



St. Charles Borromeo Catholic School

BOARD MEMBER



HANDBOOK

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Building a culture of holiness in our community!

St. Charles Borromeo Catholic School Board Member Handbook

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A BOARD MEMBER'S PRAYER

I have been asked to serve, Lord, and I have agreed.

Help me to know my fellow board members: their gifts, their concerns, their lives. I am doing your work, Lord, and your love for me and for them is, above all, personal.

Help me to welcome conflict as a sign of the diversity in this board, as an opportunity to reach for creative solutions. Help me to recognize this diversity as a sign of your capacity to love us all and help me to cherish it as a great strength.

Help me to approach issues with an open, inquiring mind, free from prejudice, with my spirit depending on yours for the strength to make hard decisions.

Help me to listen; to know when and to whom I should listen.

Help me to learn to use my own gifts to promote thorough, thoughtful discussion of important concerns in our Catholic community.

Help me to develop my skills as a peacemaker, to know how and when to mediate, to conciliate, to negotiate.

Help me to enjoy doing your work and to remember your promise: whenever two of us are gathered in your name, you are with us. Sit with me now.

Amen

CODE OF ETHICS FOR CATHOLIC SCHOOL BOARD MEMBERS/ LOCAL CONSULTATIVE ADVISORY BODIES (LCAB)

As a member of a Catholic School Board, I

- Acknowledge that schools are a significant expression of the teaching mission of the Catholic Church and function within its structure;
- Will become more knowledgeable about the mission of Catholic education, as expressed in this school, and sincerely promote it to the various publics with whom I have influence;
- Recognize the need for continuing education about my responsibilities and know that I do not represent the board officially unless explicitly authorized to do so;
- Will be fully and carefully prepared for each meeting by doing the required readings and completing necessary tasks for committee work and reports;
- Support the principal in authorized functions and avoid intruding in administrative details unless requested to do so;
- Will be loyal to board decisions even through personally opposed to the final recommendations and decisions by responding in a positive and supportive manner indicating the rationale for the decision;
- Will be alert to alternate solutions to problems by keeping an open mind;
- Will disqualify myself from discussion and vote on an issue where there is a conflict of interest with my family or business interests or if the outcome will grant me any pecuniary or material benefits;
- Will keep all confidences shared during closed meetings (not even spouse or family);
- Will realize that the welfare of the parish children must come first in all decisions;
- Will refer concerned individuals to the appropriate administrator when approached with a problem which is of an administrative nature; and
- Will pray often for other members of the board, this Catholic School, and the community it serves.

Signature_____ Date_____

CONSTITUTION OF ST. CHARLES SCHOOL BOARD

- I. This body shall be known as St. Charles School Board and operates under the auspices of the Diocese of Kalamazoo. The Board is advisory and consultative to the Pastor and the Principal.
- II. The Board shall exercise general policy making and financial authority over St. Charles School. The Board shall conform to the approved policy guidelines of the Diocese of Kalamazoo.
- III. Composition and Organization of the School Board:
 - A. Members of the Board shall be the Pastor, ex officio, and seven lay representatives elected by the members of the parish.
 - B. The Principal, Director of Religious Education, a PTO representative and a faculty member shall be ex officio members. These are non-voting members.
 - C. Each lay member shall serve a term of 3 years and terms shall commence on July 1 and end on June 30 of the school year.
 - D. In order to assure continuity, two new members shall be elected each year for two years in a row and three new members in the third year of the cycle.
 - E. No member shall serve more than two consecutive terms or a total of four terms.
 - F. Vacancies on the Board shall be filled by the Board until the next election. Consideration should be given to individuals(s) who in the previous election received the greatest number of votes after those elected.
 - G. Nominations for new members shall take place by the April meeting of the Board with parish wide elections held in May to allow time for new members to attend the June meeting. Nominations and voting privileges shall be limited to registered members of St. Charles parish 18 years of age or older.
 - H. Members of the staff of St. Charles School and their immediate family, including the spouses, parents, siblings, children and their spouses may not be eligible as candidates for election to the Board.
- IV. Duties of the board and Officers
 - A. Duties of the Board are:
 1. To form policy consistent with the policies and directives of the Diocese of Kalamazoo.

