

# **Saint Elizabeth Ann Seton School Advisory School Board By-Laws**

**Approved April 10, 2006**

## **ARTICLE I-INTRODUCTION**

Saint Elizabeth Ann Seton School (the "School") is operated by Saint Elizabeth Ann Seton Parish, Anchorage, Alaska, a Roman Catholic parish (the "Parish") of the Archdiocese of Anchorage (the "Archdiocese"). The School is established to carry out the teaching ministry of the Catholic Church. As such, the religious and educational work shall at all times continue to be in accordance with the teachings and laws of the Roman Catholic Church and the Archdiocese of Anchorage.

At this time, it is the intention of the Pastor of Saint Elizabeth Ann Seton Parish (the "Pastor") to establish a School Board as an advisory board (the "School Board") to assist him and his appointed Principal of the School (the "Principal") in the governance of the School. This School Board is established consistent with the guidelines and directives promulgated by the Archdiocese.

This School Board shall have as its primary concern the ministry of Catholic school education: the spiritual, intellectual, physical, emotional and social development of the students. The School Board, operating under the guidance and policies and plans of the Archdiocese, shall concern itself with policy matters pertaining to the general excellence of Catholic education at the School.

The mission statement of the School Board is as follows:

***The St. Elizabeth Ann Seton School Board advises the Parish Pastor and School Principal on strategic planning, school policy, financial planning and annual budget implementation. The School Board supports the values of Catholic education and serves as a liaison between parents and the school.***

Working in close collaboration with its administrative officer, the Principal, and hearing its many publics, this School Board shall formulate policies that will enable the Pastor and the Principal to reach the School's goals. These goals will be related to, but not limited to, the overall Parish goals.

## **ARTICLE II-PURPOSE AND FUNCTION**

The School Board is established to assist the Principal and ultimately the Pastor by providing advice and counsel particularly in the following areas:

1. Strategic Planning
  - a. To assist in formulating strategic goals for the long-term direction of the School.
  - b. To assist in formulating the School mission statement.
2. Policy Formulation
  - a. To provide advice and counsel with regard to policies in areas determined by the Pastor and the Principal.
3. Evaluation of policies, plans and mission effectiveness.
4. Institutional Advancement/Development
  - a. To provide advice and counsel to enhance the image, enrollment and financial viability of the School.
5. Financial Planning and Financial Management
  - a. To provide advice and counsel with regard to long-range financial planning, annual budget development, budget monitoring and financial reporting.
6. Communications
  - a. To provide advice and counsel with regard to communicating School policies and activities to the various School constituencies

The School Board has no authority to implement policies separate from the Pastor and the Principal. The School Board does not have responsibility for determining the amount of Parish funds in support of the School and has no responsibility with regard to the School's staff/personnel or students.

## **ARTICLE III-RELATIONSHIP WITH OTHER GROUPS**

### **1. Archdiocese of Anchorage**

The Principal shall provide regular information from the Archdiocese concerning Archdiocesan policies impacting Catholic elementary and secondary education as in-service to the School Board. The Principal shall implement Archdiocesan policies approved by the Archbishop.

### **2. Parish/Pastoral and Finance Councils**

The School Board shall work in a cooperative and collaborative manner with the Parish/Pastoral and Finance Councils of the Parish.

### **3. Parent Volunteer Organization (“PVO”)**

The President of the PVO shall serve as an ex-officio member of the School Board, with voting rights. The relationship between the School Board and the PVO shall be characterized by a common vision, clarity of responsibilities, good communication and collaboration.

### **4. Faculty**

The relationship between the School Board and the faculty of the School (the “Faculty”) shall be characterized by mutual support, good communication and cooperation. The Principal represents the Faculty to the School Board. From time to time, teachers and/or administrative team members may share information with the School Board on matters concerning the School. The School Board shall have no role in hiring, evaluating, terminating or renewing teachers.

