

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

The purpose of these Bylaws is to further define internal operation of the St Patrick School Board (hereinafter referred to as the **Board**) in accordance with St. Patrick Catholic School Constitution. These Bylaws provide a more in-depth description of standard **Board** procedures and of the duties and responsibilities of each **Board** Officer, Committee Chair and Representative.

Copies of St. Patrick Catholic School Board Constitution and these Bylaws are stored on-line on St. Patrick Catholic School website and hard copies of these Bylaws are assigned to each **Board** Member. A hard copy is also available for review at the School Office.

The **Board** Vice-President shall call for the review of these Bylaws annually, during the November **Board** Business Meeting. Dates of any revisions shall be noted on every page that is revised.

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References:

- St. Patrick Catholic School Board Constitution
- Archdiocesan Faith Formation Commission and Archdiocesan Catholic School Board Policies

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ST. PATRICK CATHOLIC SCHOOL BOARD STANDARD PROCEDURES:

St. Patrick Catholic School Board Documentation:

A comprehensive summary of Archdiocesan Faith Formation Commission and Archdiocesan Catholic School Board policies that govern the operation of St Patrick Catholic School can be found on the Archdiocesan website using the following link:

[Archdiocesan Faith Formation Commission and Archdiocesan Catholic School Board Policy Manual](#)

Copies of St Patrick Catholic School Board Constitution and Bylaws and local St Patrick Catholic School Board Policies can be found on St Patrick Catholic School website using the following link:

[St Patrick Catholic School Board - Local Board Documentation](#)

St. Patrick Catholic School Board Structure:

St. Patrick Catholic School Board membership is defined in the **Board** Constitution. Further details relative to the organizational structure of the **Board** follow:

- **Board** Officers:
 - Executive Officer (St. Patrick Catholic School Principal (ref. page 4))
 - President:
 - Ex officio (i.e. by virtue of one's position or status), voting member of the St Patrick Parish Pastoral Council (ref. page 5) ←
 - Vice-President
 - Secretary
- **Board** Committee Chairs:
 - Standing **Board** Committees:
 - Finance Committee:
 - Ex officio non-voting member of St Patrick Parish Finance Council (ref. page 10) ←
 - Transportation Committee
 - Endowment Committee
 - Ad hoc **Board** Committee(s):
 - Nominating Committee
- Representatives to Other St Patrick School Committees/Organizations/Clubs:
 - Marketing and Recruitment Committee
 - School Improvement Advisory Committee (SIAC)
 - Catholic Parent Teacher Organization (CPTO)
 - Booster Club
- Representatives to Other St Patrick Parish Commissions/Councils and Local Boards:
 - St Patrick Parish:
 - Finance Council ←
 - Pastoral Council ←
 - Cedar Valley Catholic Schools (CVCS) Board

Business Meetings:

Normally **Board** Business Meetings are scheduled for the 1st Tuesday evening of every month (except July) in St. Patrick Catholic School Conference Room and start at 7:00 PM. One possible exception, if the **Board** would so elect, may be a special Planning Meeting, held early in the year (i.e. in place of the August Business Meeting), to review/discuss/evaluate whether various goals and objectives are being met and to plan/revise goals and objectives for the coming year. Since this type of meeting requires more time than a standard **Board** Business Meeting it could be scheduled for a Saturday morning and conclude over lunch at a local restaurant.

The **Board** President is responsible for scheduling and reserving the room for all **Board** Business Meetings.

A laptop projector is available for use at normal **Board** Business Meetings and can be reserved through the Parish by contacting the Parish Business Manager several days in advance.

Business Meeting Records:

Business Meeting Agendas and Minutes are published, maintained and stored on-line for a period of two years following the meeting on St Patrick Catholic School website at:

[St Patrick Catholic School Board - Meeting Agendas and Minutes](#)

After two years Business Meeting Agenda and Minutes records are preserved in the archives.

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

ST. PATRICK CATHOLIC SCHOOL BOARD STANDARD PROCEDURES (continued):

Cedar Valley Catholic Schools (CVCS) Board Representative:

The **Board** is responsible to provide one (1) Representative to liaise with the CVCS Board for a term of three (3) years; the position is a voting seat on the CVCS Board on Columbus High School issues only and is a non-voting seat on the St Patrick Catholic School Board. The preferred method for determining this Representative at St Patrick Parish is to elect a Parishioner to this position during the annual Parish elections on the 3rd weekend in May in accordance with **Election of New Board Members** standard procedure, below. However, in the event that election candidates cannot be identified, the **Board** President, working with the **Board** Membership Committee, shall appoint/confirm the **Board** Representative to the Cedar Valley Catholic School Board during the June **Board** Business Meeting.

Teacher Representative Board Seat

One Teacher Representative is invited to have a Seat at every St Patrick Catholic School Board Business Meeting in accordance with local St Patrick Catholic School Board Policy **SP 9532**. This intent is to offer the **Board** additional perspective on School business while providing a regular voice for the Teachers. This is a non-voting position.

Election of New Board Members and the CVCS Representative

St Patrick Parish elections are conducted annually, each spring, on the 3rd weekend in May. Candidates for all open **Board** positions, including the CVCS Representative, are determined as outlined in **Nominating Committee Chair** duties and responsibilities guidelines on page 14. All newly elected **Board** Members take office at the first meeting of the **Board** in St Patrick Parish's new fiscal year (after July 1).

