

St. Matthew



School

# **School Commission Policy Handbook**

**Updated October 22, 2010**

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## **1.0 ACADEMICS**

### **1.1 Accreditation**

Saint Matthew Catholic School shall maintain its accreditation in the State of Indiana by compliance with Public Law 221 which includes satisfactory development of a school improvement plan, and meeting expected (predicted) performance levels of student achievement.

### **1.2 Catholic Identity**

The school's curriculum shall include instruction in the Catholic Faith and will comply with curriculum guidelines established by the Archdiocese of Indianapolis.

The Catholic identity of the school will be fostered through the observance of liturgical seasons, feast days and weekly attendance at Mass as well as the incorporation of religious meaning and thought in day-to-day activities throughout the school year.

The administrator will coordinate with non-school staff the sacramental preparation of students for Reconciliation and Eucharist. The parents of children are required to actively participate in student preparation.

### **1.3 Academics and Extracurricular Activities (Adopted 06/01/1995)**

All elementary and middle school students who wish to participate in any parish sponsored extracurricular activities are required to adhere to the following guidelines.

Extracurricular activities are defined as activities which meet on a regular basis and are sponsored by Saint Matthew Parish, autonomously or through an affiliation, charter, or sanction with an outside organization.

Guidelines: Students Attending Saint Matthew Catholic School

1. A student's progress report should serve as a guideline for continuing participation in extracurricular activities. If a student receives a D or F grade in any subject, the progress reports should serve as a warning of academic difficulties, and parental review of continued participation is requested.
2. Each report card will determine continued participation in the current school year's extracurricular activities. Any student receiving an F grade will not be allowed to participate in the functions associated with his/her activities until an improvement is shown on the next progress report. At the grading time, a parent can request a conference with the teacher and principal to review the academic status of the student. The final decision will be that of the principal.
3. Students with significant discipline referrals may be declared a non-participant of extracurricular activities by the principal after consultation with the parents of said student.

4. Students who participate in Saint Matthew Parish sponsored extracurricular activities and do not attend Saint Matthew Catholic School must agree, prior to the beginning of their participation in these activities, to submit their report cards for the purpose of determining continued eligibility. Failure to comply will result in immediate loss of eligibility for that student.
5. The Saint Matthew Catholic School athletic director will notify the parents of students who do not attend Saint Matthew Catholic School if the student becomes ineligible.

**Guidelines: Students Not Attending Saint Matthew Catholic School**

The Saint Matthew Catholic School Commission believes that in fairness to all participants, these students and parents must agree prior to the beginning of participation that they will adhere to these same academic guidelines by:

1. Submitting a report card or a letter of verification from the student's principal in a sealed envelope to be given to the Saint Matthew athletic director prior to participation.
2. Subsequent report cards, progress reports, or a letter of verification must be submitted in a timely manner.

**Principal's Guidelines:**

1. Work closely with all groups and organizations affected by this policy to ensure consistency and establish procedural guidelines inherent to each group.
2. All decisions by the principal should be made in the best interest of the student and her/his own individual circumstances.

**1.4 Major Changes in Educational Practices**

Major changes in educational practices require joint consultation between the administrator and the school commission and approval of the Pastor.

**2.0 BUILDING AND GROUNDS**

**2.1 Deference to Administration Commission Policy**

Faculty, staff, students and parents shall observe all policies set forth in the Saint Matthew Administration Commission's Facility Policy. These policies were proposed by the Administration Commission and approved by Parish Council and the Pastor on September 19, 2001.

## **2.2 Vandalism**

Building and grounds are part of the shared ministry of the community of Saint Matthew and therefore shall be treated with respect. Persons caught vandalizing school property shall face disciplinary action based on the rules and guidelines already established in the school handbook.

## **2.3 Safety**

Safety and Security for students, faculty and staff is of paramount importance. The administrator has responsibility for maintaining a safe environment. Hazardous or unsafe conditions shall be noted and corrected without delay. Students, parents, staff and visitors are required to follow all safety procedures established by the school administrator.

## **2.4 Building Modifications**

Modifications, structural or cosmetic changes to buildings shall only be conducted with the approval and guidance of the Parish Administration Commission. The customary exception to this policy is that teachers are permitted and encouraged to decorate their classrooms in a comfortable, reasonable manner.

