



By-Laws of St. John XXIII School Advisory Commission

School Mission: A Destination to SERVE. LEARN. LOVE. LEAD....as Disciples of Christ.

The mission of the School Advisory Commission of St John XXIII is to advance the quality of education for the students by providing leadership, advice, and support to the pastor, principal, and members of the school community. The School Advisory Commission adopts the school's mission statement and the periodic review of its operational validity and Catholic identity.

Article I. This organization shall be known as the **St. John XXIII** School Advisory Commission (hereinafter referred to as Commission). St. John XXIII Catholic School (hereinafter referred to as School) is located Port Washington, Wisconsin.

Article II. Purpose

The purpose of the Commission is **to serve as an advisory body to the School Principal**. The Commission assists with policy consultation, review of the educational goals and objectives, budget planning, marketing, and public relations, and strategic planning for the school. The Commission reports to the Pastoral Commission.

The activity of the School may require the Commission **to form sub-committees or ministry teams** to work directly with certain activities. The Commission's role is to monitor, evaluate, and collaborate with these sub-committees or teams in order to advance the School more effectively. The Commission should meet with these groups periodically to discuss their activity and to exchange new ideas.

Article III. Areas of Responsibility

The Commission is responsible for these **key functions**:

1. **Promote, communicate, and monitor the implementation of policies** consistent with the approved policies and directives of the Archdiocesan Office for Schools.
2. **Consult and offer advice on the development and definition of local policies** that govern the operation of the School.
3. **Assist in the development of long-range/strategic plans** for the School and actively seek opportunities for collaboration with other schools.
4. **Participate in the evaluation** of the School and its programs. Foster continued growth and development of excellence in education and effectiveness as an organizational entity. Engage in an annual evaluation of the School Commission's activity and attainment of established goals.

5. **Review and evaluate the School budget** in conjunction with the Principal and the Parish Finance Council. Make any extraordinary budget recommendations to the Parish Finance Council.
6. **Communicate and promote School programs** to the Parish and local community.
7. **Assure the involvement and compliance** of the School with all state and federal mandates and programs applicable to religious and independent schools.
8. As requested, **assist the Pastor with the development of the principal's job description** and serve on a search or interview sub-committee/team for a new principal.

It should be noted that the School Advisory Commission has no authority to make a binding decision.

Article IV. Membership

There are *ex officio* members of the Commission who serve by virtue of their office. Additional members are elected or discerned to serve on the Commission.

Ex Officio Members

Pastor or Parish Director
Principal
Pastoral Council Liaison

Members

Teachers
Parents
Parishioners with an interest or expertise in Catholic education
Past Parents

The number of Commission members will be a minimum of 8 and a maximum of 12 members. In addition, the Pastor can appoint one or more staff members as *ex officio* members of a Commission. It is optional for a staff member to be appointed to each sub-committee.

Commission members are eligible to reapply after one year of non-membership. The members discerned each year shall begin their terms on July 1 following discernment. An annual membership list shall be submitted at the start of each Commission year to the Pastoral Commission secretary.

3. Any Commission member may resign by filing a written resignation with the Commission chairperson.

4. At any regular meeting, a member may be removed for good cause by consensus or by an affirmative vote of two-thirds of the Commission. Good cause includes missing two consecutive meetings without a good reason, physical or mental incapacity, or failure to perform duties as a Commission member. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting.

5. A vacancy shall be filled by appointment of the Commission chairperson after consultation with the Commission members. The Pastoral Commission secretary shall be notified of the changes to the membership list.

6. Members are to be adequately prepared for membership on the Commission by being provided with the opportunities for spiritual growth, appropriate theological formation, and the skills and practical information required for the area of mission.

7. Sub-committees of the Commission shall include: Mission and Catholic identity (includes school & parish relationship), Marketing, Development, Finance, Academic Programs, Planning and Evaluation, and Nominating. Participation on at least one sub-committee is required for all Commission members. The sub-committee chair shall report to the Commission at the regular meeting any significant work completed by the sub-committee. The Commission shall oversee the work completed by each sub-committee.

