

HASTINGS PUBLIC SCHOOLS
FOUNDATION
RELENTLESSLY EXPANDING THE POSSIBLE

POLICIES AND PROCEDURES MANUAL

REVISED Jan 8, 2026

HASTINGS PUBLIC SCHOOLS FOUNDATION

POLICIES AND PROCEDURES MANUAL

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HASTINGS PUBLIC SCHOOLS FOUNDATION

MISSION/VISION/VALUES

STAFF CONTACTS

MISSION

We are committed to engaging the community, broadening opportunity, igniting innovation, and pursuing excellence.

VISION

Relentlessly expanding the possible.

VALUES

Integrity | Relationships | Persistence

We always do the right thing. We maintain respectful and caring relationships based on two-way communication, transparency and trust. We express gratitude for the generosity of others. We are responsible and hard working.

CONTACT INFORMATION

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1515 West 8th Street
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<https://www.hastingspublicschools.org/foundation/>

STAFF

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HASTINGS PUBLIC SCHOOLS FOUNDATION

2026 BOARD OF DIRECTORS

Member

Beth Coil, President

Mat Habrock, Vice-President

Pat Chick, Secretary

Jeff Halloran, Treasurer

Stephanie Adam

Ashley Andreas

Charla Brant

Sharon Brooks - Board of Education representative

Andrea Curtis

Molly Johnsen

Jake Klabenes

Patty Kingsley

Robin Koozer

Kelly Landgren

Matt Pershing

Brady Rhodes

Advisory

Christopher Prososki - Superintendent

HASTINGS PUBLIC SCHOOLS FOUNDATION

POLICY ADOPTION

The Board of Directors shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular Board meetings. This notice procedure shall be required except for circumstances as determined by the Board.

The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the Board at the next regular meeting after the initial meeting to discuss the item. The policy will be effective on the later date of passage or on the date stated in the motion.

Adopted: 8/10/2022

HASTINGS PUBLIC SCHOOLS FOUNDATION

DONOR BILL OF RIGHTS

The Hastings Public Schools Foundation has adopted the Donor Bill of Rights as written by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits. The Donor Bill of Rights is adopted and re-printed with permission from AFP.

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition.
6. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers/employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Adopted: 8/10/2022

HASTINGS PUBLIC SCHOOLS FOUNDATION

BY-LAWS

ARTICLE I

GENERAL

Section 1 - NAME

This organization is incorporated under the laws of the State of Nebraska and shall be known as the Hastings Public Schools Foundation and hereinafter referred to in these By-Laws as the "Foundation."

Section 2 - REGISTERED OFFICE

The registered office of the Foundation is 1515 West 8th Street, Hastings, Nebraska. The Foundation may establish other offices as may be determined by the Board of Directors.

Section 3 - FISCAL YEAR

The fiscal year of the Foundation shall commence on January 1 and end on December 31 of each year.

Section 4 - MISSION

We are committed to engaging community, broadening opportunity, igniting innovation, and pursuing excellence.

Section 5 - VISION

Relentlessly expanding the possible.

Section 6 - ORGANIZATIONAL QUALIFICATIONS

The Foundation shall at all times operate in a manner which will allow it to preserve its status as a corporation exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code, as amended and serve as a functionally integrated type III supporting organization for the Hastings Public Schools. It shall at all times operate lawfully, complying with all applicable provisions of federal, state, and local laws, rules, and regulations.

ARTICLE II

DIRECTORS

Section 1 - GENERAL POWERS

The business affairs of the Foundation shall be managed by its Board of Directors, including the establishment of all procedures and policies, which shall have and shall exercise all of the

powers of the Foundation subject to the limitations imposed by the Articles and by these By-Laws.

Section 2 - COMPOSITION OF THE BOARD OF DIRECTORS

- A. The Board of Directors shall be composed of a maximum of sixteen members.
- B. Members of the Board shall be elected annually at the regular December meeting to serve three year terms or until their successors are elected and qualified. The fifteen elected members of the Board will have full voting rights.
- C. The Board shall include, as a member of the Board, with full voting rights, a member designated annually by the Board of Education of the Hastings Public School District, Hastings, Nebraska.
- D. The expulsion or removal of a member of the Board may be affected by the matter being placed on the Board meeting agenda, upon the recommendation of the Board Member Evaluation Committee, which shall consist of the current officers. Expulsion may be considered if any Board member attends less than two-thirds of the Board meetings in any calendar year. The question shall require the affirmative vote of a minimum of 75% of the voting members of the Board of Directors, twelve (12) of the eligible sixteen (16) voting members.

Section 3 - ANNUAL REORGANIZATION OF THE BOARD

The Board shall meet, qualify and elect a President, a Vice President, a Secretary and a Treasurer at the December Board meeting to be effective and commencing on January 1 of the year following election, to serve a term of one year.

Section 4 - NOMINATING COMMITTEE & ELECTION OF BOARD MEMBERS

On or before October 1 of each year, the Board of Directors President will activate the Nominating Committee to meet to determine a slate of candidates (normally five candidates) to replace the Board of Director seats to be vacated at the end of each year. The Board of Directors will vote on each candidate or on the slate of all candidates, as determined by the Board, at the December meeting of the Board. Candidates receiving a majority of votes will be elected and shall take office effective January 1st. The Nominating Committee shall consist of the Executive Director, the President, the Vice President, the Secretary, the Treasurer, and an at-large member of the Board. The Nominating Committee must have four members in support of an individual to name that individual a candidate for a vacant position on the Board.

