

School Board Constitution
August 2011-amended July 2013

CONSTITUTION/ BOARD OF EDUCATION
HOLY TRINITY CATHOLIC SCHOOL

INTRODUCTION

Let it be known to all who enter here that Jesus is the reason for this school, the unseen but ever present teacher in its classes, the model of its faculty and staff, and the inspiration of its students.

ARTICLE I

The name of this body shall be the Holy Trinity Catholic School Board of Education. This body is hereby established in order to exercise leadership and utilize the assistance and resources of the laity in the overall management and operation of the total educational activities with Holy Trinity Catholic School.

ARTICLE II

Section A: Function

[A1] The Board of Education is a policy making body which shall formulate policies for Catholic education within the school. The School Board shall formulate policy to give aid, advice, and direction in the management and operation of the educational process from Pre-school through Eighth Grade.

[A2] Since Catholic education is the legitimate exercise of the Church's right to teach, the School Board shall be subject to the authority of the Church represented within the Diocese by the Ordinary and within the parishes by the pastors. Except for this reservation, the School Board shall possess complete legislative control over all aspects of Catholic education in the school.

Section B: Duties

[B1] Implement policies of the Bishop and the Diocesan Board of Education.

[B2] Act as a liaison body with local state school officials. Create better understanding and support of Catholic education in the school.

[B3] Be responsible for the annual budget, said budget will include all things pertaining to school programs.

[B4] (Along with the principal) Oversee fundraising efforts. This provision includes fundraising efforts by: entire school, individual classes, Parents & Friends, and Athletic Association. All requests must be submitted in writing; board approval required (unless pastor grants permission due to unusual circumstances).

Note 1: this does not include ministry-related activities.

Note 2: recurring fund-raisers do not need re-approval.

[B5] Be responsive to the personal and institutional needs of the school, its faculty and students.

[B6] Establish advisory committees on a standing or ad hoc basis according to need.

[B7] Recommend to the Pastors the employment of the Principal, and evaluate performance of said person on an annual basis.

[B8] Advise, evaluate, or implement:

- Catholic identity/ spiritual mission
- educational effectiveness of all programs.
- recruitment and retention procedures
- school culture/ discipline
- facilities and capital improvements
- Strategic Plan; diocesan and state accreditation

[B9] Board members are expected to attend:

- Meet the Teacher Night (in August)
- Open Houses (January and February)
- Baccalaureate and Graduation ceremonies
- Town Hall meetings (January and May)

ARTICLE III

Section A/ Membership

[A1] The School Board of Education shall consist of five lay members elected by and from the laity of Holy Trinity Parish and two lay members of St. Stephen Parish.

[A2] The Pastors of the parishes shall be considered ex-officio members of the school board and vote only in case of a tie.

[A3] Other ex-officio non-voting members shall consist of: School Principal, Recording Secretary (HTCS Administrative Assistant), Holy Trinity Facility Chairperson, Holy Trinity Advancement Director, and (as per recommendation of the Pastor) Finance consultant.

Section B/ Eligibility

[B1] All lay members of the Parish 21 years of age or older, are eligible for election to the School Board of Education.

[B2] No person may be elected or appointed to more than two successive terms. Note: person must be elected to second term.

[B3] No full-time or part time employee of St. Stephen/ Holy Trinity Parish or HTCS is eligible for nomination or election.

Section C/ Election

[C1] Newly elected members shall be elected by a plurality vote of those members of the Parish who have reached the age of 18 years and who cast a ballot at any of the Masses on Election Sunday which shall be set by the Pastor.

Note 1: election is held only if number of candidates exceeds the number of openings. Note 2: in the absence of candidate, pastor may re-appoint a current board member.

[C2] New members shall attend the June meeting of the school board. They will be seated at a second (special) meeting that immediately follows the regular June meeting. Terms shall expire with the seating of replacements.

[C3] Procedures

1. The President of the School Board of Education will be responsible for forming an election committee. The Vice-President will be chairperson of this committee.

2. The election committee will develop a proper ballot and will tabulate the election results. (see Appendix for example)

3. Nominations for vacancies on the School Board of Education will be received during the month on March. Parishioners wanting to become School Board Members must present a brief biography to the election committee chair for review and approval by the pastor.

4. Approved candidates biography information will be on display in the church lobby during the weekends of April.

5. Election Sunday is designated by the pastor with voting available at all weekend Masses.

6. Candidates with the greatest number of votes shall be confirmed as members of the school board. In term of differing lengths filled, the candidate receiving the most votes will fill the longest terms. In the event of a tie, the result will be determined by lot.

