



COASTAL PLAINS
EDUCATION
CHARTER HIGH SCHOOL

Site Director Handbook

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Central Office: 912-685-5713

www.coastalplainscharter.org

Approved by the Georgia Board of Education, February 2017

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Accredited by the Georgia Accrediting Commission TBA

Coastal Plains Education Charter High School is an equal opportunity employer.

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Coastal Plains Education Charter High School

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Financial Guidelines

One of the areas that many school leaders get in trouble is money management by not having transparent and documented flows of receiving and spending funds. The guidelines in this manual will hopefully help all site directors to make sure there are never any issues or concerns about money management at your site.

Site Budgets

- Each site has a budget for non-personnel (salaries, benefits and training).
 - Supplies
 - Student Services incentives
 - Meals during FTE window
 - Gas Cards for Credit Completion
 - Other similar activities
 - Sites are encouraged to get donations and do fundraising for activities prior to spending tax funded budget
- Budget reports will be created and distributed to site directors quarterly but can be obtained from the Chief Financial Officer at any time upon request.
 - Budget amendments can be done after approval of the Superintendent and Chief Financial Officer.

Cash Receipts

Coastal Plains currently has one checking account at Sea Island Bank Synovus was chosen because they have branch locations close by each Coastal Plains site for those occasions when a site needs to make a deposit.

Most site revenues will be coming from our QBE state allotment and automatically deposited in the Coastal Plains account.

For those occasions that the site receives any funds directly, they should be delivered to the regional office for deposit, if not the day received, as soon as possible.

Most payments at the sites should be done using the online system in our student information system, Infinite Campus. If a site has funds they need to receive outside the online payment system, they should coordinate how this will be done with the Chief Financial Officer.

Spending and Purchasing Guidelines

- To prepare for a purchase, the site director/registrar should
 - Select a vendor
 - Contact the vendor and receive a quote
 - If it is a large purchase, three quotes should be received
 - Select exactly what is it you need to purchase for your site
 - All purchases must be tax-exempt. The form for this purpose is available from the system bookkeeper or chief financial officer. Please make sure all vendors are made aware that Coastal Plains is a tax-exempt non-profit when you begin working with them
 - Most supplies will be purchased from Quill. Please use their online catalog to list items needed for your site. www.quill.com. The prices online are not the actual price we pay. We receive educational discounts.
 - When a site director/registrar is ready to request something be purchased, a Coastal Plains purchase order form should be completed.
 - Following approval by Superintendent, the purchasing clerk in business operations will create a purchase order.
 - The purchase order will be approved by the Chief Financial Officer
 - The purchasing clerk will forward the purchase order to the vendor.
 - When the item purchased is received with an invoice, the purchasing clerk will work with the Accounts Payable clerk to pay the invoice
 - Any invoices received at the site should be signed by the site registrar and forwarded to the AP clerk as soon as possible
 - We cannot pay late fees with tax funds and will charge the site's fundraising account for late fees if needing to pay them becomes a habit
- If a site registrar is picking something up that is purchased, an example would be a meal for staff training or during the FTE window, the above purchasing procedures should be followed. For example when food is purchased for an event, the above purchasing approvals and process will be followed and then a check to the caterer will be cut prior to the site needing the food. The check and a tax exempt form should be given to the caterer when the food is picked up.
- In cases in which a purchase order is not acceptable to a vendor, an itemized cost estimate should be provided for pre-approval to the Superintendent and Chief Financial Officer following the purchasing process described above. Approved purchases may then be made by site director/registrar and reimbursement will be provided.
 - In extreme cases, where required, purchases can be made using the Coastal Plains credit card but only with prior approval of the Superintendent and a purchase order being done to the bank the same day as the purchase is made.
- For any student incentives given, a record of the incentives purchased and then disbursed must be maintained for auditing purposes. Site registrars will be required to maintain a spreadsheet showing all incentives purchased including purchase order number and then who received the item with their signature of receipt in a column of the spreadsheet.

- An example will be created and distributed for site use.

Travel Reimbursements

The following positions receive monthly travel allotments that will be paid on the last working day of each month –

Superintendent
Regional Director for Instruction
Regional Director for Special Education
Regional Director for Operation
Regional Director for Student Services
Regional Technology Director

Any other employee travel will be reimbursed using the travel expense form, which will require approval prior to payment and will be reimbursed on the 15th of the month after the approved travel expense form being received by the Coastal Plains Accounts Payable and Payroll Clerk.

Cell Phone Allowance

Due to our multiple sites and unique operational demands, many Coastal Plains positions require extensive use of cell phones. During the planning and budgeting process it was determined that it be better to give these employees cell phone allowances instead of a Coastal Plains cell phone requiring them to manage to cellular devices.

The following positions have been approved to received cell phone allowances on a quarterly basis –

Superintendent
Regional Directors of Operations, Student Services, Instruction, and Special Education
Regional Registrar
Technology Coordinator
Site Directors

Fundraising

Fundraising is supported and encouraged but should be prior approved by the Regional Director of Operations.

