

## **CONSTITUTION OF ST. JAMES PARISH SCHOOL BOARD**

### **Article I - TITLE**

The name of this body shall be Saint James Parish School Board (hereinafter referred to as School Board).

### **Article II - PURPOSE**

1. To develop and promote policies for the operation of St. James School in keeping with parish goals as set by the Parish Council and to enhance quality education in the school.
2. To determine how parish and Archdiocesan policies are being carried out in the school and to evaluate the effectiveness of these policies.
3. To participate in the preparation of the annual school budget for the Parish Council.
4. To participate in all parish decision making processes relating to the school; e.g., financing, upkeep, planning and building of educational facilities.
5. To work in conjunction with the pastor in hiring the principal.
6. To set procedures for grievances, due process for parents, students, and teachers. (This is held in executive session and only after all channels have been pursued.)
7. To request evaluation of the educational process and programs in the parish school.
8. Purpose and responsibilities of the St. James Parish School Board include the above, but are not limited to these functions.

### **Article III - JURISDICTION**

1. All policies are established within the framework and guidelines of the Office of Catholic Schools of the Archdiocese of Louisville and Archdiocesan School Board.
2. Parish School Board operations are reported monthly to the Parish Council Faith Enrichment Committee which is its channel of communication and jurisdiction within the parish.

### **Article IV - STRUCTURE**

The School Board will serve as a means of constructive dialogue among school administrators, teachers, and parents in order to facilitate cooperation as a Christian Community in providing a quality elementary school program within the parish. The School board will also act as a liaison body with any outside agency which affects education at St. James School, including local state school officials, as well as Archdiocesan officials.

### **Article V - MEMBERSHIP**

1. Membership on the School Board will consist of five (5) elected or selected members whereas a minimum of 3 voting members must be a St James parishioner and whereas 2 members maximum shall consist of any Region X parish serving as voting members, and the pastor and principal as ex officio, non-voting members. As well as any selected representative of a Region X parish that may wish to attend 3 designated school board meetings as a non-voting member as set by the School Board. The St. James School PTO president shall be a non-voting member of the School Board during the one year term of office. (\*\*Approved by St. James Parish Council and St. James School Board (October 1999). Any registered member of St. James Parish who is 18 years of age or older or parents of students enrolled in St. James School are eligible for membership, excluding

only salaried personnel of the parish or parish school, or members of other school boards, or elected members of the Parish Council still serving his/her term, or spouse of School Board member still serving his/her term.

The Nominating Committee of the board should pay close attention to maintain that the board make-up is well balanced in respect to representation. No more than two Non-Catholic members shall serve on the Board at any one time.

2. Each elected member will serve a term of three (3) years. Expiring term(s) of member(s) is to be filled by election each year.

A. Vacancies occurring on the School Board between times of elections shall be filled by appointment of the remaining School Board members at the first regularly scheduled or specially called meeting.

B. Said appointees shall complete the unexpired term of office. Such an appointed member would then be entitled to run for a complete term.

C. Once an elected member has served a complete term, he/she may seek re-election only after one year has expired from his/her previously completed term, except for appointment as stated in subsection B of this Article.

#### **Article VI - ELECTIONS**

1. The Nominating Committee will be appointed by the chairperson and will consist of two or three members of the School Board.
2. The board can solicit nominees either from self-nomination or recommendations.
3. The board, at its discretion, will determine if the selection or election process will be used.
4. For the selection process, the nominees will be entered in a random drawing and members will be determined through this process.
5. For the election process, eligible voters for the election are to be at least 18 years of age and a registered member of St. James Parish, or spouse of registered member of St. James Parish, or a parent of a child presently enrolled in St. James School.
6. Selection or election is to be completed during the last quarter of the school year.
7. The terms of office for the newly elected School Board members will begin on June 1st.

#### **Article VII - OFFICERS**

The officers of the School Board shall consist of the Chairperson and the Secretary.

1. Election of School Board officers takes place annually at the June meeting.
2. All elected members are eligible for the holding of the office.
3. The Chairperson shall preside at all regular and special meetings of the School Board.
4. A member of the School Board, appointed by that body, shall represent the Board to the Parish Council Formation Committee.
5. The Secretary shall maintain a written record of all acts of the School Board; conduct receive, and

dispose of all correspondence as directed; and, preserve all reports and documents committed to his/her care.

#### **Article VII - MEETINGS**

1. The School Board will regularly meet on the first Monday of the month.
2. For the purpose of transacting official business it is necessary that a 4/5 quorum of the voting members be present for the meeting.
3. The School Board should strive to consensus decision making, however if this is not possible a simple majority of those present and voting shall carry a motion unless otherwise specified by the constitution.
4. All School Board meetings will be open meetings unless designated as executive session by the chairperson.
5. Non-members wishing to address the School Board must request in writing to be placed on the agenda. This request must be submitted a week before the meeting.
6. Meetings shall be conducted under Parliamentary Procedure in accord with "Robert's Rules."

#### **Article IX - AMMENDMENTS**

1. This Constitution may be amended by a majority vote of the total voting School Board membership, subject to the approval of the Parish Council of St. James Parish.
2. Amendments must be presented to the School Board members for consideration at least two weeks prior to the voting on such.

This Constitution of the St. James Parish School Board is a revision of the original St. James Board of Education Constitution of 1970, and is approved and agreed to by the total voting membership on this 15th day of February, 1982. The Constitution was revised and adopted in February 1991. The present Constitution was revised and adopted May 2008.