

STATUTES OF SAINT JOSEPH SCHOOL BOARD

ARTICLE 1 NAME OF THE ORGANIZATION

The name of this body shall be Saint Joseph School Board (herein after referred to as the “School Board” or as the “Board”).

ARTICLE 2 PURPOSES AND FUNCTIONS

SECTION A. The Board is an advisory body established by the Pastor, at the direction of the diocesan Bishop and in accordance with diocesan policy, to assist him and the Principal in the governance of St. Joseph Grade School. Once the Board reaches consensus on a matter of policy, the decision is effective and binding when and if it is approved by the Pastor. The Board is consultative in the following sense: members cannot act apart from the Pastor and the Principal and cannot make decisions binding on the School without the approval of the Pastor. Board policy and decisions shall be binding throughout the parish and school when they are accepted, approved and promulgated by the Pastor.

SECTION B. The functions of the School Board are:

1. Planning – Establish a mission statement and a strategic plan in conjunction with the parish Pastoral Council and the parish Finance Council that address such goals as preserving the Catholic identity of the school, maintaining the strength of enrollment (while recognizing the value of diversity), and sustaining affordability for all who wish to attend.
2. Policy Formulation/Implementation – Assist the Pastor and Principal in developing and implementing administrative policies for the school in conformity with diocesan policy and Indiana state law, and implementing policies already ratified.
3. Finances – Develop plans and means for the acquisition of funds to assist in the operation of the school and to help fund the school endowment in conjunction with the parish Finance Council and such other committees as established by the Pastor, and Pastoral Council. The Board may assist the Principal in preparing the annual budget. The Board may also advise the Pastor and parish Finance Council on the financial needs of the school, specifically as to the setting of tuition.
4. Selection/Assessment of the Principal – Participate in the selection of a Principal by identifying for the Pastor those eligible for hire, with the understanding that the Pastor makes the final determination of hire; conduct an annual evaluation of the Principal under the direction of the Pastor and submitting Board recommendations to the Pastor. The evaluation will be documented annually to the Catholic Schools Office for accreditation purposes.
5. Public Relations and Marketing – Develop and assist in implementation of a plan for promoting the school and its mission.

6. Evaluation – Determine whether academic goals and plans are being met (not evaluating individual staff members or students) and determine the Board’s own effectiveness.

ARTICLE 3 RELATIONSHIPS WITH OTHER GROUPS

SECTION A. Diocese

The relationship between the School Board and the Catholic Diocese of Fort Wayne-South Bend is stated in diocesan educational policies which are enacted by the Bishop and promulgated by the Diocesan School Board, and available for the local School Board members.

SECTION B. Parish Pastoral Council

The School Board and Parish Pastoral Council are both established by, and consultative to, the Pastor. The relationship which exists between these two bodies is one of information sharing and common planning for the benefit of the total parish community. This is helped by good communication between the two groups. A representative from the School Board, designated by the Pastor, shall report to the Pastoral Council by attending the scheduled meetings of the Pastoral Council.

SECTION C. Parish Finance Council

The parish Director of Business Operations, or a representative of the parish Finance Council, shall address the School Board at least once a year to inform the Board of financial matters pertaining to the school, and to receive input from the Board as to the financial needs of the school.

SECTION D. Other Commissions (i.e. Christian Action, Christian Formation, Community Life, Liturgy, Operations, and Stewardship)

The School Board and the other commissions in the parish are consultative in nature and should work together to share information, plan programs, and coordinate activities for the benefit of the school children. A member of the School Board, designated by the Pastor, serves on the parish Buildings and Grounds (facilities) Committee.

SECTION E. Parent Organizations

An elected representative of the Home and School Association, determined in consultation with the Pastor and the Principal, is a member of the School Board.

SECTION F. Other Support Organizations

A representative of other support organizations may be members of the School Board as deemed appropriate.

ARTICLE 4 MEMBERSHIP

SECTION A. The School Board consists of at least eleven (11) members: at least six (6) elected members; one (1) appointed member (parish Pastoral Council representative); and four (4) ex officio members: Pastor, Principal, Home and School representative, and Athletics Association representative. The Board values the appointment of an additional member from a sending parish, when practicable.

SECTION B. Elected members serve three (3) year terms and are eligible for non-consecutive re-election. Appointed members serve one (1) year and are eligible for consecutive reappointment. Terms are staggered so that ordinarily no more than two (2) vacancies occur in any given year. Terms begin July 1st of the elected or appointed year. When a vacancy occurs during the year, the chair, in consultation with the Pastor, appoints a replacement to fill the unexpired term. An officer's vacancy is filled by election.

SECTION C. For the purposes of School Board membership, "election" is understood as a discernment process whereby persons are nominated (whether through the annual parish Stewardship Renewal, through suggestion of Board members, or through expressed interest on the part of the person to the Pastor, Principal, and/or School Board member). Nominees are discerned by School Board members in consultation with the Pastor and Principal. The Pastor invites nominees to serve on the School Board upon conclusion of the discernment process.

SECTION D. All members of the School Board are entitled to vote on matters before the Board unless that member has a conflict of interest on a matter that precludes an unbiased vote.

SECTION E. Any member who misses more than two (2) regular meetings in any six (6) month period without notification and reasonable cause will be asked to resign.

SECTION F. Members will abide by the Code of Ethics for Saint Joseph School Board Members (see Attachment A). Any member who fails to abide by the Code of Ethics for Saint Joseph School Board Members may be required to resign. This decision will be made by the Pastor.

