



Constitution and Bylaws of the Cathedral Parish School Advisory Board

Article I

Name

The name of this organization is the Cathedral Parish School Advisory Board (The Board).

Article II

Purpose

The Cathedral Parish School Advisory Board as constituted is a cooperative endeavor of the Parish, school and community, whose primary intent is to continue the fine tradition of Cathedral Parish School (CPS); supporting its mission, while serving the children and parents in the quest for faith and knowledge in today's world.

The duties of the board are as follows:

- I. To assist in supporting the goals of CPS, the Diocese of St. Augustine, and the Florida Catholic Conference; working to further the goals of Catholic education and stewardship.
- II. To participate in communicating the purpose and programs of the school.
- III. Long and Short-Term Strategic Planning.
 - a. To assist in formulating strategic goals for the direction of the school.
 - b. To assist in the maintenance, upkeep, planning, and building of educational facilities.
 - c. To assist in the formation of financial plans, budgeting, and financial reporting.
- IV. To provide advice and counsel to enhance the image, enrollment, and financial viability of the
- V. School.
- VI. To provide advice and counsel with regards to school policies in areas determined by the Pastor and Principal.
- VII. To evaluate the effectiveness of the mission.
- VIII. To provide advice and counsel with regards to communicating school policies and activities to various school and community entities.
- IX. To build relationships and encourage communication between the Cathedral Parish and Cathedral Parish School's parents and surrounding parishes.

The school Advisory Board is advisory in nature and has no authority to implement policies separate from the Pastor and Principal. The board does not have the responsibility for determining the amount of Parish funds allocated in support of the school and has no responsibility regarding the school's staff, personnel, or students.

Confidentiality: All discussions had by the School Advisory Board are confidential, unless stated to the contrary by the President of the Advisory Board.

Article III

Membership

Section I: Members

The School Advisory Board shall consist of twelve (12) members who are representative of the Catholic community of Cathedral Parish School, including the Pastor of the Cathedral Parish, and the Principal of Cathedral Parish School. The Pastor shall be the President of the Advisory Board. Members shall be appointed by the Pastor, in consultation with the Principal. The Pastor and Principal serve as ex-officio members of the board, as will the PTO President, St. Joseph Academy Representative, and a representative of the CPS faculty (Faculty Representative). Additionally seven (7) At-Large members will be appointed to the Board.

Section II: Categorical membership

Effective as of the 2022-2023 school year, the twelve members of the School Advisory Board shall be distributed as follows:

- a. Pastor of the Cathedral Parish (1)
- b. Cathedral Parish School Principal (1)
- c. d. President of the PTO (1)
- d. Faculty Representative (1)
- e. St. Joseph Academy Representative (1)
- f. Seven At Large members may include parents of students enrolled at Cathedral Parish School, alumni or parents of alumni; leaders within the Catholic, civic, business, and professional communities; area educators or pastors; parishioners of the Cathedral Parish or surrounding parishes which support Cathedral Parish School (7).

Section III: Nominations

Prospective members shall be nominated by a committee consisting of the Pastor, the Principal and the Chairperson, and other members as appointed by the Pastor. Prospective members should meet the following criteria:

- a. An interest and commitment to Catholic education in general and a specific commitment to the mission of Cathedral Parish School.

- b. Availability to attend meetings, Diocesan workshops and trainings, periodic in-service programs, and to participate in committee work.
- c. Ability to maintain high levels of integrity and confidentiality.
- d. Ability to deal with situations as they relate to the good of the educational ministry of the Parish and the School.

Section IV: Terms

Each board member/nominee shall be appointed by the Pastor for a three-year term. Board members may be reappointed for an additional three-year term by the Pastor. No board member shall serve more than two full terms consecutively.

New members shall be appointed by the close of the current school year, for the following year, unless they are replacing an existing member. New appointees should attend the final meeting of the current year and will have special voting rights as determined by the President and/or Chairperson.

The PTO President shall serve as an ex-officio member only during the time that he or she serves as the PTO President.

The Faculty Representative shall be voted upon by the faculty and shall serve a term of one year. Teachers may be reelected, however, may serve no more than three consecutive years.

The President may choose to extend the maximum appointment of a board member's term by one year should a circumstance arise where a majority of at large members' terms end in the same year.

Section V: Resignation and Removal of Board Members

A board member may resign at any time by giving written notice to the Chairperson and/or Pastor. Members who are absent without excuse from more than three meetings in a school year may be dismissed. A board member's appointment may be terminated by the President for actions that may bring discredit to the school or parish.

The Pastor, in consultation with the Principal, shall appoint a replacement for the member who has been dismissed or who has resigned for the remainder of the member's term.

Section VI: Officers

The officers of the school advisory board shall be the Chairperson, Vice Chairperson, and Secretary. The Vice-Chairperson and Secretary may be appointed by the Chairperson, subject to ratification by the Pastor or be voted on by members of the board at the May meeting.

The Chairperson is appointed by the President/Pastor of the Board from the seven (7) At-Large members with full voting rights. His/her term shall be one year with the option to renew for one additional year from their appointment, with no more than two consecutive one-year terms. No individual shall be eligible to serve as the Chairperson without having completed one year of service on the board.

Duties shall be:

- I. **Chairperson:** The Chairperson shall preside over all regular and special meetings of the school advisory board and prepare the board agenda. The Chairperson shall have the authority to assign additional duties and responsibilities to individual members, including appointments to committees. The Chairperson shall nominate the Board officers for ratification.
- II. **Vice –Chairperson:** in the absence of the Chairperson, the Vice-Chairperson shall perform all duties of the Chairperson. He or She shall assist the Chairperson in managing the activities of the board.
- III. **Secretary:** The Secretary shall be responsible for keeping accurate minutes, appointments of all committees, and attendance related to board meetings.

