

POLICIES AND PROCEDURES RELATING TO THE ORGANIZATION AND OPERATION OF WESTLAKE HILLS PRESBYTERIAN PRESCHOOL (WHPP)

This policy, adopted as of September 25, 2017, supersedes all previous editions of WHPC policies regarding the governance of the Preschool.

I. Mission of the Preschool

Westlake Hills Presbyterian Church (WHPC) founded the Preschool more than thirty years ago in order to provide a program of early childhood education to children of members of the Church and the community. As the governing body of WHPC, the Session is responsible for defining the mission of the Preschool and monitoring its performance in this regard. It approves the mission statement of the Preschool and its admissions policy as set forth in its current Parent handbook. Outlined below is the plan of organization adopted by the Session and now in effect for purposes of carrying out the Preschool's mission.

II. Governance of the Preschool

The Preschool functions within a broad framework of delegated authority from the Session, under the oversight of the Preschool Board, the day-to-day administration of a Director, and the overall guidance of the Senior Pastor. The governance of the Preschool centers upon the relationships among the Session, the Senior Pastor, the Preschool Board and the Director.

A. Session. As an integral component of the overall program of the Church, the Preschool is in every respect subject to the authority of the Session as the governing body of the Church. The Session is in turn responsible to the congregation, to the higher judicatories of church government, and to the civil authorities for the proper functioning of the Preschool. As such, the Session is responsible for establishing its organization, providing for its facilities and financing, and monitoring its performance.

B. Preschool Board. The Session has implemented its responsibility for the oversight of the Preschool by establishing a Preschool Board. A statement of organization and functions of this Board is set forth in Article III below. The Preschool Board is a standing committee of the Session. It is chaired by an Elder in active service and reports directly to the Session. However, in contrast to other such standing committees, it may include member and non-member parents and/or guardians of children attending the Preschool, generally reflecting the balance of each in the Preschool. It may include other interested members of WHPC.

- C. Board of Trustees. The Board of Trustees shall provide oversight and management of the business and operating aspects of WHPP as it does those of WHPC as a whole. This oversight includes approving its annual budgets, receiving financial updates on a monthly basis, and providing for insurance coverage.
- D. Senior Pastor. The Senior Pastor, who is the moderator of the Session and the principal administrative officer of the Church, is an ex officio member of the Preschool Board. This authority as described throughout this document may be delegated to a WHPC Associate Pastor at the discretion of the Senior Pastor with the concurrence of the Session.
- E. Preschool Director. The day-to-day administration of the Preschool, and all academic matters in connection therewith, is entrusted to the Director, who reports professionally to the Preschool Board and whose administrative duties are carried out under the overall guidance and authority of the Senior Pastor as the Church's principal administrative officer. The Preschool Director is also an ex officio member of the Preschool Board. (See Article IV below for additional basic policies regarding the Director.)

III. The Preschool Board

- A. Principal Functions: The Preschool Board is responsible for formulating the policies of the Preschool subject to the oversight and authority of the Session. It consults and coordinates with the Senior Pastor, other Session Committees, the Preschool Director, school parents, and interested WHPC members. With respect to major decisions regarding the Preschool, including without limitation, its personnel, its budget, its admissions policy, and significant changes in the School's program (such as capital expenditures and the addition or deletion of a class), the Preschool Board shall seek advance approval of the Session before implementing such decisions. At all times shall the actions of the Preschool Board conform to and be guided by the Personnel Policies of WHPC.
- B. Composition and Selection. The Board is a standing committee of the Session, and as such it reports to and is responsible solely to the Session. The Board shall consist of no fewer than seven regular members and two ex officio members (the Senior Pastor and the Preschool Director). The Board Chair must be an Elder and shall be appointed for a two-year term. There shall also be one other Elder

member on the Board, who may serve as Acting Chair in the absence of the Chair, and all Elder members shall be appointed by the Session. When making such appointments, the Session should consult the Director, the Board Chair, and other Board members. The remaining at-large members of the Preschool Board shall be selected by the Preschool Nominating Subcommittee as described below and ratified by the Session. If needed, the Senior Pastor may appoint additional special members from time to time. In any case, the majority of the members of the Board shall be WHPC members in good standing

- C. Term. Elders and any Trustee members are appointed for two-year terms, which should be staggered and can be renewed for one additional year. At-large members are appointed for one-year terms with renewals. The normal term for Board membership is from September through August, except for the Elders on the Board, which should run from February to February. Special members serve one-year terms, which may be renewed. Member terms may be extended by the Chair until successors are appointed and approved by the Session.
- D. Meetings, Quorum and Voting. The Board meets at least four times per year at times to be designated by the Chair not later than September in each year and at other times upon the call of the Chair or a majority of the members. A quorum consists of a simple majority of the members including for this purpose ex officio members, provided that the Chair or the Senior Pastor (or their duly authorized delegates) must be present. In case of a tie vote, the Senior Pastor casts the deciding vote. Board members who face potential conflicts of interest as determined by the Board Chair will recuse themselves from voting.
- E. Principal Functions. The Preschool Board is responsible for formulating the policies of the Preschool in accordance with the stated mission of the Preschool and subject to the authority of the Session. The Preschool's mission, personnel, policies and performance are subject to ongoing review by the Board and it is expected that, in the institution of any major changes, sufficient time will be allotted for discussion by the whole Board of areas of concern. A primary avenue for communicating these policies will be the WHPP Parent Handbook and the WHPP Staff Handbook, both of which will be approved by the Preschool Board based on recommendations provided by the Preschool Director.

