

**St. Elizabeth Ann Seton Catholic School  
Palm Coast, Florida  
Bylaws of School Board**

**Introduction and Rationale:**

The Catholic school is an expression of the education mission of the Parish with which it is associated and of the Diocese. Therefore, the Pastor is responsible to the Bishop for the administration of the total Parish, including the Parish School. The Principal functions as the chief administrator of the school and is a member of the Parish staff. Regular and open communication between the Pastor and the Principal is essential.

Just as the Parish Council serves with the Pastor on behalf of the total Parish community, so the School Board serves with the Principal for the good of the School community. Today's Catholic school principal needs assistance from a group of people who are committed to the Catholic school and are willing to work for the good of the School and Parish.

**ARTICLE I**

**Name of the Organization:**

“St. Elizabeth Ann Seton Catholic School Board” (also, referred to as the School Board)

**ARTICLE II**

**Purposes and Function:**

The School Board is established by the Pastor, in accord with Diocesan policy, to assist him and the Principal in the governance of the Parish School. This assistance will be both advisory and consultant in nature.

When the board meets as Pastor, Principal and members and it agrees on a policy matter, the policy becomes effective. The School Board is advisory in the following sense: the members cannot act apart from the Pastor and Principal and cannot make decisions binding on the Parish school without the approval of the Pastor and Principal.

Consultation (cf. Canons 495-501) also means that decisions will not be made in major matters until the School Board has been consulted. The areas in which the Board has responsibility and will be consulted are:

- A. Long and Short Range Planning
- B. Student Recruitment Planning
- C. Policy Development and Formation
- D. Financing (including budgeting and policies for financial management)
- E. Public and School Relations
- F. Selection of the Principal
- G. Evaluation of the Effectiveness of the Functions of the Board
- H. Development of Educational Policies
- I. Planning, Operation and Maintenance of Facilities and Equipment
- J. Planning and Building of Educational Facilities

### **ARTICLE III**

#### **Relationships with Other Groups:**

A. Parish Council:

The School Board and the Parish Council are both advisory to the Pastor. Therefore, it is essential that good communication exists between the groups. The relationship which exists is one of information sharing and common planning for the benefit of the total Parish community.

B. Parish Finance Committee:

The Finance Committee of the School Board and the Parish Finance Committee meet to plan the financial contribution from the Parish to the School. The Parish contribution to the School is part of the total Parish budget which is approved according to the practice of the Parish. The School Board Finance Committee is required to submit all finance records on a regular basis to the Parish Council. (This is required by the Diocese Parish Finance Council Policy.)

C. Parent Teacher Organization (PTO):

When a formal Parent Teacher Organization or an organization formed for similar reasons exists, the President or a representative will be an ex-officio member of the School Board.

D. Diocese:

The relationship between the Parish, School Board and the Diocese Advisory Board of Education provides the opportunity for training, education and communications with other School Boards in the Diocese.

## ARTICLE IV

### **Membership:**

- A. The membership of the St. Elizabeth Ann Seton School Board will consist of the Pastor, Principal, Assistant Principal and seven to eleven members. Members are appointed for a three-year term which begins in May. Terms of membership should be staggered. Normally, appointed members would serve three year terms. However, longer terms may be served with the approval of the Pastor and the Principal.
- B. The Pastor is appointed by the Bishop, and is responsible for the operation of the Parish and fully accountable for its' functioning. He relies on the lay membership for advice in the Parish School's concern. He is an ex-officio member of the School Board.
- C. The School Principal is the primary professional advisor to the School Board, recommending appropriate policies for implementation and executing all policies adopted by the School Board. The School Board looks to the Principal to communicate the educational programs of the school, interpret the needs of the school, and offer professional recommendation to any and all issues of concern. The Principal is expected to develop and operate a public relations program through Diocesan and Parish participation. The Principal is responsible for the development of the annual budget, recommend the purchase of new equipment, resources and supplies and take great care in hiring staff members. The School Principal and Assistant Principal are ex-officio members of the School Board.
- D. The Board Members are to assist the Principal with advice and counsel from their judgment, business experience and familiarity with Catholic schools and the local community. Acting in an advisory capacity, members understand the School Principal will carry out all executive functions with authority commensurate with these responsibilities.
- E. Other ex-officio members may include:
  - a. President or representative of a PTO (or similar organization)
  - b. Invited guest speakers with approval of the Pastor and Principal.
  - c. Members of the School Staff with approval of the Pastor and Principal
  - d. Parents of existing students with approval of the Pastor and Principal

## **ARTICLE V**

### **Nominations:**

A nomination committee consisting of the Pastor, the Principal, and other appointed members shall seek out and prepare a slate of prospective board member nominees who meet the following criteria:

- A. Have interest in and commitment to Catholic education and to the school's philosophy and mission.
- B. Are available to attend meetings and periodic in-service programs and to participate in committee work.
- C. Maintain high levels of integrity and confidentiality.
- D. Deal with situations as they relate to the good of the entire school community.
- E. Be credible witnesses of the Catholic faith (or to one's own religion) to the school community and beyond.

