

YVCSD Board Policies

Section III.

GOVERNANCE

3.1 District Membership

3.1.1. The Yucaipa Valley Christian School District is founded on a partnership with local evangelical churches and individuals throughout the Inland Empire to support and encourage Christian school education.

Approved _____ Revised _____

3.1.2 Individuals who wish to become voting members of the District will submit the Membership and Pledge Agreement. In joining the district individuals will agree to (1) pray for the students, faculty, staff, administration and board of the District; (2) review information and be involved in the election of Board members; (3) financially support the district with monthly contributions above and beyond local church tithe; (4) manifest by precept and example the highest Christian virtue, serving as a Christian role model, and; (5) support the District by being a visible member of the Christian community, attending school events, volunteering in areas of expertise, and assisting with fundraising.

Approved _____ Revised _____

3.1.3 Parents or primary guardians who pay tuition are members of the district with voting rights to elect board members.

Approved 2/17/11

3.2. Election of Board Members

3.2.1. The Board shall conduct an annual election of the membership of the District to elect Board members prior to the Annual Meeting. There shall be seven members of the Board. The terms of office of the initial Board members shall be as follows; three members shall be elected to a three-year term; two members shall be elected to a two-year term; two members shall be elected to a one-year term. Thereafter in subsequent elections those elected to fill expired terms shall be elected to three-year terms. The names of those newly elected shall be announced at the Annual Meeting.

Approved _____ Revised _____

3.2.2. Individuals who stand for election to the board shall be judged on their spiritual maturity, dedication to Christian education, and commitment to the Schools and reputation within and without the Christian school community.

Approved _____ Revised _____

3.2.3. The Board shall hold a meeting following the Annual Meeting to elect officers of the Board for the coming year. Official positions are designated in the By-Laws.

Approved _____ Revised _____

3.2.4. A Board member may be dismissed for ineffectiveness lack of attendance, violation of the trustee code of ethics, or violation of life-style standards to which all trustees, administrators, and staff are held. A change in theological position that conflicts with the Schools' statement of faith or values may also be grounds for removal from the Board.

Approved _____ Revised _____

3.2.4. Provisions for the filling of vacant Board positions are prescribed in the By-Laws.

Approved _____ Revised _____

3.3 Duties and Responsibilities of the Board

3.3.1. The Board shall be responsible for the governance and operation of the Yucaipa Christian Schools.

Approved _____ Revised _____

3.3.2. Board members will, through their conduct, be an example of balance, restraint, and gracious, God-pleasing conduct in all its deliberations. They will exhibit the traits of Christian character that the District seeks to instill in its students and that it expects the staff to model.

Approved _____ Revised _____

3.3.3 The Board will conduct its business with due regard for the mission, vision and core values it has set forth in policy. It will be responsible for following its own policies and procedures and acting in a manner that strengthens the quality of the Schools as an organization and the Schools' testimony in the community.

Approved _____ Revised _____

- 3.3.4. The Board will rigorously apply the tenets of the Scriptures, as well as time spent in prayer in its deliberations.

Approved _____ Revised _____

- 3.3.5. Each Board member will faithfully follow the District's Code of Conduct for trustees and will guard all relationships, responsibilities and activities by that standard.

Approved _____ Revised _____

- 3.3.6. The Board will set forth policies for the governance and operation of the Schools.

Approved _____ Revised _____

- 3.3.7. The Board will provide governance leadership and pursue, through policy, the mission of the Schools to ensure that these policies are implemented by the Principal in the operation of the Schools.

Approved _____ Revised _____

- 3.3.8. The Board will delegate authority for the day-to-day operation of the Schools to the Principal.

Approved _____ Revised _____

- 3.3.9. The Board will be strongly supportive of the Principal and will make it a priority to maintain a productive and peaceful relationship with him/her with respect, trust and dignity.

Approved _____ Revised _____

3.4 Responsibilities of the Board President

- 3.4.1. The President will manage Board meetings to ensure that full discussion takes place, that peace and unity are maintained, and that meetings are conducted decently and in order. He/she will further manage the meetings so that decisions are not made reactively, whimsically, or in a manner that compromises the mission, vision and biblical values of the organization.

Approved _____ Revised _____

3.4.2. The President will coordinate the development of the agenda with the Principal.

Approved _____ Revised _____

3.4.3. The President will serve as spokesperson for the Board.

Approved _____ Revised _____

3.4.4. The President will ensure that the Board functions with biblical integrity in all its dealings and will confront and question any direction by the Board that varies from its Code of Conduct and standards of governance.

Approved _____ Revised _____

3.4.5. The President will ensure that Board policies are kept current, that each Board member has a copy, and that a copy is available for reference at each meeting.

Approved _____ Revised _____

3.4.6. The President will ensure regular communication with the Principal.

Approved _____ Revised _____

3.4.7. The President has no authority to make decisions beyond policies created by the Board within its proper parameters. The President may offer advice and encouragement but has no authority to supervise or direct the Principal unless specifically directed to do so by the Board.

Approved _____ Revised _____

3.5 Board Committees

3.5.1. The Board shall establish such standing committees and other committees as required to accomplish the business of the Board. Board committees may not speak or act for the Board except when formally given such authority.

Approved _____ Revised _____

3.6 Meetings

- 3.6.1. The Board will ensure that meetings are well organized and that members have every opportunity to be well prepared for each meeting.

Approved _____ Revised _____

- 3.6.2. Meetings will be announced to all Directors and a quorum must be present for any business of the Board to be conducted.

Approved _____ Revised _____

- 3.6.3. Special meetings may be called by the Board President, but these must include notification of all members of the Board and the Principal.

Approved _____ Revised _____

- 3.6.4. An executive session of the board will be scheduled on the agenda for each meeting to discuss any matter on or off the agenda. Personnel issues shall be discussed in executive session. The Principal will attend executive sessions of the Board except for the session for the preparation of his/her evaluation.

Approved _____ Revised _____

- 3.6.5. The Board will set an official meeting calendar for the year.

Approved _____ Revised _____

- 3.6.6. The agenda for each meeting will be posted in the Schools' office twenty-four hours prior to the meeting. Items not on the posted agenda may be introduced at the meeting and may be discussed but not acted upon except by unanimous consent of the Board.

Approved _____ Revised _____

- 3.6.7. A time for public comments will be set on each agenda.

Approved _____ Revised _____

- 3.6.8. The Principal shall serve as an ex officio nonvoting member of the Board.

Approved _____ Revised _____

- 3.6.9. The Board shall conduct business only when it is formally in session and in compliance with the quorum requirements of its By-Laws. No

individual Board member shall commit the Board to any action or decision not approved by the Board as a whole.

Approved _____ Revised _____

3.6.10. Agenda items of a confidential nature shall be designated by the Board President and shall be treated as such by Board members.

Approved _____ Revised _____

3.7 Minutes

3.7.1. Minutes will be kept for all meetings of the Board and its committees. The Secretary of the Board or a designee will record the minutes, ensure that a copy is provided for the official book of minutes, and distribute copies to all Board members promptly.

Approved _____ Revised _____

3.7.2. Minutes of the previous meeting will be approved upon amendment or correction at each subsequent meeting.

Approved _____ Revised _____