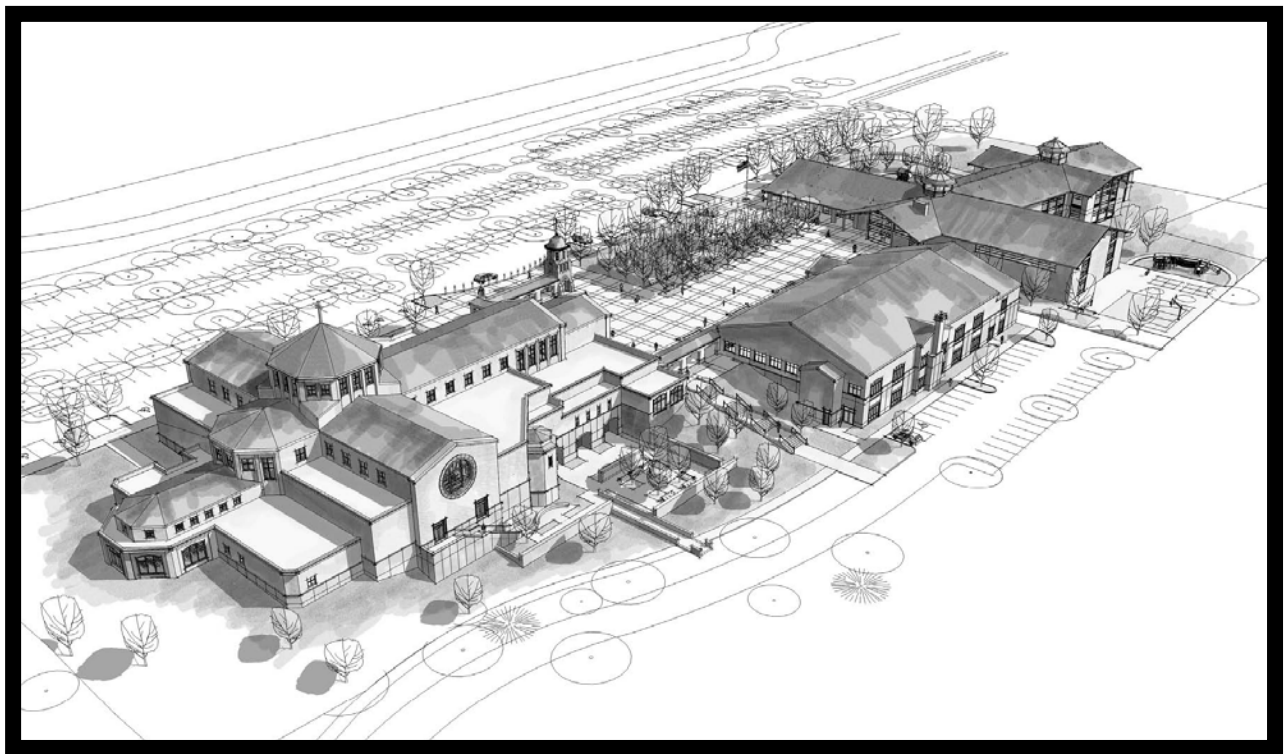




Board and Committee Handbook



Rv: June 1, 2009

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Welcome to All Saints Catholic School Board and Board Committees! Thank you for your generosity in responding to Christ's call to serve Him in this capacity. This handbook is a resource for new and seasoned ASCS Board and Committee Members; it is intended to clarify, motivate, unite, and activate; it will facilitate working relationships, accountability, and productivity in fulfilling the mission of ASCS. This handbook corresponds to the Bylaws and may be revised only with majority vote of the Board and approval of the Principal and Pastor.

1. Directional Documents of ASCS

All Saints Catholic School exists to create a Christian living environment in which all involved - students, faculty and parents, can grow to a realization of God working in their lives and discern together the unique response each individual can contribute, with others, to shape the world as a community of persons in God, Creator of all.

To accomplish this, our staff and programs are concerned with the value of educating the whole person - spiritually, intellectually, physically, socially, psychologically and emotionally enabling each person to become an involved member of society with a spirit of service toward all.

We are a parish supported school community working together to provide our children with a quality Catholic education that together we may reach out to others in service.

