

**St. Dominic Catholic School, Kingsport, TN
School Board By-Laws**

Revised and approved: September 7, 2011
Supersedes Constitution and By-Laws established January 1998

I. Name

The name of this organization is the St. Dominic Catholic School Board (herein after referred to as the “Board” or “School Board”). This Board is a standing committee of the St. Dominic Parish Council.

St. Dominic Catholic School (or “School”) shall refer inclusively to the Elementary School, Child Development Center (CDC), and the School Age Care program (SAC).

II. Purpose and Function

a. Purpose

- i. The School Board is an advisory group. In performing this advisory function it is understood that the School Board cannot contradict or be less restrictive than a directive of the commission for the teaching office of the Church.
- ii. The purpose of the School Board is to propose directives and recommend goals and plans for the effective and sustained operation of St. Dominic School while promoting the mission of the school, which is to educate all students spiritually, intellectually, and physically so that they can assume their proper role in the Catholic Church and the Christian and secular communities.
- iii. The School Board is to work collaboratively with the Principal.
- iv. The School Board is to support the teaching mission of the Catholic Church as defined by the Catechism.
- v. The School Board is a leadership body in the Parish that acts as an advisory group to the Principal and Pastor.
- vi. The School Board follows any Pastoral Directives or Knoxville Diocesan Board of Education Directives.

b. Function

- i. It shall be the duty and function of this Board to:
 - 1. Advise the Principal and Pastor in establishing and effecting policies under which the programs of the School shall operate.
 - 2. Annually review the Knoxville Diocesan Board of Education Directives, located in the Policies and Procedures Manual, with special awareness of important changes therein.

3. Maintain and implement an annual strategic plan for St. Dominic School to include short, medium, and long term goals for the School to include, but not limited to:
 - a. Understanding and developing wider support of Catholic education within the Parish and local communities.
 - b. Developing stability for the future and linkage with the educational mission of the Parish.
 - c. Enabling the Parish and School administrators to concentrate on their ecclesiastical, educational, and administrative duties.
 4. Serves a coordinating function to ensure that all school activities are a cohesive effort supporting the mission and strategic plan.
 5. Ensure a periodic evaluation of the effectiveness of the various School programs occurs, including academic, religious, CDC, SAC, and appropriate others.
 6. Advise in the planning, operating, and maintaining facilities and equipment.
 7. Promote understanding and support of Catholic Education throughout the School, Parish and local communities.
 8. Assist in the development of the annual budget, including tuition rates and fees.
 9. Assist in the development and maintenance of a long-term financial plan.
 10. Assist the Pastor in the selection of a Principal in accordance with Diocesan Policy.
- ii. The School Board shall have no authority in the hiring, terminating, or renewing of School staff unless as explicitly requested by the Principal and approved by the Pastor.

III. Relationship with Other Organizations

a. Diocese of Knoxville

The Principal shall provide regular information from the Diocese concerning policies impacting Catholic education as in-service to the School Board.

b. St. Dominic Parish

The School Board will provide regular updates relating to its activities and activities within the School to the Parish. The Board will develop and submit for approval policies and goals related, but not limited to, the overall Parish goals. The Board will be good stewards of Parish resources while pursuing excellence in Catholic education and formation at the School. Parishioners are invited to attend all open meetings of the School Board.

c. St. Dominic Parish and Finance Councils

The School Board shall work in a cooperative and collaborative manner with the Parish and Finance Councils of the Parish.

d. St. Dominic School Faculty

The relationship between the School Board and the faculty of the School shall be characterized by mutual support, good communication, and cooperation. The Principal represents the Faculty to the School Board.

e. St. Dominic School Families

The School Board shall foster good communication to all St. Dominic School families. Families are invited to attend all open meetings of the School Board.

f. St. Dominic Home and School Association

The School Board shall work in a cooperative and collaborative manner with the St. Dominic Home and School Association (HASA).