## **2.5 Access**

After-hours use of classrooms is limited to sanctioned parish committees and groups. It is the responsibility of those who use the buildings to ensure they are properly secured upon leaving the premises.

## **2.6 Smoke Free Environment**

The Community of Saint Matthew is a smoke free environment. Smoking is not permitted in the buildings.

## **3.0 BUSINESS AFFAIRS & ADMINISTRATION**

### **3.1 Admissions**

This admissions policy is established by the School Commission to provide a logical, objective and systematic method for enrolling students in Saint Matthew Catholic School. The School Administrator/Principal is responsible for execution of the policy.

It is assumed that all students enrolled in the current school year (grades K through 7) have first priority for enrollment in the following school year. For all new students entering kindergarten, the order of priority for enrollment is as follows:

#### **3.1.1 Priority for Enrollment in Kindergarten:**

1. Students from Saint Matthew Parish who have siblings currently attending or siblings that have graduated from Saint Matthew Parish School. (See Note 1.)
2. Students from Saint Matthew Parish.

3. In the event demand exceeds the number of available slots, priority will be based on all of the following criteria:
  - A. Length of time registered in Parish - “Registered” is defined as the date that the family submitted a parish registration form to the parish office.
  - B. Active Stewardship Member of the Parish -
    - (a) Time/Talent: Parents are active and involved in parish life including regular participation in Sunday Liturgy. Areas of involvement include, but are not limited to, committees, programs, volunteer activities, adult religious education programs, sacramental preparation, coaching, choir and other parish volunteer opportunities
    - (b) Treasure: Parents are supporters of the parish through Sunday collections on a regular basis using envelopes as evidence of support.
  - C. Residence - The family lives within the canonical boundaries of the parish.
4. Students of Saint Matthew Parish/School faculty and staff who are not parishioners.
5. Students whose families are registered and active in another Catholic Parish.
6. Non-Catholic students who have been approved by the Principal.

Note 1. The sibling clause does not provide priority to siblings of a student who has been admitted to fill a vacancy in grades 1 through 8. This may occur for example when a new family moves into the area and enrolls their oldest child into any of the grades 1 through 8. The younger sibling(s) of that child will not assume admission priority over established families of the parish that have been registered and members of the parish in good standing. Families wishing to admit a child into grades 1 through 8 will be notified in writing, prior to making their admission decision, that siblings of their child will not assume priority over other parishioners.

Note 2. Families having moved from the parish and school in good standing will be considered as parish families with number of years membership “credit” before they moved for a period of two years.

### **3.1.2 Priority for Enrollment of New Students in Grades 1 through 8:**

The enrollment of new students in Grades 1 through 8 will be done on a space available basis, following the priority schema listed above for Kindergarten and adhering to the Parish’s current Long Range Planning guidelines which currently calls for a maximum of two classes per grade.

### **3.1.3 Admissions Report**

The principal will provide an annual admissions report to the monitoring committee of the school commission and pastor. The administrator will provide this report no later than 2 weeks (10 working days) after the closing deadline of the January admissions process. The principal will notify the school commission and pastor in writing, via his/her monthly reports, of any new students admitted to the school or changes to the admissions report that may occur throughout the year.

### **3.1.4 Waiting List**

A waiting list shall be established that shows the name and priority of each prospective student seeking admittance to the school. The waiting list will be categorized by grade level. Students will be ranked numerically on the waiting list with number one (1) indicating highest priority. A copy of the waiting list will be maintained in the school office and made available for review by the monitoring committee of the school commission. Parents may contact the school office requesting to know their child's numerical position on the waiting list. The waiting list will be updated each year at the end of the January registration period. Parents must renew their desire for their child's name to be kept on the waiting list on an annual basis by contacting the school office during the January registration time frame.

### **3.2 Enrollment Capacity**

Saint Matthew Catholic School has historically maintained an approximate student-to-teacher ratio of 22:1.

### **3.3 Tuition**

It is required that tuition be paid on a timely basis. It is the responsibility of the parents and/or guardians to arrange for tuition payment options through a school-selected third-party company prior to the beginning of the school year.

Yearly tuition for the year will be determined in April, prior to the beginning of the following school year.

Based on the option chosen, the following policy will be enforced:

A pre-payment (approximately 10%) is due in May and will be applied to the following school year's tuition balance. If choosing to pay annually, the total tuition amount must be paid in full to the Parish Business Office by the last business day of July, prior to the beginning of the school year.

