

ST. DOMINIC SCHOOL BOARD CONSTITUTION AND BY-LAWS

REVISED AND APPROVED JANUARY 1998

ARTICLE I

Title

THE NAME OF THIS SHALL BE THE ST. DOMINIC SCHOOL BOARD HEREAFTER REFERRED TO AS THE SCHOOL BOARD, A STANDING COMMITTEE OF THE ST. DOMINIC PARISH COUNCIL

ARTICLE II

Nature and Function

Section A. Function

THE SCHOOL BOARD IS AN ADVISORY GROUP TO THE PASTOR AND PRINCIPAL AND FOLLOWS THE DIRECTIVES THAT PROCEED FROM THE DIOCESAN BOARD OF EDUCATION AND THOSE REGULATIONS FOR THE DIOCESAN DEPARTMENT OF EDUCATION SERVICES, AND PASTORAL DIRECTIVES. IN PERFORMING THIS ADVISORY FUNCTION, IT IS UNDERSTOOD THAT THE SCHOOL BOARD CANNOT CONTRADICT OR BE LESS RESTRICTIVE THAN A DIRECTIVE OF THE COMMISSION FOR THE TEACHING OFFICE OF THE CHURCH. THE SCHOOL BOARD HELPS IMPLEMENTS EDUCATIONAL PROGRAMS AT ST. DOMINIC SCHOOL (INCLUDING THE CHILD DEVELOPMENT CENTER, CDC, AND AFTER SCHOOL CARE).

Section B. Duties and Responsibilities

THE SCHOOL BOARD IS RESPONSIBLE FOR DEVELOPING DIRECTIVES THAT PROMOTE THE AIM OF THE ST. DOMINIC SCHOOL WHICH IS TO EDUCATE ALL STUDENTS SPIRITUALLY, INTELLECTUALLY, AND PHYSICALLY SO THAT THEY CAN ASSUME THEIR PROPER ROLE IN THE CHRISTIAN AND SECULAR COMMUNITY. IN THE DEVELOPMENT OF ITS DIRECTIVES, THE SCHOOL BOARD MUST ENSURE THAT IT FOLLOWS THE INTENT AND SPIRIT OF THE DIRECTIVES LAID DOWN FOR THE DIOCESAN SYSTEM BY THE DIOCESAN BOARD OF EDUCATION. THE SCHOOL BOARD SHALL IMPLEMENT AT THE LOCAL LEVEL THE DIRECTIVES OF THE DIOCESAN BOARD OF EDUCATION. A LIST OF OTHER DUTIES AND FUNCTIONS FOLLOWS:

1. SEEKING A BETTER UNDERSTANDING AND WIDER SUPPORT OF CATHOLIC EDUCATION WITHIN THE PARISH AND LOCAL COMMUNITY.
2. WORKING WITHIN THE GUIDELINES OF THE DIOCESAN DEPARTMENT OF EDUCATIONAL SERVICES TO SEEK A RELIGIOUS OR LAY PRINCIPAL TO PROVIDE EDUCATIONAL LEADERSHIP TO THE SCHOOL COMMUNITY.
3. THE SCHOOL BOARD AND THE PASTOR SHALL WORK CLOSELY WITH THE PRINCIPAL THROUGHOUT THE SCHOOL YEAR. ANNUALLY, THE SCHOOL BOARD SHALL PROVIDE INPUT BASED UPON SUBCOMMITTEE INPUT AND EVALUATION TO THE PASTOR CONCERNING THE EFFECTIVENESS OF THE PRINCIPAL AS SCHOOL ADMINISTRATOR AND EDUCATIONAL LEADER.
4. STAYING INFORMED ABOUT SITUATIONS THAT MAY CAUSE PROBLEMS IN THE EFFECTIVE OPERATIONS OF THE SCHOOL AND ACTING AS A FACILITATOR OF HEALING BETWEEN ANY MEMBERS OF THE SCHOOL COMMUNITY WHO MAY BE IN CONFLICT WITH THE UNDERSTANDING THAT APPROPRIATE ADMINISTRATIVE CHANNELS HAVE FIRST BEEN USED.
5. RECOMMEND GOALS FOR THE PARISH SCHOOL IN THE AREA OF CURRICULUM, STAFFING, FINANCE, FACILITIES, AND DEVELOPMENT.
6. PROPOSE DIRECTIVES THAT WILL GUIDE THE PRINCIPAL IN IMPLEMENTING THE APPROVED GOALS RELATING, FOR EXAMPLE, TO THE PLANNING, OPERATING, AND MAINTENANCE OF SCHOOL FACILITIES AND EQUIPMENT.

