

# **SERVING ON THE VCA SCHOOL BOARD**

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## **The VCA Board of Trustees**

There are eleven members of the Board of Trustees from the membership of the Association. Any member to be considered for election to the Board of Trustees must have been actively involved in the school for at least one full year. Members of the Association automatically include all current parents and employees. Other people (past parents, grandparents, etc.) who support the school financially or through volunteerism may join the Association and be considered for the Board.

The board member term is three years. There are options for extending board service, but six years is the maximum that can be served without taking a year off.

The Board meets on the third Tuesday of each month August through June at the school (eleven times). Each board member serves on one of the committees which also meet once per month.

## **FUNCTIONS of the Board**

The VCA Board of Trustees will:

1. serve as spiritual leaders of the Association, waiting upon God for His direction and wisdom,
2. approve an annual budget based upon the recommendation of the Administrator and Finance Committee,
3. approval the annual school year calendar,
4. employ all contracted educational personnel,
5. serve as the final board of appeals in all misunderstandings involving personnel employed by the Association,
6. devise ways and means for obtaining the necessary funds for operating the school and determine how these funds shall be distributed,
7. propagate the cause of Christian education in the community by means of public meetings, literature, etc.,
8. maintain a good working relationship with local public schools, with the State Department of Public Education, and with Christian school associations,
9. perform other duties and functions commensurate with those of the governing body of a non-profit corporation (from the VCA Constitution).

## **QUALIFICATIONS TO SERVE**

1. You should agree with the Statement of Faith of Valley Christian Academy.
2. You may not be employed by the school on a full-time basis.
3. You should have been associated with the school for a minimum of one year prior to nomination.
4. There can be no more than five members of any single church congregation serving on the Board simultaneously.
5. A board member must understand and fully support and represent the Mission Statement, Vision Statement, Purpose Statement, and the Core Values (see below).

## **MISSION STATEMENT**

Valley Christian Academy builds a godly foundation in our students through Christ-centered education in cooperation with the Christian home and church so that our students know, love, and obey Jesus Christ.

## **VISION STATEMENT**

Valley Christian Academy will:

1. provide excellence in academic training rooted in biblical principles and values,
2. encourage students to reach their fullest potential by maintaining a healthy spiritual, physical, social, and emotional life,
3. and provide the needed facilities, equipment, and technology necessary for carrying out the academic and extracurricular programs.

## **PURPOSE STATEMENT**

Valley Christian Academy exists as an extension of the home and of the church to fulfill God's commands to

raise children "in the nurture and admonition of the Lord" (Ephesians 6:4), and to teach His words "diligently unto our children" (Deuteronomy 6:5-7). Our foundation rests upon acknowledging Jesus Christ as Lord and Savior, and the Bible as the Word of God, the final authority in truth and practice. We strive to help each child grow spiritually, mentally, physically, and socially through the dedication of teachers, administrators, and staff who love the Lord and desire to serve Him through the educational process. We rely on parents to help us through their prayers, their cooperation, and their active involvement in the life of this school.

#### STATEMENT OF FAITH

1. The Bible is the inspired and only infallible and authoritative Word of God.
2. There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity of our Lord, Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal bodily return to this earth in power and glory.
4. The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
5. Regeneration by the Holy Spirit is absolutely essential for personal salvation.
6. We believe in the sanctifying power of the Holy Spirit, whose indwelling in the Christian enables him to live a holy life. We are not perfect at this time, but are set apart as children of God.
7. We believe in the resurrection of both the saved and lost, the one to everlasting life and the other to everlasting damnation.

#### VCA's CORE VALUES

##### EXCELLENCE

We believe that God has called us to give our best effort in everything we do. Excellence does not mean a state of perfection, but that we continually reflect, evaluate, and strive to give a well-informed, whole-hearted effort. We must be teachable, always working at bettering ourselves.

"Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth." II Timothy 2:15

##### ACADEMIC QUALITY

Learning is a school's highest priority. This includes not only the transfer of information, but developing the skills necessary to effectively utilize information and apply it in practical ways.

"Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by the cunning and craftiness of men in their deceitful scheming.

Instead, speaking the truth in love, we will in all things grow up into him who is the Head, that is, Christ."

Ephesians 4:14-15

##### GOD-HONORING, CHRIST-CENTERED, SPIRIT-LED

Valley Christian Academy exists to glorify God by providing a complete school experience where Christ is the center point of all we do. "... whatever you do, do it all for the glory of God."

