

KUEMPER CATHOLIC SCHOOL SYSTEM BOARD OF EDUCATION HANDBOOK



Kuemper Catholic School System's mission is to provide excellent Catholic education of mind, body, and soul to empower all students to achieve to the best of their abilities in fulfillment of God's call.



A Message from the Diocese of Sioux City Office of Education

The Catholic schools in the Diocese of Sioux City, under the direction, guidance, and service of the Office of Education, are dedicated to providing faith formation, academic excellence, and appropriate developmental personal growth opportunities for all Catholic school students. Within the Church there is understanding and appreciation for the role of the laity. The laity's effectiveness is clearly demonstrated in the activity of the local Board of Education to assist in advancing the school's mission. The Boards of Education in the Diocese of Sioux City are advisory in nature and have limited jurisdiction. Board authority is limited in financial oversight, creation of local policies and developing a long range vision for the school. Viability and vitality are safeguarded and promoted through the tremendous effort of the local Boards of Education.

The call to 'universal' is echoed in every group of volunteers who so generously give of their time, talent, and treasure to work as a local Catholic School Board.

Each local Board of Education has the unique opportunity to protect and advance the teaching mission of the church. The dialogue which is created among local Board members stimulates unity of purpose and success. The authority of local Boards of Education underscores our commitment to actively integrate the school community, especially parents, into the ongoing life of the parish(es).

Each local Board of Education agrees to follow the policies and administrative procedures of the Diocese of Sioux City and the Office of Education. Local Board of Education members agree that they will use their expertise and insights for the common good of the school community and to promote the mission and goals of Catholic education. They will defer any personal agendas in order to discern with other school Board members the issues, concerns and challenges their schools face in meeting the educational needs of the students.

Kuemper Catholic School System Board of Education Handbook

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History

The roots of Kuemper Catholic School go all the way back to 1874 with the Mt. Carmel parish beginning a small pioneering Catholic school. By 1916, each of the 13 area parishes surrounding Carroll built their own Catholic grade school, and eventually Catholic high schools were also established in Breda, Mt. Carmel, Templeton and Vail.

Fr. Joseph Kuemper (1855-1923) left his mark and an important legacy on Carroll county's 20th century history. The hard-working German immigrant parish priest and carpenter founded the St. Angela Domestic Science Institute in 1908 – an all-girls boarding high school in Carroll to educate young women in the art of Christian homemaking. It was one of the first schools to accept students from across parishes. The school was later renamed the St. Angela Academy.



Fr. Kuemper, who also began Carroll's St. Anthony Hospital and three area parishes, arranged the talented Franciscan Sisters of Perpetual Adoration from LaCrosse, Wisconsin (www.fspa.org) to operate his ministries in the Carroll area.

When the all-girls St. Angela Academy closed in 1954, Fr. Leo Lenz (1913-1985), a Mt. Carmel native, led the effort to build a regional Catholic high school. A large addition was constructed and attached to the west side of the St. Angela building. Kuemper Catholic High School took St. Angela's place as 10 area parishes invested in and financially supported the new non-tuition high school. This inter-parochial, co-educational high school began a trend of regionalization and unification as three more area parish high schools unified with Kuemper High School by the early 1960s.



By the mid to late 1970s, the number of religious sisters and priests faculty began declining and student tuition fees began to offset rising operating costs.

Catholic grade schools in the area began consolidating in 1964 and by 1990, three merged grade schools remained in the rural areas surrounding Carroll. Holy Spirit and St. Lawrence parish schools in Carroll unified their K-8 grade schools in 1996.

The 2003-04 school year saw a complete Catholic school unification from kindergarten to grade twelve. All students of the area now attend school in Carroll. 2004 also marked the 50th anniversary of Kuemper Catholic High School and the 130th anniversary of that first pioneering parish school in Mt. Carmel in 1874.

Over 11,000 St. Angela Academy and Kuemper Catholic High School alumni, along with thousands more parish school graduates of the area serve across the world in many vocations. From priests, sisters, teachers and civic leaders to valedictorians of prestigious universities, chief executives of national corporations, and rocket scientists for the U.S. space program, all these Kuemper alumni continue to serve in their careers and exemplify today's mission statement of the Kuemper Catholic School System: "providing excellent Catholic education of mind, body, and soul to empower all students to achieve to the best of their abilities in fulfillment of God's call."

