



Board of Education Handbook

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Table of Contents

INTRODUCTION:

CHRIST LUTHERAN SCHOOL MISSION STATEMENT

PURPOSE

PHILOSOPHY

OBJECTIVES

SECTION 1: BOARD POLICY DEVELOPMENT

OVERVIEW

DEVELOPING WRITTEN POLICY

PROCESS FOR ESTABLISHING/REVISING POLICIES

POLICY REVIEW

SECTION 2: RELATIONSHIP OF THE BOARD TO ITS CONSTITUENTS

COMMUNICATING WITH THE CONGREGATION

RELATIONSHIP WITH THE FACULTY AND STAFF

RELATIONSHIP WITH PARENTS AND STUDENTS

COMMUNICATION

HOW TO HANDLE PARENTS WITH CONCERNS

RELATIONSHIP WITH THE PTL AND BOARD OF EDUCATION

RELATIONSHIP WITH DISTRICT AND SYNOD

RELATIONSHIP WITH THE COMMUNITY

SECTION 3: BOARD/ADMINISTRATION RELATIONSHIPS AND STAFFING RESPONSIBILITIES

RELATIONSHIP BETWEEN BOARD AND ADMINISTRATOR

ROLE OF ADMINISTRATOR

BOARD'S ROLE IN ADMINISTRATOR ASSESSMENT

EMPLOYMENT PROCEDURES: TEACHER CALLS AND CONTRACTS

PERSONNEL PRIORITIES

BOARD ROLE IN TEACHER ASSESSMENT/EVALUATION

SECTION 4: BOARD MEMBERSHIP

COMMITMENT TO THE MISSION OF THE SCHOOL

COMMITMENT TO WORK WITH THE ADMINISTRATOR AND OTHER BOARD MEMBERS

COMMITMENT TO SERVE ACTIVELY AND FAITHFULLY

COMMITMENT TO THE CONGREGATION

ADVOCACY OF THE SCHOOL

PLANNING

CONFIDENTIALITY

ROLE OUTSIDE OF BOARD MEETINGS

ELIGIBILITY

TERM OF OFFICE

SECTION 5: BOARD ORGANIZATION AND MEETINGS

BOARD OFFICERS

EX-OFFICIO

COMMITTEES

BOARD MEETINGS

SECTION 6: BOARD DEVELOPMENT

ORIENTATION OF BOARD MEMBERS

SPIRITUAL GROWTH

LEARNING ABOUT EDUCATIONAL ISSUES

BOARD SELF-EVALUATION

SECTION 7: CURRICULUM RESPONSIBILITIES OF THE BOARD

ROLE OF THE BOARD

ROLE OF THE ADMINISTRATOR AND FACULTY

SECTION 8: BOARD LEGAL CONSIDERATIONS

ROLE OF THE BOARD

ROLE OF THE ADMINISTRATOR

SECTION 9: BOARD FINANCIAL RESPONSIBILITIES

ROLE OF THE BOARD

ROLE OF THE ADMINISTRATOR

FUNDRAISING ACCOUNTING

ACCOUNTS RECEIVABLE POLICY

ESTABLISHMENT OF RESERVE FUND

SECTION 10: HISTORIC DUTIES OF THE BOARD OF EDUCATION

SECTION 11: PARISH BOARD OF EDUCATION POLICIES

ADMISSION POLICY

FIELD TRIP POLICY

EXCESSIVE ABSENCE POLICY

REDUCTION IN FORCE POLICY

SEXUAL HARASSMENT POLICY

WORKERS

MINORS

AUDIT POLICY

Note: *The Policy Manual consists of three volumes. This handbook only contains policies that are specific to the School Board; the Parent/Student Handbook and/or the Faculty/Staff Handbook should be consulted for policies that apply to those constituencies.*

CHRIST LUTHERAN MISSION STATEMENT

The mission of Christ Lutheran Church is to join in fellowship, to praise God and to spread the good news of salvation at home and abroad by worship, Christian Education, and Christian discipleship in service to God and all people so that all can receive the victory through Christ.

Purpose

We believe that Christian education is a vital aspect of God's mission, commanded by Him, to the Church through the Great Commission.

We believe that the purpose for Christian education is to teach the Christian faith through instruction in God's Word and learning to live a life of discipleship.

We believe that God's people need to learn their proper relationship to God and their fellow men.

We believe that effective education is carried on through quality learning programs that relate the Christian faith to every aspect of life.

We believe the uniqueness of Christian education rests in this:

- a. Christian education views the pupil through the cross of Christ.
- b. Christian education has the Father's given reasons for educating man.
- c. Christian education is empowered by the Holy Spirit for accomplishing its purposes.

We believe the Lutheran School's uniqueness lies in:

- a. Adequate time for Christian instruction.
- b. The impact of professional teachers who are Christians.
- c. The plus of the "Body of Christ."
- d. The fact that the Lutheran school tries to educate the whole child (spiritual, mental, social, and physical) in a single school setting.

We believe that the family exerts much influence on a child's total education, and that the Church and school must equip adults for their important role in Christian education.

Following these beliefs, the members of Christ Lutheran Church strive to provide a quality education through their school by providing opportunities for comprehensive school program, which fills the needs and interests of all students. It will also prepare them for their entrance into a high school program. These opportunities must and shall be offered regardless of sex, race, ethnic origin, or economic status.

