

[Type here]

St. Peter Catholic School
421 West New York Ave
Deland, FL 32720



SAINT PETER
CATHOLIC SCHOOL

Educating for Life...
Spiritually, Academically & Physically

SCHOOL ADVISORY BOARD
BYLAWS
2020 - 2021

[Type here]

Mission Statement



SAINT PETER
CATHOLIC SCHOOL

Educating for Life...
Spiritually, Academically & Physically

"The mission of St. Peter Catholic School is to form disciples rooted in the teachings of the Catholic faith through a curriculum of academic excellence within a safe, caring environment."

CONSTITUTION OF ST. PETER CATHOLIC SCHOOL BOARD

St. Peter Catholic School DeLand, Florida

**St. Peter Catholic Church St. Peter Parish
Diocese of Orlando**

PREAMBLE

We the parishioners of St. Peter Catholic Church, in accordance with the policies of the Diocese of Orlando School Board, as authorized by the Bishop of the Diocese of Orlando, do hereby establish this constitution for the School Board of St. Peter Catholic School.

ARTICLE I: TITLE

The name of this body shall be "St. Peter Catholic School Board", hereinafter referred to as the Board.

ARTICLE II: PURPOSE AND ROLE

The St. Peter Catholic School Advisory Board is established to aide and advise both the Pastor of St. Peter Catholic Parish, hereinafter referred to as the Parish, and the Principal of St. Peter Catholic School, hereinafter referred to as the School, in any and all operations of the School, subject to such regulations as proceed from the Diocese of Orlando School Board, and subject to the authority of the Pastor.

ARTICLE III: DUTIES AND RESPONSIBILITIES

Section 1: FAITH

The Board shall help to form and strengthen the faith community within the Parish. The Board shall conduct itself in a manner that fosters better understanding and wider support for Catholic Education within both the Parish community and the community as a whole.

Section 2: POLICY

The Board, in close consultation with the Pastor and Principal, shall be responsible for all matters of policy regarding the operation of the school. In the development of school policy, the Board shall insure compliance with the intent and spirit of those policies set forth by the Diocese of Orlando School Board.

Policy responsibilities of the Board shall include the following:

- A) The Board shall interpret the policies of the Diocesan School Board for the school administrative officers and oversee implementation of said policies.
- B) In the absence of Diocesan School Board policy, the Board shall develop policies under which school administration shall operate. The Board shall conduct evaluations of such policies and devise amendments as warranted.
- C) The Board shall develop policies relating to the planning, operation and maintenance of the school facilities and equipment.
- D) The Board shall address any and all additional matters of policy brought forth by the Pastor and/or Principal.
- E) The Board shall conduct an annual review of policies at the August Board meeting and make needed adaptations and revisions thereto.

The Pastor, having ultimate responsibility for religious education in the Parish, has the right and authority to reject or modify any policy adopted by the Board.

Section 3: BUDGET

The Board shall conduct a review of the annual school budget as prepared and presented by

the Pastor and Principal. The Board may recommend approval of the budget, as presented, or may offer amendments and revisions to the budget. Final approval of the school budget resides with the Pastor.

ARTICLE III: DUTIES AND RESPONSIBILITIES (Continued)

Section 4: STRATEGIC PLANNING

The Board shall develop and maintain a long-range, Strategic Plan for the school. The plan shall include detailed analyses of curriculum, faculty and staff, enrollment, finance and facilities. In each of these areas, the plan should provide an evaluation of the present strengths and weaknesses of the school, offer a forecast projecting the status of the school five years into the future, set goals and objectives for school improvement over that five-year period, and outline a course of action for achieving those goals.

The Board shall reevaluate, update and amend the Strategic Plan on a biennial basis, beginning with the 1998-1999 school year, and continuing for each school year thereafter which opens in an even-numbered year.

Section 5: CAPITAL IMPROVEMENTS

The Board shall serve in an advisory capacity in the planning of any and all new school facilities, which may be classified as capital improvements. Such projects would include construction of new facilities and/or substantial renovation of present facilities. Final approval of all capital improvements lies with the Pastor.

Section 6: OTHER

The Board shall carry out additional duties and responsibilities, not specified herein that may be assigned and deemed appropriate by the Pastor and/or principal.

ARTICLE IV: MEMBERSHIP

Section 1: COMPOSITION

The Board shall be composed of a total of twelve (12) members, specified as follows:

- A) Ten (10) members chosen, after an application and interview process, by vote of the current Board members. At least seven (7) of the members must be registered members of St. Peter Parish. No more than four (4) members may be parents of children enrolled in the School. All appointments are contingent upon approval of the Pastor.
- B) The President of the School Parent Advisory Committee (PTA) is to provide a written report to be sent to the Board via school administration after each PTA meeting.
- C) The Principal of the School serves as ex-officio, non-voting member. The Principal shall be the executive officer of the Board and is responsible for implementing Board policies. The Principal is administratively responsible to the Diocesan Superintendent of Education.
- D) The Pastor of the Parish serves as ex-officio, non-voting member. The Pastor may, for good cause, dismiss any member of the Board or reject the proposed membership of any person to the Board.
- E) During periods of need, it's at the discretion of the principal/pastor to appoint an additional board member.

Paid employees of the School and the spouses, siblings, parents, child, or in-laws of paid employees of the School and Parish are not eligible for membership on the Board. Exceptions to this policy may be given by the Pastor. (With the exception of the School Principal as specified in Item D, above.)

Section 2: ELECTION PROCESS

Applications for Board membership will be solicited from the School and Parish community. The Board will conduct a review and interview process. Nominations will be heard, and election of new members held at the next Board meeting.

