

THE FORUM



THE ANNOUNCEMENTS and PERSONNEL BULLETIN of
THE ASSOCIATION of CLASSICAL
& CHRISTIAN SCHOOLS

Sine doctrina vita est quasi mortis imago

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NUNTIATA

Psalm 72: 17-19

His name shall endure forever;
His name shall continue as long as the sun.
And men shall be blessed in Him;
All nations shall call Him blessed.
Blessed be the LORD God, the God of Israel,
Who only does wondrous things!
And blessed be His glorious name forever!
And let the whole earth be filled with His glory.
Amen and Amen.

2011 Conference Recordings

Listen online: Attendees gave high marks to Matt Whitling’s plenary session, “The Taste of Wormwood.” The conference notebook contains this description from Matt: “Classical Christian schools are full of well-intentioned parents who are trying to make their children good—faithful, gracious, wise, winsome. In this game, it is easy to forget that knowing the truth is not the same thing as loving it.” Find Matt’s talk here: https://www.accsedu.org/Conference_Recordings.ihtml?id=441761. (Note: The page is slow to load.)

Member Survey:

Standardized Tests and College Admissions

Reminder: The deadline for completing this survey is November 4. All ACCS member schools will receive a copy of this report.

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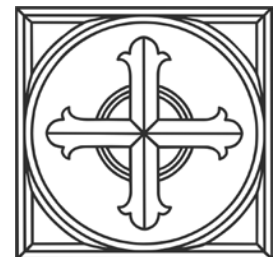
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THE SCHOOL RULE:

Implementing a Comprehensive Risk Management Plan

by David R. Hostetler, Esq.

This article continues the current “School Rule” series on risk management. The following provides practical legal strategies for comprehensively addressing risk management issues in your school.

The busyness and complexity of running schools sometimes cause important things to get pushed aside and neglected. Strategic legal practice and planning is one of them. It should be a crucial part of any school’s operations. What does it mean? It’s more than keeping a school out of trouble or avoiding liability. It’s about understanding and applying legal principles and practices that promote a safe, cost-effective, quality education. There are many ways the law can help. Below are specific recommendations.

1. Establish a Risk Management Plan and Team

Each school should have a team or committee responsible for developing and implementing a strategic risk management plan (“RMP”). Team members should have varied experiences that, together, contribute to the team’s effectiveness regarding legal and operational matters. Team members should normally include the school director (or a designee), a board member, the finance and personnel officers, a veteran teacher and, if feasible, a lawyer with experience in education law or related fields of non-profit, employment, administrative, and/or corporate matters.

2. RMP Categories

The plan and the team’s oversight duties should, minimally, address the following categories:

- School safety: e.g., facilities and grounds, emergency response, medications and first aid, student supervision, athletics, field trips and volunteers, high-risk curricular activities such as chemistry labs, shop classes), harassment and bullying, school safety reporting obligations (such as social services abuse & neglect reports)
- Personnel practices: e.g., employee background and criminal checks, hiring procedures, anti-discrimination and bullying practices
- Grievances and appeals: e.g., policies and procedures for addressing concerns, conflicts, and grievances
- Insurance: e.g., general liability, buildings and grounds, board liability
- Financial compliance and integrity: e.g., auditing and accounting procedures, reporting obligations, oversight,

record-keeping

- Contracts: e.g., personnel, vendor, contractors, insurance contracts
- Records: e.g., record-keeping, confidentiality, document retention and disposal practices
- Ethical standards and practices: e.g., board, employee, and student codes of conduct, conflict of interests, conflict resolution
- General legal compliance and updates: e.g., basic laws and legal updates incorporated into practice and policy
- Policies and procedures: e.g., policies, procedures, and handbooks that are relevant, comprehensive, clear, and cohesive
- Professional legal services and training: e.g., review and assessment of needs for professional legal services, document review and preparation, and legal training
- Systematic legal audits: e.g., rotational reviews of all legal documents, policies, and practices (see below)

3. Rotational Legal Audits

Strategic legal planning should include a systematic review and update of all school legal practices and documents. Below is a suggested rotation that can be adjusted to a school’s particular needs and resources, and to changes in the law.

