



Membership Covenant

In accordance with membership in the Lutheran Elementary School Association (LESA) as a Regular Member or Affiliate Member and as partners in Lutheran education, LESA and its members appreciate the Benefits and Privileges and Responsibilities of Membership and will strive to fulfill their role in the partnership to advance the mission of Lutheran education in the St. Louis region.

I. Benefits and Privileges:

A. Regular Membership

- i. Access to need-based tuition-assistance funding for students through LESA's tuition assistance program, the LESA Scholarship Fund, for students in K-grade 8
- ii. Access to online curriculum guides for Pre-K through grade 8
- iii. Participation in educational professional development programs for administrators and teachers at no additional charge
- iv. Participation in development training for administrators and school leaders at no additional charge
- v. Access to funding for educational programming (e.g., counseling, professional development, gas aggregation) as allowed by LESA's budget and member's geographic location
- vi. Access to cost-effective programs developed through LESA partnerships
- vii. Presence on the LESA website "Schools" page, listing name, location, and contact information
- viii. Inclusion in joint Lutheran education marketing efforts throughout the service area
- ix. Participation in joint LESA fund development programs
- x. Use of LESA mentoring materials for new teachers
- xi. Access to a third party financial aid determination service (e.g. FACTS) at no cost to the school
- xii. Opportunity to collaborate with related organizations such as, but not limited to: The St. Louis Lutheran Athletic League, the MO District, and the Southern IL District LCMS

B. Affiliate Membership

- i. Participation in educational professional development programs for administrators and teachers at no additional charge
- ii. Online access to curriculum guides for Pre-K through grade 8
- iii. Participation in development training for administrators and school leaders at no additional charge
- iv. Access to cost-effective programs developed through LESA partnerships
- v. Presence on the LESA website "Schools" page, listing name, location, and contact information
- vi. Inclusion in joint Lutheran education marketing efforts throughout the service area
- vii. Participation in joint LESA fund development programs
- viii. Use of LESA mentoring materials for new teachers
- ix. Opportunity to collaborate with related organizations such as but not limited to: The St. Louis Lutheran Athletic League, the MO District, and the Southern IL District LCMS

C. Early Childhood Center Partners (ECC Partners)

- i. Presence on the LESA website "Schools" page, listing name, location, and contact information
- ii. Inclusion in joint Lutheran education marketing efforts throughout the service area
- iii. Access to online curriculum guides

D. Educational Resources Partners

- i. Access to online curriculum guides for Pre-K through grade 8
- ii. Participation in educational professional development programs for administrators and teachers at no additional charge
- iii. Participation in development training for administrators and school leaders at no additional charge
- iv. Use of LESA mentoring materials

II. Responsibilities of Membership:

Regular and Affiliate Membership requires active participation and collaboration in the following:

- i. Regularly attend LESA meetings
- ii. Attend and participate in LESA professional development programs
- iii. Partner in LESA's efforts to grow and sustain program activities by promoting and participating in LESA's special events (e.g. Fall Event and Spring Dinner Auction), other fundraising opportunities, and assist with facilitation of congregational promotion
- iv. Remit annual dues and the Dues & Statistics Form by September 30th each year
- v. Submit required reporting and/or documentation to LESA by noted deadlines
- vi. Become accredited through NLSA and/or another national accrediting agency within five years of joining LESA, if applicable (some education-related agencies may be excused). Non-compliance will result in termination of LESA membership on June 30th of the fifth year of membership.
- vii. Should a school anticipate loss of its accreditation, the school may submit in letter form by February 1 a request to the LESA office for a membership extension for the following school year as to not jeopardize their membership status with LESA and benefits, including scholarship funds. The membership extension request must include a narrative plan and timeline to renew its accreditation and complete their site visit no later than April 30th of next accreditation cycle. An extension will be granted following submission of a plan and timeline. If, following the extension, a school remains unaccredited, its LESA membership status will be determined by LESA's Board of Directors.
- viii. If a school loses its accreditation and does not request a membership extension, the school will be removed from LESA membership effective June 30th of the calendar year in which accreditation is lost.
- ix. A determination by the Board of Directors will determine eligibility for membership with respect to accreditation circumstances not defined above.
- x. Vote by the executive head of the LESA-member school or affiliate agency to represent his/her institution's position on matters which come before LESA. Voting by proxy is not permitted. Such matters will include, but are not limited to:
 - Elect the LESA Advisory Council
 - Set membership dues
 - Accept schools or agencies applying for Regular or Affiliate Membership
 - Approve amendments to the Structure of the Association Partnership
- xi. Annually sign a pledge agreeing to these responsibilities

III. AMENDMENTS

The Structure of the Association Partnership and Membership Covenant may be amended by 2/3rd majority of the voting members present at a business meeting of the LESA membership, provided the proposed change has been circulated to the membership at least 15 days prior to the vote on the issue. The executive head of the LESA-member school or affiliate agency casts a vote to represent his/her institution's position. Voting by proxy is not permitted. Amendments approved become effectively immediately.

X

Administrator Signature

Date



Structure of the Association Partnership

The following is an outline of the services and benefits provided to the schools and educational agencies that are members of the Lutheran Elementary School Association. Recognizing our schools as ministries in the communities in which they serve, the strength of this association is due to the faithful participation of its members through its programs and events for the advancement of our Lutheran schools as a whole.

I. THE ASSOCIATION

Lutheran Elementary School Association (LESA)
11123 South Towne Square, Suite F
St. Louis, Missouri 63123
314-200-0790; www.lesastl.org

II. MISSION

LESA provides financial resources for children in need to obtain Lutheran Christian education in the metropolitan St. Louis area. We promote and advocate for efforts to improve the sustainability and quality of Lutheran Christian schools.

