

## **Second Readings**

### **1030 DUTIES OF THE BOARD OF TRUSTEES**

In overseeing the operation of the Academy, the Board shall carry out duties including, but not restricted to, the following:

1. Provide direction for Morrison Academy curriculum, programs, and academic standards.
2. Provide adequate physical facilities and equipment as required to carry out the purpose of the Academy, within the limitations of the Academy's financial resources.
3. Appoint the Superintendent of the Academy and determine and exercise jurisdiction over his/her term of office, authority and duties.
4. Delegate to the Superintendent the responsibility to recruit and appoint the required personnel for the staff and faculty of the Academy on all its campuses.
5. Appoint System Administrative Council (SAC) level administrative officers on the basis of the Superintendent's recommendation. These officers are responsible to the Board of Trustees through the Superintendent, and their authority, duties, and subsequent rehiring are to be determined by him/her.
6. Delegate to the Superintendent the responsibility to ascertain that all members of the staff and faculty of the Academy work in compliance with the purpose and policies of the Association.
7. Approve the annual budget for Morrison Academy. At each regular meeting, receive and act on reports of the current financial conditions of the Academy.
8. Receive reports from the Superintendent on the current operations of the Academy and act on them at each regular meeting. Give the Superintendent such directives as he/she may need.
9. Consult with the Superintendent on policies needed for the operation of the Academy and consider for approval such policies as recommended by the Policy Committee according to the procedure for policies.
10. Award graduation diplomas on the certification of the Superintendent and the Campus Principal to all students completing the established four-year High School course and requirements.

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### **1060 ASSOCIATION SEALS**

No seal of the Morrison Christian Association including: The New Jersey Corporation Seal, The Taiwan Incorporated Foundation Seal, and The Taiwan Statutory Representative's Seal shall be used for any purpose whatsoever not consistent with the express resolution of the Trustees. The Taiwan Statutory Representative's Seal shall not be used for any purpose whatsoever except to represent him officially as such statutory representative, and then only as the law requires.

The New Jersey Corporation Seal shall not be used at any time except under the personal supervision of either the Secretary or the Chairman of the Board.

The Taiwan Incorporated Foundation Seal and the Taiwan Statutory Representative's Seal shall not be used at any time except under the personal supervision of either the Superintendent, or the Chairman of the Board.

The Superintendent of Schools or his/her designee shall be responsible for the custody and constant safekeeping of each of these said three seals and to make them available for use as needed only in accordance with the above regulation.

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## **1120 RESPONSIBILITIES OF INDIVIDUAL TRUSTEES**

Trustees upon election to the Board take on certain duties and obligations as individual Trustees which include the following:

1. To familiarize themselves with the policies of the Board, administrative regulations and at least the past two years of Board meeting records.
2. To respect the confidentiality of privileged information vouchsafed to a Trustee.
3. To work through the Board Chairperson in dealing with Board-related issues.
4. To refer complaints and questions through the proper Administrative channels, abstaining from individual action.
5. To notify the Board Chairperson when unable to attend regularly scheduled meetings. If securing a substitute, the Trustee must:
  - a. notify the Board Chairperson prior to the meeting
  - b. provide his/her substitute with all of the material for the current meeting and the minutes from the meetings earlier in the school year
  - c. ask the substitute to read the Boardmanship Section of the Trustees Handbook.
6. To participate on Board-assigned committees.

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## **1210 CHAIRPERSON**

The Chairperson shall preside at full meetings of the Trustees and see that all orders and resolutions of the Board are carried into effect. The Chairperson shall appoint, subject to confirmation of the Board of Trustees, all standing committees and shall be an ex-officio member of all committees. The Chairperson shall have the general powers and duties of supervision and management usually vested in the office of a corporate board chairperson.

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## **1330 LEADERSHIP DEVELOPMENT COMMITTEE**

The Leadership Development Committee will consist of three Trustees. One of the Trustees will serve as Chairperson of the committee. The duties of the committee are to:

1. Evaluate the Board of Trustees and Superintendent.
2. Prepare nominations for Associate Trustees and the Board Chair. This should take place at the end of each school year. Those who are elected will serve during the following school year.
3. Assign committees for the staff appreciation dinners and the senior reception.
4. Initiate professional development activities for the Board.
5. Oversee orientation for new trustees.
6. Review the Board of Trustees Handbook on a regular basis.
7. Review the Personnel section of the Administrative Procedure Manual every four years.
8. Review the Personnel and Instructional-Students sections of the Policy Manual and the position statements every four years. (See Policy 1540 Review of Position Statements).

