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By-Laws of the St. Odilia Parish School Council

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**Article I      Functions and Membership of School Council Committees**

Each committee of the School Council determines its function and membership. The term is one year, renewable.

**Communications Committee**

***Composition***

- One or more council members
- Strive for representation of middle school and primary grades

***Meetings***

- To be determined by committee

***Specific Duties***

- The School Council Chairperson is responsible for the posting of the agenda for each council meeting 24 hours prior to the meeting.
- Coordinate with the School Council Secretary the posting of the minutes of each council meeting within one week of approval of the minutes.
- Coordinate communication with parents regarding issues affecting the school via articles in the school newsletter and the parish newsletter. This may include issues dealing with financial, curriculum, policy, space and long term planning. This will be done in consultation with the Administrator and staff members.
- Coordinate any communication, marketing or public relation processes for the council.
- Coordinate council representation at school parent meetings or any parish meetings as directed by council

## **Finance Committee**

### ***Composition***

- Minimum of two council members with staggered terms of service
- Non-council members will be chosen through consultation with the school administrator
- School administrator or the administrator's designee is a member
- School staff person is optional

### ***Meetings***

- As needed

### ***Specific Duties***

- Long and short range financial planning
- Monitor faculty salary schedule
- Prepare following year budget
- Collaborate with Communications Committee in communicating approved budget to school families
- Carry budget through parish budget process

## **Financial Aid Committee**

### ***Composition***

- Principal
- Pastor, if necessary
- Two council members

### ***Meetings***

- As needed

### ***Specific Duties***

- Review applications for financial assistance

- Determine level of assistance based on need; monitor financial awards as they relate to the current budget
- Periodically review process for obtaining financial assistance

## **Marketing/Development Committee**

### ***Composition***

- Minimum of two council members with staggered terms of service
- Non-council members will be chosen through consultation with the school administrator
- School administrator or the administrator's designee is a member
- School staff person is optional

### ***Meetings***

- As needed

### ***Specific Duties***

- Develop, publish and update School Marketing Plan
- Coordinate Parent Information sessions, including publicizing events and offering marketing materials to support events
- Publish Marketing brochure that can be used in marketing and development efforts. This brochure should reflect current mission statement and identify primary strengths of the school.
- Publish School Annual Report
- Put in place a series of recommendations for the school and parish to put in place fund raising program specifically focused on supplying St. Odilia School with incremental income for tuition mediation, financial aid support, and ancillary financial needs. These fund raising programs should include the concepts of an Alumni association as well as friends of St. Odilia's aspect.

## **Planning Committee**

### ***Composition***

- Minimum of two council members

### ***Meetings***

- As needed

### ***Specific Duties***

- Develop short-term and long term goals using the Accreditation Board's guidelines
- Facilitate establishment and completion of goals

## **Policy Committee**

### ***Composition***

- Minimum of two council members with staggered terms of service

### ***Meetings***

- As needed

### ***Specific Duties***

- Review the policy book and update policies every three years by bringing them before the council for renewal, modification, or retirement
- Create new policies, as necessary, through consultation with principal and staff
- Communicate changes in policy to administration for inclusion in the student handbook
- Modify the student handbook to reflect the changes in policy

### **School Council Representative on Parish Leadership Council**

#### ***Composition***

- One council member (excluding teacher representatives) selected through discernment of school council

#### ***Meetings***

- Parish Leadership Council meetings are generally held 8:00 – 10:00 p.m. on the third Tuesday of each month.

#### ***Specific Duties***

- Serve as the School Council's representative in the Parish Leadership Council's role as the guiding body for the St. Odilia Parish Community
- Act as a facilitator and communicator between the School Council and the Parish Leadership Council.
- Keep the School Council informed of all relevant Parish Leadership Council developments and issues.

### **School Council Representative on Parent Advisory Association**

#### ***Composition***

- One council member

#### ***Meetings***

- Attend PAA Meetings, usually on the second Tuesday of each month

#### ***Specific Duties***

- Serve as the School Council's representative on the Parent Advisory Association
- Act as a facilitator and communicator between the School Council and the Parent Advisory Association
- Keep the School Council informed of all relevant Parent Advisory Association developments and issues

## **Article II Processes**

The School Council will conduct open meetings once a month during the school year and at other times as necessary.

