

<p>DIOCESE OF DES MOINES</p> <p>Catholic Schools Policies/Regulations</p>

BOARD OF EDUCATION

School Board or Leadership Council

It is the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that each school must establish a school board or a leadership council. All regional or consolidated schools must establish a school board or a leadership council. (IAC 281-12.1)

A Leadership Council works as combined efforts of the School Board and Home and School/Parent organization.

Both a school board or a leadership council will serve in an advisory capacity to the pastor and the administrators of the various ministries the school.

Policy Adopted:	January 20, 2000
Policy Revised:	May 21, 2018
Policy Revised:	July 30, 2021
	September 2026

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BOARD OF EDUCATION

School Board/Leadership Council Constitution and By-Laws

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, all school boards and leadership councils adopt a Constitution and By-Laws. These documents are to serve as the guide for school boards and leadership councils which serve in an advisory capacity to the pastor and school administrator(s).

All board Constitutions and By-Laws must be reviewed at least every five (5) years by said boards.

All Constitutions and By-Laws, new or revised, must be submitted to the Diocesan Catholic Schools Office for approval by the Bishop and Superintendent.

A copy of the current, approved Constitution and By-Laws shall be provided to the Diocesan Catholic Schools Office. (281-IAC 12,1)

Policy Adopted:	May 17, 1976
Policy Reviewed:	May 21, 2018
Policy Revised:	July 30, 2021
	September 2026

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BOARD OF EDUCATION

School Board/Leadership Council Records

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that all school boards / leadership councils retain a copy of the Agendas and Minutes of all board meetings along with the Administrator's Report. Copies of agendas and minutes shall be accessible to the Catholic Schools Office by request and available for review by interested parties. Records are to be kept for seven (7) years.

Policy Adopted: March 17, 1969
Policy Revised: May 21, 2012
Policy Reviewed: May 21, 2018
Policy Revised: July 30, 2021
September 2026

Board Records Regulation

Regulation #207.1

Official Board records (Minutes) are the written legal record of actions taken at an official board meeting. The records shall contain:

- name of the organization
- date of the meeting
- place of meeting
- record of members in attendance and absent
- approval of the minutes of the last scheduled meeting
- record of committee reports
- all motions; including the name of the person making the motion, the exact wording of the motion, and the fact that the motion was or was not seconded, and the vote on the motion.
- the beginning and ending time of the meeting.

No records should be kept of executive sessions. Any motions to be made as a result of an executive session must be made in open session.

Regulation Adopted: May 16, 2005
Regulation Revised: May 21, 2018
Regulation Approved: May 30, 2018
Regulation Reviewed: July 30, 2021
September 2026

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BOARD OF EDUCATION

Board Membership

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that no person shall serve as a member of more than one school board/leadership council within the Diocese of Des Moines at the same time, with the exception of pastors who are ex officio members of their parish or regional boards of education/school board and remain eligible to serve on other school board/leadership council throughout the diocese.

Members of the school board/leadership council should represent all parishes whose students are served at the school. Members do not have to be Catholic but must maintain a positive attitude about the Catholic Church.

Membership on the Diocesan Catholic Schools Board or parish or regional school boards/leadership councils shall not be open to employees or to members of the immediate family (spouse, parent, sibling, children) of employees of the particular board involved. Employees may not serve as voting members but may be asked to attend meetings to answer questions or share expertise.

If a person is offered employment with a board whose membership contains a member of his/her immediate family, the two individuals involved must determine the solution by which one declines employment or the other resigns from the board.

If a member of a school board/leadership council seeks to become an employee of the school, the member shall not participate in any discussion and/or decision affecting the position. If the board member is offered and accepts the position, the member will immediately cease to be a member of said board/leadership council.

It is not permitted to have multiple members of the same household serving on these bodies at the same time. Another member of the household of a member of the school board/leadership council is not permitted to serve as a Parish Trustee, or on the Parish Pastoral Council or Parish Finance Council. However, the pastor may request in writing to the diocesan Chancellor a one-year exemption.

While not part of the school board/leadership council, the parochial vicar should be included in meetings of the Board to help his professional development

A school board/leadership council member can serve on the parish Finance Council or parish Pastoral Council, as a non-voting participant. In the case of a small parish/school, the pastor may approve a ~~board of education or school board member/leadership council~~ serving as a voting member of the Parish Finance Council or Parish Council. Members are allowed a maximum of two consecutive three-year terms of service on the school board/leadership council.

Policy Adopted:	April 21, 1986
Policy Revised:	May 21, 2012
Policy Reviewed:	May 21, 2018
Policy Revised:	July 30, 2021
Policy Revised:	August 2026

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BOARD OF EDUCATION

Removal of a Board /Leadership Council Member

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that a local school board/leadership council member may be removed by the Bishop or a pastor/canonical administrator for failure to adhere to the beliefs and practices of the Church or whose actions make his or her continued membership detrimental for successful board operations and responsibilities.

Policy Adopted:	March 24, 2014
Policy Approved:	March 25, 2014
Policy reviewed:	May 21, 2018
Policy Revised:	July 30, 2021
Policy Revised:	August 2026

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BOARD OF EDUCATION

Policy Manual

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that the Diocesan Catholic Schools Board and all local school boards/Leadership Councils develop and maintain a policy manual which provides for the codification of policies. The adoption date and the last revision or review date must be included as part of the policies.

Local policies may be adopted; however, the policies must align with the diocesan policies and are not to supersede any diocesan policy.

Policies/regulations shall be reviewed at least every five (5) years to ensure relevance to current practice and compliance with Iowa Code and rules and regulations. (281:IAC 12.3(2))

Policy Adopted:	April 25, 2000
Policy Revised:	May 21, 2012
Policy Reviewed:	May 21, 2018
	July 30, 2021
Policy Revised:	August 2026