The Preschool Board coordinates informally with the Senior Pastor, other Session committees, the Preschool Director, parents and interested members of the Church in areas of concern to the Preschool and acts as

a principal vehicle for representing and communicating on behalf of the Preschool in its more important relationships with its various constituencies. In matters of major significance to WHPC in its relationship to the Preschool, the Board is expected to receive the advance approval of the Session before changes in policy are implemented. This includes the Preschool's mission, personnel, budget, admissions policy, and programmatic changes in requiring significant structural changes or capital expenditures such as the addition or deletion of a class.

F. Committees. The Preschool Board shall have at least three standing committees:

1. The Finance Committee shall have at least three members, the majority of whom should have some financial education and/or experience in financial oversight. This committee may include a representative of the Board of Trustees. This committee shall be responsible for:
 - a) Working with the Director to develop the annual budget, including recommendations for staff compensation, tuition and all expenses. This budget shall be submitted for approval to the Board of Trustees via the Preschool Board, which should provide its endorsement.
 - b) Forwarding the monthly financial statements to the Session and the Board of Trustees.
 - c) Actively participating in the annual audit process.
2. The Personnel Committee shall have at least three members, the majority of whom should have some human resources and/or legal experience. This committee may include a representative of the WHPC Personnel Committee. This committee shall be responsible for:
 - a) Reviewing the personnel policies of the Preschool and ensuring their consistency with those of WHPC.
 - b) Annually evaluating the performance of the Preschool Director and providing this evaluation to the WHPC Personnel Committee via the Preschool Board, which should provide its endorsement.
 - c) Ensuring that Job Descriptions are developed for every WHPP staff position.

- d) Ensuring that annual evaluations of Preschool staff are conducted by the Director.
- e) Serving as a resource to the Director for personnel decisions, including the review of hiring, disciplinary, compensation and dismissal decisions as needed.
- f) Responding to any grievance filed by an employee or parent against a staff member.

3. The Nominating Committee shall have at least three members, some of whom should be the parent or guardian of at least one child enrolled in the Preschool community for the current academic year. This committee shall be responsible for:

- a) Cultivating a roster of parents in the Preschool community who would be interested in serving as at-large members of the Preschool Board.
- b) Ensuring that the Preschool Board as a group is broadly representative of the WHPP community.
- c) Annually nominating members of the Board as needed including renewals and new additions, with these nominations provided to the Session via the Preschool Board, which should provide its endorsement.

G. The Chair may appoint additional such subcommittees as may be required to carry out special assignments, such as Parent subcommittees (which have traditionally included the Communications, Support, Special Projects and Resource Development Subcommittees). The subcommittees have such powers and functions as the Chair may specify or as may be prescribed herein. The Board Chair is responsible for appointing the members and the Chair of each of the Subcommittees, as well as to designate which members are to have voting powers. The Chair and the Senior Pastor are ex officio members of all subcommittees with voting powers, and at least one of these members or their authorized delegates must be present in order for a quorum to be obtained. With respect to the Finance and the Personnel Subcommittees, the majority of the members of each shall be WHPC members in good standing.

IV. Preschool Director

A. Duties. The Preschool Director is responsible for the day-to-day administration of the school as well as the fulfillment of its mission statement. The duties of the Director include but are not limited to:

1. Oversee the daily operations of WHPP, implementing agreed upon policies and procedures, supervising staff and making recommendations to the WHPP Board, as well as appropriate WHPC divisions, committees and staff members.
2. Coordinate closely with WHPC staff to ensure that WHPP functions as a ministry of WHPC at all times.
3. Ensure all approved personnel, financial and other major decisions are implemented in a timely manner.
4. Develop the annual budget, including recommendations for staff compensation, tuition, and expenses.
5. Take action on administrative items such as the approval of tuition refunds and waiver requests, subject to any limitations approved by the Board.

- B. Evaluation. The Preschool Board is responsible for the evaluation process, and this duty of conducting formal annual reviews will be delegated to its Personnel Committee. In a less formal sense, the evaluation process is an ongoing one in which all members of the Board by reason of their close familiarity with the Preschool and its operations are informed participants. The formal evaluation process must be completed no later than June 15 each year in order for the arrangements with the Director for the forthcoming Preschool year to be completed in a timely way.
- C. Termination. If the results of the evaluation process are unfavorable or, if, during the course of the academic year the Preschool Board or the Senior Pastor as principal administrative officer of the Church should reach the conclusion that a substantial question has arisen as to whether the Director should continue in that position, the Preschool Director and the full Preschool Board should be so notified. Without prejudice to rights specified in the Director's terms of employment, the Director should be given the opportunity prior to definitive action being taken to confer with the Senior Pastor individually and with the Preschool Board (or members selected by it) in order to present his or her views and obtain a reasonable understanding of the basis for any proposed action. Any proposed action recommended by the Board would be first reported to the Session, which could approve or disapprove.