PHILOSOPHY STATEMENT

Christ Lutheran School is an early childhood through grade eight educational system owned and operated by Christ Lutheran Church for the purpose of assisting students in the development of their God-given potential. Christ provides parents with a strong Christian support network in a home-school partnership that assists them in fulfilling their responsibilities.

Our goal is to provide an education that possesses academic excellence, spiritual depth, and moral integrity which enables each child to develop in a safe and nurturing environment. Christ School provides an academic atmosphere which challenges students to stretch their abilities and aspires to teach each person to take pride in glorifying God with their efforts and accomplishments. We strive to provide current, state-of-the-art curriculum and teaching methods without sacrificing the tested and proven approach to education.

We pledge to do our best, with the help of God, to develop each student's spiritual, physical, mental, social, and artistic gifts to his/her fullest potential.

OBJECTIVES

To fulfill its philosophy, Christ Lutheran School will strive to:

- a. Maintain facilities which will make it possible for students and faculty to function at a high level of efficiency
- b. Provide students with knowledge of God's plan of salvation through the study of His word, and a basic understanding of the Lutheran faith as found in Luther's Catechism.
- c. Provide students with basic skills, competencies, and appreciation of language arts, mathematics, social studies, science, health, physical education, art and music.
- d. Provide activities and instruction emphasizing the importance of Christian, moral, and ethical values in life.
- e. Provide a basic knowledge of the working of a democratic society, American heritage, and to develop a desire to promote such a society.
- f. Promote a deep respect for the rights of others--both personal and property--irrespective of nationality, race, color, sex, or economic or social status.

Section 1: Board Policy Development

What is the Purpose of the Policy Manual?

- The policy manual is a collection of policies adopted by the Board.
- The policy manual outlines procedures necessary to create or revise existing policies.

What Is a Policy?

A policy states what is to be done or what is not to be done.

Overview

The board sets direction and course for the school by providing policies, and the administrator is responsible for implementing the policies.

It is critical that members understand the difference between policy and procedure. In simple terms, a policy is a general concept of what should be done or not done; a procedure tells how it should be done.

A policy statement is adopted by the board. The procedures are prepared and implemented by the administrator.

The board is responsible to determine if a policy is needed and adopts needed policies. The administrator's role is to suggest policies that need to be developed, and if directed by the board, prepare a draft of a policy for the board to consider. Just as it is important to keep policy separate from procedure, it is important for the board to do the board's work and the administrator to do the administrator's work.

Developing Written Policies

To be a policy--to be an answer to a question before it is asked--a policy must be in written form and passed by the board with the full knowledge that they are developing a policy statement. The policy must be in written form and appropriately documented.

Policy Development

The Parish Board of Education shall have the right to make, amend, or suspend any policy or policies which directly affect the operation of the school. Any action taken in the introduction, amendment, or suspension of any school policies must be within the boundaries of the congregational by-laws, suggestions, or regulations of the Nebraska District of the Lutheran Church-Missouri Synod, and any state or federal laws or regulations which apply to this school.

Proposing New School Policies

A policy proposal may be submitted by a Parish Board member, the pastor, the principal, or any member of the congregation through a board member. Any discussion concerning the proposal shall be heard at the board meeting. Any decisions concerning a proposal must also be made during a board meeting. A proposal becomes a policy if it receives a 2/3 majority vote from the parish board. The vote must be made at a board meeting.

Process for Establishing/ Revising Policies

1. Prepare Initial Draft
 - a. Normally, the administrator or a Board Committee working with the administrator prepares a draft for presentation to the board.
 - b. *Special care is needed to keep procedure out of policy statements.*
2. Present and Discuss the Draft
 - a. First reading
 - b. Revisions (if needed)
3. Second reading
4. Adopt - The minutes of the meeting will need to accurately reflect the final version of the policy.
5. Document and File
Following the adoption, the policy will be inserted into the applicable section of the Policy Manual.
6. Implement and Communicate to Constituents
 - a. The responsibility for implementation lies with the administrator.
 - b. Those affected by a policy should be informed with as much advance notice as possible.

Policy Review

The board shall establish a subcommittee to review existing policies annually.

Policy Amendment

An amendment to an existing school policy may be presented by a parish board member, the pastor, the principal, or a member of the congregation through a parish board member. After discussion, the amendment may be tabled to the next meeting or voted on. An amendment must be approved by a 2/3 majority vote of the parish board.

Policy Suspension

The suspension of a school policy may be proposed by a parish board member, the pastor, the principal/head teacher, or any member of the congregation through a parish board member. A policy is suspended if and only if the suspension receives a 2/3-majority vote of the parish board.

Section 2: Relationship of the Board to Its Constituents

Communicating with the Congregation

The chairperson of the school board or a designated representative will give an oral report of the school's operation at all regularly scheduled voters and church council meetings. Board members are to be present at church council meetings and quarterly voters' meetings.

Relationship with the Faculty and Staff

1. Faculty/Staff Handbook

A well developed and maintained faculty/staff handbook will be produced and reviewed annually.

2. Channel for Communication

The administrator needs to be aware continually of the ideas and concerns of the faculty and staff and bring these ideas and concerns to the attention of the school board when they involve policy.

