

BYLAWS

Resurrection School Commission

ARTICLE I

Name, Purpose and Mission

Section 1.1 Name.

This commission shall be known as the "Resurrection School Commission", and is referred to herein as the "school commission."

Section 1.2 Purpose.

The purpose of the school commission is to advise the principal on matters related to the operation of the school including, but not limited to: safety, fund-raising/development, technology, marketing/recruitment/enrollment, curriculum purchases, religious education funding, physical plant issues, policy development and athletics/student enrichment activities.

Section 1.3 Mission.

To ensure the future of Resurrection School through marketing and fund-raising efforts, communication with Parish and school families, support of the evangelization and formation of families, the development of a stable financial framework, and the maintenance of a quality, real property infrastructure to support the long-term growth and development of Resurrection School.

ARTICLE II

Duties and Functions

Section 2.1 General.

The school commission shall review, develop, and recommend changes to school policies, and assist in the development of the total education program of the school. Elected school commission members represent parents in school decision-making; bring parent concerns and celebrations to the attention of the school administration, clergy, and staff for further action or resolution; and seek support from the school within the Resurrection parish and local community.

Section 2.2 Policies, Rules and Regulations.

The school commission shall review policy guidance from the Diocesan Board of Education and shall establish rules and regulations to support and implement those policies. The school commission shall advise the principal on long-term planning, fund-raising, marketing, enrollment, accreditation, curriculum, technology, and any other matter as directed by the principal or pastor.

Section 2.3 Communication Liaison.

The school commission shall act as a liaison between parents, teachers, principal and the pastor, and facilitate communication between the parties.

Section 2.4 School Finances.

The school commission shall review investment opportunities for updates to the school curriculum, resources, and facilities in comparison to the needs targeted by the strategic plan and school improvement plan. The school commission will work in combination with the parish finance council to prioritize updates and request funds for the completion of special projects.

Section 2.5 Capital Outlay.

The school commission shall advise the principal to ensure that the physical facilities, equipment, and materials meet the needs and expectations of the students and faculty. The principal and others as deemed necessary, including school and parish staff or school commission members, shall conduct an annual site review and inspection of the facilities to identify potential safety issues and other maintenance challenges. These issues and challenges should be considered for inclusion in recommendations for future improvements.

Section 2.6 Year-End Review.

At the June meeting, the school commission will receive and review the principal's year-end report. The year-end report must highlight the past year's challenges and accomplishments and include the administrator's vision for the next year. The report is to provide direction to the school commission for the following year.

Section 2.7 Pastoral Representatives.

The principal and the school commission shall ensure representation at Parish Pastoral Council meetings at Resurrection Church. One member of the School Commission will be a representative to the Parish Pastoral Council. Members representing the school commission at any parish meetings shall be registered members of the parish. Representatives shall report the activities of the parish to the school commission.

Section 2.8 Administrative Hire.

When a new principal is to be hired, a hiring committee shall be established. This committee shall be made of the pastor, two representatives of the school commission, a single representative of the Resurrection School Council, a single current Resurrection School teacher, and any other parish members designated by the pastor.

ARTICLE III

Membership

Section 3.1 Members.

Voting members of the school commission shall consist of seven elected members. The pastor and principal will be non-voting *ex officio* members of the school commission. Of the seven elected members, at least three will be parents of currently enrolled students. Two of the seven must be parish members that have had children attend Resurrection school, and two more may be members at large. Employees of the school, or their immediate family members, shall not be eligible to serve as a voting member of the school commission. All members of the school commission must be Resurrection Church members.

Section 3.2 Term of Office.

Except as otherwise provided herein, each elected school commission member may serve two terms of three years. As practical, terms shall be staggered so that no more than three new members elected in a given year. With an affirmative vote of the school commission, individual members serving an initial term of less than three years may be extended for a single, full three-year term.

Section 3.3 Elections.

The school commission shall solicit and obtain nominations for new members before the February meeting. Vacancies and qualifications for those vacancies will be announced during the month of April. Elections will be held at the June meeting. The terms for new members shall begin in August of each year.

Section 3.4 Teacher Representatives.

