



**BOARD OF DIRECTORS
HANDBOOK**

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Throughout this handbook, Shiloh Christian School may interchangeably be referred to as SCS.

Background & Legal Information

Purpose

Shiloh Christian School is a private interdenominational school established to provide students with Academic Excellence on a Christian Foundation and partnering with families of faith to raise their children to know, love, and serve God.

Our student body, faculty and staff represent many churches in the Bismarck-Mandan community. We strive to display the unity in the body of Christ, as written about in the Scriptures, through our school family. The purpose of the board handbook serves to:

Communicate our intent and belief in our responsibility to:

- Cultivate a Biblically-based, Gospel-centered community, where acts of service and the intrinsic value of every individual, created in God’s image and deserving of respect, are unmistakably demonstrated.
- Nurture character development to guide our community members towards Christ’s likeness in all endeavors.
- Pursue excellence in the discipleship of the entire student; mind, body, and soul.
- Provide engaging, authentic, Christ-centered opportunities for learners of all ages to reach their full potential as lifelong disciples.

Define our Christian Philosophy of Education established on ACSI’s five essential elements of Truth, Intellectual Development, Christian Educators, Potential in Christ, and Operational Integrity.

Founding Principles

The founding purpose of Shiloh Christian School was and is to recognize that the eternal God created all things, and “since the creation of the world, His invisible attributes, His eternal power and divine nature have been clearly seen, being understood through what has been made” (Rom. 1:30). Furthermore, a commitment to the study and teaching of the truth in every discipline “...destroying speculation and every lofty thing raised up against the knowledge of God, and... taking every thought captive to the obedience of Christ”...” in whom are hidden all the treasure of wisdom and knowledge” (2 Cor. 10:5; Col 2:3), “teaching every man with all wisdom, that we may present every man complete in Christ” (Col. 1:28).

In 1975, a dedicated group of parents met in Bismarck to consider the possibility of a new school which would provide educational excellence with Christian world and life view. After three years of planning and prayer, the doors were opened to 47 students in 1978. Since its incorporation, Shiloh Christian School has been developing excellent student-leaders through

strong academic programs grounded in Christian principles. Our dedicated faculty and staff are committed to nurturing and challenging students from early learning through 12th grade by cooperating closely as servants to the parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45) and encouraging parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children (Deuteronomy 6:47; Proverbs 22:6).

The Name Shiloh Christian School

The term “Shiloh” was the placename of an Old Testament city. The events surrounding Old Testament Shiloh will indicate our school’s present identity.

Shiloh was the first established worship center in Israel (Judges 18:31). It was there that annual pilgrimages of God’s people ended in worship of Israel’s God, Yahweh (Judges 21:19; 1 Sam. 1:3). One of Israel’s famous prophets, Samuel, was prayed for, dedicated and instructed there (1 Sam. 11:24-28). The ark of the covenant resided in this honored town (1 Sam. 4:3,4). After its capture by the Philippines, the ark was returned to Jerusalem by David.

After the division of the kingdom, though the ark and temple were at Jerusalem, a prophet of God remained at Shiloh to represent God to the people of Israel. (1 Kings 14).

The destruction of Shiloh was a judgment of God upon His people for not obeying the Lord for whose worship Shiloh existed (Jer. 7:12-15; 26:6-9).

Shiloh Christian School is like its Old Testament counterpart, a center of worship and instruction. The total response of the total person to our Lord Jesus Christ is the essence of worship, and that is the purpose of educational instruction at Shiloh. The school provides a lighthouse of Biblical values for our society today (Matthew 5:14-16).

Mission and Vision Statements

Mission Statement: Academic Excellence on a Christian Foundation: Teaching students to know, love, and serve God.

Vision Statement: To collaboratively engage with families and the Church (Body of Christ) in educating and equipping Christ-following students, preparing them for faithful service to pursue their God-given purpose.

(Updated & Adopted by the SCS Board of Directors, September 2024)

Core Organizational Values

Serve (1 Peter 4:10,11): Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in various forms.

One (Ephesians 4:1b-7): I urge you to live a life worthy of the calling you have received. Be completely humble and gentle: be patient bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. There is one body, one Spirit, just as you were called to one hope when you were called, one Lord, one faith, one baptism, one God and Father of all, who is over all through all and in all.

Aware (Ephesians 2:10): For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do.

Respect (Micah 6:8): He has shown you, O mortal, what is good. And what does the Lord require of you? To act justly and to love mercy and walk humbly with your God

(Adopted by the SCS Board on September 2024)

Declaration of Faith

As an interdenominational school, the Declaration of Faith is used to establish a shared understanding of Biblical truth. **This is a formal document used as evidence of agreement in Biblical truth for committed Shiloh Christian School community members including parent/guardians, employees, board members, as well as middle/high school students during the admissions process.**

1) We believe in one infinite God (Ps. 90:2; 1 Tim. 1:17) in whom are three persons – Father, Son and Holy Spirit (Matt. 28:19, 2 Cor. 13, 14, Eph. 1:3-14).

2) We believe in Jesus Christ, fully God and fully man (John 1:1-18; Phil. 2:6-8), His virgin birth (Mt. 1:18-25; Lk. 1:26-38), His sinless life (2 Cor. 5:21; Heb. 4:15), His miracles (Jn. 30:30,31), His substitutionary and atoning death through His shed blood on the cross (Rom. 5:1-12; 2 Cor. 5:16-21; Heb. 9-10), His resurrection from the dead, which conquered death and offered both a living hope and eternal life (1 Corinthians 15:54-57; 1 Peter 1:3,4; Romans 6:9), His ascension to the right hand of the Father (Acts 1:9-11; 7:55,56; Eph. 1:20-23), and His personal, physical return in power and glory (Zech. 14; Rev. 19).

3) We believe in the ministry of the Holy Spirit (John 14:16), who is fully God (Acts 5:3,4); that He indwells every born-again believer (Rom. 8:9-11; 1 Cor. 6:19), giving power to live a godly life (Gal. 5:22,23; Eph. 4:30; 1 John 2:20-27).

4) We believe that the Bible (made up of 66 books) is the only verbally, fully inspired Word of God (2 Tim. 3:16; 2 Pet. 1:20,21), inerrant and infallible in matters of both fact and faith (Mt. 5:17; John 10:35); that it has absolute authority over all earthly wisdom (1 Cor. 1:18-31) and that it teaches us what we are to believe and how we are to live (James 1:19-27).

5) We believe that man has a sinful nature from conception (Ps. 51:5; Ps. 58:3), is totally dead in sin (Eph. 2:1), unable to save himself (Tit. 1:15,16), and in need of a Savior (Rom. 3).

