
Procedural Norms of School Advisory Councils and Community Relations Policy

Diocese of Marquette

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Table of Contents

DECREE	1
I. Diocesan School Council: Name	2
II. Diocesan School Council: Purpose	2
III. Diocesan School Council: Relationship to the Bishop.....	2
IV. Diocesan School Council: Functions	2
V. Diocesan School Council: Membership	3
VI. Diocesan School Council: Officers and Recording	3
VII. Diocesan School Council: Meetings	4
VIII. Diocesan School Council: Ad hoc Committees	4
IX. Diocesan School Council: Amendments	4
X. Single Parish: Name and Role of the Organization	4
XI. Single Parish: Purpose and Function of the Council	4
XII. Single Parish: Scope and Responsibilities of the Council.....	5
XIII. Single Parish: Standing and Ad hoc Committees	6
XIV. Single Parish: Membership	6
XV. Single Parish: Membership Selection	6
XVI. Single Parish: Officers and Executive Committee	7
XVII. Single Parish: Meetings.....	8

PROCEDURAL NORMS OF SCHOOL ADVISORY COUNCILS AND COMMUNITY RELATIONS POLICY

XVIII. Single Parish: Annual Budget Process 9

XIX. Single Parish: Relationship with Other Groups..... 9

XX. Multi Parish: Name and Role of the Organization 9

XXI. Multi Parish: Purpose and Function of the Council 9

XXII. Multi Parish: Scope and Responsibilities of the Council..... 9

XXIII. Multi Parish: Standing and Ad hoc Committees 10

XXIV. Multi Parish: Membership 11

XXV. Multi Parish: Membership Selection 11

XXVI. Multi Parish: Officers and Executive Committee 12

XXVII. Multi Parish: Meetings 13

XXVIII. Multi Parish: Annual Budget Process 14

XXIX. Multi Parish: Relationship with Other Groups..... 14

XXX. Community Relations: Connected Organizations 14

XXXI. Community Relations: Public Complaints 15

XXXII. Community Relations: Civility 16

XXXIII. Community Relations: Decisions Reserved to the Bishop 17

IOANNES FRANCISCUS

Divina Miseratione et



Apostolicae Sedis Gratia

EPISCOPUS MARQUETTENSIS

DECREE

**PROMULGATION OF PROCEDURAL NORMS
OF SCHOOL ADVISORY COUNCILS IN THE DIOCESE OF MARQUETTE**

Following an ordinary review of the Procedural Norms of School Advisory Councils in the Diocese of Marquette, it was deemed opportune to update these norms.

After consultation with the Diocesan School Board on November 19, 2015 after their review of the proposed norms and receiving a positive recommendation;

Having heard the Presbyteral Council on February 9, 2016 after their review of the proposed norms and receiving a positive recommendation; it is my decision to establish these norms.

Therefore, in accord with canons 8 §2, 29, and 391 §1 I hereby decree and promulgate as particular law the Procedural Norms of School Advisory Councils in the Diocese of Marquette.

The former Procedural Norms of School Advisory Councils are hereby repealed and abrogated in accord with canon 20 §1.

Any policy or particular law of the Diocese of Marquette that is contrary to Procedural Norms of School Advisory Councils in the Diocese of Marquette is hereby repealed and abrogated.

The provisions of this decree shall become effective July 1, 2016.

Given at the chancery in Marquette, Michigan this 31st day of March in the year 2016.


Most Reverend John F. Doerfler, STD, JCL
Bishop of Marquette


Reverend Daniel J. Moll, Chancellor

I. Diocesan School Council: Name

The name of this body shall be: Diocesan School Council of the Diocese of Marquette, hereinafter referred to as the Council.

II. Diocesan School Council: Purpose

The purpose of the Council shall be to serve in an advisory capacity to the Bishop of the Diocese of Marquette, by working with the Director of Evangelization and Education to establish policies and provide leadership and direction for our diocesan Catholic Schools. The Council shall also collaborate with and provide support and assistance to the work of the Director of Evangelization and Education through means of a strategic plan. The Director of Evangelization and Education is directly responsible for the accomplishment of the goals set forth in the strategic plan for Catholic Schools and reports to the Bishop.

III. Diocesan School Council: Relationship to the Bishop

The Bishop of the Diocese of Marquette, under these Procedural Norms, retains the right inherent in the teaching authority of his office to make sure the integrity of faith and morals are protected and the provisions of Church Law and the laws of the State of Michigan are observed. This includes the right of demanding that Catholic Schools retain their distinctive Catholic character and operate under a Catholic philosophy of education.

IV. Diocesan School Council: Functions

- A. Goal Setting Function: The Council shall assist the Bishop through the Office of Evangelization and Education in developing and prioritizing long range educational goals for the Catholic Schools of the Diocese of Marquette in conjunction with the strategic plan.
 - 1. Assist the Director of Evangelization and Education in the development and prioritizing of strategic priorities to grow and strengthen our Catholic Schools.
 - 2. Monitor the progress towards the accomplishing of these strategic priorities on a regular basis and continue to advise on upcoming priorities.
- B. Policy Recommending Function: The Council shall assist the Bishop through the Office of Evangelization and Education in recommending diocesan educational policies for Catholic Schools in accordance with diocesan policies to the Bishop for approval.