Relationship with Parents and Students

1. Parent/Student Handbook

The administrator, in concert with existing school board policy, shall annually review, revise, and publish a parent/student handbook which shall be presented to the Board for approval.

2. Channel for Communication

The board, through its administrator, will consider the ideas and concerns of parents, faculty, and students as they deal with policy issues. In cases where the concern is procedural and the parent or student is directed to the administrator, the problem should be resolved without consideration by the school board.

COMMUNICATION-

¹⁵ "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. ¹⁶ But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. ¹⁷ If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. (Matthew 18:15-17 ESV)

How to handle parents with concerns

It is also important to work hard to deal with interpersonal issues as they arise. Remember to follow the guide in Matthew 18 whenever an issue from a parent or a teacher may arise. First, tell the parent to go directly to the person involved. Avoid further conversation on the matter with anyone until the parent talks to the teacher. If this conversation does not resolve the situation, the next stop is to tell the parent to talk to the administration and all three parties will meet. Step three, if the previous conversations do not improve the situation, then the board may get involved. This should occur after the administration and teachers have met with the parents in question more than one time. Step four as is described in Matthew 18 is to part ways. There may be a family who will never be satisfied. We wish to avoid such a situation; however, if needed the family may be asked to enroll at another school.

Please refrain from gossip and idle conversations. We also want to honor the privacy of students, families, and coworkers as we work together in this ministry environment.

A. Visitor Comments:

Scheduled Agenda Comment

1. Any individual who desires to address the Parish Board of Education concerning an agenda item(s) which is scheduled to be considered by the Parish Board of Education on the agenda of a regular or special meeting for a vote at that meeting shall file a written request prior to the start of the meeting by giving the Administration a Visitor Comment Card which includes, among other information, the speaker's name, the specific agenda item(s) to be addressed, a notation of the general comments or concerns, and the desired outcome of the Parish Board of Education's action which shall occur later at that meeting.
 - a. Requests to address the Parish Board of Education in this manner shall not be accepted after the meeting is called to order.
 - b. Speakers shall be called to address the Parish Board of Education in the order in which each has submitted a card to the Administration.
 - c. Each speaker shall have one opportunity to address the Parish Board of Education for a maximum of three minutes unless the chair elects to extend the time.
 - d. Only the individual submitting the card is allowed to address the Parish Board of Education with respect to the maximum amount of time allotted. Time may not be "yielded" to other speakers.
 - e. Speakers shall confine their remarks only to the agenda item(s) being addressed. The Chairperson shall rule inappropriate or irrelevant remarks "out of order". Any speaker continuing with such remarks shall be required to relinquish the lectern.
2. To ensure that the Parish Board of Education has the time necessary to consider the issues, the Parish Board of Education desires that this portion of the meeting be limited to 15 minutes. However, if it appears that there are more individuals desiring to speak than may be allotted for 15 minutes, the maximum amount of time everyone can speak may be reduced to one minute and an additional 15 minutes may be allotted by the chair.
3. Requests to address the Parish Board of Education for more than three minutes shall invoke the procedures governing special request presentations described below.

Non-Scheduled Agenda Comment

1. If an individual desires to address the Parish Board of Education concerning an educational matter that shall not be considered by the Parish Board of Education on the agenda of a regular or special meeting, that individual may address the Parish Board of Education only after the

Scheduled Agenda Comments have been heard and only if there is time remaining within the 15-minute limit. If there is insufficient time for comments, the Visitor is encouraged to make an appointment with the administration to discuss the comment prior to the next Board meeting.

B. Special Request Presentations

An individual or group desiring to make a formal presentation to the Parish Board of Education at a regular meeting, special meeting, or public hearing, shall submit the request to the Administration for consideration.

1. The request must be submitted to the Administration 14 days before the meeting at which the requester wishes to make the presentation. The written request shall contain, at a minimum, the following information:
 - a. The name and address of the requester.
 - b. The nature of the information to be presented.
 - c. The maximum length of time requested to make the presentation.
 - d. The specific action desired by the Parish Board of Education.
2. If the requester desires to circulate written material to the Parish Board of Education as part of the presentation, a copy of such material shall accompany the written request.
3. Presentations shall not exceed 15 minutes in length. Only one presentation may be made at any time with respect to a particular issue.

D. Relationship with PTL – Board Oversight

1. The PTL is created under the authority of the Parish Board of Education and the Board retains the authority to approve modifications of the PTL
2. The PTL reports to the Board of Education at the BOE meetings either in person or by written report.

E. Relationship with District and Synod

1. The administrator of the school will serve as the link between the board, the District, and the Synod.
2. The school board, at the request of the governing body, will generally work directly with the district or synodical offices only when calling a new administrator.

Section 3: Board/Administration Relationships & Staffing Responsibilities

The Relationship Between Board and Administrator

The administrator and Board must have a thorough knowledge of and support for the other's role. The administrator of the school is the on-the-job administrative officer of the Board, who drafts policies and carries out the Board-adopted policies. The role of the Board is to intentionally support and uphold the office of the administrator as they work together to support the Lutheran school.

