

BY LAWS
School Committee
Immaculate Heart of Mary – St. Casimir School

ARTICLE I

Name and Purpose

Section 1.1 Name

This committee shall be known as the “Immaculate Heart of Mary-St. Casimir School Committee”, and is referred to herein as the “school committee.”

Section 1.2 Purpose

Immaculate Heart of Mary (“I.H.M.”) and St. Casimir parishes have entered into a joint effort to promote and maintain a Catholic school for education of their children. Elected school committee members shall advise the principal on matters related to the operation of the I.H.M. – St. Casimir School (“school”).

ARTICLE II

Duties and Functions

Section 2.1 General.

The school committee shall review, develop, and recommend changes to school policies, and assist in the development of the total education program of the school. Elected school committee members represent parents in school decision-making; bring parent concerns and celebrations to the attention of the school administration, pastors and staff for further action or resolution; and seek support for the school from within the I.H.M. and St. Casimir parishes and the local community.

Section 2.2 Policies, Rules, and Regulations.

The school committee shall review policy guidance from the Diocesan Board of Education and establish rules and regulations to promote and carry out those policies. The school committee shall advise the administrator on long-term planning, accreditation, curriculum, technology, discipline, and other matters as directed by the administrator or pastors.

Section 2.3 Communication Liaison. The school committee shall act as a liaison between parents, teachers, the administrator and the pastors, and facilitate communications between the parties.

Section 2.4 Annual Budget.

The school committee shall review the annual budget for the school and advise the administrator on budget priorities.

Section 2.5 Capital Outlay.

The school committee shall advise the administrator to ensure that the physical facilities, equipment, and materials meet the needs and expectations of the students and faculty. An annual site review and inspection of the facilities shall be conducted by the administrator and others deemed necessary, including school and parish staff or school committee members, to identify maintenance and improvements needed and make recommendations for improvement.

Section 2.6 Administrator Review and Evaluation.

At the May meeting, the school committee will receive and review the administrator’s year-end report. The year-end report must highlight the past year’s challenges and accomplishments and include the administrator’s vision for next school year. The report is to provide direction to the school committee for the following year. Members of the school committee will be available to assist with evaluations of the administrators at the discretion of the pastors.

Section 2.7 Pastoral Representatives.

The administrator and school committee shall ensure representation at parish council and finance committee meetings at each parish. Members representing the school committee at any parish meeting shall be registered members of that parish. Representatives shall report the activities of the parishes to the school committee.

Section 2.8 Administrative Hire.

When a new administrator is to be hired, a hiring committee shall be established. This special committee shall be made up of both pastors, two representatives from the school committee (one from each parish), a representative of the PTO executive committee, and any other members designated by the pastors.

ARTICLE III

Membership

Section 3.1 Membership.

Voting members of the school committee shall consist of the pastors of both I.H.M. and St. Casimir parishes, the school administrator, and nine elected members who have children attending the school. The nine (9) elected members shall consist of no fewer than three (3) members of St. Casimir parish, three (3) members of I.H.M. parish, and one (1) at-large member. Employees of the school or their immediate families shall not be eligible to serve as a member of the school committee.

Section 3.2 Term of Office.

Except as otherwise provided herein, each member elected to the school committee shall serve one term of three school years. Departure from that three year term is possible in order to suit the needs of the committee as necessary. As practical, terms shall be staggered so that no more than three (3) new members shall be elected in a given year, and of those three (3), no more than (2) shall be from the same parish.

Section 3.3 Elections.

The school committee shall solicit and obtain nominations for new members before the April meeting. Each family with one or more children attending the school will be eligible to vote in the election to be held before the May meeting each year. The terms for new members shall begin at the September school committee meeting.

Section 3.4 Teacher Representatives.

The administrator will select two teacher representatives, one representing grades K-5 and one representing grades 6-8, to serve on the school committee. These representatives shall be non-voting members of the school committee and will serve on a rotating basis at the pleasure of the administrator.

Section 3.5 Vacancies.

Whenever a vacancy shall occur on the school committee, a new member shall be selected by the administrator, upon the approval of the remaining members of the school committee. A member appointed to fill a vacancy shall serve for the unexpired term of his or her predecessor in office. Vacancies for purposes of this paragraph shall include, but not be limited to, the failure to obtain nominations sufficient to fill all the open positions on the school committee, thereby preventing the election of the required number of members to serve on the school committee, per Section 3.2 of these bylaws.

Section 3.6 Resignation and Removal.

Any member may resign at any time by giving written notice of resignation to the chairperson of the school committee. Any member who misses two consecutive meetings or a total of three meetings within the school fiscal year may be removed or asked to resign.

ARTICLE IV

Officers

Section 4.1 Officers.

The officers of the school committee shall be a chairperson, secretary, and other officers as the school committee may consider necessary to properly conduct the business of the committee. The officers shall be elected annually by the members of the school committee at the May meeting to serve their term until May of the following year. Officers may serve consecutive years at the pleasure of the committee.

Section 4.2 Chairperson.

The chairperson shall preside at all regular and special meetings of the school committee. It shall be the responsibility of the chairperson to prepare an agenda, in consultation with the administrator, outlining the matters to be discussed at the school committee meeting. The chairperson shall also perform all other duties usually incidental to the office of chairperson.

Section 4.3 Secretary.

The secretary shall keep the minutes and non-financial records of the school committee. The minutes may include reports and other documents which are submitted to the school committee. Copies of minutes of all regular meetings will be sent to all school committee members, the pastors and associate pastors of each parish, the diocesan education office, and the school administrator within ten (10) days of the school committee meeting. The minutes of the school committee meeting shall be made available upon request at the school offices, during normal business hours, at both the I.H.M. and the St. Casimir school sites. Documents and reports which have been presented to the school committee at a meeting, for the purpose of conducting school committee business, shall be made a part of the minutes and also made available. The secretary shall have such other powers and shall perform other such duties as may be assigned to him or her by the school committee or by the chairperson.

Section 4.4 Immediate Past Chairperson.

The immediate past chairperson may perform duties on behalf of the school committee as directed by the administrator and current Chairperson.

Section 4.5 Acting Chairperson.

The chairperson or administrator shall be responsible for appointing another member to fulfill the duties of the chairperson when he or she is absent or unable to act.

Section 4.6 Additional Authority.

The officers shall have additional powers and perform such additional duties as the administrator may prescribe.

ARTICLE V

Meetings

Section 5.1 Regular Meetings.

Nine regular meetings of the school committee shall be held each school year. Meetings shall be held in August and May, and once a month in seven other months throughout the year.

Section 5.2 Special Meetings.

Special meetings shall be held whenever called by the administrator, the chairperson, or by a majority vote of the members of the school committee.

Section 5.3 Quorum.

The presence of the majority of the members of the school committee (five voting members or more) shall constitute quorum for the transaction of business at any meeting of the school committee. The act of the majority of the members present at a meeting, at which a quorum is present, shall be the act of the school committee.

Section 5.4 Open Meetings.

All regular meetings shall be open to any interested persons. When discussing issues of a confidential nature, the committee may vote to go into a closed session allowing only committee member participation.

Section 5.5 Procedure.

The goal of the school committee is to arrive at decisions by consensus. When consensus cannot be reached, however, the rule of parliamentary procedure as contained in "Robert's Rules of Order" shall govern the meeting. Strict adherence will not be enforced if found to interfere with productive discussion.

ARTICLE VI

Sub-Committees of the School Committee

Section 6.1 Establishment of Sub-Committees.

The school committee or administrator may appoint other committees, standing or special, as deemed necessary. A special committee shall serve at the pleasure of the school committee or administrator and have such powers and duties as are designated by the either. Members of the special committees need not be school committee members, provided however, that the membership of each special committee shall include at least one member of the school committee. Special committees must report at each school committee meeting through the duration of their function.

ARTICLE VII

Amendments

Section 7.1 Amendments.

The by-laws may be amended at any regular or special meeting of the school committee by a two-thirds (2/3) vote of the school committee members. Notice of any proposed amendments to these by-laws must be given to the members of the school committee and pastors at least ten (10) days prior to the respective meeting or meetings at which the proposed amendments are to be acted upon.

- Approved: April 1993
- Revised and approved: May 1997
- Revised and approved: October 1999
- Revised and approved: April 14, 2010
- Revised and approved: May 8, 2013