Section D/ Terms

[D1] Voting members of the Board shall serve three (3) year terms unless they have been elected for a lesser term or until the election of their successor.

[D2] Consecutive Terms – Any current member completing his/her first term may request re-election to a second 3-year term. In the event that there are more candidates than there are vacancies, the current member must be voted into the Board on Election Sunday by parish members.

Section E/ Vacancies

[E1] A vacancy occurring on the Board during the Board year may be filled for the remainder of that year by the Pastor(s).

[E2] Any vacancies extending beyond the end of the Board year shall be filled by election on Election Sunday.

[E3] Any member filling out an unexpired term may be eligible for two (2) consecutive terms.

[E4] An elected member missing three (3) consecutive meetings (unexcused) will be considered unable to fulfill his/her duties as a board member and will no longer be considered a member of the School Board. Replacement will follow the guidelines in [E1].

[E5] An active board member who feels he/she cannot fulfill his/her commitment to the board shall give one month written notice of intention to vacate board position.

[E6] With reason and for the good of a school and parish community, a pastor may remove an elected member from the school board.

Section F: Training

[F1] All new board members are expected to attend a School Board training session conducted by the Diocesan school office. Notification of the date and time a workshop is held will be sent to the principal. Principals are responsible for notifying new board members of the session.

[F2] All board members are expected to regularly review the Constitution and materials provided for board membership by the diocese.

ARTICLE IV

Section A/ Officers of the Board

[A1] The Officers of the Board shall consist of a president, vice-president, and secretary, all of whom shall be elected annually at the special June meeting after the seating of new members.

[A2] The recording secretary (ex officio) shall be appointed by vote of presiding school board members.

Section B/ Limitations of Terms

[B1] No officer shall hold the same office for more than two (2) years in succession. Note: if no other member accepts nomination for an office, the current officer may hold the same office for a third year (with pastor approval).

Section C/ Duties

[C1] The President of the Board shall preside at all meetings of the Board; shall represent the Board at meetings when required to do so; and shall appoint committees as needed or directed by the Board.

[C2] The Vice-President shall be vested with all the powers and duties of the President when the President is unable to act.

[C3] The Recording Secretary shall maintain a written record of all acts of the Board; conduct, receive, and dispose of all correspondence as directed; and preserve all reports and documents committed to his/her care. In the event that the Recording Secretary is excused from a meeting, the Board Secretary shall act as Recording Secretary.

ARTICLE V

Section A/ Meetings of the Board

[A1] The Holy Trinity Catholic School Board of Education shall meet regularly on the first Tuesday of the month at 6:30pm. Any change in the scheduled meeting time should be publicized in advance.

[A2] The site of the meetings will be rotated between Holy Trinity and St. Stephen. The school board shall post a schedule for the meetings for the entire year and make it readily available to all.

[A3] All regular meetings of the School Board shall be open to attendance by all members of Holy Trinity Catholic School, to parents of children receiving their education under the auspices of the school, members of the faculty/staff, and members of supporting parishes..

[A4] Executive sessions

The School Board may resolve itself in executive session for closed deliberations. The agenda for such sessions must be approved by the pastors.

[A5] All formal action of the School Board will be acted upon in open session.

[A6] Members and ex-officio members may participate in all discussions.

[A7] Non-members and visitors who wish to address the School Board will be limited: 1.) to those whose request has been approved for the agenda in advance of the meeting or

2.) to whom permission is extended by the school board at the time of the meeting.

[A8] Special meetings of the School Board may be called by a Pastor, President, or by three (3) voting members of the School Board. A reason for the meeting must be submitted to the President. Notification of a special meeting should be given twenty-four (24) hours prior to the meeting.

Section B/ Board Approval

[B1] For the purpose of transacting official business, it shall be necessary that a majority of the total voting members be present.

[B2] All proposed policy and /or (board-related) handbook changes must be approved by a simple majority of voting School Board members.

Note 1: Each member must have at least two days advance notice of the proposal to be considered.

Note 2: Pastors may allow alternative ways to obtain membership vote (e-mail, phone call, etc.).

[B3] Decisions rendered by the school board are advisory recommendations for the pastors to accept/ amend/ send back to the board/ reject. The pastors ultimately make all final decisions.

Section C/ Relation to Parish Boards-Councils

[C1] Holy Trinity Catholic School is a shared partnership between the parishes of St. Stephen and Holy Trinity.

Therefore, the School Board must establish strong communication lines with the pastoral and finance councils of both parishes.

[C2] The annual school budget must be approved by the school board and the combined finance councils of Holy Trinity and St. Stephen parishes.

