



# Immaculate Conception School

Mission – Community – Service  
Since 1853

## **School Board Handbook 2022-2023**

October 2022

**The ICS School Board** is an advisory group organized to support the principal and pastor in developing and implementing school policies. The Board provides input and advice, acts as a liaison between parents and school administration, and may serve as a catalyst for change and development at ICS.

## **Membership**

- a. **Members:** Voting members of the Board include 12 elected members. Non-voting members include the principal, pastor, lay finance board representative (or pastor designee) and faculty representative.
- b. **Eligibility:** Any parent of an ICS student or any registered member of the parish who is at least age 18 is eligible to be considered for School Board. Because of the potential for conflicts of interest, however, employees of the parish and their immediate family members (spouses, children, siblings, parents and in-laws) are not eligible for School Board.
- c. **Discernment:** Anyone eligible to serve, may undergo the Discernment process held in the spring of each year. Actual selection typically takes place in early May.
- d. **Term of office:** Board members serve three-year terms that begin with the June meeting. Terms are staggered so that four positions are up for Discernment each year. Upon completion of one term, a member may choose to go through Discernment again in order to serve a second term. Members may serve no more than two consecutive terms, with the exception of someone who is appointed to finish an unexpired term. In that scenario, if the member serves for more than half the term, it will count as a term. Otherwise, it will not count as a term and they would still be able to serve two consecutive terms afterwards. Someone who has served for two consecutive terms is eligible to serve again after one year off the Board.
- e. **Termination of membership:** A member may be terminated from the Board if he or she has more than three absences within one year, or if an action by the member is considered seriously inconsistent with the mission and goals of the Board and ICS. The Board will review the situation before the termination is final. The final decision will be made by the Executive Committee, Principal and Parish Pastor.
- f. **Vacancies:** The Board President may fill any vacant board position by appointing an alternate from the most recent Discernment.

## **Duties of the Board**

- a. Promote the school mission of living out the Gospel.
- b. Attend the 11 regular monthly meetings that are held on the third Tuesday of each month at 7:00 pm. The School Board year starts with the June meeting and ends the following May (there is no July meeting).
- c. Attend School Board events that are held throughout the year (such as Meet the Teacher Event, Open House, etc.).
- d. Take turns attending the monthly Parish Council and Parents & Friends meetings as a representative of the School Board.
- e. Implement the policies of the Diocesan bishop and the Diocesan Board of Education.
- f. Establish policies for the operation of the school, as well as for the operation and maintenance of ICS facilities and equipment.
- g. Act as school representatives when talking with parents and/or parishioners and bring questions or concerns to the Board President and/or the Principal.
- h. Review and approve the annual budget, with periodic reviews to ensure expenses remain in line with the budget.
- i. Assist in hiring the Principal and/or other school administrators and in formally evaluating his or her effectiveness each year.
- j. Determine student fees and methods of their collection.
- k. Set standards for teacher compensation.
- l. Promote understanding of and support for ICS within the local community.
- m. Establish committees to address school needs. Each Board member shall serve on at least two committees.
- n. Evaluate the adequacy of School Board policies and the effectiveness of their implementation.

Note: The Principal or Board President may request that board members take on additional duties, such as representing the Board at events or for promoting political action that would benefit ICS. Any such duties would be voluntary.

## **Policy Making Procedure:**

The establishment of policy is accomplished through the activity of the board. The board is composed of the administrative team and the members. When the board meets (administrative team and members) and agrees on a policy matter, the decision is effective and binding on all as long as the local policy is not in conflict with diocesan policy and is ratified by the Pastor. The board is consultative in the following sense: the members cannot act apart from the administrative team and cannot make decisions binding for the parish education program without the approval of the administrative team.

## **Officers and Elections**

- a. **The officers of the Board** include the President, Vice President and Secretary. The full current Board will choose officers by ballot each year at the May meeting. Only current members who will be returning to the board are eligible for office. Those elected will begin their term at the June meeting. At the May meeting, all current members present will cast a ballot for President, then a ballot for Vice President, then a ballot for Secretary. No member may hold more than one office. In the event of a tie, the members will vote a second time, choosing only between the members who tied on the first ballot. To avoid a tie in the run-off election, the current President may abstain from voting.
- b. **Duties of the President:**
  - The President presides at all regular and special meetings of the Board.
  - The President will act as the primary representative of the Board at special events and will be the primary contact for the Principal as issues arise throughout the year.
  - The President will assign each member (after receiving their input) to serve on at least two committees and will form and lead any ad hoc committees.
  - The President will appoint chairs to each committee based on seniority.
  - The President will appoint each member (after receiving their input) to represent the School Board at one Parish Council meeting and Parents & Friends meeting.
  - The President will appoint a member to serve as a School Board representative when the need should arrive.
- c. **Duties of the Vice President:**
  - He or she performs the duties of the President when the President is absent.
- d. **Duties of the Secretary:**
  - He or she will handle the paperwork of the board as assigned by the President. This could include distributing handbooks, committee sign-up sheets, the

- directory, etc.
- The Secretary also takes minutes when the Board is in executive (closed) session or in the event that the school secretary is absent from a Board meeting.

