

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

BOARD OF DIRECTORS

Series 200

200 STATEMENT OF GUIDING PRINCIPLES FOR THE BOARD OF DIRECTORS

- 200 1/18/10 Statement of Guiding Principles for the Board of Directors
- 200.1 11/2/09 Spiritual Advisory Committee

201 GENERAL ORGANIZATION

- 201.1 1/18/10 Name of School
- 201.2 1/18/10 Legal Status of the Board
- 201.3 2/1/10 General Powers and Duties of the Board
- 201.4 11/2/09 Elections to the Board
 - 201.4A 3/12/12 Candidate Application
 - 201.4B 3/23/09 Statement of Faith
 - 201.4C 4/6/09 Nominating Committee Candidate Interview
 - 201.4E 4/6/09 Pastor Letter
 - 201.4G 4/6/09 Superintendent's Letter
 - 201.4H 4/6/09 Candidate Application Packet
- 201.41 1/18/10 Board Member Church Affiliation
- 201.5 5/3/10 Membership of the Association
- 201.6 2/15/10 Board Officers
- 201.7 1/18/10 Individual Board Members
- 201.8 1/18/10 Board Vacancies

202 SPECIFIC DUTIES OF THE BOARD

- 202.1 5/17/10 Code of Ethics of the Board
- 202.2 1/18/10 President of the Board
- 202.3 1/18/10 Vice President of the Board
- 202.4 2/15/10 Secretary of the Board
- 202.5 2/15/10 Treasurer of the Board
- 202.6 2/15/10 Other Assistants and Acting Officers
- 202.7 1/18/10 Conflict Resolution Agents of the Board
- 202.7-A 1/18/10 Conflict Resolution Agent's Checklist

203 PROCEDURES OF OPERATION

- 203.1 1/18/10 Development of Policy
- 203.2 5/17/10 Adoption/Revision of Policy
- 203.3 1/18/10 Approval of Administrative Regulations
- 203.4 3/24/14 Standing Committees of the Board
- 203.5 1/18/10 Temporary Committees of the Board
- 203.6 1/18/10 Operational Procedures of the Board
- 203.7 9/20/10 Legal Counsel
- 203.8 1/18/10 Conflicts of Interest of Board Members
- 203.9 1/18/10 Gifts to Board Members

204 MEETINGS OF THE BOARD

204	6/7/10	Meetings of the Board
204.1	6/7/10	Open Meetings
204.2	1/18/10	Regular Board Meetings
204.4	1/18/10	Closed Session of the Board
204.5	1/18/10	Annual Meeting of the Association
204.6	6/7/10	Organizational Meeting of the Board
204.7	6/7/10	Notice for Board Meetings
204.8	6/7/10	Quorum for Board Meetings
204.9	1/18/10	Rules of Order
204.9-R	1/18/10	Rules of Order
204.9-R1	1/18/10	Board Voting – Call-down Votes
204.10	1/18/10	Agenda for Board Meetings
204.11	6/7/10	Order for Regular Meetings
204.12	1/18/10	Complaint Procedures
204.12-A	1/18/10	Complaint Form
204.12-B	1/18/10	Superintendent Reconsideration Request
204.12-C	1/18/10	Board Reconsideration Request
204.13	6/7/10	Minutes of the Board
204.14	1/18/10	Participation by the Association
204.15	1/18/10	Oath of Office, Board Member

205 MISCELLANEOUS

205.1	1/18/10	Compensation and Expenses of Board Members
205.2	1/18/10	Membership in Local, State, and National Associations
205.3	6/7/10	Free Admission to DMCS Events for Board Directors

206 BOARD MEMBER SERVICES

206	6/7/10	Board Member Development Opportunities
206.1	1/18/10	New Board Member Orientation
206.3	1/18/10	Board Member Insurance

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

STATEMENT OF GUIDING PRINCIPLES FOR THE BOARD OF DIRECTORS

Code No. 200
First Reading 7-14-14

Des Moines Christian School is operated as a non-profit, non-denominational educational organization incorporated as an Association under the laws of the State of Iowa and governed by an Association-elected Board of Directors.

Ultimate authority for the operation of the corporation rests with and belongs to the members of the Association, pursuant to the incorporating documents and the By-laws.

The members have delegated the authority to manage the corporation to the Board of Directors.

The Board of Directors has delegated the administration of the Des Moines Christian School to the Superintendent. The Superintendent is an employee of and reports to the Board.

The Board will employ a Superintendent who will perform the following duties: (1) provide educational leadership and advice and (2) be responsible for the implementation of the policies of the Board through written regulations that will be reviewed and may in certain cases be officially approved by the Board. The Board's review of administrative regulations serves to ensure consistency with the intent of Board policy. (See also Board Policy Code Nos. 301.1, 301.3, and 301.4.)

Date of Adoption:	<u>April 14, 1992</u>
Revised:	<u>November 16, 1993</u>
Revised:	<u>February 6, 2001</u>
Revised:	<u>May 5, 2005</u>
Revised:	<u>December 5, 2005</u>
Reviewed:	<u>January 18, 2010</u>
Revised:	_____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

SPIRITUAL ADVISORY COMMITTEE

Code No. 200.1
First Reading 7-14-14

As a non-denominational, Association-governed educational organization, Des Moines Christian School acknowledges the trust placed in the school by its parents and recognizes the authority of the home and church to teach those distinctive doctrines held in esteem by a family's own local church and denomination. Des Moines Christian School does not assume such authority in the school setting but endeavors to teach those fundamentals of the Christian faith which are held common to all in Christ's church as defined in the DMCS Statement of Faith and Mission Statement (DMCS Board Policy and Procedures Manual Code No. 102 and 103).

The Spiritual Advisory Committee (SAC) serves as a resource to provide Godly counsel to Des Moines Christian School on an as-needed basis. The SAC will consist of no fewer than three and no more than five members. No denomination will constitute a majority and each member must be a pastor, church leader, or leader of a Christ-centered organization.

The members — who are not members of the DMCS Association, and who are not immediate family members of a DMCS staff member, administrator, or Board member — will serve a one-year term from September 1 through August 31, and no more than three consecutive terms.

The Spiritual Advisory Committee will meet at least once annually for an organization meeting that will occur during the month of September. The members of the SAC must sign the DMCS Statement of Faith and agree with the DMCS Mission Statement.

Date of Adoption: April 16, 1996

Date of Adoption: FFC Board: December 16, 1996

Reviewed: February 6, 2001

Reviewed: June 4, 2002

Revised: December 5, 2005

Revised: May 19, 2008

Revised: November 2, 2009

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

NAME OF SCHOOL

Code No. 201.1
First Reading 7-14-14

The name of this school will be Des Moines Christian School (DMCS).

Date of Adoption: April 14, 1992
Reviewed: February 6, 2001
Reviewed: December 5, 2005
Reviewed: January 18, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

LEGAL STATUS OF THE BOARD

Code No. 201.2
First Reading 7-14-14

Des Moines Christian School will be one division of the parent corporation, the Des Moines Christian School Association.

Des Moines Christian School will operate within the directives given by the Iowa Department of Education for the purpose of retaining approval from the State of Iowa unless this would be in conflict with the school's biblical philosophy.

The school exists as a school corporation and, as such, may hold property and exercise all the powers granted by law.

DMCS will operate under the direction of the DMCS Association Board of Directors. The DMCS Association Board of Directors has exclusive jurisdiction in all DMCS matters.

As used herein, the terms "Board" and "Board of Directors" will refer to the DMCS Association Board of Directors unless otherwise specifically noted.

