

SECTION 5 – BOARD OF TRUSTEES POLICIES AND PROCEDURES

5 BOARD OF TRUSTEES POLICIES AND PROCEDURES

ORGANIZATION BY-LAWS OF CASTLE HILLS FIRST BAPTIST SCHOOL (PRESCHOOL – 12)

The Board of Trustees of the Castle Hills First Baptist School does hereby adopt the basic By-Laws to govern the operation and development of the School as follows:

ARTICLE I - LOCATION AND PURPOSE - The name shall be Castle Hills First Baptist School and it shall be located at 2220 N.W. Military Hwy in San Antonio, Texas. The school is a ministry of Castle Hills First Baptist Church and its purpose is to join with the church at large to fulfill the vision of the school through providing a Christ centered education in all areas of the life of the school.

ARTICLE II - BOARD OF TRUSTEES The affairs of the School shall be administered by a Board of Trustees:

Section 1. Qualifications: Members of the Board must be born again followers of Christ of good moral character, having a genuine interest and commitment to Christian education who affirm the Baptist faith and message, and a member in good standing of Castle Hills First Baptist Church (at least 2/3 of membership) or with a local evangelical church (no more than 1/3 of membership). The Board shall consist of up to sixteen members, called Trustees, nominated by the Superintendent and current Board of Trustees and approved by the Senior Pastor and the vote of Castle Hills First Baptist Church in a quarterly Business meeting. Each Trustee so elected shall continue in office until his successor is elected according to the requirement of Article III, Section 2 of these By-Laws.

Section 2. Method of Election: The Board of Trustees shall be elected by majority vote at a quarterly business meeting of Castle Hills First Baptist Church. Any vacancy that occurs on the Board shall be filled by the existing Board of Trustees or other duly elected member.

Section 3. Purpose and Duties

- a) It shall be the primary duty and obligation of the Board of Trustees to establish and manage the policies and oversee and supervise the Superintendent of Castle Hills First Baptist School. The Board shall also execute the same responsibilities over any and all related programs such as, but not limited to, early childhood program/daycare, extended session, extracurricular activities, athletics, etc., that it may deem necessary for the successful operation of the School.
- b) Any Board member who misses more than fifty percent of the Board and/or committee meetings of which he is a member during any one-year period may be removed from membership on the Board of Trustees by action of the Board.
- c) The Board of Trustees shall be responsible to establish policies for enrollment, classes, tuition and fees, qualifications of teachers, salaries, employment of the Administration other than the Superintendent, curriculum, and all other matters and provisions pertaining to the establishment of a qualified school. The School shall not

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discriminate as to hiring any staff or as to any student seeking admission to the School on the basis of color, race, or national or ethnic origin.

- d) The Board of Trustees shall operate the School in a way that does not result in accrual of profits, realization of private gain resulting from payment of compensation in excess of a reasonable allowance for salary or other compensation for service rendered, or realization of any other form of private gain.
- e) All assets of the School are pledged for use in performing the organization's educational functions. No Trustee or officer of the School and church or any private individual shall be entitled to share in the distribution of any of the assets of the School upon discontinuance of the School. Should the School be discontinued by dissolution or otherwise, the assets of the organization are to be transferred to a charitable or religious organization or school in Texas as shall at that time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, as the Board of Trustees shall determine as approved by the church.
- f) It shall be the duty of the Board of Trustees to oversee the investment and reinvestment of any and all funds delivered to the School by way of gift, devise, bequest or otherwise, as well as the undistributed income arising from such investments.
- g) The Board of Trustees shall allocate all designated income that is available for distribution at least annually. This distribution or allocation is required only when the method of distribution or allocation of principal or income is not designated by the donor or testator.
- h) The Board of Trustees shall have and exercise full authority with reference to the investment, reinvestment, and Administration of the principal and undistributed income of all funds and property of the School. Where funds or property are given or devised to the School with specific conditions as to the Administration of the fund, or the distribution of income, the said Board of Trustees shall have full authority to carry out these directions. All investments shall comply with the appropriate Texas Statutes.

ARTICLE III - ANNUAL MEETING - An annual meeting of the Board shall be held at the School, 2220 N.W. Military Hwy, San Antonio, Texas at which time the Board shall nominate officers, receive reports, and act on all business matters. The annual meeting shall be the first regularly-scheduled Board meeting in November of every year. Such other meetings of the Board for this purpose and the purpose of nomination of new Board members shall be established and scheduled as the Board may determine.

