

Completed Sunday, November 20, 2005

**Sts. Joan of Arc and Patrick School
Bylaws
School Governance Council**

Modeled in the image of Christ we shall nurture the spiritual, academic, social, and individual potential of our students to prepare them for the challenges of today and the future.

**Article I
Name, Purpose, and Function**

Section 1. Name

The name of the entrusted body to which this document applies is the Saints (or Sts.) Joan of Arc and Patrick School Governance Council, herein after referred to as the “SGC”. The Council is formed by the pastors of St. Joan of Arc Parish and St. Patrick Parish in collaboration with the principal and the working committees and their chairs.

Section 2. Purpose

The purpose of the School Governance Council is to serve under the direction of the pastors in collaboration with the principal as a council of “limited jurisdiction” (some autonomy in defined decision-making areas implied by Canon 803)) for the development and operation of Sts. Joan of Arc and Patrick School, Kokomo, Indiana, in the Diocese of Lafayette.

Section 3. Functions and Duties of the School Governance Council

The “limited jurisdiction” for which the SGC is responsible:

- To approve and/or amend policy that is submitted to it by the School Governance Committees.
- To approve and/or amend the annual balanced budget.
- To recommend to the pastors a candidate to serve as principal.
- For the operations of the School Committees (SC).
- To provide an annual review of its operations to the diocesan Superintendent for Catholic Schools.
- To provide minutes to the diocesan Superintendent for Catholic Schools regarding the Catholicity of the School and the financial status.

The SGC through the SC will provide support to:

- Help facilitate the continued growth and development of the School.
- Support the Catholicity of the School.
- Provide oversight in all matters relating to the formation of the religion program, educational curricula, athletics, and other related programs and activities carried out by the School.
- Review the operating budget and all pertinent financial matters of the School before submission to the pastors for approval.

- Establish Ad Hoc committees as needed.
- Define appropriate goals, objectives, or priorities to guide the principal in achieving Catholic educational goals as defined by the Pastoral Office for Catholic Schools in the ongoing areas of responsibility listed below.

The pastors reserve the right to evaluate the performance of the principal.

Managing of the School's daily affairs and hiring/terminating School employees are not the responsibilities of the School Governance Council and School Committees.

Article II

Membership of the School Governance Council and School Committees

Section 1. Membership

The School Governance Executive Council shall be comprised of the pastors, principal, chairs of the school committees and the diocesan superintendent of schools. The pastors and principal will serve as the Executive Committee of the Council. A non-voting secretary will be appointed.

Among the members of the School Governance Council there is to be equitable representation from each parish.

The membership of each School Committee is to include representatives from each parish, a school employee and/or the principal.

Section 2. Number, Method of Appointment, and Term

Nine members comprise the School Governance Executive Council:

- Pastor of each parish shall serve while serving in this capacity.
- Principal of the school shall serve while serving in this capacity.
- Chair of each School Committee will serve for three terms renewable once.
- Diocesan Superintendent of Schools (ex officio)

By right of being the chairperson for a School Committee, the chair is a member of the School Governance Executive Council. The committees having chairpersons are:

- School Environment
- Development
- Curriculum
- Student Life
- Finance

The term for School Committee members is open with members making an annual rededication to the work of the committee. If a committee member is not able to fulfill the responsibilities as a committee member, the chair will remove the person from the School Committee.

The chair of each committee is recommended by the SC for approval by the School Governance Executive Committee.

Section 3. Voting Members

All members of the School Governance Executive Council are voting members with the exception of ex-officio member(s).

Section 4. Attendance

All members are required to attend the SGEC meetings. If a member misses two (2) meetings per year, the member will be asked to reconsider his/her continuance as chair on the SGEC as a representative of the SC.

Section 5. Manner of Service

All members are to serve the SGEC in a professional and confidential manner. Items discussed within meetings are not to be shared outside of the meeting.

Section 6. Responsibilities of SGEC

All School Governance Executive Council members (ex-officio and selected) shall have the following duties:

- Attend and participate in all scheduled meetings of the SGEC.

In addition to the duties mentioned above, an SGEC member is expected to be:

- A person of faith and prayer;
- A full, active and registered member of one of the parishes;
- Open and listen to stakeholders in the School, i.e. members of the parishes, principal, and the parents/guardians of students;
- Ready to offer whatever support and encouragement is needed;
- Willing to recommend the removal of a member from the School Governance Executive Council when basic duties cannot or will not be fulfilled;
- Uninvolved in personnel or student discipline related matters.

The usual mode of decision-making is consensus. In the event that consensus is not reached, the pastors reserve the right to make the decision.