2. To interpret policies of the Diocese of Kalamazoo for the local administrative officers.
3. Participate in developing the annual budget for the school, review and adjust the budget on a quarterly basis.
4. Approve annual salaries, fringe benefits and contracts for all employees of the school.
5. Develop policies relating to the planning, operation and maintenance of facilities and equipment.
6. Provide support and assistance to the principal in the areas of curriculum development, staff recruitment and training and academic calendar.
7. Establish tuition and fee schedules.
8. Determine student admission and dismissal policies.
9. To develop public relations programs to foster positive school-community relationships and to provide an understanding of the values of Catholic education.
10. Perform such duties and responsibilities as may be appropriate to the function of the Board as set forth in Article II.

Optional

11. To set priorities and direction of all parish education programs.

Optional

12. To coordinate all Parish education activities.

B. Officers

1. The officers of the Board shall consist of a president, a vice-president and a secretary.
2. Officers shall serve one-year terms.
3. No member shall hold the same office for more than two consecutive terms.
4. The duties of the officers shall be as follows:
 - a. The president shall preside at all regular and special meetings of the Board. S/he shall plan Board meetings with the principal and appoint all Board committees, see that the committees function properly and ensure that Board decisions are implemented.

- b. The vice-president shall carry out the duties of the president in the event the president is unable to do so.
- c. The secretary shall prepare and keep the official minutes of all regular and special Board meetings. The secretary shall handle Board correspondence as directed by the president.

V. Meetings.

- A. The Board shall conduct regular monthly meetings on the second Monday of each month.
- B. Voting shall consist of a simple consensus of those present provided a quorum is present at the time a particular decision is made.
- C. A quorum is defined as a minimum of four out of the seven voting members of the Board being present.
- D. All Board meetings shall be open to the public except in such cases as the President of the board shall deem it necessary to call an executive meeting or closed session. Anyone attending a meeting shall be afforded an opportunity to address the Board at the time specified in the agenda. The president may limit the time of speaking to no more than five minutes in order to hear from all present, to maintain order and expedite the meeting.
- E. A member who cannot attend a meeting (regular or special) should inform the president or principal at least 24 hours prior to the meeting, if at all possible. All Board members are expected to attend all meetings. Excessive absences (define) will be addressed by the President on an individual basis.
- F. The meeting will follow Robert's Rules of Order.

VI. Committees

A The Board shall establish the following Standing Committees and a member of the Board shall be chairperson:

- 1. Policy and By-Laws
- 2. Building and Grounds
- 3. Financial
- 4. Long Range Planning and Development
 - a. Fund Raising
 - b. Liabilities

B. Members of the school PTO, parish and other members of the Board are encouraged to participate on the above committees.

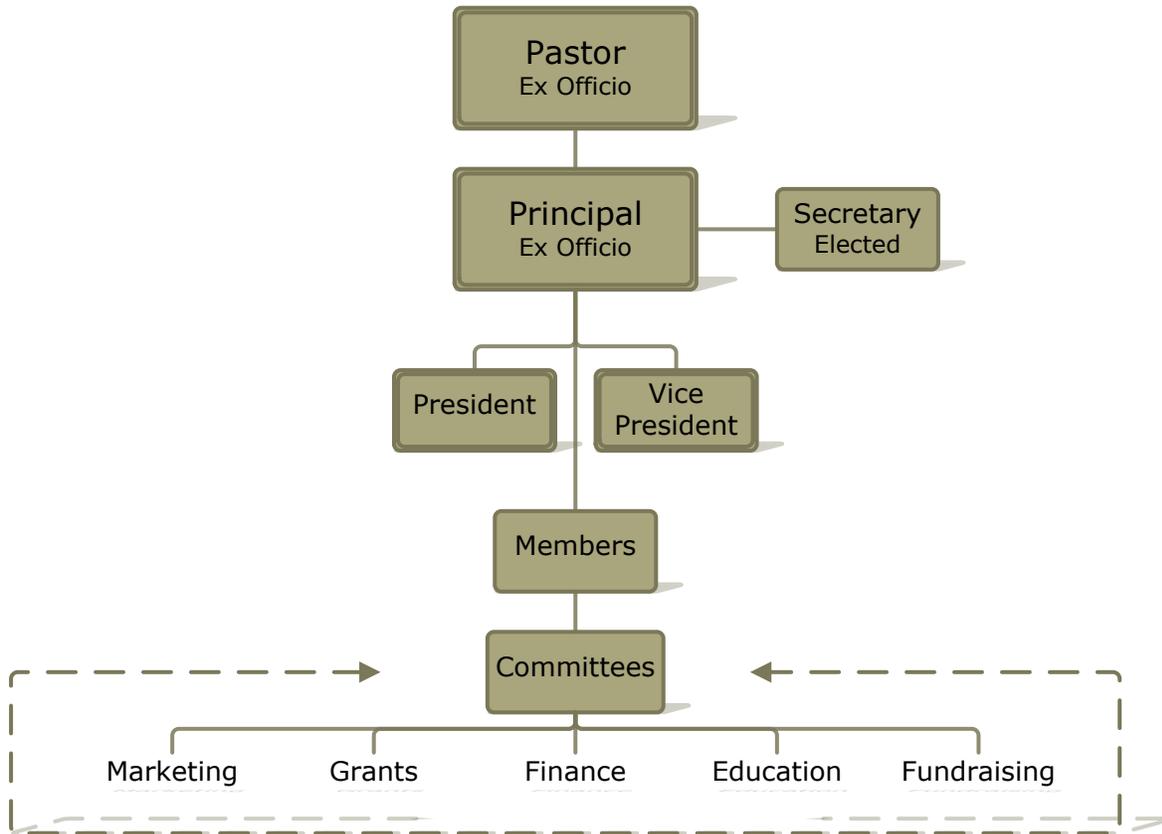
C. Ad Hoc Committees may be formed to address specific needs of the school at other times.

