



Mansfield ISD Education Foundation Policies and Procedures

Last Updated December 17, 2025



SECTION 1: INTRODUCTION

1.1 Mission Statement

To enhance and cultivate educational experiences in collaboration with Mansfield ISD and our Community.

1.2 Purpose of this Manual

This Policies and Procedures Manual provides guidelines for the operations, financial management, grantmaking, governance, and programs of the Mansfield ISD Education Foundation. The intent is to ensure consistency, transparency, and alignment with the Foundation's mission while supporting board effectiveness and responsible stewardship of all donated funds.

1.3 Overview of the Foundation

The MISD Education Foundation is a nonprofit organization established in 1998 to enhance educational opportunities for Mansfield ISD students through grants, partnerships, and district initiatives. The Education Foundation operates independently from the district but collaborates closely to identify opportunities that advance student success.

1.4 Organizational Structure

The Education Foundation's Structure includes:

- **Board of Directors** – Comprised of voting members responsible for governance, fiduciary oversight, and strategic direction. The Board shall have no fewer than 15 and no more than 29 voting members, and the total number of Directors will always be an odd number. The number of voting Directors may be amended as needed, and the Superintendent, School Board Trustee, and PTA Council Representative are not counted in this total.
- **Executive Officers:** The Executive Officers include the President, President-Elect, Treasurer, Secretary, Immediate Past President. These are all voting members. The President only votes in the event of a tie.



- Standing Committees – Composed of Directors and appointed members, who support the Foundation’s work. Committee Chairs are selected as needed.
- Foundation Staff: The Executive Director and Specialist are non-voting members of the Board.
- Ex-Officio Members:
 - MISD Superintendent
 - One MISD School Board Trustee
 - PTA Council Representative (voting member)

The Superintendent and School Board Trustee hold non-voting positions, while the PTA Council Representative holds a voting position on the Board.

SECTION 2: BOARD GOVERNANCE

2.1 Board Responsibilities

Board members uphold the mission, act as ambassadors in the community, support fundraising efforts, and participate actively in Education Foundation initiatives and meetings. The majority of the Board of Directors should be independent and not compensated by the Education Foundation.

2.2 Executive Officers

Descriptions for the roles of President, President-Elect, Treasurer, Secretary, and Immediate Past-President are maintained in separate role-specific documents. Officers guide strategic direction and support the Education Foundation’s operational effectiveness.

2.3 Committee Chairs & Committees

Committee Chairs lead specific areas including:

- Governance



- Finance
- Grants
- Events
- Marketing
- Fundraising

Additional committees may be established as needed.

2.4 Board Expectations

Board members are expected to:

- Attend meetings regularly
- Participate in at least one committee
- Attend at least half of the events the Education Foundation holds
- Support events and fundraising efforts
- Make a personal contribution to the Education Foundation yearly
- Demonstrate professionalism, discretion, and collaboration

2.5 Succession Planning

The Board shall maintain continuity of leadership through officer succession and transition planning as needed.

2.6 Conflicts of Interest

All board members must complete a Conflict-of-Interest statement annually. Board members must recuse themselves from discussions or votes in which they have a personal or financial interest.

2.7 Conduct & Ethics

Board members are expected to:

- Maintain confidentiality
- Avoid personal gain from Education Foundation relationships
- Represent the Education Foundation positively



- Use social media responsibly and professionally

2.8 Whistleblower Policy

The Education Foundation is committed to ethical conduct, transparency, and compliance with applicable laws and regulation. Directors, officers, staff, committee members, and volunteers are encouraged to report concerns regarding suspected misconduct, unethical behavior, financial impropriety, or violations of Education Foundation policies.

Reports may be made in good faith to the Executive Director, Board President, or Treasurer. If a report involves any of these individuals, concerns may be reported to another Executive Officer.

The Education Foundation prohibits retaliation against any individual who, in good faith, reports a concern or participates in an investigation. Any act of retaliation is subject to corrective action.

All reports will be handled confidentially to the extent possible and reviewed promptly and appropriately. The Education Foundation will take reasonable steps to investigate reported concerns and address substantiated issues in a reasonable manner.

SECTION 3: GENERAL OPERATIONS

The Education Foundation has been dedicated to supporting Mansfield ISD for over two decades. Throughout its history, the organization's governance practices, documentation, and operational processes have evolved to meet the growing needs of the district and adapt to leadership transitions. As part of its commitment to continuous improvement, the Education Foundation initiated a review of its governance structure, policies, and procedures in 2023.

