



**School Board Bylaws**  
**Revised February 12, 2021**  
**Introduction and Rationale**



The Parish school is an expression of the educational mission of Our Lady Star of the Sea Parish and of the Diocese of St. Augustine. The Pastor of Our Lady Star of the Sea Parish (the "Pastor") is responsible to the Bishop for the administration of the Parish school. The principal (the "Principal") functions as the chief administrator of the school and is a member of the parish staff. The Palmer Catholic Academy School Board is a consultative board, established to assist the Pastor and his appointed Principal in the governance of the parish school.

The School Board shall have as its primary concern the ministry of Catholic school education: the spiritual, intellectual, physical, emotional and social development of the students. The School Board, operating in conformity with the policies and plans of the Diocese of St. Augustine shall concern itself with policy matters pertaining to the general excellence of education at the parish school.

Working closely with the Pastor and the Principal, for the good of the school community, this School Board shall provide advice and counsel with regard to the formulation of policies that will enable the school to reach its agreed upon goals. These goals will be related to, but not limited to, the overall parish goals established by the parish council.

The following provisions shall henceforth govern the operations, deliberations and recommendations of the School Board:

**Article I**  
**Name**

- 1.1 The name of the organization governed by these bylaws is the Palmer Catholic Academy School Board (the "Board").

**Article II**  
**Purpose and Function**

- 2.1 The Board is established to assist the Pastor and the Principal in the governance of the parish school by providing advice and counsel. It is the role and sole prerogative of the Pastor to enact and formulate policies.
- 2.2 The areas in which the Board will be consulted are:
  - 2.2.1 Strategic Planning
    - a. To assist in formulating strategic goals for the long-term direction of the school;
    - b. To assist in formulating the school mission statement.
  - 2.2.2 Policy Formation
    - a. To provide advice and counsel with regard to policies in areas determined by the Pastor and Principal.

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- 2.2.3 Evaluation of policies, plans, mission effectiveness and Board self-evaluation.
- 2.2.4 Institutional Advancement/Development
  - a. To provide advice and counsel with regard to the establishment and maintenance of comprehensive programs of institutional advancement and to enhance the image, enrollment and financial viability of the school.
- 2.2.5 Financial Planning and Financial Management
  - a. To provide advice and counsel with regard to long-range financial planning, annual budget development, budget monitoring and financial reporting.
- 2.2.6 Assisting the Pastor (using Diocesan criteria) in the search and selection of the principal when a vacancy occurs.
- 2.2.7 Public Relations
  - a. Assisting with the public relations and marketing arm of the school.

### Article III Relationship With Other Groups

- 3.1 Pastoral Council. The Board shall communicate through the Pastor with the Pastoral Council for the benefit of the total parish community.
- 3.2 Parish Finance Committee. The Finance Committee of the Board shall work through the Pastor with the Parish Finance Council to determine the financial contribution of the Parish to the school. The Parish financial contribution to the school is a part of the total Parish budget.
  - 3.2.1 The Chairperson of the Finance Committee will be nominated as an ex-officio member of the Parish Finance Counsel and attend Parish Finance Counsel quarterly meetings at Our Lady Star of the Sea Parish to work on alignment of the Boards and to represent the interests of the school with regards to financial matters related to the school.
- 3.3 Home and School Association. An officer of the Home and School Association (the "HSA"), or a designated representative appointed by the Pastor and Principal, shall serve as an ex-officio member of the Board.
- 3.4 Diocese of St. Augustine. The relationship between the school, the Board, and the Diocese of St. Augustine is stated in the Diocesan education policies and are available to the Board members.

### Article IV Membership

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- 4.1 The Board will consist of at least seven (7) Members but not more than ten (10) approved by the Principal and appointed by the Pastor. Ex-officio members of the Board include the Pastor, or his delegate, and the Principal and may include an officer of the HSA. The Board may also include up to four (4) additional ex-officio members, as the need of the school and Parish demand, upon appointment by the Pastor and Principal as the need of the school and parish demand.
- 4.2 Members are selected through the process outlined in this Article and serve for a term of three (3) years, which begins in May. Terms of membership should be staggered. Board members may be reappointed, provided that no Board member shall serve more than two terms consecutively. However, from time to time and for special circumstances identified by the Pastor and Principal, a member may be appointed to additional terms beyond the limits of this section without a change of bylaws.
  - 4.2.1 Board members must be current participating parishioners of Our Lady Star of the Sea parish or St John Paul II parish and could be parents, guardians or grandparents of a school student at the time of their appointment to the Board.
- 4.3 The requirements of Paragraph 4.2 are not applicable to ex-officio members. Ex-officio members are appointed by the Pastor and Principal and serve only during the time he or she serves in the designated position for which they were appointed to the Board, as determined by the Pastor and Principal. Ex-officio members are not voting members of the Board.
- 4.4 Selection Process:
  - 4.4.1 In April a nominating committee consisting of Board members shall seek out and prepare a slate of prospective board member nominees who meet the following criteria:
    - a. Have interest in and commitment to Catholic education and to the school's philosophy and mission;
    - b. Are available to attend meetings and periodic in-service programs and to participate in committee work;
    - c. Maintain high levels of integrity and confidentiality;
    - d. Deal with situations as they relate to the good of the educational ministry of Our Lady Star of the Sea Parish and the entire school community; and
    - e. Capacity to give witness to Catholic and moral values within the school and parish communities.
  - 4.4.2 The nominating committee should prepare a list of possible appointees according to the stated criteria and the specific needs of the Board. Appointments by the Pastor should be made in consultation with the Principal.
- 4.5 Board members are expected to attend in-service training for boards. Failure to do so without sufficient cause will result in disqualification from the Board in the subsequent school year.
- 4.6 The Board members are expected to attend all meetings. Only the Chair of the Board or the Pastor or Principal may grant (in advance of the meeting) an excused absence.

