

Guidelines for the School Advisory Board of Saint Mary Parish Oak Ridge, Tennessee

Name of Organization

The name of this organization is “The School Advisory Board of Saint Mary Parish” and is located in Oak Ridge, Tennessee. It will be referred to as the School Board.

Purpose and Aim

The School Board is a committee of the Parish Pastoral Council. The purpose and aim of the School Board is to advise the School Principal for the growth and betterment of the school and to assist the Principal in formulating programs and policies. The members of the School Board should be a community of discernment and by their example lead the school community in virtue and fruitfulness. They should be sensitive to the nature of the school as a Catholic community and parochial ministry. In offering their advice and support, members should represent the best interests of the parents, students, staff and parishioners. They are to support the Principal in her leadership role in the school. They should foster unity in the school community, encourage full participation of parents, students and parishioners in the life of the school, and promote ongoing dialogue among the parents, teachers, parishioners, neighboring parishes, and the communities of greater Oak Ridge.

Membership

A. Number and Status

1. The Principal, whose advisory committee this is, the Vice Principal, clergy assigned to the parish by the bishop, the parish Bookkeeper, the Home and School Association President and the Development Director are all ex officio members of the School Board.
2. The Principal shall, after consultation with parents, teachers and the parish Pastor, appoint three members annually.
3. Parents and grandparents of students enrolled at the time of appointment, adult alumni of the school, members of the parish, and leaders in the civil community are eligible for appointment to the School Board.
4. Non-administrative school employees are not eligible for appointment. Spouses of current school employees are not eligible for appointment.
5. Appointed members shall serve a three year term. Members may serve for an additional year at the request of the Principal.
6. Members appointed to fill vacancies of regularly appointed members shall serve for the duration of the vacating member’s term.

7. Members of the School Board receive no compensation for their service. They may be reimbursed only for expenses directly related to carrying out their board duties.

B. Qualifications

1. Members must be capable of assisting the Principal in strategic planning, evaluating situations that affect the school, and providing constructive advice and able assistance.
2. Members must be outstanding in morals and prudence, and take care to represent the needs of all parties involved in the school ministry.
3. Members must remain in full compliance with the Charter and Norms of the Diocese of Knoxville's Safe Environment policy.

Elections, Vacancies, Resignations and Removals

A. Appointments

1. An announcement requesting nominations for new School Board members should be placed in the parish bulletin, on the school website, and in regular school communications (i.e. weekly newsletter, social media) for three (3) consecutive weeks, beginning the first full week of April.
2. The Principal shall review the qualifications of those nominated, a review which shall include consultation with the parish Pastor and a variety of parents and teachers in confidential conversations.
3. The Principal shall appoint the new members and inform the parish Pastor and School Board of her decisions.
4. An announcement of the new members should be made through the same avenues of parish and school communications as the request for nominations.

B. Vacancies

1. The Principal may appoint members to fill vacancies occurring outside the scheduled term, after consultation with the parish Pastor and the School Board.

C. Resignations

1. Any member of the School Board may resign by submitting a written letter of resignation to the Principal and the Chairperson.
2. An appointed member who becomes a paid member of the school staff shall submit a letter of resignation from the School Board prior to the beginning of the next school year.

D. Removals

1. The parish Pastor may, after consultation with the Principal and the Superintendent of Schools, remove a member of the School Board for just cause without consultation with the other members of the Board. The Pastor shall state his reasons in writing to the affected member.
2. Meeting attendance is vital to the Board's ability to engage in and support the School. Absence from three consecutive meetings may qualify as the basis to be removed from the Board.

Responsibilities of the Principal and Board Officers

A. Principal

1. The Principal may personally preside at meetings, or entrust that responsibility to the Chairperson.
2. The Principal, in cooperation with the parish Pastor and the Diocesan Superintendent of Schools, bears the responsibility of ensuring that School Board recommendations are in accordance with the teaching of the Church, the norms of canon law, and diocesan policy.
3. Recommendations of the School Board are made to the Principal. They are not binding on her; however, she is not to act contrary to any particular recommendation without an overriding reason, which shall be communicated to the board in writing.
4. The Principal shall, after consultation with the School Board, provide reasonable means for parents to voice their opinions on relevant matters affecting the general welfare of the school.

B. Chairperson

1. The Chairperson is appointed by the Principal for a one year term after consultation with the School Board.
2. The Chairperson should have completed one year on the Board before serving as Chairperson.
3. The Chairpersons assists the Principal in preparing for and leading meetings of the School Board. The proposed agenda must have the Principal's approval.
4. The Chairperson will provide relevant information and materials to the next Chairperson to facilitate continuity.

C. Vice Chairperson

1. The School Board Vice Chairperson is appointed by the Principal for a one year term after consultation with the School Board.
2. The Vice Chairperson leads the School Board meetings in the absence of the Chairperson.

D. Secretary

1. The School Board Secretary is appointed by the Principal for a one year term after consultation with the School Board.
2. The Secretary maintains an accurate written record of the School Board's actions and recommendations.
3. The Secretary submits meeting minutes to the Principal for review. Upon the Principal's approval, the Secretary sends the minutes of the meeting to all Board members at least one week prior to the next School Board meeting.
4. The Secretary shall, within thirty days of approval, send a copy of each meeting's minutes to the Parish Pastoral Council.

Subcommittees

- A. The Principal may, after consultation with the School Board, establish standing subcommittees that address various aspects of the school. A description of these subcommittees shall be attached to these guidelines as an addendum.
- B. The Principal may appoint special subcommittees as the need arises.

Meetings

- A. Meetings shall be held at such time, place, and date as the Principal may designate, keeping in mind due consideration of those who are to attend.
 - 1. The School Board may never meet or act as a board without the Principal's consent.
 - 2. A quorum shall be the Principal, or her designee, and at least five voting members. A quorum is necessary for voting.
- B. The Principal, Vice Principal, Development Director, Parochial Clergy, and Parish Bookkeeper may not vote on resolutions. Other ex-officio members may vote on resolutions.
- C. The School Board shall meet at least four times a year, though monthly meetings while school is in session are to be preferred.
- D. The agenda for School Board meetings shall be distributed to members at least seven days in advance of the meeting. Notice of intended absence from any meeting should be given to the Chairperson or the Principal.
- E. The School Board does not discuss the employment status of individual teachers or staff, or the enrollment status of individual students.
- F. The approved minutes of each meeting shall be published on the school website.

Amendments to These Guidelines

- A. The Pastor may amend these guidelines after consultation with Principal, the School Board and the Parish Pastoral Council.
- B. The School Board may, with a two-thirds vote of members and approval of the Principal, submit proposed amendments to the Pastor.
- C. A copy of the amended Guidelines shall be sent to the Office of the Superintendent of Schools of the Diocese of Knoxville.

After consultation with the Parish Pastoral Council, Father Shelton approves these guidelines on June 23rd, 2017, the Solemnity of the Sacred Heart of Jesus.