

SERIES 100

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INTRODUCTION

One of the most important functions of the Board is the formulation of policies, which guide the organization, and administration of the Pella Christian Grade School.

Written policies will represent the best thinking of school board members over the years and give consistency and stability to important aspects of the school organization and operation, as the composition of the school board and of the administration changes from year to year.

This manual should serve the following purposes:

- To encourage continuity and consistency of board action.
- To foster stability in the management and administration of the school.
- To clarify the assignment of responsibilities to members of the administrative, instructional, and support staff.
- To clarify the responsibilities and duties of board members.
- To provide for many circumstances and situations in advance of their happening.
- To save valuable time for board and administrative staff by eliminating the necessity of making a decision each time a recurring situation presents itself.
- To facilitate the orderly review of board policies.
- To aid the board in evaluating administrative and educational practices.
- To reduce the pressures of special interest groups.
- To help in the orientation of new board members and administrators.
- To facilitate the maintenance of a high staff morale by promoting a common understanding of board and administrative actions and by insuring uniform and fair treatment of all in the circumstances.

It is hoped that the use of this manual will inspire board members and administrators to act in accordance with the importance of their functions and their position of community trust.

**THE CONSTITUTION
of
Pella Christian Grade School**

Preamble

Realizing the necessity of concerted efforts in providing Christian instruction for our youth:

ARTICLE I - NAME

This organization shall be known as Pella Christian Grade School Society.

ARTICLE II - BASIS

The basis of this society is the infallible Word of God interpreted in accordance with the Forms of Unity of the Reformed churches.

The society is committed to the following fundamental principles:

1. that instruction and education of children in the school as well as in the home must be in accordance with the Word of God;
2. that the school is not an institution dependent on or belonging to the church or the state, but that it depends on and proceeds from the home;
3. that throughout the course of the child's education the fundamental unity of the school and the home must be maintained.

ARTICLE III - PURPOSE

The purpose of the society is to provide for and give to the covenant youth of the community that weekday elementary school education and instruction which is in agreement with Article II of this constitution, and to transact any and all business which shall be necessary and incidental to that end.

ARTICLE IV - DURATION

The duration of the society shall be perpetual.

ARTICLE V - MEMBERSHIP

Section 1. Anyone, without regard to race, color, or national origin eighteen years of age or older, who signifies his desire to become a member and expresses agreement with the principles and purposes of this society as set forth in Articles II and III of this constitution, may become a member for the calendar year upon payment of ten dollars (\$10.00) or more, or such other membership dues as determined by the Education Committee from time to time.

Section 2. Money paid to the society as tuition for children attending the school of the society may be counted as membership payment for the parents.

ARTICLE VI - MEETINGS

Section 1. The annual business meeting of the society shall be held once each year. The exact date, time, and place of the annual meeting shall be determined and announced annually by the Board of Trustees.

The purpose of the annual meeting shall be as follows:

- A. The ~~Head of School~~Head of School shall render a report of the activity and progress of the school for the immediate past year.
- B. The treasurer, or his designee, shall make a report on all financial matters.
- C. The annual budget proposed by the Board of Trustees for the ensuing year shall be acted on.
- D. The ~~election~~election-affirmation of members of the Board of Trustees shall take place.
- E. Any other business, which may legally come before the meeting shall be transacted.

Section 2. The board of trustees may call special meetings of the society at any time. Special meetings must be called by the board of trustees upon written request of no less than fifty (50) of the members of the society. Such request must plainly state the reasons for calling the meeting. Announcement of special meetings shall plainly state the purpose and proposed business to be transacted at such meetings.

Section 3. Notice of all meetings shall be given by letter or by announcement in churches attended by members of the society on two successive Sundays prior to the date of the meeting.

Section 4. The quorum for any society meeting shall consist of the members present at the meeting, provided it has been regularly announced and properly called, but there must be a minimum of fifty (50) members present.

Section 5. All meetings of the society are to be conducted according to Robert's Rules of Order.

Section 6. All meetings of the society, the board of trustees and committees of the society shall be opened and closed with prayer.

ARTICLE VII - BOARD OF TRUSTEES - ITS CONSTITUENCY

Section 1. The Pella Christian Grade School Board of Trustees consists of nine to thirteen members ~~elected~~elected-affirmed by qualified voters of the Society. Two-thirds of the Board must be from a Christian Reformed Church, with no more than three trustees from one church. Members of the Board are ~~elected~~elected-affirmed at the annual business meeting of the Society to serve a term of three years. The terms commence July 1 of each year and end after the August business is completed. Board members who desire to serve a second consecutive three-year term may, with Board approval, allow their name to be ~~up for affirmation~~placed in nomination, along with that of a second nominee, for that vacant seat. The number of retiring board members choosing this option is limited to two per year. In the event that more than two board members wish to be re-nominated, the Board will determine which two names shall stand for nomination. No one shall ~~be elected for~~serve more than two terms in succession. If a

nominee is not affirmed by the society, the board of trustees shall fill such vacancy as outlined in section 2 of this article of the constitution.