The principal shall select two teacher representatives to participate as non-voting members of the school commission, with one representing grades K – 5, and the other one representing grades 6 – 8. These teacher representatives will serve on a rotating, annual basis, and shall do so at the discretion of the principal.

Section 3.5 Unplanned Vacancies.

Whenever an unplanned vacancy shall occur on the school commission, a specialized workgroup shall review the qualifications of previously nominated individuals. The workgroup shall make a recommendation to the pastor, who will make the selection. The selectee shall fill the unexpired term of the person who created the vacancy. Vacancies for the purposes of this section shall include, but not be limited to, the failure to obtain nominations sufficient to fill all open positions on the school commission, thereby preventing the election of the required number of members to serve on the school commission, per Section 3.2 of these bylaws.

Section 3.6 Resignation and Removal.

Any voting member may resign at any time by giving written notice of resignation to the chairperson of the school commission. Unless excused by the chairperson in advance, any voting member that misses two consecutive meetings, or three meetings in any given calendar year, may be removed or asked to resign.

ARTICLE IV**Officers****Section 4.1 Officers.**

The officers of the school commission shall be the chairperson, vice-chairperson, secretary, the treasurer, and any other officers, as the school commission may consider necessary to properly conduct the business of the commission. The officers shall be elected annually by the voting members of the school commission at the June meeting to serve their term from July through to the next June. Officers may serve consecutive years in the same position, assuming the voting members of the school commission deem it to be in the best interest of the commission.

Section 4.2 Chairperson.

The chairperson shall preside over all regular and special meetings of the school commission. It shall be the responsibility of the chairperson to prepare an agenda, in consultation with the principal, outlining the matters to be discussed at the school commission meeting. The chairperson shall also perform all other duties usually associated with and incidental to the office of chairperson.

Section 4.3 Vice-Chairperson.

The vice-chairperson shall preside over all regular and special meetings of the school commission in the absence of the chairperson. The vice-chairperson is responsible for coordinating the activities of the standing school commission workgroups.

Section 4.4 Secretary.

The secretary shall keep minutes and non-financial records of the school commission. The minutes may include reports and other documents, which are submitted to the school commission. The secretary shall be responsible to ensure that all minutes (proposed and approved) are forwarded to the appropriate individuals and offices in accordance with Section 5.6 of this document. The secretary shall have such other powers and shall perform other such duties as may be assigned to him or her by the school commission or by the chairperson.

Section 4.5 Treasurer.

The treasurer shall keep and be responsible for the production and storage of various financial records associated with the school commission's business. The treasurer shall also be responsible to provide detailed financial statements, as requested, to members of the school commission, pastoral staff, and the principal on a regular and recurring basis.

Section 4.6 Workgroup Chairpersons.

The school commission will have three standing workgroups chaired by interested individuals selected and approved by a vote of the school commission. The chairperson of each of the three standing workgroups shall have such authority and perform such duties as may be assigned to him or her by the school commission.

Section 4.7 Additional Authority.

From time to time, voting members of the school commission may be selected and assigned additional authority and responsibility at the discretion of the school commission, in conjunction with the pastor and the principal. In the event that the current voting members of the school commission are unable to perform a specific function, the commission may seek other parish volunteers to satisfy the requirement. These assignments will be limited in time and scope, and based on the best interest of the school commission.

ARTICLE V**Meetings****Section 5.1 Quarterly Meetings.**

The school commission shall hold four regular meetings each school year. Meetings shall be held quarterly: in August, November, February and June. All quarterly meetings shall be exclusive to current members of the school commission. Nonmembers may receive special invitation to present public concerns to the commission at the beginning of quarterly meetings, whenever mutually agreed upon by the principal and chairperson.

Section 5.2 Special Meetings.

Special meetings shall be held in executive or public format whenever necessary, as determined by mutual agreement of the principal and the chairperson, or by a majority vote of the elected members of the school commission.

Section 5.3 Quorum.

The presence of a majority of the members of the school commission, with at least four elected members, shall constitute quorum for the transaction of business at any meeting of the school commission. The act of the majority of the members present at a meeting, at which a quorum is present, shall be the act of the school commission.

Section 5.4 Operational Procedures.

The goal of the school commission is to arrive at decisions by consensus. When consensus cannot be reached, the rule of parliamentary procedure as contained in "Robert's Rules of order" shall govern the meeting. Strict adherence will not be enforced if found to interfere with productive discussion.

