

Frequently Asked Questions

Regarding the Bylaws of CSGK, and Local Advisory Councils of
St. Monica, St Augustine and
Hackett Catholic Prep

- **Who creates policy at my school?**

The Principal, through the canonical administrator/Pastor is charged with the role of chief executive officer of the CSGK System Schools, by the Bishop. [LAC 2.1.1]

As such, they have authority, granted by the Bishop, to create policy, manage and operate their respective schools in accordance with Diocesan policies and procedures. [LAC 2.1.1]

- **What is the role of my school's LAC?**

The LAC at each CSGK system school is primarily **advisory** in nature. The Principal **may** seek the advice of the LAC, and the LAC **will assist and inform, when asked by the Principal** with respect to certain issues, **and** on matters of particular concern to the LAC, regarding the operation of the school, including matters of finances, facilities, grounds, development, marketing, alumni relations, community relations, policies, programs, priorities, strategic planning, and other matters affecting the school, its staff, students and families, all to achieve the purposes and mission of the school. [LAC 2.1.3, 2.2.1, 2.2.2]

The LAC **will** conduct an annual evaluation of the Principal and report those results to the Principal, the Superintendent of the Diocese of Kalamazoo, the canonical administrator of the school, and the CSGK Board. Concerns or recommendations outside of the annual review may be communicated to the CSGK Board and the canonical administrator. [LAC 2.2.3]

The LAC **shall**, at least annually, consider the fiscal budget for the school and **will** periodically and regularly monitor the budget with the Principal. [LAC 2.2.7]

The LAC shall attend orientation and training sessions as scheduled by the Diocesan Office of Schools, the canonical administrator, the CSGK Board, and other Diocesan offices. [LAC 2.2.8]

The LAC, in accordance with Diocesan policies and procedures, will assist the Diocesan Office of Schools, the canonical administrator and the CSGK Board with the selection process of a Principal, or an interim Principal, when the current principal is no longer willing or able to serve. [LAC 2.2.4]

- **Does my child's school LAC make decisions regarding curriculum?**

No. The Principal, along with his/her staff, canonical administrator and the Diocesan Office of Schools makes decisions regarding curriculum.

- **Do the LAC's of all three schools have the same role as an advisory board?**

Yes. All three schools - Hackett Catholic Prep, St. Monica's School, and St Augustine's Cathedral school - all have the exact same roles, responsibilities, and membership. Each is an advisory board with obligations and duties as set forth above and in the By-Laws themselves.

- **What is the role of the CSGK?**

The CSGK is a board of **limited jurisdiction**, with authority over **major decisions** in areas of **non-educational and non-extracurricular** services to support the system Catholic Schools, and in collaboration with the Principals, development of system wide human resource and financial policies. [CSGK 3.2]

As such, the Board **will take action** on major questions of system wide finances, and system wide non-educational non-extracurricular policies and programs to support the system schools, and **will**:

Promote and support the system's Catholic Schools consistent with local, state and federal law, and the principles, doctrines and precepts of Catholicism and the Code of Canon law as interpreted by the Bishop;

Coordinate and oversee tuition and finance, fund raising, development, marketing, public relations, facility maintenance, and strategic planning for system schools;

In collaboration with the principals of the three schools, hire system (non-school) staff and identify and coordinate system volunteers to manage Board projects and to implement policies adopted by the Board;

Collaborate with the relevant LAC's in searching for candidates and reviewing applicants when searching for a Principal's replacement;

Conduct a review of the system's school Principals in conjunction with the review conducted by the schools LAC's and make recommendations to the Diocesan Office of Schools regarding the Principal's performance **on an annual basis**. [CSGK 3.3]

- **Is the CSGK responsible for the sports or other programs at Hackett or the elementary schools? Is it responsible for the school uniform policies at each school?**

