

# BATTLE CREEK AREA CATHOLIC SCHOOLS

## SCHOOL ADVISORY BOARD

### CONSTITUTION AND BY-LAWS



*Created: March, 1996*

*Updated: December, 11 2002, June 16, 2008, May 2, 2019, November 1, 2019*

#### Preamble

The Bishop of the Kalamazoo Diocese is, canonically, responsible for all activities of the Battle Creek Area Catholic Schools and holds title to all property, both real and personal.

The Kalamazoo Diocese Office of Schools is dedicated to sustaining and improving the quality of Catholic formation and education in our Diocese. The Office of Schools at the Diocese serves as the administrative structure through which the Bishop directs and moderates the education and catechetical activity in the Diocese.

The office of Schools enacts Diocese policies, monitors school improvements through accreditation, provides opportunities for orientations, in-services and workshops and provides administrative assistance to Catholic schools and local consultative advisory bodies.

To assist the Bishop in meeting these responsibilities, he has authorized an organizational structure for governance and management,

#### **VISION**

Students are engaged in a meaningful, relevant and secure learning environment that utilizes current, state-of-the-art resources. We inspire, excite, and challenge a diverse student population to reach their potential. As the times change, we adapt and grow, always focusing on the most important part of what we do: creating and implementing Christ-centered, nurturing, and disciplined education programs.

St. Joseph Preschool and Elementary, St. Joseph Middle School, and St. Philip Catholic Central High School are dedicated to the deepest level of spiritual, moral, and academic growth for your students.

### **MISSION**

Battle Creek Area Catholic Schools, in partnership with parents, community and the Catholic Church, provides students with an excellent education and a solid faith formation. Students will know the Faith, share the Faith, and live the Faith.

**Pursuant to this Local Consultative Advisory Board, and our belief of commitment to Catholic Education in Battle Creek,  
We enact the following:**

### **ARTICLE 1: GENERAL**

#### **Section 1: Name**

BATTLE CREEK AREA CATHOLIC SCHOOLS LOCAL CONSULTATIVE ADVISORY BOARD,  
(LCAB).

#### **Section 2: Location**

Principle office of organization shall be:

Battle Creek Area Catholic Schools Office  
63 North 24th Street  
Battle Creek, MI 49015

#### **Section 3: Schools**

St. Joseph Elementary and Preschool, St. Joseph Middle School and St. Philip Catholic Central High School

## **ARTICLE II: PURPOSE AND RESPONSIBILITIES**

### **Section 1: Purpose**

The purpose of the Local Consultative Advisory Board (LCAB) is to recommend policy consistent with diocesan and state guidelines and directives for the operation of BCACS.

### **Section 2: Responsibilities**

The LCAB assists the school in achieving its goals to provide quality Catholic education.

Each LCAB member is a public relations agent of the school. It is a privilege to serve as a member of the LCAB. The LCAB members are valued because of their expertise, the support they give to Catholic education and their generosity in sharing their talents with other members.

The LCAB members will defer their personal agendas in order to discern with other LCAB members the issues, concerns, and challenges they face in meeting the educational needs of the students.

It is the responsibility of the LCAB to advise and offer recommendations to the Pastoral Board and the administrators for the administration of the Battle Creek Area Catholic Schools regarding:

The LCAB shall propose goals in accord with the Kalamazoo Diocesan goals, or assist the administrators in fulfilling established goals, review regulations and decisions, implement policies and evaluate the effectiveness of those policies in achieving established goals regarding the core areas below:

1. Finance
2. Policy and By-Laws/Strategic Planning
3. Technology
4. Facilities and Transportation
5. Marketing and Communications

## **ARTICLE III: MEMBERSHIP**

### **Section 1: Makeup of Local Consultative School Board**

#### **A. Voting Members:**

1. Membership shall never be less than five.
2. There shall be five elected or appointed members. It is at the discretion of the parish priests to determine if the representative(s) are appointed or elected.
3. It is the responsibility of the LCAB to nominate members to fill the balance of outstanding membership by recommending names of individuals for approval from the pastors.

#### **B. Non-Voting Members:**

Ex officio: Pastors, Directors of Operations, and Administrators, one representative from the BCACS Foundation as well as a Diocesan Representative, and Committee Chairs who were neither elected nor appointed to the School Board.

#### **C. Officers**

1. President
2. Vice President
3. Secretary
4. Treasurer

### **Section 2: Exclusions from Membership**

Staff members and their spouses are prohibited from serving as voting members on the School Advisory Board.