Article V. Officers/Executive Committee

The Commission shall have a chairperson, a vice-chair or chair-elect, and a secretary. Each member of the Executive Committee shall serve 2 year terms.

Officers are selected annually by and from the Commission. *Ex officio* members of the Commission are ineligible to serve as officers.

1. **The chairperson** moderates the meetings of the Commission by:

- a) Being aware of the tasks and responsibilities of the Commission and represents these to the members, the Pastoral Commission, and the Parish community.
- b) Facilitating the planning and scheduling efforts of the Commission.
- c) Preparing the meeting agenda based on agenda planning at the end of the previous meeting and distributing the agenda at least three days prior to the meeting.
- d) Providing for ongoing formation for Commission members.
- e) Facilitating the meetings by promoting collaboration and arriving at decisions

through consensus.

f) Monitoring the implementation of all sub-committee decisions or recommendations.

g) Coordinating the Commission's participation in the budget process and the monitoring of financial reports on the budget for the area of mission.

h) Assisting the next chairperson to understand the Commission's task and responsibilities. Transferring all Commission materials to the new chairperson.

i) Performing duties consistent with the office as the Pastoral Commission or Commission may direct.

2. The vice-chairperson or chairperson-elect serves the Commission by:

a) Conducting the meetings in the absence of the chairperson.

b) Becoming the chairperson in the case of vacancy and, as chairperson-elect, becoming chairperson with the completion of the chair's term.

c) Performing duties consistent as assigned by the chairperson or the Commission.

d) Oversee the recruitment and orientation of new Commission members.

3. The secretary serves the Commission by:

a) Recording a summary of report of each meeting and submitting it to the Pastoral Commission, Commission members, and sub-committees.

b) Taking attendance at meetings and noting absences in the summary or report.

c) Maintaining the list of all Commission members and their terms and reporting any changes to the Pastoral Commission secretary.

d) Performing duties consistent with the office as the chairperson or Commission may direct.

Article VI. Meetings

Regular Commission meetings are held at such time, place, and date that the Commission determines. Each meeting consists of prayer, staff person's remarks, ongoing items, new items, and sub-committee reports.

1. **Special meetings may be called** by the chairperson, Pastoral Commission chairperson, Pastor or a quorum of the Commission to address a single, urgent matter. Notice of such a meeting is given to all Commission members within a reasonable time prior to the meeting. No business other than that stated may be conducted at the meeting.

2. **The date, time and location of Commission meetings shall be published in the bulletin or website and parishioners are welcome to attend as observers.** Parishioners may submit items to the Commission or chairperson for consideration on the agenda. The Commission chairperson may allow observers to participate in a discussion on such subjects and under such rules as the Commission may determine.

3. Parishioners, parents of students, teachers, School staff, and students may submit items for consideration on the agenda and are entitled and welcome to attend all regular Commission meetings.

4. Any observer at open meetings of the Commission may address the Commission only in accordance with Commission established protocols, as listed in Parent/Student Handbook.

- a) In the event someone outside of the Commission desires to address the Commission as part of the agenda, a request must be made to the President, Principal or Pastor at least five days prior to the meeting.
- b) After Prayer and approval of minutes, any non-Commission attendees will be allowed to speak to the Commission on issues of their interest for no more than 3 minutes.
 - a. The president presiding over the meeting shall determine what, if any, next steps might be.

5. A quorum shall consist of a majority of the Commission members, not including Ex-Officio members, to conduct business at meetings. In the case of discernment, a quorum shall consist of a majority of the Commission members present, not including Ex-Officio members, to discern candidates for membership to the Committee.

6. Telephonic / Web conferencing Meetings. The Commission shall permit any or all members to participate in a regular or special meeting by, or conduct the meeting through, use of any means of communication by which all members participating may simultaneously hear each other during the meeting. A member participating in a meeting by this means is deemed to be present in person at the meeting.