ARTICLE 5 OFFICERS

SECTION A. The officers of the School Board are a Chairperson, Vice-Chairperson, and Secretary. They are chosen by all members of the Board from its membership.

SECTION B. Each officer serves a one (1) year term and is eligible for one (1) consecutive reappointment. Elections are held at the last meeting of the year.

ARTICLE 6 MEETINGS

SECTION A. The Board traditionally meets on the second Monday of the month. The Board must meet during September and May and at least five (5) other times annually. The regular meeting schedule should be set as far in advance as is practicable.

SECTION B. The agenda is compiled by the chair in conjunction with the Pastor and the Principal and sent to all members in advance of each meeting.

SECTION C. All issues of the Board shall be decided by a majority of those present and eligible to vote, so long as a simple majority of the total voting Board members are present.

ARTICLE 7 COMMITTEES

SECTION A. According to the Diocesan School Board Handbook (July, 2003), the recommended committees of the School Board are: Policy Committee, Budget Committee, Development Committee, Marketing Committee, Principal Evaluation Committee, and Strategic Plan Committee. Other committees (such as a Principal Search Committee) may be added on an ad hoc basis. Committees may be augmented by additional members outside the regular Board membership as needed. The Pastor, in consultation with the Principal and Board, may establish committees as required to meet the needs of St. Joseph Grade School.

SECTION B. The composition and function of each committee are:

Policy – Composed of at least two (2) Board members. Drafts recommended policies, requests approval from the Board, submits them as recommendations to the Pastor for ratification; monitors the implementation of ratified policies; codifies and disseminates policies in a local school manual; reviews Diocesan Educational Policies to ensure compliance; annually reviews and maintains local school policies and relevant diocesan policies in the school's Parent Handbook.

Budget – Composed of the Principal, parish Director of Business Operations, and Pastor's designate from the parish Finance Council. Assists the Principal in constructing and monitoring the annual school budget; works with the Pastor and parish Finance Council to establish the parish subsidy for the school; submits the draft budget to the parish Finance Council.

Development – Composed of at least two (2) Board members. Implements development recommendations of the Strategic Plan; prepares a comprehensive plan that addresses marketing, enrollment, management and development of volunteerism and financial resources; prepares an annual fund plan that includes personal solicitation of major gifts as well as other events; targets specific appeals to each sector of the school community; develops school endowments to attract planned and deferred gifts.

Marketing – Composed of at least two (2) Board members. Ensures effective communication of information to all publics involved with the school; prepares marketing plan based on the Strategic Plan; prepares plan to ensure enrollment and retention of students.

Principal Evaluation – Composed of Pastor, chairperson or designated representative, and two (2) other Board members. Provides input into assessment of the Principal according to diocesan Principal evaluation process; provides Pastor with School Board recommendation for Principal contracting during third year.

Strategic Plan – Usually composed of one (1) Board member. Monitors implementation of the Strategic Plan; ensures recommendations are assumed as goals by School Board, affiliated committees, and Principal; ensures congruity between school goals and Strategic Plan; annually reviews and updates Strategic Plan.

Principal Search (ad hoc) – Serves in an advisory capacity to the Pastor, who makes the final selection of the Principal.

SECTION C. Functioning committees of the School Board shall operate in collaboration with existing committees of the parish. Some of the responsibilities of the above mentioned committees may be carried out by existing parish committees (e.g. St. Joseph Parish Development and Marketing Advisory Committee). The Pastor, with the counsel of the parish Pastoral Team (including Principal) and parish Pastoral Council, will make final determination as to administrative structure of church and school community, including committee organization and configuration.

ARTICLE 8 AMENDMENTS

SECTION A. The Statutes may be amended at any meeting called for that purpose, by two-thirds (2/3) of the voting members of the School Board voting for the amendment, provided that written notice of said meeting shall have been communicated to the members at least fifteen (15) days prior to the date of said meeting, which notice shall include the proposed amendment. The Statutes may be amended only with the consent of the Pastor.

ARTICLE 9 BYLAWS

SECTION A. Bylaws in accord with these Statutes may be developed to further specify the internal operation of the Board.

SECTION B. Bylaws may be developed and amended by a vote of one (1) more than a simple majority at any regular meeting with a quorum present. Bylaws may be developed and amended only with the consent of the Pastor.

SECTION C. Bylaws and/or amendments to the Bylaws must be presented at least one meeting prior to voting on such.

ATTACHMENT A

Code of Ethics for Saint Joseph School Board Members

As a member of the Saint Joseph School Board, I...

- acknowledge that Catholic Schools are a significant expression of the teaching structure of the Catholic Church and function within its structure;
- acknowledge that the work of Catholic education is, in its integrate totality, the work of religious formation;
- will become more knowledgeable about the mission of Catholic education as expressed in this school, and sincerely promote it to the various publics with whom I have influence;
- recognize the need for continuing education about my responsibilities and know that I do not represent the Board officially unless explicitly authorized to do so;
- will be fully and carefully prepared for each meeting by doing the required readings and completing necessary tasks for committee work and reports;
- will support the Pastor and Principal in authorized functions and avoid intruding in administrative details unless requested to do so;
- will be loyal to Board decisions even though personally opposed to the final recommendations and decisions;
- will maintain a high level of integrity and confidentiality;
- will be alert to alternate solutions to problems by keeping an open mind;
- will disqualify myself from discussion and vote on an issue where there is a conflict of interest with my family or business interests or if the outcome will grant me any pecuniary or material benefits;
- will pray often for other members of the Board, this Catholic school, and the community it serves.