ARTICLE VI

Section A/ Committees

[A1] The School Board may establish or eliminate standing committees with a majority vote of voting members present.

[A2] Standing committees consist of:

- **Planning and Policy**: (Chaired by school board member)
Responsibilities: Strategic Plan, Handbook revisions
- **Curriculum**: (Chaired by school board member or Principal) Responsibilities: Analysis of test scores, text book selection, instructional resources, academic programs
- **Advancement**: (Chaired by school board member)
Responsibilities: Enrollment, retention, marketing, image, annual fund, auction, review website, Grandfriends Day
- **Facilities**: (Chaired by ex-officio member-HT Facility Director) Responsibilities: Capital improvements and maintenance
- **Finance**: (Directed by 2 school board members)
Responsibilities: School budget, liaison with parish finance committees and HT Church business office, annual fund, auction, fund raising activities

- **Mission**: (Chaired by school board member)
Responsibilities: Catholic identity, commitment to ministry of service, visibility of school at the parish level
- **Events**: (Chaired by school board member)
Responsibilities: Liaison with Parents & Friends, Athletic Association; Homecoming; Appreciation Week

Section B/ Committee Reports

[B1] Each committee chair person should submit a written report prior to each school board meeting. This document should be sent to all members prior to each meeting.

[B2] Each committee chair is responsible for assisting the implementation of the *Strategic Plan* or diocesan/ state accreditation procedures that are encompassed in their respective committee.

ARTICLE VII

Section A/ Conduct of Meeting

[A1] The general rules of parliamentary procedure shall be used to conduct the meetings.

- Motion-to initiate a vote or approval
- Second to the motion-required for continuation of topic
- Request for discussion/ Formal close to discussion
- Vote: in favor, opposed, abstain
(quorum is necessary or [B2]; voice, by hand, ballot)

[A2] The Customary order of meetings shall be:

- Call to Order and Prayer
- Reading of Mission Statement
- Roll Call and Recognition of Visitors
- Secretary's Report
- Teachers Update
- New Business
- Unfinished/Old Business
- Committee Reports
- Principal Report
- Pastors Reports
- Prayer and Adjournment

Section B/ Agenda

[B1] The President and/or designee and Principal shall plan the Agenda at least one week prior to the monthly meetings.

[B2] Members are welcome to submit agenda items.

[B3] Items that are not on the agenda should not be considered at a school board meeting unless:

- school board members approve the addition of the item(s)
- the pastor(s) approve that the item is appropriate for school board consideration. (President makes this determination if pastor(s) are not present)
- time permits to add the new item and not exclude other items
- [if presenter is not a board member] board member must approve the person/s making a presentation

ARTICLE VIII

Section A/ Amendments-Regular Process

[A1] The constitution may be amended by a majority vote of the voting School Board members.

[A2] Amendments are subject to the regulations of the Ordinary of the Diocese and the Diocesan Board of Education.

[A3] Amendments must be presented to the School Board members at least two weeks prior to the vote. A rationale for the amendment must be included with the proposal.

Section B/ Amendments-Special Process

[B1] Pastor(s) may determine that extraordinary reasons exist that cause for a temporary exception to the Constitution. For pastoral reasons, the pastor(s) may approve such a decision to be made. In such an event, the school board's recommendation would be obtained via a vote by membership; however, the time line for the change would be waived. Such a decision would be temporary; the regular process (Section A-above) must be employed to make the amendment become permanent.

APPENDIX A/ HOLY TRINITY CATHOLIC SCHOOL DIOCESAN OFFICE OF EDUCATION POLICIES

This Policy Section of the School Board Constitution provides select policies published by the Diocesan Board of Education of the Diocese of Belleville in Belleville, Illinois. It is felt that these policies best represent the mission, goals and objectives of Holy Trinity Catholic School. To review the full Diocesan Board of Education policy manual, one may contact the Diocesan Office in Belleville.

Policy 2430

ADMINISTRATION/ Boards of Education

Every parish in the Diocese of Belleville shall have its educational ministry governed by an elected local Board of Education which is truly representative of the parish community. This board shall be responsible for insuring that educational planning and programming gives educational opportunities to all members of the parish. This board shall attempt to make lifelong learning a reality in the parish in accordance with the ideas expressed in the National Catechetical Directory issued by the American Bishops. The policies of this local board must be in accordance with those established by the Diocesan Board of Education. This local board would normally set policy for a parish school as well as the other areas of education.