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

BOARD MEMBERSHIP, OFFICERS AND COMMITTEE CHAIRS

1. All components for the Parish Faith Formation Commission Constitution required by the Archdiocese of Dubuque are included in the St Patrick Catholic School Board Constitution. St Patrick Catholic School Board makes the following clarifications to **Board** Officer/Committee Chair eligibility and designation of **Board** Executive Officer:

- **Eligibility Requirements for Board Officers/Committee Chairs:**

- **Article IV, Section 2** of the St Patrick Catholic School Board Constitution states that all **Board** Members are eligible for any office. Technically this means that, per **Article IV, Section 1** (requiring **Board** Officers to be appointed/confirmed prior to June 30 and new **Board** Members taking office on July 1), **Board** Members serving the first year of their first term are not eligible for appointment to any **Board** Office - a point proven to be rather subtle and elusive. In addition, the Constitution makes no mention of eligibility requirements for **Board** Members to Chair standing or ad hoc **Board** Committees.

In order to provide clear and explicit guidelines regarding **Board** Officer and Committee Chair eligibility requirements for **Board** Members the following declarations are provided:

- All **Board** Members are eligible to serve as **Board** Officers with the exception of **Board** Members serving the first year of their first term.
- All **Board** Members are eligible to Chair any standing or ad hoc **Board** Committee.

- **Executive Officer:**

- **Article IV, Section 3, subsection d.** of the St Patrick Catholic School Board Constitution states, in part, that an Executive Officer must be designated for the sake of coordination and unity and that the Executive Officer:
 - Is *not* a **Board** Member and does *not* have a vote.
 - Is to attend **Board** meetings and take responsibility for programs under his/her leadership.
 - Shall be advisor to the **Board** and an administrator of the **Board's** policies.
 - Keeps the **Board** informed as to the condition of St Patrick Parish Faith Formation and Education System programs and may propose the adoption of needed policies.

St Patrick Catholic School Board designates the St Patrick Catholic School Principal to act as the **Board's** Executive Officer (ex officio).

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

CATHOLIC SCHOOL BOARD PRESIDENT:

1. The duties of the President are set forth in St Patrick Catholic School Board Constitution.

2. Ex Officio Duties and Responsibilities:

The **Board** President also normally serves as the **Board's** ex officio voting Member of Parish Pastoral Council. Those duties and responsibilities include:

- Participate fully in all Pastoral Council activities:
 - Attend all Pastoral Council meetings.
 - Collaborate with Pastoral Council and participate in all decisions.
 - Serve on various Pastoral Council sub-committees as appropriate.
- Represent the School in all Pastoral Council discussions.
- Liaise between Pastoral Council and St Patrick Catholic School Board.
- Include relevant Pastoral Council information in a Pastoral Council (Committee) Report provided to the **Board** at the Business Meeting each month.

3. Appointments:

During the June **Board** Business Meeting, the **Board** President:

- In those years that one of the appointed **Board** seats is left vacant due to term expiration, shall work with a **Board** Membership Committee (Parish Pastor, **Board** President and one additional **Board** Member) to nominate a qualified candidate (i.e. a registered member of St. Patrick Parish at least 18 years of age) to serve as one of the two appointed **Board** Members. This appointment is for a three year term and the appointee must be confirmed/approved by a majority vote of the current **Board**.
- In those years that the **Board** Representative to the Cedar Valley Catholic School Board (CVCS) Board seat is left vacant due to term expiration and the preferred method of *electing* the **Board's** CVCS Board Representative is not able to be followed in accordance with Cedar Valley Catholic Schools (CVCS) Board Representative standard procedure on page 3, shall work with a **Board** Membership Committee (Parish Pastor, **Board** President and one additional **Board** Member) to nominate a qualified candidate (i.e. a registered member of St. Patrick Parish at least 18 years of age) to serve as the **Board's** CVCS Board Representative. This appointment is for a three year term and the appointee must be confirmed/approved by a majority vote of the current **Board**.
- Shall welcome all newly elected and appointed **Board** Members to the **Board**.
- Shall call for volunteers and/or nominations of current **Board** Members to serve as **Board** Officers in accordance with **Eligibility Requirements for Board Officers/Committee Chairs** on page 4 for the upcoming year as follows:
 - President:
 - The **Board** President also normally serves as the ex officio voting member of the Parish Pastoral Council
 - Vice President
 - Secretary

These Officers each serve a one year term and each must be confirmed/approved by a majority vote of the current **Board**.

- Shall call for volunteers and/or nominations of current and newly elected /appointed **Board** Members to serve as Chairpersons in accordance with **Eligibility Requirements for Board Officers/Committee Chairs** on page 4 for all standing **Board** operating Committees for the upcoming year as follows:
 - Finance Committee:
 - Finance Committee Chair also normally serves as the ex officio non-voting member of the Parish Finance Council
 - Transportation Committee
 - Endowment Committee

These Chairpersons each serve a one year term and each must be confirmed/approved by a majority vote of the current **Board**.

- Shall call for volunteers and/or nominations of current and newly elected /appointed **Board** Members to serve as **Board** Representatives to other Parish Commissions/Councils and other St Patrick School/Parish Committees/Organizations/Clubs/Commissions/Councils for the upcoming year as follows:
 - Marketing/Recruitment Committee
 - School Improvement Advisory Committee (SIAC)
 - Catholic Parent Teacher Organization (CPTO)

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

CATHOLIC SCHOOL BOARD PRESIDENT (continued):

- Booster Club
- Parish Pastoral Council:
 - This is an ex officio appointment of the **Board** to a voting membership on Parish Pastoral Council and is normally filled by the **Board** President.
- Parish Finance Council:
 - This is an ex officio appointment of the **Board** to a non-voting membership on the Parish Finance Council, and is normally filled by the School Bookkeeper and/or School Principal and **Board** Finance Committee Chair.

