

PREFACE

The staff of the Office of Catholic Schools is proud to present the revised School Board Handbook. This document is intended to be a useful reference tool for understanding the function, role and relationship of the Catholic School Board. This handbook summarizes the 1982 Diocesan policy statement on School Boards.

A Catholic School Board is substantially different from the common concept of a "school board." The Diocesan School Advisory Board, Regional and Parish School Boards are advisory boards. An advisory board is a board that offers advice and counsel to management.

The Diocese of Richmond has a long and successful Board history. Clearly, this involvement has contributed to the vitality and stability of each school.

In 2005-2006, all schools moved into a dual accreditation process (Virginia Catholic Education Accreditation and Southern Association for Colleges and Schools) and all standards for this accreditation are part of the revised Schools Advisory Board Handbook.

January 2012

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HISTORY OF BOARDS - DIOCESE OF RICHMOND

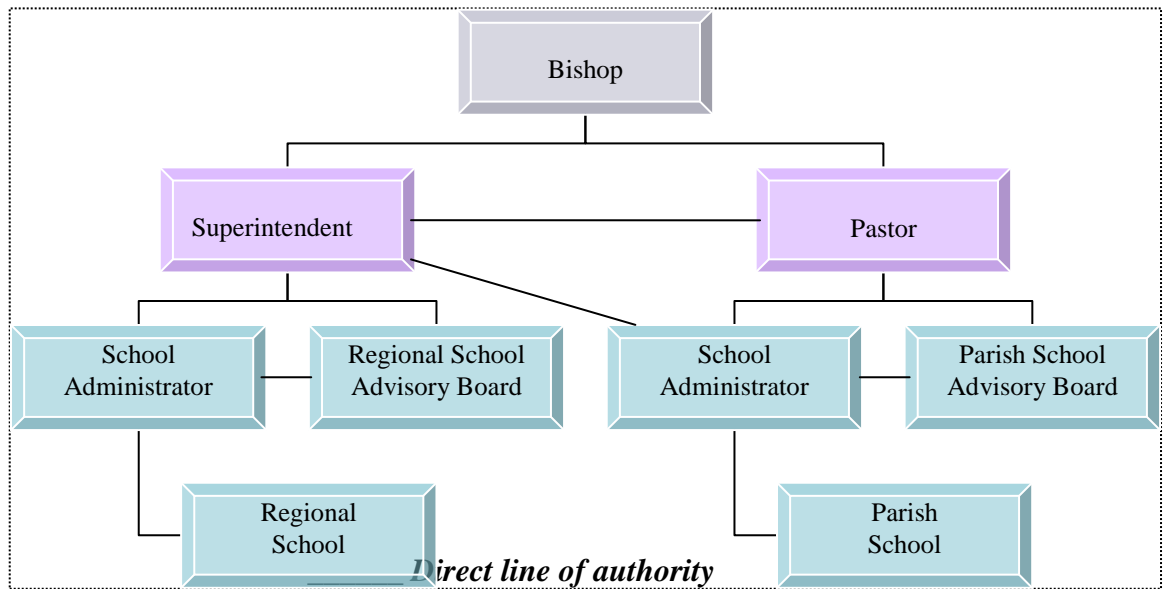
- 1852 Bishop John Neumann established a board of education for the Diocese of Philadelphia. Responsibilities included fund raising for new schools, recommendations for general plans of instruction and distribution of funds collected by Bishop.***
- 20th Century - Position of Superintendent of Schools was established and this person served as the Bishop's direct representative. The original purpose of School Board's changed from Administrative to Policy formulation.***
- 1967 NABE (National Association of Boards of Education) was established by National Catholic Education Association (NCEA) to assist dioceses.***
- 1974 Diocese of Richmond published "Proclaiming Good News", the policies and directives for Catholic Schools.***
- 1976 NCEA Symposium on Catholic Education was held in San Francisco. One result of this symposium was a recommendation that each Catholic School have a Board of Education.***
- 1982 Bishop Walter F. Sullivan mandated consultative boards for all schools. Handbooks published by the Office of Catholic Schools to assist in developing effective Boards.***
- 1992 Board Handbooks revised. Office of Catholic Schools develops training program for boards.***
- 1997 Board Handbooks revised to meet new challenges in the 21st century. Office of Catholic Schools revises training for Boards.***
- 1998 Policies and Directives ("Proclaiming Good News") revised and renamed "Diocesan School Policies". Diocesan School Board forwards policy book to Bishop for approval.***
- 2001 The Virginia Catholic Education Association sets accreditation standards for Board involvement in schools.***
- 2002 Board of Education Handbook revised to comply with standards and needs of schools.***
- 2004 Revised upon arrival of (new bishop) Bishop Francis DiLorenzo.***
- 2005 Revised to accommodate Standards of Excellence for Accreditation***
- 2011 Revised to comply with Design for Growth Standards and needs of schools***

