



# Umpqua Valley Christian School

## School Board Policy Manual

### Mission Statement:

Umpqua Valley Christian School exists to partner with parents to educate and disciple students from a Biblical worldview.

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## **ADVISORS**

**Board Confirmation Date: 3/17/2017**

Non-voting advisors may be appointed by the board at its discretion. The Head of School, principal(s), and any other administrative staff that may be hired in future years, shall, at the request of the board, attend all meetings of the board but shall not have a vote. They shall give a written or oral report on the progress and status of the school together with any recommendations.

Revised:

## **BOARD – HEAD OF SCHOOL RELATIONS**

**Board Confirmation Date: 3/17/2017**

The Head of School is the on-the-job administrative officer of the board and is delegated to carry out the policies and directives established by the board. He is the professional administrator operating within the confines of the school constitution and the board policies established within that constitution. Clearly the selection of the Head of School is one of the most important decisions the Umpqua Valley Christian Schools School Board makes since the Head of School sets the tone for those who work with and under him/her and serves as the school's ambassador to the community at large.

Delegation of power by the board to the Head of School provides freedom for the Head of School to manage the school within the board's policies, and allows the board to devote its time to policy making, strategic planning, and appraisal functions. The Board holds the Head of School responsible for carrying out its policies within established guidelines and for keeping the board informed about school operations.

The boards predominate attitude toward the Head of School should be one of respect and hope for continued progress. Mutual respect and confidence is a necessary basic commodity among all persons at all levels of the school operation but especially between the board and the administrative team. Behind every successful Head of School is a board that upholds him/her in prayer and gives him/her complete support publicly and in private.

Revised:

## BOARD CALENDAR

Board Confirmation Date: 6/15/2017

### UMPQUA VALLEY CHRISTIAN SCHOOLS - ANNUAL BOARD CALENDAR

The UVC School Board of Director's meeting is held the 3<sup>rd</sup> Thursday of every month.

July	<ul style="list-style-type: none"><li>• School fiscal year begins July 1<sup>st</sup></li><li>• Annual Board Planning Meeting</li><li>• Board orientation for new members (possible separate from board meeting). Review Ethics Policy, Conflict of Interest Policy. Obtain board member signatures.</li><li>• Revisit mission; purpose; vision and strategic plan</li><li>• Board officer elections</li><li>• Set annual board goals</li><li>• Approve board committee assignments/goals for the coming year</li><li>• Curriculum report to Board*</li><li>• Prepare year-end financial report*</li></ul>
August	<ul style="list-style-type: none"><li>• Board Meeting</li><li>• Review Board Policy Manual</li><li>• First committee meetings of school year</li><li>• Renew liability insurance for school, officers, workers compensation</li></ul>
September	<ul style="list-style-type: none"><li>• Board Meeting</li><li>• Approve proposed committee officers</li><li>• Approve Monarch Parent Association officers</li><li>• Approve final operating budget for current year based on enrollment as of 1st week of September</li></ul>
October	<ul style="list-style-type: none"><li>• Board Meeting</li><li>• Budget revision based on actual enrollment</li><li>• Decide how upcoming Auction Funds will be allocated</li><li>• Direct Finance Committee to propose next year's tuition and fees</li></ul>
November	<ul style="list-style-type: none"><li>• Board Meeting</li><li>• Prepare Christmas Staff Blessing request letter</li><li>• Review tuition and fees for next school year</li></ul>
December	<ul style="list-style-type: none"><li>• Board Meeting</li><li>• Christmas Staff Blessing request</li><li>• Publish tuition for next school year</li></ul>
January	<ul style="list-style-type: none"><li>• Board Meeting</li><li>• Mid-year faculty and staff evaluations*</li></ul>

	<ul style="list-style-type: none"> <li>• Appoint nominating committee for new board members</li> <li>• Approve tuition and fees for next school year</li> <li>• Preliminary budget to Finance Committee</li> </ul>
February	<ul style="list-style-type: none"> <li>• Board Meeting</li> <li>• Board to complete individual performance review of Head of School</li> <li>• Staff to complete performance review questionnaire of Head of School</li> <li>• Preliminary operating budget for next school year submitted for review</li> <li>• Nominating committee presents possible candidate names to board for approval. Board votes on those to be vetted.</li> <li>• Review &amp; Update Marketing Plan for Spring / Summer.</li> </ul>
March	<ul style="list-style-type: none"> <li>• Board Meeting</li> <li>• Review preliminary operating budget for following school year</li> <li>• Board submits new board member candidates to Session for approval</li> <li>• Finalize Head of School performance review and contract</li> <li>• Ensure HOS has begun teacher recruitment for next school year</li> </ul>
April	<ul style="list-style-type: none"> <li>• Board Meeting</li> <li>• Potential New Board Members vetted, final list of potential new board members prepared for parent vote</li> <li>• Administration contracts for next year</li> <li>• Board approves budget</li> </ul>
May	<ul style="list-style-type: none"> <li>• Board Meeting</li> <li>• New Board Member parent voting</li> <li>• Approve school calendar (or just review?)</li> <li>• Approve board calendar</li> </ul>
June	<ul style="list-style-type: none"> <li>• Board Meeting – Newly elected Board Members encouraged to attend</li> <li>• Review insurance policies for next year.</li> </ul>

\* Head of School duty

Other Possible Items to Include in Calendar....

- Board Training (multiple months)
  - Board Overview; How to Govern; Fiduciary Responsibility
  - How to have productive board meetings – Robert’s Rules
  - Strategic Planning
- Conduct Board Online Survey (April), review results (May), action plans (June)

Revised: 9/21/2017 – Moved Insurance Approval from September to August, added marketing plan in February.

