



Board of Education Overview

2022-2023

Board of Education

Group Photo and Contact Information



Mike Nuzbach, Darren Schmiemeier, Craig Bellew, Maria Lang, Jill Zeller, Liana Merz, Jennie Buss

| Name | Position | Email | Phone | Term Exp |
|--------------------|-----------------|--|--------------|------------|
| Mike Nuzbach | Chair | mnuzbach@prodiqy.net | 314-210-8541 | 12/31/2024 |
| Jennie Buss | Vice-Chair | jenniembuss@yahoo.com | 636-699-8629 | 12/31/2022 |
| Liana Merz | Secretary | liana.merz@gmail.com | 314-302-4793 | 12/31/2024 |
| Maria Lang | Education Chair | kremerlang@gmail.com | 314-630-3985 | 12/31/2022 |
| Darren Schmiemeier | Member | darrens@imperialdade.com | 314-574-2031 | 12/31/2024 |
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Board of Education

Description

As parents, we are commissioned biblically to bring our children up in discipline and instruction of the Lord (Eph. 6:4) and to teach God's commandments diligently to our children (Deut. 6:7). Also, Jesus commissions us to teach His word to all people and thereby make disciples of all nations (Matt. 28:18:20). In an effort to support our families in teaching their children about God's love and life in His kingdom, Abiding Savior Lutheran Church has established a Lutheran Christian Day School, early childhood through 8th grade, as a tool for accomplishing this purpose. The Lutheran Christian Day School teaches the Bible as God's inerrant word that leads us to God's love and forgiveness by grace through faith for Christ's sake and provides training in subjects necessary to develop the child's God-given talents to be used as he/she lives in this world.

Because we serve as a ministry of Abiding Savior Lutheran Church, The Christian Day School Ministry and ASLS Board is governed by the ASLC Council. The number of members to constitute the School Board is seven (7) members; provided, however, at any time the School Board may, at a regular meeting or a special meeting called for that purpose, enlarge or decrease the size of the School Board to no fewer than five (5) members or no more than nine (9) members. The School Board will have, at a minimum, (i) a Chairperson, (ii) a Vice Chairperson, (iii) a Secretary, and (iv) an Education Chair. The School Board may designate the roles and responsibilities of its other members from time-to-time and as the need arises.

The School Board Chairperson will be elected by the Congregational Assembly. All other members of the Board of Education will be appointed by the School Board Chairperson with the advice and consent of the Pastor and Church Council. All appointed members of the School Board must be communicant, voting members of Abiding Savior and must be at least 21 years of age; provided, however, that one (1) appointed member of the School Board may be a non-member of Abiding Savior. The ASLS Board chairperson will represent the board on the church council.

In order to achieve continuity of governance, the initial appointed members of the School Board will, by written resolution or vote of the School Board, be divided into two (2) classes. Three (3) initial appointed members of the School Board will be designated to serve a two (2) year term and three (3) initial members will be designated to serve a four (4) year term. Thereafter, each appointed member of the School Board is to serve a term of four (4) years, not counting periods of less than that full term as a result of being elected to fill a vacancy as provided in these Bylaws. An appointed member of the School Board may be elected to one (1) successive term of four (4) years.

All ASLC members and parents of children that attend the Christian Day School are welcome to attend any ASLS Board meeting. But, the ASLS Board meetings are not an open forum meeting. So, any topic that an individual would like to discuss must be submitted and approved by the board in order to be a part of that month's agenda. Since the Board meetings tend to be very long, the Board will stick to only agenda items. Also, as a supporting School Board and not a managing School Board, the ASLS Board will only deal with topics that pertain to the Board and not with the management of the children or school. These issues must be taken to the school administration 1st and if a resolution is not reached, then it may be brought to the ASLS Board.

Note: For the entire Christian Day School Ministries Description, please reference the BY-LAWS of Abiding Savior Lutheran Church ARTICLE VII ABIDING SAVIOR LUTHERAN SCHOOL BOARD OF EDUCATION

Board of Education

Expectations & Guidelines

Behavioral Norms for School Board Members

- Attend church regularly and attend a Bible Study. Also, be faithful in prayer.
- Pursue responsibilities as a "ministry calling" as opposed to "doing a job".
- Focus on partnering with school staff – supporting staff, not managing.
- Keep school board conversations confidential and away from family & friends.
- Always follow Mathew 18:15-20 when trying to resolve disputes.

Full School Board Meetings

- Regular School Board meetings will be held every other month. Special meetings may be called by either the Chairperson, Principal or by three (3) members of the School Board upon not less than eleven (11) days prior written notice. Neither the business to be transacted nor the purpose of any special meeting of the School Board need be specified in the notice or waiver of notice of such meeting unless required by another section of these Bylaws. The Chairperson, Principal or three (3) or more School Board members calling the special meeting, whichever the case may be, will designate the place for holding the special meeting in the written notice
- The Chairperson may call a closed meeting (i.e., Executive Session) that is only open to board members when the need arises to discuss confidential / sensitive school matters. These sessions are designed to be more detail in nature addressing the planning / coordinative activities of the board. Minutes/Notes will not be taken during this session.
- A quorum shall be the lesser of (i) a majority of the entire School Board, or (ii) a majority of the number of the School Board then serving, constitutes a quorum for the purpose of any meeting. The act or resolution of a majority of the School Board present at any meeting at which a quorum is present is the act or resolution of the School Board.
- If a board member has a formal report to submit, it is due to the board Secretary two days prior to the upcoming meeting. The board Secretary will forward all provided materials to board members the day before the meeting.
- Any proposed meeting agenda items are due to the board Chairperson one week prior to the meeting.
- The Secretary will distribute meeting minutes for review within one week following the board meeting.

