

Organizing Principles for the All Saints Academy Board of Education

Article I – All Saints Academy Education Mission and Goals

Section 1.

The Catholic Church recognizes that parents are the primary educators of their children. The mission of All Saints Academy is to assist parents in providing a Christ-centered education that prepares their children spiritually, intellectually, socially, and culturally for their life journey. All Saints Academy will be a center of academic excellence, innovation, and Catholic values that support the educational development of each student.

Section 2.

All Saints Academy is committed to the mission of the Church through its Catholic schools. This mission calls us to:

- a. Maintain the Catholic identity of the school.
- b. Ensure the availability and retention of quality educators.
- c. Maintain enrollment in the school.
- d. Provide for the fiscal viability of the school.
- e. Provide standards for an innovative curriculum to prepare students for life.
- f. Provide a quality education that addresses diverse learning and physical needs.
- g. Ensure cultural awareness, sensitivity, and skill development.
- h. Train faculty to prepare students as lifelong learners for the workplace and the world in which they live.
- i. Envision and utilize facilities as cooperative resources for enhancing quality education.
- j. Collaborate with the Office of Catholic Schools to ensure that effective faith formation exists for educators.
- k. Provide for effective strategic planning.

Article II – Creation and Purpose of the All Saints Academy Board of Education

Section 1.

These organizing principles establish the All Saints Academy Board of Education (herein referred to as “the Board”).

Section 2.

The purpose of the Board is to enable All Saints Academy to fulfill the Mission and Goals of All Saints Academy and provide leadership and support to the Pastors and Principal.

Article III – Function of the Board

The Board is a consultative body to the Board of Pastors of the sponsoring parishes.

Section 1.

The Board shall advise the Board of Pastors on matters concerning All Saints Academy and on all other education matters for which the Pastors seek the Board’s advice and counsel.

Section 2.

The Board shall, subject to the approval of the Board of Pastors, formulate a strategic direction for All Saints Academy and oversee the implementation of such a strategic direction.

Section 3.

The Board shall recommend to the Board of Pastors policies that guide the educational program of All Saints Academy and help the school to fulfill its mission and goals. The Board will also recommend procedures for implementing such policies. The Board will monitor the effectiveness and implementation of such policies and procedures. All policies and procedures shall be subject to the approval of the Board of Pastors.

Section 4.

The Board shall recommend to the Board of Pastors an annual budget for All Saints Academy. The Board will work with the Principal and Business Manager in the implementation of the budget throughout the budget year.

Section 5.

The Board shall provide for the fiscal viability of the school by recommending to the Board of Pastors appropriate development strategies and practices. The Board shall be responsible for monitoring the effectiveness of such a development plan.

Section 6.

The Board shall recommend to the Board of Pastors educational standards of quality. The Board shall monitor and evaluate the effectiveness and implementation of these standards.

Section 7.

The Board shall assist the Board of Pastors, as it deems appropriate, in the evaluation of the principal. If a vacancy arises they will provide the Pastors with support in the process of hiring a new principal.

Article IV – Membership

Section 1.

Voting Members. The Board shall consist of twelve members, and shall be comprised of three representatives from each of the sponsoring parishes. No more than one member from any registered household in each parish may serve concurrently. An at-large member shall also be appointed to the Board by the Board of Pastors.

Non-Voting Members. The Principal and Pastors and Business Manager are non-voting *ex officio* members of the Board.

Section 2.

General Eligibility. To be considered for membership on the Board, a person must be eighteen years or older, show a deep interest in and commitment to Catholic school education, be approved by their pastor, and be willing to their give time and energy for the betterment of All Saints Academy. The Board will consist of both members with children enrolled as students in All Saints Academy and members without children enrolled in All Saints Employees, of both members with students in the middle school and members with students in the elementary school. The members will possess a variety of skills and interests to assist the Board in its work. Employees of the sponsoring parishes, All Saints Academy, their spouses or immediate family, will not be eligible for membership during the period of employment.

Section 3.

Selection of Members. The selection of members to the Board shall be in accordance with the by-laws of the Board.

Section 4.

Terms of Membership. Each member shall serve a term of three years. No member shall serve more than two consecutive terms. Terms of office shall be staggered.

Article V – Officers

Section 1.

Officers. The officers of the All Saints Academy Board of Education shall consist of a Chairperson, Vice Chairperson, and Secretary. These officers shall constitute the Executive Committee. The officers of the Board shall all be members of the Board.

Section 2.

Eligibility. Any voting member of the Board is eligible for election as an officer of the Board. The slate of officers is subject to the approval of the Board of Pastors.

Section 3.

Term. The officers shall hold office for a period of one year or until their successors have been duly elected.

Article VI – By-laws

The Board shall be governed by its By-laws which are incorporated into these operating principles.

By-Laws of the All Saints Academy Board of Education

Article I – Appointment of members

Section 1.

