

# New Employee Handbook

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BIRMINGHAM  
EDUCATION  
FOUNDATION



Ed

## *Mission Statement*

*The Birmingham Education Foundation (Ed) is dedicated to increasing the number of students in the Birmingham City Schools that are on the path to college, career, and life readiness. We believe that this is only possible by cultivating a diverse network of people who demand excellence for our students and inspire others to do the same.*

BIRMINGHAM NEEDS

ED



ED

NEEDS YOU

New Employee  
Handbook  
assembled by the  
UAB  
Professional Writing  
Students

BIRMINGHAM  
EDUCATION  
FOUNDATION

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EdBirmingham.org

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# Birmingham Education Foundation

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BIRMINGHAM EDUCATION FOUNDATION

but you can  
call us



**Ed** implements programs to improve the educational outcomes of the children in Birmingham City Schools



## YOU CAN CALL US, **ED**

### WHAT WE DO

The unique and specific focus of our work is “Network-Building”. The Birmingham Education Foundation (Ed) is dedicated to increasing the number of students in the Birmingham City Schools that are on the path to college, career, and life readiness. We believe that this is only possible by cultivating a diverse network of people who demand excellence for our students and inspire others to do the same. We believe Network members are:

1. Committed to deliberate actions that demonstrate their belief in and love for our students; and
2. Intentionally connected through a set of relationships, taking advantage of opportunities to act together, and exchanging value between individuals and groups.

To actively cultivate the Network, we provide direct programming for students and fun and interactive opportunities for Network members to build new relationships and strengthen existing ones. We serve as Connectors among five different stakeholder groups – students, educators, families, local residents, and community partners– bringing them together to create a new operating culture that sparks organic and objective- driven visions to increase student preparedness for college, career, and life.

Network initiatives fall under the headings of Educate Local and Raise Up!

**Educate Local** is a specific set of innovative and high-value opportunities for Birmingham City School students to engage in meaningful and authentic college & career access and essential skills training; engage Network members in activities developed to address strategic student-centered Network priorities; and expand the personal networks of our students, community members, and stakeholders.

**Raise Up!** initiatives provide the weekly and monthly time, space, and set of practices which have proven to: encourage relationships to be formed across lines of difference; surface Network member ideas, concerns, and/or opportunities; and give Network members the opportunity to exchange their gifts and talents to meet community needs and participate in collective action.

The Ed Network is supported by a growing number of Network Connectors and stewards who help to facilitate the many connections that are being made everyday.

## WHY WE DO IT.

Because we believe deeply committed relationships across lines of difference can change everything. Because we believe in the potential of our kids and the potential of our city. Because we know our students will be successful if we give them opportunity to do so. Because they deserve our support. Because Birmingham's future depends on it. Because it is our life's work.

## HOW WE GOT HERE.

In July of 2007, the Community Foundation of Greater Birmingham began reaching out to communities served by the Birmingham City Schools (BCS) to better understand, give voice to the challenges that our students and families face everyday, and find the answers to two key questions:

1. "What kind of community do you envision for the future?"
2. "What kind of schools do we need to get us there?"

Birmingham spoke. Ed was born.







Who is Ed?



## Birmingham Education Foundation Staff

### J.W. CARPENTER, J.D., EXECUTIVE DIRECTOR



[jwcarpenter@edbirmingham.org](mailto:jwcarpenter@edbirmingham.org)

J.W. earned a B.A. from Boston College and a J.D. from the Georgetown University Law Center. He currently serves on the board of A+ Education Partnership, Operation Hope-Alabama, and Youth Entrepreneur Labs. He was named Top 40 under 40 in Birmingham in 2012, and is an alumnus of Leadership Birmingham and Leadership Alabama. Before coming to Ed, J.W. served as founding Executive Director for Teach For America Alabama. He also worked as a litigator for the Birmingham law firm of Walston, Wells, and Birchall, LLP.

