

St. John School Board Bylaws

Adopted September 26, 2007

ORGANIZATION

Jurisdiction

The St. John School Board shall provide policy direction for the educational program of the school, shall promote the implementation of said policies, and shall insure that all local policies are in accord with the intent and spirit of the policies established for the school system by the Lexington Diocesan Board of Education.

Number and Terms of Members

The School Board shall consist of no fewer than 7 voting members appointed by the pastoral leader of the parish. The maximum number of voting members shall be set at no more than thirteen (13) to accommodate growth in the areas of responsibility of the School Board and to reflect the increased demands as the School mission expands.

There shall be at least 2 ex-officio (non-voting) members. The ex-officio members shall at a minimum be the pastoral leader of the parish and the school principal. When appropriate, the ex-officio membership shall also include the Deacon of the parish.

Each appointed, voting member shall serve a term of two (2) years beginning in July of the year they are appointed and ending in June two years later unless they resign or are disqualified by unexcused absences from two consecutive or three regular board meetings during the July-June meeting cycle or are disqualified by any policy promulgated by the Diocesan Board of Education. The pastoral leader of the parish shall reserve the final right to determine disqualification.

Membership

Anyone over the age of eighteen (18) years of age shall be eligible to serve on the St. John School Board. As a rule of principle, existing faculty shall not serve on the School Board to avoid a conflict of interest. When possible, the membership of the School Board should reflect a balance of parents, grandparents, parishioners, former educators, retired clergy, or other service-minded individuals.

Those serving on the St. John School Board shall have a vision and concern for the educational needs of the school. They shall show a willingness to make a time commitment to the Board and to the school. They shall possess or be willing to learn skills needed to serve the interests of the school by serving on standing or ad-hoc committees.

Members of the St. John School Board shall be selected in the following manner:

From April through May, a slate of qualified board members shall be identified and nominated by the existing membership of the School Board. A finalized slate of nominees shall be presented to the pastoral leader of the parish in May for approval in June. Existing School Board members shall be eligible for re-appointment.

The pastoral leader through appointment shall fill unexpired terms of School Board members who resign or are disqualified.

Officers

The Board shall determine and select its own officers in prayerful discernment at the regular Board meeting in July. The officers shall include a President and a Secretary. The President and the Secretary are to be voting members of the Board.

All appointed members of the Board are eligible for any office. Officers may serve multiple, consecutive terms. Prior officers may serve additional terms.

Principal

The principal shall be the executive officer of the School Board but shall not be a voting member; he/she shall, however, participate in the deliberations of the Board. The principal shall have the responsibility of implementing School Board policies and shall have discretionary authority to make administrative decisions.

Temporary Board Committees

The School Board may, by resolution, provide for ad hoc committees drawn from the community to prepare studies and bodies of information permitting the School Board to make informed judgments. In the absence of other direction, the President of the School Board shall appoint all ad-hoc committees and chairpersons. Such ad hoc committees will have at least one (1) current School Board member serving on the committee as the designated chairperson. This designated chairperson may delegate responsibilities and select additional membership from the community as a whole provided such actions are not in conflict with the nature or purpose of the ad hoc committee. The President of the School Board shall approve of membership on the selected ad hoc committee. Final resolution of disputes over membership shall reside in the power of the pastoral leadership of the parish.

The School Board may discontinue such committees at its pleasure and, in any event, each ad hoc committee will be considered dismissed with thanks at the completion of its task and presentation of final report. Each entity shall have such powers and shall perform such duties as may be assigned to it by the School Board and shall be appointed and vacancies filled in the manner determined by the School Board should such occur.

Standing Board Committees

The School Board may, by resolution, provide for such other committees, as it deems advisable and may discontinue the same at its pleasure. Each committee shall have such powers and shall perform such duties as may be assigned to it by the School Board, the Principal, the Parish Council, or the Pastor. In the absence of other direction the President shall appoint all committees. Chairpersons may come from the membership of the school board or may come from volunteers from the parish and school community. Additionally, membership on these committees shall be composed of volunteers from the parish and school community.

The Standing Committees of the St. John School Board are Finance, Bingo, Fundraising, Endowment, Facilities, Enrollment, Marketing and Public Relations, Grant-writing, Volunteer Organization, Information Technology, and Strategic Planning.

DUTIES OF OFFICERS/MEMBERS

President

The President shall preside at all regular and special meetings of the School Board; appoint all committees unless otherwise specified by the School Board; execute on behalf of the School Board all written instruments except as otherwise directed by the School Board and, in general, perform all duties incident to the office of President and such other duties as from time to time may be assigned to him/her by the School Board, the Principal, the Parish Council, or the Pastoral Leader of the parish.

Additionally, the President of the School Board serves as a member of the Parish Council and as a member of the Parish Finance Committee.

