

**CHRIST THE KING**  
**Education Steering Board**

**ARCHDIOCESE OF OMAHA**

2019

**Table of Contents**

**ARTICLE I. MISSION / PURPOSE OF THE CHRIST THE KING EDUCATION STEERING BOARD..... 4**

**ARTICLE II. BOARD MEMBERS AND NOMINATION PROCESS ..... 4**

Section 1. Board Members..... 4

Section 2. Membership ..... 4

Section 3. Eligibility..... 4

Section 4. Election..... 5

Section 5. Term..... 5

Section 6. Obligations..... 5

Section 7. Vacancy ..... 5

Section 8. Quorum..... 5

Section 9. Fiscal Year..... 5

**ARTICLE III. EDUCATION STEERING BOARD STRUCTURE AND OFFICERS..... 5**

Section 1. Structure..... 5

Section 2. Officers ..... 6

**ARTICLE IV. EDUCATION STEERING BOARD COMMITTEES..... 7**

Section 1. Public Relations and Communications Committee ..... 7

Section 2. Nominating Committee..... 8

Section 3. Election Process ..... 8

Section 4. Assessment Committee ..... 8

**ARTICLE V. EDUCATION STEERING BOARD MEETINGS..... 9**

Section 1. Board Meeting..... 9

Section 2. Guidelines for Meeting Arrangement ..... 9

**Section 3. Committee Meetings ..... 9**  
**Section 4. Special Meetings ..... 9**  
**Section 5. Annual Meeting ..... 10**  
**Section 6. Executive Session..... 10**  
**Section 7. Amendments ..... 10**  
**Section 8. Standing Rules ..... 10**  
**Section 9. Meetings ..... 10**

**Article I.**  
**MISSION / PURPOSE OF THE CHRIST THE KING  
EDUCATION STEERING BOARD**

The mission of the Education Steering Board (the “ESB”) shall be to support the mission and vision of Christ the King School, preparing Christian leaders through academic excellence in a Christ-centered environment, to bring all students in Christ the King community to God through a faith filled and dynamic Catholic education.

The ESB shall provide advice and assistance to the pastor-principal leadership team (pastor/ canonical leader and principal), on topics deemed vital to the School’s mission and vision, as proffered by such team and/or members of the Christ the King Community.

ESB members shall offer their experience and expertise to strengthen the decision-making process. This assistance shall be provided through the function of the following committees: Public Relations and Communications, Nominating, and Assessment. Committee designations may vary from school year to school year.

It is through the work of such ESB committees explained in this handbook that recommendations are made and direction is set.

**Article II.**  
**BOARD MEMBERS AND NOMINATION PROCESS**

Members who serve on the School Advisory Board should share the archdiocesan mission and vision of Catholic life and directives for Catholic education. Members should be able to have a holistic view across the Parish, School and Community, while being able to put aside their personal agenda. They must be willing to work hard and meet often to accomplish their tasks.

**Section 1. Board Members.** The Board Members shall manage the business of the Christ the King ESB.

**Section 2. Membership.** The Christ the King Educational Steering Board shall consist of at least seven (7) and no more than eleven (11) lay elected members who are parents of children attending Christ the King Five Day School. The Pastor and all Associate Pastors, Christ the King School Principal, and the President and President – Elect of the Christ the King Parents Club will also serve as non-voting member.

**Section 3. Eligibility.** The following are required of any elected member of  
the Christ the King ESB

- (a) Registered member of Christ the King Parish.
- (b) Parents of children attending Christ the King Five Day School
- (c) Of legal voting age in the State of Nebraska.
- (d) Involved in Christ the King by participating in Stewardship of Time, Talent and Treasure.
- (e) Fully committed to quality Catholic education.

(f) Able to devote the time necessary to actively work on committees and projects in addition to participating in the monthly meetings of the Steering Board.

**Section 4. Election.** A slate of nominees shall be presented to the Education Steering Committee Board at the April Board Meeting.

**Section 5. Term.** The Board term shall be two (2) years. Each member may serve three (3) consecutive two (2) year terms; if at the end of the two year term a member may choose to add another two year term if he/she wishes; however, if at the end of the terms a member is slated to become an officer he/she may remain on the board for that term or any ensuing terms of office and upon completion of the executive board position(s).

**Section 6. Obligations**

(a) Members are required to attend eighty percent (80%) of the meetings of the ESB.

(b) Members are required to submit a written report at the end of the year summarizing their duties and yearly accomplishments.

