

ST. CLEMENT’S SCHOOL BOARD GUIDELINES

A Ministry of the Parish of St. Clement
Honolulu, Hawai‘i

I

PURPOSE AND IDENTITY

St. Clement’s School (“the School”) is a ministry of the Parish of St. Clement (“the Parish”), rooted in the mission of The Episcopal Church and the Episcopal Diocese of Hawai‘i.

The School Board exists to support the mission and long-term vitality of the School by providing strategic guidance, community connection, and advisory support to the Rector, Vestry, and Head of School.

These Guidelines describe the role and function of the School Board as a committee of the Vestry.

II

AUTHORITY AND RELATIONSHIP TO THE PARISH

2.1 Vestry Authority

The Vestry of the Parish of St. Clement retains full fiduciary, legal, and canonical authority for the School, consistent with Parish Bylaws and the Constitution and Canons of the Episcopal Church.

2.2 Role of the Rector or Priest-in-Charge

The Rector provides spiritual and institutional oversight of the School as a ministry of the Parish and serves as the Ecclesiastical Authority of the parish and the School. When there is no Rector, the duly appointed Senior Warden fulfills this role.

2.3 Role of the School Board

The School Board:

Functions as a standing committee of the Vestry and is treated as such (Bylaws 10.2.D)

Serves in an advisory and strategic capacity

Has no independent corporate or fiduciary authority

All authority not explicitly delegated remains with the Vestry.

III

ROLE OF THE SCHOOL BOARD (NAES-ALIGNED)

Consistent with National Association of Episcopal Schools (NAES) standards, the Board:

The Board DOES:

Focus on mission, strategy, and sustainability

Support enrollment growth and retention

Assist in fundraising and advancement efforts

Strengthen connections between the school, the parish, and the community

Provide counsel to the Head of School

Review and discuss (but do not approve) the School budget

The Board DOES NOT:

- Manage daily operations
- Supervise faculty or staff
- Approve budgets or contracts
- Exercise financial oversight or fiduciary responsibility

IV

MEMBERSHIP AND COMPOSITION

4.1 Composition

The School Board shall include up to eleven (11) voting members:

- Rector (ex officio, voting)
- Treasurer(s) of the Parish (ex officio, voting)
- At least one other Vestry representative
- Parish members
- Parents (current or former)
- Community representatives (who may be non-parishioners)
- The Head of School serves as an ex officio, non-voting member.

4.2 Qualifications

Members are selected based on:

- Commitment to the mission of the School and Parish
- Expertise in areas such as education, finance, law, development, or community leadership

4.3 Appointment and Terms

Members are chosen by the Vestry, with the input of the Head of School, subject to the Rector's approval.

Terms are three (3) years, renewable once.

Terms shall be staggered.

4.4 Service and Accountability

Members serve at the pleasure of the Vestry

Members are expected to attend meetings regularly and actively support the work of the Board.

4.5 Expectations of Board Members

Board members are expected to:

- Attend and actively participate in Board meetings
- Serve on at least one committee
- Support the mission and advancement of the School
- Attend at least one major School event annually (e.g., fundraising event, community gathering, or key program activity)
- Act as ambassadors of the School within the Parish and broader community

V BOARD LEADERSHIP

5.1 Board Directors

Rector
Chair
Vice-Chair
Treasurer(s)
School Clerk

5.2 Selection

The Chair and Vice-Chair are appointed by the Vestry upon recommendation from the Rector in consultation with the Head of School.

Other officers are selected by the Board and approved by the Rector or Vestry.

5.3 Responsibilities

Chair: Leads meetings, sets agenda, and appoints committees.

Vice-Chair: Assists and acts in the absence of the Chair.

Treasurer(s): Ensures that the bookkeeper is adhering to the strict financial and administrative better business practices built by Title 1, Canon 7, and the Manual of Business Methods in Church Affairs of The Episcopal Church.

School Clerk: Maintains records and minutes, then reports them to the Parish Clerk

VI MEETINGS

6.1 Regular Meetings

The Board meets regularly, typically bi-monthly or as determined at the first meeting of the school year.

6.2 Special Meetings

May be called by the Chair, Rector, or a majority of members.

6.3 Quorum

A majority of voting members constitutes a quorum.

6.4 Decision-Making

Recommendations are made by majority vote of those present when needed.

VII COMMITTEE STRUCTURE

The Board conducts its work through standing committees.

Committees report to the Board and operate in an advisory capacity.

7.1 Enrollment Committee

Supports recruitment and retention of students.

Responsibilities:

- Recommend enrollment strategies
- Support outreach to prospective families
- Monitor enrollment trends

7.2 Fundraising / Development Committee

Supports financial sustainability through advancement efforts.

Responsibilities:

- Assist with annual giving and campaigns
- Support donor cultivation and stewardship
- Coordinate fundraising initiatives

7.3 Community Engagement Committee

Strengthens relationships between the school, the parish, and the community.

Responsibilities:

- Promote Parish–School integration
- Support community events
- Enhance visibility and outreach

7.4 Employee Retention and Culture Committee

Supports long-term health of faculty and staff.

Responsibilities:

- Advice on retention strategies
- Encourage a healthy workplace culture
- Support the sustainability of staffing
- Note: This committee has no role in hiring, firing, or evaluation.

7.5 Executive Committee (Optional)

May include:

- Chair
- Vice-Chair
- Rector
- Vestry representative
- Head of School

Purpose:

- Coordinate Board work
- Set agendas
- No independent authority is granted.

VIII HEAD OF SCHOOL

8.1 Role

The Head of School is responsible for:

- Daily operations
- Faculty and staff supervision

Implementation of programs, creation of procedures, and the suggestion and implementation of policies approved by the Vestry

8.2 Accountability

The Head of School reports directly to the Rector.

8.3 Board Relationship

The Board serves as a consultative and supportive partner to the Head of School.

IX FINANCIAL RELATIONSHIP

The Vestry retains all financial authority.

The Board may review and discuss the proposed budget

The Board should support fundraising efforts

The Board does not oversee finances or control funds

X CONFLICT OF INTEREST

Board members shall act in good faith and disclose any conflicts of interest. Members shall recuse themselves when appropriate.

XI PARLIAMENTARY AUTHORITY

Meetings shall generally follow Robert's Rules of Order, Newly Revised, unless otherwise directed by the Chair.

XII AMENDMENT OF GUIDELINES

These Guidelines may be amended by:

Recommendation of the School Board, and

Approval by the Vestry.

XIII INTERPRETATION

In all cases:

Parish Bylaws take precedence

The Episcopal Diocese of Hawai'i and The Episcopal Church Canons govern

The Vestry has final authority