



**ST. JOHN THE BAPTIST CATHOLIC SCHOOL
SCHOOL BOARD HANDBOOK**

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St. John the Baptist Catholic School
School Board Constitution
Revised September 2017

ARTICLE ONE:

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

ARTICLE TWO:

The SJB School Board is a committee of the Pastoral 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 Pastoral Council. All policy decisions shall be subjected to modification by the pastor, as common good requires.

ARTICLE THREE: Purposes

The purposes of the SJB School Board shall be as follow:

- A.** 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;.
- B.** act as an advisory body to the school Principal, guiding the Principal on the following:
 - 1.** determining priorities and setting long-range goals for the school;.
 - 2.** reviewing, evaluating and developing the school budget, which includes, but is not limited to, reviewing the Principal's staff placement recommendations and approving changes in tuition;.
 - 3.** advancing school development, recruitment and public relations activities;.
 - 4.** evaluating the school and its programs, fostering continued growth and development of academic excellence and effectiveness as an organizational entity and assuring accreditation of the school with the Milwaukee Archdiocese, and the Wisconsin Nonpublic School Accrediting Association's accrediting agency Wisconsin Religious and Independent School Association (WRISA); and
 - 5.** engaging in an annual self-evaluation of the SJB School Board 's functions and attainment of internal goals;
- C.** participate in the annual review of the Principal; and
- D.** participate in the search and selection process for a new Principal.

ARTICLE FOUR: Membership

- A.** The SJB School Board shall consist of seven members. Each member shall have one vote. Ex-officio non-voting members shall be the parish priest and the school principal.
- B.** Each selected member of the SJB School Board 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 shall be open to any person 18 years of

age or older who is a member of the parish or a parent of a current student. A non-parish parent may serve on the School Board with term of service limited to a three years with an option of a second term but limited to serve only while their student attends SJB. An employee of the school is not eligible to be a member of the SJB School Board.

D. Attendance at SJB School Board meetings is expected. 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, a member shall contact the Board Chairperson as soon as possible. Failure to do so will result in an unexcused absence. After two unexcused absences during one year, the member will lose his/her position on the SJB School Board.

Status of a member's absence will be recorded in the SJB School Board minutes.

E. Any vacancy among the at-large SJB School Board 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 School Board votes at the previous discernment. The newly selected member will complete the unexpired term of office.

F. Discernment will be held yearly in conjunction with Pastoral Council discernments.

ARTICLE FIVE: Officers

The officers of the SJB School Board 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. Officers will be elected for a one-year term by members of the SJB School Board.

A. Chairperson

1. shall preside at all meetings of the SJB School Board ,.
2. shall prepare and distribute the meeting agenda one week prior to the scheduled meeting, which will include input from SJB School Board members, and
3. shall have the authority, with the approval from the SJB School Board , 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 Pastoral council meetings and give a brief report of the previous SJB School Board meeting when requested by chairperson or principal, .
3. shall give a brief report of the previous Pastoral Council meeting at the next SJB School Board meeting when requested by chairperson or principal, and.
4. shall ensure that the SJB School Board meetings adhere to the agenda.

C. Secretary

1. shall maintain a written record of all actions of the SJB School Board , .
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, and.
5. shall post minutes of the meeting in Church, and the School Office, and the school website.

ARTICLE SIX: Meetings

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

B. All meetings of the SJB School Board 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 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 in a closed session. The SJB School Board will return its response on the presented material from closed session in writing, to the author(s) of the original petition.

C. Closed meetings of the SJB School Board may be called by the Chairperson to deal with sensitive and/or confidential matters. Minutes shall be taken of closed meetings without any distribution unless directed by parish priest with a limited distribution only to current School Board members the parish priest and school principal and clearly marked with "Not for Distribution or release to non-School Board members".

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

E. Usually, SJB School Board decisions will be made by a majority vote of the Quorum. When a quorum is not present any vote will be deferred to the next regularly scheduled School Board meeting. In the event immediate action by the School Board is needed, the Chairperson will call a special School Board meeting when a quorum can be established to complete the vote.

An SJB School Board vote is required for the following matters:

1. new policies and revisions to existing policies, if a reading of the proposed new policy or revision has been given at the prior meeting;
2. final approval of or revision to the school's long range plan;
3. school tuition rates;
4. building and grounds usage; and
5. other matters as requested by the Principal or Pastoral Council.

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. Pastoral Council update
7. Committee reports
8. Unfinished business
9. New business

10. Closing prayer

ARTICLE SEVEN: Amendments

A. This Constitution may be amended by at least a two-thirds majority vote of the quorum, if a reading of the proposed amendment has been given at the prior meeting.

B. The By-laws may be amended by a two-thirds majority vote of the quorum, if a reading of the proposed amendment has been given at the prior meeting.

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

1. Meetings will be held at 6:30p.m. on the first Thursday of the months of August, September, October, November, January, February, March, April, May and June. Meetings shall not exceed 1½ hours. The time limit may be extended by majority vote.

2. A meeting may be canceled or rescheduled at the discretion of the Chairperson.

3. Standing committees will be:

- a. Mission and Christian Faith Identity,
- b. Academic Programs,
 1. Curriculum
 2. Monthly Programs and Activities
 2. Policy
- c. Finance - Liaison
- d. Technology
- e. Fundraising and Recruitment.
 1. Auction
 2. Marketing
- f. Long Range Planning

Membership on any of the standing committees shall not be limited to members of the SJB

School Board. Descriptions of the committees are listed below

4. The chairperson can appoint ad hoc committees. Membership on any ad hoc committee shall not be limited to members of the SJB School Board. These committees shall operate until their tasks are completed.

