

Adopted: May 10, 2000
Revised: May 11, 2018

CONSTITUTION OF THE
**GEHLEN CATHOLIC SCHOOL
BOARD OF EDUCATION**

Le Mars, Iowa
Diocese of Sioux City

Article I
Title

The name of this body shall be Gehlen Catholic Board of Education.

Article II
Nature and Function

Section 1. The Gehlen Catholic Board of Education shall be an advisory board operating educational programs at Gehlen Catholic School in LeMars, Iowa, subject to policies and regulations that proceed from the Diocesan Board of Education and the Diocesan Office of Education.

Section 2. The Gehlen Catholic Board of Education shall be composed of and supported by the following corporation parishes:

Pre-K-Grade 6
All Saints Catholic Parish, Le Mars

Grades 7-12
All Saints Catholic Parish, Le Mars
St. Mary's Parish, Alton
St. Joseph Parish, Granville
St. Anthony Parish, Hospers

Section 3. The Gehlen Catholic Board of Education shall assist the parishes in their mission to provide Catholic education at Gehlen Catholic School.

Section 4. The Gehlen Catholic Board of Education shall implement the policies and regulations of the Diocesan Board of Education and the Diocesan Office of Education.

Section 5. The Gehlen Catholic Board shall be a voice of the parishes operating the Gehlen Catholic School Corporation in educational planning, goal setting, and policy development in accord with the intent and spirit of the Diocesan Board of Education.

Section 6. The Gehlen Catholic Board of Education shall uphold the mission and philosophy of Gehlen Catholic School which shall have as an integral part of all educational programs the four tasks of catechesis:

- a. to proclaim Christ's message.
- b. to develop community.
- c. to lead people to worship.
- d. to serve others.

Section 7. Specific duties and functions of the Gehlen Catholic Board of Education shall include the following:

- a. build understanding and support for Catholic education.
- c. approve and oversee the implementation of the annual educational budget in collaboration with parish councils in accord with the Diocesan Board of Education procedures.
- d. hire, retain, and evaluate administrators according to established policies of the Diocesan Board of Education and the Gehlen Catholic Board of Education.
- e. consult with and support administrators who operate the educational program in conjunction with the Academic Excellence Subcommittee.
- f. work with the Gehlen Catholic School Board Buildings and Grounds subcommittee in
 - 1. planning, operating and maintaining facilities.
 - 2. planning and building new educational facilities.
- g. serve as a liaison body with the public as appropriate.
- h. review and approve on a regular basis, the policies of Gehlen Catholic school as presented by the Governance Committee to insure compliance with state, diocesan and local guidelines/directives
- i. periodically
 - 1. establish goals and objectives for the Gehlen Catholic Board of Education.
 - 2. evaluate progress of the Gehlen Catholic Board of Education toward its goals.
 - 3. review the effectiveness of the internal functioning of the Gehlen Catholic Board of Education.

Article III Membership

Section 1. Members of the Gehlen Catholic Board of Education shall be the pastors/ designated parish priests of the incorporated parishes, appointed parish lay representatives, and school administrators.

- a. The pastors/designated parish priests of each parish shall each be ex officio members of the Gehlen Catholic Board of Education.
- b. Parish lay representatives shall be appointed by the corporation pastors/designated parish priests of the corporation.
- c. Other ex-officio members of the Gehlen Catholic Board of Education shall include school administrators, the pastors of the corporate parishes, the Bishop of the Diocese, and the Diocesan Superintendent of Schools.

Section 2. Membership of the Gehlen Catholic Board of Education shall include both voting and non-voting positions.

a. School administrators, the Bishop of the Diocese, the Diocesan Superintendent of Schools, and non-corporation parish representatives shall be non-voting members of the Gehlen Catholic Board of Education.

b. Pastors/designated parish priests and parish lay representatives serving on the Gehlen Catholic Board of Education shall be voting members.

