

- a. Equity investments shall be generally limited to equity mutual funds. Diversity shall be accomplished by splitting equity funds among a variety of sector funds.
- b. Fixed income investments may be held in certificates of deposits, bond mutual funds, individual government bonds, government agency bonds, insured corporate bonds and money market funds. All bond investments must be investment grade BBB or above.
- c. Cash and cash equivalents may be held at a bank or brokerage company in a federally insured, interest bearing account or a money market account.
- d. All Permanent Endowment Fund investments must be high quality, liquid investments offered through the investment manager approved by the Board.
- e. Funds shall not be invested in individual equities, options, letter stock, derivatives, venture capital funds, commodities, real estate, or non-conventional investments.

3.6.3 Investment Manager Performance Evaluation

The following factors will be used to evaluate the investment manager's overall performance:

- a. Outperformance of benchmarks for each asset class;
- b. Aggregate performance of total portfolio;
- c. Providing consistent returns;
- d. Adherence to the Foundation's investment policy guidelines.

SECTION 4: DEVELOPMENT & FUNDRAISING

4.1 Development Policies

The Development Committee shall be responsible for overseeing fundraising campaigns and events. The Vice President of Development shall chair the Development Committee and can appoint sub-committees who will be responsible for running individual events or campaigns.

4.2 Fundraising Campaigns

4.2.1 Annual Campaign and/or Giving Day

The Annual Campaign and/or Giving Day comprises fundraising activities targeting businesses and high net-worth individuals. The Annual Campaign and/or Giving Day occurs in early fall each year, and generally has a more intense phase in the fall, although donations will be sought and accepted throughout the year. Goals are determined each year by the Development Committee. All board members are encouraged to introduce any high net-worth or corporate donor to the Director of the Foundation for relationship development, management, and recognition.

4.2.2 Employee Giving

The Employee Giving campaign allows BISD employees to donate to BEF through payroll deduction. Enrollment forms are made available to the employees at the beginning of the school year by BISD.

4.2.3 Back-to-School Campaign

In this campaign donation request forms are distributed to each school to be placed in the back-to-school packets or as otherwise provided to every child in BISD.

4.2.4 Additional New Fundraising Activities

BEF greatly appreciates and encourages new ideas for fundraising. These opportunities need to be presented to the Director of the Foundation and the VP Development for financial evaluation, volunteer resources, promotion, and strategic alliance opportunities. The Director of the Foundation and the VP Development will present the fundraising opportunity to the board.

4.3 **Fundraising Events**

Rock On is BEF's signature gala and is held annually in the spring. Other fundraising events may be added as recommended by the Development Committee and approved by the Board.

Rock On

The Rock On fundraiser usually follows an annual schedule of May to April. A suggested general timeline and procedures are as follows:

May

- a. Secure date and venue for the following year's event.

August

- a. Establish committee members.
- b. Determine theme for event.

September

- a. Produce base marketing pieces for event: logo, letterhead.
- b. Determine marketing and media schedule.

October

- a. Bid out for caterer
- b. Obtain band and/or DJ

November / December

- a. Finalize caterer, emcee.
- b. Obtain bids for lighting, table rentals, linens and select vendors.
- c. Design flyers for distribution.
- d. Compose sponsorship and table packages.
- e. Compose donation request materials.

January

- a. Begin bi-weekly committee meetings.
- b. Begin heavy media campaign.
- c. Design invitation.
- d. Distribute all sponsorship and table packages.
- e. Begin requesting donations for auction items

February

- a. Finalize invitation, print, and e-mail.
- b. Continue seeking auction donations
- c. Follow-up on sponsorship and table packages

March

- a. Finalize decorations.
- b. Follow-up on sponsorship, table packages & auction donations

April

- a. Finalize seating chart.
- b. Hold event.
- c. Follow up with publication of results and a Thank You Ad.
- d. Send hand-signed notes to donors and sponsors.

SECTION 5: DISBURSEMENTS

5.1 **Disbursement Policies**

The Disbursement Committee shall oversee the disbursement of BEF funds in accordance with BEF's mission and the needs of BISSD. The VP of Disbursements may also appoint sub-committees to oversee specific disbursement programs such as Fall Campus Disbursements, Teacher Innovation Grants, etc.

The Disbursement Committee will not fund requests for food, hotels, salaries, after school programs/clubs, or anything else that is not specifically for academic purposes.

5.1.1 **Annual Recommendation**

The Executive Board shall meet in August or before in order to develop a recommendation for amounts to be disbursed for various BEF programs. This recommendation will be presented to the Board at the August meeting for approval. The amount available for disbursement will be the Annual Net Income (defined below) which will be provided by the VP Finance

The Executive Board may recommend using the entire Annual Net Income for various disbursement programs, or that a portion be reserved in the Endowment. If additional funds beyond the Annual Net Income amount are needed, the Executive Board can request that income from the Endowment be used, but such request must be in accordance with the policies set forth in Section 3.5 above.

