



St. Joseph Parish School Board Bylaws

(Last Amended: 04/06)

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Name of Committee

This organization shall be known as the St. Joseph School Board, hereafter referred to as the *Board*.

Authority and Relationship

The Board abides by the constitution and bylaws of the parish council and the policies of the Archdiocese. It is accountable to, and receives its authority, from the parish council.

Purpose

The Board has the responsibility to formulate policies related to curriculum, operations, personnel, finances, and public relations to assist with annual budgets and long-range plans; to assist in the hiring of the principal; and to assess the school's performance.

Functions

The following functions are to be performed by the board:

Planning

- Identify the educational needs of the student body.
- Determine priorities and set goals and objectives accordingly.

Policy Making

- Develop policies which shall govern the operation of the school.
- Promote the implementation of the policies and directives of the Archdiocese.

Financial

- Participate in the planning of the school budget.
- Be apprised of financial concerns of the principal.

Public Relations

- Promote the Board's educational goals and activities to the school and parish community.
- Create confidence in Board, administration, and programs.

Evaluation

- Listen to the voice of the community to enhance two-way communication.
- Periodically evaluate existing programs, policies, and activities.
- Annually evaluate the Board's performance.

Sub-Committees

At the opening meeting of the school year, the Board should evaluate the past year's activities. New goals should be set for the coming year for each sub-committee:

Planning: Responsible for directing the future of the school, setting goals and objectives, and determining priorities.⁽²⁾

Executive: Responsible for updating bylaws. The Executive committee (president, vice-president, secretary) shall meet with principal as needed.

Finance: Responsible for working with the principal to prepare a budget for the school.

Policy & Procedure: Responsible for developing and maintaining school policies.

Advancement: Responsible for the development, recruitment and public relations of the school.⁽³⁾

Technology: Responsible for developing, implementing, and maintaining the computer lab and the classroom computers.

Officers

Officers will be selected from the membership by consensus. Ex-officio members are not eligible to hold office. The term will be for a one year period. The officer positions are to be filled at the last scheduled meeting of the school year. ⁽¹⁾

President

- Shall preside at all meetings of the Board.
- Shall prepare a meeting agenda, which may include input from others at the president's discretion.
- Shall publish meeting agenda at least one week prior to next meeting.
- Shall have the authority, with approval from the Board, to assign additional duties and responsibilities to individual Board members.

Vice-President

- Assume all duties of the president in his/her absence.
- Become president in the event of the death, disability, resignation, or removal of the president.
- Perform such duties as the president may direct, consistent with his office.

Secretary

- Shall maintain a written record of all actions of the board.
- Shall receive and attend to all correspondence.
- Shall preserve all reports, documents, and meeting minutes, and shall see that this material is transferred to the succeeding secretary and that this material is entrusted to his/her care.
- Shall distribute copies of the meeting to all Board members before the next scheduled Board meeting.
- Shall distribute a copy of the School Board Bylaws to each new member.

Council Liaison

- Shall inform the parish council of activities of the Board.
- Shall give a brief report to the Board on the events of the previous parish council meeting.

Meetings

The Board shall meeting on a regularly scheduled basis. The president or a majority of the Board may call special meetings. All regular meetings of the Board shall be “open” meetings. Closed sessions may be called as special meetings or as part of regular meetings.

Amendments

These School Board bylaws may be amended by a vote of two-thirds of all members of the Board at two successive regular board meetings, subject to parish council approval.

All items that affect the programs, policies, and procedures of the school, that affect the material as described in the student/parent handbook, the volunteer handbook, and the teacher handbook shall be presented at a Board meeting and shall be voted on at two consecutive Board meetings before going into effect.

Memberships

The Board shall consist of not more than 13 members selected by consensus/discernment of those interested members of the parish. Membership shall be open to any person 18 years of age or older who is a member in good standing of St. Joseph Parish. Members shall serve a minimum of two years.

Ex-officio members shall be the *pastor*, *principal*, and the *parish council liaison*.

The Board president, with the consensus of the Board, may replace members who become inactive or who resign. Inactive is defined as missing three consecutive scheduled meetings without reasonable cause or missing four scheduled meetings in one school year. Any member of the board may resign by filing a written resignation with the president. The president, with the consensus of the Board, may replace any inactive member or fill any vacant seat by appointment of a qualified parishioner.

Being a member of the Board involves special responsibilities and relationships. The information that is shared demands a professional ethics code that should be understood by all board members. Board members must be clear on how they will handle confidences, what posture they will take when dealing with complaints, and how they will relate to their many publics. Policy and procedure, with regard to a code of ethics, should be adequately discussed with new Board members and periodically reviewed by all concerned. Each Board member shall be expected to abide by the following:

ETHICS CODE

1. School Board members must give the necessary time, thought, and study to the work of the School Board, so that they may render effective service.
2. School Board members must base personal decisions upon all available facts in each situation, voting with honest conviction, not swayed by partisan bias.
3. School Board members must be able to abide by and uphold the final majority decision of the Board regardless of how they voted.
4. School Board members must work with fellow board members in a spirit of harmony and cooperation in spite of differences of opinion.
5. School Board members must realize that as individuals they have no legal authority outside the meetings of the Board and must, therefore, conduct their relationships with school staff, the local citizenry, and all media of communication on the basis of this reality.
6. School Board members must keep all confidences shared with them during closed meetings of the Board.
7. School Board members must realize that the welfare of the school children comes first in all decisions.
8. School Board members must never use their position on the Board to benefit either themselves or any other individual or agency apart from the total interest of the school.
9. School Board members must keep in mind that while the primary functions of the Board is to establish the policies that will give direction to the school, the administration of these policies is the function of the principal and the school staff.
10. School Board members, if approached with a problem that is of an administrative nature, must refer the person to the proper administrative officer, the principal, and must never attempt to perform functions that belong to the principal.

⁽¹⁾ Amended 09/01 **FROM:** "The officer positions are to be filled at the first scheduled meeting of the school year."
TO: "The officer positions are to be filled at the last scheduled meeting of the school year."

⁽²⁾ Amended 04/06 **FROM:** "Curriculum: Responsible for evaluating existing curriculum and recommending curriculum improvements."
TO: "Planning: Responsible for directing the future of the school, setting goals and objectives, and determining priorities."

⁽³⁾ Amended 04/06 **FROM:** "Public Relations: Responsible for promoting and communicating the Board's activities."
TO: "Advancement: Responsible for the development, recruitment and public relations of the school."