Board Governance Policies

©2023 Atlanta Neighborhood Charter School. Approved April 2023.

Table of Contents

Board Governance Policies Overview 3
Governing Board Code of Ethics 4
Grievance Handling 8
Board Nominations 10
Board Member Reimbursement 13
Social Media Use by Board Members 14
Calendar Adoption 15
Committees 16
Board Member Conflict of Interest 19
Executive Director Communication to the Board 23
Executive Director Evaluation 24
Financial Resolutions 26
Input and Decision-Making 27
Litigation 31
Meetings of the Governing Board 32
Developing and Updating Board Policies 38
School Community Communications 39
Succession Plan 41

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Board Governance Policies Overview

All Governing Board members are responsible for reading and understanding the policies. These policies have been prepared to define procedures that affect the relationship between the Governing Board and the organization.

For matters covered by these policies, no person is authorized to deviate from these policies and any deviation must be approved in writing.

The Board of Atlanta Neighborhood Charter School may change these policies and procedures, in whole or in part, at any time upon a two-thirds majority vote.

Recognition of these rights and prerogatives of the organization is a term and condition of serving as a Board member.

Review

Each policy lists the duration of the policy. In general, all policies should undergo a comprehensive review once every three years. All policies should be approved annually at the first public Board meeting of the year. Any proposed revisions to the policies may be submitted to the Board for discussion prior to approval.

Publication

These policies are to remain in the public domain.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Governing Board Code of Ethics

The ANCS Governing Board of Directors (the Board) desires to operate in the most ethical and conscientious manner possible and to that end the Board adopts this Code of Ethics and each member of the Board agrees that he or she will:

Domain I: Governance Structure

1. Recognize that the authority of the Board rests only with the Board as a whole and not with individual members and act accordingly.
2. Support the delegation of authority for the day-to-day administration of the charter school to the school leader and act accordingly.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
4. Recognize that the school leader should be present at all meetings of the Board except when his or her contract, salary, or performance is under consideration.
5. Not undermine the authority of the school leader or school administration.
6. Use reasonable efforts to keep the school leader informed of concerns or specific recommendations that any member of the Board may bring to the Board.

Domain II: Strategic Planning

1. Reflect through actions that his or her first and foremost concern is for educational welfare of children attending the charter school.
2. Participate in all planning activities to develop the vision and goals of the Board.
3. Work with the Board and the school leader to ensure prudent and accountable uses of the resources of the charter school.
4. Render all decisions based on available facts and his or her independent judgment and refuse to surrender his or her judgment to individuals or special interest groups.
5. Uphold and enforce all applicable laws, all rules and guidelines of the State Board of Education and the Board.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Domain III: Board and Community Relations

1. Seek regular and systemic communications between the Board and students, staff, and the community.
2. Communicate to the Board and the school leader expressions of public reaction to Board policies and charter school programs.

Domain IV: Policy Development

1. Work with other Board members to establish effective policies for the charter school.
2. Make decisions on policy matters only after full discussion at publicly held Board meetings.
3. Periodically review and evaluate the effectiveness of policies on charter school programs and performance.

Domain V: Board Meetings

1. Attend and participate in regularly scheduled and called Board meetings.
2. Be informed and prepared to discuss issues to be considered on the Board agenda.
3. Work with other Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at Board meetings.
4. Vote for a closed executive session of the Board only when applicable law or Board policy requires consideration of a matter in executive session.
5. Maintain the confidentiality of all discussions and other matters pertaining to the Board and the charter school, during executive session of the Board.
6. Make decisions in accordance with the interests of the charter school as a whole and not any particular agreement thereof.
7. Express opinions before votes are cast, but after the Board vote, abide by and support all majority decisions of the Board.

Domain VI: Personnel

1. Consider the employment of personnel only after receiving and considering the recommendation of the school leader.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

2. Support the employment of persons best qualified to serve as employees of the charter school and insist on regular and impartial evaluations of charter school staff.
3. Comply with all applicable laws, rules, regulation, and all Board policies regarding employment of family members.

Domain VII: Financial Governance

1. Refrain from using the position of Board member for personal or partisan gain or to benefit any person or entity over the interest of the charter school.

Domain VIII: Conduct as a Board Member

1. Devote sufficient time, thought and study to the performance of the duties and responsibilities of a member of the Board.
2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.
3. Communicate in a respectful professional manner with and about fellow Board members.
4. Take no private action that will compromise the Board or charter school administration.
5. Participate in all required training programs developed for Board members by the Board or the State Board of Education.
6. In the annual report, submitted to the Department, disclose the status of Board member compliance with the Code of Ethics.

Domain IX: Conflicts of Interest

1. Announce potential conflicts of interest before Board action is taken.
2. Comply with the conflicts of interest policy of the Board, all applicable laws and State Board of Education Standard, rules and guidelines.

Upon a motion supported by a two-thirds (⅔) vote, the Board may choose to conduct a hearing concerning a possible violation of this Code of Ethics by a member of the Board. The Board member accused of violating this Code of Ethics will have thirty (30) days' notice prior to a hearing on the matter. The accused Board member may bring witnesses on his or her behalf to the hearing, and the Board may elect to call witnesses to inquire into the matter. If found by a vote of two-thirds of all the members of the Board that the accused Board member has violated this Code of Ethics, the Board shall determine an appropriate sanction. A Board member subject to sanction may, within thirty (30)

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

days of such sanction vote, appeal such decision to the State Board of Education in accordance with the rules and regulations of the State Board of Education. A record of the decision of the Board to sanction a Board member for a violation of this Code of Ethics shall be placed in the permanent minutes of the Board.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Grievance Handling

Purpose

This policy outlines how the Board will handle general grievances.