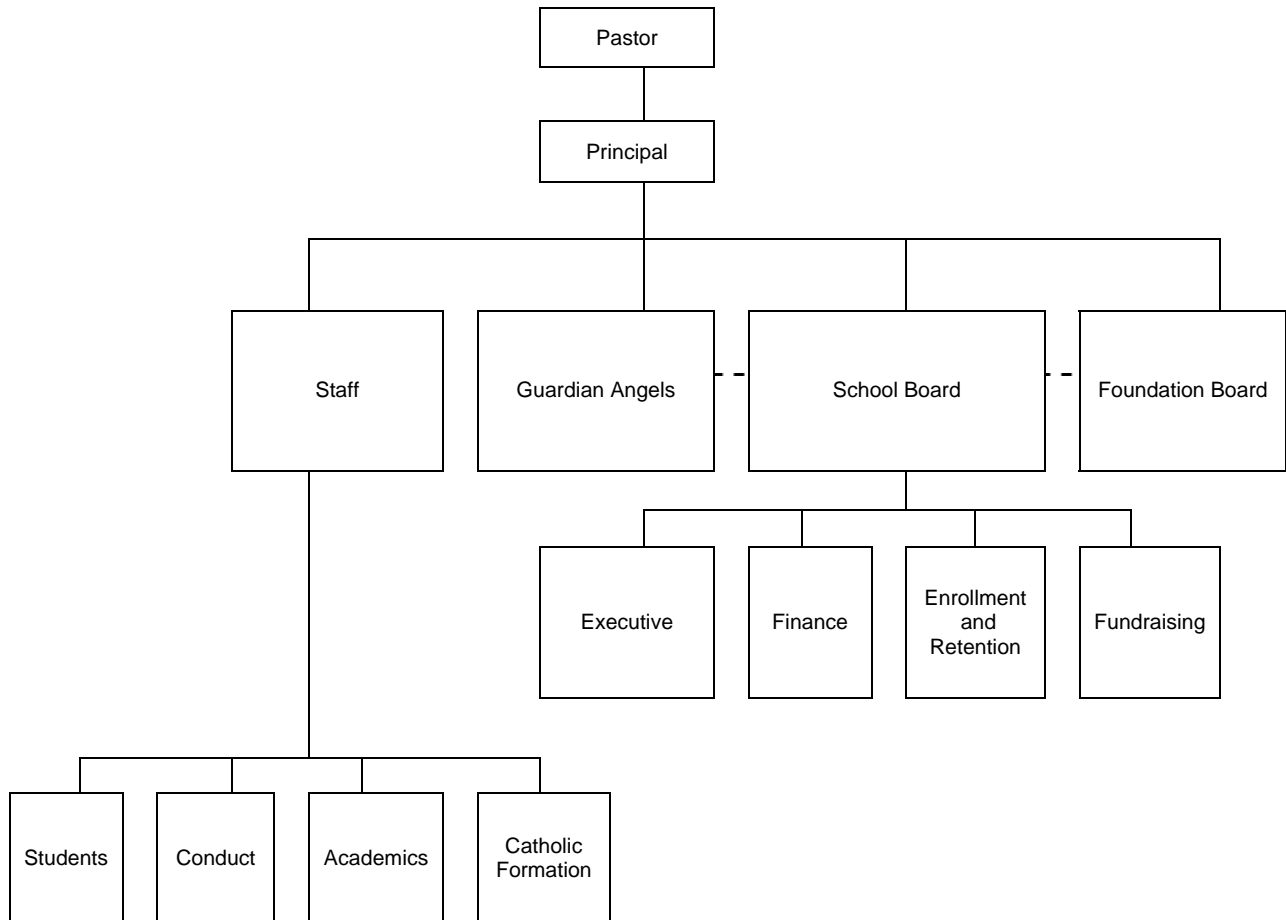
2. History of Catholic Schools in Lewiston

- 1860 – Gold discovered on Nez Perce Reservation in Pierce, Idaho
- 1861 – Mining interest brought white settlers to Lewiston
- 1863 – Idaho Territory established
- 1867 – St. Stanislaus Parish established in Lewiston by Fr. Joseph Cataldo near 5th and D Streets. The church was named after St. Stanislaus Kostka, a pious young Polish nobleman who had joined the Jesuits and died at an early age.
- 1883 – Fr. Alexander Diomedi came to Lewiston as first resident pastor
- 1884 – Founding of first Catholic School – St. Aloysius Academy opened at 5th and D Streets by Sisters of St. Francis of New Castle, Minn., across the street from St. Stanislaus Church
- 1886 – St. Stanislaus Church built at 5th and D Streets, Lewiston
- 1890 – Idaho Territory becomes a state. Second Nez Perce Treaty signed, reducing reservation to 1/10th of former size leading to Nez Perce Indian War Vical Apostolic of Idaho Illmus Glorieaux (became 1st Bishop of Boise in 1893) purchased a bell for the parish of St. Stanislaus – a tower was built for the bell. This bell currently resides in the belfry of St. Stanislaus Church.
- 1895 – Property for future Catholic School purchased (where current school now stands, 641 5th Ave.)
- 1897 – Visitation Sisters built an academy where the Tri-Parish School now stands at 641 5th Avenue.
- 1902 – Sisters of St. Joseph came to Lewiston to establish the first hospital in North Central Idaho on Snake Rive Avenue.
- 1904 – St. Stanislaus Church dedicated 633 5th Avenue
- 1905 – St. Joseph Hospital built of bricks at 415 6th Street, staffed by Sisters of St. Joseph. Fr. Post purchased Visitation Academy. St. Joseph Sisters took charge of St. Stanislaus School.
- 1915 – 1920 – Kindergarten operated by St. Joseph Sisters in Lewiston - Holy Family Parish established in Clarkston.
- 1916 – Our Lady of Lourdes Parish in East Lewiston opens as mission of St. Stanislaus
- 1917 – 1918 – Spanish Flu epidemic
- 1919 – St. Joseph School of Nursing established
- 1925 – Sisters of St. Joseph of Idaho join with Sisters of St. Joseph Carondelet.
- 1935 – Fire burned St. Stanislaus church interior, Knights of Columbus Hall and St. Stanislaus School (classes were held at Lewis Clark Normal School)
- 1936 – St. Stanislaus School and K.C. Hall rebuilt. Main altar of St. Stanislaus rebuilt and declared an “Altare privilegiatum perpetuum quotidianum” by Bishop Kelly.
- 1954 – St. Stanislaus Church redecorated
- 1957 – New Convent for Sisters built at 623 6th Ave. Our Lady of Lourdes School opened with Benedictine Sisters Grades 1 – 6.
- 1959 – St. Stanislaus School Building remodeled and gym built.
- 1967 – St. Stanislaus Parish Centennial celebrated.
- 1969 – School Bus service begins
- 1970 – Our Lady of Lourdes Elementary School closes grades 7 & 8
- 1971 – Our Lady of Lourdes School Closed
- 1984 – Kindergarten established at St. Stanislaus School. 100 year celebration of Catholic School Education in Valley
- 1991 – St. Stanislaus School signed Agreement with the three Lewiston Parishes – name changed to St. Stanislaus Tri-Parish School (ASCS). Subsidy formerly offered by St. Stan’s divided among the three parishes.
- 1998 – After School Adventure Program established at ASCS
- 2002 – Tri-Parish Preschool for 4 -year old children established at Our Lady of Lourdes
- 2003 – Tri-Parish Preschool expanded to include 3-year old children.
- 2004 – 120th year celebration of Catholic Education in Lewiston
- 2006 – Purchase of Property for new church and school for the Lewiston Community
- 2008 – Jr. Saint’s Summer Program opens at ASCS
- 2009 – Name changed from St. Stanislaus Tri-Parish School to All Saints Catholic School.