It is the policy of the Disbursement Committee to annually fund BEF's two traditional programs, Fall Campus Disbursements and Teacher Innovation Grants. The Disbursement Committee and/or sub-committees will meet to determine specific purchases or uses of funds within amounts approved for each program. Details of how funds were spent will be shared with the BEF Marketing or other committees for reporting to donors and stakeholders.

The Boerne Academy and Alternative Campus are not specifically included in the campuses receiving FCDs because the students of those two locations are already included in the per capita count for their home campuses. At its discretion, the Disbursement Committee may recommend that the Board allocate funds to the Boerne Academy and/or the Alternative Campus in recognition of the campus's needs, either as part of the Annual Net Income distribution (for example 1% of the FCD amount), or as a separate distribution from the Income of the Endowment

Annual Net Income

The Annual Net Income is calculated using financial amounts for the internal accounting year of July 1st through June 30th. It is equal to: Total net revenue less (i) restricted gifts or donations (ii) administrative costs, and (iii) Permanent Endowment net income.

5.2 **Fall Campus Disbursements**

Fall Campus Disbursements (FCDs) will be distributed among the campuses of BISD. The Funds are allocated to each campus based on per capita student enrollment as determined by the enrollment number on the first school day after Labor Day. This enrollment number will be provided by BISD.

Principals at each school will be asked to guide the process of selecting the specific uses for the FCD amount allocated to their campus. Principals will poll their teachers for desires/wishes/needs for their campus that provide excellence in education or promote innovation in teaching and meet with the campus Site Based Team to review and prioritize the needs of the campus.

5.2.1 **FCD Procedures & Timeline**

August

- a. BEF will communicate to all educators in BISD explaining our purpose, mission, and grant process.

September:

"Principal's Letter" will be sent out in early September. It will explain:

- a. How much each campus has to spend.
- b. Explanation of guideline for uses of the funds.
- c. FCD Spreadsheet link (standard spreadsheet for FCD grant proposals).
- d. FCD Sign off Form link (For Principals and Site Based Team).
- e. Set date (generally 30-60 days after letter) that the FCD Spreadsheet and FCD form will be due to BEF

Upon receiving notice, Principals will:

- a. Poll Teachers wants/needs then complete the FCD spreadsheet. (Polling will be done at the principal's discretion.) The spreadsheet will include who is requesting the funds, a concise description of plan/purpose, and exact amount (including tax and shipping, if necessary).
- b. Meet with Site Based Team to review and prioritize needs. (This provides transparency as well as community involvement in spending the money).
- c. Complete the FCD Sign off Form.

October

- a. The Principals will turn in their FCD spreadsheet and FCD Sign off Form to the Disbursements/FCD Chair.
- b. The Disbursements Committee will review the funding requests for compliance with BEF giving guidelines.
- c. After approval, funds are submitted to BISD for disbursement to the individual campuses.

January

- a. The FCD chair will send a reminder to the Principals in January that the final spreadsheets are due by end of February, all funds should be spent or returned.
- b. The FCD chair will prepare a report for the Board explaining how FCD funds were actually spent. This report will be presented to the Board and also could be provided to the Superintendent's office for their information/accounting purposes.

5.2.2 Campus Responsibilities for Fall Campus Distributions

Each campus is responsible for submitting how the funds were spent. BISD's Finance Office will provide BEF with information regarding any unspent balance and return unspent funds to BEF by the end of each school year. Failure by a campus to provide grant information may disqualify that campus from receiving FCD funding in subsequent school years.

Any unspent balance returned to BEF by BISD shall be held by BEF And re-distributed with the grant funding the following year.

5.3 Teacher Innovation Grants (TIG)

The TIG Committee will be comprised of members of the Board.

TIG funds, as approved by the Board in accordance with Section 5.1 above, will be distributed by the TIG Committee through a blind selection process. The Chairperson of the TIG Committee ("Chairperson") guides the process and is the only member of the committee who has access to the TIG applicant's identity and campus information. Selection of grants will be accomplished through a grant application and review process using the procedures listed below.

5.3.1 TIG Procedures

The chairperson will meet with the appropriate BISD employee to discuss any pertinent BISD policy or procedure changes and to set dates for the technology approval deadline, the TIG application deadline, application review date and presentation date.