(c) Members advise as needed regarding all aspects of the educational programs for the Five -Day School

(d) Members will enhance communications between parents, students, teachers and administration.

(e) Directors shall review annually the educational budget of the Five Day School.

\*A Steering Board Member who does not fulfill these obligations will be subject to removal from the Board by majority vote.

**Section 7. Vacancy.** Any vacancy occurring among the Steering Board shall be filled by appointment by the Board Chairman, upon consultation with the Pastor and Principal and approval of the Executive Committee. Persons so appointed shall serve until the expiration of the original term.

**Section 8. Quorum.** A quorum of the ESB at any regular or special meeting shall consist of five (5) members.

**Section 9. Fiscal Year.** The fiscal year of the Christ the King ESB shall be July 1 through June 30.

**Article III.  
EDUCATION STEERING BOARD STRUCTURE AND OFFICERS**

**Section 1. Structure.** A Board with seven to eleven members, some voting members elected by the board and some serving ex officio, is considered ideal. Among that number, the following people are recommended:

- (a) Pastors or Canonical Administrators (ex officio)
- (b) Principal (ex officio)
- (c) Parents or guardians of children in the school
- (d) Representative of Parents Club (President or Vice President)
- (e) Representative of the Parish Council

**Section 2. Officers.**

(a) **Personnel.** The officers of the Steering Board shall be a Board Chairman, Vice Chairman and Secretary.

(b) **Terms.** The Board Chairman and the Vice Chairman will serve one (1) two-year term. The Vice Chairman automatically becomes Chairman at the May Meeting. The other officers may serve no more than two (2) consecutive two-year terms in the same office.

(c) **Election.** The officers of the Steering Board shall be elected from a list of candidates submitted by the Nominating Committee.

(1) A majority of the members present and voting at the April Steering Board meeting shall elect.

(2) Election shall be by ballot unless only one name is placed in nomination for an office; then election may be made by voice.

(3) The officers shall assume their duties following the May Meeting and shall hold the office for one (1) year or until their successors are elected.

(d) **Vacancies.** Any vacancy occurring among the officers of the Steering Board shall be filled by the Executive Committee. Persons so elected shall serve until the expiration of the original term.

(1) Duties - The powers and duties of the officers shall be as follows:

(i) Board Chairman.

- The Board Chairman shall be the principal executive officer of the organization and shall supervise its business affairs.

- The Board Chairman shall preside at all meetings of the Steering Board.

- The Board Chairman shall appoint the chairman of all the standing committees and special committees.

- The Board Chairman is an ex-officio member of all committees except the Nominating Committee.

- The Board Chairman shall coordinate, with the Pastor, the annual Principal evaluation.

(ii) Vice Chairman.

- The Vice Chairman shall assist the Chairman.

- The Vice Chairman shall assume all duties of the Board Chairman in the absence of the Board Chairman.

(iii) Secretary.

- The Secretary shall record minutes of all meetings of Steering Board and Executive Committee.

- The Secretary shall send notices of all Steering Board and Executive Committee Meetings.

- The Secretary shall keep a record of all minutes, including committee reports.

- The Secretary shall provide approved minutes to the School Office and the Rectory for review.

#### **Article IV. EDUCATION STEERING BOARD COMMITTEES**

Advice and assistance are provided to the pastor-principal leadership team through the function of the committees. The following recommended committees are an integral part of the ESB: Public Relations and Communications, Nominating, Parental Group Interface, and Assessment.

##### **Section 1. Public Relations and Communications Committee**

**(a)** The ESB, in tandem with the pastor or canonical administrator and principal, work collaboratively to market the school. The ESB should establish goals, assign responsibilities, evaluate success and expect the parish community to participate in marketing the school.

**(b)** The primary objective of the PR and Communications Committee should be to promote and improve communication between the School and the larger Parish Community. Such activity may include: communicating through the weekly bulletin, the parish website, etc.

**(c)** The Public Relations and Communications Committee should consist of at least 2 board members and others in the school and parish community. In formulating the

committee, persons who have special skills or experience related to marketing, communications, business, journalism, etc., should be recruited.

## **Section 2. Nominating Committee**

(a) Recruitment of new members to the ESB is an ongoing process. The Nominations Committee of the board needs to continually seek out individuals whose philosophy, talents and background make them ideal members of the advisory body.

(b) The Nominating Committee shall consist of four (4) members. The Chairman of the Nominating Committee shall be the immediate past President of the ESB. If the immediate past President is unable to serve, the President, with approval of the Executive Committee, shall appoint a Chairman. The Nominating Committee shall consist of four (4) members. The other three (3) members of the committee shall be elected by the Board of Directors at the regular November Board Meeting. At least two (2) of the members elected must be current voting Board Members. No member may serve on the Nominating Committee for more than two (2) years consecutively.