Board of Education

Position Descriptions

Chairperson:

The Chairperson (i) manages the activities of the School Board, (ii) prepares agendas for, leads, and organizes the School Board meetings, and (iii) prepares and distributes School Board updates to parents. Attends and represents the School Board at Church Council meetings.

Vice-Chairperson:

The Vice Chairperson (i) assists the Chairperson when necessary and performs duties of the Chairperson if the Chairperson becomes incapacitated or unable to continue, (ii) oversees and reports on School personnel matters, and (iii) chairs special task committees as required.

Secretary:

The Secretary (i) records minutes for School Board meetings, (ii) conducts School Board correspondence when needed, (iii) updates and maintains School policy manuals, and (iv) distributes orientation and organizational information to new School Board members.

Education Chair:

The Education Chair (i) reports to the School Board on the progress of curriculum, accreditation, capacity planning and technology improvement efforts, (ii) maintains ongoing communication with the Principal, Director of Admissions and Marketing, Early Childhood Director and the Technology Coordinator, (iii) reports to the School Board on parent/teacher surveys in conjunction with Principal, Early Childhood Director and Director of Admissions and Marketing, and (iv) attends education-related events and applicable committee meetings at Abiding Savior Lutheran School, subject to the person's personal and professional schedule.

Board of Education

Communication Procedures

Monthly Communications

- Agenda
 - The Chairperson will solicit meeting topics from school board one week in advance of a scheduled meeting. The final agenda will be emailed to school board, Principal's Administrative Assistant, and Church Volunteer Coordinator the Friday prior to the scheduled meeting and included in the school and church weekly news emails.
- School Board Meeting Summary / Highlights
 - They must be reviewed by the Principal before publishing.
 - The Chairperson will provide the meeting summary to the Principal's Administrative Assistant and Church Volunteer Coordinator no later than two weeks after the meeting is held. The meeting summary will be published in the weekly school and church announcements email.

Annual Summer Newsletter (publish no later than end of July)

- Introductory summary of each board member's name and contact info, responsibilities, and meeting schedule for the coming year
- Include schedule of planned Congregational Assembly Meetings for the coming year.

Dissemination of Board Resolutions / Decisions / Changes in policy

Each situation is unique. Actions need to be communicated and coordinated accordingly with the school and church leaders after each vote to adequately and sensibly share information with the student body, school families, church leaders / committees, church and school staff, and congregation.

Sensitive Issue Guidelines

Examples include changes in employee benefits or tuition scholarship adjustments - to be completed in chronological order:

1. Notify Pastors
2. Notify School Principal
3. Notify the church / school staff
4. Consider calling a special informative meeting to present the changes to staff and school / church families as soon as possible
5. Provide written communication via paper, email, or Sycamore
6. Congregational Assembly Meeting report

Board of Education

Key Event Timeline

January (not a normal meeting month)

February

- Review December survey results
- New board member welcome orientation (Principal)
- Outgoing members attend last meeting

March (not a normal meeting month)

April

- **Refresh 3 year strategic plan focus areas** based on most recent NLSA re-accreditation report, parent and student surveys, and School Board / School Staff observations

May (not a normal meeting month)

- Attend 8th grade Graduation
- Board hosts teacher appreciation event at end of year (breakfast or lunch)

June

- **Establish objectives for coming school year** based on Strategic Plan, most recent NLSA re-accreditation report, parent and student surveys, and School Board / School Staff observations
- Review ASLS Core Values, Mission and Vision
- **Develop framework for summer newsletter – short intro letter with objectives plus updated board information document attachment**

July (not a normal meeting month)

- **Publish Summer Newsletter**

August

- Board Rededication on a Sunday morning – coordinate with Pastor Adam
- Early Bird Day (board should have a couple members represented)

September (not a normal meeting month)

October

- Determine Board positions coming open in January and begin developing list of potential candidates
- Provide input into next FY budget

November (not a normal meeting month)

December (likely either late Nov or early Dec meeting due to Holidays)

- Board provided with a summary of next FY budget
- Send standard survey to parents and students

Board of Education

School Board Meeting Schedule

August 25, 2022

October 27, 2022

December 8, 2022 (note: earlier than normal due to the Christmas Holiday)

February 23, 2023

April 27, 2023

June 22, 2023

The minimum meeting schedule is every other month, but the board will meet monthly if required or schedule special meetings as needed. The normal scheduled ASLS Board meeting is on the 4th Thursday of every month at 7:00pm in the 5th grade classroom or via Zoom. This can change at the Board's discretion so be sure to check the ASLS Board Meeting Agenda each month to verify the exact date.

Congregational Assembly Meeting Schedule

December 2022

May or June 2023

These are the typical months in which meetings are held. The actual dates will be set and communicated separately once known and can change at the ASLC Council discretion.