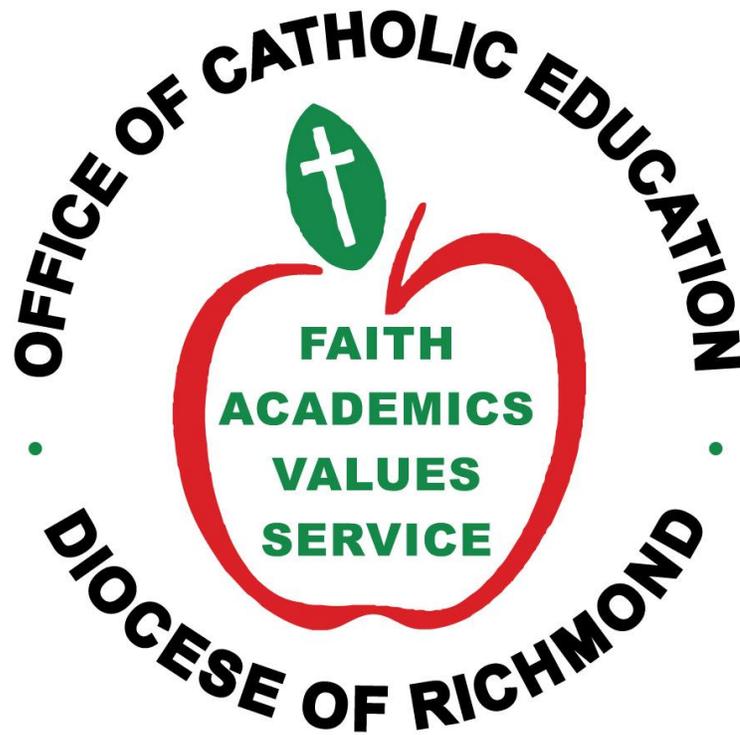


# SCHOOL ADVISORY BOARD



# HANDBOOK

Revised August 2016

## **PREFACE**

*The staff of the Office of Catholic Schools is pleased to present the revised School Board Handbook. This document is intended to be a useful reference tool for understanding the function, role and relationship of the Catholic School Board. This handbook summarizes the 1982 Diocesan policy statement on School Boards.*

*A Catholic School Board is substantially different from the common concept of a "school board." The Diocesan School Advisory Board, Regional and Parish School Boards are advisory boards. An advisory board is a board that offers advice and counsel to management.*

*The Diocese of Richmond has a long and successful Board history. Clearly, this involvement has contributed to the vitality and stability of each school.*

*In 2013-14, all schools moved into an accreditation process with AdvancED, and all standards for this accreditation are part of the revised Schools Advisory Board Handbook.*

*August 2016*

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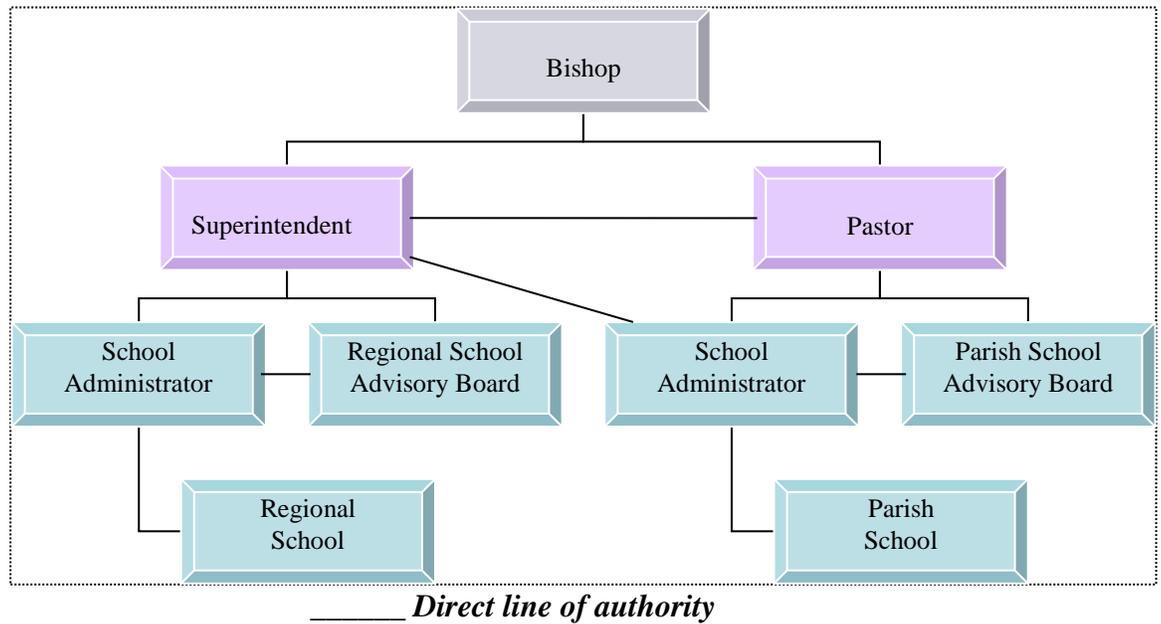
## **HISTORY OF BOARDS - DIOCESE OF RICHMOND**

