

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 201

BOARD OF EDUCATION MEMBERSHIP

It shall be the policy of the Diocesan Board of Education that parish, parish grouping or regional areas having a school shall have a board of education.

A copy of board meeting minutes needs to be on file in the School office and archived for future reference.

Eligibility

- Eighteen years of age or older
- Genuine interest in Catholic school education
- A credible witness of the Catholic Faith: a member of a parish: or if non-Catholic, not opposed to the tenets of the Catholic faith.
- Ability to work with others to achieve consensus
- Ability to make time commitment for meetings, committee work or board formation/in-service
- Willing to maintain confidentiality and a high level of integrity
- Willing to support school philosophy and mission
- Have a personal or professional life that is reflective of the teachings of the Catholic Church

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 201.2

BOARD OF EDUCATION REMOVAL FROM OFFICE

The call to “universal holiness” is echoed in every group of volunteers who so generously give of their time, talent and treasure to work as local board of education members. In community, members have a unique opportunity to protect and advance the teaching mission of the Church.

The Code of Ethics ([Policy 211](#)) and local “Board of Education Member Handbook” delineate the expectations inherent in the purpose of the board. Members are reminded that they are working toward one common goal: to promote the mission and purpose of total Catholic education. It is the Diocesan expectation that members will:

- Avoid conflicts of interest
- Observe confidentiality
- Remain objective
- Ensure justice and fairness in proceedings and actions
- Promote the maintenance of unity.

Removal from board membership:

Failure to ascribe to the above expectations can lead to removal from the board.

Who may remove an individual board?

1. The Parish Priest affiliated with the school or, if a number of priests are affiliated with the school, the priest chosen by his fellow priests to be priest moderator for school matters.
2. The Bishop of the Diocese of Davenport, who also has authority under the Code of Canon Law to remove a board in its entirety.

Reasons for removal:

1. Failure to maintain the practices of the faith
2. Immoral behavior resulting in scandal
3. Open support of inappropriate liturgical practices
4. For the good of the community

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 202

DIOCESAN BOARD OF EDUCATION

The Diocesan Board of Education is an advisory body to the Bishop and is responsible for advice and counsel to schools through policy development and consultation with the Bishop. Its policies and procedures must be followed by all local parish and regional boards once approved at the Diocesan level.

Implementation of these policies will be monitored by the Diocesan Superintendent of Schools. The Diocesan Board of Education also serves as the identifiable agent required by the Iowa Department of Education for all schools holding accreditation.

Policy Adopted: November 14, 1969
Policy Revised: November 15, 2001
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Revised: July 11, 2019
Policy Promulgated: July 17, 2019

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 210.1

ELECTIONS (LOCAL BOARD OF EDUCATION)

All members of local boards of education in the Diocese shall be elected by the parish/parishes during the spring preferably (April/May) and take office preferably in the month of June or July. Members of the local boards of education in the Diocese should be elected for three terms. Local boards of education should arrange that one-third (or a close approximation) of the members be elected each year. The Diocesan Superintendent of Schools must be consulted if elections take place at another period of time during the year. In lieu of an election, members may be selected through a selection process in accordance with applicable bylaws or constitution.

Policy Adopted: May 1976
Policy Revised: November 15, 2001
Policy Reviewed: May 17, 2010
Policy Reviewed: December 2015
Policy Amended: October 25, 2018
Policy Reviewed: February 28, 2019
Policy Promulgated: July 29, 2019

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 210.2

**RELATIONSHIP BETWEEN PARISH PASTORAL COUNCILS AND BOARDS OF EDUCATION OF
PARISH/REGIONAL SCHOOLS**

LOCAL BOARD OF EDUCATION

1. Each local board of education shall be elected in an open election or by a selection process in accordance with appropriate bylaws or constitutions, which adhere to diocesan particular law.
2. The board of education shall include the Principal /Administrator as a non-voting and ex-officio member.
3. The board of education has jurisdiction over the parish school or regional school.
4. The board of education submits the budget to the parish council and finance council as appropriate for approval and/or information.
5. The board of education is responsible to the Diocesan Board of Education to carry out policies, programs and curriculum.
6. The board of education shall be represented on the parish council(s) ex officio, voting privileges to be determined by the local parish(es).

Policy Adopted: January 9, 1970
Policy Revised: November 15, 2001
Policy Revised: June 6, 2008
Policy Reviewed: May 17, 2010
Policy Reviewed: December 2015
Policy Revised: July 11, 2019
Policy Promulgated: July 17, 2019

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 210.3

BOARD OF EDUCATION CONSTITUTION AND BY-LAWS

It shall be the policy of the Diocesan Board of Education that all parish or regional boards of education adopt a Constitution and/or By-Laws. These documents are to serve as the guide for the parish/regional board of education. They shall adhere to diocesan particular law and model documents.

All local board Constitutions and/or By-Laws, new or revised, must be reviewed at least every five (5) years by said board.

A copy of the current, approved Constitution and/or By-Laws shall be provided to the Diocesan Board of Education and be on file at the Diocesan Office of Catholic Schools.

Constitution Defined

The Constitution is the founding document of an organization that establishes and defines mission, structure and process.

Things found in the constitution:

- The official title of the board
- The purpose and function of the board
- The responsibilities of the board
- Membership
- Officers of the board
- Quorum
- Role of the Chief Administrator
- Role of Committees
- Amendments

By-Laws

The by-laws are the rules adopted by the organization to govern its operation.

Things included in the by-laws should include but are not limited to:

- Membership of the board
- Officers of the board
- Responsibilities of officers
- Meetings
- Committees
- Amendments to the by-laws
- Review Process for the by-laws

Policy Adopted: November 14, 1969
Policy Revised: November 15, 2001
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Amended: October 25, 2018
Policy Reviewed: February 28, 2019
Policy Promulgated: July 29, 2019

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 210.4

BOARD OF EDUCATION MEMBERS

Members of a local board of education have authority only when acting as a board, legally in session. The board shall not be bound by any statement or action on the part of an individual member of the board, except when such statement or action is pursuant to specific instructions by the board. This also holds true for members of the Diocesan Board of Education.

Policy Adopted: November 14, 1969
Policy Revised: November 15, 2001
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Revised: July 11, 2019
Policy Promulgated: July 17, 2019

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 210.5

EXECUTIVE OR CLOSED SESSIONS OF THE BOARD

The board may meet in closed or executive session. The closed or executive session is sometimes necessary to deal with sensitive issues that may not be shared with the public. Executive or closed sessions are to be kept to a minimum. Notice of the need for an executive or closed session, and the reason for it, must be provided to the board members in advance. The agenda must reflect that the board will meet in closed or executive session, if it is known in advance.

Ordinarily closed or executive sessions will occur prior to the announced open meeting so that necessary action can occur in the open meeting. If an executive session or closed session occurs within an open meeting, a motion to go into executive or closed session should be made and voted and similar action taken to return to open session. No action is taken during a closed or executive session. If action is necessary as a result of an executive/closed session deliberation, it is taken in open session with no discussion. Minutes will be taken of the closed or executive session and remain confidential.

Some topics which may be covered in executive or closed session include but are not limited to: the final selection of a principal hired to fill a vacancy, the resignation or the proposed removal of a board member, the review of the performance of the principal, the renewal or non-renewal of a principal's contract, matters of potential litigation or strategies/offers to secure real estate.

The pastor and chief administrator or principal will be present for an executive/closed session of the board. The principal will be present except when his/her performance is being evaluated.

Members of the local board of education are to keep all matter discussed in executive or closed session in confidence. Official information/business discussed in closed sessions cannot be shared with non-board members, even one's spouse.

Policy Adopted: November 14, 1969
Policy Revised: November 15, 2001
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Amended: October 25, 2018
Policy Reviewed: February 28, 2019
Policy Promulgated: July 29, 2019

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 211

BOARD OF EDUCATION CODE OF ETHICS FOR INDIVIDUAL BOARD MEMBERS

Members of the board, by accepting the position to serve on the board, ascribe to this code.

Conflict of Interest

School board members shall avoid situations that present actual, perceived or potential conflict between their interests and the interests of the school.

Confidentiality

Members of the school board are responsible to keep matters discussed in executive/closed sessions in confidence. Official information/business in such sessions cannot be shared with non-board members.

Objectivity

As total objectivity is impossible for anyone to achieve, members are asked to identify and manage their personal biases. It is important that members see situations from multiple points of view rather than solely from their own perceptions, assumptions and feelings.

Justice and Fairness

Consideration of the good of the total school should be integral in the decision making process. Every member should uphold decisions. When decisions will affect various constituencies, those constituencies should be informed at the same time through an agreed upon vehicle of communication.

Maintenance of Unity

In order to achieve its objectives within the faith community of the school, the board is to do all it can to avoid creating factions, taking sides or contributing to other divisive groupings in the school community. Members should function within the framework of total leadership of the school and strive to cooperate with other leadership groups in the local faith community. Local board members should strive to maintain unity and communication between the school and the sponsoring parish(es).

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 212

POLICY MANUAL

It shall be the policy of the Diocesan Board of Education that the Diocesan Board of Education and all local boards of education develop and maintain a policy manual which provides for the codification of policies. The adoption date, review date and/or any revision dates must be included as part of the policies. Policies shall be reviewed at least every five (5) years to ensure relevance to current practice and compliance with Iowa Code and rules and regulations. The review may be done on a rotating basis by reviewing some sections of the policies every year.

Reference: Chapter 12, Iowa Administrative Code

Policy Adopted: November 15, 2001
Policy Reviewed: October 15, 2009
Policy Reviewed: May 17, 2010
Policy Reviewed: December 2015
Policy Amended: October 25, 2018
Policy Reviewed: February 28, 2019
Policy Promulgated: July 29, 2019

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 213

CHAIN OF COMMAND/COMPLAINTS OR CONCERNS

Members of the local board of education will from time to time be approached by parents or members of the faithful with concerns or complaints about individuals or programs in the school. The diocesan staff adheres to the principle of subsidiarity. Problems and issues will be solved best at the local level, starting with the parties involved and moving up the chain of command defined by the local board of education policies.

If a decision has been made with which there is a disagreement, the individual may ask the individual making the decision to reconsider. If not satisfied they may appeal to the next level following the chain of command.

The chain of command for the schools in the Diocese of Davenport is as follows:

- Teacher/Coach
- Principal/Athletic Director
- Board of Discipline (If Applicable)
- Local board of education

An appeal could be made to the diocesan Superintendent of Schools after the above steps have been followed. The appeal should be communicated in writing and with sufficient evidence to cause or launch an appeal. If there is sufficient evidence, the parties shall be heard by the superintendent. The superintendent will consider adherence to local policies and procedures and assurance of due process. The superintendent can affirm the decision, overturn it, or send it back to the local board of education for further review. The decision of the Superintendent of Schools is final and may not be appealed.

[Error! Reference source not found.](#) addresses issues of bullying and harassment which are assigned to a Level 1 investigator. Such issues indicating criminal activity will immediately be referred to local law enforcement and a Level 2 investigator.

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 214

CATHOLIC IDENTITY OF SCHOOLS

Catholic identity is best expressed by a school's visible communion and cooperation with the Bishop, the appropriate sacramental life, the teaching of the faith and an environment permeated with the spirit of the Gospel. Policies and rubrics in the area of Catholic identity apply to all schools and seek to ensure that the Good News that Jesus proclaimed is truly passed on from one generation to the next through the schools.

For specific information on the tenets of Catholic Identity of the Catholic School in the Diocese of Davenport, refer to [*Catholic Schools and Catholic Identity: An Instrument for Self-Study and Reflection*](#) from the Diocese of Davenport and [*National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools*](#) from NCEA.

Policy Adopted: November 14, 1969
Policy Revised: November 15, 2001
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Revised: September 10, 2019
Policy Promulgated: September 13, 2019

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 215

USE OF SCHOOL FACILITIES ON SUNDAY

It shall be the policy of the Diocesan Board of Education that the use of schools, buildings, and grounds on Sundays be restricted for any activity other than the celebration of the worshiping community in sacraments, liturgies, spiritual formation programs, and educational activities of the Church.

All requests for use of the facility on Sundays shall be received and reviewed by the local governing body. The local governing body shall identify its local procedures for exceptions to this policy. At the beginning of each school year, the local governing body shall report its procedures regarding exceptions to this policy to the Superintendent of Schools.

Policy Approved: May 18, 2000
Policy Revised: November 15, 2001
Policy Reviewed: May 17, 2010
Policy Reviewed: December 2015
Policy Revised: December 13, 2018
Policy Promulgated: December 20, 2018

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 220

BOARD MEMBERSHIP

Membership on the parish or regional board of education shall not be open to employees or to members of the immediate family (spouse, parent, sibling, child) of employees of the school governed by the board, except for ex-officio members.

If a person is offered employment with the school governed by a board whose membership contains a member of his/her immediate family, the two individuals involved must determine the solution by which one declines employment with the school or the other resigns from the board. Realizing the importance of hiring quality employees, local boards will be allowed to grant individual exceptions on a case by case basis, after consulting with the Office of Catholic Schools. Should an exception be granted, an involved board member shall recuse himself/herself from voting or participation in discussion on matters pertaining to the family member's position.

If a member of a board of education seeks to become an employee of the school governed by the board, the member shall not participate in any discussion or decision affecting the position. If the board member is offered and accepts the position, the member will immediately cease to be a member of said board.

The pastor will be an active participant in all school board meetings. In a regional school or inter-parish school with multiple priests affiliated with the school, the constitution and by-laws shall state the number of priests on the board. If multiple priests serve on a board, or are affiliated with a school, the priests must choose one priest as priest moderator to the board and that priest shall have the ability to veto on that board.

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 221

MEMBERSHIP ROSTER

A list of all local or regional board of education members must be sent to the Diocesan Office of Catholic Schools by September 15 of each year.

Policy Adopted: November 15, 2001
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Amended: October 25, 2018
Policy Reviewed: February 28, 2019
Policy Promulgated: July 29, 2019

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 222

ROLE OF THE PASTOR OR PRIEST MODERATOR TO THE LOCAL BOARD OF EDUCATION

The contribution of the priest or pastor is unique because of his vision of ministry, his broad perspective of the faith community and its needs, his spiritual leadership, and his familiarity with the financial situation. The pastor of a local parish, or priest representative(s) to a regional board shall be present at all board meetings and participate fully in discussions, ensuring the teaching mission of the Catholic Church is protected.

The pastor is bound to receive the consent of a local board of education only when universal or particular law requires it. The pastor has final say on any issues proposed by the local board of education but is to disregard its opinion only for reasons of grave importance or moral necessity.

The constitution and by-laws of institutions that are not subject to a single pastor, such as consolidated schools, should reflect the unique role that clerics play in their governance. When several pastors are members of the same board of education, one pastor should be named as the moderator who can speak for the other clerics in everyday matters. When there is disagreement about a matter of grave importance, the pastors should hear from all concerned parties and hold a consultative vote in order to proceed to a decision. In the event of a tie, the Dean of the deanery may cast the deciding vote.

Policy Adopted: November 15, 2001
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Amended: October 25, 2018
Policy Revised: September 10, 2019
Policy Promulgated: September 13, 2019

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 230

LOCAL BOARD RECORDS

Each school must keep a copy of their minutes and archive previous year minutes in a safe and secure location in the school office.

Minutes of all board meetings in Executive Session shall be maintained confidentially without public access in a designated administrator's office for review by duly authorized parties. Minutes of the Executive Session are voted on at the end of the executive session, put in a sealed envelope, dated and archived.

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 240

CHANGE IN ORGANIZATION PROCESS

It shall be the policy of the Diocesan Board of Education that the Superintendent of Schools be consulted prior to and approve any change in the organizational structure of any school. The Superintendent may further consult with the Diocesan Board and possibly refer the matter to the Bishop or his designee prior to its enactment.

If the Superintendent determines that Diocesan Board action is necessary, the Board shall use a process that is adapted to the needs and circumstances of the local situation which will provide data and input for good decision-making.

The process should give evidence of local board involvement of many persons who provide leadership to and who receive services/benefits from the programs; sufficient time in order to avoid rash or hurried decisions; the collection and use of pertinent information; and a study of alternative courses of action.