For grievances arising out of disciplinary matters, please see "Student Discipline" on page 1 and "Professional Conduct" in Personnel Policies.

Duration

This policy is permanent, but it is subject to review to remain in accordance with policies as required by the Atlanta Board of Education.

Policy

Any grievance at the school will fall into one of three primary categories:

Category 1	Complaints about a student, the classroom experience, or a teacher
Category 2	Complaints or concerns about a school-wide policy or administration
Category 3	Complaints or concerns about a parent/guardian or community member involved with the school

Where a grievance involves an issue arising in the classroom, parents/guardians should first seek to resolve the issue with the classroom teacher.

If resolution with the teacher is not feasible or the grievance involves a school-wide policy or another parent/guardian at the school, the parent/guardian pursuing the grievance should seek to resolve the issue with the Campus Principal. The Campus Principal should acknowledge the grievance via written response within 10 business days.

If resolution with the Campus Principal is not feasible or efforts to resolve the issue have been exhausted, then the parent/guardian should bring the grievance to the attention of the Executive Director. The Executive Director should acknowledge the grievance via written response within 10 business days. For Category 1, the Executive Director shall make the final determination.

For Categories 2 and 3 above, once all efforts to resolve a grievance have been exhausted with the school's staff and leadership, then a parent/guardian may bring a grievance to the attention of the Governing Board as follows:

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

- Any grievances should be made in writing via the grievance form on the school's website. This allows all parties involved to work from a consistent body of information.
- Generally, the Board will not address a grievance that is made anonymously, based on hearsay, or made on behalf of another family.
- Generally, the Board will not address a grievance where resolution has not been exhausted through the appropriate steps, listed above.
- ANCS may, at its discretion, notify individual school employees about grievances brought against them. Parents/guardians may, however, request that they not be personally identified as the party bringing the grievance.

For any grievance presented to the Board, a response via written letter will be sent within (30) thirty days of receipt of the grievance. The Board may delegate the review of a grievance to a member of members of the Board, legal counsel, or another designee at its discretion.

Resources

- "Meetings of the Governing Board" on page 32
- "School Community Communications" on page 39

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Board Nominations

Purpose

This policy outlines the steps involved in the selection, nomination, and approval of Board members.

Duration

This policy is permanent, but it is subject to yearly revision by the Board Chair and the Board Nominations Task Force.

Policy

The ANCS Board Nominations Task Force is elected by and accountable to the Board of Directors to recruit Board members who shall carry out the mission, vision, and strategic plans of ANCS.

In accordance with the values of ANCS, the Board Nominations Task Force shall seek to ensure that the Board of Directors is inclusive and at least parallels the diversity of our community. If there is a high degree of diversity at the Board leadership level, we hope that our policies, priorities, and plans will include those diverse perspectives.

Section 1. The Board Nominations Task Force

1. No later than the October Board meeting, the current Board Chair will appoint a current Board Member to Chair the Board Nominations Task Force. This Chair will solicit interested Board Members to form the Board Nominations Task Force for the upcoming board recruitment cycle.
2. No later than the December Board meeting, the Board Nominations Task Force Chair will present the complete list of Board Members to serve on the Board Nominations Task Force for the upcoming board recruitment cycle. The Board votes to approve the recommended Nominating Subcommittee no later than the December Board meeting.
3. The Board Nominations Task Force will solicit and review nominations and bring a recommended slate of Board members to the Board for approval no later than the June Board meeting.
4. The Board Nominations Task Force will include at least the Board Chair or Chair-Elect/Vice Chair and a non-voting member of the faculty and staff (e.g., Executive Director).

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

5. The Chair of the Board Nominations Task Force is a current Board Member and is to be appointed by the Board Chair. The Candidate should be a fully engaged, active member of the board with the time required to successfully execute the annual recruitment process.
6. Three to four additional Board Members will serve on the Board Nominations Task Force. Limited additional members of the school community may also be appointed (e.g., a member of the PTCA Executive Committee, a community member with board leadership development experience, a member of the Diversity and Equity Action Team).
7. Sessions of the Board Nominations Task Force regarding individual candidates shall be considered confidential.
8. At the first Board Nominations Task Force meeting each year, the Task Force shall review the nominating policy and procedures and recommend changes to or continuation of the existing policy and procedures to the Board of Directors.

Section 2. Call for Nominations

1. Prior to the public call for nominations, the Board Nominations Task Force shall report to the Board of Directors the actions it will take to achieve the diversity, equity and inclusivity goals of the board.
2. After determining recruitment goals, a call for nominations for Board members will be made to the school community no later than February, allowing at least two weeks for a response.
3. This call for nominations will be distributed to all current families and faculty and staff. It will be posted on the ANCS website, social media, and other areas to enhance recruitment efforts of non-parents.
4. The notice will reiterate our desire for a broad spectrum of applicants, describe Board responsibilities, as well as the process to apply (including the submission of a CV/Resume as required by the Georgia Department of Education).