7. Voting; Electronic Voting. (a) General. Each member in Good Standing shall be entitled to one (1) vote on each matter submitted to a vote of the Commission. (b) Electronic Voting. Electronic voting may be used in connection with both meetings of the Board and the solicitation of written consents as follows: (i) Meetings. For purposes of soliciting electronic votes in connection with a meeting of the Commission at which a quorum was present, the requisite number of votes that would have been required at such meeting to pass an action shall be required to pass an action via this electronic voting provision. Only those members in attendance of the meeting shall be permitted to vote (ii) Action Without Meeting. For purposes of taking action without a meeting,



solicitation via electronic balloting and voting shall be permitted hereunder. Such procedure shall be initiated by the electronic distribution of ballots and all related materials for consideration by the Commission to all of the members in Good Standing at the time of such distribution.

Thereafter, such members shall be permitted to cast their votes electronically in response to the distributed ballots. The deadline for receipt of such electronic votes cast by the members shall be no less than two (2) days from the date of mailing of the balloting materials, as set forth therein.

Article VII. Operating Procedures

1. Given the Commission's role and purpose of participating in the policy advisory process of the School, the Commission will be provided with a principal's report, teacher's report, Pastoral Commission report, sub-committee reports, and any other data/metrics the Commission requests before each regular meeting.

2. The Commission shall have the opportunity to review and provide advice on any accreditation reports prior to submission of those accreditation reports to the accrediting body.

3. The Commission's manner of decision-making is communal discernment, which includes gathering of information, prayerful reflection and dialogue which leads to consensus. It is understood that there will be two-way communication between the Principal and the Commission regarding issues of importance.

Article VIII. Amendments

The By-Laws will be reviewed each year at the last meeting of the academic year, and may be amended by the Commission by a consensus or two-thirds of the Commission at two successive regular meetings of the Commission.

Date Adopted: _____

Needed Signatures:

Commission Chair _____ Pastoral Commission Chair _____

Pastor _____



School Advisory Commission Operational Norms

Section 1: Name

This body is the St. John XXIII Catholic School Advisory Commission hereinafter referred to as the Advisory Commission.

Section 2: Parish Structure

The Advisory Commission is a standing commission of the St. John XXIII Pastoral Council.

Section 3: Purpose

The Advisory Commission is an advisory body to the school principal. The purpose of the Advisory Commission is to assist the school principal in:

- Ensuring the school thrives and remains viable for the future
- Ensuring excellence in Catholic Culture, Academics, Whole Child Education, and the Stewardship of Resources
- Supporting the school in its efforts to collaborate with the parish.

Section 4: Membership

Pastor

The pastor is the spiritual and temporal shepherd of the parish. He serves the parish community in his teaching, sanctifying and governing duties. Among his teaching responsibilities, he is to see that the word of God is proclaimed, that the faithful are instructed in the faith, that the Gospel message of social justice is promoted, and he has a special care for the Catholic education of children and youth. (Canon 528) A portion of these responsibilities is carried out through the parish school. He is the key person in relation to the parish educational program.

The pastor is the leader of the parish and as such he is the leader in all the decision-making processes within the parish. The pastor has the responsibility to make decisions consistent with the educational policies established by the Archdiocese. The pastor's authority at the parish level includes the right to approve or disapprove all recommendations made by the School Advisory Board (including budgetary recommendations), and to select the principal of the school. In addition, the pastor has the authority to ratify the hiring of all school employees (including the ratification of teacher contracts).

Principal

The principal is accountable to the pastor for the spiritual and academic leadership and the administration of the school. The principal has a serious responsibility as spiritual and educational leader

of the school. The principal assumes responsibility for understanding and accepting the unique role that Catholic schools serve in the educational mission of the Church. The principal serves as the chief spokesperson in articulating this mission and in calling the faculty and students to participate in a significant way in the life of the Church.

