



**St. Elizabeth Ann Seton Catholic School
Sheboygan, Wisconsin**

School Board Policies

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Bylaws of St. Elizabeth Ann Seton Catholic School, Inc.

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BYLAWS OF SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL, INC.

The Corporation is organized and shall be operated exclusively for those purposes set forth in the Articles of Incorporation, that is for religious, charitable, educational and scientific purposes within the meaning of those terms in section 501(c)(3) of the Internal Revenue Code or any successor statute thereof, which includes the following specific purposes.

The Corporation is authorized:

1. To solicit, collect and receive substantial financial support through tuition, gifts, contributions and grants from individuals, estates, trusts, associations and congregations in order to provide quality Catholic education and faith formation.
2. To hold, administer, convert, invest and reinvest and manage such funds.
3. To exercise any, all and every power which a non-profit corporation – organized under the provision of the Wisconsin Non-Stock Corporation Law for religious, educational, and charitable purposes, all for the public welfare – can be authorized to exercise, but not any other purpose. No substantial part of the activities, funds, property or income of the Corporation shall be used in carrying on any political activity, directly or indirectly, or in attempting to influence legislation. Neither the Corporation or its officers or directors shall, as such, contribute to or otherwise support or assist any political party or candidate for elective public office.

This Corporation is organized as a supporting organization of the Roman Catholic Church (“Church”), and its activities shall be conducted with the requirements of the Roman Catholic Church. It is created pursuant to the provision of Chapter 181 of the Wisconsin Statutes, and shall have authority to act and conduct its activities consistent with powers granted to corporations organized as a not for profit Corporation under said statutes. Membership includes the parishes of St. Dominic, St. Clement, and Holy Name of Jesus, all located in Sheboygan, Wisconsin.

ARTICLE I

THE CORPORATION

Section 1.1 Membership

- 1.1.1 There shall be one category of Members of the Corporation. The Archbishop of Milwaukee, along with the Pastor, Administrator, or Parish Director of St. Dominic, St. Clement, and Holy Name of Jesus Parishes shall be the Members. Annually, the Members of the Corporation will choose one of the Members to serve as the Pastor Designate, authorized to represent the Members in the affairs of the Corporation. The Members of the Corporation shall serve as the Corporate Directors.
- 1.1.2 The Archbishop of Milwaukee may choose to assume an active role in the activities of the Corporation at any time. In the day-to-day operations and activities of the Corporation he shall ordinarily not take part in meetings and routine decision-making processes, except when the Pastors, Administrators and/or Parish Directors serving as the other Members prove unable to reach consensus on a matter of import.

Section 1.2 Rights and Obligations of the Members of the Corporation.

- 1.2.1 Members of the Corporation shall be vested with the following authority and powers according to Archdiocesan policies:
- 1.2.1.1 Approval of the mission, philosophy and goals of the Corporation.
 - 1.2.1.2 Approval of such matters as specifically reflects upon the philosophy, purposes or religious beliefs, practices and pastoral care.
 - 1.2.1.3 Approval of all corporate documents including these Bylaws, the Articles of Incorporation, and any Amendments or revisions. The Corporate Members shall also have the right to unilaterally amend or restate any corporate document.
 - 1.2.1.4 Approval of any consolidation or liquidation of the Corporation as well as future applications for Member Status, or termination of Member status of current Members.
 - 1.2.1.5 Approval of the purchase/sale of any Corporation owned real estate, property or equipment, including those which require a proxy.
 - 1.2.1.6 Approval of any capital improvements or major repairs paid by the Corporation.
 - 1.2.1.7 Right to unilaterally remove or replace any member of the School Board described below. Any School Board member whose removal has been proposed shall be afforded an opportunity to meet with the Corporate Members regarding the matter.
 - 1.2.1.8 Right to unilaterally call special meetings of the School Board for any purpose.

- 1.2.1.9 Right to accept or decline to accept gifts/bequests with restrictions, and to approve any policies of the School Board relative to restricted gifts.
- 1.2.1.10 Right to final approval of the budget or any major fundraising project, and to recommend the annual parish subsidy.
- 1.2.1.11 Right to approve the appointment, renewal or removal of the Saint Elizabeth Ann Seton Catholic School Principal in consultation with the School Board.

Section 1.3 Purposes and Functions of The Corporation

- 1.3.1 To conduct, maintain and operate for religious, charitable, educational, and scientific purposes only, a private, non-for-profit corporation and all future extensions thereof, to provide, under the direction of properly qualified personnel, a Catholic School accredited by the Milwaukee Archdiocese in those areas which have established criteria.
- 1.3.2 To prescribe and regulate the course of instruction and to grant such diplomas as are usually granted by similar institutions; and to do all things necessary, proper and desirable as may be permitted by governing law, for the promotion of charity, education and religion.
- 1.3.3 To practice, encourage and support religious beliefs and activities and provide for the spiritual needs of the persons served by Saint Elizabeth Ann Seton Catholic School (SCHOOL).
- 1.3.4 To do any and all acts that are necessary, proper, useful, incidental and advantageous to the above-stated purposes in conformity with the teaching and law of the Church.
- 1.3.5 To otherwise perform all acts which are permitted of not-for-profit charitable corporations under the laws of the State of Wisconsin.
- 1.3.6 To establish the financial responsibility of the operation of the SCHOOL with the participating parishes and to promote the assumption of responsibility.
- 1.3.7 To serve as a vehicle for fulfilling the pastoral mission regarding the Christian development and education of all members of the participating parishes involved in the ministries covered by these bylaws. This shall be accomplished by sharing spiritual gifts, human resources, facilities and financial support.
- 1.3.8 To provide a quality education that will foster a sense of Catholic Christian identity. It will further encourage quality relationships among parishioners, between parishes, the Christian community and the community at large.

Section 1.4 Private, Tax Exempt, Not-For-Profit Corporation

- 1.4.1 It is intended that the Corporation maintain the status of a Corporation which is exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code and appropriate state law, and these Bylaws and Articles of Incorporation shall be construed accordingly and all powers and activities shall be limited accordingly.