3. Structure of ASCS

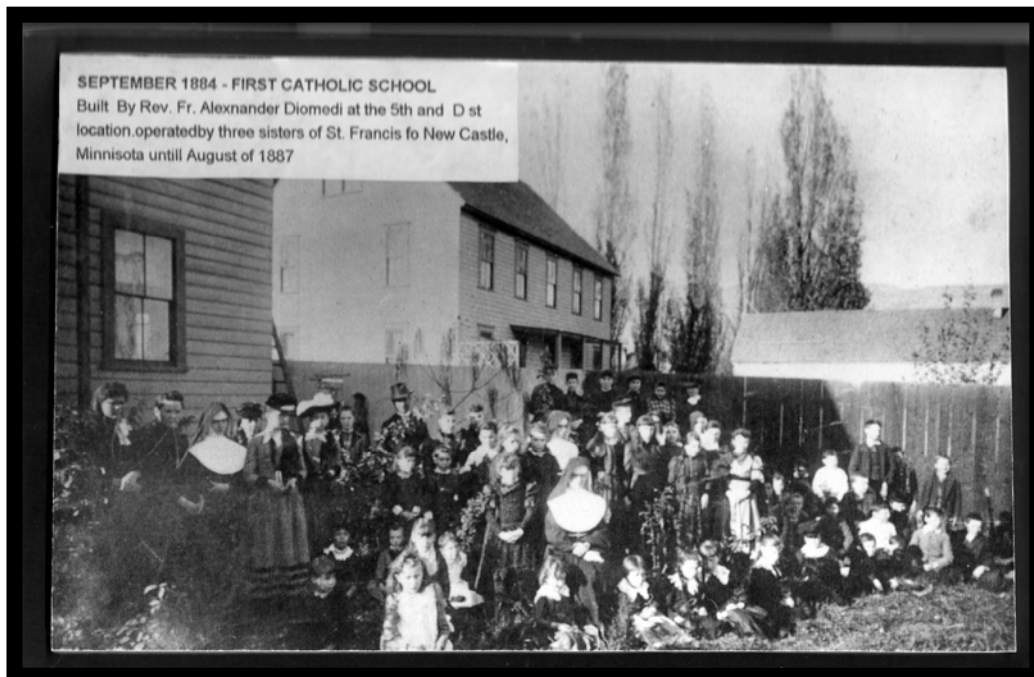
ASCS is a parish school. It is part of the educational mission of the parish for which the Pastor is the canonical administrator. He delegates, according to diocesan policy, administrative responsibilities to the school Principal, who is accountable to him. Accordingly, the ASCS Board is an “Advisory” or “Consultative” Board. The Board cooperates in the policy-making process by formulating and adapting, but never enacting policy. To call a group “consultative” does not diminish its importance; rather, it indicates that the body is inserted into the governance structure of the organization in a significant way. The Pastor approves Board decisions and the Principal implements them. Please note that the Pastor, Principal, and President of the Board are “ex officio” (automatic by virtue of their position) members of the Board and each Board committee, though only the President is a voting member of all committees, provided he/she attends 80% of the meetings.

As in any working relationship, trust and respect are common denominators. ASCS operates according to the Catholic principle of subsidiarity: problems are taken to and solved by those who are responsible and closest to the situation. It would be rarely justified to step outside the lines of communication. Prompt resolution of questions and concerns is paramount. For example, concerns regarding discipline would be taken to the teacher first; if the teacher is not able to resolve situation, the principal is called upon to resolve the situation; if the principal is not able to resolve the situation, the priest is called upon to resolve the issue. Furthermore, issues regarding fundraising would be taken to the fundraising committee first; if the fundraising committee is not able to resolve the situation, the issue is taken up with the Board; if the Board is not able to resolve it, the Principal intervenes; if the principal is not able to resolve it, the Pastor intervenes. The Pastor’s decision is final. The following flow chart gives a visual of the structure and lines of communication within ASCS (a dotted line signifies communication through a liaison).