6) We believe salvation consists of the remission of sins, the imputation of Christ's righteousness and the gift of eternal life received by faith alone, apart from works (Eph. 2:8, 9; Tit. 3:5). All who repent of their sins and believe on the Lord Jesus Christ, being freely justified by the Father are born again by the Holy Spirit (Romans 1-5; Eph. 1:3-14)

7) We believe in the existence of Satan (Luke 11:18), his warfare against God (Acts 26:18, 2 Cor. 4:4; 1 John 3:8-10), and his defeat on the cross (Col. 2:15) for eternity (Rev. 20:10).

8) We believe in the literal, supernatural creation (Gen. 1,2; Job 38-41) – everything existing according to God's power (Col. 1:15, 17).

9) We believe in the resurrection of the saved unto everlasting life and blessedness in heaven (Dan. 12:2; John 5:28-29; 14:1-3; Rev. 21,22) and in the resurrection of the lost unto everlasting conscious punishment in hell (Rev. 20:11-15).

10) We believe The Church is the Body of Christ, composed of all born-again believers (Eph. 4:1-16; 5:25-27; Col. 1:18), meeting together in local assemblies for worship and fellowship (Acts 2:42-47; Phil. 1:1; 1 Th. 1: Rev. 1:4).

Philosophy of Christian Education

Shiloh Christian School supports and reinforces the teaching and training that takes place in the home and church. It is also responsible to go further in the areas of academics and skill development that will enable students to become complete and capable Christian citizens, equipped for works of service to God and mankind (Eph. 4:12). Foundations behind this philosophy include:

- The ultimate responsibilities for the education of students lie with the parents, (Deut. 4; 6:6,7; 11:19). (3/21/05)
- Education is the cornerstone of America with parents historically being the leaders. Parents and guardians know that sending their children to Shiloh means laying a solid academic foundation while reinforcing the principles of the Christian home.

- A team relationship between the school, home, and church promotes the development of the whole-student; spiritually, intellectually, physically, personally, and socially.
- Supporting parents in keeping up with the changing culture and its effect on the home and the implications for their children.

The Philosophy of Christian Education is intended to provide a framework to:

- Shape the mind of students (Philippians 2:5; I Timothy 4:7)
- Instill Biblical character (I Samuel 16:7; Galatians 5:22,23)
- Develop a Christian worldview through integration of life, and all studies, with the Bible (II Peter 1:3)
- Equip students with the ability to live in the world with non-Christians and with Christians who hold differing views
- Create opportunities for student growth in the Christian life through fellowship with God through Bible reading and study, prayer and obedience and in providing regular opportunities for students' to hide God's Word in his/her heart through memorization and meditation (Psalm 119:11; Psalm 1:103)

The Shiloh Christian School Philosophy of Christian Education is established on ACSI's five essential elements of Truth, Intellectual Development, Christian Educators, Potential in Christ, and Operational Integrity. It shall be made available to each staff member and parent of students in the school and reviewed annually by every School Board member.

Truth

Scripture is the revealed Word of God and is taught as truth, and that truth is integrated into the learning experience. Students are taught that:

- All truth is God's truth. Students are taught that God is the Creator and sustainer of the universe and man. God is the Source of all knowledge and ultimate reality. (Genesis 1, Colossians 1:17, Rom. 11:36).
- They are created in the image of God. (Genesis 1:26–27)
- They must confront the issue of sin and redemption. (1 John 1:9)
- They can know God as revealed in Christ and made present through the Holy Spirit. (Luke 11:3, John 20:22)
- Man can know absolute truth and that it is found expressed to us in the Word of God (II Tim. 3:15-17; II Pet. 1:20, 21). God's Word permeates and is integrated with every aspect of the curriculum. God is central and Biblical principles are applicable to every part of daily life (II Pet. 1:3), including all subjects within the curriculum.

Intellectual Development

The Christian mind should be the best mind, enlightened by the mind of Christ and having integrated God's principles with academic pursuits. Shiloh's challenging curriculum is presented within the traditional classroom setting. The development of individual talent at Shiloh Christian School is augmented through a diverse range of activities. The aim is to develop students with a biblical worldview who are well-prepared academically with an emphasis on the following:

- Accurately interpreting the Word of God
- Mastering communication skills
- Showing proficiency in mathematics and science
- Understanding history and God's activity in it
- Appreciating literature and the arts
- Reasoning and critical thinking
- Finding, analyzing, evaluating, and appropriately using information
- Teaching the knowledge and skills required for future study and for occupational competence

Christian Educators

The Christian school must have a board, administration, faculty, and staff who are committed followers of Christ, teaching and leading from a biblically integrated perspective. Qualified educators provide students with distinguished teaching. The teacher, the key element in education, serves as a role model for the student-at Shiloh the teacher not only teaches the lesson, he or she is the lesson.

Those engaged with the school's governance, leadership, and teaching will

- Be committed to the Lord Jesus Christ as a believer and follower, be committed to the study and understanding and application of God's Word and be committed to allowing the Holy Spirit to guide him/her in ways of truth. Let the Word of Christ dwell in you richly, teaching and admonishing one another... Colossians 3:16
- Model Christ in their teaching and leading. Teachers, in coming before the students daily, become a role model. (Luke 6:40) It is an awesome responsibility to instruct a child and assist in the development of his mind, attitudes, spiritual condition, social and emotional growth.
- Understand and focus on achieving the school's vision and expected outcomes.
- Reflect and support the school's mission and core values.
- Know, understand, apply, maintain, and reinforce the Declaration of Faith and ensure that new families, students, and members who join the Shiloh community also express commitment to the Declaration of Faith.

Potential in Christ

Every learning experience aims to engage students toward their full potential in Christ. Teaching will include a focus on

- Providing programs and services appropriate for the student.
- Establishing awareness of the student's relationship and responsibility to society. A distinctive aspect of the Christian school must be in how we treat one another. Christ made clear his desire and command that there be a difference in how Christians treat others, be they friends, brothers, or enemies. We must view others as God created them - in His image! Each one is loved and invited to become a child of God. For God does not wish that any perish. The command to "love thy neighbor as thyself" further implies extending the qualities of love as Paul described in I Corinthians 13:4-7. Our actions and attitudes toward students, parents, co-workers, administrators, Board members, and community members must reflect the qualities of love. If we are to teach this to our children and students, they must first see it lived out in our lives just as we have first seen it evidenced in the life of Christ. "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him." Colossians 3:17
 - To teach the student Biblical principles for relational conflict resolution (Matthew 5:24; 18:15-17).
 - To teach the student to understand and use the fundamental processes in communicating and dealing with others, such as reading, writing, speaking, listening, and mathematics, (II Corinthians 5:20).
 - To teach the student to think for himself/herself and to stand up for his/her personal convictions in the face of pressure, and to teach the student how to research and to reason logically from a Biblical perspective (Hebrews 5:14; Romans 12:2) in order to equip him/her to stand up for his/her personal convictions in the face of pressure.
- Developing students intellectually, spiritually, socially, emotionally, and physically through every curricular activity. A quality Christian education includes intentional, whole-student development of the mind, body, and soul, creating a learning environment with opportunities for students to apply their heart to instruction and their ears to words of knowledge. (Prov. 23:12)
 - To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22,23).
 - To help the student develop his/her identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16).
 - To help the student develop his creative skills and an appreciation for the fine arts.
 - To teach the student to work independently and cooperatively (II Tim. 2:15).