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#### **1420 PREPARATION FOR BOARD MEETINGS**

The agenda for the Board will be prepared by the Superintendent and the Chairperson of the Board. Any trustee desiring a subject to be included will notify the Superintendent or the Board Chairperson of the matter ten days prior to the scheduled meeting. The agenda will be distributed to the Trustees at least five days in advance of meetings with supporting documents. The Superintendent shall arrange for the necessary supporting documents required to conduct a productive meeting.

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#### **1440 MINUTES OF BOARD MEETINGS**

The Minutes shall be written in accordance with Robert's Rules of Order, Revised, and shall be distributed within one week of the meeting. The final copy of all Board Minutes shall be approved by the Board Chair and signed by the Board Secretary or in his/her absence by an officer of the Board. The Minutes of each Board meeting are to be posted on the bulletin board in the teachers' lounge at each school as well as on the school website. These Minutes shall also be made available to any individual upon request. At the discretion of the Board certain minutes may be designated "Official Minutes Only" and distributed only to the Board of Trustees and the offices of the supporting Missions.

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#### **1520 POLICY MANUAL OF THE BOARD**

The Policy Manual of the Board will be available via Internet or Intranet. Board approved changes to the policy manual will be posted within two weeks after approval.

As a continuing process, the Policy Committee will review and revise the Policy Manual. The following sections shall be reviewed once every four years by the appropriate committees and recommendations made to the Policy Committee:

SECTION	COMMITTEE
Board of Trustees Section	Policy Committee
Administrative Organization Section	SAC
Personnel Section	Leadership Development Committee
Finance and Operations Section	Finance Committee
Instructional - Students Section	Leadership Development Committee
Boarding Section	Boarding Advisory Committee

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#### **1540 REVIEW OF POSITION STATEMENTS**

Under the direction of the Superintendent, the philosophy, mission statement, and vision statement of Morrison Academy shall be reviewed once every four years. Input will be solicited from the following:

1. Middle and high school student councils
2. Parent advisory committees
3. Teachers and staff

4. System Administrative Council (SAC)
5. Leadership Development Committee.

Suggested changes will be recommended by the Leadership Development Committee to the Board of Trustees.

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### **1611 MEMBERS**

The Members of Morrison Christian Association are the four sponsoring Missions: The Evangelical Alliance Mission, WorldVenture, International Mission Board of the Southern Baptist Convention, and OMS International, each being represented by a designated proxy.

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### **1612 MISSION**

A Mission is defined as a Morrison Academy recognized evangelical Protestant body or sending agency which supports expatriate missionaries.

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### **1614 CHRISTIAN WORKER**

A Christian worker is an individual whose primary goal is seeking to reach people with a saving knowledge of Jesus Christ, and who is employed or supported, and supervised by a Christian non-profit organization, church or other Christian sending agency.

To be classified as a Christian worker by Morrison Academy, the individual must meet all of the following requirements for either Taiwan Christian Worker or Off-island Christian Worker.

#### ***Taiwan Christian Worker***

- Maintain employment or be financially supported by a Taiwan based evangelical Christian non-profit organization recognized by Morrison, whose statement of Faith and doctrinal position are in agreement with the positions of Morrison Academy. Documentation from the organization will be required to verify continued employment, support and accountability to the organization.
- Agree with and sign the Morrison Academy Statement of Faith, or submit a written explanation stating their differences with the content of the Morrison Academy Statement of Faith or a written statement of their doctrinal position.
- Identify as Protestant in faith and practice.
- Document that the majority of time is spent in ministry to reach others with the gospel of Jesus Christ and ministry-related activities. Recognized ministries may include but are not limited to: church planting, evangelism, student ministry, full time church ministry, church pastoring, seminary teaching, and seminary study.
- Provide financial disclosure with evidence that the total family income is less than NT\$2 million per year, and less than 50% of family income is derived from non-ministry related employment.

#### ***Off-island Christian Workers***

- Maintain membership and accountability to a Protestant Christian organization.
- Agree with the Morrison Academy Statement of Faith, or submit a written explanation stating their differences with the content of the Morrison Academy Statement of Faith or a written statement of their doctrinal position .
- Provide a statement of primary purpose and ministry for work outside of Taiwan in Asia.

- Provide financial disclosure with evidence that the total family income is less than NT\$2 million per year.

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### **1632 FTE DEFINITION**

FTE is the acronym for "full-time equivalent", and is used as the standard unit of measure for the salaried positions and/or employees of Morrison Academy.

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### **1633 DEPENDENT CHILD**

A dependent child is any Morrison Academy employee's natural or adopted child who meets the following criteria:

1. The dependent must be 23 years of age or younger.
2. If the dependent is school age, he or she must be enrolled full-time in a Morrison recognized undergraduate or below educational program.
3. The dependent must be single.
4. The employee must be legally responsible for the child.