## BOARD HARMONY

Board Confirmation Date: 3/17/2017

To follow Biblical principles of board harmony, consider carefully the following: *James 4:11, "Do not speak against one another, brethren." I Timothy 5:19, "Do not receive an accusation against an elder except on the basis of two or three witnesses." Matthew 18:15,16, "And if your brother sins, go and reprove him in private: if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed." Galatians 6:1, "Brethren, even if a man is caught in any trespass, you who are spiritual, restore such a one in a spirit of gentleness; looking to yourselves, lest you too be tempted."*

At the heart of these scriptures is the idea that we are not to speak against one another. If we feel one of our brothers, including the Head of School, needs reproof, we are **not** to express our concerns with others, but go directly to our brother in private. If he will not listen to our admonition, the matter should be discussed with him in the presence of two or three witnesses (preferably other board members, including the Chairman). After the matter is settled, we are to restore our brother "in a spirit of gentleness."

If a board member is no longer in harmony with the board or Head of School, or does not agree with school rules or policies established by the board, then that member has an obligation before the Lord to resign. To hold a position as the "official board agitator" or the "Head's adversary" is not appropriate to the ongoing development of the school.

Revised:

## **BOARD SELECTION POLICY**

**Board Confirmation Date: 6/15/2017**

### **PURPOSE**

This policy provides guidelines for establishing and maintaining board members most qualified for the responsibilities encountered and to help eliminate confusion as to length of term, qualifications, board size, and selection process.

### **SIZE OF BOARD**

The Umpqua Valley Christian Schools' Board shall consist of seven members. If the board size drops below seven members for a period of time, the board may continue to conduct official business as long as a quorum exists, which would equate to 4 voting members to conduct official business.

### **BOARD NOMINATING PROCEDURE**

The Umpqua Valley Christian Schools' Board will act as the nominating committee for the new board members, or will appoint an ad hoc committee. A slate of nominees will be published no later than two weeks prior to the election. Parents' nominations will be accepted through April 1st, subject to meeting the Umpqua Valley Christian Schools' board member qualifications and commitment.

### **MEMBER REQUIREMENTS**

Board member qualifications:

- Be in the experience of salvation.
- Agree with the Umpqua Valley Christian Schools' Statement of Faith.
- Be a member in good standing in a local church.
- Have a commitment to Christian day school education based on Christian principles, rather than simply as an alternative education.
- Have all his or her school age children enrolled in Umpqua Valley Christian Schools or State Side Home Study, unless they have children with special needs which cannot be accommodated by Umpqua Valley Christian Schools.
- Must have had children in Umpqua Valley Christian Schools for at least one full school year.
- Must indicate evidence of support and/or involvement in Christian education if he/she does not have children of eligible school age.

Board Chairman:

- To be elected by board members.
- Must be on the board one year before eligible to be chairman.

## BOARD CONFIRMATION VOTE

After all board nominees have been properly vetted according to the qualification requirements and approved by the sitting board, they are to be referred to the parents for confirmation. New board members are confirmed by a minimum 51% approval of votes received by eligible voters. If there are more nominees than open positions, the nominee(s) receiving the most votes will be confirmed. The security of the voting process must be such that a maximum of two votes per family are allowed for the Board of Directors to certify the results of the vote.

## LENGTH OF TERM

Members shall serve a three-year rotating term. Following their first three-year term, members may serve a second consecutive three-year term if reconfirmed by board confirmation vote as detailed in this policy. Official Umpqua Valley Christian Schools' Board terms will begin July 1, and end June 30, of the appropriate year. New members are advised to attend the June board meeting before becoming voting members in July (Article IV, Section 5E of BYLAWS).

## MID-TERM REMOVAL/REPLACEMENT PROCEDURES

Mid-term removal/replacement procedures are to follow the "Selection Procedure" to fill the unexpired portion of that position. The School Board reserves the right to recommend to the parents, the removal/replacement of a board member due to lack of interest, commitment, attendance, or other circumstances. Replacement of a board member with a remaining term of less than one year can be appointed by the board. A new board member entering due to a vacated board position prior to the end of the exiting board member's term will finish the term of the exiting board member. This new board member serving a short term that was appointed by the board or confirmed by parents is eligible for a full 3-year term after the short term has ended as long as the new 3-year term doesn't cause the member to exceed six consecutive years at the end of the full 3-year term.

Revised: 6/16/1994, 3/18/2006, 4/24/2014, 7/8/2014, 4/24/2017, 6/15/2017

## **CODE OF ETHICS OF THE BOARD**

**Board Confirmation Date: 2/16/2017**

A Board member is expected to adhere to the following Code of Ethics:

1. Be faithful in attendance at all Board meetings. If unable to attend, a Director is responsible for notifying the Board Secretary or Chairman in advance.
2. Prepare for each Board meeting by reviewing the agenda, minutes of past meetings, and other pertinent materials prior to the Board meeting.
3. Be willing to give time and talent and faithfully pray for UVCS.
4. Direct inquiries and concerns regarding school matters to the appropriate staff member.
5. Offer encouragement and commendation to the staff, when needed.
6. Refrain from inappropriate discussion of School Board business at non-business functions or gatherings.
7. Use God-given discretion in deciding what matters can be shared with a spouse or others. Matters pertaining to personnel and other matters of sensitive nature should not be shared outside of meetings.
8. Attend as many school functions as possible.
9. Be a member in good standing of a local church or fellowship. Membership is to be defined by the local church.
10. Speak the truth in love.
11. Avoid entering into the day-to-day operation of the school.
12. To adhere to the Christian lifestyle statement.
13. While debate and discussion in Board meetings is encouraged, the public stance of a Board member regarding Board actions and decisions shall be that of support and unity. If a Board member is asked directly about how he/she voted on a specific motion, that Board member shall be free to share how he/she voted (not how others voted), but it must not be done, at any time, in a way that is subversive or obstructive to the rest of the board or its work. In all things, the board should strive to work in unity, respect authority, seek peace and not be divisive. (See Ephesians 4:3, Romans 12:18, Titus 3:10, Romans 13:1-5)
14. A Board member will not act alone on information received. This is particularly important in regard to information from one's children or from fellow parents.
15. A Board member will not pursue any independent investigation involving personnel, parents, or students without being commissioned by the Board or Board Chairman.
16. Board members, as individuals, shall avoid becoming involved in administrative functions, procedures, and decisions. The Board, sitting as a Board, may be involved in these matters as either: a) process of appeal, or b) when brought up as a matter for Board consideration.
17. Individual board members shall refrain from reprimanding a teacher or staff, especially when dealing with his/her own child's teacher, board members must seek to avoid intimidation.