ARTICLE IV: MEMBERSHIP (Continued)

Section 3: ORIENTATION

Upon their election or appointment, all Board members shall be provided access to the Diocesan School Board policies and a copy of "To Teach as Jesus Did".

Section 4: TERM OF MEMBERSHIP

The ten (10) members shall each serve a three-year term on the Board. The term shall commence at the June Board meeting, in the year of election or appointment, and expire with the election of officers at the August Board meeting, three years hence.

If a member's parent/non-parent situation changes due to either enrollment or graduation of a child, the member's status will remain unchanged for the entire term.

The Pastor and Principal serves for the duration of their title.

Board members may be considered for a second term. They must re-apply and interview per election policy.

Section 5: DISMISSAL

Three (3) unexcused absences from Board meetings, during a three-year term, shall constitute cause for dismissal from the Board. Members are expected to attend all Board meetings. In the event an absence occurs, members shall contact the Board President. The President shall determine what absences are excused.

The Pastor may, for good cause, dismiss any Board member.

Section 6: VACANCIES

A vacancy created by the resignation or dismissal of a member shall be filled by selection of the Pastor. The new Board member shall serve in a three-year term.

Section 7: TRANSFER OF AUTHORITY

The transfer of authority and responsibility from the outgoing to the incoming officer shall take place annually at the August Board meeting.

ARTICLE V: OFFICERS

Section 1: OFFICE TITLES

The officers of the Board are the President, Vice-President, Secretary and Finance Officer.

Section 2: ELIGIBILITY

All members are eligible to hold any Board office.

Section 3: ELECTION AND TERM OF OFFICE

Each office shall be filled at the termination of the term of the officer is fulfilled. An election to replace the officer shall take place at the June Board meeting. The term of office commences immediately with election, and expires with the election of the following year's officer(s).

Section 4: DUTIES

The duties of the officers shall be as follows:

- A) The President shall serve as presiding officer at all Board meetings. The President shall determine excused and unexcused absences, by members, from Board meetings (See Article IV, Section 4, "Dismissal").
- B) The Vice-President shall perform all the duties of the President in the event of the absence or incapacitation of the President.
- C) The Secretary shall maintain and preserve written records of all acts of the Board. These records shall include any and all documents submitted to the Board all policies adopted by the Board, minutes of Board meetings, and reports from Board committees.
- D) The Finance Officer will be the Board representative on the Parish Finance Committee and work with the parish to advise the Board on the school's finances.

Section 5: SUCCESSION AND VACANCIES

If the office of the President is vacated at any time during the term, the Vice President shall immediately succeed to the Presidency.

Vacancies in the offices of the Vice-President, Secretary and Treasurer shall be filled by election by the Board, in accordance with Article V, Section 2 ("Eligibility").

ARTICLE VI: MEETINGS

Section 1: MEETING SCHEDULE

Regular meetings of the Board shall be held monthly or bi-monthly. Additional or "special" Board meetings may be called, as necessitated, by the President, or by a majority vote of the members present.

Section 2: RULES OF ORDER

All Board meetings shall be governed by the rules of parliamentary procedure, as contained in Robert's "Rules of Order".

Section 3: QUORUM

In order to open and conduct a Board meeting, a quorum must be present. A quorum shall be defined as no less than six (6) of the ten (10) voting members being present. The quorum must also include at least one (1) of the four (4) Board officers.

Section 4: PRESIDING OFFICER

The presiding officer for Board meetings shall be the senior officer present, in order as follows: President, Vice President, Finance Office, and Secretary.

Section 5: AGENDA

The ordinary business agenda for regular Board meetings shall be as follows:

- A) Call to Order
- B) Opening Prayer
- C) Calling of roll
- D) Approval of minutes
- E) Principal's Report
- F) Pastor's Report
- G) Committee Reports
- H) Unfinished business
- I) New business
- J) Adjournment
- K) Closing Prayer

The agenda, for additional Board meetings, shall be established by the presiding officer.

ARTICLE VII: COMMITTEES

There shall be four (4) standing committees of the Board. The committee members will be appointed by the President at the June Board meeting and will serve for a term of one year. The members of each committee will select a chairperson. The four standing committees are:

- 1) Finance
- 2) Advancement
- 3) Curriculum
- 4) Facilities

There may be such special or ad hoc committees as the Board may establish for the discharge of certain additional duties or functions. The president will appoint such committees. The members of each committee will select a chairperson. These committees will be discontinued at the discretion of the Board.

ARTICLE VIII: RECORDING AND DOCUMENTATION

Section 1: REPOSITORY

The Board shall establish a permanent repository for all records, including policies adopted by the Board, minutes of all Board meetings, and reports from Board committees. These records shall be available to all Board members, the Pastor, the Principal, and the Superintendent of Schools.

Section 2: MINUTES

Written minutes of all Board meetings shall be prepared and maintained. Minutes of regular Board meetings can be made available by special request. Minutes of special Board meetings dealing with matters of a sensitive nature (delinquent tuition, parish subsidy applications, etc.) shall be deemed confidential school board business.

Section 3: POLICIES

All policies adopted by the Board shall be maintained in the school office. No such policy may be in conflict with an established Diocesan policy.

All Board policies shall be organized and published in a policy handbook. The policy handbook shall be provided to all Board members and made available, upon request, to members of the parish and school communities.

ARTICLE IX: AMENDMENTS

This constitution may be amended, in whole or in part, by a two-thirds or greater majority of all Board members eligible to vote.