Section 3. Parish lay representatives of the Gehlen Catholic Board of Education

a. shall be appointed for a term of three years.

b. may be re-appointed for a second three-year term.

c. having served two full consecutive terms, may again be appointed to the Gehlen Catholic Board of Education provided a full three-year term has intervened.

Section 4. A member of the Gehlen Catholic Board of Education who is absent from regularly scheduled meetings shall be subject to dismissal.

Section 5. Appointment of new members to the Gehlen Catholic Board of Education shall be made annually, with new members assuming their responsibilities at the first meeting of the fiscal year.

Section 6. Vacancies of parish lay representatives on the Gehlen Catholic Board of Education shall be filled by appointment by the parish pastor/designated parish priest.

Section 7. Vacancies of pastors/designated parish priests on the Gehlen Catholic Board of Education shall be filled in compliance with the Bishop's pastoral assignments.

Article IV
Duties of Members

Section 1. All members of the Gehlen Catholic Board of Education shall

a. work toward accomplishment of the school mission.

b. attend Gehlen Catholic Board of Education meetings.

c. attend in-service programs for school board members.

d. actively participate in Gehlen Catholic Board of Education committee work.

e. support the work of the school administrators.

f. be positive spokespersons for the school to the larger community.

g. direct parent/parishioner concerns to the appropriate persons.

h. maintain confidentiality of Gehlen Catholic Board of Education business as appropriate.

Section 2. The School President and/or administrators (principals) shall, as assigned,

a. facilitate the faith development of the school community.

b. serve as the executive head of the Gehlen Catholic Board of Education.

c. provide instructional leadership.

d. manage and take responsibility for aspects of the school program under his/her leadership.

- e. maintain respectful public relations.
- f. appoint a Secretary to the Gehlen Catholic Board of Education from among the school secretarial staff.
- g. administer Gehlen Catholic Board of Education policy.
- h. keep the Gehlen Catholic Board of Education informed as to the conditions of the educational programs.
- i. propose the adoption of policies.
- j. perform specialized functions as needed.

Article V Officers

Section 1. The officers of the Gehlen Catholic Board of Education shall consist of the President and Vice-president.

Section 2. The duties of the officers shall be as follows:

- a. The President shall
 - 1. preside at all regular and special meetings of the Gehlen Catholic Board of Education.
 - 2. perform the duties relative to the office of President.
- b. The Vice-president shall perform the duties of the President at the request, absence or incapacity of the President.

Section 3. The officers shall be elected annually by voting members of the Gehlen Catholic Board of Education at the last meeting of the fiscal year.

Section 4. All voting members of the Gehlen Catholic Board of Education shall be eligible for an office.

Section 5. Officers shall assume their responsibilities at the first meeting of the fiscal year of the Gehlen Catholic Board of Education.

Article VI Meetings

Section 1. The Gehlen Catholic Board of Education shall meet regularly at a time and place specified in its Bylaws.

Section 2. Special meetings may be called by the President or by a majority of the members.

Section 3. A quorum, a majority of the voting membership of the Gehlen Catholic Board of Education, shall be necessary for the transaction of business at meetings.

Section 4. Meetings shall be conducted according to the current edition of *Robert's Rules of Order*.

Section 5. As a Christian community, the Gehlen Catholic Board of Education shall endeavor to arrive at consensus in its deliberations.

a. Formal decision-making shall follow parliamentary procedures.

b. A majority vote of those voting members present shall be sufficient for any decision or election.

Section 6. All meetings of the Gehlen Catholic Board of Education shall be open unless designated as being executive.

Section 7. Decisions made in executive session shall be presented and voted on at open sessions before becoming effective.

Section 8. The right of non-members to address the Gehlen Catholic Board of Education shall be limited to those whose petitions have been approved for the agenda one week in advance of the meeting.

Section 9. A written record of all acts of the Gehlen Catholic Board of Education, maintained by the Secretary, shall be preserved in the archives.

Article VII Approval

This Constitution shall receive the approval of the Gehlen Catholic Board of Education, the Gehlen Catholic Corporate Board, and the Diocesan Board of Education.