Kuemper Catholic School System Mission

Kuemper Catholic School System's mission is to provide excellent Catholic education of mind, body, and soul to empower all students to achieve to the best of their abilities in fulfillment of God's call.

Vision Statement

The Kuemper Catholic School System will be known as a leader in the development of the whole person- spiritually, academically, and socially. Recognizing our human dignity and guided by Jesus Christ, our students will be enriched by a sacramental life to become lifelong disciples of Christ. By invoking the wisdom of the Holy Spirit, the Kuemper Family will strive to ensure an environment that includes:

1. Formation of moral students to be prepared for the future through emphasis on critical thinking, problem solving, and decision making skills.
2. Spiritual development that recognizes God's call for each person with a focus on service.
3. Employing continuous improvement strategies to develop excellence in academic achievement, faith formation, and school activities.
4. Empower parents as primary educators by actively involving them in service and support of the schools.
5. Transparent communication by collaborating with parents, alumni, and community supporters to provide feedback on shared results and progress.
6. Accepting the role of stewardship that offers accessibility and ensures financial stability through contributions of parishes, alumni, families, and community.

School Board Prayer

Lord Jesus Christ,
we come together in Your name
to work for the good of our school.
Help us use Your gifts in a spirit of trust, love and understanding.

May our Kuemper family shine God's radiant love outward
like the bright red heart and gold beams
of the Sacred Heart of Jesus and Immaculate Heart of Mary,
shine that love outward as reflected in our school colors
helping us be faithful imitators and disciples of Christ.

Give our parents and staff the guidance and strength
to inspire our students' minds, bodies and souls
empowering them to achieve to the best of their abilities
in fulfillment of God's call.

Thank You for the gift of Catholic education
and for the legacy of Father Kuemper.

For this we pray and to bring glory to Your name. Amen.





Role of the Board of Education

It is the role of the Board of Education to establish policies and act in an advisory capacity for the Kuemper Administration that will enable the stated mission of the Kuemper Catholic School System to be accomplished. In the process of its work, the Board should ensure all policies follow the intent and spirit of the policies laid down for the Diocesan system by the Sioux City Diocesan Board of Education.

Board Member Roles & Responsibilities:

Each member shall serve a term of 3 years, renewable for a second term. After the second term, there must be a one year interval before the individual is again eligible for Board membership. Members of the school staff, their spouses or children shall not be eligible for Board membership. All Board members should refrain from voting on issues related to a relative.

School Board Members shall meet the following criteria:

1. Twenty one years of age or older
2. Genuine interest in Catholic School education
3. A credible witness of the Catholic faith; a member of a parish; or if non-Catholic, not opposed to the tenets of the Catholic faith
4. Ability to work with others to achieve consensus
5. Ability to make time commitment for meetings, committee work, and in-service training
6. Willing to maintain confidentiality and high level of integrity
7. Willing to support the school's philosophy and mission
8. Have a professional and personal life that is reflective of the teachings of the Catholic Church

The Board:

1. Includes prayers and activities to develop its relationship with God and professional growth at/or during the meetings
2. Understands the role and purpose of school mission and vision statements
3. Becomes a partner with the pastor(s) and the school administration to ensure the Catholic identity/culture and its values
4. Participates with the Bishop, pastor(s) and the administration in developing and promoting a shared vision for the school, its students and programs

5. Accepts and operates in a manner that the Board is advisory and consultative to the Bishop, pastor(s) and the administration
6. Accepts and respects the roles and responsibilities of the Bishop, pastor(s), administration (operates and manages) and the Board (advises and consults) in the operation of the school
7. Affirms and supports the administration as it carries out its responsibilities to and for the school
8. Understands the ramifications of Board decisions
9. Is involved in the performance appraisal of the administration according to the established norms of the Sioux City Diocese
10. Writes and updates policies that guide the operation and management of the school
11. Conducts an annual evaluation of the progress and achievements of the school's long range plan.