Section 5 - TERM OF OFFICE

Newly elected Directors shall assume their positions January 1 of the year following the year of election. No member of the Board shall be elected to the Board for more than two (2) consecutive terms.

Section 6 - VACANCIES

A new board member may be appointed by majority vote of the Board at any time a vacancy occurs, and duly elected at the next December meeting; if such election is for the remainder of an unexpired term, this unexpired term shall not be considered as being elected to the Board for the purposes of the two (2) consecutive term rule.

Section 7 - QUORUM

A majority of the members eligible to vote shall constitute a quorum for the transaction of business at any official meeting of the Board of Directors. If there is no quorum present:

- A. The motions and seconds shall be taken on each issue, and votes of those present shall be recorded.
- B. The President or, at the direction of the President, the Secretary shall contact the non-present voting members by electronic means, soliciting their votes on the individual issues.
- C. Votes must be returned electronically within 7 days.
- D. The President will tabulate all votes and notify the Board of Directors of the results.

Section 8 - MANNER OF ACTING

Unless otherwise stated in the Articles of Incorporation or these By-Laws, the act of the majority of the Directors present at a meeting at which a quorum is present shall be the action of the Board of Directors.

Section 9 - MEETINGS

Meetings of the Board of Directors may be called by, or at the request of the President or any three Directors.

Section 10 - NOTICE

Written or printed notice of members meetings, stating the place, day and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, and the agenda for each meeting shall be delivered not less than three days before the date of the meeting, either personally or by mail or e-mail, by or at the direction of the President, the Vice President, Secretary, Treasurer, or the Directors calling the meeting, to each member of record. If mailed, such notice shall be deemed delivered when deposited in the United States mail addressed to the member at the address appearing on the books and records of the Foundation, postage prepaid. If e-mailed, such notice shall be deemed delivered when sent to the e-mail address of the member on the records maintained by the Foundation.

Section 11 - TEMPORARY CHAIRPERSON

The President, or in the President's absence, the Vice President, or in the absence of both of them, the Treasurer, shall preside at all meetings of the Board of Directors.

Section 12 - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall generally guide the operation of the Board of Director meetings of the Foundation in all cases for which they are not inconsistent with the By-Laws, Articles of Incorporation, and any special rules of order adopted by this Foundation.

Section 13 - DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors shall have general responsibility for the management and operation of the Foundation and the establishment of all procedures and policy for its organization and

operation. All positions on public issues and all other issues requiring Board approval by statute shall be within the responsibility of the Board of Directors. The Board of Directors shall maintain a policy manual including all statements of positions on issues and all Foundation policies to be reviewed annually and revised as necessary.

Section 14 - EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer. The Executive Committee shall act for the Board of Directors between regular meetings of the Board or may in the absence of a quorum thereof. The Executive Committee shall report to the Board of Directors at their next regularly scheduled meeting any actions taken by the Executive Committee on behalf of the Board of Directors. Annually, the Executive Committee shall make an appraisal of the Executive Director's performance in keeping with the job description and official duties and report a (or any) recommendations to the Board.

Section 15 - COMMITTEES OF THE BOARD OF DIRECTORS

The President, with the consent of the Board of Directors, shall have full power to create/appoint such committees as are deemed necessary or desirable to advise or assist in the transaction of the business of the Foundation. The members of such committees need not be Directors of the Foundation. Each such committee shall have only that authority and responsibility which is expressly delegated to it by the President, with the consent of the Board of Directors, at the time the committee is organized or from time to time thereafter.

ARTICLE III

OFFICERS

Section 1 - NUMBER AND QUALIFICATIONS

The officers of the Foundation shall be a President, a Vice President, a Secretary, and a Treasurer, each of whom shall be elected by the Board of Directors. The officers shall be members of the Board of Directors, as provided in the Articles of Incorporation.

Section 2 - PRESIDENT

The President shall be the Chief Executive Officer of the Foundation and, subject to the direction and under the supervision of the Board of Directors, shall have general oversight of the business affairs and property of the Foundation and control of its several officers. The President shall have such other duties and responsibilities and may exercise such other powers as are usually incident to the office or as from time to time may be assigned to the President by these By-Laws or the Board of Directors.

Section 3 - VICE PRESIDENT

At the request of the President, or in the President's absence or disability, the Vice President shall perform all of the duties of the President. When so acting, the Vice President shall have all of the powers of, and be subject to all the restrictions upon, the President. The Vice President shall have such other duties and responsibilities and may exercise such other powers as from

time to time may be assigned to the Vice President by these By-Laws, the Board of Directors, or the President.

Section 4 - SECRETARY

It shall be the duty of the Secretary to keep an accurate record of accounts and proceedings of all Directors' meetings; give all notices required by law, by the Board of Directors, by the Articles of Incorporation, or by these By-Laws; and assist in keeping the correspondence of the Foundation in order. The Secretary shall have such other duties and responsibilities and may exercise such other powers as are usually incident to the office or as from time to time may be assigned to the Secretary by these By-Laws, the Board of Directors, or the President. The Secretary may delegate all or part of the authority and duties of the Secretary to the Executive Director.

