

# Stiftung International Education Leipzig

## Board Policy



### Introduction

This Board Policy outlines the relationship between Leipzig International School (LIS) and the Foundation - Stiftung International Education Leipzig (SIEL). It is designed to provide clear guidelines for the roles and responsibilities of both organizations in the management and operation of the school. The partnership between LIS and the Foundation's Board is essential for the continued success and growth of the school, and this policy aims to ensure that both organizations work collaboratively to achieve their shared objectives. As a well-recognized international school in Germany, LIS is committed to providing students with an outstanding, multi-lingual, multicultural education, and the SIEL Board is dedicated to supporting the school in achieving its mission.

## 1. The School

### 1.1 Legal Status

Leipzig International School is a nonprofit organization (gemeinnützige GmbH). A non-profit GmbH (gGmbH) is a special form of limited company that exclusively and directly pursues non-profit purposes and therefore enjoys tax advantages.

### 1.2 Relationship with the City of Leipzig, State of Saxony and Germany

LIS enjoys a particular recognition in Saxony as a Ersatzschule/Substitute School from Grade 1 - 4 and Ergänzungsschule/Supplementary school from Grade 5 -12. This allows LIS to educate resident children, bound by the obligation to attend school and receives subsidies for every child who attends LIS.

The Kindergarten also receives funding from the City of Leipzig.

### 1.3 Instructional Programme

The Head of School in consultation with the faculty shall be responsible for designing and implementing a curriculum for all levels of instruction in the school in accordance with the school's Vision, Mission and Values and current strategic plan.

Kindergarten:	nursery to early years 3 , multi-lingual
Primary :	Grade 1 to Grade 5 , European Framework
Middle :	Grade 6 to Grade 8, LIS Programme
High :	Grade 9 to Grade 10, IGCSE
	Grade 11 to Grade 12, IB Diploma

### 1.4. Class Size

To fulfill the school's Vision, Mission and Values, the maximum class size is 24 students. The Head of School should only increase this number during exceptional circumstances or in periods of high demand for school admission on a temporary basis. The maximum class size for Early Childhood is according to the child / educator ratio set by the state of Saxony.

### 1.5 Accreditation, Authorization & Membership

LIS is accredited by the following organizations:

NEASC ([New England Association of Schools and Colleges](#))

The NEASC framework serves schools in helping them to meet their own unique goals for student learning while maintaining alignment with research-based Standards for Accreditation that define the characteristics of high quality, effective learning communities.

LIS is authorized by the following organizations:

Cambridge Assessment

to offer the IGCSE (International General Certificate of Secondary Education)

IBO (International Baccalaureate Organisation)

to offer the International Baccalaureate Diploma Programme.

LIS is a member of:

CIS

As a CIS (Council of International Schools) member school LIS has demonstrated a commitment to provide students with the knowledge, skills and abilities to pursue their lives as global citizens and to provide high quality international education.

## 1.6 Mission, Vision & Values

### Our Mission

Leipzig International School is an inclusive learning community which empowers and inspires today's learners to make meaningful impacts in tomorrow's world.

### Our Vision

Learning to be a Citizen of the World.

### Our Values

Lions are COURAGEOUS:

- We have the courage to listen, empathise, persist, follow our passions, and grow.
- We have the courage of our convictions knowing that we are members of a supportive and respectful learning community.

Lions are INCLUSIVE:

- We embrace diversity by celebrating our common humanity, empowering all learners on their personal journeys of growth.

Lions are PROUD:

- We recognise the unique opportunity we have as members of the LIS community and we enthusiastically embrace our responsibility to make a positive impact on ourselves, each other, and the world.

## 1.7 Non-discrimination Statement

LIS, committed to a workplace and learning environment that is free of discrimination or prejudice at all times and where all learning community members are treated fairly. Therefore, all decisions and actions taken at LIS shall be done without discrimination or prejudice. "LIS is an inclusive learning community and does not discriminate on the basis of race, skin colour, religion (creed), gender, gender expression, age, national origin, ancestry, disability, marital status or sexual orientation."

## 1.8 Role of the Head of School

The Head of School provides leadership in all aspects of school life. In the quest to fulfill the school's Vision, Mission and Values in line with the current strategic plan. S/he is the school's principal educator, ensuring student welfare as well as upholding high academic standards, guiding and supporting the teachers and the development of Educational Technology (EdTech). S/he is the public representative of the school. S/he fosters good community relations internally as well as to the outside and maintains close relationships with our accrediting agencies.

The Head of School is responsible for the orderly running of the school, according to the rules of the Law and the statutes of the accrediting organisations. S/he is responsible, together with the teachers, for the education and instruction of the students. S/he must gather information on actual instruction in the classroom to ensure the school's mission and strategic goals are being met. S/he is the supervisor of all teachers and educational staff and has the responsibility to instruct them in all respects regarding their professional duties and the school.

The Head of School attends and reports to the Board in an advisory capacity except on occasions where the topic of discussion concerns the performance of him/herself and/or the Commercial Director. S/he is supervised and counseled by the Board. S/he is hired by the Board. Rights, responsibilities and remuneration are regulated in the employment contract.

