

**ST. PAUL CATHOLIC SCHOOL ADVISORY BOARD
BY-LAWS
HIGHLAND, ILLINOIS**

Article I. Name and Affiliation

- 1.1 This institution shall be the St. Paul Catholic School Advisory Board, hereafter called the Board. It is advisory for the Roman Catholic Elementary School located in Highland, Illinois.

Article II. The Pastor

- 2.1 It is the responsibility of the Pastor to see to it that St. Paul Catholic School, its chief administrator (Principal) and its Board carry out the purposes and goals established in the Mission Statement and these By-Laws, and in so doing, to see to it that St. Paul Catholic School acts in accord with the laws of the State of Illinois, the laws and disciplines of the Roman Catholic Church, the Diocesan Bishop and the policies and directives of the *Catholic Education Policies of the Diocese of Springfield in Illinois*.

- 2.1.2 In addition, it is the responsibility of the Pastor to:

2.1.2.1 Establish all policies governing St Paul Catholic School.

2.1.2.2 Approve the annual budget of the School.

2.1.2.3 Establish a process of hiring, evaluating, retaining, and dismissing the Principal, teachers, and other employees of the School, including the offering of contracts or renewals thereof.

2.1.2.4 If the Principal, or any teacher or other employee, is a member of a religious institute, then the policies, procedures, and expectations of both the Pastor and the religious institute should be mutually understood and accepted.

2.1.2.5 Delegate to the Principal the administration of the School. Such administration shall include the responsibility of the immediate direction of the School and its instructional program and supervision of teachers and other employees of the School.

2.1.2.6 Establish a process, to include discernment among the executive board, to select persons to serve on the St. Paul Catholic Board.

Article III. The Principal

- 3.1 The Principal is the Chief Administrator of the School. The Pastor is to establish a process whereby the Principal is named. The Principal is accountable to the Pastor in the execution of all policy level matters. The Principal is accountable to the Pastor in the execution of all policy level matters. The Principal is an *ex-officio* non-voting member of the Board and acts with the President in the development of the agenda for Board meetings.

- 3.2 The following are primarily responsibilities of the Principal:

3.2.1 To supervise the teaching staff and others employed by the School.

- 3.2.2 To determine curriculum and non-academic programs within the budget.
 - 3.2.3 To supervise the selection of teaching materials, texts, etc.
 - 3.2.4 To maintain proper School discipline including the authority to suspend students.
 - 3.2.5 To be available to the Board on any matter of internal School operation which warrants their attention.
- 3.3 The Principal will keep the Pastor fully informed of all significant matters pertaining to the operation of the School, such as faculty recruitment, recommendations on hiring and dismissal of employees, acceptance or dismissal of students, curriculum, changes in programs, extra-curricular activities, enrollment, income and expenditures, physical facilities, recommendations for improvements, and all other matters pertinent to the administration of St. Paul Catholic School.
- 3.4 The Principal will keep the Board fully informed of all significant matters pertaining to the operation of the School such as curriculum, changes in programs, extra-curricular activities, enrollment, income and expenditures, physical facilities, and recommendations for improvements.

Article IV. The Board

4.1 Purpose and Functions of the Board

4.1.1 The Board is an advisory body in all matters pertaining to the educational programs and facilities at St. Paul Catholic School. The primary purpose of the Board is to advise the Pastor and Principal in the establishment of policy.

4.1.2 The Board will use the consensus-seeking decision-making process. It is used to describe a formal decision process with the additional option of a fallback voting procedure if consensus appears unattainable during the consensus-seeking phase of the deliberations. Ideally the fallback voting option is only exercised after all reasonable attempts to address concerns have been exhausted.

4.1.3 The Board shall consider all aspects of the School educational program. In the development of policies, the Board must follow the intent and spirit of the policies of the Diocesan Board of Catholic Education. It shall have as a most important duty the provision of advice concerning the implementation at the local level the Policies of the Diocesan Board of Catholic Education.

