

ASCENSION SCHOOL BOARD  
May 10, 2010

**DATES TO REMEMBER:**

6/2/10            Graduation  
6/7/210         Last Day of School  
6/25/10         Golf Outing  
6/27/10         Gold Brunch

**PRESENT:** Father Larry McNally, Mary Joe Burns, Dan Rodde (07), Michele Joubert (2007), Kurt Mackey, Chair Wendy Schmiedeler (08), Jill Pollard (08), Jason Huggins (09), Mike Lynch (09), Pat Hess (08), Mike Kelty (10), and Paul Seavey (09).

**LAST MONTH'S MINUTES:**    Approved.

**PUBLIC COMMENT:**        No public comment.

**PASTOR'S REPORT:**        There are 7 applicants for 3 positions on the Parish Council. Sacramental Mass is planned for May 18 for the children. Father Larry appreciates the Board's efforts in attending the upcoming Parish Finance Meeting.

**PRINCIPAL'S REPORT:** August 24, 2010 will be the first day of the 2010-11 school year. The traditional Easter break date is very late in the school year in 2011 and consideration is being given to moving spring break to March to coincide with District 97. The Board provided input on the format for Terra Nova testing results to be provided to parents.

**DEVELOPMENT REPORT:**    Football Mania cards will be folded into the Shopping Certificate program in a pilot project. 67 Memorial bricks have been ordered as of March 31, 2010. Alumni website is in development.

**FINANCE:** Status was given on collection efforts of unpaid tuition. Plans are in the work to delegated tuition collection to the Parish Business Manager. The Tuition collection policy will require amendment.

**Long Rang Planning:**        June 5 is planned as a Volunteer Day to for work on the next year's All Day Kindergarten

**Maintenance:**            The decision has been made to proceed with the purchase of the 20 foot by 40 foot portable partition. This is the highest rated partition for soundproofing.

Home and School: Volunteers are needed for the upcoming school picnic.

OLD BUSINESS: Class size policy was adopted as well as amendments to the School Board Constitution and By-laws.

NEW BUSINESS: With great thanks, the Board notes the work of Dan Rodde, Michele Joubert and Kurt Mackey, who have completed their term as School Board Members.

Installation of new Board Members will take place at the next Board meeting

Submitted by Mark Szaflarski

Next meeting June 14, 2010 at 7 PM in the Parish Center

## CLASSROOM SIZE POLICY

2010-05-10

With due consideration to both maximizing our students educational opportunities and school space issues, classroom size in Grades Kindergarten through Eighth Grade (K-8) at Ascension Catholic School is set at twenty-five (25) students per classroom. However, the Pastor and Principal, after careful consultation with Faculty and School Board, retain discretion to set classroom size either above or below twenty-five (25) students.

Pre-kindergarten classes are restricted to no more than twenty (20) students.

Submitted March 8, 2010

Passed May 10, 2010

Amending 1995-05-01

# ASCENSION PARISH SCHOOL BOARD CONSTITUTION

## MISSION STATEMENT

Ascension School, a vibrant ministry of Ascension Parish, proudly provides an excellent education that responds to the needs of its students. Ascension School incorporates Catholic faith beliefs and values through skillful teaching, prayer, worship and service to others. In this school, children and families experience community in an atmosphere of love, kindness and respect.

## ARTICLE I NAME

This organization shall be known as the Ascension Parish School Board (referred to as School Board or Board later in this document).

## ARTICLE II PURPOSE

The purpose of the School Board will be:

- to develop and adopt policies which govern the operation of the School;
- to provide counsel and advice on the operation of the School to the Pastor and Principal;
- to participate in screening Principal candidates and evaluating the Principal;
- to review and advise on the annual budget;
- to determine sources of funding for the School;
- to promote and publicize the School;
- to support and provide means of communication with parishioners and parents in conjunction with the Pastor and Principal;
- to collaborate with the Principal and Pastor in implementing the Long Range Plan for the School.

## ARTICLE III AUTHORITY

This Constitution derives its authority from Archdiocesan Policy and shall be interpreted in accordance therewith. All decisions of the School Board will be subject to approval by the Pastor.

## ARTICLE IV MEMBERSHIP

The School Board shall consist of nine (9) elected members age 21 or older, who are registered members of Ascension Parish or whose children attend Ascension School. Contract employees of the parish and their immediate family members (spouse and children) shall not be members. The Pastor, ex officio, shall be a member of the School Board.