The Board, collectively, is expected to adhere to the following standards:

1. Be the policy maker in the establishment of policy directives, curriculum selection, dress and disciplinary codes.

2. Be responsible for making the final approval on hiring/dismissal of all personnel.
3. Always call Board Meetings with the knowledge of the administration.
4. Deal with all employees on the basis of Matthew 5:22-24 and 18:15-20 and other such passages which teach Christ-like attitudes and dealings between Christians.

Revised:

## **COMPENSATION AND REIMBURSEMENT OF BOARD MEMBERS**

**Board Confirmation Date: 2/16/2017**

Members of the School Board shall receive no compensation for their services as a member or officer of the School Board. The board may authorize the reimbursement of expenses for members incurred in the performance of official functions for the School Board.

Revised:

# CONFLICT OF INTEREST AND DISCLOSURE POLICY FOR SCHOOL BOARD AND COMMITTEE MEMBERS

Board Confirmation Date: 2/16/2017

## 1. Purpose:

Umpqua Valley Christian School desires to have all its parents and members (supporters) involved in the school. In the areas and activities of the Board of Directors, there may arise situations of perceived and real conflict of interest or need for disclosure. To ensure a healthy school community where issues of conflict of interest may arise, it is assumed that persons who place themselves into such a situation voluntarily declare their conflict of interest, provide appropriate disclosure, and/or step aside or accept the board/committee wisdom should this happen. This policy statement applies to the board. Such individuals are carefully selected, and their integrity, judgment, and courage are trusted. The board expects that no member would ever use his or her position on a school board or committee for personal gain. To avoid any misunderstanding, however, this policy statement is promulgated and adopted.

## 2. Background and Guiding Principles:

- a. Faithful stewardship in the leadership and employment of Umpqua Valley Christian School demands high levels of trust in every relationship, and avoidance of the appearance of wrongdoing.
- b. Board members hold a position of trust, and as fiduciaries, have a general obligation to avoid conflict of interest situations.
- c. Board members have the duty of guiding Umpqua Valley Christian School's affairs in such a manner as to achieve the objectives of Umpqua Valley Christian School. Board members have a fiduciary duty to act honestly, in good faith, and in the best interest of the School and to be loyal to the School.
- d. Honesty is the first component of the fiduciary duty. This places an obligation on the board member to disclose the entire truth and to avoid fraudulent transactions in matters pertaining to his or her office.
  - i. Good faith is the second component of the fiduciary duty. Board members must pursue the best interest of Umpqua Valley Christian School and good faith and reasonableness must be demonstrated in obtaining this end. This means that a board member may not pursue any improper purpose while acting on behalf of the School.
  - ii. The duty of loyalty and avoidance of conflict of interest means that a board member must give loyalty to the School and must not subordinate the interests of the School to his or her personal interests.
- e. Even when conflicts do not exist, it is important to understand that the decisions of the Board may affect the business or property of a board member. Social and political gain may also violate the fiduciary duty. Direct or indirect benefits to relatives, friends, and associates must be avoided.
- f. Board members also have a duty of care, duty of diligence, duty of skill and duty of prudence.

## 3. Definition of a Conflict of Interest:

- a. A conflict of interest refers to situations in which a board member's (i.e. positions of trust) personal, professional or financial interests or those of a friend, family members, colleague

or professional association might interfere with the exercise of such member's judgment and/or impair such member's ability to act in the best interest of Umpqua Valley Christian School, and for which the person is morally required to either avoid or openly acknowledge.

- b. A conflict of interest exists when a board member has an outside interest that has the potential of being in variance with the best interests of the School. When a board member's personal interests, whether real or perceived, could supersede or conflict with his or her dedication to the best interests of the School, a conflict arises. The test of a conflict of interest is not just whether the board member is actually influenced by a personal interest, but whether circumstances lend themselves to such a possibility. Examples include:
  - i. Conflicting financial interests
  - ii. Use of confidential information for personal gain
  - iii. Unauthorized disclosure of confidential information; and
  - iv. Use of institutional time and facilities for personal purpose or other activities
- c. It is also recognized that the appearance of a conflict of interest, when in fact it may not exist, can still be damaging to the School.
- d. A conflict of interest refers to situations in which a board member may have the opportunity to influence Umpqua Valley Christian School's decisions in ways that could lead to personal gain or give advantage to associates or firms in which board members have an interest. Board members are expected to separate their board and private interests in accordance with existing Umpqua Valley Christian School policies, as well as local, state and regulations.

4. Policy Statement:

- a. Each board member must avoid incurring any kind of financial or personal obligation that might affect his or her judgment in dealing for the Board of Umpqua Valley Christian School with outside organizations or individuals. Each person must examine his or her own activities and those of his or her immediate family to ensure that no condition exists that creates a potentially embarrassing or conflict of interest situation with respect to transactions with the School. Board members shall sign and complete the attached Conflict of Interest and Disclosure Statement (Appendix A) upon adoption of this policy or appointment to the Board, if later.
- b. A board member shall not solicit or be a party, directly or indirectly, to any potential or existing contract or transaction between the School and:
  - i. Himself or herself;
  - ii. Any firm, meaning co-partnership or other unincorporated association, of which he or she is a partner, member or employee;
  - iii. Any organization of which he or she or member(s) of his or her immediate family is an officer, director or employee;
  - iv. Any private corporation in which he or she is a stockholder owning more than one percent (1%) of the total outstanding stock of any class if the stock is not listed on a stock exchange, or stock with a present total value in excess of \$25,000 if the stock is listed on a stock exchange or of which he or she is a director, officer, or employee; and