Role of Administrators in Relationship to the Board and Committees

Building of a strong relationship of mutual trust between the Board and administration is critical. The primary role of administration relative to the Board is the implementation of policies established by the Board for each program. The administration's function entails development of regulations, processes or programs through which the Board policies are translated into action. A significant responsibility of the administration is the recommendation of policy for the Board's consideration. Because of familiarity with programs, the administration is in a position to recognize the need for policy development relative to a particular program.

It is the administration's responsibility to provide leadership to the Board for policy formation and revision. It is also the administration's responsibility to communicate with the Board on a regular basis regarding committee reports, programs, planning, budget and Board in-service training needs.

Code of Ethics Kuemper Board of Education

1. To acknowledge that Kuemper Catholic programs are a significant expression of the teaching mission of the Catholic Church.
2. To become more knowledgeable about the mission of Kuemper Catholic and promote it to the various publics with whom I influence.
3. To be fully and carefully prepared for each meeting by doing the required readings and completing necessary tasks for committee work and reports.
4. To recognize the need for continuing education about my responsibilities and know that I do not represent the Board officially unless explicitly asked to do so.
5. To support the administrators of programs in their authorized functions and not to intrude in administrative details unless requested to do so.
6. To respect the confidentiality of information in executive session or at other times when information is deemed confidential.

7. To avoid utilizing membership on the Board as a means to accomplish personal goals or desires.
8. To be alert to alternate solutions to problems by keeping an open mind.
9. To disqualify myself from discussion and vote on an issue where there is a conflict of interest with my family or business or if the outcome will grant me any pecuniary or material benefits.
10. To be loyal, unified and supportive to Board/committee decisions even though personally opposed to the final recommendations and decisions.
11. Members will read, sign and follow a Diocese of Sioux City Conflict of Interest form annually (See appendix A) and a Confidentiality Statement (See appendix B)

Organizational Structure of the Board

Constitution – A Constitution was developed when the Board was first established. All constitutions and By-Laws must be reviewed every five years. Revisions to the Constitution must be approved by the Board according to its own Constitution and then submitted to the Diocesan Board of Education for its approval.

By-Laws – By-laws are rules established by the Board to govern procedures for the internal operations of the Board. By-laws must be approved by the Board.

Membership – The PK-12 System Board shall have a numerically appropriate membership sociologically representative of the parish(es) communities as defined by the Board Rotation Schedule. Through a nominating process the members may be elected by the parish(es) communities. Pastor(s) from corporate parish(es) shall be ex officio member(s). The school president and principals shall be ex-officio members of the Board (non-voting).

Officers – Officers are nominated and voted on each year and serve a one-year term. The two offices are:

Chairperson – Person who runs the meetings and represents the Board at all necessary functions unless the Board appoints someone else.

Vice-Chairperson – Assumes the role of the chairperson in his or her absence.

Meetings

Meetings are generally the third Tuesday of each month, with no meeting in July. Meetings generally begin at 4:00 pm in the high school library. The monthly meetings are open meetings as defined below and are announced in advance.

- “Open” indicates that all discussion and action may be observed by Kuemper stakeholders such as students, staff, parents, parishioners and alumni, but they may not participate in the discussion or decisions.
- Executive session – Executive sessions are closed sessions held to discuss personnel or other matters that are confidential in nature. No action is taken in executive session. If action is necessary as a result of executive session deliberation, it is taken in open session with no discussion.
- Visitors to Board meetings – Visitors are always welcome to Kuemper Board of Education meetings. This is particularly true for our regular stakeholders who are students, staff, parents, parishioners and alumni. Media attendance is at the discretion of the school president.

In an effort to make visits beneficial and for official business to be transacted, as a visitor, individuals are most welcome to observe the meeting processes, procedures, and discussions. As an observer one is not able to participate in the deliberations nor indicate approval or disapproval of any discussions or actions taken.

Meetings are open to our stakeholders unless there is a need for an executive session. Executive session is closed to all non-board members in order to protect the rights of the personnel or other matters that are confidential. During executive sessions, all visitors must leave the room.