Policy Recommending: Every year on a rotating basis, the Director of Evangelization and Education and the council will review a section of the Catholic Schools policy manual for the Diocese of Marquette and recommend changes to the Bishop for his approval and promulgation.

V. Diocesan School Council: Membership

- A. Number and Composition
1. The Bishop or his delegate shall represent the Diocese of Marquette.
 2. The Council shall be composed of seven (7) members representing each vicariate.
 3. The Council shall have two pastors, one representing single parish and one representing multiple parish schools.
 4. The Council may have up to five (5) At Large members representing special areas of expertise
 - a. The Director of Evangelization and Education and the Director of Administration and Finance are ex-officio members of the Council.
 - b. One principal will be an appointed member.
- B. Qualifications-All members shall:
1. Be credible witnesses of the Catholic faith to the schools and parish communities.
 2. Exhibit high levels of integrity and confidentiality.
 3. Be 18 years of age or older.
- C. Selection of Members:
1. The Director of Evangelization and Education as Executive Officer of the Council, in consultation with the members of the Council and the supporting parish pastors, shall recommend new members for appointment by the Bishop.
- D. Removal: Any member of the Council, other than an ex-officio member, who is absent from two (2) meetings of the Council per year shall, unless excused by the Executive Officer, cease(s) to be a member of the Council.
- E. Vacancies: Vacancies shall be filled for the remainder of the unexpired term in the manner designated for selection (see Art. V, Sec. B, C).
- F. Tenure of Membership: Each member shall serve for a term of three (3) years. Members shall serve no more than two (2) consecutive terms.

VI. Diocesan School Council: Officers and Recording

- A. Executive Officer: The Director of Evangelization and Education shall be the Executive Officer of the Council. Said officer shall be considered an ex-officio member of the Council and shall keep the Council informed with relative to all matters pertaining to the Catholic School ministry of the Diocese of Marquette. The Director of Evangelization and Education shall be responsible for the agendas of each meeting. The Executive Officer shall execute all communication on behalf of the Council. In addition, shall see that all notices are fully in accordance with the provisions of these Procedural Norms, and shall be custodian of the records of the Council. The Executive Officer is accountable to the Bishop of Marquette, and keeps him informed on the activities of the Council.
- B. Recorder: A recorder shall be appointed by the Executive Officer. This recorder shall take the minutes of each meeting of the Council, and submit a copy to the Chairperson and Executive Officer within five (5) days.

VII. Diocesan School Council: Meetings

- A. Regular, Special and Annual Meetings: The Council shall meet four (4) times annually in (September, November, March, June) subject to change by the Council itself or to postponement by the Executive Officer. Special or additional meetings shall be held whenever called by the Executive Officer.
- B. Time, Place and Notice: All meetings may be held at such time and place as may be fixed by the Executive Officer. Notice of the place, day and hour of all regular meetings must be delivered in writing. All meetings of the Council are open meetings unless designated by the Executive Officer.
- C. Expectation of attendance: Each member is expected to be in attendance at the four quarterly meetings (September, November, March, and June). At special or additional meetings, members have an option of using Live Video Conferencing.
- D. Procedure: The Council proceeds in providing advice and consultation by means of a collaborative and consensus-building process.
- E. Quorum: The members of the Council present at any meeting constitute a quorum and provide advice and consultation proceeding by consensus.

VIII. Diocesan School Council: Ad hoc Committees

Ad hoc Committees: Ad hoc committees shall be established as needed by the Council or the Executive Officer.

IX. Diocesan School Council: Amendments

- A. The Bishop of the Diocese of Marquette may change these norms, in whole or in part with or without consulting action of the Council.
- B. The Council may amend these norms with the approval of the Bishop by having a public reading of the change at two consecutive Council meetings. The new policy or amendment must be submitted to Council members in writing in advance of the meeting.

X. Single Parish: Name and Role of the Organization

- A. The name of this organization will be the [Insert School Name Here] Advisory Council, hereinafter referred to as the Council.
- B. The Council is formed by the parish as a consultative body to assist the principal and the pastor in overseeing the operation of the school.

XI. Single Parish: Purpose and Function of the Council

The Purpose of the Council: The Council shall serve in an advisory capacity to the Pastor to provide leadership and direction for the Catholic school through the development of a strategic plan or set of priorities. The Principal is directly responsible for the accomplishment of the goals set forth in the strategic plan of the school. The Principal reports to the Pastor.

Goal Setting Function: The Council shall assist the Pastor in developing and prioritizing local long range educational goals for the School in collaboration with the direction,

policies and priorities set forth by the Office of Evangelization and Education of the Diocese of Marquette.