Article VIII Amendments

Section 1. The Constitution, excepting required components, shall be amended by a vote of two-thirds of the voting membership of the Gehlen Catholic Board of Education, the Gehlen Catholic School Corporate Board and the Diocesan Board of Education.

Section 2. Amendments shall be presented in writing to the Gehlen Catholic Board of Education.

Section 3. Three readings of a proposed amendment shall be required prior to a vote.

Article IX Bylaws

Section 1. Bylaws in accord with the Constitution shall be developed to further specify the internal operation of the Gehlen Catholic Board of Education.

Section 2. Bylaws shall be developed or 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 shall be presented in writing to the Gehlen Catholic Board of Education.

Section 4. Three readings of a bylaw shall be required prior to a vote for approval.

OFFICIAL SIGNATURES

President, Gehlen Catholic Board of Education

Date

Chairperson, Gehlen Catholic School Corporate Board

Date

President, Diocesan Board of Education

Date

**GEHLEN CATHOLIC SCHOOL
BOARD OF EDUCATION
BYLAWS**

I. MEMBERSHIP

A. Priest Membership

1. Membership of the Gehlen Catholic Board of Education shall consist of the pastors/designated parish priests of all corporate parishes as ex-officio members of the Board.

B. Parish Lay Representatives

1. Parish lay representatives on the Gehlen Catholic Board of Education shall consist of six persons representing All Saints Parish in Le Mars and three persons representing the Pilgrim Cluster (St. Mary's Parish, Alton; St. Joseph Parish, Granville; St. Anthony Parish, Hospers).
2. Lay parish representatives will be appointed on a staggered rotation. (See Appendix A.)

C. School Administrators

School administrators are the principals.

D. Selection of Parish Lay Representatives

1. Eligibility Requirements

In order to serve as a parish lay representative of the Gehlen Catholic Board of Education, an individual shall:

- a. Be a resident of a corporate or associated parish of Gehlen Catholic School.
- b. Be of good moral character, in good standing with Church law, a member of their church communities, credible witnesses of the Catholic faith to the school and beyond, and positive supporters of Gehlen Catholic School.
- c. Work effectively with others in achieving consensus in decisions for the good of the entire school community.
- d. Make necessary and substantial time commitments for meetings and related board activities, including development.

- e. Maintain high levels of integrity and confidentiality.
- f. Attend periodic in-service programs.
- g. Support school/diocesan philosophy and mission.
- h. Model positive financial support of programs and projects of the Gehlen Catholic School/church communities.
- i. Possess a sense of future vision for the school.

2. Membership Qualifications

Nominees for appointment to membership on the Gehlen Catholic Board of Education shall be selected in light of the following qualifications:

a. Personal

1. A willingness to give time to serve conscientiously.
2. A willingness to attend Board functions regularly.
3. The highest level of honesty, integrity, and prudence.
4. Ability to act without bias toward faculty and other employees of the school.
5. An inquiring mind - open to both sides of an issue.
6. The courage to face unpleasant tasks and decisions.
7. Ability to be objective and free of conflicting interest in the school.
8. Willingness to disclose any existing or potential conflicts of interest.

b. Professional

1. A commitment to the importance of service to the civic community.
2. A depth of experience with general management problems.
3. A position of respect in the community.
4. The ability to influence public opinion favorably in areas of importance to the school.
5. A willingness to balance a prudent concern for fiscal stability with a spirit of creative risk taking.
6. A willingness to learn while preparing for and serving as a board member.
7. A demonstrated professional competence and administrative ability in his/her chosen field.

c. Board

1. A commitment to understand and support the mission of the Gehlen Catholic School.
2. A commitment to support the teachings of the Church on education, the directives of the Bishop the Diocese and the Diocesan Department of Education.
3. A willingness to exercise the delegated authority and control for conducting the business and affairs of the school.

