



**SCHOOL BOARD DUTIES**

The rationale of Little Angel Preschool School Board is to make sure the purpose and objectives, mission, and philosophy of Little Angel Preschool are accomplished.

To help the school accomplish its purpose and objectives, Little Angel Preschool School Board will:

- A. ensure that the school is sufficiently financed through tuition, fundraisers, endowments, and gifts to the school, including holding a reserve equal to one year operating expenses.
- B. set and approve tuition rates for the following school year.
- C. approve the annual budget at the December Board meeting for the following school year and use that budget to monitor the financial health of the school each month, comparing it to the actual numbers.
- D. seek qualified Director, Teachers and staff who reflect God's love in Christ and demonstrate an understanding of Christian teachings. They must fit the requirements established by DHS.
- E. fairly compensate teachers and staff. Staff salaries should be reviewed annually. Every 3 years a study should be conducted comparing salaries in the area.
- F. provide the necessary equipment, books, and training to furnish an upstanding Christian school for the students. DHS requirements must be followed.
- G. ensure, in coordination with St. John's Lutheran Church Property Committee, that the facility and property of the school are well maintained in order to foster an atmosphere conducive to education. DHS requirements must be followed.
- H. approve and ensure implementation of school policies necessary for the well-being and safety of the staff and students, including the Parent Handbook, the Staff Handbook, the Risk Reduction Plan and the Child Care Emergency Preparedness Plan.
- I. plan for the future of the school, providing goals, direction and focus for the school staff and leaders, approving 1, 5 & 10 year plans at the October meeting. Include events, fundraisers, marketing, and growth of the school.

- J. approve school calendar created by the Director. The school calendar should be completed by November for the following year.
- K. provide job descriptions for School Board, Director, Teachers and staff.
- L. oversee the curriculum and materials used at the school in coordination with the Director, ensuring that the material used is in keeping with our purpose and objectives.
- M. foster a warm and caring environment in the school, where children are nurtured, valued, and safe, and where staff and volunteers are appreciated and encouraged.
- N. be faithful in attending regular and special meetings so that the business of the School Board can be conducted consistently and effectively and can benefit from the input of all members.
- O. relate to other individuals with integrity, honesty and straightforwardness.
- P. prepare for meetings by reviewing the agenda and completing previously accepted tasks.
- Q. support the board's final decisions once they have been fully discussed and resolved by the board.
- R. keep school business and conversations confidential.
- S. pass continuing resolutions as needed in situations that arise which are determined to need ongoing guidelines.
- T. leading sub-committees as agreed to by a School Board meeting.
- U. encouraged to assist with church and school fundraising community events.

ADOPTED: 6/3/2019