Annually:

- Board and staff orientation & training: e.g., orientation for new members, review of key policies, board and staff procedures, codes of conduct, new laws, pressing legal concerns
- Review annual contract obligations: e.g., contracts due to expire, contracts that automatically renew if not expressly terminated, notification dates, fees and charges to be incurred and avoided, insurance policies, better contracting alternatives
- Update necessary policies per new laws and needs: e.g., new legislative developments or regulations, important court cases, policies to address new or emerging school issues
- Buildings & grounds safety review: e.g., audit list of things to check, warning notices needed, new safety threats, repairs required

The “School Rule” column is designed to offer legal updates and practical legal recommendations. Mr. Hostetler, legal consultant for ACCS, specializes in education law, is founder and director of Lex-is School Law Services (Chapel Hill, NC), and is an associate professor of education law, policy, and ethics at Appalachian State University (Boone, NC). He may be contacted at hos@Lex-is.com or (919) 308-4652. More information is available at www.Lex-is.com.

THE SCHOOL RULE: Implementing a Comprehensive Risk Management Plan

5-year Rotational Legal Audits:

- Year 1: All contracts (e.g., staff, insurance, contractors, vendors)
- Year 2: Student safety policies, practices, protocols
- Year 3: Board policy manual
- Year 4: Handbooks and procedures
- Year 5: School mission, strategic plan, charter, by-laws

Note: A prior version of this article appeared in the Lex-is Law Byte e-Law newsletter of September 2, 2011.

This column is for information only and not offered as formal legal advice. Readers are urged to consult a school law attorney to address specific legal questions.

New Members

International Member Schools

*Institution Mixte Queensland
Port-au-Prince, Haiti*

Regional Teacher Training

ACCS-endorsed teacher training programs offered by ACCS-accredited schools

Pursuing Wisdom Colloquy

November 4–5, 2011

**Providence Classical School
Spring, TX**

Resurrection of the Realm:

**King Alfred the Great
Transforms a Kingdom**

For more information go to
www.pcsclassical.org.

POSITIONS

West

The Ambrose School

in **Boise-Meridian, ID**, is an ACCS accredited K-12 school with 440 students. We have **administrative** and **faculty** openings for candidates who desire to become part of a growing, learning, and vibrant classical Christian school culture. We're seeking candidates who inspire students to love rather than just know, who seek to know God more fully, and who desire to become part of our community of great-books-educated faculty. For position information, visit www.TheAmbroseSchool.org/ 10/11

Calvary Christian Academy

in **San Jose, CA**, is seeking a passionate **Omnibus teacher** who loves God, loves children, and has the gift of teaching. This is a PT position, 3 days a week. Our ideal candidate would possess an English literature degree and be familiar with classical teaching style of Omnibus course. Please visit our website for more information on applying at: www.calvarychristiansj.org/about/employment. For more information please email ccainfo@calvarysj.org. 8/11

Northeast

Geneva School of Manhattan

Located in the heart of **New York City**, the Geneva School of Manhattan, a classical Christian nursery-8th grade coed private school seeks a **FT academic dean** candidate with potential to become the head of school. The ideal candidate would have graduate training and at least 5 years of experience teaching and/or leading in a classical Christian school. He/she would also have a passion for academic achievement that is rooted in classical, integrated curricula. He/she would have a history of working well with all school constituents, would be passionate about developing the academic stature of the school while contributing to a thriving spiritual influence. If interested, please e-mail résumé and brief statement of your philosophy of the integration of faith and learning to: slataif@hotmail.com. 9/11

Woodstream Christian Academy

is an ACSI and MSA accredited school, in the **D.C. metropolitan area**, as well as an ACCS member school. We are currently seeking **teachers** for various subject areas including **HS Spanish**, **middle school** and **HS math** which includes the following classes: Algebra I, Algebra II, Geometry, and possibly others; and **middle school** and **HS science**.