- 1852** *Bishop John Neumann established a board of education for the Diocese of Philadelphia. Responsibilities included fund raising for new schools, recommendations for general plans of instruction and distribution of funds collected by Bishop.*
- 20<sup>th</sup> Century** - *Position of Superintendent of Schools was established and this person served as the Bishop's direct representative. The original purpose of School Board's changed from Administrative to Policy formulation.*
- 1967** *NABE (National Association of Boards of Education) was established by National Catholic Education Association (NCEA) to assist dioceses.*
- 1974** *Diocese of Richmond published "Proclaiming Good News", the policies and directives for Catholic Schools.*
- 1976** *NCEA Symposium on Catholic Education was held in San Francisco. One result of this symposium was a recommendation that each Catholic School have a Board of Education.*
- 1982** *Bishop Walter F. Sullivan mandated consultative boards for all schools. Handbooks published by the Office of Catholic Schools to assist in developing effective Boards.*
- 1992** *Board Handbooks revised. Office of Catholic Schools develops training program for boards.*
- 1997** *Board Handbooks revised to meet new challenges in the 21st century. Office of Catholic Schools revises training for Boards.*
- 1998** *Policies and Directives ("Proclaiming Good News") revised and renamed "Diocesan School Policies". Diocesan School Board forwards policy book to Bishop for approval.*
- 2001** *The Virginia Catholic Education Association sets accreditation standards for Board involvement in schools.*
- 2002** *Board of Education Handbook revised to comply with standards and needs of schools.*
- 2004** *Revised upon arrival of (new bishop) Bishop Francis DiLorenzo.*
- 2005** *Revised to accommodate Standards of Excellence for Accreditation*
- 2012** *Revised to comply with Design for Growth Standards and needs of schools*
- 2016** *Revised to reflect standards and benchmarks for AdvancED accreditation.*

## ***Benchmarks of Board Excellence***

- ***Membership of board is dedicated and committed to the school's mission.***
- ***Membership includes business people and alumni.***
- ***Board takes ownership of issues within its jurisdiction.***
- ***Board has goals, reviews/updates them annually and uses them as a basis of self-evaluation.***
- ***Board has active working committees in finance, marketing, development, facilities, strategic planning, and legislation.***
- ***Board has contact and communication with constituents.***
- ***Board assesses progress periodically.***
- ***Board has effective meetings***
- ***Board participates in diocesan and regional in-service for the membership.***
- ***Board's main duties are in the areas of development/fundraising, budget/financial stability, strategic planning, marketing public relations/recruitment, legislative, and facilities.***

## Governance Flowchart



### *Types of Schools*

*Regional School – serves more than one parish and is under the direct supervision of the Superintendent of Schools.*

*Parish School – serves one parish and is under the supervision of the Pastor and the Office of Catholic Schools.*

*Private School – owned by a religious community or exists as a separate corporation.*

### *Types of Boards*

#### *Diocesan School Board*

- *Advisory to Bishop*
- *Recommend policy for the Diocesan School System.*
- *Policy becomes effective once the Bishop signs off on policy*
- *Assists with the development and implementation of yearly goals within the committee structure.*

### Regional School Boards

- *Advisory to the School Administrator and the Superintendent of Schools.*
- *Recommended policies for the school become effective once the Superintendent and School Administrator sign the minutes of each board meeting. Minutes of board meetings should be sent to the Superintendent within ten days of Board Meeting. Assists with the development and implementation of yearly goals within the committee structure.*

### Parish School Boards

- *Advisory to the School Administrator and Pastor of the School.*
- *Recommended policies become effective once the Pastor and School Administrator have signed the minutes of each board meeting. Assists with the development and implementation of yearly goals within the committee structure.*

### Private School Boards

- *Owned by a religious community or exists as a separate corporation.*
- *Operated under the directives of the governing Religious Community or as stipulated in the Document of Incorporation.*

## **GOVERNANCE OF BOARDS**

*The School Board is an Advisory board that operates in a collaborative manner. Collaboration adds inspiration, support and strength to decision and action.*

*According to Canon Law, the Bishop as the chief catechist of the diocese has the final authority over all schools. He relies on the staff of the Office of Catholic Schools to exercise administrative jurisdiction in accord with diocesan policies, regional and state accreditation standards and the laws of the Commonwealth of Virginia.*

*In the Catholic Diocese of Richmond, Regional and Parish schools are mandated to have an Advisory Board.*

*The designated areas of responsibility for the Advisory Board are:*

*Finance*

*Strategic Planning*

*Development/Recruitment/Marketing,*

*Facilities*

*Legislative*

*The Advisory Board recommends policy and assists with meeting goals in the designated areas listed above with a vision toward future growth and development.*

*Policies recommended by the Advisory Board become a part of the Minutes and, are approved once the minutes are signed by the Superintendent and School Administrator or Pastor and School Administrator.*

## ***Structure of Advisory School Board***

### ***Purpose of the Advisory School Board***

*The purpose of the Advisory Board is to recommend policy and assist with the implementation of agreed upon goals with the Superintendent of Schools and/or Pastor and School Administrator, consistent with diocesan policy, state guidelines and directives for the operation of the school so that the largest possible number of students may be effectively educated in a Christian environment and encouraged to make a deep personal commitment to Jesus Christ and the Church.*

### ***Policy Recommendations***

*The members of the board are asked to plan and make recommendations for policy in the areas of strategic planning, finance, development, marketing facilities and legislation. Policy recommendations are attached to the minutes and once signed by the Superintendent/School Administrator or Pastor/School Administrator become effective. Boards should utilize the consensus decision-making process in developing policies to be recommended.*

### ***Selection of Members/Officers***

*The School Advisory Board recommends new membership to the Superintendent and School Administrator, or Pastor and School Administrator. The Superintendent and School Administrator or Pastor and School Administrator will approve or not approve of the recommendations. It is, therefore, necessary for each Board to assess annually the needs of the Board. The term of officers should be determined by the board and consideration given to rotating terms for continuity of the work of the board. Officers are selected/elected by the board members.*