### **Section 3: Requirements of Voting Members**

- a. Is a Parent/Guardian of a child enrolled in the BCACS system.
- b. Member agrees to adhere to and follow the School Board's Code of Ethics.
- c. Continued School Board membership is contingent on active participation in at least one standing School Board Committee as outlined in Article 7.

It is required that a LCAB member serves as the chair of the standing committees.

- d. Exclusions and exceptions will be considered on a case by case basis by the pastors.

#### **Section 4: Resignation**

A board member failing to attend two (2) School Board meetings annually without providing valid reasons to the President or Vice President will be considered to have resigned, and his/her position on the School Advisory Board shall thereupon be vacant. The provisions of Article IV, section 2, paragraph 3 will apply.

#### **Section 5: Removal**

A School Advisory Board member shall be removed by a majority vote of the pastors based on just cause. Just cause is determined by the pastors.

#### **Section 6: Vacancies**

Vacancies will be filled by appointment or election. The provisions of Article IV, section 2, paragraph 3 will apply.

### **ARTICLE IV: ELECTIONS AND/OR APPOINTMENTS**

#### **Section 1: Process for Elections**

- a. If held, elections will be at a time and place established by the School Advisory Board.
- b. Elections will follow the call for nominations by at least three (3) weeks and the announcement of candidates by at least one (1) week.
- c. Election will be secret ballot by registered parish members, eighteen (18) years or older.
- d. Winner(s) of the election will be the candidate(s) receiving the greatest number of votes.

#### **Section 2: Process for Appointments**

See Article III, section 1, A, 3

## **Section 2: Terms**

Regular terms shall be for a period of three (3) years, commencing with the August School Advisory Board meeting of the newly appointed/elected members. No member shall serve more than two consecutive terms.

Uncompleted terms will be filled within 60 days by appointment of the pastors, in consultation with the School Advisory Board.

Exception to term limits will be considered on a case by case basis by the pastors.

## **ARTICLE V: PRESIDENT AND OFFICER RESPONSIBILITIES**

### **Section 1: President, Vice President, Secretary**

- a. The President of the School Advisory Board shall be elected annually by the current board membership as the last item of business conducted at the School Advisory Board's June meeting.
- b. The term of the officers and committee chairpersons shall be limited to two consecutive years. A waiver of this requirement may be granted by the pastors.
- c. All voting members of the School Advisory Board are eligible to be President or Committee Chairperson unless "d" below applies.
- d. An officer of the Battle Creek Area Schools Foundation Board is prohibited from serving on the School Board Executive Committee.

### **Section 2: Duties**

1. President:
  - a. Shall chair all School Advisory Board meetings
  - b. Has the authority to call special meetings which in his/her judgement may be necessary.
  - c. Chairperson of the following committees:
    - Bylaws and Policy
    - Accreditation/Strategic Plan

2. Vice President:
  - a. In the absence of the President or in the event of the President's inability (for any reason) to carry out the functions of his/her office, the Vice President will assume the duties of the President, during such period of absence or disability.
  - b. Chairperson for the following committee:  
Finance
3. Secretary:
  - a. Shall be responsible for recording the minutes of all School Advisory Board meetings. He/she shall make minutes available by emailing to the School Board at least one week prior to the next regularly scheduled meeting. The BCACS office shall be the custodian of the records of the School Advisory Board.
  - b. Chairperson for the following committee:  
Marketing/Communication

## **ARTICLE VI: MEETINGS**

### **Section 1: Regular Meetings**

- a. The School Board shall meet on the fourth Tuesday of each month. Meetings are subject to change or postponement by the pastors and/or School Advisory Board President.
- b. A majority of the entire School Advisory Board shall constitute a quorum and actions approved by a simple majority vote shall suffice for transaction of matters which come before the School Advisory Board, subject to approval of the pastors.
- c. All meetings of the School Advisory Board are to be open meetings, unless otherwise provided in these bylaws.
- d. School Advisory Board voting members, administrators or the pastors shall have the authority to call a closed session of the School Advisory Board. No action shall be taken during a closed session. Closed sessions are for the purpose of discussing personnel, litigation, finances, or other issues which are both sensitive in nature and germane to its responsibilities. The School Advisory Board must reconvene in open session to take action on any matter discussed in closed session. All guests are to be informed prior to closed sessions that it is possible the School Advisory Board will reconvene in open session to take action.
- e. All meetings will be run by Robert's Rules of Parliamentary Procedure.