Section 5 - TREASURER

The Treasurer shall have oversight of the Foundation's funds. The Treasurer shall require full and accurate accounts of all receipts and disbursements of the Foundation, an inventory of assets, and a record of the liabilities of the Foundation; deposit all money and other securities in such depositories as may be designated by the Board of Directors; disburse the funds of the Foundation as ordered by the President or the Board of Directors, taking proper vouchers for disbursements; and prepare all statements and reports required by law, by the President, or by the Board of Directors. No disbursements, except those from petty cash, will be made other than by check. Any two of the following five persons may act as co-signers on checks: President, Vice President, Secretary, Treasurer and Executive Director, when required. The Treasurer shall have such other duties and responsibilities and may exercise such other powers as are usually incident to the office or as from time to time may be assigned to the Treasurer by these By-Laws, the Board of Directors, or the President. The Treasurer may delegate all or part of the authority and duties of the Treasurer to the Executive Director and/or the Administrative Development Director.

Section 6 - EXECUTIVE DIRECTOR

The Executive Director shall conduct/implement all Foundation activities including database creation and managing, donor/board/community relations, creation and administration of solicitation programs, and necessary accounting and record keeping, all as authorized within the By-Laws.

ARTICLE IV

WAIVER OF NOTICE

Section 1 - WAIVER OF NOTICE

Whenever any notice is required to be given to any Director of the Foundation under the provision of these By-Laws or under the provisions of the Articles of Incorporation or under the provisions of the Nebraska Nonprofit Corporation Act, a waiver thereof in writing, signed by the Director entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE V

AGENTS AND REPRESENTATIVES

Section 1 - AGENTS AND REPRESENTATIVES

The Board of Directors may appoint such agents and representatives of the Foundation with such powers and to perform such acts or duties on behalf of the Foundation as the Board of Directors may see fit, so far as may be consistent with these By-Laws, to the extent authorized or permitted by law.

ARTICLE VI

CONTRACTS

Section 1 - CONTRACTS

The Board of Directors, except as in these By-Laws otherwise provided, may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Foundation, and such authority may be general or confined to a specific instance, and unless so authorized by the Board of Directors, no officer, agent, or employee shall have any power or authority to bind the Foundation by any contract or engagement, or to pledge its credit, or render it liable peculiarly for any purpose or to any amount.

ARTICLE VII

VOTING STOCK OWNED BY THE CORPORATION

Section 1 - VOTING STOCK OWNED BY THE CORPORATION

Unless otherwise ordered by the Board of Directors, the President shall have full power and authority on behalf of the Foundation to vote either in person or by proxy at any meeting of the stockholders of any corporation in which this Foundation may hold stock, and at any such meeting may possess and exercise all of the rights and powers incident to the ownership of such stock which, as the owner thereof, this Foundation might have possessed and exercised if present. The Board of Directors may confer like powers upon any other person and may revoke any such powers as granted at its pleasure.

ARTICLE VIII

PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS

Section 1 - PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS

No Director, officer, or employee of or member of a committee of or person connected with the Foundation, or any other private individual shall receive any of the net earnings or pecuniary profit from the operations of the corporation, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Foundation in effecting any of its purposes as shall be fixed by the Board of Directors, and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the Foundation. Upon dissolution or winding up of the affairs of the corporation, whether voluntary or involuntary, the assets of the Foundation, after all debts have been satisfied, then remaining in the hands of the Board of Directors shall be distributed, transferred, conveyed, delivered, and paid over as provided in the Articles of Incorporation.

ARTICLE IX

INVESTMENTS

Section 1 - INVESTMENTS

The Foundation shall have the right, subject to any restrictions contained in the Articles and these By-Laws, to retain all or any part of any securities or property acquired by it in whatever manner and to invest and reinvest any funds held by it, according to the judgment of the Board of Directors, without being restricted to the class of investments which a Director is or may hereafter be permitted by law to make or any similar restriction; provided, however, that no action shall be taken by or on behalf of the Foundation if such action is a prohibited transaction or would result in the denial of the tax exemption under Sections 503 or 504 of the Internal Revenue Code of 1986 and its regulations as they now exist or as they may hereafter be amended.

ARTICLE X

ANNUAL AUDIT

Section 1 - ANNUAL AUDIT.

The accounts of the Foundation shall be audited by a certified public accountant, selected by the Board of Directors, annually or as soon as practical after the close of the fiscal year. The audit shall at all times be available to members of the Board within the registered office of the Foundation. "Audit" shall be defined as either a full audit, the objective of which would be the expression of an opinion on the specified elements, accounts or items by the Certified Public Accounting firm performing the audit or an "agreed-upon procedures" report, which would be performed in accordance with standards established by the American Institute of Certified Public Accountants.

ARTICLE XI

INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES AND AGENTS

Section 1 - INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES AND AGENTS.

To the extent permitted by law, a Foundation shall indemnify any person who was or is a party or is threatened to being made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, other than an action by or in the right of the Foundation, by reason of the fact that he or she is or was a director, officer, employee, or agent of the Foundation against expenses, including attorney fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding if he or she acted in good faith and in a manner he or she reasonably believed in or not opposed to the best interests of the Foundation, and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful.

To the extent permitted by law, the Foundation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Foundation to procure judgment in its favor by reason of fact that he or she was a director, officer, employee, or agent of the Foundation, or is or was serving at the request of the Foundation, as a director, officer, employee, or agent of another Foundation, partnership, joint venture or other enterprise or as a trustee, officer, employee or an agent of an employee benefit plan, against expenses, including attorney fees, actually and reasonably incurred by him or her in connection with the defense or settlement of such action or if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Foundation.