## **ARTICLE IV-MEMBERSHIP**

### **1. Membership Defined**

The School Board shall consist of nine (9) members appointed by the Pastor, except for the PVO President who is not appointed by the Pastor. The PVO President shall serve as an ex-officio member of the School Board, with voting rights. The Principal shall serve as an ex-officio member of the School Board, without voting rights, and shall serve as the School Board’s administrative officer. The Pastor shall serve as an ex-officio member of the School Board, without voting rights.

## 2. Categorical Membership

Effective as of the School year 2006-07, the nine (9) members of the School Board shall be distributed as follows:

- a. Parents of St. Elizabeth Ann Seton School enrolled children  
(Minimum of five (5) Parents) (Does not include the PVO President)
- b. Non-Parents of St. Elizabeth Ann Seton School enrolled children, such as alumni/parents of alumni; leaders within the civic, business and professional communities; area educators or pastors; and parishioners  
(Minimum of two (2) Non-Parents)
- c. PVO President (The 8<sup>th</sup> School Board member.)

The ninth (9<sup>th</sup>) School Board member can be with a Parent or a Non-Parent of St. Elizabeth Ann Seton School enrolled children.

## 3. Nominations

A committee of School Board members (the "Nominations Committee") appointed by the President of the School Board shall accept nominations of prospective School Board members who meet the following criteria:

- a. Interest in and commitment to Catholic education in general and a specific commitment to the mission and philosophy of the School
- b. Availability to attend meetings and periodic in-service programs and to participate in committee work
- c. Ability to maintain high levels of integrity and confidentiality
- d. Ability to deal with situations as they relate to the good of the educational ministry of the Parish and the School
- e. Capacity to give witness to Christian and moral values within the School and Parish communities
- f. Willingness to participate in and provide leadership for resource development programs for the School.

The Nominations Committee shall recommend a slate of prospective School Board member nominees to the School Board. The School Board shall recommend a slate of prospective School Board member nominees to the Pastor, who shall choose from the slate.

## 4. Exclusions

Employees of the School and their spouses, other than those who serve in ex-officio positions, may not sit on the School Board.

## 5. Appointment and Terms

Each School Board member nominee, other than the PVO President who serves ex-officio, shall be appointed by the Pastor for a three-year term. The PVO President shall serve ex-officio only during the time that he or she serves as PVO President.

To provide for staggered terms, the initial School Board members shall be divided into three groups of as nearly equal membership as possible with the term for one group of School Board members expiring each year during a three-year period. School Board members may be reappointed, provided, however, no School Board member shall serve more than two full terms consecutively regardless of whether any such term shall be less than three years.

## 6. Resignation and Removal of School Board Members

Any School Board member may resign at any time by giving written notice to the School Board President. Such resignation shall take effect at the time specified therein.

A School Board member may be removed by the Pastor if it is deemed that removal is in the best interest of the Parish and School.

## 7. Vacancy

Any vacancy on the School Board may be filled by the Pastor upon recommendation of the School Board President for the unexpired portion of the term in the same manner as provided for in the original appointment.

## 8. Attendance

Any School Board member who shall be absent from three (3) successive regular School Board meetings or a total of four (4) School Board meetings in a year shall be deemed to have resigned as a School Board member unless reinstated with written approval of the Pastor.

## **ARTICLE V-OFFICERS**

1. The officers of the School Board shall be the President, Vice-President, Treasurer, and Secretary (the "Officers"). They shall be elected annually by the School Board membership, subject to ratification by the Pastor.
2. The election of Officers shall take place at the last meeting of the school year.

3. The Duties of the Officers shall be:

- a. President - The President shall preside at all regular and special meetings of the School Board and prepare the School Board agenda. The President shall have authority to assign additional duties and responsibilities to individual School Board members.

No individual shall be eligible to serve as President of the School Board without having completed one year of service on the School Board.

- b. Vice-President - In the absence of the President, the Vice-President shall perform all duties of the President.
- c. Treasurer- The Treasurer shall be responsible for ensuring that appropriate and timely financial reports are made available to the School Board. The Treasurer shall be the chairperson of the Finance Committee.
- d. Secretary- The Secretary shall be responsible for keeping accurate minutes, for keeping a record of the appointment of all committees of the School Board and for all correspondence. The Secretary shall also be responsible for keeping a permanent record of terms, attendance and committee assignments and all reports and documents related to School Board activities.
- e. Administrative Officer- The Principal shall serve as administrative officer to the School Board. The Principal shall be responsible for bringing information to the School Board.
- f. Term- The term of office for School Board officers shall begin with their election at the last meeting of the school year and end with the election of their successor the following year.

