

The Spring Creek Adventist School Constitution
Amended and Adopted January 9, 2010

PREAMBLE

This Constitution exists to provide governance for Spring Creek Adventist School.

- A. This constitution takes precedence over the church bulletin, school board minutes, church board minutes, and all other sources of information that seem to differ with any part of this constitution.
- B. The constitution of Spring Creek Adventist School must be approved by the School board and ratified by the school constituency as stipulated herein.
- C. Copies of this constitution are available in the school or church offices for any constituent member upon request.

ARTICLE I

NAME

This organization shall be known as Spring Creek Adventist School located at: 14488 61.75 Road, Montrose, CO 81401.

ARTICLE II

MISSION STATEMENT

The mission of Spring Creek Adventist School is to provide high quality, Christ-centered, Seventh-day Adventist education in a safe environment.

Rationale:

HIGH QUALITY

1. Excellence in the basic core subjects
2. Students are assisted to achieve well in academics
3. There is the harmonious development of the mental, physical, and spiritual powers. Ed. P. 13
4. The youth will be taught to be thinkers, and not mere reflectors of other men's thoughts. Ed. P. 17
5. Love, the basis of creation and of redemption, is the basis of true education.

CHRIST-CENTERED

1. The Holy Scriptures are the perfect standard of truth, and as such should be given the highest place in education. Ed. P. 17
2. God is shown to be the source of all true knowledge.
3. Godliness—Godlikeness is the goal promoted Ed. P. 18
4. Jesus is the role model and focus

SEVENTH-DAY ADVENTIST EDUCATION

1. A personal relationship with Jesus will be encouraged.
2. The basic beliefs of the Seventh-day Adventist Church will be upheld and taught.
3. The aim of the total school experience will be designed to keep the children faithful to the Seventh-day Adventist church.
4. Preparation for eternal life is the goal.

SAFE ENVIRONMENT

1. Godly teachers
2. Children will be shielded from many of the corrupting worldly peer influences.
3. Evolution and atheism are not taught or promoted.
4. Sports and other secular activities will not be planned for the Sabbath hours.
5. A spacious school building in a pleasing country setting.

PURPOSE

1. We believe it is our privilege and duty to provide Christian education for our children and to bring them up in the nurture and admonition of the Lord. It will provide for them an environment that will help facilitate the development of Christian character and help them obtain victory in their daily conflict with sin. It will educate them for service to God, their church, their country, and their fellow men. It will help develop a personal relationship with Christ and an understanding of the doctrines and missions of the Seventh-day Adventist Church will be encouraged.
2. To maintain a school program that is in close harmony with the principles of the Bible and with the counsel given through the Spirit of Prophecy. It is an education that goes “beyond” and “higher” than that offered in public schools.
3. To promote the harmonious development of the physical, mental, spiritual and social abilities of every student.

4. To provide a high level of academic excellence in the basic elementary subject curriculum.
5. To adhere to scholastic and academic standards required by the State of Colorado, the General Conference Department of Education of Seventh-day Adventists, and the Board of Education of the Rocky Mountain Conference of Seventh-day Adventists.

ARTICLE III

OWNERSHIP

Spring Creek Adventist School, (hereinafter also referred to as the ‘School’), is legally owned and sponsored by the Rocky Mountain Conference of Seventh-day Adventists (hereinafter referred to as RMC), a religious corporation having its principal office in Denver, Colorado. Operation of the School is the responsibility of the constituent church identified in Article IV through the duly elected School Board.

In the event that the school is not operative during any given year, the property will remain under the care and responsibility of the Montrose SDA Church during that time.

ARTICLE IV

CONSTITUENCY

1. The constituency of the school shall be the members of the Montrose SDA Church located at 1401 South Townsend, Montrose, CO 81401, the Superintendent of Education and the Executive Committee of the Rocky Mountain Conference of Seventh-day Adventists.
2. A School constituency meeting may be called by the School Board or by written request from the constituency. This constituency meeting will be chaired by the church Pastor, and will usually (though not required) be held in conjunction with a Church “Business Meeting”, and the quorum requirement will be a minimum of 20. If the request is from the constituency, it must be a written request stating the general nature of the reason for the request, and be signed and dated by a minimum of 8 constituent members. That written request shall be delivered to the church pastor.
3. Constituency meetings shall be announced to all constituents in the church bulletin, and by other means, for at least two consecutive Sabbaths preceding the date of the meeting. The announcement shall include a general agenda

for the meeting. A constituency meeting should be held annually, preferably twice, or more.

4. One Member Equals One Vote

Each constituent shall have one vote, and only one, on any question. No constituent member may vote by proxy. Physical presence is required to vote.