Article III Meetings of the School Governance Council

Section 1. **School Governance Council**

The SGC year, for purposes of terms and meetings, shall commence on the first of July and expire on the last day of the fiscal year.

Section 2. Regular Meetings

Regular meetings are to be held at least quarterly. All meetings are to be held at the School or some other convenient location in Kokomo, IN. Other than the members, the meetings are by invitation only.

Section 3. Notice

Notice of each meeting is to be prepared by the Presiding Officer or the appointed secretary and is to be sent via email or through the United States Postal Service to each member at least one (1) week in advance, accompanied by an agenda and any other discussion material for the meeting.

Section 4. Quorum

A simple majority (one over half) of the voting membership in attendance is required for a quorum for purposes of conducting business.

Section 5. Voting

Before a vote is taken with respect to any decision, the Presiding Officer will engage the members in discussion so a consensus can be reached. If consensus cannot be reached decisions of the SGEC will be made upon motion only, seconded and carried by a simple majority vote of the voting members present.

Section 6. Agenda

The ordinary order of business shall be:

- Call to Order and Prayer
- Roll Call
- Guest Issues (if invited)
- Approval of Minutes
- Principal's Report
- School Committee Reports
- Future Business
- Adjournment and Prayer

Section 7. Conduct

The meetings shall be conducted under the leadership of the Presiding Chair.

Section 8. Records

Minutes of each meeting are to be kept and subsequently distributed to all members not later than one (1) week before the next SGEC meeting. Official and confidential records of the minutes are to be kept in the administrative offices of the School. An approved summary will be made available to non-members in the administrative offices of the School.

Section 9. Special Meetings

Special meetings may be called by the Presiding Officer or by one-third (1/3) of all the voting membership. At least two (2) days notice must be given to all members. These meetings will not be counted against members' attendance record.

Section 10. Guest Issues

Non-members may address the SGEC, provided they submitted a written request to the Presiding Officer at least five (5) school days prior to a SGEC meeting. They will have no more than five (5) minutes to present their issue, and at the discretion of the Presiding Officer, a time will be determined when to discuss and/or vote on the issue. At the discretion of the Presiding Officer, guests may be limited to no more than five (5) persons per meeting.

Section 11. Attendance

If members cannot attend a meeting and they chair a School Committee, they are to send a designee in their place and give their School Committee report. The designee has no voting privileges.

Section 12. Training

All members must participate in any training required by the Presiding Officer and/or the Diocese of Lafayette. The training of new members is the responsibility of the SGEC and/or designee.

Section 13. Annual Meeting

Before Labor Day of each school year, there will be a meeting of all School Committee members and the SGEC. The presiding Officer has the responsibility to notify all members regarding the meeting and prepare an agenda in collaboration with the Executive Committee of the School Governance Executive Council. At this meeting each committee will present the committee membership to the group, review accomplishments of the previous school year and indicate directions that will be taken during the current year.

Article IV Officers of the SGEC

Section 1. Officers

The SGEC shall have the following officers: Presiding Officer and Vice-Presiding Officer. Only appointed members may serve as officers. The Presiding and Vice Officers will be elected by a simple majority of all members at the first meeting of each school year.

The secretary of the SGEC is appointed by the Executive School Governance Council.

Section 2. Duties

The duties of the officers shall include, but not be limited to, the following:

- A. The Presiding Officer shall:
 1. Facilitate all meetings;
 2. Give notice for all meetings;
 3. Prepare the agenda for all meetings;
 4. Be an ex-officio member of each School Committee; and
 5. Perform all other duties usually associated with this office.
- B. The Vice-Presiding Officer shall perform all the duties of the Presiding Officer when the Presiding Officer is absent or unable to attend.
- C. The Secretary shall keep minutes of all SGC meetings and school distribute them to all members of the SGC. He/she shall receive and dispose of all correspondence as directed by the Presiding Officer, and shall perform all other duties usually associated with this office.
- D. The Principal and/or designee is responsible for the professional development of the members of both the School Governance Executive Council and the School Committees and is to attend all meetings of these bodies unless there is an appointed designee.

Article V
Executive Committee of the School Governance Council

Section 1. Membership

Members of the Executive Committee are the pastors and principal.