## 1.9 Role of the Commercial Director

The Commercial Director is responsible for the financial administration of the LIS gGmbH. S/he is responsible for the orderly running of the organization in financial and other administrative matters (including bus transportation, facilities, security and cafeteria services). S/he prepares the schools budgets and monitors adherence to them. S/he prepares and monitors the school's processes to ensure development in the school's facilities to ensure they adequately support the school's needs. S/he fosters good community relations internally as well as to the outside community and maintains close relationships to the government agencies concerned with facilities and finances. S/he supports the Head of School as s/he implements the school's Vision,

Mission and Values in line with the current strategic plan, and provides the Head of School with all necessary information.

The Commercial Director attends and reports to the Board in an advisory capacity except on occasions where the topic of discussion concerns the performance of him/herself and/or the Head of School. S/he is supervised and counseled by the Board. S/he is hired by the Board. Rights, responsibilities and remuneration are regulated in the employment contract.

## 2. Board of Directors Duties

### 2.1 Code of Conduct

LIS Boards members act as ambassadors for LIS within their professional and personal spheres. Board members seek to act at all times in the best interest of the LIS learning community.

### 2.2 Board Member Conflict of Interest

Board members shall have no financial or other interests that conflict with the interests of the school. It is the responsibility of individual Board members to announce any potential conflict.

### 2.3 Duties and Executive Power

- recruitment and evaluation of Managing Directors
- budget approval incl. Tuition
- strategic plan

### 2.4 Board Meetings

The Board must hold at least one meeting every half year. Together with the Managing Directors the frequency of these meetings are as follows:

Fall (October)

Winter (February)

Spring (May)

Minutes shall be taken of each meeting of the Board, showing the items discussed and the resolutions adopted in the wording, as well as the basis for the decision and the considerations made. The keeper of the minutes shall be a person appointed by the chairperson of the

meeting. The minutes shall be signed by the chairperson of the board or their representative. The minutes are to be marked consecutively and kept in the original. A copy shall be sent to each member of the Board within one week.

## 2.5 Hiring of a Managing Director (Head of School or Commercial Director)

- LIS Board Chairperson announces to the learning community the upcoming departure of the current Managing Directors (Head of School or Commercial Director)
- LIS Board together with the non-departing Managing Director
  - approves the announcement for the position
  - establishes a search timeline
  - screens applicants and check references
  - invites finalist to LIS for interviews
  - approves visitation schedule
  - interviews finalists
  - discusses compensation package with finalists
  - approves & hires candidate
- LIS Board Chairperson announces the choice of new Managing Directors (Head of School or Commercial Director) to the learning community.

## 2.6 Board Communication

All written Board communication to the school is directed through the Chair of the Board, once it has been approved by the Board. The Chair of the Board meets regularly with the Head of School and Commercial Director. The Chair is responsible for ensuring that all Board members are kept up to date and informed. Communication to the Board should be limited to issues for which the Board is responsible.

The Board will not engage in any direct communication regarding operational issues (teaching, staff, school management) to the Head of School or the Commercial Director.

## 2.7 Board Self- Evaluation

The Board conducts a yearly self-evaluation of their performance. The evaluation is based on predetermined goals defined in the previous school year. Goals are aligned with the school's mission, vision, values and current strategic plan.

## 2.8 Policy Development

Adoption of new LIS policy or changing existing policy is solely the responsibility of the LIS Managing Directors in collaboration with the Management Team and wider school community.

Adoption, deletion or amendment of LIS policies which require Board ratification include :

- LIS Brand Manual
- Tuition & Financial Aide
- Child Welfare & Protection

## Crisis Management

The school maintains a Crisis Response Manual that outlines the immediate steps that should be taken in any emergency situation and the follow up that should occur after the event. The ultimate responsibility for student and staff safety rests with the Managing Directors. This manual should be made available to each staff member and reviewed on an annual basis with all staff.

# 3. Financial Responsibilities

## 3.1 Annual budget

The Board is ultimately responsible for the financial viability of Leipzig International School. The budget year at LIS begins on 1st August and runs through 31st July of the following year. The preparation of the Annual budget is the responsibility of the Commercial Director in collaboration with the Head of School and Management Team.

The budget is approved by the Board no later than the end of February.

The budget should be adequate to finance ongoing programmes, provide for additions or changes dictated by the projected needs of the school and to meet its financial obligations.

The budget may be updated and revised in the light of current enrollment figures or other significant changes. The Head of School and Commercial Director may approve allocation of budget amounts among the various cost centers provided the overall budget is not exceeded. Changes to the approved budget require the review and approval of the Board.

### 3.2 Audit

The Board requires the Managing Directors yearly to engage a reputable firm to conduct an audit of the School's annual financial statements. The auditor's report is presented to the Board.

### 3.3 Cash Management

The managing Directors can invest in risk free investments. Any non-risk free investments require Board approval.

### 3.4 Facility Development

The Board specifically endeavours to plan new buildings and alter existing buildings to best support the school's Vision, Mission and Values whilst ensuring the buildings fulfil all safety regulations.

When planning school facilities, relevant German laws, local building codes, government directives as well as education agency recommendations are carefully observed and adhered to.

It is the responsibility of the Head of School and Commercial Director, in cooperation with the Board, to evaluate existing facilities and plan and execute any necessary improvements or additions. Duties include, but are not limited to, planning future construction or renovation, negotiating with local, state and educational authorities and – where applicable – with land/building owners to acquire the necessary land or building.

### 3.5 Insurance Management

The Board is required to arrange and carry adequate insurance coverage for the School's buildings and grounds for any foreseeable liabilities it may have under applicable laws.