4.1.4 The functions of the Board shall be:

4.1.4.1 To advise the Pastor in the formation of a statement of mission for the School.

4.1.4.2 To advise the Principal in the formation of a philosophy and goals for the School and to provide for an ongoing evaluation of these.

4.1.4.3 To determine the needs of the School and advise in the coordination of all programs and activities.

4.1.4.4 To advise in the formation of additional policies that are necessary or advisable and in conformity with Diocesan policies.

4.1.4.5 To seek a better understanding and wider support of Catholic education within the local community including the parish itself.

4.1.4.6 To establish and coordinate long range planning.

4.1.4.7 To establish processes that will provide the necessary resources to implement programs and activities.

4.1.4.8 To advise the parish finance council, in conjunction with the appropriate administrator(s) of special budgetary needs and help with fiscal responsibility.

4.1.4.9 To recommend policies relating to planning, operating and maintaining facilities and equipment.

4.1.4.10 The Board does not: discipline, develop curriculum, approve instructional material, develop an annual budget, hire or fire staff, write regulations, handle grievances

4.2 The Membership of the Board

4.2.1 The Membership of the Board shall be comprised of:

4.2.1.1 The members of the Board shall consist of the nine elected/selected representatives from St. Paul Parish and St. Paul Catholic School parents.

4.2.1.2 The Pastor is an *ex-officio* member of the Board and shall not join in consensus seeking.

4.2.1.3 The Principal and Vice Principal of the School are *ex-officio* members of the Board and shall not join in the consensus seeking.

4.2.1.4 The designated teacher representative of the St. Paul Catholic School faculty shall be an *ex-officio* member of the Board and shall not join in the consensus seeking.

4.2.2 Each member, shall serve a term of three years.

4.2.3 Nominations for new members, specified in Paragraph 4.2.1.1 above, shall take place at or before the May meeting of the Board and elections/selections shall be held at or before the June meeting. Terms shall expire in June of each year.

4.2.4 Eligibility – Parishioners twenty-one years and older shall be eligible to become members of the Board provided they are not:

4.2.4.1 Paid employees of the School, or

4.2.4.2 Parents, offspring or spouses of full-time employees or permanent part-time faculty members.

4.2.5 Appointment – The St. Paul Catholic School Advisory Board shall select three new Board members each year from the list of prospective members who have submitted a Form of Intent. Method of selection is the prerogative of the Board and may include an interview and discernment with each applicant.

4.2.6 Vacancies – Vacancies of members of the Board shall be filled for the remainder of the term by appointment of the Board President in consultation with the Principal and Pastor.

4.3 Officers of the Board

4.3.1 The Officers of the Board shall consist of President, Vice-President and a Secretary.

4.3.2 The Officers shall be elected annually from the members of the Board at the regular meeting in June and will begin their one year term of office on July 1st.

4.3.3 Duties of the Officers of the Board:

4.3.3.1 The President or in his/her absence, the Vice-President shall preside at all regular and special meetings of the Board. Together with the Principal, the President shall prepare the agenda for each meeting.

4.3.3.2 The Secretary shall maintain a written record of all acts of the Board, conduct, receive and dispose of all correspondence as directed; preserve reports and documents committed to his/her care.

4.3.4 Meetings of the Board

4.3.4.1 The Board shall meet the first Tuesday of the month, from August to June, on the Parish/School grounds. Special Meetings may be called by the Pastor, the President, the Principal or by a majority of the members.

4.3.4.2 All Board meetings shall be open to the public, except in such cases as the Officers and Principal shall deem it necessary to recess to an Executive Session of the Board. Included in the Executive Session would be board members, Pastor and the Principal. When it has been determined that the Board will deliberate in Executive Session, the teacher representative will be excused.

4.3.4.3 The right of visitors to address the Board shall be limited to those whose petition has been approved for the agenda at least three (3) days in advance of the meeting.

4.3.4.4 Quorum – For the purpose of transacting official business it shall be necessary that a majority of the total members be present.

4.3.4.5 A simple majority of all members shall carry the motion.

4.3.4.6 Members are expected to attend all meetings.

4.3.4.7 Any member who misses three or more meetings within one year without being excused will be dismissed by the President.

