

John Paul II Academy
School Committee Bylaws

ARTICLE I

Name

1.1 The name of this body shall be the John Paul II Academy School Committee (the "Committee").

ARTICLE II

Purpose

2.1 The purpose of the Committee is to advise and assist the Pastor of Sacred Heart Congregation and the Principal of John Paul II Academy in the operation of the educational program at John Paul II Academy. The Committee is consultative in nature and cannot act apart from, nor make decisions that are binding upon, John Paul II Academy.

ARTICLE III

Responsibilities

3.1 The Committee will be consulted in connection with the following matters:

- 3.1.1 Mission
- 3.1.2 Strategic planning
- 3.1.3 Policy development and review
- 3.1.4 Finance
- 3.1.5 Advancement and development
- 3.1.6 Facilities planning

Article IV

Membership

4.1 The Committee shall consist of between seven and 10 members. It is recommended that no more than twenty-five percent of the Committee shall consist of John Paul II Academy parents. Additionally, one member of the Committee shall be a liaison from the Parish Pastoral Councils of Sacred Heart and/or St. John Nepomuk Parishes. Ex officio members shall consist of the Pastor of Sacred Heart Congregation and the Principal of John Paul II Academy.

4.2 Parent Committee members are selected through a discernment process or by appointment of the Pastor and Principal. Parish Council Liaisons are determined separately at their respective Parish Council meetings.

4.3 Parent Committee members may serve up to three years. This may be consecutively in one term, or over multiple terms if the member came onto the Committee to fill the remaining term of a former member. When their service concludes, new members are discerned or appointed. Should a Committee member step down prior to that time, either voluntarily or at the request of the Principal, a new Committee member will be appointed by the Principal and Pastor to serve the remainder of the term.

4.4 Parent Committee members must have a child attending John Paul II Academy. No prior service on this or other committees is required.

4.5 Committee members may resign by providing notice to the Principal and the Chairperson of the Committee. Members may be removed at any time when in the discretion of the Pastor and Principal, removal is determined to be in the best interest of the Committee. Vacancies created by resignation or removal will be filled in the manner described above in section 4.2.

ARTICLE IV

Officers

5.1 The Officers of the Committee shall consist of a Chairperson and a Secretary, and may, at the discretion of the Committee, consist of a Vice-Chairperson.

5.2 The Officers shall be determined annually by the Committee members at the first regularly scheduled meeting following the beginning of the school year. If more than one member indicates interest in a particular position, an election among the Committee members will be held.

5.3 The duties of the Officers shall be as follows:

5.3.1 Chairperson. The Chairperson shall preside at all Committee meetings and shall set the agenda for each Committee meeting, in cooperation with the Principal.

5.3.2 Secretary. The Secretary shall record the minutes of Committee meetings and share the approved minutes with Committee members within one to two weeks of the scheduled meeting.

5.3.3 Vice-Chairperson. The Vice-Chairperson shall preside at Committee meetings in the event the Chairperson is not present.

Article V – Meetings.

6.1 The Committee will meet no fewer than eight times per year, with a schedule to be determined by the Chairperson and Principal. In general, meetings are open to the school

community. In compliance with regulations governing Choice schools, two meetings per year will be publicized in the school newsletter to invite participation. Those choosing to attend any meetings are observers only and may not participate in the discussion. The Committee will go into executive session to discuss budget and other sensitive matters. These sessions will be closed to outside participants.

6.1.1 The first 10 minutes of the meeting agenda will be held for discussion of any topics or issues being raised by school parents. To do this, the parent must contact the Committee Chairperson at least one week prior to the scheduled meeting to request time. The Committee will hear concerns and may ask clarifying questions. Follow-up will be provided to the parent at some point after the meeting.

6.2 Special meetings may be called by the Pastor, Principal or Chairperson when needed.

Article VI – Sub-Committees.

7.1 The Committee shall establish standing sub-committees, which may include but are not limited to the following:

7.1.1 Strategic Planning

7.1.2 Policy Development (recommend and consult)

7.2 Additional sub-committees will be established by the Committee as it deems necessary or appropriate to advise the Committee with respect to specific functions of the Committee.

Article VII – Amendments.

8.1 The Bylaws shall be reviewed on an annual basis by the Committee and any changes recommended may be approved by a majority vote of the Committee.