

# **ST. MONICA PARISH SCHOOL BOARD CONSTITUTION**

The School Board of the Education Commission shall have as its primary concern the implementation of the St. Monica Academy Mission Statement. This shall be accompanied through the collaboration of the Pastor, School Administration, School Board Members, parents and interested parishioners. This Organization shall be known as the St. Monica School Board.

## **ARTICLE ONE: GENERAL INFORMATION**

The name of the school is St. Monica Academy located at 5115 N. Mont Clare Ave. Chicago, IL. 60656. St. Monica Academy shall be referred to as “the school” throughout the rest of the document.

1. The School Board is an advisory organization that shall function with “limited jurisdiction”.
2. The Pastor of St. Monica Parish is the juridical authority.
3. The members of the School Board can help research and present proposals however it is ultimately the responsibility of the school Principal to develop and implement school policies.

## **ARTICLE TWO: PURPOSE**

Section 1: The mission of the school board shall be:

1. The implementation of the St. Monica Academy mission statement.
2. The St. Monica Academy mission statement is as follows:

“St. Monica Academy students thrive in a Catholic educational setting that fosters creativity, instills strong moral values, encourages independent thinking, and prepares them to claim their place as stewards of God’s creation.”

Section 2: The purpose of the School Board shall be:

1. To work as a specific part of the St. Monica Parish Education Commission of the Parish Council.

2. To develop, formulate, adopt, and interpret Policies and Procedures in accordance with those established by the Archdiocesan Office of Catholic Schools (OCS).
3. To monitor the School Improvement Process or Strategic Plan.
4. To review and advise on the school budget, tuition rates, and other sources of financing.
5. To act as the public relations arm of the school.
6. To develop and periodically review the school board constitution by-laws.
7. To assist the Pastor in the search and selection of a principal when a vacancy occurs.
8. To participate in the Archdiocesan Principal of Performance Review process.

### **ARTICLE THREE: MEMBERSHIP**

**Section 1:** The School Board shall consist of twelve (11) members. There shall be 6 elected members, 3 appointed members, plus the Pastor, and Principal.

**Section 2:** Ex-officio membership

1. The Pastor is an ex-officio member of the board and shall have veto power as set forth in the By-Laws.
2. The Principal is an ex-officio member of the Board and shall be its Executive Officer.

**Section 3:** The term of office for a member shall run as set forth in the by-laws. A term year being from the May meeting to the April meeting of the following year.

**Section 4:** To be a voting member of the School Board, a person must be at least 21 years of age and an active registered member of St. Monica Parish. No full-time employee of the parish who is currently receiving benefits or members of their immediate family, is eligible for membership on the school board. To be eligible for nomination, all prospective candidates must be interviewed and approved by the nominating committee and Pastor.

Section 5: No two (2) members of the same household may serve on the committee at the same time.

Section 6: By accepting the position to serve on the board, the member agrees to adhere to the Code of Ethics for Board Members.

Section 7: There is no compensation for serving as a member of the school board.

## **ARTICLE FOUR: OFFICERS**

Section 1: The School Board shall choose a President, Vice-President and Secretary.

Section 2: Any nominee eligible for the President position must have served at least one (1) year on the Board.

Section 3: The Officers shall be selected at the last regular meeting of the school year (May)/ or at such other time as a majority of the members shall designate.

Section 4: The term of officers shall be for one (1) year and be renewed at the May meeting.

Section 5: Officers may be removed at the discretion of the Pastor or Principal.

Section 6: An officer can serve a maximum of 3 consecutive terms in any one office.

## **ARTICLE FIVE: MEETINGS**

Section 1: Regular Board Meetings will be held monthly during the school year (Sept. to May).

Section 2: Regular Board Meetings will be open to all interested persons eighteen (18) years of age or older.

Section 3: A Quorum shall consist of two-thirds of the voting members of the School Board present for the meeting.

Section 4: Executive meetings may be called by the Pastor, Principal, President, or by a majority vote of the Board for the purpose of dealing with matters of a sensitive nature that may require confidentiality. Executive meetings are closed to the public.

## **ARTICLE SIX: RELATIONSHIPS**

- Section 1: To work with the Education Commission and the Parish Pastoral Council, by having a representative present for Council meetings and presenting a report.
- Section 2: To uphold and implement all policies and administrative regulations for elementary schools as set forth by the Archdiocesan Office of Catholic Schools (OCS).
- Section 3: The School Board of the Education Commission as a whole, shall attend to and be responsive to the needs and expectations of the parents, parish community, and the Parish Pastoral Council. No board member shall act individually to solve specific problems without the consent of the whole board, or act in place of the School Administration.
- Section 4: The Board relates to the faculty only through the Principal.

## **ARTICLE SEVEN: AMENDMENT**

- Section 1: The Constitution shall be reviewed annually.
- Section 2: Amendments to the Constitution must be presented to the School Board at one meeting and voted upon at the next meeting. The Constitution itself may be amended by a vote of two-thirds (2/3) of the total voting membership.

Date Vote on and Approved: \_\_\_\_\_

Date Effective: \_\_\_\_\_

Date Revised: August 7, 2017

## Revision History

<b>Date of Revision:</b>	<b>Summary of Changes:</b>	<b>Date Accepted by Board:</b>	<b>Date Effective:</b>
Unknown	Original document.	October 30 <sup>th</sup> , 2005	October 30 <sup>th</sup> , 2005
August 7th, 2017 (v05)	Updated general information section, added Board Mission Statement, updated membership criteria, formatting updates.		
June 14 <sup>th</sup> , 2018 (v06)	Updated error in section 3 article one. The board shall consist of 11 members.		