## Committees

- Purpose:** School Board committees should be organized to meet current and ongoing needs at ICS. Committees examine problems or situations, gather information and help define possible solutions or improvements. These committees will meet throughout the school year on an as-needed basis. Committees may include at-large members of the school community.
- Membership:** Each member shall serve on at least two committees as appointed by the President. The President shall also appoint a chair to each committee.
- Evaluation:** All committees will be evaluated each year at the April and/or May meeting to assess their value and relevancy. Committees no longer considered necessary will be redirected or dropped. New committees may be proposed and created at this time as well.
- Special Committees:** Special ad hoc committees may be created by the President to address a specific school problem or need. The President will seek and appoint members and will chair the committee and will also determine when the committee will expire.
- Standing Committees:** The current committees are:
  - **Executive** - Made up of the President, Vice President and Secretary. It acts on behalf of the Board in urgent situations between regular meetings and performs duties as described above.
  - **Teacher/Employee** - Meets with teachers and/or other school employees to discuss their needs or issues for the upcoming school year and presents those needs to the full board. Works with the full board and administration to address the needs of the staff.
  - **Community Engagement** - Active throughout the year. Works to promote ICS and organizes several events at the school and in the community (i.e. Welcome Lunch, Open House, Columbia Days Parade, etc.)
  - **Curriculum** - Meets with school faculty and staff to discuss and plan the curriculum. Note: this committee is chaired by an ICS faculty member and that faculty member sets the date/time/agenda for committee meetings.
  - **Student Activities** - Meets as needed to discuss and address extra-curricular needs and issues.
  - **Budget** - Reviews budgets and manages teacher compensation issues. Meets as

needed with the Parish Administrator.

- **Discernment** - Works with the parish council to encourage parishioners and school parents to join the leadership boards of the parish and school.
- **Buildings and grounds** - Helps oversee maintenance of physical facilities and helps address safety issues involving the facilities.

## Meetings

- Date and time:** The Board meets on the third Tuesday of each month at 7:00 pm in the Garden level. Members should notify the President and/or the Principal if they are unable to attend.
- Length:** Meetings are no longer than two hours, unless members agree to extend the time at the request of the President. To keep the meetings moving, the President may table certain items and/or limit their discussion.
- Open meetings:** All regular meetings are open to the public.
- Executive sessions:** These are open to Board members only (including the Principal and/or the Pastor) to discuss salary, personnel, disciplinary actions or other sensitive issues. These take place after the regular board meeting is adjourned. The President and/or the Principal can call for an executive session. Any board member can request to the President and/or the Principal that an executive session be held. Executive sessions should last no longer than 30 minutes.
- Special meetings:** If it is necessary to convene between regular meetings, a special meeting may be called by the President or by a majority of Board members.
- Agenda:** The agenda is typically prepared by the Principal. To place an item on the agenda, a Board member should contact the President and/or the Principal at least nine days before the meeting. A non-Board member should contact the President and/or the Principal at least 10 days before the meeting.
- Quorum:** For the Board to conduct a vote, a quorum of two thirds of the voting members must be in attendance. Voting members are those that have undergone the Discernment process.

Appendix A: Directory Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Appendix B: Committee Preference

Each member is asked to serve on at least two committees. Choose four committees from the list below that you would be willing to join. Brief descriptions of each committee are found in the handbook. List your choices in order with 1 being your first choice.

- Teacher/Employee Committee
- Community Engagement Committee
- Curriculum Committee
- Student Activities Committee
- Budget Committee
- Discernment Committee
- Building/Grounds Committee

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_



Appendix C: Parish Council Meetings

The Parish Council meets on the 4<sup>th</sup> Tuesday of each month at 7:00PM in the Knights of Columbus Room (except in July or December).

The School Board sends one representative to each meeting to deliver a brief report. The report is usually 5 minutes or less and you don't have to stay for the whole meeting.

Please print your name next to the month that you'd be willing to attend the parish council meeting. Anyone not listed for a month will be asked to be an "alternate."

June \_\_\_\_\_

August \_\_\_\_\_

September \_\_\_\_\_

October \_\_\_\_\_

November \_\_\_\_\_

January \_\_\_\_\_

February \_\_\_\_\_

March \_\_\_\_\_

April \_\_\_\_\_

May \_\_\_\_\_

Appendix D: Confidentiality

**To be provided by Mrs. Epplin**