An installment payment option is available through FACTS Management Company. Tuition may be paid monthly, quarterly, or semi-annually through FACTS.

Financial assistance is available for active parish families who qualify.

If an alternative payment schedule or reduced tuition is required, this must be approved by written agreement with the Pastor.

To be considered for Parishioner rate, the family must meet the following requirements:

1. is a registered family of Saint Matthew Catholic Church that regularly attends Sunday Mass at Saint Matthew Catholic Church.
2. makes an annual stewardship pledge and fulfills their financial commitment by submitting envelopes during the Sunday collection.

3. performs at least 12 hours of service annually in support of Saint Matthew ministries including but not limited to liturgical ministries, parish leadership, social activities, yard work, parish or school fund raisers, and/or school activities.

### **3.4 Delinquent Tuition**

Student academic records, report cards, test score, and diplomas will not be released for any quarter in which a family is in arrears for financial obligations. The records shall not be released until the obligations are settled by payment or approved written agreement with the Pastor. The deficiency must be resolved prior to the child (children) being allowed to continue the next semester.

Based on chosen option, the following shall apply:

If paying annually and lump sum payment has not been received by the first business day in July, your child (children) will not be allowed to begin the school year.

If paying semi-annually and the first payment have not been received by the first business day in July, your child (children) will not be allowed to begin the school year. If the second payment has not been received by January 31<sup>st</sup>, your child will not be allowed to return for the second semester.

No changes in payment plan options may be made after the first business day in July without the consent and approval of the Pastor.

### **3.5 Withdrawal**

Withdrawal from the school:

-The family who voluntarily withdraws their child (children) during the first half of the school year will be responsible for 50% of annual tuition.

-The family who voluntarily withdraws their child (children) during the second half of the school year will be responsible for 100% of annual tuition.

All withdrawals, emergency, crisis, or transfer issues need to be in writing and addressed with the Pastor on a case-by-case decision.

Student academic records, report cards, test scores, or diplomas will not be released for any quarter in which a family is in arrears for financial obligations.

### **3.6 Student and Registration Fees**

There is a non-refundable registration fee for each student who is enrolling for the school year. There is also a PFA fee per family.

### **3.7 Budget**

The school commission works with the administrator to develop the annual school budget for presentation to the parish finance commission. School budget preparation is usually conducted during the January – March timeframe. Full and complete disclosure of financial information by the principal is required for the school commission to make responsible and informed decisions. The school administrator manages the budget. The school commission monitors budget compliance.

### **3.8 Gifts/Unbudgeted Income**

All gifts and unbudgeted revenue to Saint Matthew Catholic School will be referred to the Principal for acceptance and approval. A log describing each gift/revenue will be maintained by the Business Manager and shall be reviewed by the School Commission and Finance Commission annually.

The revenue will be recorded as income and will be used to offset operating deficit. If no operating deficit exists, the Pastor and Business Manager in consultation with the Principal will determine disposition or reserve of income of any amounts over \$500. The Principal will have the latitude to determine the disposition of any gifts or unbudgeted revenue under \$500.

School Commission and Finance Commission must approve the solicitation of gifts/subsidies of more than \$500. This excludes solicitation of gifts/prizes for existing fundraising purposes.

### **3.9 Insurance Notification**

At least once annually at the start of each school year, the parish business manager shall in writing advise teachers, staff, volunteers, and parents of students of the responsibility, risk of loss, and limits of insurance coverage for personal property and personal injury while such property or person is on the premises of Saint Matthew Church.

## **4.0 EXTERNAL AFFAIRS, COMMUNICATIONS AND DEVELOPMENT**

### **4.1 Emergencies**

In the event of an emergency the Administrator shall serve as the primary focal point for coordination of emergency-related activities and communications. The parish pastor shall be notified without delay.

### **4.2 Administration Issues**

Questions or comments regarding administrative policies, the student handbook, and day-to-day operations of the school should be referred to the school administrator.

### **4.3 Grievances**

Parents or guardians of children who attend Saint Matthew Catholic School or any parishioner shall use this policy as the procedure to express their concerns regarding school issues: (hereinafter referred to as the “Party”)

Communication procedure:

The Party confers with the teacher or specific staff member involved.