- v. Any trust of which he or she is a beneficiary or trustee.
  - c. In the event a potential contract or transaction or existing contract or transaction that does or could present a conflict situation, is presented to the Board, the member shall:
    - i. Not participate in any way on behalf of the School in negotiation or amendment of the contract or transaction, or in the approval of the contract or transaction; and
    - ii. Promptly and fully disclose in writing the nature and extent of any financial or personal interest in the contract or transaction to the Board or any other official body that has the power to approve the contract or transaction, the disclosure of which shall be made a matter of record in the Board's official proceedings.
  - d. A contract or transaction where a board member declares a conflict of interest must be approved by a vote of not less than two-thirds (2/3) of the full Board, or of the approving body, in open session without the vote of the member making the disclosure.
  - e. The Board or other official body must disclose the following summary information in its official minutes as to contracts or transactions where a board member declares a conflict of interest:
    - i. The name of each party involved in the contract or transaction;
    - ii. The terms of the contract or transaction, including duration, financial consideration between parties, facilities or services of the entity included in the contract or transaction, and the nature and degree of assignment of employees of the School for fulfillment of the contract or transaction; and
    - iii. The nature of the member's financial or personal interest.
  - f. A board member shall not engage in a transaction in which the member may profit from his or her official position or authority, or benefit financially from confidential information that the board member has obtained or may obtain by reason of such position or authority. A board member shall not participate on behalf of the School in the negotiation or execution of contracts or transactions, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity (whether for profit or not-for-profit) in which the member has a financial or personal interest or is an officer, director or employee.
5. The Following Represent Potential for Conflict of Interest
- a. Board nominees need to identify their conflict of interest if an immediate family member is a teacher or an administrator of the school or the nominee is an employee of the school.
  - b. Board nominees need to identify their conflict of interest if any advantage is gained from this relationship. Advantage presupposes income and profit above normal expense and lack of using an objective tendering process.
6. Board Responsibility
- a. The Board has the responsibility for determining whether a particular nominee's potential conflict of interest disqualifies them from serving on the Board of Directors.

Revised:

## Conflict of Interest Policy – Appendix A

Annual Conflict of Interest Information Form UMPQUA VALLEY CHRISTIAN SCHOOL (Referred to herein as the “UVCS”)

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. Position:

Are you a voting Director? \_\_\_Yes \_\_\_No

Are you an Officer? \_\_\_Yes \_\_\_No.

If you are an Officer, which Officer position do you hold? \_\_\_\_\_

3. I affirm the following:

I have received a copy of the Conflict of Interest Policy of UVCS. \_\_\_\_\_ (initial)

I have read and understand the policy. \_\_\_\_\_ (initial)

I agree to comply with the policy. \_\_\_\_\_ (initial)

I understand that UVCS is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes. \_\_\_\_\_ (initial)

4. Disclosures:

A. Have you or any Family Member provided services or property to UVCS in the past year? \_\_\_YES \_\_\_NO

If yes, please describe the nature of the services or property and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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B. Have you or any Family Member purchased services or property from UVCS in the past year? \_\_\_YES \_\_\_NO

If yes, please describe the purchased services or property and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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C. Please indicate whether you or any Family Member had any direct or indirect interest in any business transaction(s) in the past year to which UVCS was or is a party? \_\_\_YES \_\_\_NO

If yes, describe the transaction(s) and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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D. Were you or any of your Family Members indebted to pay money to UVCS at any time in the past year (other than travel advances or the like)? \_\_\_YES \_\_\_NO

If yes, please describe the indebtedness and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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E. In the past year, did you or any Family Members receive, or become entitled to receive, directly or indirectly, any personal benefits from UVCS or as a result of your relationship with UVCS, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to UVCS? \_\_\_YES \_\_\_NO

If yes, please describe the benefit(s) and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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F. Are you or any of your Family Members a party to or have an interest in any pending legal proceedings involving UVCS? \_\_\_\_YES \_\_\_\_NO

If yes, please describe the proceeding(s) and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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G. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by Board of Directors of UVCS in accordance with the terms and intent of UVCS’s Conflict of Interest policy? \_\_\_\_YES \_\_\_\_NO

If yes, please describe the situation(s) and if a Family Member is involved, the identity of the Family Member and your relationship with that person:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

CERTIFICATE OF SECRETARY OF UMPQUA VALLEY CHRISTIAN SCHOOL.

I, the undersigned Secretary of the Board of Directors of Umpqua Valley Christian School, confirm that a meeting of the Board of Directors was held on \_\_\_\_\_, 20\_\_\_\_; and that the above-referenced Policy on Conflicts of Interest and Disclosure of Certain Interests is a true and correct copy of the Policy and the Annual Conflict of Interest Information Form adopted at the meeting of the Board described herein.

Dated: \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Secretary, Board of Directors  
Umpqua Valley Christian School, Inc.

Revised:

## **CONFLICT OF INTEREST AND DISCLOSURE POLICY FOR HEAD OF SCHOOL**

**Board Confirmation Date: 9/21/2017**

The Head of School will disclose all conflict of interests to the board of directors prior to accepting an offer of employment with Umpqua Valley Christian School.

The Head of School will disclose all potential conflict of interests to the board of directors that may exist by hiring a teacher / staff member prior to a formal offer of employment being submitted to the teacher / staff with whom the conflict of interest exists.

The Head of School will disclose all potential conflict of interests to the board of director that may exist by entering into a volunteer agreement prior to formalizing the volunteer agreement with whom the conflict of interest exists.

When the conflict of interest involves a family member of the Head of School teaching students at UVC, the following guidelines will be followed to manage the conflict of interest in the healthiest manner possible:

- a. Teacher will report to Principle or Head of School just as other teachers in similar positions.
- b. Classroom teacher audit / evaluations will be conducted by someone other than the Head of School, and a copy of these evaluations will be provided to the chairman of the board.
- c. Teacher performance evaluations will be done by someone other than the Head of School (Principle, Registrar, other Administration), and a copy of the performance evaluations will be provided to the chairman of the board immediately up completion of the evaluation.
- d. Conflicts between parents and teacher will follow Mathew 18 principles. The following steps will to ensure parents have ability to voice concerns to a proper authority without taking concern directly to the Head of School:
  - i. Parent should first meet with teacher personally to address the matter.
  - ii. If resolution cannot be achieved, parent should contact the board chairman directly using the "Contact the UVC School Board" link on the UVCS.ORG website.