Decision-Making Process

The decision-making process must be one of shared wisdom. Such a process presumes that each member of the Board has a piece of wisdom but no member has all of the pieces. It presumes receptivity on the part of each member to share his or her piece of wisdom. Complete unanimity, as a goal, is unrealistic and rarely achieved. But consensus is possible if the Board has made full use of the wisdom within and beyond its membership. Consensus will be accomplished when each member is able to accept the decision of the group. This decision may not be the first choice of the entire membership but may be the best that can be made after weighing all the alternatives and concerns.

Ordinarily, consensus can be achieved and will be reflected in the minutes of the meeting by action on motions supported by all Board members. On those rare occasions when consensus is not achievable, the Board Chairperson must determine whether to continue the discussions at the next meeting, table the discussion, or bring the matter to a majority vote.

General Areas of Board Responsibility

Planning – Looking ahead to the school needs, and how they will be addressed.

- Assess needs
- Work as Board/committees to achieve needs
- Develop, revise, track a long range plan

Policymaking – Adopting policies appropriate to meet educational needs.

- Identify policy needs
- Follow policy proposal life cycle

Finances – Adopting a financial plan and monitoring how it is working.

- Have a finance committee
- Approve annual budget
- Regularly review financial status
- Work collaboratively with the Kuemper Foundation

Projects – Pursue special activities.

- Commitment to support of projects
- Support of educational programs

Information Sharing – Receive information about educational and other programs, and communicate with constituents.

- Reports and input are received from administrators, committees, and other staff
- Contribute to public relations effort for all programs
- Report to parish(es) council
- Board meeting minutes and agendas are published on the school web site

Consultation – Respond to issues and questions brought to it by the administration or committees.

- Respond to administrators' request for advice

Internal Life of the Board – Provide for its own operation

- Elect officers
- Orientation for new members
- Agenda planning in a systematic way
- Provision for committee structure
- Constitution reviewed and updated as necessary every 5 years.
- Pray together

Board of Education Committees

The President of the Kuemper Catholic School System is responsible for the leadership, organization and function of the Board. The President monitors the functioning of each committee and provides information to the Board of Education. Each Board committee will be chaired by a Board member (the school chaplain may chair the Catholic Identity Committee). The President, along with the Board Chairperson, establishes agendas for each Board meeting.

Responsibilities:

- President of the school participates in orientation of new members of Board of Education
- Develop a process to ensure communication with committees so they function properly
- Develop agenda items for committee meetings
- Communicate with committee chairs

Committee Purpose Statements

Finance and Budget

To oversee the school's budgetary process by preparing an annual budget for consideration by the Board of directors and monitoring income and expenses throughout the year. The committee will strive towards a sound balance of reasonable parish(es) investments, affordable tuition for families, and providing just compensation and benefits for employees.

Marketing and Enrollment Management Committee

To increase family enrollment through the planning, implementation, and evaluation of programs, promotions, and other communication efforts that market the school system and build positive public relations and a welcoming spirit. The committee also strives to increase cultural diversity to reflect both the communities we live in and the world in which we prepare our students.

***KuemperCares* Steering Committee: Subcommittee of Marketing and Enrollment Management Committee**

The *KuemperCares* Steering Committee makes suggestions and decisions regarding the operations of the *KuemperCares* Before and After School Program, the Wraparound Program, and the Summer Program.

Academic Excellence Committee – School Improvement Advisory Committee (SIAC)

To promote continuous improvement and excellence in the area of academics including emphasis of critical thinking, problem solving, decision making, and a supportive learning culture which will empower our students to achieve to the highest of their abilities consistent with our Mission and Vision.

Teacher Recruitment & Retention: Subcommittee of Academic Excellence Committee

To research new and innovative ways to recruit and retain high quality teachers and staff to Kuemper.

Building and Grounds

To analyze ongoing needs for major buildings and grounds repairs, renovations, and maintenance, as well as recommended future needs in the area of buildings and grounds, renovations, maintenance, and equipment to promote the mission of Kuemper Catholic School.

Catholic Identity

To guide Kuemper Catholic School in becoming an authentic Christ centered system. This committee promotes Catholic Identity in every aspect of the school, including curriculum development, formation of staff and students, and empowering parents as the primary faith educators of their children.

