Roman Catholic Diocese of Boise, Idaho
Saint John Paul II Parish, Idaho Falls
Holy Rosary Catholic School

Bylaws for the Consultative School Board

PREAMBLE

Holy Rosary Catholic School is owned and operated by Idaho Falls Saint John Paul II Parish of the Roman Catholic Diocese of Boise. The school is established to carry out the teaching ministry of the Catholic Church. As such, the religious and educational work shall at all times continue to be in accordance with the teachings and laws of the Roman Catholic Church and the Diocese of Boise. At this time, it is the intention of the pastor(s) of the Saint John Paul II Parish to establish a school board, as a "consultative board" as defined in *A Primer on Educational Governance in the Catholic Church*[1], to assist them and their appointed principal in the governance of Holy Rosary Catholic School.

INTRODUCTION AND RATIONALE

The Holy Rosary Catholic School Board has a primary purpose of "guiding the school into the future and ensuring the fidelity of its mission."[2] The School Board, operating under the guidance of the Department of Catholic Schools and Superintendent of Schools, and in conformity with the policies of the Diocese of Boise and consistent with the policies and plans of the Diocesan School Board, shall concern itself with policy matters pertaining to the general excellence of Catholic education at Holy Rosary School. Working in close collaboration with its administrative officer, the principal, this School Board shall provide advice and counsel to the pastor(s) of the Saint John Paul II Parish with regard to the formation of policies that will enable the school to reach its agreed upon goals. These goals will be related to, but not limited to, the overall goals established by the Saint John Paul II Parish Council, pastor(s), and principal.

ARTICLE I—DEFINITIONS

School: Holy Rosary Catholic School in Idaho Falls, Idaho
Board: The Holy Rosary Catholic School Board
Parish: Saint John Paul II Parish in Idaho Falls, Idaho
PTO: The Parent Teacher Organization of Holy Rosary Catholic School
Principal: The principal of the Holy Rosary Catholic School
Pastor(s): The pastor(s) of Saint John Paul II Parish
Parent: A parent or legal guardian of a student of Holy Rosary Catholic School

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[1] O'Brien, J. S. (1987). A Primer on Educational Governance in the Catholic Church.
[2] The Effective Catholic School Board: A Guide for the Parish Elementary School.

ARTICLE II—PURPOSE AND FUNCTION

The board is established to assist the principal and the pastor(s) by providing counsel particularly in the following areas:

- **Strategic Planning**: to assist in formulating strategic goals for the long-term direction of the school and to assist in formulating the school mission statement.
- **Policy Evaluation and Formulation**: to provide counsel with regard to policies in areas determined by the pastor(s) and principal.
- **Institutional Advancement**: to provide counsel with regard to the establishment and maintenance of comprehensive programs of institutional advancement and to enhance the image, enrollment, and financial viability of the school.
- **Communications**: to provide counsel with regard to communicating school policies and activities to the various school constituencies.
- **Marketing**: to lead marketing initiatives for the school in coordination with the PTO; aid in public relations for the school; and promote the positive image of it to the parents, parish, and the community at large.

The board has no authority for formulating policies separate from the pastor(s) and principal, does not have responsibility for determining the amount of parish funds used in support of the school, and has no responsibility with regard to school personnel or students.

ARTICLE III—RELATIONSHIP WITH OTHER GROUPS

Section 1: Diocese of Boise

Regular information from the Diocese of Boise concerning diocesan policies impacting Catholic elementary education shall be provided by the principal to the board. The principal shall implement diocesan policies formulated by the Diocesan School Board, approved by the bishop and promulgated by the Diocesan Superintendent of Schools.

Section 2: Parish/Pastoral and Finance Councils

The board shall work in a cooperative and collaborative manner with the Parish/Pastoral and Finance Councils of the Idaho Falls Catholic Community. Regular communications, including minutes of the board, shall be made available upon request to the chairpersons of the Parish and Finance Councils as well as to the pastor(s).

Section 3: Parent Teacher Organization

An officer of the PTO, or a designated representative, shall serve as a voting member of the board. The relationship between the board and the PTO shall be characterized by a common vision, clarity of responsibilities, strong communication, and collaboration.

Section 4: Faculty

The relationship between the board and the faculty shall be characterized by mutual support, strong communication, and cooperation. The principal or a teacher chosen by the teachers of

the school shall represent the faculty to the board, at the discretion of the board. The board shall have no input in hiring, evaluating, terminating or renewing teachers.

ARTICLE IV—MEMBER

Section 1: Membership

The membership of the board shall consist of non-voting members, namely, the pastor(s) and principal, as well as seven or more voting members: at least six members selected by parents, appointed by the board, or appointed from the parish by the pastor(s), and one PTO representative.

Section 2: Eligibility

Eligibility criteria for the board are:

a. Must attend the parish and/or be a parent;
b. Have an interest and a commitment to Catholic education and the school's philosophy and mission;
c. Be a credible witness of the Catholic faith and/or Christian values;
d. Maintain high levels of integrity and confidentiality;
e. Deal with situations as they relate to the good of the entire school community; and
f. Available to attend meetings, periodic in-service programs, and to participate in committee work.

Salaried employees of the parish, including teachers at Holy Rosary Catholic School, are not eligible to be elected as voting members of the board.

It is expected that board members who are parents of school-aged children have their children attend Holy Rosary School, unless extenuating circumstances exists (this will be approved on a case-by-case by basis by the principal and/or pastor(s)).

Section 3: Nominations and Elections

Nominations and/or elections will occuring during March. Voting by the board and/or parents will take place in April.

When parent voting is deemed necessary by the board, nominations for eligible persons will be disseminated through the school weekly newsletters and/or parish bulletin. Ballots will be prepared with names of nominees listed in alphabetical order and supplied to parents in April.

Section 4: Appointments

The principal and the board chairperson shall prepare a list of eligible appointees according to to the pastor(s). Appointments to the board shall be completed one week prior to the May board meeting.

Section 5: Term of Office
Board members shall be elected for a three-year term and may not serve for more than three consecutive terms. Other conditions include:

- Serving to fill a vacancy does not count as a term,
- Terms begin on August 1st, and
- No-voting board members shall serve during the time he or she serves in the designated position for which they were appointed.

Section 6: Resignation and Removal of Board Members
A board member may resign at any time by giving notice to the board chairperson. Such resignation shall take effect at the time specified therein. A board member may be removed by the pastor(s) if it is deemed that removal is in the best interest of the parish and/or school.

Section 7: Vacant Positions
The pastors shall appoint a replacement for an appointed or elected board member unable to fulfill their term until the next scheduled election or appointment date. The election or appointment made to fill a vacant position will serve for the remainder of the original term.

Section 8: Absences
Board members with three unexcused absences from board meetings in a 12-month period may lose membership by action of the board. If circumstances arise the pastor(s) or board chairperson will notify the member, the member shall be giving opportunity to respond; the board may or may not act as the case may indicate.

Section 9: Conduct
Board members shall also stay up-to-date with the current activities of the school and parish by reading the school and parish newsletters.

Board members shall maintain a high-level of integrity in keeping with the ideals discussed in *The Effective Catholic School Board,*[3] in particular considering:

- "The relationship among board members is readily observed by the community and can impact the tone for human relationships throughout the school community";
- "Each board member agrees to listen to the opposing view and possibly amend their own view in order to form the most effective policies to benefit the school";
- "Individual members of the board should never 'bypass' the chairperson or principal, in speaking for the board or school unless authorized to do so by official board action"; and
- "Each member feels responsible for productive meetings by coming prepared, abiding by the board's procedures, respecting all other members and working collaboratively toward the board's goals."

[3] The Effective Catholic School Board: A Guide for the Parish Elementary School.

- Board members should be vigilant outside of the board room to "exercise discretion...in casual conversation with friends" since a "member's word can have considerable impact on public opinion—even legal implications."
- Do "not dignify gossip with a statement...suggest that it be put in writing and sent to the board office."
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Section 10: Emeritus Members
All former members of the board will be considered as a board member emeritus. They are encouraged to continue to be active with board activities, including attending meetings, but will not retain voting rights.

ARTICLE V—OFFICERS

Section 1: Officers
The officers of the board shall be a chairperson, a vice-chairperson, a secretary and an Ambassador chairperson. The officers shall perform the duties prescribed by these bylaws and by the parliamentary procedure adopted by the board.

Section 2: Election
Officers shall be elected annually, at the regular May meeting, by the board membership, subject to ratification by the pastor(s). They shall serve one-year terms beginning on August 1st.

Section 3: Responsibilities of the Chairperson
The chairperson of the board is required to be a practicing Catholic and shall:
- Preside at all regular and special meetings of the board;
- Serve as member of the Executive Committee;
- Serve as a member of the School Endowment Foundation Inc.;
- Direct the functions and objectives of the board; and
- Enforce the by-laws and perform duties incident to the office of chairperson.

Section 4: Responsibilities of the Vice-Chairperson
The vice-chairperson of the board is required to be a practicing Catholic and shall:
- Perform all duties of the chairperson in his/her absence.

Section 5: Responsibilities of the Secretary
The secretary of the board shall:
- Record and maintain minutes of regular and special meetings of the board;
- Present the minutes and other materials as required at meetings;
- Provide a copy of the minutes to the board, and upon request to the parish, school or parents;
- Keep a record of the appointment of all committees of the board; and

- Keep a permanent record of terms, attendance and committee assignments, and all reports and documents related to board activities.