This effort was designed to formalize and standardize processes, with a focus on ensuring long-term organizational strength and clarity. After a period of thoughtful



planning and alignment, the Education Foundation has adopted updated governance practices, committee structures, and operational standards. This

Policies and Procedures Manual reflects those improvements, establishing consistent and transparent practices going forward.

While records and documentation prior to this formalization may not be fully comprehensive or readily available, the Education Foundation is committed to maintaining the highest standards of accountability and transparency with the resources and records currently at its disposal.

3.1 Meetings

Board meetings follow a regular annual schedule. Committee meeting occur as needed. Quorum and voting rules following the Education Foundation bylaws.

3.2 Document Retention & Recordkeeping

The Education Foundation maintains organizational records in a manner that supports transparency, accountability, and operational continuity.

Organizational records – including governance documents, meeting minutes, financial records, grant applications, donor records, and key correspondence – are maintained primarily in digital format and safeguarded under the Education Foundation’s data security practices.

Records are retained in accordance with the Education Foundation’s document retention guidelines and are maintained to the extent available. Historical records from prior years may be limited or incomplete. All records created following the implementation of these policies will be maintained on a go-forward basis in accordance with established retention practices.



Official records to the Education Foundation are maintained in digital format and stored primarily within the Mansfield ISD – managed Google Drive environment. The District maintains administrative, technical, and physical safeguards, including firewalls and access controls, to protect stored information from unauthorized access, disclosure, or data breach.

Access to Foundation records is granted on a role-based basis. Core administrative access is limited to the Executive Director and Foundation Specialist. Additional documents may be shared with Board members and committee members as necessary for governance, oversight, and operational purposes. Examples include, but are not limited to, Board meeting materials, committee records, financial reports, bylaws, and policy documents.

Shared folders are structured by function (e.g., Board, Committees, Finance) and are accessible only to individuals with a legitimate business or governance need. Access permissions are reviewed and updated at least annually and upon changes in role or Board service. When a Director completes their term or no longer serves in an executive or committee capacity, their access to shared Foundation folders is promptly removed.

The Education Foundation relies on Mansfield ISD’s established data security protocols for system-level protection and maintains internal procedures to ensure appropriate handling, sharing, and retention of Foundation records in accordance with this Policies and Procedures Manual.

The Executive Director is responsible for overseeing record retention and ensuring appropriate access, storage, and disposal of records.

3.3 Communications, Media, and Confidentiality

- **Media Communications:** All media communications, press releases, and branding guidelines are managed by the Education Foundation’s Executive Director. Only the Board President and Executive Director are authorized to speak on behalf of the Education Foundation, ensuring a consistent voice and clear messaging should any conflicts arise.



- Donor Confidentiality: Donor information is confidential and managed exclusively by the Education Foundation staff.

3.4 Frances Brownlie Liaison Role (Contract Position)

The Frances Brownlie Liaison serves as the primary point of coordination between the Education Foundation, Mansfield ISD, and the partner university for the Frances Brownlie Scholarship Program.

This individual:

- Supports MISD paraprofessional participating in the program as they transition to certified teaching roles
- Coordinates communication among the Education Foundation, the District, and the university
- Provides guidance and support to candidates throughout their participation in the program
- Assists with program logistics, timelines, and compliance related to certification requirements

The Frances Brownlie Program Liaison:

- Is a contracted position
- Is not a member of the Board of Directors
- Does not hold voting authority
- Is not required to attend Board meetings

This role is program-specific and operational in nature and does not engage in governance, fundraising, or financial decision-making for the Education Foundation.



SECTION 4: FINANCIAL MANAGEMENT

4.1 Financial Philosophy

The Education Foundation is committed to responsible stewardship, transparency, and adherence to nonprofit best practices.

4.2 Recording of Revenue and Contributions

The Education Foundation utilizes QuickBooks as its primary accounting software for tracking all financial activity, including donations, grants, event revenue, and operating expenses.

All financial transactions are recorded in a timely, accurate, and consistent manner in accordance with generally accepted accounting principles.

- Cash and check donations are deposited on the day received or the next business day when feasible.
- Electronic donations are recorded upon receipt notification from the payment processor.
- Event revenue is deposited immediately following the event or on the next business day.
- Pledged donations are recorded separately from received funds and are tracked until payment is received or the pledge expires.

Financial activity is entered into QuickBooks no less than weekly and is often recorded daily, depending on volume and operational activity. The Education Foundation prioritizes accuracy and completeness while maintaining timely entry of all transactions.

Receipts are issued to donors upon receipt of funds. Donor acknowledgments and thank-you communications are provided via email or letter in a timely manner following receipt of the contribution.



4.3 Internal Controls

The Education Foundation maintains controls to safeguard assets, ensure accuracy of financial records and promote transparency and accountability.

