**BOARD GOALS FOR TEACHERS**

1. Insure that every staff member is a growing, mature Christian that models and clearly teaches God’s Truth.

2. Provide a salary structure and benefits that would allow and encourage staff members to commit their total working attention to their job at \_\_\_\_\_\_\_\_\_ Christian school and attract them to stay for a long period of time.

3. Assist teachers in providing a classroom environment that is enjoyable for teachers and students.

4. Encourage and support continual formal and informal spiritual and professional development of teachers.

5. Develop a close personal, professional and spiritual bond between the staff members so they can unitedly serve students and parents.

**RESPONSIBILITY OF THE SCHOOL BOARD**

The members of the School Board are given the responsibility for the establishment, guidance, and spiritual headship in the operation of the school; as well as being responsible for the management, maintenance and assistance in promotion of the school, with the School Principal having the responsibility for the implementation of the Boards’ policies.

The authority of the Board is corporate, with individual members having responsibility only as authorized by the Board as a whole.

1.013

**BOARD RESPONSIBILITIES**

1. They shall be responsible for the general supervision, management, maintenance, and promotion of the school. They shall be alert to matters in the school that may endanger the Christian standards and objectives not specifically covered in the *Constitution* or *Policy Manual*.

2. They shall hire the Principal and such teachers as are necessary to operate the school. They shall examine doctrinally all persons interviewed as prospective teachers. They shall consult with the Principal regarding matters pertaining to their areas of responsibility in the operation of the school.

3. In cooperation with the Principal, they shall select and examine textbooks and present them to the membership, if need be, for further examination and counsel.

4. The Board shall meet with the faculty at the request of the Principal, or a majority vote of the faculty, for counseling in such matters as may be for the welfare and improvement of the operation of the school.

5. They shall establish sound policies for the operation of a good school and endeavor to promote the support of the school by the membership.

6. They shall be responsible in establishing the annual budget and for its proper disbursement. The budget shall be approved at the annual meeting.

7. They shall maintain proper and open lines of communication among the school family without violating Matthew 18.

8. They shall appoint person(s) to comply with state or federal regulations as needed.

1.015

**BOARD ORGANIZATION**

The \_\_\_\_\_\_\_\_\_\_ Christian School Board shall consist of three (3) lay brethren, elected by the members of \_\_\_\_\_\_\_\_\_\_ Church; and one (1) ordained minister, elected by the Ministerial Body. The order of elections shall be:

 A. The congregation shall nominate by ballot at least two (2) of it’s brethren every two (2) years.

 B. Board members shall be elected by a simple majority of it’s members present.

 C. Members shall begin their term of office on Aug. 1, 1998 and rotate one new member every two (2) years.

A Board member shall serve one (1), six (6) year term and is not eligible for re-election. The Secretary/Treasurer is eligible for re-election and may serve two (2), six (6) year terms. The ministerial Board member’s term length shall be determined by the Ministerial Body.

The School Board shall organize into the offices of Chairman, Vice-Chairman, (Secretary/Treasurer has been predetermined), each year immediately after the annual meeting. The ministerial Board member shall not be eligible for office, therefore he shall take charge of the annual election of offices.

1.016

**LINE OF AUTHORITY**

1. There shall be only one official line of authority which will flow from the School Board, through the Chairman, to the Principal who is charged with the responsibility for properly conveying the decisions and actions of the Board to the staff, faculty, students, and parents as is appropriate.

**QUALIFICATIONS OF BOARD MEMBERS**

**School Board Members:**

1. Shall be in full agreement with the School’s Statement of Faith.

2. Shall be active and in good standing at the \_\_\_\_\_\_ Church.

3. Shall exemplify a life of faith and loyalty to the Word of God and to the teachings of the Church.

4. Shall meet the qualifications in I Timothy 3 and Titus 2.

5. Should have personal integrity and have the ability to work with others.

6. Should be willing and capable of assuming responsibility.

7. Must be willing and able to make sacrifices of their time, knowledge, and personal pleasure for the benefit of the school.

