

**BY-LAWS FOR
ST. JOHN THE BAPTIST
COUNCIL OF ADMINISTRATION**

Article I

Mission Statement

We the Board of St. John the Baptist School support and encourage the spiritual and academic growth of all our students by providing leadership, vision and assistance to our Chief Administrative Officer, School Principal and staff in accordance with God's will.

Title

The name of this body shall be St. John the Baptist Council of Administration.

Article II

Nature and Function

Section A. This Board is a regulatory body operating educational facilities in Plattsmouth, Nebraska subject to such regulation that might proceed from the Lincoln Diocesan Office of Education and the Department of Education, State of Nebraska.

The purpose of said Board is to represent the Church of the Holy Spirit parish with the primary responsibility to provide quality Catholic and academic education for students attending St. John the Baptist School.

Section B. Board Duties, Responsibilities and Function:

1. Advancement

The council helps to develop a comprehensive school advancement plan (fundraising and enrollment) and supports those in the school responsible for its implementation.

a. A fundraising request form needs to be completed and given to the Council for advisement.

2. Finance

The council develops plans and means to secure the financial future of the school. This includes a five-year financial forecast, determining annual

development goals, allocating resources according to the budget and monitoring each of the above.

3. Policy Development

The council assists in developing policies (in accordance with Diocesan Office of Education and Parish policies), which give general direction for administrative action of the school. The council will act as a consultative body as needed by the school administration.

4. Strategic Planning

The council is responsible for maintaining the strategic plans for the school and owns the process, the execution and the goals. The council will establish and review goals of the school, both immediate and long range, in consultation with the Parish Council and Finance Council. The council will communicate and collaborate with the parish's other strategic planning groups as necessary.

Article III

Membership

Section A. Voting members for the Council shall consist of seven elected members in good standing of the Church of the Holy Spirit. To be eligible to serve on the Council, a candidate must be an adult over 18, who is in agreement with the mission of the Parish and school, and has a genuine commitment to Catholic Education. No more than two non-practicing Catholics shall be on the Advisory Council at one time.

Section B. Each lay member shall serve a term of three years, renewable for a second term. After the second term, there must be a one year interval before the individual is again eligible for Council membership.

In case of a vacancy on the Board, the members will appoint a replacement who is a member in good standing of the Church of the Holy Spirit parish to fill the vacancy.

Section C. Notice of election for the School Advisory Council will be published in the bulletin every Sunday in March. Anyone from the Church of the Holy Spirit parish may make a nomination and should do so by contacting a School Advisory Council member prior to the April meeting. Nominations shall be made at the

April meeting of the School Board and names of the candidates shall be published in the parish bulletin prior to the election. Elections will be held the third (3rd) weekend in May. Terms of office of the new board members will commence with the June Board meeting.

Section D. A nominating committee will be established in January to coordinate election of new members.

Article IV

Officers

Section A. The officers of the Council shall consist of president, vice president, and secretary, all of who shall be elected annually by the Council membership at the first regular meeting in August. A Parish Council Representative shall be appointed for one year.

Section B. Any member of the Council is eligible for any office.

Section C. The duties of the offices shall be as follows:

1. The president shall preside at all regular and special meetings of the Advisory Council.
2. The vice president shall perform all the duties of the president when he/she is absent or unable to act.
3. The secretary shall maintain a written record of all acts of the Council and conduct, receive and dispose of all correspondence as directed to his/her care.

Section D. Chairperson(s) for the following committees will be appointed by the president at the August Board meeting:

1. Finance / Budget
2. Advancement – Public Relations / Fundraising / Enrollment
3. By-Laws / Policy Development
4. Building & Grounds / Safety

Article V

Meetings

Section A. The Council shall meet regularly on the second (2nd) Tuesday of the month.

Special meetings may be called by the president or three (3) members of the Council. The president shall be responsible to make every effort to notify all Council members of the agreed upon place and time of said meetings.