- o To teach the student Biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19,20; I Corinthians 10:31).
- o To teach the student how to research and to reason logically from a Biblical perspective (Hebrews 5:14; Romans 12:2) in order to equip him/her to stand up for his/her personal convictions in the face of pressure.
- o To teach the student to apply himself to his work and to fulfill his various responsibilities. To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-,27). (I Tim. 4:7; I Cor. 9:24-27) and encourage the student to use good study skills and habits (II Timothy 2:37).
- o To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God (I Corinthians 6:19,20) and develop their desire and discretion in wholesome physical and mental recreation (I Cor. 6:19, 20). 12)
- o To teach the student to treat everyone with love and respect as individuals created in God's image (Philippians 2:14; Ephesians 5:21).
- o To teach respect for authority and proper and courteous conduct from God's perspective (Romans 13:1-7; Heb. 13:17; Eph. 6:1-3).
- Making disciples and preparing for works of service. To teach the student how to become a contributing member of His society by realizing his need to serve others (Galatians 5:13; Romans 2:10).
- To teach our American heritage, a love for country through good citizenship, and a respect for other nations (I Corinthians 10:11; Romans 13:17) in order to prepare him/her for adult responsibilities as a Christian citizen of our world.
- Developing an eternal view of life.
- Fostering interpersonal as well as community relationships.
- Understanding biblical principles for relational conflict resolution (Matthew 5:24; 18:15-17).
- Cultivating the ability of students to think for himself/herself, in order to equip him/her to stand up for his/her personal convictions in the face of pressure, and to teach the student how to research and to reason logically from a biblical perspective (Hebrews 5:14; Romans 12:2)

Operational Integrity

The school's day-to-day operational practices are a consistent model of integrity, efficiency, and accountability. Biblical values and standards are consistently implemented in every aspect of the school's operation.

- Governance reflects the high road to policy development and accountability.
- People resources are managed ethically and justly.

- Financial issues are managed and monitored with integrity and disclosure.
- Relations with the government and its agencies are straightforward and Christlike.
- Development and marketing strategies are ethical, clear, and open.
- Classroom management is consistent and fair.
- Parent/Guardian relations reflect honesty, openness, and fairness.

Affiliations

- Association of Christian Schools International (11/26/79)
- North Dakota High School Activities Association (NDHSAA): Shiloh has maintained membership in the North Dakota High School Activities Association (NDHSAA) since April 5th, 1983, which makes Shiloh eligible for competition.
- Accreditation through Cognia (formerly known as AdvancEd)

The Shiloh Board of Directors

Shiloh Christian School Board Responsibility

The members of the Board of Directors are given the responsibility for the establishment, guidance, and spiritual headship in the operation of the school and to do so with operational integrity. The Board is the policy setting body of the school, with the school administrator having the responsibility for the implementation of the Board's policies.

The authority of the Board is corporate, with individual members having responsibility only as authorized by the Board as a whole.

Lastly, it is the responsibility of the Board to be spiritual leaders in the school, to seek God's will and direction for the school, and to take responsibility for preservation and restoration of right relations, primarily our relations with God (Galatians 6:1,2; James 5:19,20; Isaiah 55:7).

The Board, collectively, is expected to:

- Pray for and spiritually lead the school.
- Be responsible for the establishment of policy directives; Ensures and provides accountability for academic outcomes.
- Employ qualified staff and faculty. The Board hires, manages, and leads the Administrator-position. Hiring then follows the organizational chart.
- Offers of employment with extenuating circumstances or positions that directly impact the organization's mission, vision, and core values must receive Board approval.
- Deal with all employees on the basis of Matthew 5:22-24; 18:15-20, and other such passages which teach Christ-like attitudes and dealings between Christian brothers.

- Make and amend By-laws as necessary to carry out the objectives and purposes of the school as approved by the Executive Committee (President, Vice-President, Secretary, and Treasurer).
- Make or change policies as needed for smooth operation of the school.
- Maintain fiscal stability. Annually review and adopt a salary schedule and ratify an annual budget.
- Provide adequate buildings and equipment.
- Provide long-range planning.
- Establish good public relations.
- In summary, Shiloh's Board of Directors is ultimately responsible for all matters as they relate to Shiloh Christian School.

Board of Directors Structure and Governance

Board of Directors Structure

The board structure and governance model is established within Shiloh Christian School's Bylaws. See Appendix for Bylaws.

The board of directors shall consist of not less than five members and no more than nine members, either men or women.

The entire board serves as the Nominating Committee for the nomination of new directors.

The service of each director shall be segmented into three-year terms.

- In order for a new director to be seated on the board, they must be formally nominated for service and then elected to their first three-year term by a unanimous vote of the directors present at a regularly called, quorum-present meeting.
- A director may be elected to a second three-year term by a two-thirds vote of confidence of the directors present at a regularly called, quorum-present meeting.
- A director may be elected to additional three-year terms after their second three-year term by a unanimous vote of the directors present at a regularly called, quorum-present meeting.
- There is no limit on the number of three-year terms that a director can serve.

Whenever any vacancy shall occur in the board of directors by death, resignation or otherwise, the vacancy shall be filled without undue delay in the same manner as new directors are elected to the board.

Any change to Article I of the Bylaws requires a unanimous vote of the entire Board of Directors.

