

Board Policy Manual

Thomas A. Edison Charter School

- 1 Policy and Policy Changes
- 2 Head of School T&E Policy
- 3 Full-time Hires Policy
- 4 RFP Bidding Process
- 5 Teachers Contract Policy
- 6 Internal Control Motion
- 7 Whistleblower Policy
- 8 Document Retention and Destruction Policy
- 9 Budget Policy
- 10 Approval Authority Policy

Policy and Policy Changes

Purpose: the purpose of this motion is to ensure all policy and policy changes are approved by the Board.

Motion

The Board prior to implementation or enforcement must approve all policy and policy changes.

FYI

Policy – Policy is a deliberate plan of action to guide decisions and achieve rational outcomes.

Procedure – Procedure is a specification of series of actions, acts or operations, which have to be executed in the same manner in order to always obtain the same result in the same circumstances.

12/1/2003

Head of School T&E Policy

Purpose: the purpose of this motion is to ensure all T&E requests and reimbursements for the Head of School are approved by the Board President to increase internal controls and ensure the proper segregation of duties.

Motion

The Board President must approve all T&E requests and reimbursements for the Head of school.

Policy – Policy is a deliberate plan of action to guide decisions and achieve rational outcomes.

Procedure – Procedure is a specification of series of actions, acts or operations, which have to be executed in the same manner in order to always obtain the same result in the same circumstances.

1-4 2009

Full time Hires Policy

Purpose: the purpose of this policy is to ensure all direct reports to the Head of School, are interviewed by at least the Head of School, his/her designated panel and one board member before an offer is made. The interview panel will consist of TECS employees in general and at least one Board member when hiring for positions which report directly to the Head of School.

Motion

Effective immediately all prospective full time employee positions are required to be interviewed by an interview panel consisting of at least three persons. Any positions reporting directly to the Head of School are required to have at least one Board member on the panel.

1-17 2003

RFP Bidding Process

Purpose: the purpose of this motion is to create a more efficient procurement process to better enable the school to obtain the highest quality goods, materials and services at the best possible price, thereby maximizing the purchasing value of public monies.

Motion

\$25,000

All purchases, contracts, professional and nonprofessional services exceeding \$50,000.00 or one year in duration must follow a RFP process and be approved by the full Board prior to execution.

12/20/12

Teachers Contract Policy

Purpose: the purpose of this motion is to ensure that teachers receive contracts for the upcoming school year prior to May 15th.

Motion

Policy – teachers must receive contracts for the upcoming school year prior to May 15th.

FY 2009

THOMAS EDISON CHARTER SCHOOL OF WILMINGTON, INC.

Whistleblower Policy

This Whistleblower Policy of Thomas Edison Charter School of Wilmington, Inc.: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization; (2) specifies that the Organization will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The Organization encourages complaints, reports or inquiries about illegal practices or serious violations of the Organization's policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Organization has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Organization's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
2. **Protection from retaliation.** The Organization prohibits retaliation by or on behalf of the Organization against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
3. **Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Organization's executive director or Chairman of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to another committee member. The Organization will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

1-1-2010

THOMAS EDISON CHARTER SCHOOL OF WILMINGTON, INC.

Document Retention and Destruction Policy

This Document Retention and Destruction Policy of Thomas Edison Charter School of Wilmington, Inc identifies the record retention responsibilities of staff, volunteers, member of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Organization's documents and records.

1. **Rules.** The Organization's staff, volunteers, members of the Board of Directors and outsiders (i.e. , independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) **no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.**

2. **Terms for retention.**

a. Retain permanently:

Governance records—Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.

Tax records—Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.

Intellectual property records—Copyright and trademark registrations and samples of protected works.

Financial records—Audited financial statements, attorney contingent liability letters.

b. Retain for ten years:

Pension and benefit records—Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.

Government relations records—State and federal lobbying and political contribution reports and supporting records.

THOMAS EDISON CHARTER SCHOOL OF WILMINGTON, INC.

Document Retention and Destruction Policy

c. Retain for three years:

Lease, insurance, and contract/license records—Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).

d. Retain for one year:

All other electronic records, documents and files—Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

3. **Exceptions.** Exceptions to these rules and terms for retention may be granted only by the Organization's executive director or Chairman of the Board.

Budget Policy

Purpose: the purpose of this motion is to ensure that the staff presents the annual budget for the upcoming school year to the Board during the current school year for approval. This policy will also minimize the risk of unauthorized expenditures occurring during budget lags.

Motion

Policy – staff must present the annual school budget to the Board at least one month prior to the end of the school year to allow the Board adequate time to pass the budget within the current school year.

Approval Authority Policy

Purpose: This policy provides guidelines for the appropriate delegation of signature authority and approval authority for financial and business transactions at Thomas A. Edison Charter School.

Motion:

Approval delegation will be as follows:

President of the Board	Unlimited
Vice President of the Board	Unlimited
Head of School	\$10,000.00
Chief Financial Officer	\$5,000.00
Vice Principal	\$5,000.00

The Head of School may designate approval to others not to exceed \$1,500.00.

In the absence of the Head of School or Board President approval authority may be designated in writing for the established period of the absence.

Signatures for relevant parties shall be on file at all times as well as Board Officers.

Contracts will still require the signature of the Board President and the Board Secretary.

Travel Expenditures exceeding \$1,000.00 will require the approval of the Board President or Vice President.

Purchase orders exceeding the approval authority of the Head of School will require the signature of the Board President or Vice President.

Contracts greater than \$50,000.00 or exceeding one year in duration will require approval from the Board. Once approved by the Board the approval limitation will no longer be applicable regarding the contract in question.

