

# Saint Leonard School Board Bylaws

## I. POLICY

- A. The pastor, the Principal or a School Board member may present a policy proposal to the Board. The policy proposal must be presented in writing to the President 14 days prior to the next regularly scheduled meeting or earlier. The President shall ensure that the proposed policy is disseminated to all Board members within 48 hours.
- B. All proposed policies should include a statement of need, recommendation, and solution.
- C. A policy may be voted on at the meeting at which the policy was presented, provided there are no objections by any School Board member. If there are any objections by any Board member to the policy, voting will be deferred to the next scheduled meeting.
- D. All policies enacted and adopted by the Board shall be binding on all those concerned.
- E. Any newly adopted policy and the regulations that flow from it shall be made known through appropriate methods of communication.
- F. All policies shall be contained in a "Policy Book." All policies shall contain a policy statement, date of approval, and revision date(s), if applicable. The Policy Book shall be considered a permanent record of the School Board. The Policy Book shall be maintained by the

Board Secretary and made available to Board members at all meetings.

G. The School Board shall review all policies annually and revise or remove the policy if necessary.

H. The Principal is responsible for implementing policies that have been established by the School Board.

## II. **VOTING**

A. Votes of the Board members may be taken in-person at Board meetings.

B. An absentee ballot will be allowed provided that the member's vote is presented to the Board in writing, facsimile, or e-mail prior to the vote.

C. At the president's discretion, a vote of the entire Board may be taken by e-mail provided that:

1. The members of the Board are fully apprised of the issue to be voted on, and;

2. The members of the Board are given at least 24 hours to vote and debate the matter.

D. The Board president is the only member who can initiate an e-mail vote.

E. The 24 hour voting period shall commence at the time when the president transmits the proposal to the Board members.

F. At the end of the 24 hour voting period, or when all members have voted, the action shall be approved only if the Board members' votes are unanimous. If the vote is not unanimous the matter shall be put on the agenda for the next meeting or withdrawn.

G. The president shall advise the Board members of the outcome of the e-mail vote as soon as it is determined.

### **III. HIRING THE PRINCIPAL**

A. If a vacancy occurs in the position of Principal, a search committee shall be appointed of which the Pastor is a member, to seek out qualified candidates who have been through the approval process of the Archdiocesan Office of Catholic Education.

B. The search committee will review applicants using the Archdiocesan "Principal Selection Process" guidelines, interview candidates, and make recommendations to the School Board.

C. After consulting with the School Board, the Pastor shall make the final decision on the acceptance of a candidate for the position of Principal.

### **IV. EVALUATION OF THE PRINCIPAL**

A. The Principal is evaluated by the Regional Director annually.

## **V. BUDGET**

- A. In coordination with the Finance committee, the Principal shall participate in preparing the annual school budget.
- B. The proposed school budget shall be presented to the School Board for preliminary approval at the regular January Board meeting.
- C. The School Board shall review the proposed budget in its entirety and determine:
  - 1. The level of tuition and fee rates to be in effect for the school year being budgeted by March 1<sup>st</sup>.
  - 2. The amount of annual subsidy to be requested from the parish.
  - 3. In coordination with the appropriate standing committee(s), the dollar level and types of fund raising needed to be authorized and executed.
- D. An approval of the proposed budget by the School Board will take place no later than the regular February Board meeting.
- E. The final approval of the Budget resides with the Pastor.
- F. The Principal shall be responsible for providing monthly budget reports for review by the School Board.

## **VI. SCHOOL LONG RANGE PLANNING**

A. The school's three to five year plan shall be recorded and flow from the school's mission statement.

VII. **MEMBERSHIP**

A. **Responsibilities:** School Board members are required to attend monthly meetings and/or services as designated by the Pastor and/or Principal.

B. **Nominations**

1. Every March, upcoming vacancies on the School Board will be made known to the parish through the appropriate methods of communication. Archdiocesan guidelines and eligibility will accompany these communications.
2. Qualified candidates, 21 years or older will be obtained from any of the following methods: application, nomination and invitation.
3. Qualified candidates are required to submit a biography and/or written background information to any one of the School Board members. They in turn will forward the nominee information to the president of the Board or the Pastor.

C. **Procedures for Elections**

1. The current School Board members will act as the election Committee to review and approve the list of candidates.

2. The list of candidates will be announced through the church bulletin at least two weeks prior to the election.
3. The election will take place on the first Saturday and Sunday in May in the parish hall after each mass until 1:30p.m.
4. A ballot of candidates will be made available to all registered parishioners and/or school family members 21 years of age and older.
5. The School Board shall monitor the election during the period of balloting with the School Board president being the election judge.
6. The candidates receiving the highest number of votes will be considered elected to fill the vacancies.
7. The results of the election will be made known to all parishioners through the church bulletin within two weeks of the election. All candidates will be advised of the results by the Board president prior to the release of information to all parishioners.
8. The newly elected members of the School Board will be installed at the next scheduled Board meeting.
9. Annual elections shall be held after the initial board has sat for two years.

#### **D. Campaigning**

1. Anyone except employees of St. Leonard Parish may campaign actively for nominees.
2. Children should not be used in any way for campaigning purposes.
3. Campaign posters and flyers may be distributed or posted on church or school property only with prior approval of the Pastor.
4. The School Board reserves the right to promulgate requirements regarding flyers, posters and other campaign paraphernalia.

