

SAINT JOSEPH PARISH  
SAINT JOSEPH BOARD OF EDUCATION  
POLICIES AND REGULATIONS MANUAL  
1970-2010

**PREFACE**

This brief rewriting and regrouping of policies and regulations was done so that the present manual would conform much more to the Diocesan's manual of policies and regulations in organization, numbering, and phrasing. It was also done to correct some minor phrasing, sentence structure and organization.

This rewrite will provide an easier system of adding or deleting policies and regulations in the future.

Many thanks go to the St. Joseph Board of Education for their work on this revision.

Revisions completed June 2010

Approved 2010  
Revised November 2018  
Reviewed November 2018

SAINT JOSEPH PARISH  
BOARD OF EDUCATION

TOTAL CATHOLIC EDUCATION

In accordance with the concept of total Catholic Education and the policy of the Diocesan Board of Education, the St. Joseph Board of Education is responsible for youth ministry, elementary and secondary religious education, and adult education in St. Joseph Parish. The St. Joseph Board of Education is responsible for implementation of Diocesan Board of Education policies related to these programs.

CONSTITUTION  
SAINT JOSEPH PARISH BOARD OF EDUCATION  
OF DES MOINES, IOWA

PREAMBLE

We, the members of St. Joseph Parish, Des Moines, Iowa, affirm our belief that education is essential to the growth and development of our community. In order that all members of this Parish – priests, deacons, religious and laity – may have an appropriate means for working together to further this purpose, we form the Board of Education. The development of Christian educational programs through greater involvement of the members of the Parish in the Mission and educational affairs of the Parish shall be our major concern and our motivating purpose. We are guided by Sacred Scripture and by the directives of the Second Vatican Council, particularly in the documents on The Church, The Laity, and The Church in the Modern World.

ARTICLE I

Title

The name of this body shall be the St. Joseph Parish Board of Education.

ARTICLE II

Nature and Function

- Section 1. The Board is an advisory and consultative body for St. Joseph Parish, Des Moines, Iowa subject to provisions of Canon Law, regulations that proceed from the Diocesan Board of Education as well as the Department of Education for the State of Iowa and subject to the laws of Iowa.
- Section 2. The Board shall be advisory for all aspects of formal educational programs in the primary areas of catechesis and Catholic school.
- Section 3. The Board shall effectively implement at the parish level the policies of the Diocesan Board of Education and the policies of the parish board.
- Section 4. The Board is the voice of the parish community in educational planning, goal setting and policy development in accord with the intent and spirit of the Diocesan Board.
- Section 5. The Board shall have as an integral part of all its educational programs the four tasks of catechesis: a) to proclaim Christ's message; b) to develop community; c) to lead people to worship; and d) to motivate to service of others.

- Section 6. Specific duties and functions include the following:
- a. Coordinate school educational programs and activities;
  - b. Build understanding and support for Catholic education in all its forms;
  - c. Develop the educational budget in collaboration with the Parish Finance Council and the administrators, in accord with the Diocesan guidelines and Board procedures.
  - d. Adopt and oversee the implementation of the annual educational budget;
  - e. Retain personnel according to established policies of Diocesan and the Parish Board;
  - f. Work with the Parish Buildings and Grounds Committee
    - a. In planning, operating and maintaining facilities
    - b. In planning and building new educational facilities
  - g. Serve as a liaison body with public authority as appropriate;
  - h. Evaluate periodically
    - a. Effectiveness of Board policies
    - b. The accomplishment goals and objectives
    - c. The effectiveness of internal functioning as a Board of Education
    - d. All programs that the Board governs.

### ARTICLE III

#### Membership

- Section 1. Members of the Parish Board of Education shall be the pastor(s) (ex officio), seven-nine discerned by board and pastor representatives and one member from any parish who has a minimum of 15 students enrolled. Administrators of the parish education programs (Principal and ex-officio non-voting members of the Board).
- Section 2. Members shall be for a term of three years. Members may be discerned for another term. A board member, having served two consecutive terms, may not be a candidate for another term until at least one complete year has passed.
- Section 3. A member of the Board, who has missed two consecutive regularly scheduled meetings or three meetings in total in a fiscal year, unless excused, will be subject to being released from the Board. If a member

is unable to serve the full term, a vacancy is created. The vacancy shall be filled as stated in the Bylaws.

A member of the Board may be removed for cause only by the affirmative vote of two-thirds of the voting members of the Board. Any action to remove a board member shall be conducted by secret ballot.

