

CANONICAL STATUTES
for
HOLY SPIRIT CATHOLIC SCHOOL
Pocatello, Idaho

TITLE I – NAME

Article 1 – The name of this school, a most important ministry of Holy Spirit Catholic Community, shall be Holy Spirit Catholic School.

TITLE II – ORIGIN & CANONICAL STATUS

Article 1 – Holy Spirit Catholic School (HSCS) is a parochial elementary school founded in 1954, and subsequently operated and supported by Holy Spirit Catholic Community.

Article 2 – Holy Spirit Catholic School is subject to the laws of the Roman Catholic Church including the 1983 Code of Canon Law (CCL).

Article 3 – Holy Spirit Catholic School is part of the public juridic person of Holy Spirit Catholic Community. (Canon 116, CCL)

TITLE III – PURPOSE

Article 1 – The purpose of Holy Spirit Catholic School is to participate in the mission of the Church in educating youth as a Catholic School (Canon 803, CCL). This work will be fulfilled by ensuring that quality academic and spiritual formation is being provided to all Holy Spirit’s students. The instruction and education in a Catholic school must be grounded in the principals of Catholic doctrine; teachers are to be outstanding in correct doctrine and integrity of life (Canon 803, CCL)

TITLE IV – CONSTITUTION

Article 1 – Holy Spirit Catholic School will fulfill its purpose by using those pedagogical means determined to elevate the learning of elementary and middle students (Canon 806, CCL), as well as by observing both governmental, Universal Church, and Diocesan regulations pertaining to academic and/or spiritual instruction standards.

TITLE V – GOVERNANCE

Chapter I - Designation of Governance

Article 1 – As chief Teacher in the diocese, the Bishop of Boise has the right and responsibility of vigilance over and visitation of Holy Spirit Catholic School, and to issue general directives in its regard (Canon 806, CCL), with due consideration given to those charged with direction and management responsibilities of the institution. Recognizing these

facts, the routine direction and management of Holy Spirit Catholic School is the canonical responsibility of the Pastor of Holy Spirit Catholic Community.

Article 2 – The Pastor is to ensure that the Catholic Identity of Holy Spirit Catholic School is continually maintained. The Holy Spirit Catholic School Advisory Board and Principal shall confer with regard to the spiritual education offered at Holy Spirit Catholic School. Any questions shall remain with the Pastor. The Pastor is also to consider all matters pertaining to the temporal administration of the institution and to make certain that the school complies with all appropriate standards established by governmental regulatory agencies.

Article 3 – The Pastor has final authority and responsibility for Holy Spirit Catholic School; however he may delegate certain powers and duties to others to help him perform these offices, subject to the pastor’s power of nullification.

Article 4 – Pursuant to Article 3 above, the Pastor delegates special power and authority to the Holy Spirit Catholic School Advisory Board (hereinafter referred to as the Board) to perform the executive, administrative, and managerial functions necessary for the successful operation of the school.

Article 5 – The Pastor shall appoint and may remove a member of the Board in his absolute discretion. The Board is responsible for keeping the Pastor apprised of the works of the Board. This will be done through, but not be limited to, at least monthly communication between the Pastor and the Chair of the Board.

Article 6 – The Board shall also be responsible for the selection and supervision of the Principal, subject to the final approval of the Pastor. However the termination of the Principal or the decision to not renew the Principal’s contract should only be effected after a reasonable period of consultation with a quorum of the Board. The Principal shall coordinate staff hiring; however the Pastor retains final authority for hiring and terminating Holy Spirit staff.

Article 7 – The Board shall decide upon and formulate school policy in collaboration with the Principal. The Board is responsible for the school budget. The Principal shall formulate faculty development, educational goals, and educational curricula. The Board shall evaluate the Principal’s yearly performance upon guidelines mutually agreed upon by the Board and the Principal. The Principal is responsible for keeping the Board informed of any developing issues or problems.