### FORTÉ, ASSISTANT TO THE EXECUTIVE DIRECTOR



[sforte@edbirminghama.org](mailto:sforte@edbirminghama.org)

Forté earned a B.A. from the University of Alabama at Birmingham. She currently serves as a Professional At Home Scorer for Pearson and the ACT Prep K12 Faculty for Kaplan. Before coming to Ed, Forté served as a Personnel Management Specialist in the U.S. Army Reserves. She launched a social service career with Behavioral Guidance – a wrap-around service that supported Jefferson County DHR and Birmingham City Schools through academic remediation, parenting, and student

behavior modification. Forté served as the lead ACT Prep Instructor for Gear UP (Gaining Early Awareness and Readiness for Undergraduate Programs), taught for two years in a therapeutic correctional classroom at J.F. Ingram State Technical College, and has supported STEM (Science, Technology, Engineering, and Mathematics) efforts across the United States.

### VICTORIA HOLLIS, M.A., PROGRAM DIRECTOR

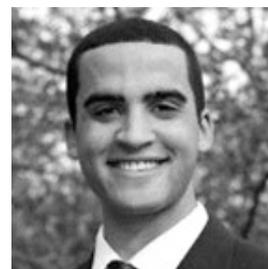


[vhollis@edbirmingham.org](mailto:vhollis@edbirmingham.org)

Victoria attended Auburn University where she earned her M.A in English, twin B.A. degrees in English and Psychology, and supplemental coursework in Graphic Design. She currently serves on the Board of Growing Kings, Inc. (A mentoring program), and is an active member of local NPR-affiliate WBHM Junior Advisors. Victoria also works as a speaking coach for TEDxBirmingham. She is currently pursuing a

Doctorate in Leadership, Policy, and Organization in K-12 Education from Vanderbilt University. At Ed, Victoria oversees development, logistics, and assessment for all student-centered direct programming.

### MARSHALL POLLARD, M.ED, DIRECTOR OF COMMUNITY PARTNERSHIPS



[mpollard@edbirmingham.org](mailto:mpollard@edbirmingham.org)

Before coming to Ed, Marshall helped run the Southtown Housing Community After School program, taught elementary school, and served as a Manager of Teacher Leadership Development with Teach For America. Marshall co-created a model for Ed which utilizes community partnerships with Birmingham City Schools, based on national research and models. At Ed, his day-to-day responsibilities consist of managing high-level Network goals and initiatives, Ed's Asset Database, and other

Raise Up! initiatives.

## AUTUMN SANDERS, EDUCATE LOCAL PROGRAM MANAGER



[afoster@edbirmingham.org](mailto:afoster@edbirmingham.org)

Autumn earned her B.A. in journalism from Ohio University and two M.A.s in design management and graphic design from the Savannah College of Art and Design. At Ed, Autumn is responsible for Educate Local, the branch of Ed's signature programs serving students in Birmingham City High Schools. She has worked with clients across a range of industries including education, arts, and health care, coached for Design for America at Northwestern University, and created a design curriculum for elementary students at Doolittle Elementary in Bronzeville, IL.. Autumn uses primary and secondary research methods to help clients understand the needs, values and experiences of the people they serve in order to develop innovative solutions for intractable problems.

## ANDREW MITCHELL, GEAR UP PROGRAM MANAGER



[amitchell@edbirmingham.org](mailto:amitchell@edbirmingham.org)

Andrew earned his B.A. in Interdisciplinary Studies at the University of Alabama. He currently serves as a Board Member of the Greater Birmingham Ministries, a Senior Fellow for TEDxBirmingham, a member of the Young Nonprofit Professionals Network, and a member of the Birmingham chapter of Young Education Professionals. Before coming to Ed Andrew taught with Teach For America, and was named the 2013 Teacher of the Year. He also served as the lead researcher for the inaugural Alabama Education at a Glance publication. At Ed, Andrew's role as GEAR UP Program Manager includes developing and growing Educate Local initiatives into middle schools.