Section 2. In case of a vacancy on the board of trustees, the board of trustees shall fill such vacancy by appointment from among the members of the society, to serve until the next annual meeting of the society, at which time the society ~~shall fill the vacancy by election~~ would consider affirming the nominee in a manner consistent with the other Sections of this Article. A person failing a society affirmation vote is not eligible to be appointed for a board vacancy. affirms the nominee in the regular way, or if agreeable to the appointee and the board, by a vote of affirmation only. Once the vacancy is filled, the ~~constituency~~ society will be notified.

Section 3. The board of trustees shall nominate ~~two (2) candidates~~ a candidate for each vacancy on the board of trustees, ~~unless conditions in Section 2 are met.~~ Society members are encouraged to suggest nominees to the board of trustees by sending the names of possible nominees to the school secretary or one of the members of the board of trustees. Notice of vacancy shall be given at least one month prior to the annual society meeting as prescribed in Article VI, Section 3.

ARTICLE VIII - OFFICERS OF THE BOARD OF TRUSTEES AND THEIR DUTIES

Section 1. The officers of the society shall be president, vice president, secretary, treasurer, and vicar. The officers of the society shall be elected from the members of the board of trustees, by ballot, by the board of trustees for a term of one (1) year. These officers may be reelected as long as they are members of the board of trustees.

Section 2. The duties of the president shall be:

- A. to preside at all meetings of the society and the board of trustees;
- B. to enforce the constitution;
- C. to see to it that all officers and committees do their work promptly and efficiently;
- D. to chair the Executive Committee
- E. to chair one of the standing committees (Building and Grounds, Development, Education or Finance);
- F. to sit on the Long Range Planning Committee.
- ~~G. to chair the Education Committee~~

Section 3. The vice president shall assist the president whenever possible in the discharge of his duties. In the absence of the president, the vice president shall take his place.

Section 4. The duties of the secretary shall be:

- A. to take care of the official documents of the society;
- B. to conduct all correspondence for the board of trustees;
- C. to enter into the records of the society the minutes of all meetings of the society and board of trustees;
- D. to keep a record of all correspondence conducted for the society and board of trustees;
- E. to give proper notice of all meetings of the society and board of trustees;
- F. ~~to sit as secretary on the Education Committee;~~

~~G.~~ to have custody of the corporate seal of the society.
~~G. to sit as secretary on the Education Committee.~~

Section 5. The duties of the treasurer shall be:

- A. to be entrusted with the receipts and disbursements of the society's funds;
- B. to deposit, in a banking house approved by the board of trustees, all monies received by him in the name of the society;
- C. to keep an accurate account of all receipts, disbursements and monies on hand;
- D. to report to the board of trustees at their monthly meetings regarding the finances of the society;
- E. to report to the society at their annual meeting regarding the finances of the society;
- F. to chair the Finance Committee;
- ~~G. to sit on the Endowment Fund Committee.~~

Section 6. The vicar shall take the place of the vice president, secretary, or treasurer in their absence.

Section 7. All officers of the society shall, at the expiration of their term of office, transfer all monies, documents and other effects of the society to their successors.

ARTICLE IX - DUTIES OF THE BOARD OF TRUSTEES

Section 1. The Board of Trustees shall meet ~~at least once per month~~regularly, at a time and place to be determined by the board of trustees. A quorum of the board of trustees shall consist of a majority of its members.

Section 2. The Board of Trustees shall act as a committee and agent of the society, and shall be required and authorized to transact all business necessary and incidental to carrying out the purpose of the society as expressed in Article III of this constitution. This business shall include the following:

- A. supervise and control all properties owned by the society;
- B. determine the various school policies, based on this constitution;
- C. select and hire ~~an administrator~~ a **Head of School**, and evaluate each staff member before rehiring so that the educational policies of the school will be carried out
- D. assure itself through its representatives, who shall visit the school each month, that the educational policies are duly carried out by the faculty;
- E. devise ways and means for obtaining the necessary funds for operating the school, and determine how these funds shall be disbursed. The board of trustees is authorized to borrow funds to meet necessary expenses within the annual budget.
- F. propagate the cause of Christian education and Pella Christian Grade School in particular through committees, public meetings, promotional literature, etc.;
- G. select members of the Development Committee, Education Committee, Finance Committee, Building and Grounds Committee and any other committees it may deem necessary and advisable to establish from time to time.

