



Our Lady of Miracles Catholic School

Advisory School Board Constitution and By-laws 2018-2019

Our Lady of Miracles Catholic School



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Article I: Name

The name of this association shall be known as Our Lady of Miracles Catholic School Advisory School Board of Gustine, California, Diocese of Fresno.

- a. References to “the Board” or “the School Board.” herein shall mean the same.
- b. References to “the President” of the Association shall mean the current elected officer of the Board.
- c. References to “the School” shall mean “Our Lady of Miracles Catholic School.” References to “the Principal” shall be assumed to mean the Principal of the School, or his/her designee, for the applicable school year.
- d. References to “the Parish” shall mean the “Shrine of Our Lady of Miracles Catholic Church” parish in Gustine, California. References to “the Pastor” shall be assumed to mean the current Pastor of the Parish, or his designee.

Article II: Affiliation

This Board shall be directly affiliated with the School.

Diocese of Fresno

The relationship between the Parish School Board and the Diocese of Fresno is stated in the diocesan education policies which are available for local School Board members.

Parish Pastoral Council

The School Board and the Pastoral Council are both consultative to the Pastor. Therefore, it is essential that good communication exists between the groups. The relationship which exists is one of information sharing and common planning for the benefit of the total Parish community.

Parish Finance Council

The representative of the School Board to the Finance Council meets to plan the financial contribution (subsidy) from the Parish to the School, as applicable for the current school year. The Parish Finance Council includes the financial contribution to the School as part of the total Parish budget, which is approved according to the practice of the Parish. The Finance Council also has final approval of the School Board budget and is consulted when a major expenditure is considered or when it is unclear how to allocate a major donation given for the mission of the School.

Parent Club

The president, or designee, of the Parent Club is a non-voting member of the Our Lady of Miracles Catholic School Board.

Article III: Nature & Function

Section 1. Nature of the Board

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This Board is an advisory board assisting in the operation of Our Lady of Miracles Catholic School, subject to such policies and regulations that proceed from the Bishop of the Diocese of Fresno.

The Board is established to assist the Pastor of the Shrine of Our Lady of Miracles Catholic Church and the Principal of Our Lady of Miracles Catholic School in the governance of the educational program at the School. The Board is advisory to the Pastor of the Church and the Principal of the School in that the Board cannot act apart from, nor make decisions that are binding without approval from the Pastor and the Principal.

Section 2. Functions & Objectives

Consultation also means that decisions will not be made in major matters until and unless the school board has been consulted. The areas in which the Board has responsibility and will be consulted are:

- a. Strategic Planning for the School
- b. Policy development and formulation in relation to planning, operating and maintaining the School
- c. Establishment and implementation evaluation of objectives for the school to achieve Diocesan and parish goals for Catholic education
- d. Foster better understanding of and support for Catholic education
- e. Financing – including budgeting and policies for financial management
- f. Public Relations, including but not limited to establishing the necessary means and instruments to effectively communicate the board and Diocesan policies and decision to the school's constituents and the public
- g. Advise and assist in review in Principal selection
- h. Evaluation of the Principal's relationship with the Board
- i. Major curriculum changes, especially in the areas of education in human sexuality and religious education

The Board has no authority to hire or remove school personnel. The Pastor and Principal may not consult with the Board on school personnel issues.

Article IV: Policies

The Association shall respect the established School policies and practices as set forth by the Pastor, Principal, and School board. Diocesan policies and regulations supersede all local policies and regulations. The Board shall assist the Pastor and Principal in establishing local school policies in accord with Diocesan policies and regulations.

Article V: Membership

Persons eligible for membership of the School Board will consist of five (5) to eight (8) elected members. Members are elected for a two-year term, unless otherwise removed by guidelines elsewhere in these by-

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laws or for serious reasons judged by the Pastor, beginning on August 1st and ending on July 31st. This is to allow continuity of members throughout the Summer months.

New members will be elected to the Board every year, while the other members complete the final year of their term. In addition, one (1) to two (2) voting members, appointed by the Pastor and Principal, will be appointed to the Board as the need of Our Lady of Miracles School and Parish demands.

Members may serve no more than two terms, except in the case of appointments and special circumstances (i.e. vacancies), as determined by the Pastor.

Honorary membership shall be granted to the Pastor, the Principal, and the president, or his/her designee, of the Home and School Association. Honorary members are non-voting members of the Board. However, the Pastor retains the right to vote in case of a tie and retain veto power.

