

Internal Board Operation
Constitution for an Interparish Catholic School Board

Adopted: May 11, 1985

Revised: December 1, 2016; December 6, 2003; September 12, 2009 (Archdiocesan Board of Education); December 1, 2016 (Archdiocesan Catholic School Board); September 1, 2016, January 1, 2018
(Most recent review: September 1, 2022)

Constitution of the Interparish Catholic School Board
Archdiocese of Dubuque – Required Components

Article I

Title

The name of this body shall be Aquin Educational System, Cascade, Iowa Interparish Catholic School Board representing the parishes listed in Article II.

Article II

Nature and Function

Section 1. This Board is a governing body operating a State of Iowa certified Catholic School and/or Department of Education and/or Department of Human Services licensed Early Childhood Centers for:

Sacred Heart in Fillmore, Iowa

St Matthias in Cascade, Iowa

St. Patrick's Garryowen in Bernard, Iowa

St. Peter's Temple Hill in Cascade, Iowa

Subject to the policies and regulations that proceed from the Archdiocesan Catholic School Board and the Archdiocesan Office of Catholic Schools. The Catholic school board serves as a standing committee of the faith formation commissions of the listed parishes according to the Archdiocesan Pastoral Council Guidelines. **If the same pastor/Pastoral Coordinator/Parish Life Coordinator (PLC) is assigned to all the member parishes of this Interparish Catholic School Board, then all actions of the board require the approval of the pastor/Pastoral Coordinator/PLC: Deacon Mark Otting.**

Section 2: The interparish Catholic school board shall be responsible for all aspects including the formal catechetical program of the State of Iowa certified Catholic School and/or DE and/or DHS licensed Early Childhood Centers in light of the six tasks of catechesis. These include: Knowledge of Faith, Liturgy and sacraments, Moral Formation in Jesus Christ, Prayer, Participate Actively in the Life and Mission of the Church, and Missionary Spirit

Section 3: The board shall implement at the local level the policies and regulations of the Archdiocesan Catholic School Board, State of Iowa, and the Office of Catholic Schools. In the development of its policies, the Catholic school board must insure that these follow the intent and spirit of the established policies of the Archdiocesan Catholic School Board.

Section 4: The board is the voice of the parish communities in governance of the State of Iowa certified Catholic School and/or DE and/or DE and/or DHS licensed Early Childhood Centers including catechetical planning, goal setting, and policy development in accord with the intent and spirit of the Archdiocesan Catholic School Board.

Section 5. Functions:

- a. To ensure the Catholic identity of the Catholic school(s), whose central purpose is supporting role to the catechetical plan of the supporting parish (es), the educational apostolate of the Archdiocese, and the teaching mission of the Church.
- b. To oversee and evaluate the program for consistency with that mission.
- c. To report to the parish/cluster faith formation commissions to maintain open communication and awareness of school activities as part of the supporting parishes' catechetical plans.
- d. To employ personnel according to state and archdiocesan policy, establish and implement compensation programs, and authorize issuance of contracts and job descriptions.
- e. To develop, oversee, and review the educational budget and annual financial reports according to Archdiocesan directives.
- f. To collaborate with the finance council(s) of the supporting parish (es), presenting its proposed gross budget for review and endorsement. After the gross budget for the interparish school has been approved by the supporting pastoral council(s), the Catholic school board is autonomous within that budget.
- g. To ensure that appropriate instructional materials are available for the school.
- h. To relate to local public school(s) and AEA as needed.
- i. To establish a school improvement advisory committee (SIAC) and other state mandated advisory committees.
- j. To review and utilize all individual programs and state mandated needs assessment results for planning.
- k. To develop required discipline policies, in compliance with state law and Archdiocesan policy.
- l. To deal with complaints according to policy.
- m. To promote efforts in public relations, recruiting, and development.
- n. To make physical plant improvements in cooperation with the pastorate or parish pastoral council and in compliance with Archdiocesan policy.
- o. To be accountable to the Archdiocesan Catholic School Board and implement its policies.

Article III
Membership

Section 1. Members of the interparish Catholic school board shall be the pastor(s)*/Pastoral Coordinator/pastoral administrator(s)* (ex officio) and

10 elected members, plus

 appointed members, for a total of

10 members (more than 50% of the lay representative must be elected)

Lay membership from supporting parishes is defined as: (include a detailed listing of the number of representatives from each parish, indicating the number of elected or appointed members, and how elected members are selected)

Sacred Heart Fillmore- 2 members

St Patrick's Garryowen- 2 members

St Peter Temple Hill- 2 members

St Matthias- 4 members

Three Year Terms

N/A number of pastor(s)*/Pastoral Coordinator/pastoral administrator(s)* members and how selected by the pastors of the supporting parishes: **If the same pastor/Pastoral Coordinator/PLC is assigned to all the member parishes of this Interparish Catholic School Board, this item is not applicable. (Deacon Mark Otting)**

Section 2. Members of the board shall be elected and appointed for a term of three years and may be reelected for a second term. A board member having served two consecutive terms may again be a candidate for board membership after a lapse of at least one year.

Section 3. A member of the board who is absent from two consecutive regularly scheduled meetings shall, unless excused by action of the board, cease to be a member.

