

School Board 2022/2023 Orientation Meeting

SEPTEMBER 29, 2022



Philosophy/Mission of Catholic Education

In conjunction with the Archdiocese of Louisville, the mission of the St. James School Board is to advance quality Catholic education for students by providing leadership, direction, and support to Pastors, Principals, Teachers, Staff, and members of the school community. The SJS School Board adopts the school mission statement and the periodic review of its operational validity and Catholic identity.

CULTURE

COMMUNICATION

COOPERATION

COMMUNITY

Saint James families and staff, in partnership with our priests, parish and neighboring communities, inspire our students to:

- ▶ *~Be disciples and evangelize to others who may not know Christ or His Church~*
- ▶ *~Become responsible leaders in service to others~*
- ▶ *~Foster a love for life-long learning~*
- ▶ *~Enter young adulthood as people of integrity, virtue and holiness~*

Board Member's Prayer

“I have been
asked to serve,
Lord, and I
have agreed.”



What is an Excellent Catholic School?

Defining Characteristics of Catholic Schools

- ▶ Centered in the Person of Jesus Christ
- ▶ Contributing to the Evangelizing Mission of the Church
- ▶ Distinguished by Excellence
- ▶ Committed to Educate the Whole Child
- ▶ Steeped in a Catholic World View
- ▶ Sustained by Gospel Witness
- ▶ Shaped by Communion and Community
- ▶ Accessible to all students
- ▶ Established by the Expressed Authority of the Bishop



How do We Define an Effective Catholic School? What is our Benchmark?

National Standards and Benchmarks for effective Catholic Elementary and Secondary Schools address four domains:

- ▶ Mission and Catholic Identity
- ▶ **Governance and Leadership**
- ▶ Academic Excellence
- ▶ Operational Vitality



Governance and Leadership

Standard 5:

An excellent Catholic school has a governing body which recognizes the role of the appropriate and legitimate authorities, and exercises responsible decision making in collaboration with the leadership team for development and oversight of the school's development and oversight of the school's fidelity to mission, academic excellence, and operational vitality.

Governance and Leadership

Standard 6:

An excellent Catholic school has qualified leadership/leadership team empowered by the governing body to realize and implement the school's mission and vision.

What Does this Mean for Your Work?

A Catholic school board is a body whose members are selected and/or elected to participate in decision-making in designated areas of responsibility. The board is **consultative** to the Pastor and principal.

Consultative Board

- ▶ A Consultative Board is a body that participates in the policy-making process by formulating, adopting, and recommending policy to the person with authority to enact it.
- ▶ To call a group "consultative" does not diminish its importance; rather, it indicates that the body is inserted into the governance structure of the organization is a significant way.
- ▶ The person with authority should consult the Board before making decisions in designated areas but is not bound by the Board's advice. The people in authority at St. James Catholic School are the pastor and principal.

Role of the Board in a Catholic School

- ▶ Partners in the Mission
 - ▶ Set Direction (policy)
 - ▶ Ensure Results (accountability measure)
 - ▶ Provide Oversight and Feedback
 - ▶ To hold and exercise appropriate authority
 - ▶ To provide accountability for the performance of the organization (Self-evaluation)
 - ▶ Maintain Board Constitution and Bylaws

Policy Formation

Policy is a “guide for discretionary action,” It tells people what the school board expects, but not how to accomplish it.

Policies are broad, general, and direction-setting statements.

Formulating policy is the responsibility of the School Board. Determining how it is implemented is the responsibility of the principal.

When are Policies Developed?

- ▶ Annual Goal setting of the School Board
- ▶ Regular Review of Policies (updates)
- ▶ When there is a problem to be resolved or a decision to be made, and there is neither a local guideline nor a guideline for a higher level of governance.

****The Handbook for Catholic Schools overrides local level handbooks when there is conflict in policy.**

Areas Which Need Policies

- ▶ Admission criteria and priorities
- ▶ Discipline/Suspension and dismissal
- ▶ Field trips
- ▶ Uniforms
- ▶ Tuition Payments
- ▶ School Visitors
- ▶ Safety/Crisis Plans
- ▶ Suspected Child abuse



Local level policies are usually more specific than the Handbook for Catholic Schools.

