

**Saint Mary School Board  
Nomination for School Board member  
Term: August 2013-June 2016**

**Biographical Information**

Last Name:	First Name:
Age:	Marital Status:
Number of years a St. Mary Parishioner:	Children's Names and Ages:
Level of Education Completed:	Place of Employment & Job Title/Profession:
Community Service:	Committee Membership:

Statement of your intent, including your biographical information, which you would like to share with the school board (50 words or less):

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Dear School Parents,

Anyone wishing to serve on St. Mary's School Board may self-nominate by completing the nomination form posted on the school website. A description of duties and requirements is listed below.

Section 1. The St. Mary School Board is an elected body of school parents chosen by parish vote (ref. Article III, Section 3). The board has an oversight and advisory capacity in meeting the mission of the school while representing the interests of school families and the parish as a whole.

Section 2. The school board is responsible for:

- A. Assisting the school administrator in setting long and short-term strategic goals to meet the mission of the school. Annually they will
  - a. Review the school improvement plan and ensure it is updated
  - b. Identify needs
  - c. Formulate a long-range plan
  - d. Set goals for the year
  - e. Monitor progress on the goals
- B. Offering advice to the school administrator and/or pastor as requested. The School Board will:
  - a. Counsel the school administrator and /or pastor regarding key or sensitive issues
  - b. Provide members for advisory committees formed by the school administrator and/or pastor
- C. Realizing its responsibility to both school parents and parish, the school board will advise on developing the school budget. A School Board committee, appointed by the President, will work with the school administrator to develop an annual budget to be reviewed and discussed by the entire Board. The budget will then be sent on to the Parish Finance Committee for review and then to the Parish Council for final approval. The School Board will
  - a. Recommend salary scales
  - b. Recommend tuition and fee rates
  - c. Recommend class sizes
  - d. Recommend the budget
  - e. Dialogue with the Parish Finance Committee regarding parish support
  - f. Monitor financial reports
  - g. Monitor enrollment
- D. The president will appoint a committee of the School Board to have a participatory voice in the selection of a new administrator following Diocesan procedures and guidelines. The pastor makes the ultimate decision in selecting and hiring. The School Board will also have a voice in the professional evaluation of the school administrator's performance and should evaluate the school administrator in terms of service to the School Board and School Mission. The School Board will:
  - a. Interview approved candidates making recommendations to the pastor
  - b. Give input into the diocesan evaluation process
  - c. At least annually, provide to the pastor a formal written evaluation of the school administrator's service to the School and the School Mission
- E. Reviewing its own performance in fulfilling its responsibilities. The School Board will
  - a. Review its performance at least annually
  - b. Evaluate the effectiveness of their input in the achievement of the School's goals and objectives

Section 3. All School Board members must agree to and will conduct themselves in accordance with the Code of Ethics for Catholic School Board Members as published by the National Association of Boards of Education, national Catholic Educational Association.

Section 4. All School Board members must agree to and sign a Statement of St. Mary School Board Member Confidentiality.