

MORRISON ACADEMY
Board meeting policy updates
May 22, 2007 9:30 am

In addition to the policies listed below, the board approved changing the “Leadership Development Committee” to the “Leadership Committee” through out all of the policy.

1240 TREASURER (first and second reading)
1310 EXECUTIVE COMMITTEE (first and second reading)
1330 LEADERSHIP DEVELOPMENT COMMITTEE (first and second reading)
4286 ALUMNI SCHOLARSHIPS (second reading)
1340 FINANCE COMMITTEE (second reading)
4305 BALANCED BUDGET
4401 AUTHORIZED FUNDS
4513 FACILITY USAGE PRIORITIES
4514 FACILITY USAGE CONDUCT GUIDELINES
3020 CHRISTIAN BEHAVIOR AND PROFESSIONAL ETHICS
2031 SYSTEM ADMINISTRATIVE COUNCIL (SAC)
1613 MISSIONARY
1614 CHRISTIAN WORKER
4281 MISSIONARY DISCOUNT
4282 CHRISTIAN WORKER DISCOUNT
3544 WHISTLE-BLOWERS PROTECTION (NEW)
4130 DOCUMENT RETENTION (NEW)

First and Second Readings

1240 TREASURER

The Treasurer shall serve as Chairperson of the Finance Committee. The Treasurer will also consult with the Assistant Superintendent for Financial Services in order to:

0. oversee Missionary and Christian Worker Discounts as established in Policy #4281;
0. oversee the Financial Aid Account and Financial Aid Grants as established in Policy #4285.

5/07

1310 EXECUTIVE COMMITTEE

The Board Chairperson shall appoint an Executive Committee which exercises the powers of the Board in the management of the business affairs and property of Morrison Academy during the intervals between the meetings of the Board. The Executive Committee shall be composed of one member from each of the member missionary organizations. Executive Committee actions shall be reported to the Board at its next meeting. The term of the executive committee coincides with the fiscal year.

5/07

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:

0. Evaluate the Board of Trustees and Superintendent.

0. Prepare nominations for Associate Trustees, Treasurer, and the Board Chair at the end of each school year. Those who are elected will serve during the following fiscal year.
0. Assign committees for the staff appreciation dinners and the senior reception.
0. Initiate professional development activities for the Board.
0. Oversee orientation for new trustees.
0. Review the Board of Trustees Handbook on a regular basis.
0. Review the Personnel section of the Administrative Procedure Manual every four years.
0. 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).

5/07

Second Readings

4286 ALUMNI SCHOLARSHIPS

Alumni Scholarships may be granted to graduates of Morrison Academy who are enrolled in an undergraduate educational program. These scholarships will be awarded based upon services provided to Morrison Academy. Each scholarship will be funded by the Financial Aid account, and will be given directly to the undergraduate educational institution.

Alumni Scholarships will be authorized by the Assistant Superintendent for Financial Services and reported to the Board Finance Committee (Policy #4285).

5/07

1340 FINANCE COMMITTEE

The Finance Committee shall consist of the Treasurer of the Board of Trustees serving as Chairperson, at least two additional Trustees, and the Assistant Superintendent for Financial Services. The duties of the committee are to

1. review financial status, including the annual auditor's report;
2. review and recommend the annual budget to the Board;
3. recommend to the Board approval of contracts for construction and remodeling for projects greater than NT\$300,000;
4. recommend to the Board approval of contracts for long-term leases, selling and/or purchasing property;
5. determine the specific missions, churches or other sending organizations which are eligible for missionary discounts or Christian worker discounts, in accordance with Policy 4281-4282;
6. consider exceptions to Policy 1613 MISSIONARY and Policy 1614 CHRISTIAN WORKER in accordance with Policy 4281-4282;
7. review the Finance and Operations section of the Policy Manual and the Financial and Operations sections of the Administrative Procedure Manual once every four years;
8. oversee the development and maintenance of a long range strategic plan that:
 - provides for quality property and facilities
 - considers major adjustments to programs and services
 - proactively responds to change in the missionary community and economic environment

5/07

4305 BALANCED BUDGET

The projected annual expense of the school budget shall not exceed the projected annual revenue.

