



**GOVERNING AUTHORITY MEETING
ASSIGNMENTS AND ADJUSTMENTS
PROCESS**

EFFECTIVE DATE 07/01/2013

SOP 8.2

SIGNATURE: _____

A handwritten signature in black ink, appearing to be "R. P.", is written over a horizontal line.

PROPOSED BY: Office Coordinator

PURPOSE

The GOVERNING AUTHORITY MEETING ASSIGNMENTS AND ADJUSTMENTS PROCESS ensures there is a process for assigning CSS staff to attend governing authority meetings.

The GOVERNING AUTHORITY MEETING ASSIGNMENTS AND ADJUSTMENTS PROCESS is used to ensure that all governing authority meeting assignments are adequately communicated and distributed, and that CSS staff attends all regularly scheduled governing authority meetings for each St. Aloysius sponsored school. The GOVERNING AUTHORITY MEETING ASSIGNMENTS AND ADJUSTMENTS PROCESS is used for all regularly scheduled governing authority meetings across the state, with special and emergency meetings handled separately and as appropriate based on time and location.

SCOPE

The process is primarily intended for the Office Manager who is responsible for compiling governing authority meeting dates for all St. Aloysius sponsored schools and ensuring CSS is represented at the majority of all regularly scheduled meetings. The process also applies to all CSS staff who attend meetings.

PROCEDURE

The procedure includes the following steps:

1. Approximately one and a half (1 ½) months prior to the beginning of the quarter, Office Manager sends an email request to all sponsor representatives for dates of vacations, days off, or days or evenings that each cannot attend governing authority meetings throughout the upcoming quarter.
2. Office Manager assigns governing authority meetings for the quarter.



- a. Among factors considered in making assignments are which CSS staff have attended recent meetings of each governing authority, staff availability (including travel burden) and distribution of workload.
3. Assignments are provided to President for approval.
4. President reviews and makes assignment adjustments if necessary and authorizes the Office Manager to distribute the quarterly governing authority meeting assignments one month prior to the start of the quarter.
5. The process includes an allowance for CSS staff to exchange meetings with one another if there is a scheduling problem or if a needed adjustment arises.
 - a. CSS staff member may approach other staff members to attend an assigned meeting.
 - b. CSS staff member shall offer to attend a different meeting in exchange.
 - c. CSS staff member shall propose the exchange of meetings to his/her department manager for approval.
 - d. Once the exchange is approved, CSS staff member shall communicate the change in attendance to Office Manager.
 - e. Office Manager will update the shared calendar and master spreadsheet.

DOCUMENTATION / VERIFICATION

Governing authority meeting attendance lists are maintained by the Office Manager at the following location and in folders housed in the Office Manager's office. Additionally, meeting assignments are logged into the Outlook calendar to include identified representative, time, date and location.

Location of documentation:

- P:/BOARD MEETING ASSIGNMENTS

Naming convention:

- Quarter+Year+Board meeting attendees
- Ex: Board Meeting Assignments\[Quarter] Board meeting attendees.xlsx

Supporting documentation included with this process:

1. Governing authority meeting attendance spreadsheet

DOCUMENT HISTORY

Orig. Date Feb. 2013
Rev. July 2013
Rev. February 2016
Rev. March 2017
Rev. November 2018



REVIEW AND APPROVAL

Reviewer of the GOVERNING AUTHORITY MEETING ASSIGNMENTS AND ADJUSTMENTS PROCESS is as follows:

Reviewed By: Management Team

Date: 11/19/18

Approved By: President: David L. Cash, Jr.

Date: 11/19/18

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The GOVERNING AUTHORITY MEETING ASSIGNMENTS AND ADJUSTMENTS PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.