## STEPHEN MURPHY, MSW, LGSW, NETWORK MANAGER



[slmurphy@edbirmingham.org](mailto:slmurphy@edbirmingham.org)

Stephen earned his B.A. from the University of Alabama at Birmingham and his M.A. from the University of Alabama. Before coming to Ed, Stephen worked in child welfare eventually transitioning to mental health/chemical dependency, HIV/AIDS, Veteran Affairs, and medical social work. These experiences enhanced his skills in case management, crisis intervention, advocacy, brokerage, education, and facilitation working with diverse groups of children, adolescents, and adults. As Network Manager at Ed, Stephen uses his relationship building skills and passion for people to help cultivate the Network and manage Raise Up! initiatives.

## JACOB GUYTON, DIGITAL MEDIA FELLOW



[jguyton@edbirmingham.org](mailto:jguyton@edbirmingham.org)

Jacob earned his B.A. from the University of Montevallo. At Ed, Jacob is responsible for media communications, maintaining the blog, cultivating a social media presence, and sharing the story of the Birmingham Educational Foundation with the world.

# Scheduling Meetings with the Executive Director

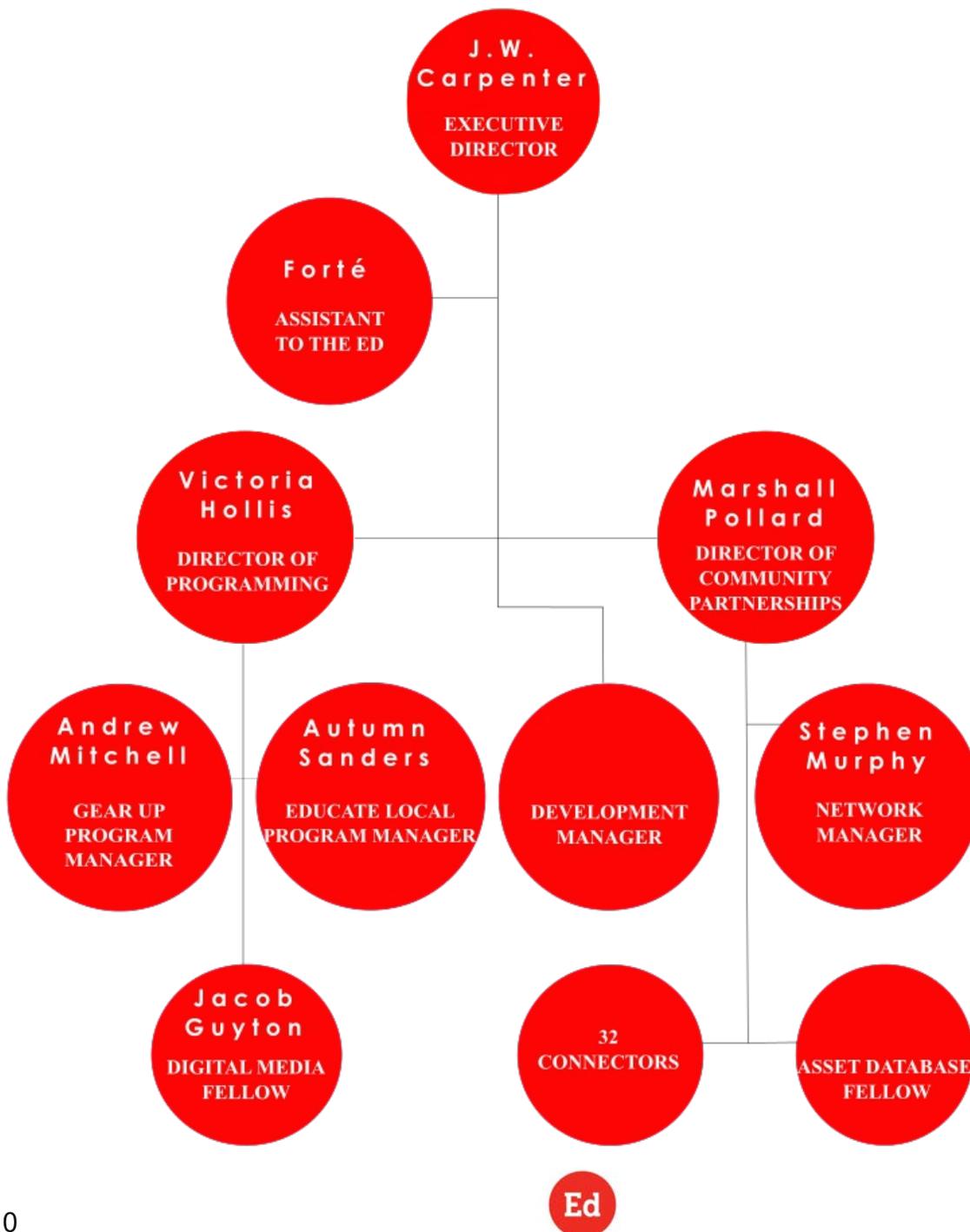
## MEETING REQUESTS

Submit all meeting requests electronically directly to Forté. Meetings should be scheduled in 30 minute increments, unless otherwise requested.

## COLLABORATION

If collaborating between team members or contributors, select meeting times to meet the needs of all parties involved. Plan to schedule all meeting a month in advance. The Executive Director, J.W. Carpenter, is typically booked 30 days from the current date, so please plan ahead.

## ORGANIZATIONAL STRUCTURE





# New Employee Onboarding



## Welcome to Ed!

At the Birmingham Education Foundation, the motive of doing something worthwhile for kids compels us to aim high. Our success depends on the passion of the people joining our team. With you on our side, the next generation of Birmingham citizens awaits the very best in supportive education. Embrace the challenge to use your unique talents and gifts to bring out theirs!

### ORIENTATION/FIRST DAY

PRIOR to orientation, please complete the following items:

- Review program plans and other job-related materials
- Complete Clifton StrengthsFinder (code will come later in email)

### WEEKLY TEAM MEETINGS

All full-time and part-time staff are expected to attend weekly team meetings on Mondays from 1:00 pm to 4:30 pm. Regular meetings last about 2½ hours. For special events, 3½ hours are allotted. Meeting agenda will follow this outline:

