

**Saint Dunstan Parish Elementary School**  
**Millbrae, California**  
**School Advisory Board**  
**Constitution and By-Laws**  
**Approved Spring 2018**

Article I - Role and Purpose of Board

- Section 1        The Saint Dunstan Parish Elementary School Advisory Board (hereafter Board) is created and remains established by the power of and at the discretion of the Saint Dunstan Parish Pastor (hereafter Pastor) and the Saint Dunstan Parish Elementary School Principal (hereafter Principal). All Board activities must take place with the awareness and approval of the Pastor (or his designate) and Principal.
- Section 2        The Board serves in an advisory capacity to the Pastor and Principal in their work as leaders of the Saint Dunstan Parish Elementary School (hereafter School). The areas in which the Board exercises its advisory capacity is limited to the discretion of the Pastor and Principal. This discretion is absolute. The way(s) in which the Board exercises this advisory role is always subject to the discretion of the Pastor and Principal.
- Section 3        Unless expanded or abridged by the Pastor and Principal, the following areas are those in which the Board is invited to advise the Pastor and Principal.
- School Finances
  - School Facilities and Safety
  - Marketing and School Enrollment
  - Fundraising
  - Strategic Planning
  - School Accreditation
- Section 4        Unless expanded or abridged by the Pastor and Principal, the following areas are those in which the Board may not advise the Pastor and Principal.
- Daily Operations of the School
  - School Personnel, Staffing, and Human Resources
  - Curriculum and Non-Academic Programming

Article II - Board Membership

- Section 1        Unless approved by the Pastor and Principal, all Board members must be parents or guardians of students enrolled in School during the time in which the parent/guardian serves on the Board.
- Section 2        Board members are appointed by the Principal with the approval of the Pastor

(or his designate). Board members may be removed from the Board at any time by the Pastor or Principal.

Section 3 Unless given dispensation by the Pastor or Principal, Board members may only serve for three consecutive years unless removed by the Principal or Pastor prior to their end-of-term.

Section 4 Board members are expected to fulfill the following responsibilities in order to remain in good standing.

- A. Attend all regularly-scheduled meetings of the Board (members may be excused for up to two (2) Board meetings each school year)
- B. Prepare for all meetings of the Board based on the published meeting agenda
- C. Participate in at least one Board Committee for which the entire Board does not sit in Committee
- D. Attend at least one of the following Admissions event
  - a. Kindergarten Open House
  - b. School Open House

#### Article III - Board Officers, Focus Area Leaders, Parent Organization Liaisons, and Parent Representatives

Section 1 By virtue of their position, the following parish/school personnel hold permanent seats on the Board with full voice and vote. These people are also considered Officers of the Board.

- Parish Pastor (or his designate)
- School Principal

Section 2 By virtue of his/her position, the school's Vice-Principal holds a permanent seat on the Board as an ex-officio non-officer member with full voice and vote. The Vice-Principal's role on the Board is to ensure that the views of the school's faculty and staff are sufficiently represented.

Section 3 In addition to the above-mentioned Officers, one Board member will be designated as Chair of the Board and serve as the presiding Officer at all Board and Committee meetings (unless otherwise designated). The Chair is responsible for working with the Principal to set the Board's agenda, track the work of all Board Committees, and speak on behalf of the Board at School activities. The Board Chair may not hold any other official position on the Board. The Board Chair is appointed by the Principal with the approval of the full Board. The Board Chair must be re-appointed each school year or another Board Chair appointed in his/her place. The Board Chair holds full voice and vote in all Board proceedings.

Section 4 To assist the above-mentioned Officers, a series of Board members will serve as Focus Area Leaders when appointed by the Principal to do so. These Leaders serve in their capacity with the approval of the Principal and Board

Chair for one school year. These leaders may be re-appointed by the Principal and Board Chair in subsequent school years. Focus Area Leaders hold full voice and vote in all Board proceedings. The Focus Area Leaders and their responsibilities beyond basic Board membership (see above) are as follows.

#### Communication (Secretary)

- Takes notes during Board meetings
- Disseminates notes from Board meetings to the general School community (once approved by the Board)
- Advises the Board on how best to keep the School community informed about policy changes, upcoming events, and other information relevant to students and parents
- Advises the Board on how best to include the viewpoints of the School community in its own deliberations and decisions
- Serves on the Board's Fundraising Committee
- In the absence of a Communication Leader, the School Director of Communication will assist with the taking of Board meeting notes and disseminating same

#### Facilities and Safety

- Meets monthly with the Principal to assess the facility and safety needs of the School
- Advises the Board on pressing facility and safety needs
- Presents regular reports to the Board on the state of the School's facilities and safety concerns
- Serves on the Board's Facilities Committee

#### Marketing

- Meets monthly with the Director of Communications to discuss existing School marketing efforts
- Advises the Board on new ways in which the school can market itself to prospective families and the general local community
- Presents regular reports to the Board on the state of the School's marketing efforts
- Serves on the Board's Facilities Committee

#### Fundraising

- Meets monthly with the Principal and Director of Communications to discuss ongoing School fundraising efforts
- Advises the Board on new ways in which the school can raise funds or improve on existing fundraising efforts
- Presents regular reports to the Board on the state of the school's Fundraising efforts
- Serves on the Board's Fundraising Committee

Parents, Men's Club, Lady Knights, and Athletic Board) will determine a liaison to represent their organization at each Board meeting to offer the Board a report on recent organization activities. The designated liaison does not have to be the same person for each Board meeting. The designated liaison may also be a permanent member of the Board. Parent Organization liaisons will have voice at Board meetings, but they will not possess a vote unless they are otherwise a permanent member of the Board.

