



**SAINT DOMINIC HIGH SCHOOL
SCHOOL BOARD CONSTITUTION**



**110 Anstice Street
Oyster Bay, New York**

REFLECTION FOR ST. DOMINIC HIGH SCHOOL BOARD MEMBERS

**We have been asked to serve on this board,
Lord, and we have agreed to do so.**

LORD, help us to know each other and to appreciate each of our gifts.

Help us to welcome diversity of thought as an opportunity to design creative solutions, rather than an opportunity to criticize others. Help us to approach issues with an open and inquiring mind, free from prejudice. Let us depend on your Spirit to help us to make decisions for the common good.

Help us to listen; help us to discern when and to whom we should listen. Help us to use our gifts and talents to promote thorough, thoughtful consideration about the important concerns in our Catholic school community.

We are confident that you will guide us if we open our hearts to hear you. Remind us often that the work we do is for the benefit of all the children in our school community.

Please bless our work!

AMEN.

ST. DOMINIC HIGH SCHOOL MISSION STATEMENT

Let it be known that the mission of St. Dominic High School is to educate young people in a community dedicated to Gospel values and Catholic teachings. Ministering to students of diverse abilities, St. Dominic High School strives to achieve wholeness through personal holiness, academic excellence, and social responsibility. The pride of this community is its celebration of a student's growth and individuality.

-adopted April 15th, 1994

ARTICLE I – NAME

The name of this body shall be the St. Dominic High School Board, hereinafter referred to as the School Board.

ARTICLE II – PURPOSE AND FUNCTION

The School Board is established by the Pastor, in accord with the Diocese of Rockville Centre, to assist him and the principal in the governance of the Parish High School. This assistance will be both advisory and consultant in nature.

When the School Board meets as Pastor, Principal and members and it agrees on a policy matter, the policy becomes effective. The School Board is advisory in the following sense: the members cannot act apart from the Pastor and Principal and cannot make decisions binding on the Parish school without the approval of the Pastor and Principal. The areas in which the School Board has responsibility and will be consulted are:

- A. Modeling faith community in a spirit of cooperation and interdependence with the Pastor and Principal;
- B. Adhering to Diocesan policy and developing policies that enable the school to fulfill its mission;
- C. Reviewing and advising on the school budget, tuition rates and other sources of financing;
- D. Participating in the preparation and evaluation of the school improvement plan, student recruitment efforts and long-range plans;
- E. Participating in planning and monitoring of school buildings and grounds;
- F. Assisting in the development of educational goals and objectives and preparation of the accreditation report;
- G. Recommending various support services in the school;
- H. Acting as public relations and marketing arm of the school and its programs;
- I. Supporting the efforts of local legislative action;
- J. Originating and recommending school policy;
- K. Initiating activities or programs that generate greater cooperation between the community and the school;
- L. Performing other functions as requested by the Pastor.

The School 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 the Principal of their responsibility in personnel matters;
- C. Implementing policies and procedures;
- D. Designing curriculum content; and
- E. Mandating school instructional materials.

ARTICLE III – MEMBERSHIP

The membership of the School Board shall be broadly representative of the Catholic community served by the school, and consist of the Pastor, Principal, and up to seven (7) lay members. Members are appointed for a three-year term which begins in June. The term of a member may be renewed. In order to ensure continuity, terms of office may be staggered to avoid having all new members at any one time. In addition, membership is limited to one person per household. Individuals in the same household may, however, participate in Board committees where the Board member is not a member.

Any individual seeking to become a member of the School Board shall submit a letter to the Pastor, Principal or Board Chair outlining his/her qualifications and reason for consideration. The Pastor, Principal or Board Chair shall present the candidates submission to the School Board for discussion and consideration. If a position on the School Board is available, the School Board shall vote to approve or disapprove such application.

Lay members, who miss three (3) School Board meetings in a twelve-month period and are unexcused, may lose membership by action of the School Board. The following procedure will apply: the Pastor or School Board Chair will notify the member; the member will be given an opportunity to respond; the School Board may act or not act as the case may indicate. The Pastor or School Board Chair may appoint a replacement for the remainder of the term.

