

**Pacific Union Education Council
Boardsmanship
November 15, 2017**

1. Board responsibilities
 - a. Member as Trustee
 - b. Leadership and management
 - c. School Improvement Plan
2. Official and legal documents of the board
 - a. Minutes/policies
 - b. Constitution
 - c. Student/school handbook
3. Board minutes (who or what speaks for the board?)
 - a. Author of minutes
 - b. What to include in the minutes?
4. Sub-committees of the board
 - a. Standing committees
 - Finance
 - Personnel
 - Safety
 - Constitution
 - b. Ad hoc committees
5. Agenda formation – who and when & Leadership or Management
6. Frequency of Board Meetings
7. Financial reporting (fiscal health)
 - a. Balanced budget with surplus
 - b. Money we expected to collect and how much was collected
 - c. Are the bills paid? If not, how much?
 - d. How much cash in savings and checking?
8. Conflict of interest
9. Executive session and confidentiality
10. Location of board meeting
11. Student reports
12. Teacher reports
13. Home and School reports
14. Principal reports to the board (written and posted)
15. Board training and in-service
16. Board self-evaluation

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SCHOOL BOARDS

Member Responsibilities

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|--|-----------------|
| A. Establish a Vision | WHAT |
| <ul style="list-style-type: none">1. Review school mission2. Develop a three to five year school improvement plan | |
| B. Ensure an organization structure that supports the vision. | HOW |
| Develop capacity that: | |
| <ul style="list-style-type: none">1. finds, retains and demonstrates appreciation to the faculty and staff2. develops policies3. establishes budget priorities – both operating and capital improvement4. finds money and resources to fund the mission | |
| C. Ensures school effectiveness and accountability to the constituency. | HOW WELL |
| <ul style="list-style-type: none">1. evaluates progress towards the vision2. monitors student learning3. ensures formal evaluations4. participates in school accreditation process | |
| D. Advocate for kids and your school | SELL |
| <ul style="list-style-type: none">1. build support for your school2. communicate with your public3. market/advertise in the community | |

Fiscal Health of an Adventist School

Four questions that help assess your school's fiscal health.

1. Is your budget balanced?
 - a. Does the school spend less than it receives?
 - b. Be sure your "bad debt" expense item is representative of your last three years of operating.
2. Do you have cash to pay your bills?
 - a. Review your collection policy and assess its implementation (Receivables)
 - b. How old are your payables? (Payables)
 - c. What is your collection percentage as compared to this time last year? (Receivables)
3. How much money do you have in operating and capital reserve?
 - a. Union policy states that operating reserve is a percentage of last year's operating budget (15%)
 - b. You either budget for a reserve or under spend your budget expenses.
 - c. Did you budget for last year's operational loss?
4. What are you doing to increase your income or revenue?
 - a. School boards should assess ways to increase student enrollment.
 - b. Brainstorm ways of raising money to supplement tuition, church subsidy and the conference subsidy.
 - c. Do you have an endowment that earns you income?

Principles of Collecting Accounts

1. A due date is established for the student account.
2. A past due date is established with a financial penalty.
3. If money is still not received, the student is suspended if an agreement is not reached by the parent and the school on a financial plan to pay the account.
4. The account must be cleared from the previous year in order to register for the new school year.
5. The account must be cleared from a previous school when a student registered at a new school.
6. The relationship between the parent and the person that is responsible for collecting accounts is crucial. A collector understands the risk in allowing a parent to accumulate debt and works with the parent in a trust manner way.
7. The collector of accounts has the authority to negotiate with a parent on a reduction of amounts of money to be paid before the bill is sent to an outside agency for collections.
8. A letter from the school is sent to the parent stating that on specified date the account will be sent to an outside collecting agency.