

Checklist for Opening a New Elementary School

Getting Approval

- £ The study committee recommends to the church board and the church board votes approval. The church board also needs to accept financial responsibility for the school. This includes providing a reserve to guarantee the teacher billing cost.
- £ Submit request for approval to the conference Board of Education. This request should contain evidence of the items listed on this document.
- £ The Board of Education votes approval of the new school.
- £ Starting a new school may necessitate a change in the church's current subsidy support of another school. Work with the Superintendent to determine how to affect this change.

Establish a School Board

- £ Write a constitution for the school or at least establish with the church board the role and makeup of the school board (a sample constitution is available in the Office of Education). For example:
 - Who adopts the budget - operating and start-up?
 - Who approves capital and start-up expenditures?
 - Who recommends to the conference the employment of the teacher?
 - Who is on the school board and for how long?
 - Who are the officers of the school board and how are they chosen?
- £ School board members are selected by the church board or nominating committee
- £ At the first meeting of the school board, officers are chosen. This includes a chairperson, treasurer and a temporary secretary. (When hired the teaching principal is the secretary of the board.) An accountant may need to be provided. This can be a paid or volunteer position. The treasurer may or may not provide the accounting services.
- £ The treasurer needs to be appointed well in advance of the beginning of school to pay bills. The church may need to appoint a treasurer until the school board begins to function.

Selecting a Teacher

- £

Recommended to NCC Board of Education: May 28, 2009

Regular School Board Meetings

- £ At appointed intervals, monthly, bimonthly, or quarterly, the board meets. A typical agenda:
 - Prayer
 - Approval of Minutes of last meeting
 - Treasurer's Report
 - § Financial statement
 - § Other financial matters (pay particular attention to cash, accounts payable and accounts receivable in addition to the budget)
 - Principal's report
 - Items for consideration: these may include the development of policies and providing for the needs of the school. Try to avoid making school board meetings into consideration of routine administrative matters.

Spring Board Meeting

- £ Establish a tentative budget for the new school year. Set and publicize the tuition rate.
- £ Review the contract of the teacher under the supervision of the Office of Education.
- £ Plan for marketing and recruitment for the new year.

End of the school year

- £ Teachers on a ten-month contract are off duty during the summer. If there are special projects the board wishes the teacher to complete, the teacher should be paid an additional amount.
- £ Review the progress of the school.
- £ Plan for the maintenance of the school during the summer.
- £ Plan for routine office tasks during the summer such as handling the mail and responding to inquiries.
- £ Implement recruiting plans.
- £ Follow up on past due tuition accounts.