XII. Single Parish: Scope and Responsibilities of the Council

A. Strategic Planning and Policies

1. Work with the Pastor, Principal, and Department of Evangelization and Education to develop both a short one (1) year and a long three (3) year strategic plan which encompasses all areas of the school operation.
2. Evaluate and update the Strategic Plan on an annual basis.
3. The Council will assist in the implementation of the policies and regulations of the Diocese of Marquette which are found within the diocesan Catholic schools policies manual.

B. Catholic Identity

1. Work cooperatively with the pastor and principal in order to provide leadership and direction for living the Catholic mission of the school.
2. Work to ensure the school is committed to integration of our faith and values into all facets of the learner's life.
3. Work to foster the active participation of school families in the life of parish.

C. Development and Fundraising

1. Continue to expand, plan, and monitor third source fundraising and development activities and policies.
2. Annually evaluate the effectiveness of the third source fundraising of the school.

D. Facilities

1. Assist the Principal and Pastor in an on-going evaluation of the condition and upkeep of the school facilities.
2. Develop a short and long-term capital budget for school facility maintenance.
3. Assist the Principal and Pastor in the oversight of repair/construction projects.

E. Finance and Budgeting

1. To provide advice and counsel with regard to long-term financial planning, annual budget development, budget monitoring, and financial reporting.

F. Marketing, Recruitment and Communications

1. Assist in the development and implementation of a local school marketing plan.
2. Evaluate the image of the school in the parish, press, radio, and public. Provide advice and counsel with regard to communicating to these various constituencies through a communications plan.
3. Work in cooperation with Diocesan Marketing Contractor to increase visibility of the Catholic School in the local area.

The School Advisory Council has no authority for formulating policies as all schools work from the diocesan schools policy manual. The School Advisory Council does not have the responsibility for determining the amount of parish funds in support of the school and has no responsibility with regard to school staff/personnel, students, or curriculum.

XIII. Single Parish: Standing and Ad hoc Committees

- A. The recommended Standing Committees of the Council will be: Catholic Identity, Executive, Finance, and Marketing/Development. Due to the size of our smaller schools, these four standing committees will be responsible for more than the functions outlined in the four committees above. For example, the finance standing committee may also be responsible for facilities and third source funding. The marketing/development committee may also be responsible for communications.
- B. Ad hoc Committees may be established by the Council as necessary, or upon the recommendation of the Chairperson and Principal. These committees will dissolve upon completion of their designated task.
- C. The Pastor, after consultation with the Chairperson and the Principal, may appoint members to either the standing or ad hoc committees. Membership is not restricted to members of the Council.
- D. Committee members and chairpersons established by the Council will be appointed/reappointed by the pastor annually at the August meeting.

XIV. Single Parish: Membership

- A. Pastor of the supporting parish.
- B. Selection of Council members will reflect the skills and expertise needed to accomplish the goals and functions of the Council.
- C. The Council is composed of at least seven (7) lay representatives
- D. Principal or lead teacher.
- E. Diocesan Director of Evangelization and Education.
- F. Chairperson of the Home and School Organization.
- G. Chairperson(s) of the Booster Organization(s).

The role of the representatives of the Home, School, and Booster Organizations are to serve as a liaison between the Council and their organization.

XV. Single Parish: Membership Selection

- A. Lay Representatives
 - 1. The pastor is to appoint the initial selection. Membership on the council will be limited to people who have children attending the school or individuals who support Catholic Education; with a maximum of two non-Catholic representatives. After that, an ad hoc nominating committee from the Council will recommend members to the Pastor for approval and appointment. Lay representatives are to be announced and/or introduced at the June Council meeting each year and seated at the next regularly scheduled Council meeting.
 - 2. School or parish employees, or family members of school employees, may not serve as representatives on the Council.
 - 3. Lay representatives from the parish will serve a three (3) year term, or any unexpired part of a term, and may be reappointed to one additional three (3) year term. Membership will be staggered over a three (3) year period to

ensure that no more than one-third of the membership leaves the Council in a given year. Lay representatives are to be active members, regularly attend Council meetings, serve as a liaison between their parish and the Council, and serve on at least one Council standing committee. The support of the Catholic school as determined by the pastor is a required criterion for nomination to the Council. Lay members who are absent and unexcused from two (2) consecutive meetings without sufficient cause, may be removed by Council consensus after consultation with the Pastor.

4. Interim appointments are to be made through a similar process as regular appointments.

XVI. Single Parish: Officers and Executive Committee

- A. The officers of the Council will be: Chairperson and Assistant Chairperson. They will be elected by and from the regular members of the Council. The term of office will be one (1) year. Officers may be re-elected for two (2) consecutive terms. The Principal will serve as the Executive Secretary of the Council. A Recording Secretary will either be chosen from the regular members of the Council or may be appointed from the secretarial staff of the Catholic school.

The officers of the Executive Committee of the Council will be: Pastor, the Chairperson, the Assistant Chairperson, and the Principal. This committee may meet as required between meetings of the Council to advise the Pastor and the Principal on Council business. It will be responsible for preparing recommendations for the Council on matters which do not fall under the guidelines of any other standing committee. It has the authority to act on emergency matters between meetings.

