**KEOKUK CHRISTIAN ACADEMY**

**SERIES 300**

**GOVERNANCE**

300 Governance - Role and Purpose of the Board

301 Qualifications for Board Members

301.1 Code of Commitment and Ethics

301.2 Conflict of Interest

301.3 Professional Development

301.4 Self-Evaluation

**DISTRICT**

**POLICY NO. 300**

**GOVERNANCE**

**ROLE AND PURPOSE OF THE BOARD**

The Keokuk Christian Academy School Board of Trustees exists to maintain and advance a Christian school by upholding the district’s policies, bylaws, mission statement, and statements of faith.

The Keokuk Christian Academy School Board of Trustees are responsible to God, the source of all wisdom, and will seek His divine will in all matters coming before it. The board shall govern with an emphasis on biblical integrity and truthfulness in all methods and practices, proactively pursue the mission, encourage expression of various points of views while seeking unity of spirit, and engage in strategic leadership while maintaining a clear distinction between the role of the board and the role of the district administrator. Trustees shall reflect the love of Jesus Christ in all official relationships.

Authority for the school’s governance lies with the board of trustees. The board’s decisions are binding in all matters, except as otherwise specified in the article of incorporation, the bylaws, and/or the board policy manual. The board of trustees is the final authority for matters of belief and conduct.

The Board will act as the final arbiter in any grievance brought between employees, parents, and the district administrator. The Board will act in such a capacity only after the grievance procedure outlined in the school’s policy and/or handbook has been satisfied.

Keokuk Christian Academy is organized and operated as a nonprofit organization. It is a Christian school adhering to the laws of the State of Iowa and many of the rules of the Department of Education. The board of trustees will, whenever possible, seek and maintain state approval and certification by way of full accreditation through an independent accrediting agency, namely Christian Schools International.

**DISTRICT**

**POLICY NO. 301**

**GOVERNANCE**

**QUALIFICATIONS FOR SCHOOL BOARD MEMBERS**

All Keokuk Christian Academy trustees must confess Jesus Christ as their only Savior and Lord and shall personally believe, adhere to, and support the infallible and inerrant Word of God as written in the Bible, exhibit a lifestyle consistent with the Word of God, and be a member of and regularly attend a church that adheres to these stated beliefs. Trustees must confirm KCA’s statements of faith.

Trustees may not be employed by Keokuk Christian Academy nor have any conflicts of interest as stated in Board Policy - Conflicts of Interest.

The longest period trustees may serve is 9 years (3 - 3 year terms), followed by one year off, and then the possibility of nine more years (3 - 3 years terms), with this pattern having the possibility of being repeated indefinitely.

**DISTRICT**

**POLICY NO. 301.1**

**GOVERNANCE**

**SCHOOL BOARD CODE OF COMMITMENT AND ETHICS**

All Keokuk Christian Academy trustees are required to sign this code of commitment and ethics annually. New Testament Christian Church establishes and empowers the board of trustees of Keokuk Christian Academy to govern and represent all aspects of the school on their behalf to ensure that KCA achieves results consistent with its mission.

**As a trustee of Keokuk Christian Academy, I pledge to…**

* Protect, promote, and advance our district’s mission, statements of faith, and core values that cause the school to continue to pursue Christ and follow God’s holy word as written in the Bible
  + Pray regularly for the school, leadership, faculty, students, trustees, and others associated with the school family
  + Promote the school at every opportunity
  + Not seek to change the district’s doctrinal and philosophical positions consistent with school policy, procedures, or curriculum
* Uphold and support the district’s bylaws and policies
* Respect the roles and limits between board and administration, recognizing the trustee’s job is to ensure the district is well organized abiding by it’s bylaws, policies, mission and statements of faith
* Evaluate the district’s administrator annually
  + Not make any judgment of performance of the administrator or school staff outside of closed session
* Hire the district’s administrator when a vacancy occurs
* Participate in developing the district’s school improvement plan
* Receive a annual progress report regarding the district’s improvement plans from the district’s administrator
* Vow to be good stewards of the district’s budget prohibiting decisions that are knowingly beyond what the district’s budget can afford &/or maintain
* Function as a governing unit focused on advancing the district
  + Recognize all authority is vested in the full board, not individual trustees, only when the board is in legal session
  + Publicly support all board approved policies, programs, and decisions, even if your opinion/vote was against the decision
  + Not represent the cause of any group with special interests
  + Respect the opinion of fellow trustees and treat each member with respect and dignity
  + Not promise how a vote will be cast on any issue before a meeting
  + Regularly attend, be fully engaged, and be prepared for board meetings
  + Participate in board assignments, such as serving as a board officer
  + Not use my position as a trustee for personal advantage or for the advantage of my relatives or friends
* Upon hearing any complaint regarding the district or any of its employees, direct the complainant to communicate with the district’s administrator. Inform the administrator of any situation where a constituent may be in contact. Only listen to the complainant to the extent the trustee is able to direct the complainant to the administrator. Inform complainants the role of a trustee is to visionary governance through policy and that the administrator is charged with management and operations of the district.

I declare I have no conflicts of interest with employees or other trustees financially or relationally related to my role as a trustee.

I declare I will resign if unable or unwilling or a conflict of interest should arise preventing me from maintaining the spirit or letter of this Code of Commitment and Ethics.

