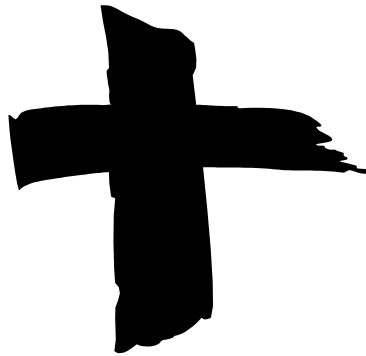


Our Savior's Lutheran Church and School

School Board Member Handbook



2017

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Revised 08-22-2017

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Suggested School Board Calendar

September

- Present and approve PTF budget
- Board Development-assign committees and jobs
- Approve school budget with actual enrollment

October

- Assess the school's facility needs
- Form tuition review committee

November

- Approve tuition increase
- Determine survey objectives/approach/recruit team members

December

- policy manuals for discussion at January's meeting

January

- Recommend proposed school budget for and send to church council
- Launch survey

February

- Review and recommend salary levels for administrative staff

March

- Review school survey results, compile plan.

April

- Principal and director complete all annual employee performance
- Teacher and staff contracts approved
- Board Pres & Pastor evaluation of the principal's performance

May

- New member recommendation
- Review reports from Annual Fund and PTF (who to ask?)
- Contact church council about a joint meeting

June

- Year end matters

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1. Introduction

Our Savior's Lutheran School (OSLS) is a ministry of Our Savior's Lutheran Church (Church). The purpose of this School Board Member Handbook is to ensure uniformity and to provide guidance to School Board Members regarding oversight of the operation of the pre-school and elementary school as well as guidance regarding the Board's advisory function to the Church Council. This Handbook is to supplement the School Policy and Procedures Manual, which is subject to Church Council approval.

Each new Board Member will receive a copy of the Handbook, School Policy Manual, Parent Teacher Fellowship (PTF) bylaws and Church constitution and bylaws.

2. Structural Relationship Between Church and School

In accordance to section 4.I. of the Church's bylaws, the school is defined as a ministry of the Church and is a mandatory standing committee of the Church body. The Church Council is the only entity that can establish standing committees. Standing committees must reflect the major functions and ministries of the congregation and they are assigned responsibilities in support of the mission of the congregation. Per the Church's bylaws, standing committees have authority to prepare and carry out goals and plans to fulfill those responsibilities under the direction of the Church Council. The Church promotes the School to its congregation and the School promotes the Church to its school families.

Furthermore, as a ministry of OSL Church, the school is an outreach to both the church members and the community. It is expected that the school will be a source of evangelism for the congregation and that the Board, Principal, teachers and staff will actively support and promote the mission of the congregation to school families.

3. School Vision Statement / Values Statement

Our Motto: Inspired to learn and encouraged to serve.

At Our Savior's Lutheran School:

- We will provide excellent education in a Lutheran Christian environment.
- We will consistently challenge our students to be successful academically, loving and accepting of their neighbor and grounded in God's love.

- We will instill in our students the traits necessary to form healthy relationships based on character, integrity and mutual respect.
- We will consistently challenge our staff, students and families to honor and respect all people to speak kindly of them and explain their actions in the kindest of ways.
- We are students, parents, educators, and church members who celebrate and honor the diversity of gifts, abilities and backgrounds each contributes to the school community.
- We will facilitate opportunities for our students and their families to provide Christian service to our school community and the world beyond.

Philosophy Statement:

- Learning Philosophy:
We believe that the following pillars work together to form the best possible foundation for academic and character development:
 - dedicated teachers and staff
 - excellent curriculum
 - supportive home environment
 - School environment that is civil and stresses love of God and neighbor
- We will do all that we can to support and strengthen these pillars. We believe that our Lutheran context and our commitment to excellence in education mutually inform and improve one another and that together they provide the best foundation for educating our students' hearts, souls and minds.

Faith Formation/Lutheranism:

- We are Lutherans, and as a ministry of Our Savior's Lutheran Church, we communicate the Good News of God's love for all people through Jesus Christ. We learn and teach about God's love for us by encouraging lively involvement with the scriptures and the world and by sharing the gifts and traditions of the Lutheran Church. Being a Christian school, we share our gifts and traditions to the world by welcoming all people and faith traditions.

School community, atmosphere and communication:

- We believe the loving, kind atmosphere of our school community is one of our greatest strengths, and we are committed to maintaining and deepening that atmosphere. We are inclusive, tolerant, and entirely non-discriminatory.
- We practice and expect civil behavior among adults and towards our students, and encourage such behavior amongst the students while being aware that their age generally provides much opportunity for discussion and improvement.
- We are dedicated to open, clear, honest communication with parents on all topics excepting those where the law, or common courtesy, calls for privacy. We are committed to soliciting the input of all of our stakeholders so that we can make decisions with the benefit of the maximum amount of information.

