

ST VINCENT DE PAUL CATHOLIC SCHOOL BOARD BYLAWS

The following are the Bylaws of the St Vincent de Paul School Board governing the operation of the St. Vincent de Paul School Board (hereinafter, the “Board”), as enabled by policies and guidelines of the Diocese of Fort Wayne – South Bend and the St Vincent de Paul School Board Constitution (hereafter, the “Constitution”).

ARTICLE I – POLICY

Section A. Through a Board or School planning process or through the identification of a problem or issue, the Pastor, the Principal, any School Board member (hereafter, a “Member”), the Board’s Policy Committee, a member of the School faculty, a School student’s parent, or other member of the School community may raise the need for a new policy or policy revision. The raised policy need shall be directed to and received by the Principal. At the request of the Principal, the Board acting itself and/or with the assistance of the Board’s Policy Committee shall follow the procedure set forth herein to address the policy need:

1. **STEP ONE:** Before and during the first Board meeting following the Principal’s referral of a policy need to the Board, and/or the decision of the Board to consider a policy need (hereafter, the “Policy Need Initiation”), the Board shall (a) seek to clearly define the issue and write a rationale for a proposed policy; (b) research the alternatives, consequences of possible policies, and, alternate policy language; (c) consult outside resources, such as other Catholic or non-public schools, public schools; (d) consult for input those who will be affected by the policy; and, on completion of items (a) through (d), in collaboration with the Principal, prepare the first draft of the new or revised policy and present it to the Board. The Board shall decide through consensus, or by vote if consensus is not possible, whether to proceed to STEP TWO and the extent to which the Board shall pursue additional evaluation and research and/or revise the proposed new or revised STEP ONE policy draft.

2. **STEP TWO:** Before and during the second Board meeting following the Policy Need Initiation, the Board shall complete the additional evaluation and research determined to be necessary and/or appropriate based on the Board’s review of the results of STEP ONE. The Policy Committee shall, in advance of the Board Meeting in which the STEP TWO decision regarding the policy need shall be made, (a) provide all relevant background documentation to the Members, with sufficient time to allow Members the opportunity to ask questions and request additional information and/or consultation, (b) make available for input or clarification, to those potentially affected, the draft policy or policy revision incorporating inputs of the Board in STEP ONE, and (c) make available, to all Members for further refinement prior to the next Board meeting, the draft policy or policy revision incorporating inputs of the Board in STEP ONE.

3. STEP THREE: Before and during the third Board meeting following the Policy Need Initiation, the Board, acting through itself and/or with the assistance of its Policy Committee, shall present the draft new or revised policy for final revision, acceptance or rejection through a vote. If the Board approves the policy or policy revision, then the Board shall submit it to the Pastor as a recommendation for his approval. The approved policy shall be inserted into the Board's policy handbook and the parent/student handbook, as appropriate. The Board shall promulgate the new or revised policy to the School and Parish communities.

Section B: All School policies, post-STEP ONE, post-STEP TWO and post-STEP-THREE draft policies, and post-STEP THREE adopted policies will be communicated to the School and Parish communities through appropriate methods.

Section C: The Board shall review all School policies annually, to determine, with respect to each policy, whether to maintain, revise or eliminate.

ARTICLE II – HIRING A PRINCIPAL

The Board shall follow the guidance provided in the Principal Personnel Handbook (including but not limited to Principal Search Process, Sections 1 through 4) issued and updated from time to time by the Catholic Schools Office of the Diocese of Fort Wayne / South Bend.

ARTICLE III – EVALUATION OF THE PRINCIPAL

The Board shall follow the guidance provided in the Principal Personnel Handbook (including but not limited to Principal Search Process, Sections 1 through 4) issued and updated from time to time by the Catholic Schools Office of the Diocese of Fort Wayne / South Bend.

ARTICLE IV – BUDGET

The Board, working primarily through its Finance Committee, shall assist the Principal and the School's Business Manager in compiling each school year a proposed operating school budget for the following school year for submission for review and approval by the St Vincent Parish Finance Council and the Pastor.

The Board shall ensure, each school year, that its Finance Committee timely prepares draft budgets, submits such drafts to the Board for deliberation, and addresses to the maximum extent possible the Board's comments, concerns, and requests with respect to the budget for the following school year. The Board shall ensure that the Finance Committee develops a proposed budget that meets the approval of the Board either by consensus, or if consensus is not possible, by vote meeting the requirements for a vote as

set forth in the Constitution. Such consensus and/or vote shall be completed on a schedule that will allow timely submission of the Board's budget proposal to the Parish Finance Council according to the Parish Finance Council's schedule.

ARTICLE V – STRATEGIC PLAN

The Board has the responsibility to evaluate its own effectiveness and productivity.

Annually, at the outset of each school year, the Board shall establish its goals for the year and assign realistic target dates for accomplishment of such goals. The President shall be responsible for establishing a mechanism for measuring the Board's accomplishments in meeting its goals and evaluating the Board's overall performance. Goals shall be taken from and shall be consistent with the School's Strategic Plan. The Board's agenda shall include evaluation and discussion of its progress and completion of its goals.