In addition to spiritual leadership, the principal is responsible for the administration of the school program. This responsibility includes the employment, supervision, and evaluation of staff, the establishment of educational programming, and the evaluation and management of student behavior. These responsibilities are assumed with archdiocesan and local policies.

School Advisory Commission

The Advisory Commission authority is limited to formal commission meetings or to situations officially defined in this document.

A single Advisory Commission member or a group of Advisory Commission members cannot speak or act on behalf of the Advisory Commission or the school or parish as a whole unless officially designated by the Advisory Commission to do so.

Section 5: Collaboration with Principal

The Advisory Commission collaborates with the principal to advocate for the school in the following areas.

- 1) Mission and Governance
 - a. Identification, recruitment, and vetting of potential Advisory Commission members
 - b. Advisory Commission orientation, training, development, and evaluation
 - c. Fidelity to mission
- 2) Whole Child Education
 - a. Rooted in the conviction that human beings have a transcendent destiny
 - b. Education for the whole person must form the spiritual, intellectual, physical, psychological, social, moral, aesthetic and religious capacities of each child. (NSBECS)
 - c. Academic excellence for all students
- 3) Institutional Advancement: Development, Marketing & Public Relations, and Enrollment Management
 - a. Development: identification, cultivation, and procurement of third-source funding
 - b. Marketing and Public Relations: activities to create, build, and maintain relationships with constituencies
 - c. Enrollment Management: recruitment, enrollment, and retention of students
- 4) Finance
 - a. School budget and long-term forecasts
 - b. School personnel compensation package
 - c. School income sources
- 5) Long-Range Planning
 - a. Strategic Planning
 - b. School Improvement Planning
- 6) Facilities and Technology

- a. Maintenance and upkeep of facility and technology infrastructure
- b. Short- and long-term capital facility needs and technology infrastructure needs
- 7) Policy
 - a. May propose local policy that is more prescriptive, but any proposed policy may not in any way conflict with, or supersede, archdiocesan policy.
 - b. Proposed policies require the approval of the pastor.
- 8) Emergency Operations Planning
 - a. The Advisory Council and principal, in collaboration with appropriate parish personnel, local first responders, and appropriate community members, share the responsibility for developing, implementing, training, evaluating, and adapting EOP.
- 9) Principal Search and Selection
 - a. May participate in the search and selection process for a new principal.
 - b. The pastor hires the principal

Section 6: Membership

Selection and eligibility of members

- 1) Members are either discerned or elected and approved by the pastor. [SCHOOL should define the discernment / election process here.]
- 2) The pastor may appoint an Advisory Council member.
- 3) Paid employees and spouses or children of paid employees of the School or Parish are not eligible for Advisory Commission membership.
- 4) The makeup of the membership should reflect the diversity of the school regarding gender, culture, and ethnic background and provide such professional expertise as appropriate to carry out the purpose and duties of the Advisory Commission. The Advisory Commission shall seek members from each parish sending children to St. John XXIII Catholic School. Individuals interested in serving on the Advisory Commission shall be directed to contact the Principal and Advisory Committee Chair.

Ex-officio Members

- 1) Appointed by pastor
- 2) Participate fully in all Advisory Commission meetings and discussions
- 3) Non-voting member
- 4) Required Ex-officio Members:
 - a. Pastor
 - b. Principal
 - c. Pastoral Council Liaison
- 5) Additional
 - a. Teacher Liaison
 - b. Home & School Liaison
 - c. Marketing/Advancement Liaison

Regular Members

- 1) 5 – 9 members
- 2) Full voting members

Tenure

- 1) Regular member term is three years
- 2) Member may serve two consecutive three-year terms
- 3) Member who has completed two consecutive three-year terms must be off the Advisory Commission for one full calendar year before regaining eligibility to serve on the Advisory Commission

Installation

- 1) Newly discerned / elected members to the Advisory Commission shall be installed at the last meeting of the school year during which they were discerned / elected, after the completion of the regular agenda.