Benchmarks of Board Excellence

- ***Membership of board is dedicated and committed to the school's mission.***
- ***Membership includes business people and alumni.***
- ***Board takes ownership of issues within their jurisdiction.***
- ***Board has goals, reviews/updates them annually and uses them as a basis of self-evaluation.***
- ***Board has active working committees in finance, development, facilities, strategic planning, and legislation.***
- ***Board has contact and communication with constituents.***
- ***Board assesses progress periodically.***
- ***Board has effective meetings***
- ***Board participates in diocesan and regional in-service for the membership.***
- ***Board's main achievements are in the areas of development/fundraising, budget/financial stability, strategic planning, marketing public relations/recruitment, legislative, and facilities.***

(These benchmarks are published by the National Association of School Boards and National Catholic Education Association.)

Governance Flowchart



Types of Schools

Regional School – serves more than one parish and is under the direct supervision of the Superintendent of Schools.

Parish School – serves one parish and is under the supervision of the Pastor and the Office of Catholic Schools.

Private School – owned by a religious community or exists as a separate corporation.

Types of Boards

Diocesan School Board

- *Advisory to Chief Education Administrator*
- *Recommend policy for the Diocesan School System.*
- *Policy becomes effective once the Bishop signs off on policy*

Regional School Boards

- *Advisory to the School Administrator and the Superintendent of Schools.*
- *Recommended policies for the school become effective once the Superintendent and School Administrator sign the minutes of each board meeting. Minutes of board meeting should be sent to the Superintendent within a week of Board Meeting.*

Parish School Boards

- *Advisory to the School Administrator and Pastor of the School.*
- *Recommended policies become effective once the Pastor and School Administrator have signed the minutes of each board meeting.*

Private School Boards

- *Owned by a religious community or exists as a separate corporation.*
- *Operated under the directives of the governing Religious Community or as stipulated in the Document of Incorporation.*

GOVERNANCE OF BOARDS

The School Board is an Advisory board that operates in a collaborative manner. Collaboration adds inspiration, support and strength to decision and action.

According to Canon Law, the Bishop as the chief catechist of the diocese has the final authority over all schools. He relies on the staff of the Office of Catholic Schools to exercise administrative jurisdiction in accord with diocesan policies, regional and state accreditation standards and the laws of the Commonwealth of Virginia.

In the Catholic Diocese of Richmond, Regional and Parish schools are mandated to have an Advisory Board.

The designated areas of responsibility for the Advisory Board are:

Finance

Strategic Planning

***Development
(Recruitment, marketing, endowment, etc)***

Facilities

Legislative

The Advisory Board recommends policy in the designated areas listed above with a vision toward future growth and development.

Policies recommended by the Board become a part of the Minutes and, are approved once the minutes are signed by the Superintendent/School Administrator or Pastor/School Administrator.

Structure of Advisory School Board

Purpose of the Advisory School Board

The purpose of the Advisory Board is to recommend policy to the Superintendent of Schools and/or Pastor/School Administrator consistent with diocesan policy, state guidelines and directives for the operation of the school so that the largest possible number of students may be effectively educated in a Christian environment and encouraged to make a deep personal commitment to Jesus Christ and the Church.

Policy Recommendations

The members of the board are asked to plan and make recommendations for policy in the areas of strategic planning, finance, development, facilities and legislation. Policy recommendations are attached to the minutes and once signed by the Superintendent/School Administrator or Pastor/School Administrator become effective. (Boards should utilize the consensus decision-making process in developing policies to be recommended.)

Selection of Members/Officers

The School Advisory Board recommends new membership to the Superintendent/School Administrator, or Pastor/School Administrator. The Superintendent/School Administrator or Pastor/School Administrator will approve or not approve of the recommendations. It is, therefore, necessary for each Board to assess annually the needs of the Board. The term of officers should be

determined by the board and consideration given to rotating terms for continuity of the work of the board. Officers are selected/elected by the board members.

Employees and spouses of employees may not serve as members of the Board.

- *The Board operates under a set of Bylaws approved by the Bishop. (Guidelines for updated by-laws are available from the Office of Catholic Schools. The Board should review the by-laws every five years and use the guidelines recommended by the Diocese.)*
- *The Board has officers including Chairperson, Vice Chairperson and Secretary (comprise the Executive Committee).*
- *The Board needs expertise to fill other member positions – needs are determined by present board.*
- *The Board recommends a member who must be approved by the Superintendent/School Administrator in a Regional School or the Pastor/School Administrator in a Parish School.*
- *The following guidelines should be a part of the Board organization.*

Membership should include representation from the supporting parish (es), parents and non-parent supporters of the school.

Ideal number of members 7 – 13.

Members should be supportive of the school and administration and demonstrate a willingness to work to ensure the mission and future of the school.