Article VI: Officers

Section 1. Elected Officers

- a. President
- b. Vice-President
- c. Secretary

Section 2. Inherent Officers

- a. Pastor
- b. Principal of the School

Article VII: Elections

Section 1. Eligibility

A nominating committee consisting of the Pastor, Principal and the President of the Board shall seek out and prepare a slate of eligible, prospective Board member nominees who meet the following criteria:

- a. Are Catholic and an active member of the Parish of the Shrine of Our Lady of Miracles
- b. Have an interest in and commitment to Catholic education and to the School's philosophy and mission
- c. Are available to attend meetings and periodic in-service programs and to participate in committee work
- d. Maintain high levels of integrity and confidentiality
- e. Deal with situations as they relate to the good of the entire School community
- f. Be a credible witness of the Catholic faith to the School community and beyond

The nominating committee shall strive to achieve an equitable balance of parents and non-parents to be a part of the Advisory School Board.

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Section 2. Ineligibility

Ineligible nominees include paid employees of the School or Parish, as well as members of the immediate family of an employee. Immediate family members of another School Board member are ineligible. Officers and members of other School and Parish committees are also ineligible.

Section 3. Nominations & Elections

- a. In February, the nominating committee, consisting of the President, Pastor, and Principal, shall ask the Board for suggestions of potential nominees. The nominating committee will then meet to review the Board suggestions and/or add other suggestions. With each name approved by the Pastor and Principal, the committee will contact the nominees for their approval or disapproval of the nomination.
- b. At the March School Board Meeting, the nominating committee shall submit its reports to the members of the Board. The Marketing committee will begin gathering short, informal biographies, with photos, from the nominees. This information will be used to present nominees to the members of the Parish. Biographies with photos will be printed, in alphabetical order, in the Parish bulletin and other School media for a minimum of two weekends before voting occurs.
- c. Voting shall take place on a designated weekend at the beginning of April. Ballots whether printed or done online through survey websites (i.e. surveymonkey), will be presented in alphabetical order, prepared by the School office and collected after each Mass, if using a printed ballot by the Principal or a current School Board member. Eligible voters are those that are registered members of the Parish and who are 18 years of age or older.
- d. On the Monday following the election weekend, the Principal and President of the Board, or his/her designee, shall count the paper ballots, if used. Communication will be made first with the Pastor and School Board of those newly elected. Contact will be made with all nominees in either congratulations of election, or in thanks for consideration of being a School Board nominee.
 - a. In a situation where two candidates receive equal votes, the Pastor will discern whether an appointment of one candidate is to be made, or if a run-off election is necessary.
- e. At the School Board's Annual Meeting in May, the newly elected officers shall be present for orientation purposes prior to beginning their term, and shall be installed to serve their term, for the following School year, beginning in August.

Section 5. Appointments

If some members are to be appointed, the nominating committee should prepare a list of possible appointees according to the stated criteria and specific needs of the Board. Appointments by the Pastor shall be made by the beginning of April, in line with the regular elections of nominees, or at another time if deemed necessary by the Pastor. Appointments made by the Pastor can also include School parents of other faith backgrounds.

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Section 6. Absences and Vacancies

Members, with the exception of Principal and Pastor, who miss three (3) Board meetings in a 12-month period, and are unexcused, may lose membership by action of the Board. The following procedure will apply:

- a. The member will be notified by the President or the Pastor
- b. The member shall be given opportunity to respond
- c. The Board may act or not act as the case may indicate
- d. If necessary, the Pastor shall appoint a replacement for the remainder of the School year. This appointment shall expire at the end of the School year being fulfilled.

Section 7. Vacancies

Should any of the offices become vacant, the Pastor will appoint a member of the Board to that vacant office. A vote will then occur to fill the vacancy of the newly appointed member.

In an extreme case of several vacancies within the Board during the specified term, the Pastor may opt to appoint new members to the Board to fulfill the remainder of the terms.

Section 8. Resignations

Any Board member may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein, or, if no time is specified, at the time of its receipt by the Pastor or Principal.

Article VIII: Officers

Section 1. Officers

At the May School Board Annual Meeting, officers are elected by secret ballot by the voting members of the Board and serve one-year renewable terms. Voting members of the Board shall include those present at the meeting, including current Board members, newly elected members, and all appointees. Newly elected members and appointees are to be included in the ballot and considered for election. Once collected, ballots shall be read aloud by the Pastor or Principal. A non-voting member shall tally the ballots.

Announcement of officers shall be made and duties shall take effect on August 1st.