These Representatives each serve a one year term and each must be confirmed/approved by a majority vote of the current **Board**.

Normally, during the February **Board** Business Meeting, the **Board** President shall nominate a **Board** Member to chair an ad hoc Nominating Committee as outlined in **Nominating Committee Chair** duties and responsibilities guidelines on page 14. This appointment expires after Parish elections are complete (the 3rd weekend in May) and the appointee must be confirmed/approved by a majority vote of the current **Board**. The **Board** President will also appoint two **Board** Members as ballot counters for the Parish elections.

If at any time for any reason a **Board** Member is unable to serve out the remainder of their term, the **Board** President, working with a **Board** Membership Committee (Parish Pastor, **Board** President and one additional **Board** Member), shall immediately nominate a qualified candidate (i.e. a registered member of St. Patrick Parish at least 18 years of age) to serve out the remainder of the term. This appointee must be confirmed/approved by a majority vote of the **Board**.

The **Board** President shall also either call for volunteers and/or nominations or work with a **Board** Membership Committee (Parish Pastor, **Board** President and one additional **Board** Member) to nominate current **Board** Members to chair any ad hoc **Board** operating Committees as the need arises. These appointees must be confirmed/approved by a majority vote of the **Board**.

4. Calendar:

The President prepares calendar as needed for the year. The Archdiocesan Catholic School Board provides an Executive Calendar as a monthly reminder of all required activities that must be completed in several different areas including **Board** relationships. Following is a summary of activities that may be unique to St Patrick School Board requiring completion during the calendar year. This is provided to supplement the President in preparation of the **Board** calendar:

- August - Annual **Board** Planning Meeting
- September – Review of 1/3 local **Board** Policies (Principal)
- November - Review **Board** Bylaws (VP) and present preliminary budget
- January - Tuition and fee approval, performance and compensation review for School Principal
- February – Nominate **Board** member to chair an ad hoc Nominating Committee to seek candidates to fill any upcoming **Board** positions.
- March - Approval of faculty/staff contracts and non-renewals. Final budget approval and send final budget to Parish Finance Council
- April – Review school handbook on even years.
- June – orientation of new **Board** members before the meeting and observe final meeting of outgoing members.

5. Catholic School Board Meetings / Meeting Agendas:

The President is responsible for:

- Scheduling and reserving the room for all **Board** Business Meetings.
- Preparing the agenda for each Business Meeting, including the in-service activity and opening and closing prayers.
- Ensuring assignments are made in a manner that supports equal participation of all ex-officio and **Board** Members.
- Requesting **Board** Members to submit items for inclusion in the meeting agenda - should be submitted, in writing, at least one week in advance of the meeting.
- Presiding at all meetings and is responsible for keeping discussion focused on the agenda items to ensure business at hand is completed in a reasonable amount of time.

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

CATHOLIC SCHOOL BOARD PRESIDENT (continued):

6. Performance and Compensation Review of School Principal:

The President is responsible for facilitating an annual review of Principal performance and compensation. The process should begin in January and must be completed no later than February.

The President shall:

- Solicit feedback, both formal and informal, regarding the Principal 's performance relative to each core job accountability from:
 - School Faculty
 - School Staff
 - Parish Staff
 - Parish Pastor
 - **Board Members**

Feedback regarding the Principal's performance should evaluate the Principal's job:

- Results - Actual accomplishments, measured by objectives or standards
- Actions - Methods and means employed to accomplish results
- Behaviors - Values and behaviors demonstrated while accomplishing results

Prior to starting the process the President should provide an outline of the performance feedback process planned for use to the **Board** and the Archdiocesan Superintendent of Schools.

Note: Normally feedback from School Faculty and Staff regarding the School Principal's performance is gathered every year in an Archdiocesan Administrator review; the President should coordinate the St Patrick School performance feedback process with the Superintendent in those years that coincide with these reviews.

- Schedule and lead a School Principal Performance and Compensation Review Meeting to be held with the Principal, the Parish Pastor, and the **Board** President and Vice-President. Meeting objectives include completing:
 - A constructive, candid discussion with the Principal to recognize and commend strengths and achievements as well as provide feedback, suggestions and coaching for areas requiring improvement or refinement. If necessary, this meeting time may also be used to discuss formal corrective actions needed for the Principal to continue in their position in the event of under-performance in one or more critical areas.
 - A review of the Principal's current compensation level and, referencing competitive compensation levels for similar position at other Archdiocesan and local schools and the Principal's performance level, arrive at an agreement on compensation for the next year.
 - Note:** The Archdiocesan Superintendent of Schools is an excellent source of competitive school principal compensation data to help guide decisions regarding merit-based compensation changes.
- The President should provide the Principal compensation change information to the **Board** Finance Committee Chair for incorporation into the budget for the upcoming school year.
- Once an agreement has been reached the President and Principal are responsible to share the themes and conclusions of the Review Meeting with the **Board** in executive session at the **Board** Business Meeting immediately following the Review meeting:
 - Overall performance level.
 - Results of feedback.
 - Summary of competitive compensation levels.
 - Compensation agreement for the following year.

7. Communications:

The President:

- Receives communications from the Archdiocesan Board and is responsible for informing the **Board**.
- Is the primary signatory of reports, Teacher contracts and documents required by the Archdiocese.

