

**Purpose:**

The School Executive Board is responsible for supporting the Catholic identity, enrollment, marketing, human resources, capital improvements and fiscal management of the Catholic school.

**General Powers:**

The members of this board recognize that authority over and responsibility for the school is vested in the pastor/parish life coordinator and principal. All authority of this board shall be exercised by the members, only as delegated to it by the pastor/parish life coordinator and principal.

The board will only enact policies, procedures, and practices that are in conformity with, and do not supersede, the established laws, rules and regulations of the State of Wisconsin and the policies and procedures for the operation of Catholic schools, as published by the Diocesan Office of Catholic Schools and/or the Diocesan Office of Finance.

This board shall have no authority over issues involving the teachings of the Roman Catholic Church or basic Catholic principles in connection with the oversight and management of the school. Authority for these matters shall be exercised exclusively by the Bishop of the Diocese of Superior and the pastor/parish life coordinator.

In addition, the board shall have no authority over personnel performance issues other than participation in the hiring of the principal. Final authority over the hiring of the principal shall be exercised by the pastor/parish life coordinator and the superintendent of schools. Authority over all other personnel performance issues shall be exercised by the principal in consultation with the superintendent of schools. The principal will make the pastor/parish life coordinator aware of any personnel performance issues so as to keep lines of communication open.

**Relation to the Parish:**

- Neither the school executive board nor the school itself is a separate corporate entity of the parish.
- All financial, capital and impacting decisions made by the board, must be reviewed through collaborative efforts, in partnership, with various councils and leadership of the parish and/or corporate board. No decisions are final without this collaboration.
- All policies and procedures established by the parish are to be followed.
- Minutes of school executive board meetings must be shared with the parish pastoral council, parish finance council, and parish trustees.

**Relation to the Diocese:**

- The Bishop's designee (superintendent of schools) will be an Ex Officio member of the school executive board.
- The superintendent of schools will attempt to attend at least one meeting of the school executive board within a two-year period.
- All policies and procedures established by the Diocese of Superior are to be followed.
- Minutes of the school executive board meetings must be shared with the superintendent of schools.

**Members:**

- School Principal
  - Chief administrator of the school
  - Manages the day to day operations of the school
  - Represents the students and staff on the board
  - Serves as the chair of this board, ensuring this board meets on a regular basis
- Parish/School Business Manager/Bookkeeper/Accountant (an employee of the parish/school)

- Represents the business interests of the parish on the board
- Provides insight and direction into the fiscal management of the school
- Three (3) Stewards
  - 1 steward represents the lower grade families on the board
  - 1 steward represents the upper grade families on the board
  - 1 steward at-large (if a parish/school has a development director, this person may fulfill the position of steward at-large)
  - Provides community and experiential direction
  - One steward will be appointed secretary of the board.
  - Stewards of the executive board must meet the following criteria:
    - Have a commitment to Catholic schools and the school's mission and Catholic identity
    - Be available to attend meetings, periodic training sessions, and board work
    - Maintain a high level of integrity and confidentiality
    - Be able to deal with situations as they relate to the good of the entire school/parish community
    - Be a credible witness of the Catholic faith to the school community and beyond
    - Have expertise in areas pertinent to the role of the board – marketing, human resources, development, fiscal management, or other relevant skills.
    - Not be a paid employee nor an immediate relative of a paid employee of the school or parish
  - Approval of stewards:
    - The principal, in conversation with the pastor/parish life coordinator, will establish a list of individuals recommended for the position of steward. This list will include their name, suggested steward role, skills/profession/experiences, and rationale for selection.
    - The list will be reviewed by the corporate board members of pastor and trustees, who will then appoint the stewards to this board.
- School Pastor or Parish Life Coordinator
  - Ex Officio member of the board
  - Represents the parish on the board
  - Is the final signature on the decisions of this board regarding the temporal goods of the parish
  - Provides specific guidance in Catholic identity and faith leadership
- Bishop or his Designee (Superintendent of Schools)
  - Ex Officio member of the board
  - Gives guidance in areas of school and Church law
  - Advise and direct in areas of personnel performance issues
  - Representative in areas of accreditation
- If the parish has a Sacramental Minister, this priest may be an additional member of this board to assist in providing guidance in Catholic identity of the school.

