

**ST. PETER EVANGELICAL LUTHERAN CHURCH  
CHRISTIAN DAY NURSERY SCHOOL**

**Continuing Resolution # 13  
Revised and Adopted July 14, 2016**

**ARTICLE I – NAME AND STATUS**

The name of this organization shall be Christian Day Nursery School (hereafter referred to as “CDNS”). It shall be an outreach ministry of St. Peter Evangelical Lutheran Church (hereafter referred to as “SPELC”).

**ARTICLE II – MISSION STATEMENT**

CDNS is dedicated to helping all children open their eyes to look for the promise in each new day, their minds to explore the mysteries in life, their arms to embrace each one they meet as an equal, and their hearts to accept the unconditional gift of faith in God.

In carrying out our Mission, we will:

1. design daily activities to introduce children to the joy of being part of God’s family
2. provide experiences that are age appropriate for preschool children
3. seek to develop a close relationship with preschool families
4. always be a supplement to, and not a substitute for, the home
5. seek to serve all children meeting the admission requirements.

**ARTICLE III – BOARD OF EDUCATION**

1. PURPOSE

The purpose of the Christian Day Nursery School Board of Education of St. Peter Evangelical Lutheran Church (hereafter referred to as “the Board”) is to provide guidance and support to the Director, staff, and parents of the enrolled students of the school. In all matters, the Board is accountable to the SPELC Council.

2. MEMBERSHIP AND TERMS

- a. The Board shall consist of eight voting members.
  - 1) There shall be four members at-large from the SPELC congregation, to be appointed and approved by the SPELC Council at its May meeting, after consultation with the CDNS Director and the Pastor.
  - 2) There shall be three parents (one from each grade level) from the current school year enrollment, to be nominated by the CDNS Director and approved by the SPELC Council at its May meeting.
  - 3) There shall be one member from the SPELC Council, to be appointed by the Council annually in February.

- 4) Ex-officio members of the CDNS Board shall be the SPELC Pastor and the Director of CDNS. Should there be a pastoral vacancy, the President of the SPELC Council shall serve as an ex-officio Board member.
- b. The terms of the Board members shall be as follows:
  - 1) Two years for the four at-large SPELC members, with a maximum of two consecutive terms. The terms will be staggered so that only two members are appointed each year.
  - 2) One year for the three parent members, with a maximum of three consecutive terms
  - 3) One year for the SPELC Council member
- c. Terms for the at-large and parent members commence in June and end in May.
- d. The term for the SPELC Council member commences in February and ends in January.

### 3. RESPONSIBILITIES

- a. The Board shall provide leadership and oversight of the preschool program.
- b. The Board shall maintain the highest possible standards of operations for CDNS, in accordance with St. Peter Evangelical Lutheran Church and the requirements of the Ohio Department of Job and Family Services.
- c. The Board shall develop a sound and reasonable budget that supports the school's program, goals, and priorities. To guide the Director in developing the budget, the Board shall establish a budget calendar, budget process, and spending priorities.
- d. The Board shall develop a wage and salary plan for employees at the recommendation of the Director.
- e. The Board is accountable to the SPELC Council for its budget, facility usage, and the fiscal integrity of the school. The Board will ensure that regular reports are provided to the SPELC Council. All hiring recommendations, salary increases, terminations, and proposed budgets recommended by the Board must be approved by the SPELC Council.
- f. The Board shall establish a long-term vision for CDNS.
- g. The Board will serve as a part of the grievance process as outlined in Article VIII.

### 4. OFFICERS

The officers of the Board shall consist of a President, Vice President, Treasurer and Secretary. The Board shall elect its own officers at the June Board meeting, with the terms taking effect immediately. All terms of office are for one year. No officer shall serve more than three consecutive terms.