Nominating Committee, appointed by Executive Committee, presents new member to Superintendent/Principal or Pastor/Principal for approval.

- *Members generally serve a three-year term.*
- *Terms of membership should be staggered.*
- *Lead School Administrator and Assistant School Administrator representatives are ex-officio non-voting members of the Board.*

(The Parent Organization Representative sits on the Board and shares their funding goals with the Board so that goals are in keeping with financial needs of the school.)

- *The Board will consist of the following Committees:*
Finance
Strategic Planning
Development
Facilities
Legislative
Other standing committees may be established according to local needs.
- *The Board By-Laws should stipulate the particular needs of the school and the attendance required of members.*

Committee Responsibilities

Finance

- *Assists in developing & reviewing the budget with the Board.*
- *The chairperson of the Finance Committee serves on the Parish Finance Council (Parish schools only-the chair keeps the council informed of the financial status of the school).*
- *Reviews the financial status of the school throughout the year.*
- *Develops and reviews policy for financial aid.*
- *Conducts an annual review of policies, statements and records.*
- *Coordinates funding with the Parent Organization.*
- *Oversees investments and the endowment.*

Development

- *Serve as a Development Board to assist in developing a marketing plan.*
- *Assess the needs of the school; create a plan for the development of alternative funding.*
- *Address the statistics of the school and the public relations.*
- *Oversees the steering committee for a Capital Campaign.*

Facilities

- *Conducts a building audit to determine needs.*
- *Creates a plan of renewal for present structures.*
- *Implements and monitors capital improvements.*
- *Appoints a Sub-Committee to oversee building construction.*

Legislative

- *Responds to issues of State Assembly and Federal Level that affects Catholic Schools, as identified by the Virginia Catholic Conference.*
- *Monitors the Federal Programs available for School Funding.*
- *Creates a communication system among parents to notify them of current need of response.*

- *Reviews the Legislative Report from Virginia Council for Private Education and the Virginia Catholic Conference*
- *Partners with the Virginia Catholic Conference by encouraging parents to sign up for CAPWIZ*
- *Maintain communication with Principal.*

Strategic Planning

- *Defines the process to develop a strategic plan*
- *Involves as many constituents in the Planning Process as possible*
- *Prepares a preliminary report of constituent recommendations for the Board*
- *Develops a draft based on recommendations*
- *Procures as much input as possible on the draft from all constituents*
- *Refines draft and publishes for community (After Board approval, it should be attach to the minutes for final approval from Superintendent/School Administrator or Pastor/School Administrator).*
- *Implements and monitors plan.*

Board Procedures

RETREAT

An annual retreat should be planned to further the understanding of the Catholic School and to clarify the Mission of the School. It is helpful that the goals for the coming year be developed and a consensus of the Board developed to guide the work of the Board in the coming year.

MEETINGS

There are determined guidelines for conducting Effective Meetings.

- *By-Laws specify the minimum amount of meetings held in one year. (Adjusted as needed)*
- *A calendar for meetings in the coming year is agreed upon.*
- *A calendar of meeting topics and a time commitment for the topics is specified.*
- *Effective rules for dialogue should be discussed and agreed upon to manage conflict.*
- *Outcomes of each meeting are reviewed at the conclusion of the meeting and committee work is appropriately assigned.*
- *Consensus should be the manner in which policy recommendations are decided. The Mission of the Catholic School is the common ground for consensus.*
- *Committees are assigned a procedure and a time allotment for the report on the agenda.*
- *The Benchmarks of Excellence for Boards should serve as the guide for the end of the year effectiveness of the Board.*
- *Minutes of the Board should be sent to the Superintendent or Pastor/School Administrator within one week.*
- *The liaison from the Diocesan School Board will be available to each Board for consultation.*
- *In-service for the Board should include an understanding of the Board's advisory role and the importance of the Benchmarks.*

The Office of Catholic Schools will in-service Boards throughout the School Year.

- *A quorum shall consist of a simple majority of voting members.*

EXPECTATION OF ADVISORY BOARD MEMBERS

It is expected that each board member will:

- *Communicate the mission of the school to the public.*
- *Participate in all Board Meetings and activities.*
- *Support and encourage the Superintendent/School Administrator/Pastor.*
- *Refer all parents with concerns to the School Administrator.*
- *Promote the image of the school in all experiences.*
- *Maintain the communal vision in policy recommendations.*
- *Secure a written agreement with supporting parishes regarding responsibility for capital improvements and major repairs to the building(s), when appropriate. (Regional)*
- *Collaborate with the Superintendent/Pastor to establish a search committee to fill the vacancy of the principal.*
- *Send minutes of Board meetings to the Superintendent/School Administrator/Pastor for approval within seven days after a board meeting.*
- *Board Members are not to discuss Personnel issues under any circumstances.*