The Principal shall be the executive officer of the School Board and shall have a voice, but shall not vote.

Three (3) members shall be elected each year, in accordance with the Bylaws, for terms of three (3) years each.

If a vacancy occurs on the School Board, the remaining Board members shall discern a replacement to fill the vacancy until the end of that term in accordance with the Bylaws.

## ARTICLE V MEETINGS

The School Board shall conduct regularly scheduled meetings in accordance with the bylaws. These meetings shall be advertised and open to all members of the parish. The agenda for Board meetings shall include time for public comment. Executive sessions may be needed and scheduled and shall not be open to the public.

## ARTICLE VI QUORUM AND VOTING

Six (6) members of the full voting membership of the School Board shall constitute a quorum for the transaction of business. A motion is carried if a majority of the voting members present vote for it. The Pastor shall have veto power over all Board decisions.

## ARTICLE VII OFFICERS

The officers of the School Board shall consist of Chairperson who shall be discerned from the School Board membership for a term of one year, and the Vice Chair, who shall be the previous year's Chairperson. The Secretary need not be a member of the School Board. Discernment will be held in accordance with the provisions of the bylaws. Ex-officio members of the School Board are not eligible to serve as officers.

## ARTICLE VIII COMMITTEES

The School Board will establish standing committees, including Finance and Long Range Planning, to enable the Board to meet its continuing responsibilities. The

duties of standing committees will be outlined by the School Board at the time the committee is established. Such committees will meet on a regular basis and will report their activities to the School Board.

The School Board Chairperson can establish additional committees as needed. The duties and duration of these additional committees will be identified by the Chairperson at the time the committee is established. Such committees will meet on a regular basis and will report their activities to the School Board on a regular basis.

Committee chairperson for both standing and any additional committees will be appointed by the School Board Chairperson or the members of the committee.

Membership on any committee shall not be limited to members of the Board. Recommendations of any committee will be subject to approval by the School Board.

#### ARTICLE IX AMENDMENTS

Amendments must be presented to the School Board at one meeting and voted on at a subsequent meeting. This Constitution may only be amended by an affirmative vote of six (6) members of the Board.

# ASCENSION PARISH SCHOOL BOARD BY LAWS

## ARTICLE I MEMBERSHIP

### A. TERMS:

Three (3) members shall be elected each year for terms of three (3) years each. Terms of office for newly elected members shall begin at the conclusion of the June meeting, immediately after the installation of the new board members. No member shall serve more than two consecutive elected terms.

### B. ELECTION COMMITTEE:

The Vice Chairperson, with the approval of the Board, shall be responsible for election procedures and for appointing an election committee. The election committee will be responsible for providing information on the election to all board candidates accepting nominations, supervising the election and counting ballots.

### C. ELECTION:

Board members shall be elected in a parish-wide election. Election shall be by written, absentee, or electronic ballot. Any registered adult member of the parish who has a parish envelope issued in his or her name or parent of a student currently enrolled at Ascension School shall be eligible to receive one ballot to vote. The three (3) candidates receiving the highest number of votes shall be elected.

The election shall take place on a specified weekend in March after every regularly scheduled Saturday anticipation and Sunday Masses. The names of the candidates shall be listed on the ballot in an order determined through an impartial drawing by the Election Committee.

### D. RESIGNATION AND TERMINATION:

In the event a member of the School Board has been absent from two (2) consecutive meetings, the remaining members of the School Board may, by an affirmative vote of at least six (6) members, determine and declare that a vacancy exists. Upon such declaration, such member shall be deemed to have resigned.

Any member may resign by tendering a written notice, of such resignation to the Chairperson of the School Board or the Pastor.

Any member may be removed "for cause" by an affirmative vote of six (6) members of the Board.

## E. VACANCIES:

If a vacancy occurs on the School Board, the remaining Board members shall discern a replacement to fill the vacancy for the remainder of the term.

## ARTICLE II OFFICERS

### A. DISCERNMENT OF OFFICERS:

The discernment of officers will follow the installation of new School Board members after the June meeting. The discernment will be conducted in an executive session by the non-retiring members of the current Board and the newly installed members of the incoming Board. Officers will be selected from the group involved in this process of discernment and will take office immediately following this executive session.

If a vacancy occurs, the School Board shall elect, by the same process, an officer to fill the unexpired term.