	Week 1	Week 2	Week 3	Week 4
12:00 - 1:00	Lunch	X	X	X
1:00 - 1:10	New and Good	New and Good	New and Good	New and Good
1:10 - 1:20	Re-Cap	Re-Cap	Re-Cap	Re-Cap
1:20 - 2:20	Book study	Team building	Book study	Team building
2:20 - 2:30	Break	Break	Break	Break
2:30 - 3:00	VH update	MP update	SF update	JW update
3:00 - 3:15	Calendar coordination	Calendar coordination	Calendar coordination	Calendar coordination
3:15 - 3:30	Board meeting	Idea bucket	Social media	Idea bucket
3:30 - 3:40	Break	Break	Break	Break
3:40 - 4:30	Hold for special events			

Staff meets once each quarter and will occasionally meet for team-building activities as determined by team and Executive Director



## HOURS

Regular work hours are not required of staff members. Our main expectation is that staff members complete all assigned tasks and relevant job duties by the given deadline, make consistent progress on individual projects, and maintain regular communication with the rest of the staff (especially member's direct manager).

\*Part-time employees will track hours worked to ensure that neither a work excess nor deficit occurs.

## CALENDAR

All edbirmingham.org Google apps users have access to the shared Google calendar. Calendar systems other than Google calendar require direct supervisor approval. Team members should confirm vacation days (require approval in advance; use 'your initials: OOT + description' for event title). Please send electronic invites to staff for all events.

## CHECK-IN

Managers will specify the format for team members' check-in document, accessible to both members and supervisors on Google Drive. Check-ins will be weekly for 60-90 minutes. Google Drive documents (emailed by manager) must be updated 24 hours in advance within the calendar and agenda based on agreed deadlines/actions. Check-ins will have the following structure:

- 40-60 minutes: Check-in on program goals
- 10-20 minutes: Staff time (open discussion + professional trajectory)
- 10-20 minutes: Manager time (open discussion + feedback)



## OFFICE

Regular office hours are not required. The building is open and available M-F from 7:30 am to 5:30 pm. All team members should attempt to complete at least 5 working hours a week in the office to help foster a culture of collaboration.

Staff will have a key for the group office space (304b) and a login for access to personal desktop computers. For personal computers, use WiFi login 'boe guest' (no password required) or boe-internal (password: b1rm1ngham).