7. SUBMITTING ALL LONG RANGE PLANS AND DEVELOPMENT PLANS TO THE PARISH COUNCIL FOR REVIEW.
8. BEING RESPONSIBLE FOR THE FORMATION AND APPROVAL OF THE ANNUAL SCHOOL BUDGET AND FOR INCORPORATION OF THE SCHOOL BUDGET INTO THE PARISH BUDGET FOR FINAL APPROVAL BY THE PARISH COUNCIL. *
9. EVALUATING THE EFFECTIVENESS OF ITS DIRECTIVES AND THE EFFECTIVENESS OF THEIR IMPLEMENTATION.
10. BEING RESPONSIBLE FOR SUCH FISCAL MATTERS AS ARE NOT DETERMINED BY THE DIOCESAN BOARD OF EDUCATION, SUCH AS TUITION RATES AND FEES, AND TO ANALYZE, QUESTION, DISCUSS, AND FINALIZE THE PRINCIPAL'S PROPOSALS AND RECOMMEND WAYS TO THE PASTOR AND/OR PARISH COUNCIL FOR PROVIDING THE INCOME NEEDED TO BALANCE THE BUDGET.
11. ACTING AS A LIAISON BODY WITH THE APPROPRIATE PUBLIC AUTHORITIES.
12. KEEPING THE PARISH COUNCIL INFORMED OF THE WELL-BEING OF THE SCHOOL, INCLUDING THE ADOPTION OF NEW OR REVISED POLICIES.

ARTICLE III. MEMBERSHIP

Section A. Number and Composition

1. VOTING MEMBERS OF THE SCHOOL BOARD SHALL BE THE PASTOR (EX OFFICIO), ASSOCIATE PASTOR, AND THE PASTOR'S DELEGATE, AND NINE REPRESENTATIVES, WHO ARE ELECTED.
2. THE PRINCIPAL SHALL SERVE AS EXECUTIVE OFFICER OF THE SCHOOL BOARD RESPONSIBLE FOR CARRYING OUT ITS DIRECTIVES INCLUDING ALL SCHOOL PROGRAMS INCLUDING CDC AND SAC. THE PRINCIPAL SHALL BE CONSIDERED A NON-VOTING MEMBER OF THE SCHOOL BOARD.
3. THE PASTOR IS THE SPIRITUAL LEADER OF THE PARISH FAITH COMMUNITY AND THE CHRISTIAN EDUCATION COMMUNITY WITHIN THE PARISH, THE CATHOLIC SCHOOL.
4. REGISTERED MEMBERS OF THE PARISH, 18 YEARS OR OLDER, ARE ELIGIBLE FOR MEMBERSHIP ON THE SCHOOL BOARD, (SEE BY-LAWS FOR ELECTION PROCEDURES).
5. ONE NON-MEMBER OF THE PARISH WITH A PARISH SPOUSE OR CHILD ENROLLED IN EITHER ST. DOMINIC SCHOOL OR THE CDC WILL BE ELIGIBLE FOR SCHOOL BOARD MEMBERSHIP.
6. EMPLOYEES OF ST. DOMINIC SCHOOL ARE NOT ELIGIBLE FOR MEMBERSHIP ON THE SCHOOL BOARD. NO ONE WHO IS AN EMPLOYEE OF THE SCHOOL OR SPOUSE OF A REGULAR EMPLOYEE OF THE SCHOOL AND/OR CDC IS ELIGIBLE FOR SCHOOL COMMITTEE MEMBERSHIP.

Section B. Tenure of Office

1. EACH DISCERNED REPRESENTATIVE SHALL SERVE A TERM OF THREE YEARS WITH THE OPTION OF REAPPOINTMENT OR CONTINUATION FOR A SECOND THREE YEAR TERM. THE MAXIMUM NUMBER OF CONSECUTIVE TERMS OF MEMBERSHIP IS TWO.