Date of Adoption: April 14, 1992

Revised: November 16, 1993

Revised: February 6, 2001

Revised: December 5, 2005

Reviewed: January 18, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

GENERAL POWERS AND DUTIES OF THE BOARD

Code No. 201.3
First Reading 7-14-14

The Board of Directors has four major duties:

1. Legislative: The Board represents the members of the DMCS Association and will function as a policy making body. The Board of Directors will make policy for its own government and that of teachers and pupils, and the Board will care for the school corporation, aid in the enforcement of these rules, and require the performance of duties of said persons imposed by the law and the rules. The Board has complete jurisdiction over the school and its employees as pertaining to school matters.
2. Executive: The Board of Directors selects the Superintendent and delegates the authority for formulating and overseeing all regulations, plans, and administrative details necessary to ensure that the policies of the Board are carried out in the daily operation of the school.
3. Evaluative: It is the Board's duty to determine, through careful study and examination of facts and conditions, whether the school is being operated efficiently—not only in terms of cost, but in terms of the effectiveness of the school's instructional program, based on a sound philosophy of Christian education, as formulated by the Board. As such, the Board is responsible for evaluation of the Superintendent.
4. Development: The Board supports the work of the Development Department in helping to enhance the enrollment and the financial growth of DMCS.

Date of Adoption: April 14, 1992

Revised: November 16, 1993

Revised: February 6, 2001

Revised: January 17, 2005

Revised: December 5, 2005

Revised: February 1, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

ELECTIONS TO THE BOARD

Code No. 201.4

NUMBER AND ELECTION OF DIRECTORS. The number of Directors will be no fewer in number than nine and no greater in number than twelve. Since the school has a large number of churches represented in the membership, it would be prudent that no more than four from any church should serve on the Board at the same time. The term of office will be three years, beginning July 1st of the year elected and ending on June 30th three years later. Terms of office for Directors should be sequenced so that no more than one-third of the terms expire each year. Term limits are noted in the By-laws, Article III, Section 2.

There will be a written notice of all regular and special elections.

Balloting at Association elections will be by printed ballot.

NOMINATION OF DIRECTORS. Annually, the Board of Directors will nominate one or more candidates for each vacancy in the membership of the Board, and names of such candidates will be listed in the written notice of the election meeting.

QUALIFICATIONS FOR BOARD:

1. The candidate must agree to the DMCS Statement of Faith.
2. The candidate must be an active member of the DMCS Association for at least one year.
3. No employee of the school or member of their immediate family or household will be eligible to serve on the Board. Exceptions to this policy will be considered by the Board only upon recommendation by the Nominating Committee.
4. The candidate will be a member in good standing of a church, or one who regularly attends church services.
5. No person will be denied candidacy on the basis of race, gender, or national origin.

NOMINATING PROCEDURE:

1. The President of the DMCS Board of Directors will appoint DMCS Board Members to a Nominating Committee to direct the nominating process
2. Members of the Nominating Committee will solicit names from the Association and friends of DMCS to determine a list of potential candidates to serve on the Board.
3. The Nominating Committee will present the list of names to the Board of Directors for general approval to proceed.
4. A Nomination Application will be sent to each of the potential candidates.
5. Upon receiving a completed application, the Nominating Committee will obtain a letter of recommendation from the Pastor of each potential candidate's church, as well as a personal reference form completed by a member of the Association (other than a relative) who has been named by the candidate.
6. The Nominating Committee will interview each potential candidate individually. At least two members of the committee must be present during all interviews. Current Board members seeking re-election will be interviewed at the option of the Committee.
7. The Nominating Committee will submit the list of potential candidates to the DMCS Superintendent to insure they are in good standing with the school. The Committee will review the information from the applications, interviews, pastoral recommendations, personal reference and information from the DMCS Superintendent to determine whom they will recommend for consideration by the full Board.
8. The Nominating Committee will vote on each candidate. Majority vote results in a positive recommendation to the full Board.
9. The Board of Directors will act on the recommendation of the Nominating Committee to determine the slate of candidates to be presented to the Association for election no later than the last regular Board meeting prior to the election.

10. In a timely manner, the Nominating Committee will inform potential candidates as to whether or not their candidacy was approved by the Board.
11. At the Association election, all those nominated who receive approval from a majority of the ballots cast will be elected to the Board for a term of office.

Date of Adoption: April 14, 1992

Revised: June 16, 1992

Revised: November 16, 1993

Revised: April 16, 1996

Revised: October 5, 1999

Revised: October 2, 2002

Revised: May 5, 2005

Revised: December 5, 2005

Revised: March 23, 2009

Revised: November 2, 2009

Revised: March 7, 2016

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

BOARD CANDIDATE INTERVIEWS

Code No. 201.4C
First Reading 7-14-14

To insure consistency, the Nominating Committee will adhere as closely as possible to the following format for each candidate interview.

- I. Introduction
 - A. Introduce all parties to one another.
 - B. Thank the candidate for submitting application and attending interview.
 - C. Describe the make-up of the Board: 12 Board Members, 3 year terms, no more than 4 members from any one church.
 - D. Describe procedures involved in the Board election process: (Application, Pastor's Letter, Superintendent's Letter, Committee Review, Board Approval, Association Election).

- II. Testimony
 - A. Ask candidate to share briefly about themselves, family, and their occupation.
 - B. Ask candidate how they came to assurance of Christ as their personal Lord and Savior.

- III. Questions (Select as appropriate for each candidate.)
 - A. Why have you chosen to send your children to DMCS?
 - B. Is your spouse in agreement with your decision to be a candidate for School Board? How do your children feel?
 - C. You received a copy of the DMCS Statement of Faith. Is there any area of the statement that you are not in full agreement?
 - D. You received a copy of the Oath of Office and Board Code of Ethics. Is there any area you believe you could not support?
 - E. What unique qualities or gifts do you believe you would bring to the Board?
 - F. Do you believe God is calling you to this service?
 - G. Are there areas you see DMCS could improve or do you have specific ideas you would like to see implemented?
 - H. Are there specific issues that have prompted you to seek a Board position?
 - I. Do you have any questions for the Committee?
 - J. Are you willing to be involved in fundraising activities and making calls on families?
 - K. Additional questions from the committee

- IV. Summary
 - A. Explain school goals and direction, types and composition of committees, and concerns of the current Board.
 - B. Explain the Board's main responsibilities, including policy-making, accountability to the Association, and faithfulness to Scriptures.
 - C. The Committee will notify each candidate of the Board's decisions regarding their candidacy.

Date of Adoption: November 16, 1993

Revised: February 13, 2003

Revised: December 5, 2005

Revised: April 6, 2009

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

CANDIDATE APPLICATION PACKET

Code No. 201.4H
First Reading 7-14-14

The Board application packet, given to prospective candidates, will contain the following seven items:

1. Board application form (Board Policy Code No. 201.4A)
2. Statement of Faith
3. Code of Ethics of the Board
4. Oath of Office, Board member
5. Board Policy Code No. 201.3-General Powers and Duties Of the Board
6. Board Policy Code No. 201.4-Elections to the Board
7. Board Policy Code No. 201.41-Board Member Church Affiliation

Date of Adoption: August 14, 2003

Revised: December 5, 2005

Revised: February 18, 2008

Revised: April 6, 2009

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

BOARD MEMBER CHURCH AFFILIATION

Code No. 201.41
First Reading 7-14-14

In accordance with Board Policy stating that no more than four Directors from any one church may serve on the Board at the same time, should a Board member change church affiliation, whether in membership or regular attendance, during a term on the Board of Directors, or after election to the Board, but before the term begins, the Director must give written notice to the Board and the DMCS Superintendent, informing them of the change. The written notice should include the name of the former church and new church of attendance or members of and the date of the change.

If the church affiliation change of the Board member results in more than four Board Members being affiliated with the same church, the Board member must resign the position on the Board, effective immediately.

Date of Adoption: September 4, 2007

Revised: January 18, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

MEMBERSHIP OF THE ASSOCIATION

Code No. 201.5
First Reading 7-14-14

The voting constituency of the Des Moines Christian School will consist of the membership of the Des Moines Christian School Association, as stated in the Re-stated Articles of Incorporation of Des Moines Christian School Association.

