

Delivering Possibilities. One Child at a Time.

St. Lawrence
School
Advisory
Team

August 2

2011

**Bylaws, Standing Rules and Responsibilities
for the St. Lawrence School Advisory Team.**

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St. Lawrence Catholic School
524 Walnut Street Lawrenceburg, Indiana 47025

School Advisory Team: Bylaws, Responsibilities, and Standing Rules.

Introduction:

The purpose of the Saint Lawrence School Advisory Team is to assist the school administration in carrying out the mission and vision (below) of the school. Although not a decision-making body, this group supports and advises the Pastor and School Principal in the management of seven pillars of organizational growth: curriculum, facilities, finance, marketing, spirituality & student retention, technology, and volunteerism.

Mission: At Lawrence School, we strive to teach as Jesus taught, instilling Catholic values that emphasize respect for the individual while fostering a love for learning and continuous growth. In a positive and caring atmosphere, our staff is committed to developing the whole child, focusing on both the head and the heart developing judgment and critical thinking, with a strong sense of values. This Christian value-based approach to education benefits both our Catholic students and our students of other faith traditions.

Our **Vision** is to foster intellectual curiosity and build the skills needed to inquire in an atmosphere that honors and promotes individualized learning while living out the Gospel value of service, rooted in the traditions of the Catholic faith.

Article I. Name of the Organization

Effective August 2011, the name of this body shall be the "St. Lawrence School Advisory Team," hereinafter referred to as the Advisory Team. From 1982 until June 2011, this group operated as the "St. Lawrence School Commission". Any previous initiatives and issues linked to the former School Commission shall be transferred to the Advisory Team. The name change is a reflection of a re-structure which included (among other items) the formation of organizational pillars, resulting from the 2010 – 2011 "Paint the Future" strategic planning project.

Article II. Purposes and Functions

The pastor, in accord with Archdiocesan policy, establishes this team to assist him and the principal in policy development and long range planning for the school ministry.

When the Advisory Team meets (as pastor, principal, and members) and agrees on a policy matter, the decision is effective and binding on all. The team may be consulted prior to decisions being made in their individual areas of responsibility.

The Advisory Team's primary responsibilities are in the following areas:

A. Planning

1. Establishing and maintaining a mission statement for the school.
2. Establishing team goals for the year.
3. Establishing future plans for the school.

B. Policy Development

1. Assisting in formulating policies that serve as an aid to the pastor and principal in guiding the general direction of the school.
2. Curriculum policy formulation

C. Financing

1. Helping plan in financing the school programs including: tuition, and development.
2. Allocating resources according to a budget.
3. Monitoring the budget

D. Public Relations

1. Communicating with various publics about the school ministry.
2. Assisting the pastor and principal in listening to the needs and concerns of the community through appropriate forums set up for this purpose.
3. Recruiting students.
4. Promoting the school ministry to the parish and parents.

E. Evaluation

1. Determining whether the team's goals and plans are being met.
2. Evaluating the Advisory Team's own effectiveness.

F. Development

1. Assist the pastor and principal in developmental needs for the school in areas of curriculum and student development
2. Physical expansion / upgrades of the school

Article III. Relationships with other groups

The School Advisory Team is related to the Archdiocese and at least three groups on the parish level: The Parish Council, the Parish Finance Council, and the Parent Teacher Organization (PTO).

A. Archdiocese - The relationship between the School Advisory Team and the Archdiocese is stated in Archdiocesan education policies that are available for review to the general public.

B. Parish Council - The Parish Council is responsible for assisting the pastor in establishing priorities, broad goals and policies for the parish. The Parish Council assists the pastor regarding the use of parish resources, personnel and finances. The principal and the Advisory Team should maintain regular communication with the Parish Council about the direction of the school, the state of the health of the school, and future planning.

C. Parish Finance Council -The Parish Finance Council is responsible for assisting the pastor about effective stewardship of the parish's financial resources. It is responsible for developing and overseeing a parish budget process, as well as conducting long range financial planning.

The responsibility for determining the amount of parish funds allocated for the school rests with the pastor and the Parish Finance Council. The Advisory Team is governed by the budgetary financial policies and procedures established by the pastor in consultation with the Parish Finance Council. The School Advisory Team and the principal have the responsibility for the effective use of the parish financial investment and are accountable for keeping expenditures within the budget set. The pastor makes the final decision on the annual budget.

D. Parent / Teacher Organization (PTO)

The Parent / Teacher Organization is responsible for assisting in communication between the home and school, for providing a vehicle through which parents and parishioners can provide service to the school (for example, volunteers and fund-

raising), for offering a mechanism for parent and parishioner education, and for serving as a structure for community involvement when needed.

Note: One of the Standing Committees of the Advisory Team is the Volunteerism Pillar, and is chaired by an Advisory Team member, also an active member of PTO. See article IV.

Article IV. Membership

- a. The membership of the School Advisory Team shall consist of no less than seven and no more than twelve members in addition to the pastor and principal.
- b. Members serve terms of three years renewable for one additional term. No member shall serve more than six total consecutive years, even if they were appointed to fill less than half of an unexpired term. Members fulfilling their maximum commitment per these guidelines may regain eligibility for consideration after a two-year leave.
- c. Care is taken to ensure that the membership reflects the diversity of the community. At least two thirds of the membership shall be active parishioners of St. Lawrence Parish.
- d. All members shall be 21 years of age or older.

Below is an **organizational listing** of the appointed members of the Advisory Team.

1. Officer, Advisory Team President.
2. Officer, Secretary.
3. Chairperson, Curriculum and Learning
4. Chairperson, Spirituality and Middle School Retention
5. Chairperson, Integrated Technology
6. Chairperson, Financial Health
7. Chairperson, Facilities
8. Chairperson, Marketing
9. Chairperson, Volunteerism
- 10 – 12. Two to three other members at large appointed by the Advisory Team, Pastor or Principal reflecting the specific needs of the school and parish.