Article 8 – Under these statutes, the canonical ownership of all temporal goods of the educational institution known as Holy Spirit Catholic School belong to the Public Juridic Person known as Holy Spirit Catholic Community. Since the institution is not incorporated as a separate entity, but operates civilly under the sponsorship of the Bishop of Boise as a single director corporation, those civil matters not addressed by these statutes shall fall under the policies of the Diocese of Boise. These matters include, but are not limited to

diocesan financial policies, the diocesan personnel policy, and the diocesan sexual misconduct policy.

Chapter II – Board – Composition

Article 1 – This Board shall be composed of no less than 5 voting members plus other consultative and representative members without voting privileges. They shall serve without compensation. An ex-officio member shall remain on the Board as long as he or she holds the office that confers membership on the Board. Any other Board member may be removed for cause, at the sole direction of the Pastor, before the end of his or her term. Any appointed member may freely resign from the Board effective upon written notice to the Chairperson.

Section 1 – Except for ex-officio members, the Pastor, with consultation of the Principal, shall approve all members. Nominations may be given to the Pastor by the current members of the Board, Holy Spirit Parish and Finance Council members, school parents, and school faculty.

Section 2 – All members shall be committed to the mission of Holy Spirit Catholic School. At his personal choice, the Pastor may appoint a Non Catholic member to the Board to serve as an external consultant, without voting power, whose area of expertise would benefit the Board and the school.

Section 3 – A minimum of one-third of Board members shall be chosen from those having children and grandchildren in Holy Spirit Catholic School at the start of their terms.

Section 4 – A minimum of one third of Board members shall be chosen from those not having children in Holy Spirit Catholic School at any time during their terms.

Section 5 – The Pastor is encouraged and welcome at Board and committee meetings and shall be notified in advance of such meetings in the same manner as the members are notified.

Section 6 – The term of office of members of the Board shall begin on October 1 of the year of appointment.

Section 7 – In the event of a vacancy among the members of the Board a replacement shall be appointed by the pastor or the remaining Board members to complete the original term of office.

Section 8 – Term of office for members of the Board shall be two (2) years, renewable at the Pastor's discretion.

Section 9 – Ex-officio members shall at a minimum consist of one representative from the Finance Council. The Pastor may appoint other ex-officio members at his discretion.

Article 2 – The principal shall encourage faculty of Holy Spirit Catholic School to attend Board meetings throughout the school years as he or she feels appropriate. This person's role is consultative only.

Article 3– Officers of the School Advisory Board shall consist of a Chair, Vice-Chair, Treasurer, and Secretary, and shall be chosen from among the Board members by majority vote at a meeting during the month of September. Their term of office shall be for two (2) years. Officers shall not serve for more than two (2) consecutive terms. The term of office for the Chair, Vice-Chair, Treasurer, and Secretary shall begin October 1 and end September 30th. The Treasurer shall also be a member of the Parent Teacher Committee (see Chapter III, Article 4) since the majority of funds utilized by the Board will be, more than likely, managed by the PTC in support of the school. Ex-officio members and school employees cannot be the Chair or Vice-Chair.

Chapter III – Committees

Article 1 – In accord with Canon 1280 of the 1983 Code of Canon Law, the Parish Finance Council will serve as the financial overseer of Holy Spirit Catholic School. The Board will elect at least one of its members to serve on a **Finance Committee** for the School in support of developing a budget. The Holy Spirit Catholic School Principal and Ex-officio Parish Finance Council member (Chapter II, Article 1, Section 9) attend the meetings of the Finance Committee. In addition, the Finance Committee may invite Parishioners and others to its meetings. The term of office for the member of the Finance Committee shall be two (2) years, renewable.

The purpose of this committee is to assist the Board in its oversight of the finances of Holy Spirit Catholic School. The Committee shall be responsible, with assistance from the Holy Spirit Catholic School Principal for preparing (a) the initial draft of the annual budget for the School, (b) annual financial reports regarding School's operating income and expenditures, and (c) annual balance sheets for the School. The Finance Committee will also oversee an annual audit or review as required of its finances.