## **EXECUTIVE SESSIONS**

**Board Confirmation Date: 4/20/2017**

The board recognizes that periodically during its scheduled meetings it will encounter matters of a highly sensitive nature. This will include, but is not limited to, such things as personnel matters, student discipline, or parent matters, etc. At such times, the board may call itself into an executive session.

Executive sessions shall have in attendance all board members present at said meeting, the Head of School, and any other persons who are specifically asked to attend this session by the board chairman. When the executive session is for the purpose of evaluating the Head of School, the Head of School may be asked to not attend.

An executive session can be called for by any board member. No official business shall be transacted in the executive session. Rather the time spent in executive session shall be used to discuss the sensitive matter at hand. When the board reconvenes following an executive session, the decision shall be made and stated officially so that the board secretary can record such decision in the official minutes.

Revised:

## **FINANCIAL POLICIES AND PROCEDURES**

**Board Confirmation Date: 6/15/2017**

Introduction: Umpqua Valley Christian School's financial policies and procedures establish standards for:

1. Budgeting
2. Recording
3. Investing
4. Auditing.

It is the responsibility of the Finance Director to administer these policies and procedures and the Finance Committee and the Head of School (HOS) to ensure compliance. Umpqua Valley Christian School strives to have defined internal controls and financial systems that are grounded in ethical accountability. These financial policies are recommended by the staff and approved by the Board of Directors to guide staff activities or outsourced financial services. Ensuring transparency to the community and avoidance of undisclosed conflicts of interest are of paramount importance.

### **I. General**

1. The Board of Directors delegates administration of the approved financial policies and procedures to the HOS and periodically reviews financial operations and activities.
2. The HOS or his/her designee has oversight responsibility for financial transactions.
3. Financial duties, responsibilities, and tasks shall be separated in such a manner that no one employee has sole control over cash transactions; payroll expenses; or reconciliation of bank accounts.
4. Professional financial service providers, whether in-house or external, will be reviewed every five years for consideration and restructuring.
5. The Finance Director will maintain a current chart of accounts and list of accounting classes.
6. These policies and procedures will be reviewed annually by the Finance Committee and the Board of Directors.
7. No individual may jeopardize the long term financial strength of the school. Areas that could jeopardize include, but are not limited to the following:
  - i. Causing the school to incur indebtedness other than trading payables incurred in the ordinary course of doing business.
  - ii. Using tuition money given for a specified school year to cover prior obligations without the consent of the board.
  - iii. Using earnings from the Tuition Assistance Fund for any purpose other than tuition assistance.
  - iv. Using designated contributions/grants for any purpose other than that required by the contribution/grant.
  - v. Keeping designated contributions/grants in an account not authorized by the board.
  - vi. Failing to settle payroll and other debts in a timely manner.
  - vii. Allowing expenditures to deviate materially from board stated priorities.

viii. Allowing one individual to have complete authority over a financial transaction.

## **II. Conflict of Interest and Nepotism Policy**

Umpqua Valley Christian School's policies with regard to Conflict of Interest and Nepotism must be adhered to at all times. To ensure that no misunderstandings occur, the policies are as follows:

No person.....

1. who is an employee, agent, consultant, officer, or official of Umpqua Valley Christian School and who exercises or has exercised any functions or responsibilities with respect to any contract activities or,
2. who is in a position to participate in a decision-making process or gain inside information with regard to such activities

may obtain a personal or financial interest or benefit, direct or indirect, in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure that has not been disclosed.

Umpqua Valley Christian School's employees, officers, and/or agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from subcontractors or potential subcontractors.

## **III. Finance Committee**

The Board of Directors of Umpqua Valley Christian School will annually appoint a Finance Committee of three to seven members to work under the direction of a Board appointed representative to ensure the appropriate vetting of the annual budget, cash receipts and distribution of funds, and the preparation and presentation of interim financial reports. The Finance Committee in conjunction with the Board Treasurer or Finance Director directs, reviews, and presents the annual audit to the Board of Directors.

## **IV. Budgeting and Approval of Financial Plans**

It is the responsibility of the HOS or his/her designee in cooperation with the Finance Committee to develop the annual budget in the third quarter of the current fiscal year for the next fiscal year. This proposed budget must be presented to the full Board in the third quarter for their review and eventual approval prior to the beginning of first quarter of the fiscal year. All budgets must be based on Umpqua Valley Christian School's goals and objectives, as defined in the strategic plan or by the school board. The approved budget figures, notwithstanding capital expenditures, provide for the HOS the approval to spend up to the budgeted amount. Expenditures in excess of the budgeted amounts will require Board approval. All capital expenditures will require Board approval at the time of their intended purchase. If the intended purchase date is more than 60 days past the Board approval date the HOS will have to seek re-approval.

1. The budget should have a general operating account of funds and special accounts for funds that have limited or specified purposes. Each account and its purpose should be specified. Funds which have been received for a specific purpose need to be expended in accordance with the purpose.
2. The budget will contain enough detail to make accurate projects of revenues and expenses.
3. The budget will project expenditures that are based on reasonably projected income.
4. The budget will be based on board stated priorities.
5. Once the budget is approved, there must be board approved guidelines for dealing with variances from approved line items.
6. General funds can be transferred to special funds by board approval.
7. The budget should include a line item for an annual financial review which will be reviewed by the board.
8. The budget should include line items for a contingency fund.
9. A monthly budget report by line item will be given to the board.

**V. Accurate, Timely Financial Reports and Information Returns**

The HOS or Finance Director shall provide accurate, timely monthly financial reports and information returns to the Board of Directors. The Finance Committee will regularly review financial statements, including a balance sheet and a comparison of actual financial activity to the approved budget.

