

ARCHDIOCESE OF ANCHORAGE
SAINT BENEDICT PARISH
LUMEN CHRISTI CATHOLIC JR/SR HIGH SCHOOL
CONSULTATIVE SCHOOL BOARD BYLAWS

FIRST READING – SEPTEMBER 18, 2018
SECOND READING / APPROVAL – OCTOBER 16, 2018
COPY SENT TO ARCHDIOCESE – OCTOBER 26, 2018

PREAMBLE

The Archdiocese of Anchorage welcomes the leadership and skills of the laity and affirms the Second Vatican Council’s call for “special respect and praise” for the laity especially those who “put their person and their professional competence at the service of institutions and their activities.” (*Apostolicam actuositatem*, Decree on the Apostolate of Lay People, 22)

The Consultative School Board desired by the Archdiocese can bring men and women of exceptional expertise and experience in much needed areas such as finance, accounting, business, education, etc. to advise the Pastor so that the best possible results can be realized for students and for the mission of the school.

The serious contribution of such expertise and experience will also help the larger community of the lay faithful of the Archdiocese of Anchorage to take responsibility for shaping the quality and the future of Lumen Christ Catholic High School.

A vital aspect of the Church’s mission includes having active, committed Catholics and those who appreciate and support the Catholic faith.

Lumen Christi is established to carry out the teaching ministry of the Catholic Church. As such, the religious and academic programs are, and shall at all times continue to be, in accordance with the teachings and laws of the Roman Catholic Church as executed by the Catholic Archbishop of Anchorage.

A “Consultative School Board” as defined in *A Primer on Educational Governance in The Catholic Church*, is established to assist the administrative officer (as defined in Article V, D4) in the governance of the school. “*A consultative school board is a body that participates in the policymaking process by formulating, adapting, and recommending policy to the person with authority to enact it. The person with authority is required to consult the board before making decisions in designated areas, but is not bound by the board’s advice.*”

This Consultative School Board shall have as its sole concern the ministry of Catholic parochial school education. The Board, operating under the guidance of the Office of Catholic Schools of the Archdiocese of Anchorage, shall concern itself with policy matters pertaining to the mission and goals of the school, and provide direction and vision in order to ensure a “rigorous Catholic education in a Christlike environment.”

ARTICLE I
NAME

The name of this body shall be the Lumen Christi Catholic Jr/Sr High School Consultative School Board, hereinafter referred to as “the Board.”

ARTICLE II
PURPOSE AND FUNCTION

The Board is established to assist the Pastor of Saint Benedict Parish and the School Principal by providing advice and counsel particularly in the following areas:

1. Strategic Planning

- a. To assist in formulating strategic goals for the long-term direction of the school;
- b. To assist in formulating the school mission statement.

2. Policy Formulation

- a. To provide advice and counsel with regard to policies in areas determined by the Pastor.

3. Evaluation of plans, mission effectiveness, and Board self-evaluation.

4. Institutional Advancement/Development

- a. To provide advice and assist with the establishment and maintenance of comprehensive programs of institutional advancement;
- b. To provide advice, counsel and resources (e.g., donations, introductions to prospective funders such as foundations, benefactors, businesses, etc.) respective to identifying and securing funds;
- c. To enhance the image, enrollment, and financial viability of the school.

5. Financial Planning and Financial Management

- a. To provide advice and counsel with regard to long-range financial planning, annual budget development, budget monitoring, and financial reporting.

6. Communication and Mission Enhancement

- a. To provide advice and counsel with regard to communicating school policies and activities to the various school constituencies;
- b. To provide advice and counsel with regard to both mission effectiveness and mission enhancement.

The Board has no authority for formulating policies separate from the Pastor or Archbishop and has no responsibility with regards to staff/personnel or students. Although the Board does not direct curriculum, members do comment on principal-recommended curriculum changes in their role of reviewing annual performance test scores, potential partnerships with other schools, and online learning options. The Board should monitor the accreditation process.

ARTICLE III
AUTHORITY RESERVED TO THE ARCHDIOCESE (AND PASTOR)

- A. Areas where the Pastor and Board may initiate action but approval from the Archdiocese is required:
 - 1. Change in the philosophy, mission and purpose of the school;
 - 2. Adoption, amendment, restatement and repeal of bylaw addendum;
 - 3. Purchase of property, capital improvements or additions to facilities;
 - 4. Borrowing;

- B. Areas where the Archdiocese and Pastor may initiate action but agrees to consult with the Board:
 - 1. Appointment of the principal;
 - 2. Removal of Board officers and members;
 - 3. Adoption, amendment, restatement and repeal of bylaw addendum;
 - 4. Purchase of property, capital improvements or additions to facilities;
 - 5. Other areas that might affect the good of the school.