RESPONSIBILITIES OF OFFICERS AND COMMITTEES

- *The Chairperson shall preside at meetings and perform other duties associated with this office. The Chairperson is responsible to see that minutes are forwarded to the Superintendent of Schools/Pastor.*
- *The Vice-Chairperson shall preside and act as Chairperson in the absence of the Chairperson.*
- *The Secretary shall record minutes of meetings of the Board that shall accurately reflect actions and decisions of the Board.*

- *The duties and responsibilities of both standing and ad hoc committees shall be determined by the Board.*

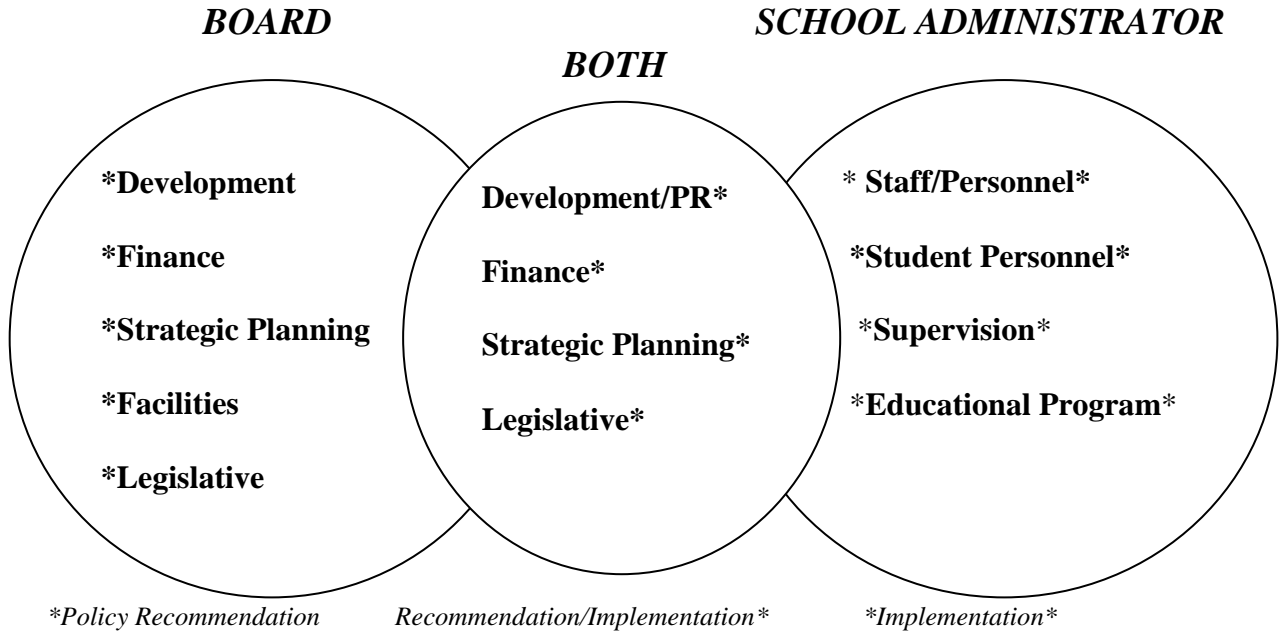
Executive Committee

- *Meet with School Administrator to determine goals for the year.*
- *Set Calendar such as:
October – Funding Plan updated in preparation for budget and needed fundraising.*
- *A written agenda should be available to all Board members at least one week prior to each regularly scheduled board meeting. Copies of the agenda should also be available at each parish house (parish schools only) and in the school for non-board members.*
- *The business of the new Board of Education begins each year in July. The Board must meet at least quarterly.*
- *All regular meetings of the Board are open. Special meetings of the Board are closed. Non-members may address the Board with the prior approval of the Chairperson. The Board has the right to go into closed sessions at any time.*
- *Emergency or special meetings may be called at the request of the Bishop, the Superintendent of Schools, Pastor, the School Administrator or a majority of the Board members.*

Board Responsibilities VS. School Administrator's Responsibilities

POLICY RECOMMENDATION/IMPLEMENTATION

A policy is a general guide to action. The dictionary defines it as a "guide for discretionary action." In other words, a policy is a broad and general direction.



Strategic Planning Process

1. ***Clarify the vision for Catholic Schools and the school's mission statement for all members of the school community.***
2. ***Assess the school as to:***
 - a. ***It's History-5 yrs. Previous and***
 - b. ***It's current status***

in the following areas: ***Enrollment***
Curriculum Enrichment
Staffing
Finances
Facilities
Development/ Board
Catholic Identity