- All fund raisers will be shared with the school governance board and other sites to support transparency and generate creative fundraising ideas.
- Students, parents and community members can be involved in fundraising.
- Any fundraising dollars should be deposited into the Coastal Plains Sea Island Bank Synovus account on the day received or as soon as possible.

- Money should be delivered to the regional office for deposit.
- Each site as well as the regional office will have a fundraising account where any funds they raise will be kept separate from other budgeted items.
- Funds raised will always remain available for the site and roll year to year. They will not become part of the general fund balance at year end.
- Revenue and Expenditure reports for fundraisers, with account balances, will be distributed to the sites quarterly, but can be obtained from the Chief Financial Officer at any time upon request.

Donations

Donations are supported and encouraged. Site Directors should always take the opportunity to ask for and encourage donations.

All donations will be shared with the school governance board and other sites to support transparency and generate creative fundraising ideas.

- Any donated dollars should be deposited into the Coastal Plains Sea Island Bank Synovus account
 - Money should be delivered to the regional office for deposit.
- Each site as well as the regional office will have a donations account where any funds they receive will be kept separate from other budgeted items.
- Donations will always remain available for the site and roll year to year. They will not become part of the general fund balance at year end.
- Donated equipment or non-funds become the property of Coastal Plains Charter Education School upon receipt.
- If equipment is donated, it is the responsibility of the site director to make sure it is on any appropriate inventory.
- Site directors should write thank you letters or notes for any donation received
- If the donator requests a receipt for tax purposes, please let the Chief Financial Officer know and one will be sent.

Vending Machines

Sites can have vending machines, both drinks and snacks, available for their students. Any funds generated from having vending machines will be added to the site's fund raising account.

- There are several local vending machine companies that can be used.
- As a site narrows down what vendor they would like to use, they should review this decision and any contract that will need to be signed with the Operations Director.

- Any agreement should not require start up fees or costs. The vending company should only be paid from monies generated from the sale of their products.
- Any checks received from a vending machine company should be deposited into the Coastal Plains ----- account as soon as possible by getting the checks to the regional office for deposit.

Staff Spirit Wear/Items

Site directors can determine if they would like to offer their staff spirit wear or other items.

- Staff cannot receive any item purchased with tax dollars for their personal use. The state and auditors see this as a gratuity which is illegal for public employees to receive.
- These items can be purchased by receiving donations, the staff paying for them or by the site using fund raising monies.
- Use the blue, gray and white school colors as well as the approved logo.
- You may customize items to include your site name and position name if desired.
- Have any purchase prior approved as described in the spending and purchasing section of this manual.

Human Resources Guidelines

Staffing

Site Directors are required to maintain staffing as required by the staffing allotments given to them by the Superintendent.

Staffing a site for a school night depends solely on the number of students in attendance and will vary. It is very important that site directors manage the number of staff they have working based on the number of students their site is serving.

- Site Directors should keep staffing hours within approved parameters, and if additional staff hours are needed, must request approval from the Superintendent.
- Site Directors may need to send staff home during the school night if students leave after break.

Evaluations

The State Department of Education LKES evaluation system will be used for site directors.

The State Department of Education TKES evaluation system will be used for all teachers. A modified TAPS process and standards will be used following what the Foothills Education Charter High School has found to be successful.

- Each employee will be required to complete the orientation and then use the TKES platform/portal as instructed.
- Employees that don't utilize the TKES or LKES platforms will be evaluated using other state validated evaluation instruments.

Hiring

- Talent Ed should be utilized to identify all potential hires of Coastal Plains Education Charter High School.
 - When a site realizes they have a vacancy, an email should be sent to the Coastal Plains AP and Payroll Clerk, copying the Superintendent, requesting the position be posted.
 - The Coastal Plains AP and Payroll Clerk will post the position in Talent Ed with a closing date of "until filled".
 - Prospective Coastal Plains employees should have three documented references that have been contacted by Site Directors. If electronic references are embedded in Talent Ed, phone calls or other references should be documented in Talent Ed. Or if that cannot be done, documentation of a reference checked outside of Talent Ed can be forwarded to the Coastal Plains AP and Payroll Clerk at the time the recommendation to hire is done to be included in the prospective employees file.

- If three reference checks are not documented in some way, the employee recommendation will be denied and returned to the site director until reference checks are complete.
 - Any prospective employee recommended for hire should have an application in Talent Ed for the position they are being recommended for.
- When a recommendation is made to the Superintendent, prospective hires are referred to the Coastal Plains Governance Board for approval. This process is critical for prospective employees to understand, as they are not employed until both recommended by the Superintendent and approval by the Governance Board.
- Once an employee is approved by the Coastal Plains Governance Board, an employment packet with all the necessary human resources information needed will be forwarded to their email supplied in Talent Ed.
 - Employment packets must be completed and returned to the Regional Office before employees can begin working or receive a Coastal Plains email account.
- Fingerprinting will be done by the school district where the site is located.
 - Site directors should contact the HR department of the school district where their site is located and work out a process to be used for finger printing of their Coastal Plains employees.
 - Each school district superintendent has approved their district helping with the fingerprinting of Coastal Plains personnel.
- Fingerprinting and CBC must be on file for a Coastal Plains employee prior to them being in the room or working with any students.
- Each employee must complete Compliance Director modules – standard and custom for Coastal Plains prior by the end of the first day of school or within 10 days of being employed.