- 1.4.1.1 No part of the net earnings of the Corporation shall inure to the benefit of nor be distributable to a private individual, but the Corporation shall be authorized to provide reasonable compensation for services and make payments and distributions in furtherance of corporate purposes.
- 1.4.1.2 No substantial part of the activities of this Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation.
- 1.4.1.3 The Corporation shall in no way participate in, or intervene in, any political campaign on behalf of any candidate for public office.

142 The Corporation is organized and shall be operated exclusively for religious, charitable, educational, and scientific purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, and in furtherance of such purposes, shall be operated exclusively as an organization described in Section 170(b)(1)(A)(iii) of the Internal Revenue Code . In furtherance of such purposes, the Corporation may:

- 1.4.2.1 Solicit and receive substantial financial support through gifts, contributions and grant(s);
- 1.4.2.2 Hold, administer, convert, invest and reinvest and manage such funds;
- 1.4.2.3 Engage in any lawful activities permitted to not-for-profit charitable corporations under the Laws of the State of Wisconsin and within the purposes of which the Corporation is organized.

143 The Corporation shall not discriminate on the basis of race, color, gender, age, national or ethnic origin in administration of policies and programs.

Section 1.5 Meetings

- 151 The Members of the Corporation will meet at least annually. The Members shall select an individual to preside. Meetings of the Members may be called at any time upon written request of at least one (1) Member.
- 152 The Members of the Corporation will meet to receive reports and discuss matters of concern. The Corporate Members and the School Board shall be in attendance at the annual meeting.
- 153 All meetings of the Members of the Corporation shall be conducted according to the consensus process approved by the Archdiocese of Milwaukee as described in the Parish Council Manual.

Section 1.6 Withdraw of a parish

- 161 No participating parish may withdraw its membership from the SCHOOL without the consent of the Archbishop of Milwaukee or his formally appointed designee.

- 1.62 Any request for withdrawal must be made by the Pastor, Administrator, or Parish Director and elected School Board Members of the respective parish at least one year prior to the effective date of withdrawal.
- 1.63 This request must have the approval of the Pastor, Administrator, Parish Director, and the elected Trustees, having heard the advice of the Parish Council.
- 1.64 This request and the rationale should be presented to the School Board for its recommendation to all parish Councils, and then for their recommendation to the Archbishop or his formally appointed designee.
- 1.65 Having no representative on the School Board shall not be considered withdrawal.

Section 1.7 New Parish Joining

- 1.7.1 Parishes wishing to join the Corporation shall submit an application to the School Board. The parish is admitted upon three-fourths (3/4) vote of the School Board and approval of the Corporate Members, Archdiocesan policies having been followed.

Section 1.8 Dissolution

- 1.8.1 In the event of the dissolution of the Corporation or any forced liquidation, any assets remaining after the satisfaction of claims of creditors and liens or encumbrances upon property are resolved, and after all other costs, charges and expenses of liquidation or dissolution are paid, shall be distributed to the participating parishes, with the assets to be used for purposes consistent with the purpose of the Corporation. The distribution of assets shall be pursuant to a plan of dissolution approved by the members and shall consider and be directed by the proportion that the parishes contributed to the Corporation based on the previous three year subsidy average; provided, however, that each of the said parishes receiving assets upon dissolution is then organized for the purpose of religious and charitable activities and is exempt from Federal and State income taxation.

ARTICLE II

SCHOOL BOARD

Purpose: The School Board shall define the policies that govern the operation of the SCHOOL and promote the implementation of those policies. It shall also provide counsel and advice in the operation of the SCHOOL.

Section 2.1 Membership

2.1.1 The School Board shall consist of six representatives from the participating parishes (with at least one board member from each of the participating parishes). There will be one at-large member who is a practicing Roman Catholic, who is familiar with Catholic schools, and who is not a member of St. Dominic, Holy Name of Jesus, or St. Clement Parishes. This School Board shall have such authority as established by these Bylaws.

The Pastor, Administrator or Parish Director of each participating parish shall serve as voting *ex officio* members of the School Board. The Principal and any associate pastor serve as a non-voting *ex officio* members of the School Board. One faculty member may serve as a non-voting *ex officio* member.

2.1.2 The School Board shall be chosen in accordance with the following procedures:

2.1.2.1 The parishioners of each parish shall nominate individuals to possibly serve on the School Board, for a term of three (3) years. St. Dominic Parish and Holy Name of Jesus/St. Clement Parishes (acting jointly) shall discern its members on the School Board.

2.1.2.1.1 Nominations shall be solicited prior to April 15th.

2.1.2.1.2 Vacancies for the School Board will be announced through parish wide publications (bulletin or newsletter) with response sent to the parish office.

2.1.2.1.3 Discernment shall occur prior to May 1st.

2.1.2.1.4 New Members shall be appointed prior to May 15th.

2.1.2.1.5 New Members shall be present at the June School Board meeting.

2.1.2.2 The at-large Member shall be selected, by discernment, by the six representatives from the parishes described in 2.1.1, as their first task.

2.1.2.3 All Members shall be 18 years of age or older, and, other than the at-large representative, a registered member of St. Dominic, St. Clement, or Holy Name of Jesus.

- 2.1.2.4 A Member may be selected for a second term of three years, but after two complete three-year terms the Member must leave the School Board for a full year before being eligible for selection to a position as a member of the School Board.
- 2.1.2.5 The six representatives from the parishes will discern among themselves who will serve for three, two and one year terms so that the terms will be staggered in the future to have one-third of these Members chosen each year. The at-large member shall serve a term of three years, renewable once. If the at-large member seat becomes vacant, the six representatives at that time shall select, by discernment, a replacement.
- 2.1.2.6 In the event that a vacancy shall occur as a result of the death, resignation, removal or incapacity of any School Board Member, the Corporate Members shall appoint a replacement to serve the remainder of the vacant term. At that time, Section 2.1.2.1 shall be followed.
- 2.1.2.7 Neither the employees of the SCHOOL or their spouses shall serve on this School Board or on the Finance Committee.
- 2.1.2.8 An exception to 2.1.2.7 is that one full-time or part-time faculty member may serve at the discretion of the school board as a non-voting member for a one year term. The faculty will select this representative. Based upon the issues discussed, the majority of voting board members may request that this board member may not be seated for the discussions.
- 2.13 At any meeting of the School Board, Members who are entitled to vote may do so. Proxy votes are not permitted.

