

ARTICLE I

TITLE

The name of this body shall be called

St. Paul's Catholic School Board

ARTICLE II

NATURE AND FUNCTION

SECTION I. This board is an advisory body of members working in a collaborative effort with the school administrator on the operation of educational programs at St. Paul's Parish, Jacksonville Beach, Florida, subject to the pastor's direction.

SECTION 2. St. Paul's School Board shall be responsible as an advisory body for all aspects of the formal education program of the parish school. In the development of educational programs, the St. Paul's School Board insures that they will follow the intent and spirit of the institution, the Diocese of St. Augustine and the school's accrediting agency. The St. Paul's Catholic School Board's duties and functions are to:

1. Provide, share and give input consistent with the mission and goals of the institution, diocese and accrediting agency.
2. Communicate the mission statement, goals and objectives of St. Paul's Catholic School to the parish at large, the Diocesan Office of Education and institutions in the community, if necessary.
3. Assist in the preparation and development of the annual budget, including: setting tuition, monitoring expenditures to revenue monthly, evaluating sources of revenue and explaining the annual budget to parish members.
4. Act in a consultative manner with the pastor in the employment of the school principal.
5. Assist the pastor in the planning and development of the new educational facilities.
6. Collaborate in the formation of policies relating to the planning, operating and maintenance of the school's facilities and equipment.
7. Assist in the implementation of diocesan school policies and the development and evaluation for continuation of any local policies relating to the school.
8. Develop positive public relations by communicating the school's story and promoting Catholic education.

ARTICLE III

MEMBERSHIP & ELECTION PROCESS

SECTION 1. The St. Paul's School Board shall be comprised of the pastor, the school principal, a teacher representative, the PTA President, and five elected persons from within the school or parish community.

SECTION 2. The responsibilities of the membership are as follows:

1. The Pastor is appointed by the Bishop and responsible for the operation of the parish and fully accountable for its' functioning. He relies on the lay membership for advice in the parish school's concern. He is an ex-officio member of the school board;
2. The School Principal is the primary professional advisor to the board, recommending appropriate policies for implementation and executing all policies adopted by the board. The board looks to the School Principal to communicate the educational programs of the school, interpret the needs of the school, and offer professional recommendations to any and all issues or concerns. The School Principal is expected to develop and operate a public relations program through diocesan and parish participation. The School Principal is responsible for the development of the annual budget, recommend the purchase of new equipment, resources and supplies and take great care in hiring staff members. The School Principal is an ex-officio member of the board.
3. The lay board members are to assist the principal with advice and counsel from their judgment, business experience and familiarity with Catholic schools and local community. Acting in an advisory capacity, the lay members understand the School Principal will carry out all executive functions with authority commensurate with these responsibilities.
4. The teacher representative and PTA president are ex-officio members with voice and no vote. Each has one-year term beginning of September of each school year.

SECTION 3. The five lay members shall be elected by the membership of the school and parish community for a three-year term. The board member seats should rotate so that each year at least one seat will be available for election.

SECTION 4. Elections shall be held in May of each school year with the newly elected member being seated in August of the new school year.

SECTION 5. The school board will publicize the opening seat/seats prior to the election. Notification of candidacy will be made one month prior to the election, as candidates will submit a 250 word personal narrative to be published and shared with the parish and school families. Anyone with children in the school or who are members of the parish are eligible to run for office.

ARTICLE IV MEMBERSHIP

SECTION 1. A board member may be removed from the board by a majority vote of the membership.

SECTION 2. Any vacancies occurring on the board will be filled by board membership appointment by the Pastor until the next election occurs.

ARTICLE V

MEETINGS

SECTION 1. The board shall meet six times during the school year. Special meetings may be called as needed by the Pastor or Principal or by the majority of the members.

SECTION 2. For the purpose of transacting official business, it shall be necessary that a majority of the total members be present and voting.

SECTION 3. A simple majority of those present and voting shall carry the motion.

SECTION 4. All meetings of the board are to be open meetings unless otherwise designated as Executive. Meeting dates will be published in the monthly school calendar and the church bulletin. The right of non-members to address the board shall be limited to those who petition the principal in advance of the meeting.

SECTION 5. A written record of the actions of the board shall be preserved in the archives and placed on the schools' website.

Revised 10/2016