**Areas of Responsibility:**

1. Faith Leadership
  - 1.1. Make decisions which reflect Catholic values and beliefs.
  - 1.2. Ensures the school conforms to the teachings and laws of the Catholic faith.
  - 1.3. Review and assist the school in maintaining its Catholic identity.
2. Strategic Planning
  - 2.1. Provide overall direction for the school by establishing, monitoring, and marketing mission, vision, strategic priorities and key results.
  - 2.2. Monitor and participate in the accreditation process.
  - 2.3. Monitor policy for the management and operation of the school. Particularly in the areas of:
    - 2.3.1. Administration (note: the board is not involved in the day-to-day administration of the school)
    - 2.3.2. Business and Finance
    - 2.3.3. Community/Parish Relations
    - 2.3.4. Facilities

- 2.3.5. Personnel
- 2.3.6. Safety
- 2.4. Assist and guide sub-committees.
- 3. Fiscal
  - 3.1. Review budget assumptions to be used in the development of the draft budget.
  - 3.2. Review that resources are appropriately allocated in accordance with established standards, policies, and obligation.
  - 3.3. Monitor fiscal management through fiscal accountability reports.
  - 3.4. Advise on an annual three-year capital plan.
  - 3.5. Advise on establishing reserve funds for the purchase, replacement or upgrading of capital assets.
  - 3.6. Annually review employee salaries and benefits.
  - 3.7. Annually review tuition, fundraising and other income sources.
  - 3.8. Participate in fundraising, grant writing, or other revenue-producing activities as may be financially necessary.
- 4. Accountability to the Parish and School Community
  - 4.1. Make data-driven decisions which reflect the Gospel values and represent the interests of the entire Catholic community served.
  - 4.2. Establish processes and provide opportunities for community input.
  - 4.3. Model a culture of faith, respect and integrity, rooted in the Good News of Jesus Christ.
- 5. Enrollment
  - 5.1. Assist in recruitment and retention strategies
  - 5.2. Assist in marketing for enrollment
  - 5.3. Monitor enrollment trends
- 6. Marketing & Development
  - 6.1. Assist in creating and maintaining a comprehensive marketing plan
  - 6.2. Assist in creating and maintaining a comprehensive development plan
- 7. Pastor and Principal Relations
  - 7.1. Provide direction for the pastor and principal.
- 8. Board Development
  - 8.1. Participate in an annual review of board by-laws.
  - 8.2. Participate in an annual retreat and/or faith or professional development experience.

**Term Limits:**

Term limits will be set by each individual school. It is recommended that ex-officio members, principal and finance representative (if an employee) shall serve as long as they hold their position of employment. Stewards should serve staggered terms of two (2) or three (3) years, established at the time of their initial appointment. Number of terms should probably be limited to a total of six (6) years)

**Meetings:**

Meetings of the school executive board will be held in August, October, December, February, April, and June. An opportunity for retreat/reflection will be scheduled once each academic year. Subcommittees of the board will meet as necessary. Special board meetings may be called by the pastor/parish life coordinator, principal or superintendent of schools.

The agenda for regular meetings should be prepared by the principal and distributed to board members at least one week prior to the meeting.

All decisions made by the school executive board shall reflect the consensus of the members. The first step of any dispute resolution shall be to work toward consensus. In the event the board cannot reach decisions that

is acceptable to all, the decision of the principal, in consultation with the pastor/parish life coordinator and superintendent of schools, shall be final.

Minutes shall be taken and submitted to Bishop or his delegate (superintendent of schools) for approval.

**Confidentiality:**

All members of the school executive board and all members of any sub-committee, whether standing or ad hoc, shall promise, as a condition for serving as a board member or committee member, to keep strictly confidential all information belonging to the school that is proprietary and confidential, including the proceedings of all meetings of the board and/or committee.

**Sub-committees:**

The number of sub-committees for each year shall be decided by the board. Their function, responsibilities, and members shall be determined by the board. The sub-committees shall consist of one board member and such other members as the board deems appropriate. Sub-committees may include: finance, strategic planning, accreditation, facilities, development, marketing.

**Amendments**

The school executive board, at a meeting held for such a purpose, may adopt an amendment to these regulations. All amendments shall be subject to the final approval of the principal, pastor/parish life coordinator, and superintendent of schools. At any time a leadership position changes – superintendent of schools, pastor/parish life coordinator, principal – these regulations will be reviewed and re-issued.

This document is hereby approved by the following individuals on the date noted by their signature.

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
City

\_\_\_\_\_  
Bishop's Delegate (Superintendent of Schools)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor/Parish Life Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date