Section 2.2 Powers and Duties

- 221 Powers. The School Board shall be vested with all powers as are necessary or desirable to govern the SCHOOL and discharge its responsibilities, which shall include but are not limited to the following:
- 2.2.1.1 Annually review and recommend for approval the Mission Statement and the Vision Statement.
- 2.2.1.2 Annually recommend for approval a budget after it has been reviewed and recommended by the finance committee.
- 2.2.1.3 Annually review and recommend for approval the tuition plan, salary and benefit scale, and criteria for student assistance grants.
- 2.2.1.4 Annually review and recommend for approval the parish subsidy formula in accordance with Archdiocesan policy.
- 2.2.1.5 Recommendation of the appointment, renewal or removal of the Principal of the SCHOOL, which shall require the approval of the Corporation Members.
- 2.2.1.6 Establish standing and special committees and delegate such authority as the

School Board deems necessary or appropriate.

222 Duties. The School Board is charged with the following duties in consultation with the appropriate individuals:

- 2.2.2.1 Consult with the Principal annually on the progress of the SCHOOL and assist as a supportive resource if needed.
- 2.2.2.2 Develop long and short-range plans for the SCHOOL with input from school administrators.
- 2.2.2.3 Ensure that all policies that relate to the management and operation of the school system are consistent with these Bylaws and Archdiocesan policy.
- 2.2.2.4 Monitor the effectiveness of the SCHOOL in fulfillment of its mission and philosophy.
- 2.2.2.5 Monitor and review the activities of the standing and special committees to ensure that their duties and responsibilities are fulfilled.
- 2.2.2.6 Establish the procedures for resolution of complaints, grievances, and conciliation issues.
- 2.2.2.7 Propose changes in the Bylaws to the Members of the Corporation and bring to their attention items requiring action.
- 2.2.2.8 Attend all meetings of the School Board. Absence from two consecutive meetings without advance notice to one of the members of the School Board shall be a basis for a recommendation for resignation or removal.

Section 2.3 Meetings

- 2.3.1 The Annual Meeting of the School Board shall be held during the month of September.
- 2.3.2 Regular and special meetings of the School Board shall be called by the President. Place of the meetings shall be established annually. Unless otherwise specified, all meetings of the School Board shall be open meetings.
 - 2.3.2.1 Regular meetings of the School Board shall be held monthly during the school year as agreed upon by the Members and as called by the President of the School Board. Time shall be provided for parishioners to be heard at the regular School Board meetings.
 - 2.3.2.2 Non-members who wish to speak at a School Board meeting may ask to be placed on the agenda by contacting the President not less than 48 hours prior to the meeting. The Open Session will be limited to a total time of 15 minutes. This time can be extended only by majority vote of the Members who are present.
 - 2.3.2.3 Special meetings shall be called by the President if one-half (1/2) of the School Board members make a request in writing.

- 2.3.2.4 The President or a majority of the School Board may call a closed session of the School Board. All discussions of the School Board during a closed session shall be confidential.
- 2.3.3 The Principal, unless excused by the School Board, shall attend all meetings of the School Board.
- 2.3.4 Written notice stating the place, day and hour of the meeting and, in case of a special meeting or closed session of the School Board, the purpose or purposes for which the meeting is called, shall be delivered not less than five (5) days before the date of the meeting, either personally, by electronic mail or by postal service, by or at the direction of the President, the Secretary, or the officer or person calling the meeting, to each member entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail addressed to the Member at his/her address.
- 2.3.5 A majority of voting Members of the School Board shall constitute a quorum (50% plus one). A quorum shall be necessary for the School Board to make a formal decision.
- 2.3.6 Minutes of open School Board meetings shall be distributed to the Members after each meeting. A summary of School Board minutes shall be regularly posted in the parishes in a place accessible to the administration and staff. These summaries will be sent to the offices of participating parishes for their parish councils or parish bulletins. Minutes will be made available to anyone upon request.

ARTICLE III

OFFICERS OF THE SCHOOL BOARD

Section 3.1 Officers

3.1.1 The School Board shall be the following officers: the President, Vice President, Secretary and Treasurer.

3.1.2 Nomination and Election

3.1.2.1 The Nominating Committee shall consist of the end-of-term School Board members. The Nominating Committee shall deliver the list of nominees to the Secretary, who shall prepare a ballot containing the names of such nominees and the offices to which they are nominated. Members of the School Board may submit names of nominees to the offices before the actual voting takes place.

3.1.2.2 The officers shall be elected by the School Board at its June meeting and shall hold office for a term of one year, beginning on the first day of the fiscal year until their successors are duly elected at the June meeting or special meeting of the School Board. Vacancies in any office shall be filled by election of the School Board.

3.1.3 Any officer may resign at any time by giving written notice to the School Board or Secretary of the School Board. Such resignation shall take effect at the time specified therein or, if no time is specified, then upon receipt of the resignation by the Secretary or the School Board as the case may be, and unless otherwise specified therein, acceptance of such resignation shall not be necessary to make it effective.

3.1.4 Any officer may be removed from office by the action of a majority of the full School Board, whenever in their judgment the best interests of the school will be served thereby.

3.1.5 Officers shall serve without compensation except for payment of reasonable expenses incurred with the approval of the School Board.

Section 3.2 Duties of Officers

3.2.1 President shall:

3.2.1.1 Assume responsibilities and exercise powers as may be delegated by the School Board and at all times to be subject to the policies, control, and direction of the School Board.

3.2.1.2 Sign and execute any instrument authorized by the School Board unless the School Board has expressly delegated some other officer or agent.

3.2.1.3 Have such other powers and duties as may be prescribed by these Bylaws and shall assign duties of other Members or Officers in a manner not inconsistent with the provision of these Bylaws and the directions of the School Board.