To the extent permitted by law, the Foundation shall have the power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Foundation against any liability asserted against him or her and incurred in such capacity or arising out of his or her status, whether or not the corporation would have the power to indemnify him or her against such liability.

The indemnity provided by this Article XI shall not be deemed to be exclusive of any other rights to which those indemnified may be otherwise entitled, nor shall the provisions of this Article XI be deemed to prohibit the Foundation from extending its indemnification to cover other persons or activities to the extent permitted by law or pursuant to any provision in the By-Laws.

ARTICLE XII

AMENDMENT OF BY-LAWS

Section 1 - AMENDMENT OF BY-LAWS

Upon ten days' written notice, the By-Laws may be amended by resolution of the Board of Directors, adopted by vote of a majority of the Directors present at any regular or special meeting, or by unanimous written consent of the Board of Directors.

Adopted by the unanimous consent of the Directors as of April 18, 2003.

As amended by unanimous consent of the Directors as of May 6, 2003.

As amended by unanimous consent of the Directors as of August 28, 2008.

As amended by unanimous consent of the Directors as of April 27, 2011.

As amended by unanimous consent of the Directors as of November 7, 2012.

As amended by unanimous consent of the Directors as of November 12, 2014.

As amended by unanimous consent of the Directors as of September 16, 2015.

As amended by unanimous consent of the Directors as of March 13, 2019

As amended by unanimous consent of the Directors as of February 9, 2022

As amended by unanimous consent of the Directors as of April 12, 2023

Mike Howie, Secretary

HASTINGS PUBLIC SCHOOLS FOUNDATION

SUCCESSION OF EXECUTIVE DIRECTOR AUTHORITY

Temporary/Long Term Absence

In the absence of the Executive Director, it shall be the responsibility of the Development Director to assume the Executive Director's duties.

If the absence of the Executive Director is temporary, the Development Director shall assume only those duties and responsibilities of the Executive Director that require immediate action. If the Board determines the absence of the Executive Director will be a lengthy one, the Board may appoint an Acting Executive Director to assume all of the responsibilities of the Executive Director. Should the Development Director be named the Acting Executive Director, the Board will work to hire additional staff to relieve the Acting Executive Director of the duties of a dual position.

Permanent Absence and Hiring

When a vacancy in the Executive Director position is planned or created by circumstances, the Nomination Committee of the Board of Directors and the Hastings Public Schools Superintendent will, in a timely fashion, carry out the following:

- Create a profile using the input of the Board of Directors and the Superintendent to determine the knowledge, skills, and/or dispositions of a candidate capable of excelling as an Executive Director of the Hastings Public Schools Foundation;
- Advertise broadly;
- Conduct a paper screening and a reference review to provide the Board of Directors with the most qualified applications; and
- Determine "finalists."

Once finalists have been determined by the Nomination Committee and Superintendent, the Board of Directors, the Hastings Public Schools Superintendent, and the Development Director of the Foundation will interview each finalist. After all interviews are conducted, the Board of Directors, with the consent of the Superintendent, may name an individual to fill the vacancy of the Executive Director. The Board reserves the right to reject all applications if all candidates are determined incapable of serving satisfactorily as the Executive Director. If such a determination is made, the Board will re-initiate the process with additional advertisement.

The President of the Board of Directors will serve as the spokesperson for the Foundation during the selection process and when announcing a new Executive Director.

Adopted: 11/9/22

HASTINGS PUBLIC SCHOOLS FOUNDATION

EXECUTIVE DIRECTOR APPRAISAL PROCESS AND INSTRUMENT

PROCESS

1. At, or before, the June Foundation Board Meeting, each Board Member will receive the appraisal instrument. Each Board Member will complete and return the appraisal instrument to the Board Chair as directed.
2. In order to ensure the ability to complete the appraisal in a timely manner, the Board Chair will set a deadline for individual appraisals to be submitted and may exclude any individual appraisal that is not submitted on time.
3. The Board Chair will compile the individual evaluations. A “majority rule” methodology will be used to determine the summarized Board rating and comment.
4. At the Executive Director’s request, all individual board evaluations and comments will be made available for his/her review.
5. At the July Board Meeting, the Board Chair will meet with the Board in closed session to discuss the summary appraisal.
6. The Board Chair will meet with the Executive Director prior to the August Meeting of the Board to discuss the summary appraisal.
7. If the Executive Director is in his or her first year of service as the Executive Director, the Board will provide the Executive Director with written appraisal feedback sometime during the first three months of employment. This initial employment appraisal will be followed with a second appraisal that, to the degree possible, follows the guidelines provided by Items 1-6 above.
8. The Foundation Board may provide the Executive Director with additional appraisal feedback at a time and in a manner determined appropriate by the Board.

**HASTINGS PUBLIC SCHOOLS
EXECUTIVE DIRECTOR APPRAISAL**

DIRECTIONS: *Each member of the Foundation Board is to use the following scale to provide the Executive Director with appraisal feedback:*

3 = Unsatisfactory

2 = Satisfactory

1 = Exceeds

0 = Insufficient Data

Board members are to score each indicator AND each dimension.

DIMENSION: LEADERSHIP _____

_____ Develops and implements strategies aimed at promoting the organization's mission.

_____ Implements the objectives of the organization's Strategic Plan and attains the goals of the organization.

_____ Provides reasonable coordination between the goals of the Hastings Public Schools and the efforts of the Hastings Public Schools Foundation.