4.7 Resignations/Vacancies:

- 4.7.1 Resignations of all members and officers shall be in writing to the Pastor and Principal.
- 4.7.2 Members who miss three meetings during a ten (10) month period and are unexcused may lose membership by action of the Board. The Chair or the Principal will notify any such member that misses more than three meetings during a ten (10) month period and the member shall be given the opportunity to respond,. The Board will consider whether the member is presumed to have resigned or if some other action is required due to circumstances. The Board's recommendation shall be provided to the Pastor for final determination.
- 4.7.3 Should the Pastor decide that a member has resigned due to non-attendance, the Chair or Principal shall take appropriate action to notify formally that member of his or her presumed resignation.
- 4.7.4 The Pastor, after consultation with the Principal, may appoint a replacement member to complete the remainder of the term of a Board member who has resigned or is unable to complete the term of service.

Article V  
Officers

5.1 Officers shall be elected by the Board. Officer elections shall be conducted by the Board Chair when reasonably necessary. The Officers of the Board shall be:

- Chair,
- Vice Chair,
- Secretary.

5.2 Chair. The Board Chair shall:

- 5.2.1 Preside over all Board meetings;
- 5.2.2 Conduct internal elections;
- 5.2.3 Call all regular and special meetings;
- 5.2.4 Set the agenda for all Board meetings in consultation with the Principal;
- 5.2.5 Assist in preparing the budget;
- 5.2.6 Direct the functions and goals of the Board;
- 5.2.7 Enforce the Bylaws; and
- 5.2.8 Perform any and all duties incident to the office of the Chair.
- 5.2.9 Have previously served as Secretary or Vice Chair before being eligible for this position.

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- 5.3 Vice Chair
  - 5.3.1 Support the activities of the Board Chair as requested
  - 5.3.2 Fulfill the role of Board Chair in the absence thereof.
  - 5.3.3 Chair the Nominating Committee for the annual election
  - 5.3.4 Chair the Finance Committee
  - 5.3.4 Participate as ex-officio member of the pastor council and / or parish finance council
- 5.4 Secretary. The Secretary of the Board shall:
  - 5.4.1 Record and maintain the minutes of all regular and special Board meetings;
  - 5.4.2 Present the minutes and other material as required at the Board meetings;
  - 5.4.3 Serve as the custodian of the Bylaws;
  - 5.4.4 Answer correspondence; and
  - 5.4.5 Perform all duties incident to the office of Secretary.
- 5.5 Election of Council Officers.
  - 5.5.1 Election of Officers shall be by a simple majority of Board members.
  - 5.5.2 Officers serve one-year renewable terms with the exception of the Board Chair who will serve a two-year term.
  - 5.5.3 The Board is required to nominate and vote on new officers for each school year.
  - 5.5.4 In the event that there are no nominations for the position of Secretary, the Board Chair will appoint the Secretary from the newly elected members of the Board.
  - 5.5.5 In the event that there are no nominations for the position of Vice Chair, the Board Chair will appoint a member of the Board with previous experience on the Board to such position.

**Article VI**  
**Meetings & Conduct of Business**

- 6.1 The full Board meets at least six (6) times a year.
- 6.2 Standing committees meet as needed.

- 6.3 Special Board meetings may be called by the Pastor, Principal, and/or Chair.
- 6.4 If non-members attend Board meetings, the Board will go into executive session outside the presence of non-Board members whenever the issues involve personnel or other confidential matters.
- 6.5 A simple majority of the voting members of the Board shall constitute a quorum for each meeting. Each voting member present at a meeting of the Board shall be entitled to one vote. A meeting at which a quorum is initially present may continue to transact Board business notwithstanding the withdrawal of members, if any action taken is approved by at least a majority of the required quorum for such meeting.
- 6.6 Action Without Meeting. Any action required or permitted to be taken by the Board may be taken without a meeting, if a quorum of the voting members of the Board individually or collectively, consent in writing, including email, to such action.
- 6.7 The Board will conduct a self-evaluation of the performance of the Board at the discretion of the Board Chair, and use the findings of such self-evaluation to improve performance and focus for the subsequent school year. The self-evaluations will be completed and discussed at a Board meeting as determined by the Board Chair.