ARTICLE V

RESPONSIBILITIES OF THE CONSTITUENCY

It shall be the duty of the constituency to support the school in the following ways:

1. Nominate members and certain officers of the School Board via the Church Nominating Committee. Terms should begin July 1 and conclude on June 30 of the following year, except for those with two year terms.
2. Nominate a Chairperson, Treasurer, Home and School Leader, Public Relations Officer, and 3 additional 'members at large', via the Church Nominating Committee.
3. Encourage and support a "Home and School Association".
4. Assume a certain financial responsibility as provided for in Article XII.
5. Evaluate and approve the financial plans and budget of the school.
6. Evaluate plans and policies of the school as may be presented by the school board, and take action as needed. Receive reports from the school board regarding the operation of the school and act upon them as needed.

ARTICLE VI

SCHOOL BOARD

Section 1: Election of Members:

- a. The Church Nominating Committee shall nominate members of the School Board, and they shall serve until their term expires.

- b. The Church Nominating Committee shall nominate the Chairperson of the School Board, Treasurer, Home and School Leader, and Public Relations Officer. In addition to the above 4 members, the church Nominating Committee shall nominate 3 additional 'members at large'.
- c. Spouse or immediate family members of the school teaching staff shall not be nominated to serve on the School Board.
- d. The Church Nominating Committee, when electing members to the School Board should give preference to those persons who strongly support the Adventist Education philosophy.

Section 2: Length of term for elected members:

- a. The term length for the chairperson, Treasurer, Home and School Leader, and Public Relations Officer shall be one year. However, they may be nominated for additional consecutive terms.
- b. The term length for the 3 additional "members at large" shall be 2 years. However, they may be nominated for additional consecutive terms.

Section 3: Additional Members:

- a. The Principal or Teacher of the School
- b. The Pastor of the Montrose SDA church.

Section 4: Board Continuity:

No more than 3 of the 'Elected Board Members' shall be changed each year, if possible, in order to maintain Board working continuity.

Section 5: Members of the School Board.

- a. The total number of Board members as defined above shall be nine (9).
- b. There shall be 2 additional designated positions within the nine (9) member Board. They will be 'Vice Chairperson' and 'Secretary'. These 2 positions will be nominated by the School Board during its first meeting of its fiscal year.

Section 6: Ex-officio Members of the School Board

- a. Superintendent of Schools of the RMC
- b. Officers of the RMC.
- c. Education Director of the Mid American Union Conference.
- d. Ex-officio members exercising their voting rights at any 1 meeting shall not make up more than ten (10%) percent of the School Board Membership.

Section 7: School Board Meetings.

- a. Meetings shall be held monthly, at least nine (9) times per year.
- b. Regular meetings shall be announced to the constituents, including announcements in the bulletin of the Church two Sabbaths preceding the scheduled School Board Meeting. Meetings shall be open to the constituency and parents of all students except when the School Board is meeting in "executive session". Emergency meetings may be called as needed without the two week notice. Such meetings must be designated as an emergency meeting.
- c. Before any action may be taken, a quorum of six (6) voting members of the School Board must be present.
- d. Each board member shall have one vote, and only one, on any question. No board member may vote or act by proxy. Physical presence is required to vote.
- e. To clarify or finalize a previously discussed issue, a phone vote may be taken by the board chairperson. Only those present during the initial discussion will be allowed to vote. The record of vote will be included as an addendum to the minutes of the meeting at which the original discussion took place.
- f. Meetings of the School Board and sub-committees of the board may be called into "executive session" when an issue under discussion is determined by the board or committee to be of a sensitive nature requiring confidentiality. In such cases, only actual members of the board or committee may attend. Members who have been elected to the board or committee, but whose term has not commenced, shall be

excluded from attendance. The board may invite non-board members to be present to provide needed information. However, such persons should be excused prior to discussion and voting by the board. The board secretary shall keep separate minutes for items discussed in executive session. Regular school board minutes will indicate that an executive session was called.

ARTICLE VII

OFFICERS OF THE SCHOOL BOARD

- Section 1. The officers shall be:
- a. Chairperson, Secretary, Treasurer, and Public Relations Officer, and Home and School Leader.
 - b. These positions (part a) cannot be held by teaching staff members, with the exception of the Principal who may only be elected Secretary or Public Relations Officer.
- Section 2. It shall be the responsibility of the Chairperson:
- a. To call meetings for the School Board.
 - b. To prepare an agenda for the meeting.
 - c. To execute such actions of the School Board as would naturally fall under his/her supervision, and also to perform such duties as the School Board delegates to him/her from time to time.
 - d. To keep in touch with the Church Board and the Constituency in an advisory capacity on matters pertaining to the school. This will usually be done by oral (or written) report to Church board meetings and to Church Business meetings.
- Section 3. In the absence of the Chairperson, it shall be the responsibility of the Vice-Chairperson to preside as Chairperson over all meetings of the School Board.