- B. The Chairperson will:
 1. Preside at all meetings and supervise the affairs of the Council.
 2. Serve as the Pastor's delegated spokesperson for the Council.
 3. Serve as a member of the school Finance Committee.
 4. Serve as an ex-officio member of all other committees.
 5. With the Principal, in consultation with the Executive Committee prepare annual Council goals and objectives and meeting agendas and recommend standing and ad hoc committee members and chairs for approval of the Council.
 6. Ensure that lines of communication are open between the School Council, the parish, and the Department of Evangelization and Education of the Diocese of Marquette.
- C. The Assistant Chairperson will:
 1. Assume the duties of the Chairperson in his/her absence.
 2. Perform such duties as the Chairperson directs.
- D. The Executive Secretary (Principal) will:
 1. Serve as an ex-officio member of all standing and ad hoc committees as Executive Secretary of each committee.
 2. With the Chairperson, prepare annual Council goals and objectives and

- meeting agendas and recommend standing and ad hoc committee members and chairs for approval of the Council.
3. Prepare and distribute financial reports to Council members, Finance Committee members, and Diocesan officials.
 4. Keep permanent files of all regular and special meetings.
 5. Keep a permanent record of all financial reports and records.
- E. The Recording Secretary will
1. Record minutes of all regular and special meetings, providing them to the Executive Secretary/Principal for distribution.
 2. Maintain roll call of members and visitors.
- F. The Executive Committee will:
1. Be responsible to ensure the school is operating in compliance with the goals established in the School's Strategic Plan.
 2. Work in a collaborative teamwork model with Pastor and Principal.
 3. Provide direction to standing/ad hoc committees as needed.
 4. Jointly plan the monthly Council agenda with the Principal.
 5. Work collaboratively with the Diocese of Marquette in the implementation of the Diocesan Strategic Plan and priorities for Catholic Schools.

XVII. Single Parish: Meetings

- A. The Council will meet monthly or bi-monthly.
- B. The Chairperson may call additional meetings, after consultation with, and approval by, the Pastor and the Principal.
- C. Meeting agendas are to be prepared by the Principal, in consultation with the chairperson and the Pastor, and distributed to each Council member, normally one week prior to the scheduled meeting. Items submitted for placement on an agenda must be received at least one (1) week prior to meeting.
- D. Council meetings are; generally open meetings, except during times when the Council decides to go into closed session. The Chairperson, in consultation with and approval of the Pastor and/or the Principal, will determine who may remain in attendance at closed meetings.
- E. Council recommendations can only be made with a quorum (50% + 1) of the regular members present.
- F. The recommendations of the Council will be presented to the Pastor for his implementation. The Pastor is not in any way bound to implement the recommendations; nevertheless, without what is an overriding reason the Pastor is not to act against the recommendations.
- G. The Principal will seek the counsel of the Diocesan Director of Evangelization and Education on personnel and other matters involving legality or proper legal procedure.
- H. Rules of Order: As much as possible, the advisory School Council shall reach consensus on all actions. Consensus is defined as the willingness of all attending members to support a decision being made. If consensus cannot be reached, the advisory School Council will utilize Robert's Rules of Order.

XVIII. Single Parish: Annual Budget Process

All schools are required to develop a balanced budget following the annual school budgeting process packet, which is to be approved by the Pastor(s) and reviewed by the School Council and Parish Finance Council(s). The School Council shall act in an advisory role to the Pastor and Principal in monitoring budget expenditures and revenue throughout the year. The Director of Evangelization and Education shall serve in an advisory role to the pastor(s) and Bishop during the budgeting process. Locally approved school budgets, as prepared in the PDS Ledger System, must be submitted to the Diocesan offices each year for review and approval. Information regarding the annual budget process is provided in the Personnel Policies and Budget Finance Policies for Catholic Schools.

XIX. Single Parish: Relationship with Other Groups

In order to appropriately carry out its educational mission, the Council will establish close working relationships with the Department of Evangelization and Education of the Diocese of Marquette and the respective Parish Pastoral/Finance Councils. The Council will also establish close working relationships with the Home, School, and Booster Organizations in order to provide educational assistance to parents/guardians in fulfilling their role as primary educators.

XX. Multi Parish: Name and Role of the Organization

- A. The name of this organization will be the [Insert School Name Here] Advisory Council, hereinafter referred to as the Council.
- B. The Council is formed by the member parishes as a consultative body to assist the principal and pastors in overseeing the operation of the school.

XXI. Multi Parish: Purpose and Function of the Council

The Purpose of the Council: The council shall serve in an advisory capacity to the Pastors to provide leadership and direction for the Catholic School through the development of a strategic plan or set of priorities. The Principal is directly responsible for the accomplishment of the goals set forth in the strategic plan of the school. The Principal reports to the Pastors.

Goal Setting Function: The Council shall assist the Pastors in developing and prioritizing local long range educational goals for the School in collaboration with the direction, policies and priorities set forth by the office of Catholic Schools of the Diocese of Marquette.