Membership in the DMCS Association is attained by each custodial parent/guardian during such time that their child is enrolled at DMCS if

- They sign a document (in the form prescribed by the Board) stating their approval of and belief in the Basis and Purpose of the Corporation
- Have a personal relationship with Jesus Christ
- Make timely tuition payments.

Membership in the DMCS Association is also granted to faculty and full-time personnel, during such time as the staff member is employed by Des Moines Christian School.

Following due process, membership will be suspended for such parent/guardian during such time that they fail to make timely tuition payments, which for this limited purpose will mean any period of time during which they are more than sixty days delinquent in tuition payments. For each school year, membership for any parent/guardian will commence July 1 or, if later, the date such parent/guardian will meet the membership requirements stated above, and will end on June 30 or, if earlier, the date such parent/guardian no longer has a child enrolled at DMCS.

No person will be denied membership on the basis of race, color, gender, or national origin.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Revised: September 3, 2002
Revised: December 5, 2005
Revised: May 3, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

BOARD OFFICERS

Code No. 201.6
First Reading 7-14-14

OFFICERS. The officers of the corporation will consist of a President, a Vice-President, a Secretary, and a Treasurer.

ELECTION AND TERM OF OFFICE. The officers of the corporation will be elected annually by the Board at their July meeting. If this election is not held at the regular July meeting, it will be held as soon thereafter as is convenient. For this interim period, only continuing Board members and officers will be allowed to vote. Each officer will hold office until a qualified successor is elected or until death, resignation, or removal from office, or removal from the Board.

REMOVAL FROM BOARD OFFICE. Any officer or agent may be removed by 2/3 vote of the Board whenever, in the Board's judgment, the best interests of the Association will be served by so doing.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Revised: September 3, 2002
Revised: January 17, 2005
Revised: March 6, 2006
Revised: February 15, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

INDIVIDUAL BOARD MEMBERS

Code No. 201.7
First Reading 7-14-14

Authority rests with the Board in legal session and not with individual members of the Board, except as authorized by specific Board action. Each Board member will function at all times as part of a legislative body and will meet legal responsibilities as a trustee of DMCS.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Reviewed: April 5, 2001
Revised: January 17, 2005
Revised: March 6, 2006
Revised: January 18, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

BOARD VACANCIES

Code No. 201.8
First Reading 7-14-14

Any Director may resign at any time by giving written notice of resignation to the President or Secretary. Any such resignation will take effect at the time specified therein, or if the time when it will become effective is not specified therein, it will take effect immediately upon it being received. Except as specified therein, the acceptance of such resignation will not be necessary to make it effective. A Board member is expected to submit a resignation if the Director can no longer actively support Board Policy Code No. 101, The Basis and Purpose of DMCS.

Removal of a Director will be allowed in accordance with the Re-stated Articles of Incorporation of the DMCS Association.

Any vacancy occurring in the Board may be filled for the duration of the unexpired term of that vacancy by appointment of the majority vote of the remaining Directors.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Revised: September 3, 2002
Revised: March 6, 2006
Revised: January 18, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

CODE OF ETHICS OF THE BOARD

Code No. 202.1
First Reading 7-14-14

A Board member is expected to adhere to the following Code of Ethics:

1. Be faithful in attendance at all Board meetings. If unable to attend, a Director is responsible for notifying the Board Secretary or President in advance.
2. Prepare for each Board meeting by reviewing the agenda, minutes of past meetings, and other pertinent materials prior to the Board meeting.
3. Be willing to give time and talent and faithfully pray for DMCS.
4. Direct inquiries and concerns regarding school matters to the appropriate staff member.
5. Offer encouragement and commendation to the staff, when needed.
6. Refrain from inappropriate discussion of School Board business at non-business functions or gatherings.
7. Use God-given discretion in deciding what matters can be shared with a spouse or others. Matters pertaining to personnel and other matters of sensitive nature should not be shared outside of meetings.
8. Attend as many school functions as possible.
9. Be a member in good standing of a local church or fellowship. Membership is to be defined by the local church.
10. Speak the truth in love.
11. Avoid entering into the day-to-day operation of the school.
12. To adhere to the Christian lifestyle statement.

The Board, collectively, is expected to adhere to the following standards:

1. Be the policy maker in the establishment of policy directives, curriculum selection, dress and disciplinary codes.
2. Be responsible for making the final approval on hiring/dismissal of all personnel.
3. Always call Board Meetings with the knowledge of the administration.
4. Deal with all employees on the basis of Matthew 5:22-24 and 18:15-20 and other such passages which teach Christ-like attitudes and dealings between Christians.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Revised: August 7, 2001
Revised: March 6, 2006
Revised: January 18, 2010
Revised: May 17, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

PRESIDENT OF THE BOARD

Code No. 202.2
First Reading 7-14-14

The President of the Board will be the principal executive officer of the corporation and will preside, supervise, and control all of the business and affairs of the corporation, subject to the general powers of the Board. The President will preside at all meetings of the Association and of the Board. The President or a designee will represent the Board at all graduation exercises. The President may sign, with the Secretary or any other proper officer of the corporation, hereunto authorized by the Board, deeds, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by the DMCS Association By-laws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed. In general, the President will perform all duties incidental to the office of President and such other duties as may be prescribed by the Board. The President will be an ex-officio member of all committees.

The President of the Board of Directors will preside at all of its meetings (according to Roberts Rules of Order). The President will sign warrants, drafts, and all orders drawn upon the treasury, as provided by law; sign all contracts made by the Board; and appear on behalf of this corporation in all actions brought by or against it, unless the President is one of the parties in such actions –in which case this duty will be performed by the Secretary of the Board.

The Board President will collaborate with the Superintendent on the development of the agenda for all meetings.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Revised: February 6, 2001
Revised: January 17, 2005
Revised: March 6, 2006
Revised: January 18, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

VICE PRESIDENT OF THE BOARD

Code No. 202.3
First Reading 7-14-14

In the absence of the President, or in the event of the President's inability or refusal to act, the Vice-President will perform the duties of the President, and, when so acting, will have all the powers of and be subject to all the restrictions upon the President, and will perform such other duties which may be assigned to the Vice-President by the President or by the Board of Directors, as defined in Board Policy Code No. 202.2.

Date of Adoption: April 14, 1992
Revised: February 6, 2001
Revised: March 6, 2006
Revised: January 18, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

SECRETARY OF THE BOARD

Code No. 202.4
First Reading 7-14-14

The Secretary of the Board will perform all of the following responsibilities: (1) Review Board minutes and official actions for publication; (2) Sign, with the President, deeds, mortgages, bonds, contracts, or other Board-approved instruments when authorized to do so by the Board; and (3) Perform such other duties as may be required by the Board, the Superintendent, or the law.

If both the President and Vice-President are absent, the Secretary will serve as chair or temporary chair for the purpose of selecting a President Protempore.

The Board, if it so desires, may hire a Recording Secretary to do the following: keep the minutes of the Open Session meetings of the members and of the Board; see that all notices are duly given in accordance with the provisions of the DMCS Association By-laws or as required by law; be custodian of the Association records; and, in general, perform other duties which may be assigned by the President or by the Board. Compensation will be determined on a yearly basis upon recommendation of the Superintendent, with Board approval.

Date of Adoption: April 14, 1992

Revised: November 16, 1993

Revised: February 6, 2001

Revised: March 6, 2006

Revised: February 15, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

TREASURER OF THE BOARD

Code No. 202.5
First Reading 7-14-14

The Treasurer will serve as the chairman of the Finance Committee and will, in general, oversee the financial operations of the corporation. The Treasurer will ensure that the corporation maintains policies and procedures in accordance with Generally Accepted Accounting Principles (GAAP). The Treasurer is responsible for overseeing preparation of monthly financial reports and will present these reports to the Finance Committee and to the Board. The Treasurer may delegate this reporting responsibility to the Business Manager. The Treasurer will perform all duties incidental to the office of Treasurer and other duties which may be assigned to the Treasurer by the President or by the Board.

