

**BYLAWS OF THE  
CATHOLIC SCHOOL BOARD  
OF OUR LADY OF THE LAKE SCHOOL**

**INTRODUCTION**

The Catholic School Board of Our Lady of the Lake School is established to assist the Pastor and the Principal in the governance of this parish school. The Pastor is the Canonical Representative of the parish, including the school, and the enactor of local policy. Along with the assistance of the School Board, the Pastor hires, supervises, and annually evaluates the Principal, using the assessment tools and guidelines provided by the Office of Catholic Schools. In addition, the Pastor is responsible for the supervision of religious education and formation programs and approves the school's annual budget.

The Pastor entrusts the School Board to set policy, promote the school's advancement and assist in the governance of the school in the areas specified in these bylaws. It is expected that the Pastor will support the decisions of the School Board unless they are contrary to the mission of the Parish and the policies and procedures of the Archdiocese of Saint Paul & Minneapolis. The Pastor and the School Board entrusts to the Principal the daily operation of the school program, as specified in his/her terms of employment and/or job description. This responsibility includes the general administration of the school's operations, management of the school's financial affairs within the limits of ordinary administration, recommendations regarding employment of new staff, supervision and evaluation of teachers and school staff, the establishment of curriculum and other educational programming, and the evaluation and management of student behavior. The Principal shall be responsible to the School Board for carrying out its policies and informing them of the need or the requirements for policies.

**ARTICLE I**

**NAME**

The name of this body shall be the Catholic School Board of Our Lady of the Lake School.

**ARTICLE II**

**NATURE AND FUNCTION**

**Section 1. Nature:** The purpose of this board is to promote and advance the mission of the school for the education and instruction of students in keeping with the principles of the Roman Catholic Church, to secure the finances of the school, to advise the Pastor and Principal on issues pertaining to the school, and to ensure a course of education as prescribed by the Archdiocese of Saint Paul and Minneapolis and the applicable policies, rules, and regulations of the State of Minnesota.

**Section 2. Parish/Archdiocese Reserved Responsibilities:** The following responsibilities are reserved by the Pastor of Our Lady of the Lake Catholic Church and the Archbishop of the Archdiocese of Saint Paul and Minneapolis:

- a. Catholic identity, Catholicity, and religious education as expressed in the philosophy and mission of the School. This includes changes to the philosophy and mission of the school, including but not limited to those, which reflect the Catholicity of the School or affect religious education.
- b. Professional review of the school's effectiveness in providing a high----quality Catholic education and in sustaining continuous progress toward stated objectives.
- c. Oversight of all religious and moral concerns.

d. Approval of the bylaws of the School Board.

e. Approval of the annual budget of the school, as submitted by the Board.

Understanding that no reasonable budget will be denied approval.

**Section 3. Board Duties, Responsibilities and Function:** That Pastor has delegated the Board as a participatory, policy-making body for all matters pertaining to the school. All decisions of the board shall be binding upon the school administrators and shall be in compliance with canon law, the letter and the intent of the policies, rules, and regulations of the Office of Catholic Schools of the Archdiocese of Saint Paul and Minneapolis, the applicable policies, rules, and regulations of the State of Minnesota. The Board fosters the highest possible standards of academic and religious education for all students and provides policy direction to the school in these specified areas:

#### **1. Advancement**

The board helps to develop a comprehensive school advancement plan (fundraising and enrollment) and supports those in the school responsible for its implementation.

#### **2. Educational Program Enhancement and Retraction**

In cooperation with the Office of Catholic Schools, the board will be responsible for the establishment of new programs or the retraction of existing programs at the school. This includes modifying the services offered by the school or the closure of the school in general.

#### **3. Finance**

The board develops plans and means to secure the financial future of the school. This includes creating a five-year financial plan, determining annual development goals, allocating resources according to the budget and monitoring each of the above. In addition, the board shall evaluate and vote on all non-budgeted school expenditures over \$3,000.00.

#### **4. Policy Development**

The board develops policies (in accordance with Diocesan and Parish policies), which give general direction for administrative action of the school. The Board delegates many responsibilities to the school Principal, unless otherwise decided by a consensus of the Board, and will not require specific involvement in the following areas unless there is a financial impact:

- a. Day-to-day operational decisions
- b. Personnel issues that concern students, faculty or staff members
- c. School Curriculum

#### **5. Selection of the Principal**

Selection of a new school principal begins with the board forming a candidate search committee (as prescribed by the Office of Catholic Schools), which includes members from the School Board. The Diocesan Office of Catholic Schools then assists the committee and the pastoral leadership in their search by working with the Chairperson of the search committee and the Pastor. Upon final recommendation of the search committee, the Pastor will select the Principal.

