

## CATHOLIC SCHOOL GOVERNANCE STRUCTURE

Each Catholic elementary school is a part of the parish limited liability corporation (LLC) where it is located and is within the master series limited liability company, “Ministries of the Catholic Diocese of Salt Lake City, LLC.” Each parish LLC holds title to its parish and school buildings and equipment, as appropriate. Each LLC is managed by the parish pastor or administrator and by the principal of the school. Judge Memorial Catholic High School and St. Joseph Catholic High School are each a limited liability corporation and are managed by the Vicar General of the Diocese and the principal. An exception to the series LLC structure is the Skaggs Catholic Center with its three schools and daycare organized as the Skaggs Catholic Center. The Vicar General of the Diocese along with the principals of these schools manages the LLC.

Each school is subject to the authority of the Bishop of the Diocese of Salt Lake City, the Superintendent of Catholic Schools and diocesan policy. *Diocesan Pastoral Directives* and the *Administrative Handbook of the Catholic Schools* supersede all local policies.

Each school is individually responsible for the finances of the school. The principles of faithful stewardship require oversight by the diocese. Therefore, each school will submit to the Diocesan Finance Office the following for review by the Diocesan School Board:

1. Financial reports: annual balanced budget, quarterly financial reports, end of year report.
2. Report of any audit or review performed by an independent accounting firm. Internal audits will be done on a regular basis as directed by the Diocesan Finance Office

Governance among the schools varies according to each local situation. Ordinarily, a school will be classified as a parish school, a regional school, a diocesan school, or a special purpose school. Regardless of the school’s governance structure, the parishes will be responsible for following parish support procedures and providing parish support as required.

### Parish School

Elementary/middle schools located at a parish site that have a majority enrollment from the parish are ordinarily parish schools unless designated otherwise by the superintendent.

### Regional School

A regional school is usually located at a parish site. Students enrolled do not constitute a majority from any one parish.

### Diocesan School

Diocesan schools whether located at a parish site or not may enroll students from any parish in the diocese. All high schools are diocesan. Elementary/Middle schools may also be diocesan.

### Special Purpose School

A school identified as a “Special Purpose” school has a clear focus that impacts its mission, fee schedule, and programs. It is approved by the Catholic Schools Office. The school may be located at a parish site or at an independent site. It may draw students from any parish in the

diocese. A special purpose school may be governed as a diocesan, parish, or regional school.

### Change in Governance Structure

If an existing school no longer falls within the guidelines set forth for one of the above named governance structures, or wishes to be restructured, the school administration may apply for a change in classification.

The school must request and receive approval of the superintendent and the Diocesan School Board for a change in government structure. A proposal submitted in writing must include: the rationale for the change, an authority matrix, definition of pastoral responsibilities, type of governance structure desired (parish, regional, diocesan, or special purpose), and a timeline for transition and implementation of the new governance model.

The superintendent may also initiate a request for a change in the governance structure of a school. The school must submit all necessary information requested to the Catholic Schools Office. The governance will be decided in collaboration with the school administration and consultative board.

Other Policies that apply (Excerpts only. See complete policy in Administrative Handbook)

### **Search for Principals (Policy 2310)**

The superintendent

- appoints a Search Committee and selects the chair of the committee;
- serves as an ex-officio member of the committee along with the pastor, as appropriate;
- approves the final selection and communicates it to the pastor and/or the bishop.

The pastor of an elementary/middle school announces the selection of a principal.  
The superintendent announces the selection of a principal in the case of a diocesan or regional school.

In the case of Diocesan Schools, the Superintendent of schools after conferring with the Bishop, may transfer a principal from an existing school to another school without convening a search committee.

### **Hiring of Principals (Policy 2410)**

Initial Contract:

- The pastor, or the superintendent, as appropriate, offers the initial contract to the principal for 220 days of service.
- The pastor, or the superintendent, as appropriate, signs the contract.

Annual Contract:

- Principals notify the superintendent, as well as the pastor when appropriate, of his/her intent to renew or non-renew contracts by February 15.
- The pastor gives notice of renewal/non-renewal of contract to elementary/middle school

principals by March 15.

The superintendent offers or denies a one year contract to principals of the high schools/diocesan schools by March 15.

The pastor, or the superintendent as appropriate, signs the contract of the principal.

### **Supervision of Principals (Policy 1410)**

The superintendent provides general supervision and evaluation of local school administration, curriculum and school operations.

### **Local Consultative Board (Policy 1500)**

Boards, commissions, councils, and committees are to be consultative. Members are selected or elected according to their by-laws. Membership includes the administrator (principal/superintendent) and the appropriate pastor.

Local school boards prepare and submit their by-laws to the Diocesan School Board for review. The superintendent approves the by-laws of each local school board.

Areas of responsibility for local boards may include: planning, finance, advancement/development and evaluation of the board.

### **Role of the Pastor and/or Clergy (Policy 1420)**

The pastor is a primary collaborator with the principal in the life of the parish school. The pastor serves as a presence spiritually, financially, and socially within the school community. He integrates the school into the life of the parish and communicates regularly with the school community.

Local clergy demonstrate their support for the Catholic high school which their parishioners attend. They communicate with the school principal and work with campus ministry to assure that Mass, the sacraments, and liturgical devotions are available on a regular basis. They also serve, as appointed, on the high school's board.

### **Pastoral Leadership (Policy 1430)**

Elementary/middle school level

The parish pastor and the school principal share the ministry of pastoral leadership.

Regional school

The pastor of the parish where the school is located assumes responsibility with the principal for the pastoral leadership of the school.

Diocesan schools

Principals share responsibility with the diocesan superintendent in whom the bishop has entrusted the ministry of pastoral leadership.