## ATTIRE

Wear business casual for any external meetings/events unless formal dress is specified. Team members may wear jeans and a button-down shirt at the office.

## BUSINESS CARDS

Please give preferred contact info to the Program Director. She will order business cards for all team members. Include the following:

- Name
- Email address
- Phone number (optional)

## EMAIL

Unless specified otherwise, team members will receive access to an email address at edbirmingham.org (first initial + last name @edbirmingham.org, no spaces or special characters). Please archive all emails related to work at Ed.

\*Only email other staff members about business between the hours of 7:00 am and 6:00 pm (M-F), except in emergency or time-sensitive circumstances

## FEEDBACK

Team members will get feedback (and must give feedback) at a rapid pace. Feedback should address five aspects of performance:

- Verbal communication: content
- Verbal communication: effectiveness
- Non-verbal: facial expressions
- Non-verbal: body language
- Work product in general

Feedback may address a strength or an area of growth, and will always benefit team members. Members should inform their manager privately if feedback ever becomes an issue.

## DIGITAL MEDIA

Photos may be shared at the discretion of team members (as a rule, share approx. 25% of photos to minimize overlap). Photos should be posted to Instagram before sharing on Facebook and Twitter. Posts should highlight positive stories about Birmingham City Schools (BCS) parents, students, and educators; education resources; and education-related events. \*Please use good judgment and do not repost items pertaining to controversial education issues.

Login information:

- Instagram: iamedbirmingham, password: edpics
- Twitter: iamedbirmingham, password: EdBhamis#1
- Facebook: Like page from your FB account and send FB login email to Digital Media Fellow to be made an admin
- YouTube: info@edbirmingham.org, password: edinfobham
- Webpage (login at edbirmingham.org/wp-admin): info@edbirmingham.org, password: edwebsite

## WEBSITE

Team members may submit blogs, articles, photo albums, and videos for the Birmingham Education Foundation website. When preparing content for the website, please follow the procedures below.

### *Blog Content*

When creating non-newsletter blog pieces about Ed events and programs, please develop content using the following information and submit to Digital Media Fellow for posting:

- Date and location
- Program/event name and description
- Partners
- Schools involved
- Quotes from attendees
- Photos (3-5, casual or formal)
- Links to relevant pages or posts

### *Newsletter Articles*

All newsletters will include three main features:

- Student Voice (short video or piece written by students),
- Partnership Feature
- Educator Spotlight

When gathering info for the articles, authors/interviewers may use the following questions to complete assignments (adjust language as necessary). All submissions should be accompanied by 3-5 candid photos of subject with students and one close-up or headshot (preferably landscape orientation).

*Educators*

- Please provide a brief educational/professional history, including how long you have been working with BCS.
- Tell us about how you are innovating education for your students. How do you engage them inside and outside the classroom? What unique experiences do you provide for your students?
- What insights do you have from your time as an educator? What advice would you give to new educators?
- Talk a little about your history working with the Foundation, including what initiatives you have partnered on.

*Partners*

You may choose to highlight an entire organization, a single person, or both:

- Please provide a brief history of your organization, including vision, mission, goals and signature programs.
- If spotlighting one person: give us a brief personal and professional history.
- What ways to do you engage with Birmingham City Schools? Why do you engage with Birmingham City Schools?
- Talk a little about your history working with the Foundation, including what initiatives you have partnered on.

*Photo Albums*

Digital Media Fellow holds the responsibility of uploading photo albums to the blog. Staff should send photos from events they want featured as an album on the Digital Media Fellow blog. Please create a 2-3 sentence description and designate a title using the format: “Date – Event.” All albums should include at least 15 photos but no more than 30 photos in the Gallery feature.

*Videos*

Digital Media Fellow will be responsible for maintaining video content on YouTube. Videos posted to YouTube should be included on the Ed blog. Please create a new blog post, label “Event Description,” and use the category “Ed About Town,” “Good News,” or “Videos.” If you choose to publicize the video on Facebook or Twitter, please do so from the original YouTube URL.



