



**RESURGENCE HALL**  
RISING TO EXCELLENCE EVERY DAY

# BOARD POLICIES

Approved 10/26/2016

## Resurgence Hall Board Policies: Approved 10/26/2016

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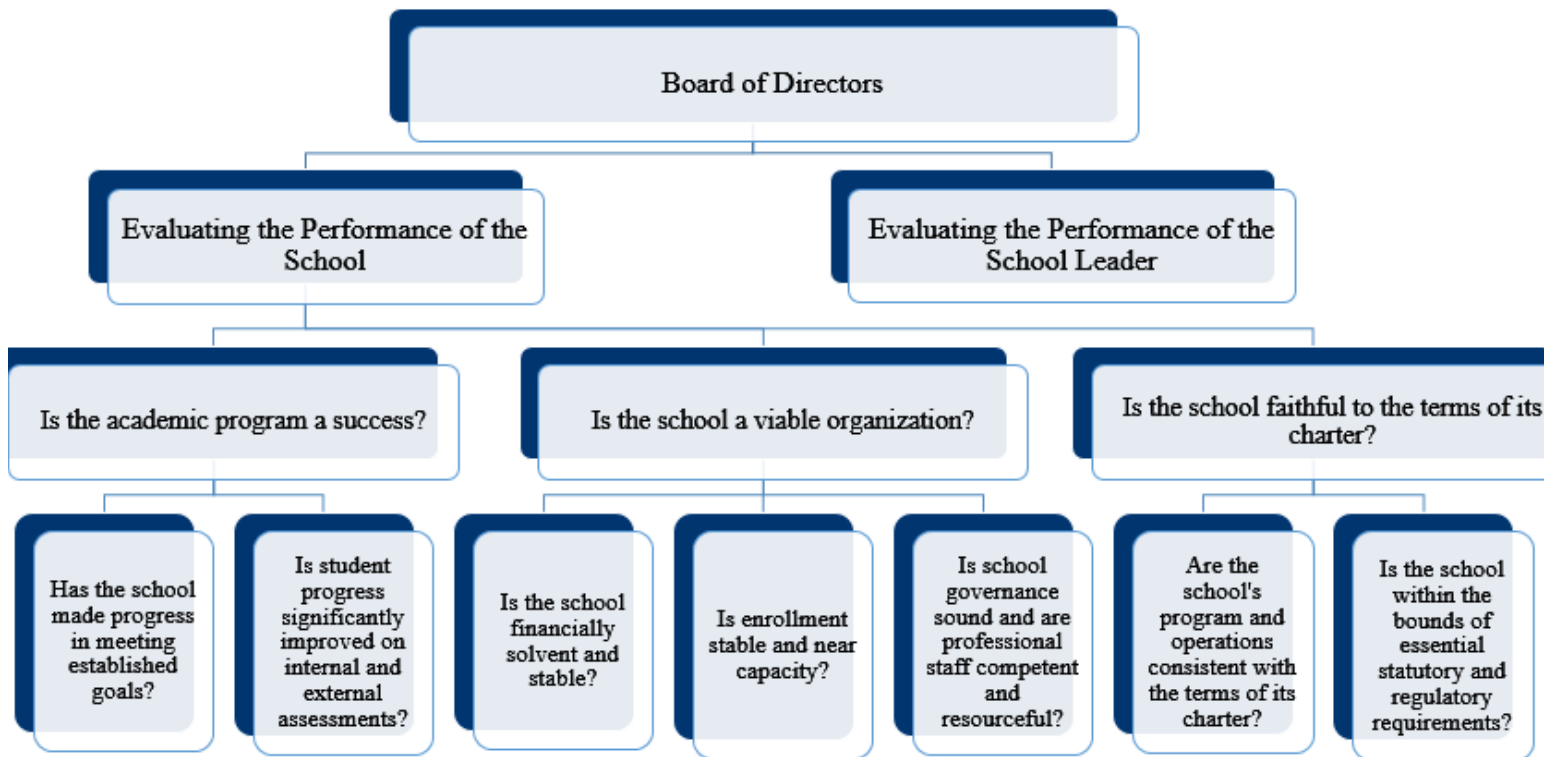
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### OVERVIEW – Responsibilities of the Board of Directors

The Board of Directors holds the charter for Resurgence Hall Charter School and is authorized by the Georgia State Charter School Commission. The Board is an organized group of volunteers who, collectively, are legally and ethically accountable to the community and the state for the health, vitality, and effectiveness of our organization. The primary role of the Board is “governance.” Governance encompasses legal responsibilities, general and academic oversight, planning and policy-making, and meeting fiduciary requirements.

The Resurgence Hall Board Policy Manual contains the policies used to effectively govern the organization for the purpose of creating a high quality public charter school for the students and families of Metro Atlanta.