At times, Board members may not agree with the administrator. When disagreements occur, they should be resolved in private prior to the next Board meeting. They should follow the guidelines of conflict resolution found in Matthew 18 and be carried out promptly, privately, and confidentially. If disagreements arise during a meeting, they should be handled in a spirit of respect and courtesy. The administrator and Board member may end up agreeing to disagree with each other. Their differences should not affect the overall responsibility each party has in school leadership.

The Role of Administrator

The School Board will adopt a written job/ministry description for the chief school administrator and review it annually. The School Board works with the administrator, monitoring performance in compliance with the annual Board plans and policies of the Board.

The administrator will act in a manner that is professional, ethical, legal, and consistent with the philosophy and mission of the school and within the boundaries of the administrator's job description and policies of the Board.

The Board's Role in Administrator Assessment

The purpose for a performance review is to ensure that the administrator systematically complies with policies of the school. The goal is to be helpful and work toward improvement. The performance review should take place annually, initiated by chief of staff at SML- the Pastor, and in consultation with the Board chairperson and based on the administrator's job/ministry description. The method of assessing the administrator may take a variety of forms.

Whatever the tools used for assessment, it should evaluate only the performance of the principal relative to the job description. Once the information has been gathered, the chairperson prepares an assessment to be reviewed with the administrator and the entire School Board.

The main goal in administrative assessment is to assist the school's leader in maintaining a high level of performance in carrying out the policies, annual Board plans, and procedures of the school and to work for improvement.

Employment Procedures: Teacher Calls and Contracts

The administrator will interview candidates for synodical calls and make procedural recommendations to the Board; in accordance with the church constitution, the congregation must vote to issue a call. The Board through the budget allocation process has the authority to hire non-called teachers.

Personnel Priorities

The Board will seek the highest quality of teaching personnel while recognizing the Lutheran mission and purpose of the school.

Board Role in Teacher Assessment/Evaluation

The school administrator will develop and manage a formative and summative program for the supervision of instruction to help teachers develop and improve their skills in teaching and helping students, thereby enabling the school to achieve its purpose and objectives. The School Board is involved in supervision by establishing policies that guide and direct the purpose and program of supervision.

The School Board also becomes involved when the school administrator, after having formally evaluated a teacher, places the teacher on probation for a specified period. During this period, a series of steps to work with the teacher to improve are initiated (regular visits, peer coaching, gathering data on the teacher's attitude and willingness to improve). At the end of the probationary period, the administrator will make a decision based upon three options.

1. The improvement is satisfactory, and the teacher continues.
2. The probationary period continues, and the teacher continues.
3. Improvement is unsatisfactory, and the teacher does not continue to teach.

The administrator will inform the teacher of the decision. If the teacher is not a called teacher, the decision of the SML chief of staff- the pastor, and the Board is final. If the teacher is called and the recommendation of the SML chief of staff- the pastor, and the Board is to remove the teacher, the church constitution dictates that the final decision rests with the Voters Assembly.

Section 4: Board Membership

When agreeing to serve on the Parish Board of Education, board members have a great privilege and responsibility. Because their work affects the lives of children, board members will prayerfully, actively, and faithfully serve to the best of their abilities. This section describes the important responsibilities of competent and faithful board members.

Commitment to the Mission of the School

Board members will be familiar with the mission of the school and affirm that mission and the values on which it is based. Board members will be dedicated to ensuring that the school is strong and effective and will do nothing that will harm the school in carrying out its mission.

The Board will review the mission statement periodically.

Commitment to Work with the Administrator and Other Board Members

The board will exercise its governing authority as a whole. No individual board member shall exercise such authority except as instructed by the board.

Board members will relate to other individuals with integrity, honesty, and straightforwardness.

Board members shall invest personal energy and skills in the purpose and objectives of the board, seeking opportunities where individual skills and abilities can be applied.

Commitment to Serve Actively and Faithfully

Board members will be faithful in attending meetings so that the business of the board can be conducted consistently and effectively and can include the input of all members. The board chairperson will contact any member who misses two consecutive meetings or three meetings during a school year. Based on the chair's report and recommendation, which will be reflected in the minutes, the board will determine whether that person will remain on the board.

Commitment to the Congregation

1. Christ Lutheran School exists within the structure of Christ Lutheran Church. Therefore, the school board must operate within limits set by the governing body of the congregation, and policies will be consistent with those set by that governing body. To attend church regularly and be a positive witness of the Christian faith and of the school.
2. To attend church council meetings and quarterly voter's meetings on a regular basis.
3. This board shall concern itself about other educational agencies within the congregation, and others as may be organized. This includes the childcare, preschool-8th day school, Sunday School, and bible studies. They shall, with the approval of the congregation, appoint the Sunday School and Bible Class Superintendent (p.16 of the Constitution).

4. According to the CLC Constitution, the Parish board of education “shall provide a list of substitute teachers for any teacher.” Since this proves challenging in light of the Nebraska Department of Education guidelines, the Parish BOE president will ask the administrative assistant for a list of certified substitute teachers in August. The Parish BOE president will give the list to the head teacher.
5. The board shall do everything in its power to encourage parents within the congregation to send their children to the Christian day-school when they become of school age. (NOTE: Constitution p. 16 says “...in its power to persuade parents...”)

Advocacy of the School

Board members will represent the school in a positive manner, focusing on progress, improvement, growth, and accomplishments. They will publicly support staff and the programs of the school.