The local Board of Education is a separately constituted board setting policy for education, although ideally coordinating its goals with a larger structure like a Parish Council whose concerns are wider than the educational ministry. It is not the intention of the policy to determine parish structure but to insure that the educational ministry for all age groups becomes a reality and that all segments of the parish have a voice in the planning and programming of this ministry.

Policy 2231

ADMINISTRATION

Catholic School Board of Education Membership

It is the policy of the Diocesan School Board of Education that employees and immediate family members of parish and

school employees are ineligible to hold local Catholic school board membership or even be nominated for local Catholic school board membership. Immediate family members are defined as spouse, children, parents and in-laws in kind. A substitute teacher is not considered an employee of the school or parish. A person who has substituted in the parish school is eligible for local Catholic school board membership. It is recommended that the board member limit the times of substitution so as to avoid the appearance of a conflict while a member of the local school board.

Immediate family members of school board members are ineligible to hold local Catholic school board membership or even be nominated for local Catholic school board membership. School board members and immediate family members of school board members shall also refrain from providing paid services or contracting for services to the school so as to avoid a conflict of interest.

Policy 1327

Fund Raising

The Principal has the right to organize school fund raising at his/her discretion, and report results to the School Board. All fund raising at the school must be approved by two-thirds majority of voting School Board members providing each member has had two days advance notice of the proposed event.

APPENDIX B: PARTNERSHIP AGREEMENT

Partnership Agreement

Between
Holy Trinity Catholic Church, Fairview Heights, IL
and
St. Stephen Catholic Church, Caseyville IL
Concerning
Joint Sponsorship of Holy Trinity Catholic School,
Fairview Heights, IL

Preamble

On June 22, 2003, Wilton D. Gregory, then Bishop of the Diocese of Belleville, erected a new parish in Fairview Heights to be later named Holy Trinity Catholic Church, combining the suppressed congregations of Our Lady of the Assumption Catholic Church, Fairview Heights and Saint Albert the Great Catholic Church, Fairview Heights. In a letter accompanying the Canonical Decree erecting the new parish, Bishop Gregory address the issue of the merger of Elizabeth Ann Seton Catholic School, the school jointly sponsored at that time by Our Lady of Assumption Catholic Church, Fairview Heights and St. Stephen Catholic Church of Caseyville and the parochial school sponsored by St. Albert the Great Catholic Church, Fairview Heights that would also come into being as a result of the erection of the new parish. Bishop Gregory, after consultation with the parishioners of the newly formed parish at a later date chose to name it as well as the new school which would be located on the campus of the new parish, Holy Trinity Catholic Church and Holy Trinity Catholic School.

In his letter of 12 June 2003 then Bishop Gregory states:

Saint Stephen parish [Caseyville] will be included in the school of the new Fairview Heights parish. Students from Saint Stephen parish will be welcomed into this new school and Saint Stephen will be expected to meet its operational financial obligations as full members of this school. Saint Stephen parish will continue at its present site with a minor adjustment to its boundaries.

The Pastors, Pastoral staffs, advisory councils and laity of both parishes, as well as the successive principals, school board members, staffs, parents and children served by Holy Trinity School have strived in the succeeding years to implement in good faith the Bishop's edict. In the opinion of the current Pastors and councils, who now approve this document, that this effort has meet with much success and

enabled Holy Trinity Catholic School to be "a joint ministry of Holy Trinity and St. Stephen parishes" that meets the goal of its mission statement "to form disciples of Christ through faith formation, academic excellence, discipline and service while passing on the lifelong values and traditions of the Roman Catholic faith" (*Mission Statement adopted 2008*). Both parishes are proud to partner in their support of the school and affirm that the school is living its mission. The partnership of the two parishes has been generally successful in its implementation.

Yet, in the intervening years, there have been questions as to the meaning of the Bishop's statement "full members" and "will be expected to meet its operational financial obligations." On occasion it has become apparent to members of both parishes and the school administration that more clarity is needed beyond good faith intentions of Pastors, administrators and parishioners in defining the relationship and responsibilities shared by Holy Trinity Parish and St. Stephen Parish as "full members." In an effort to bring a better understanding of and specificity to the agreement to jointly sponsor Holy Trinity Catholic School as mandated by the Ordinary of the Diocese of Belleville, whose jurisdiction the parishes and school are under, Holy Trinity Catholic Church and St. Stephen Catholic Church have agreed to the following terms.

