

Guidelines

FOR

St. Catherine of Alexandria Academy School Board

INTRODUCTION:

This Board, a sub-committee of the Formation/Education Committee or equivalent committee and empowered to act by the authority vested in the Parish Council or equivalent committee and is given the overall responsibility for formulating the policies under which St. Catherine of Alexandria Academy operates.

ARTICLE I- NAME

The name of this Board shall be St. Catherine of Alexandria Academy School Board (herein referred to as Board)

ARTICLE II- PURPOSE

This Board is a representative body, the purpose of which is to consider and develop matters of school policy, subject to such regulations that might proceed from the Ordinary of the Diocese, The Archdiocesan Office of Lifelong Formation and Education and the Parish Council or Equivalent Committee.

ARTICLE III- FUNCTIONS (RESPONSIBILITIES)

- A. The Board, in conjunction with the Principal and Pastor, formulates policies within which the Principal plans and directs staffing, operation and maintenance of school programs, facilities and equipment.**
- B. The Board shall seek nominations and conduct a random drawing to select elected members of the Board.**
- C. When a vacancy of the Office of Principal occurs, the Board shall develop appropriate guidelines and criteria for the selection of a Principal consistent with the policies of the O.L.F.E.**
- D. One or more faculty positions for an assistant Principal may be authorized by the Board.
 - a. If and when authorized, the person(s) to fill those positions shall be selected by the Principal, with the input of the faculty.**
 - b. The Assistant Principal shall be appointed for a term of 1, 2, or 3 school years.**
 - c. The Assistant Principal will perform the duties specified by the Principal.****
- E. The Board will review and approve the annual budget. This budget shall include all things pertaining to the educational needs of the school.**

- F. The Board shall determine admissions and limitation policies in accordance with Kentucky registration and O.L.F.E. guidelines.
- G. In case of dismissal or failure to renew a contract, any employee of the school may appeal to the Board in Executive Session.
- H. The Board shall establish committees on a standing or ad hoc basis according to need.
- I. The Board shall implement policies of the O.L.F.E
- J. The Board will create better understanding and support of Catholic Education with the local communities.
- K. The Board will be responsible for seeing that the effectiveness of the program is periodically evaluated in accordance with O.L.F.E.
- L. Responsibilities of the Board include the above but are not limited to those functions.

ARTICLE IV- MEMBERSHIP

The membership of the Board shall consist of the following:

1. EX OFFICIO:

The Pastor of St. Catherine and Immaculate Conception Parishes, The Principal and faculty representative of St. Catherine of Alexandria Academy.

2. ELECTED:

The Board shall consist of five (5) members- four (4) from St Catherine Parish and one (1) from Immaculate Conception Parish. (Minimum of two (2) current school parents shall serve on the board of five (5). School age parents Pre-K through 8th are ineligible to serve on the St. Catherine School Board if their children attend another school besides St. Catherine Academy.

There shall be two (2) new members selected for the Board each year from St. Catherine Parish and every third year one (1) new member will be selected from Immaculate Conception Parish. Each member will serve a three year term.

ARTICLE V- OFFICERS AND DUTIES

- 1. **ELECTION OF OFFICERS:** The officers are elected by voting Board members as the first order of business at the August meeting. Officers serve for one year and may be re-elected to serve an additional year. The outgoing Board Chairperson shall preside at the election. All members of the Board except "ex-officio" members are eligible for any office.

2. **CHAIRPERSON:** The chairperson shall preside at all regularly scheduled meetings, special meetings and executive sessions. The Chairperson shall appoint the Chairpersons on all Standing and Ad Hoc Committees.
3. **VICE CHAIRPERSON:** In the absence of the Chairperson, the Vice Chairperson will assume the Chairperson's duties. The Vice Chairperson shall also receive and deep reports of officers and Standing and Ad Hoc Committees and have them in good order at the close of the term.
4. **SECRETARY:** The secretary will:
 - a. Assume the duties of the Chairperson in the absence of both the Chairperson and Vice Chairperson
 - b. Maintain a written report of all Board proceedings
 - c. Make copies of the previous meeting's minutes available to all Board members.
 - d. Conduct, receive and dispose of all correspondence as directed

ARTICLE VI- COMMITTEES

STANDING COMMITTEES: Athletic and Fundraising.