ARTICLE IV - OFFICERS AND DUTIES

Section 1. Officers: The officers of this organization shall consist of a Chairman of the Board of Trustees, Vice-Chairman, Secretary, Treasurer, and such other officers as the Board of Trustees may select. Each officer shall hold office for one year or until his replacement is selected by the Board of Trustees. The officer positions shall be reviewed each year at the annual meeting of the Board of Trustees.

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Section 2. Duties:

- a) Chairman: The Chairman of the Board of Trustees shall preside over all meetings of the Board of Trustees, shall be their official spokesman, and shall perform such other duties as ordinarily pertain to that office.
- b) Vice-Chairman: In the absence of the Chairman of the Board of Trustees, the Vice-Chairman is to preside over all meetings of the Board of Trustees.
- c) Secretary: The Secretary shall cause to be kept a record of all minutes of each meeting of the Board of Trustees, and to perform such other duties as are usually incident to the office of Secretary.
- d) Treasurer: The Treasurer shall have custody of the funds, securities, and property of the School, subject to state provisions, and to such regulations as may be prescribed by the Board of Trustees.
- e) Parliamentarian: The Parliamentarian shall see that the Board of Trustees govern, set policy, and make decisions consistent with all CHFBC/CHFBS policies in accordance with standard parliamentary procedure.

ARTICLE V- MEETINGS

Section 1. Regular Meetings: The Board of Trustees shall meet at least six times each year, with one of these meetings being designated as the annual meeting as outlined in Article II.

Section 2. Called Meetings: A called meeting may be held upon request of the Chairman of the Board of Trustees and any one member of the Board of Trustees, or by at least one-third of the Trustees. The Chairman of the Board of Trustees, or other persons calling the meeting, shall give sufficient notice of the time and place thereof to enable a quorum of the Trustees to attend.

Section 3. For Board decisions that must be addressed before a scheduled or called meeting is possible, the Superintendent, with Board Chair approval, may bring the issue to all members by electronic means (e.g., telephone, text messaging, e-mail, etc.). Action may be taken upon majority approval of the Board of Trustees.

Section 4. Quorum: A majority of the members of the Board of Trustees shall constitute a quorum. A majority vote of those present shall be required to transact any business of the Board of Trustees.

ARTICLE VI - COMMITTEES

Section 1. Appointment: Unless otherwise specified, the Chairman of the Board of Trustees with input from the Superintendent shall cause such committee or committees to be appointed as the Trustees may specify. The Trustees shall delegate such authority as may be deemed advisable, so long as the same shall be within the limits of their own authority and discretion.

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Section 2. Committee Responsibility: Each committee is to discharge its responsibilities as outlined by the Board of Trustees.

ARTICLE VII - AMENDMENTS - These By-Laws may be amended by the vote of two-thirds of the members of the Board of Trustees with subsequent approval by the CHFBC body in an official business meeting. No proposed amendment shall be voted on by the Trustees until the same has first been presented in writing to all Trustees at least five business days prior to a meeting of the Board of Trustees, at which the amendment or amendments will be considered for adoption and submission to the church for a vote.

The foregoing By-Laws of the Castle Hills First Baptist School were duly approved by the Board of Trustees of said School and adopted by the CHFBC membership in a scheduled, called business meeting on the 6th day of January, 2011.

The Board of Trustees Agendas and Procedures

An agenda for regularly scheduled Board of Trustees meetings will be prepared by the CHFBS Superintendent and Board Chair. This agenda and any proposed policy changes or additions will be preapproved by the CHFBC Pastor or his designate. A copy of the agenda may be obtained at the Superintendent's office and will be emailed in advance to members.

Conflict of Interest

When a matter of business comes before the Board that may be construed as a conflict of interest for an individual Board member, that member shall disclose the potential conflict to the remainder of the Board. At the discretion of the Board, that member may be asked to refrain from participating in the discussion concerning said business, abstain from voting, or to retire from the meeting.