- Section 4. It shall be the responsibility of the Secretary:
- a. To keep the minutes of school board meetings and other records of the School Board.
 - b. To carry on the necessary correspondence of the School Board.
 - c. To conduct business of the School as directed by action of the School Board.
 - d. Responsibilities of the Secretary may be delegated when requested.
 - e. Minutes of the School Board Meeting are to be posted on the church bulletin board within three weeks.

- Section 5. It shall be the responsibility of the Treasurer:
- a. To render a monthly financial statement to the members of the School Board, and to the Church at Church Board Meetings.
 - b. The Treasurer shall keep a record of all financial transactions, shall disburse money on the order of the School Board, shall keep files of all financial transactions, and shall render regular reports of financial status and tuition accounts to the School Board.
 - c. The Treasurer will be responsible to collect student tuition and keep accounts of payments.

- Section 6. It shall be the responsibility of the Public Relations Officer:
- a. To render a monthly public relations report to the members of the School Board.
 - b. The Public Relations Officer is responsible to share information about school events with parents, the Church, and the wider community.

Section 7: The responsibilities of the Home and School Leader shall be as defined in the (most current) Church Manual

ARTICLE VIII

SCHOOL SUB-COMMITTEES

Section 1: Standing Committees

- a. School Finance Committee: Will be the Chairperson, Treasurer, Home and School Leader, Principal, Montrose SDA Church Treasurer, and Pastor of the Montrose SDA Church.
- b. Student Financial Aid Committee: Will be the Chairperson, Treasurer, Principal, and Pastor of the Montrose SDA Church.
- c. Student admittance Committee: Will be the Chairperson, Treasurer, Principal, all Teachers, and the Pastor of the Montrose SDA Church

Section 2: Additional Committees

- a. The School Board shall appoint additional sub-committees as may be needed, and for such duration as the School Board shall direct.
- b. The School Board chairperson is an ex-officio member of all such sub committees.

ARTICLE IX

DUTIES OF THE SCHOOL BOARD

The responsibilities of the School Board shall be as follows:

- a. To hold regular meetings at pre-determined times as stated in article II, section 4a.
- b. To consult with the RMC Board of Education for well-qualified teachers for the School.
- c. To carry out all plans and policies voted by the constituency in session and to provide for the general welfare of the school.
- d. To authorize the appropriate expenditures of any funds.
- e. To recommend an annual operating budget to the constituency.

- f. To determine needed capital improvements not provided for in the annual operating budget and to make recommendations to the constituency.
- g. Advertise and market the school to the church members and the general public.

ARTICLE X

DUTIES OF THE INDIVIDUAL SCHOOL BOARD MEMBERS

Section 1. Attendance at Board Meetings.

- a. The members of the School board should deem it their responsibility to be present at all meetings of the School Board. Missing three School Board meetings without proper communication with the School Board Chairperson or Vice-Chairperson will forfeit your membership on the board.
- b. They should take an active interest in the transactions of whatever business may come before the School Board.
- c. The school board functions only when in official session. Individual school board members have no authority regarding school matters that should be acted upon by the school board in regular session.

Section 2. Conflict of Interest with the Board:

- a. Should an issue of "conflict of interest" occur during a School Board meeting when a private or sensitive matter related to an employee or School Board Member is discussed, family members will excuse themselves for the duration of that discussion.

ARTICLE XI

VACANCIES IN THE SCHOOL BOARD

- #### Section 1.
- Whenever, for any cause, a vacancy in the School Board is created, it shall be the duty of the Church Board to elect a new member to fill the vacancy. The new member will complete the remaining term of the member replaced.

ARTICLE XII

FINANCE

Section 1. Tuition and financial support:

- a. The School will be operated on a combination tuition, direct contribution, and church subsidy plan, together with RMC subsidies, if any.
- b. The School Board will determine the amount of tuition that will be charged each student in each of the two (2) student categories (defined in Article XIV), by March 1 for the next school year.
- c. The financial subsidy required to operate the school, above and beyond what is provided by tuition, other contributions, and RMC subsidies, will be requested from the church, in an amount determined by the finance committee and ratified by the constituency.
- d. A plan for student financial aid is available and is explained in the school policy manual.

ARTICLE XIII

SCHOOL PERSONNEL

Section 1. Teaching Staff

- a. The teaching staff will be comprised of all full-time or part-time credentialed teachers.
- b. One teacher will be chosen by the School Board to be designated as the "principal."
- c. If the school only has one teacher, that teacher will be designated as the "principal/teacher."