FY 2016

Board Policy Manual

Thomas A. Edison Charter School

- 1 Policy and Policy Changes
- 2 Head of School T&E Policy
- 3 Full-time Hires Policy
- 4 RFP Bidding Process
- 5 Teachers Contract Policy
- 6 Internal Control Motion
- 7 Whistleblower Policy
- 8 Document Retention and Destruction Policy
- 9 Budget Policy
- 10 Approval Authority Policy

Policy and Policy Changes

Purpose: the purpose of this motion is to ensure all policy and policy changes are approved by the Board.

Motion

The Board prior to implementation or enforcement must approve all policy and policy changes.

FYI

Policy – Policy is a deliberate plan of action to guide decisions and achieve rational outcomes.

Procedure – Procedure is a specification of series of actions, acts or operations, which have to be executed in the same manner in order to always obtain the same result in the same circumstances.

12/1/2009

Head of School T&E Policy

Purpose: the purpose of this motion is to ensure all T&E requests and reimbursements for the Head of School are approved by the Board President to increase internal controls and ensure the proper segregation of duties.

Motion

The Board President must approve all T&E requests and reimbursements for the Head of school.

Policy – Policy is a deliberate plan of action to guide decisions and achieve rational outcomes.

Procedure – Procedure is a specification of series of actions, acts or operations, which have to be executed in the same manner in order to always obtain the same result in the same circumstances.

1-4 2009

Full time Hires Policy

Purpose: the purpose of this policy is to ensure all direct reports to the Head of School, are interviewed by at least the Head of School, his/her designated panel and one board member before an offer is made. The interview panel will consist of TECS employees in general and at least one Board member when hiring for positions which report directly to the Head of School.

Motion

Effective immediately all prospective full time employee positions are required to be interviewed by an interview panel consisting of at least three persons. Any positions reporting directly to the Head of School are required to have at least one Board member on the panel.

1-14 2003

RFP Bidding Process

Purpose: the purpose of this motion is to create a more efficient procurement process to better enable the school to obtain the highest quality goods, materials and services at the best possible price, thereby maximizing the purchasing value of public monies.

Motion \$25,000

All purchases, contracts, professional and nonprofessional services exceeding \$50,000.00 or one year in duration must follow a RFP process and be approved by the full Board prior to execution.

12/20/12

Teachers Contract Policy

Purpose: the purpose of this motion is to ensure that teachers receive contracts for the upcoming school year prior to May 15th.

Motion

Policy – teachers must receive contracts for the upcoming school year prior to May 15th.

FY 2020

THOMAS EDISON CHARTER SCHOOL OF WILMINGTON, INC.

Whistleblower Policy

This Whistleblower Policy of Thomas Edison Charter School of Wilmington, Inc.: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization; (2) specifies that the Organization will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The Organization encourages complaints, reports or inquiries about illegal practices or serious violations of the Organization's policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Organization has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Organization's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
2. **Protection from retaliation.** The Organization prohibits retaliation by or on behalf of the Organization against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
3. **Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Organization's executive director or Chairman of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to another committee member. The Organization will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

1-1-2010

THOMAS EDISON CHARTER SCHOOL OF WILMINGTON, INC.

Document Retention and Destruction Policy

This Document Retention and Destruction Policy of Thomas Edison Charter School of Wilmington, Inc identifies the record retention responsibilities of staff, volunteers, member of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Organization's documents and records.

1. **Rules.** The Organization's staff, volunteers, members of the Board of Directors and outsiders (i.e. , independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) **no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.**

2. **Terms for retention.**

a. Retain permanently:

Governance records—Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.

Tax records—Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.

Intellectual property records—Copyright and trademark registrations and samples of protected works.

Financial records—Audited financial statements, attorney contingent liability letters.

b. Retain for ten years:

Pension and benefit records—Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.

Government relations records—State and federal lobbying and political contribution reports and supporting records.

THOMAS EDISON CHARTER SCHOOL OF WILMINGTON, INC.

Document Retention and Destruction Policy

c. Retain for three years:

Lease, insurance, and contract/license records—Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).

d. Retain for one year:

All other electronic records, documents and files—Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

3. **Exceptions.** Exceptions to these rules and terms for retention may be granted only by the Organization's executive director or Chairman of the Board.

Budget Policy

Purpose: the purpose of this motion is to ensure that the staff presents the annual budget for the upcoming school year to the Board during the current school year for approval. This policy will also minimize the risk of unauthorized expenditures occurring during budget lags.

Motion

Policy – staff must present the annual school budget to the Board at least one month prior to the end of the school year to allow the Board adequate time to pass the budget within the current school year.

Approval Authority Policy

Purpose: This policy provides guidelines for the appropriate delegation of signature authority and approval authority for financial and business transactions at Thomas A. Edison Charter School.

Motion:

Approval delegation will be as follows:

President of the Board	Unlimited
Vice President of the Board	Unlimited
Head of School	\$10,000.00
Chief Financial Officer	\$5,000.00
Vice Principal	\$5,000.00

The Head of School may designate approval to others not to exceed \$1,500.00.

In the absence of the Head of School or Board President approval authority may be designated in writing for the established period of the absence.

Signatures for relevant parties shall be on file at all times as well as Board Officers.

Contracts will still require the signature of the Board President and the Board Secretary.

Travel Expenditures exceeding \$1,000.00 will require the approval of the Board President or Vice President.

Purchase orders exceeding the approval authority of the Head of School will require the signature of the Board President or Vice President.

Contracts greater than \$50,000.00 or exceeding one year in duration will require approval from the Board. Once approved by the Board the approval limitation will no longer be applicable regarding the contract in question.

FY 2016