Executive Sessions

The Board recognizes that periodically during its scheduled meetings it will encounter matters of a highly sensitive nature. This will include, but is not limited to, questions or issues involving personnel, students, parents, etc. At such times, the Board may call an executive session. Executive sessions shall have in attendance all Board members present at said meeting, the Superintendent of the school (if present), and any other persons who are specifically asked to attend this session by the Board chairperson or authorized to appear by approval of the Board. When the executive session is for the purpose of evaluating the Superintendent, the Superintendent may be asked not to attend. The Pastor in such settings may choose to conduct the meeting in the place of or along with the Board Chair.

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An executive session can be called for by the Pastor, Chairman of the Board, the vice Chairman in the Chairman's absence, or by the vote of two Board members. No official business shall be transacted in the executive session. The time spent in executive session shall be used to discuss the sensitive matter at hand. In the event the Board needs to take action on the matter in question, the Board shall re-enter general session so the action can be taken and stated officially in the general session minutes.

Minutes

Action by the Board of Trustees shall be recorded by the secretary of the Board (or an other representative) and when officially approved by the Board, these minutes shall serve as a legal record of actions taken by the Board. The secretary (or other representative) is authorized to record minutes for general sessions, and a separate set of minutes for discussions in executive session. The keeping of separate minutes is authorized due to the sensitive nature of certain matters to be entertained by the Board and the necessity for open and frank discussion of such issues by Board members.

Officially approved general session minutes of the Board of Trustees shall be retained on file in the office of the Superintendent and shall be available for reasonable inspection during regular hours by members of the Board and such other persons approved by the Board. Officially approved executive session minutes shall be retained on file and shall be available for reasonable inspection during regular hours only by members of the Board. Executive session minutes shall not otherwise be available for inspection except as required by court order, subpoena, or by approval of the Board.

Policies and Procedures

Availability of Board Policies

The manual of Castle Hills First Baptist School's Board Policies and Procedures shall be kept in the Superintendent's office (or designated place) and shall be available upon request to CHFBC members and CHFBS parents, students and personnel. Castle Hills First Baptist School's Board policies and procedures will also be available at all Board of Trustees meetings.

Suspension of Policy (Exceptions)

The operation of any section or sections of Board policies not established by law or contract may be temporarily suspended by a majority vote of Board members present at a regular or special meeting.

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Coordination of Policies

The Superintendent will inform and give appropriate direction to the school administrative team and staff relative to policies that the Board establishes. Those policies which affect teachers and the educational program shall be transmitted to the teachers with pertinent integration and supplemented with discussion and reference handbooks.

Governance Policies

Articles of Incorporation

The attached Articles of Incorporation were prepared under the direction of the Board of Trustees to establish Castle Hills First Baptist School as a non-profit corporation under the laws of the State of Texas, and were approved.

CHFBS By-Laws

The By-Laws of the Castle Hills First Baptist School Board of Trustees have been reviewed and are approved as written.

CHFBS Organization Chart

The CHFBS Organization Chart reflects the Board approved organization for Castle Hills First Baptist School.

The Formation of School-Wide Organizations

Any group of parents and/or teachers that seek to form organizations to support and serve the ministry of the school shall submit written by-laws to the Board of Trustees for approval.

The Parent-Teacher Fellowship (PTF) By-Laws:

The Board of Trustees adopts the PTF By-Laws for the Castle Hills First Baptist School Parent-Teacher Fellowship (PTF), an auxiliary organization of the School, organized to further the school's volunteer service and faculty support and raise funds.

The Booster Club By-Laws:

The Board of Trustees adopts the Booster Club By-Laws for the Castle Hills First Baptist School Booster Club, an auxiliary organization of the school, organized to further the CHFBS athletic programs, support coaches and student athletes, coordinate volunteerism, and raise funds..

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Tax Exempt Status

Castle Hills First Baptist School has been approved by the State of Texas and the Internal Revenue Service as a non-profit tax exempt organization for tax purposes.

Inventory

All equipment that is owned by Castle Hills First Baptist School will be inventoried annually at the end of each school year.

Board of Trustees Policy Manual

The Board of Trustees policy manual is officially adopted by the CHFBS Board of Trustees and is to include all pertinent policies as they are adopted by the Board and approved in a CHFBC quarterly business meeting.

Equal Opportunity Policy

No administrative officer or employee of Castle Hills First Baptist School, acting in his/her official capacity, may discriminate on the basis of a person's sex, race, color or national origin regarding: personnel practices (including assigning, hiring, promoting, compensating, and discharging employees), use of facilities, awarding contracts, and participation in programs.