If, after 10 working days, a solution has not been reached by the teacher or specific staff member, the Party confers with the principal. The principal decides how best to resolve the situation.

If, after an additional 10 working days, the Party remains dissatisfied with the resolution of the situation, the Party contacts the pastor in writing, in order to schedule a time to meet with him or his designee. Other individuals deemed necessary by the pastor will be present. At this meeting, the pastor or his designee hears the concerns of the Party.

Following this meeting, the pastor obtains additional background information at his discretion, by consulting with the principal and any other pertinent individual. The pastor or his designee prepares a report of findings and recommendations and presents this to the Party in a timely manner but no more than 10 working days following the meeting.

The pastor’s action is the school’s final decision.

### **4.4 Fund Raising**

Any fundraiser that is school related and is expected to raise more than \$500 must first be approved by the finance commission.

### **4.5 Sally McGlinchey Endowment**

The Sally McGlinchey Endowment is to be used to supplement tuition for students whose parents are employed as a Saint Matthew Catholic School teacher or staff member.

### **4.6 Non-Custodial Parents**

Saint Matthew Parish School abides by the provisions of the Family Education Rights and Privacy Act of 1975 with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child (children). If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The school asks all divorced parents to furnish the school with a copy of the custody section of the divorce decree. This information is also necessary to help the school determine when, if ever, the child can be released to the non-custodial parent.

## **5.0 FACULTY AND STAFF**

### **5.1 Catholic Identity**

The administrator of Saint Matthew Catholic School, working in cooperation with the Archdiocesan Office of Catholic Education, will actively seek to fill vacant faculty positions with licensed teachers who are practicing Catholics. The pastor is the hiring authority and signatory on all teacher and staff contracts.

### **5.2 Valued Resources**

The Community of Saint Matthew views our faculty and staff as valued resources that are representatives of the spiritual, civic, and academic tradition of Saint Matthew Catholic School. Parents and visitors are expected to treat faculty and staff members in a respectful and professional manner and vice versa.

### **5.3 Rehire Notification**

Saint Matthew teachers who are not to be rehired for the following school year, except in the event of declining enrollment, will be notified no later than June 15.

### **5.4 Performance Appraisals**

The administrator is responsible for providing annual performance appraisals of faculty and staff in accordance with Diocesan guidelines. Evaluations should be conducted in a positive, Christian manner with an emphasis on personal and professional growth.

The pastor is responsible for providing an annual performance evaluation of the administrator according to Diocesan guidelines. The school commission participates in the evaluation process by providing consultative input to the pastor.

### **5.5 Professionalism**

The faculty and staff shall conduct themselves in a professional manner, exemplifying the same faith-based values and standards expected of students.

### **5.6 Punishment**

Faculty and staff of Saint Matthew Catholic School shall not administer corporal punishment or subject a student to verbal abuse.

### **5.7 Threats/Violence**

Threats or acts of violence, written or verbal directed toward a person or the school facility itself will be considered serious and may result in criminal action. Any adult, parent, or staff may be refused access to school and contact with the complainant pending legal action. It is the responsibility of faculty and staff members to disclose any knowledge or information they may have regarding threats of violence.

## **6.0 STUDENT AFFAIRS**

### **6.1 Discipline**

The school administrator has primary responsibility for establishing and enforcing rules that govern student conduct and discipline. The administrator must communicate these rules to students and parents in writing at the start of each new school year or at the time of registration for new students. Typically this is accomplished via the student handbook. Behavior rules and consequences shall be published annually in the school handbook and updated as necessary. The administrator and/or staff must fairly and thoroughly investigate all incidents that jeopardize safety and /or violate rules of good conduct.

### **6.2 Parental Involvement**

Parents must understand how critical their positive attitude is to their child's success. They are expected to be knowledgeable of the requirements of the school's discipline plan and to regularly talk with their children about the rules governing acceptable behavior. Parents should stay in touch with classroom teachers, mutually resolve differences, and support school and administration policies governing student behavior.

### **6.3 Dress Code**

Appropriate dress and grooming promote a positive environment for learning. The Saint Matthew Catholic School dress code is detailed in the current Parent Handbook distributed at the beginning of each school year. The school administrator is responsible for communicating and enforcing the dress code. The administrator may use professional discretion in adjusting the dress code as necessary to enhance its efficacy and enforceability. In order to minimize the economic burden on families and maintain flexibility in clothing selection, Saint Matthew Catholic School will not mandate the purchase of uniform items from a "single source" vendor.