Qualification and Eligibility of Board Members

(8/4/81) (Rev. 3/21/05)

- Each member is mature and growing in Christ.
- Remembrance that the objective of Christian education is to provide honor to Christ.
- Be informed of the Philosophy of Christian Education prior to accepting a board position.
- Freedom of expression at board meetings with all discussion kept in absolute confidence.
- Remembrance that the endeavor is a walk of faith.
- An attitude characterized by prayer and thankfulness to God for all He is doing.
- Ability to make hard decisions, exercising good judgment and no partiality.
- Complete a board application and board interview.
- Each member of the board of directors shall be a professing and exemplary Christian as prescribed in the Declaration of Faith.
- Commitment without mental reservation to the stated objectives of Shiloh Christian School.
- Accept the Declaration of Faith and Statement of Purpose.
- Commitment to Christian values and ethical standards.
- Affiliation with Shiloh Christian School.
- (6/22/99) (7/13/93) Board members shall not serve in a staff position, paid or unpaid, in which contracts are needed. Board members applying for such staff positions must resign from the board at the time of application. Unless an exception is made with a unanimous board vote, household members of staff shall not be eligible to serve on the School Board (i.e., husband, wife, son, daughter, mother, father).

Duties and Responsibilities of School Board Members

- Pray faithfully for the school.
- Faithfully attend meetings of the Board.
- Sets the vision of Shiloh Christian School.
- Evaluates and ensures vision is aligned with founding principles and mission statement.
- Upholds and supports the values, vision and Declaration of Faith.
- Set governing policies of the school and ensure that all school policies are aligned with governing policy.
- Be particularly sensitive to the interpretation of Biblical principles in curricular and extracurricular activities.
- Maintain open communications with stakeholders of Shiloh Christian School.
- Maintain proper relationships with government authorities.

- Serve actively on assigned committees.
- Give prayerful consideration and thought to Board issues.
- Actively promote the school within the community.
- Give, and urge others to give as God enables.
- Keep Board issues confidential.
- Willingly serve in leadership capacities.
- Desires to contribute to community betterment.
- Makes a commitment of time, talent and treasure to Shiloh Christian School.
- Commits the necessary time for preparation, meetings, education and community linkages.
- Stays informed about Shiloh Christian School, its beneficiaries and its operating environment.
- Communicates own views clearly and voices opinions at Board meetings.
- Considers other perspectives and respects other points of view.
- Uses influence appropriately.
- Works well with others.
- Willingly abides by the Shiloh Christian School governance process.

Officers

In accordance with Articles II and III of the By-laws: The Board shall elect the following officers from among the members of the Board: President, Vice-President, Secretary, and Treasurer. The officers, shall have the following duties, respectively:

School Board President

- Lead all school board meetings.
- Confer with the Administrator regarding preparation of agenda for each board meeting.
- Appoint sub-committees of the board.
- Ex-officio member of all committees.
- Assign responsibilities to various working committees and coordinate the efforts of each committee so as not to duplicate or overlap responsibilities.
- Follow-up all unfinished items of business to insure their completion.
- Formulate orientation sessions for new Board members.

School Board Vice-President

- Take over the President's function when the President is not available, including ex-officio members of committees.
- Assist President in his/her functions and responsibilities.
- Take on special assignments.

School Board Secretary

- Take minutes of all meetings of the board and record official action. Present minutes from the previous board meeting each month. Maintain a record and a systematic file of all school board meeting minutes.
- Be responsible for maintaining the policy manual and bring to the attention of the board any revisions necessary to bring the manual into conformity with board action.
- Handle all correspondence required for the effective operation of the school board.
- Be sure the board does not unknowingly overturn prior board action.

School Board Treasurer

Works closely with the comptroller to

- Oversee the financial aspect of the Sustainability and Growth Committee.
- Keep close watch on the school's cash position.
- Ensures that proper financial controls are being utilized in handling school funds.
- Ensure that the expenditures are in line with the budget.
- Arrange for independent audit/review of the school's financial records as necessary.
- Responsible for preparing, presenting, and explaining monthly financial reports to the board.
- Oversee the preparation of and present the annual budget to the board.
- Ensures and advises the collection of delinquent tuition accounts.

Executive Committee

In accordance with Article IV of the By-Laws: There shall be a standing Executive Committee. The Committee shall be composed of the President, Vice-President, Secretary, and Treasurer. The Executive Committee shall have the power to act for the Board in all business affairs subject to the policies laid down by the Board at regular meetings. No member of the Executive Committee shall hold the same office more than two years in succession, including the original term.

Board Committees

(9/10/92) (Rev. 3/21/05)

Board committees shall be organized by the school board to establish, implement, and uphold board and school policies.

The committees will meet independently, and report recommended policies to the board at a regular meeting through a written report submitted by the committee chairman. The board will communicate to the committee any action taken on each recommendation and the reasons for such action.

The Board Committees are standing committees and include:

1. Learning/Academics Committee (Curriculum alignment, data analysis)
2. Whole-Student Development Committee (Extracurriculars, Spiritual Growth)
3. Sustainability & Growth Committee (Finance, Development & Admissions, Personnel)
4. Safe & Healthy Learning Environment (Buildings & Grounds, Safety)
5. Executive Committee
6. Nominating Committee

Parent Advisory Committees

The board of directors may utilize Parent Advisory Committees to ensure stakeholder participation and representation. Parent Advisory Committees are ad-hoc committees and must include a board member on the committee. These committees may be established as needed to accomplish specific projects or organizational goals. Parent members must apply and be appointed with board approval.

Parent Advisory Committee member expectations and qualifications include:

- Commit to attend all meetings of the committee.
- Agree to come prepared to the meetings by reading and studying any advance-mailed material or material handed out during meetings.
- Agree to be an advocate of Shiloh Christian School, promoting the school to friends and neighbors.
- Membership on an advisory committee is for a one-year period from June 1 to May 31.
- Members may be asked to serve for successive years.

School Board Meetings

Regular meetings of the Board will be held on the third Monday of every month unless this day happens to fall on a national holiday. In such cases the regular meeting will be rescheduled by the Board President. Meetings are to begin at 6:30 P.M. unless otherwise announced.

The meetings are generally conducted in two parts consisting of an Open Session which can be attended by any interested party. The second part will be the Executive Session.

Special Board meetings may be called by the President of the Board upon his/her decision that such a meeting is warranted. Need for special meetings may be presented to the Board President by any other Board member, or the administrator. The President will take the matter under advisement and decide as to whether there is sufficient need to schedule a special meeting. The Board Secretary will be expected to attend all special meetings and record official Board minutes. If the Secretary is unable to attend a special meeting the President should appoint a substitute secretary.

The annual meeting shall be held during the month of June, in a place to be specified by notice. At this meeting, the board shall elect the officers.

All directors shall be notified of every annual meeting not less than three (3) days, nor more than forty (40) days prior to such meeting. A member may waive notice in writing.

Minutes

Each month the Board shall file the printed minutes of the open session of the monthly Board meetings in the main office. These minutes are from the preceding month's Board meeting. Statements of monthly income and expenses may be requested from the administrator.

