

SACRED HEART AREA SCHOOL ADVISORY BOARD MEMBER ORIENTATION HANDBOOK

Sacred Heart Area School Mission Statement

In sharing our Catholic faith in Christ, we foster spiritual and academic formation in a positive welcoming atmosphere that reflects love and respect for all.

Purpose of the School Advisory Board

Welcome and thank you for being a member of the Sacred Heart Area School (SHAS) Advisory Board! The main concern of the Board of Education is the educational programs of Sacred Heart Area School. This board is an advisory board working with the pastor to operate educational programs at Sacred Heart Area School, Staples, Minnesota. The responsibilities of this board are as follows:

1. Study the parish and school mission statements and school educational policies.
2. Establish the objectives which address the educational needs of the parish and school. These flow from the parish and school mission statements.
3. Develop policies which guide the administrative staff in creating, maintaining, and implementing educational programs for the school.
4. Support and assist the pastor, administrators, educational staff, parish program coordinators, and volunteers in implementing parish and school programs and policies.
5. Evaluate the effect of current programs to determine if the objectives have been fulfilled.
6. Assist the pastor in the process of hiring the administrative staff.
7. The Human Resource Board Member will assist the pastor in the evaluation of administrators annually.
8. Establish, review, and approve the budget and submit it to parish finance council.
9. Participate in the long-range planning process of the parish and school.
10. Promote the communications needed for good public relations.
11. Reinforce the positive aspects of inter-parish and school cooperation

Types of Board Membership

This board consists of voting members and ex officio members, collaborating together to best sustain school's educational programs in accordance with its mission. Individuals in each of these categories must meet certain criteria to obtain membership.

Voting members of the board shall consist of six members; five from Sacred Heart parish and one from St. Michael's parish. Each year in February the board shall review this ratio and determine if the membership of the board should change to better reflect the number of students from St. Michael's and other catholic parishes who have students at Sacred Heart Area School.

Ex officio members of the board are the pastor, the school principal, a faculty representative, and a nonvoting parent representative (other than a parent that would meet all the qualifications listed below).

Voting Members

Eligibility requirements for voting members of the Board of Education are as follows:

1. Genuine interest in Catholic education and schools
2. Ability to work effectively with others in achieving consensus in decision for the good of the entire faith and school community
3. Ability and willingness to make necessary and substantial time commitment for thought and study as well as for meetings and related board activities, including development
4. Willingness to maintain high level of integrity and confidentiality
5. Willingness to attend periodic in-service programs
6. Willingness to support school/diocesan philosophy and mission
7. Have a sense of future vision for Catholic education and schools
8. Be a credible witness of the Catholic faith to the parish, school, and beyond
9. Member in a supporting Catholic parish

Each voting member shall be elected to a three (3) year term. Members shall not serve more than two (2) consecutive terms. Member terms will be rotated so that the terms of two (2) members shall expire each year. Terms shall begin July 1 and expire June 30 of each year. Nominations for new members shall be made in March with elections being held in May. Should a person leave before their term expires a replacement shall be appointed by the pastor to complete the balance of their term. At the end of their term the appointed member will be eligible for reelection. If the term to which they were appointed is less than two years, they will be eligible to serve two complete terms in addition to the one term to which they were appointed.

Persons eligible to vote for board members are limited to parishioners enrolled in Catholic parishes whose students are served by Sacred Heart Area School.

1. Nominees from Sacred Heart parish will be voted on by members of Sacred Heart Church only and the same thing shall be true for the members of St. Michael's.
2. Nominees from area supporting parishes will be voted on by members of those supporting parishes only.

Voting Members as Officers

At the August meeting, the board will elect officers who are voting members. These officers of the board shall consist of Chair, Vice-Chair, and Secretary. The officers will be elected annually at the August meeting. Old and new voting members are eligible for any office. The duties of the officers shall be as follows:

1. The Chair shall preside at all regular and special meetings of the board.
2. The Vice-Chair shall perform all the duties of the Chair when he/she is absent or unable to act.
3. The Secretary shall maintain a written record of all board minutes.
4. The school principal and pastor, along with consultation from board members, will be responsible for preparing the agenda.

Ex Officio Parent Representative

Ex Officio parent representative shall be elected to a three (3) year term. Representatives shall not serve more than two (2) consecutive terms. Terms shall begin July 1st and expire June 30th. Nominations for new parent representatives shall be made in March with elections being held in May. Should a parent representative leave before their term expires a replacement shall be appointed by the principal to complete the balance of their term. At the end of their term the appointed representative will be eligible for reelection. If the term to which they were appointed is less than two years, they will be eligible to serve two complete terms in addition to the one term to which they were appointed. Persons eligible to vote for parent representatives are limited to parents of students who are enrolled at Sacred Heart Area School.

Committee Liaison Duties

Committee liaisons may be a voting or ex officio board member. Committee liaisons will organize an annual meeting, if necessary and appropriate for the work of the committee, with all persons interested in serving on committee. They will invite persons who were involved in activities previously and persons who signed up on volunteer sheet for related activities. They should also contact and invite persons who others feel would be a good addition to committee. Committee members can also include persons whose children are not enrolled at Sacred Heart Area School such as former parents, parish members, community members, etc. Committee liaisons should provide a verbal or written report to the Board of Education at its regular meeting.

Meetings

The board will meet regularly each month beginning with August of the fiscal year and ending in June. The date of the meeting shall be set by the board at the beginning of the year. These meetings are normally scheduled for the first Wednesday of each month at 5pm and are held in the Parish's rectory basement, conference room. Special meetings may be called by the Chair as needed. Committees shall meet regularly as needed throughout the year and report at the regular board meetings. The committees are: Fundraising, Budget & Finance, Personnel & Human Resources, PR/Marketing/Development, and Curriculum Development. For the purpose of transacting official business, it shall be necessary that a majority of the total board members be present (over one half). All meetings of the board are to be open meetings unless designated as being executive. A written record of all actions of the board, maintained by the Secretary, shall be preserved in the archives.

Conduct of Meetings

The ordinary order of meetings for the SHAS School Advisory Board shall be:

1. Opening Prayer
2. Calling of Roll
3. Shared Minutes
4. Agenda Additions
5. Unfinished Business
6. Reports of Committees
7. New Business
8. Future Meetings
9. Adjournment
10. Closing Prayer

We hope you enjoy your time, and find it very rewarding to serve, on the school advisory board. Thank you for your continued commitment and love for the school and its mission.