



CONSTITUTION AND BY-LAWS FOR THE CHURCH OF ST. MICHAEL CATHOLIC SCHOOL ADVISORY BOARD

ARTICLE I

TITLE

The name of this body shall be “Church of St. Michael Catholic School Advisory Board”

ARTICLE II

PURPOSE AND FUNCTION

Section 1. Definition and Purpose. This School Advisory Board is established by the Church of St. Michael to assist the principal and administration in the governance of the school, subject to such regulations that proceed from the Archdiocesan Board of Education. The Board is consultative in the following sense: the members cannot act apart from the pastor, The Parish Council and principal, and cannot make decisions binding for the parish school without approval of the pastor, Parish Council and principal. Consultation also means decisions will not be made in major matters until and unless the School Advisory Board has been consulted.

This School Advisory Board shall see as its purpose, the fostering of faith development and building up of the Catholic-Christian community of St. Michael Catholic School.

Section 2. Functions of the School Advisory Board: The areas in which the Board has responsibility and will be consulted are:

- A. Planning: e.g. Initiating studies for evaluating utilization of space.
- B. Policy development and formulation and periodic evaluation of local policies as well as the implementation of diocesan policies.
- C. Yearly review of the St. Michael Mission Statement and Constitution and By-Laws of the School Advisory Board.

- D. Being responsible for the approval of the annual budget and for securing adherence to the budget.
- E. Being responsible for such fiscal matters as establishment of teacher salaries, tuition and budget in collaboration with St. Michael Parish Council and Finance Committee.
- F. Public relations; acting as liaison and good-will ambassador between school and community, seeking better understanding and wider support of Catholic Education.
- G. Selection of principal as outlined by the Archdiocesan policy and guidelines.
- H. Evaluation of the principal as outlined by Archdiocesan guidelines. The pastor and Board members work in the evaluation process.
- I. Retaining personnel according to defined policy.
- J. Appointing sub-committees, which will best serve the needs of St. Michael Catholic School.

ARTICLE III

MEMBERSHIP

Section 1. Members:

- A. Members of St. Michael Catholic School Advisory Board shall be the pastor, principal, assistant principal, and nine (9) members. Two members may be from the Parish at large. Two members may be appointed by the Board and one appointed by the Parish Council as its liaison. Remaining membership will be chosen through a process of spiritual discernment.
- B. The recording secretary shall be a volunteer position appointed by the school administrator to record minutes.

Section 2. Each member shall serve a term of three (3) years.

Section 3. Membership:

- A. Eligibility: The discernment committee seeks and prepares a slate of prospective Board member candidates who meet the following criteria:

- Any member of the parish who is 18 years or older or who is a parent of a child attending St. Michael Catholic School.
- Willingness to work effectively with others in achieving consensus.
- Genuine interest in Catholic education/schools
- Willingness and ability to make necessary and substantial time commitment for thought and study as well as for meetings and related Board activities, including development.
- Willingness to maintain high levels of integrity and confidentiality.
- Willingness to attend periodic in-service programs.
- Willingness to support school/diocesan philosophy and mission.

- Possessing a sense of future vision for the school.
- Being a credible witness of the Catholic faith to the school and beyond (in the case of those who are not Roman Catholic, the presumption is that the person is not opposed to the tenets of the Catholic faith).

B. Ineligibility: Those who are not eligible for Board membership are paid employees of the school or parish (except pastor, principal and assistant principal), or parents and spouses of employees.

C. Discernment Committee: The Board will appoint an Election committee to:

- Publish the “eligibility requirements” for School Board members
- Prepare candidate information packets (which include: membership qualifications and a request for a Biographical Sketch, Statement of Candidacy and a photograph) and give to interested parties
- Identify potential members
- Present a slate of candidates for discernment

DISCERNMENT

- 1) Formation of the total Parish
 - a) The whole parish is encouraged to pray and prepare for the calling forth of leadership.
 - b) Nominations should come from the parish at large and from standing committees.
- 2) Orientation of Nominees
 - a) All nominees are contacted by the nominating committee to determine their willingness to serve. A packet of information about the St. Michael Catholic School Advisory Board is given to each nominee.
 - b) The parish continues to pray for those who accept nomination.
- 3) The Actual Discernment Process
 - a) A meeting is held with the nominees for scripture reading and reflection; sharing the needs of the community and responsibilities of leadership as a School Advisory Board member.
 - b) Prayer to the Holy Spirit for the gifts needed to lead.
 - c) Calling upon guidance from the Holy Spirit, new members are selected at a school Mass in May.
- 4) Affirmation and Closure
 - a) Celebration of new members and thanking the candidates for willingness to offer their services.

All new members are expected to attend the School Advisory Board meeting in June for orientation purposes prior to beginning their term on August 1.

Terms shall expire June 30 each year.

Members who miss two consecutive Board meetings and are unexcused will lose membership. The Board may appoint someone to complete the term of a member. The School Advisory Board should participate in a public commissioning service in September.

ARTICLE IV

OFFICERS

- Section 1.** The officers of the Board shall consist of the Chairperson, Chairperson-elect, and acting secretary, all of whom shall be elected annually by the Board membership at the regular meeting in June.
- Section 2.** All members of the Board are eligible for any office.
- Section 3.** The duties of the officers shall be as follows:
- a. The Chairperson shall preside at all regular and special meetings of the Board.
 - b. The Chairperson-elect shall perform all the duties of the Chairperson when he/she is absent or unable to act.
 - c. The acting secretary shall maintain a written record of all acts of the Board and preserve them in St. Michael Catholic School office files.

ARTICLE V

MEETINGS

- Section 1.** The Board shall meet regularly on the second (2nd) Thursday of the month at a publicly designated room. Special meetings may be called by the pastor, principal, or chairperson as needed or by a majority of the members.
- Section 2.** Quorum: For the purpose of transacting official business, it shall be necessary that a majority of the total members be present to reach consensual agreement.
- Section 3.** A consensual agreement shall carry the proposal unless otherwise specified in the Constitution.
- Section 4.** All meetings of the Board are to be open meetings unless designated as being Executive. Decisions made in Executive sessions must be presented at open sessions during which consensual agreement must be reached

before becoming effective. Non-members may address the Board after submitting their proposal to the Executive Committee for placement on the earliest available agenda.

ARTICLE VI

CONDUCT OF MEETINGS

Section 1. The Board operates on the Consensual Decision Making Model. The Board is accountable to the Pastor and Parish Pastoral Council.

Section 2. Agenda Format:

- I. WELCOME & PRAYER
 - A. Approval of MINUTES & AGENDA
- II. EDUCATION/ENRICHMENT (6:05-6:30)
 - A. Math Curriculum (K-8)
- III. DISCUSSION/DECISION
 - A. Budget & Enrollment Update
 - B. Principal's Report
 - C. Liaison Reports
- IV. Action Items Review
- V. Evaluation of Meeting – All
- VI. Closing Prayer

Next Meeting Date/Time:

“Dedicated to spiritual growth, academic excellence, and social development, the mission of St. Michael Catholic School is to prepare our students to live the Gospel message in an ever-changing, diverse world.”

ARTICLE VII

AMENDMENTS

Section 1. This Constitution may be amended by consensual agreement of the total membership, subject only to regulations of the Archdiocesan Board of Education.

Section 2. Amendments must be presented to the Board at least two (2) weeks prior to the meeting to reach a consensual agreement.

Section 3. By-laws may be amended by consensual agreement of the members present at any regular meeting, providing there is a quorum, and providing the amendment has been presented at the previous meeting.

Revised March 11, 2010
School Advisory Board Approved: April 8, 2010