



**ST. PATRICK'S CATHOLIC SCHOOL  
ADVISORY BOARD HANDBOOK**

*"To teach as Jesus did..."*

*Revised April 11, 2024*  
**BYLAWS FOR  
ST. PATRICK'S SCHOOL ADVISORY BOARD**

<b>Philosophy of the School Board .....</b>	<b>3</b>
<b>Article I - Name of the Organization.....</b>	<b>3</b>
<b>Article II – Nature, Purpose, and Functions .....</b>	<b>3</b>
<i>Section 1. Nature and Purpose.....</i>	3
<i>Section 2. Functions.....</i>	3
A-Educational Program .....	3
B-Personnel.....	3
C-School Plant.....	4
D-Financial Policy.....	4
E-Community Relations.....	4
F-Implementation.....	4
G- Parish Pastoral Council Reports .....	4
<b>Article III - Relationship with Other Governance/Auxiliary Bodies .....</b>	<b>4</b>
<i>Section 1. Archdiocesan School Board .....</i>	4
<i>Section 2. Relationship with the Parish Pastoral Council .....</i>	4
<i>Section 3. Relationship with the principal .....</i>	5
<b>Article IV-Members.....</b>	<b>5</b>
<i>Section 1. Qualifications.....</i>	5
<i>Section 2. Number.....</i>	5
<b>Article V-Election and Terms of Members .....</b>	<b>5</b>
<i>Section 1. ....</i>	5
<b>Article VI-Officers .....</b>	<b>6</b>
<i>Section 1. Election .....</i>	6
<i>Section 2. Duties .....</i>	6
<b>Article VII-Voting .....</b>	<b>6</b>
<i>Section 1. Quorum and Voting Majority .....</i>	6
<i>Section 2. Ex-Officio and Proxy Voting .....</i>	6
<b>Article VIII-Meetings/Record of Meetings .....</b>	<b>6</b>
<i>Section 1. Regular and Special Meetings .....</i>	6
<i>Section 2. Open and Executive Sessions.....</i>	7
<i>Section 3. Non-Member Presentations.....</i>	7
<i>Section 4. Notice of Meetings .....</i>	7
<i>Section 5. Conduct of meetings .....</i>	7
<i>Section 6. Agenda .....</i>	7
<i>Section 7. Minutes.....</i>	8
<b>Article IX-Committees.....</b>	<b>8</b>
<i>Section 1. Executive Committee .....</i>	8
<i>Section 2. Standing Committees.....</i>	8
<i>Section 3. Other Committees.....</i>	8
<b>Article X-Amendments .....</b>	<b>9</b>
<i>Section 1.....</i>	9
<i>Section 2. ....</i>	9
<i>Section 3 .....</i>	9

## BYLAWS FOR

# ST. PATRICK'S PARISH SCHOOL BOARD AT ELKHORN, NE

## Philosophy of the School Advisory Board

The Philosophy of the School Advisory Board at St. Patrick's Catholic Elementary School is to provide an excellent educational opportunity for our youth to grow spiritually, intellectually, culturally, physically, and emotionally in order that they may be prepared to live a life of Catholic service to God, community, and country.

## Article I - Name of the Organization

The name of this organization shall be St. Patrick's Parish School Advisory Board.

## Article II – Nature, Purpose, and Functions

### *Section 1. Nature and Purpose*

This School Advisory Board is established by the Parish of St. Patrick's to assist the Pastor and Principal with governance tasks essential to the maintenance and welfare of St. Patrick's School. The School Advisory Board is advisory to the Pastor and the Principal. The Pastor, in accord with canonical law, has ultimate responsibility for the parish. The School Board is accountable to the Parish Pastoral Council in those matters so designated in these bylaws.