## **6. Principal Evaluation**

At the May meeting the board will evaluate the effectiveness of the principal using the performance appraisal process prescribed by the Office of Catholic Schools of the Archdiocese of Saint Paul and Minneapolis. If it is deemed necessary, removal of the Principal requires 2/3 majority vote of the Board to do so and consent of the Pastor as well as the Archdiocese.

## **7. Strategic Planning**

In defining the strategic plans for the school, the Board owns the process, the execution, and the goals. It is the Board's responsibility to establish and review goals of the school, both immediate and long range, in consultation with the Parish Pastoral Council. It is also essential that the Board communicate and collaborate with the parish's other strategic planning groups.

## **ARTICLE III**

### **ORGANIZATIONAL RELATIONSHIPS**

**Section 1. Parish Pastoral Council:** The parish pastoral council is a consultative council to the Pastor, which advises him on all aspects of parish life. The School Board should inform the council of the school's accomplishments and needs and may bring to the attention of the parish pastoral council any matters, which are broader than the educational programs of the school.

**Section 2. Parish Finance Council:** The parish finance council advises the Pastor in administering the temporal goods of the parish. The finance committee of the School Board and the parish finance council should meet to plan the financial contribution to the school from the parish, which should be in accordance with any applicable Archdiocesan mandates. The school income and expenditure budget is prepared by the finance committee of the School Board and the Principal and is subject to final approval as a part of the parish-wide budget prepared by the parish finance council and parish pastoral council and approved by the Pastor.

**Section 3. Parent Organization:** The president of the parent organization is an ex officio non-voting member of the School Board. The parent organization is the primary vehicle through which parents can provide service to the school (e.g., volunteers, fund-raising) and parent education programs can be offered. The Board works with the Principal and the officers of the parent organization in order to understand parent needs and concerns and to coordinate overall fund-raising programs of the school.

**Section 4. Archdiocese:** Local school policies may not conflict with Archdiocesan mandates. The Bylaws of the School Board must be approved by the parish corporate board after review by Archdiocesan staff. The same approval is required for any changes to the bylaws. In addition, the school submits a copy of its annual accreditation report, including progress on the school's strategic plan, to the Archdiocesan Office of Catholic Schools. The school or the Board also may submit recommendations for Archdiocesan-wide mandates, policies, practices, or programs to the Chair of the Archdiocesan Catholic Schools Advisory Council.

## **ARTICLE IV**

### **MEMBERSHIP**

**Section 1. Board Diversity:** In order to maintain diversity, the board shall consist of 10 elected members (and 2 Ex-Officio members) with a variety of backgrounds and talents that will be voting members (12 total voting members). The board seats are defined as the following:

1. Advancement (2 seats):
  - to help the school reach our enrollment and fundraising goals which are critical to our success
2. Education (2 seats):
  - ensure the highest quality education is provided by representing the voice of the faculty and students
3. Legal/Finance/Business (2 seats):
  - manages the duties of “running the business”
4. Marketing/Advertising/Communication (2 seats):
  - oversees the internal and external communication plan to increase awareness of OLL and the benefits our school provides
5. Technology (1 seat):
  - keeping our school up-to-date in the digital age
6. At-Large (1 seats):
  - maintains a general overview, all-encompassing perspective for the school in addition to focusing on emerging needs and assisting on committees where needed.

There are no specific requirements for a person to qualify for a seat on the Board. Candidates will be required to submit a short description of why they qualify for a specific slot. This description will be available to voters on the ballot. It will ultimately be up to the voters to determine the best qualified person for each seat.

**Section 2. Ex-Officio Voting Members:** The Parish Pastor is an Ex-Officio, voting member of the School Board. A Representative from the Office of Catholic Schools will also be an Ex-Officio, voting member of the School Board.

**Section 3. Ex-Officio Non-Voting Members:** The School Principal, Parish Council Representative, appointed Teacher Representative and the President of the Parent-Teacher Organization (PTO) are all ex-officio non-voting members of the School Board.

**Section 4. Membership Terms & Limitations:** Elected members are eligible to serve two-year terms on the board. Teacher Representatives will serve one-year terms. Terms start at the beginning of the committee meeting immediately following election/appointment and end by the replacement with new members (typically at the May Board meeting). No elected member may serve more than six consecutive years.

**Section 5. Vacancies:** In the event that an elected member of the Board shall fall out of good standing, resign, die or become otherwise unable to act as a member of the Board during his/her term, a qualified successor shall be appointed by a majority vote of the Board members. Each person so appointed shall serve the remainder of the term of the individual they are replacing. Voting privileges for such appointees shall be consistent with the vacancy they are filling (i.e. voting or non-voting member).

## ARTICLE V

### ELECTION OF BOARD MEMBERS

**Section 1. Voter Eligibility:** Each voter participating in the School Board election shall be:

1. Voters must be 18 or older.
2. Voters must either:
  - a. Be a Member of Our Lady of the Lake parish or
  - b. Be the guardian of a current student at Our Lady of the Lake School.