5/07

4401 AUTHORIZED FUNDS

The following funds shall be maintained:

Current Fund

The Current Fund contains the economic resources for the day-to-day financial transactions of the school. The expenditure of these funds shall be determined by the yearly budget.

Plant and Development Fund

The Plant and Development Fund contains (a) unexpended funds to be used for the acquisition, renewal, or replacement of land and buildings and (b) funds already expended for and thus, invested in equipment, land, and buildings. The sources of income for this fund are transfers from the Current Fund, building fees, money raised through fundraising, and profits from non-operating sources. The annual transfer from the Current Fund plus the Building Fee must be at least 6.5% of the budgeted annual revenue. All expenditures from this fund must be authorized by the Board.

Endowment Fund

The Endowment fund contains economic resources invested to produce income that may be used to carry out specific objectives of the school. The primary sources of revenue of this fund are gifts and contributions from individuals, corporations, institutions, and Board authorized transfers. The principle of this fund is to remain in perpetuity. The creation of new endowments must be authorized by the Board.

5/07

4513 FACILITY USAGE PRIORITIES

School functions have priority over community requests for building use.

The school reserves the right to refuse approval for any activity which is contrary to the best interests of the school or for which adequate adult supervision is not available.

5/07

4514 FACILITY USAGE CONDUCT GUIDELINES

Anyone using Morrison's instructional facilities or public areas will be expected to behave in a way that does not compromise the school's general standards of behavior for students or staff. Possession, use, or promotion of unauthorized controlled substances, illegal drugs, tobacco products, betel nut, or alcoholic beverages is prohibited. Gambling, profane language, violence or other irresponsible conduct is not permitted.

5/07

3020 CHRISTIAN BEHAVIOR AND PROFESSIONAL ETHICS

Morrison Academy is committed to the Word of God and its authority regarding all matters of Christian faith and living. Morrison Academy employees are expected to conduct themselves

in a way that will reflect the Biblical perspective of integrity and appropriateness in personal and family relationships, business conduct, and moral behavior.

An employee is expected to demonstrate

- love for others
- respect for all individuals, regardless of race, gender, denomination or religion
- a teachable spirit
- a willingness to live contentedly under authority
- honesty
- fairness
- confidentiality

The following activities are prohibited:

- profanity
- possession or use of pornographic materials
- promotion or involvement in the occult
- propagation of beliefs that conflict with the Morrison statement of faith
- promotion or use of excessive violence
- possession, use, or promotion of unauthorized controlled substances or illegal drugs
- drunkenness
- abusive behavior
- harassment (See Policy 1650)
- inappropriate sexual behavior, as defined below.

Based upon the teaching of the Bible that marriage between husband and wife is a sacred institution, and sexual conduct is to be within the context of marriage alone, Morrison Academy believes abstinence from other sexual conduct to be required by Scripture. Personnel are not only expected to abstain from premarital, extra-marital, and homosexual forms of sexual conduct, but also from provocative sexual behavior that falls short of Biblical purity. Furthermore, the school holds to a standard that marriage is a covenant and that divorce should not be condoned. In the case of an employee who divorces or separates while employed by Morrison Academy, continuing employment will be considered on the basis of the circumstances of the divorce or separation.

When a violation of this policy is suspected, the Superintendent, at his discretion, may place the employee on a leave of absence. If an investigation confirms that a violation has taken place, the Superintendent may discipline the employee by placing a letter of reprimand in the employee's file, or other action deemed appropriate. In cases of a confirmed violation of a serious nature, the Superintendent, in consultation with the Board of Trustees and the employee's mission, may require counseling, probation, or the termination of employment.

5/07

2031 SYSTEM ADMINISTRATIVE COUNCIL (SAC)

System Administrative Council (SAC) shall be composed of the Superintendent, the Principals, the Assistant Superintendent for Educational Services, the Assistant Superintendent for Financial Services, and the Director of Boarding Services. Other consultants may be asked to attend for input on specific issues. No two members of SAC shall come from the same immediate family.