### **Decision-Making Process**

All decisions shall be made by consensus. Consensus is defined as general agreement within the group. It does not require a unanimous agreement. Consensus is reached when all members of the council feel and express a commitment to support a position being taken, even though that position may not be one that an individual member would choose were he/she acting on his/her own. Decisions involving policy, constitution and by-laws require a second reading before adoption.

### **Minutes**

The secretary shall record the minutes of all meetings of the council. He/she shall distribute the proposed minutes to all council members within seven (7) days of any meeting. Council members will review the minutes and submit any corrections to the secretary within three (3) days of receipt. Non-responses from Council members will be considered as a sign of approval. Approved minutes shall be posted and distributed to the school community within one week of being approved. The minutes shall be kept at the school office where any member of the parish community may inspect them.

### **Agenda**

The agenda for monthly meetings will be developed and finalized by the principal and the chairperson(s) of the council in consultation with other council members. The agenda will include the principal's report, reports from standing committees, and any other topic requiring the council's attention.

Procedures governing open docket, proposed agenda items and visitors to a meeting can be found in **Appendix A**.

### **Process for enacting or amending Policies, Constitution, and By-Laws**

When a policy, article of the constitution, or by-law is introduced or amended in any way, the current policy is presented along with the modifications recommended to the policy committee. The policy committee considers the proposal and passes a written proposal

along with a recommendation to the council. Each proposal for a new policy or modification of an existing policy requires two readings. The council reviews the recommendation and comes to consensus and the issue is presented again at a following meeting and consensus must be reached a second time before a policy, constitutional amendment, or by-laws change is considered enacted.

### **Article III Selection Process**

#### **Eligibility Requirements**

The twelve at large School Council membership positions (non-administrator or faculty representative positions) are available only to 1) St. Odilia parishioners or parents/guardians of current St. Odilia students; 2) persons 18 years of age or older; and 3) persons committed and willing to collaboratively facilitate achievement of the council's mission through respectful dialogue and consensus decision making.

#### **Discernment Process**

Nominations for open School Council positions are accepted in April and May. Eligible interested persons are invited to nominate themselves. Nominated persons will be invited to participate in a discernment meeting to be held in May. Discernment is a gathering for thoughtful dialogue, reflection and prayer to individually and collectively "discern" the new council members.

### **Article IV Fiscal Year**

The fiscal year of the School Council of the Catholic Community of St. Odilia shall be July 1 to June 30, coinciding with the fiscal year of the parish.

## **Appendix A      School Council Procedures**

### **Open Docket Procedures**

The purpose of open docket is to give parents/staff members an opportunity to communicate with the school council.

1. A parent/staff member must call a council member or principal at least four days before the meeting to be put on the open docket. In addition, a brief written description of the issue to be raised must be provided to the council member or Administrator at least four days before the meeting.
2. Open docket will take place at the beginning of a council meeting.
3. The council and parent/staff member will be introduced.
4. The Chairperson will give an explanation of the School Council's role as a policy/advisory group.
5. The individual will have five minutes to communicate with the council. Time is limited because of the need to accomplish the school council agenda. There will be a maximum of 10 minutes for open docket at each monthly council meeting.
6. The School Council will respond to the parent/staff member appropriately after due consideration.

### **Procedure for Adding Agenda Items**

The purpose of adding an agenda item is for parents/staff members to have an opportunity to communicate via a proposal with the school council.

1. A parent/staff member must call a council member or principal at least ten days before the meeting to be put on the agenda. In addition, a brief written description of the proposed agenda item must be provided to the council member or principal at least ten days before the meeting.
2. The council and parent/staff member will be introduced.
3. The Chairperson will give an explanation of the School Council's role as a policy/advisory group.
4. The presentation may not exceed ten minutes unless otherwise agreed upon by the council. Time is limited because of the need to accomplish the school council agenda.
5. The School Council will respond to the parent/staff member appropriately after due consideration.

### **Visitors**

School council meetings are open meetings, and as such, visitors are welcome to attend. Since agenda items are complex and have a historical element, visitors will not be able to participate in discussions.