

ST. JAMES DAY SCHOOL  
BOARD OF TRUSTEES  
POLICY MANUAL

ATTENDANCE:

Board members are expected to attend all regularly scheduled board meetings and board committee meetings as applicable. If attendance is not possible, the board member should contact the school board president or committee chairperson prior to the meeting. This will constitute an excused absence. Three unexcused absences will result in removal from the school board.

Board members are encouraged to attend as many school functions as possible.

FINANCE:

The school board will be responsible for sponsoring one major fund raiser annually.

The annual budget will be presented by the Finance Committee at the June meeting. The board will vote on its adoption at that time. A revised budget, with actual enrollment figures, will be presented at the September meeting.

The St. James Day School Board of Trustees is committed to giving annual salary increases to all personnel when possible. This will be considered by the Finance Committee when the annual budget is being prepared.

Any student whose account is in financial arrears at the end of the first semester is not allowed to return for the start of the second semester until the account is paid in full. Any student whose account is in financial arrears at the end of the school year is not allowed to return for the next year until the account is paid in full.

School records will not be forwarded on students having unpaid debts at St. James.

EDUCATION:

The St. James Day School Board of Trustees (March, 1988) is committed to the enhancement and expansion of early childhood education through grade six, rather than the expansion of higher grades.

The St. James Board of Trustees shall annually address the formulation of long term goals for the school.

MEETINGS:

Meetings are scheduled in accordance with the school's bylaws. Board meetings are open to all interested parties.

PERSONNEL:

The hiring and dismissal of personnel is the responsibility of the Headmistress.

When personnel matters are discussed, it is the policy of this school board to begin executive session.

All board members are required to keep strictly confidential the discussion of all personnel matters,