



SAINT
PETER'S
SCHOOL

School Advisory Board By-Laws

School Year 2018-19

St. Peter's School

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Anchoring today's child in Catholic virtues

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SCHOOL ADVISORY BOARD BY-LAWS

ARTICLE I

Purpose

The existence of the School Advisory Board (SAB) is based on a belief in the importance and power of shared leadership. Parents, faculty, administration and the entire community work together to set directions and determine policy in accordance with the mission of the school and the Board of Education of the Archdiocese of Washington Catholic Schools office policies.

The role of the School Advisory Board (SAB) is to advise the canonical administrator, principal and parish council regarding the oversight, mission, status and sustainability of the school.

The advisory nature of the SAB is predicated on the experience and expertise of SAB members to strengthen the decision making process. This assistance is provided through the function of appointed committees. It is through the work of these committees that decisions are reached, direction is set and policy is developed.

ARTICLE II

SAB Functions

The SAB can operate and reach decisions as a whole, or alternatively may operate through committees that will be formed on an as needed basis determined by the SAB members. All committees that are formed, will identify a Chairperson as the leader. The Committee Chairperson can be a member of the School Advisory Board. In specific instances where the Chair of the Committee is not a SAB member, the SAB will appoint a member of the SAB to act as a liaison to the committee in order to maintain continuity, direction and report status. The position of Chairperson is responsible for:

1. Recruitment of committee members
2. Timely Reporting of committee status to the SAB or the appointed Liaison
3. Presenting committee issues and recommended solutions to the SAB or committee
4. Evaluating the SAB's or committee's effectiveness and progress at the end of the school year.

Annual Committees:

The following activities have been identified as annual occurrences and will be addressed in an individual committee or as an SAB action item if a committee is unwarranted.

Planning

Function:

Work on goal setting, long range strategic planning and improvement projects. Develop and review strategic plan for the school, and create plans for self-appraisal, school and curriculum improvement.

Product

- A strategic plan spanning a defined time frame to exceed 1 year.
- Advanced Ed accreditation project plan.
- Fundraising
- Maintenance of Blue Ribbon cut scores for application in 2022

Policy Development

Function:

Solicit feedback and suggestions from the SAB, parents, and the administration team on policy issues associated with admissions, curriculum, and extracurricular activities. Research issues and present them to the SAB for further suggestions and advice. Make the necessary adjustments to the identified policy and submit it to the administrative team for consideration and approval.

Product

- All policy issues, pertinent information, and status updates brought to the SAB for discussion during the school year.

Finance

Function:

Assists the administration with the budget issues, tuition policies and rates, Tuition assistance and long-term financial planning.

Products

- Budget presentation.
- Tuition policy.
- Financial assistance policy.
- Long-term financial plan.

Marketing

Function

Provides marketing strategy development and implementation for the school, using the strategic plan as the basis for institutional goals.

Product

- Develop and implement a strategic marketing plan.
- Plot marketing events on the calendar.
- Provide a summary and analysis of all events and initiatives.

Development

Function:

Researches and actively pursues new sources of revenue for the school and to leverage the Blue Ribbon status.

Product

- Development plan and the course of action to achieve what is developed.

The committees listed above are not required to be instituted. If, in the judgment of the SAB, these committees are a duplication of effort or not needed at the present time, then they need not be formed. It is recommended that when a committee is formed, it should be formed with a specific objective in mind. In addition, a time line should accompany all committee objectives to ensure timely completion.

Article III

Membership Criteria

The SAB membership can be comprised of ex-officio members, parents of students currently enrolled, Pastor, Principal and a member of the Saint Peters teaching staff. The membership number is at the discretion of the Principal in agreement with the Chair. There is not a designated maximum but the membership will include enough persons to sufficiently fill the roles designated below:

- Pastor
- Principal
- Chair/Co-Chair - not pastor or principal
- Vice-Chair - not pastor or principal
- Secretary - not pastor or principal

Ex-Officio Selection Processes for SAB membership

Ex-Officio members are appointed by default of position in the Parish or school. They include:

REQUIRED:

- Pastor
- Principal
- Member from Our Lady Help of Christians (appointed by the Pastor)

NOT REQUIRED:

- Faculty member (appointed by the Principal)

- PTO President
- Parish Finance Council representative (appointed by the Pastor)

Roles and Responsibilities for all Board Members

All members have voting privileges. Additional roles and responsibilities are outlined below.