Dismissal

- 1) Members who are frequently absent from Advisory Commission meetings without good cause, or who act in a manner that is contrary to the best interests of [SCHOOL NAME] or the Advisory Commission, may be recommended for dismissal by the Advisory Commission to the pastor.

Section 7: Officers

The officers of the Advisory Commission shall consist of a chairperson, vice-chairperson and secretary, and shall be elected by the Advisory Commission at the first regular meeting. All members of the School Advisory Board are eligible for any office. Officers shall serve two-year terms. No officer shall hold the same office for more than two consecutive terms. If elected in the final year of Advisory Commission membership, said membership is extended by one year.

Chairperson: The chairperson shall preside at all regular and special meetings of the Advisory Commission, shall determine the agenda for all regular and special meeting in collaboration with the principal, and in general, perform all the duties of the office of chairperson and other duties that may be assigned by the Advisory Commission.

Vice-Chairperson: The vice-chairperson, in the absence of the chairperson, shall perform all duties of the chairperson.

Secretary: The secretary shall maintain a written record of all meetings of the Advisory Commission. The principal must approve all minutes. The secretary shall furnish a copy of the approved minutes of each meeting

Section 8: Meetings

- 2) The Advisory Commission shall meet at least monthly, at a designated time and place.
- 3) Special meetings of the Advisory Commission may be called, with the approval of the pastor, by the chairperson or by a majority of the Advisory Commission members.
- 4) No Advisory Commission meeting will be held without the principal and the pastor (or his designated representative) in attendance.

- 5) Quorum: For the purpose of transacting official business, it shall be necessary that a majority of the total members be present.
- 6) The consensus method of decision-making shall be used. Consensus is a Christian approach to group decision-making. It presents an opportunity for all to be heard and avoids a “win/lose” posture that voting promotes. Consensus results in the growth of the group and in fuller ownership of decisions. Consensus has been achieved when there is general agreement or accord among the members. If the board fails to arrive at a consensus and the issue must be decided immediately, the chairperson shall call for a majority vote.
- 7) The board may fix its own rules of procedure, but in the absence of such rules, Robert’s Rules of Order shall apply.
- 8) The ordinary order of business shall be:
 - a. Call to Order
 - b. Prayer and Reflection
 - c. Delegations (if any)
 - d. Approval of Minutes
 - e. Principal’s Reports
 - f. Old Business/Decision-making items
 - g. New Business
 - h. Board Reports
 - i. Pastor’s Comments
 - j. Closing Prayer
- 9) The right of non-members to address the Advisory Commission shall be reserved to those whose petition has been approved by the principal or chairperson for inclusion on the agenda in advance of the School Advisory Board meeting. The chairperson shall control the speaking time for such person(s).

Section 9: Committees

The standing committees of the School Advisory Commission are the Advancement/Marketing Committee, and Home and School Committee. Each committee shall include an Advisory Commission member as an active member of the standing committee. All committee members will sign a confidentiality agreement in advance of carrying out any committee duties.

1. Advancement/Marketing
 - a. The Advancement/Marketing Committee provides assistance in developing and analyzing short/long range strategic planning that encompasses student recruitment, alumni relations, internal/external public relations, communications, fundraising, and major events.
2. Home & School
 - a. The St. John XXIII Home & School Association is an organization made up of parents, faculty, and parish members of St. John XXIII. The purpose of the organization is to foster



a sense of community through communication and promotion of meaningful activities for the families of St. John XXIII Catholic School.

The chairperson, in consultation with the principal, shall establish ad hoc committees as needed.

The Advisory Commission chairperson, in consultation with the pastor and principal, appoints the chairperson of all committees.

The Advisory Commission chairperson and principal, in consultation with the chairperson of each committee and approval of the pastor, may invite persons who are not members of the Advisory Commission to serve as members of these committees.

The responsibility of all committees shall be fact-finding and advisory, but never legislative or administrative. Recommendations by any committee shall be subject to ratification and approval by the Advisory Commission.

Pastor

School Advisory Commission Chair

Date

Date