

VILLAGE PARKWAY CHRISTIAN SCHOOL Committee of Management Policy Manual

I. ELECTION AND TERMS OF OFFICE

A. ELECTION. The Village Parkway Baptist Church (VPBC) Committee on Committees nominates Committee of Management (COM) members and recommends these potential committee members to the church. The members of the church at a regular business meeting shall then elect the COM members. The COM shall consist of nine (9) members who are active members of VPBC.

B. TERM. Each COM member shall serve a three-year term of office. The terms of office will be structured so that each year three (3) members' terms shall expire. Then, three (3) new members shall be recommended by the Committee on Committees for a term of three (3) years to succeed the three members whose terms are expiring. Elections then will take place such that new members' terms begin on 1 June.

C. SUCCESSION. COM members may not be elected to succeed themselves; however, a member shall not be prevented from re-election if that member was completing less than 18 months of the unexpired term of a previous member.

D. REELECTION. After the completion of twelve (12) months following the expiration of his/her term, a member shall be eligible for re-election to the COM.

E. VACANCIES. A vacancy on the COM for any reason will be filled by vote of the church membership. A new member will be elected to fill the unexpired term of the member who vacated the position.

F. VPCS PRINCIPAL. The Principal of Village Parkway Christian School (VPCS) shall serve continuously as an ex-officio, non-voting member.

II. GENERAL RESPONSIBILITIES

The affairs, policies, functions, and operations of the school [except for its physical facilities, which are under purview of the VPBC Building Committee] shall be under the management and control of the COM. The COM shall be responsible for and authorized to:

- be the governing body of VPCS. The committee will determine basic policies for the operation of the school, provide general direction in carrying out such policies, and exercise control through the Chairman and school administration. Two (2) trustees of Village Parkway Baptist Church must sign all contracts negotiated by the school.
- establish and regularly evaluate the school's operational goals, educational objectives, and procedures.

- authorize the establishment or elimination of each grade level of the school and determine minimum and maximum enrollments.
- approve an annual operating budget (prepared by the VPCS Principal and budget committee) and establish and approve changes in salaries, benefits, tuition, registration fees, and all other charges made by the school; submit said operating budget to the membership of VPBC annually for approval.
- approve yearly hiring of teachers as well as non-professional school support staff as the Principal recommends.
- review the Principal's evaluations of the staff and teachers.
- approve curriculum as the Principal recommends.

III. CHARACTERISTICS

Members of the COM shall endeavor to attend all meetings, discuss items presented on the agenda, suggest other items for consideration, and vote upon motions and resolutions presented.

Official decisions of the COM can be arrived at only by majority vote of the committee. Individual committee members do not have independent authority to speak for the committee and should make no out-of-meeting commitments.

In addition to the foregoing, COM members should meet the following qualifications:

- have the courage of their convictions, and be promoters of the school;
- be prepared and willing to devote time to the study of the problems of education in the school, as well as the state and nation at large, so as to be able to interpret them to the parents and patrons;
- must be convinced of the priority of Christian education of Christian families.

IV. COM MEMBER ORIENTATION

Under the guidance of experienced COM members and/or the Principal, orientation will be provided to committee members through activities such as these:

- tour of school;
- discussions and visits with the Principal and other members of the school staff, if pre-approved and scheduled;
- review of relevant materials on COM and administrative policies and procedures.

Additional orientation activities may include:

- attendance at COM and administrative conferences and conventions on a local, area, state, and national basis;
- exchange of ideas through joint meetings with the teachers, school administrative staff, and neighboring schools' COMs.

V. COM OFFICERS, ELECTION, AND TERM OF OFFICE

The officers of the COM shall consist of a Chairman, Vice-Chairman, Secretary, and Treasurer. Each of the officers shall be elected from the membership of the COM.

The officers of the COM shall be elected annually by the committee at their last regular meeting that includes the members rotating off. This ensures an orderly transition of responsibilities. Officer vacancies occurring at other times shall be filled at the discretion of the COM.

Each officer shall hold office for one year, or partial year if elected to fill a vacancy occurring during the year. Each term of office shall expire annually as of the last regular meeting prior to June. Officers may be re-elected to the same office upon the vote of the committee.

VI. DUTIES OF OFFICERS

Officers shall have the authority to perform the duties of their office and those that may be prescribed from time to time by the COM.