School Days Required

Castle Hills First Baptist School will operate under guidelines comparable to the State of Texas, in terms of number of annual school days, teacher in-service days, and number of hours required per day, in an effort to insure equal time allotments for all students.

Teacher Contracts

The CHFBS Board of Trustees has established and reaffirmed the CHFBS Teacher's Contract form.

Job Descriptions

Job descriptions shall be completed and become a part of the CHFBS Policy and Procedures Manual to be used in describing responsibilities of the Administration, faculty, and staff within Castle Hills First Baptist School, as well as being used in the annual evaluation process for each employee of the school.

Adoption of a Statement to Pursue Accreditation

At its Meeting, the Board adopted the following statement: We, the CHFBS Board of Trustees, do affirm our ongoing commitment to the processes and standards of

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accreditation as needed to meet the standards of ACSI. We believe that all costs of time, energy, finances, and other resources required to pursue, keep, and maintain the standards of accreditation are in the best interest of the school, its students, and all those affected by the school ministry.

Student Activities

The Board authorizes the Superintendent to establish and enforce policy and procedures regarding student activities.

BOARD OF TRUSTEES MEMBERS

Nomination of Board Members

The Board, by this action, establishes an ad-hoc nominating committee, consisting of all current Board members working in conjunction and cooperation with the Superintendent, who will serve in a screening and nominating process to select prospective members to recommend to (1) first the Pastor for his approval, (2) the CHFBC Nominating Committee for their approval and recommendation to the church, and (3) the approval of the church family in a regularly scheduled business meeting.

- Each prospective Board member will be given a completed copy of the School Policy and Procedures Manual.
- Each prospective Board member will be asked to read and study the material with a certain date given for interviews with the nominating committee.
- At that interview, each prospective Board member will be asked if s/he will support the school in perpetuating these philosophies, goals and objectives. S/he will also be questioned to assure that s/he understands them.
- If the prospective Board Member is amenable to the information and able to support the School in its desire to perpetuate its philosophies, goals and objectives, then his name will be offered for final approval by the Board.

Induction and Orientation of New Board Members

In an effort to facilitate a smoother change in authority as current Board members rotate off and new members commit, the following procedures are adopted:

- Afterward, and at some time prior to his first Board meeting, each new Board Member will be given a copy of the last six months of Board minutes in order to be able to function adequately at the subsequent Board meetings.
- Before being offered a position on a committee of the Board, each new Board Member will have the opportunity to read the stated purpose and goals of each committee in order to be able to best determine where his abilities can be used.

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The final decision regarding his assignment to a committee will be made by the Chairman of the Board.

- After being assigned to a committee of the Board, the new Board Member will then be given the last six months of minutes of that committee in order to be adequately prepared to participate in the discussions in future meetings of the committee.

Under the guidance of experienced Board members and the Superintendent orientation will be provided to new Board members through the following activities:

- Workshops as needed for new Board members.
- Discussions and visits with the Superintendent and other Board members.
- New Board members will be provided copies of Board and administrative policies and procedures.
- New members will be provided copies of Board meeting minutes from the preceding six months.

Board Members' Spouses and Children as Employees

School employees are prohibited from serving on the CHFBS Board of Trustees. However, Castle Hills First Baptist School does not restrict spouses of school employees from serving on the Board, nor does CHFBS restrict spouses or children of Board members from being employed at the school. In adopting this policy, it is the intent of the Board to avoid limiting or restricting the resource of qualified people willing to serve the school. Often, the spouses of employees and/or key volunteers are the most supportive of Christian education philosophies, and CHFBS in particular, and are committed to furthering the mission of the school. The board's policy regarding conflict of interest will be adhered to strictly to avoid problems with this area. Each individual shall be evaluated by the Board on a case by case basis.

Understanding that issues may arise in regard to spouse or a child employed at CHFBS, the Board member must dismiss himself from any discussion in regard to the situation. If an issue would arise requiring a vote, the Board member would not be eligible to vote. Any supervision and/or evaluation of the Board member's spouse or child would not be discussed with any Board members in an unofficial or official capacity. The Board member would be committed to not discussing the issues with anyone other than his/her spouse or child.