# Team Culture Statement and Core Values



## Team Culture Statement

This section includes the Birmingham Education Foundation's Team Culture and Core Values Statement. Here, you will get a chance to understand what we believe and why we do what we do for the Birmingham City School System. The team culture statement sets the tone for how we operate both internally and externally. The core values are what we center our work around. We hope this section of the employee handbook gives you a much more specific idea of what Ed is all about.

### WE ARE CULTURALLY RESPONSIVE AND STUDENT CENTERED.

Birmingham's unique history is essential to our mission. We are continually learning with students and families, and act with their culture and identity at the top of mind. We equate our success with that of our students and are consistently asking if the work we do is to their benefit.

### WE ARE ENTREPRENEURS.

We strive to be strategic, ambitious innovators, and are not afraid of setbacks or failures. Our team possesses a will-do attitude that seeks ideas and solutions that hold us accountable to our vision for students. We are personally responsible for our individual success and the success of our team.

### WE ARE LISTENERS.

Our team listens first and asks questions second. We communicate consistently and reliably with and are responsive to each other. Our team validates and considers each other's ideas and opinions and is inclusive of that input in our work.

### WE ARE ADAPTABLE.

Our team adjusts, adapts, and overcomes. We are open-minded, quick thinking and acting, empathetic and self-aware. We are able to adjust our ideas and actions based on changing circumstances or audiences. We are flexible in the face of change and, in times of stress, we focus on solving problems rather than placing blame.

### WE ARE ASSET-BASED.

Our perspective is grounded in the gifts and strengths of our community, students, families, educators, and each other. We operate and develop partnerships with a sense of positivity and opportunity about the future of Birmingham.

### WE ARE BALANCED.

Our team balances our personal and professional lives to maintain a positive outlook and high quality work. We foster an environment that is a fun, energetic, and inclusive space that a diverse set of high performers will want to call home over the long-term.

## Core Values

### WE BELIEVE IN STUDENTS.

Ed believes the 25,000+ students in Birmingham City Schools have limitless potential as the next great leaders in our community and the world. Our number one priority is to connect them to every opportunity necessary for them to reach that potential.

### COLLABORATION

Ed believes we are all in this together: every student, family member, educator, resident, and community partner is responsible for supporting the success of our students. We are committed to co-creating a diverse network of people who work hand-in-hand to demand excellence for our kids.

### INNOVATION

Ed believes that the opportunities our students need often requires new thinking. Our work serves as a catalyst for the network, partnering with our members to look at challenges in a fresh way and work together to cultivate the solutions that spark opportunities for our students.

### COMMUNICATION

Ed believes that only through an on-going dialogue with all stakeholders can we maximize student achievement. We intentionally create inclusive spaces where people come together across lines of difference in a welcoming environment to share their ideas and listen to each other.







# Employee Evaluation and Development Plan



# Employee Evaluation and Development Plan

## EVALUATION

Employees will be evaluated in the areas outlined below. Each employee will have a mid-year evaluation in December and an end of the year conversation in May/June.

## MEASURABLE GOALS

Measurable goals will be established for employees within first 90 days.

Timeline (established for each new hire within 90 days of employment)

1. Employees provide draft goals at Check-In for discussion.
2. Employees provide final draft goals at next Check-In for discussion.
3. Goals and dates when data will be finalized completed by COB.

## Process

1. Direct will present single-page, typed/printed, PTG update once a month to manager.

## CORE VALUES

Employee performance will be evaluated based on the scale below:

Limited: Actions rarely align to core values.

Developing: Actions sometimes aligned with the core values.

Proficient: Actions usually aligned with the core values.

Exemplary: Actions model the core values (Top 1 or 2 in the organization).

## PROCESS

1. August 2015: Team members will designate 2 people to serve as peer reviewers on CVs.
2. November/April 2015: Team member and peer reviewers will submit reviews to the ED/Manager.
3. December/May 2015: ED/Manager will submit summary of review to employee including ED/Manager’s notes in preparation for discussion.

