OUR LADY OF THE LAKE
CATHOLIC SCHOOL

SCHOOL BOARD
BY-LAWS

Introduction, Establishment and Governance Purpose

To define the foundational framework, authority, and leadership structure of the parish school, the governance of Our Lady of the Lake Catholic School shall operate in accordance with the following principles:

- **Purpose:** The Catholic School Board of Our Lady of the Lake School is established to assist the Pastor and the Principal in the governance of the parish school.
- **Role of the Pastor:** The Pastor serves as the Canonical Representative of the parish (including the school) and the enactor of local policy.
- **Administrative Oversight:** With the assistance of the School Board, the Pastor is responsible for hiring, supervising, and annually evaluating the Principal, utilizing assessment tools and guidelines provided by the Office of the Mission of Catholic Education of the Archdiocese of St. Paul and Minneapolis.
- **Religious and Fiscal Responsibilities:** The Pastor is directly responsible for supervising religious education and formation programs and holds final approval authority for the school's annual budget.

Delegation of Authority and Administrative Roles

To ensure clear separation of duties, operational efficiency, and mutual accountability among leadership, the governance responsibilities of the school shall be structured as follows:

- **Role of the School Board:** The Pastor entrusts the School Board to set policy, promote the school's advancement, and assist in school governance within the areas specified in these bylaws. The Pastor is expected to support Board decisions unless they conflict with the mission of the Parish or the policies and procedures of the Archdiocese of Saint Paul & Minneapolis.

- **Role of the Principal:** The Pastor and the School Board entrust the daily operation of the school program to the Principal, as outlined in their terms of employment and job description.

    - **Administrative Responsibilities:** The Principal's responsibilities include:
        - General administration of school operations.
        - Management of school financial affairs within the limits of ordinary administration.
        - Making recommendations regarding the employment of new staff.
        - Supervision and evaluation of teachers and school staff.
        - Establishment of curriculum and educational programming.
        - Evaluation and management of student behavior.

    - **Accountability:** The Principal is responsible to the School Board for carrying out its established policies and for informing the Board regarding policy needs and requirements.

ARTICLE I - Name of Organization

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

ARTICLE II – Nature, Responsibilities & Scope

Section 1: Nature & Purpose of Board

The School Board is established to fulfill the following core purposes:

- **Mission and Formation:** To promote and advance the mission and goals of student formation in accordance with the principles of the Roman Catholic Church.
- **Financial Accountability:** To provide oversight and accountability for the school's finances.
- **Advisory Role:** To advise the Pastor and Principal on matters pertaining to the school.
- **Governance Authority:** To exercise its authority as explicitly defined within these bylaws.
- **Educational Standards:** To ensure a course of education that complies with the prescriptions of the Archdiocese of Saint Paul and Minneapolis, as well as 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:

- Roman Catholic identity 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 Catholic identity of the School or affect religious education.
- Review of the school's effectiveness in providing a high-quality Catholic education and in sustaining continuous progress toward stated objectives.
- Oversight of all religious and moral concerns.
- Approval of the bylaws of the School Board.
- Collaboration on, and final approval of the annual budget of the school, as submitted by the Board and approved by the Parish Finance Council.

Section 3: Board Authority and Scope of Policy

The School Board exercises its governance responsibilities through established policy direction. To guide its operations and ensure alignment with its foundational mission, the Board adheres to the following parameters:

- **Delegated Authority:** The Pastor has delegated the School Board as a participatory, policy-making body for all matters pertaining to the school.
- **Binding Nature of Decisions:** All decisions of the Board shall be binding upon school administration.
- **Regulatory Compliance:** All Board policies and decisions shall comply with:
  - Canon law;
  - The letter and intent of the policies, rules, and regulations of the Office for Mission of Catholic Education of the Archdiocese of Saint Paul and Minneapolis; and
  - 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:

Section 3.1: Advancement

The Board is responsible for the strategic oversight of the school's long-term sustainability and growth through a comprehensive Advancement Plan. The Board's role includes:

- **Strategic Planning:** Collaborating with the School Administration to develop and maintain a robust Advancement Plan that addresses the school's long-term viability.
- **Fundraising Oversight:** Providing governance and strategic support for school-wide fundraising initiatives to ensure the financial resources necessary to support the school's academic and spiritual mission.
- **Enrollment Stewardship:** Establishing goals and supporting strategies for the recruitment and retention of students to ensure a thriving, stable school community.
- **Implementation Support:** Serving as ambassadors and active partners to the school staff responsible for the daily execution of fundraising and enrollment operations, ensuring they have the institutional support necessary to achieve the school's advancement goals.

Section 3.2: Educational Program Development and Strategic Oversight

In partnership with the Office for Mission of Catholic Education, the Board holds oversight responsibility for the strategic development and modification of the school's educational offerings. This includes:

- **Program Development & Assessment:** Approving the establishment of new academic programs or the thoughtful sunsetting of existing programs to ensure alignment with the school's mission.
- **Service Modifications:** Authorizing significant changes to the scope of services provided by the school.
- **Institutional Governance:** Exercising final governance authority, in consultation with the Office for Mission of Catholic Education, regarding the potential consolidation or closure of the institution.

Section 3.3: Financial Stewardship and Oversight

The Board is committed to ensuring the long-term financial viability of the school through proactive planning and rigorous oversight. The Board's responsibilities include:

- **Establish Strategic Priorities:** Define financial goals (including fundraising) and parameters that align the annual budget with the school's long-term mission and strategic plan.
- **Review and Approve:** Formally review and approve the annual operating budget, ensuring it remains consistent with the school's institutional priorities.
- **Monitor Performance:** Provide ongoing oversight of financial performance by reviewing periodic financial statements against the approved budget.
- **Ensure Stewardship:** Oversee the maintenance of adequate financial reserves and ensure adherence to established fiscal policies.
- **Expenditure Governance:** Evaluating and authorizing all non-budgeted expenditures exceeding $3,000 that are not offset by other trade-offs in the budget.

Section 3.4: Policy Development and Administrative Delegation

The Board is responsible for establishing policies that provide a framework for the school's administration, ensuring all policies remain in compliance with Diocesan and Parish directives. The Board delegates the implementation of these policies and daily school operations to the Principal. The Board shall maintain a strategic focus, avoiding involvement in daily administration except in instances where a significant financial impact or risk exists, specifically regarding:

- **Operational Management:** Day-to-day administrative and operational decision-making.
- **Personnel Oversight:** Individual personnel matters concerning students, faculty, or staff.
- **Curriculum Implementation:** The development and execution of the school curriculum.

Section 3.5: Principal Performance Evaluation and Retention

To ensure strong administrative leadership and transparent accountability, the School Board shall oversee the evaluation and retention of the Principal in accordance with the following procedures:

- **Principal Performance Evaluation:** The Board of Directors shall conduct an annual evaluation of the School Principal's performance during the May or June board meeting for the benefit of supporting the Pastor's

obligation for review. This evaluation shall be conducted in accordance with the performance appraisal process established by the Office of Mission of Catholic Education of the Archdiocese of Saint Paul and Minneapolis.

- **Principal Retention and Removal:** Should the Board determine that a change in leadership is necessary, the following requirements must be met to initiate the removal of the Principal. A two-thirds (2/3) majority vote of the Board of Directors is required, along with formal consent from both the Pastor and the Archdiocese of Saint Paul and Minneapolis.

Section 3.6: Principal Selection Process

The Board is responsible for selecting a new principal. Such appointment of a new School Principal is a collaborative process conducted in accordance with the guidelines established by the Office of Mission of Catholic Education. The selection process includes the following:

- **Search Committee Formation:** The Board of Directors shall appoint a candidate search committee, which will include designated representatives from the School Board, School Staff and the Pastor in accordance with direction from the Archdiocese. A Chairperson will be elected by simple majority.
- **Collaborative Search:** The search committee shall work in close partnership with the Office of Mission of Catholic Education, the search committee chairperson, and the Pastor to identify and vet qualified candidates.
- **Final Appointment:** Following a thorough review process, the search committee will submit a final recommendation to the Pastor. The Pastor retains the authority to make the final selection and appointment of the School Principal.