BOARD OF TRUSTEES COMMITTEES

Article VII of the By-Laws permits the Board to form committees, make member appointments to those committees and outline the responsibilities of each committee by normal Board approval. The Board further defines the role of Board committees by adopting the following policies:

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Role of Committees

Board committees (either standing or ad-hoc) are formed to allow a portion of the Board's work to be prepared outside of Board meetings, in order to promote more effective meetings of the full Board of Trustees. Committees are directed to research, discuss, prepare analysis of alternatives and bring a consensus recommendation for consideration by the full Board.

Recurring, monthly responsibilities of the Board may be delegated to a Committee.

Each Committee is to meet independently and report to the Board of Trustees at regular meetings. The Committee Chair will prepare a verbal or written report, as directed by the Chairman of the Board of Trustees.

Committee Membership

Each Board committee shall be chaired by a Trustee.

The Chairman of the Board of Trustees shall nominate a Trustee to serve a one-year term as committee chair, with the approval of the Board.

Other members of the committee are to be approved by the Board for one-year terms and will consist primarily of other Trustees, members of the Administration, and occasionally faculty or staff members. Other persons may serve as resources or advisors to the committee, but will not normally be approved as committee members.

Establishment of Permanent Committees

The following six committees of the Board of Trustees were adopted as permanent committees by Board action:

- 1) Strategic Planning Committee
- 2) Financial Scholarship committee (also serves as CHFBS Benevolence Committee) (2 + Superintendent)
- 3) Development/Public Relations Committee (3)
- 4) Board & Policy Committee (2, including secretary)
- 5) Academics, Athletics and the Arts Committee (3)
- 6) Faculty Support and Spiritual Life Committee (2)

Duties of the Strategic Planning Committee

- Prepare and maintain a master plan of all real property, buildings and facilities required to fulfill the purpose and mission of the school, including plans for future development or expansion of academic or extra-curricular programs.

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- Communicate with the Superintendent and other Board committees to collect input on short term and/or long term planning priorities.
- Help the Board to focus on the various alternatives or strategies available to meet the needs of the school.
- Evaluate the maintenance, adequacy and safety of existing school buildings and grounds. Prepare recommendations for major maintenance or required capital improvements for inclusion in the annual school budget.
- Assist the Superintendent in developing strategies to increase the donor support base for the school to be used in developing an endowment fund for the school, funding tuition scholarships, capital improvements and/or college scholarships for CHFBS graduates.
- Since CHFBS is a mission of CHFBC, all plans and actions regarding facility use and/or improvements will be coordinated through the CHFBC Business Administrator's office.
- Assume any other responsibilities as may be designated by the Board of Trustees.

Duties of the Financial Scholarship Committee / Benevolence Committee

- Recommend policies to the Board for equitable allocation of available funds for tuition scholarship grants. Scholarship policies shall adhere to the Board approved non-discrimination policy.
- Review applications for financial aid with the Superintendent and make recommendations to the Board for the level of tuition grant (if any) to be offered to each family.
- Assist the staff member responsible for accounts receivable in monitoring the financial faithfulness of the scholarship recipients.
- Assist the Superintendent in formulating strategies for the development of funds to support scholarship grants.
- Assume any other responsibilities as may be designated by the Board of Trustees.
- This committee also serves as the Benevolence Committee.
- The CHFBS Benevolence Fund is established to create a source of funding for meeting some emergency or life crisis needs in the CHFBS constituency, primarily for faculty and staff. The fund's distribution is completely under control of the CHFBS Board of Trustees, through an appointed Benevolence Committee whose membership shall be the same as the CHFBS Scholarship Committee. Gifts to the fund may be designated to the fund itself, but not exclusively to any particular person, it is to be understood that the total authority and decisions relating to the fund are at the discretion of the CHFBS Board of Trustees and Superintendent.

