

Georgia Fugees Academy Charter School, Inc

Board Policies

I. Governing Board Functions:

- Support Georgia Fugees Academy Charter School's mission and core beliefs and ensure that the school adheres to its original purpose. Decisions of the Governing Board will be guided by the mission and core beliefs articulated in the charter.

- Interview and hire the school co-leaders. Monitor and assess the school co-leaders' performance with respect to the school's educational and financial goals. Ensure effective organizational planning, responsibility and ethical fiscal management of the Corporation's assets. Oversee the budget process and the school's investments.

- Create policies that ensure the successful operation of the school.

- Serve as liaison between the school's staff and its constituents and act as ambassadors and advocates for the school.

- Provide strategic planning and leadership succession planning.

- Serve as an appeals board.

- Manage fundraising activities. The board is responsible for ensuring that appropriate resources are available to meet the mission and vision of Georgia Fugees Academy Charter School.

II. Governing Style

- The Board provides strategic leadership to Georgia Fugees Academy Charter School. In order to do this, the Board will:
 - Look to the future and keep informed of issues and trends that may affect the mission and organizational health of Georgia Fugees Academy Charter School.

- Make decisions based on knowledge of community needs and best practices and in accordance with the mission.
 - Be proactive and visionary in its thinking.
 - Encourage thoughtful deliberation, incorporating a diversity of viewpoints.
 - Work together as colleagues, encouraging mutual support and good humor.
 - Have the courage to lead and make difficult decisions.
 - Commit to excellence in governance, including regularly monitoring, assessing and improving its own performance.
- The Board will monitor and discuss the Board's process and performance at each meeting.
 - In governing, the Board will fulfill its legal responsibilities of:
 1. The *Duty of Obedience* that requires board members to be faithful to the mission of Georgia Fugees Academy Charter School in its policies and actions.
 2. The *Duty of Care* that requires that in fulfillment of his/her duties, a Board member owes Georgia Fugees Academy Charter School the care that an ordinarily prudent person would exercise in a like position and under similar circumstances.
 3. The *Duty of Loyalty* that requires Board members to always put the best interest of Georgia Fugees Academy Charter School first when making decisions affecting the organization

III. Board Background Checks

- Board members must have a criminal background check completed within 30 days of accepting a Board position.
- Background checks must be repeated every 5 years.
- If background check is not clear, the rest of the Board must review and vote to determine if the Board position offer will stand or if the violations will preclude them from serving on the Board.

IV. Board Code of Conduct

- The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and professional decorum when acting as board members.
- In their capacity as governors, board members must demonstrate unconflicted loyalty to the interests of the ownership of Georgia Fugees Academy Charter School.
- Board members must avoid conflicts of interest with respect to their fiduciary responsibility and will follow the requirements of the Policy Statement on Conflicts of Interest.
- Members will annually disclose their involvement with other organizations, vendors, or any other associations that currently do business or may do business with Georgia Fugees Academy Charter School on the Conflicts of Interest Questionnaire.
- Members will respect the confidentiality appropriate to issues of a sensitive nature.
- Board members are expected to attend every regularly scheduled meeting. A member with more than two absences from regularly scheduled meetings in a calendar year is subject to possible dismissal at the discretion of the Board.

V. Board Decision-Making Process

- The Board will make decisions by a process of careful deliberation, seeking out the wisdom and experience of many voices as appropriate, which may include consumers, staff, volunteers, board members and others with knowledge of its mission.
 - The Board will use [Robert's Rule of Order](#) as the process for conducting Board meetings and all decision-making.
 - The Board will strive for consensus of opinion in its decision-making. ○ If consensus isn't reached after a reasonable period of deliberation, to be determined by the chair, then a majority of members present for a quorum

will make the final decision. A quorum is defined as 6 or more members present.

VI. Board Nominations Process

- The Board seeks out two sets of criteria when recruiting Board members:
 - Constituencies
 - Parents of students attending GFACS
 - County/geographical representation
 - Partnerships from the community with professional expertise
 - Diversity, i.e. ethnic, gender, socio-economic, educational levels
 - GFACS teachers
 - School Co-Leaders ex officio
 - Persons with the needed skill set
 - Key Skills and Experiences
 - Commitment to and passion for the mission and governing process of Georgia Fugees Academy Charter School, Incorporated.
 - Knowledge of current research and the Georgia Board of Education guidelines
 - Knowledge of facilities management
 - Financial management experience
 - Public Relations and marketing experience
 - Ability to problem solve
 - Experience in strategic planning
 - Personnel management
 - Strong written and oral communication skills
 - Knowledge of change management and organizational growth
 - Commitment to support the Board governing structure and ability to meet board work expectations.
 - Ability to engage in deliberative and collegial decision-making.
 - Commitment to stewardship responsibilities
- In the process of recruiting and nominating candidates, the Board will request

from all candidates:

1. Resume or summary of experience
2. Interview by board members
3. References to verify demonstrated competencies

• In the process of determining final candidates, the Board will:

1. Conduct an initial screening of resumes.
2. Interview promising candidates
3. Check for competencies
4. Discuss the qualifications of nominees and their value to the Board
5. Provide finalists with adequate information about Georgia Fugees Academy Charter School, Incorporated's governance and board policies as well as schools' mission and, for the candidate to make a knowledgeable and informed decision on their fit for the Board

• Final Board selection will be made in accordance with the provisions outlined in the bylaws.

*These policies apply only to Board members chosen by the existing board. Faculty and parent representatives will not have to participate in this process.

VII. Board Training

• A governance board development committee will be established. The development committee, working closely with the board chairman and school co-leaders, will plan and provide several types of training for board members and prospective board members. It will also plan ongoing education and training for the full board.

• Training will be provided for the entire board annually.

• Specialized training will be planned for some board members who have major responsibility in certain specialized skill areas such as finance.

• The development committee will use training opportunities provided by the Georgia Department of Education, Georgia Charter School Association (including CharterStart modules), and Board Source the National Center for Nonprofit Boards.

- The development committee will be responsible for assessing the effectiveness of training by informal methods such as asking for feedback from board members participating in specific training and through the board's annual evaluation process.

VIII. Dismissal of Board Members

- If any board member is not upholding any of the above policies, an investigation and deliberation will be held by the other board members to determine if the accused board member will be dismissed from duty.
- A two-thirds majority vote is required to dismiss a board member.

*Policy approved by Board of Directors on

*Amended

**Georgia Fugees Academy Charter School, Inc.
Board of Directors Commitment Letter**

Overview

As trustees of public funds, The Board of Directors is responsible for ensuring the school's long- term financial stability and integrity of the charter. The Board sets the strategic plan and ensures that the school fulfills its mission. Directors recognize that in order to fulfill these obligations, they pledge to personally follow all guidelines set forth in the policy manual and contribute time, talents, and resources (to the extent possible) to maintain the school's success.

Personal Commitment

I, _____, have read Georgia Fugees Academy Charter School, Incorporated's Board Policy Manual and am willing to make every possible effort to fulfill the duties and responsibilities outlined in said policy manual. I further agree that if, at any time, I am unable to fulfill the commitments of a member of the Board of Directors for Georgia Fugees Academy Charter School, Incorporated, I will give appropriate notice of resignation to the Chairman of the Board.

Signature Date

Conflict of Interest

I, _____, will immediately disclose any potential conflict of interest to the Georgia Fugees Academy Charter School, Incorporated board of directors and recuse myself from voting on such matters that pertain to the conflict of interest.

Signature Date