COMMENTS (IF ANY):

DIMENSION: ADMINISTRATION _____

_____ Establishes and maintains adherence to the organization's daily activities, policies, and legal guidelines.

_____ Directs, revises as necessary, and carries out the HPS seasonal activities.

_____ Implements and monitors established HPS Foundation Programs on an annual basis.

_____ Provides effective daily oversight of financial transactions with a working knowledge of the legal requirements for managing a 501(c)(3) nonprofit organization.

_____ Directs and oversees investments and fundraising efforts.

_____ Provides leadership, guidance, and coaching to collaborative Foundation staff.

_____ Devises remedial actions for any identified issues and engages in crisis management when necessary.

COMMENTS (IF ANY):

DIMENSION: RELATIONSHIPS _____

- _____ Forges and maintains relations of trust with donors, volunteers, and the Board of Directors.
- _____ Performs other duties as assigned by the Board of Directors or the Superintendent.
- _____ Provide effective, timely responses to donor contributions.
- _____ Provide effective, detailed adherence to restricted donations (wishes of donors).

COMMENTS (IF ANY):

DIMENSION: COMMUNICATION _____

- _____ Provides effective daily communication by letter, email, or voice conversations with constituents.
- _____ Expands outreach and awareness through publications, social media, speaking engagements, and other means of communication.
- _____ Acts as a public speaker and public relations representative of the Foundation and HPS with particular effort towards strengthening the Foundation's profile and branding.

COMMENTS (IF ANY):

OTHER COMMENTS (IF ANY):

Board Member's Signature

Date

Executive Director's Signature

Date

The signature of the Executive Director confirms that his appraisal has been discussed with the Executive Director during a conference and that the Executive Director was provided with a written copy of the appraisal. An Executive Director wishing to submit additional written information regarding this appraisal may do so separately.

Adopted: 2/9/2022

HASTINGS PUBLIC SCHOOLS FOUNDATION

CONFIDENTIALITY POLICY AND AGREEMENT

CONFIDENTIALITY

Respecting the privacy of our donors, members, staff, volunteers, students, clients, and of the Foundation itself, is embedded within our core values of integrity and relationships. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Executive Director or the Board Chair. Care shall also be taken to prevent unauthorized individuals from overhearing any discussion of confidential information or from seeing confidential information that is in the open or inadvertently shared. This would include e-mail or other electronic communications that are shared with board members or staff.

Staff, volunteers, and Board members of the Hastings Public Schools Foundation may be exposed to information that is confidential and/or privileged and proprietary. It is the policy of the Foundation that such information be kept confidential both during and after employment or voluntary service. Staff and volunteers, including Board members, are expected to return materials containing confidential, privileged, or proprietary information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential, privileged or proprietary information is a serious violation of this policy and puts the Foundation at risk. A violation of trust and this agreement shall subject the person(s) who made the unauthorized disclosure to appropriate discipline including the termination of employment or the removal from service.

Upon employment or upon election to the Foundation Board, staff and Board members shall receive and sign a copy of this policy.

AGREEMENT

I, _____, agree that all confidential information shared with me during my employment or voluntary service with the Hastings Public Schools Foundation is to remain confidential. This includes written, electronic, and verbal information; things shared both formally and informally; and/or employee and finance related.

All financial, donor, and employee information is to be kept between the Executive Director, the Development Director, and the Board. All written documentation pertaining to finances, employees, and/or donors is the property of the Hastings Public Schools Foundation.

I have read the above information and agree to comply with this policy.

Signature

Date

Adopted: 8/10/2022

HASTINGS PUBLIC SCHOOLS FOUNDATION

CONFLICT OF INTEREST POLICY

ARTICLE I

Purpose

The purpose of the conflict of interest policy is to protect the Hastings Public Schools Foundation (the "Foundation") when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Foundation 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 non-profit and charitable corporations.

ARTICLE II

Definitions

- A. Interested Person - Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person
- B. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Foundation has a transaction or arrangement,
 - b. A compensation arrangement with the Foundation or with any entity or individual with which the Foundation has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Foundation 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 is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

ARTICLE III

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

governing board delegated powers considering the proposed transaction or arrangement.

- B. Determining Whether a Conflict of Interest Exists - After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing 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
 - a. An interested person may make a presentation at the governing 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.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether the Foundation 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.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation'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.
- D. Violations of the Conflicts of Interest Policy - If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was

present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

- B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V

Compensation

- A. A voting member of the governing board who receives compensation, directly or indirectly, from the Foundation for services is precluded from voting on matters pertaining to that member's compensation.
- B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Foundation for services is precluded from voting on matters pertaining to that member's compensation.
- C. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Foundation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- A. Has received a copy of the conflicts of interest policy;
- B. Has read and understands the policy;
- C. Has agreed to comply with the policy; and
- D. Understands the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE VII

Periodic Reviews

To ensure the Foundation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

- B. Whether partnerships, joint ventures, and arrangements with management corporations conform to the Foundation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Foundation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Adopted: 8/10/2022

HASTINGS PUBLIC SCHOOLS FOUNDATION

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Please check and complete Item A, or complete Item B, whichever is appropriate. Then, as appropriate, complete the relationship disclosure and sign and date the statement and return it to the Chair of the Foundation's Board of Directors.

☐ I am not aware of any relationship or interest or situation involving my family or myself that might result in, or give the appearance of being, a conflict of interest between such family members or me on one hand and the Hastings Public Schools Foundation on the other.

☐ I believe I may have relationships, interests or situations involving me or a member of my family that might result in or appear to be an actual, apparent, or potential conflict of interest between such family members or myself on one hand and the Hastings Public Schools Foundation on the other.