### *Section 2. Functions*

The chief functions of the Board are:

1. Recommendation of policy,
2. Planning to assure continued excellence and vitality.

The duties and responsibilities of the School Advisory Board, in implementing 1) and 2) above, shall include the following:

#### **A-Educational Program**

1. To recommend policies regarding the improvement and growth of the school educational programs consistent with modern trends and recommendations of the school administrators.
2. To recommend policies necessary for the spiritual, moral, academic, and physical welfare of all students.
3. To recommend policies concerning the qualifications for admission, retention and/or dismissal of students in the parish school.

#### **B-Personnel**

1. To recommend policies concerning faculty and staff in the area of salary, recruitment, educational qualifications, continuing education, additional benefits, and other like matters.
2. To review policies concerning faculty and staff contracts, dismissal for cause, and procedures for hearings.

### **C-School Plant**

1. To recommend policies for the use, care and maintenance of school buildings, school grounds and other school facilities and equipment.
2. To act in an advisory capacity on major building repairs, new buildings, sites, and additions, as necessary.

### **D-Financial Policy**

1. To assist the administration in preparation of an annual school budget for submission to the Parish Pastoral Council. The School Board will coordinate its efforts with the Parish Finance Committee and school; administration in the preparation of it, and in adopting an appropriate accounting system for school expenditures and receipts.

### **E-Community Relations**

1. To maintain a positive relationship of the parish educational programs with the total community.

### **F-Implementation**

1. The Principal of the school shall have the authority and responsibility to implement the policies established by the School Board and approved by the Pastor.
2. The School Board shall have the authority to establish such committees as it seems necessary.
3. The Principal of the school shall update the school's profile at the end of the school year concerning school operations, administrative decisions, classroom activity and student performance, etc. The report is to be submitted to the School Board for its approval and subsequently a copy is to be forwarded to the Archdiocesan Board of Education.
4. The School Board shall review standardized test results of student achievement.

### **G- Parish Pastoral Council Reports**

1. The School Board is to submit copies of the minutes on the web page.
2. The School Board will have a representative attend all Parish Pastoral Council meetings. He/she will then be expected to give a PPC report to the School Board at each meeting. He/she will also be prepared to present school board information to the PPC as well.

## **Article III - Relationship with Other Governance/Auxiliary Bodies**

### ***Section 1. Catholic School Office***

The School Board assures consonance of school policies with Archdiocesan School Board Policies and implements relative to local boards.

### ***Section 2. Relationship with the Parish Pastoral Council***

Mission and goal statements, annual proposed budgets, and any other information or actions deemed by the Pastor as significantly impacting the parish, in addition to those set forth in Article 2, G above, are submitted by the School Board for the Parish Pastoral Council approval.

### ***Section 3. Relationship with the principal***

The School Board provides direction for the Principal through formulation of policy, assists the Principal with counsel and advice, and supports the Principal in her/his implementation of policies and exercises of responsibility for personnel, students, building, and program.

## **Article IV-Members**

### ***Section 1. Qualifications***

Members shall be committed to the beliefs of the Catholic Church and committed to promoting the excellence and financial viability of the school.

The Pastor, Assistant Pastors, and Principals shall serve as ex-officio members.

### ***Section 2. Number***

The number of the School Board members shall be seven lay members of St. Patrick's Parish, elected at large. This number does not include the Pastor and Principals as ex-officio members. The seven lay members shall constitute the voting Board. The Pastor shall have the right of veto but not the right to vote, nor shall other ex-officio members have voting rights. A representative of the Pastoral Parish Council, Home and School Association, and the Religious Formation Committee are also considered ex-officio members of the School Board.

