

Operating Principles

SkyView Academy Charter School (SVA) is a tuition-free public charter school authorized in Douglas County, Colorado. The school operates in one building located in Highlands Ranch, Colorado and serves approximately 1350 students in grades preschool-12. The SkyView Foundation (SVF) Governing Committee serves as an advisory group to the SkyView Academy Board of Directors. The SVF exists so that short-and-long-term fundraising efforts that benefit the school program are tax-deductible for donors. The SkyView Foundation Committee follows the Operating Principles below:

Membership:

- The SVA Board of Directors appoints the members of the SVF Committee.
- Members shall include at a minimum: (1) SVA Board Member, (1) School Administrator, (1) Parent Representative.
- Additional staff and parent members can be appointed at the discretion of the SVA Board of Directors.
- The SVF Committee officers will be selected by a majority vote of committee members and will include at a minimum: Chairperson and Treasurer.
- Members will serve two year terms.

Governance:

- The SVF Committee will meet a minimum of 3 times (once per quarter from August-May) each school year.
- Meeting agendas and minutes will be distributed internally among members.
- The SVF Committee is not a governmental entity and therefore not subject to Open Meetings and Sunshine laws.
- Decisions will be made by votes from a simple majority of SVF Committee members.

Activities:

- Review and monitor quarterly financial reports provided by school administration.
- Review 990 filings and annual audits.
- Support the sponsorship opportunities promoted by the school and recruit business owners in the parent community when possible.
- Be informed of the planning, promotion and execution of SVA's largest school-wide fundraising events, including writing Thank You notes to donors:
 - Annual Campaign – occurs in December in conjunction with Colorado Gives Day.

- o Big Event – occurs every 2 years.
- Communicate to the school community about Foundation activities quarterly.
- Vote on a Fund Transfer to the school at the end of each fiscal year.

Management and Use of Funds:

- SVF expenditures, reporting and management of funds is the responsibility of the school's business office supervised by the Director of Finance, Operations and Human Resources.
- SVA Board of Directors has ultimate authority over the use of Foundation funds.
- Fundraising priorities are focused on school priorities determined annually through a collaborative process managed by the leadership team.