#### **ARTICLE VI-MEETINGS**

- 1. Regular Meetings- Regular meetings of the School Board shall be held monthly at least nine (9) times per year.
- 2. Special Meetings- Special meetings may be called by the Pastor, the President, the Principal or by written request of one-third (1/3) of School Board members. Written notice must be provided at least four (4) days prior to the special meeting.

3. Annual Meeting- The annual meeting shall be held the last meeting of the school year.
4. Meeting Protocol- All regular and special meetings of the School Board shall be open to the public and shall be posted in School memos and newsletters.
5. Public Comments-Non-School Board members may address the School Board during the Public Comments session at School Board Meetings. Individual presentations are limited to three (3) minutes. The Public Comments session is for comments only, not discussion.
6. Executive Session- The School Board may hold an Executive Session upon affirmative vote by the majority of members present at a regular and special scheduled School Board meeting. The School Board will announce to any Non-School Board members present, and the minutes shall otherwise reflect, the general topics for discussion in Executive Session. Executive Sessions shall be used for matters including those required to be kept confidential by federal or state law, including, but not limited to legal issues and personnel matters. Executive Sessions are closed to the public and only open to the Pastor, Principal, and the School Board. Executive Session discussions must remain confidential. Documents furnished to the School Board in Executive Session and relating to matters qualifying for Executive Session shall not be included in the meeting minutes. In all cases, no vote or other formal action may be taken in Executive Session and matters considered in such sessions shall be voted upon openly upon re-opening School Board proceedings.

## **ARTICLE VII-RULES OF ORDER**

1. Consensus- As much as possible, the School Board shall reach consensus on all actions.
2. Parliamentary Rules-When necessary, parliamentary rules may be employed using Robert's Rules of Order (latest copyright) as a guide. The President shall appoint a parliamentarian when appropriate.
3. Policy issues-Ordinarily, decisions regarding policy matters and other major issues are not made at the first reading. The second reading of the policy occurs after additional consultation and clarification. At that time, the School Board begins its decision-making process.
4. Quorum- A simple majority of the voting members of the School Board shall constitute a quorum for each meeting.

## **ARTICLE VIII-COMMITTEES**

1. Standing Committees- The School Board standing committees shall be:
  - a. Executive Committee (The Pastor, Principal, and the entire School Board; an Executive Session of the Executive Committee shall be chaired by the School Board President and closed to the public.)
  - b. Finance Committee (chaired by the Treasurer)
2. Committee Charges

Specific committee charges shall be adopted each year by the School Board at its annual meeting. Members of standing committees shall be appointed by the School Board President. Committee chairpersons must be members of the School Board, although committee members may be drawn from outside of the School Board membership. The Pastor, Principal, and School Board President shall be ex-officio members of all standing committees.

3. Special or Ad Hoc Committees-Special or ad hoc committees shall be established by action and approval of the School Board.

## **ARTICLE IX-COMPENSATION**

School Board members shall not receive compensation for their services. However, bona fide expenses may be reimbursed.

## **ARTICLE X-CONFLICT OF INTEREST**

Any School Board member having an interest in a contract or other transaction coming before the School Board or a committee of the School Board (the "Interested Member") shall give prompt, full and frank disclosure of that interest to the School Board President prior to the School Board acting on such contract or transaction. Upon such disclosure, the School Board member's interest shall be presented to the full School Board. The School Board shall determine, without participation by the Interested Member, at such time as disclosure is made to that body, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If the School Board determines that such a conflict is deemed to exist, the Interested Member shall not vote on, nor use personal influences on, nor participate in the discussions or deliberations with respect to such contract or transaction.