4. A willingness to serve within the philosophy, directives, and operational structure of Gehlen Catholic School.
5. An appreciation for the maintenance of confidentiality in matters pertaining to Gehlen Catholic School, the Board of Education, and the corporate/associated parishes.
6. A willingness to support board decisions even if he/she does not fully agree.
7. Abide by the Code of Ethics for Board Members (APPENDIX F)

3. Selection Process

- a. Selection of parish lay representatives to the Gehlen Catholic Board of Education shall proceed through the use of a personnel subcommittee appointed by the Gehlen Catholic Board of Education which shall:
 1. Consist of a pastor, a principal, a current member of the Board, and several non-board members.
 2. Determine the membership needs of the Gehlen Catholic Board of Education by using the Board Member Profile Grid. (See Appendix B.)
 3. Solicit potential members using the eligibility criteria/board membership qualifications stated above using the School Board Volunteer Profile Form. (See Appendix C.)
 4. Evaluate the candidates in light of board membership needs.
 5. Shall recommend potential candidates to the respective pastor/designated parish priests.
- b. Pastors shall choose the method of making the final selection of parish lay representatives within their own parishes from among the candidates recommended by the nominating committee.
- c. Pastors shall make the appointment of the new board member(s) by the last meeting of the fiscal year.

E. Terms of Office for Parish Lay Representatives

1. Parish lay representatives of the Gehlen Catholic Board of Education
 - a. Shall be appointed for a term of three years.
 - b. May be re-appointed for a second three year term.
 - c. Having served two full terms, may again be appointed to the Gehlen Catholic Board of Education provided a full three year term has intervened.
2. Appointment of new members to the Gehlen Catholic Board of Education shall be made annually, with new members assuming their responsibilities at the first

meeting of the fiscal year.

F. Board Vacancies

1. A parish lay representative accumulating a total of three (3) absences from regular meetings of the Gehlen Catholic Board of Education within a twelve (12) month period shall be subject to dismissal from the Board.
2. For just cause, a pastor/designated parish priest or a majority of the voting membership of the Gehlen Catholic Board of Education may request dismissal of a parish lay representative. Just cause may include, but shall not be limited to any of the following:
 - a. Personal conduct that is a serious violation of Catholic values and practices.
 - b. Failure to fulfill the legitimate expectations of church community membership.
 - c. Failure to carry out legitimate duties and obligations arising from Gehlen Catholic Board of Education membership.
 - d. Flagrant violation of established policies and practices of Gehlen Catholic School.
3. Notice of intent to move for dismissal of a member shall be given to the member by his/her pastor/designated parish priest at least ten (10) days prior to the scheduled time of the meeting at which the motion is to be presented.
4. Dismissal shall be the consent of a simple majority of the voting members of the Gehlen Catholic Board of Education.
5. A board member transferring from the parish he/she represents shall there by vacate that Board membership.
6. A parish lay representative of the Gehlen Catholic Board of Education may render in writing his/her resignation at any time to the President of the Gehlen Catholic Board of Education, after notice has been given to his/her pastor/designated parish priest.
7. Vacancies created among the parish lay representatives of the Gehlen Catholic Board of Education by any of the above circumstances or by long-term incapacity due to illness, injury, or death of a member shall be filled by the same method used in selecting membership.
8. Members selected to succeed vacancies shall complete the unexpired portion of the term in progress.

II. BOARD MEETINGS

A. Time and Place

1. The regular monthly meeting of the Gehlen Catholic Board of Education shall be on the second Thursday of each month.
2. The regular monthly meeting of the Gehlen Catholic Board of Education shall be held in the Kolker Library/Media Center of Gehlen Catholic School.
3. For good reason, the President of the Gehlen Catholic Board of Education may set the time and place of the meeting otherwise.
4. If a quorum of members is not present within twenty minutes after the scheduled start of the meeting, the Board President shall declare the meeting adjourned.

B. Quorum

A simple majority of voting members shall constitute a quorum.