Section C. Nominations, Vacancies, Removals, Resignations

1. A SLATE OF NOMINEES FOR MEMBERSHIP ON THE SCHOOL BOARD SHALL BE PRESENTED TO THE SCHOOL BOARD BEFORE OR AT THE APRIL MEETING WITH DISCERNMENT TO OCCUR IN MAY.

2. NOMINATIONS SHALL BE PRESENTED TO THE PASTOR FOR ELIGIBILITY CONSIDERATIONS PRIOR TO FINALIZATION.
3. ALL VACANCIES CAUSED BY RESIGNATION, DEATH, ETC. SHALL BE FILLED BY APPOINTMENT OF THE SCHOOL. THE APPOINTMENT SHALL BE EFFECTIVE UNTIL THE NEXT SCHOOL BOARD GENERAL ELECTION. FIRST CONSIDERATION TO FILL A VACANCY SHOULD BE GIVEN TO ALTERNATES ELECTED IN THE PREVIOUS SCHOOL BOARD ELECTION.
4. AN ELECTED OR APPOINTED REPRESENTATIVE MISSING THREE (3) CONSECUTIVE MEETINGS OF THE SCHOOL BOARD SHALL, UNLESS EXCUSED BY AN ACTION OF THE SCHOOL BOARD, CEASES TO BE A MEMBER. A MEMBER WHOSE REMOVAL IS IMMINENT SHALL BE SO NOTIFIED.
5. ANY ELECTED OR APPOINTED MEMBER OF THE SCHOOL BOARD MAY RESIGN BY FILING A WRITTEN RESIGNATION WITH THE SECRETARY OF THE SCHOOL BOARD.

ARTICLE IV. OFFICERS

Section A. Officers

THE OFFICERS OF THE SCHOOL BOARD SHALL INCLUDE A CHAIRPERSON, VICECHAIRPERSON, AND SECRETARY, ALL OF WHOM SHALL BE ELECTED ANNUALLY FROM AND BY THE SCHOOL BOARD MEMBERSHIP AFTER THE SCHOOL BOARD ELECTION.

Section B. Eligibility and Elections

1. A MAJORITY OF THE REPRESENTATIVES WHO WILL BE SCHOOL BOARD MEMBERS DURING THE NEXT TERM YEAR (REFERRED TO AS "NEXT YEAR'S" SCHOOLBOARD MEMBERS IN THE REMAINDER OF THIS SECTION) MUST BE PRESENT TO ELECT OFFICERS.
2. ANY ELECTED OR APPOINTED MEMBER OF NEXT YEAR'S SCHOOL BOARD SHALL BE ELIGIBLE FOR ANY OFFICE.
3. OFFICER ELECTIONS SHALL BE CONDUCTED BY THE PASTOR OR HIS DELEGATE.
4. NOMINATIONS SHALL BE ACCEPTED FROM MEMBERS OF NEXT YEAR'S SCHOOL BOARD. A NOMINEE NEED NOT BE PRESENT AT THE ELECTIONS, BUT IT IS DESIRABLE TO HAVE HIS/HER CONSENT TO SERVE AS AN OFFICER PRIOR TO THE ELECTION OF OFFICERS.
5. OFFICERS SHALL BE ELECTED BY BALLOT AND BY RECEIPT OF A MAJORITY OF VOTES CAST BY NEXT YEAR'S SCHOOL BOARD MEMBERS.

Section C. Tenure of Office and Vacancies

1. THE TERM OF OFFICE FOR OFFICERS SHALL BE FROM JUNE 1 THROUGH MAY 31.
2. VACANCIES IN THE OFFICE OF VICE-CHAIRPERSON OR SECRETARY SHALL BE FILLED BY MAJORITY VOTE OF THE SCHOOL BOARD FROM THE SCHOOL BOARD MEMBERSHIP. A VACANCY OF CHAIRPERSON SHALL BE FILLED AUTOMATICALLY BY THE VICECHAIRPERSON FOR THE DURATION OF THE TERM.

