

St. Odilia School Policy and Information Manual

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Constitution for the St. Odilia Parish School Council

Article I Name

The name of this body shall be the "School Council of the Catholic Community of St. Odilia", sometimes hereinafter referred to as the "St. Odilia School Council" or as the "School Council".

Article II Purpose

The School Council serves as an advisory board that formulates policies to be executed by school administrators. Guiding factors include setting and posting agendas, attending as many meetings as possible, allowing all to express their views without interruption and reaching final decisions by consensus.

Article III Structure

The School Council consists of a School Administrator, teachers, school parents and/or parishioners who work in the spirit of collaboration with each other. Committees are formed from council members and sometimes outside individuals who are recruited to address areas of specific concern to the school. These committees are:

Communications Committee

Finance Committee

Financial Aid Committee

Marketing/Development Committee

Planning Committee

Policy Committee

One member acts as the School Council's representative on the Parish Leadership Council. One member acts as the School Council's representative on the School's Parent Advisory Association.

The member eligibility requirements, selection process, term durations, function of each committee, and committee composition are described in the By-Laws. Committees may be added or dropped depending on need.

Article IV Membership

Membership on the School Council shall consist of an Administrator, two faculty representatives and twelve other individuals willing to serve our school community. The twelve individual members (at large members) serve three-year terms. The at large members terms shall be staggered, with four new School Council members added each year. The Council shall strive to have its membership be representative of the elementary school and middle school and of the various communities served by St. Odilia School. The faculty representatives are selected by the Administrator. The at large members are selected using the discernment process defined in the By-Laws. Any at large member's position vacated prior to the expiration of the member's term shall be filled at the discretion of the School Council.

Article V Leadership

The leaders of the School Council shall be the chairperson, the vice-chairperson, and, the secretary. As an alternative to a chairperson and vice-chairperson, the Council may elect to have co-chairpersons. The chairperson(s) and the other leader(s) shall be selected using the discernment process defined in the By-Laws. The newly selected leaders shall take possession of their offices immediately upon selection. The duties of the School Council leaders shall be:

Chairperson(s): To plan and conduct meetings of the school council. He/She is responsible for helping to set meeting agendas, the direction of group dynamics, meeting management and the solicitation of feedback from each member for each decision.

Vice-Chairperson: To preside in the absence of the Chairperson.

Secretary: To keep accurate minutes of the meeting and arrange for a written account to

be distributed to each member for review and approval. It is the secretary's responsibility to share the approved minutes with individuals responsible for their distribution to and posting.

Article VI Meetings

The School Council shall conduct open meetings once a month during the school year, usually on the third Tuesday of each month, and at other times as necessary. The regular meeting schedule for each year will be established at the first fall meeting and this schedule will be published for the community. Special closed meetings may be held at the discretion of the Council.

Article VII Committees

The School Council shall appoint committees as necessary to conduct business of the council. Standing committees provide continuing function for ongoing operation of the council. Ad hoc committees are established to meet a specific objective at a given time. Ad hoc committees will continue to perform their functions until their tasks are completed and will then be discharged. Committee members will serve until the committee is discharged or until other members have been appointed. Non-Council members may serve on such committees when there is a need for their particular competencies. A committee leader who serves as the facilitator or chairperson of that committee leads each committee. He/She is responsible for new committee member orientation, plans, and conducts the committee meetings and gets individual input in the committee's stated goals.

The School Council's established committees are as follows:

Communications: The School Council will be particularly concerned with the promotion of good public relations for the school and Catholic education in general.

- 1) With parishioners and school families by working to develop greater understanding and to promote cooperation between the home and school for the best interest of the children involved.
- 2) With public school systems of the area.
- 3) With the public at large by posting School Council meeting agendas and minutes. This committee will identify plans and procedures for these communications.

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Finance: This committee develops an annual budget for the school and works to coordinate it with the parish budget. They determine the means of financing the budget and make recommendations for teacher salary and benefit adjustments. The members of this committee, along with the school principal, meet to develop a proposed budget. This proposed budget is presented to the council for comments. It is then presented to the Parish Finance Council for initial approval. Ultimate approval comes from the Parish Leadership Council.

Financial Aid Committee: This committee is responsible for reviewing and approving requests from school families for tuition assistance to cover a portion, or all, of school tuition expenses. The committee considers financial information submitted in each family's application as well as tuition assistance funds available, prior to determining and authorizing the amount of the assistance. This committee meets as needed and is comprised of the school principal, parish pastor, and representatives of the School Council.

Marketing/Development Committee: The goal of this committee is to actively pursue a stable and predictable student enrollment while creating the Development opportunities to ensure that tuition increases can be minimized, tuition assistance programs can be offered to help ensure a diverse student body, and the school can have access to incremental funding for needed capital and employee related expenditures.

Planning: This committee focuses on future school needs and works with the school administration and staff to develop vision, mission, and directed programs. They establish long term plans that flow from the mission statement. The committee will use the Accreditation Board's recommendations to help plan goals for the council.

Policy: This committee reviews and updates school policies every three years. It is also responsible for creating new policies when necessary. The school council will review all applicable parish, archdiocesan, and State Department of Education policies and regulations. The School Council shall present policies, which have a significant impact on the greater parish community, to the Parish Leadership Council for approval.

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Article VIII By-Laws

By-Laws describing the discernment and decision-making process, the eligibility requirements and selection of members and the conduct of business of the school council are reviewed and revised every three (3) years. The by-laws can be amended by a consensus of the members of the school council. Proposed changes to the by-laws will be distributed to members in writing not less than five (5) days prior to a meeting scheduled for discernment and decision-making. Any changes will require two readings before enactment. All amendments to the by-laws shall be presented to the Parish Leadership Council.