Action by the School Board shall be carefully recorded by the Secretary of the Board or a representative, and when officially approved by the Board, these minutes shall serve as a legal record of actions taken by the Board.

The recorded minutes from the executive session of the School Board shall be retained on electronic file and shall be available for reasonable inspection by members of the Board and such other persons approved by the Board.

Agendas

The Board President will confer with the administrator to prepare the agenda for all Board meetings. Items of business may be suggested by any Board member or by the administration of the school for inclusion on the agenda.

Items of business may not be suggested from the floor for discussion and/or action at the same meeting until all business scheduled on the agenda has been completed. New business will only be discussed at the discretion of the President or the majority vote of the Board members present.

The agenda and supporting materials shall be distributed to Board members prior to the scheduled meeting.

Executive Sessions

The Board recognizes that it will encounter matters of a highly sensitive nature on a regular basis. This will include, but is not limited to, such things as personnel matters, student matters, and parent matters.

Executive sessions shall have in attendance Board members, the administrator, and any other persons who are specifically asked to attend this session by the Board President. When the

executive session is for the purpose of evaluating the administrator, the administrator may be asked not to attend.

An executive session can be called for by any Board member. Minutes of the executive session shall be recorded by the secretary but are not for public display.

Board Action Items

Before actions by the Board are requested or recommended, the Board shall be provided with adequate data and backup information (preferably prior to the meeting date) to assist the members in reaching sound and objective decisions consistent with established goals.

Board members shall be expected to read the information provided to them, and to contact administrators or other appropriate staff members or Board members to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

Action by the School Board shall be carefully recorded by the Secretary of the Board or a representative and when officially approved by the Board these minutes shall serve as a legal record of actions taken by the Board.

Quorum and Voting Procedures

A majority of the members of the Board shall constitute a quorum for the legal transaction of business for the school.

Voting shall be by voice vote, show of hands, written ballot, or electronic text/email as directed by the president, or as determined by a majority vote of the board. The number of “yes” and “no” votes on each motion shall be recorded in the minutes and, upon request of a member's vote, or failure to vote, shall be made a matter of record in the minutes of the meeting. All members should vote, or officially abstain, on each motion. The President shall have a vote on each motion and shall not necessarily vote just in case of a tie vote.

Any member may call for a roll call vote.

Adjournment of each meeting shall be upon motion and a vote.

Addressing the School Board

The following guidelines have been implemented for any person who desires to address the Board in the normal monthly meeting.

Concerns, Conflicts, Problems

- Addressing the Board represents the final step, not an intermediate step.
 - Issues should be addressed through proper channels starting with parties involved
 - Teacher -> Principal -> Administrator
 - Coworker -> Supervisor -> Administrator
- Refer to the Grievance Procedure in Shiloh's Policies & Procedures based on Matthew 18 principles.

Input, Ideas, Suggestions

- Input, ideas, and suggestions should be brought to the Administrator and Board chairman to decide if addressing the Board is the appropriate, necessary course of action.

Guidelines for Addressing the Board

The following guidelines have been put in place for people who desire to address a topic at a school board meeting. A formal request to address the Board must be finalized a minimum of five days before the scheduled Board meeting, or before the agenda has been drafted.

- Follow the formal process to request the opportunity to address the Board:
 - Email:** shilohboard@shilohchristian.org
 - Email Subject Line:** Request to Appear Before the Board
 - Additional Information:** Name, contact information, date of meeting requested, topic to be discussed and whether you have discussed the matter with relevant parties (e.g., teachers, coaches, or other staff).
 - Agenda Confirmation:** You will receive a response confirming whether you have been placed on the agenda.
- The person addressing the Board will address only those specific issues which have been presented to the administrator or Board president prior to the Board meeting and have been placed on the agenda.
- Any presentation to the Board shall not exceed 15 minutes in length.
- Generally, the person will be asked to address the Board during the "New Business" portion of the printed agenda.
- The Board reserves the right to ask questions for the purpose of clarification of the issues. However, there will be no general question and answer period.
- If a Board response is necessary, it will be submitted in writing.

Board Governance Policy

Shiloh's Board of Directors is responsible for establishing, implementing, and upholding policies that align the organization with its mission, vision, and purpose. The policies outlined below are governed by the Board of Directors. The specifics, process, and procedures of upholding these policies are outlined in Shiloh's employee and student/family handbooks and operating procedure manuals.

Changing or Enacting New Policy (5/20/08) (9/27/10)

Changing or enacting a new board policy requires two readings of the new policy or proposed amendment to existing policy. The new or amended policy shall be introduced for an initial reading and discussion at a Board meeting. The final discussion and vote regarding the new or amended policy shall take place during the next regularly scheduled Board meeting, or a Board meeting agreed on by a majority of the Board members. (5/20/2008, 9/27/2010)

When necessary, the Shiloh Christian School professional staff shall be counseled in the formulation and implementation of school policies and procedures. Policies which affect teachers and educational programs will be communicated to the teachers with pertinent interpretation and supplemented with discussion and handbooks.

Conflict Resolution Policy

Make every effort to keep the unity of the Spirit through the bond of peace (Eph. 4:1-30). As brothers and sisters in Christ we must live by the Spirit of Christ as expressed in: Gal. 5, I John 4, Titus 3, Matt. 5, Matt. 18)

Concerns/complaints must be first communicated to the individual concerning the grievance (administration/teacher/staff/coach). School administration may be asked to participate in this meeting by either party in accordance with the organizational structure. It is the Board's responsibility to ensure that the steps above have taken place.

If the person having the concern/complaint is not satisfied with the first communication, he/she shall meet with school administration along with the person with whom there is a concern/complaint. If the concern/complaint is with administration, or if an agreement has not been reached, the person may proceed to the board level.

Whistleblower Policy

A whistleblower as defined by this policy is an employee of Shiloh Christian School who reports an activity that the employee considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity

or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Administrator or Board President if the concern is with the Administrator. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Shiloh Christian School will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Administrator or the board president if the retaliation is from the Administrator. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Defend Trade Secrets Act (DTSA) Compliance: "Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

(1) Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

(2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order."

All reports of illegal and dishonest activities will be promptly submitted to the Administrator who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Board President.

Harassment Policy

Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of the Administrator and/or Board of Directors, unless the administrator is involved, who will thoroughly investigate the matter in confidence. After reviewing all the facts, Shiloh Christian School will decide concerning whether reasonable grounds exist to believe that harassment has occurred. A written report will be kept on file. Disciplinary action, up to and including discharge, will be taken against any employee who is found to have engaged in harassment.