Section 3. Vetting of Applicants

1. Upon the close of the nominations period, the Board Nominations Task Force will review all applications and select the applicants to be interviewed.
2. Interviews of selected applicants will be conducted by the Board Nominations Task Force.
3. Applicants who are selected for an interview will be encouraged to attend a Board Meeting, as well as an information session.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

4. At least one reference will be consulted for each finalist prior to being added to the slate of Board nominees.

Section 4. Filling the Slate, Presentation, and Approval

1. To prepare a slate of Board nominees, the Board Nominations Task Force will first consider those Board members who wish to renew their membership for another term, providing those members have demonstrated by meeting attendance and active participation an interest and commitment to ANCS.
2. In filling the slate, the Board Nominations Task Force will consider continuity, access to new or a variety of networks in the community, background, experience, skills, and diversity.
3. The Board Nominations Task Force will then choose from the submitted applications those persons who are considered to best meet the needs of the Board.
4. The full Board shall consider and vote on the slate of Board nominees as recommended no later than the June Board meeting.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Board Member Reimbursement

Purpose

This policy outlines how Board members are to be reimbursed for expenses related to the Board.

Duration

The policy is permanent.

Policy

Board members are subject to the general reimbursement policy and process. Please see "Reimbursement and Disbursement" in Finance and Operations Policies.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Social Media Use by Board Members

Purpose

This policy outlines the rights and responsibilities of Board members in the use of social media as it relates to ANCS.

Duration

This policy is permanent, but it is subject to yearly review as platforms change.

Policy

1. The Governing Board supports the expansion of technology systems to effectively meet student and staff needs in the twenty-first century. The Board recognizes the value of social media and networking sites and emerging platforms for online collaboration and interaction to enhance communication; strengthening connections with students, parents/guardians, staff, and community members; and supporting student learning and staff development.
2. Board members are expressly permitted and encouraged to use social media to promote the work of ANCS. The use of social media shall support the Board's goals and focus areas and be coordinated with other communication strategies.
3. Board members are subject to the general Social Media Use policy.

Resources

- "Social Media Use" on page 1 in Student and Family Academic Program Policies

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Calendar Adoption

Purpose

This policy governs the annual adoption of the school year calendar and weekly schedule.

Duration

This policy is permanent.

Policy

The ANCS Governing Board will—no later than its March Board meeting each year—annually approve the ANCS school calendar and daily school day start and end times for the following school year.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Committees

Purpose

This policy outlines the committee structure of the entire ANCS system. The intent of this policy is to create a system of checks and balances that outlines clearly where decisions are made and how reporting from the various committees is handled. Since the Board is the school's legal representative body and has final approval of all recommendations made by committees, sub-committees, and task forces, the structure of all committees must take into consideration the final authority of the Board.

The intention behind this policy is not to create an exhaustive reporting system but to instead ensure that decisions made in committees are supported and encouraged by Board action and that the legal and financial interests of ANCS are protected at all times.

Duration

This policy is permanent, but it is subject to revision.

Policy

See Article V of the Bylaws of Atlanta Neighborhood Charter School, Inc. for more information about the various committee structures.

ANCS maintains two main bodies that oversee committee work. These two bodies are:

1. Governing Board-Based Committees – Overseen by the Governing Board
2. School Community-Based Committees – Overseen by the PTCA

There are also faculty and student committees at ANCS.

The PTCA is chartered by the Governing Board and, as such, nominally reports to the Board.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Section 1. Approval of Committees

Per the ANCS Bylaws, all Governing Board standing committees, sub-committees, and task forces must be confirmed by the Governing Board.

All School Community-Based Committees must be confirmed via resolution by the Governing Board via a yearly report from the PTCA.

Section 2. Publicizing Committee Meetings

All Governing Board-Based Committees and School Community-Based Committees must publicize the date, time, and location of meetings via the web-based school calendar and/or monthly Board reports, or via any applicable announcements.

Section 3. Governing Board-Based Committees

Standing Committees

Governing Board-Based Committees are to be chaired by Governing Board members. The Board Chair is not permitted to chair a committee. Standing committees are outlined in the Bylaws.

Task Forces

Task forces are created by the Governing Board to address specific projects or issues. Task forces are temporary; they are dissolved once the specific issue they were created for has been addressed. All task forces shall report to the Governing Board.

Sub-Committees

Within each standing committee there is the potential to have sub-committees. For example, the Business Operations Committee might have a Technology sub-committee.

Guidelines for Board Sub-Committees

1. The Board Sub-Committees may be chaired by a Board member OR chaired by someone appointed by a Board member.
2. If the Board Sub-Committee is chaired by someone appointed by the Board member, that appointment must be approved by a two-thirds vote of the Board.

Section 4. School Community-Based Committees

School Community-Based Committees are sponsored through the PTCA and overseen by the PTCA Executive Board.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Guidelines for School Community-Based Committees

1. Committee chairs are named and overseen by the PTCA Executive Board.
2. Committee chair provides leadership to the committee.
3. Committee chairs serve one-year terms.
4. The Executive Director serves as an ex officio (non-voting) committee member, as well as the liaison between School Community-Based Committees and the Board.