#### Responsibilities of the Board of Directors



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### SECTION 1 – The School

#### 1.01 Mission, Vision, and Core Beliefs

**Mission:** Within a structured, joyful, and values-based school community, and with an absolute focus on academic achievement, Resurgence Hall educates every K-8 student for success in high school, college, and life.

**Vision:** Our vision is for Resurgence Hall Charter School (“Resurgence Hall”) to graduate Grade 8 students that are equipped with at or above grade level content mastery knowledge, computer coding language fluency, critical thinking and collaborative skills, and innovative problem solving aptitude for the 21st century. Our students will be self-determined, respectful, hard-working teammates and generous people of integrity, and who are prepared to succeed in high school, college and beyond.

**Core Principles:** Resurgence Hall will accomplish our mission and vision through eight core principles:

- **We maintain an absolute focus on academic achievement, unwavering in our belief that college begins in Kindergarten.** Every decision at Resurgence Hall will be made with one unrelenting purpose: to prepare our students with the academic foundation that will place them on a path to college and a life of opportunity starting with day one in Kindergarten.
- **We foster an innate love of reading, as literacy is critical now and in the future for our students.** Literacy is the foundation upon which all academic success is built at Resurgence Hall. We devote over one hundred fifty minutes of daily learning time to focus on building critical literacy skills in fluency, vocabulary, grammar, and reading comprehension.
- **We build a generation of innovators, ensuring our students are ready to meet the changing global society of the 21<sup>st</sup> century.** Resurgence Hall prepares our students for the future with an intentional Design Thinking curriculum and comprehensive Computer Science program that spans every grade, starting in Kindergarten. We believe that we must prepare our students for the 21<sup>st</sup> global society.
- **We believe in creating a values-based community where character development is taught and modeled.** At Resurgence Hall, our students will learn, embody and demonstrate our **RISE** values of **REFLECTION**, **INTEGRITY**, **SELF DETERMINATION**, and **ENDURANCE**. Our RISE values are intentionally modeled and taught every single day.
- **We grow our teachers because they are the game changers in our students’ lives.** Our teachers pursue mastery of their instructional practice on a daily basis. We will recruit incredibly bright, mission-driven, highly qualified teachers and coach them towards mastery so that all children can reach their full potential.
- **We partner with families and communities to educate our children.** When our parents choose Resurgence Hall we hold a deep appreciation for their partnership. We value our partnership with our families and seek to grow and solidify them each year in service of providing a bright future for each child filled with opportunity and access.

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### **1.02 School Legal Status**

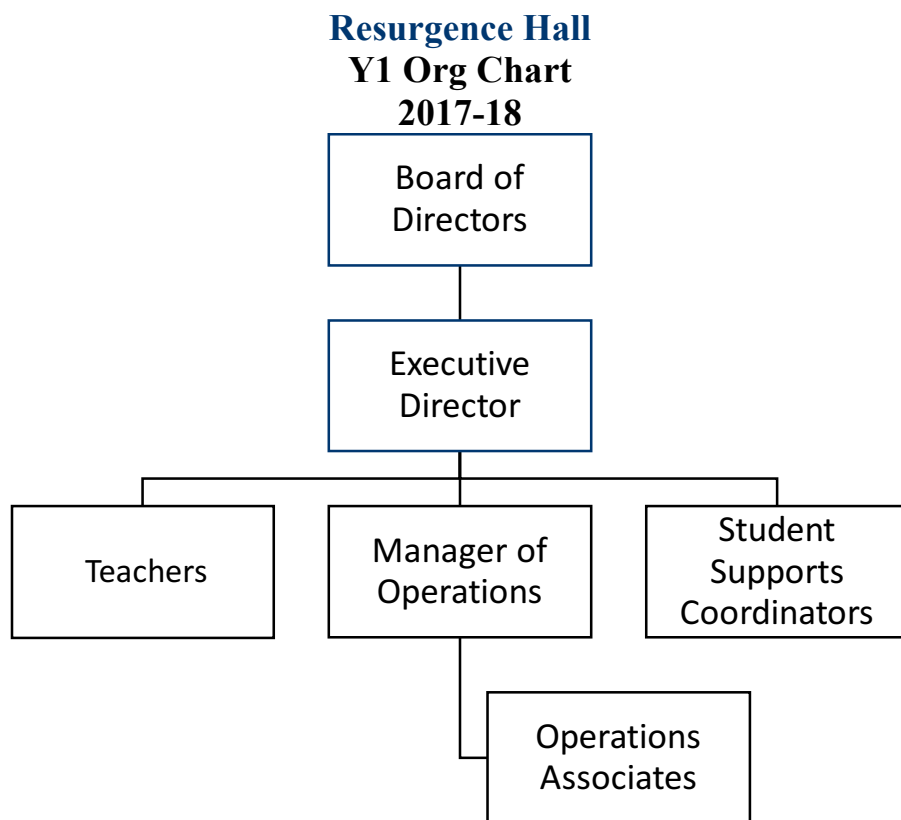
Resurgence Hall Charter School is a Georgia charter school authorized by the Georgia State Charter School Commission.