4. Reasons for Catholic School Boards

- *To promote the concept of lay ministry* – The Church is indeed the people of God. Each baptized person has a responsibility to use his or her talents and gifts to build the community. Participation in the ministry of Catholic education is one way that individuals can significantly participate in the life of the Church. Catholic school boards provide opportunities for people to contribute to Catholic education and thereby build the Kingdom of God.
- *To develop ownership and stability for the future* – Participation in the life of any organization is bound to bring with it an increase in pride and ownership. Many adult Catholics enjoyed the benefits of a Catholic school education and welcome the chance to provide the same opportunities for this generation. People appreciate recognition of their expertise and are eager to offer their services as Board and committee members.
- *To offer financial advice* – Given the complexities that currently face educational institutions, schools need the talents and interests of many people. It is no longer possible or desirable for the Principal to have total responsibility for a school's financial situation. Educational administrators need assistance, and Boards can be a positive force for dealing with the present and future financial needs.
- *To develop and defend policy* – A policy gives general direction to the Principal. The Board formulates policy and the Principal implements it. Board members have the responsibility to develop and defend ASCS policies, as well as insure that the Diocesan education policies are implemented at ASCS.
- *To serve as a good public relations resource* – Involvement, information, and commitment will provide Board members with the opportunity to be positive voices on behalf of ASCS.
- *To enable the Principal to spend adequate time as the spiritual and educational leader* – Many demands are placed on Catholic school principals. When an active Board participates appropriately in the life of the school, the Principal can put more emphasis on the educational and spiritual responsibilities of ASCS.
- *To provide parents with a voice for their children's education* – Parents are the primary educators of their children and need a formal, systematic forum to participate in decisions affecting their children.
- *To encourage strategic planning* – Every institution needs a group charged with planning responsibilities. The Board is the logical body to assume this charge.



5. Difference Between Public, Private, and Catholic School Boards

The transcendent and clear mission of the Catholic School is reflected in this comparison between Catholic, Public, and other School Boards.

| PUBLIC | PRIVATE (religious or non-religious) | CATHOLIC |
|---|--|--|
| End: provide free education for all | End: provide specific type of education for those who choose it | End: provide Catholic education for those who choose it |
| Responsibility: for school system's general operation | Responsibility: for school system's general operation | Responsibility: specific operation and religious dimension of one particular school within diocese |
| Orientation: civic, societal | Orientation: specific mission and pedagogy | Orientation: Catholic Church |
| Type: Regulatory | Type: Governing | Type: Consultative |
| Entity: Legal | Entity: Legal | Entity: Legal (Note: the Board and direct extensions are covered by Diocesan liability insurance in case of a lawsuit.) |
| Establishment: by law | Establishment: by need and desire | Establishment: by episcopal mandate |
| Membership: elected or appointed to represent constituents | Membership: elected or appointed to represent constituents | Membership: elected or appointed to serve the educational mission of the Church and school |
| Impact: own locality | Impact: own locality | Impact: the entire Church and salvation of souls |

The US Catholic Bishops have stated in *Renewing our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium*, "We are convinced that Catholic schools continue to be 'the most effective means available to the Church for the education of children and young people' who are the future of the Church...Young people of the third millennium must be source of energy and leadership in our Church and nation. Therefore, we must provide young people with academically rigorous and doctrinally sound program of education and faith formation designed to strengthen their union with Christ and the Church. Catholic schools collaborate with parents and guardians in raising and forming their children as families struggle with the changing and challenging cultural and moral contexts in which they find themselves...this unique Catholic identity makes our Catholic elementary and secondary schools 'schools for the human person' and allows them to fill a critical role in the future of our Church, our country, and our world." (See Appendix - Sum of USCCB on Catholic Schools).

6. Board Membership Eligibility

Suggested criteria for Board members:

- Eighteen years of age or older
- Have children enrolled in ASCS or a strong interest in promoting Catholic education
- Have no conflict of interest, including but not limited to:
 - Staff may not serve on the Board
 - Immediate family members (spouse, parents, siblings) may not serve together
- Support Catholic education and the tenets of the Catholic faith:
 - Support diocesan, national, and universal Catholic educational vision and policies
 - Identify deeply with the broader mission and long-term vision of ASCS, as well as possess a solid, long-term commitment to the growth and success of ASCS
- Possess personal qualities that contribute to the Board's success:
 - Integrity
 - Ability to work in a team
 - Professionalism
 - Responsibility
 - Initiative
 - Charity
 - Faith
 - Excellence
 - Work ethic
 - Communication skills that build unity and harmony
 - Committed to the objective good of ASCS

The cumulative skills and abilities comprising a successful Board include the following:

- Education expertise
- Long-term business planning expertise
- Legal expertise in non-profit, labor and tax issues
- Financial expertise including accounting and finance for non-profits
- Land development/construction experience
- Fundraising experience and expertise
- Social and community leadership networking ability
- Representatives among the different grade levels at ASCS

Upon joining the Board, the new member can expect to receive a small package of orientation materials (Board bylaws, Board handbook, School philosophy and mission statements, etc.) along with a brief in-service from the vice-president. A member's signature on the *Acceptance of the Handbook* acknowledges receipt of the Handbook, acceptance of Board member responsibilities, and the member's commitment to fully participate on the Board for the duration of his/her term.

7. Board Membership Job Description

The Board takes responsibility for its effectiveness, ensuring that:

- An appropriate Board organization and committee structure is established.
- All Board members participate on committees.
- Each committee has clearly defined responsibilities and is meeting its goals.
- New Board members participate in appropriate orientation, workshops, and in-service training meetings.
- Good Board practices are implemented.
- Regular evaluations of self, the Board, and the Principal's performance are conducted (See Appendixes Board MEMBER'S Self Assessment, BOARD Assessment, and Assessment of the PRINCIPAL'S SERVICE to the Board)

The following is a summary of ASCS Board Member duties corresponding to the Board member's self-assessment. Note that the Board President will meet with those board members who are not meeting the minimum of Board requirements to discuss continued involvement on the Board (see Bylaws).

