

**ST. JOHN THE BAPTIST CATHOLIC SCHOOL
SCHOOL BOARD COMMITTEE HANDBOOK
TABLE OF CONTENTS**

CONSTITUTION

Article I 1
Article II 1
Article III 1
Article IV 1
Article V 1
Article VI 2
Article VII 2
By-laws 3
Standing Committees 3

St. John the Baptist Catholic School School Board Committee Constitution

Revised June 2009

ARTICLE ONE:

This organization shall be known as St. John the Baptist Catholic School (hereafter referred to as "SJB") School Board Committee.

ARTICLE TWO:

The SJB School Board Committee is a committee of the Parish Council and abides by the Constitution and By-laws in carrying out the educational/formation mission of the Church and the policies of the Archdiocese. It is accountable to and receives its authority from the Parish Council. All policy decisions shall be subjected to modification by the pastor, as common good requires.

ARTICLE THREE:

The purpose of the SJB School Board Committee shall be to develop and define the policies, which govern the operation of all education needs of St. John the Baptist Catholic School, Plymouth, Wisconsin, and to promote and support the implementation of said policies. The SJB School Board Committee acts as an advisory body to the school Principal, assisting with:

- A. Determining priorities and setting long-range goals for the school.
- B. Reviewing, evaluating and developing the school budget.
- C. Advancing school development, recruitment and public relations activities.

ARTICLE FOUR: Membership

- A. The SJB School Board Committee shall consist of seven members selected from the parish. Each member shall have one vote. Ex-officio members shall be the parish priest, the school principal and an executive member of the Home & School Committee.
- B. Each selected member of the SJB School Board Committee shall serve a term of three years. One third of the members shall be elected each year. No member shall serve more than six consecutive years.
- C. Membership on the SJB School Board Committee shall be open to any person 18 years of age or older who is a member of the parish.
- D. Attendance at SJB School Board Committee meetings is highly recommended. Prior notice should be given to the Board Chairperson in order for an absence to be excused. In an emergency situation where prior notice cannot be given, contact the Board Chairperson as soon as possible. After two unexcused absences during one year, the member will lose his/her position on the SJB School Board Committee.
- E. Failure to do the above will result in an unexcused absence. Status of a member's absence will be recorded in the SJB School Board Committee minutes.
- F. Any vacancy among the at-large elected SJB School Board Committee members may be filled for the unexpired term by the Chairperson, subject to approval by the Board members after consideration is given to the person who received the next highest number of votes at the previous election. The newly selected member will complete the unexpired term of office.
- G. Elections will be held yearly in conjunction with Parish Council elections.

ARTICLE FIVE: Officers

The officers of the SJB School Board Committee shall consist of Chairperson, Vice-Chairperson, and Secretary. All shall be elected at the end of the June meeting. The Chairperson elected shall have at least one year of experience on the SJB School Board Committee. Officers will be elected for a one-year term by members of the SJB School Board Committee.

A. Chairperson

1. Shall preside at all meetings of the SJB School Board Committee.
2. Shall prepare the meeting agenda, which will include input from SJB School Board Committee members.
3. Shall have the authority, with the approval from the SJB School Board Committee to assign additional duties and responsibilities to individual Board members.

B. Vice Chairperson

1. Shall preside in the absence of the Chairperson.
2. Shall attend the regular parish council meetings and give a brief report of the previous SJB School Board Committee meeting.
3. Shall give a brief report of the previous Parish Council meeting at the next SJB School Board Committee meeting.
4. Shall ensure that the SJB School Board Committee meetings adhere to the agenda.

C. Secretary

1. Shall maintain a written record of all actions of the SJB School Board Committee.
2. Shall receive and attend to all correspondence.
3. Shall preserve all reports and documents entrusted to his/her care.
4. Shall notify members of the dates and times of meetings and distribute the minutes to the members at least one week in advance of the meetings.
5. Shall post minutes of the meeting in Church and the School Office as well as to provide a copy of the minutes to SJB teachers and staff.