Under the Charter Schools Act of 1998, Title 20 of Georgia Code (O.C.G.A 20-2-2065(b), Resurgence Hall is a public school, and its status as a nonprofit corporation does not affect its status as a public school. However, for governance, finance, and administrative purposes, Resurgence Hall operates as a Georgia nonprofit corporation. The nonprofit's Articles of Incorporation and non-profit status are provided as addendum to this manual.

### **1.03 Non-Discrimination Policy**

Resurgence Hall Charter School provides equal opportunities without regard to race, color, national origin, gender, age, disability, sexual orientation, family situation, religion, political affiliation, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Any complaints or allegations of any violation of this statement should be immediately directed in writing to: Paula Murphy (or her designee), Resurgence Hall, Chair, Board of Directors.

### **1.04 Organizational Chart**



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### SECTION 2 - The Board

#### 2.01 Bylaws

##### ARTICLE I

###### *Name, Location, Mission and Objectives*

**Section 1:** The name of the organization will be Resurgence Hall Charter School (“Resurgence Hall”).

**Section 2:** The initial principal location of Resurgence Hall shall be at: 575 Vinings Springs Drive, SE Mableton, GA 30126. Resurgence Hall may also have offices at such other places as the Board of Directors (Board) shall determine the business of Resurgence Hall requires; provided, however, that the registered office be registered with the Secretary of State of Georgia and the agent so registered be located at the same address, or otherwise as provided by the Board of Directors.

**Section 3:** The purpose for which the Resurgence Hall Charter School (“Resurgence Hall”) is organized is operating a charter school under the authority of the State of Georgia.

**Section 4:** If, for any reason, the organization should dissolve, upon dissolution of the organization assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

##### ARTICLE II

###### *Members*

Resurgence Hall does not have members. While persons who associate or attend programs of, participate in, contribute to, or benefit from Resurgence Hall may be referred to as “member,” no rights, voting or otherwise, will inure to such person.

##### ARTICLE III

###### *Board of Directors*

**Section 1:** The Board of Directors (“the Board”) shall consist of at least seven (7) Directors and no more than fifteen (15) Directors. All Directors shall have identical rights and responsibilities. The Executive Director of the school will be an advisory, non-voting member of the Board (*ex officio*).

**Section 2:** Board members shall be sought who reflect the qualities, qualifications and diversity determined by the Board delineated in the Job Description of the Board of Directors.

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**Section 3:** The Resurgence Hall nominating committee, known as the Governance Committee, shall present a slate of potential Directors and officers for election by the Board of Directors. This slate shall be presented at the annual meeting of the Board.

**Section 4:** Directors shall serve a term of two (2) years from the date of their appointments, or until their successors are seated. A full two-year term shall be considered to have been served upon the passage of two (2) annual meetings. After election, the term of a Director may not be reduced, except for cause as specified in these bylaws. No Director shall serve more than two (2) consecutive, two-year terms. Directors shall serve staggered terms to balance continuity with new perspective.

**Section 5:** The initial Board of Directors will serve staggered terms. The initial Board shall consist of at least two Directors who will serve a three-year term (ending in Spring 2019), and at least two Directors will serve a four-year term (ending in Spring 2020).

**Section 6:** Any vacancy occurring in the Board of Directors and any position to be filled by reason of an increase in the number of Directors may be filled, upon recommendation of a qualified candidate by the Governance Committee, by two-thirds (2/3) vote of the seated Directors. A Director elected to fill the vacancy shall be elected for the unexpired term of his/her predecessor in office.

**Section 7:** A Director may resign at any time by filing a written resignation with the Chair of the Board.

**Section 8:** The Board may remove any Officer or Director by majority vote of the entire Board of

Directors at any regular or special meeting of the Board, provided that a statement of the reason or reasons shall have been mailed by Registered Mail to the Officer or Director proposed for removal at least thirty (30) days before any final action is taken by the Board. This statement shall be accompanied by a notice of the time, when, and the place where, the Board is to take action on the removal. The Officer or Director shall be given an opportunity to be heard and the matter considered by the Board at the time and place mentioned in the notice.

**Section 9:** Members of the Board of Directors:

Shall receive no payment of honoraria, excepting reimbursement for expenses incurred in performance of voluntary Resurgence Hall activities in accordance with Resurgence Hall Charter School policies.