Confidentiality

The administrator, upon board direction, will communicate board decisions and activity.

The board chairperson, or his designee, will communicate board decisions and activities to the church council and voters' assembly.

Board members will keep confidential all documents and discussions so identified, with salary, health, and other personnel information always being confidential.

Role Outside of Board Meetings

The business of the board will be conducted only by the board during official meetings. Individual board members may maintain open communication with the constituency but ***will not*** represent themselves to be acting on behalf of the board unless specifically authorized by the board to do so.

Section 5: Board Organization and Meetings

ORGANIZATION OF THE PARISH BOARD

Members

The Parish Board of Education shall be made up of four (4) members. Each member shall serve for four (4) years. One new member shall be elected each year at the annual voter's meeting in January.

Officers

The Parish Board member serving his/her fourth year shall be the Chairman for that year. He/She shall preside at the meetings of the board. New officers will begin their office at the first Board of Education meeting following the Annual Voters' Meeting.

The Parish Board member serving his/her third year shall be the Vice-Chairman for that year. He/She shall preside at a meeting when the chairman is not present.

The Parish Board member serving his/her second year shall be treasurer. The school administrative assistant shall provide a monthly financial report for the Parish Board.

The Parish Board member serving his/her first year shall be secretary. The Secretary shall be responsible for the recording of all official proceedings of the board and provide the minutes to the congregation.

Conduct of Business

The Parish Board shall transact business only when it is in a called session with a quorum present. A quorum shall consist of no less than three members.

Meetings--

The Parish Board shall meet *at least* four times a year (Constitution p. 15). Four of these meetings are to be business meetings, with an additional meeting for the formal evaluation of administration, and a sixth meeting for strategic planning along with a board performance self-assessment. During times between meetings, board members shall be responsible to read and respond electronically to monthly reports such as financial reports and/or head teacher reports. Special meetings may be called for emergency business such as calling teachers. Notification of the meetings will be provided through the monthly church calendar and the church bulletin. Special meetings may be called by a Parish Board member or the principal/head teacher. All meetings are open to the public unless as such a time a majority of the members requests an executive session.

Section 6: Board Development

Members of the school board need to develop personally and as a group if they are to provide the leadership necessary to perform their tasks in a healthy and professional manner. The board's effectiveness and productivity are determined by its preparation and ongoing training and support.

Orientation of Board Members

To provide for continuity of board service, the board should provide for the orientation of new members prior to their induction. Every member should receive a copy of the Parent/Student Handbook, Faculty/Staff Handbook, and the School Board Policy Manual.

Spiritual Growth

There is a spiritual dimension to the role of school board members. Each member individually and the board collectively will seek to grow spiritually and to model God-pleasing ways of making decisions.

Each meeting will include a devotion.

School Board members will pray for and with each other as well as for the needs of the students, families, staff, church, and school.

Learning About Educational Issues

Board members will seek to grow in their knowledge of educational trends and issues.

The administrator will regularly provide board members with information and resources that will update them on educational topics.

Board Self-Evaluation

The board will annually evaluate its effectiveness in light of its roles and functions.

Following the evaluation, specific goals for improvement will be established.

Section 7: Curriculum Responsibilities of the Board

For our purposes, we will define curriculum as *the instructional content of the school program*. The curriculum is based on the stated goals and mission of the school and enables students to grow spiritually, cognitively, physically, and socially.

The curriculum of a Lutheran school is set forth in the light of God's Word. This view of the school's curriculum and its development is precisely what makes the curriculum of the Lutheran school unique.

Role of the Board

The school board holds the responsibility of assuring the implementation of a quality program of Christian education through approval of the curriculum developed by the professional staff.

The board will support the school's mission statement and enable the faculty in their curriculum development by budgeting ample funds and providing dedicated curriculum-planning dates in the school calendar.

Ultimately the board's goal for curriculum is one of excellence, which will bring glory to God and serve well the students, parents, faculty, and congregational members.

Role of the Administrator and Faculty

The administrator will lead the faculty in developing and implementing a Christ-centered curriculum that meets or exceeds standards established by the state and by National Lutheran School Accreditation.

The administrator will formulate and implement a schedule for curriculum review and adoption. At least one curricular area will be studied and revised by the faculty each year

Section 8: Board Legal Considerations

The Board of Education has the responsibility to assure the congregation and the entire school community that the school is a law-abiding Christian institution; its policies must promote conformity with the law and protection for the school, its administration, staff, and the board itself.

Special attention shall be paid when policies are made that deal with areas of the health and safety of students, the employment of staff, and due process. (Courts will generally consider the existence of policy and "good faith" of a properly communicated policy rather than the policy's wisdom or rationale. Therefore, it is essential to have policies in writing and published for all school stakeholders.)

Role of the Board

The board shall annually review the school's operational procedures, or lack thereof, which may have legal implications.

The board shall protect itself, the faculty, and the staff by annually reviewing the liability insurance coverage and amount in consultation with an attorney.

Section 9: Board Financial Responsibilities

The board shall consider and adopt an annual budget, after preparation and recommendation by the administrative assistant/secretary, to be presented to the church council at the June meeting and July Voters meeting for final approval.

The Board of Education has the responsibility to oversee the financial operations of the school and to assure the congregation and the entire school community that the school is fiscally sound.