I disclose the following as the relationship of concern:

My employment or primary business occupation is:

My for-profit corporate directorship and/or advisory board positions are with:

My non-profit organization trusteeships, directorships, or memberships are with:

Other relationships or activities:

I have read and understand the Hastings Public Schools Foundation's conflict of interest policy and agree to be bound by it. I will promptly inform the Chair of the Board of Directors of the Hastings Public Schools Foundation of any material change that develops in the information contained in the foregoing statement

Print Name

Signature

Date

HASTINGS PUBLIC SCHOOLS FOUNDATION

GIFT ACCEPTANCE POLICY

Private giving helps ensure Hastings Public Schools Foundation's excellence in services offered to support the on-going needs of students and staff of the Hastings Public Schools. Private gifts allow the Foundation to fund scholarships, programs, equipment, professional development, and capital improvements. The Hastings Public Schools Foundation office plans, coordinates, and implements fund-raising programs with parents, community members, friends, corporations, and other foundations.

As the Foundation exists to secure private gifts for the benefit of Hastings Public Schools students, staff, programs and facilities and is an organized corporation, exempt from federal tax liability by Internal Revenue Code Section 501(c)(3), and qualifies as a Public Charity under Internal Revenue Code Section 509, all gift acceptance policies and procedures at the Foundation shall be interpreted in light of two overriding principles:

Principle 1: A gift shall not be accepted by the Foundation if such acceptance would not be in the interest of the donor.

A determination of the donor's "interest" shall include, but not be limited to, the donor's financial situation and philanthropic interests, as well as any tax or other legal matters revealed while planning for a gift. The Foundation shall not encourage any gifts that are inappropriate in light of the donor's personal or financial situation.

Principle 2: The Foundation will accept only gifts that support the Foundation's mission. The Foundation reserves the right to accept or deny any gift.

In certain unique cases, a gift may be considered inappropriate due to particular restrictions imposed by the donor, or the nature of the gift. By its very definition, a gift cannot be associated with a private benefit that would jeopardize the charitable contribution deduction under IRC section 170 if the donor and beneficiary of the restriction have less than an arms-length relationship.

There must be a distance between the donor and recipient such that the recipient does not receive benefits that are otherwise not available to colleagues of similar status and interest. For example, in the capacity of donor, an individual cannot subsidize his/her own salary, travel funds, or fringe benefits.

Refunding

In rare instances, the Foundation may deem it necessary to refund gifts, either because it is in the best interest of the Foundation and/or the Hastings Public Schools or because conditions agreed to in accepting a gift cannot or will not be met. Requests for refunds may come either from the donor or from the Foundation and must include a written statement of explanation addressed to the Foundation's Board of Directors.

Adopted: 8/10/2022

HASTINGS PUBLIC SCHOOLS FOUNDATION

ADMINISTRATIVE FEE POLICY

The Hastings Public Schools Foundation must have sufficient resources to fulfill the Foundation's mission and to pursue the Foundation's vision. The following administrative fees shall be collected to provide for the day-to-day operations of the Foundation.

Non-Endowed Contributions

All contributions to non-endowed funds or umbrella accounts managed by the Foundation for other entities will be charged a 5% administrative fee upon acceptance. No additional fees will be applied to contributions of this nature.

Endowed Contributions and Funds

Endowed accounts that are restricted in nature (e.g., scholarships, foreign travel, etc.) will be subject to an annual administrative fee. Contributions to these funds will not be charged the initial 5% administrative fee applied to non-endowed contributions.

The annual administrative fee of 1.5% will be applied to endowed funds with a principal value of \$10,000 to \$499,999. At \$500,000, the annual fee will be reduced to 1% of the total value. The fee will be applied to the fund amount reported at the end of the third quarter and will be collected prior to December 31 of that year.

Endowed funds less than \$10,000 will not be charged the annual fee during their first five years in existence. After five years, the Board of Directors will determine whether the annual endowed fund fee is applied.

Annual "Pass-Through" Scholarships

Pass-through scholarships are scholarships funded each year by a donor. All pass-through scholarships established prior to September 1, 2022, will continue to be supported fee-free. However, all pass-through scholarships initiated after September 1, 2022, shall be charged a \$50 fee regardless of value. This amount may be paid in addition to the scholarship or subtracted from the total amount of the scholarship.

The Foundation encourages donors to consider a \$1,000 minimum value when determining a scholarship award. Scholarships may be combined by donors that are like-minded to meet or exceed the \$1,000 level.

Adopted: 9/14/2022

HASTINGS PUBLIC SCHOOLS FOUNDATION

INVESTMENT POLICY STATEMENT

I. Purpose

The purpose of this document is to communicate the investment objectives and guidelines established by the Hastings Public Schools Foundation (HPSF). It is intended to provide a clear and accurate understanding of investment objectives, investing guidelines, and the criteria by which the financial advisor should manage the funds of HPSF.

The investment policies set forth in this document were established after a thorough review of the HPSF's needs and circumstances, and an evaluation of the risks and potential returns from various investment models.

Types of accounts this policy guides are as follows:

- A. Endowed Funds – An account or fund that is to be maintained in perpetuity and may not be expended in its entirety. It should be invested for the purpose of producing income and capital appreciation to fund scholarships, grants, and other programs and projects.
- B. Special Funds – A fund or account that HPSF designates for a specific time and purpose. The entire account principal and income may be spent in full with the approval of HPSF.
- C. Short Term Funds – An account or fund using HPSF as a mechanism for a short term funding vehicle. These funds are not to be invested in any model, unless written instructions are provided by HPSF.