**VI. Banking Institutions and Accounts**

In order to minimize risk and maximize benefit, Umpqua Valley Christian School utilizes only federally insured banking and savings institutions. The Finance Committee will review the banking relationship every five years.

1. Bank Accounts: The Board of Directors must approve the opening and closing of all banking accounts.

**VII. Grants, Gifts, and Pledges**

All grants and gifts will be properly received and recorded. Compliance with terms of any donor-defined restrictions will be monitored by staff and reported to the Finance Committee. Pledges are recorded during the accounting cycle in which they are received. Material donated goods and services are recorded at current market values. The Finance Director in compliance with IRS regulations provides acceptance letters to donors.

**VIII. Fixed Assets**

Capital Outlay expenditures for land, building, and equipment are recorded at cost. Donated assets and capitalized donated leases are recorded at their estimated fair market values at

the date of acceptance. Depreciation expenses are calculated using the straight-line method and the following estimated useful lives:

Buildings	30 years
Major Building Improvements	7 years
Furniture and equipment	3 years
Vehicles	5 years
Library Books	5 years
Textbooks	3 years

Repairs, which materially add to the value of the property or appreciably prolong its life, are recorded as an increase to the appropriate asset account. Umpqua Valley Christian School capitalizes all fixed assets with a cost greater than or equal to \$1,000 or a useful life of at least three years or items that the school deems it appropriate to capitalize. Umpqua Valley Christian School will conduct an annual inventory of fixed assets and maintain a central list of fixed assets, which includes date of purchase, registration numbers, and original cost, and estimated life expectancy.

#### **IX. Bookkeeping and Accounting**

Checks and balances shall be built into the accounting and recording procedures to ensure that impropriety cannot occur and that the financial statements reflect an accurate picture of the financial health of Umpqua Valley Christian School. Internal controls must be considered in the establishment of all financial procedures to ensure that no single individual has complete responsibility for purchasing, recording, or paying for goods and services. For example, the individual who approves student enrollment should not be the same person who records the tuition receipts.

#### **X. Revenue Policy**

Umpqua Valley Christian School's revenue shall be received by the Business Office, deposited, recorded, reconciled, and cash receipts shall be kept under adequate security. Cash received shall be deposited weekly. All event cash and checks received must be concurrently counted by two individuals, turned into the Business Office within five business days of the event ending, recorded in the School's accounting system and deposited in the bank within one week of being received in the Business Office.

#### **XI. Expenditure Policy**

The Head of School, Board of Directors or their designees will approve Umpqua Valley Christian School's expenditures. Disbursements shall be processed after approval of the HOS. Checks for expenditures shall require two signatures. Authorized signatories are the HOS, Finance Director, Administrative Assistants, and/or Principal's. Umpqua Valley Christian School's Business Office is authorized to utilize on-line payment options through its depository bank, which shall include appropriate password and approval controls.

#### **XII. Expenditure Procedures**

#### 1. Payment Authorization Process:

All check requests require that the requestor complete a Payment Authorization (PA) which names the payee, vendor address, account and class coding, and a description of the goods and/or services being purchased. It must specify price and include an invoice and receipt confirmation, or other supporting documentation. The HOS or a designated staff member processes check requests related to recurring monthly statements from vendors such as rent, utilities, and services.

When new equipment or services are to be purchased in excess of \$10,000, the payment authorization must have three vendor bids or price quotes attached unless the item is purchased through a Board-approved purchasing cooperative. Only justified best value items or services shall be purchased.

#### 2. Check Writing and Signature Process:

The business office records the approved PAs in the accounting system, posts to accounts payable, and then generates the check. An authorized signee on the account will review all checks for accuracy and completeness, verifying supporting documents; signs the checks and then returns documentation to accounts payable for distribution.

#### 3. Check Disbursement Process:

Except for approved reimbursements of staff or volunteers, all checks shall be made payable to the provider of goods or services, as payee. Checks for direct vendor service or supplies are rarely disbursed by the Head of School or Finance Director to payee. The payee must receive justification for the direct distribution request, and such transactions should be kept to a minimum.

Vendor checks are processed by the Business Office, including mailing the checks to vendors. The permanent vendor file documentation shall include check stub, invoice, receipt confirmation, and payment authorization.

Capital Project payments can only be disbursed after the Payment Authorization has been co-signed by the HOS and a Board Representative.

#### 4. Credit Card Policies:

Umpqua Valley Christian School maintains credit card accounts to facilitate efficient operations, which must be authorized by the Board Finance Committee. A credit card has been issued in the name of specific employees with specific credit limits as appropriate and transactions will be monitored daily. All credit card transactions will be only for school purposes and will be properly documented by an approved payment authorization and purchase confirmation receipts.

#### 5. Petty Cash Policies:

A petty cash fund may be maintained by the Business Office, schools and divisions to facilitate efficient operations. Said petty cash funds will be disbursed only for temporary terms, event change access; and expenditures shall be properly recorded, reconciled monthly and may be adequately safeguarded through random audits by the designated CPA as deemed appropriate for safeguarding the funds.

#### 6. Petty Cash Procedures:

Umpqua Valley Christian School's Business Office petty cash fund will be maintained at the \$150 level; school and division petty cash boxes and temporary change box amounts shall be approved by the HOS to accommodate the activity's required volume. All petty cash and change boxes shall be maintained in secured locations and reconciled monthly to ensure that all funds are intact and that adequate funds are available.

To replenish the petty cash funds, a PA for the amount of the receipts, which are coded according to the use of the funds, is prepared for review and approval. Under no circumstances should the petty cash fund be reimbursed for more than the receipts total or for more than the petty cash fund's authorized amount.

### **XIII. Monthly Bank Reconciliation Procedures**

The Finance Director will oversee the bank reconciliation functions included in the accounting system and produce the monthly reports that are reviewed during the annual external review. The following procedures are to be executed:

Monthly bank statements are received and reviewed to account for all canceled checks, deposits, and all other transactions.