IV. Membership

a. Number and Composition

- i. The School Board shall consist of up to nine Regular Members, two Alternate Members, the Parish Pastor and/or Associate Pastors, and the School Principal.
- ii. The Alternate Members shall fill in for Regular Members when needed to constitute a quorum for a scheduled School Board meeting. When substituting for a Regular Member, an Alternate Member will have voting privileges.
- iii. The Pastor, Associate Pastors, and Principal shall serve as non-voting members.
- iv. The Pastor shall cast the deciding vote in the event of a tie vote among Voting Members. While it is essential that pastors meet regularly with the School Board, Pastors have more authority than “just another voting member of the Board.” Often, Pastors must educate the members of the Board to the demands of moral law or school justice. Sometimes, the Board must educate Pastors to the needs of the people. What is important is that they share responsibility in the truth and spirit of the Gospel in unity with Church discipline, seeking always to reach a consensus in the mind of Christ. Members of the School Board must recognize the distinctive role of the Pastor by understanding his right of veto.

b. Qualifications and Eligibility

- i. The minimum age for School Board members shall be 18.

- ii. Membership shall be open to parents of current St. Dominic School students, alumni of St. Dominic School, parents of alumni, and members of the St. Dominic Parish community.
- iii. No one who is an employee of the school, or spouse, parent, child, or sibling of an employee of the school is eligible for School Board membership.
- iv. One non-member of the parish whose spouse is a parishioner or who has a child enrolled in either St. Dominic School or the CDC may serve on the Board..

c. Term of Service

- i. All Regular Members shall serve a three-year term with an option for reappointment up to a maximum of two terms or six years on the School Board.
- ii. Three-year terms shall be staggered such that up to three new Regular Members are nominated every year.
- iii. All terms of Regular Members shall begin on June 1 and end on May 31 of the appropriate year.
- iv. Alternate Members may serve a maximum three-year term.

d. Nominations / Elections

- i. Regular Member nominations and approval shall be completed before the final scheduled school board meeting of the academic year.
- ii. Announcements for interested persons or nominations for Regular Members shall be made during the month of March in both the School and the Church. The Chairperson shall provide all interested persons or nominees information on the nature of the School Board and a written application. The application must be submitted to the Chairperson prior to the regular April meeting of the School Board for consideration for a position.
- iii. Current members of the School Board do not need to submit the application, but should notify the Chairperson prior to the April meeting of their desire for re-election.
- iv. The Pastor shall approve all nominations prior to review by the School Board.
- v. Candidates for the positions shall be reviewed by the School Board at the April meeting. Election of new members shall be by secret ballot of the Regular Members present. Candidates receiving the most votes shall be elected.
- vi. The Chairperson shall notify all candidates of their election and provide information on the next scheduled meeting of the School Board.
- vii. Alternate Members will be selected by the School Board and approved by the Pastor.

e. Attendance

Any School Board member who shall be absent from three (3) successive regular

School Board meetings or a total of four (4) School Board meetings in a year without prior notification shall be deemed to have resigned as a Board member unless reinstated with written approval of the Pastor.

f. Vacancies, Removals, and Resignations

- i. Vacancies of Regular Member positions may occur through resignation, lack of attendance, or School Board action for cause.
- ii. Vacancies occurring between regular elections may be filled for the remainder of the term by an Alternate Member. If an Alternate Member does not want to or is unavailable to fill the vacancy for the remainder of the term, the vacancy will be filled at the next regular election. If available, an Alternate Member will fill the vacancy until the next regular election.
- iii. The minimum number of Regular Members is seven. In the event that membership falls below the minimum, a new Regular Member will be appointed by the Pastor to serve until the next regular election.
- iv. Any action for removal of a Regular Member must be voted by secret ballot of the remaining Regular Members.
- v. Any School Board member may resign at any time by giving written notice to the School Board Chairperson. Such resignation shall take effect at the time specified therein.

g. School Board Member Responsibilities

- i. Know the functions and responsibilities of the School Board as defined in the St. Dominic School Board By-Laws.
- ii. Attend and participate in meetings of the School Board and subcommittees as directed by the Chairperson.
- iii. Abide by the Code of Ethics for the Catholic School Board Members published by the National Catholic Educational Association.
- iv. Respect the confidential nature of certain matters discussed at School Board meetings.

