

ELECTED POSITION DESCRIPTION

Member, School Board

Each year, St. Luke's elects two individuals to serve on the School Board. These individuals are elected to a three year term. To be nominated, the individual must be a member of St. Luke's Lutheran Church and have been a member of the Voters' Assembly for at least one year.

Elections are held at the 3rd Quarter (April) Voters' Meeting each spring. Terms begin on July 1 of each year. Positions within the School Board (Chairman) are elected by the School Board themselves at the first meeting (July) of each year.

Bylaws

5.5. School Board.

5.5.1. The School Board shall consist of the Senior Pastor or his pastoral designate, six elected members of the Voters' Assembly, the Treasurer or his/her designee from within the Board of Directors, and the Superintendent or Principal. The voting privilege shall be vested in all of the above-mentioned members. The term of office for the elected members shall be three years; two members shall be elected each year, each member having a limitation of three consecutive terms. Nominations for the elected members from the Voters' Assembly shall strive for a mix between members with, and without, children enrolled in St. Luke's School.

5.5.2. Shall establish objectives, set policies for, and supervise the total education program in the Day School, After School Care, and the Summer Day Camp.

5.5.3. Shall provide for active expression of Christian love and concern as an integral part of the total education program.

5.5.4. Shall provide for the professional growth of the educational staff through in-service training, continuing education, etc. in accordance with the Lutheran Church-Missouri Synod.

5.5.5. Shall annually review and make recommendations to the Board of Directors concerning lists of candidates recommended for the called position of professional teacher.

5.5.6. Shall recommend salary policy for fringe benefits, vacations, etc. for the School Staff.

5.5.7. Shall recommend non-member and member tuition and other fees annually, including recommendations for methods for collection of same.

5.5.8. Shall establish the school year calendar.

5.5.9. Shall strive to maintain district and Synodical accreditation, and conduct periodic re-evaluations in this regard.

5.5.10. Shall be concerned with the spiritual, emotional and physical health and welfare of

the School Staff and their families.

5.5.11. Shall seek to strengthen families as basic units of Christian education, through parent-teacher organizations, conferences, etc.

5.5.12. Shall monitor the educational facilities and equipment for the purpose of making recommendations to the Board of Trustees regarding maintenance, repairs, replacements and new/improved equipment needed.

5.5.13. Shall submit a written quarterly report to the Board of Directors.

5.5.14. Shall ratify a yearly department budget as presented by staff and submit to the Board of Directors for the coming year.

3. NOMINATIONS AND ELECTIONS:

3.1. A nominating committee, selected by the President and approved by the Board of Directors, shall present to the Board of Directors for their approval a slate of candidates for all elected offices. Additional nominations may be made from the floor of the meeting of the Voters' Assembly. No person shall be nominated without his/her consent. To be eligible for elected office, a person must be a member of the Voters' Assembly for a period of at least one (1) year prior to the commencement date of his/her term of office.

In addition, no teacher or other member of the St. Luke's Lutheran School staff shall be eligible to serve on the School Board. The immediate family (spouse, sibling, child, parent, or grandparent) of school faculty and staff shall not be eligible for election to the School Board or as Treasurer of the Congregation.

No member of the Church staff shall be eligible for any elected office.

3.2. All Directors shall be elected at a duly called meeting of the Voters' Assembly during the second quarter of the calendar year. Voting shall continue until a clear majority has been established after candidates receiving the lowest number of votes have been eliminated in each succeeding ballot.

3.3. All elected Board of Director members are elected for a term of three (3) years, with each member having a limitation of three consecutive terms, and one-third of the Board positions elected each year.

3.4. Elected Board Members shall be inducted into office in a public service of the Congregation.

3.5. In the event a vacancy develops on the Board of Directors, the President shall make an appointment for the remainder of the term of office. All such appointments are subject to the approval of the Board of Directors, and ratified by the Voters' Assembly.

Further Detail for School Board

General purpose of position:

To establish objectives, set policies for, and supervise the total education program St. Luke's Lutheran School.

Top position responsibilities:

1. Working with the School and Church Administration to set policies.
2. Supervise the establishment of educational objectives.
3. Supervise the educational program.
4. Ratify the work of the School Administration
5. Ensure the best quality Christian education.

Important skills/personality traits to effectively fill this position:

1. Good listening skills.
2. Willingness to work with others in a constructive framework.
3. Dedication to the continuing improvement of St. Luke's Lutheran School
4. Ability to effectively evaluate the direction of education.

Time invested per month:

1. Meetings:
Board of Directors (chairperson only - As requested.)
School Board: 2-3 hours monthly (currently 3rd Thursday at 6:30 pm)
2. Non-Meeting: Review reports prior to board meetings
3. Subcommittee/Special Committee Meeting – as needed
4. Chairperson is a member of the Foundation.

Service provided typically occurs:

1. School Board meeting once a month and as needed
2. Board of Directors - As requested
3. Term of service is 3 years

Training Provided:

1. St. Luke's annual Leadership/Planning Retreat
2. Pre-service mentoring by outgoing Board member(s)

Additional Suggested Experience:

1. Experience in a school setting as an employee/volunteer
2. Past/present school parent
3. Management and/or business experience
4. Legal and/or financial experience
5. Understanding/familiarity with policy governance.

Accountability:

1. Voters' Assembly
2. Board of Directors