8. Spiritual Growth:

The President encourages all **Board** Members to participate in various adult education offerings of St Patrick Parish, the local metro area and the Archdiocese to provide for personal faith development.

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

CATHOLIC SCHOOL BOARD VICE-PRESIDENT:

1. The duties of the Catholic School Board Vice-President are set forth in St Patrick Catholic School Board Constitution.
2. **Absence of the President:**
The Vice-President shall perform the duties of the **Board** President at the request of or in the absence or incapacity of the President.
3. **Bylaws:**
It is the responsibility of the Vice-President to call for the review of these Bylaws annually, during the November **Board** Business Meeting, and then to collect, revise, and redistribute copies of the updated Bylaws to all **Board** Members.

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

CATHOLIC SCHOOL BOARD (CSB) SECRETARY:

1. The duties of the Catholic School Board Secretary are set forth in St Patrick Catholic School Board Constitution.

2. **St Patrick Catholic School Board Member Proposals and Committee Reports:**

The Catholic School Board Secretary is responsible to request/remind **Board** Members to distribute written proposals and Committee Reports to all **Board** Members prior to the **Board** Business Meeting.

3. **Catholic School Board Business Meeting Minutes:**

The Catholic School Board Secretary is responsible for ensuring that Business Meeting Minutes are provided to the **Board**. Business Meeting Minutes are not intended to be a transcript but they do:

- Represent the actions of the **Board**.
- Serve as a summary record of all Meeting business, providing valuable information to those who were not able to attend the meeting.
- Provide a record of **Board** motions and voting results. The Minutes should also include relevant discussion comments (not quotes) and details that help describe how the **Board** arrived at decisions.
- Map out a plan for the action items.
- Act as an accountability tool since they should make it clear who is responsible to perform various actions.

Preparation of Business Meeting Minutes may entail either personally recording meeting notes and drafting minutes or overseeing a Volunteer, possibly paid with the approval of the **Board**, to record meeting notes and draft minutes. Responsibilities include:

- Taking notes during **Board** Business Meetings that will be used to prepare meeting minutes:
 - It may be advisable, with permission of all in attendance at Business Meetings, to allow the recorder to make an audible recording of **Board** Business Meeting conversations for playback later to supplement drafting minutes. The audible recording would be erased after minutes are approved.
- Preparation of draft copy meeting minutes within several days of the Business Meeting.
- Written proposals and Committee Reports submitted by **Board** Members should either be referenced in the minutes if they were distributed to all **Board** Members prior to the Business Meeting or included as an attachment to the minutes if they were not.
- Distribution of a draft copy of the minutes to **Board** Members for their review and preliminary approval within several days of the Business Meeting.
- Providing a copy of the preliminarily-approved minutes to the School Administrative Professional within several days of the Business Meeting to be posted on the School website as a preliminarily approved draft copy.

4. **Summary of Approved Board Policy Changes:**

The Catholic School Board Secretary is responsible to provide a written summary of any approved **Board** Policy changes to the School Administrative Professional.

5. **Correspondence:**

The Catholic School Board Secretary is responsible to note and take responsibility for all **Board** correspondence.

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

FINANCE COMMITTEE CHAIR:

1. The financial responsibilities of the **Board** are outlined in St Patrick Catholic School Board Constitution. Duties and responsibilities of the **Board** Finance Committee Chair follow, below.

2. Ex Officio Duties and Responsibilities:

Those duties and responsibilities include:

- Attend Finance Council meetings or send a representative, ideally the School Business Manager or Principal.
- Collaborate with Principal/School Business Manager and participate in all financial decisions.
- Represent the School in Finance Council discussions as needed.
- Include relevant Finance Council information in the Finance Committee Report to the **Board** at the Business Meeting each month.

3. Establish Finance Committee:

The **Board** Finance Committee Chair is responsible to:

- Recruit, develop, lead and coordinate the **Board** Finance Committee whose membership includes but is not limited to:
 - **Board** Finance Committee Chair
 - School Principal
 - School Bookkeeper
 - Parish Business Administrator
 - At least one other St Patrick Parishioner or **Board** Member
- Schedule all **Board** Finance Committee meetings, as required. A monthly timeline for budget preparation:
 - **October**- The School Business Manager and Principal should collaborate in preparing the preliminary budget to present to the **Board** in November. The Finance Committee Chair should participate as needed.
 - **November**- Present preliminary budget at November meeting. Multiple options of tuition, salary, base pay, and/or fee increases should be presented. This should be sent to the **Board** before the meeting to facilitate a more thorough discussion.
 - **December**- Changes based on November meeting are presented along with further discussion if needed.
 - **January**- Final approval of tuition rates and staff salaries in the budget. The School Business Manager should attend this **Board** meeting if requested.
 - **February**- Registrations for the upcoming school year opens February 1st and are due February 28th. Continue to finalize budget.
 - **March**- Finalize student population and present Final Budget. The Final Budget is approved by the School **Board** and sent to the Parish Finance Council for final approval.

4. Prepare School Budget:

The **Board** Finance Committee Chair is responsible to:

- Collaborate with the **Board** Finance Committee and St Patrick Parish Business Administrator to develop the School budget proposal for the next school year; the budget proposal covers all School programs (Circle of Care (Pre-School, Daycare and Before/After School Care), K-8, Transportation, Nutrition, Booster Club and CPTO):
 - The Parish Business Administrator is included in School Budget planning process to provide process continuity, assist in updating the budget planning document and to advise and provide guidance and oversight of the budget planning process and of the supporting data and tools. The Business Administrator is not responsible for budget decisions or budget content. As School financial demands and budget analysis tools change over time it is expected that the budget planning process will also evolve.
 - The Parish Business Administrator is also included on the **Board** Finance Committee to maintain continuity with that position's other non-budget process responsibilities such as:
 - Maintenance, capital improvements, and janitorial needs of K-8 School and Clover Patch (802 Main Street) facilities.

