

## **Bethel Lutheran School Board By-Laws**

(May 2010)

### PURPOSE STATEMENT

The School Board exists to oversee and support a quality, Christ-centered environment that ministers to the spiritual, emotional, academic, and social needs of Bethel Lutheran School grounded in the Gospel of Jesus Christ.

Bethel Lutheran School is authorized by and under the jurisdiction of Bethel Lutheran Church, Cupertino, California. It operates as an extension in the area of education and as a mission outreach of Bethel Lutheran Church. The Preschool of this school is licensed by the State of California, Department of Social Services and operated in full accordance with the provision thereof. The total educational program of the school is consistent with or higher than the standards as prescribed by the State of California.

An appropriate balance between formal Christian training and academic instruction shall be maintained thus providing an active expression of Christian love and concern as an integral part of the total Christian educational ministry of Bethel Lutheran School.

### GENERAL POLICY:

No part of the revenue of this school shall be applied to the benefit of, or be distributed to, its members, officers, or other private persons. This school shall be authorized and empowered to pay reasonable compensation for services rendered which have been recommended by the School Board and approved by the Congregational Council. This school should not engage in activities or exercise any powers that are not in furtherance of the purpose of this school.

### SCHOOL BOARD:

The Bethel School Board is a standing committee of Bethel Lutheran Church. The Bethel School Board shall oversee the management of the school to ensure its actions are in congruence with the philosophy and mission of Bethel Lutheran Church.

**The Bethel School Board shall consist of the ex officio members defined by the church constitution and bylaws: Lead Pastor, Church President, and School Board Chairperson; the Principal, Preschool Director and selected member(s) of the school administrative team; and five (5) to seven (7) additional members appointed jointly by the Principal of the school, the Lead Pastor, and the current School Board members. The appointed members shall consist of at least two (2) voting members of Bethel Lutheran Church and at least two (2) parents of students enrolled at Bethel Lutheran School.**

#### 1. Terms

- a. The Chairperson elected at the annual meeting shall serve a term of three years. The first set of regular board members appointed subsequent to the adoption of these bylaws shall serve for staggered terms of up to three years. Subsequently, members as needed shall be appointed each year for terms of three years.
- b. Members shall not be eligible to serve more than two successive full terms.

- c. A member's place on the ministry team/committee/board shall be declared vacant by the Congregation Council on recommendation of the ministry team/committee/ board chair if a member is absent from two successive regular meetings without cause; resigns, becomes incapacitated or is otherwise unavailable; or fails to contribute to the work of the ministry team/committee. (Constitution: C13.07.H03)

## 2. Responsibilities of the School Board

The Bethel Lutheran School Board shall oversee the management of the school to ensure its actions are in congruence with the Christian philosophy and mission of Bethel Lutheran Church. The school board either corporately or through committees shall:

- a. Assume responsibility for policies and philosophy regarding the school.
- b. Assemble a selection committee when needed to fill an opening in the position of Principal, Director of the Preschool or other Senior School Administrative staff. The committee shall review conditions of employment, receive applications, and recommend a candidate to the school board for approval. The school board will pass approved candidates to the church council for final approval.
- c. Maintain operating policies and procedures.
- d. Meet monthly at a specified date and time set by the School Board
- e. Support and encourage the school staff in their tasks by word and by action.
- f. Communicate and affirm the Christian mission and purpose of the school.
- g. Seek God's direction and guidance through prayer and study.

## 3. Officers of the School Board

The elected officers of the Bethel Lutheran School's School Board shall consist of the Chairperson and Secretary. The Chairperson must be a member of Bethel Lutheran Church, Cupertino, California. The Secretary shall be elected by the School Board from its voting members. The Bethel Lutheran Church Treasurer in conjunction with the Bethel Lutheran Church Parish Administrator will provide oversight of budget and financial transactions.

## 4. Duties:

It shall be the responsibility of the following officers to perform the duties below and such other duties as required by the School Board.

- A. Chairperson- It shall be the responsibility of the Chairperson to:
  1. Preside at all meetings of the School Board or appoint a School Board member to preside in their absence.
  2. Appoint a replacement for all School Board vacancies, with the majority approval of the School Board.
  3. Ensure that the duties of the Principal are clearly defined by The Lead Pastor, School Board, and Search Committee.
  4. Elicit active participation from all Board members.
  5. Sign all necessary documents.
  6. Act as liaison to the Senior Pastor and Senior Administrators.
  7. Represent the School Board at Bethel Council Meetings.
  8. Attend Executive Committee meetings
- B. Secretary- It shall be the responsibility of the Secretary to:
  1. Keep minutes of all meetings of the School Board.

