

School Board Member Orientation Meeting
Black Hills Lutheran School
Rapid City, SD 57701

1. Prayer
2. Introductions
3. School Mission & Vision Statements

“Black Hills Lutheran School provides a Christ-Centered quality education empowering students to serve in the world.”

“Through the forgiveness of Christ, Black Hills Lutheran Schools strives to develop each student's God-given talents and abilities in preparation for service in their relationships to God, home, and community. We are committed to equipping our students for their future vocations through Christ-centered doctrinally sound curriculum, the appropriate use of today's technology, the benefit of small, nurturing classrooms and the relentless pursuit of academic excellence.”

4. Documents
 - a. Bible
 - b. By-laws
 - c. Board Policy Manual
 - d. Faculty/Staff Handbook
 - e. Student-Parent Handbook
 - f. Annual Calendar
5. Board Members
 - a. 3 year term
 - b. Ex-officio: Administrator & Pastoral Advisor
 - c. Teacher Attendance
 - d. Conflict Resolution
 - e. Standing Committees

Student Programs;	Learning Environment;	Personnel;
Finance;	Resource Development;	Policies and By-Laws
Marketing and Student Recruitment;		

6. Meeting Date & Time
Second Thursday 5:30 pm
7. Staff
Admin, Teachers, Admin Assistant
8. Our School's Competition

9. School Budget
 - Income
 - Tuition
 - Church Support
 - Fundraising & Gifts
 - Expenses
 - Salaries & Benefits
 - Utilities
 - Programming Supplies
10. Tuition Fees, Student Assistance

Registration Fee

Student Assistance

Association church members receive a 20% discount on tuition.

Multiple Child Discount: \$500 off for consecutive children

TADs

Competitors Tuition:

11. Enrollment Trends

12. Accreditation

13. Strategic Plan

14. Meeting Conduct

- a. Attend regularly. Be on time, stay for the entire meeting
- b. If you are late, do not expect anything you missed to be repeated
- c. Come prepared (Read the agenda, reports, and recommendations)
- d. Bring your paperwork with you to the meeting.
- e. Speak only when you get permission from the chair
- f. Speak to the report, recommendation, and motion
- g. Share your comments with the entire group, not your neighbor.
- h. Don't repeat points that have already been made, simply say, "I agree with ____"
- i. Ask a question if no comment comes to mind.
- j. Debate in the privacy of the board meeting, not in the parking lot.
- k. The Board decided
- l. Do what is in the best interests of the children and school families, not who had the idea or who speaks loudest at the meeting, or how it will affect your child(ren).
- m. Participate, but do not dominate. (Chairman will be sensitive to this and watch.)
- n. Follow Robert's Rules
 - i. I move that. . . .
 - ii. I second the motion . . .
 - iii. Discussion takes place
 - iv. Call the question
 - v. All in favor of the motion say "aye".
 - vi. All those opposed say "no".
 - vii. The motion is adopted / The motion fails.

Board members have authority only when the Board is in session or with official e-mail voting (if that is permitted by this Board.)

15. Between meetings:

- I. Pray for the school, the staff, the students, and the parents
- li. Meet with standing committees or ad hoc committees

- lii. Support decisions made by the board
- lv. Report to the congregation
- v. Assist with recruitment, fundraisers, and the like
- vi. Support the staff
- vii. Share the mission and the vision of the school whenever and wherever possible

16. Executive Sessions

Are necessary when. . .

1. Discussing the qualifications, competence, performance, character or fitness of any employee, officer, or prospective employee
2. Discussing the expulsion of a student or any other sensitive matter
3. Consulting legal counsel

Minutes may be taken during the executive session but are not included in the regular minutes

At the conclusion of the executive session, the regular meeting is called back to order.

If there is a decision, it is recorded in the general meeting minutes.

All Board members, including non-voting members, attend the executive session, unless a specific Board member is being discussed.