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

FINANCE COMMITTEE CHAIR (continued):

- Maintaining the “dotted line”¹ reporting relationship between the School Bookkeeper and the Parish Business Administrator. The Business Administrator has input to the School Bookkeeper's training and use of the general ledger system and other data systems and tools to efficiently and effectively produce financial reports and analyses that meet the needs of the **Board**, School Principal, and other stakeholders such as the Parish Finance Council. However, the School Bookkeeper remains a direct report of the School Principal.
- Present/review the proposed School budget with the **Board** and gain their approval to present/review the proposed budget with the Parish Finance Council.
- Review the **Board**-approved School budget proposal to the Parish Finance Council and gain their approval of the proposed budget and requested Parish Subsidy amount.

5. Financial Reports:

The **Board** Finance Committee Chair is responsible for collaborating with School Bookkeeper as required, and the Parish Business Administrator as necessary, to coordinate timely review/reporting of pertinent School financial and budget performance results. Standard reports include:

- Summary of the status of each budget line item each month for distribution to the **Board** for discussion and review at monthly **Board** Business Meetings.
- Year-end summary report of School financial performance relative to the approved School budget for distribution to **Board** for discussion, review and approval before forwarding to the Parish Finance Council for distribution to all Parishioners of St Patrick Catholic Church.
- Maintain a 5-year financial forecast to be distributed to the **Board** annually for their review/discussion/comments. This forecast should include projected estimates of:
 - K-8 enrollment
 - Faculty salaries (% of public schools) - Teacher Base Salary and Teacher-Teacher salary comparison
 - Endowment Fund balance
 - 3rd Source Income
 - Annual Parish Subsidy (\$)
 - Annual Parish Subsidy Cost / Student (\$)
 - Maximum tuition increase (%)
 - Faculty full time equivalent positions

This forecast is useful in reflecting and illustrating directional program expectations and assisting in development of long term planning strategies. An ideal venue for the **Board** to review/discuss/comment would be an annual Planning Meeting as outlined in Business Meetings standard procedure on page 2.

Original: April 2014

Revs.: December 2016, January 2018

¹ In a matrix organizational structure a “dotted line” reporting relationship denotes an indirect line of responsibility between employees where one employee may direct select work activities of another employee but does not act as their direct supervisor in job performance evaluations.

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

TRANSPORTATION COMMITTEE CHAIR:

1. Duties and responsibilities of the **Board** Transportation Committee Chair are not defined in St Patrick Catholic School Board Constitution; they follow, below

2. Establish Transportation Committee:

The **Board** Transportation Committee Chair is responsible to recruit, develop, lead and coordinate the Transportation Committee whose membership includes but is not limited to:

- **Board** Transportation Committee Chair
- School Principal
- School bus coordinator (Administrative Professional)
- At least one other St Patrick School Parent, St Patrick Parishioner or **Board** Member
- Business Manager

3. Transportation Committee Activities:

The **Board** Transportation Committee Chair is responsible to:

- Lead and coordinate Transportation Committee activities:
 - Collaborate with School bus coordinator to identify and resolve transportation system issues:
 - Equipment (bus maintenance, radios, etc.).
 - Rider complaints (routes, schedules, etc.).
 - Fill Driver positions.
 - Balancing system income with system operating costs.
 - Selection and procurement of replacement buses.
 - Collaborate with the **Board** Finance Committee Chair Develop the Transportation Account budget for the next school year.

4. Reporting:

The **Board** Transportation Committee Chair is responsible to:

- Include relevant Transportation Committee information to the **Board** at the Business Meeting each month in the Transportation Committee Report.
- Collaborate with the Finance Committee Chair and School Bookkeeper as required to coordinate a year-end summary report of Transportation Account financial and budget performance results.

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

ENDOWMENT COMMITTEE CHAIR:

1. The mission of the Endowment Committee (increase St. Patrick School 3rd Source Income by growing the Endowment Fund) and Committee responsibilities are set forth in the Endowment Committee Draft Charter dated February 4, 2013 and duties and responsibilities of the **Board** Endowment Committee Chair are outlined.

2. Establish Endowment Committee:

The **Board** Endowment Committee Chair is responsible to recruit, develop, lead and coordinate the **Board** Endowment Committee whose membership includes but is not limited to:

- **Board** Endowment Committee Chair
- Three (3) to five (5) Volunteer members appointed by the **Board** (one or more of whom may also be a **Board** Member)
- School Development Director (if that position exists)
- School Principal
- School Marketing and Recruiting Coordinator

3. Endowment Committee Activities:

The **Board** Endowment Committee Chair is responsible to:

- Lead and coordinate **Board** Endowment Committee activities:
 - Set Endowment fundraising goals and develop strategies to achieve them.
 - Maintenance of the *Friends of St. Patrick School* contact and information database to be used to support on-going communication and periodic solicitation of School Alumni and other Friends of St Patrick School via the School Office Administrative Professionals.
 - Collaborate with the **Board's** Marketing and Recruitment Committee to provide periodic and specific communication and interaction with Friends of St. Patrick School (i.e. periodic publications such as newsletter, Parish Fall Festival and Sturgis Falls activities, etc.).
 - Interact with School Office Administrative Professionals in their functional support of the Endowment Committee as necessary and when approved by the Principal.
- Review proposed activities with the **Board** and, where required, Parish Finance Council and Pastoral Council (i.e. annual appeals, one-time or annual events, legacy and estate planning and endowment capital campaigns).