## SALARY INCREASE STRUCTURE

Salary decisions are made in May/June based on employee performance goals. Measurable goals are objective. The standard for core values will be ultimately decided by the Executive Director based on reviews/suggestions of staff and peers. Potential scale for increase is below.

SALARY INCREASE	MEASURABLE GOALS STANDARD	CORE VALUES STANDARD
3%	Meeting goals	60% proficient or above
5%	Meeting all goals & exceeding 25% of goals	80% proficient or above
10%	Meeting all goals & exceeding 50% of goals	100% proficient or above



## PERFORMANCE IMPROVEMENT

Evaluations are not the only method of guiding employees' improvement. Ed uses additional processes to assist growth which do not factor into performance.

## SKILL-BASED IMPROVEMENT

Manager assisting each employee will choose a skill to improve and make a plan of action for said improvement. Employee/manager can add/alter a skill to improve if each party agrees.

## 2X2

In October 2015 and February 2016, employee and manager will exchange 2x2s. In December 2015 and May 2016, respectively, the end of year review conversation will determine whether the employee and manager maintained and progressed in the areas identified in the 2x2s.

## END OF YEAR CONVERSATION

The End of Year Conversation will include:

1. Review of measurable goals
2. Review of CVs
3. Review of skill-based improvement
4. Review of 2x2s
5. Salary discussions
6. Goal-setting for the next year







# Financial Documentation and Policies



## FINANCIAL DOCUMENTATION AND POLICIES

This section will provide information, requirements, and forms pertaining to payroll, expenses, and reimbursements including personal and program related items.

### PAYROLL AND FORMS

*Full-Time Employees:* Full-time employees are paid monthly through Advantage Payroll Systems. I-9 & W-2 Forms will be completed during orientation. To set up direct deposit, please bring a blank check.

*Part-Time Employees:* Part-time employees will be paid monthly through the Reimbursement Form; Part-time employees should include stipend information as a separate line item.

### REIMBURSEMENT

Employees may be eligible to receive reimbursement for company approved expenses. Reimbursements are only authorized for transactions in compliance with the Birmingham Education Foundation's Accounting Policy. To receive reimbursement, complete the appropriate forms and submit all documentation to Executive Assistant for approval.

Reimbursement claims may include but are not limited to the following:

- Mileage
- Cell Phone charges up to \$80 total per month
- Meals and business related lunches
- Garage parking for work meetings
- Office supplies for work purposes
- Program expenses as pre-approved in budget

### FORMS

All forms and reimbursements claims must be submitted weekly by Thursday at 10:00 am. All claims must be submitted electronically or hand delivered. Incomplete files will be sent back to employees for revision. Reimbursement checks are written each Monday at 12:30 pm per final authorization by Executive Assistant. If Monday is a holiday, checks will be submitted the following Monday. Employees should contact the project supervisor for further assistance regarding employee reimbursements.

### EXPENSE REIMBURSEMENT POLICY

Employees will submit a completed expense reimbursement form for all reimbursement claims including relevant receipts, invoices, or other documentation. Employees are responsible for submitting any additional forms if needed to meet the requirements stated in the reimbursement policy.

**EXPENSE REIMBURSEMENT  
BIRMINGHAM EDUCATION FOUNDATION**



BIRMINGHAM  
EDUCATION  
FOUNDATION

**A**

NUMBER

DATE

PAYABLE TO:

ITEMS	DESCRIPTION	AMOUNT	RECEIPTS?
1	<b>B</b>		
2	Mileage (\$.55/mile)		
3			
4			
5			
6			
TOTAL			

NOTES

**C**

APPROVED  **D**

PAID DATE  CHECK #

To fill out an expense report form you will fill in the specific information in the allotted categories:

- A: Complete the date and the name of the employee receiving reimbursement, leave the number blank
- B: The description of the item being reimbursed and the dollar amount of the item
- C: Any notes about the reimbursement or the items claimed
- D: The signature of the supervisor





**PROGRAM EXPENSE POLICY**

Program expenses are classified as all expenses related to the execution of Ed programs, events, and initiatives, including but not limited to bus transport, food, t-shirts, or other program-specific supplies. Please do not include expenses for more than one vendor on each program expense form.