- C. Areas where the Archdiocese may take action without consultation with the Board and administrative officers:
 - 1. Policies and administrative regulations governing archdiocesan and parish schools;
 - 2. Replacement of the Pastor and/or principal.

ARTICLE IV
RELATIONSHIP WITH OTHER PERSONS OR GROUPS

- A. **Archdiocese of Anchorage** - Regular information from the Archdiocese of Anchorage concerning archdiocesan policies impacting Catholic education shall be provided through in-service programs to the Board. The Principal shall implement archdiocesan school policies formulated by the Department of Catholic Schools.

- B. **Pastor** - The Pastor bears the overall responsibility for the school's operation and policies, concentrating primarily on its mission and Catholicity, finances, development and care of the physical facilities, fundraising efforts, and promotional and public information. He fosters an atmosphere in which a community of faith can grow and maintains positive relations with parents, neighboring pastors, other schools, and the civic community. He delegates the ordinary operation of the school's instructional programs to the Principal. The Pastor in consultation with the Principal enjoys the right to accept, reject or modify all proposals generated by the Board.

- C. **Principal** – The Principal is appointed by the Pastor, after consultation with the Board. The Principal serves as leader of the school community, integrating the philosophy, goals and objectives of the school with those of the Archdiocese and the Board, especially in the faith formation and on-going development of students and faculty. It shall be the responsibility of the Principal to ensure the highest possible quality of education in the school, to maintain accreditation, to supervise the educational programs in each grade in accordance with the policies of the Archdiocese and the Board, and to attend Board meetings. The daily operation of the School is the responsibility of the Principal. The Principal is accountable to the Pastor and the Archbishop through the Archdiocese of Anchorage Office of Catholic Schools.
- D. **Faculty** - The relationship between the Board and the faculty shall be characterized by mutual support, good communication, and cooperation. The Principal represents the faculty to the Board. From time to time, teachers, administrative team members, or academic departments may be invited to share information with the Board on matters concerning the school. The Board shall have no role in personnel matters, to include hiring, evaluating, terminating, or renewing professional or support staff.

ARTICLE V

MEMBERSHIP

- A. **Membership Defined** - The Board shall consist of a minimum of nine (9), but not more than eighteen (18) members appointed by the Pastor in consultation with the Board and Principal.
1. Board members act in concert with one another so that the Board as a whole assists and supports in the governance of the school. Board members do not act individually or with other members apart from the whole Board;
 2. A member of the Office of Catholic Schools appointed by the Archbishop shall serve as an ex officio member of the Board, without voting rights;
 3. The Principal shall serve as an ex officio member of the Board, without voting rights.
- B. **Categories of Membership** - The membership of the Board shall be as follows:
1. Pastor of Saint Benedict Parish (ex-officio, voting)
 2. Principal (ex-officio, non-voting)
 3. Lay members of Saint Benedict Parish (voting)
 4. Parents of current students (voting)
 5. Alumni and/or parents of alumni; (voting)
 6. Leaders within the civic, business, and professional communities (voting)
 7. The Archdiocesan Director of Catholic Schools (ex-officio, non-voting)
 8. An area Catholic pastor when possible (ex-officio, non-voting)

Internal Board policy will establish the appropriate ratios for the above-defined membership categories and will ensure an appropriate distribution of members by constituent categories.

Ideally, all Board members would be Catholic, but exceptions can be granted by the Pastor for specific expertise. All Board members must be in agreement with and committed to the vision, mission and Core Values of Lumen Christi Catholic High School.

- C. **Nominations** - The Board shall establish an internal Board policy with regard to nominations. A committee of Board members consisting of the Principal and three Board members appointed by the Board Chair seek out and prepare a slate of prospective Board member nominees who meet the following criteria:
1. Capacity to give witness to Catholic moral values within the school community;
 2. Interest in and commitment to Catholic education in general, and a specific commitment to the mission and philosophy of Lumen Christi Catholic High School;
 3. Availability to attend meetings and periodic in-service programs and to participate in committee work;
 4. Ability to maintain high levels of integrity and confidentiality;
 5. Ability to deal with situations as they relate to the good of the respective school;
 6. Willingness to participate in and provide leadership for resource development programs for the school. It is the expectation that all Board members will financially support the school according to their means through their own contributions and/or their acquiring contributions from others in accord with goals agreed upon by the Board and Principal.
- D. **Exclusions** - Employees of the school and members of their immediate family, other than those who serve in ex officio positions, may not sit on the Board unless exemption is granted by the Pastor for specific mission-related reasons. Such Board members may be barred from voting on specific issues should the Board Chair or Pastor feel there would be a conflict of interest.
- E. **Appointment and Terms** - Each Board member, other than a Board member who serves ex officio, shall be appointed by the Pastor for a four-year term. Members may serve for an additional full or partial term. Each ex officio Board member shall serve only during the time he or she serves in the designated position for which he or she was appointed to the Board. Board members shall be eligible for reappointment after not serving on the Board for one year. The Pastor reserves the right to amend this requirement.