Section 2. Duties

President: The President shall serve as an officer on a one-year renewable term

The duties of the President shall be as follows:

- a. Preside at and lead all meetings of the School Board
- b. Conduct internal elections
- c. Call all regular and special meetings
- d. Assist the Principal in formation of the agenda
- e. Be a member of the Finance Committee
- f. Direct the functions and goals of the School Board
- g. Enforce the bylaws

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- h. Ensure all members are acting accordingly as a liaison between parents, Principal and Pastor
- i. Perform any and all duties inherent to the office of President
- j. Represent the School Board at other School and Parish meetings as necessary, or appoint a proxy from the Board

Vice President: The Vice President shall serve as an officer on a one-year renewable term

The duties of the Vice President shall be as follows:

- a. Perform the duties of the President at the request of, or in absence of the President
 - a. The Vice President shall have the authority of the President in his/her absence
- b. Preside at all meetings of the School Board
- c. Assist the President in enforcing the bylaws
- d. Assist in the direction of the functions and goals of the School Board
- e. Perform other duties as delegated by the President

Secretary: The Secretary shall serve as an officer on a one-year renewable term

The duties of the Secretary shall be as follows:

- a. Record and maintain accurate minutes of all regular and special meetings
- b. Responsible for sending out a copy of the minutes to the Board, following a Board meeting, in a timely manner
- c. Be the custodian of the bylaws and initiate review of the by-laws
- d. Present the minutes and other material as required at the meetings
- e. Answer correspondence
- f. Perform all duties incident of the office of secretary

Principal

The duties of the Principal shall be as follows:

- a. Responsible to the Board for carrying out its policies
- b. Report the actions of the Board to the Pastor
- c. In communication with the Board President, develop an agenda for meetings
- d. Preserve all reports and documents committed to his/her care which are proper to the Board
- e. Suggest policies to be adopted
- f. Ensure Board decisions are aligned with the mission of the School
- g. Act as a liaison between the School staff and the Board
- h. Maintain accurate files of the Board, in accordance with Accreditation policies
- i. Responsible for implementation of Board decisions
- j. Prepare reports as deemed necessary

Pastor

The duties of the Pastor shall be as follows:

- a. Counsel the Board as necessary

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- b. Consider the recommendations of the Board in decision making
- c. Ensure Board decisions are aligned with Diocesan policy
- d. Ensure Board decisions are for the greater good of the School and are done with a Catholic approach
- e. Have final voting or veto power on decisions
- f. Ensure all members understand their role in maintaining integrity and confidentiality of the School and its matters
- g. Serve on School Board committees as stated in the by-laws herein

Assistant Officers

The Assistant Officers shall have such duties from time to time that may be assigned to them by the Board, President, Principal, or Pastor.

Article IX: Meetings

All Board meetings are open meetings unless declared as being an Executive meeting. Dates of all meetings will be published publicly using several forms of media (i.e. website, bulletin, etc.).

Section 1. Frequency

The Board shall meet a minimum of five (5) times a year for regular meetings (i.e. September, November, January, March, and April). An annual meeting shall be held in the month of May and newly elected and/or appointed members shall be present at the annual meeting.

Section 2. Regular Meetings

Notice of the place, day and hour of meetings shall be delivered to all Board members, by the Principal or designee, no less than three (3) days before the scheduled meeting.

The order of business shall be dependent on the style of the President in consultation with the Pastor and Principal. Normally, meetings will be conducted based on shared responsibility and consensus models unless a vote is deemed necessary by the President or necessitated by the provisions of these by-laws.

Section 3. Annual Meeting

Newly elected members shall be present at this meeting and a voting of officers shall occur that includes current members whose term is not expired, and the newly elected and appointed members.

During the annual meeting, dates and times of the five meetings for the upcoming year shall be set. A review of the Board's actions and decisions over the preceding year's meetings shall be reviewed. If necessary, any policies or recommendations, along with explanation of their nature, that are in discussion will be shared with the newly elected so that they may have necessary knowledge at the beginning of their term to move forth with the Board's progress.

Section 4. Special Meetings

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Special meetings may be called, as necessitated, by the Pastor, Principal and/or President of the Board, or by a minimum of three (3) members of the Board.

Section 5. Guests

Any member of the Parish or School may appear before any regular meeting of the board, as long as they have submitted a request to the Pastor, Principal, or President at least fourteen (14) days before the regularly scheduled meeting. If approved by the Pastor, Principal, and President, a time limit for the presentation may be set. The presentation shall be the first item on the agenda after the Opening Prayer & Crusader Pledge. The non-member(s) shall be dismissed after their presentation, so that the Board may proceed with their Executive Session.