St. John the Baptist Catholic School School Board Standing Committees

MISSION and CHRISTIAN FAITH IDENTITY

The primary purpose of this committee is as follows:

1. Maintain a process that is shaped in communion and community that is steeped in the catholic worldview centered in the person of Jesus Christ.
2. Develop ways to emphasize the teachings of Jesus Crist keeping those teachings accessible to all students.
3. Distinguished by excellence while remaining committed to educate the whole child.

ACADEMIC PROGRAMS

The primary purpose of this committee is as follows:

1. Curriculum
 - a. Review and maintain the school curriculum such that it prepares our students spiritually, academically, morally, and physically prepared as they continue through life.
 - b. Create and sustain extracurricular activities to broaden the students life skills
2. Monthly programs and activities
 - a. Establish and report on special events and activities

3. Policy

- a. develop and review policies that support the educational and behavioral expectations of St. John the Baptist School, in concert with Archdiocesan and Pastoral Council policies;
- b. act as a resource for the Principal in interpretation of approved policies; and
- c. Communicate with the assistance of the Principal, additions and changes to school policies to the school stakeholders.

Specific tasks of this committee:

1. Review the current policies of the SJB Handbook.
 - a. annual review of policies with the Principal,
 - b. ensure school policies are aligned with Archdiocesan policies,
 - c. recommend policy changes to be approved through a vote by the School Board , and
 - d. act as reference for the Principal on policy interpretation.
2. Develop new school policies.
 - a. develop policy and present to the School Board to be approved through a vote by the School Board and
 - b. act as reference for the Principal on policy interpretation.
3. Communicate, with assistance of the Principal, to school stakeholders (parents, staff, and parish community).

FINANCE - Liaison

This position serves as a liaison to the Finance Council. The primary purpose of this position is to provide an interface with the Finance Council to enhance communication between the School Board and the Finance Council.

Specific tasks of this position:

1. Contact the Finance Council members quarterly and request a current status briefing on the current budget.
2. Request information as to the progress of the budget generation process.
3. Report to the SJB School Board on the information provided by Finance Council.

TECHNOLOGY

This committee acts in an advisory capacity and is responsible for guiding decisions on important technology issues and needs. The committee oversees the implementation and management of St. John the Baptist's technology infrastructure. It also supports the needs of other committee goals and objectives through technology. Membership is comprised of School Board and non-School Board members with technology interest and experience. The committee will consist of a minimum of 5 people and a maximum of 10 people. The committee should contain a school board member and a faculty member.

Specific tasks of this committee:

1. Shape technology strategy and address technology gaps/issues.
2. Coordinate the implementation of new technology.
3. Support/understand technology needs for school/parish purposes.
4. Author the 3-year technology plan required by the archdiocese.

FUNDRAISING and RECRUITMENT

The primary purposes of this committee are as follows:

1. maintain and encourage enrollment at the school,
2. build and maintain the school's image to the parish and surrounding community through comprehensive public relations, and
3. encourage donations to the school.

Specific tasks of this committee:

1. Ensure satisfaction of the internal market. (This task is managed and carried out by the Principal; however, the committee should be available to assist as needed.)
 - a. oversee communication plan from the school to its current families and
 - b. conduct surveys of the current and/or outgoing families.
2. Develop and implement a school marketing plan for the external market.
 - a. maintain a perpetual calendar of marketing tactics,
 - b. coordinate public relations and advertising,
 - c. prioritize marketing tactics based on budget and policy, and
 - d. organize Open House in conjunction with Catholic Schools Week (usually carried out by a separate CSW committee).
3. Develop and maintain relationships with alumni.
 - a. create and maintain database of all SJB alumni and
 - b. execute a means of annual (or more frequent) communication with alumni.
4. Develop and explore different ways of fundraising.

Auction

The primary purpose of this subcommittee is to plan the SJB school auction, which shall be held every other year or as often as determined by the parish priest. The committee should contain at least one SJB School Board Member and at least one SJB Pastoral Council Member.

Specific tasks of this committee:

- a. Plan, advertise, and execute the SJB school auction
- b. Identify the chairperson(s) and key committee members for the next auction.
- c. Set date and reserve location for the next auction.

Marketing

The primary functions of this committee are as follows:

- a. Work with committees to market and advertise activities of the various committees in conjunction with the communication and marketing director

LONG-RANGE PLANNING

This committee serves as a liaison to the Long-Range Planning Committee of the Pastoral Council. The primary purpose of this committee is to provide short term (less than 3 years) and long term (3 years and beyond) planning, in conjunction with Archdiocesan and Pastoral Council plans, to guide the educational activities of the school. This plan will address faith development and academic excellence for the students of the school and fiscal responsibility to the parish.

Specific tasks of this committee:

1. Develop and implement the strategic plan for the school.
2. Conduct an annual review of the strategic plan with the Principal and Pastoral Council.

- a. ensure that the school's plan is aligned with the parish's long range plan,
 - b. provide recommendations to the Long-Range Planning Committee of the Pastoral Council, and
 - c. provide recommendations to the Principal.
3. Communicate the strategic plan to the school stakeholders (parents, staff, and parish community).