

Little Flower Catholic School Board
Policy Manual

LFS – Policy Manual

Table of Contents

1. **Little Flower Catholic School Board Members Contact List**

2. **Little Flower Catholic School Board Policy Chart**

3. **Meeting Minutes**

4. **Little Flower Catholic School Board Bylaws**

5. **Appendices: Bylaw Signature Page**

6. **Policies:**
 - Little Flower Catholic School Board Policies – Level 100**
 1. Policy 100 – Attendance at the Board’s Meetings
 2. Policy 101 – Board Meetings
 3. Policy 102 – Confidentiality
 4. Policy 103 – Nominating Committee

 - Little Flower Catholic School Board Policies – Level 200**
 1. Policy 200 – Fundraising

 - Little Flower Catholic School Board Policies – Level 300**
 1. Policy 300 – School Privacy
 2. Policy 301 – Nepotism

Little Flower Catholic School Board Bylaws

Mission Statement

The Little Flower Catholic School Board advises and assists the Principal in promoting the ideals of Catholic Education where pastor, parents, teachers, and students work in collaboration to integrate Christian values, Gospel teachings, and an excellent academic environment.

Article I.

Name of the Organization:

The organization shall be known as Little Flower Catholic School Board, hereafter referred to as the Board.

Article II.

Purpose and Function:

- A. The Board is established in accordance with Church teachings and Diocesan policy, to advise the Principal in the governance of Little Flower Catholic School.
- B. The Board is consultative, which means it cooperates in the policy making process by formulating and adopting, but never enacting, policy.
- C. Consistent with consultation (cf Canons 495-501) also means that decisions will not be made in major matters until the Board has been consulted.
- D. The areas in which the Board has responsibility and/or will be consulted are:
 - 1. Physical Plant
 - 2. Technology Maintenance and Management
 - 3. Curriculum Management
 - 4. Grants, Marketing, Fundraising, and Development
 - 5. Catholic Identity
 - 6. Safety and Crisis Response Management
 - 7. Policy
 - 8. Representation on the search committee for a new Principal

Article III.

Purpose and Function:

A. Parents' Club Organization

- The Parents' Club is an organization that elects officers by the start of the upcoming school year and is responsible for the following:
 - a) Supports the Parents' Club bylaws and policies.
 - b) Establishes an annual fundraising plan.
 - c) Organizes and promotes fundraising activities for the school.
 - d) Updates the Board on a quarterly basis.

- Parents' Club representatives are not allowed during the Board's executive sessions.

Article IV.

Board Membership:

A. Criteria

The Board's Nominating Committee shall seek out and prepare a list of prospective Board-member nominees who meet the following criteria:

1. Must be eighteen years and older.
2. Interest in and commitment to Catholic education, Little Flower Catholic School's philosophy and mission.
3. Available to attend meetings, periodic in-service programs, and participate in fundraisers and committee work.
4. Maintain a high level of integrity and confidentiality.
5. Ability to work effectively with others for the good of the school.

B. Members

1. The membership of the Board will consist of 9-12 members in addition to the Pastor and Principal.
2. Members serve for a three-year term which begins in July after the formation of the Board. Members may serve two consecutive three-year terms, and must wait at least one year before serving again.
3. Staff members are not eligible for Board membership.

C. Selection Process

1. Selection of the Board members will be made at the April meeting.
2. Members who miss three meetings in a twelve-month period and are unexcused absences may lose membership by action of the Principal and Board President.

The member will be notified by the President, and given an opportunity to respond. The decision to replace the Board member will be made by the Principal and the President.

3. The nominating committee shall appoint a replacement for an unexpired term.

D. Ex Officio Members

1. The reason for having ex officio people present at the Board's meetings is to promote good communication and commitment.
2. The Pastor and Principal are ex officio members who participate actively in discussion and consensus building.

Article V.

Officers and Responsibilities:

The officers of the Board shall consist of: President, Vice-President, and Recording Secretary. At the first meeting of the new term, officers are selected by the Board and serve a one-year term.

A. President

1. Presides at meetings.
2. Calls regular and special meetings.
3. Prepares agenda in conjunction with the Principal.
4. Appoints committees.
5. Special projects as needed by the Principal.
6. Directs function and goals of the Board.

B. Vice-President

1. Performs duties of the President, at the request of or in the absence of the President.
2. Insures that the Board remains in compliance with the bylaws.

C. Recording Secretary

1. Prepares and maintains a format for recording of minutes and agenda.
2. Documents minutes at each Board meeting.
3. Works closely with the President and committee chairs to assure accuracy of minutes recorded.
4. Distributes agenda and minutes to all of the Board's members prior to each meeting.
5. Provides a final copy of approved minutes for record keeping to the School office.