2. Keep a record of attendance at School Board meetings.
  3. Handle all correspondence and documentation.
  4. Advise new School Board members of rules in the Constitution and Bylaws.
- C. Treasurer- It shall be the responsibility of the Treasurer to review and present a monthly financial report.
- D. Principal- It shall be the responsibility of the Principal as it pertains to the School Board to:
1. Carry out the purpose of the school as set forth in the Constitution and Bylaws which specify an appropriate balance between formal Christian training and academic instruction.
  2. Assume responsibility for the educational and spiritual program of the school.
  3. Provide and maintain an adequate staff and faculty of effective qualified Christian instructors.
  4. Conduct annual staff evaluations, which affirm strengths and encourage growth.
  5. Provide opportunities for in-service training.
  6. Assume the primary responsibility for enforcing the registration rules that determine student enrollment.
  7. Receive and review applications for enrollment.
  8. Make decisions for enrollment and promptly inform parents.
  9. Establish strong lines of communication with staff, school families, church, and community that convey organizational developments, the Christian mission of our School, and vision for the future.
  10. Keep staff records as required by the State of California and the Health Department.
  11. Maintain and update the Parent Handbook for preschool and elementary grades.
  12. Respond to, and cooperate with, the School Board.
  13. Advise all teams of the School Board and Our Parents Organization.
  14. Attend monthly School Board meetings and provide status reports
- E. Preschool Director- It shall be the responsibility of the Preschool Director to:
1. Carry out the Christian purpose of the school as set forth in the Constitution and Bylaws.
  2. Be responsible for the educational and spiritual program of the preschool while maintaining an attitude of Christian love and concern for the children and their families.
  3. Provide and maintain an adequate staff and faculty of effective qualified Christian instructors.
  4. Conduct annual staff evaluations, which affirm strengths and encourage growth.
  5. Provide opportunities for in-service training.
  6. Respond to, and cooperate with, the School Board and Principal.
  7. Keep accreditations current in compliance with State of California laws.
  8. Establish strong lines of communication with staff, families, and community.
- F. School Board Members shall be responsible to serve on at least one of the School Board teams which function as the organizational and reporting structure of the Board.
1. Annual School Budget Preparation Team will be comprised of the Congregational Treasurer, Principal, Parish Administrator, and School Board

member(s) which are responsible for creating an annual budget for review and approval by the School Board and Church Council.

2. Marketing Team is comprised of assigned staff, auxiliary marketing team and School Board member(s) and is responsible for:
  - a. Creating and approving advertising for the school within the advertising budget.
  - b. Marketing the school.
  - c. Promoting the school through communication and advertisements.
  - d. Creating and distributing school brochures.
  - e. Encouraging all parents of preschool and school-aged children in the congregation to enroll their children in Bethel Lutheran School.
3. Annual Fund Team is comprised of School Board Member(s) and volunteers and is responsible for directing the Annual fund raiser(s).
4. Strategic Planning Team is comprised of School Board Member(s), volunteers, and designated organizations and is responsible for:
  - a. Developing conceptual strategic plans and ideas to achieve the long-term vision.
  - b. Defining and communicating these strategies and plans to the School Board and Congregational Council
5. Personnel, Policy and Procedures Team is comprised of the Principal, Parish (or Business) Administrator, and School Board member(s) and is responsible for:
  - a. Defining staff hiring procedures.
  - b. Establishing and maintaining a salary scale for teachers.
  - c. Reviewing the benefit programs for staff and making recommendations in conjunction with the Parish Administrator.
  - d. Maintaining a policy manual.
  - e. Ensuring all changes are reflected in the Parent and Employee Handbooks and all other publications.
  - f. Generating personnel policies and procedures.
6. Liaison to Our Parents Organization is responsible for:
  - a. Serving on the Our Parents Organization executive board.
  - b. Actively participating in Our Parents Organization functions.
  - c. Communicating information to/from the School Board and Our Parents Organization.
7. Christian Ministry Team is comprised of School Board Member(s) and volunteers and is responsible for:
  - a. Working with staff and pastor to develop chapel themes for the school year
  - b. Working with staff and pastor to develop or maintain faith-building programs
  - c. Being prayerful at all times and supporting the entire school staff through ongoing prayer
  - d. Forming prayerful partnerships with other Christian schools in our area
  - e. Encouraging school families to participate in a faith community.