Section D. Duties of the Chairperson

UNLESS OTHERWISE SPECIFIED BY ANY BY-LAWS OF THE SCHOOL BOARD, THE DUTIES OF THE CHAIRPERSON SHALL BE TO:

1. CALL AND PRESIDE AT ALL REGULAR AND SPECIAL MEETINGS OF THE SCHOOL BOARD.

2. FINALIZE THE AGENDA FOR EACH SCHOOL BOARD MEETING IN COOPERATION WITH THE PRINCIPAL, IF POSSIBLE, THE VICE-CHAIRPERSON AND SECRETARY OF THE BOARD.

3. APOINT ALL SCHOOL BOARD COMMITTEE CHAIRPERSONS AND, IF DESIRED, ASSIST THEM IN SELECTING MEMBERS OF SCHOOL BOARD COMMITTEES.

4. ASSIGN ADDITIONAL DUTIES TO MEMBERS AS REQUIRED.

5. PERFORM ALL DUTIES INCIDENT TO THE OFFICE OF CHAIRPERSON AND SUCH OTHER DUTIES AS FROM TIME-TO-TIME MAY BE ASSIGNED HIM/HER BY THE SCHOOL BOARD.

6. DISTRIBUTE COPIES OF SCHOOL BOARD DIRECTIVES FOR SCHOOL BOARD MEMBERS HANDBOOKS.

7. SEND AGENDA, MINUTES, AND OTHER INFORMATION TO MEMBERS IN ADVANCE OF THE MEETING.

Section E. Duties of the Vice-Chairperson

1. THE VICE-CHAIRPERSON SHALL ASSIST THE CHAIRPERSON AND SHALL ASSUME ALL DUTIES OF THE CHAIRPERSON WHEN HE/SHE IS ABSENT OR UNABLE TO ACT.

2. THE VICE-CHAIRPERSON SHALL SERVE AS THE COORDINATOR OF THE ANNUAL SCHOOL BOARD ELECTION.

Section F. Duties of the Secretary

THE SECRETARY SHALL BE RESPONSIBLE FOR:

1. MAINTAINING ACCURATE MINUTES OF THE ACTS OF ALL SCHOOL BOARD MEETINGS.

2. CONDUCTING, RECEIVING, AND RESPONDING TO ALL CORRESPONDENCE.

3. PRESERVING ALL REPORTS AND DOCUMENTS COMMITTED TO HIS/HER CARE.

4. PUBLICIZING ALL REGULAR MEETINGS TO THE SCHOOL, CDC, AND PARISH COMMUNITIES.

5. MAINTAINING AN ATTENDANCE RECORD OF THOSE MEMBERS AND GUESTS PRESENT AT THE SCHOOL BOARD MEETING.

6. MAINTAINING A RECORD OF ALL FINANCIAL REPORTS WHICH ARE PROPER TO THE SCHOOL BOARD.

7. TRANSMITTING MONTHLY FINANCIAL SUMMARY, MINUTES AND PRINCIPAL'S REPORT TO THE PARISH COUNCIL.

ARTICLE V. MEETINGS

Section A. Regular and Executive Meetings

1. REGULAR MEETINGS OF THE SCHOOL BOARD SHALL BE HELD TEN TIMES PER YEAR OR AS NECESSARY DURING THE YEAR, AND SHALL BE PUBLICIZED TO THE SCHOOL AND PARISH COMMUNITIES.

2. ALL REGULAR MEETINGS OF THE SCHOOL BOARD SHALL BE PUBLICIZED AND OPEN TO THE PUBLIC. PERSONS ATTENDING THOSE MEETINGS, WHO ARE NOT MEMBERS OF THE SCHOOL BOARD, MAY BE GIVEN AN OPPORTUNITY TO BE HEARD AT AN APPROPRIATE TIME BY THE SCHOOL BOARD. THE RIGHT OF NON-MEMBERS TO ADDRESS THE SCHOOL BOARD OR TO REQUEST THAT AN ITEM BE ADDED TO THAT MEETING'S AGENDA SHALL BE LIMITED TO THOSE PERSONS WHO HAVE SUBMITTED A WRITTEN REQUEST TO THE SCHOOL BOARD CHAIRPERSON TWO WEEKS PRIOR TO THE MEETINGS.