Article VI.

Meetings:

- A. The Board shall meet monthly between September and May. Special meetings may be called by the President as needed.
- B. A quorum, consisting of a majority of the entire Board in office, is necessary for the transaction of business at meetings. The Board may take action by vote of a majority of members present at any meeting at which there is a quorum.
- C. The Board sets its rules of procedures. Regular meetings of the Board are open. The Board will go into executive session whenever the President, Pastor, or Principal deem necessary.

Article VII.

Committees:

- A. The President may appoint members of the Board to standing committees. The standing committees will be chaired by an appointed Board member. Membership may include non-Board members.
- B. The Pastor, Principal, and President will serve on the Finance and Executive Committees.
- C. Standing committees:
 - Physical Plant Committee
 - Technology Maintenance and Management Committee
 - Curriculum Management Committee
 - Grants, Marketing, Fundraising and Development Committee
 - Catholic Identity Committee
 - Safety and Crisis Response Management Committee
 - Policy Committee

Article VIII.

Amendment of Bylaws:

- A.** The Bylaws may be amended by the Board, provided that:
 - 1. The amendment has been recorded.
 - 2. The Pastor, Principal and President sign the amendment.

Appendices

The appendices to this document include:

- A.** Official signature page
- B.** Board Policies

Board Bylaw Appendices

Little Flower Catholic School Board Policy Manual

Official Approvals

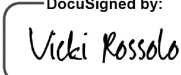
DocuSigned by:

3D0F1EFFEB74420...

President of Little Flower Catholic School Board

February 24, 2020

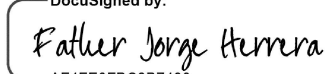
Date

DocuSigned by:

C8240F76CA934F8...

Principal of Little Flower Catholic School

February 25, 2020

Date

DocuSigned by:

AF4FE0FBC3B7490...

Pastor of St. Therese Church of the Little Flower

February 25, 2020

Date

The Board's Policies

Attendance at the Board's Meetings Policy – Little Flower Catholic School Board

Subject: Attendance at the Board's Meetings

Policy No.: #100

Date: February 2001

Amended: February 2001

Amended: May 2013

Amended: September 2017

Amended: May 2019

Amended: September 2019

Reviewed: Annually – September Meeting

It is the expectation that all members attend all of the meetings. If a Board member is unable to attend a meeting, he/she should notify the President or the Principal. This notification qualifies as an excused absence.

It is the discretion of the President and the Principal to replace any Board member who has reached the limit of 3 unexcused absences. A replacement member would be chosen, if at all, in the manner contemplated in Policy 103.

An annual review of this policy will occur at the September board meeting and changes may be made as agreed to by the Board.

Board Meetings Policy – Little Flower Catholic School Board

Subject: Board Meetings

Policy No.: # 101

Date: February 2001

Amended: May 2013

Amended: August 2019

Reviewed: Annually – May Meeting

The Board's meetings will be held the last Wednesday of each month from August to May. The meeting time will be at 6:00 P.M.

An annual review of the meeting time and day will occur at the May meeting and changes may be made as agreed to by the Board.

Confidentiality Policy – Little Flower Catholic School Board

Subject: Confidentiality

Policy No.: # 102

Date: March 2001

Amended: September 2016

Reviewed: Annually – September Meeting

All board meetings are open to Little Flower Catholic School faculty or staff, parents, guardians and/or Little Flower Church staff, other than to the extent that matters are considered in executive session for confidentiality purposes. Executive sessions are closed to non-board members at the discretion of the presiding officer, Principal, or Pastor.

All Board members are expected to maintain strict confidentiality with regards to any matter discussed at executive sessions.

It is also an expectation that all Board members will exercise discretion when discussing any unresolved matters presented to the Board during open meetings or committee sessions.

An annual review of this policy will occur at the September board meeting and changes may be made as agreed to by the Board.

Nominating Committee Policy – Little Flower Catholic School Board

Subject: Nominating Committee

Policy No.: # 103

Date: January 2004

Amended: September 2016

Amended: September 2019

Reviewed: Annually – September Meeting

A) Candidate selection for the following academic term

The Board's President, in collaboration with the Principal, will appoint an Ad-Hoc committee to nominate and recommend new members for selection to the Board for the following academic term. The number of positions on the Board to be filled will be determined by the number of Board members who are no longer able to serve after June 30th of the current year, and any existing vacancies as of the end of the current school year. Potential candidates will be selected based on criteria described in the Board's Bylaws. The committee will inform the community of the available positions through any communication medium deemed appropriate. Applications will be available for all interested applicants for an appropriate period as determined by the Principal and the Board's President. The committee will determine recommendations for a final interview process, and present candidate nominations to the Board for appointment. The selection process of these candidates will be completed by the Board as soon as reasonably possible, but no later than at the May Meeting.