ARTICLE IV – AREAS OF RESPONSIBILITY

THE PASTOR

The Pastor is the primary spiritual leader of the parish. He is responsible for the educational ministry in the parish. The Pastor shall be an ex-officio member of the School Board. As such his responsibilities include:

- A. Participating in all School Board meetings and sharing his wisdom and experience;
- B. Approving all decisions and policies, particularly those that relate to religious education in the school;
- C. Approving the budget and reviewed by the School Board;
- D. Hiring the Principal after consultation with the School Board and according to Diocesan procedures;
- E. Initiating the Principal's Letter of Intent process outlined by the Education Department; and
- F. Cooperating in the initiation and implementation of the school's development plans, student recruitment efforts, and long-range plans.

In light of his ministry to the total parish, the Pastor has the right to veto those board decisions that are inconsistent with the integral proclamation of the Word of God, with Diocesan school policies, with duly established parish policies or those decisions that are not financially appropriate.

THE PRINCIPAL

The Principal shall be the educational leader and executive officer of the School Board. As such, the responsibilities include:

- A. Developing the monthly agenda with the School Board Chair;
- B. Preparing and submitting policy recommendations to the School Board;
- C. Implementing policies and procedures;
- D. Informing the School Board of policy implementation;
- E. Keeping the School Board informed of Diocesan policies and local school activities;
- F. Providing educational direction to the School Board;
- G. Assist in preparing the annual school budget, tuition increases, and reporting periodically on year-to-date finances;
- H. Participating in the school's development plans, student recruitment efforts, and long-range plans; and
- I. Writing regulations for implementation of policy.

THE CHAIR

The Chair of the School Board works with the principal in developing the agenda for School Board meetings. In addition, the Chair:

- A. Believes in the purpose of the School Board and is loyal to those purposes;
- B. Accepts duties required by the office and attends required meetings;
- C. Inspires enthusiasm for the School Board's purposes;
- D. Recognizes and cultivates leadership qualities in others;
- E. Organizes the Board committees and appoints committee chairs.
- F. Is punctual and prepared for meetings and keeps to the agenda;
- G. Protects minority views;
- H. Understands the role of committees in providing maximum data for good decision-making by the School Board and appoints committee members; and
- I. Shares appropriate leadership responsibilities with the Pastor and Principal.

VICE CHAIR/ SECRETARY

The Vice Chair/ Secretary of the School Board maintains a written record of minutes of each School Board meeting and distributes same prior to an upcoming meeting. The Secretary also:

- A. Oversees correspondence and prepares other reports as requested;
- B. Is the custodian of the Constitution;
- C. Chairs Board meetings in the absence of the Chair; and
- D. Performs all duties incident to the office of Vice Chair/ Secretary.

ARTICLE V – COMMITTEES OF THE BOARD

The committee structure of the School Board contributes to the efficient operation of the board. Committees provide and organize needed information so that the School Board can take action on a particular issue. Committee members may include both non-board members and board members. The chair of each committee shall be a board member and report to the School Board. Committee members are selected because they are knowledgeable, interested in serving and possess an expertise needed by the School Board. Each committee shall keep minutes of its proceedings and report same to the Board.

There may be two types of committees, standing and ad hoc, and both are created at the discretion of the Board Chair, after consultation with the Pastor and the Principal. The standing committees may include:

A. Executive Committee

The Executive Committee shall consist of the Pastor, Principal and Board Chair and Vice Chair who meet regularly to plan the agenda for the regular School Board meetings. In addition, the Executive Committee shall review candidates for membership on the Board to replace those members whose terms will expire; will recommend the election of new members and the re-election of present members to the Board.

B. Finance and Capital Plant Committee

The Finance Committee will review annual financial statements, budgets, tuition, scholarships & financial aid policies, and approve such statements as required by and for the Pastor and Principal. The F&CP Committee oversees, assesses and develops a plan for on-going building improvement and maintenance as needed. Responsibilities of committee members also include inspecting school buildings on a regular basis in conjunction with the Pastor and Principal in determining repairs, improvements and equipment required for a safe and secure educational environment and reporting the status of all projects to the School Board. The F&CP Committee also ensures that Diocesan guidelines are followed.