I Corinthians 10:31

##### LEADERSHIP

Those in charge of providing for and training others are leaders. Throughout all levels of the leadership team, including the board, administration, faculty, staff, and volunteers, the character of Christ must be the guiding example in caring for and developing others toward their potential. "Go and make disciples of all nations, baptizing them in the name of the father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." Matthew 28:19-20a

##### ENRICHING ENVIRONMENT

A Christian school should be a very special, caring community. VCA partners with parents and works as an extension of the Christian home to help lay a godly foundation and train children in godly ways.

"Dear children, let us not love with words or tongue, but with actions and in truth. "

I John 3:18

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness

and peace for those who have been trained by it. " Hebrews 12:11

### SERVING OTHERS

Everyone at VCA is called to serve others. This requires that we give selflessly so that others benefit from our efforts. There can be no hidden agendas or focus on selfish gains. Serving others develops character which pleases God. "The Son of Man did not come to be served, but to serve, and to give His life a ransom for many. " Matthew 20:28

### **. . . THOUGHTS FROM PAST BOARD MEMBERS . . .**

#### **What do you think makes a good board member?**

- > Dedication to the belief that education and one's faith go hand in hand.
- > One who has an open mind, with the ability to listen to "every" side of an issue, and a prayerful heart that does not settle on human perception. The Board is here for His glory and listening is very important.

#### **How has being on the Board affected you?**

- > Being on the Board has truly opened my eyes to what it takes to run a school with excellence. It has made me realize how blessed we are to have such dedication from our staff, volunteers, etc. There is a ton of behind the scenes work that people quietly take care of with no complaints. I have been humbled.
- > Being on the Board has helped me appreciate the value of Christian education. It also has helped me understand the dedication of staff and parents and the sacrifices those committed to it give.

Share a benefit or blessing of being on the Board.

- > The opportunity to support the school's administrators, teachers and other staff members.
- > The greatest benefit has been understanding the commitment and sacrifices those involved at VCA give our children.

#### **What would you say to someone who would like to be on the Board but is not sure they have to offer?"**

- > God merely asks us to be obedient to His call; He will supply the knowledge and wisdom needed for the task.
- > God has plans for all of us— we need to listen. I have seen new Board members that thought they had nothing to offer bring tremendous insight to tough issues. We are responsible to react to God's calling.
- > Every parent has something to offer the Board. The more diversity the Board has, the better it is able to reflect the needs and desires of the VCA body. We all want the best for VCA and God often uses people in ways that they never imagined.

### **NOMINATION and ELECTION TIMELINE**

1. Nominations will be received for potential board members. Nominees will be contacted, their questions answered, and applications collected if they wish to be considered.
2. A nominating committee shall be appointed by the Board President with the approval of the Board.
  - a. The nominating subcommittee shall consist of at least three (3) individuals, including the Vice President of the Board who shall serve as its chair, a second board member and an at large member of the Association.
  - b. Responsibilities of the nominating committee shall be as follows:
  - c. Open nominations and publicize Board openings and qualifications.
  - d. Receive nominations and applications.
  - e. Review applications and conduct interviews.
  - f. Recommend nominees to the Board for placement on the ballot for Annual Meeting vote.
  - g. Publicize the final candidates to membership.
  - h. Conduct election (ballot formation, introduction, distribution, collection and tabulation).
  - i. The Committee shall be dissolved by the Board President upon completion of the election process.
3. At or before the January meeting of the Board of Trustees, the nominating committee shall present a slate of recommended candidates. With the approval of the Board of Trustees, this slate shall be prepared for presentation at the annual meeting. Those receiving the greatest number of votes from those members present who are entitled to vote shall be declared elected.
4. New Board Members will attend the April, May, and June Board Meetings as observers, with their term beginning in August.