If required by the Board, the Treasurer will give a bond for the faithful discharge of the duties of the Treasurer in such sum and with such surety or sureties as the Board will determine.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Revised: April 28, 2003
Revised: March 6, 2006
Revised: February 15, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

OTHER ASSISTANTS AND ACTING OFFICERS

Code No. 202.6
First Reading 7-14-14

The Board of Directors will have the power to appoint any person to act as assistant to any officer, or to perform the duties of such officer whenever, for any reason, it is impractical for an officer to act personally. Such assistant or acting officer so appointed by the Board of Directors will have the power to perform all duties of the office to which such person is so appointed to be assistant, or which such person is so appointed to act, except as such power may be otherwise defined or restricted by the Board of Directors.

Date of Adoption: November 16, 1993

Reviewed: February 6, 2001

Reviewed: March 6, 2006

Revised: February 15, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

CONFLICT RESOLUTION AGENTS OF THE BOARD

Code No. 202.7
First Reading 7-14-14

The DMCS Board realizes that concerns, problems, and complaints about issues or personnel will occur during the school year. Board Policy Code No. 204.12 addresses how these concerns, problems, and complaints are to be handled and resolved. The DMCS Board strongly believes that concerns, problems, and complaints should be resolved at the lowest possible level within the DMCS structure. In following the chain of command principle outlined in Board Policy Code No. 204.12, the Board will elect 2 Conflict Resolution Agents of the Board at the annual Organizational Meeting of the Board. (See Board Policy Code No. 204.6.) These Agents will adhere to the following procedure if a concern, problem, or complaint about an issue or personnel is not resolved after the Superintendent's action.

1. If a complainant feels that the matter is not satisfactorily resolved after meeting with the Superintendent, the complainant may file a written complaint with the Board President.
2. The Board President will refer the matter to the Conflict Resolution Agents of the DMCS Board and inform the DMCS Board of the involvement of the Conflict Resolution Agents in the matter at the next scheduled Board meeting.
3. The Conflict Resolution Agents will meet with the complainant and any other party involved in the matter within 30 days of the receipt of the complaint.
4. The Conflict Resolution Agents will attempt to bring the parties together for discussion and resolution of the matter, if appropriate. It is not the role of the Conflict Resolution Agents to resolve the conflict between parties, but to facilitate a mechanism of discussion between parties for resolution and reconciliation, if at all possible. It is the responsibility of the individual parties themselves to resolve and reconcile any concern, problem, or complaint in accordance with Biblical principles.
5. The Conflict Resolution Agents will present a report to the DMCS Board at the next regularly scheduled Board meeting after meeting with all parties and attempting resolution and reconciliation. This report will present the facts as discovered by the Conflict Resolution Agents and the outcome of any meetings between parties. The report will not take sides with one party over another or in any way attempt to present a judgment in the opinion of the Conflict Resolution Agents themselves of the concern, problem, or complaint. The report may present options or recommendations for the Board's consideration.
6. The Board may choose to refuse to hear or act further on the complaint, or may choose to allow the complainant to appear before the Board prior to the Board making a decision regarding the matter. If the Board chooses not to hear or act further on the complaint following the presentation by the Conflict Resolution Agents, then the disposition of the Superintendent will be final. The Board Secretary will communicate the Board's decision to the complainants and other parties.
7. If the complainant is allowed to appear before the Board, any other party involved in the concern, problem, or complaint will also be allowed to appear before the Board, per Board Policy Code No. 204.12.
8. All documentation of the conflict resolution process, including Board Policy Code No. 202.7-A, will be filed in the Superintendent's office.

Date of Adoption: April 6, 2004
Revised: March 6, 2006
Revised: January 18, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

Conflict Resolution Agent's Checklist

Code No. 202.7-A
First Reading 7-14-14

Complainant Name: _____

Date Issue Received from Board President: _____

Date School Board Informed of Impending Conflict Resolution: _____

Date of Meeting with Complainant: _____

Date of Meeting/s with Other Parties:

Date of Meeting for Resolution or Reconciliation: _____

Date Report Presented to School Board: _____

Board Decision:

- Board Chooses Not to Act Further/Superintendent Decision Final: _____
- Board Allows Complainant/Other Parties to appear before the Board: _____

Date of Board Meeting Appearance(s): _____

Date of Adoption: April 6, 2004

Revised: March 6, 2006

Revised: January 18, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

DEVELOPMENT OF POLICY

Code No. 203.1
First Reading 7-14-14

The Board's primary function is to set policy. The Board exercises its leadership role by involvement in the development and adoption of written policy. Policy will be in written form to provide guidelines for operation of the school.

Policies are principles adopted by the Board to chart a course of action. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems and narrow enough to give clear guidance. Policies are guidelines which direct the administration. Administration implements the policies by developing, regulations, and procedures to provide specific directions to school personnel.

Policies may be proposed by any member of the Association. All policy proposals will be submitted in writing to a Board member, the Superintendent, or the DMCS Board President prior to a regular or special Board meeting. The proposed policy will be placed on the agenda for consideration.

Date of Adoption: April 14, 1992

Revised: November 16, 1993

Revised: February 6, 2001

Revised: March 6, 2006

Revised: January 18, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

ADOPTION/REVISION OF POLICY

Code No.203.2

The adoption of new policies or amending or rescinding an existing policy is the exclusive responsibility of the Board. Any formal action to add, modify or rescind existing Board policy will be determined by a majority vote of the membership of the Board during an open meeting.

If passed, the policy will become effective upon the date of passage or at a stated time in the proposal.

The Board is responsible to review every section of the Board Policy Manual at least every five years.

Date of Adoption:	<u>April 14, 1992</u>
Revised:	<u>November 16, 1993</u>
Revised:	<u>February 6, 2001</u>
Revised:	<u>March 6, 2006</u>
Revised:	<u>May 17, 2010</u>
Revised:	<u>March 7, 2016</u>
Revised:	<u>March 7, 2016</u>

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

ADMINISTRATIVE POLICY IMPLEMENTATION PROCEDURES

Code No. 203.3
First Reading 7-14-14

Administrative procedures will be developed by the Superintendent or Superintendent's designee.

The Superintendent will inform the Board of procedures that are written to implement Board policies. The Board will not formally review, change, or veto administrative regulations unless they are, in the Board's judgment, contrary to the intent of established Board policy.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Revised: February 6, 2001
Revised: August 6, 2006
Revised: January 18, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

COMMITTEES OF THE BOARD

Code No. 203.4
First Reading 7-14-14

The standing committees of the DMCS Board consist of the following:

Educational Program Committee
Finance Committee
Development Committee
Technology Committee
Activities Committee

MEMBERSHIP. The membership of each Standing Committee will include at least two members of the Board. All committees will be directly responsible to the Board. All Board members on committees will be appointed by the President, subject to the approval of the Board. New committee members will be recommended by each committee for approval by the Board.

EDUCATIONAL PROGRAM COMMITTEE. The Educational Program Committee will perform all of the following responsibilities: Consider all matters relative to the educational program and the curriculum of the school and make recommendations concerning the same to the Board and safeguard the purpose of the corporation to develop Christ-like character by placing emphasis in each curriculum on God's principles of living, including evangelism and discipleship as a foundation for scholastic achievement.

FINANCE COMMITTEE. The Finance Committee will include the Treasurer and the Business Manager. The Finance Committee will supervise all the finances of the Association and keep the Board informed of current or impending deficits and other considerations deemed likely to affect the financial status of DMCS. At least 30 days before the annual meeting of the Association, the Finance Committee will submit to the Board for its consideration, revision, and approval a budget for the coming year.