- No Mansfield ISD employee participates in the ongoing management, authorization, or reconciliation of Education Foundation financial accounts.
- For large-scale fundraising events, Mansfield ISD accounting staff may volunteer or be paid to assist with event cash handling due to their training and experience. These individuals assist with counting and verifying funds received at the conclusion of the event.
- A document count and verification summary are completed following such events and retained with event financial records.
- All bank deposits are handled by Education Foundation staff or Board of Directors (Treasurer).
- Monthly bank and account reconciliations are performed to ensure accuracy and are reviewed as part of financial oversight procedures.

4.4 Pass-Through Funds Policy

The Education Foundation does not accept pass-through funds due to the accounting and reporting complexity they create.

Exception: Rare, board-approved cases under exceptional circumstances. Such exceptions must be documented in meeting minutes and restricted accordingly.

4.5 Check Requests & Credit Card Payments

The Education Foundation maintains internal controls to ensure appropriate authorization, segregation of duties, and financial oversight. Check signing



authority, expense approvals, and reimbursements are administered in accordance with established financial procedures.

- Two Board members signatures + Executive Director approval are required.
- Credit card payments may be made for purchases that would otherwise be paid by check but require a check request form be approved first.
- Authorized check signers are available at least weekly to review and sign checks.
- Checks may be signed outside of the regular weekly schedule as operational needs require.
- No individual may both prepare and authorize the same disbursement.

4.6 Deposits & Cash Handling

Online and in-person revenue is handled in a manner that safeguards assets, minimizes risk, and ensures timely deposit.

- Online donations are collected through Zeffy and are automatically deposited into the Education Foundation's operating bank account on a weekly basis. Donors receive an automatic email sent to the email address provided at the time of the donation.
- Cash and checks are deposited in full and no later than the next business day when feasible, or within two business days at a maximum. Funds are not held for extended periods. All deposits are supported by completed deposit documentation and retained with financial records.
- Event revenue is deposited immediately following the event or on the next business day.

Note: Procedures related to temporary cash handling support during fundraising events are addressed in the Fundraising & Events section of this manual.



4.7 Expense Reimbursement Policy

Reimbursements to board members and staff are permitted for approved, mission-related expenses and must meet the following requirements:

- All reimbursement requests must be supported by itemized receipts or invoices.
 - Requests must be submitted within 45 days of the expense being incurred, or prior to end of fiscal year, whichever comes first.
 - Reimbursements require prior approval or post-expense approval by the Executive Director or Treasurer, as applicable.
 - No individual may approve their own reimbursement.
 - Reimbursements are processed through the Education Foundation's accounting system and paid by check.
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- Reimbursement requests that do not include proper documentation or that fall outside the approved timeframe may be denied.

Reimbursement for Frances Brownlie Scholarship Candidates requires submission of proper documentation in google drive and notification through email to Education Foundation staff.

4.8 Investment Account

- The Education Foundation maintains an investment fund with a minimum balance of \$500,000.
- The Finance Committee provides oversight of the investment account and reviews performance and draw activity in accordance with board-approved policies.
- The Education Foundation engages a qualified financial institution to manage the day-to-day investment decisions and asset allocation within the parameters of the investment agreement.
- An annual draw may be made when needed, based on the average balance of the account over the previous four quarters.



- Investment draws may be used only for grantmaking and administrative expenses.

4.9 Payroll Deduction Donations

Employee donations are managed through MISD payroll and deposited directly into the Education Foundation's bank account. Donations may also be made online or by check.

SECTION 5: FUNDRAISING & EVENTS

5.1 Annual Events

The Education Foundation organizes multiple fundraising events:

- Pickleball Tournament
- Clay Shoot Tournament
- Gala
- Golf Tournament

Additional events may be added or discontinued based on organizational needs and board priorities.

5.2 Event Cash Handling Procedures

- All cash handling must follow the internal controls listed above.
- Volunteers may not handle cash unless specifically authorized.

5.3 Sponsorship Solicitation

Board members and staff may solicit sponsors in alignment with the Education Foundation's mission and IRS nonprofit guidelines.



5.4 Raffles & Auctions

The Education Foundation will comply with all state laws regarding raffles, auctions, and prize drawings.

5.5 Gift Acceptance Policy

The Education Foundation reserves the right to decline gifts that do not align with its mission or that present legal, ethical, or operational concerns.

SECTION 6: GRANTS

6.1 Grantmaking Philosophy

The Education Foundation supports innovative, student-centered learning opportunities. Grants should enhance instruction, align with the mission, and demonstrate measurable impact.