### **XIV. Financial Statements and Reporting Policies**

All financial statements will accurately reflect the financial activity of Umpqua Valley Christian School on a monthly and annual basis. The school Board will review all financial statements monthly. The school Board has adopted the modified cash basis of accounting. These statements will be presented to the Board of Directors in a timely manner. A summary of the highlights of the financial statements may be prepared by the Finance Director and submitted to the Board.

### **XV. Financial Statement Production Process**

The monthly financial statements will consist of a Balance Sheet, a Revenue and Expense Statement, and other dashboard items requested by the Board. Financial statements shall be

accepted by the full Board and original reports shall be maintained in the Business Office through either electronic or paper formats.

**XVI. Investments**

It is the responsibility of the Finance Committee to ensure that all Umpqua Valley Christian School funds are invested in secure accounts. Under no circumstances will Umpqua Valley Christian School's funds be deposited in an account not controlled by the School. It is also the Finance Committee's fiduciary responsibility to confirm that invested funds are in instruments in accordance with the school's investment policy and that earn the greatest return without creating unreasonable risk. Invested funds can only be transferred to Umpqua Valley Christian School's operational bank accounts.

**XVII. Annual Review Policy**

Umpqua Valley Christian School will contract with a qualified independent firm, to perform an annual financial review after the close of Umpqua Valley Christian School's fiscal year. The review will be performed in accordance with current professional standards. The results of the review will be presented to the HOS and Finance Director for initial review by the audit firm and then to the Finance Committee. If the Finance Committee recommends acceptance, the Treasurer, Finance Director, and/or the Auditor shall present the review report to the full Board. If questions concerning the findings of the review are presented, a meeting is set with the reviewer to resolve the identified issues and the reviewing firm shall then issue its management report. After the Board of Directors accepts the annual review, the report is maintained in the Business Office and is eligible for public review upon request to any interested party.

**XVIII. Filing Tax Returns with the Internal Revenue Service (Form 990)**

Umpqua Valley Christian School will contract with an independent auditor or firm to annually prepare the Form 990 Tax Return in accordance with applicable law.

Revised: Previous Financial Policy P-31 and Budgeting Policies P-32 superseded by this Financial Policies and Procedures on 6/15/2017.

## LEADERSHIP COMMITMENT DECLARATION

Board Confirmation Date: 8/16/2018

Knowing that God has spoken clearly in His Word concerning the character and responsibility of a leader:

1. I will seek to maintain a close, intimate walk with the Lord by regularly spending time alone with Him; in His Word and in prayer.
2. I will be a diligent student of God's Word.
3. I will endeavor to walk continually in step with the Holy Spirit.
4. I will pray for those who serve with me as School Board members, the school administrator, principals, for the faculty and staff of the school, for the students of the school, and for this ministry's testimony in the community.
5. I will be diligent in preparation for all School Board meetings and participate in duly appointed committees.
6. I will faithfully attend all meetings of the School Board unless I am hindered from doing so by compelling reasons such as illness or necessary travel. When I am unable to attend, I will notify the Board Chairman in advance, if possible. I will follow-up with the Board Secretary and/or other Board members to be informed about the proceedings of the meeting that I missed.
7. Love, grace and humility will characterize my fellowship, speech and manner with my colleagues on the School Board and with any members of the school family. With the help of the Holy Spirit, I will refrain from expressing demeaning attitudes through criticism and complaint.
8. While respecting divergent views and convictions expressed by my colleagues on the School Board, I will express my views and differences of opinion constructively and with grace. Once the Board has discussed and voted on an issue and regardless of my personal vote on that issue, I will publicly support the Board's action.
9. I will be an encourager, acting with the integrity and discretion and endeavor to maintain the unity of the Spirit in the bond of peace.

I have studied these statements of commitment and have prayed over them, and I believe God would have me serve as a School Board member according to these standards.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **MEETING FORMAT POLICY**

**Board Confirmation Date: 7/20/2017**

The Chairman of the Board of Directors shall be familiarized thoroughly with the agenda prior to each meeting. The chairman should direct the meeting in such a manner as to focus on the main issues, exploring the consequences of various choices, ensuring all board members have equal input, and preventing discussions that do not contribute to moving the motion forward. The chairman should move through the agenda in an orderly and efficient fashion.

The chairman shall stop any discussion which does not apply to the motion last made. He/she may also stop the discussion of a matter if the Board has previously agreed to confine discussion to a definite period of time, and that period has been used up. Aside from such limitation, the chairman shall not interfere with debate as long as a member wishes to speak.

Sample Agenda on the following page:

Umpqua Valley Christian School  
 School Board Meeting Agenda – General Session  
 July 20, 2017 @ 6:00 p.m.

- I. **Call to order**
- II. **Prayer**
- III. **Roll Call**
  - a) Assign Note Taker & Time Keeper
  - b) Board members in attendance:
  - c) Absent:
  - d) Administrators in attendance:
- IV. **Board Meeting Minutes Approval** (5 minutes)
  - a) June 2017 Board Meeting Minutes Approval: Motion....
- V. **Important Dates** (5 minutes)
  - a) Board Meetings will be held on the 3<sup>rd</sup> Thursday of every month at 6:00pm.
    - 1. August 17<sup>th</sup>
  - b) 1<sup>st</sup> Day of School – August 28<sup>th</sup>
- VI. **Special Guest**
- VII. **Open Parent Comments** (10 minutes)
- VIII. **Monarch Parent Association** (10 minutes)
- IX. **Student Report**
- X. **Committee Reports**
  - a) Standing – Budget and Finance. (15 minutes)
    - 1. June Financial Statement. Motion.....
  - b) Standing – By-Laws and Policy
  - c) Standing – Scholarships (screening and funding)
  - d) Standing – Public Relations (including parent communications)
  - e) Standing – Curriculum. (10 minutes)
  - f) Standing – Maintenance
- XI. **Officer Reports** (10 minutes)
  - a) Head of School
  - b) Board Chair
  - c) Secretary
- XII. **Old Business**
- XIII. **Regular Business**
- XIV. **New Business**
- XV. **Announcements**
- XVI. **Board Training**
- XVII. **Closing Prayer**
- XVIII. **Meeting Adjourned**

Revised:

## **MEETING MINUTES**

**Board Confirmation Date: 3/17/2017**

Action by the School Board shall be carefully recorded by the Secretary of the Board or an appointed substitute. When officially approved by the Board, these minutes shall serve as a legal record of actions taken by the Board.