Section 3.7: Strategic Planning

The Board holds primary responsibility for the strategic direction of the school. The Board's strategic duties include:

- **Goal Setting and Oversight:** Establishing and periodically reviewing the school's short and long-range goals to ensure alignment with the school's mission.
- **Consultative Partnership:** Developing strategic plans in active consultation with the Parish Pastoral Council to maintain unity with the broader parish mission.
- **Collaborative Alignment:** Engaging in ongoing communication and collaboration with other strategic planning entities within the parish to ensure a cohesive approach to long-term institutional growth.

ARTICLE III - Organizational Relationships

Section 1: Parish Council

The Parish Council is a consultative council to the Pastor, which advises him on all aspects of parish life. The School Board will, through the School Board Parish Council Representative, inform the council of the school's accomplishments and needs and may bring to the attention of the parish pastoral council any matters that require involvement of the broader Parish or affect the Parish or Community.

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 collaborate and meet as needed to plan the financial contribution to the school, which will be in accordance with any applicable Archdiocesan mandates. The board Finance Committee develops the annual and five-year operating budgets in collaboration with the Principal and others. After the School Board votes and approves, the proposed annual operating budget is submitted to the Parish Finance Counsel and Pastor for final approval as part of the parish-wide budget. The School Board has at least one member from the Finance Committee participate in the Parish Finance Council.

Section 3: Parent Teacher Organization

The President of the Parent Teacher Organization (PTO) is an ex officio non-voting member of the School Board. The PTO is the primary vehicle through which parents can provide service to the school (e.g., volunteering, fundraising, etc.) and parent education programs can be offered. The Board works with the Principal and PTO to understand parent needs and concerns and to coordinate overall fundraising and other programs of the school.

Section 4: Archdiocese

Local school policies may not conflict with Archdiocesan policies or mandates. In addition, the school will submit a copy of its annual accreditation report, including progress on the school's strategic plan, to the Archdiocesan Mission of Catholic Education. The school or the Board also may submit recommendations for Archdiocesan-wide mandates, policies, practices, or programs to the Archdioceses.

ARTICLE IV – Membership

Section 1: Board Diversity & Roles

To maintain diversity in thought leadership, the board shall consist of 10 elected members and 2 Ex-Officio members with a variety of backgrounds and talents. These 12 members will be voting members. Board seats are defined as the following:

Role	# of Seats	Responsibilities
Finance, Legal, Business*	2	Provides strategic oversight of the school's fiscal health and legal compliance, ensuring long-term institutional stability.
Advancement/Enrollment	1	Leads strategic initiatives to achieve enrollment goals, which are vital to the school's sustained success.
Fundraising	1	Coordinates and oversees strategic fundraising efforts to meet established financial development goals.
Education	2	Advances academic excellence by bringing together parent, faculty, and student perspectives, performance data, and educational research to inform board strategy and improve student outcomes.
Marketing, Advertising, Communication	2	Oversees the internal and external communication, marketing and advertising strategies to increase community awareness of the school and the benefits of a Catholic education.
Technology	1	Guides the integration of technology to ensure the school's infrastructure and tools remain current and effective.
At-Large	1	Maintains a comprehensive perspective on all school operations, addresses emerging institutional needs, and provides support to committees as required.