3. *Hold "Vision" Sessions for students, faculty and parents. School Administrator and Board should present the current picture in all areas studied to these groups.*
 - A. *Groups should have the data gathered in #2 explained to them. Within groups of eight, each group should personally reflect on the information and complete the following:*
 1. *What do you want to see in the future for this school?*
 2. *What gifts could you share with the school to help achieve some of these dreams?*
 - B. *After the group completes these two questions, the leader asks the group to share responses to #1. Leader of each group should facilitate everyone's participation. (All are recorded on newsprint.)*
 - C. *After responses are recorded, group is asked to prioritize the visions. Process should take 30 to 45 minutes.*
 - D. *Group leaders post newsprint and report to large group.*
 - E. *Group leader collects from each person the individual sheets for use by the Board.*
4. *Analyze the data and collate all "visions".*
5. *Make assumptions about future.*
 - A. *Economic*
 - B. *Financial*
 - C. *Program*
 - D. *General*
6. *Determine the priority issues for planning for the future growth of the school.*
7. *Formulate recommendations, develop action steps, and define who is responsible for each action.*
8. *Consult the immediate community and ask for input on Board plan.*
9. *Publish preliminary report for input.*
10. *Begin implementation of recommendations. Utilize the gifts each one in the community has to offer.*
11. *Monitor progress quarterly throughout the year.*
12. *Evaluate success at end of each year.*
 - *Publish an annual report for the community.*

13. *Update plan annually with the community providing input.*
- *New assumptions might be offered.*
 - *New recommendations and action steps defined.*

Analysis of Issues and Concerns (Sample Format)

Directions: For each area below, please list the three most important needs to be addressed at the planning retreat.

ENROLLMENT: *The three most important issues are:*

- 1.
- 2.
- 3.

STAFFING: *The three most important issues are:*

- 1.
- 2.
- 3.

CURRICULUM ENRICHMENT: *The three most important issues are:*

- 1.
- 2.
- 3.

FACILITIES: *The three most important issues are:*

- 1.
- 2.
- 3.

FINANCES: *The three most important issues are:*

- 1.
- 2.
- 3.

DEVELOPMENT: *The three most important issues are:*

- 1.
- 2.
- 3.

CATHOLIC IDENTITY: *The three most important issues are:*

- 1.
- 2.
- 3.

SAMPLE

AREA OF CONCERN: *Development*

<i>Recommendations</i>	<i>Action Steps/Timeline</i>	<i>Responsible Individual/ Group</i>
<p><i>1. Create a recruitment plan to expand student enrollment</i></p>	<p><i>1a. Survey all students, parents and community members to elicit ideas on marketing the school more effectively.</i> <i>1b. Develop a data file of solicited ideas.</i> <i>1c. Develop plan for expanding student population.</i> <i>1d. Evaluate plan every six months.</i></p>	<p><i>1a. School Board</i></p> <p><i>1b. School Board</i></p> <p><i>1c. School Board/ School Administrator</i></p> <p><i>1d. School Board / School Administrator</i></p>

GEOGRAPHICAL DATA

Size of Diocese - - - - -33,235 Square Miles.

Population- - - - -4.5 Million People - 4% Catholic (percentage varies according to areas)

Schools- - - - - 29 Schools

Twenty-sixth largest school district in the state

Diocese of Richmond *(33,235 Square Miles)*



(Shaded area is the Diocese of Richmond)

Types of Schools

Regional Schools

All Saints Catholic School – Richmond
Bishop Sullivan Catholic High School – Virginia Beach
Blessed Sacrament/Huguenot – Powhatan
Charlottesville Catholic School – Charlottesville
Holy Cross Regional School – Lynchburg
Peninsula Catholic High School – Newport News
Portsmouth Catholic Regional School - Portsmouth
Roanoke Catholic School – Roanoke
Saint Edward Epiphany School – Chesterfield
Saint Mary Star of the Sea - Hampton
Star of the Sea School – Virginia Beach

Parish Schools

Christ the King School – Norfolk
Our Lady of Lourdes School – Henrico County
Our Lady of Mount Carmel – Newport News
Sacred Heart School – Danville
Saint Anne School – Bristol
Saint Benedict School – Richmond
Saint Bridget School – Richmond
Saint Gregory the Great School – Virginia Beach
Saint John the Apostle School – Virginia Beach
Saint Joseph School - Petersburg
Saint Mary Catholic School – Henrico County
Saint Matthew School – Virginia Beach
Saint Pius X School– Norfolk

Private Schools

Benedictine High School – Richmond
Saint Gertrude High School - Richmond
Saint John Neumann Academy - Blacksburg
Saint Patrick - Norfolk
Walsingham Academy – Williamsburg

REGIONAL SCHOOL ADVISORY BOARD BY-LAWS

ARTICLE – NAME

The name of this organization shall be Our Lady of Perpetual Responsibility Catholic School Board (“the Board”).