C. Advancement Committee

The Advancement Committee oversees the areas of (1) public relations; (2) marketing; and (3) Legislation Action. The Advancement Committee implements a marketing strategy to attract qualified students to the school and to retain those students through graduation. They develop strategy -- by defining the SDHS brand and refining marketing themes, action plans, and collateral; they conduct research --including periodic and detailed competitive analysis of area schools, annual benchmarking of the SDHS community, and continual tracking of the effectiveness of various marketing methods; they promote positive external relations by fostering long-term relationships with area media outlets, community leaders, area schools, businesses and community groups, and promoting internal relations by working with various SDHS constituencies to promote coordination and consistency of "on brand" communications in every aspect of school activities.

In the area of legislation, the Advancement Committee informs the School Board of pending legislation and legislative initiatives for the benefit of the school and the school community.

D. Ministry and Spiritual Development Committee

The Committee will assist the Pastor and Principal of the School to educate young people in accordance with the teachings and tenets of the Roman Catholic faith; will otherwise assist in the advancement of the spiritual growth and well being of the SDHS students. The central ministry is to infuse students with Catholic teaching on faith and morals and a

commitment to serving others, and graduate students who are faith-filled and committed to living the Gospel message as proclaimed and taught by the Catholic Church.

The M&SD Committee shall design, implement, and provide sustained support, guidance, and accountability to the various ministry and spiritual development activities and clubs of the school. The M&SD Committee shall design and implement annual benchmarking of the SDHS community ministry and spiritual growth of the entire school -- administration, faculty, and students.

E. Education and Accreditation Committee

The Education and Accreditation Committee, in cooperation with the Pastor and Principal, will continually evaluate the quality and effectiveness of the school educational programs. They are also responsible for the assessment of the academic structure and advice on improvements of said structure, as designed by the Principal.

The E&A Committee shall review and advise on practices for principal and teacher recruitment, selection, development, and assessment, as well as, key components of learning standards to guide curriculum, and proposed implementation process. The committee shall provide annual assessment of the guidance and college placement activities and outcome of the school.

The Committee shall assist with the Middle States Commission on Higher Education, (or other bodies as agreed upon) accreditation process and propose initiatives that achieve excellence in student learning outcomes and operational behavior, to meet accreditation requirements.

F. Sports and Activities Committee

The Sports and Activities Committee provides advice and counsel to the Pastor and Principal regarding athletic policies and programs, and is responsible for the coordination of fundraising to support these programs. The Committee will assure that the SDHS athletic programs are conducted in accordance with the school's mission, vision and Catholic identity and principles.

The S&A Committee shall ensure that the programs and policies embrace the values and traditions of the Catholic faith; ensure that quality athletic programs are available to SDHS student athletes; ensure that programs have coaches, facilities and equipment necessary to help students reach their maximum potential as student athletes.

The S&A Committee shall assess the various school-sponsored clubs and activities to assure that they effectively managed and prioritize them to assure that they provide wide range of interests that maximizes impact for the largest number of students. The S&A Committee shall assure that the clubs and activities embrace the values and traditions of the Catholic faith.

ARTICLE VI – RESIGNATION OR REMOVAL OF A BOARD MEMBER

When a board member is unable to promote the purpose of the School Board, abide by established roles and responsibilities as a board member, or accept the board's agenda, it may be necessary for the board member to resign from the School Board. In addition, for the common good of the School Board, its members and the school community, it may be necessary for the Pastor to remove a member from the School Board. The reasons for removing a board member from the School Board include:

- A. Violating the confidentiality of executive sessions;
- B. Acting contrary to the parish/school mission and goals;
- C. Impeding the School Board's defined responsibilities; and
- D. Being excessively absent from meetings.

ARTICLE VII – CONFLICTS OF INTEREST

Any member must declare a conflict of interest if the business being considered will result in a financial gain for that member. Where a "conflict of interest" is made known, the member must refrain from discussion and voting on the issue.

ARTICLE VIII – AMENDMENTS AND ADDITIONS

Amendments to this Constitution shall be put forth to the School Board for review at least one (1) meeting prior to being voted upon. These by-laws may be amended by a vote of two-thirds of the members present at a regular meeting. Once an amendment is approved by the School Board, it must then be approved by the Pastor and Principal to become effective.