## OFFICERS of the Board of Trustees

- PRESIDENT. The President of the Association shall be elected by the members of the Board of Trustees at the June Board meeting each year. The President shall be the chief executive officer of the organization and shall preside at all meetings of the Board of Trustees, is an ex-officio member of all board committees, and performs such other duties as may be assigned to him by the Board of Trustees.
- VICE-PRESIDENT. The Vice-President of the Association shall perform the duties of the President in his absence and shall have any other duties determined by the Board of Trustees. The VP will also serve as the chairman of the nominating committee each year.
- TREASURER. The Treasurer of the Association shall have charge of the funds, keep all monies in the name of and to the credit of the Association in such bank or banks as may be designed by the Executive Committee. He shall at all times keep full and accurate books of account.
- SECRETARY. The Secretary of the Association shall keep on file accurate accounts of all meetings of the Board of Trustees; shall keep accurate records of the attendance of all members of the Association, shall prepare reports for the trustees whenever requested, and shall perform such other duties as may be required by the Board of Trustees.

The above officers shall be known as the Executive Committee (from our Constitution).

## COMMITTEES of the Board

The standing committees and their responsibilities

1. Donor Funding Committee
  - a. Developing a Plan. The Committee is responsible for assisting the Board and the Administration in maintaining annual and multi-year plans to promote an organized approach for all funding activities, to include the type of effort, the target community, the timeline, and documentation method. Period re-evaluation is important.
  - b. Raising Money for VCA. The Committee is responsible for assisting the Board and the Administration in the raising of funds through various means of charitable giving (corporate and family), which include direct donor contact, various communication methods including but not limited to electronic or print direct mailings, newsletters, and phone, and through special events, projects or school-wide fundraisers, and grants.
  - c. Educating the Various VCA Communities. The Committee is responsible assisting the Board and the Administration in for informing the various VCA communities of the needs of the school, the methods though which to give, and periodic updates of the progress toward goals.
  - d. Coordination with the VCA Endowment Committee. The Committee is responsible for assisting the Board and the Administration in communication with the VCA Endowment Committee so that coordinated efforts can be maintained.
  - e. Historical Perspective and Trends. The Committee is responsible for assisting the Board and the Administration in maintaining a historical perspective on the numbers and trends of charitable giving over the years at VCA.
2. Enrollment Committee
  - a. Promote VCA. The Committee is responsible for assisting the Board and the Administration in increasing awareness of VCA in local communities and promoting VCA through various marketing means, which include but are not limited to communication by electronic, print, or word of mouth methods and by events which expose VCA to various communities for the purpose of awareness, visitation, or enrollment.
  - b. Review and Enhance the Enrollment Process. The Committee is responsible for assisting the Board and the Administration in overseeing all aspects of enrollment, from initial contact with VCA through the completion of the application and enrollment process. The Committee is also responsible for assisting the Board and the Administration in soliciting and examining feedback from potential and current families in order to understand perceptions about the enrollment process , to look for ways to continually improve the process, and, ultimately, to increase enrollment at VCA.
  - c. Monitor and Improve Retention. The Committee is responsible for assisting the Board and the Administration in monitoring VCA's retention rate and soliciting feedback from returning and non-returning families regarding reasons for, or for not, returning to VCA. The Committee is also responsible for working with the Board and the Administration to develop strategies to enhance retention.
  - d. Provide Historical Perspective and Monitor Trends. The Committee is responsible for assisting the Board

and the Administration in maintaining a historical perspective on the numbers and trends of student enrollment and the various methods of promoting the school. The Committee is also responsible for assisting the Board and the Administration in monitoring trends in Christian, public and alternative means of education (education locally and nationwide), as well as general social and economic conditions, in order to predict the effects such trends may have on enrollment and retention at VCA.