### ***Employees and family members of employees may not serve as members of the Board.***

- *The Board operates under a set of Bylaws approved by the Bishop. (Guidelines for updated by-laws are available from the Office of Catholic Schools. The Board should review the by-laws every five years and use the guidelines recommended by the Diocese.)*
- *The Board has officers including Chairperson, Vice Chairperson, and Secretary (the Executive Committee).*
- *The Board needs expertise to fill other member positions – needs are determined by present board.*
- *The Board recommends a member who must be approved by the Superintendent and School Administrator in a Regional School or the Pastor and School Administrator in a Parish School.*

- *The following guidelines should be a part of the Board organization.*

*Membership should include representation from the supporting parish (es), parents and non-parent supporters of the school.*

*Ideal number of members is 7 – 13.*

*Members should be supportive of the school and administration and demonstrate a willingness to work to ensure the mission and future of the school.*

*Nominating Committee, appointed by Executive Committee, presents new member to Superintendent and Principal or Pastor and Principal for approval.*

- *Members generally serve a three-year term.*
- *Terms of membership should be staggered.*
- *Lead School Administrator and Assistant School Administrator are ex-officio non-voting members of the Board.*

*(The Parent/Teacher Organization representative attends Board meetings to share the organization’s funding goals with the Board to ensure goals are in keeping with the financial needs of the school.)*

- *The Board will consist of the following Committees:*

*Finance  
Strategic Planning  
Development/Marketing  
Facilities  
Legislative*

*Other standing committees may be established according to local needs.*

- *The Board By-Laws should stipulate the particular needs of the school and the attendance required of members.*

## *Committee Responsibilities*

### *Finance*

- *Assists in developing and reviewing the budget with the Board.*
- *The chairperson of the Finance Committee serves on the Parish Finance Council (Parish schools only-the chair keeps the council informed of the financial status of the school).*
- *Reviews the financial status of the school throughout the year.*
- *Develops and reviews policy for school-based financial aid.*
- *Conducts an annual review of policies, statements and records.*
- *Coordinates funding with the Parent Organization.*
- *Oversees investments and the endowment.*

### ***Development/Marketing (may be separate committees)***

- *Creates and implements a plan for school development, including the annual fund.*
- *Creates and implements a plan for marketing, enrollment, and public relations.*
- *Assists as needed with planning for capital campaign, website, social media*

### ***Facilities***

- *Conducts a building audit to determine needs, and creates a plan of renewal for present structures.*
- *Implements and monitors capital improvements in concert with the administration, pastor (at parish schools), Superintendent, and Building and Renovation Committee (BARC)*
- *May be asked to appoint a sub-committee to oversee building construction.*

### ***Legislative***

- *Responds to issues of State Assembly and Federal Level that affect Catholic Schools, as identified by the Virginia Catholic Conference.*
- *Monitors the Federal Programs available for School Funding.*
- *Creates a communication system among parents to notify them of current need of response.*
- *Reviews the Legislative Report from Virginia Council for Private Education and the Virginia Catholic Conference*
- *Partners with the Virginia Catholic Conference by encouraging parents to sign up for CAPWIZ*
- *Maintains communication with Principal.*

### ***Strategic Planning***

- *Defines the process to develop a strategic plan*
- *Involves as many constituents in the Planning Process as possible*
- *Prepares a preliminary report of constituent recommendations for the Board*
- *Develops a draft based on recommendations*
- *Procures as much input as possible on the draft from all constituents*
- *Refines draft and publishes for community (After Board approval, it should be attach to the minutes for final approval from Superintendent and School Administrator or Pastor and School Administrator).*
- *Implements and monitors plan.*

## ***Board Procedures***

### ***RETREAT***

*An annual Board retreat should be planned to further the understanding of the Catholic School and to clarify the Mission of the School. It is helpful that the goals for the coming year be developed and a consensus of the Board developed to guide the work of the Board in the coming year.*

## **MEETINGS**

*The following are determined guidelines for conducting Effective Meetings:*

- *By-Laws specify the minimum amount of meetings held in one year. (Adjusted as needed)*
- *A calendar for meetings in the coming year is agreed upon.*
- *A calendar of meeting topics and a time commitment for the topics is specified.*
- *Effective rules for dialogue should be discussed and agreed upon to manage conflict.*
- *Outcomes of each meeting are reviewed at the conclusion of the meeting and committee work is appropriately assigned.*
- *Consensus should be the manner in which policy recommendations are decided. The Mission of the Catholic School is the common ground for consensus.*
- *Committees are assigned a procedure and a time allotment for the report on the agenda.*
- *Minutes of the Board should be sent to the Superintendent or Pastor and School Administrator within ten days of the meeting.*
- *The liaison from the Diocesan School Board will be available to each Board for consultation.*
- *In-service for the Board should include an understanding of the Board's advisory role and the importance of the Benchmarks.*
- *The Office of Catholic Schools will in-service Boards as needed throughout the school year.*
- *A quorum shall consist of a simple majority of voting members.*

## **EXPECTATION OF ADVISORY BOARD MEMBERS**

*It is expected that each board member will:*

- *Communicate the mission of the school to the public.*
- *Participate in all Board Meetings and activities.*
- *Support and encourage the Superintendent, School Administrator, and Pastor.*
- *Refer all parents with concerns to the School Administrator.*
- *Promote the image of the school in all experiences.*
- *Maintain the communal vision in policy recommendations.*
- *Secure approval from the Superintendent and BARC regarding capital improvements and major repairs to the building(s).*
- *Collaborate with the Superintendent and Pastor to establish a search committee to fill the vacancy of the principal.*
- *Send minutes of Board meetings to the Superintendent, School Administrator, and Pastor for approval within seven days after a board meeting.*