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Duties of the Development/Public Relations Committee

Duties of the Board Policy Committee

- Prepare and maintain the Board policy manual as a repository of each Board action which results in a new or revised school policy. Note: All policies must be approved in final form by the Senior Pastor of CHFBC for final adoption to take place.
- Assist the Administration in annual updates of the faculty and staff and/or CHFBS Parent-Student Handbook, subsets of the CHFBS Policy and Procedures Manual, as needed.
- Advise the Board of known deficiencies in any policy. Also advise the Board of any pending issues before the Board that would necessitate new policies or revisions to existing policies.
- Compile approved Board meeting minutes from the secretary of the Board for each new policy adopted by Board action. Approved minutes shall thus be used as a supplement to the CHFBS Policy and Procedures Manual, until such time that the manual is fully revised.
- Ensure that the policy and procedure manual meets the requirements for accreditation by the Association of Christian Schools International (ACSI).
- Direct the appropriate distribution of the CHFBS Policy and Procedure Manual through procedures established by the Superintendent.
- Assume any other responsibilities as may be designated by the CHFBS Board of Trustees.

Duties of the Faculty Support and Academics Committee

Duties of the Athletics and the Arts Committee

Duties of the Spiritual Life and Prayer Ministry Committee

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Duties of the Facilities and Technology Committee

Duties of the Financial Development Committee

FINANCIAL POLICIES

Books of Record and Financial Statements

The financial transactions of the school shall be recorded on a monthly basis in the books of record. Said books shall include at least a cash receipt and disbursements journal, general journal entries, and a general ledger, consisting of all the financial accounts of the school. The Business Administrator, or his/her designate in the CHFBC/CHFBS financial offices, shall reconcile the bank statements monthly. The treasurer of the CHFBS Board of Trustees shall review all monthly entries in the books of record and present the financial statements at the regularly scheduled CHFBS Board of Trustees meeting. The Board will hear a motion to accept the financial report upon its presentation.

The financial statements presented shall include a balance sheet and an income statement. The income statements shall reflect the current month's financial statement compared to the approved monthly budget as well as the year-to-date financial compared to the year-to-date budget. The Superintendent shall present a quarterly financial report and brief state of the school presentation at the CHFBC quarterly business meetings.

Budgetary Process

The CHFBS overall financial program for each school year is developed and implemented primarily through the budgetary process. The Superintendent is responsible for developing the annual school budget and submitting it to the full Board, which is responsible for approving the budget and assuring availability of adequate funds. Upon approval of the budget by the Board and the Church, the Superintendent is responsible for its order (I Cor. 14:40).

Any changes to the current year operating budget must be approved by the Board of Trustees. All unbudgeted requests must be submitted to the Board in writing with a statement explaining why the expenditure is necessary and how it will be funded.

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Audits or Reviews

All audits or reviews of the CHFBS books are a CHFBC Business Administrator or Pastor decision and should be made at the time tentative budgets are prepared.

An auditing firm shall be selected annually by the CHFBC Business Administrator to perform an audit or review of all funds and accounts held by the school. The audit shall be made as soon as possible after the close of the fiscal year, July 31st, but in all cases shall be completed before the end of November each year.

A comprehensive audit or review of all funds and accounts of the school shall be submitted annually in writing to the Board of Trustees, Senior Pastor and Church Business Administrator.

Tax Exempt

The school is a tax-exempt organization under Internal Revenue Code Section 501 (c) (3).

Receipts and Disbursements

All receipts of the school will be documented and deposited on a timely basis by the school Administration. Appropriate checks and balances (internal control) shall be enforced to minimize the chance of a misappropriation of funds. All deposit slips shall be in sufficient detail so as to document the source of the funds.

All disbursements for the school accounts shall be supported by appropriate documentation substantiating the amount of the expenditure, purpose, approval, and receipt of the goods and/or services. The expenditures shall be approved by the Superintendent and/or the principal.

No withdrawals of funds from scholarships and endowment funds or redemption of certificates of deposit shall be made without the prior approval of the CHFBS Board of Trustees. Expenditures from the school's normal operating account may be made without Board approval so long as said disbursements are less than \$5,000. Expenditures of \$5,000 or more require board approval for non-budgeted or non-designated fund items or expenses. Upon an "emergency" where said expenditure would be \$5,000 or more, and there's no time for a formal Board meeting, said expenditure can be approved with the verbal approval from the Chairman of the Board and another officer, preferably the treasurer.

