

# **ALPHONSUS ACADEMY AND CENTER FOR THE ARTS SCHOOL ADVISORY BOARD CONSTITUTION**

## **PREAMBLE**

The Alphonsus Academy & Center for the Arts (“AACA”) School Advisory Board is made up of a representative group of AACA parents and community members who serve in an advisory capacity to the principal of the school. The Board advises on matters involving the school and plans for the future of AACA.

## **ARTICLE I – General Information**

The entity shall be known as The AACA School Advisory Board, hereinafter referred to as the “Board.”

## **ARTICLE II – Purpose of the Board**

The purpose of the Board shall be to provide advice and counsel to the principal in promoting the mission of AACA, developing the policies which shall govern the operation of AACA and promoting the implementation of said policies.

## **ARTICLE III – Responsibilities of Board Members**

A. The responsibilities of Board members include:

- Advising on development and implementation of a Strategic Plan, goals and policies that support fulfillment of AACA’s mission.
- Advising on AACA’s three main pillars: Academic Excellence, Arts Integration and Catholic Community/Social Justice.
- Advising on AACA’s work in the areas of: Development, Admissions, Teacher Retention, High School Readiness, Facilities Improvement, Technology, and Communications.
- Advising on balancing the AACA budget, tuition rates, fundraising and other sources of revenue.
- Advising on communications concerning new initiatives, policies and practices of AACA.
- Advising and assisting the pastor in the search and selection of the principal when a vacancy occurs.
- Participating in the Archdiocesan Principal Performance Review and Evaluation Process, if requested to do so.
- Advising and assisting in developing and periodically reviewing the Board Constitution and any other governing document.
- Evaluating annually the Board’s effectiveness, productivity and internal operations.
- Serving as a liaison between the AACA community and the AACA administration including by: (i) acting as a point of contact or sounding board for AACA community members and (ii) directing AACA community members to appropriate resources for questions, concerns, and conflict resolution.
- Participating in Board meetings.
- Supporting professional and productive interactions among Board members, the principal and the pastor.

- Working on one or more Committees or Focus Areas as set forth in Article VIII herein.
- B. The responsibilities of Board members do not include:
- Acting as a grievance committee or conciliators for any group or party.
  - Hiring, evaluating or terminating faculty or staff, or advising the principal in personnel matters.
  - Administering the school or instructing the principal on how to administer the school.
  - Implementing policies and procedures.
  - Directing the operations of AACA.
- C. Board-related responsibilities of the pastor include:
- Informing the Board about parish-related matters.
  - Advising on matters that involve both the parish and school including, but not limited to, financial matters.
  - Hiring the principal in collaboration with the Board.
  - Completing the Principal Performance Review and Evaluation Process.
  - Participating in Board meetings.
- D. Board-related responsibilities of the Board president include those listed in Section A above in addition to the following:
- Developing Board meeting agendas with the principal.
  - Sharing appropriate leadership responsibilities with the pastor and principal.
- E. Board-related responsibilities of the principal include:
- Developing Board meeting agendas with the Board president.
  - Soliciting advice and counsel from the Board on issues affecting AACA.
  - Reporting to the Board about policy and operational matters and issues affecting AACA.

#### **ARTICLE IV – Membership of the Board**

The Board shall consist of at least 6 parents of children enrolled at AACA, 3 AACA faculty and/or staff members, the AACA Director of Development, the AACA Director of Admissions, AACA Director of Budget, the parish Chief Operations officer, the pastor, the AACA assistant principal and the AACA principal.

The principal, after consultation with the Board president, will select Board members. Criteria to be considered include diversity of talent and background, willingness to serve and perform the duties required, and commitment to AACA and its mission. Efforts will be made to comprise the Board of individuals who collectively represent all grade levels at AACA.

Board members shall not receive compensation for their work or participation on the Board and are asked to serve a minimum of 3 consecutive years.

A Board member may be removed or asked to resign from the Board for any of the following reasons:

- Withdrawal of child(ren) from AACA or leaving the employment of AACA or the parish.
- Being excessively absent from Board meetings.
- Violating AACA school policy, the Board Constitution or other governing document of the Board.

Any Board member who wishes to resign from the Board shall tender his or her resignation to the principal and/or the Board president.

