

# Checklist for Opening a New Elementary School

## Northern California Conference

### Getting Started

- Church board appoints a school study committee
- Work with the NCC Office of Education in developing responses to the items listed below

### Assessing the Need

- Assess the number of students who would be likely to enroll.
- What grades will be needed?
- Where are these students currently attending school?

### Assessing the Facilities Possibilities

- Is there a school site?
- Is there adequate classroom space? (Approximately 45 sq. ft. per student)
- Is there storage space?
- Are restroom facilities available?
- Is there a playground area - grassed and cement?
- What furniture and equipment is present? (e.g. desks, tables, bookcases, storage cabinets, copy machine, computer(s), VCR/DVD, playground equipment, telephone, FAX, etc.)

### Measuring the Financial Possibilities

- From the Office of Education get an estimate of the cost of the teacher
- Discuss school subsidy with the Superintendent of Schools
- Discuss church subsidy with the church board
- Review an operating budget from another similarly sized school

### If it looks feasible...

- Develop a start-up costs budget
- Develop a plan to raise necessary funding
- Develop a first year operating budget. This includes setting the tuition rate and registration fee
- Make formal inquiry of potential students (Seek commitments)
- Receive a commitment for church subsidy

Recommended to NCC Board of Education: May 28, 2009

## **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**

- Follow the guidelines in Pacific Union Education Code to determine the number of teachers necessary to match the student count.
- The school board works with the Office of Education representative to review and interview potential teachers.
- The school board recommends to the Board of Education the selection of a teacher.

### **Preparation of the school physically**

- A person or persons are empowered by the school board to physically prepare the classroom, restrooms and playground. If the teacher is available he/she should be consulted but it is NOT the teacher's responsibility to do the cleaning, painting, etc.
- Plans are made for the regular cleaning and maintenance of the school facility. This is NOT a teacher responsibility.

### **Preparation of the Curriculum Materials**

- The teacher, in conjunction with the Office of Education, oversees obtaining curriculum materials and approved textbooks. The Office of Education will provide the textbook list and a school register.

### **Develop Policies**

- The school board determines the following:
  - Adopt the school calendar
  - Set the tuition due dates and an overdue policy
  - Set monthly board meeting dates
- The school board may also wish to adopt a statement of mission, behavior code and dress code. Schools should provide all these materials in a published school bulletin. Check with other schools for ideas.

### **Set a Registration Date**

- Provide the following forms:
  - Student applications
  - California School Immunization Records
  - Emergency consent to treat forms
  - Assumption of Liability forms
  - Tuition Contracts
- The treasurer should collect and receipt the entrance fee and tuition.

### **The First Day of School**

- Have a volunteer available to assist the teacher at least for the beginning of the school day to greet the parents and the students and assist with errands and last minute details

### **The First Month**

- The school board should meet on the appointed date. It is likely there will be additional equipment needs that have been overlooked. If possible a financial statement should be presented by the treasurer.

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## **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.