DEVELOPMENT COMMITTEE. The Development Committee works with the Development Office to oversee fundraising activities of the school and assists the Development Office in setting fundraising goals.

TECHNOLOGY COMMITTEE. Technology Committee members will include the Technology Manager, Secondary Principal, members of the DMCS Board as assigned, and association members interested in how DMCS can creatively integrate technology into administrative and educational functions to further expand the effectiveness and goals of the DMCS community.

ACTIVITIES COMMITTEE. The Activities Committee membership will include the Activities Director. The Activities Committee will consider all matters relative to the activities of the school and make recommendations concerning the same to the Board. The Activities Committee will safeguard the purpose of the Corporation to develop Christ-like character by placing emphasis in each activity on God's principles of living, including evangelism and discipleship as a foundation for participation in all activities. All activities to be reviewed by the Activities Committee but not mission trips, out-of-state trips and competitions, Prom, Homecoming, Senior Banquet, Knowledge Bowl, fine arts, athletics, drama, Boy Scouts, Spanish Club, and Lego Robotics. Elements of these programs are not day-today activities.

AD HOC COMMITTEES. Other committees may be formed on an ad hoc basis. All such committees must contain an expiration date for their authority. At least one member of such committee will be a member of the Board.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Revised: September 4, 2001
Revised: September 5, 2006
Revised: November 2, 2009
Revised: March 24, 2014
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

TEMPORARY COMMITTEES

Code No. 203.5
First Reading 7-14-14

Temporary committees may be appointed by the President of the Board; their duties will be outlined at the time of appointment. A temporary committee will be considered dissolved when its final report is made and accepted by the Board. The recommendations and reports of all committees will be given to the Board with final decision-making authority retained by the Board.

Date of Adoption:	<u>April 14, 1992</u>
Revised:	<u>November 16, 1993</u>
Reviewed:	<u>February 6, 2001</u>
Revised:	<u>January 17, 2005</u>
Revised:	<u>September 5, 2006</u>
Revised:	<u>January 18, 2010</u>
Revised:	_____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

OPERATIONAL PROCEDURES OF THE BOARD

Code No. 203.6
First Reading 7-14-14

The members of the DMCS Association have delegated the responsibility of the operation of DMCS to the Board of Directors. The Board exercises its authority in the following areas, but is not limited to these areas:

FINANCES

The Board will take measures to ensure that the requirements of the budget of the school are met, giving consideration to reports of the Finance Committee as to financial needs, and to recommendations of the Development Committee for action at all regular monthly Board meetings. The funds necessary for the operations of DMCS will be obtained primarily from tuition income. Requirements of the budget not met by tuition receipts will be raised by other means consistent with the basis and purpose of DMCS.

Funds to finance DMCS operations or development will not be borrowed without approval of the Board. The Board will approve special assessments of Association members.

The Board will approve major capital expenditures outside the budget.

The Board may authorize an officer or agent to enter into a contract or execute and deliver any instrument in the name of and on behalf of DMCS, and such authority may be general or confined to specific instances.

No loans will be contracted on behalf of DMCS, and no evidence of indebtedness will be issued in the school's name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation will be signed by such officer or agent of the corporation, and in such manner determined by resolution of the Board.

All funds of the corporation not otherwise employed will be deposited in a timely fashion to the credit of the corporation in such banks, trust companies, or other depositories as the Board may select.

The Board will establish operating budgets for the school year. Budget preparation is primarily the job of the administration and the Finance Committee. A budgetary timetable will be followed.

CURRICULUM

The Board will be responsible for the curriculum of DMCS as to its content, its consistency with the Basis and Purpose of the Association, and its effective classroom application, making certain that continuing emphasis in teaching is given to developing Christ-like character through instruction in God's principles of living, including evangelism and discipleship.

FACILITIES

The Superintendent or designee will be responsible to see that the facilities are maintained in accordance with any sharing and use agreement.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Revised: September 4, 2001
Revised: January 17, 2005
Revised: September 5, 2006
Revised: January 18, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

LEGAL COUNSEL

Code No. 203.7
First Reading 7-14-14

The Board of Directors will annually appoint legal counsel to represent DMCS, as necessary for the proper conduct of legal affairs of DMCS. Counsel will attend regular and special meetings of the Board when requested to do so, and will be available for consultation, as needed.

Because it may be necessary to consult legal counsel as part of background information to be used by the Board in making decisions, and because at some time DMCS may be involved in litigation or other legal matters, the Superintendent, Board President, or Board Executive Committee are authorized to seek counsel's services, as needed. The Board will be kept informed of legal matters that are other than routine, and of any legal services that may involve unusual expense to the school.

Individual Board members will only consult school legal counsel for DMCS matters when the full Board has given permission for such consultation.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Revised: September 4, 2001
Revised: January 17, 2005
Revised: August 21, 2006
Revised: September 20, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

CONFLICTS OF INTEREST OF BOARD MEMBERS

Code No. 203.8
First Reading 7-14-14

The Board believes that individual Board members should not be placed in a situation of having to choose between the interests of DMCS and personal financial gains. Conflicts of interest should be avoided.

A Board member will not be an employee of DMCS.

Members of the Board who have or may have a financial interest in any contract to furnish supplies, materials, or labor to the school will disclose such interests to the Board.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Revised: October 5, 1999
Revised: September 5, 2006
Revised: January 18, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

GIFTS TO BOARD MEMBERS

Code No. 203.9
First Reading 7-14-14

Board members will not solicit any personal gifts related to their service as Board members. Board members may accept a personal gift related to their service on the Board under the following circumstances:

1. The gift has a value of less than twenty-five dollars (\$25).
2. The gift has a value in excess of twenty-five dollars (\$25) and receipt of the gift is reported to the Board Secretary not fewer than 10 days from its receipt and to the Board at its next regular meeting.
3. The gift relates directly to a Board activity and may be properly described as a gift for the benefit of Des Moines Christian School. This category of gifts will include such items as free meals at conferences attended by the Board members, transportation costs paid by others to attend Board-sponsored activities or activities for the benefit of the Board or the Des Moines Christian School, or to take part in conferences, training or worship as a Board member. To the extent possible, the receipt of the offer of such gifts will be reported to the Board prior to its acceptance, and the receipt of such gift will be reported within the timelines set out in paragraph two of this policy.

For the purposes of this policy, a gift includes services, merchandise, money, or any other thing of value not generally available to the members of the Association on the same basis as received by the Board member.

Date of Adoption: April 14, 1992

Revised: November 16, 1993

Revised: April 23, 2002

Revised: August 21, 2006

Revised: January 18, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

MEETINGS OF THE BOARD

Code No. 204
First Reading 7-14-14

The Board of Directors may designate any DMCS building or local building as the place of meeting for the annual meeting or for any regular or special meeting called by the Board.

Meetings of the Board are conducted for the purpose of carrying on the business of DMCS. Open Session meetings are open to the members of the DMCS Association. Only Board members have the authority to make and second motions and vote on issues before the Board. The Board may establish rules for its own governance and determine procedures that will be followed during Board meetings. Meetings may be closed to the Association to allow the Board to discuss a specific topic.

Date of Adoption: April 14, 1992
Revised: February 6, 2001
Revised: September 5, 2006
Revised: June 7, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

OPEN MEETINGS

Code No. 204.1
First Reading 7-14-14

Meetings will be held as stated in the By-laws.

Any gathering of a quorum of Board members, in which deliberation of a policy matter takes place, is defined as a meeting. All such Board meetings, unless specifically exempt from the open meetings law, are required to have proper notification, Association access, open Board discussion, voting by the Board members on the issues before the Board, and a record of the proceedings in the form of written minutes.