Section 5. Faculty and Student Committees and Task Forces

Faculty Committees and Task Forces

This includes the K-8 Task Force, grade-level committees, and any committees working on specific issues related to faculty concerns.

Student Committees

This includes student government and activity-type committees, such as band boosters or athletics.

Guidelines for Faculty and Student Committees and Task Forces

1. Committee chairs are overseen by the Executive Director and/or each Campus Principal as applicable.
2. The Executive Director reports on the ongoing activities of these committees in the monthly Executive Director report.
3. The expectation is that these committees will prepare a report for the Board at least once per year updating their major initiatives and progress and that the committee chair or a representative from the committee will deliver this report in person.
4. Any decisions made in these committees that will impact the entire school community or a majority of the school community at either campus must come before the Board as a resolution seeking the Board's support of the decision/recommendation. The Executive Director and Board Chair will make this determination.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Board Member Conflict of Interest

Purpose

This policy outlines the Conflict of Interest statements for Governing Board members.

Duration

This policy is permanent.

Policy

1. No board member shall use or attempt to use his or her official position to secure unwarranted privileges, advantages, employment for himself or herself, any of his or her immediate family members, or others.
2. No board member shall act in his or her official capacity in any matter in which he or she, any of his or her immediate family members, or any business organization in which he or she has a material financial interest, would reasonably be expected to impair his or her objectivity or independence of judgment.
3. No board member shall solicit or accept or knowingly allow any of his or her immediate family members or any business organization in which he or she has an interest to solicit or accept any gift, favor, loan, political 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 board member in the discharge of his or her official duties. For purposes of this paragraph, a gift, favor, loan, contribution, service, promise, or other thing of value shall not include the items contained in subparagraphs (a)(2)(A) through (a)(2)(J) of Georgia Code Section 16-10-2.
4. No board member shall use, or knowingly allow to be used, his or her official position or any information not generally available to the members of the public which he or she receives or acquires in the course of and by reason of his or her official position for the purpose of securing financial gain for himself or herself, any of his or her immediate family members, or any business organization with which he or she is associated.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

5. No board member or any of his or her immediate family members or any business organization in which he or she has an interest shall represent any person or party other than the charter school governing board in connection with any cause, proceeding, application, or other matter pending before the charter school governing board on which he or she serves.
6. No board member shall be prohibited from making an inquiry for information on behalf of a community member if no fee, reward, or other thing of value is promised to, given to, or accepted by the board member or any of his or her immediate family members in return therefor.
7. No board member shall be deemed in conflict with these provisions if, by reason of his or her participation in any matter required to be voted upon by the charter school governing board, no material or monetary gain accrues to him or her as a member of any profession, occupation, or group to any greater extent than any gain could reasonably be expected to accrue to any other member of that profession, occupation, or group.
8. No board member may also be an officer of any organization that sells goods or services to that charter school unless the organization providing goods or services is a Nonprofit membership organization or there are fewer than three sources for such supplies or equipment within the county; provided, however, that any purchase of goods or services that is equal to or greater than $10,000 shall be approved by a majority of the members of the board in an open public meeting.
9. No board member shall be deemed in conflict with these provisions if, by reason of his or her participation in any matter required to be voted upon by the charter school governing board, no material or monetary gain accrues to him or her as a member of any profession, occupation, or group to any greater extent than any gain could reasonably be expected to accrue to any other member of that profession, occupation, or group
10. No charter school governing board may do business with a bank or financial institution where a board member is an employee, stockholder, director or officer when such member owns 30% or more stock in that institution.
11. No board member may have a financial interest in school buses, bus equipment or supplies, provide services for buses owned by the board, or sell gasoline to the board from a corporation in which the board member is a shareholder.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

12. No board member shall accept a monetary fee or honorarium in excess of $101.00 for a speaking engagement, participation in a seminar, discussion panel, or other activity which directly relates to the official duties of that public officer or the office of that public officer. Actual and reasonable expenses for food, beverages, travel, lodging, and registration for a meeting which are provided to permit participation in a panel or speaking engagement at the meeting shall not be monetary fees or honoraria.

Conduct As Board Member

1. No board member shall disclose or discuss any information which is subject to attorney-client privilege belonging to the charter school governing board to or with any person other than other board members, the board attorney, the school leader, or persons designated by the school leader for such purposes unless such privilege has been waived by a majority vote of the whole board.
2. No board member shall vote on the employment or promotion of any of his or her immediate family members. No immediate family member of a board member may be employed or promoted unless a public, recorded vote is taken separately from all other personnel matters.
3. No board member may be employed in any position in the charter school in which they serve.
4. No board member shall be employed by the State Department of Education or serve concurrently as a member of the State Board of Education.
5. No member of a charter school governing board shall serve simultaneously on the governing body of a public local school district or of a private elementary or secondary educational institution that actively seeks funding from any government entity or private entity from which the charter school seeks funding.