Section 4. Elections of new members shall be held annually, according to the procedures specified in the Bylaws. New members take office at the June meeting as full voting members.

Vacancies on the Board shall be filled by appointment by the Board as stated in the Bylaws.

## ARTICLE IV

### Officers

Section 1. The officers of the Board shall consist of Chairperson, Vice-Chairperson and Secretary-Treasurer. They shall be elected annually by Board members (as stated in the Bylaws). Officers assume their responsibilities at the first meeting of the Board of the new fiscal year.

Section 2. All members of the Board with at least one year of their term remaining are eligible for any office with the exception of the Pastor who is ineligible to hold any office on the Board.

Section 3. The duties of the officers shall be stated in the Bylaws.

Section 4. The School Chairperson or Principal shall serve as the Executive Officer to the Board.

## ARTICLE V

### Meetings

Section 1. The Board shall meet regularly at a time and place specified in the Standing Rules. Special meetings may be called by the Chairperson or Pastor as needed, or by majority of the members.

Section 2. A quorum, a majority of the entire Board, is necessary for the transaction of business at meetings; a majority vote of those present shall be sufficient for any decision or election. Proxy voting is never permissible.

Section 3. All meetings of the Board are open unless designated as being executive or closed sessions. Decisions made in executive sessions must be

presented and voted on at open sessions before becoming effective. Only Board members should attend executive sessions. The Board may extend, through the Chairperson, an invitation to other persons when circumstances warrant inclusion of non-board members.

Section 4. A written record of all acts of the Board, maintained by the Secretary, shall be preserved in the parish office.

Section 5. If a non-board member wishes to address the board, the person must contact the Chairperson one week prior to the meeting to seek approval. The request must include the exact nature of the issue/concern to be addressed and supporting materials, etc. to be presented. Approval to address the board/committee shall be made by the officers.

## ARTICLE VI

### Conduct of Meetings

Section 1. As a Christian community, the Board will endeavor to arrive at consensus in its deliberations. Formal decision-making will utilize parliamentary procedures as outlines in Robert's Rules of Order or another procedure of the Board's choice.

Section 2. The ordinary order of the meeting shall be as stated in the Bylaws.

## ARTICLE VII

### Approval

This Constitution must have the approval of the Diocesan Board of Education through its executive officer.

## ARTICLE VIII

### Amendments

Section 1. This Constitution, excepting Required Components, may be amended, substituted or repealed in whole or in part only by two-thirds vote by ALL members of the Board of Education at a special meeting called for such purpose. Notice of said special meeting shall be given in writing to all members of the Board at least 20 days before said special meeting. Notice shall be given to parish at least 10 days prior to said special meeting. Notice shall state the proposed action. All revisions of the Constitution shall be submitted to the Diocesan Board for final approval.

Section 2. Amendments must be presented to the Board at least one meeting prior to voting on such.

## ARTICLE IX

### Bylaws

Section 1. Bylaws in accord with this Constitution may be developed to further specify the internal operation of the Board.

Section 2. Bylaws may be developed and amended by a vote of one more than a simple majority at any regular meeting with a quorum present.

Section 3. Bylaws and/or amendments to Bylaws must be presented at least one meeting prior to voting on such.

## ARTICLE X

### Standing Rules

Section 1. Standing rules are guidelines related to the details of the administration of the Board.

Section 2. Standing rules may be adopted and amended by a simple majority vote at any regular meeting of the Board without previous notice.

OFFICIAL SIGNATURES

---

Pastor

---

Chairperson of Parish Board of Education

---

Secretary of Parish Board of Education

Dated: \_\_\_\_\_

APPROVAL

This Constitution is approved by the Diocesan Board of Education

---

Executive Officer of the Diocesan Board of Education

Dated: \_\_\_\_\_



BYLAWS  
SAINT JOSEPH PARISH BOARD OF EDUCATION  
OF DES MOINES, IOWA

ARTICLE I

Title

ARTICLE II

Nature and Function

- Section 1. To assist the St. Joseph Board of Education in its work, the Board shall regularly communicate, with the Parish Council and the Finance Council, the goals and priorities established for St. Joseph Parish educational programs.
- Section 2. Present the annual budget to the Parish council on or before the 1<sup>st</sup> day of May for consideration and approval.

