



44429 Utica Road
Utica, MI 48317

P: 586.731.0135

F: 586.251-1037

E: schooloffice@stlawrenceparish.com

www.stlawrence-school.com

ST. LAWRENCE ADVISORY BOARD **GUIDELINES**

The Advisory Board has six primary functions:

1. To serve as an advisory body that collaborates with the pastor and administration.
2. To assist the pastor and administration in following the pillars of the strategic plan.
These pillars are:
 - Catholic Identity/Proudly Catholic
 - Academic Excellence
 - Governance & Leadership/Accessible to All
 - Advancement/Sustainable for the Future
3. To support the progress and advancement of the school's mission.
4. To assist the school in developing a strategic plan for the school and to focus on the larger, strategic plan issues, leaving operations and day-to-day implementation to staff.
5. To be an advocate and liaison of the school in the community.
6. To help ensure competent leadership and management of the organization through:
 - Review of progress toward strategic goals with the pastor and administration
 - Self-assessment of the Board
 - Leadership succession for the Board

Structure:

The Advisory Board reports to the pastor and principal. The School Advisory Board consists of six members from the St. Lawrence School community, teacher representatives, and administration.

The Executive Committee consists of six members from the St. Lawrence School community, the Pastor, and administration.

Standing Committees/Pillars:

1. Strategic Planning – Develop an awareness of the school and implement the strategic plan which focus on the areas of Catholic Identity/Proudly Catholic, Academic Excellence, Governance & Leadership/Accessible to All, Advancement/Sustainable for the Future

2. Advancement/Marketing – Develop a plan to advance the mission of St. Lawrence Catholic School, particularly in student recruitment/enrollment, public relations and long-term funding strategies.
3. Catholic Identity/Culture – Build awareness and enthusiasm for the numerous ways we keep our Catholic Culture thriving through our Catholic education. Help administration and staff provide a rich environment of faith and learning where students experience how much God loves them.
4. Buildings/Facilities – Develop and monitor long-term facility maintenance, capital improvements, security, space utilization, and emergency management plans for the school.

The chairperson of each of the above standing committees shall serve as Advisory Board Officers to the Executive Committee.

Membership and Term of Office:

Executive Committee: The Executive Committee consists of the President, the Secretary, the Pastor, Administration, and the chairpersons of each standing committee/pillar. President and Secretary are appointed to their positions in the May meeting for a 2-year term and may be re-appointed for subsequent 2-year terms by the Principal. The presidential appointment must be an existing Executive Committee member. Other Executive Committee positions (i.e. standing committee/pillar chairpersons) are open to members selected by appointment for a 2-year term and may be re-appointed for subsequent 2-year terms by the Principal.

The President is responsible for generating the meeting agenda in consultation with administration. The President is also responsible for overseeing the standing committee/pillar chairpersons.

Advisory Board members are expected to contact the President with agenda items and issues, at least 48 hours before a scheduled meeting. The Secretary will then email the agenda to members 24 hours in advance of the meeting.

The Secretary is responsible for keeping records of attendance at meetings of the Advisory Board, as well as the minutes for each meeting. Minutes shall be typed and emailed to Advisory Board members within a week of the meeting. The secretary is also responsible for Advisory Board correspondence.

Should the voting members fall below 5, the open position(s) may be filled through a consultation of the Executive Committee. Vacancies are filled according to the manner in which the open position(s) had originally been filled, i.e., appointment.

Appointments: Terms will be filled in May of each odd numbered year. All new terms begin with the start of the school calendar.

Teacher Representatives: Teacher representatives are determined by school staff, according to their own procedures. To be a teacher representative to the School Advisory Board, a teacher

must have been on the St. Lawrence staff for at least two years. The length of term for each teacher representative is two years, unless school staff chooses to extend the term to three years. Teacher representatives are non-voting members.

Meetings – Participation and Voting:

Each St. Lawrence School Advisory Board member is expected to take an active role in advancing the mission of St. Lawrence School through active participation in the meetings. Each member is expected to fulfill all duties and responsibilities of the Advisory Board and to abide by the Advisory Board's Code of Ethics.

All parents appointed to the Board are voting members.

The Advisory Board will meet every other month starting in September and ending in May of each school year. Meetings will start at 6:00pm and last approximately an hour. All meetings will be scheduled by the Advisory Board. Decisions should be made by a general consensus of the group. If that is not possible, matters requiring a vote of the Board shall pass or fail by a simple majority of the members in attendance. Matters requiring a change in these Guidelines require a majority of at least two-thirds of the Board. The Principal or President may call special meetings from time to time. Participation in those meetings is strongly encouraged. Advisory Board meetings are not open to the public, but non-members may be invited by the Board to a meeting to speak on a particular issue or to otherwise contribute to the progress of the Board's deliberations. Such invitations must be approved by the Executive Committee.

Advisory Board Members are Expected to:

- Recognize that they do not have authority to act as individuals, but rather as representatives of the school community, the parish, or school organization they may represent, and the parents of St. Lawrence School.
- Realize that school and Advisory Board strategies take priority over "personal agendas".
- Practice the art of compromise and work toward consensus.
- Recognize the complexities of issues and accept ambiguity as a precondition for critical discussions.
- Understand the school's role in the parish's educational mission.
- Lead by example.
- Avoid surprises. If an issue arises, inform the Advisory Board President and deal with it as a representative of the School Advisory Board.
- Recognize the sensitivity of information discussed at meetings. Members are expected to maintain the confidentiality of certain information that is so identified.

Advisory Board Member Areas of Responsibility:

- Keep our Catholic culture thriving through a Catholic education
- Recommend policy
- Plan: long and short term
- Review and promote the ongoing progress of St. Lawrence School technology
- Promote community with special events and promotions especially in welcoming and helping with the orientation of new families
- Assist with advancement, marketing, and public relations

- Address parental concerns within the context of policy

Attendance/Absence:

Given the significant and important responsibilities of the St. Lawrence School Advisory Board, attendance at the regularly scheduled meetings is required.

In the event that an Advisory Board member is unable to attend, the absence may be considered excused if the members contacts the President in advance of the meeting. A member is not permitted more than one unexcused absence, or more than two excused absences over the course of a school year. A member who exceeds these absence totals will be removed from the Advisory Board, unless extenuating circumstances indicate a valid exception, to be determined by the Executive Committee.

Standing Committee/Pillar Meetings:

Each standing committee/pillar of the Advisory Board is expected to set its own agenda, conduct regular meetings and report committee progress at the Advisory Board's monthly meetings. All committees are expected to take attendance and minutes, to be entered into the Advisory Board records at the end of each school year.

Areas Not within the Advisory Board's Responsibility:

The Board's function is *advisory or consultative* rather than *regulatory or governing*. Thus, the Board's responsibilities do not include the following:

- **Setting School Policy:** The Board discusses policy and advises the Pastor and administration. The Pastor enacts the policy and the administration implements the school policy. Most school policy is based on Archdiocesan policy.
- **School Administration:** The Board does not review or reverse administrative decisions regarding individual staff members or students.
- **Evaluation:** The Board does not evaluate staff, curriculum or program; however, it does participate in discussions of curriculum and program in its advisory capacity.

Amended May 17, 2023