V. Finance

- A. School Budget. The Preschool Budget requires the annual approval of the Session, which must be obtained no later than May for the school year commencing the following August. It is the responsibility of the

Director to formulate the budget in consultation with the Senior Pastor and the Chair of the Preschool Board. It is then submitted to the Preschool Governance Subcommittee for approval and, because of its impact on Church-wide finances, to the Trustees for their information. The Preschool Board must submit the budget to the Session for approval by its May meeting.

- B. Fundraising Activities. The Preschool is supported financially through tuition revenues as well as the provision of WHPC facilities and personnel through the general annual Church budget. In view of the potential impact on other Church fundraising, major fundraising functions require explicit prior Session approval, which normally requires prior favorable action by the Preschool Board with the concurrence of the chairs of the Session's Stewardship and Finance Committees.
- C. Risk Management. WHPC has commercial liability for both the Church and the Preschool. In addition, the Church retains Directors & Officers Liability insurance, which covers the activities of the Board and all its committees including the Preschool Board. The Church, including the Preschool, is insured for sexual misconduct and malpractice. In addition, volunteers and students are covered by the Church's insurance policies. Workers' compensation coverage is also maintained by the Church. It should be noted that insurance is subject to applicable limits and is reviewed on a routine basis.

VI. Personnel Policies

The Director and other members of the Preschool staff are employees of WHPC and their payroll is handled administratively on a combined basis with the Church's other personnel. The Director is charged with primary responsibility for recruiting, interviewing, hiring, evaluating and renewing the contracts of the teaching and administrative staff of the Preschool. Preschool Staff are subject to WHPC Personnel policies as well as supplementary policies for WHPP that are approved by the Board.

VII. Audit

The books and records of the Preschool and the minutes of the meetings of the Preschool Board are fully subject to comprehensive review by persons appointed by the Session, including the Church's Treasurer and auditors. Personal information about the families and children of the Preschool must be preserved in confidence in accordance with professional educational standards and are not to be subject to any outside review without explicit Session authorization.

VIII. Communications

It is expected that the Preschool Director will consult with the Senior Pastor and the Chair of the Preschool Board about major issues and problems as they arise in the course of the operation of the Preschool. Likewise, it is expected that the Senior Pastor and the Chair of the Preschool Board will keep the Preschool Director apprised of concerns on the part of the Church, parents and children that affect the operation of the Preschool, and the Director's performance of his or her duties.

The Director participates in Church staff meetings unless matters affecting the Preschool are not being considered. In order to keep the Session and the Trustees informed about the Preschool, its needs and concerns, and its role in the overall missions of the Church, the Director is invited from time to time to meet with these groups. It is expected that, by the courtesy of the Senior Pastor, the Director will be invited in person or in writing to present his or her views directly to the Session or Trustees as well as, in the first instance, the Preschool Board and the Senior Pastor, in connection with the process of consideration of any major changes affecting the Preschool. It is further expected that the Session, the Trustees and the Preschool Board will make available to the Director the minutes of their meetings (or in the case of the Session and the Trustees the relevant portions thereof) insofar as matters affecting the Preschool are concerned.

Except when direct communication is invited on important policy matters, as set forth above, the Director normally channels information, advice, requests and the like relating to the Preschool to the Session and the Trustees through the Senior Pastor as senior administrative officer or through the processes of the Preschool Board to the Session in academic matters. As with decisions by the Preschool Board, it is expected that the Session and the Trustees will be apprised sufficiently in advance of the need for any important non-routine action on their part so as to permit full and deliberate consideration by all members and for the taking of any steps preliminary to final action that may be deemed appropriate.

The Board will also serve as a confidential hotline for parents, WHPC members, or other members of the Preschool community to report safety or other concerns without fear of retribution. The WHPP parent handbook describes how this outlet is to be utilized and makes clear that this process is a last resort after all other efforts to raise the matter with teachers and the Director have failed. These communications and the contents thereof must be treated as highly confidential and not disclosed to anyone else. Violation of this provision is grounds for personnel action against anyone responsible.

IX. Facility Sharing: Calendar Issues

In carrying out its mission the Preschool extensively utilizes the facilities of the Church. Since virtually all of these physical facilities are also used in various other WHPC programs, the Preschool's schedule of activities must dovetail with the calendar of Church-wide programs. Coordinating the use of these facilities and resolving calendar issues is, in the first instance, the task of Church Staff under the guidance of the Senior Pastor as principal administrative officer. Insofar as policy questions are concerned, the processes of the Preschool Board as with any other relevant Session Board involved, are subject to the ultimate authority of the Session. As a practical matter, most conflicts are resolved in discussions between the Senior Pastor and the Preschool Director.