

Effort Christian School and Preschool, Inc.

School Board By-Laws

Adopted October 21, 2009

Amended and Approved October 18, 2011; July 18, 2013; March 26, 2019 and February 10, 2020

NAME OF SCHOOL

The name of the school shall be Effort Christian School and Preschool, Inc. shortened or abbreviated hereafter as ECSP.

ECSP MISSION

ECSP is founded upon the firm conviction that Christian Education will make a difference in the lives of children, both now and eternally.

ECSP's ministry goals are:

- To provide families within our community a Bible-centered academic education that challenges students to submit to the Lordship of Jesus Christ in thought, word and deed.
- To encourage the student to draw closer to God, and to practice Biblical principles.
- To strive for academic excellence and Biblical knowledge, resulting in the discipleship of others.
- To act as an extension of both the church and home, while remaining a primary institution for learning.

ECSP is a ministry of Effort Baptist Church.

EFFORT BAPTIST CHURCH CORE VALUES

1. We believe that God loves messy people.

It is not the healthy who need a doctor, but the sick. I have not come to call the righteous, but sinners. Mark 2:17

2. We believe that saved people serve.

He sat down, called the twelve and said to them, "Whoever wants to be first must be last of all and servant of all". Mark 9:35

3. We believe that connected people grow.

And all of us, with unveiled faces, seeing the glory of the Lord as through reflected in a mirror, are being transformed into the same image from one degree of glory to another... 2 Corinthians 3:18

4. We believe in generosity.

Each of you should give what you have decided in your heart to give, not reluctantly or under compulsion, for God loves a cheerful giver. And God is able to bless you abundantly, so that in all things at all times, having all that you need, you will abound in every good work. 2 Corinthians 9:7-8

5. We believe in being a people of praise.

Therefore, I urge you, brothers and sisters, in view of God's mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship... Romans 12:1

EFFORT BAPTIST CHURCH MISSION

We exist to ignite a passion to know and follow Jesus from Central VA to the world.

ECSP SCHOOL BOARD

Agreement of the School Board

All members of the School Board shall be Christians and shall agree with our Core Values.

General Responsibilities

The School Board shall oversee the continuing operation of this ministry and generally oversee the school's business affairs. The responsibilities of the Board shall include hiring and firing pursuant to other provisions of the Bylaws, establishing tuition, fees and scholarships, promoting Christian education in the community and praying for the ministry of the school.

The School Board shall reserve the right to discipline, up to and including termination, any personnel associated with the school who do not fulfill the requirements set forth in these Bylaws and the Policy Handbook, or who fail to be a Christian role model. Terminations of personnel can occur with the majority vote of the School Board and approval of Church Council.

The primary function of the School Board is to set school policy, not to administer the school. The daily administration is the work of the Director(s). The Board's policies set the boundaries within which the Director(s) administers the school.

The flow of communication shall be from the School Board, through its Chairman, in conjunction with the supervisor to the Director(s), who is charged with the responsibility for properly conveying the decisions and actions of the Board to the faculty, staff, students, and parents as appropriate.

In conjunction with the Finance Committee, the Board shall oversee the general financial operation of the school by approving proposed annual budgets, devising methods of raising necessary operating funds, and determining how these funds shall be disbursed. All budget shall be submitted to Church Council for final approval.

A significant duty of the Board is the selection of the Directors. The Directors will implement the Board's policies and directives and manage the day-to-day operation of the school. The annual evaluation of the Director(s) is the responsibility of the School Board and the supervisor of the director(s).

Upon recommendation of the Director(s), in conjunction with Personnel, the faculty and staff of the school shall be approved by the School Board after careful consideration of their spiritual and academic qualifications. Such employees shall be chosen to meet the educational objectives and execute the academic programs and policies of the school.

The School Board shall reserve the right to dismiss any personnel associated with the school who do not fulfill the requirements set forth in these Bylaws and the Teacher Handbook, or who fail to be a Christian role model. Terminations of faculty and staff can occur with the majority vote of the School Board and approval of Church Council.

The Board shall ensure that a Policy Handbook is developed, revised as needed, and made available to all

employees upon hire and revision.

The Board shall approve the educational programs and standards of achievement for the school. This shall include the review and approval by the Board of all textbooks and courses of study recommended by the school's faculty under the leadership of the Director(s).

Number and Tenure

The number of voting Board members shall be at least five but no more than seven. The number of members may be increased or decreased from time to time by the Board pursuant to amendment of this Bylaw.

