



*Delivering Possibilities.
One Child at a Time.*

St. Lawrence
School
Advisory
Team

August 2

2011

Bylaws, Standing Rules and Responsibilities
for the St. Lawrence School Advisory Team.

Revised 2018

St. Lawrence Catholic School

524 Walnut Street Lawrenceburg, Indiana 47025

School Advisory Team: Bylaws, Responsibilities, and Standing Rules.

Introduction:

The purpose of the Saint Lawrence School Advisory Team is to assist the school administration in carrying out the mission and vision (below) of the school. Although not a decision-making body, this group supports and advises the pastor and school principal in the management of eight pillars of the organizational growth: curriculum, finance, marketing, spirituality, student retention, technology and volunteerism.

Mission: At St. Lawrence School, we strive to teach as Jesus taught, instilling Catholic values that emphasize respect for the individual while fostering a love for learning and continuous growth. In a positive and caring atmosphere, our staff is committed to developing the whole child, focusing both the head and the heart developing judgment and critical thinking, with a strong sense of values. This Christian value-based approach to education benefits both our Catholic students and our students of other faith traditions.

Our **Vision** is to foster intellectual curiosity and build the skills needed to inquire in an atmosphere that honors and promotes individualized learning while living out the Gospel value of service, rooted in the traditions of the Catholic faith.

Article I. Name of the Organization

Effective August 2011, the name of this body shall be the "St. Lawrence School Advisory Team," hereinafter referred to as the SAT. From 1982 until June 2011, this group operated as the "St. Lawrence School Commission". Any previous initiatives and issues linked to the former School Commission shall be transferred to the SAT. The name change is a reflection of a re-structure which included (among other items) the formation of organization pillars, resulting from the 2010-2011 "Paint the Future" strategic planning project.

Article II. Purpose and Functions

The pastor, in accord with Archdiocesan policy, establishes this team to assist him and the principal in policy development and long range planning for the school ministry.

When the SAT meets (as pastor, principal and members) and agrees on a policy matter, the decision is effective and binding on all.

The SAT's primary responsibilities are in the following areas:

- A. Planning
 - 1. Establishing and maintaining a mission statement for the school.
 - 2. Establishing team goals for the year.
 - 3. Establishing future plans for the school.
- B. Policy Development
 - 1. Assisting in formulating policies that serve as an aid to the pastor and principal in guiding the general direction of the school.
 - 2. Curriculum policy formulation.
- C. Financing
 - 1. Helping plan in financing the school programs including: tuition, and development.
 - 2. Allocating resources according to a budget.
 - 3. Monitoring the budget.
- D. Public Relations
 - 1. Communicating with various publics about the school ministry.
 - 2. Assisting the pastor and principal in listening to the needs and concerns of the community through appropriate forums set up for this purpose.
 - 3. Recruiting students.
 - 4. Promoting the school ministry to the parish and parents.
- E. Evaluation
 - 1. Determining whether the team's goals and plans are being met.
 - 2. Evaluating the SAT's own effectiveness annually.
- F. Development
 - 1. Assist the pastor and principal in developmental needs for the school in areas of curriculum and student development.
 - 2. Physical expansion / upgrades of the school.
- G. Outreach
 - 1. Assisting in communication between the home and school.

2. Providing a vehicle through which parents and parishioners can provide service to the school (for example, volunteers and fund-raising).
3. Offering a mechanism for parent and parishioner education.
4. Serving as a structure for community involvement when needed.

Article III. Relationships with other groups

The SAT is related to the Archdiocese and at least three groups on the parish level: The Parish Council, the Parish Finance Council and the Parent Teacher Organization (PTO).

