

St. Rita School Board Constitution

ARTICLE I: NAME

The organization shall be known as the St. Rita School Board.

ARTICLE II: PURPOSE

This School Board is established to develop, define, and implement the policies which govern St. Rita School and the direction which the school shall pursue now, and in the future. It is the expressed intent of the St. Rita School Board that the primary purpose of a quality education of all students be maintained.

ARTICLE III: DUTIES AND FUNCTIONS

The St. Rita School Board operates in a consultative manner meaning that the decisions for the school will not be made in major matters until and unless the School Board has been consulted.

The major duties, functions, and responsibilities of the School Board shall include, but not be limited to the following areas:

A. School Personnel

- (1) To act as a consultant group to the pastor when a new school principal is to be hired. This shall take the form of a search committee formed of members currently serving on the School Board.

B. Curriculum

- (1) To determine that the school's curriculum fully represents the teaching of the Church and is in accordance with Archdiocesan guidelines as well as City, State, and Federal regulations and requirements.

C. Finances

- (1) This Board has the direct responsibility for the approval of an annual school budget in conjunction with the school administration, Finance Committee, and Administration Committee of the Parish Council.
- (2) Make recommendations to the school administration, Finance Committee, and the Administration Committee of the Parish Council concerning the procurement of funds in cases of extraordinary financial needs by the school. A school board member shall be on a "Long Range Planning" Committee for this purpose, if deemed appropriate.

D. Communications

- (1) This Board shall make every effort to maintain an atmosphere of openness between the school and the Parish at large. This line of communication should be directed towards, but by no means limited to those Parish members with children enrolled in our school.

- (2) It is the responsibility of this Board to make the Parish at large aware of the needs and progress within the school and to include taking under consideration any and all grievances toward the school should they arise.
- (3) This Board represents the school on the Finance Committee and shall maintain a flow of communication between the School Administration, School Board and the Parish Council.

E. Facilities

- (1) Recommend needed repairs, improvements, and expansion to the appropriate committees for deliberate consideration and implementation.

F. Coordination

- (1) Coordination of plans and process in conjunction with the PTO, Archdiocesan Board, and other school boards and councils in areas where they are involved or have concern,

ARTICLE IV: MEMBERSHIP

A. Definition

- (1) Membership of this Board shall consist of:
 - a. The Pastor or his designated associate (*ex officio*)
 - b. The school principal (*ex officio*)
 - c. A representative of the PTO (*ex officio*)
 - d. A representative of the Booster Club (*ex officio*)
 - e. A teacher from the school faculty, selected by the faculty (*ex officio*)
 - f. The School Board President from the previous year (*ex officio*)
 - g. Minimum of ten to maximum of twelve elected members

B. Term

- (1) Members shall serve terms of two years, with an option to extend up to 4 total years, with no more than three selected members of the Board leaving in one year. The past president's year *ex officio* shall be in addition to the normal term
- (2) Terms shall begin on June 1 and end on May 30.
- (3) Members may succeed themselves up to two years.
- (4) Should a member die or resign, a temporary replacement shall be appointed by a majority vote of the existing school board membership and such temporary replacement shall then serve until the next scheduled school board election at which time a permanent replacement shall be elected to fill the unexpired term. Such replacements may run for election to succeed themselves.

C. Voting Rights

- (1) All of the School Board Members shall have one vote with the exception of the PTO and Booster Club representatives.

D. Candidates for Election

- (1) All candidates for election shall be nominated by members of the School Board. This forum shall be open to allow all interested and qualified individuals to submit their name for consideration for the election.
- (2) Should there be more candidates than vacancies, those candidates shall be elected by the school in an election held prior to May 31st of each school year. Otherwise, the School Board will take a vote on the candidates. The successful candidates shall take office effective June 1. Exceptions to this policy shall be approved in advance by the Pastor.
- (3) All nominees shall be at least eighteen years of age. More than one family member living under one roof or more than one parent of any child will not be allowed to serve on the School Board at the same time.
- (4) It is not a requirement for school board members to have children enrolled at St. Rita School at the time of, or for the duration of their term of office.