Note: The Advisory Team President will, with approval of the Pastor and Principal, appoint a Vice President who will preside at meetings in his absence. This position is also an officer, and will be selected from the existing team members.

Article V. Nominations and Appointments

Members of the Advisory Team will meet the following criteria:

- a. Interest in and commitment to Catholic education and to the school and parishes philosophy and mission;
- b. Availability to attend meetings and periodic in-service programs and to participate in committee work;
- c. Ability to maintain a high level of integrity and confidentiality;
- d. Capacity to deal with situations as they relate to the good of the entire school and parish community; and
- e. Serve as a credible witness of the Catholic faith (or to one's own religion) to the school community and the other publics the school serves.

Note of ineligibility: Two or more members of the same family may not hold positions simultaneously.

Appointments:

- f. During the spring, the Advisory Team will invite eligible parishioners, parents and community members to submit nominations to fill vacated Advisory Team positions.
- g. The Advisory Team then prepares a list of possible appointees according to the stated criteria, recommends new member(s) through discussion and voting to the pastor and principal, who may accept or reject the team's recommendations.
- h. Once notified of their selection, all new members are expected to attend the next scheduled team meeting.
- i. Members who miss two consecutive unexcused meetings will lose membership.

Article VI. Structure / Officers

- a. At the June meeting the Advisory Team will nominate and elect the officer positions of president, vice-president, and secretary. The officers are elected by the commission and serve one-year terms, renewable once. Their duties are those ordinarily performed by such officers.
- b. Officers, with the exception of Secretary, must be St. Lawrence Parishioners.

- c. The Pastor and Principal shall be ex-officio members of the Advisory Team. They have no voting rights on issues designated as such.

Article VII. Meetings

- a. The team meets every month beginning in August or, through consensus, as needed. Generally, there is no July meeting.
- b. Standing committees meet at other times as needed.
- c. Team meetings are open to the public; however the team reserves the right to call for an executive session when covering either personnel issues or other confidential matters. At such time, the meeting is closed to all but the appointed members, pastor (or his designate) and the principal.
- d. Official meetings of the Advisory Team are held in parish or school facilities (except for scheduled retreats or planned socials.)
- e. A majority of members must be present (including the pastor and/or principal).

Article VIII. Quorum

- a. A simple majority of the voting members of the Advisory Team constitutes a quorum for each meeting.
- b. Only elected members of the Advisory Team shall have the right to vote. This includes the seven to twelve members as outlined in article IV. The President may choose not to vote, but may vote in the case of a tie. The President may also vote to make a tie, which means that the measure is defeated.
- c. A majority of members must be present and participate in the voting process; if only half or less members are able to participate there may be no vote.
- d. The President as well as ex-officio members do not approve meeting minutes.

Article IX. Executive Committee

- a. The members of the executive committee are the pastor, principal, president, vice president, and secretary. On a select basis, a chairperson(s) for the specific pillar may be requested.
- b. The agenda and written Advisory Team reports shall be available to members at least one week prior to regularly scheduled commission meetings.

Article X. Standing and Ad Hoc Committees

The Standing Committees of the Advisory Team are strategic pillars that will consist of a Chairperson and a team of volunteers. These working groups exist to accomplish the goals of the specific pillar. The standing committees are:

- a. Curriculum / Individualized Learning: To provide meaningful lessons and activities based on the needs of individual learners, thus increasing their critical thinking skills.
- b. Spiritual Health: Develop a comprehensive program that provides our students with opportunities to know, understand, and live out the Gospel of Jesus Christ
- c. Facilities: Our facilities will be conducive to learning and spiritual development and extracurricular activity. The grounds will be safe and allow for growth.
- d. Technology: Develop and maintain an integrated classroom technology that challenges critical thinking skills and enhances student learning.
- e. Marketing: Build brand identity around our strengths, goals and progress toward them.
- f. Financial Health: We will ensure financial responsibility and funding to meet our objectives while remaining financially accessible to students of varying economic backgrounds and providing a rewarding compensation to faculty.
- g. Volunteerism: Ensure all stakeholders find a mutually beneficial means of contributing to our school.

Ad Hoc Committees (below) are formed for such purposes as deemed appropriate by the Advisory Team, serve for the duration of their assignment, and are then disbanded.

- h. Middle School Retention: To retain students through the middle school years
- i. Others may be added as needed.

Detailed descriptions of each strategic pillar are available upon request or at www.stlschool.com

Article XI. Rules of order

Ordinarily, policy and major issue decisions are not made at the "first reading" which is for information and clarification. The "second reading" of the policy occurs after additional discussion. At that time, the team begins its decision-making process.

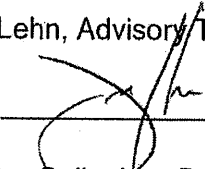
Article XII. Amendments

This Constitution may be amended according to Archdiocesan policy by a two-thirds majority of the Advisory Team, and the approval of the Pastor and Principal. Proposed amendments must be sent out with regular team announcements.

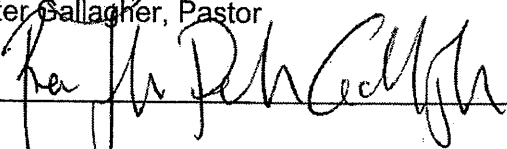
Bylaws of the St. Lawrence School Advisory Team, Commissioned by the Archdiocese of Indianapolis, 2011.

Attest:

Jonathan Lehn, Advisory Team President

Signed  Dated 8-29-11

Father Peter Gallagher, Pastor

Signed  Dated 8-30-11

Karen White, Principal

Signed  Dated 8-29-11