

**Queen of Angels Catholic Elementary School
School Board**

**School Board Election Packet
2016-2017 School Year**

Queen of Angels Catholic Elementary School

School Board Background

School Board Mission

Queen of Angels School will recognize and share the mission of the Church to proclaim the message revealed by God through Christ, to offer the experience of a Christian community, and to lead its students to a life of prayer and Christian service. The school will engage students in both an academic and spiritual endeavor, which challenges their academic needs, fosters their artistic and cultural talents, promotes health, physical development and affirms their goodness and the goodness of others. It will encourage them to grow in accepting Christian responsibility to self, to family, to Church, to community and to country. Its primary concern will be the intellectual and spiritual development of each of the students attending Queen of Angels School. As the official representatives of the Parish community and the parents of its school children, Queen of Angels School Board contributes to this mission.

School Board Duties

The School Board works in close collaboration with the Principal and the Pastor. The responsibility of the School Board is to listen and communicate with parishioners and school parents. The nature of the School Board is advisory to the Pastor and the Principal.

The Queen of Angels Board as an advisory body, which will:

- Develop, adopt and review policies which govern the operation of the School;
- In collaboration with the Pastor, to advise (when necessary) on the selection, evaluation and hiring of a Principal;
- Review and advise on the annual budget;
- Determine sources of funding for the school;
- Provide counsel and advice on the operation of the School;
- Promote and publicize the school; and
- Collaborate in the development and implementation of the School Improvement Program's three to five year plan.

The School Board is *not* responsible for:

- Acting as a grievance committee or conciliators for any group or party;
- Hiring, evaluating, or terminating faculty and staff; nor advising the Principal of her/his responsibility in personnel matters; or
- Administering the school or telling the Principal how to administer the school;
- Implementing policies and procedures.

Election Procedures

Eligible Nominees: The following are the required qualifications of a School Board nominee:

1. Candidates for School Board must be at least twenty-one (21) years of age.
2. Candidates for the Board must be registered Catholics of Queen of Angels Parish or non-parishioner parents of students enrolled at Queen of Angels School.
3. Regular full-time salaried employees of the Parish or School or members of their immediate family (defined as parent, spouse, child, sibling or in-law) are ineligible for Board membership.
4. Part-time employees must disclose the nature and hours of their Queen of Angels employment for consideration for membership and if elected voluntarily remove themselves from discussion and voting that would be a conflict of interest.
5. Membership is limited to one per household.
6. Prior to the election, candidates are requested to attend at least one (1) regular Board meeting.

Term: All open positions on the School Board will be for a three (3) year term. Terms of office for newly elected members shall begin with the June meeting and end with the May meeting.

Self-Nominations: Eligible nominees who are interested in the School Board leadership positions may indicate their interest by completing a Self-Nomination Form and returning it to the school office by the date outlined in the Timeline below.

Eligible Voters: Any registered adult member of the Parish or parent/guardian of a student currently enrolled at Queen of Angels shall be eligible to vote. The four (4) candidates receiving the highest number of votes shall be elected to the Board. In the event of a tie, the Board shall cast the deciding votes.

Ballot Authentication: The ballot will require the signature of the voter so the School Secretary can verify the identity of the voter and assure only one ballot per person is submitted. Once the School Secretary has verified the voter, the signature portion will be removed from the ballot to assure the anonymity of the voter.

Role of Election Committee: Once ballots are authenticated and identifying signatures are removed, these anonymous ballots will then be counted by the School Board Election Committee. The Committee is also responsible for preparing and distributing this Overview of the Election Process as well as the preparation of the form of the ballot. The Election Committee consists of school parents Maureen Galloway, Tad Kolke and Principal Julia Kelly.

Resolution of Ballot Questions: A majority of the Election Committee shall decide all issues in case there are any questions about the authenticity of a ballot or the intention of the voter. The decision of the Election Committee is binding.

Resolution of a Tie Vote: In the event of a tie, the Board shall cast the deciding votes.

Announcement of Results: The results of the election will be distributed to the public according to the Timeline described on the following page.

Queen of Angels Catholic Elementary School School Board Election Timeline

Election background packages due for production:

- April 5 ó School Board

Release of info:

- April 7 ó School Board Background in QofAToday (April 17 in Guide)
- April 9/10 ó School Board Background in Gathering Space at Church

Candidate declarations and profiles due:

- April 25 ó All (to prepare ballots and election packages)

Ballot Prep

- April 25 ó April 27 Preparation of Ballots and approval of slates by Msgr. Jim and Julia

Voting (APRIL 28 - MAY 3)

- April 28 ó Candidate profiles and Ballots in QofAToday / Family Folder
- April 30/May 1 ó Candidate profiles and Ballots in Gathering Space of Church
- May 3 ó Ballots due back to School Office

Vote Count

- May 4 - Tally votes

Announcement of Results

- Thursday, May 5 ó Announce new Commons, School Board and Athletic Board members in QofAToday
- Sunday, May 8 ó Announce new Board members at Mass (May 15 in Guide)
- Thursday, May 12 ó Re-Announce new Board members in QofAToday