E. Officers of the Board

- (1) The President, Vice-President, and the Secretary shall be elected each year by the members of the school board at the June meeting. Exceptions to this policy shall be approved in advance by the Pastor.
- (2) The President and Vice-President must have completed one year of membership with the School Board before being eligible.
- (3) The President shall preside at all regular and special meetings of the Board. He/she shall prepare an agenda to be presented to all members at least 24 hours in advance of each regular or special meeting.
- (4) The Vice-President shall preside at any meeting when the President is absent. In the event that the President is unable to complete his or her term, the Vice-President shall assume the duties and responsibilities of the President for the remainder of the term.
- (5) The Secretary shall maintain a written record of all actions of the Board; conduct, receive and dispose of correspondence as directed and submit a synopsis report in the form of "minutes" to the School Board on a monthly basis, allowing adequate time for inclusion in the subsequent agenda. The Secretary shall keep record of those selected as members of other committees within the Board. Additionally, the Secretary shall maintain a list of whom is in attendance at each meeting as well as a list of the nominees and the results of the elections.

F. Standing Committee

- (1) The Standing Committees of this Board may include, but not limited to, the following:
 - a. Uniform Committee
 - b. Handbook Committee
 - c. Technology Committee
 - d. Discipline Committee
 - e. Public Relations Committee
 - f. School Enrollment Committee

- (2) The chairperson of these committees shall be appointed by a general consensus of this Board. Such chairpersons may succeed themselves.

ARTICLE V: MEETINGS

- A. The School Board shall meet regularly at least ten times a year, in August, September, October, November, December, January, February, March, April, and May, on a day decided by consensus of the School Board members. Special meetings shall be called by the President as needed or requested by a majority of the School Board.
- B. Each member of the School Board, whether elected or ex-officio, shall be entitled to one vote. The exception to this would be the PTO and Booster Club representatives which do not vote.
- C. A majority of those present and voting shall carry or reject a motion in accordance with Robert's Rules of Order.
- D. A majority of the total membership shall be necessary in order to conduct official business.
- E. A member shall not miss two consecutive meetings, or three total meetings in one year, or they may be released from their duties as a School Board Member.
- F. Regular and special meetings of the Board shall be closed, not open to the Parish or School at large, unless otherwise designated.
- G. Grievances, petitions and suggestions may be presented to this Board by any parishioner or school member, provided they are signed and presented to the chairperson in advance, but only after following the procedures as defined in the Parish/Teacher Handbook under Grievance Procedure. This is necessary in order to be placed on the agenda for the next meeting. The grievance, petitions and suggestions will be given due consideration by the Board, and an answer shall be given in writing within a reasonable amount of time.

ARTICLE VI: LIMITATIONS

- A. The hiring and dismissal of all school personnel shall be the responsibility of the school principal.
- B. All policies developed and defined by the School Board and this Constitution as established or amended, shall be consistent with the current policies of the Archdiocesan Board.
- C. As the Pastor is direct representative of the Archbishop in the Parish operation, he shall retain the authority to reject a decision of the Board if, in his considered and conscientious judgement, the results of such decision would seriously be detrimental to the overall good of the Parish or the Archdiocese. The Pastor must be extremely careful to exercise this prerogative of this authority only in the most serious situations.

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- D. Likewise, the School Board must be extremely careful in making decisions that would be against the will of the Archbishop and the Pastor.

ARTICLE VII: APPEALS

- A. Appeal of decisions, pastor vetoes, unsettled grievances, etc., should such materialize, shall be submitted by the Board, or other concerned element(s) to the Grievance Committee established by the Archdiocesan Board.

ARTICLE VIII: AMENDMENTS

- A. Amendments to this constitution shall be prepared by this Board and presented to the Parish Council for approval. This constitution may be amended only with a two-third majority vote of the Parish Council of St. Rita.