Woodstream Christian Academy requires all teachers to have a bachelor's degree or higher. Please contact Ashley Hollandsworth with inquiries or to submit résumés by e-mail at ahollandsworth@woodstreamacademy.com or call (301) 955-1170. 7/11



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POSITIONS

Southeast

Heritage Preparatory School

in **Atlanta, GA**, is accepting applications for the position of **principal**. This individual will oversee the academic, spiritual, and character development of students in a pre-kindergarten four-year-old through eighth grade context. The principal will report directly to the head of school to further the overall mission of Heritage Preparatory School. Prior experience in curriculum development and teacher mentoring is critical, preferably in a classical Christian school context. Heritage is also looking for a **director of operations** and an **administrative assistant**. Please review the website as well for details on these positions. For more information on the school and to submit an online résumé go to: www.heritageprep.org. 9/11

Trinity Christian Academy

is a cC school ministering to children from preschool–12th grade. Trinity is **Central Kentucky's** oldest cC school. The **headmaster** of Trinity Christian Academy will serve as the leader of the school and report to the school board. The headmaster is responsible for ensuring all the resources of Trinity come together to build the vision, mission and objectives established for the school. The headmaster will be responsible directly or through staff, for community relations, fundraising, development, academics, all school personnel, the well-being of the students, and parental relations. For more information about Trinity Christian Academy, go to our website, www.trinitylex.org or contact Mark Randle, mrandle@trinitylex.org. Send résumés to Mark Randle, mrandle@tcpca.org. 10/11

Dominion Christian School

(www.dominionschool.com) in **Oakton (Fairfax County), VA**, seeks a **head of school** to be appointed no later than July 1, 2012. Dominion was founded as a classical school in 1996 and enrolls approximately 150 students in grades K–11, with the first graduating class anticipated in 2013. The head of school, as chief executive officer and sole employee of the board, ensures that the vision and mission of the school are pursued and realized, providing leadership in all aspects of the school, including academic quality, staff development, strategic planning, financial development and management, community relations, facility development and management, and daily operations. Interested candidates should send a résumé/CV to request an application from William Yoder, Search Committee Chair, at william.a.yoder@gmail.com. 9/11

Evangel Classical Christian School

in **Alabaster, AL**, is now accepting applications for the **headmaster** position. Employment to begin summer, 2011. In its 11th year and with over 330 students K–12, ECCS is a growing school with a strong classical and Christian focus. ECCS is a ministry of Evangel Presbyterian Church (PCA). The headmaster will report to the school board which serves under the authority of the session of EPC. Candidates should be: spiritually called to Christian education with a background in cC education; spiritually gifted in leadership and administration; able to attain financial goals in the area of development; committed to ECCS's position to educate children classically from a biblical worldview; currently ordained as an elder or willing and eligible to pursue such ordination in the PCA. For more information about ECCS, visit us at www.evangelclassical.org. Interested applicants should submit a résumé to Rob Richardson at robert.richardson@regions.com. 8/11

THE FORUM

Classified referrals are a free service exclusively for ACCS member schools and businesses.

As space is available, referrals may be run for individuals seeking employment or for potential start-up schools seeking like-minded families in their area (with prior approval of the Executive Director).

A referral runs in four consecutive issues and is limited to 500 characters including spaces and punctuation.

Contact ACCS for information on paid ads in either the FORUM or in CLASSIS.

Submission deadlines are the last Friday of the month prior to publication. January's deadline is the exception and is December 21st.

The FORUM is published monthly. Submit referrals to the.forum@accsedu.org as text in an e-mail.

Editorial rights are reserved and may be used if space is limited.