Section 5.5 Records.

Copies of all proposed minutes of quarterly meetings shall be sent to all school commission members, pastoral staff, and the principal within eight days after the meeting. Copies of approved minutes of quarterly meetings shall be sent to the pastoral staff, and the principal within five days. Official copies of meeting minutes shall be maintained in the school office for diocesan and public review and made available upon request. Documents and reports which have been presented at the school commission meeting, for the purpose of conducting commission business, shall be included with the minutes, and will also be made available. The use of digital technology will be used whenever the resources exist to maintain and make available meeting minutes.

ARTICLE VI

Workgroups

Section 6.1 General.

The school commission will include three standing workgroups. The three standing workgroups include Long-Term Planning, Finance & Marketing, and Safety & Facilities. Each of these workgroups will include at least one voting member of the school commission. The school commission may populate workgroups with any individuals deemed necessary so as to accomplish the tasks or responsibilities designated to the workgroup. Each workgroup will meet at least quarterly and will report periodically to the school commission.

Section 6.2 Long-Term Planning.

The school commission's long-term planning workgroup is primarily responsible for the development and maintenance of a formal, written strategic plan (5 years) that encompasses the integration of plans and programs designed to move the Resurrection school from where it currently resides toward the school's vision. This strategic plan must be aligned with the parish and diocesan plans. The long-term planning workgroup shall make recommendations to the school commission that involve issues related to current decision-making processes that may or may not be congruent or synchronized with the approved strategic plan.

Section 6.3 Finance & Marketing.

The school commission's finance & marketing workgroup is primarily responsible for the development, review and oversight of programs related to financial and marketing efforts designed to support the implementation of the school's long and short-term plans. The finance & marketing workgroup shall make recommendations to the school commission that involve the use of revenues to satisfy existing or future needs, as well as activities and issues that pertain to enrollment trends.

Section 6.4 Safety & Facilities.

The school commission's safety & facilities workgroup is primarily responsible for the development, review and monitoring of policies, plans, programs and activities related to the safety of the school and the effective and efficient use of real property assets. The safety & facilities workgroup shall make recommendations to the school commission that involve safety and security issues, space utilization, recreational green space, and energy

efficiencies. All policies and plans will be developed and implemented with the entire parish in mind, and in consultation with the Parish Pastoral Council and Finance Council.

Section 6.5 Specialized Workgroups.

The school commission may, from time to time, call for the creation of an ad hoc specialized workgroup to address a specific issue for a limited amount of time. The specialized workgroup will operate at the discretion of the school commission and shall have such powers and duties as designated by the school commission. Members of these specialized workgroup need not be school commission members, provided however, that the membership of the specialized workgroup shall include at least one elected member of the school commission. The specialized workgroup shall report to the school commission on a regular basis through the duration of their function. The chair of any specialized workgroup shall be selected by the school commission and serve at the discretion of the commission.

ARTICLE VII

Amendments

Section 7.1 Proposal Introduction.

Proposed amendments to these bylaws must be introduced by a current member of the school commission. Notice of any proposed amendments to these bylaws must be provided to other members of the school commission and pastoral staff at least ten days prior to the meeting where the recommendation for changes is to be introduced. Upon introduction at the first meeting, the school commission may approve or deny consideration. If the recommendation is approved by a simple majority vote of those commission members present, provided a quorum exists, the recommendation shall be placed for final reading at the next regularly-scheduled commission meeting. At that next regularly-scheduled meeting, a two-thirds (2/3) vote of all current school commission members shall be required to enact the amendment. If the proposed amendment is not approved at the initial meeting, the amendment is denied and may not be reintroduced in any form for at least six months.

Section 7.2 Enactment.

Once the two-thirds (2/3) vote is achieved, the school commission secretary will sign the amendment document to certify its enactment and shall incorporate the necessary changes to the original bylaws. The amended bylaws shall then be endorsed and dated by the school commission secretary, and then distributed to all members of the school commission, pastoral staff, diocesan education office, and the school's administrative staff.

I hereby certify that this instrument is accurate and true, and has been approved in accordance with established rules and policies.

(Date Certified)

Secretary