**If one or more of the Finance, Legal, Business seats is empty for any reason, the Board will designate another seat or seats to perform any required financial duties until the Finance seat(s) are filled. The person(s) holding this chair does not represent or provide legal advice to the School or Board but may assist in researching legal topics or provide liaison with Parish or Archdiocesan counsel.*

There are no specific education, skills, or experience requirements for a person to qualify for a seat on the Board. Candidates will be required to submit a short description of why they are interested and qualify for a specific chair. 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. Additionally, a Representative from the Mission of Catholic Education is also 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: Terms of Office

To ensure leadership continuity and orderly transitions, the tenure and duration of service for board members and representatives are defined by the following guidelines:

- **Elected Members:** Elected members serve two-year terms.
- **Teacher Representatives:** Teacher Representatives serve one-year terms.
- **Commencement and Conclusion of Service:** All terms commence at the first committee meeting immediately following the member's election or appointment and conclude upon the seating of their successor, which typically occurs during the May Board meeting.
- **Term Limits:** No elected member may serve more than six consecutive years on the Board.

Section 5: Vacancies

If 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

To be eligible to participate in the School Board election, an individual must meet the following criteria:

- Age Requirement: Be at least eighteen (18) years of age.
- Affiliation Requirement: Maintain at least one of the following affiliations:
  - Registered member of Our Lady of the Lake Parish; or
  - Legal parent or guardian of a currently enrolled student at Our Lady of the Lake School.

Section 2: Candidate Eligibility and Code of Ethics

To maintain public trust and foster a collaborative environment, individuals serving on the School Board are expected to adhere to the following ethical guidelines and professional standards:

Section 2.1: Eligibility Requirements

To be eligible for election or appointment to the School Board, a candidate must:

- Meet all established voter eligibility requirements; and,
- Not be a salaried parish employee, the spouse of a salaried parish employee, or currently hold an elected or appointed parish office, unless otherwise provided for in these Bylaws.

Section 2.2: Code of Ethics and Professional Standards

Board members are expected to uphold the following standards:

- **Competence:** Demonstrate expertise and sustained interest in their designated field of committee involvement.
- **Integrity and Confidentiality:** Maintain the highest levels of integrity and protect the confidentiality of sensitive board matters.
- **Community Stewardship:** Prioritize the well-being of the entire school community in all deliberations and decision-making processes.
- **Support of Board Action:** Commit to supporting board decisions once they are formally adopted, even in instances of prior individual disagreement.

Section 3: Election Procedures

To ensure a fair, transparent, and orderly process for filling board vacancies, school board elections shall be conducted in accordance with the following procedures:

- **Election Timing:** Elections shall be held annually in March.
- **Notification:** The specific date of the election will be announced at least thirty (30) days in advance, whenever possible.
- **Candidacy Requirements:** To be placed on the ballot, candidates must:
  - Satisfy all established candidate eligibility requirements
  - Submit a short biography for inclusion with the ballot; and
  - Receive formal approval from the Pastor.

ARTICLE VII – Officers

Section 1: Officers

The Board's officers shall be the Chair, the Vice-Chair, and the Secretary. All elected Board members are eligible to serve as an officer.

Section 2: Chairperson

The Chairperson serves as the primary leader of the Board of Directors and is responsible for ensuring the efficient and effective operation of the Board. The Chairperson shall:

- **Meeting Leadership:** Preside over all meetings of the School Board.
- **Strategic Planning:** Collaborate with the Principal to plan and set agendas for all Board meetings.
- **Committee Oversight:** Appoint committee members and oversee the operational effectiveness of all standing and ad-hoc committees.
- **Board Development:** Oversee the orientation and mentorship of new Board members, ensuring they are fully educated on the Board's mission, goals, and purpose.
- **Execution and Accountability:** Execute all formal written documents on behalf of the School Board and ensure that all Board recommendations and directives are addressed in a timely manner.
- **Fiscal Authority:** Exercise the authority to approve individual expenditures up to $5,000, not to exceed a $10,000 cumulative annual limit, without requiring full Board approval.
  - *Fiscal Accountability:* All such expenditures must be promptly communicated to the Board's Finance members to ensure accurate documentation of financial impact.
- **General Duties:** Perform all other customary duties inherent to the office of the Chair.

