

**ST. CECILIA CATHEDRAL PARISH BOARD
OF EDUCATION BYLAWS**

**ARTICLE I
NAME**

The name of this body shall be St. Cecilia's Parish Board of Education.

**ARTICLE II
NATURE, PURPOSE AND FUNCTION**

Section 1. Nature and Purpose – Refer to school

handbook

This Board was established by the Parish Council of St. Cecilia's Parish to assist the pastor and principal with the development of the educational programs Of St. Cecilia's School, the CCD program administered by the Parish and the formulation of policy with regard to education, except where specifically limited by archdiocesan policy and/or canonical law. The Board is advisory to the pastor, who in accord with canonical law has ultimate responsibility for the parish. The board is accountable to the parish council in those matters so designated in these bylaws.

Section 2. Functions

The chief functions of the Board are:

- a. Formulation of policy for St. Cecilia's School and for the Parish Faith Formation program;
- b. Planning to assure continued excellence and viability in all Parish educational programs.

**ARTICLE III
RELATIONSHIP WITH OTHER GOVERANCE GROUPS**

Section 1. Archdiocesan School Board

The Archdiocesan School Board acts as an advisory body to this Board and this Board shall seek to maintain an open and cooperative relationship with the Archdiocesan School Board.

Section 2. Auxiliary Groups

- a. This Board shall receive bi-monthly reports and an annual financial report from an officer of the Home and School Association and Activities Booster Club of St. Cecilia's Grade School regarding the Association's activities.

ARTICLE IV
BOARD MEMBERSHIP

Section 1. Number of Members

The membership of the St. Cecilia's Board of Education shall consist of nine (9) lay members of the Parish, the pastor, and the principal of St. Cecilia's Grade School.

Section 2. Qualifications of Lay Members

- a. Each lay member of the Board shall be at least twenty-one (21) years of age.
- b. Each lay member shall be a registered member of St. Cecilia's Parish or a parent or guardian of a Saint Cecilia Elementary School student with no apparent conflict of interest.
- c. Members of the Board shall be committed to the Catholic Church and committed to promoting the excellence and financial viability of the school.
- d. Paid employees of St. Cecilia's Parish shall not be eligible to serve as lay members of the Board, other than as ex officio members.

ARTICLE V
ELECTION AND TERMS OF OFFICE

Section 1. Nomination and Election of Board Members

- a. The Nominating Committee shall publish a parish-wide announcement in the parish bulletin and the school newsletter no later than the first week of February each year. This announcement would notify members of the parish that nominations will be accepted for those positions on the Board of Education which will expire and become vacant in that year.
- b. The Nominating Committee shall finalize a slate of eligible candidates to be presented to the Board at the April meeting.
- c. Election of new members shall take place on the second Sunday in May of each year.
- d. Any registered member of St. Cecilia's Parish who is at least twenty-one (21) years of age is eligible to vote for members of the Board of Education.

Section 2. Terms

Lay members of the Board shall be elected for terms of three (3) years. The terms of lay members shall be staggered so that in any year, terms of three (3) lay members shall expire. Members are eligible to serve for only two (2) consecutive terms, but may serve again after being off the Board for at least one (1) year. In the event that a person has served an incomplete term by filling a vacancy on the Board, that person is nonetheless eligible to serve two additional complete consecutive terms.

The term of office of lay Board members shall begin on June 1 of the year he/she is elected and shall end on May 31 of the third year of his/her term.

Section 3. Vacancies, Resignations and Removal

Any lay member of the Board may be subject to recall upon the written petition of eligible voters of the Parish equaling no less than fifteen percent (15%) of the total vote cast at the preceding election. In the event that any member becomes subject to recall by presentation of such petition, an election to determine whether the member is recalled shall be held within six (6) weeks after the presentation of such petition.

The Board may request resignation of a member when that member has unexcused absences in failure to notify BOE President prior to meetings for three (3) or more meetings in a given year.

In the event that a lay member of the Board leaves the Parish, his/her position on the Board will become vacant.

In the event that a lay member of the Board becomes an employee of the Parish, his/her position on the Board will become vacant.

Any member choosing to resign from the Board shall submit a written resignation to the President of the Board. Such resignation shall create a vacancy. Any vacancy among lay members of the Board shall be filled by a majority vote of the remaining members of the Board. Any member who is elected by the Board to fill a vacancy for any reason shall serve for the remainder of the unexpired term of said vacancy.