1. Attend a minimum of 8 out of 10 regular Board meetings as well as annual training, annual work session, and special Board meetings:
 - Actively participate in discussion and decision-making: taking initiative, offering insight, and providing constructive feedback are expected of all members. However, for the good of the school, once decisions are made, all Board members need to unite and move forward with faith and commitment to uphold those decisions.
 - Maintain an active email address and check it regularly
 - Bring the Board binder to meetings
 - Be current on reading all minutes and reports sent to the Board prior to the meeting, including review of the school's finances
 - Insure time is devoted to strategic planning.
2. Be regularly and actively involved in a minimum of one Board committee (Note: Serving as liaison to Guardian Angels and the Foundation Board meets this requirement.)
 - Offer exemplary service on these committees
 - Serve as liaison between the Board committee and the Board
 - Assist the committee chair in member orientation and assist with consistent follow-through of procedures and practices set forth in this handbook.
3. Attend a minimum of 5 of 6 of the following major school events: A.C.T.I.O.N. Auction; Strive-to-Drive; Volunteer Appreciation Picnic; Back to School Welcome BBQ; Fall Parent Night; Spring Parent Night; Family Fun Night
 - Be a role model in fulfilling all financial and volunteer obligations to ASCS.
 - Wear your name tag to the events and serve as an ambassador for the school
4. Observe ethical Board standards
 - Commitment to the mission and success of ASCS.
 - Promote and contribute to a positive school climate.
 - Be a liaison between parents and the school
 - Uphold the bylaws and guidelines established in this handbook and expect the same faithfulness of others.
 - Maintain confidentiality of any "closed" session issues
 - Be objective in all matters, including disclosure of any conflicts of interest.
 - Use channels of communication by deferring inquiries or concerns to the appropriate authority.
 - A Board or committee is a team effort, and members may act individually only with authorization from the Board. Only the principal, in an emergency situation, has the right to act or speak on behalf of the school without prior authorization. In this case, he/she will notify the Board and Committee via a meeting or email as to the decision and reasons for the decision.

8. Role of Board Officers

The Board elects its officers at its regular May meeting (see Handbook # 11 and the Bylaws). The president, vice-president, and secretary are elected officers by the Board and comprise the executive committee of the Board.

The Board President is the administrative leader of the Board and is primarily responsible for working relations between the Board and the Principal. The president shall have one year experience on the Board prior to election as president; the president may serve a second term if voted in by the Board; the president does not vote at Board meetings, except in the event of a tie.

Duties of the President include:

- Take initiative and leadership on behalf of the Board in fulfilling the duties of the Board
- Ensure that the Board follows the handbook, bylaws, directional documents of ASCS
- Conduct Board meetings
- Set the agenda of Board meetings, special meetings, in-services and training sessions together with the Principal, Vice-President, and Secretary
- Expedite the work of the Board
- Be impartial, ensuring that Board members' views have received fair consideration, that all members participate in discussion, that issues are thoroughly discussed, and questions and concerns are addressed
- Forge a consensus when possible, in accord with Handbook #8 and utilizing Roberts Rules of Order for meeting procedure *if* needed (See Appendix – SAMPLE Agenda, Minutes, Script, Roberts on Motions).
- Chair the executive committee
- Be the chief liaison between the Board and Principal
- Represent and speak on behalf of *the Board* (the Principal is the spokesman for *the School*; at times the Pastor may need to be the spokesperson for ASCS depending on the issue at hand)
- Ensure progress of strategic plan
- Ensure that Board calendar items are discussed
- Ensure Board's assessment of the Principal's service to the Board
- Provide direction and guidance to committees

Ideal Skills and Experience of the Board President:

- Be a practicing member of the Lewiston Catholic Community
- Appreciation of Catholic education and culture
- Commitment to mission of ASCS as well as knowledge of issues and proven leadership at ASCS
- Understand bylaws and handbook
- Ability to organize and to preside effectively over meetings
- Availability outside of meetings
- Good time management and follow-through
- Positive attitude
- Well-rounded leader possessing integrity, grace, sensitivity, discretion, flexibility, fairness, honesty, innovation, initiative,,
- Possesses conflict resolution skills
- Ability to accept and give constructive criticism

The Board Vice-President plays an important role as part of the Board leadership, assuming the duties of the Board President in the President's absence. The duties of the Vice-President include:

- Attend Tri-Parish Council meetings with the Principal
- Conduct new member orientation
- Conduct Board MEMBER self-assessment and the BOARD Assessment
- Conduct New Member selection process at school and parish level per Handbook #11

- Conduct nomination of a slate of officers per Handbook #11
- Conduct vote of officers per Handbook #11 (Votes shall be counted by the Office Manager)
- Provide oversight to committee chairs regarding membership needs as well as recommend a chair for the Executive Committee to appoint or reinstate annually.
- In the spring, prepare a ASCS volunteer list to be sent out with registration packets; coordinate and follow-up, as needed. Note that this responsibility is not to be equated with coordinating volunteers for each event at ASCS.

The ideal skills, experience, and requirements of the Board Vice President are the same as those listed above for the Board President.