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. The officers shall hold office until their successors are duly elected and qualified. No member shall hold the same office for more than 2 consecutive full terms or until a successor can be found.

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.

ARTICLE VIII – Meetings

Section 1: Meetings

To ensure consistent oversight, timely decision-making, and proper leadership participation, meetings of the School Board shall be conducted in accordance with the following schedule and guidelines:

- **Frequency and Scheduling:** The Board shall hold regular meetings monthly, with a minimum of eleven (11) meetings per calendar year. Any proposed deviation from the established meeting schedule must be approved by the Board during the meeting held in the preceding month.
- **Special Meetings:** Special meetings may be convened upon the request of the Pastor, the Principal, the Board Chair, or by a majority of the Board members.
- **Quorum and Leadership Requirements:** To conduct official Board business, the Board Chair must be present at the meeting.

Section 2: Notice

Written notice of all Board meetings, stating the date, time, location, and purpose, shall be provided to all members at least seven (7) days prior to the meeting date. Such notice may be delivered via:

- **Mail:** Physical delivery by mail.
- **Personal Delivery:** Hand-delivery to the member; or
- **Electronic Communication:** Transmission via email or other recognized forms of electronic communication.

Section 3: Conduct of Meetings

To maintain public trust and foster a collaborative environment, individuals serving on the School Board are expected to adhere to the following ethical guidelines and professional standards:

- **Governance Philosophy:** The Board shall operate in a spirit of collegiality and shall strive to achieve consensus in its decision-making processes.
- **Open Meeting Policy:** All meetings of the Board are open to the public (see Section 7 below), except for sessions formally designated as executive sessions.
- **Executive Session Procedures:** Motions approved during an executive session must be presented and formally ratified at an open Board meeting before they can take effect.

Section 4: Quorum and Voting Procedures

To ensure official business is conducted efficiently and transparently, meetings of the School Board shall adhere to the following quorum and voting standards:

- **Quorum Requirements:** Two-thirds (2/3) of the voting members of the School Board shall constitute a quorum necessary for the transaction of business at any meeting.
- **Voting Rights and Methods:** Each voting member is entitled to one (1) vote. Votes may be cast in person, by proxy, or through remote communication.
- **Voting Threshold:** Unless otherwise specified in these bylaws, a majority vote of those members present, and voting is sufficient for any recommendation or election. For the purposes of this requirement, an abstention shall not be counted as a vote.
- **Remote Participation:** Members may participate in meetings via remote communication if they are not physically present or represented by proxy.
- **Parliamentary Authority:** All procedural matters before the Board shall be governed by the current edition of Robert's Rules of Order.

Section 5: Annual Planning Meeting

The School Board shall convene an annual meeting for the purpose of strategic planning and organizational transitions. The agenda for this meeting shall include, but is not limited to, the following items:

- **Election of Officers:** The election of Board officers for the upcoming term.
- **Member Recognition:** Formal recognition and appreciation of outgoing members whose terms have concluded.
- **Performance Review:** A review of the Board's annual self-evaluation results.
- **Strategic Planning:** The development and approval of strategic objectives and action 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 Board may be taken without a meeting, provided that such action is evidenced by a written consent signed by all members entitled to vote on the subject matter.

Section 7: Public Participation and Visitor Presentations

Members of the public or school community wishing to join the meeting or address the Board are required to adhere to the following procedures:

- **Agenda Request:** A request to join and/or be placed on the meeting agenda must be submitted to the Principal or the Board Chair at least forty-eight (48) hours prior to the scheduled meeting.
- **Method of Request:** Requests may be made either verbally or in writing.
- **Presentation Limits:** To ensure the efficient conduct of Board business, presentations and resulting discussions are strictly limited to a maximum duration of ten (10) minutes.