The constitution of Christ Lutheran Church states that no child shall be turned away because of non-payment. However, to investment in their child's education, families will be asked to complete a financial aid application form to request assistance from the Omaha Children's Fund or *the Christ Lutheran School Tuition Organization*. This builds a partnership between the congregation and families who need assistance.

Establishment of a Reserve Fund

To protect the school from any unforeseen financial disaster, a restricted account shall be set up. *The sum shall be invested in low-risk investments (such as bonds, money market, etc.). 50% of the interest earned on the account will be moved to the Christ Lutheran Foundation fund, and the remaining 50% of the earned interest shall be reinvested to the Reserve fund account. The balance in the Reserve Fund may be utilized to offset budgetary deficits as voted on by the Board of Education.*

Section 10: Historical Duties of Parish Board of Education

1. The board shall consider special circumstances for the provision of a substitute teacher for a teacher over and above the normal policy of sick and personal leave days.
2. Set up and clean up the gym for sporting events.
3. Empty the can cage when it is full and take it to CMI.
4. Mow the field unless this task is subcontracted out.
5. Clear snow from the parking lot and sidewalks by 6:45am.
6. Set up the Christmas trees in the front of church before Advent and then putting them away after Christmas.
7. Order, organize, and put together the Christmas candy bags before the Christmas Eve service.
8. Clean up after the children's Christmas program.

Section 11: Parish Board of Education Policies

ADMISSION POLICY

Application for admittance of a child must be made through the principal/head teacher or administrative assistant/secretary. No other teacher or staff member is authorized to accept a child for enrollment.

Children will be eligible to attend Kindergarten if they turn 5 on or before July 31 of the calendar year in which the child is seeking admission begins.

The Christ Lutheran Parish Board of Education reserves the right to give preferential treatment when considering admission according to the following criteria:

- A. Children of members of Christ Lutheran Congregation.
- B. The un-churched, whose parents have a desire to attend adult confirmation classes with pastor and pursue becoming active members of the congregation.
- C. Members of sister congregations of the LCMS.
- D. Members of other Lutheran churches.
- E. Members of other Christian organizations.

Christ Lutheran School admits students of any sex, race, color, disability, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, disability, national and ethnic origin in administration of its education policies, admissions policies, and athletic and other school administered programs. An individual's IEP or disability needs will be evaluated to see if Christ Lutheran School has the staff or ability to meet said need.

FIELD TRIP POLICY

All field trips which are overnight, or which will be over the allotted field trip budget, should be approved by the principal/head teacher and Parish Board prior to being planned.

EXCESSIVE STUDENT ABSENCES POLICY

Action will be taken by the Parish Board of Education if a student accumulates more than ten absences per quarter. First, a letter from the BOE will go home expressing concern for the child's education. Subsequent action will be taken on a per case basis.

SAFETY COMMITTEE

Christ Lutheran School has a Safety Committee which consists of one (1) teacher, one (1) Board of Education member, one (1) trustee, and one (1) congregation member. They will review all safety policies once a year.

REDUCTION IN FORCE POLICY (RIF POLICY)

The following procedure for reduction of school staff at Christ Lutheran School shall be implemented when the Board of Education determines that a reduction is necessary. This reduction may be necessary because of declining enrollment, program changes, or budget considerations.

➤ **Process**

1. On the basis of reasonable cause, i.e., declining enrollment, program changes, or budget constraints, the Board of Education formally decides that a reduction is necessary; this is communicated to the school staff.

2. The principal/head teacher shall present to the Board of Education the grades, areas, programs, or positions, which should be considered for reduction. The Board of Education shall determine which specific reductions are to be recommended and report this recommendation to the Church Council and to the Voters' Assembly.

3. The principal/head teacher shall pursue alternatives to termination, such as staff reassignments due to a vacancy caused by resignation, retirement, etc. When any such reassignment may affect the assignments of other teachers, changes shall be made by consensus and mutual consent to the extent possible. However, the best interests of the school and congregation shall be the over-riding concern. The Christian Day Parish Board of Education shall make the final decision regarding reassignments after hearing the recommendation of the principal/head teacher.

➤ **Procedures:**

- A. Documentation of the need for reduction in force shall be directed and reviewed by the Board of Education. This documentation must clearly define the basis on which RIF is being considered and must be shared with all faculty members involved.
- B. The principal/head teacher will determine the most probable positions for elimination, and ultimately the individuals affected, and make recommendation for Board approval.
- C. The following criteria will be used in identifying and selecting faculty whose positions are to be eliminated:
 - Faculty member's expertise necessary for the program.
 - Faculty member's professional training and degrees and appointment status.
 - Potential for the use of the individual's abilities.

The principal/head teacher shall use all these factors in identifying which teacher or teachers shall be terminated:

- Effectiveness of teacher.
- Ministry beyond the classroom.
- Professional conduct (punctual, prepared, relationship with students, colleagues, administrators).
- Quantity and quality of demonstrated extra-curricular leadership.
- Compliance with policies and administrative requests (including professional growth).
- Person to maintain critical program.