### **6.4 Non-Uniform Days**

These days are to be scheduled by the Principal. The appropriate dress code will be announced prior to each non-uniform day.

### **6.5 Search**

The Principal has the right to search a student's locker, coat, and/or book bag when deemed necessary due to probable cause.

### **6.6 Drugs and Alcohol**

A student shall not possess, use, transmit or be under the influence of any drug (except as prescribed by a doctor), alcoholic beverage or intoxicant of any kind on the school or parish property or at any school function or sponsored event or to and from said event. Violation of this policy may result in: contact of appropriate authorities, contact of parents, immediate three-day out-of-school suspension, and administration approved drug counseling at the family's expense. Should a second violation occur, the parents may be asked to withdraw the student from the school.

## **6.7 Tobacco**

Because it is illegal for a person under the age of 18 to purchase tobacco products, it is the policy of the school that a student shall not possess, use or distribute any tobacco products. Violation of this policy on school or parish property or at any school function or sponsored event or to and from said event may result in contact of parents, an immediate one-day out-of-school suspension, enrollment in an administration-approved non-smoking clinic at the family's expense. Should a second violation occur, the parents may be asked to withdraw the student from the school.

## **6.8 Weapons/Firearms**

Possession or use of weapons of any type will result in a three-day out-of-school suspension or expulsion at the administrator's discretion. A weapon is considered to be any item that, in the sole judgment of the administrator, is used or intended to be used to harm or threaten another person. The final decision is that of the administrator. Any illegal materials will be confiscated and the proper authorities and parents will be contacted.

## **6.9 Sexual Misconduct/Harassment**

Disciplinary action will be taken at the administrator's discretion and may include expulsion from the school. Recognizing that it is impossible to list all types of serious misconduct, the administrator reserves the right to match disciplinary action based on the seriousness of the offense. Appropriate council may be brought in after consultation with the parents or guardian.

## **6.10 Immunizations**

A copy of all student immunization records must be on file at school. All students' immunization records are reviewed in kindergarten, first grade, and 6th grade and for all new students entering Saint Matthew. The school follows the immunization recommendations of the Indiana Department of Health. A copy of the Indiana Department of Health recommendations is available in the school office or on the Indiana Department of Health's web site.

No students will be permitted to attend school for more than thirty (30) calendar days beyond enrollment unless the student is fully immunized or has begun their immunizations and provides a schedule for the completion of their immunizations.

Saint Matthew will accept immunization records that are the parent record, a copy from your health care provider or a copy from a Department of Health/Health Department. The records must have exact dates for when the immunizations were given to the student. It is not acceptable to write "Up To Date". The only exceptions to this requirement are students who have medical reasons for not having their immunizations complete or for students whose parents have religious objections.

Students who have medical contraindications for immunizations must have a written letter from their family doctor stating the reason for the medical contradiction, the

student's name, the date and be signed by the physician. The written letter must be updated annually by their family doctor.

Parents with religious objections for immunizations must submit a written letter explaining their religious objections. The written letter will be kept on file and must be updated annually.

**Meningococcal Disease and the HPV vaccine**

Indiana law requires that parents be informed about the meningococcal disease and the vaccine every year. Parents will be provided with information regarding this disease and vaccine. Indiana law requires that parents of 6th grade girls be informed about the HPV vaccine.

## 7.0 SCHOOL COMMISSION BYLAWS

### **Article 7.1 Name**

The name of this body shall be the School Commission of the Parish of Saint Matthew, hereinafter referred to as the Commission.

### **Article 7.2 Purpose and Function**

#### *Section 1.*

The pastor and parish pastoral council establishes the Commission as the policy-making body for the school. Commission policy and decisions shall be binding throughout the school upon approval and ratification by the pastor.

