

## ***RESPONSIBILITIES OF THE PARISH SCHOOL BOARD***

A Catholic school board in the Diocese of Trenton is a body whose members are selected to participate in the decision-making process in delegated areas of responsibility. A parish school is part of the educational mission of the parish for which the pastoral leadership is responsible. Administrative responsibilities are delegated to the school principal and School Board who are accountable to the pastoral leadership of the parish and to the diocese. Within the diocese, principals are accountable to the Bishop through the Superintendent of Catholic Schools.

In the Diocese of Trenton, parish school boards are boards of delegated responsibility. Duties include the following areas:

- Develop and approve a long-range strategic plan for the school
  - Engage in strategic planning and establish annual goals and objectives that will enable the school to effectively execute its mission.
  - Evaluate and update the plan on a regular basis.
  - Evaluate enrollment trends and establish realistic enrollment goals.
- Be accountable for the fiscal viability of the school
  - Develop a comprehensive financial plan that guides the work of the committee.
  - Analyze and monitor the development of the annual budget to ensure effectiveness.
  - Adopt a balanced budget.
  - Ensure the budget reflects financial aid for economically disadvantaged families and that the process for the distribution of financial aid ensures that families most in need receive adequate funding.
  - Develop a contingency fund.
  - Identify funding sources and amount needed from tuition,, fundraising, parish subsidy and development.
  - Review with the pastor, principal and independent auditor, the annual audit, management letter and appropriateness of internal control procedures reviewed during the annual audit.
  - Work collaboratively with the Parish Finance Council . Develop an effective method of communicating the school's financial status to its publics.
- Monitor programs
  - Ensure that the values of the school's philosophy are clearly reflected in the school's academic and co-curricular programs.
  - Develop with the administration student recruitment and admission policies that are reflective of the school community.
- Review policies and procedures in terms of state and federal laws and regulations.
  - Engage in political advocacy for the school.

- Support the principal in execution of responsibilities as outlined in regulatory guidance.
- Review admission policies that are reflective of the school community.
- Evaluate and address the facilities in terms of safety and fire and health codes
  - Oversee the school's compliance in local, state and federal mandates - fire drills, integrated pest management act, health codes.
  - Survey the facility in terms of safety and required maintenance.
- Marketing and Public Relations
  - Develop with the administration a marketing plan to promote student recruitment and retention.
  - Create a marketing team to market your school to target audiences through the use of: websites, brochures and school folders, local newspapers, holiday cards to students, presentations to feeder schools or parishes, bulletin inserts, open houses and special events for visitors.
  - Communicate with various publics on behalf of the school.
- Development
  - Develop a comprehensive development plan that includes diverse activities and programs to promote the school Evaluate the effectiveness of development programs in terms of income, cost and personnel.
  - Support the pastor and principal in their roles to promote the school's relationships with a variety of constituents Assist in the identification of prospects for major gifts to the school.
  - Oversee the communications efforts including recognition and acknowledgement of donors

**AREAS IN WHICH BOARD MEMBERS ARE NOT TO BE INVOLVED INCLUDE:**

**1) REVIEW OF ADMINISTRATIVE DECISIONS**

- a) School boards are not hearing boards for the individual conflicts concerning teachers, parents or students. Concerns and issues are to be addressed by the local administrator.
- b) Diocesan policy indicates that anyone involved in a conflict may contact the Catholic Schools Office for advice on how to proceed at any point in the process. The role of the Catholic Schools Office is to ensure that all conflicts are handled with respect and fairness in accordance with diocesan policy.

**2) ADMINISTRATIVE REGULATION**

- a) Once a policy has been written it is the administration's responsibility to determine how it is to be implemented. Rules, regulations or procedures that determine, define

or clarify how this implementation is to take place, are the responsibility of the Principal. Once these are formulated, they may be presented to the board for input. The board may offer advice regarding these administrative regulations but it is not their role to approve or disapprove them. Handbooks, discipline codes and school rules all fall under the responsibility of the school administration.

### 3) PERSONNEL ISSUES WHICH CONCERN INDIVIDUAL SCHOOL STUDENTS OR STAFF MEMBERS

- a) The board may develop policies for obtaining the best possible staff members.
- b) The board does not become involved in the supervision or evaluation of individual teachers. The Principal describes the supervision and evaluation process to be used with staff and reports when all teacher evaluations are completed.
- c) When hiring or rehiring decisions have been made, these decisions are reported to the board.
- d) According to diocesan policy, Principals are evaluated by the Board following the process determined by the Catholic Schools Office.

### 4) SCHOOL CURRICULUM

- a) The school's curriculum area is the responsibility of the principal with the teachers of the school in consultation with the Office of Catholic Schools. Catholic parish school boards do not determine what is to be taught, which textbooks are to be used or how grading standards are to be determined.
- b) Board members are to be informed about curriculum. Changing theories, new programs and standardized test results are among the topics about which school board members will receive reports and or in-service.
- c) Parental concerns about curriculum are to be referred to the principal and teachers who will address them.