Article IV

Meetings

Section I Location:

The board shall meet at the Cathedral Parish School or at another location as determined by the Chairperson, Pastor, or Principal.

Section II Frequency:

The board shall meet on the fourth Monday of the months of August, September, October, November, January, February, March, April, and May of each year. The August meeting may be an organizational meeting specifically to review the goals and pressing matters to the Advisory Board as determined by the President or Principal and Chairperson. Meetings may be cancelled, or a special meeting may be called, at the discretion of the Chairperson following consultation with the Pastor and/or Principal.

Section III Agenda:

The agenda shall be set by the Chairperson and Principal in consultation with the Pastor and distributed by the Chairperson/Principal, after approval by the Pastor and Principal.

Section IV Order of Business:

Meetings shall include the following items of business, as well as any others as determined by the Chairperson:

- a. Call to order
- b. Prayer
- c. Approval of minutes
- d. Old business
- e. Committee reports
- f. New business
- g. Call for adjournment

Section V: Quorum

A Quorum will be needed for approval of policy or where a vote is necessary. The majority of the voting members of the board shall constitute a quorum.

Voting shall normally be conducted by a show of hands or simple vote. However, voting may be taken by secret ballot if a board member so requests and if the suggestion is approved by a 2/3 vote of present board members.

Meetings may include the attendance of the Cathedral Parish Parochial Vicar and Parish Bookkeeper to promote coordination between the Cathedral parish and CPS.

Section VI: Public address

Board Meetings are closed sessions. However, should a member of the parish or school community wish to address the board, written notice must be provided in advance to the Chairperson, who, after consultation with the Pastor, may allow for a brief presentation to be made at the beginning of a regular meeting. If it is deemed appropriate by the Pastor, the Chairperson may call a special session with a full or partial board to hear the matter.

Article V

Committees

Section I: Standing Committees

The board shall function through committees. Each committee shall have a board member, or a designee as appointed by the Principal, as its chair. Standing committees shall include

- a. Long Range Planning
- b. Facilities/Maintenance/Safety
- c. Technology
- d. Enrollment Management/Marketing

Section II: Ad Hoc Committees

The Chairperson, at his or her discretion, may establish such committees according to the needs and requirements of the board.

Article VI

Relationship with other groups

Section I: The Superintendent of Catholic Schools

The Principal will provide regular information from the Diocese concerning Diocesan, Provincial or FCC policies impacting the Cathedral Parish Schools. The Principal/Director shall be responsible for implementing Diocesan policies in the schools.

Section II: Parish Pastoral and Finance Councils

The school advisory board shall work in a cooperative and collaborative manner with the Parish and Finance councils of the Cathedral Parish.

Section III: Parent Teacher Organization (“PTO”)

The President of the PTO shall serve as an ex-officio member of the School Advisory Board, without voting rights. The relationship of the board and the PTO shall be characterized by a common vision, clarity of responsibility, good communication, and collaboration.

Section IV: Faculty

The relationship between the board and faculty of the school shall be characterized by mutual support, good communication, and cooperation. The Faculty Representative and the Principal represent the faculty on the board. From time to time, teachers may share information with the board on matters concerning the schools, via the Principal or Faculty Representative.

Article VII

Bylaws and amendments

Section I: Policy

The board shall regularly review the bylaws and policies of the School Advisory Board.

Section II: Amendments

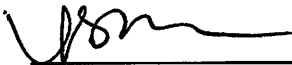
These bylaws may be amended at any regular meeting by a simple majority vote of the full board, provided that any such amendment is submitted in writing to all members prior to the meeting. Amendments shall be subject to ratification by the Pastor.

Article VIII


Adoption

These Bylaws and any amendments shall become effective upon the date of the adoption, unless otherwise noted.


Adopted by:




Ana Brock
School Advisory Board Chairperson



Led Morehead
School Advisory Board Vice-chairperson



Erin Dolan
School Advisory Board Secretary



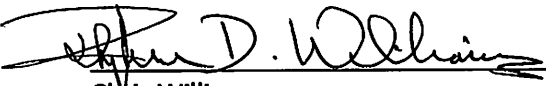
Laura Hemelt
Parent Representative




Ricardo Fernandez-Sardina
Member At-Large



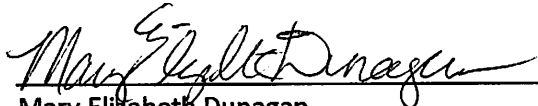
Mark Bailey
Alumni Representative



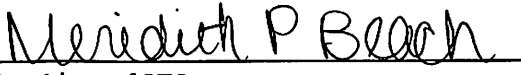
Chris Williams
SJA Faculty Representative



Ree Carroll
CPS Faculty Representative



Mary Elizabeth Dunagan
Parent Representative

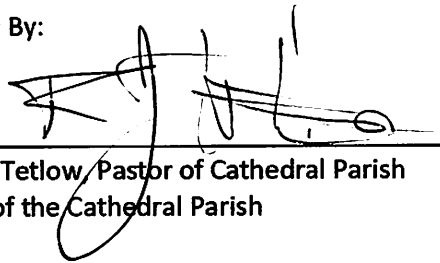


Meredith P Beach
President of PTO
Meredith Beach



Bryan Ott
Principal of Cathedral Parish School

Ratified By:



Fr John Tetlow, Pastor of Cathedral Parish
Pastor of the Cathedral Parish

These bylaws have been adopted by the Cathedral Parish School Advisory Board members and ratified by the Pastor of the Cathedral Parish on this 28th Day of November 2022.