#### *Section 2.*

The Commission shall be responsible to the pastor and the parish pastoral council for the following:

- a. Creating and maintaining a vision and mission for the school which looks toward the future rather than reviewing the past.
- b. Developing through research, evaluation and constituent input, strategic planning and specific goals and objectives consistent with the mission of Saint Matthew Catholic School.
- c. Providing appropriate oversight and assistance to the principal in his/her efforts on an ongoing basis to accomplish the goals and objectives developed by the school commission.
- d. Providing consultative input to the pastor on the performance of the administrator.
- e. Assisting in the development of the annual operating budget for the school in conjunction with the Finance Commission of Saint Matthew.
- f. Reviewing goals and objectives quarterly and policies periodically. Goals and objectives include items such as the school improvement plan (Public Law 221), and any other long range or strategic plans adopted by the Commission.
- g. Assist the pastor, through the administrator, in holding the staff accountable.
- h. Providing a quarterly report to the parish council and ideally, a formal annual report to the council, parishioners, parents, and supporters.
- i. Meeting on a regular basis in order to facilitate Commission activities. Arranging for representation at monthly Parish Council, Finance Commission, and Administration Commission meetings and with other parish, deanery or archdiocesan organizations on an as needed basis.
- j. Works with the pastor in appointing an administrator search committee in the event of a vacancy.
- k. Achieving, with help from the principal, Archdiocesan and Parish goals for Catholic school education.
- l. Direct the implementation of archdiocesan educational policy in the school program.

*Section 3.* The Commission shall establish the necessary means and instruments to communicate Commission policy and decisions to the Parish community. The Commission acts as a unified body when presenting itself to the public or parish.

**Article 7.3 Membership**

*Section 1.* The Pastor and Principal of the school shall be ex-officio, non-voting members of the Commission and shall not be counted for purposes of establishing a quorum.

*Section 2.* Seven (7) registered Saint Matthew parishioners elected by the parishioners shall be the voting members of the Commission. The pastor in consultation with the school administration **may** appoint at his discretion up to three (3) additional commissioners.

*Section 3.* Members shall serve a three-year term. A member is not eligible to be nominated for re-election to the Commission until at least one (1) year has elapsed since that person's previous service on the commission. Membership begins on July 1st and ends on June 30<sup>th</sup>.

*Section 4.* Any person currently an elected or appointed member of the P.F.A., Parish Council or other parish commissions shall not serve simultaneously on the school commission. Persons or their spouses employed by Saint Matthew Parish are not eligible for membership on the parish school commission.

**Article 7.4 Officers**

*Section 1.* The officers of the Commission shall include a Chairperson, Vice Chairperson and Secretary. The officers shall be elected by a majority vote of the Commission. Elections shall occur at the June meeting of the Commission.

*Section 2.* Officers of the Commission shall be elected to a one-year term. No officer may serve more than two consecutive terms in each office.

*Section 3.* The responsibilities of the Commission officers shall be as follows:

- a. Chairperson – shall preside at all meetings and appoint a representative or represent the Commission at all Parish Council meetings. The Chairperson shall recommend to the Commission for approval all committees and make appointments to such committees from Commission members. The Chairperson shall be an ex-officio member of all committees with the exception of the Executive Committee where the Chairperson shall have full voting rights and the principal will preside. No person shall be eligible for election as chairperson of the Saint Matthew Catholic School Commission until he/she has served at least one year on the Commission.

- b. Vice Chairperson – shall preside in the absence of the Chairperson or when the Chairperson desires to introduce, second or speak to a motion.
- c. Secretary – shall be responsible for managing the following: maintaining accurate minutes of meetings, forwarding the minutes to each Commission member, forwarded approved meeting minutes to the Parish Council, with the assistance of the Administrator and Executive Committee provide each member with the agenda and preparation materials for the next meeting, and provide all correspondence and necessary communications to Archdiocesan and Deanery Board and Commissions.

**Article 7.5**

**Executive Committee**

Section 1.

The Executive Committee of the Commission shall consist of the Chairperson, Vice Chairperson, Secretary and the Administrative Officer. The purpose of the Executive Committee is to formulate the Commission meeting agenda.

Section 2.

The Principal of the school shall be the Administrative Officer of the Commission and shall be responsible to the Commission for implementation of Commission policy.

Section 3.

When the Commission is not in session, the Executive Committee shall have and exercise all of the authority of the Commission in the governance, of Saint Matthew Catholic School except as such authority: 1) is limited by Archdiocesan or Parish statute; and 2) the Executive Committee is not empowered to materially amend, revoke or contravene a resolution or policy of the Commission without a resolution of the Commission and ratification of the Pastor. The Executive Committee shall report to the Commission, for acceptance at its next meeting, any action it has taken.