- A. Archdiocese – The relationship between the SAT and the Archdiocese is stated in the Archdiocesan education policies that are available for review to the general public.
- B. Parish Council – The Parish Council is responsible for assisting the pastor in establishing priorities, broad goals and policies for the parish. The Parish Council assists the pastor regarding the use of parish resources, personnel and finances. The principal and the SAT should maintain regular communication with the Parish Council about the direction of the school, the state of the health of the school, and future planning.
- C. Parish Finance Council – The Parish Finance Council is responsible for assisting the pastor about effective stewardship of the parish's financial resources. It is responsible for developing and overseeing a parish budget process, as well as conducting long range financial planning.

The responsibility for determining the amount of parish funds allocated for the school rests with the pastor and Parish Finance Council. The SAT is governed by the budgetary financial policies and procedures established by the pastor in consultation with the Parish Finance Council. The SAT and the principal have the responsibility for the effective use of the parish financial investment and are accountable for keeping expenditures within the budget set. The pastor makes the final decision on the annual budget.

Article IV. Membership

- A. The membership of the SAT shall consist of no less than seven and no more than 13 members in addition to the pastor and principal.
- B. Members serve term limits of three years renewable for one additional term. No member shall serve more than six total consecutive years, even if they were appointed to fill less than half of the unexpired term. Members fulfilling their maximum commitment per these guidelines may regain eligibility for consideration after a two-year leave.

- a. In extenuating circumstances without sufficient replacement candidates, an appointed member's term may be extended to complete the SAT membership requirement. This role should take priority in being replaced.
- C. Care is taken to ensure that the membership reflects the diversity of the community. At least two thirds of the membership shall be active parishioners or have a student enrolled at St. Lawrence.
- D. All members shall be 21 years of age or older.
- E. Membership opportunities should be marketed to the St. Lawrence parish.

Below is an organizational listing of the appointed members of the Advisory Team.

- 1. Officer, Advisory Team President
- 2. Officer, Secretary
- 3. Chairperson, Curriculum and Learning
- 4. Chairperson, Spirituality
- 5. Chairperson, Integrated Technology
- 6. Chairperson, Financial Health
- 7. Chairperson, Facilities
- 8. Chairperson, Marketing
- 9. Chairperson, PTO
- 10. Chairperson, Student & Staff Retention / Alumni Relations
- 11. – 13. Two to three other members at large appointed by the Advisory Team, pastor or principal reflecting the specific needs of the school and parish.

Note: The Advisory Team President will, with approval of the pastor and principal, appoint a Vice President who will preside at meetings in his absence. This position is also an officer, and will be selected from the existing team members.

Article V. Nominations and Appointments

Members of the SAT will meet the following criteria:

- A. Interest in and commitment to Catholic education and the school and parish's philosophy and mission;
- B. Availability to attend meetings and periodic in-service programs and to participate in committee work;
- C. Ability to maintain a high level of integrity and confidentiality;

- D. Capacity to deal with situations as they related to the good of the entire school and parish community; and
- E. Serve as a credible witness of the Catholic faith (or to one's own religion), to the school community, and other publics the school serves.

Note of ineligibility: Two or more members of the same family may not hold positions simultaneously. Faculty and/or staff of St. Lawrence School or parish are considered a conflict of interest and are considered ineligible.

Appointments:

- F. During the spring, the SAT will invite eligible parishioners, parents, and community members to submit nominations to fill vacated SAT positions.
- G. The SAT then prepares a list of possible appointees according to the stated criteria, recommends new member(s) through discussion and voting to the pastor and principal, who may accept or reject the team's recommendations.
- H. Once notified of their selection, all new members are expected to attend the next scheduled team meeting.
- I. Members who miss two consecutive unexcused meetings may lose membership.

Article VI. Structure/Officers

- A. At the June meeting the SAT will nominate and elect the officer positions of president and secretary. The offices are elected by the commission and serve three year terms, renewable once. Their duties are those ordinarily performed by such officers.
- B. Officers, with the exception of the Secretary, must be St. Lawrence Parishioners.
- C. The pastor and principal shall be ex-officio members of the SAT. They have no voting rights on issues designated as such.