Teacher Application Procedures

- a. TIG application should be updated and opened online by the beginning of the school year. The application period generally runs through the end of September.
- b. BISD requires that all TIG applications for technology be pre-approved by the BISD technology department before the request is submitted to BEF. This is handled after the application period closes, prior to BEF review.

TIG Committee Procedures

- a. The Chairperson and BISD Administrative will meet to review applications for BISD approval and accuracy.
- b. The committee members are given appropriate time to review all applications and rank applications giving them a score of 1 (low priority)- 4 (high priority). Rankings will be compiled electronically. The TIG Chairperson will re-order the requests in order from highest to lowest priority, as determined by the rank given by the committee, in order to facilitate the final selection process.
- b. The TIG committee will meet to make final selections up to the total dollar approved for TIGs by the Board.
- c. The Chairperson will work with BEF Director to plan approved grant announcements, order big checks and door plaques and determine best way to explain approval process to teachers and notify declined applicants.
- d. The Chairperson will deliver a check to BISD for the total amount awarded for the TIG program. BISD is required to provide a detailed summary with the grant name, recipient name, requested amount and actual cost after all grants have been fulfilled (by the end of the school year). It is also required that BISD return to BEF any unspent funds.

- e. In early spring the TIG committee should send a follow up survey to each grant recipient. Results should be compiled and shared with BEF BOD as well with BISD and BEF donors as deemed necessary.

5.4 Campus Kick-off Cards, District Grants and Other Disbursements

The Disbursements Committee may choose to recommend that funds be disbursed for Campus Kick-off cards, district-wide grants or other special purposes that fulfill the mission of BEF and meet current needs of BISD. Campus Kick-off Cards are a program whereby teachers and other faculty who operate classrooms or other rooms for the benefit of students receive a gift card at the beginning of the school year to be used for school supplies to help meet academic needs of the students. A district-wide grant program is where the BISD superintendent provides 2-3 district-wide funding needs to the Disbursements Committee and the Disbursements Committee determines whether to recommend that one or several of those needs be funded.

SECTION 6: MARKETING

6.1 Marketing Policies

The VP of Marketing will manage all aspects of media, including social media. The VP of Marketing will work closely with the Director of the Foundation to implement a general yet concise annual marketing plan. The execution of various aspects of the marketing plan may be designated to another Board member or an employee of BEF as appropriate.

The VP of Marketing will determine core audiences such as but not limited to the Boerne community, Boerne businesses, BISD teachers and faculty, BISD parents, and identify how to target each group.

The VP of Marketing will determine avenues in which to market such as but not limited to:

- a. Print Media: columns, articles, press releases, ads
- b. BEF Website Marketing
- c. Outside Website Marketing: Chamber of Commerce, BISD
- d. Boerne Business Marketing: Window signs, flyer distribution
- e. School Marketing: Determine direction to target – parents, teachers and faculty

6.2 Marketing & Promotion Procedures

6.2.1 Press Releases

- a. Determine when a Press Release is warranted for an event or fund distribution.
- b. Compose Press Releases.
- c. Secure approval through BEF President, Executive Vice President, VP of Development, Director of the Foundation, and BISD Communications Director.
- d. Determine media distribution list and facilitate distribution of press release.
- e. Continually update media distribution list.

6.2.2 Website Management

- a. Manage a website designer who is hired on an annual basis to provide technical support or work with BISD Communications Department.
- b. Provide content and updates and maintain overall content of BEF website.
- c. Secure approval through BEF President, Executive Vice President, VP of Development, Director of the Foundation, and BISD Communications Director before going live.
- d. Manage and provide content for special event sections.
- e. Determine who has access to the website.

6.2.3 Publicity Management

- a. Working closely with the BEF Director, determine what to market, when to market and where to market
- b. Determine content of marketing materials.
- c. Secure approval through BEF President, Executive Vice President, VP of Development, Director of the Foundation, and BISD Communications Director (if necessary).

6.2.4 Design and Print Management

- a. Determine what design and print needs are on an annual basis.

- b. Determine who will provide content (VP of Marketing, Board member or BISS Communications Director), who will produce materials (VP of Marketing or outside designer), solicit Requests for Quotes for printing and award jobs, and how it will be distributed.
- c. Secure approval of content, design and print bids through BEF President, Executive Vice President, VP of Development, Director of the Foundation, and BISS Communications Director (if necessary).

6.3 Special Marketing Programs

- 6.3.1** The VP of Marketing will facilitate marketing for all special events and fundraisers throughout the year.
 - a. Determine needs.
 - b. Develop media and distribution schedules.
 - c. Identify and negotiate with potential media partners.
- 6.3.2** The VP of Marketing will determine avenues in which to market such as but not limited to:
 - a. Print Media: columns, articles, press releases, ads.
 - b. BEF Website Marketing.
 - c. Outside Website Marketing: Chamber of Commerce, BISS.
 - d. Boerne Business Marketing: Window signs, flyer distribution.
 - e. School Marketing: Determine direction to target – parents, teachers and faculty.