- 3.2.1.4 Chair all School Board meetings and formulate and circulate the agenda for these meetings.
- 3.2.2 The Vice-President shall:
 - 3.2.2.1 In the absence or disability of the President, perform all duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on the President. The Vice President shall have such other powers and perform such other duties as may be prescribed from time to time by the School Board, or these Bylaws.
 - 3.2.2.2 Provide for an orientation for each new Member with a manual which shall include the current editions of: policy and procedure manual, faculty handbook, student handbook, parents' handbook, list of Members, their addresses and phone numbers, Bylaws of the SCHOOL, sample contract, table of organization, latest financial statement, current annual operating budget, current classification of accounts, current list of committees and members of the same, school calendar, minutes of previous twelve board meetings and any other items he/she deems appropriate.
- 3.2.3 Secretary shall:
 - 3.2.3.1 Certify and keep at the business office of the Corporation the original or a copy of these Bylaws and the Articles of Incorporation as amended and shall also provide the Milwaukee Archdiocesan Superintendent of Schools with current certified copies of the foregoing.
 - 3.2.3.2 Keep at the business office of the Corporation a book of minutes of all meetings of the School Board and its committees.
 - 3.2.3.3 Provide all communications and notices as required by these Bylaws or applicable law.
 - 3.2.3.4 Properly keep and file the books, reports, statements, and all other documents and records as required by law and as directed by the School Board.
 - 3.2.3.5 Exhibit at all reasonable times to any Member, upon application, the Bylaws and minutes of proceedings of the School Board and its standing committees.
 - 3.2.3.6 In general, perform duties incident to the office of Secretary and such other duties as may be assigned by the School Board.
- 3.2.4 Treasurer shall:
 - 3.2.4.1 Monitor the care of the SCHOOL funds in a manner required by the Bylaws or as directed by the School Board.
 - 3.2.4.2 Participate as a member of the Finance Committee.

- 3.2.4.3 Arrange for the preparation and delivery of full statements of the financial condition of the SCHOOL whenever the School Board shall require.
- 3.2.4.4 Perform such other duties as shall be required by the School Board.

ARTICLE IV

COMMITTEES OF THE SCHOOL BOARD

Section 4.1 School Board Committees, both standing and special, and affiliated organizations, as hereinafter described, shall adhere to and operate within guidelines as set from time to time by the School Board.

Section 4.2 Classification and Staffing of Committees

4.21 Classification. There shall be two classifications of Committees in addition to affiliated organizations: Standing Committees and Special Committees. All Chairpersons and Officers of Standing Committees, Special Committees, and Affiliated Organizations shall be approved by the School Board at the August School Board meeting.

4.22 Standing Committees. All Standing Committees shall be comprised of at least three (3) persons. The Standing Committee Chairpersons shall be selected by the committee and approved by the School Board. The Chairperson may or may not be a School Board Member. Each member parish may have representation on each Standing Committee should they so desire.

4.23 Special Committees. From time to time the School Board may create Special Committee with such powers and responsibilities as decided by the School Board. Special Committees shall be staffed as the School Board directs at the time of their creation.

4.24 Committee Term. Committee members shall serve a one year renewable term.

Section 4.3 Committee Procedures

4.3.1 Rules, Quorum and Procedures. Each Committee shall adopt rules for its own governance not inconsistent with these Bylaws or any rules adopted by the School Board. Unless otherwise provided, a majority of the members of a Committee shall constitute a quorum of such committee (50% plus one). All committees shall keep minutes and records of their meetings and activities and shall report the same to the School Board at its next regular meeting. Such minutes and records shall be distributed in writing to all of the Members.

4.3.2 Meetings. Committees shall establish their own meeting dates. All Standing Committees shall meet at least semi-annually. Special Committee meetings shall be held whenever called by the Chairperson or requested by any two members of the Committee. Notice of any Committee meeting shall be given to the members at least five (5) days before such meeting. A majority of Committee members may waive such notice when circumstances require a shorter notice.

4.3.3 Additional Duties and Authority. In addition to the enumerated duties and authority set forth in these Bylaws, each committee shall have such additional duties and authority as from time to time are assigned by the School Board.

4.3.4 Subcommittees. Each committee may establish and appoint subcommittees of it, but such subcommittees shall not be delegated independent authority and subcommittee actions must be approved by the Committee as a whole.

Section 4.4 Standing Committees

4.4.1 Standing Committees approved annually by the School Board shall be:

Personnel Committee

Technology Committee

Development Committee

Finance Committee

Marketing and Recruitment Committee

Section 4.5 Personnel Committee. The Personnel Committee shall work with the principal or a representative on personnel issues and policies. No voting member of the Personnel Committee shall be an employee of the SCHOOL. The duties of the Personnel Committee shall include:

4.5.1 Work with the Principal on matters and policies dealing with personnel.

4.5.2 Work with the Principal to submit to the Finance Committee and the School Board the Committee's written recommendations for salary and fringe benefit adjustments.

4.5.3 Determine procedures for processing of employee grievances and conciliation issues, which are consistent with Archdiocesan policy, and the reporting of the disposition of such matters to the School Board.

4.5.4 Review annually the personnel policies and hiring practices of the SCHOOL with recommendations for needed revisions to be made to the School Board.

4.5.5 Develop and update job descriptions for the SCHOOL.

Section 4.6 Technology Committee.

4.6.1 The members of the Technology Committee shall consist of a Committee Chairperson and any other members to be nominated by the School Board.

4.6.2 The Technology Committee shall offer direction and expertise designed to enhance the learning environment for students through the use of various technologies. To accomplish this goal, the Technology Committee shall: (1) Assist in the development of the technology plan; (2) set policy for technology use in the SCHOOL and its curriculum; and (3) review, evaluate, and make recommendations concerning expenditures from the technology budget.

Section 4.7 Development Committee

4.7.1 The members of the Development Committee shall be the Development Director, the Principal and any other members to be nominated by the School Board.

4.7.2 The purpose of the Development Committee is to identify, cultivate and solicit third-party funding for the SCHOOL. This is accomplished through the yearly annual fund drive, grant writing, special events and the Endowment Fund.

