

Bylaws of the Board

Committees (*Most recent review: April 10, 2023*)

Policy adopted: May 11, 1985 (Archdiocesan Board of Education)

Revised: March 6, 2004 (Archdiocesan Board of Education); September 17, 2011 (Archdiocesan Faith Formation Commission & Catholic School Board); September 1, 2016 (Archdiocesan Catholic School Board); November 18, 2020 (Archdiocesan Catholic School Board); April 10, 2023 (Archdiocesan Catholic School Board)

Standing Committee

A standing committee may be established by the Catholic school board. A standing committee is made up of board members and other persons appointed specifically for their competence. The standing committee shall operate within the policies and/or procedures adopted by the Archdiocesan Catholic School Board and the local board.

The board chairperson shall appoint, from the members of the board, a board representative for each standing committee established. This board representative and the principal shall be ex officio members of each committee. Except as outlined above, members of the committees need not be members of the board.

The members of each committee shall serve as defined in the board's bylaws or if no term requirements exist, until their resignation, their removal, or by a simple majority vote of the board.

All committee actions require approval of the board. The standing committee does not have authority to act in the name of the board in the matter under consideration, unless explicitly stated.

Committees Required:

Executive Committee—The members of the Executive Committee are the program administrator(s), and officers of the board. The Executive Committee should meet regularly to plan the agenda for the regular board meetings. The agenda and written committee reports should be available to monitor the budget and present regular financial reports to the full board. The executive committee has and may exercise those powers of the board entrusted to it by the board while the board is not in session. A majority of those named to the executive committee will constitute a quorum, and the executive committee may at any time act by the written consent of a quorum thereof, although not formally convened.

Finance Committee—This committee shall consist of the program administrator(s), at least one school board member, and other board members or community members with financial expertise as designated by the Catholic School Board. This committee will prepare and present the budget, allocate financial aid, and may perform other duties related to finance, such as recommend policies and financial procedures, monitor the budget and/or short/long term financial planning. In cases of a single parish school, the parish finance committee may serve this purpose.

School Improvement Advisory Committee (SIAC)— Each local Catholic school board will appoint a school improvement advisory committee to comply with the General Accreditation Standards of Iowa. At least annually, the committee shares its observations and recommendations to the board, which may choose to take action. The advisory committee shall consist of members representing

students, parents, teachers, administrators, and representatives from the local community, which may include representatives of business, industry, labor, community agencies, higher education, or other community constituents. To the extent possible, committee membership shall have balanced representation with regard to race, gender, national origin, and disability.

Committees to be Formed at Local Discretion:

Membership Committee—As defined in the board constitution, Article III, Section 5, a committee is to be established for the responsibility of recruiting or nominating members to serve on the board.

Building and Grounds Committee—This committee develops and monitors a maintenance and improvement plan for the school grounds. In cases of a single parish school, the parish finance council may serve this purpose.

Marketing and Enrollment Committee—This committee creates, monitors, and carries out the marketing and enrollment plans for the school.

Communication Committee—This committee creates, monitors, and carries out the communication plan for the school.

Development Committee—The committee creates, monitors, and carries out the development and advancement plan for the school.

Strategic Planning Committee—This committee creates, monitors, and carries out the strategic plan for the school.

Ad Hoc Committee

Ad hoc committees made up of board members and other persons appointed specifically for their competence may be established by the board. The special ad hoc committee shall operate within the policies and/or procedures adopted by the Archdiocesan Catholic School Board and the local board.

All committee actions require approval of the board. The special ad hoc committee does not have authority to act in the name of the board in the matter under consideration, unless explicitly stated. Upon completion of its work, the committee should be dissolved.

Rationale:

State Standard 12.8(1) a.(2) To meet requirements of Iowa Code § 280.12(2), the board shall appoint and charge a school improvement advisory committee to make recommendations to the board. Based on the committee members' analysis of the needs assessment data, they shall make recommendations to the board about the following components:

1. Major educational needs;
2. Student learning goals;
3. Long-range goals that include, but are not limited to the state indicators that address reading, mathematics, and science achievement.

(3) At least annually, the school improvement advisory committee shall also make recommendations to the board with regard to, but not limited to, the following:

1. Progress achieved with the annual improvement goals for the state indicators that address reading, mathematics, and science in subrule 12.8(3);
2. Progress achieved with other locally determined core indicators; and
3. Annual improvement goals for the state indicators that address reading, mathematics, and science achievement.