V. Officers

a. General, Eligibility, and Election

- i. The officers of the School Board shall consist of a Chairperson, Vice-Chairperson, and Secretary.
- ii. The officers shall be elected from and by the Regular Members of the incoming Board as the last agenda item of the May meeting.
- iii. The term of office shall be for one year beginning June 1 and ending May 31.

b. Chairperson responsibilities

- i. Presides at all meetings
- ii. Prepares the meeting agenda
- iii. Notifies members of special (called) meetings

- iv. Coordinates the nomination review process for School Board candidates with the Pastor
 - v. Notifies appropriate individuals and groups of vacancies and election of Regular Members and selection of Alternate Members
 - vi. Appoints Chairpersons of standing and ad-hoc committees
 - vii. Serves as official representative of the School Board at school and parish functions
- c. Vice-Chairperson responsibilities
- i. Presides at meetings and fulfills responsibilities of Chairperson in the absence of the Chairperson
 - ii. Assumes duties of Chairperson if Chairperson is unable to complete term of office
- d. Secretary responsibilities
- i. Coordinates the recording of attendance and minutes of all regular and special (called) meetings of the School Board.
 - ii. Distributes minutes to School Board members for review and comments in advance of the next scheduled meeting. Minutes will be approved by the School Board. Approved minutes will be posted to the school website, which is accessible to the public.
 - iii. Conducts, receives, and handles all correspondence of the School Board as directed by the Chairperson.
- e. Principal responsibilities as School Board member
- i. Prepare Principal's Report for each scheduled School Board meeting
 - ii. Serve as representative of the St. Dominic School Faculty at School Board Meetings
 - iii. Provide information about School Board activities and initiatives to St. Dominic School faculty and staff at staff meetings (monthly)
 - iv. Provide information from the Diocese concerning policies impacting Catholic education
- f. Pastor responsibilities as School Board member
- i. Provide spiritual guidance for School Board activities and initiatives
 - ii. Review and approve nominations for Regular Members of the School Board
 - iii. Cast tie-breaking vote in the event of a tie vote of Regular Members
 - iv. Provide information about School Board activities and initiatives to St. Dominic Parish

VI. Committees

The Committee type of organizational structure offers a convenient way to distribute the workload of the entire School Board. The Committees should have a clear

mandate as to what they accomplish and ensure all activities are a coordinated effort. No Committee is independent of the entire School Board and final decisions should be made by the full Board.

a. Standing Committees

Committee chairpersons are to be members of the School Board, while Committee membership can include anyone with a vested interest in the school.

i. Finance and Budgeting

The Finance and Budgeting Committee is responsible for, but not limited to:

1. Reviewing tuition rates for the St. Dominic School Programs as they compare to the wider community and making recommendations regarding tuition changes to the School Board
2. Reviewing School income and expenses information and providing recommendation for improving operating efficiency
3. Assisting with the development an annual budget
4. Providing monthly reports to the School Board
5. Preparing a written committee report on a semi-annual basis

ii. Building and Grounds

The Building and Grounds Committee is responsible for, but not limited to:

1. Inspecting the school building on a regular basis and in conjunction with the Principal to determine repairs, improvements, and equipment required for a safe and secure educational environment
2. Determining the feasibility and financial responsibility of repairs and/or improvements and making recommendations accordingly
3. Assisting in the monitoring of the status of ongoing projects to ensure their timely completion
4. Providing monthly reports to the School Board
5. Preparing a written committee reports on a semi-annual basis.

The committee will not be responsible for routine, daily school maintenance and/or repairs.

iii. Fundraising

The Fundraising Committee is responsible for, but not limited to:

1. Coordinating the Annual Fund Drive
2. Generating outside funding to promote St. Dominic School and to meet the needs of the school
3. Recognizing volunteers and donors on a periodic basis

4. Facilitating the coordination of fund raising efforts by the different school organizations and providing a summary report to the school board
5. Providing monthly reports to the School Board
6. Preparing written committee reports on a semi-annual basis

iv. Public Relations and Marketing

The Public Relations and Marketing Committee is responsible for, but not limited to:

1. Coordinating efforts to promote and enhance the School through communication with school families, the parish, the Diocese, the public, and other interested parties
2. Developing and executing as appropriate a communication and marketing plan for the school
3. Utilizing the appropriate media to publicize students and school accomplishments, milestones, and happenings
4. Coordinating activities that promote the recruitment of new students
5. Providing monthly reports to the School Board
6. Preparing written committee reports on a semi-annual basis

v. Forward Thinking and Strategic Planning

The Forward Thinking and Strategic Planning Committee is responsible for, but not limited to:

1. Conducting an annual SWOT (Strengths, Weakness, Opportunities, and Threats) or similar analysis and preparing a written report for the School Board
2. Conducting annual surveys of stakeholders (parents, teachers, and staff/administration) regarding overall health of the St. Dominic School Programs
3. Utilizing the established goals, and with the input of the School administration, teachers, parents, Committee Chairs, and the full School Board, developing an annual strategic plan that includes short (1-year), mid-range (3-5-year), and long-range (5+-years) objectives for the long-term sustainability and continuing enhancement of the St. Dominic School Programs
4. Monitoring and documenting progress towards the accomplishment of the Strategic Plan
5. Developing possible scenarios (best, worst, and likely) for St. Dominic School to facilitate School Board planning
6. Providing quarterly reports to the School Board
7. Preparing written committee reports on a semi-annual basis

b. Ad-hoc Committees

The Board may appoint ad-hoc committees for the attainment of the objectives and goals of the Board. An ad-hoc committee shall be dissolved upon completion of its stated objectives.

VII. Meetings

a. Meeting Schedule

- i. The School Board shall meet on a regular schedule at least monthly.
- ii. Special Meetings of the School Board may be called by the Pastor, Chairperson, Principal, or any three Members with a three day notice to all Board Members.
- iii. The May meeting shall be a joint session of present and incoming members of the School Board.

b. Transaction of Business

- i. For policymakers in Catholic education, their ministry is a service which takes the form of policy deliberation and decisions which heal the faithful's educational wounds, and attend to their needs, thus reflecting and actuating the Gospel values. These policies, in turn, shape the educational programs through which the faith community is helped to grow in Christ. Policymakers must develop an ability to function with charity and justice in the role of conciliator and reconciler, discerning the voice of the Holy Spirit in all their deliberations and guided by Him in their decisions.
- ii. For the purpose of transacting official business, a quorum of more than half of the Voting Members must be present.
- iii. An Agenda shall be developed and emailed to the Board Members by the Chairperson prior to any meeting. Any School Board member may place an item on the agenda for consideration by the Board by notifying the Chairperson at least three days prior to the meeting.
- iv. Regularly scheduled meetings of the School Board shall be open to the public, and visitors may speak to the subject at hand if properly recognized by the Chairperson. For reasons of confidentiality and in the best interest of the School, meetings may be occasionally closed to the public.
- v. Visitors who wish to have an item placed on the agenda must contact the Chairperson at least one day before the scheduled meeting. The Chairperson determines if the item is appropriate for the Board's attention and if time allows it to be placed on the agenda.
- vi. The ordinary order of regular meetings shall be:
 1. Opening Prayer
 2. Calling of the Roll
 3. Approval of Previous Minutes

4. Acceptance of Agenda
 5. Unfinished Business
 6. Committee and Other Reports
 7. New Business
 8. Announcements
 9. Closing Prayer
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- vii. The Board shall strive for consensus in the conduct of business.
 - viii. The Chairperson shall invoke Robert's Rules of Order when appropriate or preferred. A simple majority of the voting members present will be necessary for the passage of a motion, tabling of a motion, or returning a motion to the committee for further study. Regardless, in cases of sensitive issues, the Chairperson should call for anonymous voting for or against a motion by paper.
 - ix. Written Proxy Votes can be allowed if a Member is absent and has sufficient information regarding the issue at hand. Proxy votes must be given to the Chairperson or Secretary when the vote is called for.
 - x. On the rare occasion, minor business can be conducted by email or phone; however, major decisions should be reserved for the Monthly Meeting or a called Special Meeting.

VIII. Amendments

- a. The By-Laws may be amended by an affirmative vote of two-thirds of the total voting School Board membership, not by a simple majority.
- b. Amendments must be presented to the School Board at a regular meeting at least one meeting prior to voting on such.