P O S I T I O N S

South Central

Geneva Academy

in **Monroe, LA**, seeks **PT** or **FT development director** for Fall 2011. Applicants should have a firm understanding of the classical Christian model and possess solid PR and organizational skills. Geneva operates in the context of a vibrant Christian community that wishes to integrate the lives of the faculty and families by worshiping, reading, studying, and working together. Interested parties should write elang@genevaclassical.org or call (318) 805-0116. 10/11

Covenant Academy,

a growing and flourishing ACCS-member school in **Cypress, TX**, is accepting applications for a **FT director of business administration** for immediate hire. Applicants should be proficient in Excel, Outlook, and preferably knowledgeable of RenWeb. If you possess a solid understanding of cash flow, budget forecasting, accounts receivable and payable, employee contracts and orientation, management of third party vendors, facility management, process refining, and excellent customer service, and desire to be part of an educational ministry that includes expanding to 12th grade by 2016, please submit your résumé to: Leslie Collins, head of school at lcollins@covenantacademyhouston.org. 9/11

M i d w e s t

Freedom Christian Schools

is looking for a state certified, experienced **K-12 art teacher** who is looking for a PT teaching opportunity. The ideal teacher will be able to teach art from a Christian perspective to children at all grade levels. Résumé and letter of interest should be sent to Freedom Christian Schools, attn: Head of Schools, 6340 Autumn Dr., Hudsonville, MI 49426 or emailed to gscheck@freedomchristianschools.net. Inquiries can also be made by phone at (616) 669-2270. 8/11

Freedom Christian Schools

is looking for an experienced **Latin teacher** who is able to teach junior high and high school Latin courses. The ideal teacher will have experience teaching Henle's Latin and/or an understanding of Wheelock's and Cambridge Latin. Résumé and letter of interest should be sent to Freedom Christian Schools, attn: Head of Schools, 6340 Autumn Dr., Hudsonville, MI 49426 or emailed to gscheck@freedomchristianschools.net. Inquiries can also be made by phone at (616) 669-2270. 8/11

PEOPLE

People Seeking Positions

Karl Stump

is seeking a **FT teaching position in logic and rhetoric**. Degrees held: MTh, University of Edinburgh, MDiv, Reformed Theological Seminary, MS computer science, West Virginia University, BFA theater, Carnegie-Mellon University. Over three years of teaching experience. Married, five children ages nine to one year old. Church member (OPC) in good standing. Email: karlstump@gmail.com. 9/11

Matthew Leroe

experienced ESL, math, and geography teacher, with a BA in Bible, MA in Christian counseling, and CELTA in teaching ESL to adults. I'm open to teaching any subject, any age group, at any location in America, where a school is seeking to fill a last minute position. You can contact me at: norgeforkristus@yahoo.com. 9/11

Paul Finch

seeks FT position **teaching and coaching**. Available summer 2012. Seventeen years in education—K-12 and college. Teaching credentials in English and rhetoric. Taught much more in start-up schools. Coach basketball and track. Administration experience. BA and MA in English, graduate credentials in composition and rhetoric. Married, four children, ages 17–23. Information: ppccrhetor@yahoo.com or (719) 640.4155. 9/11

Jacqueline Kennedy

is seeking a **teaching position in English literature, rhetoric and composition and/or American, European, or Ancient History**. Jacqueline earned a BA from Hollins University, an MA from St. John's College, and a JD from Ave Maria School of Law. She has experience teaching in public and private high schools, as well as at the community college level. Jacqueline also has experience as an assistant dean of students and as a tennis and swim coach. Please contact Jacqueline at kennedy.jacqueline@gmail.com. 10/11

The FORUM is a monthly bulletin (except June and December) published by the Association of Classical & Christian Schools for its members and friends.

