

ST. MARY'S CATHOLIC SCHOOL BOARD CHARTER

Article I. Name

The name of this body shall be the School Board of St. Mary's Catholic School of St. Mary's Parish, Moscow, Idaho.

Article II: Purpose and Functions

The School Board is established to assist the Pastor and the Principal in the governance of the school. The board participates by formulating, adapting, and recommending plans and policies. The School Board is advisory. The School Board's role is strategic with a focus on planning for the future. It is not the role of the School Board to be involved with the day-to-day operations and administration of the school.

The School Board has responsibilities in the following areas:

- A. Financial/Fiduciary oversight
 - a. Approve annual operating budget prepared by Finance Committee and Administration
 - b. Approve annual capital budget prepared by Finance Committee and Administration
 - c. Review financial reports
 - d. Support long-range financial planning

- B. Long Range Planning
 - a. Develop a strategic plan in coordination with Superintendent and School Administration
 - b. Monitor and track progress towards plans
 - c. Support facility and capital improvement plans
 - d. Review staffing plans (anonymous staffing needs by year)

- C. Evaluation
 - a. Support annual evaluation of the Principal, as directed by Pastor
 - b. Evaluate the school's fidelity to its mission and purpose
 - c. Evaluate the strategic plan and implementation progress
 - d. Evaluate the Board's effectiveness

- D. Policy
 - a. Recommend school-wide policies regarding academics, student life, religion, or operations as requested by the Principal. Employment policies are set with the Diocese and not within the scope of the School Board.

- E. Advancement (Marketing, Development, Admissions)
 - a. Review and approve marketing plans
 - b. Review and approve admissions and enrollment goals and plans
 - c. Collaborate with Pastor and Principal on development and fundraising plans
 - d. Actively support development and fundraising activities

Article III: Responsibilities of Members

- A. Attend school board meetings and participate; come prepared for meeting, as necessary
- B. Advocate for the best interest of future students and school sustainability
- C. Speak positively of the school and leadership; represent the school well to all stakeholders
- D. Only function as a school board as a whole and not as individual members
- E. Work to ensure the school board is effective and efficient in its duties
- F. Help fundraising and development efforts including donating to the annual fund to the level of ability
- G. Participate in committee work
- H. Avoid discussing matters pertaining to specific students (such as one's children or grandchildren) during board meetings

Article IV: Membership

The School Board shall consist of

- A. At least nine (9) but no more than thirteen (13) voting members
- B. Principal (nonvoting)
- C. Parish pastor (nonvoting)
- D. Parish Council liaison (nonvoting, attendance optional)
- E. St. Mary's Foundation liaison (non-voting, attendance optional)
- F. Ideally include members that are not parents

Article V: Nomination and Selection of Members

It is the intention of the School Board to be a "seated board" with members having a variety of relevant backgrounds and skills to assist the school (e.g. finance, legal, education). The School Board is responsible for filling vacant positions. The nomination and selection of new board members will be managed by the standing Membership Committee of the Board, the Pastor and Principal. The Membership committee shall solicit nominations from the greater school community as well as actively recruit candidates as vacancies become available. The Membership Committee will holistically evaluate and recommend candidates for vacant spots based on candidate's level of interest, unique skill set or background, ability to contribute or raise funds, and their commitment to the mission and Catholic identity of the school. Final selection of members will be chosen by lot from the approved candidates.

School Board members will serve for a three-year term with the ability to renew for one additional term with the consultation of the Principal and Pastor.

Article VI: Officers

The School Board at its last meeting of the year shall organize itself by electing a Chair, Vice-Chair, and Secretary to serve a one-year term. Officers may serve any number of consecutive years in any office.

Article IX: Duties of Officers

The Chair shall:

- A. In consultation with the principal, prepare an agenda for each meeting;
- B. Preside at all meetings;
- C. Appoint all committees;
- D. Report as needed to the Parish Council (normally the Parish Council representative serving on the Board does this duty);
- E. Vote only in case of ties (if a vote has been called for) and for the election of new Board members;
- F. Call special meetings including executive sessions that will include pastor and principal.

The Vice-Chair shall:

- A. In the absence or inability of the Chair, exercise all duties of the Chair;
- B. Assist the Chair as required in the execution of his/her duties.

The Secretary shall:

- A. The School Secretary shall keep a record of the proceedings of each meeting
- B. Provide each board members
- C. Help to keep board meetings on track by keeping time
- D. In the absence the Chair and Vice-Chair, preside at meetings

Article VII: Meetings

The School Board shall meet regularly at a pre-designated meeting place on a regularly scheduled day of each calendar month, usually August through May. Such meetings may be used for Committee meetings or meetings of the entire Board at the discretion of the Chair and Principal. A majority of voting members must be present to constitute a quorum for any votes. If no quorum exists, the meeting is adjourned and rescheduled.

The business of the School Board shall be conducted usually by consensus. However, any School Board member may request a vote. In this case, a simple majority of those voting members present shall suffice for a motion to pass.

The agenda shall be as prepared by the Chair in consultation with the Principal. All regular and special meetings of the board shall be open to the presence of guests, unless such meetings or any parts of such meetings are designated an 'executive session' by the Chairperson. Items to the published agenda may be included with the consent of School Board members present.

The Order of Business for School Board meetings shall be:

- A. Opening Prayer
- B. Approval of Agenda and Minutes
- C. Finance Committee Report
- D. Development Committee Report
- E. Other Committee Reports as necessary
- F. Principal Report

- G. Board Action items
- H. Executive Session if needed (Closed Session)
- I. Closing prayer
- J. Adjournment

The following topics are excluded from Board Meeting scope

- Discuss day-to-day operations unless requested by the Principal
- Discuss issues regarding specific employee(s)
- Discuss issues regarding specific children, especially related to a Board Members experience as a parent, grandparent or family member
- Details that are more appropriate for committee meetings.

Article VIII: Standing and Ad-hoc Committees

Much of the Board work shall be done in committees.

This charter establishes the following Standing Committees.

- Executive Committee - Consists of the Chair, Vice Chair and Secretary
- Finance Committee
- Membership Committee - Responsible for Board Member nomination and selection
- Development Committee - Creation and Support of Development plans including fundraising
- Building and Facility Committee - Support maintenance and planning
- Strategic Planning Committee - Monitor implementation of strategic plan, support continuous improvement and future planning

Seasonal and Ad-hoc Committees or subcommittees

- Accreditation
- Specific event or fundraising committees
- Others as deemed necessary

Article IX: Amendments

Proposed amendment of this Charter shall be furnished to School Board members in writing at least one week in advance of the regular meeting at which time the amendment is to be discussed.

Any amendment of this Charter shall require a majority of all voting members at a regular meeting.

Further, it is recommended that all revisions and/or amendments to the School Board Charter needs to have the approval of both the local pastor and Superintendent of Idaho Catholic Schools.

Revised 2000
Updated August 2003 (IVB)
Updated and revised by School Board June 2015
Rewritten and Updated August 2021