## **Article V-Election and Terms of Members**

### ***Section 1.***

1. The voting members of the School Board shall be elected for a term of three years. We will stagger each year, as three or more members complete their term, the same number will be elected. The board will consist of parishioners and parents from St. Patrick's Parish/School.
2. There shall be no limit as to the total number of terms a member may serve, except that only two terms may be served consecutively.
3. All terms of office shall begin and end on the first Sunday of June.
4. To be eligible to serve on the School Board, a candidate must be an adult envelope holder, a member of St. Patrick's Parish or a parent of a St. Patrick's Student. Paid employees of St. Patrick's Parish, religious or lay, shall not be eligible to serve other than as ex-officio members. Family members of parish employees can make up no more than two of the voting positions on the board. All members shall serve without salary. Membership is subject to the Pastor's approval.
5. An election commission, as appointed by the Parish Pastoral Council, for Council elections shall also conduct School Board elections.
6. Candidates filing for the School Board shall follow the same procedure as set forth in the Constitution of St. Patrick's Pastoral Council for candidates at large for the Parish Pastoral Council. Nomination procedures shall ordinarily begin on the 1st Sunday of March. The general election will ordinarily occur on the 1st Sunday of May.
7. Membership of the board may be revoked before completion of a term upon a majority vote of the Board when the Board/Pastor/Principal believes such revocation to be in the best interest of the Board and the school or when a member is absent three times in a year with unexcused absences.

## **Article VI-Officers**

### ***Section 1. Election***

The officers of the School Board shall be a President, a Vice-President, and a Secretary. Officers shall be elected annually during the May meeting with newly elected members. The election shall be by a simple majority. Terms shall be for one year and shall be renewable annually.

### ***Section 2. Duties***

The President shall preside at all regular and special meetings of the School Board and in general shall perform duties incident to the office of President and such other duties as may be assigned by the School Board. The President shall be responsible for giving notice of meetings. The President shall make new members aware of their responsibilities through distribution of the School Board Charter and by-laws and the distribution of any publications available for the Archdiocesan Board of Education. The President, together with the Principal, and with the consultation of the School Board, shall appoint all committees unless otherwise specified by the School Board.

The Vice-President shall assume the duties of the President at the request of the President or in the absence of the President.

The Secretary shall perform duties incident to the office of Secretary and such other duties as may be assigned by the School Board. The Secretary shall maintain a written record of all actions of the School Board; receive and dispose of all correspondence as directed; preserve all reports and documents committed to his/her care which are properties of the School Board.

## **Article VII-Voting**

### ***Section 1. Quorum and Voting Majority***

A majority of the total members constitute the quorum necessary for the transaction of School Board business. Given the quorum, a simple majority of those present at the meeting is sufficient to carry a motion, except in those matters which according to the bylaws, require a two-thirds majority. Any smaller number may open and close a meeting, compel the attendance of absent members, or postpone the meeting to a date and time.

### ***Section 2. Ex-Officio and Proxy Voting***

Ex-officio members of the School Board are non-voting members. Votes by proxy are prohibited.

## **Article VIII-Meetings/Record of Meetings**

### ***Section 1. Regular and Special Meetings***

The School Board shall meet in accord with the calendar of meetings established annually. The Executive Committee may call special meetings.

## ***Section 2. Open and Executive Sessions***

School Board meetings will be open to the parishioners and to parents of children enrolled in St. Patrick's Parish School. Only School Board members and ex-officio members may be present during executive sessions. The President must admit any other person(s) at the executive sessions. The executive session presents an opportunity for School Board members to discuss school related issues in a private meeting.

## ***Section 3. Non-Member Presentations***

Non-School Board members and special interest groups may present information for the School Board's consideration. The School Board President, and/or those responsible, shall establish the time and duration of such presentation for the agenda on advance notice, the terms of which will be established at the discretion of the School Board President and/or those responsible for the agenda.

## ***Section 4. Notice of Meetings***

Every attempt is to be made to publish and distribute the agenda and all reports or information pertinent to the agenda (such as committee reports) to all School Board members at least five days prior to the scheduled Board meeting.

The President is responsible for publishing notice of a regular meeting in the Parish Bulletin and announcing such meeting anywhere else deemed appropriate for parishioner notice.