C. Agenda

1. The assembling, printing and distribution of the agenda for Gehlen Catholic Board of Education meetings shall be the responsibility of the Board President in consultation with the school administrators.
2. Parents of Gehlen Catholic students, parishioners from the corporation and associated parishes, members of the school faculty, and others with legitimate concern for or interest in the conduct of business at Gehlen Catholic School may present items for inclusion on the agenda to the Board President or school administration provided items fall within the competence of the Gehlen Catholic Board of Education. Such items shall be presented in writing no later than seven (7) days before the scheduled time of the meeting.
3. Agenda (See Appendix D.)

D. Public Attendance at Meetings

1. Regular meetings of the Gehlen Catholic Board of Education shall be open to parents of Gehlen Catholic students, members of the school faculty/staff, parishioners from corporation and associated parishes, and other persons with a legitimate interest in or concern for the conduct of business at Gehlen Catholic School.
2. Persons other than Gehlen Catholic Board of Education members may address the Board during public forum for a total of 15 minutes or during the course of the meeting only by prior arrangement with the President of the Gehlen Catholic Board of Education or the school administrators, provided items fall within the competencies of the Gehlen Catholic Board of Education as outlined in the Constitution, Article II, Section 7.

3. It shall be the prerogative of the Gehlen Catholic Board of Education, by simple majority vote, to determine that a particular item on the agenda, or an item proposed to the Board by a member during the course of a meeting, be dealt with in an executive session of the Board to which only Board members, pastors/designated parish priests, or other invited guests of the Board shall be admitted.

E. Conduct of Business

1. The President of the Gehlen Catholic Board of Education shall vote only when necessary to break a tie vote.
2. An absent voting member shall be entitled to delegate another voting member of the Gehlen Catholic Board of Education to vote in his/her place at a meeting of the Board. Proxy votes are not allowed.
2. All reports shall be read by members of the Gehlen Catholic Board of Education prior to the meeting with any subsequent questions being addressed to the author of the report prior to the Board meeting.
3. Policies of the Gehlen Catholic School Board of Education shall be developed, adopted, reviewed and revised in accord with the National Catholic Education Association (NCEA), diocesan, local school board, and state directives and guidelines.
4. Proposed policies and/or revisions of policies shall be presented to the Gehlen Catholic Board of Education in writing by the Governance Committee.
5. Three readings of a proposed or revised policy shall be required prior to a vote.
6. Policies reviewed without revisions require only one reading with an accompanying vote.

III. COMMITTEES

- A. It shall be the prerogative of the Gehlen Catholic Board of Education to establish such committees as the Board deems necessary in fulfilling its legitimate functions.
- B. The Gehlen Catholic Board of Education shall be encouraged to enlist committee membership outside the Board's own membership.
- C. All standing committees/special committees shall report at each regular meeting of the Gehlen Catholic Board of Education.
- D. Each member of the Gehlen Catholic Board of Education shall serve on at least one

standing committee.

E. The standing committees of the Gehlen Catholic Board of Education shall include:

1. Governance
2. Enrollment Management
3. Buildings and Grounds
4. Finance
5. Catholic Identity
6. Personnel
7. Academic Excellence

F. Duties of Committees

1. Each standing committee shall:

- a. Select a committee chair whose responsibility it shall be to:
 1. Call meetings as needed.
 2. Prepare an agenda for the committee meetings.
 3. Prepare a written report to be presented to the Gehlen Catholic Board of Education summarizing the discussion and actions recommended to the Board. The written report shall be submitted to the Board Secretary one (1) week prior to the monthly meeting of the Board. (See Appendix E.)
- b. Select non-board members to serve on the committee.
- c. Make recommendations to the Gehlen Catholic Board of Education for actions to be taken relative to the committee's responsibilities.