Excellence in Education:

- We are committed to excellence in our curriculum, our staff and our teachers. We believe in advancing the education of each of our students in accordance with their individual abilities. We believe that each student should be treated and expected to act as a constructive, valuable and helpful member of the school community.
- We believe that service to others is one of the most important values to teach our students, and we call on each family to model that value for the students by serving the school community with volunteer hours each year and by participation in special opportunities to reach out beyond ourselves and care for others.
- We will provide each student with excellent curriculum, dedicated and talented faculty, a Lutheran Christian context and the benefits of our environment, atmosphere and values. Each student is more likely to reach their academic and social potential if the lessons taught at school are reinforced, extended and modeled at home.

Physical Facilities:

- We are committed to having the best school facilities our resources allow and improving the school facilities from time to time as special gifts, capital campaigns, and other opportunities make possible.

4. Purpose of School Board

The Board's purpose is to encourage and support the school ministry of Our Savior's Lutheran Church in a manner consistent with the vision and values statements of the Church and School through advisory interchange with the School Principal, Preschool Director, Pastor, teachers, and through conversations and contact with families from the school, church and community. The School Board serves in an advisory capacity to the Church Council on matters pertaining to the school ministry.

5. Membership

The Board shall consist of a minimum of five and a maximum of nine voting members, in addition to the Pastor, Principal and Preschool Director who shall serve as non-voting members of the Board. Three members of the Board must be current members of the congregation. A maximum of two non-church members may be appointed to serve on the Board at any given time, subject to them agreeing to and signing a Statement of Faith. The Church Council is responsible for the recommendation and appointment of all School Board Members which will be carried out in consultation with the seated School Board members, Principal, Preschool Director and Pastor.

6. Terms

Board Members will serve for a three-year term and will be appointed by the Church Council in June of each year, or as soon there after as reasonably possible, with an effort made to appoint approximately one-third of the Board Members each year, resulting in staggered terms. Board members may serve no more than two consecutive three-year terms, for a total of six years.

7. Qualifications and Requirements for School Board Members

Each Board Member should be in full agreement with the School's statements of vision and values provided in section 3. Additionally, Members must demonstrate a visible commitment to and leadership in either the school ministry and/or the congregation. Furthermore, Members must agree to attend Board meetings on a consistent and regular basis and express a vibrant interest in and understanding of Christ-centered education.

8. Selection and Orientation of School Board Members

The Church Council appoints Board Members. Potential School Board Members may be brought to the attention of the Church Council through either the seated School Board members, the Principal and/or the Pastor. Members are sought based on their talents, commitment and potential contributions to the school ministry. Every Member will receive a copy of the Handbook, School Policy and Procedures Manual and Church constitution and bylaws. New School Board Members will have the benefit of an orientation and an opportunity to ask questions and seek information related to their role on the School Board.

9. Board Structure and Officers' Responsibilities

The School Board Officers are as follows:

President: The President, in conjunction with the Principal, reviews and sets the agenda for all School Board meetings. The President encourages input from School Board Members and invited guests, as appropriate at the meetings. Generally, the President carefully and prayerfully oversees the School Board meetings and activities. As a ministry of OSLC, it is highly desirable that the President also be a member of the Church. If the potential officer is NOT a church member, the School Board must solicit the consent of the Church Council and Pastor. The President is responsible for leading the School Board through the annual planning process in development of the School Board's work plan which needs to ultimately be approved by the Church Council. The President, in response to the approved annual work plan, will establish an appropriate committee structure and make School Board member appointments as necessary in order to accomplishment the goals identified in the work plan. The President is also required to facilitate, with the School Board, an annual review and update, as appropriate, of the School Board Member Handbook.

Vice-President: The Vice Presidents fulfill the duties of the President in the President's absence. It is desirable that the Vice President is a member of the Church but it is not a requirement.

Treasurer: The Treasurer, in close consultation with the Principal, is responsible for presenting the School's annual budget to the School Board for review and approval. The Treasurer also provides a monthly balance sheet and profit and loss statements to the School Board and to the Congregational treasurer to whom the School Treasurer is accountable. A report on the financial state of the school will be given to the congregation at its regularly called meetings.

Secretary: The Board Secretary properly records and oversees the reproduction of the Board's minutes and is responsible for maintaining accurate written

records of all Board agendas and associated back-up materials. Records for all School Board meetings are retained in the same location and fashion as the Church Council's records as outlined in the Church constitution and/or bylaws.

