

Saint Joan of Arc School Commission
Standing Rules

Article I *Members*

- Section 1: At least Six (6) members of the Commission should be practicing Catholics of at least eighteen years of age who are registered in St. Joan of Arc Parish and shall be designated as Type I members.
- Section 2: At least Two (2) members may be parents of children currently enrolled in St. Joan of Arc School or of children who have graduated from the school. They shall be designated as Type II members.
- Section 3: At least one (1) member should be from the greater civic or church community and shall be designated as Type III member.
- Section 4: At least one member of the School Commission will serve on the Parish Finance Committee. This member will report on School Finance.
- Section 5: Members of the Commission should have a strong commitment to the mission of St. Joan of Arc Catholic School.
- Section 6: Members are expected to attend all scheduled meetings and to participate in committee work. A member who has more than three unexcused absences from Commission meetings may be asked to resign by the Chairperson and the Pastor.
- Section 7: Vacancies shall be filled by the Commission for the remainder of the terms vacated.
- Section 8: The Early Learning Program Director will appoint 3 members to represent the ELP. One representative from each of the Membership Types as defined above (Article 1 Sections 1,2,3).

Article II *Voting Rights*

- Section 1: Each member that is appointed to the Commission shall have a right to a vote.
 a) Early Learning Program members will be non-voting unless the vote is an ELP related issue.
- Section 2: The Principal, Assistant Principal and Early Learning Director are ex-officio members of the Commission and do not vote.

Article III *Appointment of the Members of the School Commission*

- Section 1: The Commission shall establish an appointment schedule that will provide for staggered terms. There will be six Type I members. In order to provide for staggered terms, two (2) Type I will be elected or appointed each year over a

three year period. Type II members will serve staggered terms with one (1) member elected or appointed in year one and the second member elected in year two. There will be no elections or appointments in year three for Type II members. The Type III members will be selected and appointed by the pastor for a three year term during year one.

Section 2: The appointment of the members by the pastor shall take place in June during each year.

Article IV *Officers*

Section 1: Election of the Commission Officers shall be held at the August meeting each year.

Section 2: A formal installation shall be held at an appropriate time after election of officers.

Article V *Executive Committee*

Section 1: Members of the Executive Committee shall be the elected officers of the Commission and the Administrative Officer (Principal).

Section 2: The Executive Committee shall communicate regarding agenda items prior to the regular Commission meeting in order to prepare the Commission agenda. The agenda and written committee reports will be available to Commission members at least one week prior to the regularly scheduled Commission meeting. The Administrative Officer shall be responsible for sending written notice of Commission meetings.

Article VI *Standing Committees*

Section 1: Standing Committees of the Commission : Executive, Mission Effectiveness, Planning and Policy, Facilities, Finance, and Institutional Advancement (see Standing Committee Addendum)

Section 2: Special Committees shall be established by the action and approval of the Commission.

Section 3: The Executive Committee will serve as the Planning Committee and the School Improvement Team.

Article VII *Meetings*

Section 1: Meetings shall be held as prescribed in the By-Laws.

Section 2: All meetings shall be open meetings unless designated as being Executive Sessions. In order for the Commission to go into an Executive Session a motion for Executive Session must be made by a member, seconded and approved by the Commission.

Section 3: Non-members wishing to address the Commission shall be limited to those whose petitions have been approved for the agenda in advance of the meeting. Petitions must be addressed to the Chairperson of the Commission and approved at least forty-eight (48) hours prior to the meeting.

Article VII Order of Business

Section 1: The order of business shall be determined by the Executive Committee.

Article VIII Amending Standing Rules

Section 1: The standing rules of the School Commission may be amended by a majority vote of Commission and ratification of the Pastor. Commission members must receive written notice about amendments one month before the vote to amend.

STANDING COMMITTEE ADDENDUM

2020

I Domain: Mission and Catholic Identity

- a) Mission Effectiveness Committee
 - i) Strategic Plan Goals 1,2,3
 - ii) Purpose: To work with the administration and staff to maintain and enhance the Catholic character and identity of the school and carry out its mission.

II Domain: Governance and Leadership

- b) Executive Committee
- c) Planning and Policy Committee
 - i) membership
 - ii) SP Goals 4, 5
 - iii) Purpose: Assist the administration in the formulation and monitor progress of a 3-5 year strategic plan
 - iv) Purpose: To insure the strength of the commission and implementation of responsibilities. Provide overall leadership and coordination of functions and act as a liaison with the school administration and commission.

III Domain: Academic Excellence

- d) administrative function
 - i) monitored by School Commission
 - ii) SP Goal 6

IV Domain: Operational Vitality

- e) Facilities/ Building and Grounds/Safety Committee
 - i) one member sits on Parish BG committee
 - ii) SP Goals 8 and 10
 - iii) Purpose: develop and monitor long term facility maintenance, capital improvements, security, space utilization and emergency management plans for the school in conjunction with the parish.
- f) Finance Committee
 - i) one member sits on Parish finance committee
 - ii) SP Goal 9
 - iii) Purpose: monitor current budget and develop and propose a budget for the next fiscal year. Prepare, update and monitor long range 5-7- year financial plans for the school.
- g) Institutional Advancement Committee
 - i) marketing, enrollment, development, communication
 - ii) SP Goal 7
 - iii) Purpose: Assist the commission and administration in carrying out its planning and policy responsibilities with regard to public relations, communications and development/instructional advancement programs and efforts.