- F. **Resignation and Removal of Board Members** - Any Board member may resign at any time by giving written notice to the Board Chair. Such resignation shall take effect at the time specified. In consultation with the Board Chair a Board member may be removed by the Pastor if it is in the best interest of the school.
- G. **Vacancy** - Any vacancy on the Board may be filled by the Pastor upon recommendation of the Board Chair and Principal for the unexpired portion of the term in the same manner as provided for in the original appointment.
- H. **Attendance** - Any Board member who is absent from four (4) successive regular Board meetings without permission of the Board Chair in a year shall be deemed to have resigned from the Board. The Pastor may waive this policy for pastoral reasons.

ARTICLE VI

OFFICERS

- A. The officers of the Board shall be the Chair, Vice-Chair, Secretary and Chair of the Finance Committee. They shall be elected for two-year terms by the Board membership, subject to ratification by Pastor. Terms are renewable.
- B. The election of officers shall take place at the final meeting of the school year.
- C. **Executive Committee** – the Executive Committee shall consist of the Pastor, Principal, and Board Chair and Vice Chair.
- D. **Duties** – The duties of the officers shall be:
 - 1. **Chair** – The Board Chair shall preside at all regular and special meetings of the Board. The Chair shall also preside at Executive Committee meetings at which the Board agenda and packet are prepared. The Chair, with Board approval, shall have authority to assign additional duties and responsibilities to individual Board members.
 - 2. **Vice-Chair** – In the absence of the Board Chair, the Vice- Chair shall perform all duties of the Board Chair. The Vice- Chair shall be a member of the Executive Committee.
 - 3. **Secretary** – The Board Secretary shall be responsible for keeping accurate minutes; keeping a record of the appointment of all committees of the Board; and for all correspondence. The Secretary shall also be responsible for keeping a permanent record of terms, attendance, and

committee assignments and all reports and documents relating to Board activities. The Secretary shall ensure that the permanent record of terms, attendance, committee assignments, all reports, and documents relating to Board activities, including policies, minutes, and agendas, shall be maintained in the office of the Principal

The Secretary, in cooperation with the Pastor and Principal, shall ensure the timely distribution of Board member packets in advance of Board meetings.

4. **Treasurer** – The Board Treasurer is the Chair of the Finance Committee. Responsibilities are listed under Article IX, “Committees,” paragraph 3, “Finance.”

- E. **Term** – The term of office for Board officers, except the Pastor, who serves ex officio, shall begin with their election in May and end with the election of their successor two years thereafter. Board officers may be reelected to additional terms while they serve out their Board commitment..

ARTICLE VII

MEETINGS

- A. **Regular Meetings** - Regular scheduled meetings of the Board shall be held at least five (5) times per school year. The Pastor may designate regular meetings on a more frequent basis.

- B. **Special Meetings** - Special meetings may be called by the Pastor, the Board Chair, or by written request of one third (1/3) of Board members. Written notice must be provided at least seven (7) days prior to special meetings. No meeting of the Board may be held without authorization of the Pastor.

- C. **Meeting Protocol** - All regular meetings of the Board shall be open to all interested parties, and notice of all regular meetings shall be posted in the Principal’s Newsletter and on the school administrative bulletin board.

The Board shall establish an internal policy addressing how and when non-Board members may address the Board. The Board shall establish an internal Board policy dealing with “closed meetings” or executive sessions.

The Board shall establish an internal policy ensuring that teleconference or videoconference meetings are allowed so long as there is a quorum and that Board members are able to hear and respond to each other.

- D. Meeting minutes and motions may be approved by email correspondence.

