

APPLICATION TO OPEN AN ELEMENATARY SCHOOL

*(Submit completed application to local conference office of education
by August 31 of the year prior to the anticipated opening)*

The _____ Seventh-day Adventist Church, through its church in business session, hereby requests approval of the _____ Conference Board of Education to Open/Reopen (circle one) an elementary school located at:

Place _____

Address _____

If school operated in the past, please complete this section:

1. **How many years did the school operate previously?** _____

2. **Give the date the school discontinued operations.** _____

3. **What were the reasons for closing the school?** _____

Explain how the opening of this school will meet a demonstrated educational need not currently met by presently established schools.

Has a school constitution been adopted? Yes No In Progress

Has a school board been elected? Yes No In Progress

Enrollment Projection

In the first year of operation the enrollment by grades is projected as follows:

1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____ 7th _____ 8th _____ Total _____

Future enrollment prospects are based on the following statistics from families in which one or both parents are members of the Seventh-day Adventist church and who are committed to the support of the church school by sending their children to the school and supporting it financially.

Number of Children: 8 Yrs. Old _____ 7 Yrs. Old _____ 6 Yrs. Old _____ 5 Yrs. Old _____
4 Yrs. Old _____ 3 Yrs. Old _____ 2 Yrs. Old _____ 1 Yr. Old _____

Number of children of church families under school age on the opening date of school: _____

Number of school age students who will not attend church school, but will be in public school even if the church school opens:

1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____ 7th _____ 8th _____

Facilities

If building a new facility, have building and financial plans been submitted for approval to the local conference committee. **Yes No**

Give the size of the classroom in square feet _____

Give the size of the playground area in square feet _____

What playground equipment is available? _____

Does the proposed school have adequate desks (teacher and student)? **Yes No**
If no, describe plans for ensuring these are in place before the start of school.

Does the classroom have chalk/white (circle one) boards? **Yes No**
If no, describe plans for ensuring these are in place before the start of school.

Are teaching tables (kidney for primary grades or adequate for teacher presentations to individual classrooms) provided? **Yes No**

Describe what other classroom equipment is currently on hand or will be provided prior to the opening of the school.

Currently on hand: _____

Will have prior to opening of the school: _____

Financial

What is the title of the church for the last calendar year? \$ _____

Please attach a proposed budget, including tuition rates.

Staffing

The school requests the conference provide a denominationally certificated teacher. **Yes No**

The school intends to staff the school according to union teaching load guidelines. **Yes No**

Please explain any no answer: _____

Curriculum

The curricular offerings will be in harmony with the union education code. **Yes No**

The Mid-America Union Textbook List will be the basis for textbook selection. **Yes No**

The school will provide adequate curricular material for each student with appropriate teacher's guides, etc. (in consultation with the conference office of education). **Yes No**

Subject offerings and class period time allotments will be in agreement with Mid-America and local conference boards of education policies. **Yes No**

Please explain any no answer: _____

Additional Information

Please list other equipment/materials that is or will be on hand prior to the opening of the school.

Please provide any additional relevant information.

Suggested Timeline

This is a suggested timeline to guide the church in meeting the August 31 deadline for submitting an application to the conference superintendent of schools. Churches may complete the feasibility study and recommendation process in a shorter period in order to have the application submitted prior to the deadline.

Church Board establishes school feasibility study committee	January
Feasibility study committee collects and reviews demographic, financial impact, and facility need information.	January – June
Feasibility study committee reports to church board	June
Church Board makes recommend to Church in Business Session	July
Church Business Meeting approves forwarding application to conference	August
Application received by superintendent of schools	August 31 of year prior to anticipated opening
On-site visit	August – September
Board of Education approval	September BOE meeting

Approval Process

By this application, the church agrees to meet its financial obligation each month in the school and to provide a continuity of operation.

Church in Business Session Action (write action as presented in official minutes):

Date of Action: _____

Chairman of Church Board Signature: _____

Church Clerk Signature: _____

Church Treasurer Signature: _____

To be completed by the Superintendent of Schools

Upon receipt of this application, the conference superintendent will schedule an on-site visit to conduct a study of the proposal (including building plans), the planned program, and an evaluation of existing school facilities.

Date of on-site visit: _____

Recommendation: _____

Board of Education Action: **Approved** **Denied** **Date:** _____

Signature of Board of Education Chair: _____

Signature of Board of Education Secretary: _____

THINGS TO BE CONSIDERED WHEN STARTING A CHURCH SCHOOL

START-UP COSTS (purchased just once)

1. *Building*
The purchase of a new building or the remodeling of an existing building to be used as a school facility. As stated on page 7 of the Elementary School Building Guidelines booklet, each classroom should have a minimum of 1,000 square feet.
2. *Furniture*
Desks (student and teacher), chairs, chalkboards, etc. The expense for this may be reduced by purchasing used items in good condition.
3. *Equipment*
Copiers, maps, globes, projectors, sports equipment, computers, textbooks, etc.
4. *Library*
Library books (including a large number of E.G. White books), reference books, computer software, etc. At least one set of encyclopedias must be less than five years old. Donations of books could reduce this cost.
5. *Miscellaneous*
Bulletin boards, pencil sharpeners, flag (inside and outside), decorative plants, signs, waste baskets, etc.

ON-GOING COSTS (Needs to be budgeted each year)

1. *Teacher Salary (2017-2018 - 5% discount if postmarked by the 10th of each month)*.....\$46,100.00
This figure is established each year and includes only the portion of the salary and expense that is billed to the school. The Conference pays about 1/3 of the total expense.
2. *Average Tuition per student*\$2,100.00
3. *Average amount donated by the Church - One teacher* \$18,500.00
Two teacher's\$37,000.00
Three teacher's\$55,500.00
4. *Textbook Updates - per student* \$150.00
5. *Other Salaries* (optional, local board determines)\$ _____
Teacher assistants, secretaries, janitors or other staff members hired by the school
(These could also be volunteers to keep the cost down)
6. *Utilities – Telephone*\$ _____
This amount would vary greatly if the school is in the church
7. *Building Insurance* (cost based on size and age).....\$ _____
This is for fire and liability
8. *Student Accident Insurance - per student*\$24.00

9. *Facility Maintenance* (cost based on size and age)\$_____
- Repairs will always be needed to any facility or equipment

IOWA-MISSOURI CONFERENCE OF SEVENTH-DAY ADVENTISTS
Office of Education
Procedures for Opening or Re-opening a School

When a church or a group of churches decide to open a church school, it is desirable that a great deal of careful planning precede the actual beginning of the school. The following is a list which can serve as a guideline in making the procedure as smooth as possible.

1. The local church(es) should vote in a business session that they desire to operate a school. This step may be preceded by a study of the needs and a preliminary study of probable financial support and enrollment.
2. Permission should be granted by the Iowa-Missouri Conference Board of Education to operate a school.
3. A school board should be elected by the church or appointed by the church board.
4. A school constitution should be written and approved by the church.
5. A request should be made to the Iowa-Missouri Conference to find a teacher or teachers for the school. If at all possible, this request should be made by January of the year the school will open.
6. A budget should be approved by the school board and a copy sent to the Iowa-Missouri Conference no later than April 1 of the year the school will open.
7. The building or room(s) to be used should be prepared and equipped for classroom use. It is desirable that this be completed at least two months before school is scheduled to begin. The Union and Conference Education Departments need to inspect the facility.
8. The pastor and the board should arrange to visit every family with school-aged children.
9. All books and supplies should be ordered early enough to have on hand before the school year begins
10. As soon as is possible, the teacher(s) should start getting acquainted with the families of the church.