A member may be removed from the board—See ACSB Policy 8252 for procedures.

Section 4. Election of new members shall be held annually on or before the third Sunday of May, according to procedures specified in bylaws. New members take office at the first meeting of the board in the new fiscal year (after July 1).

Section 5. Appointed members are nominated by established membership committee of the board comprised of a pastoral coordinator, chairperson, executive officer, and one additional board member. Members nominated are confirmed by a majority vote of the current interparish Catholic school board.

Section 6. Vacancies on the board shall be filled by appointment by the board.

Section 7. Members shall be knowledgeable and supportive of all the tasks and areas of catechesis.

*Minimally one pastor/Pastoral Coordinator/pastoral administrator is an ex officio voting member of the interparish Catholic school board. Pastor/Pastoral Coordinator/pastoral administrators' membership is defined in the interparish board's constitution and bylaws. No pastor/Pastoral Coordinator/pastoral administrator can have more than one vote.

Article IV

Officers

Section 1. The officers of the board shall consist of chairperson, vice-chairperson, and secretary. The officers shall be elected annually by board members in the spring before June 30. Officers assume their responsibilities at the first meeting of the commission after July 1.

Section 2. All members of the board are eligible for any office.

Section 3. The duties of the officers shall be as follows:

- a. The chairperson shall preside at all regular and special meetings of the board; shall be executive head of the board; shall appoint committees; and, in general, shall perform the duties relative to the office of chair.
- b. The vice-chairperson shall perform the duties of the chair at the request of or in the absence or incapacity of the chair.
- c. The secretary shall be responsible for the minutes of board meetings; maintain a written record of all acts of the board; conduct, receive, and dispose, of all correspondence as directed; preserve reports and documents; and, in general, shall perform all duties incident to the office of secretary.
- d. The executive officer shall be advisor to the board and administrator of the board's policies. The executive officer keeps the board informed as to the condition of the faith formation and education system/programs and may propose the adoption of needed policies. The executive officer is not a member of the board and does not have a vote. An executive officer must be designated for the sake of coordination and unity, though all administrative functions are not in the hands of one person. Administrative functions are jointly performed by the pastor/pastoral administrator is designated as executive officer, each administrator attends board meetings as assigned by the board and takes responsibility for programs under his/her leadership. Administratively, all are accountable to the Archdiocesan Office of Catholic Schools.

Article V

Meetings

Section 1. The board shall meet regularly at a time and place specified in its bylaws. Special meetings may be called by the chairperson as needed or by a majority of the members.

A member may participate by electronic means only in circumstances where physical attendance is impossible or impractical and only if the individual's participation meets the following criteria:

a) Prior approval is obtained from the chairperson/designee, b) the member is able to participate in the entire meeting, c) that all members at the meeting sites have equal access to hearing the conversation, d) that the majority of members are physically present at the regular meeting location, and e) that the member participating through electronic means is physically in attendance at the regularly scheduled meeting location for 75% of the meetings within a program year (July 1-June 30).

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 sessions. Decisions made in executive sessions must be presented and voted on at open sessions before becoming effective.

The right of non-members to address the board shall be limited to those whose petition has been approved for the agenda in advance of the meeting.

Section 4. A written record of all acts of the board, maintained by the secretary, shall be preserved in the archives.

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 outlined in Robert's Rules of Order or another procedure of the commission's choice.

Section 2. The ordinary order of meetings shall be:

Part A. Opening (welcome, prayer, and in service/study)

Part B. Visioning, Faith Formation, and Educational Planning

Part C. Administrative Issues (approval of minutes and reports, old business, new business, information/communication/delegations, future agenda items)

Part D. Closing (future agenda items, tasks/assignments, adjournment)

Article VII

Approval

Constitution must have the approval of the representative Pastoral Councils and the Archdiocesan Office of Catholic Schools

Article VIII
Amendments

Section 1. This constitution, except required components, may be amended by a vote of two-thirds of the total membership of the interparish Catholic school board and approval by the representative pastoral councils and the Archdiocesan Office of Catholic Schools.

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.

Official Signatures, leave any line blank if not operative in a parish
Each Member Parish of the Interparish Catholic School Board

Date _____
Pastor/Pastoral Coordinator/Pastoral Administrator

Chairperson of Pastoral Council

Chairperson of Faith Formation Commission

Name/Location of Parish St. Matthias Cascade, IA

Date _____
Pastor/Pastoral Coordinator/Pastoral Administrator

Chairperson of Pastoral Council

Chairperson of Faith Formation Commission

Name/Location of Parish St. Patrick's Garryowen Bernard, IA

Date _____

Pastor/Pastoral Coordinator/Pastoral Administrator

Chairperson of Pastoral Council

Chairperson of Faith Formation Commission

Name/Location of Parish Sacred Heart Fillmore

Date _____

Pastor/Pastoral Coordinator/Pastoral Administrator

Chairperson of Pastoral Council

Chairperson of Faith Formation Commission

Name/Location of Parish St. Peter Temple Hill

Approval

This Constitution is approved by the Office of Catholic Schools

Dated

Superintendent of Catholic Schools