

ST. JOHN'S SCHOOL ADVISORY BOARD

BY-LAWS

ARTICLE – NAME

The name of this organization shall be St. John's School Advisory Board ("the Board").

ARTICLE II – PURPOSE AND FUNCTION

Section 1. The purpose of the Board is to provide advice and assistance to the St. John's School Pastor and Principal. The Board also recommends school policies consistent with Archdiocesan and state guidelines and directives for the operation of St. John's School ("School") so that students may be effectively educated in a Catholic environment and encouraged to make a deep personal commitment to Jesus Christ and the Magisterium of the Roman Catholic Church.

Section 2. The primary function of the Board is to develop and recommend policies and actions in the areas of: planning, development, finance, facilities, public relations and evaluation.

Section 3. Board members shall be appointed by and serve at the pleasure of the Pastor.

Section 4. The Board, in consultation with the Pastor, shall assist in a search at such time as a vacancy in the Principal ship occurs.

Section 5. If a conflict arises between the Board and the School administration, the matter shall be referred to the Pastor for final resolution.

Section 6. All recommendations of the Board will be presented to the Pastor and Principal. Veto power is held by the Pastor only. The Principal is responsible for policy implementation.

Section 7. The Principal shall present his/her goals for the school year to the School Advisory Board. The Principal shall keep the Board updated on goal implementation.

Section 8. The Budget and Finance Committee shall conduct an annual review of the major revenue and expense items of the school budget. The Committee will consult with the Principal as needed. The Budget and Finance Committee will review the budget proposal with the Board, which will include any anticipated tuition increase if needed. The budget will be discussed. A two-thirds (2/3) majority vote of the Board members will be taken at the next regular Board meeting to forward this budget proposal(s) to the Pastor with Board recommendation for approval.

ARTICLE III – MEMBERSHIP

Section 1. The membership of the Board shall consist of members appointed by the Pastor. The Pastor and the Principal shall serve as ex-officio members. The Board serves in a consultative relationship to the Principal.

Section 2. The regular term of membership is two years, with an option of one additional year at a member's request. Members cannot succeed themselves. The terms shall be staggered to provide continuity of the Board. The Board should include parents of children in the school, a member of the Parish, a representative from the Home and School Association, a member of the Parish Council and a faculty member.

ARTICLE IV – OFFICERS AND RESPONSIBILITIES

Section 1. The officers of the Board shall be Chairperson, Vice-Chairperson and Secretary. The officers shall be elected by the Board and their term of office shall be one year. No person shall serve more than two consecutive terms in the same office.

Section 2. The responsibilities of the officers:

- A. Chairperson: shall preside at Board meetings, Executive Committee meetings, and perform other duties usually associated with the office.*
- B. Vice-Chairperson: shall preside and act, as Chairperson in the absence of the Chairperson, be a member of the Executive Committee, and act as parliamentarian at Board meetings.*
- C. Secretary: shall be responsible for keeping Board minutes and submitting them to the Pastor/Principal.*

Section 3. If the office of the Chairperson becomes vacant before an appointed term has expired, the Vice-Chairperson shall serve as Chairperson for the remainder of the term. If the office of the Vice-Chairperson becomes vacant before expiration of an appointed term, a new Vice-Chairperson shall be appointed immediately by the Chairperson to serve the remainder of the term.

ARTICLE V – MEETINGS

Section 1. The Board shall meet a minimum of six times a year. Special meetings may be called at the request of the Chairperson or Pastor/Principal.

Section 2. A written agenda, committee reports, monthly school financial statement, Chairperson's or Principal's report, and a copy of the minutes of the previous Board meeting will be made available to all Board members at least one week prior to each regularly scheduled Board meeting.

Section 3. A quorum shall be established when a simple majority of members is present for a regular or special meeting. The action of a majority of voting members taken at a meeting at which a quorum is present shall constitute action of the Board.

Section 4. The rules of parliamentary procedure as contained in Robert's Rules of Order shall govern meetings of the Board except as otherwise provided in the By-Laws.

ARTICLE VI – COMMITTEES

Section 1. Standing Committees of the Board may include:

- A. Executive Committee*
- B. Budget and Finance*
- C. Development*
- D. Strategic Planning*
- E. Facilities*

Section 2. The Executive Committee will consist of the Chairperson of the Board, Vice-Chairperson, Finance Chairperson, Pastor and Principal. The Pastor and Principal are ex-officio members.

Section 3. Members of the Standing Committees shall be appointed by the Board. Members of the committees need not be members of the Board. However, the Chairperson of each individual Standing Committee must be a Board Member.

Section 4. Ad Hoc committees shall be appointed by the Chairperson of the Board. These committees shall be dissolved upon completion of their assignment.

Section 5. The duties and responsibilities of both Standing and Ad Hoc committees shall be determined by the Board.

ARTICLE VII – AMENDMENTS

These By-Laws and all subsequent amendments shall be effective upon recommendation of a simple majority of the voting members of the Board at a meeting in which a quorum is present and the approval of the Pastor.

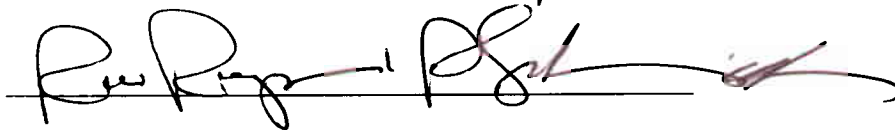
Proposed this 5th day of SEP 2007.



Mr. Rich Schwartz, Chairman

Voted this 12th day of SEP 2007, and approved by a vote of 7 to 0.

Approved by Pastor this 13th day of Sept. 2007.



Rev. Raymond F. Schmidt

School Advisory Board

The purpose of the Board is to provide advice and assistance to the St. John's School Pastor and Principal. The Board also recommends school policies consistent with Archdiocesan and state guidelines and directives for the operation of St. John's School, so that students may be effectively educated in a Catholic environment and encouraged to make a deep personal commitment to Jesus Christ and the Magisterium of the Roman Catholic Church.

The primary function of the Board is to develop and recommend policies and actions in the areas of: planning, development, finance, facilities, public relations and evaluation.

Membership of the 2007-2008 Board

Pastor – Fr. Raymond Schmidt
Principal – Mrs. Patricia Suit
Chairman – Mr. Rich Schwartz
Vice-Chairman – Mr. Bob Miedzinski
Secretary – Mrs. Karen Oliver
Mrs. Deborah Standish
Mrs. Nora Wichrowski
Mrs. Elizabeth Servello
Mrs. Mary Pat Hollis