Each member of this board understands and acknowledges that no person shall be eligible to serve on a charter school governing board unless he or she:

1. Has read and understands the code of ethics and the conflict of interest provisions applicable to members of charter school governing boards and has agreed to abide by them; and
2. Has agreed to annually disclose compliance with the State Board of Education's policy on training for members of charter school governing boards, the code of ethics of charter school governing boards, and the conflict of interest provisions applicable to members of charter school governing boards.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Resources

- Vendor and Supplier Conflict of Interest in Finance and Operations Policies
- Conflict of Interest Form

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Executive Director Communication to the Board

Purpose

This policy ensures Board members are informed in a timely manner of all incidents that go outside of normal Board and Executive Director reporting and communications. The intention behind this policy is to maintain a flow of information that apprises Board members of events that might generate further action of a legal nature.

Duration

This policy is permanent.

Policy

Outside of monthly reports to the full Board, the following matrix outlines other types of communication that may occur between the Executive Director and Board:

Type of Event	Communication	Lead Time
Level 4 behavior incident and/or deployment of first responders	Full Board	Within 24 hours of incident
Pending legal action against school	Full Board and school's legal counsel	Within 24 hours of notice
Incident requiring immediate termination of employee with cause	Full Board and school's legal counsel	Within 24 hours of incident
APS and/or GADOE directives requiring immediate action	Full Board	Within 2 business days of notice (as appropriate)
Unsatisfactory employee evaluation; employee resignation	Personnel/Governance Committee Chair	Within 2 business days of evaluation/resignation

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Executive Director Evaluation

Purpose

To outline the policy for the annual review of the Executive Director.

Duration

This policy is permanent.

Policy

It is the responsibility of every Board member to participate in the annual evaluation of the Executive Director. The following process will be followed:

1. Prior to the end of each school year , the Governance Chair will distribute the following to every Board member (alternatively, these items may be distributed electronically):
    - The Executive Director evaluation form
    - A copy of the Executive Director's goals and objectives from the previous year's evaluation
    - A copy of the Executive Director's job description
    - A copy of the Executive Director's contract
    - A copy of this procedure
2. The Governance Chair will review with the Board the evaluation tool and this procedure for completing the Executive Director evaluation. All Board members will have an agreed-upon period of time (not to exceed two weeks) to complete the evaluation and return it to the Governance Chair. All evaluations will be confidential and reviewed only by members of the Executive Committee and the Governance Chair.
3. The Governance Chair will ensure that the staff feedback survey is distributed to and collected from all staff in a timely manner.
4. The Executive Director will put together an Executive Director summary of the year's accomplishments and areas of focus for the upcoming year. The Executive Director will present the Executive Director summary to the Executive Committee.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

5. The Governance Chair, in conjunction with the Board Chair, will compile the results of the Board evaluation tool and the staff feedback survey and present the results to the Executive Committee of the Board. The Executive Committee, along with the Governance Chair, will review the information and determine:
    - The final ratings to be included in the Executive Director evaluation tool;
    - The goals and objectives for the upcoming year;
    - Any other pertinent evaluation information; and
    - Financial compensation (raise, bonus, etc.). Refer to the Executive Director contract for guidance on salary increase amounts.
6. The Governance Chair and/or Board Chair will compile a memo outlining the Executive Committee's findings—including compensation information—to be shared with the Executive Director.
7. The Board Chair will meet with the Executive Director to review the final evaluation tool and Executive Committee memo.
8. The Governance Chair will distribute a copy of the Executive Committee memo, and the Executive Director summary to every Board member at the May or June Board meeting.
9. The Governance Chair will ensure that a copy of this information is also provided to all new incoming Board members by the first meeting of the new Board.
10. Copies of the individual evaluation tools and staff feedback surveys will be destroyed once the evaluation has been completed.
11. A copy of the final evaluation tool, Executive Committee memo, Executive Director summary, and any staff survey summary will be kept on file .

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Financial Resolutions

Purpose

This policy outlines yearly financial resolutions that must be made by the Board.

Duration

This policy is permanent.

Policy

At the first Board meeting of the year, the Finance and Operations Chair will present a list of financial resolutions for approval and ratification by the Board. The list must include:

1. Banks where ANCS has accounts;
2. Designated check signatories;
3. Limits of checks and payments expressed in dollar amounts;
4. Designee/signatory for all employee contracts;
5. Confirmation and approval of any ongoing vendor contracts that may have changed since the approval of the budget, including any contracts for outside services, such as field trip operators/providers, and contract limits;
6. Confirmation of any lines of credit or loans that need to be re-signed/re-authorized;
7. Confirmation of reserve fund policy;
8. Confirmation of where financial records and documents are kept and how they are accessed; and
9. Confirmation of ANCS's outsourcing of the Chief Financial Officer (CFO) role. The name and contact information for the individual or entity selected to perform the CFO duties must be included.

Resources

- Finance and Payroll Benefits Administration in Finance and Operations Policies

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Input and Decision-Making

Purpose

In making decisions for our school community, we are guided by principles and supported by practices that give voice to those directly impacted by decisions and provide clarity so that decisions can be made effectively and efficiently.

Duration

This policy is permanent.