The chairperson of the Board shall make known to the Board of Pastors the vacancies that will be occurring on the Board of Education in March of the academic year. New members to the Board shall be appointed by the Board of Pastors in a manner they deem appropriate. The new appointees shall take office at the Board's first regularly scheduled meeting of the academic year.

Section 2.

All new members of the Board will participate in a process of education and formation, provided by the Diocesan Office of Catholic Schools, prior to their appointment to the Board.

Article II – Cessation of Members of the Board

Any member of the Board who misses three consecutive regular meetings of the Board without having been excused by the chairperson shall have his/her office declared vacant. Vacancies occurring during the course of the academic year shall be filled by the Board of Pastors immediately.

Article III – Meetings

Section 1.

Regular Meetings. The Board shall ordinarily meet on a monthly basis during the academic year at such times and places as it may set.

Section 2.

Special Meetings. Special meetings of the Board for any purpose may be called at any time by the chairperson or Board of Pastors.

Section 3.

Quorum

A simple majority of the voting members of the Board shall constitute a quorum.

Section 4.

Rules of Procedure. The Board may adopt its own rules of procedure, but in the absence of such rules, the Chairperson may adopt a consensus model.

Section 5.

Open Meetings. All meetings of the Board, both regular and special, shall be open to the public unless the Chairperson or the Board by majority vote deems it necessary for the Board to go into an executive session for discussion and deliberation. If any person other than a member of the Board wishes to bring a matter before the Board, such person must obtain the approval of the chairperson three days prior to the meeting. The chairperson, pastors, or a majority of the Board present at any meeting may waive this requirement if the matter cannot wait until the next scheduled meeting.

Section 6.

Majority Vote. After agreement on wording of the motion is reached through consensus, a simple majority of those voting on any particular motion shall constitute Board action on any matter. All Board actions are considered to be recommendations. It is up to the Board of Pastors to determine if and how these matters will be acted upon.

Article IV – Officers

Section 1.

Election. The officers of the Board shall be elected annually at the Board's final meeting of the academic year and shall assume the office at the first meeting of The (next) academic year.

Section 2.

Term/Removal. Each officer shall hold the office until (his/her term expires), he/she shall resign, be removed by the Board, or otherwise be disqualified to serve, or until a successor can be elected, whichever event occurs first. Any officer may resign at any time.

Section 3.

Vacancies. Any vacancy of the vice chairperson or secretary shall be filled by appointment by the chairperson for the remainder of the term of that office. If a vacancy occurs in the office of the chairperson, the vice chairperson shall

assume the office of chairperson.

Section 4.

Chairperson. The Chairperson shall be elected by the members of the Board. The Chairperson shall appoint members to any committees established by the Board. The Chairperson shall preside at all meetings of the Board and serve as a facilitator of these meetings. The Chairperson, together with the principal and Chairman of the Board of Pastors, will create the agenda for each Board meeting.

Vice Chairperson. The Vice Chairperson shall assist the Chairperson in the conduct of Board functions. During the absence of the Chairperson, the Vice Chairperson shall function as the Chairperson. The Vice Chairperson shall perform other duties as the Chairperson or the Board shall prescribe.

Secretary. The Secretary:

- a. insures that appropriate notice and agendas are distributed for all meetings of the Board;
- b. acts as custodian of all records and reports of the Board;
- c. is responsible for keeping and reporting of complete and accurate minutes of all meetings of the Board, and all unanimous written consents executed by Board members;
- d. performs such other duties as pertain to the office, or as may be prescribed by the Board.

Article V – Committees of the Board

Section 1.

Appointment of Committees. The Board may form committees as it deems necessary. Except as otherwise provided in these by-laws, membership on any Board committee is not limited to Board members. The Chairperson shall appoint from the members of the Board a Chair of each committee. The committee chair shall solicit from the school community members for the committee; subject to the approval of the Executive Committee.

Section 2.

Committee Meetings. A majority of the members of a committee shall constitute a quorum. A majority vote of those committee members present shall constitute a committee action. Each committee shall submit minutes of its meetings to the Board.

Section 3.

Executive Committee. The Executive Committee shall consist of the Board Chairperson, Vice Chairperson, Secretary, Principal, and Chairman of the Board of Pastors. They shall set the agenda for meetings, coordinate the activities of the Board, and make recommendations to the Board with respect to managing and conducting the Boards affairs.

Article VI – Executive Officer

The principal of All Saints Academy reports directly to the Board of Pastors in a manner that shall be determined by those pastors. The principal shall be the Executive Officer of the Board and shall be responsible for implementing those policies that are approved by the Board of Pastors.

Article VII – Amendment to By-Laws

These By-Laws may be amended by a simple majority of the authorized voting members of the Board with the approval of the Board of Pastors from the sponsoring parishes; provided that any proposed amendments shall have been presented in writing to the Board at the regular meeting preceding the meeting at which such a vote is taken.