

PURPOSE OF THE SCHOOL BOARD

The school board is responsible for:

- Modeling faith community in a spirit of cooperation with the pastor and principal
- Adhering to Archdiocesan policy and assisting to develop policies that enable the school to fulfill its mission
- Participating in the monitoring and evaluation of the board goals, constitution and bylaws
- Evaluating the board's effectiveness, productivity and internal operations
- Participating in the development of and monitoring the implementation of the recommended Improvement Process
- Participating in ongoing board in-service provided at the Archdiocesan and local level
- Approving the annual budget and determining sources of fundraising to support the budget
- Acting as the public relations arm of the school and its programs and participating in the recruitment of new students and program participants

DELIMITATION

The school board is NOT responsible for:

- Acting as a grievance committee or conciliators for any group or party
- Hiring, evaluating or terminating faculty and staff; nor do they advise principals of their responsibility in personnel matters
- Administering the school or advising the principal on how to administer the school
- Implementing school policies and procedures

CODE OF ETHICS

Members, by accepting the position to serve on the board, ascribe to this code of ethics. Members are working together to promote the mission and purpose of Catholic education

- **Conflict of interest:** Avoid situations that present actual, perceived or potential conflict between their interest and the interest of the school
- **Confidentiality:** Members are responsible to keep matters discussed in executive/closed sessions in confidence. Official information/business discussed in such sessions cannot be shared with non-board members, even with one's spouse
- **Objectivity:** Since total objectivity is impossible for anyone to achieve, members are asked to identify and manage their own personal biases. It is important that members see situations from multiple points of view rather than solely from their own perceptions, assumptions and feelings
- **Justice and Fairness:** Decisions made by the advisory board and approved by the pastor should be the result of honest and open discussion by all members: pastor principal and parent/parishioner. Consideration of the good of the total parish/school community should be integral to the decision-making process. Every member shall uphold decisions. When decisions will affect various constituencies, those constituencies should be informed at the same time through an agreed upon vehicle of communication

- **Maintenance of Unity:** In achieving its objectives within the faith community of the parish/school, the advisory board is to do all it can to avoid creating factions, sides or other divisive groupings in the parish and school community. Members should function within the framework of the total leadership of the parish and strive to cooperate with other leadership groups in the local faith community

COMMITTEES OF THE SCHOOL BOARD

Committees provide and organize needed information so that the board can take action on a particular issue. Committees do the “*work of the board*” and report progress at the monthly meetings. The meetings provide an opportunity to discuss topics, receive information, give input, and make decisions. Each board member is expected to chair one committee and serve on at least one other committee if possible.

- Standing Committees permanently exist to carry on the ongoing responsibilities of the board:
 - **Executive Committee** – board President and principal meet to plan the meeting agendas and other information to be distributed to the members for the upcoming meetings; board Vice-president performs duties of president in their absence; board Secretary keeps and publishes meeting minutes and other correspondence
 - **Policy/Constitution Committee** – writes, revises or updates the Constitution, Bylaws and Policies
 - **Public Relations/Marketing Committee** – implements the plan for marketing the school to the parish and local community and assists in the recruitment of students; coordinates the annual open forum / Town Hall meeting
 - **Election/Membership Committee** – develops and implements election procedures to fill board vacancies, announces election timelines, seeks nominees and conducts election; reviews and evaluates election procedures
 - **Finance Committee** – reviews principal's budget proposal, reviews current tuition structure and other sources of funding and recommends rate adjustments to support the budget, and investigates additional/alternative sources of funding
 - **Strategic Planning Committee** – reviews long-range planning goals and their relevance with Archdiocesan short/long range planning development
- Ad Hoc Committees are formed to meet a specific objective at a given time