ARTICLE III

Membership

- Section 1. Any registered Catholic member of the Parish shall be eligible to be a member of the Board.
- Employees of Saint Joseph School or their spouses are ineligible to serve on the Board of Education.
- The Board shall have the following members aside from the pastor: the associate pastor(s) and any parish who has a minimum of 15 students enrolled.
- Administrators of the parish educational programs (Principal, Director of Youth Faith Formation, and Youth Minister) are ex-officio non-voting members of the Board.
- The Board shall have seven to nine members elected at large to serve a three-year-term, along with representatives from any parish who has a minimum of 15 students enrolled.
- This Parish Board shall have a single executive officer responsible to the Board for the carrying out of its policies and responsible administratively to the Diocesan Superintendent of Education. This officer will normally be the principal of the school. This executive officer

shall assist in the preparation of the meeting agenda along with the Chairperson and Pastor.

Section 2. Any member of the Board may resign by filing a written resignation with the Secretary. At any meeting of the Board, one or more elected members of the Board may be removed by just cause by a two-thirds vote of all members. Just cause shall include missing two regularly scheduled consecutive meetings or three meetings within a year's time, unless excused. Any member whose removal has been proposed will be given notice of said fact and an opportunity to respond.

In regard to absences: Executive Committee will meet with the member or members and discuss reason for absences. Executive Committee will make recommendations to the Board of Education: a) Recommended to continue on the Board because of valid absence; b) Encouraged to resign. Constituencies will be notified of disqualification to serve on the Board of Education.

Vacancies that occur during the term of a Board shall be filled with persons from the previous election having the next highest number of votes. In the event an existing vacancy cannot be filled by a candidate in the last election, the Executive Committee shall appoint a qualified member of the Parish to fill the unexpired term. Ratification of the appointed member will be by majority vote of the Board at the next regular meeting.

Section 3. Newly elected members will take their seats at the June meeting as non-voting members during this meeting only. Full voting rights will begin at the conclusion of the June meeting.

Newly elected, discerned, members will participate in orientation and formation from the time of their election through May.

Terms will be staggered so that one-third of the membership changes each year.

Terms shall expire at the conclusion of the June Board meeting.

All nominees shall be at least eighteen (18) years of age when nominated.

## Officers

- Section 1. The nomination and election of officers shall be by secret ballot of all Board members and ex-officio members present and voting.
- Section 2. No member may hold the same office for more than two consecutive terms.
- Section 3. The duties of the officers shall be as follows:
1. The Chairperson shall preside at all regular and special meetings of the Board, and shall prepare an agenda for each meeting.
  2. The Vice-Chairperson shall perform all the duties of the Chairperson when the Chairperson is absent or unable to act.
  3. The Secretary-Treasurer shall maintain a written record of all acts of the Board; conduct, receive and dispose of all correspondence as directed; preserve all reports and documents committed to his/her care, and do all other acts normally carried out by a secretary-treasurer.
  4. The Executive Committee of the Board of Education shall consist of the Pastor, Chairperson, Vice-Chairperson, and Secretary/Treasurer.

## ARTICLE V

### Meetings

- Section 1. Agendas and minutes will be distributed at least 3 days ahead of the scheduled meetings so members may come to meetings prepared.
- Section 2. Notice of all regular meetings of the Board shall be printed in the Parish bulletin the week preceding the meeting.
- Notice of all special meetings shall be made to all Board members by the Board Chairperson or Secretary at least three days prior to the date of the meeting.
- The right of non-members to address the Board shall be limited to those who have contacted the Board Chairperson, pastor, or principal ahead of the meeting time. However, the Board, by majority vote of those members present, shall have the right to allow a non-member to address the Board.

## ARTICLE VI

### Conduct of Meetings

The ordinary order of the meeting shall be:

1. Call to Order
2. Prayer
3. Calling of Roll
4. Acceptance of Agenda
5. Comments
6. Approval of Minutes
7. Reports
8. Unfinished Business
9. New Business
10. Closing Prayer
11. Adjournment

## ARTICLE VII

### Approval

## ARTICLE VIII

### Amendments

## ARTICLE IX

### Bylaws

Section 1. Committees – Each committee of the Board shall present to the Board for approval its organizational plan for conducting the business of the committee. Such a plan shall include the process for selection of committee officers.

Revisions of a committee's organizational plan must be presented to the Board for approval before implementation.

Committees shall meet as needed during the year.