➤ **Appeals**

Personal Rights

- A. The Day Parish Board of Education will serve as the appeals committee for any faculty member who wishes to contest the intention to release him/her. The issues in the hearing shall include only the following:
 - 1. Did one or more of the criteria for reduction in force exist?
 - 2. Was the criteria properly applied?
- B. A written appeal must be filed with the principal/head teacher as per the appeals policy within fifteen (15) days. Failure to file the appeal within the stated time period shall constitute a waiver of the hearing. A hearing shall be scheduled at a mutually convenient time within sixty (60) days. Within one week after the hearing, the committee shall make a recommendation to the principal/head teacher as to whether the procedural provisions of this policy have been met.
- C. Faculty and staff who are honorably dismissed are entitled to continue health insurance benefits plan. They have a period of sixty days to notify the office of their decision to continue "at cost." The office will notify the employee of the monthly rates, changes in coverage, etc., and continue to keep benefits in force as long as payment is received from the individual.

SEXUAL HARASSMENT POLICY

Christ Lutheran Church and School seeks to maintain an environment free from sexual harassment. Sexual Harassment is contrary to the religious and moral tenets of Christ Lutheran Church and School. In addition, such harassment can negatively affect a person's sense of well-being and dignity.

Christ Lutheran School and its affiliates, which include employees and organizations, are under the auspices of Christ Lutheran Church when pertaining to this policy.

It is a violation of Christ Lutheran Church guidelines for any member, adult, youth, or child, or any person engaged by Christ Lutheran Church, including, without limitation, staff, employees, volunteers, and any person conducting business with Christ Lutheran Church, to sexually harass any member or any person who is involved in worship, the educational programs of the church, or any other activity of Christ Lutheran Church or School.

Christ Lutheran Church and School defines sexual harassment as including the following behavior: Unwelcome sexual advances, coerced sexual relationship, requests for sexual favors, unwelcome touching, fondling, obscene jokes, insults, suggestive remarks and all other verbal or physical conduct of a sexual nature, when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's participation in any program or opportunity;
- b. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's participation in any program or opportunity; or
- c. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment or unreasonably interfering with an individual's performance, study, or other worship/educational opportunity.

Whether conduct constitutes sexual harassment will vary depending upon the particular circumstances. Sexual harassment is not limited to physical acts. Sexual harassment could include behavior that is experienced as intimidating, hostile, or offensive, particularly when it reoccurs or when one person has authority over the other.

Any person who feels that he or she has been the victim of sexual harassment, and any employee, member, volunteer, or other person witnessing an incident of sexual harassment is encouraged to report the incident immediately. Reports, complaints, problems, grievances, and questions should be reported to the Christ Lutheran Church personnel listed below.

All reports of sexual harassment will be investigated. If the accused asks whom the complainant is, he/she will be informed. Appropriate action will be taken with regard to all substantiated complaints of sexual harassment and the complainant will be advised of the action taken. If the result of the investigation does not substantiate the complaint, both the complainant and alleged offender will be so advised in writing. Christ Lutheran Church and School will take such action as it deems appropriate depending upon the circumstances and degree of authority it has over the offender and in accordance with the disciplinary policies and procedures applicable to the person who committed the act of harassment.

Christ Lutheran Church and School expressly prohibits any form of retaliation against any person for filing a complaint under these guidelines or for assisting with the investigation of a complaint.

Any person who desires to initiate a complaint or discuss this policy may contact one of the following persons: Chairman, Board of Elders or President of the Board of Education.

If the Chairman, Board of Elders, or the President of the Board of Education, is the offending party, or if the reporting person is uncomfortable reporting the incident to either of them, it should be reported to the principal/head teacher. If the principal/head teacher is the offending party, or if the reporting person is uncomfortable reporting the incident to her, the complaint should be reported to either the Chairman, Board of Elders, or the President of the Board of Education.

The person who receives the report will in turn report the incident to the other two individuals identified for the purpose of initiating the investigation.

SEXUAL HARASSMENT - regarding minors

Sexual Harassment of students by any student, officer, administrator, or employee of Christ Lutheran School is strictly prohibited. Sexual Harassment is a violation of both state and federal law.

In the student context, sexual harassment includes any unwelcome conduct of a sexual nature directed at or to a specific student or students or conduct that has the purpose or effect of unreasonably interfering with a student's work or performance, or which creates an intimidating, hostile, or offensive environment.

Both verbal and nonverbal conduct occurring outside the context of Christ Lutheran's authorized curriculum may constitute prohibited sexual harassment. Specific types of conduct which are prohibited include, but are not limited to, jokes, statements, or comments, whether derogatory or complimentary in nature, which either explicitly or by implication, contain or can reasonably be interpreted to contain or refer to matters of a sexual nature; physical contact, touching, or physical interference; and visual conduct such as gestures, pictures, posters, cartoons, drawings or other written, printed or published materials of a like or similar nature, which either explicitly or by implication, contain or can be reasonably inferred to contain or refer to matters of a sexual nature.

Christ Lutheran School cannot prevent violations of this policy, unless the staff observes such behavior, or the staff is told of violations. If you have any reason to believe that you or any other student has been sexually harassed, you should immediately report the violation to your classroom teacher. If you feel that your classroom teacher does not give you satisfactory results, or if you feel that your classroom is part of the problem, or you are for any other reason otherwise uncomfortable in discussing the matter with that individual, then please contact Pastor, the principal/head teacher, or any other teacher of your choice.