SAC shall be advisory to the Superintendent except in cases where he/she specifically gives SAC the authority to decide and act.

The purpose of SAC is to facilitate Morrison Academy's administrative functions which are at the system level. These functions may normally include, but are not limited to, the following:

- Review the system's philosophy, mission statement, and vision statement.

- Recommend an annual budget and budget changes to the Board of Trustees Finance Committee.
- Make operating and capital budget decisions which require SAC approval as specified in the Financial Procedures Manual.
- Develop and implement the school calendar for the next school year within the parameters of Policy 5330 INSTRUCTIONAL TIME REQUIREMENTS
- Recommend new policies and changes in existing policies.
- Write and review system administrative procedures.
- Appoint members to serve on administrative committees.
- Receive and act on information from administrative committees.

5/07

1613 MISSIONARY

A missionary is an individual whose primary work is seeking to reach people with a saving knowledge of Jesus Christ, or who is actively working in a supportive role alongside others who are carrying out this work. A missionary is sent out and supported by a church, mission, or other sending agency.

To be classified as a missionary by Morrison Academy, the individual must meet all of the following requirements:

1. Agree with and sign the Morrison Academy Statement of Faith.
2. Identify themselves as Protestant in faith and practice.
3. Devote the majority of his/her time to reach people with a saving knowledge of Jesus Christ or to a supporting role alongside those who are carrying out this work.
4. Rely on traditional sources for missionary support for the majority of their family income.
5. Maintain a membership and accountability relationship with a mission, church, or sending organization. This organization must:
 - Have a Statement of Faith that is in agreement with the Morrison Academy Statement of Faith.
 - Identify itself as Protestant in faith and practice.
 - Be incorporated as a non-profit organization in a country other than the Republic of China.
 - Receive the majority of its financial support from sources outside of Taiwan.

5/07

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 the following requirements:

- Agree with and sign the Morrison Academy Statement of Faith.
- Identify themselves as Protestant in faith and practice.
- In addition, the individual must qualify as either a Taiwan Christian Worker or Off-island Christian Worker by meeting the following requirements:

Taiwan Christian Worker

- Maintain employment or be financially supported by a Taiwan based Protestant 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.
- Devote the majority of his/her time to reach people with a saving knowledge of Jesus Christ or to a supporting role alongside those who are carrying out this work.

Off-island Christian Worker

- Maintain membership in and accountability to a Protestant Christian organization.
- Provide a statement of primary purpose and ministry for work outside of Taiwan in Asia.

5/07

4281 MISSIONARY DISCOUNTS

In order to fulfill the stated purpose of the school in helping missionaries educate their children, Morrison Academy may grant discounts on tuition and fees for those who qualify as missionaries under the requirements of Policy 1613 MISSIONARY. As part of the annual budget adoption process, the Board of Trustees will determine the percentage of the discounts. The total missionary discount, including the portion subsidized by the long-term lease endowment, shall not exceed 60% of registration, building fees, tuition, dormitory program fees, dormitory kitchen service fees, and special needs instructional fees.

The Finance Committee shall determine the specific missions, churches or other sending organizations which are eligible for missionary discounts. Members of these organizations will be granted continued missionary discounts by the Assistant Superintendent for Financial Services provided that the individual remains in good standing with and accountable to that organization, and continues to meet the requirements of Policy 1613 MISSIONARY.

The Assistant Superintendent for Financial Services shall approve applications and annual renewal applications for individual missionary status according to the definition in Policy 1613 MISSIONARY. Exceptions to Policy 1613 MISSIONARY may be granted by the Finance Committee and shall be reported to the board.

The school may require the following documentation from an individual to support an initial application or annual renewal for missionary discounts:

1. Documentation that demonstrates that the applicant fits the definition of a missionary as outlined in Policy 1613 MISSIONARY.
2. Financial disclosure with evidence that the total family income is less than NT\$2 million per year, and that less than 50% of family income is derived from non-ministry related employment. Family income is defined as the gross income that is reported on the Taiwan tax return for both spouses.

