

STATUTES OF SAINT JOSEPH GRADE SCHOOL BOARD

ARTICLE 1 NAME OF THE ORGANIZATION

The name of this body shall be Saint Joseph Grade School Board (hereinafter 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. 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 school when they are accepted, approved and promulgated by the Pastor.

SECTION B. The functions of the School Board are:

1. Planning - In conjunction with the Principal and Pastor, and parish Pastoral Council and parish Finance Council when necessary, set goals and monitor progress towards achieving those goals with an orientation towards continuous improvement. Example goals may include strengthening the Catholic identity of the school, increasing students' academic achievement, maintaining the strength of enrollment (while recognizing the value of diversity), and sustaining affordability for all who wish to attend. Depending on where the school is in the strategic planning cycle, the Board may also participate in the establishment of a mission statement and/or strategic plan.
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 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.
5. Public Relations and Marketing – Develop and assist in implementation of a plan for promoting the school and its mission. Communicate with parents and stakeholders updates about the work and initiatives being taken up by the Board.
6. Evaluation – Determine whether established goals (related to academics, operational vitality, Catholic identity, etc) and plans and processes for accomplishing goals are being met. The evaluation of progress towards the achievement of established goals will be used to determine the collective efficacy of the Board and school leadership.

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.

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) selected members; one (1) appointed member (parish Pastoral Council representative); and three (3) ex officio members: Pastor, Principal, and Home and School representative. The Board values representation from varied types of experiences and diversity of backgrounds. At minimum, representation should include at least one member with a child enrolled in the pre-school, grades K-5, and grades 6-8. Suggested considerations include a grandparent of a child currently enrolled in the school, a graduate of the school, a nonparishoner school family, and members from non-majority racial/ethnic and socioeconomic backgrounds.

SECTION B. Selected members serve three (3) year terms and are eligible for non-consecutive additional terms. At the pastor's discretion, members may be invited to serve additional consecutive years or terms. 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 appointment.

SECTION C. For the purposes of School Board membership, "selection" 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 for a three (3) year term 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 Mission, Expectations, & Norms 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. The Pastor appoints the Chairperson and Vice-Chairperson, and the Secretary is a volunteer position.

SECTION B. Each officer serves a one (1) year term and is eligible for two (2) consecutive reappointments.

SECTION C. Responsibilities for each officer can vary as needed, but should include:

Chairperson:

- (1) In consultation with the Pastor and Principal, set the annual schedule of meetings
- (2) In consultation with the Pastor and Principal, set the agenda and send to all members in advance of each meeting
- (3) Be open to receiving suggested agenda items from board members, and to individual meetings with board members to discuss ideas or concerns. Determine appropriate next step for agenda items, ideas, concerns, such as including on meeting agenda, discussing with Pastor and/or Principal, or appointing ad hoc committee

Vice-Chairperson:

- (1) Carry on the Chairperson's responsibilities in the event of their absence
- (2) Conduct an orientation meeting with each new member prior to their first meeting to review the school board code of ethics (Attachment A), share board statutes, review operating norms, and answer questions

Secretary:

- (1) Record minutes for each meeting and distribute to board following the meeting

ARTICLE 6 MEETINGS

SECTION A. 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. The standing committees of the Board include 1) the Catholic Mission and School Culture Committee, 2) the Academic Excellence Committee, and 3) the Operational Vitality Committee. These committees correspond to the essential strategic and operational areas of our school. The general role of the standing committees are to inform, support, and advance the strategic direction, goals, progress, and continuous improvement aims of the school in their respective domains. Committees may be augmented by additional members outside the regular Board membership and work with existing parish committees or school or parish staff members as needed. A chair will be appointed for each committee, to serve in a 1-year term, renewable for up to three years. Committee chairs can nominate additional committee members in consultation with the Pastor, Principal, and other Board members, which will be approved by a vote of the full Board. Non-board committee members will be appointed for 1-year renewable terms. Other ad hoc committees can be formed as needed and for a specified duration by the Pastor and in consultation with the Principal and the Board.

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.

Revised October 7, 2020

ATTACHMENT A

Code of Ethics for Saint Joseph School Board Members

Mission of St. Joseph Grade School and Pillars of Holy Cross

As a member of the Saint Joseph School Board, I affirm that:

- The mission of St. Joseph Grade School is to make God known, loved, and served.
- We form hearts and minds at St. Joseph Grade School.
- We are animated by zeal - a burning desire to make God known, loved, and served.
- We are a family at St. Joseph Grade Schools.
- We are disciples with hope to bring.

School Board Members' Commitments

As a school board member, I promise to:

- Learn more about my responsibilities as a member of the school board;
- Become more knowledgeable about the mission of Catholic education as expressed in this school;
- Sincerely promote the school to the various publics with whom I have influence;
- Prepare fully and carefully for each meeting by doing any required readings and completing necessary tasks for committee work and reports; and
- Pray often for other members of the Board, this Catholic school, and the community it serves.

Special Role of Catholic Schools in the Church

As a school board member, I understand that:

- Catholic Schools are a significant expression of the teaching ministry of the Catholic Church and function within its structure, and the work of Catholic education is, in its integrate totality, the work of religious formation.

Responsibilities of Board Members

As a school board member, I am aware that:

- I will support the Pastor and Principal in authorized functions and avoid intruding in administrative details unless requested to do so;
- I do not represent the Board officially unless explicitly authorized to do so;
- I must be loyal to Board decisions even if personally opposed to the final recommendations and decisions;

- I must maintain integrity and confidentiality with all matters related to the school board;
- I must be alert to alternate solutions to problems discussed or considered by the board by keeping an open mind; and
- I must disqualify myself from discussion and vote on an issue where there is a conflict of interest with my family or professional interests or if the outcome will grant me any pecuniary or material benefits.

Board Member

Date

Revised October 7, 2020