XXII. Multi Parish: Scope and Responsibilities of the Council

- A. Strategic Planning and Polices
 - 1. Work with the Pastors and Principal and Department of Evangelization and Education to develop both a short one (1) year and a long three (3) year strategic plan which encompasses all areas of the school operation.
 - 2. Evaluate and update the Strategic Plan on an annual basis.

3. The Council will assist in the implementation of the policies and regulations of the Diocese of Marquette which are found within the diocesan Catholic Schools policies manual.
- B. Catholic Identity
1. Work cooperatively with the pastors and principal in order to provide leadership and direction for living the mission and core values of the educational program of the school.
 2. Work to ensure the school is committed to integration of our faith and values into all facets of the learner's life.
 3. Work to foster the active participation of school families in the life of the parishes.
- C. Facilities
1. Assist the Principal and Pastors in an on-going evaluation of the condition and upkeep of the school facilities.
 2. Develop a short and long-term capital budget for school facility maintenance.
 3. Assist the Principal and Pastors in the oversight of repair/construction projects.
- D. Finance and Budgeting
1. To provide advice and counsel with regard to long-term financial planning, annual budget development, budget monitoring, and financial reporting.
- E. Marketing, Recruitment, and Communications
1. Assist in the development and implementation of a local school marketing plan.
 2. Evaluate the image of the school in the parish, press, radio, and public. Provide advice and counsel with regard to communicating to these various constituencies through a communications plan.
 3. Work in cooperation with Diocesan Marketing Contractor to increase visibility of the Catholic School in the local area.

The School Advisory Council has no authority for formulating policies as all schools work from the diocesan schools policy manual. The School Advisory Council does not have the responsibility for determining the amount of parish funds in support of the school and has no responsibility with regard to school staff/personnel, students, or curriculum.

XXIII. Multi Parish: Standing and Ad hoc Committees

- A. The recommended Standing Committees of the Council will be: Catholic Identity, Executive, Finance, and Marketing/Development. Due to the size of our smaller schools, these four standing committees will be responsible for more than the functions outlined in the four committees above. For example, the finance standing committee may also be responsible for facilities and third source funding. The marketing/development committee may also be responsible for communications.
- B. Ad hoc Committees may be established by the Council as necessary, or upon the recommendation of the Chairperson and Principal. These committees will dissolve upon completion of their designated task.

- C. The Pastors, after consultation with the Chairperson and the Principal, may appoint members to either the standing or ad hoc committees. Membership is not restricted to members of the Council.
- D. Committee members and chairpersons established by the Council will be appointed/reappointed by the Chairman of the Council of Pastors annually at the August meeting.

XXIV. Multi Parish: Membership

- A. Pastors of the supporting parishes.
- B. Chairman of the Council of Pastors
- C. Selection of Council members will reflect the skills and expertise needed to accomplish the goals and functions of the Council.
- D. The Council is composed of at least seven (7) lay representatives
- E. Principal or lead teacher.
- F. Diocesan Director of Evangelization and Education.
- G. Chairperson of the Home and School Organization.
- H. Chairperson(s) of the Booster Organization(s).

The role of the representatives of the Home, School, and Booster Organizations is to serve as a liaison between the Council and their organization.

XXV. Multi Parish: Membership Selection

- A. Chairman of the Council of Pastors
 - 1. The pastors of the supporting parishes form the council of pastors. The Council of Pastors will elect one of the members to serve as the Chairman who will serve for a three (3) year term. He may be re-elected to a second term. However, no priest will serve more than two (2) successive terms. The Chairman of the Council of Pastors will inform the Superintendent of the results of the election.
 - 2. The responsibilities of the Chairman of the Council of Pastors are as follows:
 - a. Convene the meetings of the Council.
 - b. Communicate with other Pastors for their advice and share knowledge of important matters regarding the school that came up on an as needed basis.
 - c. Take a leadership role during the budgeting process to get all Pastors at the table at the beginning of the school budgeting process so that parish subsidies for the upcoming year can be set early in the process.
 - d. Be a member of the executive committee of the School Council along with the Principal and the chairperson of the School Council helping to set direction for the school.
 - e. Attend every School Council meeting.
 - f. Schedule regular one on one meetings with the Principal (weekly, every other week or at least monthly prior to Council meetings).
 - g. Embrace the principle of subsidiarity, especially when parents, Council members, or teachers attempt to go around the Principal to get the desired result they want from the Pastor.
 - h. Participate with the Director of Evangelization and Education in the

supervision and evaluation process of the Principal.

- i. Coordinate scheduling the celebration of the sacraments at the school with the Principal and other Pastors and Parochial Vicars who are involved.