Sexual harassment includes:

- 1) Unwanted sexual advances.
- 2) Offering employment benefits in exchange for sexual favors.
- 3) Making or threatening reprisals after a negative response to sexual advances.
- 4) Visual conduct: leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters.
- 5) Verbal conduct: making or using derogatory comments, slurs, and jokes.
- 6) Verbal sexual advances or propositions.
- 7) Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
- 8) Physical conduct: Touching, assault, impeding, or blocking movement.

Nondiscrimination Policy

Shiloh Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance, hiring of faculty or administrative staff, athletic, and other school administered programs.

Admissions and Enrollment Policy

Through its admissions and enrollment policies, Shiloh is committed to keeping Christian education accessible to students and families in our community while keeping to Shiloh's founding principles.

Christian Identity

New families and families re-enrolling must sign without hesitation and with full commitment to Shiloh's Declaration of Faith.

Tuition Assistance

Shiloh is committed to providing tuition assistance for families. The process for applying for and receiving financial assistance follows a systematic process and must be handled with objectivity and confidentiality.

Reasonable Accommodations

Shiloh is committed to providing and promoting equal opportunities in all of its activities and services that are in accordance with our Declaration of Faith, including providing reasonable accommodations. Reasonable accommodation is a reasonable adjustment to a student's learning plan or physical environment within the available resources of Shiloh and in accordance with Shiloh's Christian identity. The Board will support the development of individualized learning plans.

Alcohol, Drug, and Tobacco Policy

Philosophy

Shiloh Christian School strives to provide a safe environment where students and staff can thrive. This policy removes the influence of drugs, alcohol, or tobacco within the school environment, promotes awareness and reinforces the importance of a healthy body as a dwelling place of God through which the Holy Spirit works (1 Corinthians 6).

Communication and Implementation

This policy shall be included in all employee and student handbooks and will include posted signage that Shiloh Christian School is a drug, alcohol, and tobacco free school facility.

Prohibited Activities on Campus

This policy applies to all students, staff, and visitors and encompasses all school property and school-sanctioned events or activities. It shall be against school policy for any student, staff, or visitor to:

1. Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give, or attempt to sell, deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.
2. Possess, procure, purchase, or receive, or to attempt to possess, procure, purchase, or receive the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be "in possession" when the substance is on the

student's person or in the student's locker, car, handbag, or when s/he owns it completely or partially.

3. Be under the influence of (legal intoxication not required), use, consume, or attempt to use or consume the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

4. Knowingly or intentionally aiding or abetting in any of the above activities. This policy applies to any student who is on school property, who is in attendance at school, at a school-sponsored activity, or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the District, district safety, or welfare of students or employees.

Prohibited Substances on Campus

1. Alcohol or any alcoholic beverage

2. Any controlled substance or dangerous drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs;

3. Any glue, aerosol paint, or any other chemical substance used for inhalation

4. Any prescription or non-prescription drug, medicine, or other chemical including, but not limited to stimulants, diet pills, pep pills, "no-doze" pills, depressants, sports or muscle building supplements, and sleeping pills not administered and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

5. Tobacco, including but not limited to: cigarettes, cigars, chewing tobaccos, vapes, and e-cigarettes.

Reporting Violations

A student or staff member that has reason to believe that a student has violated this policy should notify a school official. Except in limited circumstances under law,¹ a teacher is required to report known or suspected violations of this policy to the school principal.

Violation

When an administrator has reasonable suspicion that a student has violated this policy, s/he may search the student in accordance with the district's policy on searches of students' personal property. Disciplinary sanctions will be imposed on, and additional actions may be taken (as listed below) in response to any violation of this policy. These sanctions may include suspension or expulsion, intervention (as described below), and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

Board Governance Directives

Financial Health Directives

Shiloh's Board of Directors has a fiscal responsibility to ensure Shiloh maintains a healthy operating budget that meets the needs of the organization. This includes reviewing, approving, and comparing to actual results to an annual budget this includes, but is not be limited to:

- Tuition
- Activity Fees
- Compensation Plans and Structure
- Expenditures over \$10,000

Risk Management Directives

Shiloh's Board of Directors is responsible for annually reviewing policy and procedures related to safety and security that align with our insurance requirements and resources.

Emergency Preparedness

An Emergency Manual will be used to communicate emergency procedures and plan to all staff and students/families. Creating and implementing a plan and training staff is the responsibility of the Administrator and administrators. Board members will review the emergency manual yearly.

Transportation Rules and Procedures

Rules, procedures, and guidelines regarding school-related and student transportation must be clearly outlined and communicated yearly to employees, students, and parents.

Background Checks

All employees and volunteers with direct contact to students must have a completed background check on file prior to working with students in structured capacity.

Student Conduct

Policies, procedures, and guidelines on student expectations, behavior, and conduct are outlined in Shiloh's Student/Family Handbook. The role of Shiloh's Board of Directors is to ensure that student conduct aligns with Shiloh's founding principles, vision, mission, and values.

Academic Excellence Directives

The Board of Directors is dedicated to providing a robust educational framework that emphasizes academic excellence while remaining true to our Christian mission. The Board is committed to fostering a Christian learning environment that promotes academic excellence, aligned with Biblical principles. This policy outlines the Board's responsibilities in curriculum evaluation and approval, instructional quality, and assessment practices to ensure the highest educational standards. This policy will be regularly reviewed and updated to reflect best practices and the evolving needs of our students.

Curriculum Evaluation and Approval

The Board of Directors will ensure that all core and supplemental curricula are consistent with a Biblical worldview. The Board will oversee a comprehensive curriculum review cycle, which includes:

- **Evaluation Criteria:** All curricula must be evaluated based on their alignment with biblical teachings, educational standards, and their effectiveness in meeting student learning outcomes.
- **Review Cycle:** A structured timeline for regular review and evaluation of the curriculum will be established, ensuring continual assessment of its relevance and effectiveness.

Syllabus Development

Each classroom syllabus shall serve as a formal agreement outlining the objectives and curriculum for the course. Syllabi must include:

- **Objectives:** Clearly defined learning objectives that align with both academic standards and biblical principles.
- **Content:** A description of the curriculum content, instructional methods, and assessment strategies used in the course.
- **Expectations:** A clear outline of student responsibilities, grading criteria, and assessment methods.

Grading Scale

The Board will set the grading scale, which reflects a fair and transparent assessment of student performance, and emphasizes academic achievement and personal growth. The scale will be communicated to students and parents at the beginning of each academic year.