III. VISION

An academically excellent Lutheran Christian education is a realistic choice for all children.

IV. PURPOSE

The purpose of LESA is to work collaboratively to support and enhance Lutheran schools as they serve children and families in their respective, unique locations.

V. OBJECTIVES

- B. To foster ministry through Lutheran education to all children as they grow spiritually, intellectually, physically, emotionally, and socially
- C. To strengthen relationships among schools as they engage in cooperative ventures
- D. To foster collaborative programs which benefit member schools, including, but not limited to:
 - Building Blocks tuition assistance
 - Curriculum guide development
 - Professional development for educators and administrators
 - Resources for educational programs
 - Accreditation support
 - Mentoring for new teachers
 - Marketing
 - Fund development
 - Cost-effective program resources
- E. To represent a unified system of Lutheran education in the St. Louis region
- F. To foster stewardship in the administration of funds for all LESA programs
- G. To foster stewardship for LESA programs and member schools



VI. MEMBERSHIP

A. Eligibility:

▪ Regular Membership

Regular membership is open to, but not limited to, Lutheran elementary schools and PreK 3/4 and PreK 4/5 programs, operated within the structure of the Lutheran day school, in the metropolitan St. Louis area, including St. Louis City, the Missouri counties of St. Louis County, St. Charles County, Jefferson County, Franklin County, and the Illinois counties of Madison County, Monroe County, Randolph County, and St. Clair County.

Early childhood programs that are part of a school operated by supporting congregations of LESA-member schools receive membership benefits through the school's membership.

▪ Affiliate Membership

Affiliate membership is open to Lutheran high schools and Lutheran education-related agencies in the metropolitan St. Louis area, as described above. High schools and agencies from locations surrounding the established service area may apply for membership on a case-by-case basis.

▪ Early Childhood Center Partners (ECC Partners)

Free-standing early childhood education centers that are operated by Lutheran congregations outside of the confines of a Lutheran day school may partner with LESA through the *ECC Partners* program. This program would assist in the ECC in marketing efforts through a presence on the LESA website "Schools" page.

▪ Educational Resources Partners

An "Educational Resources Partners" arrangement is available to Lutheran schools and Lutheran education-related agencies that are outside the metropolitan St. Louis area as described above, and is also open to Christian schools and education-related agencies without geographic boundary. Schools or agencies may apply for membership to be reviewed on a case-by-case basis.

B. Term:

Membership in LESA at any level is effective July 1 through June 30 of each school year in which they enroll.

C. Dues and Fees:

Dues and fees are reviewed and determined annually by LESA membership. Regular Membership dues are established with a base fee, plus an enrollment-based fee per student; Affiliate Members, ECC Partners, and Educational Resources Partners fees are based on a flat rate.



Bylaws of the LESA Advisory Council

The members of the Advisory Council shall ensure that the association works toward fulfillment of its purposes and objectives.

I. COMPOSITION OF THE ADVISORY COUNCIL

- A. The Advisory Council shall be comprised of no more than eight executive heads of LESA-member schools or affiliate agencies; the Educational Resources Director presides over the Advisory Council in an ex-officio capacity.
- B. The Advisory Council shall nominate a slate of candidates for the Advisory Council. Council members shall take care to see that nominees represent a cross section of types of schools within LESA. More than one candidate may be proposed for each vacant position. Elections shall take place at the spring annual meeting of LESA. An executive head of a LESA-member school or affiliate agency casts a vote to represent his/her institution's selection. Voting by proxy is not permitted. Achieving a simple majority of votes cast elects a candidate.
- C. The Advisory Council shall appoint a secretary to record minutes to ensure that accurate records are kept of all proceedings of the Advisory Council.

II. TERMS OF OFFICE

- A. Members of the Advisory Council serve two-year terms, renewable once by re-election.
- B. Elections shall be staggered such that all Council members are not up for election the same year.
- C. In the event an elected member cannot fulfill the elected term, the Advisory Council may appoint a successor to complete the term.

III. DUTIES OF THE ADVISORY COUNCIL

- A. Carry out provisions of the Structure of the Association Partnership and Membership Covenant of LESA.
- B. Meet annually with the board of directors of LESA to foster close relationships and common goals for school improvement.
- C. At the discretion of the Chief Executive Officer, the Advisory Council may be consulted as part of the Educational Resources Director's performance evaluation.
- D. Formulate short and long-range plans intended to strengthen LESA schools, and monitor their execution by the Educational Resources Director and/or other LESA staff, as applicable.
- E. Recommend for approval new members to LESA.
- F. Review and adopt a schedule of dues and fees to present to the full membership at the spring annual meeting.
- G. Foster a continuing conversation among member schools about school ministry, governance, leadership, and teaching and learning.
- H. Review the stewardship of resources allocated to LESA programs.

IV. THE EDUCATIONAL RESOURCES DIRECTOR

- A. Presides over Advisory Council
- B. Is required to attend all Advisory Council meetings and full membership meetings and is an ex-officio member of LESA committees.
- C. Shall bring regular financial reports to the Advisory Council and members of LESA.

V. ANNUAL MEETING

The annual meeting of the LESA membership shall be the spring meeting, at which time upcoming LESA programs shall be presented and Advisory Council elections shall be held.

VI. AMENDMENTS

These Bylaws may be amended by a 2/3rd majority of voting members present at a business meeting of the LESA membership, provided the proposed change has been circulated to the membership at least 15 days prior to the vote on the issue. The executive head of the LESA-member school or affiliate agency casts a vote to represent his/her institution's position. Voting by proxy is not permitted. Amendments approved become effective immediately.