The recorded minutes of the School Board shall be and shall be available for reasonable inspection during regular hours by members of the Board, school parents, and such other persons approved by the Board.

Revised:

## MEETING RULES OF ORDER

Board Confirmation Date: 7/20/2017

Robert's Rules of Order, Newly Revised, as modified by this policy, shall be followed by the Board in the conducting of all meetings unless they conflict with the provisions of the Umpqua Valley Christian School By-Laws. Rules may be suspended at any meeting of the School Board by a majority vote of members present.

The purpose of modified rules adopted by the Board are as follows:

1. To establish guidelines by which the business of the governing Board can be conducted in a consistent manner,
2. To organize the meetings so that all necessary matters can be brought to the Board and so that decisions of the Board can be made in an orderly and reasonable manner,
3. To ensure that members of the Board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to ensure adequate discussion of decisions to be made,
4. To ensure that meetings and actions of the Board are conducted so as to be informative to the staff and parents, and to produce a clear record of actions taken and decisions made.

The following rules of procedure have been adopted by the Board:

1. Board members need not rise to gain the recognition of the chair.
2. Motions can be made by any voting board member.
3. Motions should be made as a positive action.
4. The chair should ensure the motion is clear and concise before formally stating the motion for consideration.
5. Until a motion is pending, the maker of the motion may suggest modification or withdraw the motion. A different member may also recommend modifications to the motion ("friendly amendment") as long as the member making the original motion is in agreement.
6. Once the motion has been formally stated by the chair, it becomes the property and under the control of the board. After being stated by the chair, any actions on the motion must have approval of the board.
7. All motions must receive a second, prior to opening the issue for discussion of the Board. If a motion does not receive a second, the chair may declare the motion dead for lack of a second.
8. The chair may decide the order in which Board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions.
9. A motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only "yes" and "no" votes are counted in this calculation. It should be noted that some motions may require larger numbers of affirmative votes.
10. The chair shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall ask for permission to speak, wait for the chair to grant permission to speak, and follow school board procedures.
11. The chair has the same right and responsibility as each school board member to vote on all issues.
12. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.

13. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
14. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
15. Committee reports do not need to be approved by the board. A committee recommendation does require board action (motion) to implement.

Revised:

## **QUORUM AND VOTING PROCEDURES**

**Board Confirmation Date: 3/17/2017**

A simple majority of the members of the Umpqua Valley Christian School Board shall constitute a quorum for the legal transaction of business for the school. Voting shall be by voice vote, show of hands, or written ballot as directed by the chairman, or as determined by a majority vote of the board. The number of "Ayes" and "Nays" on each motion shall be recorded in the minutes and, upon request of a member's vote, or failure to vote, shall be made a matter of record in the minutes of the meeting. All members should vote, or officially abstain, on each motion. Any member may call for a roll call vote.

The chairman shall have a vote on each motion and shall not necessarily vote just in case of a tie vote.

A quorum being present, a majority vote of those present is required to enact or defeat any proposition.

### **EXCEPTIONS:**

1. On matters of personnel, more than half of the entire Board (not just those in attendance) must vote in agreement regarding hiring or removal.
2. Any proposition to amend a standing policy or rule of the Board shall require a 2/3 "Aye" vote.
3. Adjournment of each meeting shall be upon motion and a vote, except that whenever the presiding officer has put the question as to whether any member of the board has further business to submit and has received no affirmative answer he/she may declare the meeting adjourned.

Revised:

## **REVIEW and UPDATE OF BOARD POLICY MANUAL**

**Board Confirmation Date: 6/15/2017**

### **Review of Board Policy Manual**

This UVCS Board Policy Manual shall be made available to each staff member and parent of students in the school and shall be reviewed annually at the August meeting by the Board. The board may direct the Policy and Bylaw Committee to complete an annual review of the UVCS Board Policy Manual and the Policy and Bylaw Committee shall present the recommended updates the UVC Board Policy Manual to the August Board Meeting for board review and approval.

### **Revisions to Board Policy Manual**

Any revisions, additions, or deletions in this UVCS Board Policy Manual shall be made by a majority vote of the total Board during a scheduled board meeting during open session. All new policies, revisions to existing policies, or deletion of an existing policy shall be communicated to all UVCS staff and parents via regular communication such as newsletter, or via a special e-mail notification.

Revised:

## **SCHOOL BOARD MEETINGS**

**Board Confirmation Date: 2/16/2017**

Regular meetings of the Board will be held the third Thursday of every month unless previously arranged as to an alternate date. In such cases where the regular meeting will need to be rescheduled, an alternate date will be selected by the Board chairman or by consensus of the Board. Meetings are to begin at 6:00 p.m. unless otherwise announced.

Special Board meetings may be called by the Chairman of the Board upon his/her decision that such a meeting is warranted. Need for special meetings may be presented to the chairman by any other board member or the Head of School. The chairman will take the matter under advisement and make a decision as to whether there is sufficient need to schedule a special meeting. If possible, special meetings should be announced two weeks in advance. Minutes from the preceding regular meeting will not necessarily be available prior to the special meeting, unless so specified by the chairman.

The board secretary, or designee, shall record official board minutes for both regular and special meetings. If the secretary is unable to attend a special meeting the chairman should appoint a substitute secretary.

No board meeting shall be called without the knowledge of the Head of School. He/she shall be in attendance at all meetings except it be for the purpose of developing and preparing a performance evaluation of the Head of School.

Revised: 6/15/2017 – Changed meeting time from 6:30 to 6:00.