B. Lay Representatives

1. The pastors are to appoint the initial selection. Membership on the council will be limited to people who have children attending the school or individuals who support Catholic Education; with a maximum of two non-Catholic representatives. After that, an ad hoc nominating committee from the Council will recommend members to the Pastors for approval and appointment. Lay representatives are to be announced and/or introduced at the June Council meeting each year and seated at the next regularly scheduled Council meeting.
2. School or parish employees, or family members of school employees, may not serve as representatives on the Council.
3. Lay representatives from the parish will serve a three (3) year term, or any unexpired part of a term, and may be reappointed to one additional three (3) year term. Membership will be staggered over a three (3) year period to ensure that no more than one-third of the membership leaves the Council in a given year. Lay representatives are to be active members, regularly attend Council meetings, serve as a liaison between their parish and the Council, and serve on at least one Council standing committee. The support of the Catholic school as determined by the pastor is a required criterion for nomination to the Council. Lay members who are absent and unexcused from two (2) consecutive meetings without sufficient cause, may be removed by Council consensus after consultation with the Pastor.
4. Interim appointments are to be made through a similar process as regular appointments.

XXVI. Multi Parish: Officers and Executive Committee

- A. The officers of the Council will be: Chairperson and Assistant Chairperson. They will be elected by and from the regular members of the Council. The term of office will be one (1) year. Officers may be re-elected for two (2) consecutive terms. The Principal will serve as the Executive Secretary of the Council. A Recording Secretary will either be chosen from the regular members of the Council or may be appointed from the secretarial staff of the school.
The officers of the Executive Committee of the Council will be: Pastors, the Chairperson, the Assistant Chairperson, and the Principal. This committee may meet as required between meetings of the Council to advise the Pastors and the Principal on Council business. It will be responsible for preparing recommendations for the Council on matters which do not fall under the guidelines of any other standing committee. It has the authority to act on emergency matters between meetings.
- B. The Chairperson will:
 1. Preside at all meetings and supervise the affairs of the Council.
 2. Serve as the Pastors' delegated spokesperson for the Council.
 3. Serve as a member of the school Finance Committee.

4. Serve as an ex-officio member of all other committees.
 5. With the Principal, in consultation with the Executive Committee prepare annual Council goals and objectives and meeting agendas and recommend standing and ad hoc committee members and chairs for approval of the Council.
 6. Ensure that lines of communication are open between the School Council, the parish, and the Department of Evangelization and Education of the Diocese of Marquette.
- C. The Assistant Chairperson will:
1. Assume the duties of the Chairperson in his/her absence.
 2. Perform such duties as the Chairperson directs.
- D. The Executive Secretary (Principal) will:
1. Serve as an ex-officio member of all standing and ad hoc committees as Executive Secretary of each committee.
 2. With the Chairperson, prepare annual Council goals and objectives and meeting agendas and recommend standing and ad hoc committee members and chairs for approval of the Council.
 3. Prepare and distribute financial reports to Council members, Finance Committee members, and Diocesan officials.
 4. Keep permanent files of all regular and special meetings.
 5. Keep a permanent record of all financial reports and records.
- E. The Recording Secretary will:
1. Record minutes of all regular and special meetings, providing them to the Executive Secretary/Principal for distribution.
 2. Maintain roll call of members and visitors.
- F. The Executive Committee will:
1. Be responsible to ensure the school is operating in compliance with the goals established in the School's Strategic Plan.
 2. Work in a collaborative teamwork model with Pastor and Principal.
 3. Provide direction to standing/ad hoc committees as needed.
 4. Jointly plan the monthly Council agenda with the Principal.
 5. Work collaboratively with the Diocese of Marquette in the implementation of the Diocesan Strategic Plan and priorities for Catholic Schools.

XXVII. Multi Parish: Meetings

- A. The Council will meet monthly or bi-monthly.
- B. The Chairperson may call additional meetings, after consultation with, and approval by, the Chairman of the Council of Pastors and the Principal.
- C. Meeting agendas are to be prepared by the Principal, in consultation with the chairperson and the Chairman of the Council of Pastors, and distributed to each Council member, normally one (1) week prior to the scheduled meeting. Items submitted for placement on an agenda must be received at least one (1) week prior to meeting.
- D. Council meetings are; generally open meetings, except during times when the Council decides to go into closed session. The Chairperson, in consultation with

and approval of the Chairman of the Council of Pastors and/or the Principal, will determine who may remain in attendance at closed meetings.

- E. Council recommendations can only be made with a quorum (50% + 1) of the regular members present.
- F. Policies or revisions of policies are to be formulated or introduced and read at one meeting and recommended to the Pastoral Delegate for approval at a future meeting. Diocesan policy always supersedes local policy.
- G. The recommendations of the Council will be presented to the Chairman of the Council of Pastors for his implementation. The Chairman of the Council of Pastors is not in any way bound to implement the recommendations; nevertheless, without what is an overriding reason the Pastoral Delegate is not to act against the recommendations.
- H. The Principal will seek the counsel of the Diocesan Director of Evangelization and Education on personnel and other matters involving legality or proper legal procedure.
- I. Rules of Order: As much as possible, the advisory School Council shall reach consensus on all actions. Consensus is defined as the willingness of all attending members to support a decision being made. If consensus cannot be reached, the advisory School Council will utilize Robert's Rules of Order.