3. EXECUTIVE SESSIONS MAY BE HELD WHEN CALLED BY THE CHAIRPERSON. ALL SCHOOL BOARD MEMBERS MUST BE NOTIFIED IN ADVANCE OF THE EXECUTIVE SESSION. DIRECTIVES MADE BY THE SCHOOL BOARD IN THESE SESSIONS MUST BE PRESENTED AND VOTED ON AT OPEN SESSIONS BEFORE BECOMING EFFECTIVE.

Section B. Quorum

FOR THE PURPOSE OF TRANSACTING OFFICIAL BUSINESS, IT SHALL BE NECESSARY THAT A MAJORITY OF THE TOTAL MEMBERS BE PRESENT AND VOTING.

Section C. Development of Consensus

MOTIONS BROUGHT BEFORE THE SCHOOL BOARD SHOULD BE DECIDED BY THE DEVELOPMENT OF A CONSENSUS CONSISTENT WITH THE PASTORAL DIRECTIVES #912 AND #913 AND USING THE VOTE OF THE MAJORITY OF MEMBERS BY ROBERT'S RULES ONLY IN THE ATTEMPT TO RESOLVE A DEADLOCK. THE PASTOR'S RATIFICATION IS REQUIRED WITH HIS SIGNATURE AND DATE.

ARTICLE VI CONDUCT OF MEETINGS

Section A. Catholic Educational Policymaking as a Ministry

FOR POLICYMAKERS IN CATHOLIC EDUCATION, THEIR MINISTRY IS A SERVICE WHICH TAKES THE FORM OF POLICY DELIBERATION AND DECISIONS WHICH HEAL THE FAITHFUL'S EDUCATIONAL WOUNDS, AND ATTEND TO THEIR NEEDS, THUS REFLECTING AND ACTUATING THE GOSPEL VALUES. THESE POLICIES, IN TURN, SHAPE THE EDUCATIONAL PROGRAMS THROUGH WHICH THE FAITH COMMUNITY IS HELPED TO GROW IN CHRIST.

POLICYMAKERS MUST DEVELOP AN ABILITY TO FUNCTION WITH CHARITY AND JUSTICE IN THE ROLE OF CONCILIATOR AND RECONCILER, DISCERNING THE VOICE OF THE HOLY SPIRIT IN ALL THEIR DELIBERATIONS AND GUIDED BY HIM IN THEIR DECISIONS.

Section B. Procedures for motions shall follow Robert's "Rules of Order".

Section C. Guidelines for Agenda

REFER TO PAGE 17 OF "INTERIM PARISH SCHOOL COMMITTEE GUIDELINES AND PROCEDURAL" MANUAL.

ARTICLE VII -- AMENDMENTS

Section A

THE CONSTITUTION MAY BE AMENDED BY CONSENSUS OR IF NOT BY AN AFFIRMATIVE VOTE OF TWO-THIRDS OF THE TOTAL VOTING MEMBERSHIP OF THE SCHOOL BOARD.

Section B

AMENDMENTS MUST BE PRESENTED TO THE SCHOOL BOARD AT LEAST ONE MEETING PRIOR TO VOTING ON SUCH.

Section C

BY-LAWS MAY BE ADDED, CHANGED, OR DELETED BY CONSENSUS OR IF NOT BY A VOTE OF ONE MORE THAN A SIMPLE MAJORITY OF THE MEMBERS PRESENT, PROVIDED THERE IS A QUORUM AND THE CHANGE IS ON THE AGENDA AND WAS PROPOSED AT THE PRIOR MEETING. THE PASTOR'S RATIFICATION IS REQUIRED WITH HIS SIGNATURE AND DATE.

BY-LAWS

1. DIRECTIVES

ORDINARILY THE FOLLOWING IS THE PROCEDURE FOR ADOPTING A DIRECTIVE.