Policy

Section 1. Guiding Principles

Our ANCS Guiding Principles are used to guide the decision-making process at ANCS:

1. We come to school and every class prepared to learn and do our best.
    a. We define problems clearly and involve all those affected in inquiry before we advocate for solutions.
    b. We propose solutions that are crafted with thoughtful consideration primarily on how they affect teaching and learning and the health and well-being of the children in our community.
    c. We balance the need for efficient decision-making with the need to solve problems collectively and cooperatively.
2. We respect each other, our surroundings, and ourselves.
    a. We are all part of the same team; we collectively own problems, and we collectively solve them.
    b. We share feedback and input in a constructive way. We listen to feedback and input with an open mind.
3. We take responsibility for our actions and learning.
    a. We accept the responsibilities associated with our role in the school community as teachers, parents/guardians, Board members, or administrators, and we respect the roles of others.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

b. We recognize that we can learn from the perspectives and experiences of others and commit to listening and assuming goodwill.

4. We resolve conflicts in a peaceful, meaningful, thoughtful way.
    a. We allow conflict and differing ideas to exist, and we recognize that tension may be a part of making decisions.
    b. We focus on solutions, not blame, and presume positive and constructive intentions on the part of others.
5. We celebrate our individual and collective successes.
    a. We celebrate our culture of cooperation, trust, and partnership as part of what makes us special as a school community.

Section 2. Decision-Making Bodies and Jurisdictions

1. The framework below indicates what types of decisions are made by various people/groups:

Decision-Making Body	Jurisdiction	Examples of Responsibilities
Governing Board	Local, state and federal law, the school's charter agreement, core strategic issues	Sets policies and priorities aimed at making sure school is in compliance with laws, charter, and mission and vision; approves budget; approves changes to school's charter and/or strategic plan
K-8 Leadership Team*	Big issues that affect core aspects of school life or school program	Implements Board policies, charter and strategic plan, and state mandates; directs the educational program and implementation of curriculum
Executive Director / Campus Principals	Day-to-day operations, immediate student or personnel matters	Ensures student and employee safety; develops procedures to support state law and school policies; evaluates the quality of educational programs

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Decision-Making Body	Jurisdiction	Examples of Responsibilities
Campus Leadership Teams**	Elements of the educational program that require professional design and affect one campus	Creates daily schedule for students and faculty/staff; recommends and provides professional development; establishes norms for common spaces; organizes curricular goals and educational programs for grade-level trips
Full Faculty/Staff	Elements of the educational program that require professional design and affect the whole school	Creates curriculum scope and sequences; establishes grading practices
Task Force†	Varies depending on the reason the Task Force is created	Reviews a discrete issue and develop recommendations to the school community and the Board
PTCA††	Parent and community events and committees	Coordinates and promotes parent, teacher, and community involvement and communication within the school; provides financial and volunteer support for initiatives that reinforce the educational program

***K-8 Leadership Team:** Executive Director, Campus Principals and Assistant Campus Principals, Director of Finance and Operations, Special Education Coordinator, Director of Collaborative Learning and Partnerships

****Campus Leadership Teams:** Facilitated by Campus Principals; representatives from grade levels

†Task Force: Could include students, parents, teachers/staff

††PTCA: Led by Executive Committee made up of a President, an Elementary Campus vice-president, a Middle Campus vice-president, a Secretary, a Treasurer, two Volunteer Coordinators (one from each campus), and two faculty representatives (one from each campus)

Section 3. Decision-Making

1. In general, the appropriate decision-making body for a particular issue or proposal will be guided by the principles for decision-making at ANCS and, as appropriate, will:
    a. Outline a process that includes gathering input from those individuals and/or groups impacted by the decision.
    b. Specify a timeline by which a decision will be made.
2. In some rare instances where time is of the essence, it may be necessary to make a decision on an issue without gathering input.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

3. The Executive Director and Governing Board Chair will determine which decision-making body should address a particular issue or proposal if it is unclear to whom the issue should go.
4. Unless otherwise specified by the decision-making body, decisions should stand for at least three months before changes can be proposed.

Section 4. Input

1. Some decisions at our school will impact all (or most) of the students, families, and/or faculty/staff at one or both of our campuses. Examples of such decisions might include the adoption of our school's annual budget, approval of the yearly school calendar, or the employee leave policy. For these decisions, the Executive Director and Board Chair will consult with the Campus Principals and PTCA President about the process for gathering input from those groups most likely to be impacted by the decision. The process and timeline for gathering input along with key background information on the matter to be decided upon will be explained and communicated to impacted groups through a variety of means, such as the following:
    a. Courier
    b. Email and phone messaging system
    c. Website and social media
2. The actual gathering of input should also involve multiple avenues in order to give everyone in impacted groups an opportunity to express their opinion. Those avenues for gathering input and feedback can include (but do not need to be limited to) the following:
    a. Anonymous surveys
    b. PTCA meetings and/or separate community meetings
    c. Focus groups
3. A summary of the feedback gathered should be presented along with the final recommendation to the appropriate decision-making body.

Resources

- Guiding Principles in Student and Family Academic Program Policies

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Litigation

Purpose

This policy governs the type of representation required for matters of litigation involving ANCS.

Duration

This policy is permanent, with settlement amounts required for Board approval subject to updates to financial policies.

Policy

Section 1. Notification to the Board

Pursuant to the policy "Executive Director Communication to the Board" on page 23, the Executive Director will notify the Board of any pending legal action within 24 hours of receiving notice.

Section 2. Legal Representation for Mediation or Settlements

When a representative from ANCS attends a mediation or settlement conference as the result of threatened or actual litigation that could foreseeably result in a financial obligation from ANCS, he or she shall be accompanied by an independent attorney (representing solely the interests of ANCS) knowledgeable in the relevant subject matter.