The Board Secretary plays an important role as part of the Board leadership and is responsible for maintaining all Board records and ensuring those records are accurate and secure. He/she assists the President with secretarial tasks and has the following duties:

- Send Board agenda and relevant reports to Board members and pertinent individuals
- Take Board minutes and sends them out to the pastor, principal, Board members, pertinent individuals, and Parish Council
- Ensure minutes are posted in the parish, school and website (refer to Handbook #9 to determine when minutes are sent and to whom)
- Maintain a file of Board records and brings these in a binder to Board meetings. The master copy remains at the school.
- Take attendance for meetings, work sessions, in-services, special meetings, and major events.
- Annually update the Board binders and distribute them to Board members by August. Board binders should include:
 - The Handbook (including history, directional documents, calendar of items to be discussed)
 - Bylaws
 - Board membership, contact information, and committee assignments
 - A section for ongoing agendas, minutes, committee reports
 - Committee membership, contact information

The ideal skills, experience, and requirements of the Board Secretary are the same as those listed above for the Board President. Additionally, the Board Secretary must have:

- The ability to record and maintain accurate notes of meetings
- Attention to detail
- Adept written communication skills



9. Board Meetings

Agenda: The Principal and Board Officers construct a tentative agenda which is posted on the school website and distributed by e-mail to all Board members, committee chairs, parish council members, and pertinent individuals no later than 5 business days prior to the scheduled meeting. Board members should contact the Board President to place items on the agenda. The Agenda should include:

- Prayer
- Recognition of visitors
- Formal Acceptance of minutes (See below)
- Committee Reports:
 - Enrollment and Retention
 - Executive
 - Finance
 - Fundraising
- Principal's report
- Old and New Business
- Brief detail regarding items to be voted on (if not included in an attached report) along with a note as to items that will require a vote.
- Any "enclosures" (committee reports, personal proposals, etc.)

Minutes: The secretary takes notes which become the official record of the meeting. The minutes should contain sufficient information to describe motions passed and action taken. Board minutes should be accurate, clear, and concise. The basic information required in minutes includes:

- Type of meeting: "regular" or "special," or "adjourned regular" or "adjourned special"
- Name of the organization or assembly
- Date/time of meeting and place
- Present and absent Board members and guests present
- Approval of minutes of previous meeting
- All reports from Principal and committees
- The Motion verbatim as well as:
 - Brief description
 - Reports and documents introduced
 - Voting results
 - Names of abstainers and dissenters
 - Future action steps
- Time meeting is adjourned
- Signature of President, Principal, Priest

Approval of the minutes and action on motions occurs as follows:

- 1) Within 5 business days of the meeting, DRAFT minutes are e-mailed to members, parish council, pastor, and posted on the website as DRAFT minutes.
- 2) Within 5 business days of receiving the minutes, members respond to the secretary with a cc to other members if there are additions or corrections.
- 3) At the following meeting, the minutes are officially accepted and APPROVED.
- 4) Within 5 business days after the minutes are approved by the Board, the President signs the minutes and obtains the signature of the Principal and Pastor "enacts" the policies and decisions. Note:
 - The signed copy is to be filed at the school.
 - Should the Principal and Pastor choose to amend or not enact an approved motion, their decision and reasons are included with the minutes; the Board and committees shall be informed within 5 business days via a final copy of the amended minutes.
- 5) Within 5 business days after the minutes have been signed, they are posted on the website and on school and parish bulletin boards, emailed to the Parish Council. The school newsletter includes a note to parents that the minutes can be accessed on the school website. (Should the Principal and/or

the Executive Committee need to act in between meetings, the respective committee & Board will be informed via email prior to implementation.

Meeting Protocol:

- Major decisions (including budget and policy) may be made at the “first reading” if appropriate information was distributed to members 5 days in advance of the meeting. If not, a “second reading” / meeting is required.
- Robert’s Rules of Order specifies that it is not necessary to strictly follow the parliamentary procedures with groups of 12 or under. However, the *fundamental* principles of Robert’s Rules of Order should be observed to facilitate efficient, fair, and courteous meetings. Note that all decisions of the board are made via motion and that committee reports are accepted via a motion. Please see the Appendix – SAMPLE agenda, minutes, meeting script, and Robert’s on motions.
- A motion passes with a simply majority (over 50%).
- A quorum (60%) is necessary to conduct a meeting.



10. Board Responsibilities and Calendar

The Board responsibilities include:

1. Develop and Defend Policy – formulate policy which gives general direction to the principal
2. Selection and Appointment of Principal – participate in accordance with diocesan policy and direction from the Priest in selecting a Principal when a vacancy occurs.
3. Oversee Finances – develop and oversee the annual budget; ensure financial stability; provide monthly and annual financial reports to the Board, parents, and parish when appropriate
4. Fundraising – develop a strategic plan and facilitate goals and objectives to ensure the school remains fiscally solvent through successful fundraisers.
5. Enrollment and Retention – develop a strategic plan for maintaining optimal enrollment and retention, including effective public relations and marketing strategies at the school, parish and community level.
6. Strategic Planning - develop, implement, and review the school’s strategic plan, mission statement, vision, and philosophy in compliance with the diocese and in relation to the parish and school communities.
7. Assessments – evaluate Board members, the Principal’s relationship with the Board, and the Board’s overall effectiveness (See related Appendixes)