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## **3110 EMPLOYMENT OF EXPATRIATE PERSONNEL**

### ***Qualifications***

The following qualifications will be considered in the hiring and contract renewal of expatriate personnel for Morrison Academy:

1. Appropriate certification from their home country when applicable. In the event that an acceptable, certified candidate is not available, then an uncertified candidate may be employed for a contracted period of one year at a time, providing the candidate is working toward certification
2. Previous appropriate experience
3. An indication of God's leading and direction to teach at Morrison Academy
4. Indication of an ability to work in a multi-mission setting
5. Active, regular participation in a Protestant Church
6. Good physical and emotional health

### ***Requirements***

The following conditions are required for the hiring and contract renewal of expatriate personnel for Morrison Academy:

1. Personal testimony of salvation and evidence of ongoing spiritual growth
2. Agreement with the Morrison Academy Mission Statement and Statement of Faith
3. Partnership with an established mission or Taiwan church
4. Minnesota Multi Phasic Personality (MMPI) or other personality inventory or test indicating good emotional health, if requested by the Superintendent for the employee and/or spouse
5. Meet ROC requirements for employment at Morrison Academy, including a four year college degree
6. Positive professional and pastoral references
7. Commitment to abide by the policies and procedures of Morrison Academy

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## 5205 ENROLLMENT LIMITATIONS

Enrollment in Morrison Academy is restricted to students that meet the ROC requirements for enrollment in international schools.

### Enrollment Ratios

The Board shall set enrollment limits according to the space available in the physical plant, as well as other considerations which will protect the integrity of the school's primary purpose of educating the children of missionaries in Taiwan. A minimum of 30% of the students in the Morrison system shall be the children of missionary parents. A minimum of 30% of the students at each K-12 campus shall be the children of missionary parents. Other campuses may not have fewer than 20% children of missionary parents. The ratio of missionary to non-missionary children shall be regularly monitored. If missionary children enrollment falls below these minimums, the Superintendent shall report the enrollment trends and anticipated changes as well as the steps that will be taken to bring enrollments within the minimums in a timely and appropriate manner. This report shall be given by no later than the third board meeting of each year. In order to provide continuity in educational programs, temporary exceptions to these enrollment ratios may be granted by special Board action. Everything possible will be done to accommodate missionary children on a priority basis.

#### Grade level enrollment limits

Enrollment in each grade level (K-8) shall be maintained within the following limits:

<b>Grade Level</b>	<b>Maximum Size</b>	<b>Minimum Size</b>
Kindergarten	20 students	8 students
First Grade	22 students	9 students
Second Grade	23 students	9 students
Third Grade	24 students	10 students
Fourth - Eighth Grade	25 students	10 students

In split grade level classrooms, Grades 1-8, classes shall be limited to a maximum of 20 students. In multi-level (three or more grade levels) classrooms, Grades 1-6, classes shall be limited to 12 students.

Kindergarten through grade 8 shall be limited to one section per grade level on each campus after August 2007. Elementary/middle school enrollment limits may be exceeded in order to include additional newly enrolled children of missionaries. Enrollment shall be brought back in line as soon as possible by normal attrition.

High school enrollment shall be maintained within the following limits:

<b>Grade Level</b>	<b>Max Class Size</b>	<b>Maximum Section Size</b>	<b>Minimum Section Size</b>
Ninth Grade	40 students	25 students	10 students
Tenth- Twelfth grade	60 students	25 students	10 students

Enrollment for grades 10-12 shall include qualified students transferring within the system and new missionary students. Other new students will not be admitted if enrollment for the grade level already exceeds the limit.

Advanced Placement Courses may drop below the minimum section size down to five students, provided that only one section is offered. Normally, a second section of a given high school course will not be scheduled until the maximum section size is exceeded.

Exceptions to these grade level enrollment limits may be granted by the Superintendent under any of the following conditions:

- when facilities are inadequate to house a maximum sized class
- when safety is a consideration
- when other extenuating circumstances exist
- when special provisions have been made.

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### **First and Second Readings**

#### **4252 FUND RAISING FOR SMALL CAMPUS PROJECTS**

Funds may be raised and donations accepted for specific approved purposes of Morrison Academy. Purposes may include:

1. Extra-curricular programs
2. Charitable gifts to other groups or individuals with special needs.

Individual campus fund raising projects must be approved by the Development Office and supervised by the responsible SAC administrator. All funds raised will become assets under the control of Morrison Academy to be used for the approved purpose.

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