

The Lafayette Catholic School Policy System

Policy Number: LCS Board of Education #100-REV#003

Effective Date: December 19, 2001

Revision Date: April 27, 2011

Subject: The Lafayette Catholic Schools Board of Education Committee Charter

Policy Content:

The Lafayette Catholic School Board of Education Committee Charter

- **Purpose:**

- Develop and/or review policies for:
 - Board of Education Committee – (develop)
 - Personnel – (develop)
 - Development Committee (review)
 - Finance Committee – (review)
- Establish the process and procedures for the formulation and adoption of policies, while meeting diocesan guidelines and state laws
- Evaluate the effectiveness of current policies
- Provide counsel and advice to the Board of Trustees and school administrators on issues as requested
- Provide forum to field parent/teacher/student issues with school system in order to define the concern for direction or decision by the Board of Trustees. No personal or personnel discussions will be part of the Board of Education Committee.
- Monitor the “Long Term Planning” goals to ensure progress toward completion of those goals

- **Importance:**

- Provide policies for issues that develop (closes gaps).
- Ensures policies are kept current.
- Provides a central owner for all policies.

- Provides a committee to account for results on Long-Term Planning goals.
- Provides an opportunity for identifying issues that need attention from the Board of Trustees.

- **Process:**

Note: Present policy proposals in writing to the Governance Board and subsequently to the Board of Trustees for approval.

Note: No decisions of the Board of Education may be implemented until recommended for approval by the Governance Board and then approved by the Board of Trustees.

- **Membership**

- **Qualifications**

All members shall have a commitment and understanding of the educational mission of the Lafayette Catholic School System

1. Lay representatives shall be any registered parishioners of the parish they represent
2. No parish may have more than one member who is an employee or staff member of the Lafayette Catholic School System

- **Composition**

- Three lay members from each of the three parishes (St. Boniface, St. Lawrence, St. Mary).
- Administration Staff (school principals, controller, and development director) as needed.
- Board of Trustees (normally one trustee will attend)

- **Selection**

- Appointment of lay members from the respective parishes shall be determined by each Pastor after consultation with other members of the Board of Trustees and the appropriate bodies in their own parish.

- **Term**

- Lay members will serve a three-year term, and are limited to three consecutive terms.
- Term begins with the first meeting attended after appointment to the board.

○ **Meetings**

- Meetings will be held monthly; (August, September, October, November, January, February, March, April, May, June) from 7 pm to 9 pm (rotation to each school location)

○ **Officers**

- The Board of Education Committee will elect a Chairperson and a Secretary for each school year.
- Members must have served at least one year before they are eligible to become an officer.
- No member shall serve in the same office for more than two years consecutively without approval from the rest of the board.
- Duties of the officers are:
 - The Chairperson shall preside at all meetings and develop the agenda with the school principals.
 - The Secretary is to maintain a written record of all meetings and be responsible for the correspondence of the board of Education Committee

○ **Agenda**

- The Board of Education Committee Chairperson and the school principals develop the agenda.
- Anyone may submit suggestions for items to be placed on the agenda.
 - The right of non-members to address the Board of Education shall be limited to those whose petition has been approved for the agenda. The Board shall provide a period of open forum at its meetings.
- The meeting minutes and agenda are to be sent out by the Board of Education Chairperson at least one week prior to the meeting, to all board of Education members, Board of Trustee members, principals, Governance Board members and the Development Office.

○ **Rules of Procedure**

- Robert Rules of Order Revised shall govern the meetings of the Board of Education Committee

○ **Policy Development**

- Existing policies will be reviewed at least once every 3 years.
- Policies will be kept by:
 - Policies will be posted on LCSS website.
 - Hard copy each Trustee.
 - Hard copy each School Principal
 - Principal(s) will publish these policies in each respective schools parent bulletin and handbook.
 - Hard copy each Board of Education Member
 - Hard copy Finance Committee Controller
 - Hard copy Development Director
 - Board of Education Chairperson is responsible for distributing new and revised policies to the above parties.
 - Master electronic version will be kept by the Board of Education Chairperson
 - Master hard copy will be kept by the controller's office/Development office
- Policies will be identified by primary policy owner and numbered in the following manner:
 - LCS Board of Education #100 to #199
 - LCS Finance #200 to #299
 - LCS Development #300 to #399
 - LCS Personnel #400 to #499
- Policies will carry a revision number and date.
 - Revision number example: REV#001
 - Date example: August 29, 2001
- Any Board member using draft form (see Appendix A) will submit new policy proposals, or current policy revision, to the committee for development or review. This can occur at any scheduled Board meeting.
- A new policy proposal, or current policy revision, will be discussed/reviewed in at least two regular Board meetings.
 - During the initial review, the Board will either return the draft policy document to the submitting individual with constructive recommendations for revisions, or recommend a formal Board vote on the proposed policy be taken at the next regularly scheduled Board meeting.
- Prior to discussion at the second (or any subsequent) meeting, the policy proposal shall be identified and announced as an agenda item on the regularly published meeting agenda.

- The policy proposal may be further discussed and voted on at the second (or subsequent) meeting. Passage requires a majority of the membership of the entire Board.
- On matters of unusual urgency, the Board may waive the two meeting limit and take immediate action to adopt a new policy or policy amendment. When emergency action is necessary, the Board Chairperson and Board of Trustees shall inform concerned groups or individuals about the reasons for necessity.
- Legal counsel should be used for any questions concerning the legality of a policy.
- The policies will be kept in draft form until formally being recommended for approval by the Board of Education. When recommended for approval, the board of Education Chairperson will assign a policy number prior to submitting to the Governance Board. If the Governance Board recommends approval, the policy will be forwarded for final approval to the Board of Trustees (approval indicated by Trustee signatures).
- All policy proposals and revisions will be submitted in writing for approval to the Board of Trustees.
- The Board of Trustees will enforce policy adherence.

Approval Signatures:

Mr. Sigthorsson 6/22/11
 St. Boniface Pastor Date

Daniel B Hartland 6-22-11
 St. Lawrence Pastor Date

Daniel B Hartland 6-22-11
 St. Mary Pastor Date

Note: Use font Arial, size 12

Appendix A

The Lafayette Catholic School Policy System

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Policy Number: "Draft"

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Effective Date:

Revision Date:

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Subject:

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Policy Content:

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Approval Signatures:

St. Boniface Pastor

Date

St. Lawrence Pastor

Date

St. Mary Pastor

Date

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