Section 3. The Board of Trustees shall make every endeavor to keep the members of the society informed of the business conducted in their name.

ARTICLE X - FINANCES

The society shall be financed by the following means:

- A. Payment of tuition by parents of children attending the school of the society. The rates of tuition shall be determined by the board of trustees subject to the approval of the society;
- B. Free and solicited donations, church offerings, contributions solicited from organizations, and by other worthy and dignified means consistent with the basis of the society.

ARTICLE XI - FACULTY

- Section 1. All teachers shall be appointed by the members of the board of trustees, upon recommendation of the Education Committee, after careful consideration of their spiritual qualifications, character and training. They shall be appointed for such terms and at such salary and other conditions, except as expressly provided herein, as the board of trustees may from time to time determine.
- Section 2. The society shall engage only teachers who declare their unconditional acceptance of and agreement with the basis and purpose of the society as expressed in Articles II and III of this constitution.
- Section 3. All teachers shall be members in good standing of a church of the Reformed persuasion. They must be evangelically sound in their faith and teaching, and they must lead a Christian life.
- Section 4. All faculty members shall give the board of trustees sixty (60) days notice of intended resignation, and the board of trustees shall in turn give faculty members notice of dismissal sixty (60) days prior to the end of their contract; except in the case of a teacher who proves unfit for the work, or whose instruction conflicts with Articles II and or III of this constitution, or who does not lead a Christian life, in which case dismissal may be without advance notice.
- Section 5. Salaries of the faculty shall be determined on the basis of the prevailing salary schedule. Every effort shall be made to have the salary scale well up to recognized standards of social justice and shall be such as to reflect the high esteem in which the society holds the teaching profession.
- Section 6. The substance of Section Two (2), Section Three (3), and Section Four (4) of this Article shall be made a part of all contracts entered into with members of the faculty.

ARTICLE XII - SEAL

This corporation shall have a corporate seal upon which shall be engraved the words: "PELLA CHRISTIAN GRADE SCHOOL SOCIETY, Corporate Seal, Pella, Iowa", and said seal shall be in the custody of the secretary of said corporation.

ARTICLE XIII - LEGAL INSTRUMENTS

All instruments affecting the title to real estate to be issued or executed by or for the society shall be signed and acknowledged by the president and secretary of the society and attested to under the corporate seal, in accordance with a resolution of the board of trustees duly entered in the minutes.

ARTICLE XIV - PRIVATE PROPERTY OF MEMBERS

The private property of members, officers, and trustees of this society shall at all times be exempt from liability for the debts of this society.

ARTICLE XV - AMENDMENTS

This constitution may be amended or altered by a two thirds (2/3) majority vote at any regular meeting of the society provided that two (2) weeks previous notice has been duly given to the members stating the nature of the desired change. The substance of Article II and Article III of this constitution, however, is not subject to change except by the unanimous vote of all the members of the society.

ARTICLE XVI - BYLAWS

The board of trustees shall prepare and adopt bylaws for the regulation and government of the society.

ARTICLE XVII - DISSOLUTION

In case of dissolution of this society, the property and monies belonging to the society shall be donated, after liquidation, to such Christian educational cause or causes as the board of trustees may direct.

Philosophy of Pella Christian Grade School

Ever since Christian Education began, we have heard much about the real value and purpose of Christian schools. We can only respond by saying that God's Word directs us to a Scripturally-orientated school, founded on the Word of God. We insist that the central purpose of Christian Education is to accomplish the unique development of each child as a member of the Christian community where he can serve his God and fellow men in a meaningful and right way. We believe that, with God's help, our schools have had and will continue to have real value and purpose. We declare that we are humbly grateful to be about the business of educating God's children for service in God's Kingdom. God has blessed us richly in the past. His promise is sure that He will provide in the future. He does this through those who love and support and pray for Christian education in our community.

Herein are stated the nine basic principles of Christian education at Pella Christian Grade School.