Biblical Immersion

The integration of biblical principles into the academic curriculum is essential. The Board will ensure that:

- **Curricular Integration:** Biblical teachings are woven into all subjects and activities, fostering a holistic understanding of faith and learning.
- **Professional Development:** Educators will receive training on how to effectively integrate biblical perspectives into their instruction.

Academic Achievement

The Board is responsible for establishing metrics and benchmarks for academic achievement. This includes:

- **Assessment Practices:** Regular assessments will be conducted to measure student learning and growth, ensuring alignment with the established learning outcomes.
- **Continuous Improvement:** Data collected from assessments will be used to inform instructional practices and curriculum adjustments to enhance academic excellence.

Student Eligibility

The board of directors determines student eligibility guidelines pertaining to both academics and conduct. This includes, but is not limited to, participation in extracurricular activities and homeschooled students enrolled at Shiloh or participating in Shiloh activities.

School Year Calendar Approval

The Board will approve the school year calendar, ensuring that it allows for ample instructional time, breaks for rest, and opportunities for spiritual growth and development.

Organizational Structure Directives

For the purposes of stability, clarity, and direction; Shiloh's Board of Directors shall be committed to upholding the organizational structure of Shiloh Christian School through its employment processes and policy governance.

Administrator

The Administrator is an ex-officio member of the board with no voting rights but is expected to attend all board meetings. The Administrator shall be evaluated annually by the board.

The board holds the Administrator responsible for carrying out its policies within established guidelines and for keeping the board informed about school operations. The Administrator also holds responsibility for maintaining the organizational structure of the school. Changes to administrative and director level positions must be approved by the board of directors.

Each year an updated organizational chart will be provided to the board of directors and included in the appendices here.

Shiloh Affiliated Organizations

Organizations affiliated with Shiloh Christian School, such as the Parent Teacher Organization and Booster Club, will remain under the leadership structure of the school, unless it is mutually agreed upon otherwise. These organizations are self-governed with committees, and SCS does not employ directors of these committees. Contracts for, and use of school resources and funds, must be approved by appropriate positions within Shiloh's organizational structure and/or board committee when applicable.

Note: The exception is the Friends of Shiloh Foundation which runs completely autonomously from Shiloh, but solely supports Shiloh.

Extracurricular and Co-Curricular Activities

Shiloh is committed to providing opportunities for whole-student development. The development and implementation of these programs is within the organizational chart of the school. The Board's responsibility is to:

- evaluate school sponsored activities on an annual basis to ensure these activities and their operations are within alignment to Shiloh's vision, mission, and core values
- ensure appropriate oversight and distribution of resources

Maintaining Non-Profit Status

A nonprofit corporation must file an annual report with the Office of the Secretary of State on or before February 1 of each year. The first filing of the report is due in the year following the calendar year of the effective date stated in the articles of incorporation. (Example: Filing date: December 1, 2023, with an effective date of January 1, 2024, first annual report due: February 1, 2025.) (Secretary of State, How to Begin and maintain a non-profit in North Dakota, <https://www.sos.nd.gov/sites/www/files/documents/business/nonprofit-guide.pdf>, 2024).

Personnel Directives

Shiloh's Board of Directors is responsible for ensuring the employment of qualified staff and faculty. The board hires, manages, and leads the Administrator. Hiring then follows the organizational chart.

The Administrator oversees most personnel processes and how responsibilities are delegated.

Recruitment, Hiring, Development, and Evaluation

Recruitment, hiring, development, and evaluation plans are focused on recruiting and retaining highly qualified and best-suited candidates and employees for all positions.

Offers of employment with extenuating circumstances or positions that directly impact the organization's mission, vision, and core values must receive Board approval.

The Board will conduct a formal summative evaluation of the Superintendent annually, based upon measurable outcomes and operational expectations. Each evaluation shall result in clear operational expectations and goals.

Regular development opportunities and consistent evaluations for all employees is to be implemented by the Administrator to ensure employee performance is contributing to achieving the organizational goals and compliance with policies.

Employee Handbook and Job Descriptions

An employee handbook and detailed job descriptions must be maintained to provide clear personnel rules, procedures, and expectations of all employees.

Employment of Relatives Policy

Shiloh Christian School is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, Shiloh Christian School will hire relatives of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in which employees can

initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current employees and candidates for employment. Exceptions to this policy are available through a conflict of interest disclosure and corresponding waiver granted by Shiloh's Board of Directors. Relative is defined as a person living within the same household.

Enrollment of Eligible K-12 Students of Shiloh Employees

All full-time (1.0 FTE) employees are required to enroll their school-aged (K-12) children at Shiloh Christian School. Any exceptions to this policy require documented Board of Directors approval.

Succession Planning

To provide on-going stability and sustainability, it is expected that Shiloh's Board of Directors and the Administrator consider succession planning for emergency situations and in the event of the Administrator vacating the position.

The Administrator shall have one executive level employee that is familiar with Shiloh's board and operational policies designated to assume Administrator duties and responsibilities in the event of an emergency. In the event of an Administrator vacating the position, it is recommended that he/she provide a recommendation for succession.

Conflict of Interest

Employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of Shiloh Christian School. As in all other facets of their duties, employees dealing with customers, suppliers, contractors, competitors, or any person doing or seeking to do business with the organization are to act in the best interest of the organization. Each employee shall make prompt and full disclosure in writing to their manager of any potential situation which may involve a conflict of interest. Such conflicts include:

Ownership by an employee or by a member of their family of a significant interest in any outside enterprise which does or seeks to do business with or is a competitor of the organization.

Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with or is a competitor of the

organization. Exceptions to this can be approved by the chief executive officer of Shiloh Christian School.

Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving Shiloh Christian School or its interests.

Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the organizations.

Strategic Calendar

The strategic calendar provides direction in annual planning to ensure all key functions of the organization's operations are completed in a timely manner. This calendar should be reviewed regularly and used to guide school operations.

Shiloh's Annual meeting, during which the board shall elect the officers, will be held in June of each year.

[Strategic Calendar](#)

Appendices

Appendix A: Articles of Incorporation

Article 1:

The name of said corporation will be Shiloh Christian School.

Article 2:

The period of its duration is perpetual.

Article 3:

Purposes for which the Corporation is organized are:

To engage in, foster, encourage, promote, and propagate Shiloh Christian School programs and enterprises related thereto, including the operation of pre-school, secondary, vocational, university, post-graduate or other related programs.

To receive and maintain a fund or funds of real or personal property or both and, subject to the restrictions and limitations herein set forth, to use and apply the whole or any part of the income therefrom and the principal thereof exclusively for charitable, religious, scientific, literary or educational purposes either directly or by contributions to organizations involved in the foregoing activities.

