

CORPUS CHRISTI CATHOLIC SCHOOL COUNCIL
Council Norms

SECTION 1 – NAME

Section 1.1 The name of this organization shall be the Corpus Christi Catholic School Council and hereinafter be referred to as the Council.

SECTION 2 – PURPOSE AND FUNCTION

Section 2.1 The Council shall act as an advisory Council to the pastor and administration on matters concerning the school.

Section 2.2 The Council shall provide a two-way vehicle for two-way communication among the school/community members.

Section 2.3 The Council shall be responsible for assuring the progress of the Corpus Christi Catholic School respect to institutional advancement.

Section 2.4 The Council shall participate in long-range planning to extend Catholic education into the future.

Section 2.5 Specifically, the Council shall have the following duties and functions:

1. Create better understanding and support of Catholic education within the parish and total community.
2. Recommend policies relating to the administration of the school; ensure these policies are consistent with Archdiocesan policies.
3. Support all policies under which the administration operates the educational program.
4. Participate in the evaluation of the effectiveness of the educational program.
5. Recommend policies relating to the planning, construction, and operation of facilities and equipment.
6. Recommend the need for additional school programs or the expansion of existing programs.
7. Establish committees on a standing or "ad hoc" basis according to need.
8. Recommend standards of admission to Corpus Christi Catholic School.
9. Make Budgetary recommendations.
10. Is alert to opportunities to promote the school and serves as an ambassador to the community. Advances the mission and case of the school to potential benefactors.
11. Regularly attends the School Council meetings.
12. Contributes annually, participates in campaigns and considers a planned gift.
13. Is actively involved in the cultivation and solicitation of annual, major and planned gifts.

SECTION 3 – POLICY REVIEW PROCEDURE

- Section 3.1** The Council may review policies and procedures contained in the Parent/Student Handbooks, if requested by the administration.
- Section 3.2** The pastor and administration remains the final authority in matters of policy in consultation with the Council.

SECTION 4 – MEMBERSHIP

- Section 4.1** The Council shall consist of the following members:
- Pastor
 - Principal and Administration
 - Eight appointed members of the parish with complimentary backgrounds including school families, pastoral or finance council members and other members
- Section 4.2** The pastor and the principal in consultation with the Council shall determine the process by which members are appointed during the month of April.
- Section 4.3** The term of office for members shall be for three years, commencing with June 1 following their appointment and expiring with the third succeeding May 31.
- Section 4.4** Members may serve only two consecutive three-year terms.
- Section 4.5** In the event of a vacancy on the Council, the unexpired term shall be filled by appointment of the pastor, which recommendations from the principal. One so appointed who serves over one-half of the vacant term shall be considered to have served one full term.
- Section 4.6** If a Council member is unable to attend a meeting, he/she will contact the chairperson or principal prior to the meeting. This will constitute as an excused absence. Any Council member missing three meetings without excuse during the course of a calendar year shall vacate his/her position on the Council. The vacancy shall be filled in accordance with Article 4, Section 4.5.

SECTION 5 – COUNCIL OFFICERS

- Section 5.1** The officers of the Council shall consist of chairperson, vice-chairperson, and recorder. The pastor and the principal shall determine by which officers are named.
- Section 5.2** Duties of the officers shall be as follows:
1. The chairperson shall preside at all regular and special meetings of the Council.

2. The chairperson shall develop the agenda in consultation with the pastor and the principal.
3. The vice-chairperson shall perform all duties of the chair when he or she is absent or unable to act. The vice-chairperson shall also act as a representative to the Pastoral Council.
4. The recorder shall maintain a written record of all meetings of the Council; conduct, receive and dispose of all correspondence as directed; preserve all reports and documents to his or her care.

SECTION 6 – MEETINGS

Section 6.1 The Council shall meet regularly during the academic year.

Section 6.2 Council meetings shall be open to members of the parish and to the parents of school children. The right of such non-Council members to address the Council shall be limited to those whose written petition has been approved for the agenda in advance of the meeting by the chairperson and principal and/or pastor.

Section 6.3 Anyone who wishes to place an item for discussion on the agenda must submit the item in writing to the Council chair or to the principal at least ten days prior to the next regularly scheduled meeting in order to be placed on the agenda.

Section 6.4 A written record of all meetings of the Council, maintained by the recorder, shall be preserved in the parish archives.