ARTICLE II – PURPOSE AND FUNCTION

Section 1. *The purpose of the Board is to recommend policies consistent with Diocesan and state guidelines and directives for the operation of Our Lady of Perpetual Responsibility Catholic School (“School”) so that the largest number of students may be effectively educated in a Catholic environment and encouraged to make a deep personal commitment to Jesus Christ and the church.*

Section 2. *The primary function of the Board is to develop and recommend to the School Administrator policies in the areas of finances, development, strategic planning, facilities and legislation that will ensure the successful operation of the School.*

Section 3. *Certain powers are reserved to the Bishop of Richmond. Only he shall have the power to:*

- A. Change the philosophy, objectives or purpose of the School or its technical and religious standards*
- B. Amend the By-Laws of the Board.*
- C. Dissolve or liquidate the School.*
- D. Approve appointments to the Board.*
- E. Approve a merger or consolidation of the School*
- F. Approve the creation of any subsidiary organization or the affiliation of the School with any other entity for the purpose of the joint conduct of business or other programs, whether in the forms of participation in a corporation, partnership, joint venture, co-tenancy, or any form of ownership or control.*
- G. Approve the conveyance of, or the granting of, mortgages, deeds of trust, or the creation of other liens on, any real property assets of the School.*
- H. Approve the conveyance of any other assets of the School or the incurring of any indebtedness or series of indebtedness, or the guaranteeing of any indebtedness or series of indebtedness.*

Section 4 *Board members shall be appointed by and serve at the pleasure of Superintendent/School Administrator.*

Section 5 *The Board, in consultation with **the Superintendent**, shall assist in a search at such time as a vacancy in the lead School Administrator position occurs.*

Section 6. *If a conflict arises between the Board and the School administration, the matter shall be referred to the Superintendent for final resolution.*

Section 7. *All actions of the Board shall become effective when the Superintendent/School Administrator have signed the minutes of the respective meeting and those minutes are approved by the Board.*

ARTICLE III – MEMBERSHIP

Section 1. *The membership of the Board shall consist of members appointed by the Superintendent/School Administrator. The School Administrator shall serve as an ex-officio member. The Board serves in an advisory relationship to the Superintendent/Pastor/School Administrator.*

Section 2. *The regular term of membership is three years, with an option of one additional year at a member’s request. Members cannot succeed themselves. The terms shall be staggered to provide continuity of the Board.*

Section 3. *Employees and spouses of employees may not serve as members.*

ARTICLE IV – OFFICERS AND RESPONSIBILITIES

Section 1. *The officers of the Board shall be Chairperson, Vice-Chairperson and Secretary. The officers shall be elected by the Board and their term of office shall be one year. No person shall serve more than two consecutive terms in the same office.*

Section 2. *The responsibilities of the officers:*

- A. Chairperson: shall preside at Board meetings, Executive Committee meetings, and perform other duties usually associated with the office.*
- B. Vice-Chairperson: shall preside and act, as Chairperson in the absence of the Chairperson, be a member of the Executive Committee, and act as parliamentarian at Board meetings.*
- C. Secretary: shall be responsible for keeping Board minutes and submitting them to the Superintendent.*

Section 3. *If the office of the Chairperson becomes vacant before an appointed term has expired, the Vice-Chairperson shall serve as Chairperson for the remainder of the term. If the office of the Vice-Chairperson becomes vacant before expiration of an appointed term, a new Vice-Chairperson shall be appointed immediately by the Chairperson to serve the remainder of the term.*

ARTICLE V – MEETINGS

Section 1. *The Board shall meet a minimum of six times a year. Special meetings may be called at the request of the Chairperson, Superintendent, or School Administrator.*

Section 2. *A written agenda, committee reports, monthly financial statement, School Administrator’s report, and a copy of the minutes of the previous Board meeting will be made available to all Board members at least one week prior to each regularly scheduled Board meeting.*

Section 3. *A quorum shall be established when a simple majority of members is present for a regular or special meeting. The action of a majority of voting members taken at a meeting at which a quorum is present **shall constitute action of the Board.***

Section 4. *The rules of parliamentary procedure as contained in Robert’s Rules of Order shall govern meetings of the Board except as otherwise provided in the By-Laws.*

ARTICLE VI – COMMITTEES

Section 1. *Standing Committees of the Board are:*

- A. Executive Committee*
- B. Development*
- C. Financial Management*
- D. Strategic Planning*
- E. Facilities*
- F. Legislation*

Section 2. *The Executive Committee will consist of the Chairperson of the Board, Vice-Chairperson, Finance Chairperson, and the School Administrator. The School Administrator is an ex-officio member.*

Section 3. *Members of the Standing Committees shall be appointed by the Board. Members of the committees need not be members of the Board. However, the Chairperson of each individual Standing Committee must be a Board Member.*

Section 4. *Ad Hoc committees shall be appointed by the Chairperson of the Board. These committees shall be dissolved upon completion of their assignment.*

Section 5. *The duties and responsibilities of both Standing and Ad Hoc committees shall be determined by the Board.*

ARTICLE VII – AMENDMENTS

These By-Laws and all subsequent amendments shall be effective upon recommendation of a simple majority of the voting members of the Board at a meeting in which a quorum is present and the approval of the Superintendent. No amendments may encroach on the Bishop's Article II, Section 3 powers.