6.2 Fall Grant Cycle

- The Education Foundation administers an annual Fall Grant Cycle to support innovative and impactful education initiatives.
- The grant application process is conducted fully online.
- The Board of Directors approves the total amount of funds allocated for grantmaking prior to final grant awards.
- Proposed grant projects are reviewed by designated District personnel to ensure alignment with curriculum standards, district initiatives, and operational requirements.
- Grant applications are reviewed and scored by the Grants Committee using an established evaluation.
- Grant review and funding decisions are made using objective criteria and are free from undue influence.
- Grant awards are typically presented during the Fall semester through the Education Foundation's Grant Patrol.



- If allocated funds are not fully utilized during the Fall Grant Cycle, additional grants may be considered and awarded later in the academic year as needs arise.
- Additional funding for grants may become available through external grants, donations, or other funding sources and may be incorporated into future grant awards or exist as stand-alone grants.

6.3 District Initiative Grants

District Initiative Grants are identified based on district need and Education Foundation mission alignment. These grants fall outside the standard cycle and require board approval.

District Initiative Grants are required to follow the same application and documentation procedures as all other Education foundation grants to ensure consistency, transparency, and proper record keeping.

Applicants must submit:

- A completed official grant application
- An official quote and/or shopping cart from a district-approved vendor
- A completed budget sheet for each vendor included in the request

6.4 Grant Patrol Procedures

- Staff, board members, community members, district administration and staff, and volunteers travel to campuses to award grants.
- The event is celebratory and brief, with respect for campus schedules.
- Photos and media stories are collected, when possible, to support donor stewardship, marketing, and community engagement.
- Prior to posting or sharing any photos or videos that include students, the Education Foundation confirms with the District that appropriate permissions are in place in accordance with district policies. All media



shared publicly complies with applicable student privacy and consent requirements.

SECTION 7: SPECIAL PROGRAMS

7.1 Frances Brownlie Scholarship Program

A donor-directed program supporting MISD paraprofessionals in becoming certified teachers.

Eligibility

- Current MISD paraprofessional or qualifying staff
- Currently hold a Bachelor's Degree
- Minimum 2.5 GPA overall or in last 60 hours of coursework
- Submit transcripts for evaluation of minimum GPA requirements
- Two MISD references
- Commitment to all deadlines and program requirements

Application Process

- Apply first through Frances Brownlie / MISD Education Foundation Transition to Teach (T3) Scholarship Program
- Submit unofficial transcripts to MISD HR for evaluation of minimum GPA requirements
- Upon acceptance into the program, candidate applies to UTA
- Official transcripts submitted to UTA
- MISD and Education Foundation receive final list from UTA



Funding

- Tuition and program fees for the Alternative Certification Program are paid directly by the Education Foundation to the partner University, or to the applicable institution for approved university-related fees.
- Certain costs associated with certification – including 240Tutoring, intern certification, standard certification, and certification examination fees—are the responsibility of the candidate to pay upfront.
- Candidates seeking reimbursement for eligible expenses must submit a paid invoice or receipt through the Education Foundation’s designated Google Form and notify Foundation staff via email.
- Upon receipt and verification of required documentation, Foundation staff will initiate a check request. Approved reimbursement checks will be issued and mailed directly to the candidate.
- Detailed documentation outlining eligible expenses, coverage limits, and reimbursement procedures is provided to each candidate in both hard copy and electronic format at the beginning of the program.
- Candidates are responsible for tracking their payments and submitting reimbursement requests in a timely manner. Expenses submitted after the allotted timeframe will not be eligible for reimbursement, as program funds are allocated annually and reserved for subsequent cohorts.

SECTION 8: FOUNDATION STAFF

8.1 EXECUTIVE DIRECTOR

Leads daily operations, communications, grantmaking, fundraising, and Board support.

8.2 FOUNDATION SPECIALIST

Supports events, financial documentation, donor records, and administrative tasks.

SECTION 9: RISK MANAGEMENT



9.1 INSURANCE

The Education Foundation shall maintain appropriate insurance coverage, including general liability and Directors and Officers (D&O) insurance.

The Education Foundation may periodically review coverage needs and obtain competitive insurance quotes to ensure adequate protection and cost effectiveness.

Additional insurance coverage may be obtained as required for specific events or activities to address venue requirements, participant risk, or contractual obligations.

9.2 CONFIDENTIALITY & DATA SECURITY

Donor information, financial data, and internal documents are confidential.

SECTION 10: AMENDMENT & REVIEW

10.1 ANNUAL REVIEW

This manual should be reviewed annual by the Executive Director and Board President.

10.2 AMENDMENTS

Updates require board approval and documentation in meeting minutes.