## ***Section 5. Conduct of meetings***

Ordinarily, the School Board President shall preside over School Board meetings. Formal actions for the school board shall be in accord with the quorum and majority requirements designated in these bylaws. The rules of parliamentary procedure are as contained in Robert's Rules of Order, Revised, shall govern meetings of the School Board, unless superseded by procedure found within this charter.

## ***Section 6. Agenda***

The President and Principal shall set the agenda for School Board meetings. If someone wishes time reserved on the School Board agenda, (s)he will need President and Principal approval one week prior to the regularly scheduled School Board meeting. If a visitor asks to speak at a school board meeting, (s)he will be given five minutes to present their issue/concern/opportunity to enhance the meeting and the school. The usual order of business shall be:

1. Opening Prayer
2. Call of roll/welcome visitors
3. Audience petitions (at discretion of President) -Presentations are limited to 5 minutes or less.
4. Approval of minutes
5. President's Report
6. Home and School Report
7. Committee reports
  - a. Finance Report
  - b. School Operation Committee (policy, safety, calendar)
  - c. Parish Pastoral Report
  - d. Other Items for discussion

8. Old Business
9. New Business
10. Principal's Report
11. Pastor's Report
12. Executive Session (if needed)
13. Adjournment
14. Closing prayer

### ***Section 7. Minutes***

Responsibility for the recording of minutes is delegated to the Secretary of the School Board. An official copy of the minutes shall be kept on file in the school. Copies of the minutes will be available on the St. Patrick's School web page.

## **Article IX-Committees**

### ***Section 1. Executive Committee***

The Executive Committee shall consist of those members designated by the President, Principal and Pastor, with consultation of the Board. The Executive Committee shall: Transact necessary business between School Board meetings and in case of emergency, call special meetings if needed. The Quorum and voting majorities for executive committee actions shall be the same as for the School Board. Actions taken by the executive committee shall be reported at the next School Board meeting.

### ***Section 2. Standing Committees***

The School Board established the following standing committees charged with the respective designated functions.

1. School Operation Committee (Policy/Safety/Calendar) - Functions include but not limited to: recommending and reviewing school policies yearly or as on a need basis, recommending the yearly school calendar, as well as any other needed communication changes as needed by the school and recommended by the school board. Also includes but not limited to: recommending and improving a suitable facility to provide a quality and progressive educational program at St. Patrick's Parish School. The responsibility of this committee also includes: governing the safety procedures and policies of the school/parish campus and representing the Parish/School Safety committee if needed.
2. Finance Committee - Functions include but are not limited to working with the administration to meet the financial needs of St. Patrick's Parish School. This committee has at least two representatives: one or more rotates attending the regularly scheduled parish finance committee meetings and the other works as a representative on the school's tuition assistance program. Both members work with the principal to establish the yearly school budget.
3. Parish Pastoral Council – Two members serve as rotating representatives of the Parish Pastoral Council.

Standing committee chairpersons may be appointed by the School Board or elected by standing committee members, in accordance with the wishes of the School Board. Committees shall keep the minutes of their meetings and provide reports of their deliberations to the School Board.

### ***Section 3. Other Committees***



The School Board establishes ad hoc committees, as it deems advisable. Ad hoc committees shall operate in the same manner as standing committees for the length of time determined by the Board.

## **Article X-Amendments**

### **Section 1.**

Proposed amendments must be presented in written format at a regular meeting. Proposed amendments may not be voted upon sooner than seven days from the day the amendment is proposed.

### **Section 2.**

Upon receipt of proposed amendments to this Charter, the Secretary of the School Board shall see that the proposed amendment is voted upon.

### **Section 3**

Proposed amendments to this Charter shall be adopted by a majority vote of the School Board and submitted to the St. Patrick's Parish Pastoral Council and the Archdiocese for approval. These bylaws may also be amended by directive of the Archbishop.

Approved by:

_____	_____	_____
Superintendent of Schools	Principal of School	Pastor of St. Patrick's Parish
_____	_____	_____
Date	Date	Date