Section 4.8 Finance Committee

- 4.81 The members of the Finance Committee shall be the Treasurer of the School Board, the Principal (non-voting) or school accountant (non-voting), one member from each participating parishes' Finance Committee, and any other member as may be deemed appropriate by the School Board. No voting member of the Finance Committee may be an employee of the SCHOOL.
- 4.82 The general duties of the Finance Committee shall be to:
- 4.8.2.1 Review the budget.
 - 4.8.2.2 Examine the financial condition of all programs and committees.
 - 4.8.2.3 Suggest ways and means of increasing revenues, limiting its expenses, investing its funds and providing emergency and future program resources.
- 4.83 Specific duties of the Finance Committee shall be to:
- 4.8.3.1 Review and recommend the capital and operating budgets projected for the succeeding fiscal year prepared by the Principal to the School Board per the following schedule:
 - 4.8.3.1.1 October – Work with the School Board and the Principal to formulate the proposed changes in salary and tuition schedules. Receive budget recommendations from the Principal.
 - 4.8.3.1.2 November – Review budget recommendations and prepare budget proposal.
 - 4.8.3.1.3 December – Finalize the budget proposal.
 - 4.8.3.1.4 January School Board Meeting – present proposed budget to the School Board.
 - 4.8.3.1.5 By February – obtain the Members of the Corporation approval.
 - 4.8.3.2 Review monthly financial statements, monitor capital expenditures and make a monthly status report to the School Board.
 - 4.8.3.3 Review financial implications of future plans and make recommendations to the School Board regarding the same. Recommend investments that meet Archdiocesan guidelines to the School Board.
 - 4.8.3.4 Work closely and collaborate with the Development Director and Parish Councils to develop plans for securing financial support and increasing revenues.
 - 4.8.3.5 Review annually all applicable insurance programs and make recommendations to the School Board regarding the same.

- 4.8.3.6 Review annually the classification of accounts, the audit statement for the past fiscal year and audit requirements and make recommendations regarding the same to the School Board.
- 4.8.3.7 Review the financial statements of all subsidiary organizations and report on the same to the School Board.
- 4.8.3.8 Evaluate on an ongoing basis the physical state of the equipment and make recommendations to the School Board regarding the same.
- 4.8.3.9 Submit in a timely fashion written recommendations for capital expenditures to be included in the budget.
- 4.8.3.10 Establish procedures for competitive bidding and review competitive bids for any capital expenditure in excess of \$2,000.00.
- 4.8.3.11 Recommend expenditures of all non-budgeted items for approval by the School Board.
- 4.8.3.12 Submit all meeting minutes to the School Board.

Section 4.9 Marketing and Recruitment Committee

- 491 The Marketing and Recruitment Committee will work with the Principal or an appointed representative and the School Board toward developing a comprehensive marketing strategy that will elevate the identity and image of the SCHOOL in the local community and beyond. The committee will strive to increase enrollment in the SCHOOL and establish a clear, consistent message about the benefits of the SCHOOL.
- 492 The committee shall consist of a Committee Chairperson and any other members to be nominated by the School Board. The duties of the Marketing and Recruitment Committee shall include:
 - 4.9.2.1 Increase enrollment through cultivation and recruitment.
 - 4.9.2.2 Retain present students through clear and concise communication.
 - 4.9.2.3 Use public relations and advertising to build awareness both internally and externally.
 - 4.9.2.4 Build and coordinate a comprehensive marketing and communications plan.

ARTICLE V

ADMINISTRATION

Section 5.1 Principal

- 5.1.1 The Principal is the primary representative of and spokesperson for the SCHOOL, thus providing the “public face” of the SCHOOL within the parish communities and the Sheboygan community at large.
- 5.1.2 The Principal shall have the authority to direct and administer all the activities and programs of the SCHOOL, subject to the policies that have been adopted by the School Board.
- 5.1.3 The Principal is accountable to the members of the Corporation, but reports to the Pastor Designate. The Members of the Corporation and Principal shall develop a plan for supervision and evaluation. This plan shall be communicated to the School Board.

Section 5.2 Responsibility of the Principal

The responsibilities and authorities shall include, but not be limited, to the following:

- 5.2.1 To implement the mission and philosophy of the SCHOOL and Archdiocesan policies and guidelines.
- 5.2.2 To establish procedures to evaluate and monitor the quality of the curriculum.
- 5.2.3 To execute all policies established by the School Board and Corporate Members.
- 5.2.4 To establish an organizational plan for personnel and to submit the plan to the School Board for review and approval.
- 5.2.5 To direct and coordinate the selection, employment, supervision, evaluation and discharge of all employees according to the Archdiocesan and local policies.
- 5.2.6 To develop and implement personnel policies and practices.
- 5.2.7 To cause an annual budget to be prepared showing the expected receipts and expenditures for the succeeding fiscal year to be submitted to the Finance Committee.
- 5.2.8 To review all business affairs in order to ensure that all monies are collected and expended to the best possible advantage.
- 5.2.9 To establish and sustain open communications with staff, parents, pastors and the local community.
- 5.2.10 To establish goals and objectives to achieve a long-range plan in the development of the SCHOOL.
- 5.2.11 To attend all meetings of the School Board unless agenda dictates otherwise or excused by members of the School Board.

- 5.2.12 To serve as liaison officer between the School Board and the respective staff.
- 5.2.13 To submit the annual report to the School Board.
- 5.2.14 To submit regular reports to the School Board or its authorized Committees showing the status of the professional service and financial activities or any other special reports as the School Board may require.
- 5.2.15 To ensure that all the physical properties used remain in good operating condition so that the health and safety standards are maintained.
- 5.2.16 To attend Standing Committee meetings as may be deemed necessary by said committee agenda.
- 5.2.17 To oversee the Home & School Committee.
- 5.2.18 To oversee the Athletic Association.
- 5.2.19 To perform any other duty that may be deemed necessary to the Board to further the best interests of the SCHOOL.

Section 5.3 Annual Report

Within a reasonable period of time after the close of each fiscal year, the Principal shall submit to the School Board an Annual Report, which shall contain, without limitations:

- 5.3.1 The manner in which the mission and philosophy has been implemented.
- 5.3.2 Major issues which impact on the long-range plans.
- 5.3.3 Financial statements for the immediately preceding fiscal year.
- 5.3.4 The capital budget and the operating budget for the current fiscal year.
- 5.3.5 The Principal's report should also contain all requirements of Archdiocesan Administration Annual Report Guidelines.