A. **CHAIRMAN.** The COM Chairman shall preside at all meetings of the committee. The Chairman shall represent the committee in matters of policy and will serve as the official spokesman for the committee. The Chairman shall recommend and initiate for committee approval the guidelines and policies by which the business of the school shall be conducted. The Chairman shall appoint all subcommittees of the COM, and he/she shall be an ex-officio member of all such committees. The Chairman shall call special meetings of the committee. The Chairman shall sign official documents that require the signature of the Chairman's office.

B. **VICE-CHAIRMAN.** The COM Vice-Chairman shall assume the responsibilities of the Chairman in his/her absence or inability to act.

C. **SECRETARY.** The COM Secretary shall maintain records of all committee meetings, conduct official correspondence on behalf of the committee, and keep up-to-date files on the operation of the committee. The Secretary shall advise the committee of policies previously adopted which affect items on the agenda requiring policy consideration.

D. **TREASURER.** The COM Treasurer shall serve as the Chairman of the COM's Finance Subcommittee and shall work closely with the Bookkeeper regarding budget matters. The Treasurer shall work closely also with the Principal in the yearly budget preparation.

E. **TEMPORARY CHAIR.** At any meeting, if neither the Chairman nor Vice-Chairman is present, any member of the committee may call the meeting to order and preside until a temporary Chairman has been elected, whereupon the temporary Chairman will preside for the duration of the meeting or until such time as either the Chairman or vice-Chairman arrives in the meeting.

VII. CONFLICT OF INTEREST

No COM member(s) or members of their immediate family shall perform labor or services or furnish equipment and/or supplies to the school for which financial remuneration is made. The following guidelines shall be followed concerning the matter of conflict of interest:

- When any matter involving financial consideration comes before the COM and one or more members recognize they have an interest (personal or family) either directly or remotely related, said committee member(s) shall declare this interest to other members of the committee.
- In addition thereto, the member(s) shall refrain from participating in the matter of business being considered to the extent of non-participation in discussion concerning said business and abstention from voting
- A majority of the remaining committee members may decide that retiring from the meeting would be the most ethical course for the member(s) with a personal interest.

VIII. MEETINGS

The COM shall hold regular meetings at such time and place as the committee itself may determine. The Chairman or a majority of the committee members shall have the power to call special meetings. Any business may be transacted at a special meeting, but with the following constraints. Any proposed change in a previously adopted policy, or the proposed adoption of a new policy, may not be acted upon without notice thereof and drafts of proposed amendments or new policies being given to all COM members along with the notice of the special meeting, prior to the meeting at which such action is taken.

IX. QUORUM AND VOTING PROCEDURES

A majority of the members of the COM shall constitute a quorum. "Majority" is defined as at least five (5) COM members.

Voting shall be by voice vote, show of hands, or written ballot as directed by the Chairman. The number of "ayes" and "nays" on each motion shall be recorded in the minutes, and upon request of a member's vote, or failure to vote, such number shall be made a matter of record in the minutes of the meeting. All members

should either vote or officially abstain on each motion. The Chairman shall have a vote on each motion.

Any member may call for a roll call vote.

A quorum being established, a majority vote of those present is required to enact or defeat any proposition, except a proposition to amend a standing policy or rule of the committee that shall require at least five "aye" votes.

Adjournment of each meeting shall be upon motion and a vote, except that whenever the Chairman has put the question as to whether any member of the committee has further business to submit and has received no affirmative answer he/she may declare the meeting adjourned.

X. AGENDAS

The Principal and the Chairman of the COM jointly shall prepare the agenda for all committee meetings. Items of business may be suggested by any COM member or by the administration of the school for inclusion on the agenda.

Items of business may not be suggested from the floor for discussion and/or action at the same meeting until all business scheduled on the agenda has been completed, and then only at the discretion of the Chairman or the majority vote of the committee members present.

The agenda and supporting materials shall be distributed to COM members prior to the scheduled meeting or immediately before the meeting begins.

XI. COMMITTEE MEETING PREPARATION

Before action by the COM is requested or recommended, the committee shall be provided with adequate data and back-up information (preferably prior to the meeting date) to assist the members in reaching sound and objective decisions.

Committee members shall be expected to review the information provided to them, and to contact the Principal or other appropriate staff member or committee member to request additional information to assist decision-making.

