

SAMPLE BOARD HANDBOOK

Trustees are encouraged to prepare a Board Handbook with basic information for use in the orientation of new trustees and as a resource when referring to policies preciously passed by board action. If kept in a binder, new policies can be easily added yearly to make this a useful resource. Below is a sample list of typical information found in Board Handbooks.

Mission

- Mission Statement
- Philosophy, Goals, Objectives

Profile of the School

- History of School
- Current Student, Staff, and Faculty Composition
- Program organization and descriptions

Regulatory and Structural Information

- Articles of Incorporation
 - Restated Articles of Incorporation
- Bylaws
- Vestry approval of certain trustee actions
- Composition of the Board
 - Officers
- Committee Structure
 - Duties of Board Committees
 - Committee assignments
- Responsibilities of the Trustee
 - Characteristics of the Trustee
 - Job description
 - Requirements, including attendance, support of fundraising, visitation to school, participation in chapel
 - Confidentiality
 - Term limits
 - Vacancies
 - Removal
- Long Range or Strategic Plan
- Annual Budget
- Roster of Board – phone nos., email, addresses

Policies

- Admissions
- Accreditation and Licensing
- Budgeting; process; calendar;
 - Capital Reserve or Emergency Fund
- Bloodborne Pathogen Policies
- Communication of Tuition Changes to Parents
- Annual Audit or Review requirement
- Confidentiality of Student, Personnel Records
- Communicable Diseases
- Drug, alcohol, firearms on campus
 - Use of alcohol on campus (adult events)

- Election of Trustees
- Financial Aid Policies and Procedures
- Fundraising
 - Approval, solicitation, reporting, management
- Tuition Structure
 - Late Fees
- Salaries and Benefits:
 - Leave
 - Staff Benefit: Defined Contribution Pension
 - Professional development
- School Calendar
- Program
 - Ages/grades served
 - Extended care
- Insurance
 - Field trips
 - Directors and Officers'
 - Facility
 - Bonding
 - Interruption of Business
- Security
- Emergency procedures
 - Chain of communication
 - Media
- Undesignated Income
- Promotion of non-school related information; solicitation and advertising
- Use of school name and emblem
- Employee solicitation
- Availability of facility to non-school groups
- Shared space (in parish day school)
- Shared expenses (in parish day school)
- Crisis Response and Management
- Sexual Misconduct
- Parent Relations, Grievances
- School uniforms – yes or no
- Religious education, worship

Relationship with Head of School

- Contract terms
- Evaluation
- Meetings
- Qualifications
- Regular communication
- Responsibilities
 - Faculty and Staff
 - Financial
 - Grievance Procedures
 - Instructional Leadership
- Selection
- Termination

Procedures

Board Calendar: meetings/year
Annual Self-Evaluation of Board
Board Retreats
For Informal Communication
Addressing Written Communication
Grievances