## 5. DUTIES OF THE OFFICERS

### a. The President shall:

- 1) preside at all Board meetings
- 2) create an agenda, in consultation with the Director, for the Board meetings
- 3) organize subcommittees as necessary
- 4) recommend a person(s) to replace a resigning board member(s) until the next regular May appointment, such replacement to be approved by the SPELC Council
- 5) oversee an audit of the CDNS financial records in conjunction with the audit of SPELC's financial records. SPELC may choose to utilize an external auditing agency. If so, CDNS will be responsible to pay for their portion of the audit. A report of the firm's findings shall be reported to both the Board and the SPELC Council at their next regularly scheduled meetings.
- 6) initiate the development of an annual operating budget

### b. The Vice President shall:

- 1) conduct meetings in the absence of the President

### c. The Secretary shall:

- 1) record the minutes of Board meetings and provide copies to the SPELC Council
- 2) keep Board records pertaining to CDNS
- 3) conduct Board correspondence

### d. The Treasurer shall:

- 1) oversee the keeping and maintenance of accurate records of all monies and accounts of CDNS and submit a monthly treasurer's report both to the Board and to the SPELC Council
- 2) submit an annual year-to-date financial report to the SPELC Financial Secretary at least fifteen (15) days prior to the Annual Congregation meeting (held the last Sunday of January).
- 3) assist the Director in preparing the annual budget

## 6. MEETINGS OF THE BOARD

The Board shall have 10 regular monthly meetings throughout the year, not meeting in July and December unless deemed necessary. Additional meetings may be called for special purposes at the discretion of the Board President. Failure of a Board member to attend three (3) consecutive meetings of the CDNS Board without excuse shall constitute cause for dismissal. Meetings are open to the public. Closed or executive sessions may be called by the President to discuss personnel or sensitive matters.

## 7. QUORUM FOR BUSINESS MEETING

A quorum for meetings shall be defined as a majority of the members of the Board.

## 8. VOTING POLICY

A resolution of the CDNS Board shall pass by simple majority vote. Should the vote be tied, the Board President will cast the deciding vote.

## **ARTICLE IV – ROLE OF THE PASTOR**

The Pastor of SPELC shall serve as an ex-officio member of the Board and as the supervisor of the CDNS Director. His/Her duties shall be, but are not limited to:

1. meeting with the Director regularly
2. conducting the annual performance evaluation of the Director with the input/assistance of the CDNS Board President
3. providing oversight of the custodian and assist with facility issues as they affect CDNS
4. assisting with CDNS staffing issues as needed
5. resolving school issues as needed

## **ARTICLE V – ENROLLMENT CAPACITY AND SCHOOL YEAR**

1. School enrollment shall not exceed 164 children, ages 3-6.
2. According to licensing capacity, the staff to child ratio shall be at least 1:12. The goal of CDNS is a staff to child ratio of 1:10.
3. The school year shall be September to May, with the Board determining the specific dates of opening and closing. Holidays, winter and spring breaks, and other times when the school is closed will be determined by the Director, with the Board's approval.

## **ARTICLE VI – PERSONNEL**

### 1. STAFFING

The CDNS staff shall consist of a Director, teachers, temple talk leader, and floaters. Additional workers will be added to the staff when necessary in order to assure an efficient operation of the school. Substitutes will be used as needed. All staff members are expected to conduct themselves in a manner consistent with the teachings of Jesus, especially when dealing with difficult or conflicting behavior issues.

### 2. PERSONNEL PRACTICES

- a. The CDNS Board shall review at least annually all personnel policies and practices.
- b. Personnel records shall be maintained in the CDNS office and shall include the application form (showing qualifications and experience), reference statements and other documents required by personnel policies. The Director shall maintain all personnel folders.