II. General Objectives

The general objective of the HPSF for the investments are to:

- A. Strive to preserve the purchasing power of the portfolio.
- B. Invest in diversified portfolios using a long-term investment horizon and a total return approach.
- C. Provide a relatively predictable and stable stream of income and/or capital appreciation sufficient to meet scholarship, grantmaking, and operational needs of HPSF.
- D. Achieve an investment performance relative to appropriate benchmarks.

III. Hastings Public Schools Foundation Responsibilities

- A. HPSF is ultimately responsible for the implementation of this Investment Policy Statement (IPS). HPSF may delegate the responsibility for the selection, recommendations, and monitoring of investment management to a financial advisor in accordance with the IPS.
- B. HPSF is responsible for reviewing quarterly investment results, communicating changes in objectives, and reviewing recommendations with the financial

- advisor.
- C. Each person responsible for managing and investing HPSF assets governed by this IPS shall manage and invest such funds in good faith and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.
 - D. HPSF is responsible for hiring, evaluating, and terminating relationships with parties including the financial advisor.

IV. Financial Advisor Responsibilities

- A. The financial advisor shall discharge its responsibilities using the highest standards of fiduciary care, in accordance with all applicable laws and with the care an ordinarily prudent person in a like position would exercise under similar circumstances, taking into consideration the special skills or expertise of such fiduciary advisor.
- B. The financial advisor shall retain investment managers to create models set forth in this IPS.
- C. The financial advisor will monitor the assets allocations and performance relative to benchmarks for each investment model.
- D. The financial advisor will distribute Investment Results at least quarterly and/or as needed.
- E. The financial advisor will review annually the performance of the investment models, any proposed adjustment, and review the financial status of the HPSF investment objectives.
- F. The financial advisor is expected to provide reports and other reasonable information requested of HPSF.

V. General Policies

- A. HPSF has determined investment models which have been deemed acceptable for HPSF sponsored accounts and funds. Only these models can be used.
- B. All transactions undertaken on behalf of HPSF will be for the sole benefit of HPSF.
- C. HPSF and all parties involved shall strive to administer the investments at a reasonable cost, commensurate with the services being received. Costs to be considered include, but are not limited to, management and custodial fees, advisory fees, consulting fees, transaction costs and other administrative costs.
- D. HPSF will operate its investment program in compliance with all applicable federal, state and local laws, including but not limited to the Nebraska Uniform Prudent Management of Institutional Funds Act.

VI. General Investing Requirements

- A. HPSF is a tax-exempt organization. This tax-exempt status should be taken into account by investment selection when making investments for HPSF.
- B. No transaction should create additional benefits for anyone financially involved with HPSF or the financial advisor.
- C. Transactions shall be executed at a reasonable cost, taking into consideration prevailing market conditions and time requirements.
- D. No more than 5% of the invested assets of any HPSF endowed fund or account may be invested in the securities of a single issuer (other than mutual funds,

exchange trade funds and collective investment trusts) or in a single asset, excluding securities issued by the US government agencies.

- E. Any investment, or action with respect to an investment, not expressly allowed by this IPS is prohibited, unless approved in advance by HPSF.

VII. Investment Models

- A. Based on the investment objectives set (Section II) above and additional factors set forth in the Policy, HPSF will establish two investment models:
1. Balanced Fund
 2. Cash/Cash Alternative Fund
- B. Investment managers retained to manage assets shall be qualified to manage endowment assets.
- C. Target allocations for each model are specified below and should be maintained through periodic rebalancing when required. HPSF relies on the investment model manager's expertise to make tactical allocation changes within the models.
- D. All investment models can use a diverse mix of asset classes including, but not limited to domestic equities, international equities, fixed income, and cash/cash alternatives.
- E. All investment models will only use mutual funds, exchange traded funds, or collective investment trusts for investment vehicles. No individual stocks will be held in an investment model.
- F. Alternative investments used by any investment model manager cannot exceed 5% of any single position.

1. Balanced Fund

	Target	Range
Equities	60%	+/- 10%
Fixed Income	40%	+/- 10%
Alternative Investments	0%	+/- 5%
Cash/Cash Alternatives	0%	+/- 10%

2. Cash/Cash Alternative Fund

	Target	Range
Fixed Income	20%	+/- 20%
Cash/Cash Alternative Fund	80%	+/- 20%

VIII. Investment Models Monitoring

- A. The returns of each model should be measured to peer benchmarks of asset classes used. All returns should be measured net of fees. All benchmarks should be judged over a time horizon of no less than 3 years.
- B. Benchmarks for asset classes:

Domestic Equities	S&P 500
International Equities	MSCI ACWI ex US
Fixed Income	Barclay's Bond Aggregate
Cash	0-3 Month US Treasury

IX. Payout Policy

A. Determination of Payout Rate

HPSF shall periodically review the payout policy and make adjustments to the payout rates necessary to attempt to preserve the purchasing power of the endowed assets. Under certain circumstances, HPSF may determine that a Payout Rate in excess of the current investment return is appropriate and warranted. All such Payout Rates should be documented and approved by HPSF.

B. Payout Amount

Payout Amount should be based on the Payout Rate multiplied by the assets in the fund or account. Any portion of the Payout Amount not spent in the academic year may be set aside for the next academic year or reinvested in the fund or account.