2. The duties of standing committees shall be as follows:

- a. Governance Committee
 1. Regularly develop, review, and recommend revisions to policies of the Gehlen Catholic Board of Education to reflect current National Catholic Education Association (NCEA), diocesan, local board and state directives or guidelines.
 2. Regularly review and update the Gehlen Catholic Board of Education Constitution/Bylaws in keeping with NCEA, diocesan, local board and state directives or guidelines.
- b. Academic Excellence
 1. Regularly review pertinent data and curriculum related to student academic achievement.
 2. Work to assure compliance with NCEA, diocesan, local board and state directives or guidelines regarding school improvement.
 3. Make recommendations to the Gehlen Catholic Board of Education regarding ways to improve the quality of programs and increase academic performance of students.

c. Buildings and Grounds

1. Work with school administrators concerning issues of maintenance, upkeep, and safety of the school facilities and grounds.
2. Work with the maintenance and janitorial staff to address building and grounds needs.
3. Plan for optimum use of facilities and grounds.

d. Finance

1. Consult with the school administrators, the school development and finance offices, pastors/designated parish priests, and parish finance councils to formulate an annual budget to be presented to the Gehlen Catholic Board of Education for approval.
2. Work with school administrators, the school development and finance offices, pastors/designated parish priests, and parish finance councils to formulate long range financial plans for the future of Gehlen Catholic School.
3. Work with the school administrators and the finance office to monitor the annual budget on a regular basis.
4. Negotiate a fair and just wage and benefit package for the faculty/staff of Gehlen Catholic.
5. Make recommendations to the Gehlen Catholic Board of Education for parental investment rates and the faculty/staff wage and benefit package.

e. Catholic Identity

Work with national, diocesan, state and local efforts to promote legislative lobbying and action which will benefit the efforts of Gehlen Catholic School and/or its families.

f. Personnel

1. Identify and recruit potential parish lay representatives for vacancies on the Gehlen Catholic Board of Education.
2. Review information regarding possible candidates in light of eligibility and membership qualifications and school board needs.
3. Present a slate of nominees to the pastor/designated parish priest for appointment to the Gehlen Catholic Board of Education.

IV. BOARD SECRETARY

The Board Secretary appointed by the school administrators shall:

- A. Write, publish and distribute an accurate record (minutes) of each meeting of the Gehlen Catholic Board of Education.
- B. Assume responsibility for correspondence on behalf of the Gehlen Catholic Board of Education at the direction of the President of the Gehlen Catholic Board of Education.

V. BUSINESS MANAGER

The business manager hired by the administration shall

1. Serve on the Finance Committee.
2. Prepare financial statements for the Board.
3. Attend all Board meetings.

VI. FISCAL YEAR

The fiscal year of Gehlen Catholic School shall begin on the first day of July of each year and shall end on the last day of June of each year.