Section B. Quorum: For the purpose of transacting official business it shall be necessary that a majority of the total members be present and voting.

Section C. A simple majority of those present and voting shall carry the motion unless otherwise specified in the By-Laws.

Section D. All meetings of the Board shall be open to members of the parish and to parents of children receiving their education under the auspices of the parish.

Section E. Anyone wishing to address the Board shall inform the Board president or secretary 24 hours prior to the regular monthly school board meeting. Informing the nature of the business is required.

Section F. An agenda shall be kept and published by the Board's president.

Section G. A written record of all acts of the Board, maintained by the secretary, shall be preserved by the secretary and be available for review. A hard copy will be kept in the school files. A copy of the minutes will be posted on the Church bulletin board and summarized in the church bulletin.

Section H. Confidentiality / Objectivity / Unity
Members of the School Board are responsible to keep all official information/business discussed in confidence and not shared with non-Board members. Members should identify and manage their own personal biases while the consideration of the good of the total parish/school community should be integral to the decision-making process. Each member shall uphold decisions made by the Board and do all it can to avoid creating factions, sides or other divisive groupings in the parish or school community.

Article VI

Conduct of Meetings

Section A. The rules of parliamentary procedure as contained in the Roberts' Rule of Order shall govern meetings of the Board.

Section B. The ordinary order of meetings shall be:

1. Call to order/prayer
2. Reading of minutes from last meeting
3. Chief Administrative Officer report

4. Principal's report
5. Committee reports
 - a. 5 Pillars
 - b. Finance
 - c. Parish Council
6. Unfinished business
7. New Business
8. Announcements
9. Executive Session (if needed)
10. Adjournment/prayer

Section C. Presenting Motions

1. Obtaining the floor
2. Make Your Motion
3. Wait for Someone to Second Your Motion, or the Chairman will call for a second.
 - a. If there is no second to your motion it is lost.
4. Expanding on Your Motion (if necessary)
5. Putting the Question to the Membership
 - a. If there is no more discussion, a vote is taken.
6. Vote on Motion
 - a. By Voice - The Chairman asks those in favor to say, "aye", those opposed to say "no".
 - b. By Roll Call -- Each member answers "yes" or "no" as his name is called.
 - c. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..."
 - d. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

Article VII

Amendments

Section A. By-Laws may be amended by a vote of one more than a simple majority of the members present at any regular meeting, providing there is a quorum and providing the amendment has been presented at the previous meeting of the Board.

Adopted by the Holy Spirit Parish Board of Education - April 14, 1983

Revised by St. John the Baptist School Board - July 2, 1991

Amended by St. John the Baptist School Board - October L2, 1993

Amended by St. John the Baptist School Board - January 10, 1995

Amended by St. John the Baptist School Board - August 9, 2005

Amended by St. John the Baptist School Board – February 9, 2016

Amended by St. John the Baptist School Board – April 11, 2017

Revision 1 – Summary of Changes, Deletions & Additions
(November 8, 2005)

Article I Added the Mission Statement

Section A

Paragraph two - added - "the Baptist" to St. John's School.

Section B

Deleted #3 – Act as liaison body with local and state school officials.

Deleted #6 - Approve curriculum as developed by the faculty and administration of St. John's School.

Item #10 - added - "the Baptist" to St. John's School.

Item #11 - Deleted - "Set forth". "employee tenure, retirement policies" and added "Review", "employee" and "as recommended by the administration."

Article III Section C

Changed - "December" to "March", "contact" to "contacting", "January" to "April", January" to "April, moved the last sentence to be the second to last sentence to read as follows: Elections will be held the third (3j weekend in May, "February" to "June".

Section D

Added

Article IV Section A

Changed - "February" to 'August'

Section D

Changed - "by" to "at", "March' to "August", deleted #I,2,& 4.