XII. TRANSACTION OF BUSINESS

The COM, in discharging its responsibilities, may function in any of the following ways:

- transaction of business through regular or special meetings of the committee in accordance with policies and rules described elsewhere in this policy book;
- through special subcommittees of COM members or school administrative staff members, or a

combination thereof, empowered and authorized to act on behalf of the COM;

- through a single officer of the COM or an appointed and commissioned agent, empowered and authorized by the committee to act on its behalf in certain matters;
- through delegation of authority, by policies adopted, or by motions or propositions passed in official meeting;
- through the Principal, by direction of the COM.

Neither the school nor the COM shall be bound in any way by any statement or action by any individual member of the COM except when such statement or action is expressly authorized by the COM. (*Note: See paragraph XXIV regarding "emergency" situations.*)

XIII. MINUTES OF MEETINGS

Action by the COM shall be carefully recorded by the Secretary or a representative. When officially approved by the committee, these minutes shall serve as a legal record of actions taken by the committee. The recorded minutes of all meetings shall be approved by vote of the committee and shall be signed by the Chairman and by the Secretary. The minutes shall include a listing of members present and absent.

The official minutes of the COM shall be retained on file in the office of the Principal and shall be available for reasonable inspection during regular hours by members of the committee and such other persons approved by the committee.

XIV. AD HOC SUBCOMMITTEES

From time to time, ad hoc subcommittees may be appointed by the COM to serve at the committee's discretion as study groups to concern themselves with specific areas, for example in policy development.

Such a subcommittee shall:

- Select its own Chairman and Vice-Chairman if none is designated by the COM;
- Have a member of administrative staff of the school as a liaison with the committee.
- Address business as directed by the COM Chairman, who shall also act as an ex-officio member.

XV. STANDING SUBCOMMITTEE

Because financial stewardship is a Scriptural precept, there is created a standing Finance Subcommittee. As identified in paragraph VI. DUTIES, the COM treasurer is the chair of this subcommittee. The Finance Subcommittee has responsibilities as identified in other paragraphs herein, and has specific responsibility for the COM's general oversight on VPCS finances and budget.

Although the Treasurer is to be selected before new COM members are elected, Finance Subcommittee members shall be appointed after the new COM is formed each year. This opens the field to new members who may have particularly useful expertise. A primary consideration for appointment to this subcommittee should be a working level knowledge (but not necessarily an expert) of basic budgeting and financial reports.

XVI. WRITTEN POLICY

The school program shall be operated in all areas according to written policies.

Policies shall consist of written statements officially adopted by the COM to govern its own operation and/or to serve as guides for administrative procedures. These statements should be specific enough to give clear direction to those charged with implementation, but broad enough to allow for the use of administrative skill and discretion in making decisions.

Policies shall be developed and revised as needed to establish stable committee operations. The Principal should develop a written system of administrative procedures designed to implement COM policies. These procedures should be bounded by policies of the committee, statutes of Texas, and regulations of the appropriate accreditation body for Christian schools. Further, the Principal should develop a handbook system for recording and distributing these policies and procedures.

XVII. POLICY REVIEW

The COM shall follow through on the policies it has formulated. It shall evaluate how the policies have been executed by the school staff and shall weigh the results. The committee shall rely on the school staff and parents for providing evidence of the effect of the policies that it has adopted.

The committee also shall strive to keep its policies current. To achieve this end, the COM directs the Principal to call to its attention policies that may need revising. The COM gives the Principal authority to call in all policy manuals at such time as is convenient, but at least once annually, for review, and updating if necessary.

XVIII. POLICY DEVELOPMENT & DRAFTING

Adopting new policies or changing existing ones is solely the responsibility of the COM.

Proposals for new policies or changes to existing ones may be initiated in writing by any church member, any parent, or any employee of the school. Proposals shall be referred to an appropriate subcommittee of the

COM for detailed study prior to discussion in a regular meeting.

XIX. POLICY ADOPTION

Policy amendments or deletions introduced and recommended to the COM usually shall not be adopted until a subsequent meeting. Thus, time shall be given to permit further study and also to give opportunity to interested parties to comment. However, *temporary* approval may be granted if a situation is so urgent such that failure to enact policy would be detrimental to the interests of VPCS or VPBC.

Policies may be adopted, amended, revised, or rescinded at a regular meeting of the COM by a majority vote of the members. Whenever such changes to a policy affects employees, they shall be informed.

XX. POLICY DISSEMINATION

The Principal is directed to establish and maintain an orderly plan to preserve and make accessible the policies adopted by the COM and the administrative rules and procedures needed to put them into effect.