Membership should consist of:

Voting Members:

Church members at large (3)

Representative from Church Council

Preschool and School Parent Representatives Min (2) Max (3)

Non-Voting Members:

Staff Representative

Director(s)

Consultants (as needed)

Representation from the Finance and Personnel committees shall be non-voting and will be invited to attend as needed.

Each Church member at large Board member shall serve on the Board for a term of two years, unless such service is terminated by resignation or dismissal. Any Church member at large Board member may, if he or she chooses, serve a second successive two year term. After a second term on the Board, the member shall step down from service for at least one full year before being eligible again for the Board.

The Church Council representative shall serve on the Board for a term of at least one year, unless such service is terminated by resignation or removal by Council. The Church Council representative may serve consecutive one year terms.

Parent representatives shall serve on the board for a term of one year, unless such service is terminated by resignation or dismissal. Parent representatives may serve consecutive terms as long as they still have a child at ECSP.

In the event of a premature vacancy on the Board, a replacement will serve out the term of the vacated member.

Qualifications

Prospective Board members shall:

- Be believers and subscribe to our Mission and Core values.
- Be Christian role models in the school and community.
- Attend a local Christian church.
- Be prepared to commit to devoting time and interest to board meetings.

- Be prepared to promote the school in the community.

In addition, no employee or spouse of any employee making over \$3,000.00 a year, shall be eligible to serve as a voting member of the Board.

NEW BOARD MEMBERS

Vacancies

A vacancy on the Board shall be deemed to exist in the case of a member's expiration of term, resignation, death or removal from the Board.

Nominations for the School Board

Candidates for the School Board shall be nominated by the board. Vacancies will be announced via school/preschool newsletter, church prayer list and Sunday bulletin. Prospective parent representatives and church members at large must complete the Application for Consideration for consideration by the Board.

All Board approved nominations will be submitted to the Nominating Committee to determine interest, suitability and eligibility. All candidates must meet the qualifications of Board members as set forth in these Bylaws and be approved by Church Council.

Appointment of Members

Any vacancy may be filled by a majority vote of the School Board upon screening by the Nominating Committee. All appointments are subject to approval by Church Council.

Resignation

After prayerful consideration, any Board member may resign from office. He or she shall do so in writing to the Board Chairman.

The Board may fill a vacancy due to member and/or board action, death or resignation. In all such circumstances, the board shall remain sensitive to the needs and desires of the parents and students, and to the spiritual mission of the school.

Any vacancy occurring in the School Board may be filled by the majority affirmative vote of the remaining Members working in conjunction with the Nominating Committee and approval of Church Council.

School Director(s)

The Board, by a two-thirds majority vote, shall employ an administrator(s) whose duties shall include, but not be limited to recommending staff hiring and dismissal (according to said guidelines), developing budgets, maintaining the spiritual quality of the school, overseeing the curriculum, and all day-to-day administrative duties. The Director(s) shall be supervised by an Effort Baptist Church employee.

OFFICERS OF THE BOARD

Number

The board shall elect annually from its ranks a chairman and a secretary. Such other officers and assistants as

may be deemed necessary may be elected by the board. Any two or more offices may be held by the same person except the chairman may not hold any other office. The Chairman must be a member of Effort Baptist Church.

Election

The officers of the board shall be elected annually by the School Board at the regular meeting held in October. Each officer shall hold office until his/her successor has been elected.

Removal

Any elected officer may be removed from office by the School Board whenever in its judgment is that the best interest of the school will be served by such removal. Three consecutive absences from regular board meetings constitute valid grounds for removal from office. A board officer may be removed from the board by a majority vote of the board members not under consideration and approval of Church Council.

Dismissal from the Board should be a matter of "last resort". Any unpleasantness surrounding such action shall be dealt with quickly and take into account the dignity and personal privacy of the individual in question.

Chairman

The chairman shall preside at all School Board meetings and perform such other duties as approved by the Board. The Chairman shall be the Directors' point of contact with the Board when the Board is not in session. The Chairman must be a member of Effort Baptist Church. If the chairman is to be absent from a meeting, the Board will appoint a vice chair to preside over the meeting. The Secretary may not serve as the vice chair.

Secretary

The Secretary shall record the minutes of any and all meetings of the Board. The Secretary shall have custody of the Board records and documents and shall conduct necessary correspondence and perform other duties associated with the office.

COMMITTEES OF THE BOARD

Adhoc Committees

The School Board may, by vote of the majority designate such ad hoc committees as may be appropriate, consisting of one or more board members and others, as deemed necessary to carry out the activities and purposes of the Board. All committees serve at the direction of the board and may be comprised of board members, regular and ex-officio, parents or any others who may be approved to serve.