ARTICLE VI

FINANCES

Section 6.1 Finances

- 6.1.1 The SCHOOL must operate with a balanced budget.
- 6.1.2 Each participating parish should pay to the SCHOOL its share of the cost based on the formula as set forth in these Bylaws. Payments shall be made monthly.
- 6.1.3 SCHOOL Funding Formula. A minimum of 60% of the SCHOOL costs must be funded by tuition, fund raising, etc. The amount of the parish participation (subsidy) is determined using the budget process (section 4.8.3.1). The Parish Participation Formula used to determine the portion of the subsidy participation that will be paid by each parish is stated in the following paragraph.
 - 6.1.3.1 The formula used to determine each participating parish's share of the subsidy amount for the school budget for the upcoming (next) school year is based on four equally-weighted factors; the information for each factor is as of the end of the previous fiscal year (June 30): 1) the number of registered families in each parish; 2) the number of students from each parish enrolled in the SCHOOL; 3) the number of school-age children registered in each parish; and 4) the total non-school revenue of each parish. The averaging of these factors provides the subsidy participation percentage for each parish.
 - 6.1.3.2 This subsidy funding formula should be reviewed annually, consistent with section 4.8.3.1. Any deviation from the calculated parish subsidy participation percentage must be approved by the Corporate Members.
- 6.1.4 The School Board will establish tuition fee schedules (amounts and policies) subject to the requirements of the budget. Tuition schedules shall include all costs to families. The School Board shall also be responsible for collecting these fees.
- 6.1.5 The SCHOOL will maintain one central checking account for all receipts and disbursements of the operating budget. The elected School Board President and Treasurer, the Principal, and the Pastor(s), Administrator(s) or Parish Director(s) will be authorized to sign on the account. Any two of the aforementioned parties must sign all disbursements. Deposits will be made under the direction of the Principal. All monies collected will be deposited to the appropriate accounts on a timely basis.
- 6.1.6 Monies collected through the SCHOOL may be invested in investment instruments recommended by the School Board according to Archdiocesan guidelines and approved by the Corporate Members.
- 6.1.7 All direct costs shall be paid by the SCHOOL. Certain costs not directly or solely related to the SCHOOL (e.g., capital improvements to the building) shall be paid by the respective parish.

- 6.1.8 During the course of the fiscal year, the School Board may recommend to the Parish Councils for their review, revisions of the budget and recommendations concerning the amount to be paid by each parish. Such written modification shall become effective only upon the written approval of the Pastor(s), Administrator(s), and Parish Director(s).
- 6.1.9 If the projected enrollment and/or financial goals are not reached, the School Board may direct the Principal to make necessary reduction in staff and/or other costs so that the SCHOOL will operate within a balanced budget, Archdiocesan policies and procedures having been followed.

ARTICLE VII

LIABILITY

Section 7.1 General Liability

7.1.1 No Officer, Committee or Member of a Committee or Member of the School Board or other person shall contract or incur any debts in behalf of the SCHOOL or in any way render it liable unless authorized by the School Board, acting within its authorized power. No Officer, Committee, or employee of the SCHOOL is authorized to promise moral or financial support of any charitable or other objective without the approval of the School Board, acting within its authorized power.

Section 7.2 Indemnification of Members of the Corporation and Members and Officers of the School Board

7.2.1 Each present, former and future Member of the Corporation and Member and Officer of the School Board shall be entitled, without prejudice, to any other rights he/she may have to be reimbursed by the parishes for, and indemnified by the parishes against, all liability and expense (including without limitation, legal expenses) hereafter reasonably incurred by her/him in connection with any claim, action, suit or proceeding of whatever nature in which she/he may be involved as a party or otherwise by reason of having served before or after the date of these Bylaws as a Member of the Corporation or as a Member or Officer of the School Board or by reason of any action alleged to have been theretofore or thereafter taken or omitted by any such Member or Officer, whether or not she/he continues to be such Member or Officer, including amounts paid or incurred in connection with reasonable settlements made with a view to curtailment of costs of litigation and with the approval of a majority of the Members then in office, other than those involved, whether or not such majority constitutes a quorum. The SCHOOL and its School Board Members, Officers, Employees and Agents shall not be liable to anyone for making any determination as to the existence or absence of liability, or for making or refusing any payment hereunder on the basis of such determination, or for taking or omitting to take any other action hereunder, in reliance upon the advice of counsel.

ARTICLE VIII

GENERAL PROVISIONS

Section 8.1 Duality of Interest

8.1.1 Any School Board Member, Officer, Employee or Committee Member having an interest in a contract or other transaction presented to the School Board or a Committee thereof for authorization, approval, or ratification shall make a prompt, full, and frank disclosure of his or her interest to the School Board prior to its acting on such contract or transaction. The School Board shall thereupon determine, by majority vote (50% plus one), whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If a conflict is deemed to exist, such person shall not vote on, nor use personal influence on, nor participate (other than to present factual information or to respond to questions) in the discussions or deliberations with respect to such contract or transaction. Such person may be counted in determining the existence of a quorum at any meeting whether the contract or transaction is under discussion or is being voted upon. The minutes of the meeting shall reflect the disclosure made, the vote thereon and, where applicable, the abstention from voting and participation, and whether a quorum was present. The School Board may choose to forward the question of Duality of Interest to the Corporate Members for resolution.

Section 8.2 Procedure

8.2.1 The School Board and Committees established by the School Board may adopt rules of procedure that shall be consistent with these by-laws.

Section 8.3 Fiscal Year

8.3.1 The SCHOOL shall operate on a fiscal year basis, commencing on the first day of July of each and every year.

Section 8.4 Conflicts

8.4.1 In the case of conflicts with these bylaws, the policies of the Archdiocese of Milwaukee would take precedence.

ARTICLE IX

BYLAWS AMENDMENT

Section 9.1 Amendments

9.1.1 These Bylaws shall be adopted by the unanimous vote of the Members of the Corporation of the participating parishes in consultation with their respective Parish Councils and may be amended or repealed by unanimous vote of the Members of the Corporation. These Bylaws shall be reviewed at least every other year by the School Board, and the annual meeting minutes shall reflect the fact of such review.

Approvals:

Dated: _____

Dated: _____

Dated: _____

School Board Bylaws and Policies

The School Board Bylaws and Policies are maintained as electronic copies, not paper copies. Updates of policies are done by the president of the school board or another person the board has so designated.

Adopted September 20, 2012

School Board Members' Code of Conduct

A school board member shall abide by the following Code of Conduct:

School Board members shall recognize that their first and greatest priority is to provide an educational environment incorporating the beliefs and teachings of the Catholic religion.

School Board members shall recognize that it is their responsibility to develop and adopt policies by which the school can be administered though in accordance with Parishes and Archdiocese rules.