- *Board Members are not to discuss Personnel issues under any circumstances.*

## ***RESPONSIBILITIES OF OFFICERS AND COMMITTEES***

- *The Chairperson shall preside at meetings and perform other duties associated with this office. The Chairperson is responsible to see that minutes are forwarded to the Superintendent of Schools, School Administrator and Pastor.*
- *The Vice-Chairperson shall preside and act as Chairperson in the absence of the Chairperson.*
- *The Secretary shall record minutes of meetings of the Board that shall accurately reflect actions and decisions of the Board.*
- *The duties and responsibilities of both standing and ad hoc committees shall be determined by the Board.*

### ***Executive Committee***

- *Meet with School Administrator to determine goals for the year.*
- *Set Calendar such as:  
April – Funding Plan updated in preparation for budget and needed fundraising.*
- *A written agenda should be available to all Board members at least one week prior to each regularly scheduled board meeting. Copies of the agenda should also be available at each parish house (parish schools only) and in the school for non-board members.*
- *The business of the new Board of Education begins each year in July. The Board must meet at least quarterly.*
- *All regular meetings of the Board are closed unless specifically announced prior to the meeting date. Non-members may request to address the Board with the prior approval of the School Administrator. The Chairperson shall determine the time allotted to non-member presentations. The Board has the right to go into closed sessions (Board members only) at any time.*
- *Emergency or special meetings may be called at the request of the Bishop, the Superintendent of Schools, Pastor, and the School Administrator or a majority of the Board members.*

# **Board Responsibilities VS. School Administrator's Responsibilities**

## **Confidentiality Policy for Boards**

*In order to serve as an effective governing body, the Board needs its deliberations to be open and frank. To achieve this, board members pledge not to share what is said with those who are not part of the board. The issues dealt with and decisions made will be communicated to others through the appropriate channels and publications.*

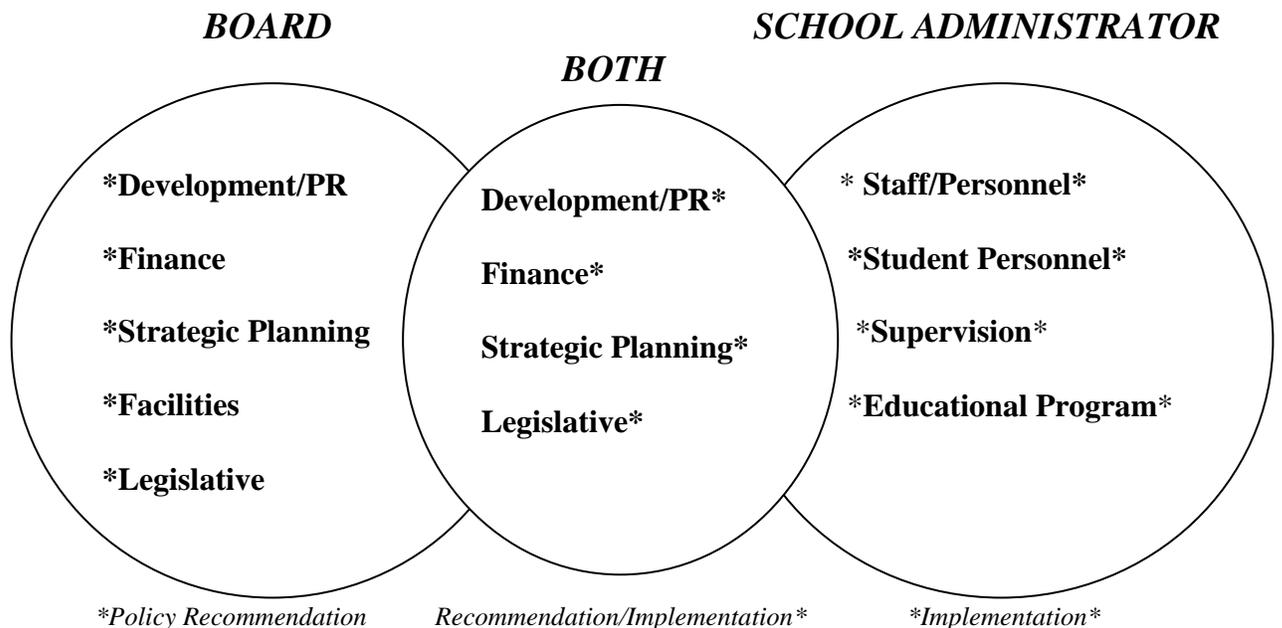
*Strictly confidential matters will be discussed in executive session, which may be called by the chair, or by any board member, or by the Principal. This will include, but not be limited to, personnel issues, legal matters, and financial issues. The content, the discussion, and the decisions reached will not be shared with non-board members except as designated by the board.*

*All board members (voting and non-voting, including liaisons) are bound to maintain confidentiality with respect to information obtained in their role as board members (including verbal presentations, written materials, discussions and deliberations). Failure to keep confidentiality will result in removal of a member from the Board.*

*The Board may authorize or direct liaisons to share certain information with their constituencies as appropriate to facilitate communication with members of the school or parish community; liaisons should not assume, however, that their role automatically allows them to share information without board authorization. If confidentiality is breached, the liaisons will be removed from the board by the Principal or Pastor.*

## **POLICY RECOMMENDATION/IMPLEMENTATION**

*A policy is a general guide to action. The dictionary defines it as a "guide for discretionary action." In other words, a policy is a broad and general direction.*



## ***Strategic Planning Process***

- 1. Clarify the vision for Catholic Schools and the school's mission statement for all members of the school community.***
- 2. Assess the school as to: Its history as well as current status in the following areas:***