### B. DUTIES OF THE OFFICERS:

The Chairperson shall preside at all regular and special meetings of the School Board. With the Principal, the Chairperson shall determine the agenda for each meeting. The Chairperson shall provide each member a copy of the agenda prior to the meeting. The Chairperson shall allow reasonable time for reconsideration of any motion before Board action is taken. The Chairperson shall also have the authority to assign duties and responsibilities to individual School Board members.

The Vice Chairperson shall perform all the duties of the Chairperson when he/she is absent, serve as Chairperson of the Election Committee, have responsibility for conducting the process of Principal evaluation according to Archdiocesan processes and timetable, and all other duties as may be assigned by the Chairperson.

The Secretary shall maintain a written record of minutes of School Board meetings, take care of all correspondence, and maintain a permanent file of all official School Board reports and documents. The Secretary shall ensure that the School Board members have access to copies of the current school year's minutes, the Ascension School Board Constitution and Bylaws, and the Ascension School Board Policy Book.

## ARTICLE III COMMITTEES

The School Board committees shall be determined during the summer by each Board to anticipate or address issues for the coming school year. In addition to Long Range Planning and Finance, the committees should be discerned in an effort to address or recognize the following issues: school budget and other financial issues, including tuition and fund-raising efforts; student activities; academic enrichment; long term planning, including school space and capital improvement; marketing; enrollment; volunteer recruitment; review of school policies and handbooks, and the Board's interplay with other parish entities, including designation of liaisons to other parish committees.

## ARTICLE V POLICY

### A. POLICY BOOK:

All policies shall be contained in the Policy Book. All policies should include a policy statement, date of approval, and revision date(s), if applicable. The policy book shall be maintained by the Board Secretary and shall be kept in the School office, with a copy available at Board meetings.

### B. DEVELOPMENT OF POLICIES:

Any School Board member, the Pastor or the Principal may present a policy recommendation to the School Board. The proposed policy will be presented for discussion at one meeting and voted on at a subsequent meeting. The proposal may include a statement of need, recommended solution and alternate solution(s).

All new policies or policy revisions require a simple majority vote of the total membership. The Pastor has the right of veto for any policy recommendation.

### C. IMPLEMENTATION OF POLICIES:

It is the responsibility of the Principal, with faculty assistance, to determine how policies shall be implemented.

### D. ANNUAL REVIEW OF POLICIES

Each Board committee will review policies related to their scope of operation and suggest changes as appropriate.

## ARTICLE VI BUDGET

The Business Manager, in cooperation with the Pastor, Principal, and the School Board Finance Committee, will prepare the annual budget for the next school year. The proposed budget is presented to the School Board for its review and recommendations. Final approval of the School budget resides with the Pastor after consultation with the Parish Finance Committee. The Finance Committee members are the liaisons to the Parish Finance Committee and assist in the preparation and monitoring of the School budget. The Board will regularly be provided current financial reports regarding the budget and tuition collection.

## ARTICLE VII HIRING AND EVALUATION OF PRINCIPAL

### A. HIRING THE PRINCIPAL:

Should a vacancy occur in the Principal's position, the Pastor shall appoint a Search Committee. This Committee will be composed of approximately six (6) members and will include School Board members, a faculty member, a member of the Parish Staff, and a parishioner. The purpose of this Committee is to collaborate with the Pastor in screening applications, interviewing applicants and recommending suitable candidates to the Pastor.

After the Committee interviews all suitable candidates, through discussion and consensus, a list of one (1) to three (3) suitable candidates will be submitted to the Pastor, who will make the final decision. The Pastor shall check references and make the hiring offer to the final candidate.

### B. PRINCIPAL EVALUATION:

Each year, at the start of the school year, the Principal shall set goals for the year. These goals will be discussed with the School Board and approved by the Pastor. In an executive session, prior to the June meeting, the Principal shall report and discuss progress in the accomplishment of the goals with the School Board and Pastor. The final evaluation of the Principal shall be made by the Pastor.

## ARTICLE VIII AMENDMENTS

Any School Board member, the Pastor, Secretary, or the Principal may present either a Constitutional or By-laws amendment recommendation to the School Board for consideration. The proposed amendment will be presented for discussion at one meeting and voted on at a subsequent meeting.

All amendments to the Constitution shall require an affirmative vote of six (6) elected School Board members. All amendments to the By-laws shall require a simple majority vote of the total membership. The pastor has the right of veto for any amendments to the Constitution or the Bylaws.

Revised and Approved March 1998  
Revisions offer April 12, 2010  
Approved May 9, 2010