Shall serve Resurgence Hall Charter School with the highest degree of undivided duty, loyalty, and care and shall undertake no enterprise to profit personally from their position with Resurgence Hall Charter School.



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All participants in Board work are bound by the Code of Conduct, Conflict of Interest and Confidentiality policy statements.

Shall have no direct or indirect financial interest in the assets or leases of Resurgence Hall Charter

School; any Director who individually or as part of a business or professional firm is involved in the business transactions or current professional services of Resurgence Hall Charter School shall disclose this relationship and shall not participate in any vote taken with respect to such transactions or services.

### **ARTICLE IV**

#### ***Officers***

**Section 1:** There shall be four (4) elective Officers of the Board: a Chair, a Vice Chair, a Secretary, and a Treasurer.

**Section 2:** The Governance Committee shall present a slate of Officers to the Board of Directors. The nominated Officers shall be drawn from among the members of the Board of Directors. The election of Officers shall be held at the annual meeting of the Board.

**Section 3:** The newly elected Officers shall take office on July 1 following the close of the meeting at which they are elected and the term of office shall be one year, or until respective successors assume office. A Director may serve more than one (1) term in the same office, but not more than three consecutive terms in the same office. If an office becomes vacant, the Chair shall appoint interim Officers to fill such vacant offices until a scheduled meeting of the Board can be held.

### **ARTICLE V**

#### ***Meetings***

**Section 1:** The annual meeting of the Board of Directors shall occur in the last quarter of the fiscal year. There shall be at least 10 other regular meetings of the Board held each year. Notice shall be given to each Director thirty (30) days prior to the date of every regular meeting of the Board. Notice to the public of annual and regular meetings shall be given in accordance with O.C.G.A. § 50-14-1 et seq. (Open and Public Meetings). All meeting minutes are to be kept on file at the School office and made available for review by members of our communities, subject to the provisions of O.C.G.A. § 50-18-70 et seq. (Inspection of Public Records).

**Section 2:** Special meetings of the Board of Directors may be called by the Chair or by a majority of the Board filing a written request for such a meeting with the Chair and stating the object, date, and hour therefore, due notice having been given each Director five (5) calendar days prior to the meeting. Notice to the public of special meetings shall be given in accordance with Section 8-44-103 of the Georgia Open Meeting Act.

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**Section 3:** One-half of the Directors then in office shall constitute a quorum for the transaction of business at any regular or special meeting of the Board of Directors, except where otherwise required by these Bylaws.

**Section 4:** The Board shall select its own meeting format in any method allowed by the laws of the state of Georgia. Any such meeting, whether regular or special, complying with Sections 1 or 2 of Article IV shall constitute a meeting of the Board of Directors and shall subscribe to the policies, procedures, and rules adopted by the Board.

**Section 5:** Notice of all regular and special meetings of the Board, an agenda of all items to be discussed at such meetings, and agenda support materials shall be circulated to all Directors prior to the meeting. Any Director may waive notice of any meeting. The attendance of a Director at any meeting also shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully meeting. A member of the board may be deemed to be present for purposes of achieving a quorum and may cast a vote if he/she grants a signed, written proxy to another board member who is present at the meeting. The proxy must direct a vote to be cast with respect to a particular proposal that is described with reasonable specificity in the proxy. No other proxies are allowed.

## **ARTICLE VI**

### ***Committees and Task Forces***

**Section 1:** A Board resolution shall appoint committees or task forces of the Board, except the Governance Committee. Committees may be composed of Directors or community members, or both. The Board may prescribe the need and/or the composition of such committees.

**Section 2:** There shall be a standing nominating committee, known as the Governance Committee. This committee shall be composed of at least three (3) persons elected by the Board of Directors at its annual meeting. Each committee member shall serve a term of two (2) years, and these terms shall be staggered to ensure continuity of committee membership. The committee shall elect its own chair.

**Section 3:** The duties of the Governance Committee shall be:

- to study the qualifications of candidates and present a slate of the best qualified as nominees for the vacant Director positions on the Board;
- to present a slate of nominees for Officers to the Board for election at the annual meeting;
- to recommend candidates to the Board to fill vacancies that arise outside the regular nominating process;
- to provide ongoing orientation to Directors;
- to oversee a Director assessment process to ensure optimum performance; and

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to recommend the appointment of a past Chair to the Board, if necessary, in the interests of continuity.

### ARTICLE VII

#### *Fiscal Year*

The fiscal year of the Resurgence Hall Charter School shall begin on July 1 of each calendar year and terminate on June 30 of the same year.