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Checking and Other School Accounts

Each account of the school's shall be authorized by the CHFBS Board of Trustees. This includes checking accounts, savings accounts, certificates of deposit and "special" accounts such as scholarship, and endowment type accounts. On an annual basis, upon the election of new officers, the Trustees will formally approve the authorized signers on the accounts of the school. The authorized signers may include the Superintendent and/or the principal of the school. Though the Trustees shall approve more than two authorized signers; there must be two authorized signatures on the regular operating accounts of the school (i.e., checking and saving accounts). On certificates of deposit and "special" scholarship and endowment accounts, two authorized signatures will be required, one of which shall be an officer of the Board. The appropriate bank signature cards and other documentation shall be executed by appropriate Board members, so authorized.

Other school accounts such as club and class accounts will be assumed to be approved by the CHFBS Board of Trustees. The authorized signers for these accounts will include an officer of the club, an authorized parent of the class, or the class or club sponsor from CHFBS and the Superintendent, principal or other Board designee. Each club and class will provide a financial report and bank reconciliation to the Board of Trustees and/or the HCFBS Finance Committee on a monthly basis or as otherwise requested by the Board of Trustees or the Finance Committee.

All accounts of the school shall be maintained at a national banking association that is a member of the FDIC. No account of the school shall be in excess of the federally insured limit of the financial institution.

Purchase Orders

The purchase order is the written instrument that lets the vendor know what we wish to purchase. If he/she accepts the order, it becomes a legal and binding document between the vendor and the school. Purchase orders are necessary before anything is purchased or paid for, except petty cash items. If any purchase is made without approval from the appropriate school official, the person making such purchase is responsible for paying the bill.

Petty Cash

Petty cash shall be kept in the safe. All receipts shall be affixed to the petty cash voucher that must be properly filled out and signed by both parties. All vouchers and receipts are to be stapled together and shall be kept in the petty cash box.

As needed, but not less than each four weeks, an accounting shall be made and recorded in the petty cash accounting books.

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Government Aid (Funding)

It is the policy of CHFBS to decline all government aid, grants or gifts. As advised by ACSI's legal department, such aid could invite undesired government intrusion to the affairs of the school. This policy can be suspended by the Board of Trustees in individual cases after consultation with ACSI or other legal counsel.

Tuition and Fees

All policies regarding tuition and student fees need to be stated in writing for the benefit of parents and the school. Such policies should include, but not be limited to: registration fees, late registration fees, re-enrollment fees, equipment fees, transportation fees, after school care fees, student activity fees, field trip fees, tuition rates, tuition discounts, payment schedules, delinquent accounts, refunds, returned checks, and scholarships. These policies should be reviewed by the Finance Committee of the Board every year to determine the appropriateness of each policy.

It is the policy of the school that income from tuition and fees pay the operating cost for the current year.

Castle Hills First Baptist School is a fiscally-sound non-profit Christian institution. An annual audit or review is performed by an independent certified public accountant, and the report is submitted to the Accrediting Commission of ACSI each year. It is the policy that income from tuition and other fees pay the operating costs for the current year. The budget is set based upon the expected income from those sources. It is thus absolutely essential that school families stay current on all fees and monthly tuition in order for CHFBS to meet the operating budget. The Board must monitor the timely receipt of tuition and fees and that the administration maintains on accounts receivable programs that minimize past due accounts.

Registration Fees

In addition to the enrollment information, each student enrolling at Castle Hills First Baptist School is required to pay a registration fee to cover part of the cost of activities and curriculum materials. The School will provide all or most textbooks for student use; however, they will remain the property of CHFBS. The student will pay the cost of replacing any lost or severely damaged textbook. Registration fees are non-refundable. Prepaid registration fees may not be applied to any unpaid tuition balance. All fees and tuition from the previous year must be paid in full before registration can begin for the next year.

A textbook fee may be charged to high school students for books relating to specialized or college credit courses. These books may remain the property of the student.

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Fees and tuition are assessed according to grade placement. A financial information schedule is available from the business office upon request.

Emergency Tuition and Grants

A family experiencing a temporary financial crisis may apply for a tuition aid assistance on a short-term basis. The application will be reviewed by the scholarship committee and a recommendation made to the full Board of Trustees to accept or reject the request. If the request is accepted the student(s) would be permitted to remain in CHFBS for a minimum of one month to a maximum of one semester without requiring tuition payments.

If the family financial situation has not improved within that time frame, they would be able to apply for long-term tuition aid or asked to make other arrangements if their request for long-term assistance is denied.

The school would encourage families receiving emergency tuition aid to pay back the amount of relief received to the best of their ability once the financial status has improved.