(c) The duty of the Nominating Committee shall be to present to the Steering Board at the February meeting a slate with at least one (1) candidate for each office to be filled.

(d) The Nominating Committee shall present the Steering Board at the February meeting a slate with at least one (1) candidate for each vacant board position.

### **Section 2.1. Election Process**

(a) Election shall be by ballot unless only the necessary number of names is placed in nomination; then, election may be by voice.

(b) The officers shall be elected by a majority vote at the April Steering Board meeting.

(c) The new officers shall assume their duties following the Annual Meeting.

## **Section 3. Assessment Committee**

(a) The Assessment committee of the board has two tasks. The first is to assess its own effectiveness. The second is to assess the programs of the school in light of the policies and yearly goals for the school.

(b) The School Advisory Board does not assess the faculty of the school. This assessment is the responsibility of the principal. Although input from the School Advisory Board is an important facet of the assessment of the principal, the supervision and assessment of the principal is the shared responsibility of the pastor/ canonical administrator and the superintendent.

**Article V.**  
**EDUCATION STEERING BOARD MEETINGS**

Successful board meetings are characterized by careful planning, clear objectives, consideration of the needs of the members, attention to detail, and good meeting management skills on the part of the board chair.

**Section 1. Board Meeting**

(a) The School Advisory Board should meet on a regular basis, during the months of August through May. Advance notice of regular meetings will be given to the ESB members as well as agenda submitted to members in time for them to prepare for the meetings. Meetings will be held on the campus of Christ the King Parish. Notice of Steering Board meetings shall be published in the Parish Bulletin and the school newsletter.

(b) Steering Board meetings shall be open to all interested members of the Parish. Parents of students in the Five Day School and / or members of the Parish shall have the right to be present except when the Steering Board is in Executive Session.

(c) The Steering Board shall govern the proceedings of all meetings via Roberts Rules of Order, Newly Revised, 10th edition.

**Section 2. Guidelines for Meeting Arrangement**

(a) Committee assignments are made at the initial meeting of the school year. The individual committees shall choose their prospective chairpersons.

(b) The following is a sample format of regular meetings:

(c) Call to order and opening prayer

(d) Review/ approval of minutes

(e) Pastor's report

(f) Principal's report

(g) Committee reports

(h) New business

(i) Adjournment

Meetings should begin and end at their scheduled time.

**Section 3. Committee Meetings.** Committee Meetings shall be held upon call by the Committee Chairman or Board Chairman.

**Section 4. Special Meetings.** Special meetings of the Steering Board may be called by the Board Chairman or Executive Committee. Upon written request, three (3) members may call a Special Meeting. At least forty-eight (48) hours notice shall be given and the purpose of the meeting shall be stated in the call.

**Section 5. Annual Meeting.** The May meeting of the Board shall be the Annual Meeting. Business at the Annual Meeting shall include reports of officers and committees.

**Section 6. Executive Session.** At the request of the Board Chairman at anytime or upon the vote of a majority of the Steering Board members present, the Pastor the voting Board members and others at the discretion of the Pastor or President, may recess and go into executive session. All decisions reached in the executive session shall be confirmed by a recorded vote when the Steering Board returns to open session.

**Section 7. Amendments.** These Policies and Procedures may be amended by a two-thirds (2/3) vote of the members present and voting at any Regular or Special Meeting of the ESB, provided notice has been given at least two (2) weeks prior to the meeting.

**Section 8. Standing Rules.**

(a) Standing rules may be created at any regular or special meeting of the Christ the King ESB by a majority vote.

(b) Standing rules may be amended, rescinded or suspended at any regular or special meeting of the Christ the King ESB by a majority vote with notice or a two-third vote without notice.

**Section 9. Meetings.**

(a) Christ the King ESB meetings shall be held on the third Tuesday of the scheduled meeting months at 7pm, unless otherwise ordered by the Chairman, Executive Committee or the Board of Directors. The monthly schedule will be determined and set by the ESB Board members during the final monthly meeting of the calendar school year, for the upcoming school year.

(b) The Chairman shall have the right to set a time limit for visitor comments and in such an event, request the visitor comments be submitted in writing to the President after the meeting for subsequent dissemination by the President to other members for consideration at the next regularly scheduled Steering Board meeting.

(c) The Executive Committee shall meet at least twice (2) annually.