### 3. DIRECTOR

- a. The position of Director shall be filled after recommendation of a Search Team composed of two members of the CDNS Board (appointed by the Board); two members of the SPELC Council (appointed by the SPELC Council); two members of the SPELC congregation (appointed by the SPELC Council); and the Pastor. The Search Team will recommend a qualified candidate to the Board. Upon approval, the Board will recommend the candidate to the SPELC Council. The SPELC Council is responsible for the final hiring decision.
- b. The responsibilities of the CDNS Director include, but are not limited to:
  - 1) administering the day-to-day operation of CDNS
  - 2) supervising the CDNS staff
  - 3) conducting annual staff evaluations and making recommendations for salary increases
  - 4) recommending the hiring of new staff members to the Board and SPELC Council
  - 5) ensuring that CDNS meets all relevant criteria for a preschool in the State of Ohio
  - 6) providing timely fiscal and other reports to the Board
- c. A detailed job description, including educational qualifications, will be developed by the Board, in consultation with the SPELC Council.
- d. At the close of each school year, the Pastor shall evaluate the Director's performance, based on objectives established by the Pastor and Director. The President of the Board may provide input. Recommended salary increases shall be approved by the Board and by the SPELC Council. Salary increases take effect on September 1.

### 4. STAFF MEMBERS

- a. All personnel recommended for hire by the Director shall require approval by the CDNS Board and the SPELC Council.
- b. All staff positions will have current job descriptions which include educational and experiential qualifications.
- c. All staff members shall meet any additional qualifications, which the Ohio Department of Job and Family Services require or may require in the State of Ohio Child Care Center Manual.
- d. Salary ranges for each position shall be recommended by the Board and shall be approved by SPELC Council. Salary ranges shall be at a reasonable rate of pay for the community and commensurate with the duties and responsibilities of the position. Approved salary increases take effect on September 1.
- e. A copy of the Staff Handbook shall be furnished to each employee by the Director at the time of employment.

## **ARTICLE VII – GRIEVANCES AND TERMINATION OF EMPLOYMENT**

In order to ensure due process for employees, students, or families, the Board shall act as an appeals body in the case of a staff or parent grievance. The Board encourages that all disputes be settled at the lowest possible level.

### **1. GRIEVANCES**

- a. The steps for the Director pursuing a grievance are: 1) the Pastor; 2) the Board; 3) the SPELC Council.
- b. The steps for staff members pursuing a grievance are: 1) Director of CDNS; 2) the Pastor; 3) the Board; 4) the SPELC Council.
- c. The steps for parents/legal guardians to pursue a grievance are: 1) the lead teacher in a classroom, 2) the Director of CDNS, 3) the Pastor; 4) the CDNS Board; 5) the SPELC Council.
- d. In the case of any grievance, the SPELC Council has final responsibility for resolution.

### **2. TERMINATION OF EMPLOYMENT**

- a. The termination of employment of the Director shall be executed by the SPELC Council. The CDNS Board may also be consulted. In cases of gross or willful misconduct, the Pastor shall have the authority to suspend immediately the Director (without pay) until such time as SPELC Council can address the situation. The Pastor shall act as the interim director.
- b. The termination of employment of any staff member shall be executed by the Director with prior approval of the SPELC Council. The CDNS Board may also be consulted. In cases of gross or willful misconduct, the Director shall have the authority to suspend immediately any staff member (without pay) until such time as the SPELC Council can address the situation.
- c. If the termination is not upheld by the SPELC Council, the Director or staff member will be reinstated and reimbursed for all wages withheld during the suspension.
- d. St. Peter Evangelical Lutheran Church Christian Day Nursery School is an “At-Will” employer.

## **ARTICLE VIII – CURRICULUM**

The design and implementation of curriculum is primarily the staff’s responsibility, with the oversight and approval of the Director. The staff shall adopt a curriculum which is aligned with the theology and beliefs of St. Peter Evangelical Lutheran Church and the Evangelical Lutheran Church in America.

## **ARTICLE IX – MODIFICATIONS TO THIS RESOLUTION**

In compliance with the SPELC Constitution, this continuing resolution may be modified by a majority vote of the SPELC Council at any time. Before any such modifications are made, the Board will be consulted. Final authority rests with the SPELC Council.