| Month | Items to be addressed at Board Meetings | Responsible |
|---|--|---|
| Summer | - Welcome/orientation of new members & appreciation of outgoing Members - Committees meet to regroup for upcoming year - In-Service - Updated Board Binders | -VP - Committee Chairs - Board & VP -Executive |
| September | - Meeting with School Parents - Fundraising review | - Board/Staff - Fundraising |
| October | - General marketing and pr - Enrollment and Retention plan for following school year | - E & R - E & R |
| November | - Finances overview, suggestions - Fundraising progress | - Finance - Fundraising |
| December | - Board’s Assessment, Board Member’s Assessment, - Assessment of Principal’s service to the Board | - VP - President |
| January | - First Review of Budget - Begin strategic planning for upcoming year (Board and staff plan separately to focus on area of responsibility until both meet in May) | - Finance - Executive / Staff |
| February | - Approval of the Budget - General marketing and pr - Revise Bylaws and Handbook if necessary | - Finance - E & R - Executive / Sec. |
| March | - New Members Process begins - Fundraising progress - Spring Meeting with Parents - Board approval of proposed strategic plan | - VP - Fundraising - Board -Executive |
| April | - Nomination of Slate of New Officers - Enrollment and Retention update - Joint Staff and Board Strategic Planning | - Executive - E & R -Exec/Board/Staff |
| May | - Elect Officers - Committee Membership and Chairs are finalized - Update committee goals and charges if necessary - Enrollment and retention update | - VP -VP - Executive / Board - E &R |
| * Board meetings are scheduled for the third Wednesday from 6:30 -8:30 September through May. | | |

11. Board Membership

1. ASCS Board will be composed of 10 voting members:

- Every third year: a school representative, a parent/guardian at ASCS, will be voted in by school families using the Application for Board Membership form. This board member may or may not be a member of ASCC; however, if the individual is not Catholic, he/she must support the mission, vision, and philosophy of ASCS and the Catholic Church.
- Annually: three members, to be both parishioners at ASCC and parents/guardians at ASCS, will be selected by the Pastor using the Application for Board Membership form. Ideally, the Board Membership Committee ensures representation from grades preschool to Grade 6, representation of various occupations and socio-economic backgrounds, and ensures membership dynamics that keep ASCS is healthy and growing.

2. ASCS Board Membership Process

- School Parent Representative:
 1. The second week of March, notice is given to school families of the position open on the School Board.
 2. By March 25, those who are interested need to have read through the Board Handbook and returned a completed copy of the Application for Board Membership (these are posted on the school websites)
 3. The first week of April, the returned applications for school parent representative will be posted on the school websites for the review of those voting. The applications will also be sent home in the school folder.
 4. The second week of April, school families will vote for a parent representative.
 5. The third week of April, candidates will be notified as to the outcome of the election.
 6. The fourth week of April, school families, parishioners and general public will be notified of the election results.
- Parish Representatives: The membership process is exactly the same for parish representatives as for school parent representatives with the exception of #3 and #4: *Instead, the first and second week of April, the Pastor shall review applications, conduct interviews if needed ,and make the selections.

3. Note:

- Board members serve a three year term (from June 1 through May 31) so long as minimum Board obligations are met. *Please see Board Handbook #7.
- Midterm vacancies of the school representative will default to the Board applicant who received the highest number of votes in the most recent election; this person will serve on the Board for the remainder of the term of the individual they are replacing. If there is a tie in regard to the votes received by the school representative, the names will be placed in a hat and the first name drawn is the new Board member.
- Midterm vacancies of the parish representative will default to the judgment of the Pastor; this person will serve on the Board for the remainder of the term of the individual they are replacing.
- If there are no applicants for Board Membership, the Executive Committee along with the Pastor is to set in motion a plan to procure candidates.

12. Key Performance Indicators

An effective Board, along with an effective staff, can look at key performance indicators to pinpoint areas that are critical to the success of the school. Examples of key performance indicators include:

| KEY RESULT | KEY PERFORMANCE INDICATOR |
|---|---|
| Students are formed Catholics | <ol style="list-style-type: none"> 1. Vocational education and exposure to various vocations 2. Student conduct grounded in Catholic faith and teaching 3. Sacramental education and participation 4. Participation in local parish 5. Involvement in Character Education Program 6. Participation in service opportunities |
| Parents are committed & supportive of the school | <ol style="list-style-type: none"> 7. Ongoing parent involvement as volunteers 8. Optimal student retention 9. Parent satisfaction 10. Regular participation in school functions |
| School is recognized as the premier educational institution of choice | <ol style="list-style-type: none"> 11. Standardized testing results and comparison to other schools: target is 95% proficient and 60% advanced 12. Placement in competitions 13. Applications and enrollment per class capacity 14. Waiting list 15. Accreditation with Western Catholic Education Association |
| School has strong Catholic identity and fulfills its mission | <ol style="list-style-type: none"> 16. Enrollment of Catholics from parishes 17. Financial support of parishes and parishioners 18. School is a priority ministry for parishes 19. Offers a Catholic environment and Catholic teaching, without compromise 20. Accreditation with Western Catholic Education Association |
| School is financially sound | <ol style="list-style-type: none"> 21. Low teacher turnover 22. Affordable cost per student 23. All operational fundraising results meet or exceed budget projections 24. School operates within budget 25. Three months of operating funds are in savings |

13. Role and Function of Board Committees

Role and Function: Committees have no decision or policy-making authority unless the Board has given its express authority. Committees are the support, extension, and workforce of the Board. Major decisions made must be presented to the full Board at the next meeting for Board ratification and inclusion in the minutes. Some committees are 'standing committees' (permanent) and some are 'ad hoc' (temporary task forces set up to achieve a certain goal). This is a current list and job description of ASCS Board committees.