DUTIES OF THE STANDING COMMITTEE

- A. ***Athletic Committee:*** The duties of the Athletic Committee shall be to formulate guidelines subject to review of the Board. It shall also be responsible for overseeing fundraising and booster club activities to raise funds for all athletic activities.
- B. ***Fundraising Committee:*** This committee will include but not be limited to the Bingo and Fall Festival Chairpersons who will develop guidelines subject to review of the School Board.

ARTICLE VII- MEETINGS

1. ***Monthly Meetings-*** The Board's regular business meetings are held on the third Thursday of the month at an hour and place agreed upon by the Board. Notice of such regular meetings shall be published in the Parish bulletin on the prior Sundays. Postponement of the meeting for any serious reason is the responsibility of the Chairperson.
2. ***Special Meetings-*** Special meetings may be called by the Pastor, Principal, Chairperson or any two voting members. The secretary shall give a seven day notice when possible to each Board member.
3. ***Executive Sessions –*** The Chairperson or Acting Chairperson may call an Executive Session, preferably to be held at the conclusion of a regular meeting of the Board. The Pastor's and Principal's special invitation to attend Executive Sessions may be extended by the Chairperson or any two members with consent of the Board. Decisions made in Executive Session must be presented and voted on at open sessions before becoming effective.
4. ***Quorum:*** A quorum shall consist of a majority of the voting members. A simple majority of those present and voting shall carry the motion.

5. A written record of all acts of the Board, maintained by the Secretary, will be preserved in the Archives.
6. Robert's Rules of Order *may* be used to govern the proceedings of the Board. Consensus is the preferred method of agreement.
7. Any member of the parishes and any student (parent) attending St. Catherine School may address the Board providing his/her petition has been approved for the agenda in advance of the meeting by the Chairperson or any two Board members. All grievance proceedings in the St. Catherine School handbook must be followed before consideration is given approval for petitioning Board.

ARTICLE VIII- NOMINATIONS

Each April the Board shall be responsible for seeking nominations for vacancies on the Board through notices sent to the school parents and through the Parish bulletins.

ARTICLE IX- ELECTIONS

Each year at the May Board meeting, the Chairman of the Board will randomly draw from the pool of nominees to select members to fill vacancies created by outgoing Board members.

ARTICLE X- TERMS OF OFFICE

1. All terms of office shall begin on the date of the August meeting.
2. Any vacancy on the Board shall be filled immediately by randomly selecting another person from the pool of nominees of the most recent election year. Any member of the Board may resign any time by sending a written notice of such resignation to the Secretary of the Board. Unless otherwise specified therein, the resignation shall take effect upon receipt thereof by the Secretary.

ARTICLE XI- ACCOUNTABILITY

1. The Pastor, by virtue of their appointment by the Archbishop, is the Chief Executive Officer and Spiritual Leader of the School.
2. Appeal of decisions, pastoral vetoes, unsettled grievances, should such materialize will be submitted by the Board (or other concerned party or parties) to the grievance procedure establish by the O.L.F.E.
3. The principal is the chief educational and administrative officer of the school, appointed by the Board and is primarily responsible for the implementation of the Board policies. The Principal is guided by the Handbook from O.L.F.E.

ARTICLE XII- AMENDMENTS

1. These guidelines may be amended by a vote of two-thirds of the local Board membership, subject to the approval of the Parish Council or Equivalent Committee and the O.L.F.E.
2. Any proposed amendment will be presented to the Board at least one month prior to the vote.