

St. Clare School Board

What is the role of the St. Clare School Board?

The purpose of the board is to assist the pastors & principal in the governance of the school program. Their main focus is to help ensure the long-term success of the school.

Some of the board responsibilities include:

- Establish/update the school's strategic plan with Principal.
- Recommend an annual operating budget.
- Research & recommend general, educational and financial policies to guide the administration in achieving the objectives of the Strategic Plan.
- Participate in evaluating effectiveness of the principal's policy implementation.
- Communicate school policies and decisions to parish communities.
- Insure the implementation of diocesan educational policy.
- Assist in the creation of a development and public relations program.
- Screen & approve all fundraising efforts.
- Assist in maintaining the Catholic identity of the school & integrating school families into the faith communities of their respective parishes.

Who is on the School Board?

The board consists of six (6) members each from St. Nicholas and St. Clare parishes and one (1) member from Corpus Christi parish. Members are selected through a discernment process established by the pastors. Members serve a term of three (3) years and can serve no more than two (2) consecutive terms.

How can I get involved in the School Board?

The best way to get involved in the School Board is to attend and become involved with one of the committees, which are typically held on the 3rd Tuesday of the month at 6:30pm; however, are also published in the school newsletter. Committees include:

- Building & Grounds
- Faith Formation
- Finance
- Marketing & Development
- Policy & Planning
- Technology

Also, all School Board meetings are open for anyone to attend. School Board meetings are held on the 2nd Tuesday of the month at 7:30pm in the cafeteria.

For more information about the School Board and Committees, please contact a member of the Executive Committee:

Jessica Kalmer, President – jessica.kalmer@saintclareschool.org

Bill Cloin, Vice President – bill.cloin@saintclareschool.org

Renee Gorton, Secretary – renee.gorton@saintclareschool.org

Responsibilities of School Board Committees

Building and Grounds

1. To assist the administration with developing and monitoring a long-term maintenance program.
2. To assist the administration with developing plans for needed replacement and ongoing maintenance.
3. To provide input to the finance committee for maintenance and replacement needs.

Faith Formation

1. To assist the administration in an advisory /support role
2. To assist in bridging the gap between school and home in the Catholic faith education of Catholic students attending St. Clare Catholic School
3. To assist in better aligning the school/parish/parents as partners in developing the faith, character and values of our students
4. To assist in identifying and supporting opportunities for more faith-sharing interaction and activities between St. Clare Catholic School and its partner parishes.

Finance

1. To assist the administration in monitoring the current year budget and cash accounts activity.
2. To assist the administration with developing the budget for the following year.
3. To assist the administration in ensuring that an audit of books is performed annually by a disinterested third party.

Marketing and Development

1. To assist the Board in carrying out its planning and policy responsibilities with regard to public relations, communications, and development/institutional advancement.
2. To assist the administration in the implementation of development/institutional advancement programs and efforts.

Policy and Planning

1. To assist the Board, through the standing committees, in updating and carrying out the Strategic Plan of the School through reporting and evaluation.
2. To assist the administration in reviewing manuals, handbooks and school policies.
3. To assist the administration on curriculum and staffing needs.
4. To develop new policies for Board consideration as requested by the administration.

Technology

1. To assist in maximizing the use of current technology in administration, staffing and classroom.
2. To assist with the identification and integration of software upgrades to increase efficiency in all areas of operation.
3. To assist in maximizing the use of technology contractor(s) to enhance computer and software capabilities.
4. Through the Strategic Plan, assist in developing a plan for the school's technology needs.