School Board members must balance their responsibility to provide school related programs with the need to be effective stewards of St. Elizabeth Ann Seton Catholic School resources.

School Board members shall support St. Elizabeth Ann Seton Catholic School personnel in proper performance of their duties recognizing the responsibility of operations regarding delivery of educational programs and religious services is their function.

School Board members have no legal authority outside the meetings of the board, and should conduct their relationships with all stakeholders and media on this basis.

School Board members will not use their position as school board members to benefit themselves or any individual or agency. School Board members will make no personal promises nor take any private action that may compromise the integrity of the board.

School Board members shall work together in a spirit of harmony, respect and cooperation, despite differences in opinion.

School Board members shall be provided with information about the operations of Seton Catholic School and devote time, thought and study to render effective and credible decisions.

School Board members will make decisions in terms of the educational welfare of children while continually seeking to develop and maintain the individual needs of all children regardless of their ability, race, creed, sex, or social standing.

School Board members shall make decisions based upon all sufficient facts, vote based on honest conviction without partisan bias, and members will abide by and uphold the majority decision of the school board.

School Board members shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest.

School Board members will refer all complaints to the Seton Catholic School administrator and will discuss complaints at a public meeting only after failure of an administrative solution.

Preliminary Minutes

Board minutes are posted within a week on the school website. The posting is a draft (preliminary) minutes. The preliminary minutes are approved via e-mail by at least five (5) board members. The final approved minutes will still not be official until approved by the board at the following meeting.

The president serves as a central clearing point for any changes to minutes. The president is responsible for posting preliminary and official minutes on the Website.

Adopted September 19, 2013

Professional Dress Code for Seton Catholic School

You have been called to an extraordinary ministry. You have a unique opportunity to touch the hearts and minds of your students. When they graduate, they may not remember the great lessons you taught, but they will remember the person you were. It is your responsibility to make the best impression.

Over the years, as academic and interpersonal issues have changed and evolved, the role of the Catholic school teacher has expanded and become highly complex and challenging. More than ever before, there is a tremendous need and responsibility to mentor students by personal example. Words, actions, and appearance are factors that influence the way students, parents and colleagues will perceive you. Thus it is essential that they see you as a professional in everything you do.

Projecting a professional image promotes credibility, creates a sense of authority, and conveys competence and confidence. All Catholic school educators are role models for their students and are expected to dress in a professional manner. Clothing and appearance make a statement and often take on a voice of their own. Most important, the clothes we wear and the sense of style we display send a powerful message to the world about our opinions, attitudes, and our sense of self-respect.

- Select apparel, fragrances, jewelry, and hair styles that do not detract from your professional image.
- Keep accessories simple, in good taste and not excessive
- Clingy, tight-fitting or transparent clothing is inappropriate
- Necklines should be modestly designed
- Men should wear collared shirts, tailored pants with a belt, (a tie is optional)
- Women should wear modest length skirts or tailored pants, blouse or shirt jacket or sweater
- Jeans, cargo pants, and shorts are not appropriate
- Tank tops, sleeveless shirts, or blouses and other skin-revealing shirts, tops and pants are not appropriate
- Athletic wear such as tennis shoes, sweat suits, workout clothing, and leggings are only appropriate in specifically approved settings, like physical education class, various school-sponsored field trips and designated special events.
- Wear moderately dressy shoes, flip-flop and beach wear are never options. Sandals may be open toes but must have a back strap
- Body piercings are not appropriate
- Tattoos should not be prominent

Casual dress days:

- Jeans may be worn on designated spirit days. It is important to choose jeans that fit and look neat, clean, and professional. Low rise, excessively tight, frayed or tattered jeans are not appropriate.
- Footwear should be casual and functional for the classroom. Flip-flops are not an option, even on casual dress days as they pose a safety hazard in school settings.

When choosing clothing, accessories, and styles, expect the same standards for yourself that you expect from students in your classroom. Modeling acceptable dress, grooming and styles, as outlined in the school handbook, is an effective way to demonstrate your credibility and your commitment as a professional Catholic school educator.

Exit Interviews for Leaving Teachers

Teachers leaving their teaching position will have an exit interview with the principal and the pastor designate.

Adopted April 24, 2014

4005

Curriculum Committee

There is no School Board established Curriculum Committee. Curriculum development is left to the expertise of the principal and the teachers.

Adopted July 18, 2013

5005

Notice of Nondiscriminatory Policy as to Students

Schools in the Archdiocese of Milwaukee which conform to Policies of the Archdiocese Office of Education, admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools.

They do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, loan or scholarship programs and athletic or other school-administered programs.

Milwaukee Archdiocesan Policy
Adopted July 2012

Seton Catholic Uniform Policy

Clothing worn to school should reflect the Christian values being taught at St. Elizabeth Ann Seton Catholic School. As a private school, St. Elizabeth Ann Seton reserves the right to determine appropriate attire and insists upon a norm of proper appearance for its students, faculty, and staff. St. Elizabeth Ann Seton promotes respect for and the dignity of each individual person, and believes that values are reflected in one's word and behaviors, including grooming and clothing. Our school expects students to represent themselves well at school, on field trips, at competitions, and at other school functions through appropriate attire and proper hygiene.

The cooperation of parents and students is necessary in observing the dress code. Ultimately, the parents are responsible for sending their child in clothes that represent cleanliness, safety, modesty, and neatness. We want to take pride in our school and represent that pride in the Sheboygan community.

Unless specifically designated otherwise, all students in Kindergarten through Eighth grade should be dressed in the specified uniform every day. Uniforms are optional in K3 and K4.

We have chosen Lands' End to be the vendor for our uniforms at St. Elizabeth Ann Seton. All uniform items must be purchased from them. Anything not listed in the following dress code is prohibited. The administration reserves the right to make the final decision about whether or not a student's attire complies with the dress code.