1. **The Word of God is the standard for directing our lives.** The Holy Bible, God's infallible written Word, reveals that God created the universe, which displays His power, wisdom and glory. The universe was formed by the Word of God, through Jesus Christ. The Word of God is the standard for directing the lives of men.
2. **Our task is to be stewards for God over creation.** Originally, man lived in friendship with God on earth. The Lord gave man a place to live and task to perform. God blessed man and in turn man obeyed the Word of God. This was a covenant between God and man. By exercising obedient dominion and stewardship over God's creation, man served as lord over creation to the honor of God.
3. **We are sinful and need to be reconciled to God through Jesus Christ.** Man's rebellion against God broke the friendship and covenant between God and man. The effects of sin so corrupted man that he could no longer be an obedient steward of God's creation. Creation itself was cursed and flawed as a result of man's disobedience. Man became estranged from God, from other men, and from himself.
4. **By faith in Jesus Christ, we are restored to our place as rulers for God over creation and witnesses of the gospel for all of life.** Jesus Christ as true God and true man, by his atonement, has restored man to his proper place in the creation. Through faith in Christ, man is reendowed with the will and ability to rule the creation for God. Once again God has entered into covenant relationship with those who are in Christ.
5. **In renewed relationship our eyes are opened to the knowledge that we are God's children, endowed with talents and gifts that we should use in a responsible way.** God's universe is one of endless possibilities and mysteries. Man, the crown of God's creation, has been given rich endowments of mind and spirit, and the privilege to roam through the universe discovering God's greatness. Man should use these gifts to study the mysteries of his own body and mind, to uncover the secrets of the universe, to create works of beauty in the arts, to learn to appreciate what is beautiful and noble, to work creatively with his hands, and to do all these things with awe and wonder in the presence of God.
6. **Through a Christ-centered education, we learn how to live a Christian way of life.** The Christian community has established schools for Christian Education. These schools are instruments of the community and parents where youth can learn how to direct their lives by the Word of God. This Word of God is the ordering and motivating principle by which young people and their teachers develop culture in a Christian way. The school is a setting where learning the Christian way of life in an orderly creation is the central objective. Such education aims to equip Christians to serve willingly and effectively as God's stewards in all

- creation.
7. **The truth about the universe is fully known to us only in the light of God's Word.** The Word of God reveals our total human situation. It includes the order of our creation, our fall from our place as ruler for God in the Creation, and our complete restoration to this place in Jesus Christ. The Word of God is the truth about the ultimate nature of all things. Even though we cannot grasp the unity or coherence of all things, we know by faith that there is unity. This means that the truth of things is seen or understood only as they are related to the whole creation order as seen in the light of God's Word. The work of the Holy Spirit is at the core of all learning.
 8. **The truth about God's creation enables us to develop culture in a distinctively Christian way.** All life is a religious response to God. Learning is part of this response. As disciples of Christ, we are called to know the truth with either cultural obedience or disobedience. This unfolding of creation by man is the history of man's response to God. Learning involves the study of God's creation and recreation and the cultural response of man. This learning requires that students be equipped with the Word of Truth in order that they may be able to form and develop culture in a distinctively Christian way. The illuminating and impelling power of the Holy Spirit is necessary for this task.
 9. **Christian education cultivates in our hearts an obedient response to God by Kingdom service in all of life.** God has founded His Kingdom on earth and established a covenant of fellowship with man. In Jesus Christ, man occupies the central place in creation as God's vice-regent to worship and serve God in carrying out the cultural mandate. In Christian education we endeavor to cultivate in the heart of the student kingdom consciousness and kingdom calling for all areas of life and all vocations. For this reason the Bible is central in Christian education. Its light illumines all teaching for "all scripture is inspired by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be completely equipped for every good work."

Goals and Objectives of the Education Program

In providing the education program of Pella Christian Grade School, the Board shall strive to meet its overall goal of providing the students with an opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime of service to Jesus Christ.

In striving to meet this overall goal, the objectives of the educational program shall be to provide students with an opportunity to:

1. **Spiritually Growing Individuals** who have experienced the full, regenerating power of Jesus Christ and the Word of God through the work of the Holy Spirit in their lives, and who strive for the highest development of their individual God-given gifts. (Eph. 1:3-4; Col. 2:6-7)
2. **Life-Long Learners** who demonstrate confidence in their God-given gifts, and set realistic personal and academic goals for a life of service in God's Kingdom. (Romans 12:3-8)
3. **Critical Thinkers** who carry out problem solving skills to promote the Lordship of Jesus Christ. (Phil. 4:6-9)
4. **Effective Communicators** who express themselves and their faith in writing, speaking, listening and numbers. (1 Thess. 1:5)
5. **Servant Leaders** who practice Biblical skills in developing Godly relationships; able to work harmoniously in a diverse environment and function effectively as a citizen in God's Kingdom. (Phil 2:1-5)
6. **Healthy Individuals** who understand their identity in Christ as a unique individual created in the image of God, and are physically, emotionally and spiritually fit, practicing good health habits and wise use of the body as the temple of God. (Rom. 12:1-2; 1 Cor. 6:19-20)
7. **Community Participants** who understand God's influence in history and world events, and realize their need to practice responsible citizenship through community service. (1 John 3:16-18)

As advisory committee of representatives of the school community and the school shall be appointed to make recommendations for the goals and objectives of the education program. Annually, the Board shall report to the committee regarding the goals and objectives of the education program.