4. Reporting:

The **Board** Endowment Committee Chair is responsible to:

- Include relevant Endowment Committee information to the **Board** at the Business Meeting each month in the Endowment Committee Report.
- Collaborate with the Finance Committee Chair and School Bookkeeper as required to coordinate quarterly and year-end summary reports of Endowment Account financial and budget performance results.

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

NOMINATING COMMITTEE CHAIR

(ad hoc, Annual):

1. During the February Catholic School Board Business Meeting the **Board** President shall nominate a **Board** Member, normally an outgoing **Board** Member, to chair an ad hoc Nominating Committee to seek out candidates to fill all open **Board** positions, including the CVCS Board Representative, in the annual Parish elections held each spring, on the 3rd weekend in May. This appointment expires after Parish elections are complete and must be confirmed by a majority vote of the **Board**.

St Patrick Parish elections are conducted annually, each spring, on the 3rd weekend in May in accordance with Election of New Board Members and the CVCS Representative standard procedure on page 3.

2. The Nominating Committee Chair is responsible to recruit, develop and manage a Nominating Committee to operate per the following guidelines:
 - The Committee should be comprised of two (2) or three (3) Parishioners in addition to the Chair; normally this Committee includes all outgoing **Board** Members. Care should be exercised to select Parishioners who are acquainted with large and diverse cross-sections of the Parish.
 - A list of at least two (2) potential candidates for each open **Board** position, including the CVCS Board Representative, should be assembled if possible. Candidates must be registered members of St. Patrick Parish and at least 18 years of age.
 - Candidates must declare whether they are seeking an open position on the **Board** or as the CVCS Board Representative.
 - The Committee should agree on an order of preference for both candidate pools (**Board** and CVCS Board Representative) to set the sequence for contacting all potential candidates from both pools.
 - The Committee then contacts the candidates from both pools in the sequence agreed. After two candidates for each open position have been identified (i.e. they agree to serve if elected) they become the Nominating Committee's election candidates for open **Board** positions.
 - Each Nominating Committee candidate must complete nomination papers and include a short biographical sketch to the Chair. These activities should all be concluded by the 1st Tuesday in April (i.e. the normal **Board** April Business Meeting).
3. The Nominating Committee Chair shall also place an announcement in the Parish Bulletin the last Sunday in March announcing that nomination papers are available from the Parish Office for any Parishioner not already contacted by the Nominating Committee who wishes to run for all open **Board** positions, including the CVCS Board Representative. For these candidates:
 - Nomination papers may be obtained from the Parish Office any time after the 1st Sunday in April
 - Candidates and signers must be registered members of St. Patrick Parish and at least 18 years of age.
 - Each candidate's papers must include a short biographical sketch.
 - Completed papers must be filed with the Parish Business Manager on or before 4:00 PM on the last Monday of April.

The Parish Business Manager will notify the Nominating Committee Chair of the names of these candidates who have submitted nomination papers by the 1st weekend in May.

4. The Nominating Committee Chair will collaborate with the Parish Business Manager to prepare the ballot listing all candidates for open **Board** positions, including the CVCS Board Representative, complete with their photos and biographical information, for distribution to all Parishioners during Masses on the 3rd weekend in May.

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

MARKETING AND RECRUITMENT COMMITTEE REPRESENTATIVE:

1. Duties and responsibilities of the **Board's** Marketing and Recruitment Committee Representative are not defined in St Patrick Catholic School Board Constitution; they follow, below.

2. **Marketing and Recruitment Committee:**

The Marketing and Recruitment Committee may be chaired by the School Marketing and Recruiting Coordinator or another committee member. The Committee's membership may include, but is not limited to:

- School Marketing and Recruiting Coordinator
- School Principal
- School Early Childhood and K-8 Teacher(s)
- **Board's** Marketing and Recruitment Committee Representative
- Interested Parents of School Daycare, Pre-School and K-8 Students
- Other interested St Patrick Parishioners
- Other **Board** Member(s)

The **Board** Marketing and Recruitment Committee Representative is responsible to:

- Collaborate with and support the **Board's** Marketing and Recruitment Committee on activities/events such as:
 - Recruiting:
 - Updating the prospect list and contacting potential school families, providing tours, and various recruiting initiatives. This list is maintained by the School Office Administrative Professionals.
 - Kindergarten - Parent Information Meeting.
 - Pre-School - Clover Patch Open House.
 - Pre-School-8 - Open House and/or other recruitment events.
 - Junior High Retention Program - Letters to St Patrick Catholic School Students/Parents.
 - Sending registration packets home, publishing notice of registration in Parish bulletin, etc.
 - Marketing:
 - Media - newspaper articles, radio spots, brochures, etc.
 - Communication and interaction with *Friends of St. Patrick School* contact and information database to be used for on-going communication and periodic solicitation of St Patrick Alumni, friends and relatives of St Patrick Alumni and all other St Patrick Catholic School Supporters:
 - May assist with periodic publications such as an Alumni newsletter.
 - Examples such as Parish Fall Festival and Sturgis Falls activities.

