

St. Joseph School Committee
Menomonie, WI 54751
Guidelines

Our Mission

St. Joseph Catholic Elementary School serves children, preschool through sixth grade, and strives for spiritual, academic and social excellence within the framework of God, family and the community, and through Catholic teaching and devotion.

Article I – Name

The name of this body shall be the St. Joseph School Committee of St. Joseph Parish, Menomonie in the Diocese of La Crosse, Wisconsin, hereafter in these guidelines referred to as the “School Committee.”

Article II – Purpose & Function

The School Committee is established to advise and assist the pastor and school administrator in the operation and governance of the school.

The committee has collaborative responsibilities in the following areas:

- A. Assist with accreditation planning.
- B. Review policies in student handbook.
- C. Review yearly tuition and registration fees.
- D. Assist with interviewing and recommending a new school administrator.
- E. Assist with interviewing new teacher positions.
- F. Advise on new policies.
- G. Consult with faculty before any policy is changed.
- H. Consultation and information sharing with all other school groups.

Article III – Relationship with other groups

The School Committee collaborates with:

- A. The pastor, school administrator, and staff.
- B. The Parish Pastoral Council.
- C. The Home and School Association.
- D. The Diocese of La Crosse.
- E. Faculty and staff at St. Joseph School.

Article IV – Membership

Terms should consist of:

- A. Six parent members from St. Joseph School who are supportive of the school and parish.
- B. Exofficio members shall be the pastor and the school administrator.
- C. A teacher representative should be present at all meetings.
- D. One member shall be appointed by the school administrator.
- E. One member shall represent the Home and School Association.
- F. Each member shall serve a term of three years.

- G. Members can serve two consecutive terms if no other volunteers steps forward, otherwise one year interim is advised.
- H. Members cannot serve if they or their relatives/spouses are employed at St. Joseph Parish/School.
- I. A parishioner at large should be a member of the committee.

Article V – Nominations

- A. Candidates for open positions shall be advertised through the Church Bulletin and/or School Newsletters.
- B. A drawing at the April meeting shall take place by entering the names into a hat.
- C. If any member is unable to fulfill his/her term, a drawing from eligible candidates from the last drawing shall be contacted. If they do not wish to become a member, then new candidates should be advertised through the Church Bulletin and/or School Newsletters.

Article VI – Officers

- A. The officers of the School Committee shall consist of President, Vice-President, and Secretary.
- B. Any member of the School Committee is eligible for any office.
- C. The duties of the officers shall be as follows:
 - 1. The President shall preside over all regular and special meetings and be responsible for the agenda with the school administrator.
 - 2. The Vice-President shall perform all the duties of the President when the President is absent or unable to act.
 - 3. The Secretary shall maintain a written record of all acts of the School Committee, conduct, receive, and dispose of all correspondence as direct; preserve all reports and minutes of the meetings.

Article VII – Meetings

- A. The School Committee shall meet five time a year. Special meetings may be called by the President, Pastor, or School Administrator and two members need to be present.
- B. For the purpose of transacting official business, it shall be necessary that a majority of the total members be present to come to a consensus on any issue.
- C. All meetings shall be open to the members of the parish and school parents.
- D. Visitors who wish to address the committee need to submit their petition to the President or School Administrator prior to submission of the agenda.
- E. Closed meetings may be declared to discuss confidential or personnel issues. Those minutes will not be distributed but recorded by the Secretary or School Administrator.
- F. A written record of all meetings shall be maintained by the secretary and preserved. Minutes should be disseminated to members, faculty, and parents within a reasonable time before the next meeting.
- G. An agenda will be prepared and distributed to members, faculty, and parents in advance o f the meeting.

Article VII – Ad Hoc Committees

- A. Sub committees may be established by the School Committee according to need.
- B. The executive committee may meet prior to the regular meetings to establish agenda or other needs.

Article IX – Amendments

- A. These guidelines may be amended by consensus of the total membership of the School Committee subject to regulation of the Diocese of the La Crosse.
- B. An amendment must be discussed at two meetings and a consensus agreed upon by all members before a change can happen.

Article X – Operating Procedure

- A. The School Committee shall operate on the principles of consensus rather than Robert’s Rules of Orders.
- B. The faculty and School Committee should collaboratively be consulted when policy needs changing.
- C. The School Committee is an advisory board and the pastor and/or school administrator make the final decisions.