ARTICLE VIII
RULES OF
ORDER

- A. **Consensus** - As much as possible, the Board shall reach consensus on all actions.
- B. **Parliamentary Rules** - Where necessary, parliamentary rules may be employed using Robert's Rules of Order (latest copyright date) as a guide. The Board Chair shall appoint a parliamentarian when appropriate.
- C. **Policy Issues** - Ordinarily, consensus or recommendations regarding policy matters and other major issues are not reached at the "first reading." The "second reading" of the policy occurs after additional consultation, committee work, and clarification. At that time, the Board begins its consensus building and recommendation process.
- D. **Quorum** - A simple majority of the voting members of the Board shall constitute a quorum for each meeting.

ARTICLE IX
COMMITTEES

- A. **Standing Committees** - The standing committees of the Board shall be:
1. **Executive Committee** – Consists of the Pastor, Principal and Board Chair, and Vice-Chair. The Executive Committee meets regularly to plan the agenda for the regular meetings. They coordinate with the Board Secretary to see that Board members receive a copy of the agenda with the minutes of the previous meeting and any other information to be distributed in preparation for the upcoming meeting. The Executive Committee also provides for New Board Member Orientation and facilitates an annual Board evaluation.
 2. **Student Recruitment and Retention** – Responsible for planning and implementing a program to market Lumen Christi to prospective students and their families; and, ultimately, for enrolling new students and retaining existing students in numbers sufficient to meet goals approved by the Principal. Organizes and oversees the Parent Ambassadors program aimed at promoting positive relationships between Lumen Christi and the parish/school communities. Helps create materials for recruitment and outreach events with the primary aim of attracting and retaining students and their families.

3. **Finance** – Monitors the current year's budget and, in collaboration with the Principal and Business Manager, develops and proposes to the Board a budget for the next fiscal year. Prepares, updates and monitors long-range financial plans for the school and oversees, from a policy and planning perspective, the business operations of the school. Formulates a proposed budget for the upcoming fiscal year based on recommendations from all Board/parish financial committees and all organizations/associations affiliated with the School for Board approval.
 4. **Development** – Advises and assists in creating an annual development or an institutional advancement plan. Participates in the identification and solicitation of major donor prospects. Reports periodically to the Board on development/institutional advancement activities. Participates in, and provides leadership for, programs of annual and planned giving and periodic capital campaigns. Advises and assists Principal and Board in creating and implementing an annual marketing plan.
 5. **Facilities and Technology** - Working collaboratively with the Pastor and Principal, develops and monitors long-term facility maintenance, capital improvements, security, technology development, space utilization and emergency management plans for the school. Advises on long-term maintenance and capital improvements. Recommends policy for internet use and safety. Advises on new IT equipment purchases. Identifies future technology needs and makes recommendations to the Pastor and Principal.
- B. **Committee Charges** - Specific committee charges shall be adopted each year by the Board at its first meeting. Members of standing committees shall be appointed by the Board Chair. Committee chairs must be members of the Board, although committee members may be drawn from outside of the Board membership. The Board Chair and the Pastor shall be ex officio members of all standing committees.
- C. **Special or Ad Hoc Committees** - Special or ad hoc committees shall be established by action and approval of the administrative officer and Board.

ARTICLE X **COMPENSATION**

Board members shall not receive compensation for their services. However, bona fide expenses (determined by the Board) may be reimbursed.

ARTICLE XI
CONFLICT/DUALITY OF INTEREST

While the Board has no authority to enter into any contract on the school's behalf, the Pastor, Board Chair or Principal may ask the Board or a committee of the Board to review a contract. Any Board member having an interest in a contract or other transaction coming before the Board or a committee of the Board shall give prompt, full and frank disclosure of any interest to the Board Chair prior to the Board acting on such contract or transaction. Upon such disclosure, the Board member's interest shall be presented to the full Board. The Board shall determine, without participation by the interested member, at such time as disclosure is made to that body, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If the Board determines that such a conflict does exist, such member shall not vote, nor use personal influences on, nor participate in the discussions or deliberations with respect to such contract or transactions.

For purposes of this section, a person shall be deemed to have an interest in a contract or other transaction if he or she is a party (or one of the parties) contracting or dealing with the school, or is a director, partner, officer, or immediate family member of a director, partner, officer, or has a significant financial or influential interest in, the entity contracting or dealing with the school.

ARTICLE XII
AMENDMENTS

These bylaws may be amended to include an addendum. The addendum may be created by a two-thirds (2/3) majority vote of the Board after the "second reading," written approval by the Pastor and Board Chair and written ratification by the Office of Catholic Schools. Board members must receive written notice of proposed amendments one month before a vote to amend.

These bylaws will be reviewed, if necessary revised, and renewed at a minimum of every three years.