B) Candidate replacement for current academic term

In the event a current Board member is unable to fulfill its obligations during the current academic year, the Board and Principal will either (i) determine that no replacement is to be named in the interim, and such position is to be left open until the appointments are made under policy 103(A) above, (ii) appoint a qualified candidate that has already been identified to fill the open position, or (iii) appoint an Ad-Hoc committee to recruit candidates for the open position. If an Ad-Hoc committee is appointed and there is more than one applicant to fill the vacant position, all or part of the Ad-Hoc committee will interview candidates before making a selection. The selected applicant will be notified as quickly as reasonably possible. In the event the Board loses forty percent or more of its seats before the February meeting, it will seek replacement candidates pursuant to policy 103(A) herein.

A review of this policy will occur at the September board meeting and changes may be made as agreed to by the Board.



Little Flower School

Different Where It Counts



Little Flower Catholic School Board Nomination Form

Nominee: _____

Address: _____

Phone: Home: _____ Work: _____ Cell: _____

E-mail: _____

Please check the correct space as applicable.

Parent: _____ Parishioner: _____ Community: _____

Please write a brief biography.

What prompts you to seek a position on the Board?

What talents will you bring to the Board?

Do you have any non-profit experience?

Members of the Board must work as a team, and keep the school's interest as the priority, regardless of personal opinions. What is your strategy for collaborating with others and striking a balance between your personal opinions and those of the majority?

Please provide the name(s) of any relatives that work for Little Flower Catholic School

Can you meet the time commitment of 2-4 hours (on average) per month? Y N

Meetings are held on the last Wednesday of the month except during summer months. Ad-hoc committee meetings, planning day, etc. may also be required.

Signature of nominee: _____

Application Deadline: _____

Fundraising Policy – Little Flower Catholic School Board

Subject: Fundraising Policy

Policy No.: # 200

Date: May 18, 2001

Amended: December 2007

Amended: December 18, 2007

Amended: May 2013

Amended: January 2017

Amended: November 2017

Amended: November 2019

Reviewed: Annually – November Meeting

All donations shall be solicited in a respectful manner and without pressure. The Principal or Parents' Club, at any time, may enact a fundraising event, campaign, or communication. Any other fundraising activity, including for in-kind donations, must be approved in advance by the Principal.

All donations solicited must be for the use and benefit of Little Flower Catholic School, unless otherwise approved by the Principal. The Principal is responsible for managing all donations raised on behalf of the school, regardless of the fundraising activity. The Board will support the Principal by providing guidance and suggestions on donation allocation. Little Flower Catholic School will honor donor designations on contributions and any requests for anonymity.

The Parents' Club will maintain a log, accessible by the Principal, of all contributions and the associated donor, for the activities coordinated by the Parents' Club. Retention of this information is purely for administering this fundraising policy and allowing the Principal visibility to Little Flower Catholic School's donors. It is the responsibility of the Principal to ensure (or require the Parents' Club to ensure) that all donors are acknowledged for their contribution appropriately.

An annual review of this policy will occur at the November meeting, and changes may be made as agreed to by the Board.

Privacy Policy – Little Flower Catholic School Board

Subject: School Privacy Policy

Policy No.: # 300

Date: November 18, 2000

Amended: November 15, 2004

Amended: May 2013

Reviewed: Annually – October Meeting

School Privacy Policy:

The name of Little Flower Catholic School, its activities, student roster, parent mailing lists, or any website information may not be used in any way for personal gain.

Little Flower Catholic School abides by the provisions of the Buckley Amendment, also known as the Family Educational Rights Protection Act (FERPA), regarding the rights of parents. FERPA is a federal law which limits the dissemination of information in student education records and personally identifiable information contained therein.

In cases of dispute, the final decision will be made by the Principal.

A review of this policy will occur at the October board meeting and changes may be made as agreed to by the Board.

Nepotism Policy – Little Flower Catholic School Board

Subject: Nepotism

Policy No.: # 301

Date: March 2006

Amended: May 2013

Reviewed: Annually – March Meeting

It shall be the policy of the Board not to elect members to the Board when the candidate is family by birth or marriage of the third degree of a member of the school personnel.

The Board may approve an exception to this policy where the Board determines that granting of such exception is in the best interest of the school system.

A review of this policy will occur at the March board meeting and changes may be made as agreed to by the Board.