PARISH SCHOOL ADVISORY BOARD BY-LAWS

ARTICLE – NAME

The name of this organization shall be Our Lady of Perpetual Catholic School Board (“the Board”).

ARTICLE II – PURPOSE AND FUNCTION

Section 1. *The purpose of the Board is to recommend policies consistent with Diocesan and state guidelines and directives for the operation of Our Lady of Perpetual Catholic School (“School”) so that the largest number of students may be effectively educated in a Catholic environment and encouraged to make a deep personal commitment to Jesus Christ and the church.*

Section 2. *The primary function of the Board is to develop and recommend to the School Administrator policies in the areas of, development, finance, strategic planning, facilities, and legislation that will ensure the successful operation of the School.*

Section 3. *Certain powers are reserved to the Bishop of Richmond. Only he shall have the power to:*

- A. Change the philosophy, objectives or purpose of the School or its technical and religious standards*
- B Amend the By-Laws of the Board.*
- C Dissolve or liquidate the School.*
- D Approve appointments to the Board.*
- E Approve a merger or consolidation of the School*
- F Approve the creation of any subsidiary organization or the affiliation of the School with any other entity for the purpose of the joint conduct of business or other programs, whether in the forms of participation in a corporation, partnership, joint venture, co-tenancy, or any form of ownership or control.*
- G Approve the conveyance of, or the granting of, mortgages, deeds of trust, or the creation of other liens on, any real property assets of the School.*
- H Approve the conveyance of any other assets of the School or the incurring of any indebtedness or series of indebtedness, or the guaranteeing of any indebtedness or series of indebtedness.*

Section 4. *Board members shall be appointed by and serve at the pleasure of the Pastor.*

Section 5. *The Board, in consultation with the Pastor and the Superintendent, shall assist in a search at such time as a vacancy in the lead School Administrator position occurs.*

Section 6. *If a conflict arises between the Board and the School administration, the matter shall be referred to the Pastor for final resolution.*

Section 7. *All actions of the Board shall become effective when the Pastor has signed the minutes of the respective meeting and those minutes are approved by the Board.*

ARTICLE III – MEMBERSHIP

Section 1. *The membership of the Board shall consist of members appointed by the Pastor. The School Administrator shall serve as an ex-officio member. The Board serves in a advisory relationship to the Principal.*

Section 2. *The regular term of membership is three years, with an option of one additional year at a member's request. Members cannot succeed themselves. The terms shall be staggered to provide continuity of the Board.*

ARTICLE IV – OFFICERS AND RESPONSIBILITIES

Section 1. *The officers of the Board shall be Chairperson, Vice-Chairperson and Secretary. The officers shall be elected by the Board and their term of office shall be one year. No person shall serve more than two consecutive terms in the same office.*

Section 2. *The responsibilities of the officers:*

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- B. Vice-Chairperson: shall preside and act, as Chairperson in the absence of the Chairperson, be a member of the Executive Committee, and act as parliamentarian at Board meetings.*
- C. Secretary: shall be responsible for keeping Board minutes and submitting them to the Pastor/School Administrator.*

Section 3. *If the office of the Chairperson becomes vacant before an appointed term has expired, the Vice-Chairperson shall serve as Chairperson for the remainder of the term. If the office of the Vice-Chairperson becomes vacant before expiration of an appointed term, a new Vice-Chairperson shall be appointed immediately by the Chairperson to serve the remainder of the term.*

ARTICLE V – MEETINGS

Section 1. *The Board shall meet a minimum of six times a year. Special meetings may be called at the request of the Chairperson, Pastor, or School Administrator.*

Section 2. *A written agenda, committee reports, monthly financial statement, School Administrator’s report, and a copy of the minutes of the previous Board meeting will be made available to all Board members at least one week prior to each regularly scheduled Board meeting.*

Section 3. *A quorum shall be established when a simple majority of members is present for a regular or special meeting. The action of a majority of voting members taken at a meeting at which a quorum is present shall constitute action of the Board.*

Section 4. *The rules of parliamentary procedure as contained in Robert’s Rules of Order shall govern meetings of the Board except as otherwise provided in the By-Laws.*

ARTICLE VI – COMMITTEES

Section 1. *Standing Committees of the Board are:*

- A Executive Committee*
- B. Development*
- C. Finance*
- D. Strategic Planning*
- E. Facilities*
- F. Legislation*

Section 2. *The Executive Committee will consist of the Chairperson of the Board, Vice-Chairperson, Finance Chairperson, and the School Administrator. The School Administrator is an ex-officio member.*

Section 3. *Members of the Standing Committees shall be appointed by the Board. Members of the committees need not be members of the Board. However, the Chairperson of each individual Standing Committee must be a Board Member.*

Section 4. *Ad Hoc committees shall be appointed by the Chairperson of the Board. These committees shall be dissolved upon completion of their assignment.*

Section 5. *The duties and responsibilities of both Standing and Ad Hoc committees shall be determined by the Board.*

ARTICLE VII – AMENDMENTS

These By-Laws and all subsequent amendments shall be effective upon recommendation of a simple majority of the voting members of the Board at a meeting in which a quorum is present and the approval of the Pastor. No amendments may encroach on the Bishop's Article II, Section 3 powers.

