

KML General Board

Officers: President, Vice President, Secretary

Members:

- General Board consisting of pastors, teachers, staff ministers and several elected lay leaders * from the congregations that make up the Kettle Moraine Lutheran High School Federation.
- All members of the Board of Regents and the Board of Directors shall also be members of the General Board. Called male teachers of Kettle Moraine Lutheran High School shall be considered non-voting members of the General Board.
- Three male lay delegates for the first 300 communicant members or fraction thereof and one male lay delegate for each 300 communicants or fraction thereof thereafter from each congregation. One of these delegates shall be designated as the "Head Delegate." The Head Delegate shall serve as the main communicator for the congregation, coordinating information and activities from the high school.

Specific Responsibilities:

- To approve or disapprove the establishment of all faculty positions as recommended by the Board of Directors to carry out the educational program of the high school.
- To approve the curriculum of the high school as recommended by the Board of Directors in consultation with the faculty.
- To adopt an operating budget for each fiscal year to include salaries, tuition and educational fees.
- To approve any non-budgeted expenditures which exceed 1/2% of the total annual operating budget as recommended by the Board of Directors.
- To authorize the purchase or sale of real property.
- To perform or delegate such other duties which this corporate body may have for the furtherance of its interests and as provided by law.
- To elect the Board of Regents.
- To conduct all business of the Federation, except such business as may be delegated to the Board of Directors.
- To adopt annually, upon recommendation of the Board of Directors, the budget of the Federation.
- To adopt annually, upon recommendation of the Board of Directors, tuition and fee schedules for the high school.
- To promote spiritual and financial support for the high school.
- To extend Divine Calls for faculty and administrative positions.
- The authority to approve or disapprove increases and decreases in the size of the faculty. (Emergency arrangements should be submitted for approval at the next scheduled meeting of the General Board.)
- The authority to approve or disapprove additions or deletions of courses in the curriculum.
- The right to approve or disapprove the incurring of any extraordinary liabilities.
- The authority to approve or disapprove the purchase or sale of any real estate.
- The authority to approve or disapprove any capital projects.

Board of Directors:

Members:

- The members of the Executive Committee, along with the chairmen and secretaries of the other four committees make up the Board of Directors.

Specific Responsibilities:

- Conduct all business for the successful operation of the high school according to the Constitution, the Articles of Incorporation, and policies and directives of the Federation as expressed through its General Board
- Serve as the Board of Directors of the corporation as outlined in the Articles of Incorporation
- Execute any decisions of the General Board
- Establish policies for the operation of the school including but not limited to policies regarding the faculty, staff, students, etc.
- Report at each regular meeting of the General Board all actions and recommendations conducted in the interest of the Federation
- Practice faithful stewardship in the administration of the Federation's funds
- Designate one or more official depositories for Federation funds
- Submit annual budgets to the General Board
- Review grants, gifts, and bequests made to the Federation and recommend to the General Board acceptance or rejection
- Deal with emergency situations in a prudent and cost effective manner
- Engage emergency instructors and/or emergency employees
- Act as liaison between the faculty and the Federation
- Supervise systematic and regular visitations of the high school in session to assure itself that the educational principles and policies of the Federation as outlined in the Constitution are being duly followed
- Supervise systematic and regular inspections of the high school facility
- Select ad hoc committees as it may deem necessary for the best interest of the high school. Committee membership shall be limited to persons who are in our WELS / ELS fellowship
- Approve the establishment of all auxiliary organizations of the Federation and supervise their activities
- The Board of Directors shall have the right and responsibility to remove from office any faculty member for persistent adherence to false doctrine, scandalous life, willful neglect of duty or established inability to perform the duties of his/her office, upon the ratification of the General Board

Board of Regents:

Members: The Board of Regents is comprised of a group of men elected from the General Board to serve on the following five committees.

- The Board of Regents shall consist of the following:
 - Four pastors serving member congregations, one elected each year and two elected in third year.

- Four male Lutheran elementary school teachers or male staff ministers serving member congregations, one elected each year and two every third year.
- Sixteen laymen or male called workers, (members at large) not serving member congregations, five elected each year and six every third year. Such men must be members in good standing of member congregations.

Executive Committee:

Purpose of this committee:

- To serve as a resource for administrative planning and decision making.

Membership:

- President of the Federation
- Vice-president of the Federation
- Secretary of the Federation
- The school Administrator (ex officio)

Specific Responsibilities:

- To provide direction and coordination of all committees
- To provide first line review for all policies that are not specific to other committees
- To act as a sounding board for matters concerning the high school
- To serve as the Nominating Committee for election of the Board of Directors
- To serve as the Constitution Review Committee as the need arises
- Responsible for all personnel matters (called and non-called)
- Peripheral adhoc committees (non-specific to Education, Building and Grounds, Finance)

Education Committee:

Purpose of this committee:

- Oversee the educational program of the high school including curriculum, curriculum development, staffing, staffing needs, co-curricular programs, etc.

Membership:

- Four members of the Board of Directors, one of whom shall be elected chairman
- The school's Director of Curriculum and Instruction (ex officio)
- The Guidance Director of the high school (ex officio)
- The school Administrator or his designate (ex officio)

Specific Responsibilities:

- Serve as liaison between the faculty and the Board of Directors
- Report committee activities monthly to the Board of Directors and quarterly to the General Board
- Establish and review policies pertinent to the curriculum and programs of instruction of the school

Finance Committee:

Purpose of this committee:

- To oversee the work of the Fiscal Office and Resource Development Office

Membership:

- The Treasurer of the Federation who shall be the chairman of this committee
- Three members of the Board of Directors
- The school Administrator (ex officio)
- The Fiscal Office Manager (ex officio)
- The Chief Financial Officer (ex officio)

Specific Responsibilities:

- To annually submit a budget for approval to the Board of Directors
- To initiate and review policies dealing with the finances of the high school
- To annually submit to all federated congregations a request for congregational financial support
- To award and administrate tuition assistance

Building and Grounds Committee:

Purpose of this committee:

- To oversee all properties of the school to include facilities and equipment

Membership:

- Four members of the Board of Directors, one of whom shall be elected chairman
The school Administrator or his designate (ex officio)
KML Maintenance - ex officio

Specific Responsibilities:

- Establish policy, in the spirit of Christian stewardship, for management, use, and responsibility of the federation's properties
- Report committee activities monthly to the Board of Directors and quarterly to the General Board
- Review budgetary needs for KML facilities