All DMCS Board meetings will be conducted in accordance with the provisions of Iowa law. The Recording Secretary or their designee will take minutes of all meetings and retain approved minutes and records.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Revised: September 4, 2001
Revised: January 17, 2005
Revised: August 21, 2006
Revised: June 7, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

REGULAR BOARD MEETINGS

Code No. 204.2
First Reading 7-14-14

The Board will provide the time and place of regular meetings to be held at least once each month during the school year.

A tentative agenda of the monthly meetings will be posted before the meeting.

Date of Adoption:	<u>April 14, 1992</u>
Revised:	<u>November 16, 1993</u>
Revised:	<u>September 4, 2001</u>
Revised:	<u>January 17, 2005</u>
Revised:	<u>August 21, 2006</u>
Revised:	<u>January 18, 2010</u>
Revised:	_____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

CLOSED SESSION OF THE BOARD

Code No. 204.4
First Reading 7-14-14

In general, all meetings of the Board will be conducted in Open Session.

The most commonly used reasons by which a Board may enter into a Closed Session follow:

1. To review or discuss records which are required or authorized by state or federal law to be kept confidential, or to be kept confidential as a condition for the Board's possession or receipt of federal funds.
2. To discuss strategy with legal counsel in matters presently in litigation, or where litigation is imminent, if disclosure would be to the disadvantage of the Board.
3. To discuss suspension or expulsion of a student, unless an Open Session discussion is requested by the student, parent, or guardian.
4. To discuss specific law enforcement matters which, if disclosed, would enable law violators to avoid detection.
5. To evaluate the professional competence of an individual whose appointment, hiring, performance, or discharge is being considered, when a Closed Session is necessary to prevent needless and irreparable injury to that individual's reputation and when the individual requests a Closed Session.
6. To discuss the purchase of particular real estate, but only when premature disclosure could be reasonably expected to increase the price of the property.
7. To discuss complaints about personnel brought to the Board pursuant to Board Policy Code No. 204.12.
8. In addition to the above, the Board may move to Closed Session when, in the Board's judgment (a) the matter involves a sensitive issue which if handled in open forum may cause needless and unnecessary embarrassment, ridicule, or invasion of privacy of any individual or (b) the matter involves special circumstances which if handled in open forum would not be in the best interest of DMCS.

Date of Adoption: April 14, 1992

Revised: July 21, 1998

Revised: December 3, 2002

Revised: August 21, 2006

Revised: January 18, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

ANNUAL MEETING OF THE ASSOCIATION

Code No. 204.5
First Reading 7-14-14

The annual meeting of Association members will be held during the month of April on a date specified by the Board. At each annual meeting the election of Directors will take place, and other business transacted may be properly presented to such meeting. If the election of Directors will not be held at the annual meeting, or at any adjournment thereof, the Board will hold the election at a meeting of the members as soon thereafter as convenient.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Revised: May 20, 2003
Revised: February 21, 2005
Revised: September 5, 2006
Revised: January 18, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

ORGANIZATIONAL MEETING OF THE BOARD

Code No. 204.6
First Reading 7-14-14

The meeting for the organization of the Board will be held annually at the Board's first regularly scheduled meeting of the new fiscal year. Notice of the meeting's place and time will be given by the Recording Secretary or their designee to each member and member-elect of the Board and to the Association in accordance with Board Policy Code No. 204.7.

The purpose of the meeting is to transfer material and responsibility from the retiring Board to the new Board. At the meeting, the Board will elect a President, who will hold office for one year. Once elected, the President will be entitled to vote only in the case of a tie vote of the other members present.

The election of all officers of the Board is to be by written ballot if there is more than one candidate for the office.

The organizational meeting of the Board will be held in two parts: (1) the final meeting of the retiring Board (2) and the organizational meeting of the new Board.

1. Final Meeting of the Retiring Board
 - (a) Call to order
 - (b) Approval of minutes of previous meeting(s)
 - (c) Adjournment of the retiring Board, "sine die"

2. Organizational Meeting of the New Board
 - (a) Call to order (by designated Chair if President retires)
 - (b) Oath of office (by designated Chair)
 - (c) Selection of a President "protempore." The Chair will call for nominations; nominations need not be seconded. If only one member is nominated, a motion may be made to appoint that person by acclamation in a voice vote; if more than one person is nominated, a recorded vote is required.
 - (d) Election of a President of the Board. The President Protempore calls for nominations; nominations need not be seconded. If only one member is nominated, a motion calling for a unanimous ballot may be presented and carried by unanimous voice vote. If the voice vote is not unanimous, or if more than one member is nominated, the voting will be done by ballot. The Recording Secretary or their designee will announce the result of the vote, and the newly-elected President will assume the chair.
 - (e) Election of a Vice-President, Secretary, Treasurer, Conflict Resolution Agent(s), and Child Abuse Investigator. The newly-elected President having assumed the chair, will call for nominations; nominations need not be seconded. If only one member is nominated, a motion calling for a unanimous ballot may be presented, and carried by unanimous voice vote. If the voice vote is not unanimous, or if more than one member is nominated, the voting will be done by written ballot. The President will announce the result of the vote.

3. Other items of business at the organizational meeting may include:
 - (a) Resolution of appreciation recognizing the service rendered by retiring Board members
 - (b) Determination of dates, times, and places for regular meetings of the Board

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

Code No. 204.4 (cont.)

- (c) Resolution to define the operating rules and practices that will be followed by the Board
- (d) Appointment of legal counsel for DMCS and the Board
- (e) Adjournment of organizational meeting of the Board

If any office of the Board should become vacant between organizational meetings, such office will be filled by the remaining members of the Board in the same fashion as outlined in the policy above.

Date of Adoption: April 14, 1992

Revised: November 16, 1993

Revised: September 4, 2001

Revised: April 4, 2005

Revised: August 21, 2006

Revised: June 7, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

NOTICE FOR BOARD MEETINGS

Code No. 204.7
First Reading 7-14-14

REGULAR MEETINGS. Notice to the Association stating the place, day, and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, will be delivered not fewer than three nor more than thirty days before the date of the meeting, either personally, by mail, or electronically at the direction of the President, the Secretary, or the officer or persons calling the meeting, to each member of record entitled to vote at such meeting. If mailed, such notice will be deemed to be delivered when deposited in the U.S. Mail.

SPECIAL MEETINGS. Special meetings of the Board may be called at the request of the President or any four Directors. Notice of the call of a special meeting will be given to each Board member and the Association at least 24 hours before the meeting. The notice will specify the time, date, place, and purpose (tentative agenda) of the meeting. (Attendance at the special meeting will constitute a waiver of notice.)

EMERGENCY MEETINGS. An emergency meeting may be called with less than 24-hour notice by the President or, in his absence, the Vice-President when the Board is required to meet for good cause to take immediate action. The minutes of such an "emergency" meeting should clearly state the good cause justifying the emergency meeting.

Date of Adoption: April 14, 1992

Revised: November 16, 1993

Revised: September 4, 2001

Revised: January 17, 2005

Revised: September 5, 2006

Revised: June 7, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

QUORUM FOR BOARD MEETINGS

Code No. 204.8
First Reading 7-14-14

QUORUM. A majority of the number of the Directors will constitute a quorum for the transaction of business.

MANNER OF ACTING. The act of the majority of the Directors present at a meeting at which a quorum is present will be the act of the Board of Directors, except to the extent otherwise provided in the Articles of Incorporation.

PRESUMPTION OF ASSENT. Any Board member who is present at a meeting of the Board of Directors at which action on any corporate matter is taken will be presumed to have assented to the action taken unless the dissent is entered in the minutes of the meeting or unless a written dissent to such action is filed with the person acting as Recording Secretary or their designee of the meeting before the adjournment thereof or such dissent will be forwarded by registered or certified mail to the Secretary of the corporation within seven (7) days after the adjournment of the meeting. Such right to dissent will not apply to a Director who voted in favor of such action.

An affirmative vote of those present and voting will be sufficient to pass any motion or take any action, unless the law or Board policy requires the vote of a greater number in a particular case.