## **Section 2: Special Meetings**

Special meetings of the School Advisory Board may be called at the request of the President, Pastors, or three (3) members of the School Advisory Board with at least three (3) days notice to each member given via telephone or email.

## **Section 3: Emergency Meetings**

Emergency meetings may be called by the President or Pastors without the section 2 notice requirement of this article.

# **ARTICLE VII: COMMITTEES**

The School Advisory Board may appoint standing and ad-hoc committees as deemed necessary for a specific purpose. Such committees may be established to investigate and prepare for discussion certain topics and proposals to be handled by the School Advisory Board. The functions of these committees shall ordinarily be fact seeking and advisory. Committee meetings will be announced at School Advisory Board meetings and the time and place of the meetings incorporated into the minutes for purposes of public announcement. These committees are meant, in part, to bring about wider consultation and involvement of the Battle Creek Area Catholic School Community. A BCACS administrator and/or staff member shall serve on each committee. Standing committees of the School Board shall consist of the following:

### **Section 1: Finance Committee**

The function of the committee is to prepare, present, and recommend a prepared budget at or before the March meeting for the next school year and perform other duties related to finances.

### **Section 2: Marketing/Communication**

The function of this committee is to assist in planning the overall development of the schools-marketing, communication, and public relations in order to retain and increase enrollment.

### **Section 3: Policy, Accreditation, Strategic Planning**

The function of this committee is to recommend policy and bylaws consistent with the policy of the Diocese of Kalamazoo for the School Advisory Board. This committee will also provide support and guidance in following recommendations from accreditation results, strategic

planning goals and preparing for the future accreditation cycle and adjustments and additions to the strategic plan.

Each committee will consist of a Committee Chairperson, school advisory board members, administrator and/or staff member as needed/available. Each committee will meet, at a minimum, monthly and will provide a monthly written report to the school board.

#### **Section 4: Technology**

The function of this committee is to help ensure that infrastructure, devices, programming and repair work are consistently serving the current and future needs of the schools, collaborating with either a BCACS employee, or through a contracted consultant. This committee will ensure a cohesive, consistent technology roadmap that includes an efficient cost-effective manner of enacting technology platforms and utilize these platforms to enable communication between the school and families.

#### **Section 5: Facilities and Transportation**

The top priority of this committee is to help provide a safe and secure learning environment for students, faculty, and the community. The members of this committee will create procedures for communicating facility and transportation needs and find ways to address them.

Each committee will consist of a committee chairperson, school advisory board members, administrator and/or staff member as needed/available. Each committee will meet, at a minimum, monthly and will provide a monthly written report to the school board.

\* The chairpersons of the facilities and transportation, and technology committees are not required to be a member of the LCAB.

### **ARTICLE VIII: PARISH COUNCILS**

To develop a reliable, consistent method of communication and interaction between the School Advisory Board and the Catholic parish councils in Battle Creek:

1. Parish council members will be encouraged to attend the regular meetings of the School Advisory Board.
2. An officer of the School Advisory Board shall annually attend a parish council meeting of each of the three parishes.

## **ARTICLE IX: AMENDMENTS**

Bylaws may be amended or repealed or new bylaws adopted by a two-thirds ( $\frac{2}{3}$ ) majority vote of the School Advisory Board and approval of the pastors. Notification of proposed amendments, additions or deletions to these bylaws shall be given to members of the School Advisory Board in advance of the School Advisory Board meeting.

## **ARTICLE X: CODE OF ETHICS**

Members of the School Advisory Board will:

1. Practice Catholic values.
2. Exercise confidentiality regarding discussions or documents qualified as confidential.
3. It is the expectation to maintain involvement and make best efforts to attend all meetings.

## **BELIEFS**

We believe that:

- Jesus Christ commissions us to teach the values and practices of the Gospel to all people.
- This Christian education is a life-long process beginning in families.
- Catholic schools are extraordinary opportunity to assist and support families in the Christian education of their children.
- Continuous improvement of Catholic schools supports the Church's total ministry of which these schools are a part.
- The fact of fewer ordained priests to serve in the Church heralds a call to all laity for holiness, service and pastoral leadership. The common good calls our parishes to collaborate in our education efforts and in all Church's ministry.

- Increased demands on families in the modern world call Catholic schools to a profound renewal in the practices and teaching of faith coupled with innovation in academic excellence and spiritual growth.