

BYLAWS FOR SCHOOL COMMISSION

The Catholic school is an expression of the educational mission of the parish. The parish school commission serves as an advisory body in support of the ministry for the good of the school community.

The pastor is responsible to the Archbishop for the administration of the total parish, including the parish school.

The principal serves as the chief administrator of the parish school and is responsible to the pastor.

Article I.

The name of this body shall be St. Pius X School
Parish Elementary School Commission.

Article II. Purposes and Functions

The commission is established by the pastor, in accord with archdiocesan policy, to assist the pastor and principal in policy development and long-range planning for the school. When the commission meets with pastor, principal and members and agree on a policy matter, the decision is effective and binding on all. The commission will be consulted prior to decisions being made in its areas of responsibility.

The commission responsibilities are in the following areas:

A.Planning

- Establishing a mission statement for the school
- Establishing commission goals for the school
- Establishing future plans for the school

B. Policy Development

- Recommending policies that give general direction for the school to the pastor and principal.

C. Finance, which includes

- Developing a plan and means to finance school programs, including

- tuition, development and fundraising;
- Allocating resources according to the budget;
- Monitoring the budget.

D. Public Relations, which includes

- Communication with various public groups or interested persons about the school;
- Listening to the needs and concerns of the school community through appropriate forums set up for this purpose;
- Recruiting students;
- Promoting the school to the parish and parents.

E. Evaluation, which includes

- Determining whether commission goals and plans are being met;
- Evaluating the commission's own effectiveness.

Article III. Membership

The membership of the parish school commission shall consist of seven to nine members in addition to the pastor and principal. Members ordinarily serve for three years, renewable once and staggered so that council membership can rotate.

Nominations and Selection

A committee of the school commission would seek and prepare a slate of prospective commission members by nomination either by self or others. The nominees would meet the following criteria:

- Interest in and commitment to Catholic education and to this school's philosophy and mission;
- Availability to attend meetings and periodic in-service programs and to participate in committee work;
- Maintain high level of integrity and confidentiality;
- Deal with situations as they relate to the good of the entire school community,
- Be a credible witness of the Catholic faith to the school community and the other publics the school serves. (A non-catholic parent of child/ren enrolled in the school may be a member of the commission.)

Ineligibility

A person currently employed by the parish or parish school or a close relative or in-law of or living in the same household as a parish or school employee.

Selection

Whatever method(s) a pastor uses to choose commission members of parish commissions should be used to determine new membership. The process should promote a sense of ownership throughout the school and parish community.

The selection of new member should begin in February. Selections should be made by March or April and new members should attend several school commission meetings for orientation purposes prior to beginning their term on July 1st.

The school commission should participate in a public commissioning service in September.

Article IV. Officers

The commission should select members to serve in the positions of chairperson, vice-chairperson and secretary. The officers are selected by the commission and serve one-year renewable terms. The duties are those ordinarily performed by such officers.

The above officers, pastor and principal form the executive committee. The executive committee may be called to meet and make decisions if necessary in the absence of a full commission meeting.

Article V. Meetings

The chairperson and principal should meet to plan the agenda for the commission meetings and the agenda and written committee reports should be available to members at least one week prior to regularly scheduled commission meetings.

The school commission meets every month beginning in August. Standing committees meet at other times. If commission meetings are open to the public, there should be a provision in the operating procedures of the commission in regard to executive sessions covering either personnel issues or other confidential matters.

(A commission could meet every other month with standing committees meeting in the other month.)

A member who is absent from two regular meeting of the School Commission during one academic year (August through and including June) shall, unless excused by action of the School Commission, cease to be a member.

Article VI. Standing and Ad Hoc Committees

Standing Committees will be named and a chairperson delegated. The committees will address the current and future needs of the school and may include the following:

- Annual Operating Plan and Budget
- Budget Oversight
- Tuition and Parish support rates
- Major Capital Projects
- Public Relations and Development
- Selection of new principal
- Long-range plans
- Review of school policies and procedures
- Maintenance and Operation of the school facilities
- Representative to Parish Council, Finance Council and/or Parent Club
- Development and Endowments
- Alumni Relations