APPENDIX A

SCHOOL BOARD MEMBERSHIP ROTATION SCHEDULE

Terms of Representatives	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
All Saints Parish	Andy Schmidt Year 4	Andy Schmidt Year 5	Andy Schmidt Year 6 End of 2nd Term	New Member Year 1	Lay Member Year 2	Lay Member Year 3 End of 1st Term	Lay Member Year 4	Lay Member Year 5	Lay Member Year 6 End of 2nd Term	Lay Member Year 1 End of 2nd Term
All Saints Parish	Cristal Pedroza Year 3 (Adjusted Rotation)	Cristal Pedroza Year 4 (Adjusted Rotation)	New Member Year 1	Lay Member Year 2	Lay Member Year 3 End of 1st Term	Lay Member Year 4	Lay Member Year 5	Lay Member Year 6 End of 2nd Term	New Member Year 1	Lay Member Year 2
All Saints Parish	Danna Schuster Year 2	Danna Schuster Year 3 End of 1st Term	Danna Schuster Year 4	Danna Schuster Year 5	Danna Schuster Year 6 End of 2nd Term	New Member Year 1	Lay Member Year 2	Lay Member Year 3 End of 1st Term	Lay Member Year 4	Lay Member Year 5
All Saints Parish	Jeff Arcus Year 3 End of 1st Term	Jeff Arcus Year 4	Jeff Arcus Year 5	Jeff Arcus Year 6 End of 2nd Term	New Member Year 1	Lay Member Year 2	Lay Member Year 3 End of 1st Term	Lay Member Year 4	Lay Member Year 5	Lay Member Year 6 End of 2nd Term
All Saints Parish	Kara Hitchler Year 1	Lay Member Year 2	Lay Member Year 3 End of 1st Term	Lay Member Year 4	Lay Member Year 5	Lay Member Year 6 End of 2nd Term	New Member Year 1	Lay Member Year 2	Lay Member Year 3	Lay Member Year 4
All Saints Parish	Anne Oloff Year 4 (Adjusted Rotation)	New Member Year 1	Lay Member Year 2	Lay Member Year 3 End of 1st Term	Lay Member Year 4	Lay Member Year 5	Lay Member Year 6 End of 2nd Term	New Member Year 1	Lay Member Year 2	Lay Member Year 3 End of 1st Term
St. Joseph Ellendale	Chris Koch Year 1	Chris Koch Year 2	Chris Koch Year 3 End of 1st Term	Chris Koch Year 4	Chris Koch Year 5	Chris Koch Year 6 End of 2nd Term	New Member Year 1	Lay Member Year 2	Lay Member Year 3	Lay Member Year 4
St. Mary's Alton	Rick Kellan Year 2	Lay Member Year 3 End of 1st Term	New Member Year 1	Lay Member Year 2	Lay Member Year 3 End of 1st Term	Lay Member Year 4	Lay Member Year 5	Lay Member Year 6	New Member Year 1	Lay Member Year 2
St. Joseph, Granville	Dan Goergen Year 2	Lay Member Year 3 End of 1st Term	New Member Year 1	Lay Member Year 2	Lay Member Year 3 End of 1st Term	Lay Member Year 4	Lay Member Year 5	Lay Member Year 6	New Member Year 1	Lay Member Year 2
St. Anthony, Hospers	Joe Pollen Year 1	Joe Pollen Year 2	Joe Pollen Year 3 End of 1st Term	Joe Pollen Year 4	Joe Pollen Year 5	Joe Pollen Year 6 End of 2nd Term	New Member Year 1	Lay Member Year 2	Lay Member Year 3	Lay Member Year 4

APPENDIX B
SCHOOL BOARD MEMBER PROFILE GRID

Gehlen Catholic School Board Member Profile Grid

Board Members

KNOWLEDGE OF:

Educational Process

Human Resources

Financial Resources

Community Resources

EXPERTISE IN:

Legal Affairs

Personnel Management

Financial Management

Fund Raising

Development Programs

Public/Community Relations

Field of Planning

Marketing

Publications

INFLUENCE WITH:

The Business Community

The Financial Community

The Media

The Government

Other Non-profit Organizations

The Church Community

GENDER:

Male

Female

AGE:

18-29

30-39

40-49

50-59

60-69

CHILDREN IN GEHLEN:

PreK-6

7-12

PARISH:

All Saints Parish, Le Mars

St. Joseph-Ellendale

Non-corporate Parish

(Adapted from the National Association of Boards of Catholic Education /NCEA, July 1989)

APPENDIX C
SCHOOL BOARD VOLUNTEER PROFILE FORM

**Gehlen Catholic School
School Board Volunteer
Profile Form**

The purpose of the Volunteer Profile is for nominating committee use, to assure information is available to help build a school board reflective of the school system's needs. The information requested may also be used for press releases and publicity. Please place a star next to any information you would not want released.

Name:

_____	_____	_____
Last Name	First Name	Middle Name
_____	_____	() _____
Home Address		Telephone
_____	_____	() _____
Employee/Business Address		Telephone
_____	_____	() _____
Email Address		Cell Phone

Parish/Church Community:

Pastor:

Name(s) and ages of Children:

Name	Grade in School	School Attending
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment: (most recent first)

Organization	Location	Position	Dates
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Volunteer Experience:

Organization	Location	Position	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Avocational Interests:

Areas of Experience/Interest: (Place an X next to those areas in which you have interest. Circle the X if you have experience in those areas.)

_____ Accounting	_____ Finance Management	_____ Public Relations
_____ Fund Development	_____ Community Relations	_____ Parliamentary Law
_____ Benefits	_____ Human Resources	_____ Properties
_____ Building/construction	_____ Legal Resources	_____ Athletics
_____ Bylaws	_____ Personnel Policies	_____ Risk and Insurance
_____ Legislative Issues	_____ Educational Processes	_____ Marketing
_____ Personnel Appraisal	_____ Science	_____ Technology
_____ Mathematics	_____ Religious Education	_____ Athletics
_____ Fine Arts	_____ Landscape	_____ Recruiting
_____ Other _____	_____ _____	_____ _____

References: These references can provide supporting information regarding your commitment and abilities in areas marked above.

Name	Address	Telephone
_____	_____	(____) _____
_____	_____	(____) _____
_____	_____	(____) _____

Statement: Please provide a brief statement indicating your goals as a board member and why you are interested in serving on the Gehlen Catholic Board of Education. Please feel free to attach another page(s) if necessary.

I certify that all the information provided is true and accurate and give permission to contact references listed above.

Name

Date

Service on the Gehlen Catholic Board of Education is a ministry of service in the Church. It is God's work as well as our own. May God bless you for offering your service.

APPENDIX D
SAMPLE BOARD MEETING AGENDA

GEHLEN CATHOLIC SCHOOL

School Board Meeting

(Day and Date)

Gehlen Catholic School - Kolker Library/Media Center

(Time)

AGENDA

I. CALL TO ORDER

II. OPENING PRAYER (Name)

III. PUBLIC FORUM (15 min. limit)

IV. APPROVAL OF MINUTES OF THE LAST MEETING

V. STANDING REPORTS

A. SCHOOL ADMINISTRATORS' REPORTS

B. FINANCE REPORT

C. DEVELOPMENT REPORT

D. TECHNOLOGY REPORT

E. J-CLUB REPORT

F. FINE ARTS REPORT

G. CHAPLAIN'S REPORT

VI. SUBCOMMITTEE REPORTS

1. GOVERNANCE COMMITTEE

2. BUILDINGS AND GROUNDS COMMITTEE

3. FINANCE COMMITTEE

4. CATHOLIC IDENTITY COMMITTEE

5. ACADEMIC EXCELLENCE COMMITTEE

6. PERSONNEL COMMITTEE

7. ENROLLMENT MANAGEMENT

VII. OLD BUSINESS

A.

B.

VIII. NEW BUSINESS

A.

B.

IX. NEXT MEETING - (Date)

X. CLOSING PRAYER (Name)

XI. ADJOURNMENT

APPENDIX E
COMMITTEE REPORT FORMAT

GEHLEN CATHOLIC SCHOOL
COMMITTEE REPORT

Committee Name

Committee Chair: _____

Meeting Date(s): _____

Members Present: _____

Members Absent: _____

Summary of Business Addressed:

Actions (if any) to be Taken by the School Board:

Report Submitted by: _____ Date: _____

APPENDIX F

CODE OF ETHICS FOR BOARD MEMBERS

CODE OF ETHICS FOR BOARD MEMBERS

As a member of the Gehlen Catholic Board of Education, I

- * acknowledge that Gehlen Catholic School is a significant expression of the teaching mission of the Catholic Church and functions within its structure;
- * will become knowledgeable about the mission of Catholic education and sincerely promote it to the various public with whom I have influence;
- * recognize the need for continuing education about my responsibilities and know that I do not represent the board officially unless explicitly authorized to do so;
- * will fully and carefully prepared for each meeting by doing the required reading and completing necessary tasks for committee work and reports;
- * support the administration in authored functions and avoid intruding in administrative details unless requested to do so;
- * will be loyal to board decisions even though personally opposed to the final recommendations and decisions;
- * will be alert to alternate solutions to problems by keeping an open mind;
- * will disqualify myself from discussion and vote on an issue where there is a conflict of interest with my family or business interests or if the outcome will grant me any pecuniary or material benefits; and
- * pray often for other members of the board and the community it serves.

(Adapted from Building Better Boards, A Handbook for Board Members in Catholic Education,
Lourdes Sheehan, RSM, Ed. D. p. 161.)