**Article 7.6**

**Meetings**

Regular meetings of the Commission shall be held monthly. Special meeting may be called by the Chairperson, the Principal, or the Pastor.

**Article 7.7**

**Quorum**

A simple majority of the voting members of the Commission constitutes a quorum for each meeting.

**Article 7.8**

**Bylaw Amendments**

The Bylaws may be amended by a vote of two-thirds of the members of the Commission, approval of the parish council and ratification by the pastor. Commission members must receive written notice about bylaw amendments one month before the vote to amend.

## **8.0 SCHOOL COMMISSION STANDING RULES**

### **Article 8.1 Members**

- Section 1.* Each member of the Commission shall be a practicing Catholic of at least eighteen years of age who is registered in Saint Matthew Church.
- Section 2.* Members of the Commission should have a strong commitment to the mission of Saint Matthew Catholic School.
- Section 3.* Members are expected to attend all scheduled Commission and committee meeting and to participate in committee work. A member who has three unexcused absences from Commission meetings may be asked to resign by the Chairperson and Pastor.
- Section 4.* All vacancies must be filled consistent with Article 7.3 of the bylaws, specifying the makeup of the Commission.

### **Article 8.2 Voting Rights**

- Section 1.* Each member that is elected or appointed to the Commission shall have a right to vote.
- Section 2.* The pastor and principal of Saint Matthew are ex-officio, non-voting members of the Commission.
- Section 3.* The Chairperson of the Commission can vote under the following circumstances: to break a tie, to make a tie, or if a paper ballot is requested by any voting member.

### **Article 8.3 Election /Appointment of Members to the School Commission**

- Section 1.* The election of School Commission members will be conducted under the auspices of Article 4 of the Parish Constitution.
- Section 2.* The Commission will be represented by seven (7) members elected as follows: 2007 – 2; 2008 – 2; 2009 – 3. The cycle repeats sequentially as stated in subsequent years. In order to allow for three-year elected staggered terms, the 2007-2008 Commission shall consist of eight (8) members with any tied votes decided by the Pastor. The pastor **always** has the option to appoint any additional members to the Commission.

**Article 8.4      Officers**

*Section 1.*      Election of the Chairperson, Vice Chairperson and Secretary shall be held at the June meeting of the Commission.

**Article 8.5      Executive Committee**

*Section 1.*      The Executive Committee shall meet approximately two weeks prior to the regular Commission meeting to prepare the Commission agenda. The agenda, minutes and written committee reports will be available to Commission members within one week of the regularly scheduled Commission meeting. The Secretary shall be responsible for sending this packet of information as well as written notice of Commission meetings to the Commission members.

**Article 8.6      Standing Committees**

*Section 1.*      Standing and special committees shall be established by the action and approval of the Commission.

*Section 2.*      Special or Ad hoc committees shall be established as deemed necessary by the Commission. Each special or Ad hoc committee shall be dissolved as its mission is completed.

**Article 8.7      Meetings**

*Section 1.*      Meetings shall be held as prescribed in the bylaws.

*Section 2.*      All meetings shall be open to the public, unless designated to be a closed session.

*Section 3.*      Non-members wishing to address the Commission shall address requests to the Executive Committee in advance of its monthly meeting.

**Article 8.8      Order of Business**

The Executive Committee shall determine the order of business.

**Article 8.9      Amending the Standing Rules**

With written prior notice of one month to all commission members, the Standing Rules may be amended with a two-thirds (2/3) vote of the Commission and ratification by the pastor.

## ADDENDUM

### **2010–11 School Commission Members, Positions, and Membership Expiration Date**

Mrs. Caryl Houghton, President, June 2011

Mr. Mark Tarowsky, Vice-President and Technology Chair, June 2013

Mrs. Pam Frank, Secretary, June 2011

Mrs. Andrea Cotton, Member and Marketing Committee Representative, June 2012

Mrs. Judy Good, Member and Parish Council Representative, June 2012

Mrs. Patricia Sorensen, Member and Finance Committee Representative, June 2012

Mrs. Juleen White, Member and PFA Representative, June 2013

*Father Paul Shikany, Pastor, Ex-officio member*

*Mr. Martin Erlenbaugh, Principal, Ex-officio member*

*Mr. Craig Wetli, Building Committee Chair, Ex-officio member*

***Please note that any and all policies can be rescinded by the pastor.***