For purposes of this section, a person shall be deemed to have an interest in a contract or other transaction if he or she is a party (or one of the parties) contracting or dealing with the School or Parish, or is a director, partner, officer, of or spouse of a director, partner,

officer of, or has a significant financial or influential interest in, the entity contracting or dealing with the School or Parish.

## **ARTICLE XI-EDUCATION**

All School Board members will receive a copy of the Saint Elizabeth Ann Seton School Advisory School Board By-Laws and sign that they have received a copy of the School Board By-Laws.

## **ARTICLE XII-STANDARDS OF CONDUCT/ETHICS**

School Board members are to keep learning and achievement for students as the School Board's primary focus.

All actions taken by the School Board must be consistent with the Bylaws of the School and with all policy established by the School.

The School Board is responsible for conducting business in an efficient, constructive, and open manner.

School Board decisions should result from discussions in which all School Board members have had the opportunity to participate.

The School Board is expected to hold School Board members to the highest standard of ethical conduct.

School Board members should not attempt to take advantage of his or her position by soliciting unilateral policy discussions with the Pastor, the Parish, the Principal, Parents, or in other public forums without prior School Board approval.

School Board members shall notify the School Board President of any School Board policy discussions had with Parish or Archdiocese officials.

Once a vote is taken, School Board members are to refrain from public dissention.

School Board members are expected to understand that the advisory function of the School Board rests with the School Board as a whole and not with individual School Board members.

School Board members should not use his or her position to influence day to day School operations.

School Board members are to keep confidential matters confidential.

**ARTICLE XIII-INDEMNIFICATION**

Each School Board member shall be indemnified against all expenses actually or necessarily incurred in connection with the defense of any action, suit or proceeding to which he or she has been made a party by reason of being or having been a School Board member, except in relation to matters in which the School Board member shall be adjudicated in an action, suit, or proceeding to be liable for gross negligence or willful misconduct in the performance of duty.

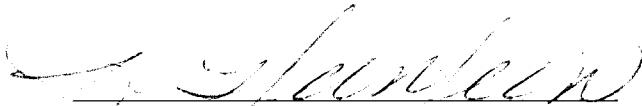
**ARTICLE XIV-AMENDMENTS**

These By-Laws may be amended following a two-thirds (2/3rds) majority vote of the School Board and written approval of the Pastor and Principal. School Board members must receive written notice about amendments one (1) month before the vote to amend.

**ARTICLE XV-EFFECTIVE DATE**

These By-Laws and any amendments thereto shall become effective upon the date of adoption, unless otherwise specified.

*Adopted by:*



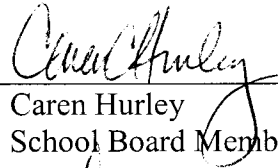
Kathy Heinlein  
School Board President



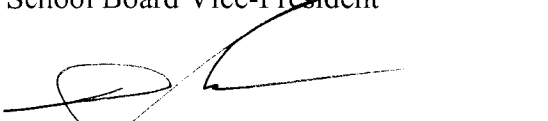
Rob Hemmen  
School Board Member



Jeff Baker  
School Board Vice-President



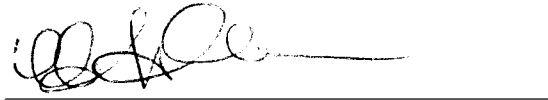
Caren Hurley  
School Board Member



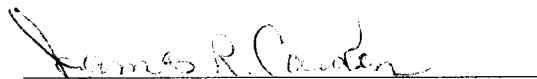
Mark Gore  
School Board Treasurer



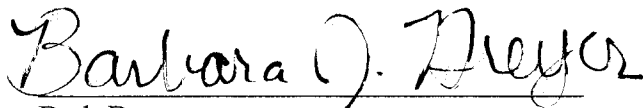
Janyce Harpel  
School Board Member



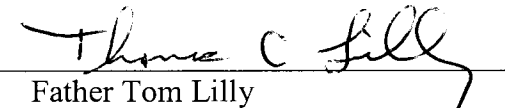
Keith Williams  
School Board Secretary



Jim Carden  
Principal



Barb Dreyer  
PVO President



Father Tom Lilly  
Pastor