Pastor- President of the Board

- Oversees other members.
- Passes on and provides information.
- Has the final say in board decisions.

Term Length: As long as he is the Pastor

Principal- Executive Secretary of the Board

- Coordinate with the pastor.
- Passes on or provides school information.

Term Length: As long as he or she is the Principal

Chairperson

- Presides at all meetings.
- Develops the meeting agenda.
- Participates in reporting on the collected ballots for new membership.
- Manages the up-keep of the by-laws.

Term Length: 2 years

Vice Chair

- Presides in the absence of the Chair and performs other duties as assigned.
- Participate in reporting on the collected ballots for new membership.

Term Length: 2 years

Secretary

- Keeps attendance roster.
- Keeps contact list with names, e-mails and telephone numbers and kid-mail addresses.
- Keeps copy of the minutes.
- Keeps copy of action item list.
- Keeps the by-laws up-to-date.
- Distributes the meeting minutes to the members after meeting is held.
- Keeps committee product books.
- Participates in reporting on the collected ballots for new membership.

Term Length: 2 years

Faculty Member

- Represents the school and faculty community.

Term Length: Determined by the Principal

Parent Representative

- Represents the parent community.
- Serves on Board committees.

Term Length: 2 years

Non- Parent Representative

- Represents the Parish community.

Term Length: Determined by the Pastor

Finance Council Representative

- Works on the school finances and presents the budget report.

Term Length: Determined by the Pastor

Our Lady Help of Christians Representative

- Represents OLHC.

Term Length: Determined by the OLHC Pastor

Membership Details of the School Advisory Board:

New potential members should be invited to attend a regularly scheduled SAB meeting. These invitees can be recommended by anyone on the SAB but will be formally invited by the Principal. After the meeting, a short discussion with the new potential member/s and the current board will be conducted to discuss any questions that the board might have and to ascertain the candidate's interest and ability to commit to the responsibilities of an SAB member. After the discussion, the Principal will send a voting email to the SAB members. After the votes are tallied, the Principal will inform the current board and the candidates as to the results of the vote.

Members may be brought on at any time of the school year and will be expected to serve at a minimum of two years. Candidates must have a child in the school, must be eighteen years of age and willing and able to make a substantial time commitment to the work of the Board .

Meetings

Attendance

Any member who misses three consecutive meetings may be asked to resign. This action must be approved by the Principal and Chair. The administrative team shall appoint a new member to complete his/her term.

Authority

Since the SAB act as an advisory office to the administrative team. SAB members individually and collectively do not have the authority to bind the Pastor, Principal or others in the school however, when the SAB acts in conjunction with the administrative team the decisions are binding.

Meetings Time and Order

The Meetings schedule will be set for the school year by or during the first meeting of the new academic year. The meetings dates and times will set to accommodate the schedule of the Pastor, Principal and SAB but are generally held on the first Tuesday of the month at 6:30 pm. Meetings will at a minimum be held on a bi-monthly basis, or more frequently if determined by the Principal and/or Chairperson

Order of business:

- a. Call to order
- b. Opening prayer
- c. Approval of minutes
- c. Pastor's report
- d. Principal's report
- h. Old business
- j. New business
- i. Previous Taskings
- j. Adjournment and prayer

Additional Meetings

Additional meetings and cancellations may be called by the Chairperson or Principal, if they are in agreement, when appropriate.

Contact Prior to Meetings

The Principal or Chairperson will attempt to e-mail the agenda for the meeting to each Board member at least 48 hours prior to the meeting.

Voting

For the purpose of voting, five members shall constitute a quorum and thus empowered to make any decision on behalf of the SAB. A change of policy does not require a school community vote but may be presented to the community for a vote at the discretion of the SAB.

Article IV

By-laws Amendment

Any member of the Board may introduce a proposal to amend the by-laws at any regularly scheduled meeting. Discussion of the proposal will be held at a

subsequent meeting to allow members a chance to perform the necessary actions in order to develop an informed response.

Article V

Communication

The SAB will disseminate emergent information and updates via e-mail, the school website, phone call and the St. Peter's Facebook page and shall provide a copy of all meeting minutes and updates to the identified communities or persons below:

- OLHC Pastor
- School community via the school newsletter.