- A. RECOMMENDATION FOR NEW DIRECTIVES OR REVISIONS OF EXISTING DIRECTIVES SHALL BE PRESENTED TO THE SCHOOL BOARD AS DISCUSSION ITEMS. UNLESS AN IMMEDIATE AGREEMENT IS REQUIRED FOR THE EFFECTIVE OPERATION OF THE SCHOOL, PROPOSED DIRECTIVES SHALL BE PUBLICIZED. AND AGREEMENT OF RECOMMENDED NEW AND REVISED DIRECTIVES SHALL BE DEFERRED UNTIL THE NEXT MEETING TO ENABLE THE AFFECTED PEOPLE TO MAKE FEEDBACK TO THE SCHOOL BOARD.
- B. NEW AND REVISED DIRECTIVES SHOULD BE DOCUMENTED, PUBLICIZED, AND INCLUDED IN SCHOOL BOARD HANDBOOKS.
- C. A BRIEF RATIONAL AND EFFECTIVE DATE SHOULD BE INCLUDED WITH EACH DIRECTIVE.
- D. THE PRINCIPAL, SCHOOL STAFF AND EACH SCHOOL BOARD MEMBER SHALL RECEIVE AND FILE IN THEIR HANDBOOK A COPY OF EACH NEW OR REVISED DIRECTIVE, ONE DIRECTIVE TO A PAGE, TO BE DISTRIBUTED BY THE SCHOOL BOARD CHAIRPERSON.
- E. DIOCESAN AND SCHOOL BOARD HANDBOOKS SHALL REMAIN THE PROPERTY OF THE SCHOOL BOARD AND SHALL BE PASSED ON TO NEW MEMBERS.
- F. A COPY OF EACH DIRECTIVE SHALL BE FILED IN THE PARISH ARCHIVES, WHEN ESTABLISHED IN THE SCHOOL BOARD SECTION OF THE SCHOOL LIBRARY.

2. APPOINTMENT OF A RELIGIOUS OR LAY PRINCIPAL AND CDC DIRECTOR

ACCORDING TO DIOCESAN POLICIES #2021 A AND B, THE SCHOOL PRINCIPAL MAY BE SELECTED THROUGH THE ASSISTANCE OF THE SCHOOL BOARD. THE APPOINTMENT OF A RELIGIOUS OR LAY PRINCIPAL MUST BE AFFIRMED BY THE PASTOR. THE SCHOOL BOARD SHOULD SEEK TO DIALOGUE WITH THE NEW PRINCIPAL SOON AFTER HIS/HER APPOINTMENT TO ESTABLISH A GOOD WORKING RELATIONSHIP FOR THE COMING SCHOOL YEAR.

3. EVALUATION OF THE PRINCIPAL

ANNUALLY, THE SCHOOL BOARD WILL PROVIDE INPUT TO THE PASTOR CONCERNING THE EFFECTIVENESS OF THE PRINCIPAL AS SCHOOL ADMINISTRATOR AND EDUCATIONAL LEADER.

4. GOAL SETTING MEETINGS

IT IS RECOMMENDED THAT AN ANNUAL SCHOOL BOARD GOAL -SETTING MEETING BE HELD AT THE MAY SCHOOL BOARD MEETING TO SET GOALS FOR THE NEXT SCHOOL BOARD YEAR. THIS MEETING SHOULD BE A PRELIMINARY IN THE GOAL-SETTING PROCESS, AND SHOULD INCLUDE CONTINUING, OUT-GOING, AND NEW SCHOOL BOARD MEMBERS. GOALS SHOULD BE REFINED AT THE FIRST REGULAR SCHOOL BOARD MEETING IN AUGUST.

5. BUDGET TIME-LINE*

- A. THE PRINCIPAL SHALL MEET WITH THE SCHOOL BOARD IN NOVEMBER
- B. THE PRINCIPAL SHALL PRESENT A PRELIMINARY PROPOSED BUDGET TO THE SCHOOL BOARD AT THE NOVEMBER MEETING.
- C. THE BUDGET SHALL BE APPROVED BY SCHOOL BOARD MEMBERS AT THE JANUARY SCHOOL BOARD MEETING.
- D. THE PROPOSED BUDGET SHALL BE PRESENTED TO THE PARISH COUNCIL FINANCE COMMITTEE.

6. ELECTIONS FOR SCHOOL BOARD MEMBERSHIP -- PROCEDURES

A. THE CHAIRPERSON OF THE SCHOOL BOARD SHALL APPOINT A NOMINATING COMMITTEE BY THE FEBRUARY REGULAR SCHOOL BOARD MEETING.