Section 2. Auxiliary Staff

- a. Additional persons may be needed at times to meet required needs. They will need to be chosen/accepted by the School Board. These needed positions may be filled by volunteers or paid salary – as the

School Board may determine. These “auxiliary staff” persons need not be discussed or ratified by the School Constituency unless the School Board so desires. Examples might include, but not be limited to: instructors in art, music, and exercise; assistants, aides, graders, and office receptionist; others would include cooks and janitors.

Section 3. Required credentials

- a. In order to maintain the high quality education that is desired, teachers, principals, paraprofessionals, and special instructors must meet the credentialing requirements according to the RMC of SDA Department of Education policies.
- b. The School Board will make the selection/continuance or discontinuance of teachers and auxiliary staff on a yearly basis, following the protocol directed by the RMC Education Department.
- c. If there is any need or proposal to add or delete an additional full-time or part-time teacher, the School Board shall call for a constituency meeting to be held for the purpose of discussion of the proposal, and to make a final decision regarding the proposal.

ARTICLE XIV

LEVELS OF EDUCATION

Section 1. Elementary School Grades

- a. Provision will be made to teach grades 1 through 8.
- b. Teachers will be provided who have credentials as required by the RMC Education Department.

Section 2. Kindergarten

- a. A kindergarten class and teacher may be available, dependent upon availability of teachers, sufficient students and finances.
- b. The School Board will make a decision regarding whether there will be a Kindergarten class by June 1 of each year.
- c. The decision to have or not have a kindergarten class is optional.

- d. The teacher who is designated for grades 1 thru 4 may also be considered to teach a kindergarten class.

Section 3. "Pre-school" or "Pre-Kindergarten"

- a. Consideration for this category will be discussed by the School Board and the School Constituency.

Section 4. Special Needs

- a. The school does not have the resources that would be needed to properly provide for students who have educational or emotional disabilities.

ARTICLE XV

STUDENTS

Section 1. Non-discrimination policy

- a. It is the policy of the Seventh-day Adventist Church in all of the church-operated schools in the U.S. to admit students of any race or sex to all rights, privileges, programs, and activities generally accorded or made available to students at its schools, and to make no discrimination on the basis of race or sex in administration of education policies, application for admission, scholarship, loan programs, or extracurricular programs.

Section 2. Admittance and Applications

- a. Children with educational or emotional disabilities will generally be denied admittance because the school and teaching staff are not equipped to provide adequate educational support to these students.
- b. While the school exists primarily for the children of the Montrose Seventh-day Adventist Church, other students expressing a desire for Christian education will be considered for admittance, providing that they agree to uphold and adhere to all the school policies, show respect for the Word of God, and maintain a reverent attitude during religious exercises.
- c. All students must submit a new application each year.

- d. The Student Admittance Committee will interview and approve or disapprove all applications for school entry annually.
- e. The School Board, in consultation with the school constituency and with the RMC of Seventh-day Adventist Department of Education has the responsibility to determine the maximum ratio of non-SDA students to SDA students that will be admitted to the school. In the same way, they will also be responsible to determine the total maximum number of students that can be admitted, and the minimum number of students required to operate the school.

Section 3. Two Designated categories of students:

- a. "Constituent" students wherein one or both parents or legal guardians are members in good standing of the Seventh-day Adventist Church.
- b. "Non-constituent" students wherein their parents or legal guardians are not SDA Church members.

ARTICLE XVI

PROPERTY MAINTENANCE

- Section 1. Minor needed repairs to the school property will be included in the routine maintenance expense and paid for out of the usual school budget.
- Section 2. Major unanticipated repairs requiring considerable funding will require calling a constituency meeting as soon as practical to discuss how best to finance such repairs. If the major repair is of such a nature as to be considered an "emergency", the officers of the School Board are authorized to arrange for the repair and defer payment discussion to a constituency meeting to be held as soon as possible.

ARTICLE XVII

AMENDMENTS TO THIS CONSTITUTION

- Section 1. This constitution may be amended by a 2/3 majority vote of the members present at a duly called constituency meeting, provided that a notice of the proposed amendments has been given to the constituency including announcements in the church bulletin. Any interested constituent shall have a copy of the constitution and the proposed amendments available for review and inspection for a period of no less than 1 week prior to the constituency meeting. The final vote should be by secret ballot.
- Section 2. Any constituent member who wishes to propose an amendment to the constitution may do so. Their proposed amendment must be written and given to the pastor.
- Section 3. A constituency meeting held for the sole purpose of amending the constitution shall not be held more often than once per year.