**By signing below, I commit myself fully to the items outlined in this document.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Trustee Printed Name*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_*

*Trustee Signature Date*

**DISTRICT**

**POLICY NO. 301.2**

**GOVERNANCE**

**SCHOOL BOARD MEMBER CONFLICT OF INTEREST**

Trustees must commit to the mission, statements of faith, and interests of the school and those for whom the school’s mission is pursued. This accountability supersedes any conflicting loyalty, such as to advocacy or interest groups, and membership on other boards or staffs. It also supersedes the personal interests of any trustee acting as a consumer of Keokuk Christian Academy services.

Keokuk Christian Academy trustees are to carry out their duties for the sole benefit of the school; anything less can be deemed a conflict of interest, which the school defines as a trustee using his or her position to seek gain - financially, personally, for interest groups, companies, organizations that have the potential of being a competitor, and any other groups or organizations.

Trustees must not use their positions to obtain employment for themselves, family members, or close associates. Should a trustee desire employment, s/he must first resign from the board before submitting an application for employment within the district.

Trustees must avoid conflicts of interest with respect to their fiduciary responsibility.

In dealing with specific individual issues, trustees are expected to disclose to the rest of the board a conflict of interest or a potential conflict of interest regarding an issue before the issue is deliberated or as soon as they become aware of the potential conflict of interest. The board should discuss the trustee’s potential conflict of interest and determine the appropriate action to take. Most frequently, the action will be to dismiss the trustee from deliberation and voting on the issue.

When the board is to decide upon an issue about which a trustee has an unavoidable conflict of interest, that trustee shall recuse herself/himself from not only the vote but also from deliberation.

Trustees must recuse themselves from deliberating and voting upon issues which involve a relative or close personal friend who is an employee at KCA.

**DISTRICT**

**POLICY NO. 301.3**

**GOVERNANCE**

**SCHOOL BOARD MEMBER PROFESSIONAL DEVELOPMENT**

The annual agenda will ensure the board includes opportunities for board training and board education in order to improve its integrity and performance to better achieve the mission of the school.

The school administrator shall be responsible for organizing and implementing the board education opportunities.

The board shall determine what it would like to learn more about. Board education opportunities could include such topics as:

* Articles to read and discuss
* Books to read and discuss
* Videos to watch and discuss
* Guest speakers
* Workshops or trainings
* Faculty and staff members presenting to the board
* Administration presenting to the board
* Visiting other board meetings
* Discussions with board members from other schools
* Hiring a consultant to educate the board
* Other opportunities that would positively impact the education and skills of the board

**DISTRICT**

**POLICY NO. 301.4**

**GOVERNANCE**

**SCHOOL BOARD MEMBER SELF-EVALUATION**

Annually, each school board member will be required to complete a self-evaluation. This will occur within the same time period of the year (fall, winter, spring) for a minimum of five consecutive years before changing in order to build evaluative baseline trend data for purposeful decision-making.

**School Board Member Self-Evaluation**

Please rank each of the statements using the following scale: SA = Strongly Agree

A = Agree

D = Disagree

SD = Strongly Disagree

**GOVERNANCE**

|  |  |
| --- | --- |
| **STATEMENTS** | **RATING** |
| 1. The board fulfills the board code of ethics. |  |
| 2. The board determines the directions and the priorities of the school. |  |
| 3. The board sets and communicates the strategic direction of the school, seeking  measurement of initiatives and providing adequate time, funding, and people to fulfill the  vision. |  |
| 4. The board annually evaluates its only employee - KCA’s administrator - providing  accountability and authority to achieve the school’s mission, statements of faith,  implement policies, and show measurable progress/achievement of the school  improvement plan. |  |
| 5. The board redirects parent/constituent concerns and questions to the proper parties. |  |
| 6. The board evaluates their work on an annual basis. |  |
| 7. The board is well informed regarding school operations. |  |
| 8. The board protects and advances the mission statement, statements of faith, goals,  policies, and non-negotiables. |  |
| 9. The board empowers KCAs administrator to complete his/her work. |  |
| 10. The board functions and governs as a unit, a group of trustees focused on advancing the  school. |  |
| 11. The board makes decisions based on the mission statement, statements of faith, and  policies. |  |
| 12. The mission of the board has remained consistent. |  |
| 13. The board intentionally recruits trustees to fill vacant spots. |  |

**GENERAL BOARD OPERATIONS**

|  |  |
| --- | --- |
| **STATEMENTS** | **RATING** |
| The board refers to policy when giving direction to KCA’s administrator and when making decisions. |  |
| I am familiar with our school’s policies. |  |
| All trustees participate in important board discussions. |  |
| All trustees come prepared to meetings. |  |
| The board meeting agendas clearly reflect the school’s improvement plan and priorities. |  |
| Our board provides direction to KCA’s administrator. |  |
| The board president is effective in delegating responsibility among trustees. |  |
| I support the school regularly through prayer. |  |
| The board ensures the school’s accomplishments and challenges are communicated to fellow trustees and stakeholders. |  |
| The board has ensured stakeholders receive reports/updates on how our school has used its financial resources. |  |
| Trustees are aware of what is expected of them. |  |
| I feel well informed as a trustee. |  |
| The board president ensures that every trustee is heard and manages different points of view respectfully. |  |
| The agenda of board meetings is well planned so we are able to get through all board business. |  |
| There is good two-way communication between the board and KCA’s administrator. |  |
| The board president helps the board stick to the items on the agenda. |  |
| I participate actively in board meetings. |  |
| We unitedly support all decisions we make. |  |
| I maintain the confidentiality of all board decisions. |  |
| The board president and/or KCA administrator is well prepared for board meetings. |  |

**STRENGTHS and AREAS of IMPROVEMENT**

**1. Our board’s strengths include …**

**2. Our board’s areas of improvement include …**

**Trustee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**