The school may also require the following documentation from the mission:

1. A Statement of Faith that is in agreement with the Morrison Academy Statement of Faith.

2. A statement that the mission identifies as Protestant in faith and practice, is incorporated as a non-profit organization in a country other than the Republic of China, and receives the majority of its financial support from sources outside of Taiwan.
0. A statement that the individual is a member in good standing with the mission organization, and is accountable to the organization.

5/07

4282 CHRISTIAN WORKER DISCOUNT

Morrison Academy may grant discounts to those who qualify as Christian Workers according to the requirements of Policy 1614 - CHRISTIAN WORKER. As part of the annual budget adoption process, the Board of Trustees will determine the percentage of the discounts. These discounts shall not exceed 55% of registration, building fees, tuition, dormitory program fees, dormitory kitchen service fees, and special needs instructional fees.

The Finance Committee shall determine the specific missions, churches or other sending organizations which are eligible for Christian Worker discounts. Members of these organizations will be granted continued Christian Worker discounts by the Assistant Superintendent for Financial Services provided that the individual remains in good standing with and accountable to that organization, and continues to meet the requirements of Policy 1614 CHRISTIAN WORKER.

The Assistant Superintendent for Financial Services shall approve applications and annual renewal applications for individual Christian Worker status according to the definition in Policy 1614 CHRISTIAN WORKER. Exceptions to Policy 1614 CHRISTIAN WORKER may be granted by the Finance Committee and shall be reported to the board.

All applicants for a Christian worker discount must provide documentation that demonstrates that the applicant fits the definition of a Christian worker as outlined in Policy 1614 CHRISTIAN WORKER.

Additionally, a Taiwan Christian worker must provide financial disclosure with evidence that the total family income is less than NT\$2 million per year, and that less than 50% of family income is derived from non-ministry related employment. Family income is defined as the gross income that is reported on the Taiwan tax return for both spouses. An off-island Christian Worker must provide financial disclosure with evidence that the total family income is less than NT\$2 million per year.

The school may also require the following documentation from the organization:

0. A Statement of Faith that is in agreement with the Morrison Academy Statement of Faith.
0. A statement that the organization identifies as Protestant in faith and practice, is incorporated as a non-profit organization in a country other than the Republic of China, and receives the majority of its financial support from sources outside of Taiwan.
0. A statement that the individual is a member in good standing with the organization, and is accountable to the organization.

5/07

3544 WHISTLE-BLOWERS PROTECTION (NEW)

Morrison Academy prohibits retaliation against an employee or student (referred to here as a "Whistle-blower") who reports a violation of Morrison policy or procedure, or illegal, fraudulent, or dishonest conduct.

All members of the school community are responsible for reporting such activities or conduct to any administrator on the System Administrative Council. If that administrator fails to act on such a report, a Whistle-blower may report the matter to the Superintendent or the Chair of the Board of Trustees.

The school will exercise reasonable care to keep the Whistle-blower's identity and the report confidential, unless:

- the Whistle-blower agrees to the disclosure;
- disclosure is necessary to allow school or law enforcement officials to investigate or respond effectively to the report;
- disclosure is required by law; or
- the person(s) accused of violations by the Whistle-blower are entitled to the information as a matter of institutional due process in disciplinary proceedings.

Whistle-blowers who believe that they have been retaliated against may file a written complaint with the Superintendent or the Chair of the Board. If retaliation is proven, the retaliating employee(s) are subject to appropriate disciplinary actions, which may include dismissal. The prohibition against retaliation is not intended to prohibit administrators or supervisors from exercising legitimate supervisory responsibilities in the usual scope of their duties.

5/07

Reference - Policy 3542 Personnel Grievance, Policy 5470 Student Grievances

4130 DOCUMENT RETENTION (NEW)

Morrison Academy shall retain documents according to the retention schedule found in the administrative procedures manual.

Upon any indication of an official investigation of Morrison Academy by any governmental entity, document destruction shall be suspended immediately until the investigation has been completed.

5/07