SECTION 7: SECRETARY

7.1 Secretarial Policy

It is the policy of BEF to document the proceedings of each of its regular Board meetings. Documentation includes a record of attendees, the duration and location of the meeting, as well as a reasonable accounting of the topics, discussions, motions and resolutions held during the meeting.

The Secretary is responsible for compiling the minutes of each meeting and distributing them to the Board in a timely manner.

Other meetings called by the Executive Committee also require the documentation of proceedings by the Secretary. Ancillary committee meetings, including Rock On, do not require the presence of the BEF Secretary; recording of proceedings of such meetings is at the discretion of the committee leader.

If the Secretary cannot attend a Board or Executive Committee meeting, a substitute shall be named to assume the responsibilities of the Secretary for that meeting.

It is the policy of BEF to maintain proper order and decorum at all times during meetings. The Secretary is charged with maintaining that order.

7.2 Secretarial Procedures

7.2.1 Definitions

- a. Quorum – a majority of the Directors of BEF, whether present or participating by electronic means.
- b. Motion – a proposal that the entire membership take action or a stand on an issue. Motions (resolutions) are first called, then seconded, debated and finally voted upon.

7.2.2 Agenda

The Secretary will work with the BEF President to create an agenda for each regular Board meeting. The agenda will generally include the following:

- a. Call to order
- b. Approval of previous minutes
- c. Superintendent's report
- d. President's report
- e. Committee reports and business
- f. Other
- g. Adjournment

7.2.3 Record Meeting Minutes

Record and keep the minutes of the meetings of the Board and Executive Committee. The minutes may be collected by hand but shall ultimately be typed. The minutes will be formatted to include the following information:

- a. Type of meeting held.
- b. Location of the meeting.
- c. Time and duration of the meeting.
- d. Attendees – note, no proxy is necessary and will not be collected for non-present members. A signature sheet will be distributed and collected for each meeting.
- e. Quorum present, yes or no.
- f. Agenda items and summary of discussion and to-dos.
- g. Motions, seconds and results of votes.
- h. Next meeting location and time.

7.2.4 Maintain Order during Meetings

While BEF does not require the specific adherence to any formal rules of order, decorum must be maintained at all times. The Secretary shall maintain order by doing the following:

- a. Ask that any lengthy discussion about one topic be tabled and handled at the committee level so as to keep regular Board meetings to no more than an hour and a half.
- b. Ensure that for every vote there is a motion or resolution and a second. Then count that every member present has a vote, Yay or Nay.
- c. Intercede if any discussion becomes rude or unhealthy for the organization.
- d. Determine and state instances for “off-the-record” discussions.

7.2.5 Correspondence

The Secretary shall see that all notices are duly given in accordance with the BEF Bylaws. In order to do this, the secretary shall:

- a. Maintain a Contact List of all current-year BEF Members, including Board, Ex-Officio, etc. This list will include: name, position, address, phone (home, cell, office) and email.
- b. Email minutes to Board Members. Minutes shall be distributed as soon as possible after the meeting, but no later than at least (15) days prior to the next Board meeting. Minutes are to be distributed electronically.
- c. Address corrections to the minutes and ensure that a corrected copy is emailed to Board members at least ten days prior to the next meeting.
- d. Email the agenda for the regular Board meetings at least three days prior to the meeting.

7.2.6 Retention of Records

The Secretary shall maintain the meeting minutes in hard copy and electronic form for the duration of time he or she is acting as Secretary. Historical records are to be kept at the BEF office indefinitely. Historical records include hard copy and electronic versions.

8.0 Social Media Policy

The Vice President of Marketing and/or the Executive Director will be authorized to monitor, update and post on behalf of the Boerne Education Foundation’s social media account(s). The Boerne Education Foundation, however, will maintain an environment of ethical, safe, and effective standards.

The Boerne Education Foundation will use social media to highlight its own material or partnerships/sponsorships including programs, events, grant success stories, reports, and other Boerne Education Foundation resources.

Posts shall not include:

- Legal matters
- Threatening, harassing, illegal, obscene, defamatory, libelous, or hostile material
- Personal contact information of others, including phone numbers and emails
- Material that infringes on the rights of the organization
- Rumors
- Confidential information
- A defamatory or negative nature towards the organization

Volunteers, board members, district employees or other staff posting information on behalf of the Boerne Education Foundation are to respectfully and professionally represent the organization, adhere to the terms and conditions of any third-party sites, and take full responsibility for their communication.