BIRMINGHAM EDUCATION FOUNDATION												
<b>EXPENSE REPORT</b>												
EMPLOYEE: <u>Victoria Hollis</u>					AUTHORIZED BY: _____							
PROGRAM: <u>Carver</u>					DATE: _____							
<b>PROGRAM EXPENSES</b>												
Date	Vendor	Program Expense					Total					
5/8/15	New China	Food for SAG					108.37					
A	B	C					D					
							-					
							-					
<b>TOTAL</b>						108.37						
<b>MEALS, TRAVEL &amp; TRANSPORTATION</b>												
Date	Vendor	Meals, Travel & Transportation Expense					Total					
A	B	C					D					
							-					
							-					
<b>TOTAL</b>						-						
<b>MISCELLANEOUS</b>												
Date	Vendor	Miscellaneous Expense					Total					
A	B	C					D					
		Supplies					-					
		Equipment					-					
		Phone, Fax, Internet					-					
		Other*					-					
<b>TOTAL</b>						-						
<b>GRAND TOTAL</b>						108.37						
<small>*Business Purpose for "Entertainment" and "Other" Items:</small>						<b>E</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #cccccc;"><b>TOTAL EXPENSES</b></td> <td style="text-align: right;">\$108.37</td> </tr> <tr> <td style="background-color: #cccccc;"><b>ADVANCES</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="background-color: #cccccc;"><b>TOTAL REIMBURSEMENT</b></td> <td style="text-align: right;">\$108.37</td> </tr> </table> <small>Please attach all receipts.</small>	<b>TOTAL EXPENSES</b>	\$108.37	<b>ADVANCES</b>	\$0.00	<b>TOTAL REIMBURSEMENT</b>	\$108.37
<b>TOTAL EXPENSES</b>	\$108.37											
<b>ADVANCES</b>	\$0.00											
<b>TOTAL REIMBURSEMENT</b>	\$108.37											

Employees are responsible for completing the required information:

- A: Date - Employees will record the date of purchase
- B: Name of Vendor - Employees will record the specific vendor or purchased item
- C: Type of Expense – Employees will list items in appropriate category either program expenses, travel and transportation, or miscellaneous
- D: Total Dollar Amount of Expense – Employees will record the total amount for item separately
- E: Total Expenses – Employees will calculate the total dollar amount of all items listed on the expense report and record the amount in the form





# Birmingham Ed Foundation Board of Directors

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 Balch and Bingham  
 Member Since 2012

DAVID BOWSHER  
 Partner in Charge  
 Adams and Feese LLP  
 Member Since 2012

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 Science Specialist  
 Alabama Department of  
 Education  
 Member Since 2012

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 JACKSON  
 Associate Professor  
 Educational Foundations  
 Program  
 Member Since 2012

EDWARD FRIEND, III  
 Shareholder  
 Sirote and Permutt  
 Member Since 2012

WAYMOND JACKSON  
 Vice President, Education &  
 Workforce Development  
 Birmingham Business Alliance

LEROY ABRAHAMS  
 Regional President  
 Regions Bank  
 Member Since 2014

KATHY BOSWELL  
 Director, Patient Experience  
 Baptist Health Systems  
 Member Since 2011

DARREN HICKS  
 Director of Human Resources  
 Vulcan Materials  
 Member Since 2014

LAWRENCE CONAWAY  
 Pastor  
 Guiding Light Church  
 Member Since 2010

FRED MCCALLUM  
 President  
 AT & T Alabama  
 Member Since 2010

G. RUFFNER PAGE  
 CEO  
 Mewane, Inc  
 Member Since 2010

GARY GROOMS  
 Alabama Power (retired)  
 Member Since 2012

KATE COTTON  
 Executive Director  
 Protective Life Foundation  
 Member Since 2014

JAMELLE Y. PREWITT  
 Parent, PTA President (former)  
 G.W. Carver High School  
 Member Since 2010

JERRY TATE  
 Manager  
 Alagasco  
 Member Since 2013

JEFFREY BAYER  
 Bayer Industries  
 Member Since 2012

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