***Enrollment/Marketing  
Curriculum Enrichment  
Staffing  
Finances  
Facilities  
Development/ Board  
Catholic Identity***

- 3. Hold "Vision" Sessions for students, faculty and parents. School Administrator and Board should present the current picture in all areas studied to these groups.***

***A. Groups should have the data gathered in #2 explained to them. Within groups of eight, each group should personally reflect on the information and complete the following:***

- 1. What do you want to see in the future for this school?***
- 2. What gifts could you share with the school to help achieve some of these dreams?***

***B. After the group completes these two questions, the leader asks the group to share responses to #1. Leader of each group should facilitate everyone's participation. (All are recorded on newsprint.)***

***C. After responses are recorded, group is asked to prioritize the visions. Process should take 30 to 45 minutes.***

***D. Group leaders post newsprint and report to large group.***

***E. Group leader collects from each person the individual sheets for use by the Board.***

- 4. Analyze the data and collate all "visions".***

- 5. Make assumptions about future.***

- A. Economic***
- B. Financial***
- C. Program***
- D. General***

6. *Determine the priority issues for planning for the future growth of the school.*
7. *Formulate recommendations, develop action steps, and define who is responsible for each action.*
8. *Consult the immediate community and ask for input on Board plan.*
9. *Publish preliminary report for input.*
10. *Begin implementation of recommendations. Utilize the gifts each one in the community has to offer.*
11. *Monitor progress quarterly throughout the year.*
12. *Evaluate success at end of each year.*
  - *Publish an annual report for the community.*
13. *Update plan annually with the community providing input.*
  - *New assumptions might be offered.*
  - *New recommendations and action steps defined.*

**Analysis of Issues and Concerns (Sample Format)**

*Directions: For each area below, please list the three most important needs to be addressed at the planning retreat.*

**ENROLLMENT/MARKETING:** *The three most important issues are:*

- 1.
- 2.
- 3.

**STAFFING:** *The three most important issues are:*

- 1.
- 2.
- 3.

**CURRICULUM ENRICHMENT:** *The three most important issues are:*

- 1.
- 2.
- 3.

**FACILITIES:**      *The three most important issues are:*

- 1.
- 2.
- 3.

**FINANCES:**      *The three most important issues are:*

- 1.
- 2.
- 3.

**DEVELOPMENT:** *The three most important issues are:*

- 1.
- 2.
- 3.

**CATHOLIC IDENTITY:**      *The three most important issues are:*

- 1.
- 2.
- 3.

**SAMPLE**

**AREA OF CONCERN:**      *Development*

<i>Recommendations</i>	<i>Action Steps/Timeline</i>	<i>Responsible Individual/ Group</i>
<i>1. Create a recruitment plan to expand student enrollment</i>	<i>1a. Survey all students, parents and community members to elicit ideas on marketing the school more effectively. 1b. Develop a data file of solicited ideas. 1c. Develop plan for expanding student population. 1d. Evaluate plan every six months.</i>	<i>1a. School Board  1b. School Board  1c. School Board/ School Administrator  1d. School Board / School Administrator</i>

**GEOGRAPHICAL DATA**

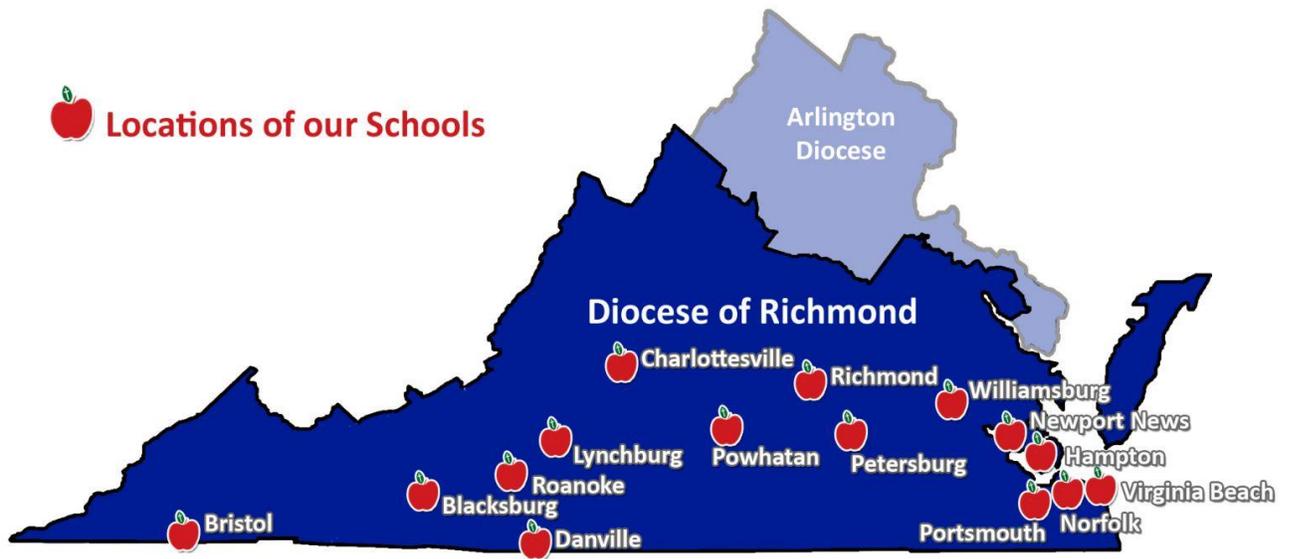
*Size of Diocese - - - - -36,000 Square Miles.*