Except to the extent disclosures are required by law or are necessary for investigation or disciplinary action, all complaints will be kept strictly confidential. You can be assured that you will not suffer any negative consequence as a result of bringing your concerns to the attention of the staff. All complaints will be promptly and thoroughly investigated. If the investigation reveals that you or others have been the subject of sexual harassment, appropriate disciplinary action will be immediately taken against the individual or individuals involved.

AUDIT POLICY - FINANCIAL REVIEW PROCESS (AUDIT)

Parish Board of Education responsibilities for the year-end FINANCIAL REVIEW (Updated July 15, 2014)

Why an Audit Committee is required: The audit helps verify the accuracy of the Parish Board of Education's financial and performance reporting, and it supports the integrity of the processes in place to ensure that funds are being distributed in the manner intended. This helps assure parents and congregation members that the Parish Board of Education is being good stewards of the resources available to help meet our vision and mission.

Parish Board of Education leader responsibilities in relation to the audit: The Parish Board of Education president is responsible for assuring that the Audit Committee is in place and that the audit occurs. It is recommended that a Parish Board of Education leader, other than the Treasurer, oversee the auditing process.

Membership of committee: The Audit Committee must consist of at least two Congregation members, but additional nonmembers may serve. To ensure independence, Parish Board of Education leadership and close relatives of leadership board members should **not** be committee members. Because the financial system is done online, it is suggested to have a couple Parish Board of Education and/or staff members available during the audit to answer questions and provide access to online records, if needed. **Note:** There may be situations when a Parish Board of Education member has difficulty finding a group of volunteers willing to serve on the Audit Committee or feels more comfortable having its books looked at by a professional. In these cases, the Parish Board of

Education can vote to use operating funds to pay an independent, professional auditor to perform an audit of the Parish Board of Education finances and performance. The same guidelines as outlined above should be used to select an auditor to ensure independence.

Scope of Audit: The audit should include the following scope of work:

- 2% audit. For example, 2% of yearly transactions/receipts or any account. If there were 1000 line items, then 20 transactions should be traced.
- School Checking Account and Savings Account.

Conducting Year-End Review of Parish Board of Education Finances

Step-by-step guide for those auditing records

Getting Started

Ask the Parish Board of Education leadership for the following documents:

- Monthly meeting notes.
- Monthly bank statements.
- Checkbook ledger and duplicate check register.
- Copies of the Monthly Expense Report. (may be a Year-end summary)
- Receipts, Funds Raised and Expenses Report/File.
- Year-end Budget Report.

Conducting the Financial Review

Important: If, during the course of the review, you have questions about anything you are reviewing, contact the Parish Board of Education leadership to discuss.

Step 1 - Income

- Verify that the deposits the chapter received appear on the checking account bank statement.
- Conduct a random check of some of the deposits made by the School into the checking account.
Note: Time may not permit this for every activity. Review enough deposits until you feel comfortable with the school's reporting.
 - ✓ Verify that the deposit made for an activity matches the amount on the report. (e.g., the school reported that \$500 was raised for an activity, therefore there should be a \$500 deposit into the school checking account for that activity).
 - ✓ If the amount reported differs from the deposit amount, verify that there is a "Letter of Acknowledgement" from the proper organization that verifies the amount reported was raised and explains where the raised funds were deposited. This should be included with the Receipts, Funds Raised and Expenses Report form for that activity.

Step 2 - Disbursements

- Review the duplicate checks in the checkbook and verify that all are intact and legible, with no duplicates missing.
- Trace each disbursement or withdrawal to a bill, receipt, or reference in the meeting minutes of the Parish Board of Education that authorizes the disbursement. *Note: All checks written to reimburse expenses should have an accompanying receipt. And reimbursements for mileage should include:*
 - ✓ Dates and purpose of travel, including beginning and ending destinations.
 - ✓ Beginning and ending mileage.
- Verify that a check has been written for each activity.
- Verify that a logical relationship exists between the payee and the service used or contribution made. *Examples: Joe Jones, Parish Board of Education president, is being reimbursed \$10 for postage charges for a small mailing to other Parish Board of Education members (logical); a check is issued to a local store for 'supplies' for \$100 with no corresponding receipt and no mention in meeting minutes that this expense was approved (will require clarification from the board).*

Step 3 - Ending Balances

- Verify that the checkbook ending balance matches the balance on June 30th bank statement for the account. *Note: Allow for any discrepancy that is a result of a check that was written but had not cleared by year-end.*
- Compare a few of the Bank Statement items to those recorded on Year end summary report. Trace these back from Report to entry on transaction report. *Note: Allow for any discrepancy that is a result of a check that was written but had not cleared by year-end.*

Step 4 – Summary Budget Report

This report is meant to balance. A summary of the activities reported that contribute to each line total on the report.

- Determine that the Budget was submitted to Church Council as required.
- Compare the Summary Report with what was reported for a randomly selected group of activities. *Note: It may be easier to review this report with a few of the Parish Board of Education leaders to determine if there are any concerns or discrepancies.*
- After the financial review has been completed; the Audit Committee chairperson/auditor must sign the Summary Report and Verification Form.
- Give the signed Verification page to a Parish Board of Education leader for his/her signature and submission. *Note: The Parish Board of Education leader is responsible for signing and sending the Verification page to the Church Council.*