VII. Amendments

A. These By-Laws may be amended by (a simple majority vote or a vote of two-thirds) of the total Board at a regular meeting. A DIFFERENCE BETWEEN 4 AND 5 MEMBERS.

B. Proposed amendments to the By-Laws must be presented in writing to members of the Board at least one week prior to the regular meeting at which action is to be taken.

**ST. CHARLES BORROMEIO CATHOLIC SCHOOL
SCHOOL BOARD
ORGANIZATIONAL CHART**



**ST. CHARLES BORROMEIO CATHOLIC SCHOOL
DETERMINING ROLES**

Role of School Board	Role of Administrator
Adopt Constitution <ul style="list-style-type: none"> - Bylaws 	
Hire administrator <ul style="list-style-type: none"> - Parish school principal 	Hire teachers and school staff
Evaluate administrators	Evaluate teachers and staff
Set policies	Set school rules, regulations, procedures
Approve philosophy	Carry out philosophy Develop faith community
Review budget for school and programs <ul style="list-style-type: none"> - Salary scales - Tuition rates - Curriculum needs 	Assist in developing budget for educational programs and materials <ul style="list-style-type: none"> - Determine curriculum needs, changes, etc.
Give input on cost for major items not explicit in budget	Manage budget monies
Serve on committees such as: <ul style="list-style-type: none"> - Long range planning/marketing/PR - Grants - Fundraising/development - Evaluation - Education/curriculum 	Supply necessary information for committee work
	Responsible for all persons in building and programs
	Other <ul style="list-style-type: none"> - Schedules - Calendar - Diocesan and/or state form

ST. CHARLES BORROMEIO CATHOLIC SCHOOL EXPECTATIONS

BOARD SHOULD EXPECT THE ADMINISTRATOR TO:

1. Serve as one of its chief executives and/or primary advisors.
2. Be its professional advisor in all matters and to recommend appropriate policies for its consideration.
3. Implement and execute all policies adopted by it.
4. Keep it fully and accurately informed about the programs of the Catholic school.
5. Interpret the needs of the organization.
6. Present professional recommendations on all problems and issues considered by it.
7. Devote a large amount of thought and time to improving programs.
8. Be alert to advances and improvements in related programs.
9. Lead in the development and operation of an adequate program of public relations.
10. Participate in the diocesan programs and local community events.
11. Use great care in hiring staff members.
12. Recommend for purchase equipment, resources, and supplies that are appropriate to the purposes and needs of Catholic school programs – this is reflected in the budget
13. Present for its consideration an annual budget that is designed to serve the needs of the entire Catholic school.
14. Establish and operate the financial aspects of the program to ensure adherence to budget provisions and the wise use of funds.