Leadership and Governance

To monitor the structure and make-up of the KCSS Board of Education, ensure continuous communication between the Board and the parish(es) and community, and facilitate an environment that makes it easier to recruit and train quality Board members.

Policy Development

The primary responsibility of the Board is the development of policies that are necessary for the governance of the programs for which it is responsible. A policy is a guide for discretionary action that clearly and simply states an expectation but not how it is to be achieved. Determining how policy is to be implemented is the responsibility of the administration.

Each Board member is to have a complete, current set of Board policies. It is the responsibility of the President and Board Chairperson to assist members in keeping policy books current. The Kuemper Catholic School System Board is responsible for the implementation of Diocesan Board policies and may not establish local policies that would be in conflict with them.

The Board must have an internal process for reviewing all policies following the diocesan schedule.

Perils and Pitfalls of Catholic Boards of Education

Authority – Problems occur when it is not clear to all of the Board's authority. The Kuemper Board is a limited jurisdiction board, which means it has been delegated authority in specific areas stated in the constitution and bylaws, and is limited in jurisdiction by the reserved powers of the Bishop. The Board is subject to the authority of the Bishop in the areas of Catholicity, religious education and for policies such as finances, admission, personnel, etc.

Micromanagement – Board members may be tempted to become involved in the day-to-day operation of the school. Boards are convened to establish general policy, which is then implemented by the administration. Communication is always done through the administrator and the Board decisions are always made as a group. Members must be careful not to give signs they are micromanaging.

Policies and regulations – While policies (a broad guideline for discretionary action) come from the Board, regulations (the procedure and process by which the policy is carried out) are the specific courses of action. If a Board tries to write regulations, or policy statements that are not broad enough to allow the administrator discretion, the lines between the Board and the administration get blurred, causing confusion on both sides.

Complaints – Stakeholders may think that Board members are to listen to individual complaints and act on them. If word gets around that this is happening, requests to Board members for individual attention will be endless. The overriding principle for everyone to remember is: all complaints are to be directed to the administration. If a parent is unhappy about a teacher or moderator, it should be directed closest to the source and then through the professional chain of command. If a complaint or suggestion concerns the content of a policy established by the Board, the person should tell the administration who would then refer it to the Board for action or response, if necessary. If parents address the Board in open forum, some suggestions:

- Board members only listen and do not respond. Clarifying questions may be asked, but it's important that such a forum is not a back-and-forth dialog. The Board chairperson will announce this reminder before an individual addresses the Board in open forum.
- Be careful not to give the impression that all complaints will be resolved to the satisfaction of the complainant. If unreal expectations are raised, frustration levels may be higher at the meeting.
- Personnel or particular student matters should never be discussed in an open meeting.
- Care should be taken so that open discussion does not result in divisiveness with alignment of people in different “camps”.
- “Sunshine laws” do not apply to Catholic schools, so there is no legal obligation to hold open meetings. Carefully consider the value of allowing parents to address the Board during meetings.

Parental input – parents fashion the future and character of the school in the following ways:

- Be a school volunteer
- Be a Board member
- Serve on committees
- Give input when solicited by Board
- Give input when solicited by administration
- Contact individuals at appropriate levels with concerns

Supervision – The task of supervising teachers and students belongs to the administration. The Board does not have the training or authority to supervise or evaluate staff or students.

Information and confidentiality – Boards cannot deliberate in a vacuum. They need information in order to formulate policy that will benefit students. It is important to treat all information with respect. Some information is confidential and a sacred trust of Board members. If confidence is betrayed, the climate will not be conducive to thorough and effective deliberation.

1. **Meetings and records** – It is important that Board members be informed about the agenda and issues before the meeting, attend regularly, arrive on time, be prepared by reading all necessary material *before* the meeting, and participate in meetings.
2. **Consensus** – Consensus requires a lot of time, a great deal of listening, an open mind, respect for differing views, and deliberate decision making. The result is a decision which may not be everyone’s first choice, but which everyone accepts. Then there is not a need to “meet after the meeting” where members criticize others and try to rally support. When consensus is reached, the Board presents a united front, defends its decisions, and inspires the confidence of parents, students, and staff for the good of the school.