Article VI
School Committees

Section 1. Membership

- A. Committees are to have equitable representation if equal representation from both parishes is not possible.
- B. When determining membership on the School Committees the following shall be considered:
1. Qualifications relevant to the skills desirable for membership, including, but not limited to,
 - a. participation in Church activities,
 - b. character, and
 - c. educational and occupational experience.
 - c. The number of members needed to perform the responsibilities of the committee.
 - d. There is no term limit for School Committee members.
 - e. Upon the recommendation of the School Committee chair to the SGEC, members can be added to the committee.
- C. The SGEC may remove a committee member.
- D. Upon the recommendation of the Committee Chair, the SGEC shall appoint replacement members as necessary.
- E. All members must participate in any training required by the Presiding Chair and/or the Diocese of Lafayette.

Section 2. Responsibilities

The primary responsibility of each School Committee is to :

- Research, formulate and submit policy recommendations to the SGEC.
- Research, design and support programs for which it is responsible.
- Recommend person(s) to research programs, and
- Implement programs where appropriate.

Each School Committee is responsible for creating its own protocol for its meetings.

All School Committee members are expected to attend an annual meeting of the whole.

Section 3. The School Committees and their Respective Responsibilities.

The Curriculum Committee shall assist and advise the principal of the School, and its primary responsibilities include:

- Establishing and monitoring a school improvement team which focuses on school improvement and student achievement consistent with the North Central Association, Commission on Accreditation and School Improvement (NCACASI).
- Establishing a religious education program based on the Core Curriculum Guide of the Diocese that provides a traditional and caring Catholic learning environment to a diverse student population.
- Advising regarding the selection of textbooks.
- Expanding the School's technology program.
- Establishing a Blue Ribbon School Panel to research and apply for recognition with the U. S. Department of Education and the Blue Ribbon School Award.
- Creating a longitudinal database to track academic information for the purpose of evaluating strengths and weaknesses of the curriculum.
- Assist in programming for staff development.
- Exploring and recommending opportunities for academic activities and enrichment.

The Development Committee shall assist and advise the principal and/or designee to ensure the goals envisioned and articulated in the School's long-range plan are carried out. Its primary responsibilities include:

- Development of a data base for cultivation and solicitation of donors and recruitment of volunteers.
- Development of data for contacting alumni.
- Recommending development policies.
- Assisting the principal in the implementation of special events.
- Assisting the principal in marketing, public relations and communications.
- Recommending annual planning objectives aligned with the School's strategic plan and development goals.
- Assisting the principal in analyzing potential student enrollment, recruiting new students and retaining present students.
- Assisting in the development of investment and endowment programs to ensure tuition and operational needs for the future in consultation with the Finance Committee.
- Identifying fundraising events.
- Preparing grant applications.
- Researching funding sources.

The School Environment Committee shall advise and assist the principal in maintaining the School facility and campuses. Its primary responsibilities include:

- Advising and assisting in the development of a comprehensive facility management plan.
- Assisting in the development of policies concerning the School's buildings and grounds use and rental in collaboration with each of the parishes.
- Assisting in the development of the School Facility safety procedures.
- Providing oversight regarding school décor, i.e. bulletin boards, etc.
- Planning for the safe transportation of students

The Finance Committee shall assist and advise the school business manager regarding financial accountability and monitoring the school budget. Its primary responsibilities include:

- Reviewing and analyzing all funding sources and operational expenses of the annual School budget.
- Approving fundraising events by and for the school.
- Assisting in the development of a long-range financial strategic plan.
- Developing and revising financial guidelines for an admissions program to be implemented by the principal, pastors, parishes and school business manager.
- Reviewing and revising salary schedules.
- Reviewing and revising tuition schedules and fees.
- Outlining a program for the allocation of student tuition assistance to be administered by the designated personnel.
- Preparing an annual budget to present to the SGEC for approval.

The Student Life Committee shall assist and serve as an extension of the School staff. Its primary responsibilities include:

- Oversight of the food services program.
- Extracurricular activities, i.e. robotics, chess, etc.
- Assisting in the planning of programs for spiritual development.
- Promoting the Catholicity of the school community.
- Reviewing and recommending athletic/extracurricular policies consistent with the School's mission.
- Partnering with local health care providers to develop and implement wellness programs.
- Reviewing and recommending guidelines for a Parent/School Organization.
- Reviewing and recommending guidelines for the school athletic program.
- Reviewing and recommending policies for uniform guidelines and discipline policies to the principal.

Article VI Amendments to the Bylaws of the SGC

Section 1. Process

These bylaws may be amended as follows:

- All amendments must be proposed to all SGEC members in writing at least one (1) week prior to an SGEC meeting at which discussion of said amendment is to take place.
- Voting on the amendments will not take place until the next SGEC meeting.
- Proposed amendments must be approved by a two-thirds (2/3) majority of all voting members.