

*Kingdom Christian Academy*  
~ Internal Policy ~

TITLE: **Training – New Board Members**

EFFECTIVE DATE: **July 1, 2008**

Policy # : **2008-006**

RELATED POLICIES & FORMS: **KCA Articles of Incorporation, KCA By-Laws, Parent-Student Handbook, Teacher Handbook, Roberts Rules of Order, IRS Publication Form 990**

**Purpose:** To provide a standardized policy for training and equipping newly-elected school board members and officers for service on the school board of Kingdom Christian Academy.

**1. President to Delegate Duty of Training**

It shall be the responsibility of the president of the school board to delegate the duty of training new board members, or office holders, for service on the school board. The president should delegate such duty to a member (or members) of the board who have the most experience in service time and/or elected office.

**2. Duty of Designated Trainer to Train**

It shall be the duty of the board member (or members), whom the president of the school board has delegated, to train newly-elected members of the school board for service, in accordance with the remainder of this policy. Such delegated board member(s) is hereinafter referred to as “trainer(s)”.

**3. New Members to be Provided Materials**

A trainer shall provide the following documents to all newly-appointed board members on their first night of the beginning of their official term, or as soon as possible thereafter:

- a. A copy of this policy
- b. A sheet of paper containing the mission and purpose statements of Kingdom Christian Academy

c. A tabbed binder or folder containing the following:

- (1) KCA Articles of Incorporation (most recently amended)
- (2) KCA By-Laws (most recently amended)
- (3) All current internal policy and procedures
- (4) Newest version of the Parent – Student Handbook
- (5) Newest version of the Teacher Handbook

d. A published guide for Roberts Rules of Order (version to be approved by the school board)

**4. New Members to be Trained on Certain Topics**

a. **Laws and Ethics**

All members elected to the school board, or an office position within the board, should be informed by the trainer that they must exercise the highest degree of Christian ethics. Trainers should inform new members that they should communicate openly with other board members to bring any potential conflict of interest into full board awareness.

Trainers shall advise new members that they must:

- Obey all local, state and federal laws

- Exhibit positive Christian character before all parents, students, and staff of KCA
- Make board decisions that are consistent with the purpose and mission of Kingdom Christian Academy
- Positively promote KCA in their community

b. **Roberts Rules of Order**

All members elected to the school board, or an office position within the board, should be informed by the trainer that they should become familiar with Roberts Rules of Order in handling public discussion and debate.

Trainers shall encourage newly appointed members to study and review Roberts Rules of Order before attending the next board meeting.

c. **Difficult Issues**

All members elected to the school board, or an office position within the board, should be informed by the trainer that they will at some point in time encounter issues that are very difficult and emotionally involved. Members should be informed that such issues may cause a board member to contemplate resignation in an effort to avoid the conflicting views and the emotions. These feelings are normal, but it is of utmost importance for each board member to endure and persevere through the problem by peaceful negotiations, prayer, and debate. Ultimately, a majority decision can be reached and must be respected by all board members. Surviving difficult issues actually helps to make a board grow stronger interpersonally.

Members may find that the following sources can help survive a difficult issue:

- The Holy Bible

- Personal and group prayer
- Advice from the Advisory Council
- Advice from legal counsel (lawyer)
- Convening a special meeting
- Roberts Rules of Order
- Consider allowing input from persons affected by the decision at hand
- Review of past minutes of the board
- Articles of Incorporation & By-Laws
- School internal policies, procedures, and handbooks

d. **Financial Awareness**

i) **Requirements of the IRS for Maintaining Non-Profit Status (501-c-3)**

All members elected to the school board, or an office position within the board, should be informed by the trainer that they must become familiar with policies of the Internal Revenue Service regarding how to maintain “non-profit” status for tax filing. KCA is a “501(c)(3)” organization. Sources for learning about these policies can include websites and publications provided by the IRS. (One good source of information is a website maintained by the IRS, which is [www.stayexempt.org](http://www.stayexempt.org)).

ii) **Responsibility of Proper Financial Accounting**

To avoid financial problems for the school, the board should keep each other “in-check” with best business practices. These practices include, but are not limited to:

- Use of an accountant to keep proper financial accounting and records for KCA monies and accounts
- Ensuring federal payroll taxes are paid on a quarterly basis
- Financial audits are conducted periodically (or as needed)
- Annual preparation of an operations budget that considers all projected income from tuition, minus all anticipated operation expenses and discounted tuition.

e. **Parent Complaints & Employee Grievances**

All members elected to the school board, or an office position within the board, should be informed by the trainer that because of their board status, parents or employees may contact them with regard to complaints against an employee or fellow board member.

Newly-appointed board members are encouraged to familiarize themselves with the internal policy dealing with complaints and grievances.

Members should be informed that if they receive a complaint, they can easily deflect such complaint by referring the complaining person to the office to obtain a complaint brochure and report form.

f. **Use of Committees and Overview**

All members elected to the school board, or an office position within the board, should be informed by the trainer that they may, in concert with board approval, appoint new committees to serve a specific function and that such committees are at all times subordinate and responsible to the school board. Committees may be disbanded or reorganized at board discretion.

Members should be briefed on the purpose and function of all committees, which are active at the time of their training.

g. **Officer Positions & Elections**

Members newly-appointed to the board should consider serving as an officer of the school board to use their talents in providing leadership for the school and the school board. Members interested in running for an office, should inform the other board members prior to elections being held annually. For specific duties required of officers, members should refer to the duties as described in the By-Laws of Kingdom Christian Academy.

h. **Special Events**

All members elected to the school board, or an office position within the board, should be informed by the trainer that they are strongly encouraged to participate in all special events planned for KCA. As such, they may be called upon to lead prayer, speak, or perform other various functions or duties.

i. **Donor Awareness and Recruiting**

Members should make themselves aware of whom the primary financial donors are for the school. Members should strive to enhance relationships with such donors, as well as seeking new donors on a continual basis.

**5. Reimbursement of Training Costs**

Trainers delegated by the board president for the purpose of this policy, shall be allowed reasonable reimbursement for cost of materials purchased, limited to performing the duties listed in **SECTION 3** of this policy.

Reimbursement requests should be made through the KCA office and should include all original receipts obtained during the related purchases. Requests should have

noted thereon, "Materials for training new board members."

**AUTHORITY** \_\_\_\_\_  
(KCA School Board)

**Date Approved By Board:** \_\_\_\_\_