## **Section 2. Candidate Eligibility/Code of Ethics:**

1. Candidates must meet all of the listed voter eligibility requirements.
2. Candidates should exhibit a demonstrated competence and interest in his/her chosen field of committee involvement.
3. Candidates should be able to maintain high levels of integrity and confidentiality.
4. Candidates should be able to deal with situations as they relate to the good of the entire school community.
5. Candidates should support board decisions even if they do not fully agree with them.
6. Except as may be set forth in these Bylaws, salaried parish employees or their spouses, or anyone currently holding elected or appointed parish office, are ineligible to be a member of the School Board.

**Section 3. Election:** The elections will be held in March of each school year. Newly elected members will begin attending meetings beginning in April for Orientation purposes. New terms will start in July. The election date will be announced at least 30 days in advance of the elections whenever possible. In order to run for a school board seat, a candidate must meet the eligibility requirements listed above, submit a petition signed by 5 eligible voters to the current Board Secretary along with a short biography to be included on the ballot, and be approved by the Pastor.

## **ARTICLE VI OFFICERS**

**Section 1. Officers:** The Board's officers shall be the Chair, the Vice---Chair, and the Secretary.

**Section 2. Chairperson:** The Chair shall:

- preside at all meetings of the School Board;
- plan Board meetings with the Principal;
- make all committee assignments and see that the committees function properly;
- execute all written documents on behalf of the School Board;
- assign mentor to new members and educate new members on the goals and purpose of the Board;
- ensure that Board recommendations are addressed; and
- in general, perform all duties pertaining to the office of the Chair.
- Shall have the authority to approve expenditures up to \$5,000 (\$10,000 cumulative annual) without full board approval. Each expenditure must be communicated to the board finance members so that financial impact can be documented.

**Section 3. Vice-Chair:** The Vice-Chair, in the absence of the Chair or at his/her request, shall perform the duties and exercise the functions of the Chair and, when so acting, shall have the authority of the Chair and shall perform such other duties as are delegated by the Chair.

**Section 4. Secretary:** The Secretary shall maintain minutes of all School Board meetings, provide such minutes to members, notify members of meetings, and, in general, perform all duties pertaining to the office of the Secretary. It is also the responsibility of the secretary to organize and execute the annual Board elections with the Pastor.

**Section 5. Election and Term of Office:** The Board's officers shall be elected at the April meeting of the Board after the March election for a term of two (2) years, which shall begin on July 1.

Election will be by secret written ballot. The Principal will count the ballots in a written ballot. The officers shall hold office until their successors are duly elected and qualified. No member shall hold the same office for more than two (2) consecutive years. All elected Board members are eligible to serve as an officer.

**Section 6. School Principal:** The principal is not a board officer but for purposes of authorizing expenditures on behalf of the school and board, this person is authorized to approve unplanned expenditures up to \$3,000 (\$10,000 cumulative annual) without full board approval. Each expenditure must be communicated to the board finance members so that financial impact can be documented.

## **ARTICLE VII MEETINGS**

**Section 1. Meetings:** Regular meetings shall be held monthly with a minimum of 11 meetings per year. Any deviation from this schedule will be decided at the prior month's meeting. Special meetings may be held when requested by the Pastor, the Principal, the Chair, or a majority of the members. The Board Chair must be present for a meeting to take place.

**Section 2. Notice:** Written notice stating the date, time, location, and purpose of the meeting shall be given to members at least seven (7) days before the meeting. Such notice shall be mailed to each member, delivered to him or her personally, or given by a form of electronic communication.

**Section 3. Conduct of Meetings:** The School Board shall operate in a spirit of collegiality and shall seek consensus. All meetings of the Board are open meetings unless designated as being an executive session. Motions approved in executive session must be presented at an open Board meeting for approval before becoming effective.

**Section 4. Quorum:** Two---thirds of the voting members of the School Board shall constitute a quorum for the transaction of business at a meeting, and each such member shall be entitled to one (1) vote, either in person, by proxy, or by remote communication. A majority vote of those present and voting (an abstention is not a vote) shall be sufficient for any recommendation or election, except where otherwise specified in these bylaws. A member not physically present in person or by proxy at a meeting may, by means of remote communication, participate in a meeting. The current version of "Robert's Rules of Order" shall apply to all procedural matters before the board.

**Section 5. Annual Planning Meeting:** An annual meeting of the School Board shall be held each year. The meeting shall constitute a planning meeting and shall include on its agenda the election of officers for the ensuing year, the recognition of those members whose terms have expired, and a review of the results of the Board's self---evaluation and plans for the following year.

**Section 6. Written Authorization Without A Meeting:** Any action required or permitted to be taken at a meeting of the members may be taken without a meeting by written action signed by all of the members entitled to vote on that action.