XXVIII. Multi Parish: Annual Budget Process

All schools are required to develop a balanced budget following the annual school budgeting process packet, which is to be approved by the Pastor(s) and reviewed by the School Council and Parish Finance Council(s). The School Council shall act in an advisory role to the Pastor and Principal in monitoring budget expenditures and revenue throughout the year. The Diocesan Superintendent shall serve in an advisory role to the pastor(s) and Bishop during the budgeting process. Locally approved school budgets, as prepared in the PDS Ledger System, must be submitted to the Diocesan offices each year for review and approval. Information regarding the annual budget process is provided in the Personnel Policies and Budget Finance Policies for Catholic Schools.

XXIX. Multi Parish: Relationship with Other Groups

In order to appropriately carry out its educational mission, the Council will establish close working relationships with the Department of Evangelization and Education of the Diocese of Marquette and the respective Parish Pastoral/Finance Councils. The Council will also establish close working relationships with the Home, School, and Booster Organizations in order to provide educational assistance to parents/guardians in fulfilling their role as primary educators.

XXX. Community Relations: Connected Organizations

All groups, institutions, and organizations associated with Catholic Schools that receive, hold and administer funds under the auspices of the Catholic Schools religious and tax exempt status shall comply with one of the following options:

Option A: If the organization is under the direct jurisdiction and control of the school and if their funds are received and held by the educational institution (i.e. sixth grade outing fund, Home and School fund, etc.), then the connected organization shall comply with the following:

1. Conform to diocesan policies and local educational rules.
2. If applicable, conform to the Diocese of Marquette policy regarding trusts and foundations.
3. Create and follow a budget. Report annual fund balance on the school annual financial report to the diocese.
4. All school Capital Campaigns must be approved by the Bishop.

Option B: If the organization segregates and manages their funds independently of the local school, then the connected organization shall comply with the following:

1. Conform to diocesan policies and local educational rules.
2. Establish a trust, foundation, or seek approval as an association of the faithful in conformity with the Diocese of Marquette policy.
3. Create and follow a budget. Submit an annual financial report to the local school council and the Department of Evangelization and Education.
4. All school Capital Campaigns must be approved by the Bishop.

XXXI. Community Relations: Public Complaints

Constructive criticism is welcomed by the Local Advisory Council whenever such criticism is motivated by a sincere desire to improve the quality of the educational program or to equip the school to carry out its mission more effectively.

Criticism made to the Local Advisory Council as a whole or to any individual member will be referred to the school for study and recommendations. A response to this concern will be communicated to whoever brings the concern forward.

Complaints concerning individual employees or volunteers of the school should be made to the supervisor of this employee or volunteer with specific documentation. The responsibilities of the council do not involve personnel matters.

Complaints from individuals concerning instruction, discipline, or learning materials are to be directed to the appropriate level for response according to the following sequences:

- Classroom Teacher
- Administrator
- Pastor
- Director of Evangelization and Education

XXXII. Community Relations: Civility

Civility-conduct of parents, teachers, staff, students, and visitors to all Diocesan Catholic Schools:

Preamble: The purpose of this policy is to provide rules of conduct for parents, teachers, staff, students, and visitors to provide a safe environment. It is the intent of the school community to promote mutual respect, civility, and orderly conduct among employees, parents and the public. It is not the intent of the School Council to deprive any person of his/her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents, and other members of the community. In the interest of presenting teachers and other employees as positive role models, the school community encourages positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions.