Accessibility is to extend to all employees of the school, members of the church, and parents and patrons.

XXI. SUSPENSION OF POLICIES

The operation of any section or sections of COM policies not established by law or contract may be temporarily suspended by a majority vote of committee members present at a regular or special meeting. However, the constraints identified in paragraph VIII. MEETINGS are in effect.

XXII. REVIEW OF ADMINISTRATIVE RULES

The COM reserves the right to review and veto administrative rules and procedures should such rules be inconsistent with the policies adopted by the COM.

XXIII. COM – PRINCIPAL RELATIONS

The COM believes that the *legislation* of policy is a key function of the COM, and that the *execution* of policy is a key function of the Principal.

Delegation by the COM of powers to the Principal provides freedom for the Principal to manage the school within the COM's policies. In turn, the Principal keeps the committee informed about school operations.

XXIV. ADMINISTRATOR "EMERGENCY" POLICY

If a situation requiring immediate action arises--but for which there is no formal policy--the Principal is authorized to act according to his/her best judgment. The Principal shall provide a follow-up report to the COM for review at the first opportunity.

XXV. BOOKS OF RECORD AND FINANCIAL STATEMENTS

The financial transactions of the school shall be recorded on a continuing basis in the books or record. Said books shall include at least a cash receipt and disbursements journal, general journal entries, and a general ledger, consisting of all the financial accounts of the school. The Bookkeeper shall reconcile the bank statement(s) monthly. The COM shall hear a motion to accept the financial report upon its presentation at a regular meeting.

The financial statements presented shall include an income statement. The income statement shall reflect the current month's financial compared to the approved budget.

XXVI. RECEIPTS AND DISBURSEMENTS

The Bookkeeper shall document and deposit all receipts of the school on a timely basis. Appropriate checks and balances (internal control) shall be enforced by the church treasurer. All deposit slips shall be kept in sufficient detail so as to document the course of the funds as well as the purpose.

All disbursements from the school accounts shall be supported by appropriate documentation substantiating the amount of the expenditure, purpose, approval, and receipt of the goods and/or services. The expenditures shall be approved by the Principal.

XXVII. CHECKING AND OTHER SCHOOL ACCOUNTS

Each account of the school shall be authorized by the COM. Annually, upon the election of new officers, the COM will formally approve the authorized signers on the accounts of the school. All school accounts shall require two (2) authorized signatures. The appropriate bank signature cards and other documentation shall be maintained by the Bookkeeper, with approval of the church treasurer. All accounts of the school shall be maintained at a financial institution that insures deposited funds.

XXVIII. BUDGET PROCESS

The COM shall adopt an annual budget consisting of anticipated revenues, expenses, and significant fixed asset additions. The timing of the budgeting process is critical to establishing and communicating the tuition,

book, and registration fees to parents as well as for setting salaries and benefits. The following calendar schedule should be observed to meet timing requirements:

DECEMBER: The Finance Subcommittee will meet with the Principal to prepare a proposed budget.

JANUARY: The Finance Subcommittee will present the proposed budget for COM deliberations. The COM then will adopt the tuition and registration fees for the coming school year.

JULY: The COM will adopt the "final" budget prior to the new school year commencing in August.

SEPTEMBER: The COM will consider an "amended" budget to reflect student enrollment and adjustment of expenditure levels, if necessary.

XXIX. TUITION DISCOUNTS

All discounts will be set and authorized only by the COM. The type(s) of discounts available can vary year to year to meet the financial and enrollment needs of the school. All discounts are effective only for the current school year. The Principal will provide the discount information to the patrons and COM. Discounts (types and amounts) are to be set no later than the January COM meeting for the upcoming school and budget year.

XXX. PAYMENT SCHEDULES AND PAST-DUE AND DELINQUENT ACCOUNTS

Registration and material use fees are due and payable before a student will be officially enrolled in school. Tuition payments are due on the first of each month.

Delinquent accounts continue to be the obligations of the responsible parties to the school. The Bookkeeper should maintain contact with the responsible parties and counsel them in an effort to collect the amount due the school. Committee authorization shall be necessary before any legal proceedings or other collection efforts (beyond those previously addressed) are undertaken.

No account owing to the school will be forgiven or "written off" without direct action (i.e., vote) by the COM. At each regular meeting of the COM the Principal will report all delinquent accounts and any agreed-upon extended payment plans.

Additional information regarding delinquencies and consequences thereof are to be found in the Parent Handbook.