Proposed submissions

may be sent to:

The FORUM

ACCS

P.O. Box 9741

Moscow, Idaho 83843

or submitted to:

the.forum@accsedu.org

To obtain a copy of the ACCS Mission Statement, Bylaws, Confession of Faith, a full membership list, or membership information:

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Moscow, Idaho 83843

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Fax: (208) 882-9097

Web: www.accsedu.org

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Start-up School Groups

Cornerstone Academy

is a classical Christ-centered school in **Morristown, TN**, serving families in Lakeway region. Enrolling grades K–11 for 2011–12, and will add grade 12 the following year. Our mission is to partner with families in equipping students to achieve spiritual maturity and academic excellence by providing a Christ-centered, classical education, so they will adopt a biblical worldview, thinking and living their lives in a manner that brings glory to God. If you have any questions, e-mail info@camtn.com, call us at (423) 307-1189, or visit our website at www.camtn.com. 8/11

Prince William County, VA

We are investigating to see if there is enough interest to begin the process of starting a classical Christian school in central Prince William County, Virginia. We would love to hear from any families interested in participating in the start-up group for the establishment of a classical Christian school or any families who would just be interested in enrolling their children in a classical Christian school in the Prince William County area. Please send an email explaining your level of interest to PWCVAclassicalSchool@comcast.net. 9/11

Lafayette, LA

We are a start-up group in **Lafayette, LA**. We desire to establish a classical Christian school by fall of 2012. God has already blessed us with a visionary board, beautiful facilities, and several interested families. If you would like to stay informed with the progress of the soon-to-be Covenant Academy, go to www.covenantacademyla.org and sign in. 9/11

Chittenden County, Vermont

We would love to hear from any person interested in meeting with a small group to discuss the possibilities for starting a classical Christian school in the Chittenden County (or Burlington area) of Vermont. Please send an email explaining your interest to: lsnash@comcast.net. 8/11

Anchorage, AK

We are a small group who desires to start a classical Christian school in **Anchorage, AK**. Please send an email expressing your interest in such a school to: ellenland1@gmail.com 9/11

Seattle Classical Christian School

located in the heart of **Seattle, WA**, exists to glorify God through Christ-centered, educational excellence. We opened September 7, 2011, with one K/1 class. We have open enrollment this year for K/1 and will add 2nd grade next year. Visit our website at www.seattleclassicalchristianschool.org or search for us on Facebook. 10/11

Highlands Classical Academy

plans to open Fall 2011 in **NW Denver**, enrolling preschool through 1st grade. Subsequent grades will be added through 12th grade, as interest demands. We are seeking individuals committed to classical, Christian education to partner with us in many ways. If interested, contact us at info@hcadenver.org. For additional information, visit hcadenver.com. 8/11

Los Angeles, CA

We are starting a classical Christian school in the Los Angeles area. Our launch team has made progress but we need additional people that are willing to pray and assist. Contact me if interested in assisting. Les Higgins at higginslb@yahoo.com. 8/11

San Jose, CA

Calvary Christian Academy will be opening its doors in the fall of 2011. We are a Christ-centered school which will be offering classes for preschool through 8th grade full of rich classical curriculum and many enrichments. Enrichment courses will also be opened to homeschooled children. We are currently accepting applications for enrollment. For more information including upcoming Open House dates, please visit www.RecaptureEducation.org or e-mail: ccainfo@calvarysj.org. "To God Be The Glory!" 8/11

Soli Deo Gloria Classical School

If you will be moving or live near **Binghamton, NY**, and are interested in the possibility of a Christian and classical school in the area, please contact Anna at adreher@solideogloriaclassical.org and feel free to visit our website at solideogloriaclassical.org. 10/11

P O S I T I O N S

International

Quantum Change Academy

a classical and Christian school located in **Tangerang (west side of Jakarta), Indonesia**, is seeking **kindergarten and elementary teachers** to cover different subjects at various grade levels. Candidates who are born again, Spirit-filled and mature Christians are welcome to apply. For further information you may contact Ms. Leony Maranatha at qcinternational@yahoo.com or call us at 62-817-0154814. 8/11

Cornerstone Academy

is seeking applicants for **head of school**. Cornerstone is a classical, Christian school located in **Guadalajara, Mexico**, that presently offers K–9. Candidates who are mature Christians, at least moderately bilingual, with appropriate experience are invited to apply. Candidates should contact Jorge Carrillo at jorge@okuma.com.mx or Adriana Espinoza at adryespinosa_16@yahoo.com. 8/11