### ARTICLE VIII

#### *Rules of Order*

In case of conflict or challenge, the rules of order in the current edition of Robert's Rules of Order shall govern the conduct of all meetings of Resurgence Hall Charter School.

### ARTICLE IX

#### *Amendments*

These Bylaws may be amended at a regular meeting by a two-thirds vote of all Directors then in office; provided that notice of the proposed amendment, together with a copy thereof, is mailed to each Director at least fifteen (15) days prior to the meeting at which the amendment is to be considered.

#### *Decision and Policy Making*

#### **2.02 Policy Making**

1. The Board shall be solely responsible for adopting, repealing or amending policies for Resurgence Hall Charter School. Action by the Board shall be accomplished as set forth in the bylaws.
2. Proposals for adopting, repealing or amending policies for Resurgence Hall may be made in writing by any member of the Board or by any parent or student submitted through an administrator of the school. When appropriate, policy change proposals shall include adequate information concerning potential fiscal impact on the school.
3. Except in cases of special need, the Board shall follow the following procedure in adopting, repealing or amending policies at Resurgence Hall:
  - (a) The First Reading. The proposed policy shall be submitted for approval on first reading at a regular or special meeting of the Board called for that purpose. The proposed policy shall be contained in the Board packet distributed prior to the meeting. At first reading the Board shall receive public comment and comments from the sponsor of the proposed policy. A vote of the Board will be taken after the reading, and if the amendment

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receives a simple majority vote of the Directors present at the meeting, it will be placed on the agenda for a second reading at the next meeting of the Board.

- (b) The Second Reading. If the proposed policy is approved on first reading, it will be placed on the agenda and considered at the next regular or special meeting of the Board called for that purpose. No amendment shall be adopted at second reading unless the amendment receives a two-thirds vote of the Directors present at the meeting. If the proposed policy is adopted upon second reading it shall become a policy of Resurgence Hall, and the Policy Manual shall be amended accordingly.
- (c) Special Need. Upon a two-thirds (2/3) vote of the Directors present at a regular or special meeting called for that purpose, a special need may be declared. If a special need is declared, a policy may be adopted on first reading.
- (d) A proposed policy should reference the policy provision it will be amending. Ideally, the entire policy will be reprinted with new language in all caps, and language to be deleted lined out. New policies should include the proposed table of contents, policy title, and code number.

### 2.03 Board Review of Administrative Procedures

1. The Board recognizes that its role is to ensure that Resurgence Hall is well managed, not to manage Resurgence Hall. The Chief executive shall be responsible for the day-to-day administration of affairs of Resurgence Hall and shall manage all activities of the school as prescribed by the Board. As a result, the Board need not review administrative policies and regulations in advance of issuance except as required by law. However, the Board should approve in advance any highly sensitive matters of policy and/or regulations that have the potential to impact its duties and obligations to Resurgence Hall and/or the Georgia Department of Education. To that end, the Chief executive shall exercise his or her discretion to identify and bring to the Board's attention any such policies and regulations prior to issuance.
2. Administrative policies and regulations should reference existing Board policy when applicable. The Board reserves the right to review administrative policies and regulations at its discretion. However, the Board shall revise or veto such regulations only when, in its judgment, such regulations are inconsistent with the Board's policies.

*Open Meeting Law (following page)*

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### 2.04 Summary of Georgia Open Meeting and Open Records Law

Resurgence Hall strongly believes in a transparent and open governance system that is responsive to the community. As such, the Board of Resurgence Hall strictly adheres to all codes of Georgia's Open Meetings and Open Records Act.

#### Open Meetings

In accordance with the Act, the Board can take action on school business only during a meeting of the board. All meetings of the board are governed by provisions of the Act and board meetings are open to the public. The Act provides as an agency, Resurgence Hall, may not hold a covered meeting without having provided due notice of the time and place of the meeting, a preliminary agenda of the meeting and the publication of summary and final minutes of the meeting afterwards. Such meetings that are closed (to acquire, dispose of, or lease real estate; discuss litigation; or the hiring, disciplinary action or evaluation of public officer, employee or interviewing applicant) are still voted upon in a public meeting of the board.

#### Open Records Requests

The Act states as an agency, Resurgence Hall, must produce public records responsive to a request within three business days absent exceptional circumstances. If the public records cannot be produced within three business days, the agency must inform the requestor, in writing, when the public records will be produced, the cost to produce the records (if any), and, if applicable, the specific legal authority exempting the requested record or records from disclosure, by Code section, subsection, and paragraph within a reasonable amount of time not to exceed three business days.

Open Records Requests must be submitted in writing to:

Tori Hines

[Tori.jackson.hines@resurgencehall.org](mailto:Tori.jackson.hines@resurgencehall.org)

Please see links below for more information about The State of Georgia's Open Meeting Act and Open Records Act.