*Population- - - - -5,016,220 People*

*4.7 % Catholic (percentage varies according to areas)*

*Schools- - - - - 29 Schools*

*Twenty-sixth largest school district in the state*



## *Schools in the Diocese of Richmond*

### *Regional Schools*

*All Saints Catholic School – Richmond*  
*Bishop Sullivan Catholic High School – Virginia Beach*  
*Blessed Sacrament/Huguenot – Powhatan*  
*Charlottesville Catholic School – Charlottesville*  
*Holy Cross Regional School – Lynchburg*  
*Peninsula Catholic High School – Newport News*  
*Portsmouth Catholic Regional School - Portsmouth*  
*Roanoke Catholic School – Roanoke*  
*Saint Edward Epiphany School – Chesterfield*  
*Saint Mary Star of the Sea - Hampton*

### *Parish Schools*

*Christ the King School – Norfolk*  
*Our Lady of Lourdes School – Henrico County*  
*Our Lady of Mount Carmel – Newport News*  
*Sacred Heart School – Danville*  
*Saint Anne School – Bristol*  
*Saint Benedict School – Richmond*  
*Saint Bridget School – Richmond*  
*Saint Gregory the Great School – Virginia Beach*  
*Saint John the Apostle School – Virginia Beach*  
*Saint Joseph School - Petersburg*  
*Saint Mary Catholic School – Henrico County*  
*Saint Matthew School – Virginia Beach*  
*Saint Pius X School– Norfolk*  
*Star of the Sea School – Virginia Beach*

### *Private Schools*

*Benedictine High School – Richmond*  
*Saint Gertrude High School - Richmond*  
*Saint John Neumann Academy - Blacksburg*  
*Saint Patrick - Norfolk*  
*Walsingham Academy – Williamsburg*

# **REGIONAL SCHOOL ADVISORY BOARD BY-LAWS**

## **ARTICLE – NAME**

*The name of this organization shall be (Name of School) Advisory Board (“the Board”).*

## **ARTICLE II – PURPOSE AND FUNCTION**

Section 1. *The purpose of the Board is to recommend policies consistent with Diocesan and state guidelines and directives for the operation of (Name of School) (“School”) so that the largest number of students may be effectively educated in a Catholic environment and encouraged to make a deep personal commitment to Jesus Christ and the church.*

Section 2. *The primary function of the Board is to develop and recommend to the School Administrator policies in the areas of finances, development, strategic planning, facilities and legislation that will ensure the successful operation of the School.*

Section 3. *Certain powers are reserved to the Bishop of Richmond. Only he shall have the power to:*

- A. Change the philosophy, objectives or purpose of the School or its technical and religious standards*
- B. Amend the By-Laws of the Board.*
- C. Dissolve or liquidate the School.*
- D. Approve appointments to the Board.*
- E. Approve a merger or consolidation of the School*
- F. Approve the creation of any subsidiary organization or the affiliation of the School with any other entity for the purpose of the joint conduct of business or other programs, whether in the forms of participation in a corporation, partnership, joint venture, co-tenancy, or any form of ownership or control.*
- G. Approve the conveyance of, or the granting of, mortgages, deeds of trust, or the creation of other liens on, any real property assets of the School.*
- H. Approve the conveyance of any other assets of the School or the incurring of any indebtedness or series of indebtedness, or the guaranteeing of any indebtedness or series of indebtedness.*

Section 4 *Board members shall be appointed by and serve at the pleasure of Superintendent and School Administrator.*

Section 5 *The Board, in consultation with the Superintendent, shall assist in a search at such time as a vacancy in the lead School Administrator position occurs.*

Section 6. *If a conflict arises between the Board and the School administration, the matter shall be referred to the Superintendent for final resolution.*

Section 7. *All actions of the Board shall become effective when the Superintendent and School Administrator have signed the minutes of the respective meeting and those minutes are approved by the Board.*

### **ARTICLE III – MEMBERSHIP**

Section 1. *The membership of the Board shall consist of members appointed by the Superintendent/School Administrator. The School Administrator shall serve as an ex-officio member. The Board serves in an advisory relationship to the Superintendent and School Administrator.*

Section 2. *The regular term of membership is three years, with an option of one additional year at a member's request. Members cannot succeed themselves. The terms shall be staggered to provide continuity of the Board.*

Section 3. *Employees and family members of employees may not serve as members.*

### **ARTICLE IV – OFFICERS AND RESPONSIBILITIES**

Section 1. *The officers of the Board shall be Chairperson, Vice-Chairperson and Secretary. The officers shall be elected by the Board and their term of office shall be one year. No person shall serve more than two consecutive terms in the same office without the approval of the School Administrator and the Superintendent.*

Section 2. *The responsibilities of the officers:*

- A. Chairperson: shall preside at Board meetings, Executive Committee meetings, and perform other duties usually associated with the office.*
- B. Vice-Chairperson: shall preside and act, as Chairperson in the absence of the Chairperson, be a member of the Executive Committee, and act as parliamentarian at Board meetings.*
- C. Secretary: shall be responsible for keeping Board minutes and submitting them to the Chairperson, School Administrator, and the Superintendent.*

Section 3. *If the office of the Chairperson becomes vacant before an appointed term has expired, the Vice-Chairperson shall serve as Chairperson for the remainder of the term. If the office of the Vice-Chairperson becomes vacant before expiration of an appointed term, a new Vice-Chairperson shall be appointed immediately by the Chairperson to serve the remainder of the term.*

### **ARTICLE V – MEETINGS**

Section 1. *The Board shall meet a minimum of six times a year. Special meetings may be called at the request of the Chairperson, Superintendent, or School Administrator.*

Section 2. A written agenda, committee reports, monthly financial statement, School Administrator's report, and a copy of the minutes of the previous Board meeting will be made available to all Board members at least one week prior to each regularly scheduled Board meeting.