Should the President be unable to perform these duties or be absent, the President shall designate an existing School Board member to perform these duties until such time that the President can resume said duties.

Secretary

The Secretary shall keep the minutes of the meetings of the School Board, be they open or closed; submit a copy of the minutes within a reasonable time to the Principal and/or School Board President for editing and mailing; see that all notices are fully given in accordance with the provisions of the constitution; be custodian of the records of the School Board and provide the principal with copies of same for the school office/archives; and, in general, perform all duties incident to the office of the Secretary of the School Board and such other duties as from time to time may be assigned by the President. In the absence of the President or the President's designate, the Secretary shall chair the meetings of the School Board.

Individual Members

School Board members have authority only when acting as a School Board officially in session. The School Board shall not be bound by any statement or action on the part of any individual member of the School Board except when such statement or action is in pursuance of specific instruction of the School Board.

Additionally, a School Board member shall offer a representative on the Formation Committee of the Parish, the Worship Committee of the Parish, and the Parish Life Committee.

METHODS OF OPERATION

Adoption/Amendment of Policies and Bylaws

Any proposed new policy of the School Board must be deliberated at a regular or Special Order meeting of the School Board. Unless directed otherwise by the Pastoral Leader of the Parish, new policy shall only be voted upon at the regular School Board meetings. As the School Board serves as an

advisory board to the Pastoral Leadership of the Parish, voting should be by consensus. However, policy approvals shall require at a minimum a two thirds majority in the affirmative for adoption.

Amendments to the Constitution of the School Board or the School Board Bylaws must be submitted in writing one meeting prior to the meeting intended for vote. There shall be a minimum of two weeks between such meetings. The Constitution of the School Board or the School Board Bylaws may be amended by the affirmative vote of two-thirds of the total voting members of the School Board providing the amendment has been presented at the previous meeting of the Board.

Meetings (Regular, Special)

The School Board shall meet monthly on the fourth Wednesday of the month, subject to change by the School Board itself or to postponement by the President, pastoral leader or principal. Special or additional meetings shall be held whenever called by the President or the majority of the School Board. School Board meetings must have at least one ex-officio member and a quorum of voting members present.

Quorum

A simple majority of the voting members of the School Board is necessary for the transaction of any business.

Time, Place, and Nature

All regular meetings shall be held at such times and places as fixed by the President or by a voting majority of the School Board upon not less than five (5) days notice. Special Order Meetings of the School Board may be called with less than five (5) days notice, but are still bound by the rules for quorum and voting. All meetings of the School Board are to be open meetings unless designated as being closed.

Public Hearings

Upon agreement of the majority of the School Board, the School Board, or its duly authorized committee, may hold public hearings. The School Board shall decide the time, place, date or dates, the subject matter to be discussed and the manner in which public hearings will be conducted in each instance.

Construction of Agenda

The Principal with the assistance of the School Board President shall be responsible for preparing the agenda. Individual School Board members desiring an item to be included on the agenda shall notify the President or Principal at least ten (10) days in advance of the regular meeting.

Any non-member desiring to place an item on the agenda must deliver the request in writing to the School Board President or Principal at least ten (10) days prior to any regular meeting.

Advance Delivery of Meeting Materials

Each Board member shall receive notice and a copy of the agenda and supporting materials prior to the meeting.

MEETING CONDUCT

Order of Business

- A. Call to Order and Opening Prayer
- B. Recommended Actions
 - 1. Routine Matters
 - a. Approval of Minutes
 - b. Acceptance of Agenda
 - 2. Principal's Report
 - 3. Matters requiring School Board Action
 - 4. Old Business
 - 5. New Business
- C. Committee Reports
 - 1. President's Report
 - 2. Standing Committee Reports
 - 3. Ad hoc Committee Reports
- D. Future Business/Events
 - 1. Meeting Dates
 - 2. Preview of Topics for Future Agendas
- E. Executive Session (if needed)
- F. Adjournment and Closing Prayer

Length of Meeting

The goal of the St. John School Board shall be to conduct its meetings within a two (2) hour time limit.

Parliamentary Procedure

The Board may fix its own rules of procedure to be followed at meetings, but in the absence of such rules, Robert's Rules of Order shall apply. In matters of importance, a process of discernment is used and the Board tries to reach consensus rather than just using a parliamentary voting procedure.

Minutes of Meetings

The Secretary shall submit the minutes of each meeting to the President and the Principal for editing/review and then forward the completed minutes to the School Board members and to the Parish Council for inclusion into its meeting. School Board minutes are also sent to the Superintendent of Schools at the Catholic Schools Office.

A digest of the minutes of each meeting shall be written and distributed to school families and parish groups for the purpose of sharing and disseminating information.