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*Italics: words to be added*

## **Shepherd of the Hills Catholic Parish School Board Constitution and By-laws**

### **ARTICLE I – NAME**

This organization shall be known as Shepherd of the Hills Catholic School Commission, hereinafter referred to as the School Commission.

### **ARTICLE II – PURPOSE/AUTHORITY**

The parish school commission is a standing commission of the Pastoral Council, and is directly accountable to the Pastoral Council. The commission will abide by the constitution and its by-laws in carrying out the educational mission of the Church and the policies of the Archdiocese.

The purposes of the school commission shall be as follows:

1. Develop and define the policies which govern the operation of all education needs of the school and to promote and support the implementation of said policies. A School Policy Manual/Handbook is generated and updated at least annually as needed. A copy of the current Manual/Handbook is forwarded to appropriate Archdiocesan personnel annually.
2. Act as an advisory body to the school Principal, advising the Principal on the following:
  - a. Determining priorities and setting long-range goals for the school
  - b. Reviewing, evaluating, and developing the school budget in conjunction with the Principal and the Parish Finance Council.
  - c. Advancing school development, recruitment/retention, public relations, and fund-raising activities.
  - d. Evaluating the school and its programs, fostering continued growth and development of excellence in education and effectiveness as an organizational entity and assuring accreditation of the school with the Archdiocese.
  - e. Engaging in annual self-evaluation of the commission's functions.
  - f. Develop a salary scale for employees of the school in conformity with archdiocesan policy and parish personnel practice. The pastor and principal are responsible to interview, employ, supervise, renew and terminate employees. The commission has no responsibility in personnel matters.
3. Participate in the search and selection process for a new Principal, when requested.
4. The School Commission is accountable in an advisory capacity to the Shepherd of the Hills School Principal and the Shepherd of the Hills Pastor. The School Commission keeps lines of communication open with the Shepherd of the Hills Pastoral council and other appropriate Parish and Archdiocesan bodies.
- 5.

### ARTICLE III – MEMBERSHIP

1. The school commission shall consist of between 6-9 at large members. Each member will have 1 vote. Ex-officio (non-voting) members shall be the Parish Priest, Parish Council Liaison, and the School Principal.
2. Each selected member of the school commission shall serve a term of 2 years. No member shall serve more than 4 consecutive years.
3. Membership on the school commission 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. An employee of the school, or spouse of the employee, is not eligible to be a member of the school commission.
4. Regular attendance at school commission meetings is expected. Prior notice should be given to the Chairperson in order for an absence to be excused. In an emergency situation where prior notice cannot be given, a member shall contact the Chairperson as soon as possible. Failure to do so will result in an unexcused absence. After two unexcused absences during one year, the member may lose his/her position on the school commission.
5. Any vacancy among the at large school commission members may be filled for the unexpired term by the Principal and the majority of the school commission. The newly appointed member will complete the unexpired term of office.
6. Appointments for potential new commission members will be made and approved at the June school commission meeting.
7. Members shall serve as a commission member or chairperson on one of the following standing committees:
  - a. Long Range Planning (LRP)
    - i. Establish SOTH Catholic School LRP including key strategic initiatives
    - ii. Review SOTH Catholic School LRP annually
    - iii. Ensure organizational goals and tactical activities align with the SOTH Catholic School LRP
    - iv. Hold planning meetings to determine sub-committee members and facilitate the completion of LRP
    - v. Present proposed LRP to Pastor/Principal/Pastoral Council
    - vi. Coordinate the release of the accepted LRP to the SOTH community
    - vii. Guide the formation of organizational goals within the SOTH community
    - viii. Advocate for the compliance of the LRP Strategic Initiatives in the monthly school commission meetings
  - b. Recruitment/Marketing
    - i. Assist principal, pastor, school commission, home and school committee, and recruitment team with planning, creating, implementing, and monitoring a program to market SOTH Catholic school and parish for image and enrollment
    - ii. Assist above groups with gathering information used to explore marketing opportunities
    - iii. Assist above groups with creating and writing a marketing plan, and further implement a comprehensive marketing program

