

MISSION BASILICA SCHOOL CONSULTATIVE SCHOOL BOARD CONSTITUTION AND BY-LAWS



Article I: Name of Organization

The name of this organization shall be Mission Basilica Consultative School Board

Article II: Mission Statement and Schoolwide Learning Expectations

Mission Basilica School is committed to offering academic excellence rooted in Catholic values and traditions. We believe in a holistic approach to education. We recognize the uniqueness of our students, nurture their capabilities, provide them with opportunities to develop leadership skills, and encourage them to achieve their ultimate spiritual, academic, and creative growth. We have a rich tradition of nurturing an appreciation for, and understanding of, people of all races and cultures. It is our goal that students become globally aware citizens who will make a difference in the world.

SCHOOLWIDE LEARNING EXPECTATIONS

*We, the educators of Mission Basilica School,
believe in the holistic approach towards education,
which encourages ALL students to achieve their unique potential.*

Our goal is that all of our students will become:

1. **FAITH-FILLED CATHOLICS WHO LIVE THE GOSPEL MESSAGE.**
2. **LIFE-LONG LEARNERS WHO HAVE A FOUNDATION OF KNOWLEDGE FOR CONTINUING GROWTH.**
3. **SELF-RESPECTING INDIVIDUALS WHO HAVE STRENGTH OF CHARACTER.**
4. **RESPONSIBLE COMMUNITY MEMBERS WHO EXHIBIT GOOD CITIZENSHIP.**
5. **GLOBALLY AWARE CITIZENS WHO APPRECIATE AND ACCEPT DIVERSITY.**

6. **COMPASSIONATE HUMAN BEINGS THAT RESPECT THE DIGNITY OF EVERY INDIVIDUAL.**
7. **HEALTH-CONSCIOUS PEOPLE WHO UNDERSTAND AND RESPECT GOD'S GIFT OF LIFE.**

Article III: Purpose and Objectives

Section 1: PURPOSE. The Consultative School Board was established by the Pastor, in accord with Diocesan policy, to assist him and the Principal in the governance of the school. The Consultative Board is consultative in the following sense: The members cannot act apart from the Pastor and Principal, and cannot make binding decisions for Mission Basilica School without the approval of the Pastor and Principal.

Section 2: SCOPE OF RESPONSIBILITY. A consultative council is one which cooperates in the policy making process by formulating, recommending and adopting, but never enacting, policy. When the Consultative Board meets as Pastor, Principal, and members and agrees on a policy matter, the decision is effective and binding. Further, members are expected to publicly support the decision. Consultation also means that decisions will not be made in major matters until and unless the Consultative Board has been consulted. The Consultative Board shall meet with the Pastor and Principal on a regular basis to:

- A. Promote the concept of lay ministry.
 - Provide a concrete means for the school and parish community to contribute to Catholic education and thereby build the kingdom of God.
- B. Develop ownership and stability for the future.
 - Support the Pastor and Principal in the design and implementation of strategic plans and/or programs for the school's long term success.
 - Serve as positive sources of influence and support for such plans to the school and parish community.
- C. Offer financial advice.
 - Review the annual budget, the fiscal soundness of the school, and financial policies developed by the School Finance Council.
- D. Develop and defend policy.
 - Review, modify, or develop existing and new school policy.
- E. Serve as a public relations source.
 - Promote good relationships with other Basilica organizations and individual Basilica communities as well as with the general public.
- F. Enable the Principal to spend adequate time as an educational leader.
- G. Provide parents /guardians with a voice in their children's education.
- H. Encourage strategic planning.
 - Set goals and establish long and short term plans for the school.
 - Participate in long range planning committees such as Development, Safety, Technology, Alumni, Endowment, etc.

Section 3: OUTSIDE OF SCOPE. Activities that are the direct responsibility of the Pastor and Principal which fall outside the realm of responsibility of the Consultative School Board include:

- A. The hiring, evaluation, discipline, and dismissal of the school faculty and staff.
- B. Personal disputes between students, teachers, parents, and staff.
- C. Specific details of the curriculum or the selection of textbooks and teaching materials except as it relates to the school's budget, the morals and beliefs of our Catholic faith, or within the context of assisting the Principal, faculty, parents, and parishioners to achieve new direction or emphasis in a general sense.

Section 4: DECISION MAKING PROCESS. Consensus-building is the appropriate mode of decision making for a Catholic Consultative School Board. Consensus means that all board members agree to support the decision which appears to be the best, under the present circumstances, for the greatest number of people.