The Finance Committee will meet at times requested by the Board to permit the Board to fulfill its responsibilities.

Article 2 – The Board shall have a standing **Scholarship Committee** with the express purpose of providing K-5 tuition assistance to students with financial need. At least one member of the Board will be on this committee as well as the Holy Spirit Office Manager. Other members of the Board may serve on this committee. Committee members who are related to scholarship applicants must recuse themselves from the selection process. The term of office for the members of the Scholarship Committee shall be two (2) years, renewable.

The application window will open February 1 of every year. Scholarships will be awarded by March 1, and additional scholarships will be awarded dependent upon availability of remaining funds. Families are responsible for reapplying on a yearly basis.

Various factors such as, but not limited to financial need, school and parish involvement, and number of children in attendance are considered in awarding scholarships. This committee shall maintain a written criteria which outlines the selection process. Scholarships are not guaranteed to applicants. The Scholarship Committee recommends scholarship rewards to the Pastor/Principal. Upon approval, recipients are notified by the School Office Manager.

Article 3 – The Board shall have a standing **Policy Committee**. This committee is charged with formulating, adapting, and enacting policy for Holy Spirit Catholic School; this includes revision and approval of the school handbook. The chair of this committee shall be a member of the Board. Other Board members may serve on the committee. The term of office for the members of the Policy Committee shall be two (2) years, renewable.

Article 4 – The Board shall have a standing **Parent Teacher Committee (PTC)**. The Parent Teacher Committee has had a long-standing role in supporting the school. These statutes integrate the previous PTC by-laws into Board operations to streamline and better serve the school. The PTC will operate independently but in cooperation with the Board.

Section 1 – The PTC membership shall consist of families of students and teachers from the school.

Section 2 – The PTC shall elect a PTC President, Vice President, and Secretary (*can the Vice President do this?*) as executive leads of the Committee. Treasurer of the PTC shall also serve as the Treasurer of the Board. The executive leads of PTC should include the aforementioned positions and integrate the positions of the School Principal, a selected Teacher Representative, Fundraising Chair, Social Activities Chair, and Ambassador Coordinator as appropriate in its discussions. The term of office for the members of the PTC Committee shall be two (2) years, renewable.

Section 3 – The Fundraising Chair of this subcommittee shall coordinate and manage all fundraisers (with the exception of the Dinner/Auction) during the school year. The PTC/Executive Board shall determine events that fall under the umbrella of fundraising. These shall not conflict with the dinner/auction or basketball tournament or the Diocese of Idaho Catholic Appeal. The schedule of fundraising events shall be reported to the membership of the Board at the September meeting as described in a Stewardship Plan maintained by this Committee.

Section 4 – The Social Activities Chair of this subcommittee is responsible for coordinating: 1) monthly/school Faith Day events, 2) Trunk-or-Treat (in October), 3) Teacher Appreciation Luncheon (at the beginning of May), and 4) coordinate the End-of-Year Field Day. The chair of this committee will work closely with the Ambassador Coordinator to solicit volunteers for the distinct activities and delegate responsibilities to such volunteers.

Section 5 – The Ambassador Coordinator of this subcommittee will be responsible for working with teachers to solicit one Room Parent to act as Ambassador for each classroom, generate “phone tree” lists per classroom, and contact and coordinate volunteers for school events needing parental supervision.

Article 5 – The Board may establish and dissolve other committees as it deems advisable, and may prescribe their membership, functions, duties and powers. For example, Dinner Auction and Alumni Committees may be created to coordinate the annual dinner auction and maintain an alumni database and communication with past students and potential donors. Each board member shall serve on at least one committee or subcommittee.

Chapter IV – Meetings, Voting, Rules of Order

Article 1 – The Board Chair shall establish a regular schedule of meetings. Special meetings of the Board may be called by the Pastor, the Chair, or by a majority of the members of the Board.

Article 2 – A written agenda shall be distributed in advance of each regular meeting of the Board, and, if time and circumstances permit, in advance of each special meeting of the Board.