Article VII. Meetings

- A. The team meets every month beginning in August or, through consensus, as needed. Generally, there is no July meeting.
- B. Standing committees meet at other times as needed.
- C. Team meetings are open to the public; however the team reserves the right to call for an executive session when covering either personnel issues or other confidential

- matters. At such time, the meeting is closed to all but the appointed members, pastor (or his designee) and the principal.
- D. Official meetings of the SAT are held in parish or school facilities (except for scheduled retreats or planned socials).
 - E. A majority of members must be present (including the pastor and/or principal).

Article VIII. Quorum

- A. A simple majority of the voting members of the SAT constitutes a quorum for each meeting.
- B. Only elected members of the SAT shall have the right to vote. This includes the seven to 13 members as outlined in Article IV. The president may choose not to vote, but may vote in the case of tie. The president may also vote to make a tie, which means that the measure is defeated.
- C. A majority of members must be present and participate in the voting process. If only half or less members are able to participate there may be no vote.
- D. The president as well as ex-officio members do not approve meeting minutes.

Article IX. Executive Committee

- A. The members of the executive committee are the pastor, principal, president, vice president and secretary. On a select basis, a chairperson(s) for the specific pillar may be requested.
- B. The agenda and written SAT reports shall be available to members at least one week prior to regularly scheduled commission meetings.

Article X. Standing and Ad Hoc Committees

The Standing Committees of the SAT are strategic pillars that will consist of a Chairperson and a team of volunteers. These working groups exist to accomplish the goals of the specific pillar. The standing committees are:

- A. Curriculum / Individualized Learning: To support the ever changing need of our diverse learners. Advise the principal on current instructional practices, suggestions for professional development, textbook and instructional material purchases, and implementation of the strategic plan.

- B. Spiritual Health: Develop a comprehensive program that provides our students with opportunities to know, understand, and live out the Gospel of Jesus Christ.
- C. Facilities: Our facilities will be conducive to learning and spiritual development and extracurricular activity. The grounds will be safe and allow for growth.
- D. Technology: Develop and maintain an integrated classroom technology that challenges critical thinking skills and enhances student learning.
- E. Marketing: Build brand identity around our strengths, goals, and progress toward them.
- F. Financial health: We will ensure financial responsibility and funding to meet our objectives while remaining financially accessible to students of varying economic backgrounds and providing a rewarding compensation to faculty.
- G. PTO: Ensure all stakeholders find a mutually beneficial means of contributing to our school.
- H. Retention: To retain students and staff.

Ad Hoc committees are formed for such purposes as deemed appropriate by the SAT, serve for the duration of their assignment, and are then disbanded.

Detailed descriptions of each strategic pillar are available upon request or at www.stlschool.com

Article XI. Rules of order

Ordinarily, policy and major issue decisions are not made at the “first reading” which is for information and clarification. The “second reading” of the policy occurs after additional discussion. At that time, the team begins its decision-making process.

Article XII. Amendments

This Constitution may be amended according to Archdiocesan policy by a two-thirds majority of the SAT, and the approval of the pastor and principal. Proposed amendments must be sent out with regular team announcements.

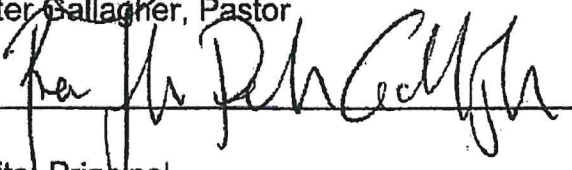
Bylaws of the St. Lawrence SAT, Commissioned by the Archdiocese of Indianapolis, 2011.

Attest:

Jonathan Lehn, Advisory Team President

Signed  Dated 8-29-11

Father Peter Gallagher, Pastor

Signed  Dated 8-30-11

Karen White, Principal

Signed  Dated 8-29-11

Revised, 2018

Jason Schmid, SAT President

Signed  Dated 8/7/18

Rev. Benjamin D. Syberg, Pastor

Signed  Dated 8-7-18

Michael Odar, Principal

Signed  Dated 8/7/18