8. Must be sufficiently convinced of the priority of Christian education for Christian families.

9. Must understand and be able to cope with the financial circumstances faced by the school.

10. Must be able to keep Board issues confidential.

11. Should not be immediate family (same household) of any member of the faculty.

1.019

**BOARD MEMBER JOB DESCRIPTIONS**

**Board Chairman**

1. Shall preside at all meetings of the School Board.

2. Shall confer with the Principal regarding preparation of the agenda for each Board meeting.

3. Shall follow-up all unfinished items of business to insure their completion.

4. Shall formulate orientation sessions for new Board members.

5. Shall ultimately be responsible for recruiting staff members: Principal, teachers, etc. This includes distributing teacher’s contracts before Christmas vacation.

6. Shall be responsible for the cancellation of school during inclement weather.

7. Shall interview all new parents.

8. Shall with the Vice Chairman review the School Annual every year before it goes to the printer.

**Board Vice-Chairman**

Shall serve as chairman in the absence, inability, disqualification, or at the request of the Chairman.

**Board Secretary**

1. Shall record the minutes of all meetings of the Board and provide copies of the minutes for all Board members within ten (10) days..

2. Shall record the minutes of all meetings of the membership

3. Handle all correspondence required for the effective operation of the School Board.

4. Be responsible for maintaining the *Policy Manual* and bring to the attention of the Board any revisions necessary to bring the Manual into conformity with Board action.

5. Be sure the Board does not unknowingly overturn prior Board action.

**Board Treasurer**

1. Shall receive and disburse all the funds of the school.

2. Shall keep complete and accurate records of all funds.

3. Shall be responsible for monthly financial reporting to the Board.

4. Shall be careful that the expenditures are in line with the budget.

5. Shall be responsible for the preparation of the proposed school budget.

6. Shall be responsible to arrange for the annual audit of the school’s books.

7. Shall give a financial report at the annual meeting of the membership.

8. Shall be responsible for the mailing to parents of the enrollment forms and tuition schedules for the next school term.

9. Shall be responsible for the annual publishing of the non-discriminatory notice.

10. Shall file for not-for-profit status every five (5) years.

11. Shall be responsible for follow-up of late tuition payments.

12. Shall assist in new parent interviews.

13. Shall assure that an eligibility verification form is filed for each employee.

1.020

**CODE OF ETHICS**

A Board member is expected to:

1. Be faithful in attendance at all Board meetings. If unable to attend, they are responsible to notify the Board Chairman in advance.

2. Prepare for each Board meeting by reviewing the agenda, minutes of past meetings and other materials which should be reviewed.

3. Be willing to give of his time and talent with a joyous spirit and faithfully pray for the school.

4. Direct appropriate inquiries and complaints regarding school matters to the school Principal. The Board, any of its members, or the Principal shall not hear a statement against any staff member of the school until that person bearing the grievance has first endeavored to resolve that grievance with the staff member involved.

5. Commend the staff continually.

6. Refrain from inappropriate discussion of Board business at any non-business functions or gatherings.

7. Use God-given discretion in deciding what matters can be shared. Matters pertaining to personnel and other matters of sensitive nature should not be shared outside of meetings.

8. Place a high priority on attending as many school functions as possible.

9. Refrain from reprimanding a teacher directly. Even when dealing with his own child’s teacher, Board members must seek first to speak the truth in a kind way so as to avoid intimidation.

10. Abstain from entering into the day-to-day operation of the school.

**NEW BOARD MEMBER ORIENTATION**

The magnitude of School Board membership calls for knowledge of and orientation to many areas of information and understandings. The orientation will be provided to new Board members through activities such as these:

1. Workshop for new Board members (August of each year) by the Board Chairman.

2. Discussions and visits with the Principal and other members of the school staff.

3. The provision of materials related to Board and administrative policies and procedures.

Orientation shall be considered as an ongoing process for all School Board members, and include activities as those indicated above and the addition of items such as school board conferences, etc.

**BOARD-PRINCIPAL RELATIONS**

The Board believes that the **legislation of policies** is the most important function of a Board and that the **execution of the policies** should be the function of the Principal.

Delegation of powers to the Principal provides freedom for the Principal to manage the school with the Board’s policies, and allows the Board to devote its time to policy making and appraisal functions.

The Board holds the Principal responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations.