

Christ the King School Commission Discernment Information Sheet

Mission

The Christ the King School Commission, as a consultative body to Christ the King Catholic School, will promote the Christ the King Church Mission by working with the principal and pastor in providing strategic planning, development, evaluation, and policies acting through our faith in Jesus Christ.

Purpose and Function

The role of the School Commission is to help develop long range planning and policies for the school. The focus of School Commission meetings and the projects the commission works on are long-term and strategic, not day-to-day issues or administrative issues. The School Commission's role does not include advising the administration on personnel or curriculum issues.

Membership

The School Commission is composed of nine voting members plus Pastor, Principal and Business Manager. An eligible member must be a registered, active, contributing parishioner of Christ the King Church. Members are elected to a three-year term. Elections are held each May, and terms begin in July. Each year a new "class" of three members is elected to replace an outgoing class of three. Members may serve no more than two consecutive three-year terms. All nominees are subject to approval by the pastor.

Officers and Committees

The executive committee includes the principal, president, vice president, and secretary. The president calls and chairs meetings, and oversees all activities of the commission. The vice president chairs meetings in the president's absence and assists in overseeing commission activities. The secretary ensures that records of all commission meeting minutes are filed, maintains records of all commission members, and organizes and distributes meeting agendas. The executive committee communicates before each meeting, and works together to develop an agenda for each meeting. The executive committee is elected each June.

Commission members sit on one or more of the following standing committees: Budget, Development, Election, Marketing, Policy, Safety/Building, Middle School Handbook, Sports Liaison, and Website. (Family Faculty Guild and Scouts also report to the commission). Additional committee work may be appointed by the president as needs arise.

Meetings and Commitments

The School Commission meets 10 times per year. The Commission generally does not meet in December or July. Meetings generally last from one to three hours. Members are required to attend and participate at all scheduled meetings. Excused absences will be granted to Commission members who contact a representative of the Executive Committee before the meeting. Accumulation of more than two unexcused absences could result in dismissal from the Commission with a consensus vote of the Commission.

In addition to monthly meetings, commission members are expected to assist with the marketing and promotion of the school by attendance at the Open House, School Registration, the Summer Social, Back to School Business Night, and the Parish Ministry Fair. Support of such parish and school fundraising events as the Alumni Dinner, the Mardi Gras Dinner and Silent Auction is encouraged. New members are required to attend a training meeting sponsored by the Office of Catholic Education.

Commission members must be able to abide by and uphold the final majority decision of the board regardless of how they voted. Commission members are expected to project the majority opinion.

Commission members must keep all confidences shared during meetings. This obligation has obvious moral overtones and must be taken as a serious personal obligation on the part of each member.

Commission members must realize that they will be expected to give their time, talents, and abilities to the workings of the commission. No one should run for School Commission unless he or she is willing and able to give the necessary time and effort.