Appendix A

Conflict of Interest Policy

Diocese of Sioux City

Policy on Conflicts of Interest and Disclosure of Certain Interests

This conflict of interest policy is designed to help directors, officers, and employees of the Diocese of Sioux City ("Diocese") identify situations that present potential conflicts of interest and to provide the Diocese with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a director, officer, or employee has or may have a conflict of interest with respect to the transaction. In the event there is an inconsistency between the requirements and procedures prescribed herein and the federal or state law, the law shall control. All capitalized terms are defined in Part 2 of this policy.

1. Conflict of Interest Defined. For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:
 - A. Outside Interests
 - i. A Contract or Transaction between the Diocese and a Responsible Person or Family Member.
 - ii. A Contract or Transaction between the Diocese and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.
 - B. Outside Activities
 - i. A Responsible Person competing with the Diocese in the rendering of services or in any other Contract or Transaction with a third party.
 - ii. A Responsible Person's having Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with the Diocese in the provision of services or in any other Contract or Transaction with a third party.
 - C. Gifts, Gratuities and Entertainment A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:
 - i. does or is seeking to do business with, or is a competitor of the Diocese; or
 - ii. has received, is receiving, or is seeking to receive a loan or grant, or to secure other financial commitments from the Diocese;
 - iii. is a charitable organization;
under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of the Diocese.

2. Definitions

- A. A *Conflict of Interest* is any circumstance described in Part 1 of this Policy.
- B. A *Responsible Person* is any person serving as an officer, employee, or member of the board of directors of the Diocese.
- C. A *Family Member* is a spouse, domestic partner, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
- D. A *Material Financial Interest* in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation. (The board may wish to establish an amount that it would consider to be a "material financial interest.")
- E. A *Contract or Transaction* is any agreement or relationship involving sale or purchase of goods, services, or rights of any kind, the providing of receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by the Diocese. The making of a gift to the Diocese is not a Contract or Transaction.

3. Procedures

- A. Before board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- B. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report to the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- C. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- D. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.

- E. Responsible Persons who are not members of the board of directors of the Diocese, or who have a Conflict of Interest with respect to a Contract or Transaction subject of the board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect the Diocese's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

- 4. Confidentiality Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of the Diocese. Furthermore, a Responsible Person shall not disclose or use information relating to the business of the Diocese for the personal profit or advantage of the Responsible Person or Family Member.

5. Review of Policy

- A. Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.
- B. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstances might include service as a director of or consultant to a not-for-profit organization, or ownership of a business that might provide goods or services to the Diocese. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Bishop, and any committee appointed to address Conflicts of Interests, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
- C. This policy shall be reviewed annually by each member of the board of directors. Any changes to the policy shall be communicated immediately to all Responsible Persons.

Conflict of Interest Information Form

Name: _____ Title: _____

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest as defined in The Diocese of Sioux City's Policy on Conflicts of Interests. Leaving this section blank indicates that no conflict exists.

Appendix B



Confidentiality Statement for School Boards

The members of the Kuemper Catholic School System Board, in the town of Carroll, Iowa, must fully understand and appreciate the confidential nature of membership. By virtue of their role on this board, members have access to confidential information. In order to serve as an effective governing body, the Board needs its deliberations to be open and frank. To achieve this, Board members pledge not to share what is said with those who are not part of the Board. The issues dealt with and the decisions made will be communicated to others through the appropriate channels and publications.

Regular Board meetings are considered open meetings for all Kuemper stakeholders such as students, staff, parents, parishioners and alumni. The media are not invited to Kuemper Board meetings. Strictly confidential matters will be discussed in executive session, where only Board members are present. Executive sessions may be called by the Pastor(s), by the school President, by the Chair, or by any Board Member. This will include, but not be limited to, personnel issues, legal matters, and financial issues. The content, discussion, and decisions reached will not be shared with non-Board members except as designated by the Board.

My signature below indicates I have read and agree to adhere to the above stated confidentiality statement.

Board Member's Signature

Date

Board Member's Printed Name