Section 3. A quorum shall be established when a simple majority of members is present for a regular or special meeting. The action of a majority of voting members taken at a meeting at which a quorum is present shall constitute action of the Board.

Section 4. The rules of parliamentary procedure as contained in Robert's Rules of Order shall govern meetings of the Board except as otherwise provided in the By-Laws.

## **ARTICLE VI – COMMITTEES**

Section 1. Standing Committees of the Board are:

- A. Executive Committee
- B. Development
- C. Finance
- D. Strategic Planning
- E. Facilities
- F. Legislative

Section 2. The Executive Committee will consist of the Chairperson of the Board, Vice-Chairperson, Finance Chairperson, and the School Administrator. The School Administrator is an ex-officio member.

Section 3. Members of the Standing Committees shall be appointed by the Board. Members of the committees need not be members of the Board. However, the Chairperson of each individual Standing Committee must be a Board Member.

Section 4. Ad Hoc committees shall be appointed by the Chairperson of the Board. These committees shall be dissolved upon completion of their assignment.

Section 5. The duties and responsibilities of both Standing and Ad Hoc committees shall be determined by the Board.

## **ARTICLE VII – AMENDMENTS**

These By-Laws and all subsequent amendments shall be effective upon recommendation of a simple majority of the voting members of the Board at a meeting in which a quorum is present and upon the approval of the Superintendent. No amendments may encroach on the Bishop's Article II, Section 3 powers.

# **PARISH SCHOOL ADVISORY BOARD BY-LAWS**

## **ARTICLE – NAME**

*The name of this organization shall be (Name of School)Advisory Board (“the Board”).*

## **ARTICLE II – PURPOSE AND FUNCTION**

Section 1. *The purpose of the Board is to recommend policies consistent with Diocesan and state guidelines and directives for the operation of (“School”) so that the largest number of students may be effectively educated in a Catholic environment and encouraged to make a deep personal commitment to Jesus Christ and the church.*

Section 2. *The primary function of the Board is to develop and recommend to the School Administrator policies in the areas of, development, finance, strategic planning, facilities, and legislation that will ensure the successful operation of the School.*

Section 3. *Certain powers are reserved to the Bishop of Richmond. Only he shall have the power to:*

- A. Change the philosophy, objectives or purpose of the School or its technical and religious standards*
- B Amend the By-Laws of the Board.*
- C Dissolve or liquidate the School.*
- D Approve appointments to the Board.*
- E Approve a merger or consolidation of the School*
- F Approve the creation of any subsidiary organization or the affiliation of the School with any other entity for the purpose of the joint conduct of business or other programs, whether in the forms of participation in a corporation, partnership, joint venture, co-tenancy, or any form of ownership or control.*
- G Approve the conveyance of, or the granting of, mortgages, deeds of trust, or the creation of other liens on, any real property assets of the School.*
- H Approve the conveyance of any other assets of the School or the incurring of any indebtedness or series of indebtedness or the guaranteeing of any indebtedness or series of indebtedness.*

Section 4. *Board members shall be appointed by and serve at the pleasure of the Pastor.*

Section 5. *The Board, in consultation with the Pastor and the Superintendent, shall assist in a search at such time as a vacancy in the lead School Administrator position occurs.*

Section 6. *If a conflict arises between the Board and the School administration, the matter shall be referred to the Pastor for final resolution.*

Section 7. All actions of the Board shall become effective when the Pastor has signed the minutes of the respective meeting and those minutes are approved by the Board.

### **ARTICLE III – MEMBERSHIP**

Section 1. The membership of the Board shall consist of members appointed by the Pastor. The School Administrator shall serve as an ex-officio member. The Board serves in an advisory relationship to the Principal and Pastor.

Section 2. The regular term of membership is three years, with an option of one additional year at a member's request. Members cannot succeed themselves. The terms shall be staggered to provide continuity of the Board.

Section 3. Employees and family members of employees may not serve as members.

### **ARTICLE IV – OFFICERS AND RESPONSIBILITIES**

Section 1. The officers of the Board shall be Chairperson, Vice-Chairperson and Secretary. The officers shall be elected by the Board and their term of office shall be one year. No person shall serve more than two consecutive terms in the same office without the approval of the School Administrator and the Superintendent.

Section 2. The responsibilities of the officers:

- A. Chairperson: shall preside at Board meetings, Executive Committee meetings, and perform other duties usually associated with the office.
- B. Vice-Chairperson: shall preside and act as Chairperson in the absence of the Chairperson, be a member of the Executive Committee, and act as parliamentarian at Board meetings.
- C. Secretary: shall be responsible for keeping Board minutes and submitting them to the Pastor, School Administrator, and Superintendent.

Section 3. If the office of the Chairperson becomes vacant before an appointed term has expired, the Vice-Chairperson shall serve as Chairperson for the remainder of the term. If the office of the Vice-Chairperson becomes vacant before expiration of an appointed term, a new Vice-Chairperson shall be appointed immediately by the Chairperson to serve the remainder of the term.

### **ARTICLE V – MEETINGS**

Section 1. The Board shall meet a minimum of six times a year. Special meetings may be called at the request of the Chairperson, Pastor, or School Administrator.

Section 2. A written agenda, committee reports, monthly financial statement, School Administrator's report, and a copy of the minutes of the previous Board meeting will be made available to all Board members at least one week prior to each regularly scheduled Board meeting.

Section 3. A quorum shall be established when a simple majority of members is present for a regular or special meeting. The action of a majority of voting members taken at a meeting at which a quorum is present shall constitute action of the Board.

