



**BISHOP LEIBOLD SCHOOL ADVISORY BOARD – OPERATIONS  
GUIDE  
UPDATED AUGUST, 2008**

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# 1 Bishop Leibold School Advisory Board Purpose

The education of youth is a ministry of the Catholic Church. In the Declaration on Christian Education, promulgated by the Second Vatican Council, the distinguishing characteristic of a Catholic school is described in this way: “The Catholic school pursues cultural goals and the natural development of youth to the same degree as any other school. *What makes the Catholic school distinctive is its attempt to generate a community climate in the school that is permeated by the Gospel spirit of freedom and love.*”<sup>1</sup> Thus, the Catholic school should be able to offer young people the means to acquire the knowledge they need in order to find a place in society which is strongly characterized by technical and scientific skill. But at the same time, it should be able, above all, to impact a solid Christian formation.<sup>2</sup>

The primary purpose of the Bishop Leibold School Advisory Board shall be to:

- Develop and define the strategic plans and policies which shall guide Bishop Leibold School;
- Work in close collaboration with school families, the school administration and Pastors to promote and implement such plans and policies; and
- Effectively communicate plans and policies to the Bishop Leibold community (i.e., parents, teachers and parishioners).

## 1.1 Name and Address

The School Board shall be officially known as BISHOP LEIBOLD SCHOOL ADVISORY BOARD (hereafter simply referred to as the Board). The mailing address of the Board shall be:

Bishop Leibold School Board - East Campus  
6666 Springboro Pike, Dayton, OH 45449  
Or  
Bishop Leibold School Board - West Campus  
24 S. Third Street, Miamisburg, OH 45342

## 1.2 Conduct

By its nature, the Board is advisory. It is accountable to the pastor and to the principal in its operation. It agrees to follow the policies and administrative procedures of the Archdiocesan Commission of Education and the Area Commission on Education. Members agree that they will use their talents, gifts and insights for the common good of the community to promote the mission and goals of Catholic education. They will defer their personal agendas in order to discern with other members the issues, concerns and challenges they face in meeting the educational needs of the students.:

## 1.3 Use of Facilities

No fee shall be charged to the Board for use of the school building/facilities.

## **2 Board Composition**

### ***2.1 Selection of Board Members***

- Parish Councils or Pastors shall notify the Board of its newly elected or appointed members each year by May 31.
- Terms of office commence on June 1 and expire on June 30.
- Terms are three year with no member serving more than two consecutive terms.
- Terms are to be staggered to avoid excessive turnover from year to year.
- Every effort shall be made to maintain a balance of participants from both Parishes.

Should a Board vacancy occur through death, resignation, disability, removal or any other cause, such a vacancy shall be filled by appointment by the Pastor of the departing member's parish. .

### ***2.2 Composition of the Board***

The affairs of the Board shall be managed by its membership which shall consist of:

- a) The Pastors of St. Henry Parish and Our Lady of Good Hope Parish;
- b) The Principal of Bishop Leibold School;
- c) Elected or appointed lay representatives from each of the two parishes;
- d) One Treasurer/Auditor, one Secretary, and one Meeting Moderator (if desired), all non-voting positions; and
- e) Standing and/or Ad hoc committees and Liaisons as defined on an annual basis.

### ***2.3 Board Positions***

Positions Held by Voting Members

- Executive Committee
  - Pastor of St. Henry's Parish
  - Pastor of Our Lady of Good Hope Parish
  - School Principal
  - President
  - Vice President
- Finance Committee Chair
  - Finance Committee Alternate
- Communications Committee Chair
  - Communications Committee Alternate
- Support Organization Liaisons
  - PTO Liaison
  - CommUnity Liaison
  - Athletics Association Liaison
  - St. Henry Parish Council Liaison
  - Our Lady of Good Hope Parish Council Liaison

#### Board Positions – Nonvoting

- Secretary
- Treasurer/Auditor
- Meeting Moderator (optional position)

Any voting Board member can occupy more than one position for example; the PTO liaison can also be the Communications Committee Alternate.

### **2.4 Board Quorum**

A quorum of the Board is considered to be a simple majority of voting members. No vote on Board business may be made without a quorum.

## **3 Officers of the Board**

### **3.1 Officer Elections**

The Officers of the Board shall consist of an elected President and an elected Vice-President. All Officers shall be elected annually by the Board membership at the regular monthly meeting in June. All lay voting members of the Board are eligible for any position and may be re-elected to serve a maximum of two consecutive annual terms. It is recommended that incoming members abstain from both running for office and officer elections unless they are; very familiar with the Board's operation as well as the capabilities and experience of the existing membership, or they possess a specific skill set or knowledge base that would prove beneficial to the School

If the President cannot fulfill his/her term of office:

- a) The Vice President will assume the duties of the Presidency.
- b) The Board will serve as a nominating committee, accept nominations of Board members, and elect a new Vice-President.

### **3.2 Pastoral Duties**

The Pastors are the primary spiritual leaders of the parishes. They are responsible for the educational ministry in the parishes. The pastors serve as an *ex-officio* member of the advisory board. As such, their responsibilities include:

- a) Participating in all board meetings and sharing wisdom and expertise.
- b) Approving all decisions and policies, particularly those that relate to religious education in the school.
- c) Hiring the principal after consultation with the advisory board and according to Archdiocesan procedures.
- d) Approving the budget prepared by the principal and reviewed by the advisory board.
- e) Cooperating in the initiation and implementation of the school's development plans, student recruitment efforts and long-range plans.

### **3.3 Principal Duties**

The principal is the educational leader and executive officer of the advisory board. As such, the responsibilities include:

- a) Preparing and submitting policy recommendations to the advisory board.
- b) Implementing policies and procedures.
- c) Informing the board of local policy implementation.
- d) Keeping the advisory board informed of Archdiocesan processes and procedures.
- e) Providing educational direction to the board.
- f) Participating in the school's development plans, student recruitment efforts, and long-range plans.

### **3.4 Officer Duties**

The President shall:

- a) Chair all regular and special meetings of the Board;
- b) Determine the agenda in conjunction with other Board members;
- c) Assign additional duties and responsibilities to individual Board members (subject to Board approval);
- d) Appoint committees for specific purpose, both standing and ad hoc; and
- e) Update the Operations Manual every two years

The Vice President shall, in the absence of the President, perform all duties of the President.

## **4 Other Standing Board Positions**

### **4.1 Scribe**

The Scribe is a non-voting member. Duties shall include:

- a) Record, preserve and publish the minutes of all meetings of the Board;
- b) Maintain the attendance record for all Board meetings; and
- c) Maintain the Board Member point of Contact List.

### **4.2 Treasurer**

The Treasurer is a non-voting member. Duties shall include:

- a) Record all financial transactions made by the Board and provide periodic reports on the financial status of the school;
- b) Work in association with the school bookkeeper to ensure that proper accounting procedures are being followed;
- c) Submit annual financial reports to the Parish Councils, Pastors, and the Archdiocese; and
- d) Work with the Finance Committee Chair as required.

### **4.3 Meeting Moderator**

The Meeting Moderator is an optional non-voting member. If the board chooses to have a Meeting Moderator, Duties shall include:

- a) Impartial moderation of the regular School Board meetings
- b) Maintain the flow and structure of the meetings
- c) Allow for idea discussion, but have the ability to “table” ideas for later discussion

### **4.4 Finance Committee Chair and Alternate**

The Finance Committee Chair and alternate are voting members who are nominated and accept the position. Duties shall include:

- a) Prepare and submit the annual proposed operating budget (traditionally at the December meeting);
- b) Provide analytical support to the Treasurer as required
- c) Prepare financial evaluations of board proposals as needed

### **4.5 Communications Committee Chair and Alternate**

The Communications Committee Chair and alternate are voting members who are nominated and accept the position. Duties shall include:

- a) Communicate to shareholders the activities of the School Board
- b) Facilitate school communication to all shareholders by assisting in the maintenance of the School website and distribution of email updates
  - a. Attend to the giving and serving of all notices of the Board;
  - b. Receive and dispose of all correspondence as directed; and
  - c. Preserve all reports and documents committed to his/her care.
- c) Support the efforts of the administration in promoting the Mission of the school through enrollment communications, marketing, and publications
- d) Review board communications before distribution to evaluate tone, quality and effectiveness

#### ***4.6 Support Organization Liaisons***

The Support Organization Liaisons shall be appointed by the President and are voting members. Duties shall include:

- a) Attend Support Organization’s Board meeting or speak with the Support organization leader to exchange information;
- b) Act as the liaison between the support organization and the Board; and
- c) Prepare and present the Support Organization Liaison report.