**Section 7. Visitors:** Visitors wishing to make a presentation at a School Board meeting must request a place on the meeting agenda by contacting the Principal or the Chair, verbally or in writing, at least forty---eight (48) hours prior to the meeting. Such presentation shall be no longer than ten (10) minutes in length.

**Section 8. Annual Report to Stakeholders:** Working with the Principal, the Board will create a report annually that recaps the previous school year and sets clear goals for the upcoming year. This report should be made available electronically as well as delivered to all stakeholders.

## ARTICLE VIII COMMITTEES

**Section 1. Committee Membership:** All School Board members are expected to serve on one (1) or more standing committees. Each standing committee shall have such authority and shall perform such duties as may be assigned to it by the School Board Chair. The Chair shall assign and appoint committee memberships, including committee chairs, after consultation with the Principal. Committee chairs must be Board members. Committee members may include persons who are not Board members, but who are competent or expert in an area of responsibility of the committee to which they are appointed. Teachers and other staff at the parish school are eligible to serve on committees, but are not eligible to serve as Board members. The Chair of the Board's Finance Committee shall also be a non-voting member of the parish's finance council. The Principal and/or his/her designee may attend all committee meetings.

**Section 2. Standing Committees:** To carry out the responsibilities of the Board, the following standing committees **have been formed:**

### 1. Education

- a. Assesses overall school performance, including the school's administration, against the school's strategic plan and established policies.
- b. Promotes the school's academic program and ensures that the program responds to the needs of the school community.
- c. Makes recommendations to the board with regards to policy development as it relates to academic excellence.

### 2. Finance

- a. Develops annual and five---year operating budgets in consultation with the Principal.
- b. Submits the proposed annual budget to the Pastor for approval.
- c. Prepares monthly statements and monitors revenue and expenses and reports results to the board and pastor.
- d. Reviews any and all capital expenditure recommendations prepared by the Board.
- e. reviews all unplanned expenditures by the school above \$3,000 and provides recommendation to the principal and board chair.
- f. will oversee and have influence in how financial aid is reviewed, calculated and awarded.
- g. final financial aid awards, or any recommended exceptions to our financial aid process must be reviewed and approved by the finance members.
- h. guides the school's tuition and discount structure.

### 3. Marketing & Communication

- a. Establishes the school's annual marketing plan and oversees its execution.
- b. Encourages and oversees school communications plans.
- c. Utilizing the news media to publicize student and school accomplishments, milestones and happenings.

- d. Recruiting school board committee members with diverse backgrounds and skills to assist in achieving the committee's goals and objectives.
- e. Creating communication vehicles to spread school information including newsletters and new family information packets etc.
- f. Works with Technology Committee to ensure website meets the marketing objectives.

#### 4. Technology

- a. Establishes technology policy and best practices for the school.
- b. Works with school administration, faculty and staff to implement technology policies and strategies.
- c. Maintain present technologies i.e. servers and computer labs in each building.
- d. Make recommendations and develop proposals when new technology services or products are needed.
- e. Identify future technology needs and assist in the budgeting and planning.
- f. Support faculty and student curriculum needs as requested.
- g. Assist the principal in approved technology purchases.
- h. Oversees the development and maintenance of the school's website.
- i. Assists Marketing Committee with web, social media and email marketing.
- j. Works with Parish to coordinate shared resources.

#### 5. Advancement/Fundraising & Enrollment

- a. Works in conjunction with the school's administrators to coordinate the school's fundraising activities.
- b. Advises the board on annual fund financial goals and on any capital or major gift efforts.
- c. Reviews the case statement for all fundraising campaigns.
- d. May oversee financial aid policies.
- e. The committee does not play any role in admitting students or awarding financial aid. Awarding financial aid will be deferred to a trusted third-party source to ensure fairness and anonymity.
- f. Reviews admissions policies, marketing literature, the admissions calendar and develops strategies for recruiting and retaining students.
- g. Monitors and reports student retention issues to the board.

**Section 3. Ad Hoc Committees:** The School Board may appoint such ad hoc committees, as it deems advisable and may discontinue the same at its discretion.

**Section 4. Committee Work:** Committee meetings shall be conducted in a spirit of collegiality, and committee chairs shall seek consensus, striving to reach outcomes that all committee members can support. Committee recommendations shall be forwarded to the Board for a vote or further action.

## ARTICLE IX

### AMENDMENTS TO BYLAWS

The Bylaws of the School Board must be approved by the parish corporate board after review by Archdiocesan staff. The same approval is required for any changes to the bylaws. Subject to the approval of the parish corporate board, these Bylaws may be amended by two-thirds vote of the voting members present and voting affirmatively at a regular meeting; provided that the amendment was presented in writing at the preceding regular meeting.