3. **Marketing and Recruitment Committee Representative Duties and Responsibilities:**

The **Board** Marketing and Recruitment Committee Representative is responsible to:

- Attend and participate fully in all Marketing and Recruitment Committee meetings.
- Collaborate with Marketing and Recruitment Committee membership and participate in all decisions.
- Serve on various Marketing and Recruitment Committee sub-committees as appropriate.
- Represent the **Board** in all Marketing and Recruitment Committee discussions.
- Liaise between the Marketing and Recruitment Committee and the **Board**.
- Include relevant Marketing and Recruitment Committee information in a Marketing and Recruitment Committee Report provided to the **Board** at the Business Meeting each month. This report may be written and provided by the Marketing and Recruiting Coordinator.

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

ANNUAL APPEAL REPRESENTATIVE:

1. Duties and responsibilities of the **Board's** Annual Appeal Representative are not defined in St. Patrick Catholic School Board Constitution; they follow below.

2. Annual Appeal Structure and Activities:

The purpose of the Annual Appeal is to provide fundraising support for St. Patrick Catholic School. The Annual Appeal is a yearly event which usually includes a social event that raises funds to facilitate, enrich, and promote St. Patrick School.

The Annual Appeal Committee may include, but is not limited to:

- Annual Appeal/Main Event Coordinator
- School Principal
- PS-Gr. 8 Teachers
- Board's Annual Appeal Representative
- Various Parents
- CPTO Representative(s)
- Booster Club Representative(s)
- Other School Board members
- St. Patrick Parishioners

3. Annual Appeal Representative Duties and Responsibilities:

- Collaborate and support the Annual Appeal Coordinator.
- Attend and participate in Annual Appeal event meetings.
- Serve on various Annual Appeal Event sub-committees as appropriate.
- Represent the **Board** in all Annual Appeal discussions.
- Liaise between Annual Appeal Committee and **Board**.
- Include and communicate any relevant information about the Annual Appeal.
- Encourage ALL **Board** members to participate in planning, execution, and fundraising for the Annual Appeal.
- Invite the Annual Appeal Coordinator to **Board** meeting 4-6 weeks before the Main Event.

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

SCHOOL IMPROVEMENT ADVISORY COMMITTEE (SIAC) REPRESENTATIVE:

1. The need for to establish a School Improvement Advisory Committee (SIAC) is stated in St Patrick Catholic School Board Constitution. However, duties and responsibilities of the **Board's** SIAC Representative are not defined in the Constitution; they follow, below.

2. **SIAC Structure and Activities:**

Title VII (Education and Cultural Affairs), Chapter 280 (Uniform School Requirements), Section 12 of the Iowa State Legislature Code requires the authorities in charge of each non-public school to appoint a School Improvement Advisory Committee to make recommendations to those same authorities in charge.

The St Patrick SIAC is chaired by the School Principal and is composed of representatives from various school stakeholder groups. This may include, but is not limited to:

- Administration
- Teachers
- Parish Clergy
- **Board** SIAC Representative
- 6th-8th Grade Students
- Parents

The St Patrick SIAC is responsible to make recommendations to the **Board** regarding:

- Annual and long-range goals to improve Student learning:
 - Review Annual Progress Reports (APR's) of Student achievement data to highlight academic strengths and weaknesses.
 - Recommendations to the **Board** should be based on the School's academic goals in science, reading, math, weaknesses in Student achievement results and desired levels of Student performance.
- Major educational needs (equipment, facilities, program additions/changes, Needs Assessment feedback, etc.).
- Harassment or bullying prevention (goals, programs, training, and other initiatives).
- School policies pertaining to Student responsibility and accountability (standard based report cards, Parent/Student handbook, six school learning goals ...).
- The ways the year's gospel value or Catholic social justice principles are taught and conveyed to Students.

3. **SIAC Representative Duties and Responsibilities:**

The **Board** SIAC Representative is responsible to:

- Attend and participate fully in all SIAC meetings (quarterly).
- Collaborate with SIAC membership and participate in all decisions.
- Serve on various SIAC sub-committees as appropriate.
- Represent the **Board** in all SIAC discussions.
- Liaise between the SIAC and the **Board**.
- Include relevant SIAC information in a SIAC (Committee) Report provided to the **Board** at the Business Meeting following the SIAC quarterly meeting.

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

CHARGER PARENT TEACHER ORGANIZATION (CPTO) REPRESENTATIVE:

1. Duties and responsibilities of the **Board's** Catholic School Teacher Organization (CPTO) Representative are not defined in St Patrick Catholic School Board Constitution; they follow, below.

2. CPTO Structure and Activities:

The objectives of the St. Patrick CPTO are to foster communication between Parents, Students and Faculty and Administration, to encourage Parental involvement in School activities and to support the policies and goals stated in the St. Patrick School Parent/ Student handbook. The CPTO plans fun social events for Students and Parents and raises money for technology and other needs. The St Patrick School CPTO Constitution can be found on the School website using the following link:

[St Patrick Catholic School CPTO Constitution](#)

The St. Patrick CPTO:

- Membership includes all Parents or Guardians of registered Students and Faculty/Administration of the School.
- Executive Board includes:
 - School Principal
 - One (1) Faculty member appointed by the School Principal
 - Three (3) Officers:
 - President
 - Vice-President
 - Recording SecretaryOfficers are elected and serve a two (2) year term.
- CPTO Board includes all CPTO Executive Board members plus the CPTO Committee Chairs:
 - Volunteer Chairperson, Fundraiser Chairperson, and Social Chairperson.
- Meets several times per year, as needed.