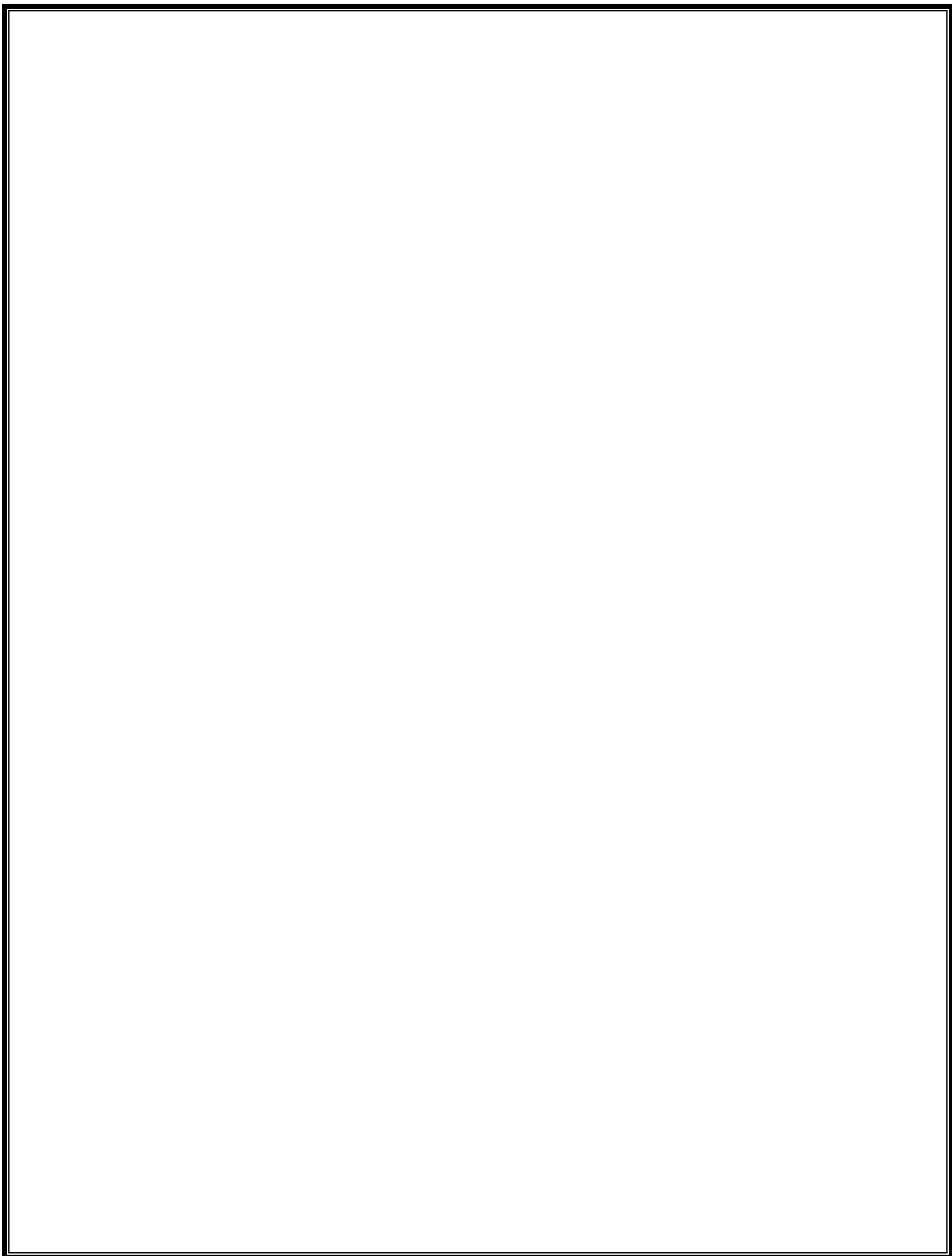
1. Expected level of behavior:
 - A. School Personnel will treat parents and other members of the public and each other with courtesy and respect.
 - B. Parents, teachers, staff, students and visitors to our Schools will treat teachers, school administrators, other school staff, and employees with courtesy and respect.
2. Unacceptable/disruptive behavior:
 - A. Disruptive behavior includes, but is not necessarily limited to: behavior which interferes with or threatens to interfere with the operation of the school, the operation of a classroom, an employee's office or office area, areas of the school open to parents/guardians and the general public to include sports facilities and/or athletic fields. It also covers all areas of the school that are not open to parents/guardians and the general public.
 - B. Using loud and/or offensive language, swearing, cursing or display of temper.
 - C. Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.
 - D. Damaging or destroying school property.
 - E. Any other behavior that disrupts the orderly operation of a school, a school classroom or any other school facility.
3. Parent recourse:
 - A. Any parent who believes he/she was subject to unacceptable /disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor and/or the school principal.
4. Authority of school personnel:
 - A. Authority to direct persons to leave school or school premises
 - B. Any individual may be directed to leave who:
 1. Disrupts or threatens to disrupt school or school operations.
 2. Threatens or attempts to do or does physical harm to school employees,

- school community personnel, students or others lawfully on school or school premises.
3. Threatens the health or safety of school employees, students, school community personnel or others lawfully on school or school premises.
 4. Intentionally causes damage to school property or property of others lawfully on the school premises.
 5. Uses loud or offensive language.
 6. Without authorization comes to school.
- C. The person may be directed to leave the school by the school's principal or assistant principal, or in their absence, a person whom is lawfully in charge of the school. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement.
5. Authority to deal with persons who are verbally abusive:
- A. If any member of the public or members of the staff uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly.
 - B. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation.

XXXIII. Community Relations: Decisions Reserved to the Bishop

The following decisions are reserved to the Bishop of the Diocese of Marquette:

1. Designation of the school as "Catholic". (Canon 803)
2. The location, opening, expansion, consolidation, reduction, or closing of Catholic Schools.
3. The construction, financing, interest/debt payments, selling or renting of land, and educational facilities. (Refer to Administration and Finance Policy: Extraordinary Administration Policies.)
4. The establishment of Education Foundations (Endowment Programs).
5. The approval and/or amendment of the Local School Advisory Council norms for Catholic Schools.
6. Appointment of the Director of Evangelization and Education and oversight of the schools through the Department of Evangelization and Education (Canon 806).
7. It belongs to the Diocesan Bishop to resolve disputes regarding parish subsidies when they are not resolved on a local level.
8. Final approval of hiring principal.





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