[Georgia Open Meetings Act](#)

[Georgia Open Records Act](#)

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### *Attendance*

#### **2.05 Board Attendance Policy**

Purpose. This policy was developed with the recognition that Board membership is voluntary and that individual members contribute their time and energy in different ways. However, because Board meetings are the only forum during which the Board can discuss and vote on major school policies and decisions, attendance at these meetings carries a special importance. All Board members will receive a copy of this policy to ensure that everyone is properly informed about the expectations for Board attendance.

Definitions. “*Notified*” *Absence*: For absence to be “notified,” a Board member must notify the person running the meeting (usually Chair or Vice-Chair) by 6:00AM the day of the meeting that s/he will be absent. “*Un-notified*” *Absence*: For absence to be “un-notified,” a Board member failed to notify the person running the meeting (usually Chair or Vice-Chair) by 6:00AM of meeting day that s/he will be absent.

Board Attendance Problem. If any of the following conditions exist, it is considered a Board attendance problem: (1) the member has two “*un-notified*” absences in a row; (2) the member has three “*notified*” absences in a row; or (3) the member misses one third of the total number of Board meetings during one of their term years. (4) the member fails to attend the Georgia State Charter School Commission annual mandatory training.

Process for Responding to a Board Attendance Problem. The Board Secretary will keep track of Board member attendance through Board meeting minutes and will provide this information to the Chair. The Chair will directly contact a Board member at risk of potentially violating the policy to issue both verbal and written warning as well as discuss the problem. If a Board member does violate the policy, the Chair will bring this to the Board’s attention for discussion, after which point a majority vote will be held to determine possible termination from the Board.

#### **2.06 Public Attendance at Board Meetings**

1. Resurgence Hall desires to provide opportunities for any member of the community to express interest in and concern for the school. Accordingly, the public is cordially invited to attend all open meetings of the Board. A pre-scheduled time for public comment shall be a part of every regular Board meeting. The Board reserves the right to establish reasonable time limits for such public comment.
2. Meetings are closed to the public only when the Board is meeting in executive session. An executive session may be called only to discuss matters not appropriate for public discussion, as defined under Georgia law. An executive session may be called only upon the affirmative vote of two-thirds of the quorum present. No formal action of the Board may be taken in any executive session.
3. Persons who wish to make requests, presentations, or proposals to the Board should direct any inquiry to the Chief executive , who will respond according to the following procedures:

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- (b) The Chief executive will consult with the Board Chair and, if appropriate, other Board members about including the request on the agenda for the next regularly scheduled Board meeting.
  - (c) If the item is included on the agenda, the Board will receive in their packet for the next regularly scheduled meeting written information directly from the person making the request. If specific Board action is being requested, that action should be in the written document.
  - (d) The person may present their information orally to the Board when the agenda item is discussed. The Board reserves the right to establish reasonable time limits for public comment and presentations.
4. Notice of meetings of the Resurgence Hall Board shall be posted in the school offices and on the school website at least 24 hours prior to the meeting and in full compliance with all public meeting laws in the state of Georgia.

### *Committees*

#### **2.07 Standing Committees**

1. **Academic Accountability Committee** – The Academic Accountability Committee will be responsible for reviewing school assessment policies and procedures and ensuring that those policies conform to district and state standards. The Academic Accountability Committee is also responsible for reviewing results of school assessment programs, reporting findings to the Board and, when applicable, proposing changes in policy indicated by assessment findings
2. **Finance Committee** – The Finance Committee is responsible for reviewing and submitting an annual balanced budget to the Board and, after Board approval, making the budget available to the public. The Finance Committee will also oversee preparation of the annual report, including audited financial statements, and other exhibits required by the Georgia Department of Education, and make them available to the public as stated in Georgia law. A Resource Development Committee will serve as a standing sub-committee of the Finance Committee whose responsibilities include fundraising, building relationships in the community, and facility study.
3. **Governance Committee** – The Governance Committee is responsible for setting criteria for Board election, and identifying and evaluating candidates for the Board of Directors. The Governance Committee will present a slate of candidates for election to the Board at least once annually. Election will be by a simple majority of the sitting Board. The Governance Committee will also conduct the Board self-evaluation, described in Section 2.13.
4. **Development Committee** – The Development Committee is responsible for ensuring that Resurgence Hall's total development program is in concert with the organization's strategic direction and needs. The committee serves as the mechanism by which Board members and other volunteers are involved in the fundraising process. (Note: Development Committee may be combined with Finance Committee.)