New issues raised may not be handled at that meeting, but will be placed on a future agenda.

Section 6. Voting

A majority of the voting members of the Board shall constitute a quorum for the transaction of business in any special or regular meetings. A majority vote of those present shall be sufficient for any decision or election.

Section 7. Agenda

All Board meetings shall have an agenda, prepared by the Principal with assistance from the President. The agenda shall be formatted with the date, time and place of the meeting. All requests to have items placed on the agenda must be submitted to the President and/or Principal in writing, with a minimum of 3 days' notice. A copy of the agenda shall be placed in the archives of the School, along with minutes from the previous meeting. The order of business shall contain the topics that follow:

- a. Call to Order
- b. Opening Prayer
- c. Routine Matters
 - a. Roll Call
 - b. Approval of Minutes
 - c. Acceptance of Agenda
- d. Administrator's Report
 - a. Account balances
 - b. School News
- e. President's Report (if applicable)
- f. Committee Reports (if applicable)
- g. Unfinished Business
- h. New Business
- i. Announcements
- j. Working Agenda for next meeting
- k. Closing Prayer

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I. Adjournment

Article X: Committees

Section 1. Formation of Committees

The President with approval of the Board, Principal, or Pastor, shall appoint special committees, as may be deemed necessary, for the proper development of the Board and its policies. The current standing committees are the Finance Committee, Marketing Committee, Strategic Planning Committee, and Nominating Committee. The terms of office shall run concurrently and end with that of the appointing President, or, as necessary by the Pastor.

Other committees shall be formed as the need arises, with the majority agreement of the School Board. These committees shall be disbanded when the need has been fulfilled.

Section 2. Appointment of Committee Chairperson(s)

At the first regular Board Meeting of the school year, chairpersons and members for standing committees shall be discussed and appointed by the President.

Section 3. Reporting and Recommendations by the Committee(s)

The committee chairperson shall prepare a written record of the committee activities. They shall present information at Board meetings, as deemed necessary. Recommendations of the Committees shall be decided by majority vote.

Section 4. Responsibilities

Finance Committee

This committee shall be responsible for to prepare and recommend an annual budget to the Board, as well as review and recommend compensation for employees of the School. The committee shall keep regular minutes of its meeting and shall provide such minutes to be recorded in the School office, in accordance with Accreditation policies. This committee shall consist of the President, Principal, Pastor and other Board members as appointed. The Pastor may also invite other persons as he determines necessary.

Marketing Committee

This committee shall be responsible for the development of the marketing strategies that promote the School and coincide with the mission and philosophy of the School. This committee shall consist of the Principal and other Board members as appointed.

Strategic Planning Committee

This committee shall be responsible for the long-range plan for the School's instructional and support functions. They are to establish annual goals that serve to implement the school's mission and strategic plan and to monitor the School's performance against measurable targets (e.g., enrollment, financial solvency, student/staff retention and test scores). This committee shall consist of the Principal, Pastor, and other Board members as appointed.

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Nominating Committee

This committee shall be responsible for selecting potential nominees for upcoming elected offices. This committee is also responsible for contacting the potential nominee and acquiring their permission for the nomination. The committee shall consist of the President, Principal, and Pastor.

Article XI: Rules of Order

The Board shall set its own rules or procedures by in the absence of such, rules contained in Robert's Rules of Order shall govern this Association in all cases in which they are applicable and in which they are not inconsistent with the Board's bylaws.

Article XII: Amendments

Section 1. Enactments

This constitution may be amended by consensus of the Board and/or by vote of a two-thirds (2/3) of the membership of the Board and provided:

- a. The amendment must be presented to the Board at least one meeting prior to voting
- b. The amendment has been recorded

Amendments shall take effect immediately upon Board acceptance and review and approval of Pastor.

Section 2. Review

The Board shall conduct an annual review of the by-laws.

Article XIII: Dissolution

The Board may be dissolved by the Bishop of the Diocese of Fresno, or by the Pastor, after consultation with the Principal and Superintendent. The Board shall be dissolved if dissolution is required under Canon Law.

Approved by consent of the Our Lady of Miracles Catholic School Advisory Board on November 3, 2015.

Original signatures kept in OLMCS Administration Office.

Ryan Crow
School Board President of Our Lady of Miracles Catholic School

Chandra Brace
Administrators of Our Lady of Miracles Catholic School

Melissa Meneses
Administrators of Our Lady of Miracles Catholic School

Father Leonard J. Trindade
Pastor of the Shrine of Our Lady of Miracles Catholic Church