Section 3. Financial Settlements

In accordance with Board financial policies as outlined in Finance and Payroll Benefits, any settlement amount of more than $25,000 must be approved in advance by the ANCS Board.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Meetings of the Governing Board

Purpose

The adoption of this policy is to ensure majority rule; protect the rights of the minority, the absentees, and individual members; provide order, fairness, and decorum; facilitate the transaction of business; and expedite meetings.

Duration

This policy is permanent, but it is subject to revision each year by the Board Chair.

Policy

Section 1. Public Notification of Meetings

The public must be given at least 24 hours' notice of Board meetings and Committee meetings consistent with Georgia Open Meetings laws. Such meetings will also be publicized via the school calendar.

Section 2. Development of the Meeting Agenda and Reports

1. The development of the agenda is the responsibility of the Board Chair.
2. The Executive Director should be consulted in the development of the agenda.
3. Prior to the meeting the agenda and all reports are posted to the school website.

Section 3. Use of Simplified Parliamentary Procedure

The Board follows a simplified version of Robert's Rules of Order.

Basic Principles

1. All members have equal rights, privileges, and obligations.
2. A quorum must be present for the group to act.
3. Full and free discussion of every first motion is a basic right.
4. Only one question at a time may be considered, and only one person may have the floor at any one time.
5. Members have a right to know what the immediately pending question is and to have it restated before a vote is taken.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

6. Generally, no member should speak more than twice on each motion or until all other members have had a chance to speak, with a total of a 10-minute limit. Generally, the Chair should let the floor alternate between those speaking in support of and those speaking in opposition to the motion.
7. 7. Members shall confine their remarks to the issues under consideration. Personal remarks are always out of order.
8. A majority decides a question except when basic rights of members are involved. (A two-thirds vote is required for any motion that deprives a member of rights in any way, like cutting off debate.)
9. Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
10. The Chair should always remain impartial.

How the Board Adopts a Motion

In simplified version, a "second" is not needed in order to move a motion to a vote.

1. Presentation made of an issue policy, procedure, contract, etc.
2. Motion made to approve or table
3. Second is made
4. The Chair states that the question ("It is moved and seconded...")
5. Discussion among the Board
6. Vote

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Common Motions to be Used

Motion	To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that..."). After limited discussion, the group then votes on the motion.
Friendly Amendment	This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
Move to Committee	This is used to place a motion in committee when an issue appears to not have easy resolution or more research is needed before action can be taken. A majority vote must rule to carry it. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established. The Chair will note when findings from the committee must be returned to the Board. The Secretary notes in the minutes when the committee should present and when the motion should be back on the agenda.
Question	To end a debate immediately, the question is called (say "I call the question") and needs a "second." A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
Table	To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A majority vote is required to table the item being discussed. This motion is similar to Move to Committee.
Adjourn	A motion is made to end the meeting. A majority vote is then required for the meeting to be adjourned (ended).

Section 4. Meeting Minutes

The ANCS Board has opted to go beyond the basics and include additional items that represent a factual record of business. For example, the minutes give a summary of a discussion and provide a more complete picture of the meeting. This is helpful to members who could not attend the meeting and to those looking back at the historical record of the organization. Summaries should be balanced and include major opposing viewpoints, even if they are not adopted.

Per the ANCS Bylaws, the minutes may be taken by someone appointed by the Board in order to allow the Secretary to participate in the meeting. The Secretary maintains responsibility for the minutes even if they are taken by an appointee.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

The minutes should not include the following:

1. Opinions or judgments like "a well-done report" or "a heated discussion."
2. Criticisms or accolades, unless thanks or expressions of appreciation were clearly the consensus of all the meeting participants.
3. Extended rehashing of reports should not be included. Just hit the highlights or key facts, particularly if a written report is attached.

Approval and Adoption of Minutes

1. The minutes are presented to the Board at the following Board meeting for approval.
2. Minutes may be sent out to the Board members prior to the meeting via email or other method to expedite the review of and vote on the minutes.
3. After the Board minutes have been approved, they are to be filed in the minutes notebook maintained in the Main Office or other central location of the school, such as on the school website.
4. The agenda and Executive Director's report for the meeting should be filed with the minutes.
5. It is the responsibility of the Secretary to maintain, file, and post the minutes.

Section 5. Public Comment

Everyone in the community is welcome to attend the monthly ANCS Board meetings. At each and every in-person meeting, the Board members will be seated around a primary conference table. Any guests and other members of the community will be invited to sit in designated areas around the room. The Board may conduct meetings via teleconference or videoconferencing technology in accordance with the Georgia Open Meetings Law.

For those community members who have a specific issue that they wish to be addressed by the Board, they may submit to the Board Chair in writing an outline of their issues or concerns two (2) weeks before the next scheduled Board meeting. Such advance notice will give the Board Chair flexibility to reserve time on the agenda and prepare for discussion of any concerns raised by the community members.

For any concerns that are raised much closer to the next Board meeting, community members should submit to the Board Chair a request in writing at least 24 hours prior to the meeting.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

In both cases where advance written notice is provided, the Board Chair will have the discretion to determine whether the issue presented may be better resolved by having it first addressed by the Executive Director and/or Campus Principals or an existing Board committee.