| Committee | Role |
|-----------------------------------|--|
| Standing | |
| Executive | <p><u>Purpose:</u> comprised of elected officers of the Board that fulfill the duties below and act on behalf of the Board as deemed appropriate.</p> <p><u>Responsibilities :</u></p> <ol style="list-style-type: none"> 1. Oversee the governance of the Board to ensure that all aspects of Board responsibilities are fulfilled 2. Develop Board meeting and in-service agendas with the Principal 3. Conduct board membership process 4. Act on behalf of Board on issues that occur in-between meetings (note that issues acted on in-between meetings must be presented to the Board at the upcoming meeting) 5. Ensure that the Board Member, Board, and Principal evaluations are conducted; 6. Oversee and update annual and strategic plans and development |
| Finance | <p><u>Purpose:</u> Ensure financial stability of the school</p> <p><u>Responsibilities:</u></p> <ol style="list-style-type: none"> 1. Oversee development of the annual budget 2. Present the annual budget to the Board for approval 3. Ensure accurate tracking/monitoring/accountability of the school's finances by submitting a monthly statement of profit and loss and investments 5 days in advance of the monthly board meeting. 4. Review financial audits 5. Review major grants and loans and associated terms |
| Enrollment & Retention | <p><u>Purpose:</u> Ensure optimal enrollment and retention of students</p> <p><u>Responsibilities:</u></p> <ol style="list-style-type: none"> 1. Conduct annual parent satisfaction survey 2. Actively promote the school to parents, parishioners, and the community at large 3. Develop and maintain marketing materials that promote ASCS as a premiere Catholic educational opportunity 4. Promote the school as an important asset to the parish and maintain ongoing communication with the parish 5. Work with the finance committee to identify goals for optimal number of students at ASCS |
| Fundraising | <p><u>Purpose:</u> Coordinate successful ASCS fundraisers that meet budget goals for annual operating funds; Two representatives from each fundraiser comprise this committee.</p> <p><u>Responsibilities:</u></p> <ol style="list-style-type: none"> 1. With the Finance Committee, Principal and Board, determine the need and goals for each fundraiser 2. Coordinate and facilitate approved fundraisers 3. Evaluate and improve fundraising efforts |
| Ad Hoc | |
| | |
| | |

Membership:

- Members of a Board committee should be comprised of one or two Board members, volunteers, school parents, and relevant staff members who are committed to the school and goals of the committee (In the case of those who are not Roman Catholic, the individual must be supportive of the tenets of the Catholic faith. Membership of a committee should be clearly defined for voting purposes).
- The Board President, Principal, and Pastor are ex-officio members of the committee. Only the President is a voting committee member, provided he/she attends the meetings regularly.
- With the exception of the Executive Committee, each committee has between 6-9 members, including the ex-officio members.

The Chair:

- Must be a current Board member
- Represents the work of the committee
- Calls meetings
- Sets agenda with input from members
- Takes minutes (or appoints a secretary)
- Ensure communication and reports get to the Board and back to the committee within established timeline

Committee membership process:

1. The Chair of each committee will coordinate committee membership.
2. A list of all available ASCS volunteer positions, including open committee positions, is included in the registration packets. Parents are required to turn in the form along with their other registration materials.
3. If more people volunteer for open committee positions than are needed, the Chair of the committee conducts an interview process.
4. Annually, the Executive Committee reinstates or appoints the committee chairs.
5. Committee membership, including the chair, shall be finalized before June 30 of each year.

Committee Member Job Description:

- Participate in a minimum of 80% of the committee meetings
- Strive to attend major school functions
- Complete committee assignments
- Observe ethical committee standards (see Handbook #7.4 in which ethical standards for Board members applies to committee members).

Meetings:

Meetings are conducted according to the same standards set for Board meetings in Handbook # 9.

Committee Communication: In conjunction with its meeting, each committee is to prepare a monthly report (not minutes) which has been approved by committee members and that reflects the work accomplished, in progress, and that is planned; this report is submitted to the Board 5 business days prior to the regular Board meeting; any major task or decision should be submitted to the Board with a recommendation and include a description of how the committee went about carrying out its assigned task, the information obtained and conclusions drawn from that information and note any action needed from the Board.

| |
|-----------------------------------|
| Title of Committee |
| Date: |
| Committee Members Present: |

Report (summary of committee's actions/accomplishments to date):

Tasks(s):

Situation (describe with as much depth as possible):

Options (list options the committee considered, with pros and cons of each):

Recommendations (specify which option is being recommended and why):

Action Required (define what action is needed from the total Board):

Current St. Stanislaus Tri-Parish School



Future All Saints Catholic School



14. Acceptance of the Handbook

In addition to a copy of this handbook, each Board and Committee member receives a loose copy of *Acceptance of the Handbook*. ***Please sign and return your copy prior to the next meeting.**

Acceptance of the Handbook

(For all Board Members and Board Committee Members)

I, _____, acknowledge receipt of the St. Stanislaus Tri-Parish School Board and Committee Handbook. This Handbook contains important information governing my volunteer service at St. Stanislaus Tri-Parish School. I have read the Handbook and agree to be bound by the norms contained within, as well as by the norms that may be established in the future. I understand that any questions concerning this Handbook should be directed to the President of the Board.

_____/_____
Signature of Board Member or Committee Member / Date

Thanks for joining us and for all you do to “Build God’s Kingdom One Child at a Time” at ASCS!