SCHOOL PARENT/TEACHER ORGANIZATION

ARTICLE I - NAME

The name of this organization shall be St. Eusebius Parent/Teacher Organization.

ARTICLE II – PURPOSE AND FUNCTION

Section 1. *The purpose of the PTO Board is to recommend programs consistent with Diocesan and state guidelines that contribute to the fulfillment of the purpose of the organization and commitment to Jesus Christ and the Church. The Diocesan School Policies must be followed in developing the work of the organization.*

Section 2. *The primary function of the PTO is:*

- A. Support and promote quality Catholic education;*
- B. Encourage Catholic standards of family life;*
- C. Share with teachers the values that parents are attempting to develop with their children at home; and*
- D. Provide a means by which parents may raise funds to help benefit the school.*

Section 3. *PTO Board shall be nominated by a nominating committee approved by the School Administrator and affirmed by the membership.*

The proposed slate of officers shall be approved by the organization at the last meeting of the year.

Section 4. *If a conflict arises between the PTO Board and the School administration, the matter shall be referred to the Superintendent or Pastor for final resolution. The policies of the Diocese provide the parameters for resolution.*

Section 5. *All actions of the Board shall become effective when the School Administrator has signed the minutes of the respective meeting.*

Section 6. *The School Administrator shall approve all written communications of the organization.*

ARTICLE III – MEMBERSHIP

Section 1. *The active membership of the organization shall consist of all parents and guardians of students attending School. By contractual agreement, teachers are organization members. The PTO Board shall consist of the approved slate of officers.*

Section 2. *The regular term of membership is two years. The terms shall be staggered to provide continuity of the PTO Board.*

Section 3. *Employees*

ARTICLE IV – OFFICERS AND RESPONSIBILITIES

Section 1. *The officers of the Board shall be President, Vice President, Secretary and Treasurer. The term of office shall be two years. No person shall serve more than two consecutive terms in the same office.*

Section 2. *The responsibilities of the officers are:*

- A. President: shall preside at PTO Board meetings and perform other duties usually associated with the office. The President shall appoint members to the sub-committees.*
- B. Vice-President: shall preside and act as President in the absence of the President.*
- C. Secretary: shall be responsible for keeping minutes and submitting them to the Principal.*
- D. Treasurer: shall establish a budget and consult with the bookkeeper on the working of fiscal management. All funds of the PTO are reported on the monthly financial report and held in the school account.*

Section 3. *A PTO representative is a member of the local school board. The representative acts as a liaison to ensure that PTO goals are established with the goals of the Board.*

Section 4. *If the office of the President becomes vacant before an appointed term has expired, the Vice-President shall serve as President for the remainder of the term. If the office of the Vice-President becomes vacant before expiration of an appointed term, a new Vice-President shall be appointed immediately by the President with the approval of the School Administrator.*

ARTICLE V – MEETINGS

Section 1. *The PTO Board shall meet a minimum of six times a year. Special meetings may be called at the request of the President and School Administrator. The organization shall meet a minimum of four times a year.*

Section 2. *A written agenda, committee reports, monthly financial statement, and a copy of the minutes of the previous Board meeting will be made available to all Board members at least one week prior to each regularly scheduled Board meeting.*

Section 3. *A quorum shall be established when a simple majority of members is present for a regular or general meeting.*

Section 4. *The PTO Board shall decide on the procedures for the orderly running of a board or general meeting.*

ARTICLE VI – COMMITTEES

Section 1. *Standing Committees of the Board are:*

- A. Adult Education Committee*
- B. Fund Raising Committee*
- C. Public Relations (This committee will support programs of the organization.)*

Section 2. *Members of the Committees shall be appointed by the PTO Board. Members of the committees need not be members of the Board. However, the chairperson of each individual Standing Committee must be a Board Member.*

Section 3. *Ad Hoc committees shall be appointed by the President of the Board. These committees shall be dissolved upon completion of their assignment. The assignment should meet the goals of the organization.*

Section 4. *The duties and responsibilities of both Standing and Ad Hoc committees shall be determined by the PTO Board and the School Administrator.*

ARTICLE VII – AMENDMENTS

These by-laws and all subsequent amendments shall be effective upon recommendation of a simple majority of the voting members of the PTO Board at a meeting in which a quorum is present and with the approval of the School Administrator.