C. Payout Rate

The Payout Rate shall be expressed as a percentage of the Asset Base. Separate Payout Rates will be determined for each account or fund.

D. Asset Base Calculation

The Asset Base used to determine the Payout Amount for the academic year will be the average quarterly balance over the past 12 quarters (three years). At the discretion of HPSF, illiquid assets can be excluded.

E. If the Fund or Account has not been in existence for three years or more, the value as of 9-30 will be used as the Asset Base. HPSF can determine an alternative Payout Amount, if information exists to determine similar information as the normal Asset Base Calculation.

F. After the calculations have been determined, the academic year distributions will be invested in the Cash/Cash Alternative fund until the funds are exhausted or determined by HPSF that they will be reinvested with the other funds.

X. Exceptions

Any exceptions to this IPS must be approved in advance by HPSF.

XI. Review and Modifications of Investment Policy Statement

The HPSF Board of Directors will review this IPS periodically to determine if modifications are necessary. When modifications are made, they shall be promptly communicated to all involved third parties and financial advisors.

XII. Original Date of Acceptance

Approved 8-10-2020

XIII. ADDENDUM OF 3/11/21

Each spring, at scholarship time, the HPS Foundation Board will review their scholarship needs and current funds being held at the Foundation and will send an itemized fund withdrawal request list to Oakeson/Steiner.

HASTINGS PUBLIC SCHOOLS FOUNDATION

DOCUMENT RETENTION/DESTRUCTION POLICY

The Hastings Public Schools Foundation seriously takes its obligation to preserve information related to litigation, audits, and investigations. The Foundation will adhere to local, state, and federal laws pertaining to document retention and destruction. Employees failing to follow this policy opens the Foundation to possible civil and criminal sanctions against the HPS Foundation and to themselves. In addition, employees open themselves to disciplinary action up to and including termination of employment.

Staff members, Board members, and volunteers have an obligation to contact the Executive Director and the Chair of the Board of Directors of a potential or actual litigation, external audit, investigation or similar proceeding involving the Foundation.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the Foundation may be required to maintain in the future. Questions pertaining to the retention of documents not listed on this chart should be directed to the Executive Director. Documents with a signature require a hard copy.

<u>Category of File</u>	<u>Item</u>	<u>Retention Period</u>
Corporate Records	Articles of Incorporation	Permanent
	By-Laws	Permanent
	Board Meeting Minutes	Permanent
	Board Conflict of Interest Disclosure	7 Years
Finance and Administration	Accounts payable ledger	7 Years
	Accounts receivable ledger	7 Years
	Audit management letters	Permanent
	Bank deposits and statements	7 Years
	Chart of Accounts	7 Years
	Check register and checks	7 Years
	Contracts and agreements	7 Years (on expiration)
	Correspondence - general	7 Years
	Equipment and maintenance records	7 Years
	Expense reports	7 Years
	Financial statements (audited)	Permanent
	Payroll entries	7 Years
	General ledgers and journals (includes bank reconciliations, fund accounting by quarter, payouts allocation, single fund allocation, trust statements)	7 Years
Grants Made by HPSF	Approved grants (including scholarships) - grant payment, application/recommendation, due diligence, grant agreement letters, grant transmittal letters, and post grant reporting, if any.	7 Years after completion

<u>Category of File</u>	<u>Item</u>	<u>Retention Period</u>
Grants to HPSF	Grant request, award letters and other correspondence	Permanent
	Financial reports	Permanent
Investment	Investment performance reports	7 Years
	Investment manager contracts	7 Years after end
	Investment consultant reports	7 Years
Tax	Correspondence with legal counsel or accountants, not otherwise listed	7 Years after return filed
	IRS Exemption Determination and related correspondence	Permanent
	Tax audit closing letters	Permanent
	Tax returns (990, W-2's)	Permanent
	Withholding tax statements	7 Years
Funding Agreements	Signed fund agreement form (original)	Permanent
	Signed advised fund recommendation form	Permanent
	Pledge agreements including payroll deduct	4 Years after completion
Consulting Services	Consulting contracts	7 Years after end
Technology	Software licenses and support agreements	As legally required

Adopted: 8/10/2022

HASTINGS PUBLIC SCHOOLS

WHISTLEBLOWER POLICY

General

The Hastings Public Schools Foundation requires all employees to observe the highest standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Foundation, staff are to demonstrate high integrity, establish relationships based on trust, and persist in fulfilling his or her responsibilities and complying with all applicable laws and regulations.

The Foundation further encourages volunteers (including members of the Board of Directors) to hold staff and, to the degree appropriate, themselves accountable to such standards when engaged in Foundation activities.

Reporting Responsibility

It is the responsibility of each staff member, Board member, and volunteer to comply with the law or policy and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No employee, who in good faith reports a violation, shall suffer harassment or retaliation, nor will he or she suffer an adverse employment consequence. No Board member or volunteer, who in good faith reports a violation, shall suffer harassment or retaliation. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Foundation prior to seeking resolution outside the Foundation.

Reporting Violations

In most cases, the Executive Director is in the best position to address a concern involving the violation of the law or policy. However, if an employee or a volunteer is not comfortable speaking with the Executive Director, or is not satisfied with the Executive Director's response, the employee or volunteer is encouraged to speak with the Chair of the Board of Directors or the Superintendent of Schools. If the concern directly involves the Executive Director, the concerned employee or volunteer should also contact the Foundation's Board Chair or the Superintendent.

Adopted: 8/10/2022