ARTICLE VI OFFICERS

Section 1. Officers, Duties

The officers shall be a president, vice-president and secretary.

The president shall preside over all regular and special meetings of the Board, shall appoint and oversee all committees as specified by the Board, and in general, perform all duties incident to the office of the president, including those duties which may be assigned by the Board.

The vice-president shall assume the duties of the president at the request of, or in the absence of the president.

The secretary shall record minutes of all regular and special meetings of the Board, record attendance and perform all duties incident to the office of secretary, including other duties as may be assigned by the Board. From time to time, the Board may authorize additional officers. All officers must be duly qualified members of the Board.

Section 2. Election of Officers

Officers shall be elected annually at the June meeting of the Board, the first meeting with the newly elected members. Election shall be by a simple majority. Terms shall be for one year. Vacancies among officers shall be filled by a majority vote of the remaining Board members.

ARTICLE VII MEETINGS

Section 1. Regular Meetings

Regular meetings of the Board shall be held at least once a month, at such time and place as may be designated by the Board. The president of the Board, or his or her designee, shall be responsible for setting the meeting agenda for each regular meeting. Regular meetings of the Board shall be open to the parishioners and to the parents of children attending St. Cecilia's School.

Section 2. Special Meetings

Special meetings of the Board may be called at any time by the president of the Board, the Pastor, or upon written request of any two voting members of the Board. The secretary of the Board shall give notice to all members of the Board at least forty-eight (48) hours in advance of the time of the meeting. The business to be transacted at the special meeting shall be restricted to such business as may be set forth in the notice of such special meeting. The written request of the members requesting the special meeting shall be served upon the president.

Parishioners or parents are to notify the President of the Board at least a week in advance of a Board meeting of any subject matter they desire to present to the Board. The notification should be in writing and it shall be a responsibility of the President to obtain sufficient information as to the subject to assure proper consideration by the Board. An agenda listing the subject matter to be discussed at the next Board meeting shall be furnished to each voting and ex-officio Board member by the Secretary at the direction of the President at least three (3) days before the Board meeting.

Section 3. Executive Session

At the request of any member of the Board, the Board may designate some or all of any meeting to be held in executive session. Only Board members may be present during executive session.

Section 4. Non-member Presentations

Non-members of the Board and special interest groups may present information for the Board's consideration at the time and within the length of time designated by the Board president or the person responsible for the agenda.

Section 5. Conduct of Meetings

The Board president, or the person acting in the position of the Board president, shall preside over Board meetings. Formal actions of the Board shall be in accordance with the quorum and majority requirements set forth in these Bylaws.

Section 6. Minutes

Responsibility for the recording of minutes is delegated to the Secretary. An official copy of the minutes shall be kept on file in the school.

ARTICLE VIII VOTING

Section 1. Quorum

A simple majority of the members of the Board shall be sufficient to constitute a quorum for the purpose of conducting business of the Board. Any smaller group of Board members may open and close a meeting, compile attendance of absent members or postpone the meeting to a date and time certain.

Section 2. Voting Majority

A simple majority of members present shall be sufficient to transact business of the Board except as may be otherwise provided in these Bylaws.

Section 3. Ex-Officio Voting

Ex-officio members of the Board are non-voting members.

Section 4. Proxy Voting Prohibited

Votes by proxy are prohibited.

ARTICLE IX COMMITTEES

Section 1. Nominating Committee

The Nominating Committee shall be comprised of three members of the Board, with the vice-president of the Board serving as Chairperson of the Committee. It will be the duty of the Nominating Committee to conduct the nomination of Board candidates and to conduct the election of Board members in accordance with these Bylaws. Please refer ARTICLE X, Section 1.

Section 2. Standing Committees

A standing committee chairperson may be appointed by the Board or elected by standing committee members, in accordance with the mandate of the Board. Committees shall keep minutes of their meetings and provide reports of their deliberations to the Board.

The following are standing committees of the Board.

- a. Nominating Committee. Obtain necessary number of eligible members for election on the second Sunday of May annually following ARTICLE X, Section 1.