3. Finance Committee

- a. Review and Approve Annual Operating Budget. Annually, the Committee will review the proposed annual operating budget for the ensuing fiscal year as presented by the Business Manager and Administrator. After review and revision, if necessary, the Committee will recommend a final operating budget to the Board for approval. The approved operating budget formally confers spending authority for operating costs to Administration, subject to the policies and procedures adopted by the Board.
- b. Review Financial Results. Monthly, the Committee will receive and review financial statements consisting of the monthly and year-to-date: (1) balance sheets; (2) income statements; (3) budget vs. actual statement; and (4) key financial performance benchmarks that the Committee deems relevant. These financial statements will be accompanied by an oral explanation from the Business Manager, highlighting any financial issues and, as necessary, suggested next steps.
- c. In addition, at its regular monthly meetings, the Committee will review the status of VCA's financial condition and discuss, in detail, any issues that need to be addressed by the Board.
- d. Maintain Appropriate Capital Structure. From time to time, the Committee will work with Administration to undertake longer-term financial planning to evaluate future fiscal needs. The Committee will review the underlying assumptions and analyses, as well as the methodology utilized. The Committee will then recommend a capital structure that best meets VCA's needs.
- e. Provide Timely and Accurate Financial Information. The Committee will continually review and advise Administration regarding the form, content and frequency of financial information necessary for it to fulfill its responsibilities. Furthermore, to the extent necessary to inform the Board, the Committee may request additional information from the Business Manager regarding key financial information and performance indicators necessary to allow the Board to fulfill its fiduciary responsibility.
- f. Assist with Endowment Fund. The Endowment Fund will provide a vehicle in raising and managing funds with the goal of benefiting VCA in perpetuity. Once gift is given, its independent Endowment Board of Directors will manage, through investment, funds to be used by VCA to fulfill its vision. Gifts may consist of cash, stocks, closely-held securities, real estate or personal property. The Committee will assist the Endowment Board on an ongoing basis as necessary.
- g. Project Long-Term Financial Position. The Committee will maintain a three-year rolling projection of VCA's finances to alert the Board to future financial trends.

4. Policy and Personnel Committee

- a. Policies. The Committee is responsible for the VCA Constitution and VCA Bylaws, the template for the Rules of Governance, the VCA Policy Manual and all school policies (including but not limited to personnel guidelines) (collectively, "Policies") and all contracts with Administration and faculty ("Contracts"). The Committee also shall assist Administration with the VCA Parent/Student Handbook, contracts with independent contractors, and other policies and contracts on an as-needed basis. In this regard, the Committee shall:
  - interpret existing Policies in the case of question, conflict or challenge in a manner;
  - perform an independent periodic review of existing Policies for compliance with (i) Biblical guidelines, (ii) federal, state and local laws, and (iii) sound legal/business practices, and develop new Policies, and make recommendations for Policy changes;
  - review Contracts prior to being presented to contracted individuals for compliance with (i) Biblical guidelines, (ii) federal, state and local laws, and (iii) sound legal/business practices, and make recommendations for Contract changes;
  - consider requests for new Policies and/or Policy changes from Administration, faculty, the Board and other interested parties/groups, and make recommendations for/against such Policies; and
  - with respect to Board-approved changes to the VCA Constitution, develop and implement a process to timely notify and educate members of the Association as to the proposed changes prior to the vote by such members.
- b. Personnel. The Committee is responsible for assisting the Board and the Administrator in personnel matters. In this regard, the Committee shall:

- assist the Board by interviewing prospective Administrators or, in the alternative, considering the rehire of the existing Administrator, and offering input for the Board's consideration;
- assist the Administrator by interviewing prospective members of Administration other than the Administrator, faculty and other contracted individuals, or, in the alternative, considering the rehire of such individuals, offering input for the Administrator's consideration, and proposing the Administrator's considered recommendations to the Board or vetoing such recommendation, as applicable;
- assist the Administrator or, as applicable, the Board, in cases of discipline of and grievances against VCA employees;
- assist the Administrator or, as applicable, the Board, and the Finance Committee by developing, reviewing and revising salary scales, compensation and benefits packages, and bonuses for members of Administration, the faculty and other contracted individuals;
- develop and maintain a procedure for evaluating the Administrator and work with the Board to evaluate the Administrator no less frequently than annually and establish goals for the next school year;
- work with the Board and Administration in evaluating the need to add or eliminate positions, or modify the terms of employment (e.g., hours worked) relating to VCA employees and other contracted individuals; and
  - assist the Administrator in developing job descriptions and evaluation procedures for VCA employees (other than the Administrator) and other contracted individuals.

5. Tuition Assistance Committee

- a. Annually consider applications for tuition assistance prior to the school year, as per policy. Make recommendations to the Board.
- b. Consider emergency requests for financial assistance during the school year. When tuition assistance funds are not available (or not enough to meet certain needs), work with the Administrator to privately match need families with families who are able to help financially.

OTHER COMMITTEES

The President, by and with the consent and approval of the Board of Trustees, may appoint committees for finance, development, personnel, curriculum, financial aid, admissions, policy, and for such purposes as from time-to-time may by him be deemed advisable. All committees shall be chaired by a member of the Board of Trustees. All other committees shall hold meetings at the discretion of their chairman who will be responsible for reporting recommendations to the President and Board of Trustees.