Section 8: Annual Report to Stakeholders

In collaboration with the Principal, the Board shall prepare an annual report to ensure transparency and strategic alignment within the school community. This report shall include:

- **Year-in-Review:** A comprehensive summary of the previous school year's accomplishments and milestones.
- **Future Objectives:** Defined goals and strategic priorities for the upcoming school year.
- **Dissemination:** The report shall be made available electronically and distributed to all stakeholders.

ARTICLE IX - Committees

Section 1: Committee Structure and Operations

To support the effective functioning of the School Board and maintain clear lines of responsibility, committees shall be organized and operated under the following guidelines:

- **Member Participation:** All School Board members are required to serve on at least one (1) standing committee.
- **Committee Authority and Duties:** Each standing committee shall perform duties and exercise authority as assigned by the School Board Chair.
- **Appointments:** The Board Chair, in consultation with the Principal, shall appoint committee members and committee chairs.
- **Committee Composition:**
  - Committee chairs must be current Board members.
  - Committees may include non-Board members who possess expertise or competence relevant to the committee's area of responsibility.
  - School teachers and staff are eligible to serve on committees but are not eligible to serve as Board members.
- **Liaison Roles:** The Chair of the Board's Finance Committee shall serve as a non-voting member of the parish's finance council.
- **Administrative Attendance:** The Principal and/or their designee may attend all committee meetings.

Section 2: Standing Committees

To effectively support the Board in carrying out its responsibilities, the following standing committees are established:

Section 2.1: Education Committee

To support the Board in evaluating and maintaining high academic standards, the Education Committee shall operate according to the following responsibilities:

- **Performance Assessment:** Assesses overall school performance, including administrative effectiveness, in alignment with the school's strategic plan and established policies.
- **Program Promotion and Responsiveness:** Promotes the academic program and ensures it remains responsive to the needs of the school community
- **Policy Development:** Provides recommendations to the Board regarding policies designed to foster and maintain academic excellence.

Section 2.2: Finance Committee

To ensure responsible stewardship of the school's fiscal resources and maintain long-term financial health, the Finance Committee shall operate according to the following responsibilities:

- **Budgetary Oversight:** Develops annual and five-year operating budget in collaboration with Principal, Parish Business Administrator and Parish Finance Council with input from Pastor and other Board Members as needed.
- **Budget Approval:** Submits the proposed annual operating budget to the School Board for vote, prior to being submitted to the Parish Finance Counsel and Pastor for final approval. Consult with the Principal and Parish Finance Committee should there be any amendments to the budget post final approval. If the budget is adjusted by $10,000 or more on a cumulative basis, resubmit to the School Board for full vote.
- **Financial Monitoring and Reporting:** Provide ongoing oversight of financial performance by reviewing periodic financial statements against the approved budget. Provide recommended actions needed to meet annual budget goals, in partnership with the Principal, Parish Finance Committee and Pastor. Provides at least quarterly updates to the board, or more frequently as circumstances warrant
- **Capital and Unplanned Expenditures:**
  - Reviews all capital expenditure recommendations prepared by the Board.

    - Reviews all unplanned school expenditures exceeding $3,000 and provides recommendations to the Principal and Board Chair.
    - Financial Aid Governance:
        - **Governance and Budgetary Oversight:** Responsible for the high-level governance and fiscal oversight of the school's financial aid program. The Board approves all overarching policies—including eligibility criteria, conflict of interest rules, and non-discrimination guidelines. The Board also establishes the annual financial aid budget and reviews anonymized, aggregate data to ensure long-term sustainability. Reviews and approves any exception to policy.
        - **Delegation and Confidentiality:** The Board's authority is strictly limited to policy-making and fiscal oversight. The day-to-day administration of financial aid—including assessing need through independent third-party vendors and determining individual awards—is fully delegated to the School Principal. To ensure strict confidentiality and objectivity, individual applicant identities and personal financial records shall never be disclosed to, or reviewed by, the Board.
- **Tuition and Discount Strategy:** Guides the development of the school's tuition and discount structure. Recommends for Board vote all changes to Tuition and other financial requirements impacting admission to School. Reviews and approves any exception to policy.