Article 3 – A majority of the members of the Board shall constitute a quorum for the purposes of transacting business at any regular or special meeting of the Board.

Article 4 – Board members will cast their votes during a regular or special meeting by a voice vote or show of hands. At the request of any member the vote shall be required to be in writing. Proxy votes are not allowed during regular or special meetings. In addition, in the absence of a meeting, the unanimous written consent of all Board members to an act or decision shall be an exercise of the Board’s authority with the same effect as if such act or decision had been approved by the requisite number of votes at a meeting for which notice was given and a quorum was present.

In the event of a tie vote, the Pastor will cast the deciding vote.

Article 5 – All regular and special meetings of the Board shall be conducted in accordance with Robert’s Rules of Order, as well as by prayerful discernment.

Article 6 – All regular and special meetings of the Board shall be open to the presence of guests unless such meetings or any parts of such meetings are designated an “executive session” by the Chair.

Chapter V – Annual Timetable for Board Governance

Article 1 – The following timeframe and/or schedule will be adhered to by the Board when considering these important Board functions:

Section 1 – The Board has the responsibility of maintaining and reviewing the Holy Spirit Catholic School Strategic Plan. This should be accomplished in March of each year.

Section 2 – The Board has the responsibility of reviewing and approving the annual budget for Holy Spirit Catholic School. This should be accomplished in April of each year. Additionally the schedule, as outlined below, should be followed for the development of the budget each and every year:

- March 1 – principal to solicit school staff input for next fiscal year school budget;
 - March 15 – principal to compile school staff input and drafts next fiscal year’s budget & creates a draft needs assessment;
 - March 15-30 – revise draft budget and needs assessment based upon school staff input;
 - April 1 – forward draft budget package to School Board in preparation for April School Board Meeting and Approval;
 - April 15-30 - revise budget based upon School Board recommendations;
 - May 1 – submit budget package to Parish Finance Council in preparation for May Finance Council Meeting and Approval; and
 - May 15 – revise and/or implement approved budget.
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- Some actions (such as hiring) may have to be conducted in parallel to the budget process as part of the next year’s needs assessment. These actions should also be outlined in the draft budget as part of the needs assessment and presented to the School Board and/or Finance Council as soon as possible in the process. The basis for this process is to ensure future financial stability through sound financial practices and data-driven projections.

Section 3 – The Board has the responsibility of performing a self-assessment each year. This shall be accomplished during the month of May as the school year comes to a close.

Section 4 – The Board has the responsibility of reviewing and amending the Board’s statutes. This review and subsequent revisions should be made over the summer in preparation for the next school year.

Section 5 – The Pastor and Board has the responsibility of identifying and on-boarding new Board membership and officers. This should be completed by the September or October Board meeting of each year.

TITLE VII – APPROVAL AND AMENDMENTS

Article 1 – These Statutes shall become effective when approved by the Pastor of Holy Spirit Catholic Community.

Article 2 – By agreement of the Board, to prevent termination en masse, the initial members of the Board shall determine their length of term to ensure continuity of service and staggered departures.

Article 3 – Proposed amendments to these statutes shall be presented in writing to the Board at any regular or special meeting of the Board. Once approved by the affirmative votes of at least 2/3 of those Board members who are eligible to vote, the amendment(s) shall be presented to the Pastor for his confirmation of them in writing. No amendments shall become effective without the Pastor’s express approval.

Article 4 – These statutes shall receive a mandatory review by the Pastor every 5 years

Article 5 – The Board has the right to implement its own operating bylaws, which may not be contrary to these statutes. In order to be adopted or amended, such bylaws shall be approved by at least 2/3 of the members.

SIGNATURE PAGE

By this signature, the Pastor of Holy Spirit Catholic Community does hereby approve these Canonical Statutes of Holy Spirit Catholic School.

Pastor, Holy Spirit Catholic Community

Date

Canonical Witness and Notary

Date