Article IV: Areas of Responsibility

Section 1: Those Areas in which the Consultative School Board will be involved are:

- A. Planning
 - Establishing a mission statement and strategic plan.
- B. Policy Formation
 - To give general direction for administrative action.
- C. Finances
 - In the absence of a School Finance Council, the School Consultative Board will take part in developing plans and means to finance ongoing educational programs including setting tuition, negotiating subsidy, and developing an annual budget.
- D. Selection of the Principal
 - Participation in the public relations, interview process, and input in determining the principal. (need to review with Monsignor Art if this should remain just certain board members etc...)
- E. Development, including public relations and marketing.
 - Includes understanding of the school's mission, a commitment to the vision, and the involvement of people, the formation of a plan, the development and presentation of a case statement to the public, and the acquisition of funds to bring the plan to fruition.
- F. Evaluation
 - Determining whether goals and plans are being met.
 - Evaluating the Principal's relationship with the board, but not evaluation of individual staff members, administrators, or students, except.
 - Determining the board's own effectiveness.

Article V: Officers

Section 1: GENERAL. The Consultative School Board will elect two officers, President and Secretary. They will serve one year renewable terms for no more than three consecutive terms.

Section 2: SELECTION.

A. The officers shall be elected and/or appointed at the March meeting by a simple majority vote of the Council members. Council members nominating one or more

candidates for each position will prepare a list of candidates for each position. This will be a secret, written nomination ballot. The nominations will be collected by the Principal and announced. A member may decline nomination at this time. If only one candidate is nominated for a position, they will fill that office by default.

B. In the event of a tie, the Principal shall cast the deciding vote.

Section 3: DUTIES OF THE PRESIDENT. The president shall preside at all meetings. It is recognized that the office of President carries with it no special privileges, rights, or powers over the Consultative Board, the Principal, or the school staff. The primary duties are as follows:

- Prepare meeting agendas and provide copies to the Consultative Board.
- Maintain Board focus during meetings.
- Ensure that long term goals of the Consultative Board are accomplished.
- Represent the Consultative Board to other Basilica organizations.
- Advocate for the school publicly when required.

There may arise occasions when the Consultative Board as a group may feel that someone other than the President may be in a better position to fulfill some of these duties, such as, representing the Consultative Board at the Basilica Finance Committee or addressing the parents at large. These situations will be discussed and a plan of action/assignments agreed upon by the Board.

Section 4: DUTIES OF THE SECRETARY. The Secretary is the primary facilitator of record keeping for the Consultative School Board. It is recognized that the office of Secretary carries with it no special privileges, rights or powers over the Board, the Principal or the school staff. The primary duties are as follows:

- Record and maintain minutes of all Consultative Board meetings.
- Provide copies of the minutes from the previous month's Board meeting, as well as any recent correspondence to or from the Board, to each Member, the Principal, and the Pastor.
- Maintain a Consultative School Board file kept in the school office. This file should include: the original minutes from the monthly Consultative Board meetings, the Consultative Board Mission Statement, a roster of all Consultative Board members, copies of Committee meeting minutes when available, and a copy of the approved Consultative Board By-Laws.
- Prepare and pass out a snack and prayer schedule.

Article VI: Membership

Section 1: GENERAL. The membership of the Consultative School Board shall consist of seven to fifteen members, at the discretion of the Principal and Pastor. Members shall consist of the Pastor, Principal, Teacher Representative, Parents' Club Chairperson, finance committee chair, marketing chair and appointed members. The majority of Board seats shall be filled by a parent/legal guardian of a registered student attending Mission Basilica School. Only one member of a registered parish or school family may serve on the Board at any one time.

Section 2: REQUIREMENTS. Prospective candidates for the Consultative School Board must meet the following requirements:

- A. Be a credible witness of the Catholic faith and the teachings of Jesus Christ to the school community and beyond.
- B. Demonstrate commitment to Catholic education and in particular to the School and Basilica philosophy and mission.
- C. Be available to attend meetings, attend periodic in-service programs, and participate in committee work.
- D. Maintain a high level of integrity and confidentiality.
- E. Demonstrate sound judgment, common sense, and a commitment to promoting the general good of all school families. A personal reputation for open mindedness, fairness, and selflessness, as well as the ability to cooperate and communicate with others is highly valued. Innovative thinking and constructive criticism are expressly encouraged. Those who engage in gossip, destructive criticism, or have an adversarial attitude will not be considered.
- F. Have expertise in the areas of responsibility of the Council.
- G. Attend a minimum of 75% of Board Meetings and 50% of official school functions.
- H. Be at least 18 years of age.