Withholding of Transcripts

Student records, including report cards, achievement scores, transcript, and special testing scores, will be released to the student or to a transfer school when the student account is paid in full, all textbooks and library materials are returned, and all fines are paid to the school.

Biblical Principles and Observations

- All resources are God's resources, regardless of who possesses them. See Deut. 10:14; Job 41:11; Ps. 24: 1-2; I Cor. 10:25-27; I Tim 4:4-5.
- God alone is the source of provision for His people. See Ps. 23:1; Phil. 4:19.
- The methods and channels by which God provides for His people are unlimited. See Gen. 46-47, Egypt used to provide for Jacob and his sons. Ex. 16, Manna and quail directly from heaven. Ex. 17, Water from the rock. I Kings 5, Hiram and the Sidonians helped Solomon to build the temple. Neh. 2, Artaxerxes provided materials and aid for reconstructing the wall of Jerusalem. Ezra 1, Cyrus, King of Persia, was a channel for rebuilding the temple. Mt. 2:1-11, Gifts to infant Jesus were presented by Magi (probably Persian astrologers). Mt. 10:1-14, Hospitality given to disciples by those being evangelized. Mt. 17:24-27, Temple tax provided through a fish. Luke 19:26-35, Colt provided to Jesus. Mark 14:12-16, Upper room provided to Jesus.
- Since, in all cases, we trust in God alone for our provision, we can never compromise our obedience to the Word of God in order to secure a gift. Obedience must always prevail over expedience. See I Samuel 13:1-15.
- Gifts that, while they do not directly violate God's Word, yet "bear the appearance" of evil must be declined. See 2 Cor. 8:20-21; I Tim. 3:2.

SECTION 5 – BOARD OF TRUSTEES POLICIES AND PROCEDURES

- Gifts that, although otherwise acceptable, are likely to create a stumbling block to our weaker brethren must be declined. See Rom. 14.
- As in all things, we must be good stewards in the fund-raising process, making faithful use of the resources God has already given. See Mt. 25:14-30.

General Policies – Gifts and Funds

Regardless of the source of a gift, no conditions may be attached by the donor or assurances given by the recipient without the prior approval of the Board. Any conditional gift must be approved by the Board before it may be accepted on behalf of CHFBS.

Any gift of solicitation not clearly authorized by this policy statement must receive Board approval before the gift may be accepted or the solicitation conducted.

Investments

Available funds (tuition, gifts, endowments, etc.) may be invested in accounts or securities which have a minimum of risk until needed.

FACILITIES POLICIES

Facilities Use Policy

CHFBS's facilities are a gift from the Lord, and the school wants to be a good steward of that gift. The following guidelines must be adhered to:

- 1) Any school organization desiring use of a facility must receive prior permission from the Superintendent, Principal, Athletic Director, or Business Administrator designee.
- 2) Any organization outside the school will be considered for use of the facilities only if the organization:
 - a) is a non-profit organization.
 - b) has some affiliation with or relationship to the school.
 - c) by its use, would in some way benefit the school.
 - d) is willing to pay the cost of using the facility.

SECTION 5 – BOARD OF TRUSTEES POLICIES AND PROCEDURES

Facilities Rental and Use

The gymnasium, cafeteria, auditorium, or other areas of Castle Hills First Baptist School may be rented for a minimal fee to various groups.

- 1) The rental will be scheduled through the business office and subject to approval by the Business Manger or designee to avoid scheduling conflicts with school activities.
- 2) Use of the facilities shall be limited to those organizations and/or persons that support our ministry, that are not inconsistent or in opposition to Spiritual emphasis or are inconsistent with our Statement of Faith. Any exceptions must have CHFBC Business Manager approval. All funds collected go into the general church operating budget.

The aim of Castle Hills First Baptist School in any activity is to glorify the Lord Jesus Christ whom we serve. All actions and language must not detract from the purpose. There will be no tobacco or alcohol use in or around the buildings at any time.

Any promotion or publicity items such as poster, advertisements, mailings, etc. concerning programs being held in our facilities must be approved by our Superintendent and/or Business Administrator. They must state in all advertisements, posters, mailings, etc. the following:

- 1) Sponsored by (name of organization),
- 2) Using the facilities of CHFBC or CHFBS at (address).