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### **2.08 Special Task Forces to the Board**

1. The primary purpose of any special task force to the Board is to contribute to the overall mission of the school by conducting studies, identifying problems, or developing recommendations to assist the Board in making decisions. The ultimate authority to make those decisions, however, will be the Board's as required by law.
2. A special task force may be formed by the Board at such times and for such purposes as the Board may deem necessary. They will be given a clear objective, and will be dissolved upon accomplishing that objective.
3. Members of a special task force will be chosen by the Board and should include individuals who have shown an interest or who have special knowledge or expertise related to the task force's objective.

### *Fundraising*

### **2.09 Board Fundraising Policy**

The Resurgence Hall Board of Directors is a fully giving Board. Board members are expected to give an annual monetary gift to Resurgence Hall and are asked to make Resurgence Hall a priority in their personal giving. Board members are expected to be involved in fundraising by using their personal and business connections when appropriate, by soliciting funds when appropriate, by serving on fund-raising committees, and by attending fund-raising events.

### *Board Development*

### **2.10 Board Election Procedures**

The Governance Committee shall prepare and submit to the Board a report of the nominees it recommends for election to the Board. The number of seats available shall be determined in accordance with the by-laws. Whenever possible, nominated board member credentials will be presented one meeting prior to their election. Board members will be elected by a simple majority of the quorum present at the meeting during which elections are held. Each director shall serve from the next scheduled Board meeting after the election until the end of his or her term as determined by the Board.

### **2.11 Board Self Evaluation**

The Board believes that efficient and effective performance of the Board itself can have a significant impact on the overall success of the school and is an essential component of good governance. Therefore, the Board will conduct an annual assessment of its own work. The Governance Committee will conduct the assessment. This Committee shall determine the format of the assessment, but it must include a formal written survey/self-assessment tool. The evaluation process should be designed to encourage constructive feedback aimed at improvement.



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### *Indemnification*

#### **2.12 Indemnification Policy**

Resurgence Hall will purchase and maintain Directors and Officers Liability Insurance (often called D&O), liability insurance payable to the directors and officers of a corporation, or to the organization(s) itself, as indemnification (reimbursement) for losses or advancement of defense costs in the event an insured suffers such a loss as a result of a legal action brought for alleged wrongful acts in their capacity as directors and officers. The corporation will not provide indemnification for items arising from the individual's participation in an excess benefit or self-dealing transaction. Indemnification may also be denied in a proceeding brought by or on behalf of the corporation (except for expenses), if it is determined that the indemnitee did not meet the standard of conduct required.

This indemnification includes expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit, or proceeding if s/he acted in good faith and in a matter s/he reasonably believed to be in or not opposed to the best interests of the Corporation. With respect to any criminal action or proceeding, s/he must also have had no reasonable cause to believe his/her conduct was unlawful.

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### SECTION 3 – ETHICS

#### 3.01 Conflict of Interest Policy

1. Board members shall serve without compensation, but may be reimbursed, with prior approval, for any necessary expenses incurred by them in performing their duties as members of the Board.
2. Any contract with the school involving a member of the Board, the Board member's family, or the Board member's place of work shall be considered by the full Board with the interested member abstaining. Each Board member is responsible to make known to the Board any circumstances that could involve a potential conflict of interest.
3. Salary and other remuneration received from the school by ex-officio Board members shall not be considered a conflict of interest for the purposes of this policy. However, *ex-officio* members shall abstain from votes involving the level of such remuneration.
4. A full Conflict of Interest Policy containing Board Member signatures shall be on file at all times.

#### 3.02 Confidentiality Policy

It is the policy of Resurgence Hall that directors and employees may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with Resurgence Hall to any person, including relatives, friends and business and professional associates, other than to persons who have a legitimate need for such information and to whom Resurgence Hall has authorized disclosure. Directors and employees shall use confidential information solely for the purpose of performing services as a trustee or employee for Resurgence Hall. This policy is not intended to prevent disclosure where disclosure is required by law.

Directors and employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, trustees and employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a Director's term in office or upon termination of an employee's employment, he or she shall return, at the request of Resurgence Hall, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

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### 3.03 Nepotism Policy

For purposes of this nepotism policy, the term *family members* shall be defined as any of the following: husband, wife, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren.

1. At no time shall more than one family member of the same family serve concurrently on the Board.
2. Board members and their family members will be excluded from consideration for employment by the organization.
3. Employees shall not hold a position with the organization while they or members of their family serve on the Board.
4. Employees may not hold a job over which a member of their family exercises supervisory authority.

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### SECTION 4 – LEADERSHIP

#### 4.01 Chief Executive Policy

The chief executive will be responsible for the day-to-day administration of the school's affairs and will manage and direct all activities of the organization as prescribed by the Board. The chief executive will have the power to hire and discharge employees of the school and will oversee and direct their activities in carrying out the work of the school. The chief executive is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the chief executive. The chief executive will, directly or indirectly, supervise all other staff members employed by the school and is responsible for selecting staff members, conducting staff evaluations, and recommending compensation levels.