#### **E. Resignations and Terminations**

1. A Board member must submit a letter of resignation to the President of the Board or to the Pastor.
2. In the event that a School Board member misses three consecutive or four total meetings in a given year, without a valid reason, action may be taken by the Board to terminate that person's membership.

#### **F. Procedures for Filling Vacancies**

1. Vacancies of Board members for reasons other than expired terms of office shall be filled for the unexpired term by action of the School Board with the approval of the Pastor.

2. In filling vacancies, the School Board will either consider choosing from the pool of candidates from the previous election or making vacancies known through the church bulletin. An attempt should be made to fill within sixty days of the outgoing person's departure.
3. Candidates wishing to be considered for this type of vacancy must provide a biography and/or written background information to a member of the School board.

## VIII. **OFFICERS**

### A. **Nominations and Election of Officers**

1. All officers shall be elected annually by a majority of the current School Board membership at the last regular meeting in May prior to the installation of new Board members. Board members must serve one year before being considered for a position as an officer.
2. In April, the President shall appoint a nominating committee who will prepare a slate of officers. Nominations will also be accepted from other Board members.
3. The slate shall be presented to all current Board members for voting at the May meeting.
4. Voting shall be private and in writing.

5. New officers shall take their positions at the conclusion of the May meeting.

#### **B. Duties of the President**

1. To preside at all meetings.
2. To preside over all voting.
3. To develop the agenda for the regular monthly meetings with the Principal and be responsible for its distribution to the School Board members prior to the meetings.
4. To appoint Committees and serve as ex-officio, non-voting member of various committees as needed.
5. To assign additional duties as needed.

#### **C. Duties of the Vice-President**

1. To perform the duties of the President in his/her absence.
2. To perform other duties assigned by the President.
3. To perform an audit of the Treasurer's books and records at the end of the year.

#### **D. Duties of the Secretary**

1. To maintain a written record of minutes of all School Board meetings.

2. To be responsible for all correspondence.
3. To submit a formal copy of the minutes to the President two weeks after the School Board meeting.
4. To maintain a permanent file of all official School Board reports and documents including the Policy Book.
5. To perform other duties as assigned by the President.

#### **E. Duties of the Treasurer**

1. To administer the St. Leonard School Board account(s) and school fund.
2. To prepare and present a monthly Treasurer's report and an accounting of all transactions.

### **IX. MEETINGS**

- A. The School Board shall have open meetings from August to June ~~May~~ on the second Tuesday of each month from 7:00 p.m. to no later than 10:00 p.m. in the school hall or classroom as necessary.
- B. Special meetings shall be called as necessary by the officers.
- C. New issues from the constituency for possible inclusion at the next meeting must be submitted to the President two weeks in advance of the meeting for possible addition to the agenda. If the request will not be

included, the person making the request will be notified prior to the meeting.

D. The procedure of all regular meetings shall be:

1. Call to order;
2. Opening prayer;
3. Approval of previous minutes;
4. Pastor's report;
5. Principal's report ;
6. General Committee reports;
7. Old business;
8. New business;
9. Adjournment and closing prayer.

E. The order of business may be changed, altered, or modified at any meeting by a vote of the members present.

F. Business transactions require two-thirds of the members be present.

G. Each member of the School Board shall have the right to one vote, except the Principal, Pastor and non-voting members – who may participate in deliberations but may not vote.

H. Comments from the floor shall be limited to three minutes for each person wishing to speak. Formal response by the Board may not follow until the next meeting or later.

## **X. COMMITTEES**

### **A. Standing Committees and Duties**

#### **1. Finance**

- a) With the Pastor and the Principal, review the annual budget for the following school year along with monthly budget report information for the current school year.
- b) Present the recommended tuition rate and the amount of parish subsidy to the School Board for consideration and approval.
- c) To assure tuition payments are collected in a timely fashion.
- d) Review requests for tuition assistance and make recommendations for Committee action.

#### **2. Public Relations**

- a) Work with the Principal to stimulate parish and community interest in the school.

b) Help maintain continuous communication to the parish and community about school activities.

### **3. Fund-Raising**

a) Work with the Pastor, the Principal and other parish organizations to raise the funds necessary to balance the budget.

b) Oversee all tuition assistance and tuition abatement programs.

### **4. School Long-Range Planning**

a) Cooperate with the Principal and the Pastor in the development of a three to five year plan for the school. Report to the main School Board on a quarterly basis. In this report, the following items should be addressed:

(1) The progress of meeting the items established in the three to five year plan.

(2) The need to add, update or delete items in the three to five year plan.

(3) Any other actions deemed necessary by the Long-Range Planning Committee.

- b) The Committee shall be responsible for keeping historical fiscal information to be used in projecting school plans.

**5. Ad Hoc Committees**

- a) Shall be formed by action of the Board or President
- b) Shall be tasked by action of the Board or President
- c) Shall be disbanded by action of the Board or President

**XI. AMENDMENTS**

- A. Amendments to these by-laws may be initiated at any regular meeting.
- B. Proposed amendments must be presented to the School Board prior to the next scheduled meeting for discussion.
- C. Amendments are passed with the approval of two-thirds vote of the total School Board membership.