#### Article VII Committees

- 7.1 **Standing Committees** (A Board member appointed by the Board Chair shall chair each committee and may consist of other Board members and/or non-board members):
  - 7.1.1 Executive Committee – The members of the Executive Committee are the Pastor, Principal and Chair of the Board. The Executive Committee should meet regularly to plan the agenda for the regular Board meetings. The agenda and written committee reports should be available to monitor the budget and current financial reports to the full Board.
  - 7.1.2 Finance Committee – This committee shall prepare and present the budget, allocate financial aid, and perform other duties related to finance.
    - a. The Finance Committee shall be required to present the budget for the upcoming school year for approval at or before the May Board meeting.
    - b. The Finance Committee will be responsible for recommending tuition rates.
    - c. The Chair of the Board shall endeavor to choose a Chair of the Finance Committee based upon that person's technical skills in the realm of accounting and finance.
    - d. The Finance Committee shall be required to present a formal update on actual financial results versus the school budget at each scheduled Board meeting.
  - 7.1.3 Development and Public Relations Committee – The function of this committee is to plan the overall intermediate to long-term development of the school - mission statement, fundraising, and public relations. Special emphasis will be placed on the long-term financial stability of the school.
  - 7.1.4 Marketing Committee – this committee shall develop specific marketing and advertising campaigns, including the appropriate use of social media, to develop brand awareness of the school and its mission statement. A specific emphasis will be placed on ensuring

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adequate enrollment at the school at all levels with students and families who are in support of the school and its mission.

- 7.1.5 Technology Committee – The function of this committee is to plan the overall technology needs and development of the school, including upgrades and changes to hardware, software and technology support needs.
- 7.1.6 Building and Grounds Committee – The function of this committee is to establish future requirements and modifications to the current facilities on both campuses.

7.2 **Ad-Hoc Committees** (A Board member shall chair this committee and may consist of other Board members and/or non-board members):

7.2.1 By-Laws Committee – The function of this committee is to regularly review and provide feedback on future changes in updates to the current school By-Laws. This committee will review recommendations to the School Board and make necessary modifications based on School Board vote.

7.2.2 Alumni Committee – The function of this committee is to establish a base for a future Alumni Association at Palmer Catholic Academy and shall include 2 adult Alumni of Palmer Catholic Academy.

7.2.3 Nominations Committee – The function of this committee is to solicit nominees for the Board and present to the Pastor, Principal and Board for final approval. A Board member whose term is not expiring shall chair this committee and shall consist of at least one other Board member and may include non-board members. Initial list of potential nominees should be presented at March board meeting.

### **Article VIII** **Amendments**

8.1 These Bylaws may be amended by consensus and/or approval of two-thirds of the membership of the Board and:

8.1.1 After approval, any amendment to the Bylaws should be published.

### **Article IX** **Rules of Order**

9.1 Consensus – As much as possible, the Board shall reach consensus on all actions.

9.2 Parliamentary Rules – Where necessary, parliamentary rules may be employed using Robert's Rules of Order (latest copyright) as a guide.

9.3 Policy issues – Ordinarily, decisions regarding policy matters and other major issues are not made at the "first reading." The "second reading" of the policy occurs after additional consultation and clarification. At that time the Board begins its decision making process.

- 9.4 In those matters in which the Board has jurisdiction, and a consensus cannot be reached, the vote of the majority carries and the decisions are to be implemented, with the consent of the Pastor. The minutes are to reflect the different positions and appropriate reasons.
- 9.5 In those matters reserved by the Pastor for his decision, the Board shall present its recommendations and rationale. Decisions are to be implemented when the Pastor renders a decision in writing.

Adoption of By-Laws

These School Board Bylaws, adopted and approved on this twelve day of February, 2021, supersede all prior versions of the Our Lady Star of the Sea Parish School Board Bylaws.

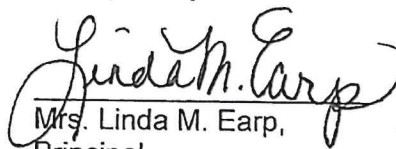
Recommended by:



Mrs. Monica Nauseef Begeman,  
School Board Chair

Date: 2/12/2021

Accepted by:



Mrs. Linda M. Earp,  
Principal

Date: 2/12/21

Approved by:



Msgr. Keith R. Brennan,  
Pastor

Date: 5/20/21