## **ARTICLE V – Meetings of the Board**

### **A. Regular Meetings.**

Regular Meetings of the Board shall be held approximately once per month during the months in which school is in session and typically on the first Monday of the month, unless changed by the Board. The meeting dates and times shall be posted on the AACA website. The principal and Board president shall prepare an agenda for each Regular Meeting and such agenda shall be posted on the AACA website. Regular Meetings shall be held at AACA in a place designated in the notice of meeting, agenda and/or AACA website, unless otherwise rescheduled by the principal or Board. Minutes of each Regular Meeting shall be taken by the AACA Director of Development (or another person designated to do so if he/she is absent from the meeting) and posted on the AACA website.

The Board president (or other designee if the Board president is not present) shall be the chairperson of each meeting, and shall use Robert's Rules of Order when necessary or desirable to effectuate the intent of the Board Constitution and any other governing document of the Board. The Board president may request members of the Board to volunteer to act as meeting time keeper or shall appoint someone to that role if there is no volunteer. There is no quorum requirement to conduct a Regular Meeting.

Regular Meetings shall begin with a closed session followed by an open session.

**Closed Session.** All Board members, with the exception of the 3 AACA faculty and/or staff members, shall participate in the Closed Session of each Regular Meeting. During the Closed Session, the Board shall discuss matters that are of a sensitive or confidential nature.

**Open Session.** All Board members, including the 3 AACA faculty and/or staff members, shall participate in the Open Session. Non-Board members who are AACA parents, faculty and/or staff may attend the Open Session portion of any Regular Meeting. AACA Parents who wish to address questions to the Board, or bring up topics for discussion, may do so at the end of the Open Session portion of any Regular Meeting. AACA Parents who have more in depth matters to bring before the Board may request to be allotted time on the agenda of a Regular Meeting. Such request shall be made to the principal and/or Board president and the principal and/or Board President may, in his or her discretion, include such request on the agenda of an upcoming meeting. The principal and/or Board president shall make every effort to grant individual requests to address the Board

or direct the individual to the appropriate forum for the concern. The Open Session is not an appropriate place to discuss specific personnel matters, particular family needs or concerns, or individual student needs or concerns.

**B. Annual Off-Site Meetings.**

Each year the Board shall schedule an Annual Off-Site Meeting on a date and time to be determined by the Board. To the extent possible, the Board shall follow the custom of holding the Annual Off-Site Meeting on a school day, during school hours, in the spring of each school year. The meeting shall be held at the Alphonsus Rectory or such other place as may be designated by the Board and shall be closed to the public. The purpose of the Annual Off-Site Meeting shall be to enable the Board to spend more time working on long term, strategic matters which may be pertinent to AACA and the Board.

The principal and Board president shall prepare an agenda for each Annual Off-Site Meeting with input of the Board. The Board president (or other designee if the Board president is not present) shall be the chairperson of each meeting, and shall use Robert's Rules of Order when necessary or desirable to effectuate the intent of the Board Constitution and any other governing document of the Board. The Board president may request a member of the Board to volunteer to act as meeting time keeper or shall appoint someone to that role if there is no volunteer. There is no quorum requirement to conduct an Annual Off-Site Meeting.

**C. Special Meetings.**

If there is an urgent matter which needs immediate attention and cannot wait until a regularly scheduled meeting, the principal or Board president may call a Special Meeting of the Board.

**ARTICLE VI– Voting**

As the Board is advisory in nature, any vote of the Board shall be non-binding and shall be for the purpose of informing the principal and pastor about the Board's opinion.

**ARTICLE VIII- Focus Areas and Committees**

Each Board member may, with input from the principal and/or Board president, direct his/her efforts on one or more of the primary Focus Areas of the Board which include, but are not limited to: (i) Academic Excellence, (ii) Arts Integration (iii) Catholic Community/Social Justice, (iv) Development, (v) Admissions, (vi) Teacher Retention, (vii) High School Readiness, (viii) Facilities Improvement, (ix) Technology, and (x) Communications.

A Board member may, with input from the principal and/or Board president, also participate on an AACA standing committee and act as a liaison between the committee and the Board. Examples of such standing committees include, but are not limited to: Wellness, Arts Council, and Athletic Council.

Ad hoc committees may be formed by the Board and/or principal for a particular purpose. Examples of ad hoc committees include, but are not limited to, the Principal Search Committee and Board Constitution Committee.

Board Members shall participate in meetings pertaining to their Focus Areas and/or Committees as needed.

**ARTICLE IX- Amendments**

Amendments to this Constitution may be made by the Board with approval of the principal and the pastor.

**ARTICLE X- Promulgation**

After review and consideration by the Board, this Constitution was adopted by a unanimous vote of the Board, with approval of the principal at the Board meeting held on June 5, 2017.