ARTICLE SIX: Meetings

A. The SJB School Board Committee shall meet regularly. The Chairperson may call special meetings.

B. All meetings of the SJB School Board Committee shall be open to members of the parish and parents of children attending St. John the Baptist School. The right to address the Board shall be limited to those whose written petition has been submitted to the chairperson 3 days prior to the scheduled meeting and approved for the agenda. A time limit, based on the number of concerned parties present, will be put forth and adhered to by the vice chairperson prior to hearing the concerns. The SJB School Board Committee will hear concerns from the original author and/or signee(s) but shall not comment. The Board will take all information brought forth and discuss as a group. The SJB School Board Committee will return its response, in writing, to the author(s) of the original petition.

C. Closed meetings of the SJB School Board Committee may be called by the Chairperson to deal with sensitive and/or confidential matters.

D. A simple majority of the full membership of the SJB School Board Committee shall constitute a quorum. SJB School Board Committee action will not occur without a quorum.

E. Usually, SJB School Board Committee decisions will be arrived at by the consensus. When this is not possible, the will of the majority will prevail.

F. The typical agenda shall be:

1. Opening prayer
2. Acceptance of the agenda

3. Acceptance of the minutes of the previous meeting
4. Petitioned concerns of non-board members
5. St. John the Baptist School principal's report
6. Parish priest's comments
7. Committee reports
8. Unfinished business
9. New business

ARTICLE SEVEN: Amendments

- A. This Constitution may be amended by at least a two-thirds majority vote of the quorum.
- B. The By-laws may be amended by a two-thirds majority vote of the quorum.

**St. John the Baptist Catholic School
School Board Committee By-laws**

1. Meetings will be held at 6:30p.m. on the first Thursday of the months of September, October, November, January, February, March, April, May and June. 2. Meetings shall not exceed 1½ hours. The time limit may be extended by majority vote.
3. A meeting may be canceled or rescheduled at the discretion of the Chairperson.
4. Standing committees will be:
 - a. Recruitment & Public Relations
 - b. Long-range planning
 - c. Finance
 - d. Policy
 - e. Technology
5. The chairperson can appoint ad hoc committees. Membership on any ad hoc committee shall not be limited to members of the SJB School Board Committee. These committees shall operate until their tasks are completed.

**St. John the Baptist Catholic School
School Board Committee Standing Committees**

RECRUITMENT & PUBLIC RELATIONS

This committee's primary purpose is to regularly inform people about the school and to develop an attitude of goodwill toward the school. Its function is to maintain and encourage enrollment at St. John the Baptist Catholic School and to assist the administration with the activities necessary to encourage enrollment. In addition, it accepts the responsibility for coordination of all types of public relations for the School including written (brochures, newspaper announcements, etc.), audio-visual with cable television, and verbal. Also, it coordinates the generation and distribution of results of the Survey sent to the families of graduating students from the previous year.

LONG-RANGE PLANNING

This committee's responsibilities are to keep the data necessary for making long range plans regarding enrollment and budget information. This committee assists in the development of the long-range plan for the

school and its operations. This committee reviews the budget and may make recommendations for developing revenues for the school.

FINANCE

This position serves as a liaison to the Finance Committee of the Parish Council. Responsibilities include assisting with the generation of the annual School Budget related to tuition and teacher salaries and communicating with the SJB School Board Committee as to the progress of the budget generation process.

POLICY

This committee's purpose is to annually review current educational policies that govern the operation of the parish school and recommend any necessary changes of those policies for approval by the SJB School Board Committee. Based on recommendation from the Archdiocese, Pastor, Parish Council, Principal and SJB School Board Committee, the SJB School Board Committee also formulates new educational policies and directives for the school. These policy recommendations are then submitted to the SJB School Board Committee for approval and subsequent implementation by the Principal.

TECHNOLOGY

This committee will be responsible for updating and implementing the Long Range Technology Plan. The committee will consult with the staff and administration on their technology needs. The committee will seek external input and suggestions on new technology and its applications for SJB. The committee will also coordinate with the Parish Council and Father on the maintenance and upgrades of the technology assets.