

**CONSTITUTION**

**of the LOCAL EDUCATION ADVISORY COUNCIL (LEAC)**

*Last revised by the St. John Central School LEAC on January 14, 2019*

The St. John Central School LEAC shall be a consultative body to the principal and pastoral administrator in governance regarding school policy.

**I. Responsibilities**

1. LEAC policies must be approved by the pastoral administrator and school LEAC and shall be implemented by the principal and staff of the school. The Director of Christian Formation and Schools for the Diocese of Steubenville will be informed (through written minutes and/or other communication) of major policy changes.

1. The LEAC shall be responsible for the following:
   * Planning.
   * Policy Development
   * Financing (as a liaison to the St. John Central School Finance Council)
   * Evaluation of LEAC responsibilities.

1. The LEAC shall be consultative to the pastoral administrator in the process of hiring the school principal and renewal/nonrenewal of his/her contract. The criteria and guidelines provided by the diocesan handbook for schools will be followed.

1. The LEAC shall abide by the policies of the diocesan school LEAC and, where applicable, the regulations of the State of Ohio.

# II. Members

There shall be a total of 7 voting members and 2 ex-officio members as described below.

1. The 7 (seven) voting members will consist of the following individuals:
   * 4 (four) representatives of the central school parishes (if possible)
   * 1 (one) representative of the staff of St. John Central School
   * 1 (one) officer, preferably the president, of the St. John Central Home & School (H & S) Association. If the president decides not to participate, then another officer of the H & S can be appointed to serve.
   * 1 (one) priest from the four central school parishes, preferably the pastoral administrator appointed by the diocese

1. Regardless, the pastoral administrator and the pastors of the St. John Central School shall all be considered members of the LEAC with final decision authority.
2. The principal shall be an ex-officio member of the school LEAC without vote.

1. The school treasurer (bookkeeper) shall be an ex-officio member without vote.

1. Either elected or appointed, the LEAC membership is expected not to seat two members of the same family (husband and wife) at the same time.

# III. Officers

The meetings of the St. John Central School LEAC will be guided by the following individuals:

1. Officers of the school LEAC shall be the chair (president), vice chair (vice-president) and a secretary. The chair shall preside at all meetings, and in his/her absence, the vice chair shall preside. The chair may establish or dissolve standing committees, as needed. The secretary shall keep the minutes of the meetings and notify the members of meetings in a timely manner. He/she shall also be responsible for submitting an appropriate summary of the minutes for publication on the school website.

1. The chair, or other designee, may report to the central school parish councils if asked.

1. An ex-officio member of the LEAC may not serve as an officer.

1. Officers shall be elected by the members of the LEAC during the June meeting and shall serve until they are succeeded. Officers shall be eligible to succeed themselves.

1. If an officer is unable to complete his/her term of office, a replacement shall be nominated and voted on by the remaining members of the LEAC.

# IV. Election of School LEAC Members

1. In March of each year, the chair and secretary of the school LEAC shall have the responsibility of preparing separate ballots for any of the 4 (four) central school parishes to elect a successor for a representative LEAC position.

1. All registered St. John Central School parents within a central parish are eligible for LEAC membership and/or privilege to participate in the balloting process.

1. In the event one of the four central parishes does not have student representation, then the pastor of the central parish may appoint a parishioner to be the parish representative.

# V. Members Term of Office

1. Each year two new members (of the four) shall be elected and shall serve a two- year term which begins on June 1 following their election and ends on May 31 of the last year of their term.
2. School LEAC members are eligible to succeed themselves only once. Thereafter, they must be off LEAC for at least one year before being re-elected. The staff representative will serve only one year at a time.

1. In 2018 and during the spring of the EVEN years, the St. John the Baptist (Churchtown) and the St. Ambrose (Little Hocking) representatives will be elected; likewise, in 2019, the Our Lady of Mercy (Lowell) and the St. Bernard (Beverly) representatives will be elected. This process follows a two-for two replacement process for smoother transition within the LEAC.

1. If a member cannot complete his/her term of member ship on the LEAC, a qualified parent-- chosen by the pastor of that central parish—may be appointed to complete the unexpired term. If a member misses three meetings in a row without informing another member, a vote by the LEAC will be taken and 2/3 affirmation is needed to replace the member. The pastor-appointed replacement would serve the unexpired term.

# VI. Meetings

1. Meetings of the school LEAC shall be held quarterly. Additional meetings, if necessary, may be called by the chair. In general, the chair is asked to provide a

five-day notice to schedule any LEAC meeting.

1. Meetings will be open to the public for observation. The meeting date shall be included in the school calendar and/or shared in the regular newsletter. The LEAC may choose to go into executive session at any time. The minutes may be published on the school website. Any member of St. John Central School may submit an issue to the LEAC for consideration.

1. Meetings shall follow *Robert's Rules of Order*.

1. A quorum for the transaction of business shall be a minimum of 4 (four) of the 7 (seven) voting members at a regular meeting called to order by the LEAC president.

# VII. Amendments of this Constitution

1. Amendments and revisions to the constitution must be voted upon and approved by two thirds (2/3) of the voting members of the school LEAC, and approved by the pastoral administrator of St. John Central School and/or the Director of Christian Formation and Schools of the Diocese of Steubenville.

1. A quorum (as outlined above) is required before a vote may be taken.