- b. Salary and Benefits Committee

Members of this committee shall meet together with the principal, selected members of the Parish Finance Council, and selected members of the St. Cecilia's Grade School faculty to discuss and recommend salaries and benefits for the faculty for the upcoming academic year.

Section 3. Other Committees

The Board shall establish ad hoc committees as it deems necessary. Ad hoc committees shall operate in the same manner as standing committees, for a length of time to be determined by the Board.

ARTICLE X
FINANCES

The expenses of the St. Cecilia's Board of Education shall be borne by the St. Cecilia Cathedral Corporation.

ARTICLE XI
AMENDMENTS

To add, revise or delete any policies in whole or in part of the Board of Education, the following will be required:

- a. The action requested must be in writing and distributed to all Board Members not less than three (3) days prior to the meeting in which the action will be taken.
- b. The person requesting the action will be responsible for the distribution mentioned above.

A two-thirds (2/3) vote by the members of the Board will be necessary to amend or pass any of the Board of Education Bylaws. Written notice of any proposed changes shall be presented in writing at the meeting the month preceding the vote.

POLICY 2211

March 11, 2015

The pastor will have the option to perform an annual evaluation of the principal using the tools provided by the Archdiocese. The pastor will conduct the evaluation and report to the BOE the results of the evaluation.

POLICY 3270

January 21, 1985

Any family with children in St. Cecilia's Grade School who is paying in parish tuition is required to support St. Cecilia's Cathedral regularly.

POLICY 4152.3

March 11, 2015

Extended Leave. The BOE supports the following policy for Extended Leave:

Extended leave may be requested by a faculty/staff member for reasons of pregnancy or serious illness. The request must be made to the principal and the principal will respond after consultation with the Pastor and/or School Board.

Terms of extended leave are as follows:

- Sick leave from the current contracted year will be used.
- Beyond available sick days, per diem rate pay is deducted from the employee's paycheck up to six weeks. After that time the employee is expected to return to duties.

(The administration also follows the provisions of the Family and Medical Leave Act of 1993).

Policy 5142

March 11, 2015

The Board recognizes the Administration's policy on weapons, controlled substances, etc. and we are prepared to assist in support and advice. See the St. Cecilia Cathedral School Family Handbook.

POLICY 6111

July 8, 1985

The St. Cecilia's Cathedral Board of Education shall annually adopt a school calendar created by the principal and grade level coordinators with provisions for 1032 hour instructional program for elementary students. The instructional program includes homeroom, classes, assemblies, field trips and other school activities deemed to be instructional in nature which requires students and teachers to be in attendance.

POLICY 6141.1

March 11, 2015

MULTI-CULTURAL EDUCATION

The BOE supports the principal and school administration in utilizing the resources of curriculum, instruction, in-service, counseling and guidance to reflect the racial, ethnic, language, religious and cultural heritage of both historical and modern day United States of America by observing the following objectives:

- 1.) To select materials and methods that will eliminate bias and stereotype in our school.
- 2.) To conduct in-service programs for our staff that will assist them to understand a multi-cultural approach and to reflect it in their teaching and administrative duties.
- 3.) To encourage all students to grow in self-esteem and to understand and develop their academic and human potential.
- 4.) To guard against the grouping of students that reflects racial, ethnic or cultural bias.

POLICY 6141.2 Non-Discrimination.

March 11, 2015

The BOE supports the following policy regarding Non-Discrimination.

From St. Cecilia Cathedral Elementary School Family Handbook:

The Omaha Archdiocesan Schools admit students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, religion, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Those students who are not of the Catholic faith are expected to attend and participate in religious activities scheduled at the school (religion class, Mass, religious services, etc.)

POLICY 6144

March 11, 2015

The BOE supports the practice and procedures of Family Life Curriculum and Circle of Grace. Grades 4-8th teach a Family Life curriculum using the Benzinger curriculum. Grades Pre-K to 8th all teaches their grade level curriculum once a year as mandated by the Archdiocese of Omaha Safe Environment program.

Presented to the members of the Saint Cecilia Cathedral Elementary School Board of Education on March 11th, 2015 and approved by voice vote.

Brad Poeckes

Board of Education President (Brad Poeckes)

Paulette Rourke

Principal (Paulette Rourke)

Rev. Michael Gutgsell

Pastor (Rev. Michael Gutgsell)

3-11-2015

Date