## 5 Duties and Limitations of the Board

### 5.1 Duties

The advisory board is a leadership group within the ministry of Catholic schooling. As such, the responsibilities include:

- a) Modeling faith community in a spirit of cooperation and interdependence with the pastor and principal.
- b) Adhering to Archdiocesan policy and developing policies that enable the school to fulfill its mission.
- c) Assisting the pastor in the search and selection of the principal when a vacancy occurs.
- d) Reviewing and advising on the school budget, tuition rates and other sources of financing.
- e) Developing and periodically reviewing the board constitution and bylaws.
- f) Participating in the school's development, student recruitment efforts and long-range plans.
- g) Acting as the public relations and marketing arm of the school and its programs.
- h) Representing Bishop Leibold School to the various public and civic communities.
- i) Evaluating annually the board's effectiveness, productivity and internal operations.
- j) Directing individuals and/or groups to appropriate resources for conflict resolution.
- k) Facilitate the development of the school Strategic Plan.
- l) Monitoring the implementation of the recommendations of the Strategic Plan.
- m) Follow Meeting Structure - Board members will follow the guidelines on proposing new ideas.
- n) Regularly attend meetings and actively participate in the betterment of the School.
- o) Prepare and Present Reports
  - a. Standard Reporting Templates to be used during meetings have been developed and can be found under Section 11 and Appendix A of this document.
  - b. Each Committee Chair and Liaison is responsible for completing the appropriate report and providing materials for advance review of each Board meeting to the President no later than the Friday before the meeting
  - c. Materials for each meeting will be distributed at least one day in advance of the meeting.
  - d. Reports not received in time for distribution will be moved to the agenda of the next Board meeting.

## **5.2 Limitations**

The Board is *not* responsible for:

- a) Acting as a grievance committee or conciliators for any group or party.
- b) Hiring, evaluating or terminating faculty and staff; nor do they advise principals in personnel matters.
- c) Administering the school or telling the principal how to administer the school.
- a) The joint school Board shall not make policies or initiate programs that in any way conflict with policies or programs of the Archdiocesan Office of Education.
- b) Assignment and supervision of the professional staff, curriculum development, and selection of textbooks are areas that do not come under the jurisdiction of the joint Board.
- c) Committees established by the Board will not function autonomously. Each will develop proposals and recommendations for approval by the entire Bishop Leibold School Board.
- d) The Pastors of St. Henry Parish and Our Lady of Good Hope Parish shall individually have veto power over decisions made by the Board.

## **6 Resignation or Removal of a Board Member**

When an advisory board member is unable to promote the purpose of the board, abide by established roles and responsibilities as a member, or accept the board's agenda, it may be necessary for the member to resign from the advisory board. In addition, for the common good of the advisory board, its members and the school community, it may be necessary to remove a member from the advisory board. The reasons for removing a member from the board should be included in the advisory board's constitution. The following are some reasons a member may be removed from the advisory board:

- a) Violating the confidentiality of executive sessions.
- b) Acting contrary to parish/school mission and goals.
- c) Impeding the board's defined responsibilities.
- d) Being excessively absent from meetings.

## **7 Board Member Guidelines**

### ***7.1 Remuneration***

All members of the Board shall serve without remuneration or compensation of any kind.

### ***7.2 Term of Service***

Each lay voting member shall serve a term of three years. No lay voting member shall serve more than two consecutive three-year terms.

### ***7.3 Board Liability***

The members of the Board shall be held immune by the school for any liability to third persons resulting from acts in their capacity as representatives of the school, unless such liability is caused by willful misconduct.

## **8 Meetings**

### ***8.1 Regular Meetings***

The Board shall meet regularly on the third Tuesday of each month, except in the month of July when there is no meeting scheduled. The site of the meeting will alternate between the East and West Campuses of Bishop Leibold School. All meetings of the Board are to be open meetings so as to encourage regular attendance by parents. In some cases, however, a meeting or part of a meeting may be designated as Executive Session (i.e., Board members only).