- iv. Assist above groups with assessing and modifying a comprehensive marketing program
  - v. Communicate with and act as liaison among marketing/recruitment/Home and School groups, reporting back periodically to the school commission on marketing activities, initiatives, and needs
  - c. Budget/Fundraising
    - i. Assist principal in reviewing/developing an annual school budget
    - ii. Collaborate with principal, pastor, finance council, and pastoral council to establish fundraising goal(s) for the school year
    - iii. Establish calendar of dates for fundraising sales and activities
    - iv. Coordinate donor/sponsor requests with fundraiser chairpersons
    - v. Establish communication regarding various fundraising efforts to the SOTH parish and school community
    - vi. Communicate with and act as liaison among fundraising committees, reporting back periodically to the school commission on fundraising activities, initiatives, and needs
  - d. Executive/Policy
    - i. Promote and monitor the implementation of policies consistent with the approved policies and directives of the archdiocesan Office for Schools
    - ii. Assist the principal/pastor with development and definition of local policies that govern the operation of SOTH Catholic School
    - iii. Evaluate policies regularly and revise handbooks in response to the educational needs of the school community.
8. All School Commission sub-committees submit meeting agendas to the Chairperson of the School Commission before each meeting and submit minutes after each meeting to the School Commission Chairperson within ten (10) days of the sub-committee meeting.
  9. All School Commission meeting agendas and minutes as well as sub-committee agendas and minutes and a record of all actions taken are archived in the Shepherd of the Hills school office as well as in the Shepherd of the Hills Parish vault.
  10. School Commission members are responsible to encourage qualified candidates to join the Commission as vacancies occur. Potential candidates receive:
    - a. The Shepherd of the Hills School Mission Statement
    - b. A clear explanation of the role and responsibilities of the School Commission member
    - c. A clear explanation of the term of office
    - d. A statement describing Commission ethics and advisory decision-making processes
  11. An orientation for all new School Commission members is held within 30 days of their first School Commission meeting.
  12. A School Commission professional development/retreat experience for the entire Commission takes place at least annually

## **ARTICLE IV– OFFICERS**

The officers of the School Commission shall consist of a Chairperson, Vice-Chairperson, and Secretary to be selected at the June meeting. Officers will be elected for a 1 year term by members of the school commission. Officers can serve consecutive terms, up to the limit of their term on the commission.

1. Chairperson
  - a. shall preside at all meetings on the school commission.
  - b. shall prepare and distribute the meeting agenda one week prior to the scheduled meeting, which will include input from the school commission members.
  - c. shall have the authority, with the approval from the school commission to assign additional duties and responsibilities to individual commission members.
  - d. shall appoint Ad Hoc committees from time to time.
2. Vice-Chairperson
  - a. shall preside at commission meetings in the absence of the chairperson.
  - b. shall serve as the liaison to the “policy” standing committee.
3. Secretary
  - a. shall maintain a written record of all actions of the school commission.
  - b. shall distribute minutes to all members of the school commission, one week before the next meeting.
  - c. shall forward approved minutes to the school secretary for filing and posting.

## **ARTICLE V – MEETINGS**

1. The school commission shall meet bimonthly between August-and June on a day and at a time mutually agreeable to the majority of Commission members. The Chairperson may call additional meetings as needed.
2. A meeting may be cancelled or rescheduled at the discretion of the Chairperson.
3. School commission meetings are open to all interested parties. Non-members who wish to include an item on the agenda shall have verbal approval of the Chairperson and be allowed a brief presentation.
4. Closed meetings of the school commission may be called by the Chairperson to deal with sensitive and/or confidential matters. No minutes shall be taken of closed meetings.
5. A simple majority of the full membership of the school commission shall constitute a quorum. School commission action will not occur without a quorum.
6. School commission decisions will be made by a majority vote of the quorum. A school commission vote is required for the following matters:
  - a. New policies and revisions to existing policies, if a reading of the proposed new policy has been given at the prior meeting;
  - b. Final approval of or revision to the school’s long range plan;
  - c. School tuition rates;
  - d. Other matters as requested by the Principal or Pastoral Council.
7. A typical School Commission agenda includes the following:
  - a. Opening Prayer

- b. School Mission Statement Review
- c. Review of Previous Meeting Minutes
- d. School Good News
- e. Parent/Parishioner Comments
- f. Reports
  - 1) Shepherd of the Hills Principal Report
  - 2) Pastoral Council Update
  - 3) Standing Committee Reports
- g. New Business
- h. Future Agenda Items
- i. Adjournment

#### **ARTICLE VI - ELECTIONS**

Nominees for the School Commission will be identified at the same time and in the same manner as nominees identified for the Parish Council/Trustees. Membership will be determined by discernment during the School Commission meeting in June.

#### **ARTICLE VII – AMENDMENTS**

This Constitution may be amended at any regular meeting of the School Commission by a simple majority of the members present, provided the proposed amendment has been submitted in writing at the previous regular meeting.