ARTICLE VI – MEMBERSHIP

A) Resignation

A Board member may resign by submitting a letter of resignation to the President of the Board, the Principal, or the Pastor.

B) Termination based upon vote of the School Board

The Board may vote to recommend termination of the membership of a member of the Board upon the occurrence of any one of the following:

- (1) the member misses three (3) consecutive Board meetings in a single school year;
- (2) the member misses a cumulative total of four (4) Board meetings in a single school year;
- (3) the member misses three (3) consecutive meetings, in a single school year, of a committee to which the member is assigned;
- (4) the member misses a cumulative total of four (4) meetings, in a single school year, of a committee to which the member is assigned;
- (5) the member fails to fulfill his/her obligations and responsibilities as a Board member.

The President and the Principal shall submit the recommendation to the Pastor for his consideration and decision. Only the Pastor may make the final decision to terminate a Board membership involuntarily.

ARTICLE VII – MEETINGS

A) Meeting Preparation:

- Agenda Items: A board member wishing to include an item/topic in a meeting's agenda shall submit her/his request to the School Board President no later than ten (10) days prior to the School Board meeting's scheduled convening date.
- Each Chair, Director, or Lead Liason from each committee will be responsible to distribute their committee meeting's minutes and/or report in writing to the President of the School Board no later than ten (10) days prior to the School Board meeting's scheduled convening date.
- Distribution of Agenda and Meeting Materials: No later than one week prior to a monthly meeting's convening date, the President shall distribute to all School Board members meeting materials, which shall include, at a minimum, the agenda for the meeting, draft meeting minutes for any prior month's meeting(s) for which minutes are not already approved by the School Board, meeting minutes for all committee meetings conducted after the last School Board meeting, and any other documents and/or information that members should review prior to the meeting.
- Board members shall review the materials provided by the President prior to the meeting. If any member has questions or concerns regarding the agenda and/or other preparatory materials provided by the President, he/she should make these questions or concerns known to the President prior to the meeting.
- The President shall advise members as soon as possible of any changes to the agenda made subsequent to the initial distribution and prior to the meeting.

B) Meeting Agenda

- Each agenda shall reflect and each meeting shall include the following:
 - An opening prayer.
 - Secretary roll call of Board and community members present.
 - Review of the School Board calendar, to include review of upcoming Board meetings, committee meetings, and other special School Board and School events.
 - Review of current Board member contact information.
 - Review of draft minutes of the prior month's meeting, including modification of the minutes as may be agreed; approval or disapproval, by consensus if possible or by election if necessary, of the draft minutes. If minutes are not approved, the Secretary shall revise them to reflect direction of the Board.
 - Home and School Association Report ("HASA") Report, incorporating an overview, to be delivered by the HASA President, of the status of the School's HASA programs, particularly developments, projects and priorities relevant to the long-range strategic future of the school and the capacity of the school to fulfill its mission.

- Principal's Report, incorporating an overview of the status of the school, particularly developments, projects, and priorities relevant to the long-range strategic future of the school and the capacity of the school to fulfill its mission.
- Committee Reports, including status and updates from committee liason(s).
- Presentation and/or deliberation, as appropriate, of each item. Any items or issues that arise during the meeting that are not part off the agenda shall be put on the following month's meeting agenda and addressed at that time.
- Votes on matters within the scope of the Board's responsibilities, including but not limited to draft Policies, the Strategic Plan, the School Board Constitution, these School Board Bylaws, and other matters within the purview of the School Board as set forth in the Constitution and these Bylaws.
- Closing prayer.
- Adjournment by the President.

C) Post-Meeting

- Following each School Board meeting, the Secretary shall post the following to the School Board portion of the School website:
 - Approved School Board meeting minutes.
 - Draft Policies and Draft Policy Revisions in the form most recently reviewed by the Board, together with annotations reflecting current disposition of the draft.
 - Strategic Plan updates, including latest versions of (a) School Board Calendar (b) School Board Members contact information; (c) Strategic Plan Status Tracker, (b) Mission, Goals, Strategies and Plans document for each Committee and (c) Projects and Tasks List for each Committee.

ARTICLE VIII-- COMMITTEES

The mission and membership of the School Board's standing committees (as defined in the School Board Constitution) shall be as follows:

COMMITTEE	PURPOSE	MEMBERSHIP	MEETINGS
Advancement	Effectively communicate, promote, and market the mission, vision, values, brand and programs of St. Vincent de Paul School.	Director of Advancement, members of the administration, office staff, school board representative(s), and a cross-section of parish and school community representatives.	Monthly during the school year (August – May).
Athletic	To assure the athletic	Athletic director, assistant	Monthly during the

	program supports our Catholic culture through the virtues of sportsmanship, fairness, teamwork, and personal growth in pursuit of the school's mission.	athletic director/school faculty representative, school board representative(s), athletic booster club representative(s), school principal, and 2 at-large representatives.	school year (August – May).
Catholic Identity	Continue to refine and integrate our Catholic culture with Christ as our inspiration throughout all aspects of the St. Vincent de Paul experience.	School principal, pastor and school board representative(s) and other member(s) selected from the school community.	Monthly during the school year (August – May).
Discernment	To discern individuals of the St Vincent de Paul Catholic School and parish community to serve as members of the School Board in pursuit of the school's mission.	The pastor, board vice president (chair), principal, and three lay members of the current board, excluding any member in his/her first year of first term of service.	Discernment takes place in May to the extent the pastor's schedule permits. Other meetings as needed in preparation for the discernment.
Facilities	Assure a properly maintained campus and plan proactively for future needs.	School principal and school board representative(s); head facilities manager, and other member(s) from the school community.	Meetings held once a month during the school year (August – May).
Finance	Promote fiscal responsibility and good stewardship within the school to support the St. Vincent de Paul mission including developing the school budget.	School principal, board vice president (chair), parish business manager, school board representative(s) and other member(s) selected from the school community.	Monthly during the school year (November - April). Present budget to parish finance council each March
Fine Arts	To enable and encourage the growth of students in the areas of Fine Arts so that they may glorify God with their gifts and talents while enhancing the mission of St. Vincent de Paul School.	School board representative(s) and other member(s) selected from the school community.	Monthly during the school year (August – May).
Orientation	To welcome new board members and provide them with an overview of the roles and responsibilities of board members in support of the Saint Vincent de Paul Catholic School mission.	School board representatives that include at least one representative from a second year term and third year term.	Orientation event occurs once between the discernment and the June School Board meeting; other planning meetings as needed.
Policy	To assure that current policies adequately reflect the standards of the	School board representatives and other member(s) selected from	Monthly during the school year (August – May).

	Diocese, the Parish and the School in support of the Saint Vincent de Paul Catholic School mission.	the school community.	
Principal Evaluation	To evaluate the professional and personal growth of the principal and to provide consistent long term direction for the school.	The pastor and school board representative(s), including the school board president.	As needed to complete the annual review.
Strategic Plan	Each year, the school board will work in conjunction with the principal to ensure that all action plans are aligned with the goals and objectives of the Plan. Annually, the Plan is reviewed to ensure alignment with the school's mission and vision.	Principal and school board representative(s), including the school board president and other member(s) selected from the school community.	Monthly during the school year (August – May).
Technology	To assure and assist in the integration of technology to optimize fulfillment of the mission of the Saint Vincent de Paul Catholic School community.	School principal, school board representative(s) (co-chair), school technology director (co-chair) and other member(s) selected from the school community.	Monthly during the school year (August – May).

Each committee shall review and update its mission, goals and strategies on an ongoing basis and at least annually at the start of each school year. Each committee's mission, goals and strategies shall comprise a part of the St. Vincent de Paul Catholic School Strategic Plan ("Strategic Plan"). Each standing committee shall be responsible for fulfilling its mission and for realizing its goals and strategies. Each committee shall maintain and execute, on an ongoing basis, a project and task list that looks forward for a period of five (5) years and shall comprise a part of the Strategic Plan. On an ongoing basis, through regular reporting, each committee shall keep the School Board apprised of its progress in completing the projects and tasks which are incorporated into the Strategic Plan.

ARTICLE IX –SCHOOL BOARD MEMBERS' PERFORMANCE

The Board's overall performance and the criteria for measuring such performance shall include measurement of School Board individual performance. Accordingly, each Board member shall be personally responsible for meeting individual Board member performance requirements. Such requirements shall include, but shall not be limited to the following:

- (a) Participation in Board member orientation and training as such orientation and training may be defined and arranged by the Board from time to time;
- (b) In-person attendance and participation in the Board's meetings and functions each School year;
- (c) Compliance with the letter and spirit of all applicable Diocesan Policies, the School Board Handbook, the Constitution, these Bylaws and other requirements specified by the Pastor, the Principal and the Board from time to time;
- (d) Support for the Pastor and the Principal and behavior generally conducive to productive School Board operation, including, but not limited, to maintaining in strict confidence those matters disclosed to School Board members in confidence strictly in their roles as members of the Board, treating with respect the decisions of the Pastor, the Principal and the Board, avoiding actual, potential, and appearance of conflicts of interest.

Board members shall renew their commitments to these standards of ethics performance annually and in writing at the first School Board Meeting of the new school year. The School Board President shall collect and save such written commitments. A Board member failing to comply with any one or more the standards set forth above is subject to removal from the Board by vote of the Board and/or by decision of the Pastor (see ARTICLE VI – MEMBERSHIP).

ARTICLE X – AMENDMENTS

These bylaws can be amended by the approval of a minimum two thirds majority of the voting members of the Board, subject to ratification as set forth in these Bylaws.

ARTICLE XI – RATIFICATION

These Bylaws shall be considered ratified and in effect when signed by the Pastor, the Principal and the President of the Board.

OFFICIAL SIGNATURES

President of the School Board	Date
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Principal	Date
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Pastor	Date
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