### ***8.2 Order of Business***

At regular meetings of the Board, the following general order of business shall be observed:

1. Call to Order
  - 1.1. Opening Prayer
  - 1.2. Roll Call
  - 1.3. Approval of Minutes
  - 1.4. Introduction of Visitors
2. Reports
  - 2.1. Finance Committee
  - 2.2. Communications & Marketing Committee
  - 2.3. Ad-hoc Committees / Research Reports
  - 2.4. Liaison Reports
    - 2.4.1. PTO
    - 2.4.2. Athletics
    - 2.4.3. CommUnity
    - 2.4.4. St. Henry
    - 2.4.5. OLGH
  - 2.5. Pastor Reports
  - 2.6. Principal's Report
3. Action Items
  - 3.1. New Items – Add to Master List (i.e. topics raised during the meeting that warrant an action item)
  - 3.2. Open Items – Review of Master List
4. Closing Prayer/Meeting Adjournment

### **8.3 Special Meetings**

Special meetings may be called by the President or by a majority of the members. At least a three-day advance notice must be given for special meetings unless the circumstances requiring the meeting make such advance notice impossible. Special meetings operate in the same manner as regular meetings with a pre-prepared agenda.

### **8.4 Executive Sessions**

Executive Sessions are to be limited to confidential matters relative to personnel or to other matters where open discussion may adversely effect interchange of ideas and unrestricted discussion among Board members. Decisions made in Executive Sessions must be presented and voted on at open meetings before becoming effective.

### **8.5 Minutes of the Meeting**

- a) Copies of the minutes shall be prepared within five working days after each meeting and a copy shall be distributed to each Board member for review and approval.
- b) Copies of the minutes must be made available to parents or parishioners upon request.
- c) Copies of the minutes of Executive sessions shall be made available only to Board members.

## 9 Visitors to the Board

Board meetings, other than those held in executive session, are open to the public. The dates and times are announced in the school's monthly calendar and/or the church bulletin. Visitors should be aware of the protocol observed by those who attend the board meetings. It is important that a friendly atmosphere prevails, but it is also important the visitors know the parameters for speaking to the board. Suggested Procedures for Visitors:

- a) Visitors observe the board while it is in session. They do not engage in the discussion nor do they actively participate in the agenda either through comments or by offering their opinions on the topic being discussed.
- b) Once the visitor is recognized, the visitor has one opportunity to express an opinion on the matter at hand. Each individual may speak for a specified amount of time (2-3 minutes) on matters that concern the advisory board.
- c) There is no discussion or debate between the visitors and the members.
- d) All members listen to the visitors. If necessary, either the chair or someone designated by the chair can assist in clarifying the question or topic.
- e) The chair thanks the visitors for their comments and informs them that someone will get back to them later.

The chair and the members are cordial to the visitors. It is understood that the issues raised will not be handled at the meeting. If appropriate to the parameters of the board's responsibilities, the issue may be addressed at a future time. Ordinarily, the visitor's comments are related to the matters considered on the agenda. Personnel issues and individual family or student's needs are not discussed. Questions of a general nature, however, could be referred to the appropriate person, e.g., pastor or principal.

## **10 Changes to this Document**

### ***10.1 Bi-Annual Required Review and Update***

- a) During the month of July of every odd year (ie; 2007, 2009, etc.), it is the duty of the incoming President and Vice President to jointly review this Operations Manual and recommend changes to the Board at the August meeting.
- b) The Board will review the changes and vote on ratification of the amended Operations Manual no later than the September meeting.

### ***10.2 Changes outside of the Review***

Changes outside of the Review may be submitted in writing to the Board president at a regularly scheduled meeting. Changes to this Document require an approval vote of two-thirds of the total voting membership of the Board and agreement of the Executive Committee.

## **11 Reporting Templates**

A format has been designed for each of the different types of reports that are to be presented at each Board meeting. This will provide consistency in format and presentation of information. Actual reproducible templates are provided in the Appendix A of this document.

### ***11.1 Action Item Master List***

The Action Items Master List is a Microsoft Excel spreadsheet that centrally captures all action items brought before the Board. Once an item is closed, the data stays on the list for historical purposes. This maintenance of this list is the responsibility of the President or Vice President.

During the course of the Board meeting, the President or Vice President will keep a list of the new action items for review at the end of the meeting. There will also be a review of any open action items that were not addressed during the meeting.