Article V Section E
Deleted - "or Parish Administrator"

Revision 1 – Summary of Changes, Deletions & Additions
(January 9, 2016)

Article I Mission Statement
Added – “by providing leadership, vision and assistance to our Chief
Administrative Officer, School Principal and staff”

Title
Changed – “The name of this body shall be St. John the Baptist School Board of
Education.” to “The name of this body shall be St. John the Baptist Council of
Administration.”

Article II Nature and Function
Changed - “at” to “in”

Section B. Board Duties, Responsibilities and Function

Changed: Propose and recommend the annual school budget to be approved
by the Parish Council. Said budget shall include all things pertaining to the
educational program.

1. Recommend for approval the salary scale for lay teachers, tuition rates,
book bills and other fees at St. John the Baptist school.
2. Implement policies of the Diocesan Office of Education.
3. Recommend the policies under which school administration shall operate
the educational program of the parish.
4. Review policies regarding employee hiring and dismissal and other
matters relating to personnel as recommended by the Administration.
5. Review and recommend guidelines for evaluating the effectiveness of the
educational program.
6. Recommend policies relating to the planning, operating and maintenance
of facilities and equipment in conjunction with Building and Grounds.
7. Participate and advise on future planning committee for new and/or
additional facilities.
8. Establish committees on a standing or ad hoc basis according to need.
9. Coordinate parochial educational activities.

To:

1. Advancement

The board helps to develop a comprehensive school advancement plan (fundraising and enrollment) and supports those in the school responsible for its implementation.

2. Finance

The board develops plans and means to secure the financial future of the school. This includes a three year financial forecast, determining annual development goals, allocating resources according to the budget and monitoring each of the above.

3. Policy Development

The board assists in developing policies (in accordance with Diocesan Office of Education and Parish policies), which give general direction for administrative action of the school. The board will act as a consultative body as needed by the school administration.

4. Strategic Planning

The Board is responsible for defining the strategic plans for the school and owns the process, the execution and the goals. The Board will establish and review goals of the school, both immediate and long range, in consultation with the Parish Council. The Board will communicate and collaborate with the parish’s other strategic planning groups as necessary.

Article III Membership

Section A. Deleted – “with the acting president casting the tie vote.”

Section B. Changed - “Each lay member shall serve a term of three years. Members may serve only two consecutive terms” To “Each lay member shall serve a term of three years, renewable for a second term. After the second term, there must be a one year interval before the individual is again eligible for Board membership.”

Article IV Officers

Section D. Changed

- 1. Building & Grounds
- 2. Public Relations
- 3. By-Laws

TO:

- 1. Finance / Budget

2. Advancement – Public Relations / Fundraising / Enrollment
3. By-Laws / Policy Development
4. Building & Grounds / Safety

Article V Meetings

Section C. Changed: “constitution” to “By-Laws”

Section G. Added: “and summarized in the church bulletin”

Section H. Changed: “The pastor of the Church of the Holy Spirit parish shall have veto power over the majority of the Board.”

To:

“Confidentiality / Objectivity / Unity

Members of the School Board are responsible to keep all official information/business discussed in confidence and not shared with non-Board members. Members should identify and manage their own personal biases while the consideration of the good of the total parish/school community should be integral to the decision-making process. Each member shall uphold decisions made by the Board and do all it can to avoid creating factions, sides or other divisive groupings in the parish or school community.”

Article VI - Conduct of Meetings

Section B. Changed:

- 1) Call to order/prayer
- 2) Approval of minutes
- 3) Ten minute open discussion
- 4) Superintendent's report
- 5) Principal's report
- 6) Unfinished business
- 7) Committee reports
- 8) New Business
- 9) Executive session (if needed)
- 10) Adjournment/prayer

To:

- 1) Call to order/prayer
- 2) Reading of minutes from last meeting
- 3) Chief Administrative Officer report

- 4) Principal's report
- 5) Committee reports
- 6) Unfinished business
- 7) New Business
- 8) Announcements
- 9) Adjournment/prayer