

Epiphany Preschool Board Charter

January 29, 2011

Article 1 School Name. The name of this school is The Epiphany Preschool (“EP”).

Article 2 School’s Connection with the Church. The EP is a ministry of Church of the Epiphany (“COE”). The goals and philosophy of the school shall be in alignment with those of the church. The school, in the person of the Preschool Director, is ultimately accountable to the Rector (“Rector”) and Vestry (“Vestry”) of COE on all matters. EP is an integral part of COE, and is not a separate legal entity from COE.

Article 3 EP School Board Purpose. The purpose of the EP School Board (“Board”) is to represent the interests of the Vestry and to provide guidance to the Preschool Director. As such, the Board is responsible for overseeing the general direction of the EP. Additionally, the Board provides a formal mechanism for school enrollee parental participation in determining school direction.

Article 4 Membership

4.1 Membership and Qualifications

4.1.A The Board shall be comprised of at least 5 members, and a maximum of 9 members. The Board may be constituted with, at most, 2 of its members that are not COE members.

4.1.B Requisite Board Members. The Rector, the Preschool Director, and the Vestry Head for Education are members of the Board.

4.1.C Other Board Members.

4.1.C.a With the exception of the Board member representing EP parents (see 4.1.C.b), all Board vacancies shall be filled by a vote of the Board and advised to the Vestry.

4.1.C.b The Board shall have at least 1 member appointed by a school parent vote by EP parents. The EP Director will organize a meeting early in the school year for this purpose; the individual with the most votes will be asked to serve on the Board, subject to meeting spiritual qualifications. This member must have a child enrolled in the school.

4.1.C.c It is required that at least 1 Board member has involvement in the COE Finance Committee, so that Board deliberations may have informed discussion on financial implications of its decisions, and to review regular financial reports of the EP Director.

4.1.D Spiritual Qualifications. Each Board member must be an observant Christian who endorses the Nicene Creed and attends church regularly. At the discretion of the Board, it may request

a Board candidate secure a written or oral statement from his/her church's pastor to verify the candidate's spiritual qualifications.

4.2 Board Candidate Selection. With the exception of the EP parent representative serving on the Board, as a general rule, candidates for the Board will be selected at the May Board meeting. The Board may act at any time during the year in order to fill a sudden vacancy or in the case that it is deemed by the Board that its membership should be expanded.

4.3 Term. A Board member's term is 1 year; the maximum term of each Board member shall be 3 contiguous years. At the completion of a member's term, that individual may not again serve as a Board member until 1 year has passed from the completion of the previous term. On an exception-only basis, a Board member who has completed 3 years of contiguous service may be retained as a special advisor to the board, if the Board determines that circumstances warrant the use of that individual's service for the benefit of the school.

4.4 Resignation. A Board member may resign at any time. A Board member may be expelled by a decision of both the Rector and Vestry if, and only if, the Rector and Vestry deem that the individual's conduct ceases to evidence the spiritual qualifications required of a Board member.

Article 5 Officers

5.1 Electing Officers. At the June Board meeting, the Board shall elect a Chairman, Vice Chairman, and Secretary. The Board may decide at any time to select other officers. Officers are elected to serve for a minimum of one year, and may be elected an officer for up to 3 contiguous one-year terms.

5.2 Meeting President. The Chairman will preside at all meetings of the Board and ensure that regular reports on the school are presented to the Vestry and others as required or appropriate. The responsibility to present to the Vestry or others may be delegated to the EP Director at the discretion of the Chairman. The Vice Chairman will preside when asked to do so, or in the absence of the Chairman.

5.3 Meeting Agenda. The Chairman will provide a final meeting agenda to the Board members at least one week in advance of the meeting. The final meeting agenda is to be consulted between the Chairman and the EP Director.

5.4 Secretary's Duties. The Secretary will keep minutes of all Board proceedings, have custody of records and correspondence of the Board, and ensure that Board members receive copies of the minutes of the preceding meeting. The Secretary will maintain permanent file of the minutes and financial record in the EP office.

Article 6 General Powers

6.1 Main Functions. The Board shall exercise oversight of the EP management, finances, and policies. While the EP Director will maintain day-to-day management responsibility for EP matters, the Board is empowered to express its judgment on issues involving EP philosophy, direction, policies, and any challenges to the EP's ministry. The Board's function is that of oversight, counsel, and accountability, and not day-to-day management.

6.2 Annual Report. The Board shall present an annual report on the status of the EP to the Vestry at the June Vestry meeting.

6.3 Budget. The Board may request appropriate recommendations from the Vestry for church budget consideration.

6.4 Committees. The Board may appoint committees, as it deems necessary, for the operation of EP.

Article 7 Meetings

7.1 Frequency. The Board will meet regularly during the school year; it is expected to convene about every 4 to 6 weeks, but no less frequently than 6 times during the school year. It will convene in May and June for purposes of reviewing a proposed school budget and for voting on officers that will serve during the following school year.

7.2 Attendance. Board members are expected to attend all meetings. If a member cannot attend a meeting, he/she shall notify the Chairman before the meeting in a timely manner. The Associate Rector may attend in the Rector's absence, in which case it is understood that the Associate Rector may vote by proxy on behalf of the Rector.

7.3 Quorum. A quorum consists of at least 4 members present, one of whom must be the Chairman or Vice Chairman. The Board shall act in accordance with a majority of those members present and voting, provided that a quorum exists.

7.4 Meetings Generally Open to Public. Any Individual may attend a Board meeting. For specific purposes, the Board has authority to convene in executive session, which would limit attendance to only Board members. When in executive session, the Board may invite specific individuals, as the Board deems appropriate, to contribute to deliberation of the matter under consideration.

Article 8 Confidentiality. All matters discussed and all documents presented during Board meetings shall be deemed strictly confidential, unless expressly determined to the contrary by the Board.

Article 9 Amendment or Revision. This Charter may be altered, amended, or repealed and a new Charter may be adopted by a majority of all Board members, with advisement to the Vestry.