If the issue presented will be afforded time on the agenda for an upcoming Board meeting, notice will be given to the community member at least 24 hours in advance.

Where advance notice is not able to be given in a timely manner, any member of the community is welcome to speak at the monthly Board meetings during the "public comment" portion of the agenda, which is usually scheduled toward the first part of the meeting; however, the Chair may move public comment to a different place on the agenda when appropriate. If numerous members of the public indicate a desire to speak on a subject, the Chair may limit the time of each public speaker. In such instances, the Board reserves the right to withhold any discussion of the issue immediately. In lieu of any immediate discussion, however, the Board will respond in a timely manner to the concerns of the community member who made the request. The Board Chair will also have the discretion to include continued public discussion of the issues presented at a later monthly Board meeting.

Section 6. Executive Committee Meetings

Executive Committee meetings are held to conduct routine business in between regular Board meetings.

1. The Executive Committee is authorized to take a binding vote and must report its action to the Governing Board at the next Board meeting.
2. Decisions made by the Executive Committee do not require a vote of affirmation by the full Board.
3. However, decisions of the Executive Committee may be overruled by the full Board.

Section 7. Executive Session

Executive Session may be entered into by the Board to discuss permissible matters under Georgia's Open Meetings laws, including certain legal, real estate, disposition of property, personnel issues, and to interview a candidate for Executive Director, or to discuss records exempt from disclosure.

1. Chair makes a motion to go into Executive Session to discuss an appropriate topic from the list above.
2. Discussion is confidential and must stay relevant to the topic.
3. No votes may be taken.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

4. Staff members of the Board may be excused from the discussions during Executive Session if conflict is possible due to personnel discussions; however, they should return after Executive Session so they may be present for the vote on any issues.
5. Minutes are to be taken by the Secretary and filed in the Secretary's records with a copy given to the Chair. These minutes are not to be public unless required by law.
6. Motion is made to exit Executive Session.
7. Vote is taken outside of Executive Session.

Resources

- "Committees" on page 16
- "Grievance Handling" on page 8
- "School Community Communications" on page 39

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Developing and Updating Board Policies

Purpose

This policy describes how Board policies and procedures are maintained and updated.

Duration

This policy is permanent, but it is subject to review annually.

Policy

Policies and procedures must be approved following the process outlined in the Charter:

1. The Board will make collaborative decisions through a formal, public voting process. A simple majority will be required for a motion to pass.
2. A quorum must be present for a vote to take place. All policies must be submitted to the ANCS attorney for review prior to presentation to the Board for a vote or within 30 days of approval by the Board.
3. In addition, all finance-related policies must be reviewed by the ANCS accountant within the same time frame.
4. The Executive Director is responsible for securing review of all policies by our attorney and, when applicable, our accountant.
5. The Executive Director is responsible for ensuring that a copy of each adopted policy is placed in the ANCS Policy Handbook on the School website.
6. Each policy should include:
    - Purpose;
    - Duration; and
    - The date approved by the Board.
7. Policies that are revised or eliminated by the Board should be maintained in a central, accessible location, with the date of the revision noted on the policy.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

School Community Communications

Purpose

This policy describes how the ANCS Governing Board manages communications with the larger ANCS community.

Duration

This policy is permanent.

Policy

Communication with the Board is encouraged in several different ways.

- All parents/guardians, staff, and community members are invited to attend the monthly meetings of the Board. These meetings are open, and anyone interested may attend. The agenda for the meetings is posted on the school website no later than 24 hours before the meeting.
- A period of public comment is included at each Board meeting.
- Letters sharing concerns may be sent to the Board by one of the following methods:
    - Via email to the Board chairperson or a member of the Executive Committee.
    - Via mail addressed to the attention of the Board chairperson at the school.
    - By hand, placed in the Board chairperson's box in the Parent Room at the Elementary Campus.

Letters may be read at the next Board meeting. The same procedure is followed for any letter received. Parents/guardians should always feel free to identify themselves if the issue is of a serious nature that requires follow-up. Unsigned (anonymous) letters may or may not be presented depending on the appropriateness of the content.

It is the desire of the Board to have open, effective communication with the school community. Families should feel comfortable and not fear retaliation for expressing their concerns. Constructive criticism is always welcome. We ask that persons submitting concerns that call for action be prepared to assist with the solution where possible. We are a Board of parents, faculty, and community members and will make every effort to address concerns.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Resources

- Parent/Guardian and Student Complaints and Grievances in Student and Family Academic Program Policies
- Social Media Use in Student and Family Academic Program Policies

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Succession Plan

Purpose

The ANCS Governing Board of Directors has the responsibility to ensure that the school's executive leadership is in place, and that a plan is created to guide the school through times of planned and unplanned leadership transition. This policy is intended to provide the framework for an annual process of leadership succession planning that ensures that emergency succession and departure-defined succession plans are in place and regularly reviewed.

Duration

This process of review and approval should occur by September 30 each year.

Policy

On an annual basis, the board's Governance Committee and Executive Director will review both the emergency and departure-defined succession plans originally created in 2017. The committee will present updated plans to the full board for approval. Upon approval, both the board chair and Executive Director will sign copies of the plans and the plans will be stored both electronically in the school's shared drive and in hard copy in the business office.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.