

**BYLAWS OF THE QUEEN OF PEACE SCHOOL BOARD
QUEEN OF PEACE PARISH AND SCHOOL
MISHAWAKA, INDIANA**

REVISED MAY 2013

DOCUMENT REVISION HISTORY

May 2013:

Summary of changes to the Bylaws (Revision 1) include:

- 1.) Updated the general format of the document to correspond with the template developed by Regina Haney, Ed.D from the National Catholic Education Association's Department of Boards and Councils.
- 2.) Documented a more specific School Board Mission and Purpose statement.
- 3.) Revised the Membership Criteria of Board members, the Board member appointment process, and added Conflict of Interest provisions for Board members.
- 4.) Defined specific Board officer roles, responsibilities, and terms.
- 5.) Updated language regarding Board meeting formats and publication of meeting minutes.
- 6.) Defined the Board's standing committees.
- 7.) Added attachments to assist Board officers with annual milestones and to improve continuity of Board records.

By-Laws of the Queen of Peace School Board

Article I: Name and Address of the Organization

The name of this body shall be the Queen of Peace School Board. The organization may be referred to as “the Board” throughout this document. The Board shall generally conduct its business on the parish property at 4508 Vistula Road, Mishawaka, Indiana.

Article II: Mission and Purpose

Section 1. Mission and Purpose

The Board is a parish ministry that advises, counsels, and supports the pastor and the principal on the governance of Queen of Peace School. The mission of the Board is to provide thorough input to the school administration in order to create a school environment that meets the spiritual, academic, emotional, physical, and social needs of the students. In all things, the School Board recognizes Queen of Peace School as an extension of the broader educational mission of the Parish.

The Board’s purpose is to:

- Witness to the Catholic educational mission of the school.
- Serve as a catalyst to build and sustain a culture of excellence within the school.
- Assist the principal with the development of policies for the school in conformity with Church teaching, Diocesan policy and Indiana state law.
- Actively participate in the development of long-range strategic plans for the school.
- Evaluate the effectiveness of the operation of the school and provide input to optimize its operation.
- Participate in the selection and evaluation of the Principal.
- Partner with appropriate members of the parish staff to evaluate finances and development programs that may be beneficial for the short and long-term health of the school.
- Serve as the body accountable for school-affiliated organizations; specifically the Home and School Association (HASA) and the Athletic Council.

Section 2. Authority

The Board is established by the pastor, in accordance with diocesan policy, as an advisory body to the pastor and principal. The Board is consultative in the following sense: the members cannot act apart from the pastor and principal, and cannot make decisions binding on the parish school without the approval of the pastor.

The Board participates in the policy-making process. Once the Board reaches consensus on a matter of policy, the decision is effective and binding when and if the pastor approves it. Board policy and decisions shall be binding throughout the parish when they are accepted, approved and promulgated by the pastor.

The Board does not participate in the day-to-day administration of the school; for example, it does not consider individual personnel or student issues. At the discretion of the pastor or principal, Board members may be asked for advice and counsel on topics related to the administration of the school.

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Additionally, School Board members are encouraged to proactively engage the principal on topics that may be beneficial for the successful administration of the school.

Article III: Membership

Section 1. Voting Members

There shall be at least seven (7) and a maximum of nine (9) voting members of the School Board. Board members shall consist of parents or guardians of currently enrolled school children and parishioners from the general membership of Queen of Peace Parish (i.e., without children currently enrolled). The majority of the Board's members shall be parents or guardians of current school children.

Section 2. Ex-Officio Members

There shall be four (4) ex-officio, non-voting members of the Board: the pastor or associate pastor of the parish, the principal of the school, the president of the Home and School Association (HASA), and the athletic director. The principal may designate a member of the parish or school administrative staff to serve in his/her absence (i.e., if unable to attend a monthly meeting), but may not delegate his/her seat.

Section 3. Method of Appointment

The Board shall utilize the following procedure to appoint voting members of the School Board:

1. The School Board nomination window will begin with the Parish Ministry Fair in the fall of each year and conclude with a deadline established by the principal prior to the formation of the School Board Selection Committee. The School Board shall have a presence at the Ministry Fair to answer questions and educate parishioners on the role of the Board.
2. The principal of the school shall appoint a Selection Committee no later than February 15 of each school year. The committee shall consist of the pastor, principal, a past Board member, an involved parent, and a staff member.
3. The committee shall determine the prerequisite skills and talents needed to fill a particular seat. Based upon these requirements, the principal will create a cover letter and nomination form to distribute via parish and school communication channels.
4. The committee shall review all nominations and submit the nominees' names in writing to the School Board at the regularly scheduled March meeting. Board members should offer counsel and advice to the principal and pastor at this meeting.
5. The committee shall meet between the March and April Board meetings to finalize recommendations and submit those names for the April School Board meeting. Upon the acceptance of recommendations for Board membership, the full Board shall ratify the recommendations.

Exceptional Circumstances

There are occasions when the Method of Appointment outlined above may not be feasible. In such circumstances, the pastor has the authority to appoint Board members in order to fill vacant seats and to ensure continuity of the Board. The pastor may consult with the Executive Committee prior to making any appointments under this clause, but is not required to do so.

Section 4. Conflict of Interest Considerations

The following people shall be considered ineligible for Board membership:

- Employees of the parish and school, whether teaching or non-teaching personnel
- Spouses, children or siblings of employees of the parish/school
- More than one member of an immediate family at a time

Should a Board member that would normally serve due to his/her status as the vice president of HASA or as the athletic director also meet any of the ineligibility criteria listed above, the principal shall designate an alternate ex-officio member to represent the organization.

In situations when a potential Board member is serving as a professional educator or employee of another school (Kindergarten through Grade 12, public or private), or serves as an elected or appointed member of another school board (Kindergarten through Grade 12, public or private), the person shall disclose that affiliation during the nomination process (or in the event they become affiliated with any other school system during an active term on the Board). While these affiliations may not be disqualifications to serve on the Queen of Peace School Board, the potential member should consult his/her employment contract or organizational bylaws to ensure that service on the Queen of Peace School Board does not violate any terms.

Heads of firms doing business with the school or parish will be required to disclose the nature of the relationship in writing during the nomination process. The Selection Committee will determine if the nature of the business relationship would serve as a disqualification for Board membership.

The Pastor shall exercise his discretion should highly qualified potential Board members be considered ineligible, per this section of the bylaws.

Section 5. Board Member Term

Appointed voting School Board memberships shall be for a term of three (3) years of which members may serve a maximum of two (2) terms. Such terms would begin with the first day of school in the year of appointment and continue on until the day prior to the first day of school of year three (3) of the term.

To ensure continuity of actions by the Board, the Pastor may change the tenure date of a School Board member to facilitate orderly organization. However, under no circumstances may the individual serve in excess of four (4) years in a single term nor may the individual serve more than two terms with an augmented (fourth) year.

Section 6. Vacancy

If any vacancy occurs prior to the expiration of term, the pastor shall make an appointment to fill said vacancy. The newly appointed Board member will serve the remaining term of the original member. The Board may make recommendations for the nominees to fill the voting members' seats.

Section 7. Meeting Attendance

If a member shall be absent for three (3) meetings of the School Board during any one (1) year period, including regularly scheduled meetings and special meetings duly called and noticed, the remaining voting members of the School Board may declare that a vacancy has occurred by reason of neglect and, if so, a successor shall be appointed provided in Section 6.

Article IV: Officers

Each year the pastor shall appoint the officers of the Board. The terms of each office are one-year, with appointments announced at the end of the academic year or at the regularly scheduled May Board meeting. Officers must meet the qualifications of a voting member. At the pastor's sole discretion, officers may serve an additional year in a respective position, but never more than two consecutive years in a single office.

The specific officers of the Board and their duties and responsibilities are outlined below.

President – The president of the Board shall serve as the presiding officer of all regularly scheduled meetings. The president is responsible for providing direction for the Board's activities, determining the meeting agendas, and generally ensuring the Board is meeting its obligations as outlined in the bylaws. The president is the primary liaison between the Queen of Peace School Board and the Diocesan School Board. The president should communicate regularly with the pastor and principal. He/she will also serve on committees as outlined in Article VI.

Vice President – The vice president of the Board shall serve as the presiding officer in the absence of the president and serves on committees as outlined in Article VI. Should the office of president become vacant prior to the completion of the one-year term, the vice president shall be elevated to president of the Board and serve the remainder of the term.

Secretary – The secretary of the Board shall take specific and accurate minutes of each meeting of the School Board, and shall dispense them to all members of the Board within fourteen (14) days after the meeting. The secretary shall also provide a copy of the approved minutes of each monthly meeting to be posted on the school website's "Parent Communication" section within one (1) week of the minutes being approved. The secretary shall keep a record of the Board members' attendance and maintain an accurate roster of members and their respective terms. He/she will also serve on committees as outlined in Article VI.

Article V: Meetings

Section 1. Meetings

School Board meetings shall be held every month while school in session, generally August through May. The meeting dates shall be established during the annual calendar planning process conducted by the parish staff. Meetings shall be held in a private setting and are generally not open to non-Board members. The Board may wish to host meetings throughout the school year that are open to any adult parishioner or parent/guardian of an enrolled student. The format, content, setting, and dates for those meetings will be established as regular business of the Board. At least one (1) meeting during the school year shall be of an open format. The meeting minutes are to serve as a

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summary of the Board's activities in order to provide transparency to the parish and school community. All approved meeting minutes to be posted on the school's website will also include a copy of the respective agenda for that month's meeting.

Section 2. Quorum

A majority of the voting members of the Board, when present at any meeting, shall constitute a quorum, and in the case that there is less than a quorum, the presiding officer will adjourn the meeting. The President may give notice to Board members of an alternate meeting date and time should a quorum not be present for that month.

Section 3. Special Meetings

Special meetings of the School Board may be called at any time by the pastor, principal, or president of the Board.

Article VI: Committees

Section 1. Nature of Committees

The School Board shall be empowered to create such committees as is necessary from time to time to accomplish its mission and purpose. The Board shall establish the following standing committees.

1. Executive Committee

The members of the Executive Committee are the appointed officers, the pastor, and school principal. It shall meet as needed and as mutually agreed by the Pastor, the school principal, and the president.

The Executive committee may discuss the business of the Board, research/investigate issues placed before the Board, and provide assistance in addressing issues as requested by the school principal or pastor. The Executive Committee shall not have decision making authority. Recommendations of the Executive Committee shall be placed on the Meeting Agenda for approval by the Board as a whole.

2. Policy Committee

The major direction-setting responsibility of the Board is developing policies that will enable the school to reach its goals. The Policy Committee drafts recommended policies, requests approval from the Board, and submits them as recommendations to the pastor. The committee codifies and monitors the implementation of ratified policies. The committee reviews Diocesan Policies to ensure that local policies do not conflict with diocesan policies or state/federal law. The secretary of the Board shall serve as the chair of the Policy Committee with a minimum of two (2) additional voting members. Parental involvement on the committee is highly encouraged.

3. Strategic Planning Committee

The Strategic Planning Committee is responsible for developing, implementing, and monitoring the Strategic Plan for the school. The committee reviews and updates the Strategic Plan on an annual basis. The president of the Board shall serve as the chair of the

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Strategic Planning Committee with a minimum of two (2) additional voting members and the principal of the school. Parental involvement on the committee is highly encouraged.

4. Marketing Committee

The Marketing Committee is responsible for the communication and public relations efforts for the school, and for developing plans and providing input to the Board regarding student retention strategies. The committee prepares a marketing plan as directed by the school's Strategic Plan, or as circumstances may dictate. It is the responsibility of the Marketing Committee to facilitate an annual critique of the school, using the "SWOT" analysis format: Identify Strengths, Weaknesses, Opportunities, and Threats. The vice president of HASA shall serve as the chair of the Marketing Committee with a minimum of two (2) additional voting members. Parental involvement on the committee is highly encouraged.

5. Principal Evaluation Committee

The Principal Evaluation Committee implements the diocesan principal evaluation process annually and creates and maintains an appropriate rubric for the evaluation. During the summative (third) year, the committee recommends contract renewal/non-renewal in an advisory capacity to the pastor no later than March 1. The vice president of the Board shall serve as the chair of the Principal Evaluation Committee with a minimum of two (2) additional voting members.

Section 2. Committee Administration

The chair of each standing committee shall identify a secretary to keep the necessary notes and minutes of the meeting for the purpose of reporting back to the School Board. Committees shall meet as needed to conduct its necessary business.

Section 3. Non-standing Committees

1. Development Committee

The Development Committee addresses the development plan for financial resources based upon the school's Strategic Plan. As required by the Strategic Plan document, the development committee prepares a plan that includes the solicitation of major gifts, the development of school endowments to attract planned and deferred gifts, and other events to generate funds to enhance the school. The Development Committee members will be appointed by the pastor and may be open to non-Board members, appropriate parish staff, and members of the parish finance council. There shall be a minimum of three (3) School Board members on the Development Committee.

Article VII: Amendments

Section 1. Altering or Amending the Bylaws

The School Board shall, from time to time, make, alter or amend its bylaws. Such amendments shall be passed upon an affirmative vote of two-thirds (2/3) of the entire School Board voting membership, not simply two-thirds of those present at the meeting where such changes are considered.

Example:

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7 Voting Members on the Board would require 5 affirmative votes for an amendment to pass.

Should a quorum exist at a meeting in which 5 of the 7 voting members are present, and amendments are being voted upon, then the measure would require affirmative votes from all 5 members in attendance to obtain the two-thirds requirement.

Section 2. Notice of Proposed Amendments

Bylaws and/or amendments to the bylaws must be presented at least one meeting prior to voting on such. Any Board member may submit a proposal.

Section 3. Archiving Board Records

The School Board Bylaws and other documents shall be maintained on file in the Parish Office. Electronic copies shall be stored in accordance with applicable Parish policies and procedures. The Secretary of the Board will serve as the officer responsible for supplying the parish staff with updated copies of School Board documents.

Attachments:

- A – Ratification Page
- B – Record of School Board Member Terms
- C – Agenda Planning Document

Attachment A

RATIFICATION OF BYLAWS

Roll Call Vote: May 21, 2013

Name	Yes	No	Abstain	Not Present
Chad Gibson				
Judy Hums				
Bob Kania				
Judi LaViolette				
Beth Lertola				
Cassie Letcher				
Steve Murphy				
April Weisser				

These bylaws are effective upon the Pastor's approval as noted below:

Father Daniel Scheidt
Pastor

Date:

Attachment B

Record of School Board Member Terms:

Name	Current Term Ends	Term Number	Augmented Term?	Notes
Chad Gibson	2014	1	No	See Note 1 below
Judy Hums	2014	2	No	
Bob Kania	2013	1	No	
Judi LaViolette	2013	1	No	See Note 2 below
Beth Lertola	2013	1	No	See Note 2 below
Cassie Letcher	2014	1	No	
Steve Murphy	2014	2	No	
April Weisser	2014	2	No	See Note 2 below

Note 1: Resignation effective on June 5, 2013. Board member to be appointed to serve remainder of term.

Note 2: Ineligible for Board membership per Article III, Section 4. Any remaining years on current term to be served by new appointee.

Record of School Board Officer Terms:

2012-13: Chad Gibson (President), Steve Murphy (Vice President), Cassie Letcher (Secretary)

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Attachment C

Agenda Planning Document

Summer Months: Board President consults with principal to determine School Board role at new parent orientation/back-to-school night.

August: Discussion of Open Meeting(s) with dates and formats established. Board member biographical info provided to School Office for communication envelope. Committee Assignments established.

September: Parish Ministry Fair Planning; Board member bio info sent home in Parent Communication envelope.

October: Strategic discussion facilitated by Board President to develop Strategic Planning Committee charter.

November: Principal Evaluation Committee submits teacher surveys to appropriate school staff.

December: Catholic Schools Week School Open House requirements discussed and resourced (Marketing Committee serves as the School Board lead).

January: Ensure the principal is aware of the February deadline for convening the Board Member Selection Committee.

February: Parish Administrator / Finance Council presents budget to the Board; Principal Evaluation Committee convenes; Board Member Selection Committee convenes.

March: Board member nominees submitted and discussed at March Meeting; Principal Evaluation Committee recommends renewal/non-renewal to Pastor by March 1 in accordance with Article VI, Section 1, paragraph 5.

April: Board members ratify nominees recommended by the Board Member Selection Committee;

May: Establish dates for future meetings and coordinate with Parish Staff; new School Board members announced to parish community.