Accordingly:

1. The Board will never give instructions to persons who report directly or indirectly to the chief executive.
2. The Board will refrain from evaluating any staff other than the chief executive.
3. The Board will view chief executive performance as identical to organizational performance, so that organizational accomplishment of ends, policies, and organizational operations (within the boundaries established in board policies on executive limitations) will be viewed as successful chief executive performance.

#### Annual Chief Executive Performance Evaluation

Charter schools receive autonomy over fiscal management and the academic program in exchange for accountability, which measures the school's attainment of specific mission-oriented academic, operational, and governance goals.

The Board of Director's key responsibility is to manage the school through the performance of the chief executive of Resurgence Hall.

Annually, the board will convene an ad hoc Chief Executive Evaluation Committee, to consist of three members to include the Board Chair, and two members of the Academic Accountability Committee. The Committee will conduct the evaluation in accordance with the LKES evaluation system as mandated by the Georgia State Charter School Commission.

#### 4.02 Leadership Sustainability Policy

The Board Officer and Chief Executive roles are critical to the smooth functioning of a charter school; therefore, the Resurgence Hall Charter School Board of Directors will have a Leadership Sustainability Plan which:

1. Ensures ongoing and continuous development of leadership capacity at the Chief Executive and Board levels.

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2. Responds in a timely and effective manner to an emergency leadership transition.
3. Responds in a timely and effective manner to a planned leadership transition.

### SECTION 5 – MEDIA POLICY

#### 5.01 Media Policy

This media policy applies to all employees of Resurgence Hall as well as members of the Board of Directors. This policy covers all external news media including broadcast, electronic, and print.

To ensure the quality and consistency of organizational information disseminated to media sources, the following policy shall be enforced:

- All media contacts are to be handled by the Chief executive /Head of School, or his or her designee, regardless of who the media representative is or whom he or she represents or how innocuous the request.
- All press releases or other promotional materials are to be approved by the Chief executive /Head of School or his or her designee prior to dissemination.
- If a reporter, producer, or other news media person should contact an employee of Resurgence Hall or a member of the Board of Directors, the individual who is contacted should refer the media person to the Chief executive /Head of School. Please do not say that you are not allowed to talk to a reporter, or that you must seek permission to do so. Instead, tell the reporter, “Resurgence Hall’s policy is to refer all media inquiries to the Chief executive /Head of School. You can reach him/her at (telephone number and email address).” Provide this information quickly, professionally, and courteously to all media calls. As with all external contacts, it is important to make a good first impression of Resurgence Hall. It is also important to act quickly in order to enable the reporter to stay on deadline.
- The Chair of the Board of Directors shall only speak directly to a media representative if he/she, acting on behalf of the full Board of Directors, must make a comment specifically about the Chief executive /Head of School.

### SECTION 6 – GRIEVANCE POLICY

#### *Grievance Procedures to Resolve Student, Parent, and Teacher Complaints*

**Student** If a student has a concern or disagreement the matter should be discussed in a respectful manner with the teacher and/or staff member involved. If there is no resolution to the problem, the Executive Director will mediate the problem with all parties involved and make the final determination as to appropriate action and next steps.

**Parent** If a parent has a concern or disagreement, an appointment should be scheduled to discuss the matter with the teacher and attempt to resolve the disagreement through informal discussion outside of instructional time. If the parent’s schedule cannot accommodate meeting outside of instructional time then advance notice and the allowance of preparation must be given to arrange coverage for the teacher to be available to meet. If there is no resolution to the problem, the

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parent/guardian should then contact the Executive Director. The Executive Director will mediate the problem with all parties involved.

If a parent is unsatisfied with a decision, he or she may appeal a decision through a formal appeal letter to the Resurgence Hall Board. The Board will respond in writing or in person within a week of the next scheduled board meeting to enable discussion, as needed, whole group.

**Staff** If a staff member has a concern or disagreement, an appointment should be scheduled to discuss the matter with the Executive Director. Given established school and employment policies, the resolution of the grievance will be informed by said policies at the direction of the Executive Director.

### SECTION 7– BACKGROUND CHECKS OF BOARD MEMBERS

#### **Finger Printing/Background Check**

Resurgence Hall complies with *O.C.G.A. § 20-2-211.1* by ensuring all of its board members are fingerprinted and undergo criminal record checks and are completed in a manner that will allow submission to the Georgia Crime Information Center (GCIC) or the Federal Bureau of Investigation. Resurgence Hall complies with periodic audit to ensure that the GCIC is used appropriately. This process is completed prior to the onboarding of new board members.