THE ADMINISTRATOR SHOULD EXPECT THE BOARD TO:

1. Assist with counsel and advice, contributing the benefit of its judgement, business experience, and familiarity with the Catholic school, members, and local community.
2. Delegate responsibility for all executive functions, to refrain from handling directly any administrative details, and to give the administrator authority commensurate with responsibilities.
3. Make all employees of the Catholic school responsible to the administrator, to refrain from any direct dealings with any of them, and to require and receive all reports from them through the administrator.
4. Refer all applications, complaints, and other communications, oral or written, to the administrator, except when such may come to the board, in meetings, on appeal from decisions of the administrator.
5. Provide adequate safeguards for the administrator and other personnel so that they may perform their proper functions on a professional basis. This involves, particularly, supporting the administrator in her/his efforts to protect the personnel and the Catholic school from individuals and groups seeking to exploit them for selfish reasons.
6. Support the administrator loyally and actively in all decisions conformable to proper professional standards and announced policy of the board, and to accept full responsibility for administrative acts authorized by, or resulting from, the policies of the board.
7. Hold the administrator strictly responsible for leading the enterprise of the Catholic school, to require that the board be kept fully informed at all times, through both written and oral reports, to review and appraise the results of the administrator's work, and to inform the administrator when any methods or procedures do not meet with the approval of the board.
8. If, after fair and impartial appraisal and due admonishment, the board is convinced that the administrator's services do not meet with its approval, to notify her/him kindly and courteously, in accord with board and diocesan policies, that a change must be made; and to take any follow-up actions which may be appropriate.

GUIDELINES FOR PUBLIC PARTICIPATION AT LCAB MEETINGS

Recognizing the need for numerous forms of input to assist schools in the decision-making process, persons in attendance at meetings of the LCAB should be allowed time for input on agenda as well as non-agenda items. It is therefore recommended that LCAB's of the Diocese of Kalamazoo maintain consistent practices to ensure the flow of the meeting and to facilitate a person addressing the Board.

LCAB's are urged to adopt the following guidelines for the smooth flow of meetings and to protect the rights of individuals.

Recommended guidelines for comment sections of the LCAB meetings:

1. A person attending an LCAB meeting may address the Board at one of the following times: during the time scheduled for audience comments or at a predetermined time given by the chairperson. It is understood that anyone wishing to address the LCAB at these times may do so only after having been recognized by the chairperson.
2. A person will state their name and their topic and limit their comments to no more than three minutes.
3. Complaints or charges against an employee of the parish or school are not to be addressed in open meetings. These issues must be taken to the school administrator privately for her/his attention, and if not satisfactorily resolved at this level, brought to the attention of the pastor.
4. People addressing the LCAB are to understand that the board members will listen to their comments but there will be no discussion on their statements at that time.
5. The LCAB president will thank the speaker for her/his comments and advise them that the Board or administrator will take their concern under advisement. They will also indicate to the speaker when they can expect a response.
6. A person may request to address the LCAB for a longer time by completing a request form. The LCAB agenda planner will notify a person of the status of their request.

At no time should any comments, either affirmative or negative, be directed at the comments of the speaker or at a decision made by the LCAB in the presence of a parent or guest.

Board members need to remember that they act collectively as a board, never individually when it comes to the LCAB issues.

HOW CATHOLIC SCHOOL BOARDS DIFFER FROM PUBLIC SCHOOL BOARDS

A public school board is constituted as regulatory, one which enacts or uses existing rules and regulations to govern the operation of its institution. This type of board is considered administrative and differs significantly from the consultative or limited-jurisdiction board appropriate for Catholic Schools.

PUBLIC SCHOOL BOARD	CATHOLIC SCHOOL BOARD
End: provide free education to all	End: provide Catholic education to those who choose it
Responsibility: for school system's general operation	Responsibility: specific operation and religious dimension of one particular school or diocese.
Orientation: civic, societal	Orientation: Catholic Church
Type: Regulatory	Type: Consultative or with limited jurisdiction
Entity: Legal	Entity: Legal entity only if separately incorporated
Establishment: by law	Establishment: by episcopal mandate or by religious congregation
Membership: elected or appointed to represent constituencies	Membership: elected or appointed to serve the educational mission of the Church
Impact: own locality	Impact: the entire Church