A quorum need not be present to adjourn a meeting.

Date of Adoption: April 14, 1992
Revised: February 6, 2001
Revised: February 21, 2005
Revised: September 5, 2006
Revised: June 7, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

RULES OF ORDER

Code No. 204.9
First Reading 7-14-14

The Board will follow Robert's Rules of Order, as modified by this policy and where not in conflict with other provisions of the Bylaws.

The purpose of modified rules adopted by the Board are as follows:

1. To establish guidelines by which the business of the governing Board can be conducted in a regular and internally consistent manner
2. To organize the meetings so that all necessary matters can be brought to the Board and so that decisions of the Board can be made in an orderly and reasonable manner
3. To ensure that members of the Board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to ensure adequate discussion of decisions to be made
4. To ensure that meetings and actions of the Board are conducted so as to be informative to the staff and the Association, and to produce a clear record of actions taken and decisions made

Date of Adoption: April 14, 1992

Reviewed: February 6, 2001

Revised; August 21, 2006

Revised: January 18, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

RULES OF ORDER

Code No. 204.9-R
First Reading 7-14-14

The following rules of procedure have been adopted by the Board:

1. Board members need not rise to gain the recognition of the chair.
2. Motions should be made as a positive action.
3. A motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only "yes" and "no" votes are counted in this calculation. It should be noted that some motions require larger numbers of affirmative votes, as noted by approved rules of order.
4. All motions will receive a second, prior to opening the issue for discussion of the Board. If a motion does not receive a second, the chair may declare the motion dead for lack of a second.
5. The chair may decide the order in which Board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions.
6. The chair will rule on all motions that come before the Board.
7. The chair may rule on points of order brought before the Board.
8. The chair will have complete authority to recognize any member of the audience, regarding a request to participate in the Board meeting.
9. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Revised: February 6, 2001
Revised: September 5, 2006
Revised: January 18, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

BOARD VOTING—CALL-DOWN VOTES

Code No. 204.9-R1
First Reading 7-14-14

All decisions requiring a vote of the Board must be conducted at an appropriately called DMCS Board meeting, and the item must be included or added to the published agenda of that meeting. The only exception for this requirement would be an agenda item requiring a vote of the Board for which the Board needs a limited amount of time after the meeting to pray or review material handed out at the Board meeting prior to voting. The Board by majority vote can request a call-down vote of that agenda item. The call-down vote may be by phone or e-mail within one week of the Board meeting.

Date of Adoption: April 28, 2003

Revised: August 21, 2006

Revised: January 18, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

AGENDA FOR BOARD MEETINGS

Code No. 204.10
First Reading 7-14-14

AGENDA. The President of the Board-in collaboration with the Superintendent-will prepare an agenda of business to be transacted before each meeting. Association members and/or Board members who wish to place an item on the agenda should do so by contacting either the Superintendent or the President of the Board. Requests should include name, address, telephone number, purpose of the presentation, and pertinent background information. The President of the Board has discretion to allow an item(s) to be placed on the agenda. To be included on the regular meeting agenda, requests should be received and approved by the President no later than seven calendar days prior to the meeting.

The Agenda with necessary written information will be prepared and delivered or mailed to each Board member by the Superintendent at least three days prior to the scheduled meeting. The information must reach members of the Board sufficiently in advance of the meeting to allow adequate time for study, review, and prayer. The President of the Board will determine whether the agenda item will be discussed or tabled, and whether the discussion will be introductory or complete.

Copies of the Open Session agenda for each regular and special meeting will be made available to current Association members prior to the said meeting.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Revised: February 6, 2001
Revised: January 17, 2005
Revised: September 5, 2006
Revised: January 18, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

ORDER FOR AND CONTENT OF REGULAR MEETINGS

Code No. 204.11
First Reading 7-14-14

The order of business at all meetings shall be as follows:

- I. Open Session Devotional/Prayer
- II. Closed Session
 - A. Approval of Minutes
 - B. Old Business
 - C. New Business
 - D. Adjournment to Open Session
- III. Open Session
 - A. Approval of Minutes
 - B. Communication from the Association
 - C. Board Policy Review
 1. Call for Content Questions About the Scheduled Board Policy Review
 2. New Policy and Priority Reviews
 3. Current Policy Reviews
 - D. Break
 - E. Old Business
 - F. New Business
 - G. Closing Prayer
 - H. Adjournment

Appendix

Information Items

Written Regular Reports

1. Board President's Report
2. Superintendent's Report
3. Administrative Reports
4. Treasurer's/Business Manager's Report
5. Development Report
6. Standing Committee Reports
7. Special Reports/Temporary Committee Reports

The agenda can be amended prior to the scheduled Board meeting or during the Board meeting.

Date of Adoption: April 14, 1992

Revised: November 16, 1993

Revised: December 3, 2001

Revised: June 6, 2005

Revised: October 2, 2006

Revised: June 7, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

COMPLAINT PROCEDURES

Code No. 204.12
First Reading 7-14-14

Purpose. The Board recognizes that situations will arise in the operation of the school which are of concern to parents or to the public. In accordance with Biblical principles, the Board strongly believes that all concerns should be resolved at the lowest possible level of decision-making by the individuals involved. Concerns are best dealt with in open communication by the individuals involved. Therefore, the purpose of these complaint procedures is to resolve, at the lowest possible level, and as expeditiously as possible, complaints of any person regarding any school matter.

Procedures.

1. Any person with a complaint or concern regarding a school matter is encouraged to first talk to and resolve the complaint with the school official or employee involved as soon as possible.
2. If the complainant feels that the matter is not satisfactorily resolved, the complainant will file a written complaint with the employee and the employee's immediate supervisor. Appropriate Board policy will be followed. The supervisor will meet with the complainant within ten working days of receipt of the complaint and will indicate the disposition in writing within ten working days of the meeting, or indicate that additional time is necessary to resolve the complaint.
3. If the complainant feels that the matter is not satisfactorily resolved, the complainant will file the written complaint and any prior dispositions with the Superintendent (See Policy 204.12-B). The Superintendent will meet with the complainant within ten working days of receipt of the complaint and will indicate the disposition in writing within ten working days of the meeting, or will indicate that additional time is necessary to resolve the complaint.
4. If the complainant still feels that the matter is not satisfactorily resolved, the complainant may file a written complaint to the Board President. The Board President will refer the complaint to the Conflict Resolution Agent(s) of the Board. The Conflict Resolution Agent(s) will follow the written policy for board Conflict Resolution (Board Policy Code No. 202.7). The complainant may request to appear before the Board by filing the written complaint with the Board President and request a place on the agenda (See Board Policy Code No. 204.12-C.) The Board may refuse to hear and/or act on the complaint, or the Board may decide the matter following the complainant's appearance before the Board. The Board Secretary will communicate the Board's decision to the complainant and other parties. If the Board declines to decide the matter, the disposition of the Superintendent will be final.
5. Prior to the meeting at which a complaint is heard about any employee, including complaints about administrators, the Board President will ascertain whether the matter may be legally discussed in Open Session and will ascertain from the employee whether the employee wishes to have the matter discussed by the Board in Closed Session. The employee may respond to the complaint either in writing or at the meeting at which the complaint is heard by the Board. If the employee needs additional time to adequately respond, the Board may schedule a second meeting for the employee to respond. The employee has the right to have a representative present at any Board meeting at which a complaint regarding employee's performance is considered.

Investigations and processing of complaints will be conducted so as to result in no interference with or interruption of school activities.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Revised: April 20, 2004
Revised: January 17, 2005
Revised: October 2, 2006
Revised: January 18, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

COMPLAINT FORM

Code No. 204.12-A
First Reading 7-14-14

Date Filed: _____

Name of Complainant: _____

Telephone Number: _____

Address/E-mail: _____

Statement of Complaint (include specific statement of incident(s), dates, persons involved, witnesses, and any other pertinent facts):

Remedy Sought:

Date of meeting with employee involved: _____

Signature of Complainant

Date

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

Code No. 204.12-A (cont.)