The answer to both of these questions is **no**. The CSGK By-Laws specifically **exclude from its authority** any questions over educational and extracurricular matters pertaining to the system schools. In compliance with diocesan policy, authority over these matters is **specifically reserved to Principals and the canonical administrators/pastors of the respective schools**. [CSGK 3.2]

- **Who is in charge of fund raising at my child's school? Who decides how that money is spent?**

The CSGK has **primary and exclusive** authority over **all fund raising** of any kind at CSGK system schools. As such, they need to be made aware of all fund raising activities in order to avoid duplication in fund raising efforts. [CSGK 3.3]

Principals have primary and exclusive authority over all operations of their respective schools. As such, they must be fully informed of all fund raising efforts of any kind including all of the reporting, receiving, and application of said proceeds. [LAC 2.1.1]

The Principals and CSGK have **exclusive authority** over all fund raising **spending** at CSGK System Schools. [CSGK 3.3; LAC 2.1.1]

- **How can I get involved in my school's LAC?**

Each school's LAC shall be comprised of not less than 5, nor more than 9 members, elected by parents and guardians of students attending that CSGK system school. Any parent or guardian of students may make their interest in being a nominee known to the Principal, who will provide the name of that nominee to the CSGK board. Nominees must provide a letter of support from their pastor (or other pertinent clergy member) prior to being placed on the ballot. The CSGK board, after consulting with the Principal, will approve of the placement of the nominee's name on the ballot. [LAC 3.1, 3.2]

- **Key Words, as used in the LAC and CSGK Bylaws:**

CANONICAL AUTHORITY/ADMINISTRATOR: That pastor that has the responsibility of implementing the Bishop's interpretation of canon law of the Roman Catholic Church, with the authority over all matters of faith and morals, at that designated CSGK System School. They shall be charged with the responsibility of ensuring that all students in that school are taught to sanctify and to serve, and to learn the truth as revealed through the Scriptures, as taught by the Apostles and the Church.

SUBSIDIARY: The CSGK (Association of Catholic Schools of Greater Kalamazoo) is a legal corporation and is a **subsidiary of** the Diocese of Kalamazoo. As such it is in a subordinate relationship to the Diocese of Kalamazoo, charged with supplementing and serving the Diocese to promote and facilitate Catholic preschool, elementary and secondary education in the Kalamazoo area, in the manner of Jesus Christ.

CSGK School System: That association of schools, currently three, that comprise the schools financially supported by a group of parishes, currently eight, in the Kalamazoo area of the Diocese of Kalamazoo, MI.

ADVISORY: The three current schools that make up the CSGK system have LAC's that are **advisory** in nature. As such they will, when requested by the principal, assist, and inform the Principal in establishing policy and programs at the system schools. Further, they will inform the Principal on matters that are of concern to the LAC itself, regarding the operation of the schools. They, however, have no final authority.

LIMITED JURISDICTION: The CSGK Board is a board of **limited jurisdiction** with authority over matters that are **non-educational/non-extracurricular**. These areas are confined to matters that pertain to budget and finances, marketing, development and fund raising, establishment of tuition, public relations, facility and human resource management, and strategic planning for the system schools. The CSGK Board has authority over and must take action on all **major decisions and questions** in those areas.

It does not have any authority over areas that are educational in nature or areas that are related to educational activities or decisions such as teachers and curriculum, uniforms, school sports, bands, clubs, programming or any other area that is educationally related.

MAJOR DECISIONS/QUESTIONS: These are decisions that are **primary and exclusive in nature**. As such, the Principal has authority over all **major decisions/questions** of educational and extracurricular activities. The CSGK is charged with authority over all **major decisions/questions** of non-educational/non-extracurricular activities.

MANAGE: The exercise of **primary authority** over an area or activity. For example, the Principal shall **manage** the operation of the school in his/her charge.

CHAIN OF COMMAND: The chain of command is **the Order of Authority** for the CSGK System Schools and is embodied in the flow chart attached to each set of Bylaws as an appendix.