The nominating committee should prepare a list of possible appointees according to the stated criteria and specific needs of the board. Appointments by the Pastor should be made in consultation with the Principal by March 1.

Board members are expected to attend Diocesan in service training for boards.

Members who miss three board meetings in a twelve month period and are unexcused may lose membership by action of the board. The following procedure will apply:

- A. The member will be notified by the Chairperson or Principal.
- B. The member shall be given opportunity to respond.
- C. The School Board may act or not act as the case may indicate.
- D. The Chairperson, after consultation with the Pastor and Principal shall appoint a replacement for the remainder of the school year.

## **ARTICLE VI**

### **Officers:**

In May or June, officers are elected by the School Board and serve one-year renewable terms.

- A. The officers of the School Board shall be as follows:
  - a. Chairperson
  - b. Vice Chairperson
  - c. Secretary

- B. The Chairperson shall:
  - a. Preside at all meetings of the school board
  - b. Conduct internal elections
  - c. Call all regular and special meetings
  - d. Determine agenda in conjunction with the Principal
  - e. Recommend committees to the Board
  - f. Appoint committee members
  - g. Assist in preparing the budget
  - h. Direct the functions and goals of the school board
  - i. Enforce the by-laws and perform any and all duties
  
- C. The Vice Chairperson shall act in the absence of the chairperson
  
- D. The Secretary shall:
  - a. Record and maintain minutes of all regular and special meetings
  - b. Be the custodian of the by-laws
  - c. Present the minutes and other material as required at the meetings
  - d. Answer correspondence
  - e. Perform all duties incident to the office of Secretary.

## **ARTICLE VII**

### **Meetings:**

The full board meets at least six times a year. For the purpose of transacting official business, it shall be necessary that a majority of the total members be present and voting. Standing committees meet as needed. Special board meetings can be called by the Principal and Chairperson. If board meetings are attended by non-members, the School Board will go into executive session when ever the issues involve personnel or other confidential matters. A simple majority of members present and voting shall carry the motion.

## **ARTICLE VIII**

### **Possible Standing Committees:**

- A. Executive Committee – the members of the Executive Committee are the Pastor, Principal, and Chairperson of the Board. The Executive Committee should meet regularly to plan the agenda for the regular board meetings. The agenda and written committee reports should be available to monitor the budget and current financial reports to the full board.

- B. Building and Grounds Committee – the function of this committee is to assist in developing and monitoring a maintenance and improvement plan for the building and grounds. A board member shall chair this committee. Additional members may be of other board members and/or non-board members.
  
- C. Development and Public Relations Committee – the function of this committee is to plan the overall development of the school:
  - a. Mission statement
  - b. Marketing
  - c. Fundraising
  - d. Public relationsA board member shall chair this committee. It may consist of other board members and/or non-board members.
  
- D. Finance Committee – This committee will:
  - a. Prepare and present the budget
  - b. Allocate financial aid
  - c. Perform other duties related to financeA board member shall chair this committee. It may consist of other board members and/ or non-board members.
  
- E. Nominations Committee – The function of the committee is to solicit nominees for the School Board. These names are then submitted to the Pastor for consideration. A board member whose term is not expiring will chair this committee. It shall consist of other board members and /or non-board members.

## **ARTICLE IX**

### **Amendments:**

- A. These By-Laws may be amended by a vote of two-thirds of the members present at a regular meeting.
  
- B. The Amendment must have been presented in writing to the Board at the proceeding regular meeting. Copies are to be sent to members not present.
  
- C. Once an amendment is approved by the Board, it must then be approved by the Pastor and Principal to become effective.

## ARTICLE X

### Rules of Order:

Ordinarily, decisions regarding policy matters and other major issues are not made at the “first reading”: which is for information and clarification. The “second reading” of the policy occurs after additional consultation and clarification. At that time, the Board begins its decision-making process. In order to make the best decisions, the consensus method of decision-making should be used. When the Board is unable to reach a consensus, a vote should be taken and the minutes should reflect the different positions and appropriate reasons. *Robert’s Rules of Order*, revised, should be used.

In those matters in which the Board has jurisdiction, the vote of the majority carries and the decision should be implemented. In those matters in which the Pastor has reserved for his decision, the Board should present its recommendations and rationale. These decisions should be implemented when the Pastor renders a decision in writing.

ADOPTED DATE: \_October 23, 2008\_

### SIGNATURES:

\_\_\_/s/ Ken Davidson\_\_\_

Chairperson

\_\_\_/s/ Kathleen Falk\_\_\_

Principal

\_\_\_/s/ Father Jim May\_\_\_

Pastor

By-Laws were signed by the above on October 23, 2008.