

**JPII CATHOLIC SCHOOLS POLICY NO. 2000  
ORGANIZATIONAL FLOWCHART  
CRITERIA AND PROCEDURES**

Title	Roles and Responsibilities	Reports To	Individual
<b>Bishop</b>	<ul style="list-style-type: none"> <li>• Canon Law specifies Bishop has ultimate authority</li> </ul>		Bishop John Folda
<b>Moderator of the Curia/Vicar General</b>	<ul style="list-style-type: none"> <li>• Supervisor for Superintendent of the Diocese and JPII Catholic Schools (assuming they are two separate individuals, currently one Superintendent has both jobs)</li> <li>• Attends JPII Board meeting representing the Bishop</li> </ul>	Bishop	Msgr. Joseph Goering
<b>Vice President/Chairman of the Board</b>	<ul style="list-style-type: none"> <li>• Responsible for management and organization of the Board including: setting agenda, running meeting by incorporating rules of order, record keeping, transacting business using consensus model</li> </ul>	Vicar General	Dr. Michael P Smith
<b>JPII Board of Directors</b> <ul style="list-style-type: none"> <li>• Vice President/Chairman of the Board</li> <li>• Sponsoring Parishes Pastors</li> <li>• Treasurer</li> <li>• Four lay members with diverse backgrounds in Business, Law, Education and Finance (nominated by the Chairman of the Board, appointed by the Bishop and</li> </ul>	<ul style="list-style-type: none"> <li>• Approve all policy changes</li> <li>• Approve budget</li> <li>• Approve Administrators' contracts</li> <li>• Agree and implement strategic plan</li> </ul>	Vice President/Chairman of the Board	Msgr. Joseph Goering, Dr. Michael Smith, Fr. Kevin Boucher Fr. Raymond Courtright, Fr. Paul Duchschere, Fr. Jared Kadlec, Fr. James Meyer, Fr. Bert Miller, Fr. Brian Moen, Mr. Tom Kasper, Mrs. Wanda Fischer,

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<p><b>JPII Board of Directors</b> Continued... term limits set by the Bishop) Bishop and Vicar General</p>			<p>Mr. Eugene Simon, Mrs. Carrie Ward, Mr. Keith Wilson</p>
<p><b>JPII Superintendent</b></p>	<ul style="list-style-type: none"> <li>• All operations of the JPII Network including: Finance, Development, Personnel, Activities, Curriculum, Communications, Faith Formation of Students and Staff, Facilities, Safety, Recruitment, Marketing and all other duties pertinent to the job.</li> <li>• Report quarterly progress on implementation of strategic plan</li> </ul>	<p>JPII Board of Directors Chairman of the Board</p>	<p>Dr. Michael Smith</p>
<p><b>JPII Advisory Council</b></p> <ul style="list-style-type: none"> <li>• One lay person appointed by the Pastor from each sponsoring Parish and one representative recommended by the Pastors from the Moorhead Catholic Parishes</li> </ul>	<ul style="list-style-type: none"> <li>• Research and recommend policy to the Superintendent</li> <li>• Coordinate with Superintendent the financial needs of the Network</li> <li>• Committees assignments: Policy, Marketing, Education, Student Life, Recruitment, Development, Buildings and Grounds</li> </ul>	<p>JPII Superintendent</p>	<p>Mrs. Laura Alderman- Nativity Parish, Mr. David Dietz- St. Benedict's Parish, Mrs. Wanda Fischer- St. Mary's Parish, Dr. John Jones- Blessed Sacrament Parish, Mr. Greg Burd- Moorhead Parishes, Mrs. Amy Mathias- St. Anthony's Parish, Mr. Joe Paul- Holy Spirit Parish, Mrs. Carrie Ward- Sts. Anne &amp; Joachim Parish, Mr. Keith Wilson- Holy Cross Parish</p>

Title	Roles and Responsibilities	Reports To	Individual
<p><b>JPII Administrators</b></p> <ul style="list-style-type: none"> <li>• Principals</li> <li>• Business Manager</li> <li>• IT Coordinator</li> <li>• Director of: Accreditation/Student Services, Activities, Advancement, Communications, Marketing/Admissions,</li> </ul>	<ul style="list-style-type: none"> <li>• Day to day operation of department</li> <li>• Supervision and Evaluation of personnel</li> <li>• Adhere to all financial procedures as directed by Business Manager</li> <li>• Receives, documents, and responds to matters of concern from student, parents, staff and patrons. All concerns are to be expressed at appropriate level. Decisions will be made at the level designated by JPII policy</li> <li>• All decisions must be made in a manner consistent with the chain of command and promulgated by JPII Board of Directors</li> </ul>	<p>JPII Superintendent</p>	<p>Mrs. Sarah Crary-Shanley High School, Mr. Leon Knodel-, Sullivan Middle School, Mrs. Cindy Hutchins-Nativity Elementary School, Mr. Jason Kotrba-Holy Spirit Elementary School, Mrs. Davonne Eldredge-Trinity Elementary School Stacy Roney, Dustin Nitschke, Mary Beth Traynor, Michael Breker, Sherri Simon, Joelle Shewey, Lori Hager</p>
<p><b>JPII Schools</b></p> <ul style="list-style-type: none"> <li>• Elementary: Holy Spirit, Nativity Trinity</li> <li>• Middle School: Sullivan</li> <li>• High School: Shanley</li> </ul>	<ul style="list-style-type: none"> <li>• School Principals</li> </ul>	<p>JPII Superintendent</p>	<p>Mrs. Sarah Crary-Shanley High School, Mr. Leon Knodel-, Sullivan Middle School, Mrs. Cindy Hutchins-Nativity Elementary School, Mr. Jason Kotrba-Holy Spirit Elementary School, Mrs. Davonne Eldredge-Trinity Elementary School</p>

Revised 7/15