The Board shall have the following standing committees; their responsibilities are:

**FINANCE COMMITTEE:** The Finance Committee shall be responsible for hearing administrative, teacher, and staff salary and benefit requests, developing a yearly budget, and bringing their recommendations back to the Board for consideration.

MARKETING COMMITTEE: The Marketing Committee is charged with forming and implementing plans for improving public relations, and identifying and attracting potential students for all our educational programs.

SIACC: The SIACC is responsible for maintaining and updating long range plans for Saint Joseph School and any other program the Board directs.

The Board may establish and discontinue ad hoc committees from time to time as need requires.

## ARTICLE X

### Standing Rules

The Board shall meet regularly on the first Thursday of each month unless otherwise determined by the Executive Committee or by a consensus of Board members. A calendar of meetings shall be developed in August for publication.

## SAINT JOSEPH SCHOOL MISSION STATEMENT

The mission of Saint Joseph School is to enable students to have an opportunity to be unique, contemporary and oriented to Christian service. Saint Joseph School is unique by its commitment to Catholic Christian education and by its integration of religion with the rest of learning and living. It is contemporary because it enables students to address with Christian insight the multiple problems which face individuals and society today. It promotes Christian service as it helps students acquire skills, virtues and habits of heart and mind required for effective service to others.

All those involved in the Saint Joseph School community --- parents, students, pastors, teachers, support staff, and administration – must earnestly desire to make it a community of faith which is indeed “living, conscious and active.”

## SAINT JOSEPH SCHOOL PHILOSOPHY

Saint Joseph School is a community of Christians following Gospel values providing an atmosphere of security, acceptance and concern. It is a community in which students grow spiritually, academically, and socially. We are committed to teaching Catholic Christian values, meeting individual needs, developing self-discipline along with self-esteem, and maintaining open lines of communication.

### I. RELIGIOUS EDUCATION

- a. The foundation of the religious education of children begins at home, and educators will continue to cooperate and work with parents to build on that foundation.
- b. We will foster a Faith Community by becoming aware of and responding to community needs through various service projects.
- c. Our students will prepare and participate in weekly liturgies.
- d. The religious education program emphasizes the importance of daily prayer in our students' lives.
- e. There is ongoing involvement of pastoral staff in sacramental preparation and in the classroom, religious education of our students on a weekly basis.
- f. We will infuse peace and justice interests throughout our curriculum in order to fulfill our mission of global education. This mission is to produce citizens who are both knowledgeable about the world, and who possess skills, values, and a commitment appropriate for the support of quality long-term survival of all human beings.

- II. HOW CHILDREN LEARN
  - a. We agree that children learn through a variety of teaching techniques and strategies including large and small group activities, cooperative groups, hands-on experiences, and field trips.
  - b. We agree that the best learning occurs in a non-threatening, age-appropriate atmosphere that encourages development of positive self-esteem.
- III. DISCIPLINE
  - a. Students are expected to be responsible for their own behavior.
  - b. The discipline policy will reflect Catholic Christian values.
  - c. Discipline will be a cooperative effort between home and school.
  - d. Consequences will fit the behavior.
  - e. Students will show respect for self, others, and property.
  - f. The discipline policy will encourage a positive learning environment.
  - g. The discipline policy will be schoolwide, appropriate to the individual child.
- IV. CURRICULUM
  - a. The faculty will participate in on-going evaluation to update textbooks and materials used in the classrooms.
  - b. The staff will participate in on-going staff development.
  - c. Each classroom will have age appropriate materials for student needs.
  - d. Each classroom teacher will utilize the expertise of the community whenever possible.
  - e. Each classroom teacher will recognize and provide for individual ability levels.
  - f. Our school helps students develop the knowledge and skills necessary for working with others of varying ethnic and religious backgrounds.
- V. PARENT INVOLVEMENT
  - a. Communication is the key to a successful learning experience.
  - b. The school needs to be notified of significant changes within the student's home environment that would affect the students' performance or attitude in the classroom.
  - c. It is necessary for the healthy overall development of the child that the parents be actively involved in their education.
  - d. The parents should be involved and informed of their child's school activities.
  - e. It is parents' responsibility to be aware of and follow the policies in the Saint Joseph School Handbook.
- VI. LEARNING ENVIRONMENT
  - a. We strive for a positive learning environment in which all students feel capable of success.
  - b. We encourage students to take pride in their school and respect all school property.
  - c. The teacher is a guide in learning while the students are responsible for their accomplishments.

Approved 2010  
Revised November 2018  
Reviewed November 2018