Board Commitment

- ✓ ATTEND MASS ON SUNDAY WITH YOUR FAMILY
- ✓ ACTIVELY PARTICIPATE IN THE WORK OF THE BOARD
- ✓ BE INFORMED
- ✓ PROMOTE THE SCHOOL
- ✓ SAFEGUARD THE MISSION: INTEGRITY AND VALUES
- ✓ RECOGNIZE THE DIFFERENT HATS YOU WEAR AS A BOARD MEMBER

General Responsibilities of School Board Members

- ▶ Planning – four domains and supporting the ***School Improvement Plan***
- ▶ Policy formation
- ▶ Financial consultation and advice
- ▶ Principal Search Process
- ▶ Development/Marketing
- ▶ Enrollment Management

Be Informed and Actively Participate

- ▶ Take time to read, study and research
- ▶ Read and know communication from the school and parish
- ▶ Ask questions to gain understanding
- ▶ Represent administration to the parents, parishioners and community
- ▶ Regular attendance is important to the work of the board
- ▶ Participate in the work of one Committee
- ▶ Consider Chairing a Committee

Promote the School/Safeguard the Mission

- ▶ Decisions in line with the mission
- ▶ Know, understand and promote the school
- ▶ Code of Ethics
 - ▶ Conflict of Interest
 - ▶ Confidentiality
 - ▶ Objectivity
 - ▶ Justice and Fairness
 - ▶ Maintenance of Unity
 - ▶ Consensus Building



A Board Member Wears Different Hats at Different Times



Governance - Responsibility for the direction and future of the organization where appropriate

Implementation - When carrying our assignments (such as committees)



Hats



Ambassador – On behalf of the Pastor, Principal, Board and School, always at work in public (can never be taken off)



Volunteer – Assist with tasks when needed

Where to Start?

Consider doing a self-analysis of the current work of the Board using the rubric in the folder. This could be used two-fold:

- 1). To determine the current state of the board
- 2). Set goals based on the results and discussion
- 3). Evaluate your progress toward the stated goals at the end of the year using the same assessment

*Will help the board look at its accomplishments as well as set goal for the upcoming year

Committee Structure

Standing Committees

- ▶ Finance
- ▶ Policy and Planning
- ▶ Mission Advancement
- ▶ Buildings and Grounds

Ad Hoc Committees

- ▶ Technology
- ▶ Safety
- ▶ Health
- ▶ Nominating
- ▶ Athletics



Membership (Monthly Board Meetings)

- ▶ Pastor – Fr. Mike Wimsatt
- ▶ Principal – Sister Mary Grace
- ▶ Chair – Kevin Blain
- ▶ Chair Elect – Vacant
- ▶ Secretary – Lori Jarboe
- ▶ Buildings & Grounds Chair – Matthew Hobbs
- ▶ Finance Chair – Greg Lee
- ▶ Mission Advancement Chair – Heather Paynter
- ▶ Policy and Planning Chair – Emily Graham
- ▶ Teacher / Staff Representative – Danika Peak
- ▶ PTO President – Morgan Barry

Executive Committee

- ▶ Make up Board Officers
- ▶ Annual Goal Setting and Monitoring
Strategic Planning
- ▶ Creates Agendas
- ▶ Assists with Board Governance
- ▶ Sets and Maintains Board Calendar
- ▶ Oversees Board Orientation and
Evaluation

Finance Committee

- ▶ Assists in adopting and monitoring school's operational budget
- ▶ Reports to the Parish Finance Council
- ▶ Tuition Rate Determination and Tuition Assistance
- ▶ Assessment and Recommendations of School Teacher and Staff Salaries
- ▶ Assesses financial needs of other committees
- ▶ Presents Financial Reports to Stakeholders

Policy and Planning Committee

- ▶ Developing and regular (annual) updating of a long- range strategic plan to assess where the School is currently and where it hopes to be in 3-5 years.
- ▶ MAP / Blue Ribbon
- ▶ Archdiocese School Improvement Plan
- ▶ Knight of News
- ▶ Proposing a New Policy or Policy Change Procedures

Mission Advancement Committee

- ▶ Public Relations
- ▶ Marketing
- ▶ Enrollment Management
- ▶ Parent Ambassadors
- ▶ Student Ambassadors
- ▶ Sponsorships and Fundraising
- ▶ Website/Communications
- ▶ Alumni Relations



Facilities and Grounds Committee

- ▶ Partner with Facilities Manager
- ▶ Develops Facility Master Plan, Short and Long term
- ▶ Works with Finance to Budget Projects and Capital Improvements
- ▶ Work with Health/Safety Committee to Develop Appropriate Safety and Security Plans

Technology

- ▶ 1. Reviewing contracts on annual basis
- ▶ 2. Working with teachers and staff on needs
- ▶ 3. Developing annual and long-range technology upgrade and replacement plan



Health and Safety

- ▶ Review and maintenance of school safety policies and manual
- ▶ Identify health and safety needs and provide alternative solutions
- ▶ Work to identify appropriate health policies for the school.





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The success of any Catholic school depends on excellent leadership. Beyond the pastor and principal, a dedicated, mission-driven school board is essential to the success of any Catholic school. Board members help the school to focus on the bright future of their school, even considering new models and innovations in education. Outstanding board members collaborate, consult and communicate with the entire parish and school community.”

-TERRY GRANGER, PRESIDENT, BISHOP MCNAMARA CATHOLIC SCHOOL

Prayer, Promote, Give



Thank you! Questions?