

Policies and Procedures

Communication

Good communication is imperative to ensure the smooth functioning and good reputation of the Foundation. All communications with members of the Board and the community should be respectful and considerate. If you are communicating with outside entities, make sure you have authorization to speak for the foundation in that capacity. The President should be apprised of your communications and cc'd on emails when possible. Please copy president@mefhome.org in all communications with outside entities.

Use official MEF logos and letterhead on communications to ensure branding and consistency. These are available on our google drive.

School District Relations

MEF Members work hand in hand with school PTO's, the school district, and Board of Trustees. It is important to understand these entities' interests, needs and perspectives when planning policies and events. Due to our unique relationship of support and collaboration with the school district, MEF strives to send a representative to each School Board Trustee meeting. Attendance will rotate among Directors. The schedule is listed in the roster section of this handbook.

Expenditures and Check Requests

General expenditures are provided for in the operating budget.

- Any expense over \$200 that is not delineated in the budget must be approved by the Board of Directors prior to purchase.
- Any person seeking reimbursement must submit:
 - MEF Expense Form along with receipts for purchases.
 - Enter Expense Item in the MEF Operations Expense sheet
- [MEF Operations Expense](https://docs.google.com/spreadsheets/d/1WxfX1NveDZneHc/edit?usp=sharing)
(<https://docs.google.com/spreadsheets/d/1WxfX1NveDZneHc/edit?usp=sharing>) Checks must be signed by the President or Treasurer.

Budget

The annual operating budget is proposed to the Board in the month of October of each school year. Board members are not expected to have specialized knowledge of finance and budgeting but should be reasonably informed about budgetary issues and concerns. Board members also help establish the direction and fulfillment of the foundation's mission by helping determine how

funds are to be spent. See Finance Tab for complete MEF financial information (this is confidential).

Photocopies

MEF has an account with PostNet for photocopying. Items can be emailed to Fred Arguelles at (ca169@postnet.com) or taken in.

- For distribution district wide you need a Spanish Translation (email translate@mefhome.org for help).

Copy Counts 2014-2015

- Anderson 12 sets of 25 in Spanish, 9 sets of 25 in English (If English only 21 sets of 25)
- Baker 31 sets of 24
- Country Lane 18 sets of 20 8 sets of 30
- EDS 19 sets of 25, 6 sets of 33
- Latimer 11 sets of 20
- Payne 21 sets of 20 English, 5 sets of 20 Spanish (If English only 27 sets of 20)
- MMS & EDMS: Ask school representatives to send electronic version.

Agendas and Minutes

Agendas and meeting minutes will be distributed prior to regular and special meetings.

- Additions to the agenda should be submitted at least 24 hours prior to a meeting.
- Board members should read minutes for accuracy as the official record of business transactions.
- Votes must be taken by a device that allows for instantaneous exchange, such as in person, over the phone or in webinar.
 - NOTE: Electronic voting is not allowed under California law.