School Board Members may be asked to facilitate work groups in the following functional areas: finance and budget; public relations and marketing; family outreach and retention; policy review; technology; Parent Teacher Fellowship (PTF) and curriculum. School Board Members are granted these responsibilities from the Church Council.

School Board Members do not have the responsibility for the hiring or firing of any paid staff for either the School or the Congregation, with the exception of the provisions regarding the Principal position outlined in sections 15 and 16. However they will be kept apprised of all such actions and may serve as a resource to the Principal as needed.

10. Meetings and Agenda

The School Board generally meets on the third Tuesday of each month, with the exception of July, at 6:30 p.m. in the Founders' room on campus. The agenda is set ahead of time by the President in consultation with the Principal. The President will endeavor to provide the agenda and all back-up materials to Board Members *prior* to each meeting to allow for ample time to review and study. Standing and ad hoc committees set their own individual meeting times.

11. Quorum and Voting Procedures

A Quorum of the School Board consists of a majority of seated Members. A quorum must exist in order for the Board to take action on any items. The most recent version of Robert's Rules of order will be utilized for the conduct of meetings.

12. Standing and Ad hoc Committees

The School Board may create appropriate Standing Committees (those that are on-going) and/or ad hoc committees (those of a short duration) to meet its mission as granted through the Church Council. All committees will have an opportunity to report out at each full Board meeting.

13. School Board/Principal/Pastor Relationship

The School Board is a standing committee of the Church Council. Consequently, it is accountable to the Church Council and may not enter into any binding

contracts, agreements or relationships without the expressed authorization of the Church Council.

The Pastor is called to oversee the ministries of the Church, which includes the school. However, day-to-day administration and operations of the school is the responsibility of the Principal. The Principal/School Administrator is considered a part of the Congregations programmatic staff and thereby meets regularly with the Pastor who served as this positions immediate supervisor while the School Board, a standing committee of Our Savior's Lutheran Church, provides this position with direction and support. The Pastor and School Board President jointly evaluate the Principal/School Administrator on an annual basis.

14. School Board/Parent Relationships

The School Board may receive input from school parents at any time. Any academic, performance, conflict or social concerns of a parent concerning their child should be handled by the Principal and appropriate teaching staff. School Board Members have no authority to adjudicate concerns between the Parents, Principal and Staff. However, the School Board may receive written concerns and/or grievances from parents. The following procedure will be utilized:

1. Parents should first meet with the classroom teacher, then if necessary,
2. The School Principal, then if necessary,
3. The School Board President, and then if necessary,
4. The Pastor, and then if necessary,
5. Schedule to meet with the School Board Executive Committee (President, Vice-President, Treasurer) in executive session, and then if necessary, the Church Council

In all cases, unreasonable concerns by parents should not be permitted to destroy the rapport between the Principal and teaching staff and the School Board Members.

15. Procedures for Calling a Principal

In the case of a Principal vacancy, the School Board, under the direction of the Church Council and in conjunction with the Pastor, is responsible for recruiting and hiring a Principal. The Principal is responsible for the recruiting and hiring of teachers and support personnel.

16. Discipline/Removal of Principal

The School Board President, under the direction of the Church Council and in conjunction with the Pastor, is responsible for the annual evaluation of the Principal's performance. In the unlikely event of disciplinary action and/or termination of a Principal, the School Board, under the direction of the Church Council and in consultation with the Pastor, shall have authority to impose disciplinary actions or terminate the employment relationship with the Principal.

17. School Board/Parent Teacher Fellowship (PTF) Relationships

The PTF is an independent, voluntary organization comprised primarily of parents of OSLS students and teachers. The PTF is not a standing committee of the School Board; however, the Board generally oversees the PTF. The PTF's fundraising activities are accounted for functionally, but are part of the School's annual budget. The School Board oversees the PTF bylaws and is required to approve all suggested changes. It is desirable that the School Board appoint a liaison to the PTF to participate in PTF meetings and activities.

18. What the School Board is NOT Responsible For

The School Board is not responsible for the following:

- Day to day operations of the school
- Adjudicating conflict between parents or between parents and teachers
- Supervising or directing teaching and/or administrative staff with the exception of the Principal as outlined in sections 15 and 16
- Binding the School/Church in any capacity without the full consent and involvement of the Church Council
- Investigation of any allegations of abuse or impropriety (in the case of such an event, the Church Council, as the non-profit board of directors of the Church and it's school ministry, has the ultimate authority and responsibility)

19. Ethics

The School Board shall reflect the love of Jesus Christ in all official as well as personal relationships. The School Board has authority as the Church Council delegates it to them. The School Board will ensure an excellent quality of education by placing the educational and spiritual needs of the children as one of its highest priorities. The Board will keep the congregation informed of financial and/or other school needs.