- Section 6      Three (3) seats on the Board are reserved for representatives from the School's parent community. These parents serve in their capacity with the approval of the Principal. Parents must represent a grade level for which they have a child. Representative categories include
- Kindergarten, First Grade, Second Grade
  - Third Grade, Fourth Grade, Fifth Grade
  - Sixth Grade, Seventh Grade, Eighth Grade
- Parent representatives hold full voice and vote in all Board proceedings. Parent representatives may serve as Board Chair or as Focus Area Leaders on the Board in addition to their representative function. In addition to the general responsibilities established above for all Board members, parent representatives are also required to serve on either the Board's Fundraising or Facilities Committee.
- Section 7      The Principal reserves the right to increase the number of parent representatives on the Board at any time. These additions must be temporary in nature and fulfill a specific and articulated need of the Board. The duration of ad-hoc Board membership must be established at the time of appointment.
- Section 8      The following is a list of Board members and their roles that summarizes sections 1-7 of this article.
- Officers (voice/vote)
    - Principal
    - Pastor (or representative)
    - Chair (may be Focus Area Leader/Parent Representative)
  - Ex-Officio (voice/vote)
    - Vice-Principal
  - Focus Area Leaders (voice/vote)
    - Communication/Secretary (may be Parent Representative)
    - Facilities and Safety (may be Parent Representative)
    - Marketing (may be Parent Representative)
    - Fundraising (may be Parent Representative)
  - Parent Representatives (voice/vote)
    - Grades K-2
    - Grades 3-5
    - Grades 6-8
  - Parent Organization Liaisons (voice only, unless fulfilled by a permanent Board member)
    - Room Parents

- Men's Club
- Lady Knights
- Athletic Board

#### Article IV- Board Proceedings

- Section 1      The Board will meet once per month (except in July) and when additional meetings are called by the Principal.
- Section 2      Board meeting agendas will be set by the Principal in advance of each meeting with the consultation of the Board Chair. Each agenda will be made available to all Board members in advance of each Board meeting.
- Section 3      Any Board member may request that an item be placed on the Board's agenda. Discussion items will be scheduled by the Principal with the consultation of the Board Chair.
- Section 4      Board business may take place when any two Board Officers are present during a duly constituted Board meeting so long as the Principal is aware of said meeting taking place.
- Section 5      All Board decisions must be made by majority vote of Board members present. Board members in attendance each have one vote only, even if they fulfill multiple roles on the Board. Votes that are tied will be settled at the discretion of the Principal.
- Section 6      The Board's Communication Leader will take notes during all Board meetings, get subsequent approval from the Board of these minutes, and disseminate approved minutes to the general School community. In the absence of the Board's Communication Leader, these responsibilities will be fulfilled by the following Board Officers (in this order): School Director of Communications, School Principal, Board Chair.

#### Article V - Board Committees

- Section 1      To assist the full Board in its work, a number of standing committees are established. Committees will meet on a regular basis, as needed, to sufficiently support the Board in its work in its specified area of focus. Committees may only be convened with the knowledge and permission of the School Principal. Committees must be chaired by one of the Board's Officers. Committees must have two Board members present (including one Officer) to conduct official business. With the approval of the School Principal, non-Board members may participate on Board Committees. Committee meeting notes will be kept and reported to the Board at the next Board meeting.

Section 2      The Board will make use of the following standing Committees. Membership on said Committees is included.

Executive Committee - School Principal, Board Chair, School Director of Communications, School Vice Principal

Finance Committee - Full Board

Strategic Planning Committee - Full Board

Facilities Committee - School Principal, Board Chair, Facilities and Safety Leader, Marketing Leader, School Vice-Principal, and one (1) Parent Representative

Fundraising Committee - School Principal, School Director of Communications, Communication Leader, Fundraising Leader, and two (2) Parent Representatives

Section 3      In addition to the above-mentioned Standing Committees, the School Principal may establish additional temporary committees, as needed.

#### Article VI - Annual Board Timeline

Section 1      Each month, the Board will have standing responsibilities. These include regular reports from the Pastor, Principal, Focus Area Leaders, and parent organization liaisons. Additional tasks include, but are not limited to, the following.

August - Finalize Board Membership and Responsibilities; Continued Festival Preparation; Final Charleston Wrap Preparation; Strategic Planning Update

September - Final Festival Preparation; Preliminary Admissions Season Plans; Accreditation Update

October - Final Admissions Season Plans

November - Preliminary Budget for Next Year

December - Final Budget for Next Year (set tuition); Preliminary Lobster Feed Preparation

January - Continued Lobster Feed Preparation; Strategic Planning Update

February - Continued Lobster Feed Preparation; Accreditation Update

March - Final Lobster Feed Preparation

April - Preliminary Festival Preparation; Preliminary Charleston Wrap Preparation

May - Preliminary Board Assignments for Next Year; Continued Festival Preparation; Continued Charleston Wrap Preparation

June - End-of-Year Board Celebration

#### Article VII - Amendment Process

Section 1      Additions, amendments, or deletions to these bylaws must be requested by a Board member in good standing, approved by majority vote of the Board, and approved by the School Principal.