B. THE NOMINATING COMMITTEE MEMBERS SHALL BE ANNOUNCED TO THE SCHOOL BOARD AT THE FEBRUARY REGULAR MEETING.

C. THE NOMINATING COMMITTEE USING A GENERAL INVITATION THROUGH SCHOOL OFFICE AND ITS OWN PROCESS SHALL PREPARE A LIST OF SUGGESTED NOMINEES FOR APPROVAL BY THE PASTOR. EMPLOYEES OF THE SCHOOL AS WELL AS THE SPOUSE, CHILDREN, OR SIBLINGS OF EMPLOYEES ARE NOT ELIGIBLE FOR MEMBERSHIP.

D. THE NOMINATING COMMITTEE SHALL RECEIVE FROM EACH NOMINEE, CONSENT TO HAVE ONE'S NAME ON THE LIST THAT WILL PRESENTED TO THE PASTOR.

E. THE COMPLETE LIST OF NOMINEES SHALL BE PRESENTED TO THE SCHOOL BOARD AT THE APRIL MEETING BY THE PASTOR.

F. THE DISCERNMENT OF NEW MEMBERS SHALL BE CONDUCTED BY SCHOOL BOARD MEMBERS AT THE APRIL SCHOOL BOARD REGULAR MEETING. THE ELECTION SHALL BE BY SECRET BALLOT AMONG THE SCHOOL BOARD MEMBERS.

G. THE SCHOOL BOARD CHAIRPERSON SHALL NOTIFY THE NEW SCHOOL BOARD MEMBERS OF THE RESULTS.

H. THE NEWLY DISCERNED MEMBERS SHOULD BE INVITED TO ATTEND THE MAY BOARD MEETING BEFORE THEY ASSUME OFFICE ON JUNE 1.

7. ORIENTATION FOR NEW SCHOOL BOARD MEMBERS

ORIENTATION SHALL INCLUDE:

A. A RETREAT TO INCLUDE EXISTING SCHOOL BOARD MEMBERS.

B. DOCUMENTS FROM PAST SCHOOL BOARD MEETINGS.

C. HANDBOOKS;

ST. DOMINIC'S SCHOOL DIRECTIVES, RULES AND REGULATIONS

D. COPIES OF THE CONSTITUTION AND BY-LAWS OF:

1. ST. DOMINIC SCHOOL BOARD

8. SCHOOL BOARD STANDING COMMITTEES

THE COMMITTEE TYPE OF ORGANIZATIONAL STRUCTURE OFFERS A CONVENIENT WAY TO DISTRIBUTE THE WORK LOAD OF THE ENTIRE SCHOOL BOARD. THE COMMITTEES SHOULD HAVE A CLEAR MANDATES AS TO WHAT THEY SHOULD ACCOMPLISH. THEY SHOULD PREPARE WRITTEN REPORTS TO KEEP THE ENTIRE SCHOOL BOARD INFORMED OF THEIR WORK. NO COMMITTEE IS INDEPENDENT OF THE ENTIRE SCHOOL BOARD AND FINAL DECISIONS SHOULD BE MADE BY THE FULL BOARD.

A. BUILDING AND GROUNDS

WORKS WITH THE PRINCIPAL AND/OR PARISH COUNCIL COMMITTEE TOWARDS RECOMMENDATIONS FOR POLICY, UPKEEP, AND REPAIRS OF SCHOOL BUILDINGS AND GROUNDS.

B. PUBLIC RELATIONS

WORKS WITH PRINCIPAL AND PARENT-TEACHER-PARISH GROUPS TO MAINTAIN CONTINUOUS OPEN COMMUNICATION BETWEEN THE SCHOOL BOARD AND THE SCHOOL AND PARISH COMMUNITIES. WORKS ALSO WITH THE LOCAL MEDIA TO TRY AND KEEP THE GENERAL PUBLIC INFORMED ABOUT ST. DOMINIC'S SCHOOL.

C. ANNUAL FUND

WORKS WITH THE PRINCIPAL, PASTOR, AND PARENT-TEACHER-PARISH GROUPS TO OBTAIN FUNDS FOR THE ANNUAL FUND DRIVE.

