

## **Board of Education Policies**

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## **200 Board of Education Members**

### **Board Qualifications**

Members of the Board of Education must be men and women of exemplary Christian character who have a clear Christian testimony within the association, their church, place of employment, and the community at-large. The Board of Education members must all be in good standing financially with the school.

Board candidates may be drawn from the association membership or from the community at-large. Up to two board members from the community at-large may serve on the board concurrently. At no time shall members from the community at-large become a majority on the board. School employees are prohibited from serving as board members.

### **Board Nominations**

The Board of Directors and Head of School are jointly responsible for recruiting qualified candidates to serve on the Board of Directors. During the application process, potential candidates will have the opportunity to meet with the Head of School to discuss qualifications and needs of the Board of Directors.

The Board of Directors will appoint a nominating committee to review applications, interview the candidates and verify their qualifications. The committee will present the approved candidates at a regular meeting of the Board of Directors. A member of the Board shall be an ex officio member of the committee. All candidates must be approved by a majority vote of the board before their names are placed on the ballot at the Annual Association Meeting.

Board candidates will be announced to the association no less than three weeks prior to the Annual Association Meeting. During this time of public review, association members and employees may share with the HOS or nominating chair any concerns or biblical reasons they question the qualifications of a specific candidate to serve as a board member. If a valid concern is raised during the period of public review, a name may be removed from the ballot before the Annual Meeting by a majority vote of the Board of Directors.

### **Board Responsibilities**

1. Ensure the spiritual culture of the school.
2. Hire, oversee, and work in coordination with the school administrator.
3. Establish school strategic plan and objectives.
4. Establish and oversee all school policies, including financial.
5. Approve textbooks.
6. Approve all student expulsions.
7. Approve hiring/dismissal of all school personnel.
8. Serve as representatives/liasons within the community at-large.

## **Officers of the Board**

(See Article VIII - Board of Education By-Laws)

The officers of the board shall be the Chairman, Vice Chairman, Secretary, and Treasurer. The Board of Education will elect the board officers.

## **Board Member Term of Service**

A board member must commit to a minimum of three years of service their initial term. At the conclusion of a three-year term, a board member may apply to serve an additional three-year term.

Board members may be elected for two (2) consecutive terms of three (3) years. Members who have served two (2) full terms are ineligible for election for the period of one (1) year. A class list based on terms and years of membership shall be maintained by the Board Secretary. Board terms begin on July 1 of the year elected and end three years later on June 30.

During the months of May and June newly elected Board members (not second term) will attend all board meetings as board members-elect for orientation purposes only. Board members-elect shall have no voting powers during this time.

The Secretary of the Board will maintain a list of current terms.

## **Dismissal of Board Members**

A board member can be dismissed from the board at any time he or she is deemed to be disqualified. The decision to dismiss a board member must be by unanimous consent of all remaining board members.

## **201 Board of Education Monthly Meetings & Procedures**

Regular meetings of the Board of Education are scheduled as determined by and are conducted by the BOE. The Board of Education will work off a predetermined agenda and record meeting minutes. Persons who wish to meet with the board may do so by contacting the Board Chairman and Secretary in writing to be included on a meeting agenda.

## **Board of Education Meeting Visitors**

Association members may observe a board of education meeting. Non-association members may be invited to board of education meetings by the Chairman or Vice Chairman. All visitors are asked to sign in at which time they will be provided an agenda.

## **Closed Session**

The board of education may meet in closed sessions of the board. Admittance to closed sessions is determined by the board Chairman or Vice Chairman. Minutes are taken during closed sessions, but kept confidential.

## **Executive Committee**

The executive committee includes the Chairman, Vice Chairman, Secretary and Treasurer. They may also meet in closed session.

## **202 Conflict of Interest**

All board members, officers, agents, and employees of Ankeny Christian Academy shall disclose all real or perceived conflicts of interest that they discover or that have been brought to their attention in connection with this organization's activities.

A "conflict of interest" occurs where a person is responsible for promoting the interest of the school at the same time he or she is involved in a competing personal interest (financial, business, personal, or relational).

"Disclosure" shall mean providing properly, to the appropriate person, a written description of the facts comprising the real or apparent conflict of interest. An annual disclosure statement shall be circulated to board members, officers, and certain identified agents and employees to assist them in considering such disclosures, but disclosure is appropriate and required at any time conflicts of interest may occur.

The written notices of disclosures shall be filed with the Board of Education or such other person designated by the Board of Education to receive such notifications. At regular meeting of the board, all disclosures of real or perceived conflicts of interest shall be noted for the record in the minutes.

An individual board member, officer, agent, or employee who believes that he or she or an immediate member of his or her immediate family might have a real or perceived conflict of interest, in addition to filing a notice of disclosure, must abstain from

1. participating in discussions or deliberations with respect to the subject of the conflict (other than to present factual information or to answer questions),
2. using his or her personal influence to affect deliberations,
3. making motions,
4. voting,
5. executing agreements, or
6. taking similar actions on behalf of the association where the conflict of interest might pertain by law, agreement, or otherwise.

At the discretion of the board, a person with a real or perceived conflict of interest may be excused from all or any portion of discussion or deliberations with respect to the subject of the conflict.

A member of the board, who, having disclosed a conflict of interest, nevertheless shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes of the meeting shall reflect the individual's disclosure, the vote thereon, and the individual's abstention from participation and voting.

The board shall ensure that all board members, officers, agents, employees, and independent contractors of the association are made aware of the association's policy with respect to conflicts of interest.

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