Terms of the Agreement

1. Each parish shall be obligated to support Holy Trinity Catholic School with a financial subsidy, assessed on an annual basis, that is reasonable and just, based on a mutual agreement between the Pastor(s) and Finance Council both parishes. Such subsidy shall not exceed 40% of the ordinary operating income of either parish.
2. It is preferable that the amount of the subsidy in item #1 shall remain no greater than the following amounts:
\$100,000 annually for St. Stephen Church
\$200,000 annually for Holy Trinity Catholic Church
These amounts are to be annually reviewed by a joint meeting of the Finance Councils of each parish who will make a recommendation for the following year's amounts to the Pastor(s) of the two parishes. It is desirable that the amount of subsidy be reduced in the future.

3. St. Stephen Catholic Church is responsible to adequately and justly share in the funding of the school's normal operating budget.
4. Neither parish is required to make up any funding shortfall or budget overrun of the school. Such requests may be made by the principal of the school, but need not be honored by the Pastor(s) and their parishes.
5. The Pastor(s), lay trustees of both parishes and Finance Councils of both parishes must unanimously agree to the annual budget after consultation with each parish's Finance Council. This consultation is to take place during a joint meeting of the two parishes' Finance Councils.
6. The physical building, property and contents of the building are the property of Holy Trinity School. Their upkeep, maintenance and repair are the Holy Trinity Catholic Church's sole financial responsibility. Capital improvements to the building and/or property are the financial responsibility of Holy Trinity Catholic Church. The Lay Trustees and Finance Council of St. Stephen Church will be informed and consulted as appropriate for good relations when issues arise related to these matters.
7. St. Stephen Catholic Church bears no responsibility for the capital debt incurred in building the new Holy Trinity Catholic School. The cost of erecting the physical building is to be borne by Holy Trinity Catholic Church. (The Lay Trustees, Finance and Pastoral Councils of St. Stephen Catholic Church are asked to discern in good faith if there are reasons based on shared mission, history, justice or to maintain the good relationship between the parishes if assistance with debt reduction is desirable.)
8. St. Stephen Church shall have no less than two members of the laity as members of the Holy Trinity Catholic School board. This number may be increased by the decision of the School Board.
9. Those priests who are a Pastor(s) or a Parochial Vicar assigned by the Ordinary of the Diocese of Belleville to Holy Trinity Catholic Church or St. Stephen Catholic Church will preside at the Eucharist on a regular basis for the students of the school according to a schedule mutually agreed upon by the priests. At least two celebrations of the Eucharist for the student body will take place, annually, at St. Stephen Church in Caseyville. Such celebration of the Eucharist shall take place at least once a semester. Saint Stephen Church will be responsible for the cost of transportation of the students to their site for this celebration of the Eucharist.
10. Holy Trinity Catholic School will be permitted continued use of the hand bell set owned by St. Stephen Catholic Church. (*See attached description provided by Mrs. Bickel, music instructor*) The school will be responsible for maintenance and replacement of the bells as needed. St. Stephen Church may request use of the bells at any time. Return of the hand bells to St. Stephen Church property and possession may be demanded without previous notice to the school at any time.
11. Children whose parents are members of St. Stephen Catholic Church or Holy Trinity Catholic Church are to be given priority of admission to the school.
12. The terms of this agreement should be reviewed at least every five years from its adoption, or earlier if warranted by the Pastor(s), lay trustees and Finance Councils in joint session. It shall be reviewed by the Finance Councils, lay trustees. The Pastoral councils of each parish shall be asked for their opinions concerning any review of this document.

Amendments

Amendments to this "Partnership Agreement" may be made by mutual consent of the Pastor(s) of Holy Trinity Catholic Church and St. Stephen Catholic Church at any time in the future, after consultation with the appropriate laity of both parishes and school board of Holy Trinity Catholic School. They are to be in written form and appended to this document, signed by each Pastor(s) and the lay trustees of both parishes. Such amendments may not dissolve the partnership between the parishes established by Bishop Gregory. It is understood by all parties to this agreement that it is at the sole discretion and decision of the current Bishop and the Office of Education of the Diocese of Belleville to dissolve or change the nature of the joint sponsorship of Holy Trinity Catholic School by Holy Trinity Catholic Church, Fairview Heights, IL and St. Stephen Catholic Church, Caseyville, IL.

Agreed to on the 10th day of July, 2011, by

Rev. Raymond Schultz Pastor, Holy Trinity Catholic Church
 Rev. Joseph C. Rascher, Pastor, St. Stephen Catholic Church

Mr. Ken Kenney, Trustee, Holy Trinity Catholic Church
 Mr. Mead Dowling, Trustee, St. Stephen Catholic Church
 Mr. David Kniepkamp, Trustee, Holy Trinity Catholic Church
 (One trustee position, not filled) St. Stephen Catholic Church