1. Tracking Number
2. Description
3. Who Proposed
4. Date Proposed
5. Next Steps
6. Responsible Person
7. End Result
8. Closed Date

### ***11.2 Committee Reports***

There are two standing committees, Finance and Communications. Ad-hoc committees will be developed as the need arises. For each Committee, standing or ad-hoc, a report shall be prepared and distributed before the Board meeting. This report shall consist of:

1. Committee Name
2. Title of Project
3. Tracking Number
4. Committee Members & Contacts
5. Target Completion Date
6. Description of Project
7. Accomplishments to Date
8. Outstanding Tasks
9. Issues/Problems
10. Comment/Questions (from other Board members)

### **11.3 Action Item Research Form**

This form is for action items that were previously proposed but needed further research or investigation. The “Action Item Research Form” is to be completely filled out and submitted prior to the next Board meeting. For example, if a new issue from the previous meeting was “open a preschool” and the Board decides it warrants further investigation, Board member Mary Jones investigates the issue, fills out the form and submits before the Board meeting.

1. Tracking Number
2. Action Item Name
3. Description
4. Board Member Researching
5. Research Method (Tools/Contacts)
6. Potential Resolution, impact and associated risks
7. Next Steps
8. Comment/Question Field (from other Board members)

### **11.4 Liaison Reports**

This report is in support of the meeting attended by the Board member to one of the School Support Organizations (PTO, CommUnity, Athletics, and Parish Council). It is to be completed after meeting with the support organization and is sent to the Board before the next meeting. The report should include:

1. Board information to the support organization – Note: This is the only item taken to the support organization’s meeting. The rest of the information for this template will be collected during the support organizations meeting.
2. Upcoming events, dates and locations
3. Recent accomplishments
4. Financial summary
5. Next meeting date (determine what Board rep will attend if liaison cannot)
6. Requests from the support organization to the Board
7. Comment/Question Field (from other Board members)

# 12 APPENDIX A – REPORT FORMS





# SCHOOL BOARD ACTION ITEM RESEARCH

## GENERAL INFORMATION:

|                                   |  |                            |  |
|-----------------------------------|--|----------------------------|--|
| <b>ACTION ITEM NAME</b>           |  |                            |  |
| <b>DESCRIPTION OF ACTION ITEM</b> |  |                            |  |
| <b>TRACKING NUMBER</b>            |  |                            |  |
| <b>BOARD MEMBER</b>               |  |                            |  |
| <b>ASSIGNMENT DATE</b>            |  | <b>RESEARCH REPORT DUE</b> |  |

| <b>RESEARCH METHODOLOGY</b> <i>(List contacts and briefly describe resources used to determine potential resolutions)</i> |
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| <b>POTENTIAL RESOLUTION</b> | <b>IMPACT</b> | <b>RISK</b> |
|-----------------------------|---------------|-------------|
| 1.                          |               |             |
| 2.                          |               |             |
| 3.                          |               |             |
| 4.                          |               |             |

| <b>NEXT STEPS</b> |
|-------------------|
|                   |
|                   |
|                   |
|                   |

## COMMENT/QUESTIONS FROM OTHER BOARD MEMBERS:

| <b>ISSUE</b> | <b>MEMBER</b> |
|--------------|---------------|
|              |               |



# SCHOOL BOARD LIAISONS REPORT

## GENERAL INFORMATION:

|                             |  |                               |  |
|-----------------------------|--|-------------------------------|--|
| <b>SUPPORT ORGANIZATION</b> |  |                               |  |
| <b>MEETING DATE</b>         |  |                               |  |
| <b>BOARD MEMBER</b>         |  |                               |  |
| <b>NEXT MEETING DATE</b>    |  | <b>BOARD MEMBER TO ATTEND</b> |  |

## BOARD INFORMATION TO THE SUPPORT ORGANIZATION:

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## UPCOMING SUPPORT ORGANIZATION EVENTS

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## RECENT SUPPORT ORGANIZATION ACCOMPLISHMENTS

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## SUPPORT ORGANIZATION FINANCIAL SUMMARY

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## REQUESTS FROM THE SUPPORT ORGANIZATION TO THE BOARD

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## COMMENT/QUESTIONS FROM OTHER BOARD MEMBERS:

| <b>ISSUE</b> |  | <b>MEMBER</b> |
|--------------|--|---------------|
|              |  |               |