Section 4. The rules of parliamentary procedure as contained in Robert's Rules of Order shall govern meetings of the Board except as otherwise provided in the By-Laws.

## **ARTICLE VI – COMMITTEES**

Section 1. Standing Committees of the Board are:

- A. Executive Committee
- B. Development
- C. Finance
- D. Strategic Planning
- E. Facilities
- F. Legislative

Section 2. The Executive Committee will consist of the Chairperson of the Board, Vice-Chairperson, Finance Chairperson, and the School Administrator. The School Administrator is an ex-officio member.

Section 3. Members of the Standing Committees shall be appointed by the Board. Members of the committees need not be members of the Board. However, the Chairperson of each individual Standing Committee must be a Board Member.

Section 4. Ad Hoc committees shall be appointed by the Chairperson of the Board. These committees shall be dissolved upon completion of their assignment.

Section 5. The duties and responsibilities of both Standing and Ad Hoc committees shall be determined by the Board.

## **ARTICLE VII – AMENDMENTS**

These By-Laws and all subsequent amendments shall be effective upon recommendation of a simple majority of the voting members of the Board at a meeting in which a quorum is present and upon the approval of the Pastor. No amendments may encroach on the Bishop's Article II, Section 3 powers.

## **SCHOOL PARENT/TEACHER ORGANIZATION**

### **ARTICLE I - NAME**

*The name of this organization shall be ("School") Parent/Teacher Organization.*

### **ARTICLE II – PURPOSE AND FUNCTION**

Section 1. *The purpose of the PTO Board is to recommend programs consistent with Diocesan and state guidelines that contribute to the fulfillment of the purpose of the organization and commitment to Jesus Christ and the Church. The Diocesan School Policies must be followed in developing the work of the organization.*

Section 2. *The primary function of the PTO is:*

- A. Support and promote quality Catholic education;*
- B. Encourage Catholic standards of family life;*
- C. Share with teachers the values that parents are attempting to develop with their children at home; and*
- D. Provide a means by which parents may raise funds to help benefit the school. Expenditures of funds raised in the name of the school must meet with the approval of the School Administrator.*

Section 3. *PTO Board shall be nominated by a nominating committee approved by the School Administrator and affirmed by the membership.*

***The proposed slate of officers shall be approved by the organization at the last meeting of the year.***

Section 4. *If a conflict arises between the PTO Board and the School administration, the matter shall be referred to the Superintendent or Pastor for final resolution. The policies of the Diocese provide the parameters for resolution.*

Section 5. *All actions of the Board shall become effective when the School Administrator has signed the minutes of the respective meeting.*

Section 6. *The School Administrator shall approve all written communications of the organization.*

### **ARTICLE III – MEMBERSHIP**

Section 1. *The active membership of the organization shall consist of all parents and guardians of students attending School. By contractual agreement, teachers are organization members. The PTO Board shall consist of the approved slate of officers.*

Section 2. *The regular term of membership is two years. The terms shall be staggered to provide continuity of the PTO Board.*

## **ARTICLE IV – OFFICERS AND RESPONSIBILITIES**

Section 1. *The officers of the Board shall be President, Vice President, Secretary and Treasurer. The term of office shall be two years. No person shall serve more than two consecutive terms in the same office.*

Section 2. *The responsibilities of the officers are:*

- A. President: shall preside at PTO Board meetings and perform other duties usually associated with the office. The President shall appoint members to the sub-committees.*
- B. Vice-President: shall preside and act as President in the absence of the President.*
- C. Secretary: shall be responsible for keeping minutes and submitting them to the Principal.*
- D. Treasurer: shall establish a budget and consult with the bookkeeper on the working of fiscal management. All funds of the PTO are reported on the monthly financial report and held in the school account.*

Section 3. *A PTO representative is a member of the local school board. The representative acts as a liaison to ensure that PTO goals are established with the goals of the Board.*

Section 4. *If the office of the President becomes vacant before an appointed term has expired, the Vice-President shall serve as President for the remainder of the term. If the office of the Vice-President becomes vacant before expiration of an appointed term, a new Vice-President shall be appointed immediately by the President with the approval of the School Administrator.*

## **ARTICLE V – MEETINGS**

Section 1. *The PTO Board shall meet a minimum of six times a year. Special meetings may be called at the request of the President and School Administrator. The organization shall meet a minimum of four times a year.*

Section 2. *A written agenda, committee reports, monthly financial statement, and a copy of the minutes of the previous Board meeting will be made available to all Board members at least one week prior to each regularly scheduled Board meeting.*

Section 3. *A quorum shall be established when a simple majority of members is present for a regular or general meeting.*

Section 4. *The PTO Board shall decide on the procedures for the orderly running of a board or general meeting.*

## **ARTICLE VI – COMMITTEES**

Section 1. *Standing Committees of the Board are:*

- A. Adult Education Committee*
- B. Fund Raising Committee*
- C. Public Relations (This committee will support programs of the organization.)*

Section 2. *Members of the Committees shall be appointed by the PTO Board. Members of the committees need not be members of the Board. However, the chairperson of each individual Standing Committee must be a Board Member.*

Section 3. *Ad Hoc committees shall be appointed by the President of the Board. These committees shall be dissolved upon completion of their assignment. The assignment should meet the goals of the organization.*

Section 4. *The duties and responsibilities of both Standing and Ad Hoc committees shall be determined by the PTO Board and the School Administrator.*

## **ARTICLE VII – AMENDMENTS**

*These by-laws and all subsequent amendments shall be effective upon recommendation of a simple majority of the voting members of the PTO Board at a meeting in which a quorum is present and with the approval of the School Administrator.*