Resignations

When an employee notifies their supervisor they need to resign for whatever reason, we need that resignation in writing.

- Please ask them to give you a resignation letter or at least a resignation email.
- Forward the letter or email to the Coastal Plains AP and Payroll Clerk, copying the Superintendent and Chief Financial Officer as soon as you receive it.
 - Resignations are recommended to the Coastal Plains Governance Board for approval.
- Based on the position of the person resigning, request in a separate email to the Coastal Plains AP and Payroll Clerk, copying the Superintendent and Chief Financial Officer a vacancy posting in Talent Ed to fill their position.

Payroll

Payroll will be the last working day of each month. All payroll will be done by electronic deposit.

- The payroll on the last working day of the month will be for hours worked from the 16th of the previous month to the 15th of the current month.
- Time records will be required to be signed off by **both** site directors and submitted by the 20th of each month.
 - It is strongly suggested that site directors verify and “sign off” on hours worked weekly so that their month end processing and final submission to payroll is easier to complete on time.
 - Time keeping will be electronic and done in Smartfusion (Coastal Plains fund accounting and payroll system) and Attendance on Demand as described in flyer distributed.

Contracted Services

Contract Services will be used to pay any person that is not an approved employee of Coastal Plains. It could possibly be used for employees that do Coastal Plains work prior to their approved start date.

For any contracted services the following documents are needed prior to the service taking place.

- Approved Contract Services Form
- eVerify Form
- W9 form

These forms have to be done or redone annually.

Contracted services will be paid monthly on the last working day of each month. Any contract services forms to be paid for the previous month should be received by the Coastal Plains AP and Payroll Clerk by no later than the 15th of the month.

- If all the required approved forms are not on file for the service, payment of the contracted service will be delayed.

Communication Protocol

General Protocol

- Coordinate with your fellow Site Director to send a single message if a question or issue emerges – whether the recipient is a regional office staff member, a student, a parent, one of our consultants, or a partner institution employee.

Curricular Needs

- This may include questions about course design, GradPoint or other online curricular delivery systems, course numbering, testing, Title I, or graduation requirements.
- Contact the Regional Director for Instruction.

Student Services and Special Education Needs

- This may include questions about Guidance Counselors, Social Workers, Career Specialists, TEAM Leaders/Mentors, Special Education, and dual enrollment.
- Contact the Regional Director for Student Services.

Special Education Needs

- Contact the Regional Director of Special Education

Operations Needs

- This may include questions about space utilization, signage, furniture, and equipment.
- Contact the Regional Director for Operations.

Interacting with Partner Districts

- At Coastal Plains, we benefit from positive interaction with our partner school districts and state departments. In order to maintain these strong relationships, if a change in practice in relation to our partners is necessary, contact the Regional Director for Operations, who can locate the appropriate resource and provide guidance.
- Generally, our partners have provided space, furnishings, and in some cases the computers that our students use. We should always ensure that at the end of every evening, shared spaces are returned to the arrangement in which they were found at the start of the afternoon. Care should be taken to ensure that desks, floors, whiteboards, and other surfaces are clean and neatly arranged.
- When we enroll students, if there are questions about a students' fit, have a conversation with a former school's principal. Contact the Regional Director for Student Services if you have questions about how to approach these issues.
- Check-in with partner district principals regularly to ensure that smooth transitions are happening for students as they move between schools.

Student Services Staff

- Student Services Staff members take direction from Site Directors, but follow operations and protocol that are developed by the Student Services Department.
- Monthly Student Services meetings will provide both the Site Directors and Regional Director of Student Services with a means of identifying needs of a site's population.
- One Counselor should be selected to lead monthly Student Services meetings
- Both Site Directors should be at all student services meetings to ensure full understanding of site circumstances and needs.
- Student Services budget priorities should be developed at Student Services meetings as part of the Student Services Plan so spending recommendations can be made to the Regional Director of Student Services.

Co-Director Collaboration

- Include partner/co-director on communications with Regional Office staff and site staff to ensure consistency and transparency.
- Division of duties is important to allocate tasks – it is effective to share/divide in monthly Student Services meetings, monitoring of attendance
- Both Site Directors will attend monthly Student Services meeting.
- Both Site Directors will approve time sheets for employee payroll
- Site Directors must enter student discipline incidents in Infinite Campus and communicate the entry to the fellow Site Director, including communications with homes/families and consequences provided to students.
- Hiring of all staff members should be by mutual agreement with both Site Directors prior to a recommendations in Talent Ed to the Superintendent.