MEETINGS

Regular Meetings of the Board

Regular meetings of the board will be held at intervals of not less than once per month, at regularly designated places, and at pre-announced times. Meetings will be announced via school newsletters, the Church Calendar and the Sunday bulletin.

The Chairman of the Board, in conjunction with the Director(s), shall prepare an agenda for regular meetings of

the Board. The agendas will be emailed out to each member of the Board at least 3 business days prior to the regular meeting.

An open session will occur at the beginning of each regular meeting. At that time, the Board will hear from concerned parties. If necessary, the board will then go into executive session for the duration of the meeting.

Special Meetings

Special meetings may be called by the Chairman or by a majority of the Board. Notice of the time and place of all special meetings shall be emailed to each member at least 48 hours in advance.

Emergency Action

In an emergency, the Chairman may poll the full Board to secure authorization for a given course of action.

Decorum

All meetings of the board shall be conducted according to Roberts' Rules of Order. Minutes of all regular board meetings will be published and maintained in a permanent binder in the school office and a copy will be sent to Church Council. The Secretary shall also keep a binder of all minutes and is to bring it to all meetings for reference.

Quorum

Over fifty percent of the voting members of the full board shall constitute a quorum for full board action. Board voting by phone or email (to chairman) may be held for certain issues.

A minority of members may not transact any business except the filling of vacancies on the School Board if there are not sufficient members to constitute a quorum as provided in these Bylaws.

If the Board is unable to resolve an issue by majority vote, the issue will be presented to Church Council for resolution.

Executive Session

The Board may, as circumstances dictate, adjourn to closed executive session of voting members from time to time as the need to address spiritual, personnel or disciplinary issues arise(s). An executive session can be called by any member during a portion of any meeting for the purpose of discussing personnel and other sensitive matters.

Executive sessions shall have in attendance all voting members present at said meeting and any persons specifically asked to attend this session by the Board Chairman.

No official business shall be transacted in the executive session. Rather, the time spent in executive session shall be used to discuss the sensitive matter at hand. When the Board reconvenes following an executive session, any decision shall be made and stated officially so that the Board Secretary can record such decision in the official minutes.

Board Action

The Board will be considered as having formally acted only when, in a duly-constituted meeting, a proposal is moved, seconded, discussed, and passed with a majority of total members unless otherwise

noted in the by-laws, and entered in the minutes. Board discussion, consensus, debate, etc. does not constitute formal board action.

SCHOOL DIRECTORS

The Director(s) shall be appointed by the School Board and supervised by an Effort Baptist Church employee in accordance with EBC Personnel policies. He or she shall carry out the ECSP policies established by the Board. The Director(s) shall be a non-voting member of the Board. The Director(s) shall be a Christian and subscribe to the Effort's Core Values. He or she shall be a Christian role model in the school and community.

The Directors' responsibilities are to be defined in a job description approved by the School Board. The School Board, along with the immediate supervisor, shall evaluate the Director(s) annually on the basis of his or her job description and other factors.

FACULTY AND STAFF

The faculty and staff shall be appointed by the Director(s) upon approval of the School Board in conjunction with Personnel. Individuals serving on the faculty and staff shall be Christian and subscribe to the school's Core values. Such individuals shall be Christian role models in the school and community.

Faculty and staff responsibilities are to be defined in a job description approved by the School Board. The faculty shall be appointed each year after careful consideration of evaluations and spiritual and academic qualifications.

The Directors shall evaluate the faculty and staff annually on the basis of their job descriptions and other factors.

Each member of the faculty and staff shall receive a handbook of pertinent policies and procedures for the school.

Student records are secured and access is recorded. Student records may only be accessed by the Director and authorized administrative personnel.

When interviewing new faculty and staff, there should be a panel consisting of no less than two people.

STUDENTS

Admission and advertising materials and student handbooks shall contain language reflecting on the following nondiscrimination policy:

Effort Christian School and Preschool admits students of any gender, race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on the bases of race, color, or national or ethnic origin in the administration of its educational policies, scholarship programs, or other school-administrated programs. It is our goal to provide care to all children; however, we are not staffed to accommodate children with profound needs. We reserve the right to not accept children that we are not qualified to serve.

EXPANSION OF THE SCHOOL

Expansion of grades will occur by majority vote of the School Board and approval of Church Council.

AMENDMENTS TO BYLAWS

Amendments to these Bylaws can be made by majority vote of the School Board and approval of Church Council.