4.3.5 Committees of the Board

4.3.5.1 The following are established as Standing Committees of the Board:

4.3.5.1.1 Executive Committee – Consisting of the President, Vice-President, Secretary, and the Principal as Chief Executive Officer. To appoint committee chairs and members, and oversee all the other executive functions of the Board. The Executive Committee shall present

to the Board a slate of officer nominees before the first regular meeting in June.

4.3.5.1.2 Education Committee/Catholic Identity – Assure strong Catholic Identity at the school. Assist in planning prayer and liturgical opportunities for students and faculty/staff. When called upon by the administration, assist with the development of education processes for our students.

4.3.5.1.3 Building, Grounds and Finance Committee – Collaborate with the Parish Property Committee and make suggestions and recommendations to the Board and St. Paul Catholic School administration for facility repair or improvement. The committee will assist the administration as requested, in maintaining the St Paul Catholic School facilities. The committee will also evaluate and plan future facilities, programs, and resources and recommend action to the Board. In financial matters this committee may be called upon by the finance council, executive manager, principal and/or pastor to advise them in major financial matters.

4.3.5.1.4 Development, Marketing and Recruitment Committee – To explore alternative methods of funding which include annual funds, endowments, deferred giving, etc. and to have a general broad picture of all fund raising or revenue-connected events. Promote student recruitment and increased enrollment, in collaboration with the Development Director.

4.3.5.1.5 Policy Committee – To suggest policies for the Board and the administration of St Paul Catholic School. The committee should periodically review past policies and consult with the administration to ensure that the policies are kept current.

4.3.5.1.6 Special Ad Hoc Committees – The Board may establish other committee to assist them in addressing special situations. Said committees may be composed of Board members and non-Board members.

4.3.5.1.7 Viking Parents Association (VPA) This association acts to promote opportunities for school families to meet and interact with each other and to foster relationships, encourage parental involvement, assist teachers, administration and students. They provide activities, hospitality, encourage service and faith development for our students and foster these ideals in others. A liaison of the executive committee or a delegated member of the core committee of the VPA shall attend the School Advisory Board monthly and provide a written report to the SAB monthly.

4.3.5.2 Membership – Every Board member shall serve on at least one Standing Committee. Membership on a Standing Committee shall include Board members as well as school parents and/or parishioners. Special Ad Hoc Committees shall consist of at least one board member and others appointed by the chair of the board or by the administration.

4.3.5.3 Committee Chairs – The Chairs of all Board committees shall be Board members. The Chair of the Board shall annually announce the Chairs of all Board Committees. Committee Chairs report progress to the board each month.

4.3.5.4 Vacancies – Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

4.3.5.5 Quorum – Unless otherwise provided in the ‘Resolution’ of the Board of Trustees designating a committee, a majority of the committee shall constitute a quorum and an act of a majority of the members present at a meeting at which the quorum is present shall constitute an act of the committee.

4.3.6 Records and Liability of the Board

4.3.6.1 Minutes of the meetings, setting forth all action taken by the Board shall be kept by the Secretary. The minute book shall be retained as a permanent record by the Board. A Policy Handbook and Historical Record of all Policies made shall be retained separately as a permanent record and kept in the St Paul Catholic School office.

4.3.6.2 Board members shall not be held liable for the indebtedness or other obligations of the St Paul Catholic School.

Article V. Amendment of By-Laws

5.1 These By-Laws may be amended by the Pastor with the consent of the Diocesan Bishop.

Article VI. Conformity with Regulations of the Diocese

6.1 The Constitution and these By-Laws and all actions pursuant thereto shall always be subject to and shall in no way contravene the Affidavit of Incorporation and the By-Laws of any Parish Corporation or the statutes of the State of Illinois under which it exists, the usages, customs, rules, regulations, statutes and canons of the Roman Catholic Church and the Diocese of Springfield in Illinois and of the Diocesan Bishop.

APPROVED: _____ Date: _____

Father Pat G. Jakel, Pastor