Section 3: ELIGIBILITY. Beyond the requirements outlined in Section 2 above, the following individuals are eligible to serve as members of the Consultative School Board:

- A. Parents of a registered student or students who have an interest in and commitment to Catholic education and to the school's philosophy.
- B. Alumni of Mission Basilica School who continue to demonstrate support for the school and its mission.
- C. Registered and active parishioner of Mission Basilica Catholic Church.

- D. Other interested parties with desired expertise who meet the basic requirements.

Section 4: Nominations and Appointments

- A. In January, the Principal will notify the school parents that the Pastor and Principal will be selecting candidates to begin serving a three year term on the Consultative School Board, and would welcome any suggestions of people who would like to be considered and are invited to attend the January meeting as a guest to solidify interest and commitment.
- B. Candidates will fill out a short personal questionnaire and submit a letter of interest that will be shared with the Pastor, Principal, and Consultative School Board President in the strictest of confidence.
- C. The Principal, Pastor, and Council President will prepare a list of potential candidates and discuss each nominee's qualifications to serve. This discussion will take place in a closed session. It is expressly intended that these discussions focus on the positive personal attributes of the candidates and any special considerations that would help the Council fulfill its mission. Any negative concerns or reservations regarding a candidate can be expressed in the strictest of confidence.

Section 5: After the February Consultative School Board meeting, the Council President, Principal, and Pastor shall review the qualified list of candidates and make a selection of the individual(s) they will invite to fill any open Council positions. Appointments will be made by the March Council meeting.

Section 6: All new Consultative School Board members are invited to attend the May meeting for orientation purposes prior to the beginning of their terms which begin on August 1st. Members will serve a three year term. No Council member may serve more than two consecutive terms. The entire Council, especially the Principal and President, will ensure that all new members are fully oriented to their duties prior to taking office. In particular, the new members are encouraged to be familiar with these by-laws which define the Consultative Board's responsibilities and activities.

Section 7: REMOVAL. In all cases, Board Members will be removed if they no longer meet the criteria outlined in Sections 2 and 3 of Article V. Board Members may also be removed if they are deemed unfit or unable to continue their duties based on an affirmative vote of $\frac{2}{3}$ of the remaining Board Members at the time.

Section 8. INDEMNIFICATION. In all cases, Mission Basilica School, and the Roman Catholic Diocese of Orange, shall indemnify any person who was or is a party, or is threatened to be made a party, to any proceeding because that person is or was an agent of Mission Basilica Consultative School Board, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with the proceeding if that person acted in good faith and in a manner which that person reasonably believed to be in the best interests of the Consultative School Board, and Mission Basilica School, and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of

the Consultative School Board or Mission Basilica School, or that the person had reasonable cause to believe that the conduct was unlawful.

CODE OF ETHICS FOR CATHOLIC CONSULTATIVE SCHOOL BOARD MEMBERS

As a member of a Catholic Consultative School Board, I

- *Acknowledge and support that Catholic schools are a significant expression of the teaching mission of the Catholic Church and function within its structure;*
- *Will become more knowledgeable about the mission of Catholic education, as expressed in this school, and sincerely promote it to the various publics with whom I have influence;*
- *Recognize the need for continuing education about my responsibilities and know that I do not represent the board officially unless explicitly authorized to do so;*
- *Recognize the need for continuing education about my responsibilities in order to more effectively fulfill my Board responsibilities.*
- *Will not represent the board officially unless explicitly authorized to do so.*
- *Will protect the confidentiality of our students, families, employees and the subject matter discussed at Consultative Board meetings*
- *Will not share, change, destroy, or misuse confidential information;*
- *Will be fully and carefully prepared for each meeting by doing the required readings and completing necessary tasks for committee work and reports;*
- *Support the Principal at authorized functions and avoid intruding in administrative details unless requested to do so;*
- *Will be loyal to, and supportive of, board decisions even if personally opposed to the final recommendations and decisions;*
- *Will be alert to alternate solutions to problems by keeping an open mind;*
- *Will disqualify myself from discussion and vote on an issue where there is a conflict of interest with my family or business interests or if the outcome will grant me any pecuniary or material benefits; and*
- *Pray often for other members of the council, this Catholic school, and the community it serves.*