I wish to have this matter reconsidered by the employee's supervisor.

Signature of Complainant

Date

Date Received by Supervisor

Date of Conference with Supervisor

Response by Supervisor:

Signature of Supervisor

Date

Date of Adoption: April 14, 1992

Reviewed: November 16, 1993

Revised: April 20, 2004

Revised: November 15, 2004

Revised: September 5, 2006

Revised: January 18, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

SUPERINTENDENT RECONSIDERATION REQUEST

Code No. 204.12-B
First Reading 7-14-14

I wish to have this matter reconsidered by the Superintendent.

Signature of Complainant

Date

Date Filed with Superintendent

Date of Conference with Superintendent

Response by Superintendent:

Signature of Superintendent

Date

Date of Adoption: April 14, 1992

Reviewed: November 16, 1993

Revised: April 20, 2004

Revised: September 5, 2006

Revised: January 18, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

BOARD RECONSIDERATION REQUEST

Code No. 204.12-C
First Reading 7-14-14

I wish to have this matter reconsidered by the Board:

Signature of Complainant

Date

Date Received by Board President: _____

Referred to the Board Conflict Resolution Agent:

Date

Date of Adoption: April 14, 1992

Reviewed: November 16, 1993

Revised: April 20, 2004

Reviewed: September 5, 2006

Revised: January 18, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

MINUTES OF MEETING OF THE BOARD

Code No. 204.13
First Reading 7-14-14

Records of all transactions of the Board will be set forth in full in official minutes.

With respect to content, the Open Session minutes should show the following:

1. The place and date of each meeting and time
2. The type of meeting: regular, special, or emergency
3. Members present and absent, by name
4. The call to order and subsequent adjournment
5. The late arrival time of members, by name
6. Devotions, including Scripture references and topics
7. The departure time of members, by name, before adjournment
8. Approval, amendment, and approval of the minutes of the preceding meeting
9. Information as to each subject of the Board's deliberation and the action taken
10. Names of the maker and second of the motion, when action was taken, and the vote on the motion. Upon the request of any Board member, the President will direct the recording of the vote, showing how individual members voted.
11. Complete text of all Board resolutions, numbered consecutively for each fiscal year
12. Important documents forming a part of a motion should be made a part of the minutes by exhibit and placed in the minutes book along with the minutes.
13. A record of all delegations appearing before the Board and a record of all petitions
14. All committee recommendations

Minutes will be kept on file as the permanent official record of school legislation. The Superintendent's Office will maintain the minutes and will make the approved minutes available to any Association member.

For Closed Sessions the following guidelines are offered:

1. Minutes must indicate the time, date, and place of the meeting and members present.
2. Minutes must be kept of all actions taken.
3. The time the Board went into Closed Session should be entered as a part of the minutes, and the time the Board returned to open session should be shown.
4. All employments and resignations, or terminations of employment
5. The Closed Session minutes will remain confidential.

Date of Adoption: April 14, 1992

Revised: November 16, 1993

Revised: September 4, 2001

Revised: October 2, 2006

Revised: June 7, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

PARTICIPATION BY THE ASSOCIATION

Code No. 204.14
First Reading 7-14-14

The Board encourages DMCS Association attendance at its Board meetings. The Board meets on a regular schedule of open meetings to conduct the official business of the school. The DMCS Association is asked to recognize that time limitations require the Board to adopt procedures to assure an orderly process during the meeting.

Only those individuals recognized by the chair will be permitted to participate in the discussion. Any attempt by persons not so recognized to discuss any motion before the Board is out of order.

It will be in order for the members of the Board, after first gaining recognition of the chair, to interrupt the speaker to ask questions and clarify the discussion. The chair will permit and conduct adequate discussion of each item.

Extended discussion or action on any item can only take place with items on the agenda as posted or recommended.

Date of Adoption: April 14, 1992
Reviewed: February 6, 2001
Reviewed: October 2, 2006
Revised: January 18, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

OATH OF OFFICE, BOARD MEMBER

Code No. 204.15
First Reading 7-14-14

The Oath of Office will be administered by the designated chair at the beginning of the organizational meeting, in the following form:

“Do you solemnly swear that you will support the Educational Philosophy, Basis and Purpose of this Corporation, Statement of Faith, Mission Statement, and educational objectives as set forth in DMCS policy, to the best of your ability as empowered by God, to bring glory and honor to Him?”

Date of Adoption: April 14, 1992

Reviewed: February 6, 2001

Reviewed: September 5, 2006

Revised: January 18, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

COMPENSATION AND EXPENSES OF BOARD MEMBERS

Code No. 205.1
First Reading 7-14-14

Members of the Board will serve without pay. They will be reimbursed for actual and necessary expenses incurred in the performance of their official duties as members of the Board.

Date of Adoption: April 14, 1992
Reviewed: February 6, 2001
Reviewed: September 5, 2006
Revised: January 18, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

MEMBERSHIP IN LOCAL, STATE, AND NATIONAL ASSOCIATIONS Code No. 205.2
First Reading 7-14-14

It will be the policy of the Board to maintain active membership in the Association of Christian Schools International. At the discretion of the Board, the school may maintain membership in additional local, state, or national associations.

Date of Adoption: April 14, 1992
Revised: February 6, 2001
Revised: February 28, 2005
Reviewed: December 18, 2006
Revised: January 18, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

FREE ADMISSION TO DMCS EVENTS FOR BOARD DIRECTORS Code No. 205.3
First Reading 7-14-14

DMCS Board Directors, their spouses, and their minor children and step-children will be admitted free of charge to activities and entertainment sponsored by DMCS in accordance with administrative regulations.

Date of Adoption: December 4, 2006

Revised: January 18, 2010

Revised: June 7, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

Code No. 206
First Reading 7-14-14

Board members are encouraged to participate in ongoing development opportunities that address the needs of the individual Board member on a topical basis.

The development opportunities would include the following:

- ACSI Board Member Training Sessions
- ACSI Teacher Conventions
- Iowa Non-Public School Association Meetings
- State convention and regional meetings
- Legislative workshops

The Board may establish an annual calendar of Board development programs and activities which may be modified as necessary. Expenses for participating in a Board development activity will be reimbursed according to established Board policy. Board members are encouraged to participate in development programs at school expense whenever the program appears to be reasonably beneficial to the Board/School operations and the Board approves the expenditure in advance.

Date of Adoption: April 14, 1992

Reviewed: February 6, 2001

Revised: December 18, 2006

Revised: June 7, 2010

Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

NEW BOARD MEMBER ORIENTATION

Code No. 206.1
First Reading 7-14-14

Board members, the Superintendent, President, and Secretary of the Board will assist each newly-elected or appointed Board member to understand the Board's function, policies, and procedures.

A new Board member will be provided with copies of all appropriate publications and documents, including the Board's policy manual, selected sections of the school laws of Iowa, and other selected publications.

New members will be encouraged to attend meetings or workshops designed specifically for the orientation of new members. Expenses will be reimbursed by the school in accordance with established policy.

Date of Adoption: April 14, 1992
Revised: November 16, 1993
Revised: February 6, 2001
Revised: February 21, 2005
Reviewed: December 18, 2006
Revised: January 18, 2010
Revised: _____

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

BOARD MEMBER INSURANCE

Code No. 206.3
First Reading 7-14-14

Des Moines Christian School will carry adequate school board Errors and Omissions insurance to protect the school, the Board, and its members from legal liability while acting on behalf of DMCS.

Date of Adoption: April 14, 1992
Revised: February 6, 2001
Revised: February 21, 2005
Reviewed: September 5, 2006
Revised: January 18, 2010
Revised: _____