Section 6: Responsibilities of the Ambassador Chairperson
The Ambassador Chairperson of the board shall:

- Present the Ambassador Program to the Board and Ambassadors and share its goals and objectives;
- Assist in selection of Ambassadors;
- Guide Ambassadors and provide them with the resources and training in order to be an effective Ambassador;
- Provide template communications, at least quarterly, to Ambassadors to share with the parents of their grades;
- Communicate with Principal in order to target communications to current or crucial affairs; and
- Follow up with Ambassadors in order to create accountability and ensure the program objectives are being met.

Section 7: Requirements for Meeting Minutes
The meeting minutes shall include:

- The date, time, and location of the meeting;
- A list of all board members present at the meeting;
- Provide a brief summary of discussions; and
- Record the final result of all motions and votes taken up by the board.

ARTICLE VI—MEETINGS

Section 1: Regular Meetings

- Regular meetings of the board shall be held on the once a month, at least nine (9) times per year.
- All regular meetings of the board shall be open to all interested parties.
- Non-board members may address the board during public comment or when addressed by the board chairperson.

Section 2: Special Meetings
Special meetings may be called by the pastor(s), the board chairperson, the principal, or by request of one third (1/3) of board members. Notice must be provided at least five (5) days prior to special meetings, closed meetings or executive sessions.

Section 3: Closed or Executive Meetings

- If non-members attend the board meetings, the board may convene a closed session if the issues involve personnel or other confidential matters.
- The board shall establish an internal board policy dealing with "closed meetings" or "executive sessions."

Section 4: Quorum and Voting
Attendance of the majority of the voting membership of the board shall constitute a quorum for transaction of business in any regular or special meeting. Voting shall be conducted at meetings consisting of a quorum; however, voting via email shall be allowed with approval of the chairperson. The results for all votes shall be recorded in the meeting minutes.

ARTICLE VII—RULES OF ORDER

Section 1: Consensus
As much as possible, the board shall reach consensus on all actions.

Section 2: Parliamentary Rules
Where necessary, parliamentary rules may be employed using Robert's Rules of Order (latest copyright) as a guide. The board chairperson shall appoint a parliamentarian when appropriate.

ARTICLE VIII—COMMITTEES

Section 1: Executive Committee
The Executive Committee shall be composed of the pastor(s), principal, and board chairperson; they will meet regularly to plan the agenda for the regular board meetings.

Section 2: Ad Hoc Committees
Special or ad hoc committees are appointed to carry out specific tasks, at the completion of which the committee automatically ceases to exist. Members of the committees shall be appointed by the board chairperson and as much as possible. A board member should be part of each committee.

ARTICLE IX—CONFLICT/DUALITY OF INTEREST

Any board member having an interest in a contract or other transaction coming before the board or a committee of the board shall give prompt, full disclosure of said interest to the board chairperson prior to the board acting on such contract or transaction. Upon such disclosure, the board member's interest shall be presented to the board. The board shall determine, without participation by the interested member, at such time as disclosure is made to that body, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If the board determines that such a conflict is deemed to exist, such member shall not vote on, nor use personal influences on, nor participate in the discussions or deliberations with respect to such contract or transactions.

For purposes of this section, a person shall be deemed to have an interest in a contract or other transaction if he or she is a party (or one of the parties) contracting or dealing with the parish, or is a director, partner, officer, or spouse of a director, partner, officer, or has a significant financial or influential interest in, the entity contracting or dealing with the school or parish.

ARTICLE X—AMENDMENTS

These bylaws may be amended only following a two-thirds (2/3) majority vote of the board and approval by the pastor(s). Board members must receive notice about amendments one month before the vote to amend.

ARTICLE XI—DATE OF EFFECT

These bylaws were approved by a majority of the Board and take effect on October 14, 2019.

Pastor(s):

Signature	Printed Name	Date
Fr. Ronald Wekerle	Ronald Wekerle	10-14-19.

Board Members:

Signature	Printed Name	Date
[signature]	Jacob Murray	10/14/19
[signature]	Michael Fansworth	10-14-19
[signature]	Aishie Lindula	10·14·2019
[signature]	Alexa Stanger	10·14·19
[signature]	[signature]	10-14-19
Chicquita Crane	Chicquita Crane	10-14-19
[signature]	Margarita Chavez	10/14/19
[signature]	Duane A. Nelson	10/14/19

Chairperson Signature / Vice-chairperson Signature / Secretary / Ambassador Chairperson / PTO Representative Signature / Signature / Signature / Signature / Signature / Printed Name / Date