3. CPTO Representative Duties and Responsibilities:

The **Board** CPTO Representative is not necessarily a member of the CPTO Executive Board, the CPTO Board or even of the CPTO, but is responsible to:

- Attend all CPTO meetings (schedule posted on School website on the CPTO webpage).
- Collaborate with CPTO membership as required.
- Represent the **Board** in all CPTO discussions.
- Liaise between the CPTO and the **Board**.

4. Reporting:

The **Board** CPTO Representative is responsible to:

- Include relevant CPTO information in a CPTO (Committee) Report provided to the **Board** at the Business Meeting following each CPTO meeting.
- Collaborate with CPTO Executive Board as required to coordinate an annual year-end review of CPTO financial and budget performance results with the **Board**.

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

BOOSTER CLUB REPRESENTATIVE:

1. Duties and responsibilities of the Board's Booster Club Representative are not defined in St Patrick Catholic School Board Constitution; they follow, below.

2. **Booster Club Structure and Activities:**

The purpose of the St. Patrick School Booster Club is to provide Parent/Guardian support and involvement in St. Patrick School athletic programs, to facilitate, enrich and promote the athletic programs for the Students and give support and assistance to the Athletic Director and/or School Principal. Through social events and fundraising activities the Booster Club contributes to the total Parish community and its' members become active participants through service and support in the basic Catholic Christian philosophy of the St. Patrick School Community. The St Patrick School Booster Club Constitution can be found on the School website using the following link:

[St Patrick Catholic School Booster Club Constitution](#)

The St. Patrick Booster Club:

- Membership is open to any parties who have expressed an interest in and support of the athletic program.
- The Booster Club Board of Directors is the decision making body of the Booster Club consisting of:
 - Eight (8) voting members:
 - Two (2) ex officio members - the Parish Pastor and the School Principal
 - Three (3) or four (4) elected members
 - Three (3) appointed members
 - One (1) non-voting ex officio member - the Athletic Director

The Booster Club Board of Directors Officers include:

- President
 - Vice President/Recording Secretary
 - Treasurer
- all elected to serve one-year terms.
- Meets several times per year, as needed.

3. **Booster Club Representative Duties and Responsibilities:**

The **Board** Booster Club Representative is not necessarily a member of the Booster Club Board of Directors or even of the Booster Club but is responsible to:

- Attend all Booster Club meetings.
- Collaborate with Booster Club membership as required.
- Represent the **Board** in all Booster Club discussions.
- Liaise between the **Board** and the Booster Club.

4. **Reporting:**

The **Board** Booster Club Representative is responsible to:

- Include relevant Booster Club information in a Booster Club (Committee) Report provided to the **Board** at the Business Meeting following each Booster Club meeting.
- Collaborate with Booster Club President and Treasurer as required to coordinate an annual year-end review of Booster Club financial and budget performance results with the **Board**.

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

REPRESENTATIVES TO OTHER ST PATRICK PARISH COMMISSIONS/COUNCILS

(All Appointed to One-Year Terms):

1. Representative Positions:

The **Board** is responsible to appoint/confirm **Board** Members to represent the School on other St Patrick Parish Councils/Commissions as follows:

- Parish Pastoral Council - This representative is an ex officio voting Member of the Parish Pastoral Council; the position is normally filled by the **Board** President.
- Parish Finance Council - This representative is an ex officio non-voting Member of the Parish Finance Council; the position is normally filled by the **Board** Finance Committee Chair.

2. Appointment:

The **Board** President appoints/confirms **Board** representatives to other St Patrick Parish Councils/Commissions during the June **Board** Business Meeting.

3. Duties and Responsibilities:

- Duties and responsibilities of the **Board's** representative to the Parish Pastoral Council are detailed under CATHOLIC SCHOOL BOARD PRESIDENT Ex Officio Duties and Responsibilities on page 5.
- Duties and responsibilities of the **Board's** representative to the Parish Finance Council are detailed under FINANCE COMMITTEE CHAIR Ex Officio Duties and Responsibilities on page 10.

ST. PATRICK CATHOLIC SCHOOL BOARD BYLAWS

CEDAR VALLEY CATHOLIC SCHOOL (CVCS) BOARD REPRESENTATIVE

(Elected/Appointed to a Three-Year Term):

1. The duties and responsibilities of the CVCS Board Representative are not defined in St Patrick Catholic School Board Constitution nor set forth in great detail in the CVCS Constitution and Bylaws. However, the duties and responsibilities of the CVCS Board Representative as perceived by the **Board** follow, below.
2. **Board Voting Rights:**
The CVCS Board Representative position is as a:
 - Non-voting seat on the St Patrick Catholic School Board
 - Voting seat on the CVCS Board on Columbus High School issues only.
3. **Meetings:**
CVCS Board Representative is expected to attend several select St Patrick Catholic School Board Business Meetings in addition to all normal CVCS Board Meetings held on the first Thursday of the month (June-May) and all special CVCS meetings as scheduled.
4. **Committee Responsibilities:**
CVCS Board Representative may be called upon to serve on various CVCS Board committees.
5. **Communication:**
CVCS Board Representative is responsible to liaise between St Patrick Catholic School Board and the CVCS Board:
 - Provide a Committee report to the St Patrick Catholic School Board at the Business Meeting each month on CVCS Board matters pertinent to St Patrick Parish and Catholic School, including Columbus High School issues.
 - Report to the CVCS Board on St Patrick Parish and Catholic School matters that are pertinent to the CVCS.