No part of the net earnings of the corporation shall inure to the benefit of any member, trustee, or officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation effecting one or more of its purposes), and no member, director, officer of the corporation, or any private individual, shall be entitled to share in the distribution of any of the corporate assets on dissolution of the corporation. No substantial part of the activities of the corporation shall be carrying of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Upon the dissolution of the corporation or the winding up of its affairs the assets of the corporation shall be distributed exclusively to charitable, religious, scientific, literary, or educational organizations.

Article 4:

This corporation is not organized for profit and shall have no capital stock.

Article 5.

Provisions for the regulation of the internal affairs of the Corporation, including provisions for distribution of assets on dissolution or final liquidations are: None

Article 6:

The address of the registered office of the Corporation is: 325 Telstar Dr., Bismarck, ND 58501.
The name of the initial registered agent at such address is: Roger Kennedy

Article 7:

The number of directors constituting the initial board of directors of the Corporation is: Six

Appendix B: Shiloh Christian School By-Laws

Updates to Articles II, III, and IV were approved at the December 16, 2024 Board of Directors meeting and were effective as of January 1, 2025.

Article I.

The Board of Directors of this Corporation shall consist of not less than five members and no more than nine members, either men or women.

Each Director must be committed without mental reservation to the stated objectives of Shiloh Christian School and must be willing to accept the school's doctrinal statement and statement of purpose.

The service of each Director shall be segmented into three-year terms. In order for a new Director to be seated on the Board, they must be formally nominated for service and then elected to their first three-year term by a unanimous vote of the Directors present at a regularly called, quorum-present meeting. The entire board serves as the Nominating Committee. A Director may be elected to a second three-year term by a two-thirds vote of confidence of the Directors present at a regularly called, quorum-present meeting. A Director may be elected to additional three-year terms after their second three-year term by a unanimous vote of the Directors present at a regularly called, quorum-present meeting. There is no limit on the number of three-year terms that a Director can serve.

Whenever any vacancy shall occur in the board of Directors by death, resignation or otherwise, the vacancy shall be filled without undue delay in the same manner as new Directors are elected to the board.

Any change to Article I requires a unanimous vote of the entire Shiloh Christian School Board of Directors.

Article II.

The annual meeting of this Corporation shall be held during the month of June, in a place to be specified by notice. At this meeting the Board of Directors shall elect the following officers: President, Vice-President, Secretary, and Treasurer.

Other meetings shall be called by the Chairman of the Board or by the Secretary at the request of a majority of the Board of Directors.

All Directors of this Corporation shall be notified of every annual meeting or special meeting not less than three (3) days, nor more than forty (40) days prior to such meeting. A Director may waive notice in writing. Directors may vote by proxy.

Article III.

The duties of the officers of this Corporation shall be as follows:

President: He shall be President of the Corporation and Chairman of the Board of Directors. He shall preside at all meetings of the Corporation and the Board of Directors. He shall have all the powers and all duties normally associated with the President of a Corporation and Chairman of the Board of Directors of a Corporation.

Vice President: He shall act in the absence of the President, and during such period of the time he acts, he shall have all the power and duties of such President.

Secretary: He shall serve as Secretary of the Corporation and the Board of Directors. He shall keep accurate, full, and complete records of all the proceedings of the Corporation and Board in permanent form.

Treasurer: He shall be responsible for all the assets of the Corporation, and direct their use on lawful authorization. He shall be responsible that a set of books is kept in permanent form, open on inspection at all times by any Director of this Corporation. He shall be responsible to make an Annual Financial Report to the Corporation.

Article IV.

There shall be a standing Executive Committee. The Executive Committee shall be composed of the President, Vice-President, Secretary, and Treasurer of the Board of Directors. This Executive Committee shall have the power to act for the Board in all business affairs, subject to the policies laid down by the Board at regular meetings.

No member of the Executive Committee shall hold the same office more than two years in succession, including the original term, unless the Board approves by a unanimous vote at a regularly called, quorum-present meeting.

Article V.

A simple majority of Directors shall constitute a quorum for conducting business at each board meeting. A board meeting may be recessed by directors present from time to time, until a quorum is present to conduct business.

Directors may participate in meetings, virtually, by video conferencing, phone call, or other electronic means, provided that all participants can hear each other and a quorum is present.

In situations where it is not practical or feasible to hold a board meeting, and when unanimous consent is not required, a quorum of the board of Directors may take action without a meeting by voting via email, text messaging, or other agreed-upon electronic communication platform. Such actions shall be considered valid as if they were taken at a duly convened meeting, provided that the following conditions are met:

1. The proposed action must be clearly stated and distributed to all Directors by email, text, or other agreed-upon electronic communication platform.
2. The communication shall specify a reasonable deadline by which Directors must cast their votes.
3. A quorum, as defined in this Article V of the Bylaws, must participate in the electronic vote for the action to be considered valid.
4. Each participating Director must respond directly to the entire board (or designated person recording the votes) with their vote, indicating "approve," "reject," "abstain," or substantially similar language so that the vote of each Director is clear on its face.
5. Votes must be received within the specified deadline for the action to be effective.

Decisions made through email, text messaging, or other agreed-upon electronic communication platform shall become effective immediately upon receiving the requisite number of votes from the Directors, unless a different effective time is specifically stated.

All electronic votes shall be recorded by the Secretary-Treasurer and included in the minutes of the next regularly scheduled board meeting. The action taken by email, text messaging, or other agreed-upon electronic communication platform shall be ratified at the next or subsequent board meeting.

All decisions requiring unanimous consent must be made at a duly convened board meeting.

Article VI.

An Administrator will be employed by the board of Directors of this Corporation. The Administrator must be committed without mental reservation to the stated objectives of Shiloh Christian School and must be willing to accept the doctrinal statement and statement of purpose.

Article VIII.

This Corporation's year shall be computed from June 1 to June 1.

Article IX.

These By-laws may be amended by a two-thirds (2/3rds) vote of the members of the board of Directors present at a regularly called, quorum-present meeting.

If for some reason a member of the Steering Committee becomes unchristian in character, misuses his authority or otherwise does not properly discharge his duties, he may be removed by the other member or members of the Steering Committee and a 3/4 majority vote of the board of directors.

Duties of Individual Board Members (8/4/81) (Rev 3/21/05)

To attend all meetings of the board, including an annual retreat.

To pray for the school.

To resign if they find they can no longer actively support Shiloh Christian School.

Appendix C: Current Year Organizational Chart

In progress

Appendix D: Meeting Templates

Standard templates for Board and Committee Agendas and Meeting Minutes are in process.

Board and Committee Meeting Agendas and Minutes

Example Executive Summary Report (ESR)