BOYS UNIFORM--- Grades K5-8

- Polo- Colors: Classic Navy, Light blue, and white. Short or long sleeve. Seton logo **required** on all polo shirts.
- Oxford- Colors: White or light blue. Short or long sleeve. Seton logo optional.
- Sweater- Sweater or Sweater Vest. Color: Navy. Seton logo optional.
- Pants- Any style **except** cargo. Colors: Khaki and Navy.
- Shorts - Any style **except** cargo. Colors: Khaki and Navy. Acceptable to wear: April 15-October 15.
- Neck Tie- Optional. Color: Clear blue plaid or Navy.
- Fleece- Long sleeve, zip up. Color: Navy. Seton logo **required**.
- Belts- **Required for Grades 5-8** with pants that have belt loops. Colors: Clear blue plaid, navyblue, black or brown with simple buckle.

GIRLS UNIFORM--- Grades K5-4

- Polo- Colors: Regular, feminine fit, or Peter Pan collar. Navy, Light blue, and white. Short or long sleeve. Seton logo **required** on all polo shirts.
- Oxford- Colors: White or light blue. Short, $\frac{3}{4}$ length, or long sleeve. Seton logo optional.
- Sweater- Cardigan or Sweater Vest. Color: Navy. Seton logo optional.
- Pants- Any style **except** cargo. Colors: Khaki and Navy.
- Shorts- Any style **except** cargo. Colors: Khaki and Navy. Acceptable to wear: April 15-October 15.
- Jumper- Plaid Jumper. Color: Clear blue plaid.
- Skort- Colors: Clear blue plaid, Navy and Khaki.
- Neck Tie- Optional. Colors: Clear blue plaid or Navy.
- Fleece- Long sleeve, zip up. Color: Navy. Seton logo **required**.
- Ankle length leggings, knee socks, or tights are acceptable to wear under a Jumper or Skort in Navy or White.
- Belt- optional in K-4. If worn, should be clear blue plaid, navy blue, black, or brown with simple buckle.

GIRLS UNIFORM--- Grades 5-8

- Polo- Colors: Regular or feminine fit. Navy, Light blue, and white. Short or long sleeve. Seton logo **required** on all polo shirts.
- Oxford- Colors: White or light blue. Short, $\frac{3}{4}$ length, or long sleeve. Seton logo optional.
- Sweater- Cardigan or Sweater Vest. Color: Navy. Seton logo optional.
- Pants- Any style. Colors: Khaki and Navy.
- Shorts- Any style. Colors: Khaki and Navy. Acceptable to wear: April 15-October 15.
- Skirt- A-line skirt. Colors: Clear blue plaid, navy, and khaki.
- Skort- Colors: Clear blue plaid, Navy and Khaki.
- Ankle length leggings, knee socks, or tights are acceptable to wear under a Skirt or Skort in Navy or White.
- Neck Tie- Optional. Colors: Clear blue plaid or Navy.
- Fleece- Long sleeve, zip up. Color: Navy. Seton logo **required**.
- Belt **Required for grades 5-8** in pants that have belt loops. Colors: Clear blue plaid, navy blue, black, or brown with simple buckle. **ACCESSORIES:**
- Jewelry and hair accessories should be simple and tasteful.
- Earrings should dangle no longer than 1 inch below the earlobe.
- Clothing or accessories intended for outdoor use (eg. hats, caps, scarves, bandannas, sunglasses, coat, etc.) are not allowed in the classroom.
- Accessory scarves are not allowed in school.
- Girls and boys can wear the clear blue plaid or navy neck tie with an oxford shirt.

SHOES AND FOOT APPAREL:

- Socks should complement the uniform. White, khaki, and navy socks are recommended. Socks do not need to be worn with sandals, but are required with all other footwear.
- All footwear should complement the uniform. Shoes, sandals with a back strap, boots and tennis shoes are acceptable.
- Heels (greater than 1 inch), flip flops, clogs, sandals without a back strap, light up shoes, military style or shoes with wheels are not allowed.

OTHER UNIFORM AND APPEARANCE TIPS:

- Students in all grade levels are to have their shirts tucked in at all times.
- Long-sleeved white shirts may be worn underneath long-sleeved polos, but not underneath short-sleeved polos.
- Any visible undershirts must be uniform colors, and may not have pictures or words. (white, light blue, or navy).
- Clothing that is torn, has holes, or is designed to look frayed, or is unkempt or disheveled is not allowed.
- There will be designated days (eg. Spirit Days) when the school uniform will not be required. Guidelines for these days will be determined by the Administration and communicated to the students.
- **SPIRIT WEAR:** is t-shirts-short or long sleeve, sweatshirts, fleeces, bought specifically from Mountain Promotions that have the Seton logo or mascot. Spirit wear can be worn **ONLY on designated days** determined by Administration.
- Haircuts must be neat and non-distracting. Bangs and other styling should allow full vision.
- Fleece jackets in navy for boys & girls may be worn only with Seton logo.

GYM UNIFORMS:

- All students in grades 4-8 use the gym uniform purchased from Mountain Promotions.

CORRECTIVE PROCEDURES:

1. Students deemed not in compliance with the dress uniform code will be asked to correct the situation. If the student refuses or is unable to comply he/she will be referred to the office. Enforcement of the dress code will be the responsibility of the staff. The homeroom teacher will notify the student if there is a violation of the dress code.
2. Parent/guardian will be contacted to bring a change of clothing to the school or the student may be given a used uniform to borrow for the rest of the day.
3. Students who continue to be in non-compliance with the dress uniform code will receive a discipline referral and further disciplinary action including a parent/guardian conference with the principal to discuss the situation and could be placed on disciplinary probation or suspended from school, if necessary.

*** This policy will be reviewed on a yearly basis. The Administration reserves the right to make any changes, as necessary for the next school year.

***This policy can be reviewed by the School Board in 2020. The corporation officers can do a review at any time.

Adopted March 20, 2014

Sent Messages/Information

Only school/school-related and parish/parish-related printed/electronic messages are sent home. However, distribution and display of non-school materials shall be allowed only as is permitted by this policy.

Items not to be sent include, but is not limited to information about:

- Work-at-home or other businesses,
- Products or services that are being sold (personal or professional),
- Job opportunities,
- Charities and charitable causes (that are not supported by the Catholic faith),
- Advertising for community events.

The school administrator has the final decision on any messages/information sent.

Adopted March 21, 2013

7005

Development, Marketing and Recruitment Committee

The School Board combined the Development Committee and the Marketing and Recruitment Committee into one committee - Development, Marketing and Recruitment Committee. Goals for the newly formed committee are a combination of the goals within the Bylaws.

Adopted August 22, 2013