Section 2.3: Marketing & Communication Committee

To promote the school's mission, build community engagement, and maintain effective public relations, the Marketing & Communication Committee shall operate according to the following responsibilities:

- **Strategic Planning:** Help establish and oversee the execution of the school's annual marketing plan.
- **Communication Oversight:** Help develop and oversee comprehensive school communication plans.
- **Media Relations:** Oversees engagement with news media to publicize student and school accomplishments, milestones, and events.
- **Content Development:** Advises on the creation of communication vehicles to disseminate school information, including newsletters and new family information packets.
- **Digital Presence:** Collaborates with the Technology Committee to ensure the school website aligns with marketing objectives.
- **Committee Development:** Helps recruits committee members with diverse backgrounds and skills to support the achievement of organizational goals and objectives.

Section 2.4: Technology Committee

To support the school's educational environment and administrative infrastructure with reliable digital tools, the Technology Committee shall operate according to the following responsibilities:

- **Governance & Strategy:** Establishes technology policies and best practices, and collaborates with school administration, faculty, and staff to implement these strategies.
- **Infrastructure Management:** Oversees the maintenance of existing technology, including servers and computer labs in each building.
- **Planning & Procurement:** Identifies future technology needs, assists in budgeting and planning, develops proposals for new services or products, and assists the Principal with approved technology purchases.
- **Academic Support:** Provides support for faculty and student curriculum needs as requested.
- **Digital Presence & Collaboration:** Oversees the development and maintenance of the school's website, assists the Marketing Committee with web, social media, and email marketing efforts, and coordinates shared resources with the Parish.

Section 2.5: Advancement & Enrollment Committee

To support sustainable student enrollment, community engagement, and equitable policy oversight, the Advancement & Enrollment Committee shall operate according to the following responsibilities:

- **Admissions Strategy:** Reviews admissions policies, marketing literature, and the admissions calendar to develop effective strategies for recruiting and retaining students.
- **Student Retention:** Monitors and reports on student retention issues directly to the Board.
- **Financial Aid Policy:** While the committee may provide oversight for financial aid policies, it plays no role in the admission of students or the awarding of financial aid. To ensure fairness and anonymity, the awarding of financial aid is deferred to a trusted third-party source.

Section 2.6: Fundraising Committee

To secure philanthropic support, coordinate financial campaigns, and ensure long-term resource development, the Fundraising Committee shall operate according to the following responsibilities:

- **Activity Coordination:** Collaborates with school administrators to help coordinate all school fundraising activities.
- **Financial Goal Setting:** Advises the Board regarding annual fund financial goals and any capital or major gift efforts.
- **Campaign Oversight:** Reviews case statements for all fundraising campaigns.

Section 3: Ad Hoc Committees

The School Board may appoint such ad hoc committees as it deems necessary to address specific initiatives. The Board retains the authority to dissolve these committees at its sole discretion upon the completion of their assigned objectives or as deemed appropriate.

Section 4: Committee Conduct and Procedures

To ensure productive collaboration and clear communication with the governing board, all standing and special committees shall adhere to the following operational standards:

- **Operational Philosophy:** Committee meetings shall be conducted in a spirit of collegiality. Committee chairs are expected to facilitate discussions that strive for consensus and outcomes supported by the committee membership.
- **Reporting Procedures:** All formal committee recommendations shall be submitted to the Board for review, vote, or subsequent action.

ARTICLE X - Amendments to Bylaws

These Bylaws may be amended in accordance with the following procedures:

- **Proposal and Notice:** Proposed amendments must be presented in writing at a regular meeting preceding the meeting at which the vote is to be taken.
- **Board Approval:** Amendments require an affirmative vote of two-thirds (2/3) of the voting members present at a regular meeting.
- **External Review and Final Approval:** Following Board approval, all amendments must be reviewed by Archdiocesan staff and formally approved by the parish corporate board.