D. OUTREACH

WORKS WITH THE PRINCIPAL AND PASTOR TO MEET NEW MEMBERS OF THE PARISH AND TO DISCUSS ANY QUESTIONS THAT THESE NEW MEMBERS MIGHT HAVE ABOUT ST. DOMINIC'S SCHOOL. THIS COMMITTEE WILL ALSO PROMOTE ST. DOMONIC'S SCHOOL TO HELP ENCOURAGE ENROLLMENT.

E. HSA

WORKS WITH THE PRINCIPAL AND TEACHERS TO SEE THAT A WORKING RELATIONSHIP IS MAINTAINED BETWEEN HSA AND THE SCHOOL BOARD. To SEE IF THERE IS ANYTHING THAT THE SCHOOL BOARD CAN DO TO ASSIST HSA IN ITS FUNCTION AT ST. DOMINICS SCHOOL.

F. PARISH RELATIONS

THE PASTOR WILL WORK WITH THE SCHOOL BOARD TO MAINTAIN WORKING RELATIONS WITH THE PARISH COMMUNITY.

9. AD-HOC COMMITTEES

AD HOC COMMITTEES WILL BE ESTABLISHED AS NEEDED, WITH AT LEAST ONE SCHOOL BOARD MEMBER SERVING AS A MEMBER OF AN AD HOC COMMITTEE SERVING AS THE CHAIR OF THAT COMMITTEE WHERE POSSIBLE.

THE CHAIRPERSON OF THE SCHOOL BOARD IS AN EX OFFICIO MEMBER OF ALL COMMITTEES.

CHAIRPERSON OF STANDING COMMITTEES SHALL COORDINATE WITH APPROPRIATE PARISH COUNCIL COMMITTEES...

PASTORAL DIRECTIVES # 912 AND # 913 ON PASTOR'S VETO

912

WHILE IT IS ESSENTIAL THAT PASTORS MEET REGULARITY WITH PARISH COUNCIL. PASTORS OBVIOUSLY HAVE MORE AUTHORITY THAN "JUST ANOTHER VOTING MEMBER OF: THE COUNCIL". OFTEN, PASTORS MUST EDUCATE THE MEMBERS OF THE COUNCIL TO THE DEMANDS OF MORAL LAW OR SCHOOL JUSTICE. SOMETIMES, THE COUNCIL MUST EDUCATE PASTORS TO THE NEEDS OF THE PEOPLE. WHAT IS IMPORTANT IS THAT THEY SHARE RESPONSIBILITY IN THE TRUTH AND SPIRIT OF THE GOSPEL IN UNITY WITH CHURCH DISCIPLINE SEEKING ALWAYS TO REACH A CONSENSUS IN THE MIND OF CHRIST. MEMBERS OF THE PARISH COUNCIL MUST RECOGNIZE THE DISTINCTIVE ROLE OF THE PASTOR BY UNDERSTANDING HIS RIGHT OF VETO.

913

CONFLICTS BETWEEN THE PASTOR AND PARISH COUNCIL WILL ARISE RARELY IF THE PROCESS OFF MAKING DECISIONS AND FORMING POLICY IS UNDERSTOOD AND TAKEN SERIOUSLY. THE PASTOR, ON HIS PART, SHOULD ACTIVELY PARTICIPATE IN THE DISCUSSIONS SO THAT HIS VIEWS AND REASONS ARE KNOWN. PARISH COUNCIL MEMBERS, ON THEIR PART, SHOULD NOT PLACE UNDUE EMPHASIS ON THE RIGHT OF THE PASTOR TO FAIL TO RATIFY A DECISION BY EXERCISING HIS VETO. MORE OFTEN THAT NOT, THE DECISION BECOMES APPARENT DURING THE PROCESS OF FREE DISCUSSION BY ALL CONCERNED. THEREFORE, THE IMPORTANCE OF THE PROCESS IS. NOT LESSENERD BY A PASTOR'S RIGHT TO VETO. LIKEWISE, THE RIGHT TO VETO IS EXE_CISED IMPRUDENTLY UNLESS THE PASTOR HAS TAKEN AN ACTIVE PART IN THE DISCUSSION.

* PASTORAL DISCRETION