

Diocese of Oakland
Department of Catholic Schools

GUIDELINES FOR CATHOLIC SCHOOL GOVERNANCE

Parish-Owned Elementary Schools

Consultative School Board

As defined in the *Primer on Educational Governance in the Catholic Church*, the Consultative School Board is established by the pastor to assist him and the school principal in the governance of the Catholic school. The administration of the Catholic school is clearly the responsibility of the school principal working with and for the pastor. The pastor as chief administrator of parish programs retains some administrative responsibilities and delegates the remaining responsibilities to the school administrator.

The Consultative School Board is established to assist the principal and ultimately the pastor by providing advice and counsel particularly in the following areas:

1. Strategic planning
 - a. To assist in formulating strategic goals for the long-term direction of the school.
 - b. To assist in formulating the school mission statement.
2. Policy formulation
 - a. To provide advice and counsel with regard to policies in areas determined by the pastor and principal.
3. Evaluation of policies, plans, mission effectiveness and Board self-evaluation.
4. Institutional Advancement/Development
 - a. To provide advice and counsel with regard to the establishment and maintenance of comprehensive programs of institutional advancement to enhance the image, enrollment and financial viability of the school.
5. Financial Planning and Financial Management
 - a. To provide advice and counsel with regard to long-range financial planning, annual budget development, budget monitoring and financial reporting.
6. Communications
 - a. To provide advice and counsel with regard to communicating school policies and activities to the various school constituencies.

The Consultative School Board has no authority for formulating policies separate from the pastor and principal. The parish School Board does not have responsibility for determining the amount of parish funds in support of the school and has no responsibility with regard to the hiring, supervision, evaluation or termination school staff/personnel or the admission, suspension or expulsion of students, or the development and/or implementation of Diocesan curriculum guidelines.