

**BYLAWS OF THE OUR LADY QUEEN OF PEACE CATHOLIC SCHOOL  
EDUCATION COMMISSION  
DIOCESE OF MADISON WISCONSIN**

**MISSION STATEMENT**

The mission of the Education Commission, which is overseen by the Pastor, Pastoral Council, and Finance Council, is to ensure the quality of education and effective operation of Our Lady Queen of Peace Catholic School.

**Article I: Title**

The name of this body shall be the Our Lady Queen of Peace Catholic School Education Commission, hereinafter "Commission."

**Article II: Purpose and Functions**

**2.0 Purpose.** Utilizing a process of consensus, the purpose of the Commission shall be to ensure the quality of education and effective operation of Our Lady Queen of Peace Catholic School by implementing the functions set forth below in Section 2.1 Functions. When performing the work of the Commission, members will comply and/or collaborate with: (1) the State of Wisconsin Department of Public Instruction, (2) the Diocese of Madison, (3) Our Lady Queen of Peace Pastoral Council, (4) Our Lady Queen of Peace Finance Council, (5) the Pastor of Our Lady Queen of Peace Parish, and (6) the Principal of Our Lady Queen of Peace Catholic School.

**2.1 Functions.** The functions of the Commission are:

- a. To promote public understanding of, and support for, Our Lady Queen of Peace Catholic School. A fundamental aspect of this function shall be to seek, evaluate, and respond to information received from parents, guardians, students, parishioners, and staff of Our Lady Queen of Peace Catholic School and Parish.
- b. To properly and consistently accept for consideration, information that is received from parents, guardians, students, parishioners, and staff regarding the quality of education and effective operation of Our Lady Queen of Peace Catholic School, and as necessary, to develop and recommend responsive policies for review and approval by the Pastor, Pastoral Council, and/or Finance Council.
- c. To work collaboratively with the Principal, Pastor, Pastoral Council, and/or Finance Council to develop and monitor an annual budget for Our Lady Queen of Peace Catholic School that includes, but is not limited to: personnel salaries and benefits,

operating costs, parish subsidy, tuition and curriculum fees, grants, and contingency and endowment funds.

- d. To work collaboratively with the Principal to develop, recommend, and review implementation of policies, and short-term and long-range planning, which ensures the quality of education and effective operation of Our Lady Queen of Peace Catholic School.
- e. To oversee the School and Family Association, the Athletic Association, and the Alumni Organization of Our Lady Queen of Peace Catholic School. This function shall be performed subject to approval by the Pastor, Pastoral Council, and/or Finance Council, and it includes but is not limited to: requiring proper financial accounting, review and approval of monthly and annual budgets, review and approval of bylaws and meeting minutes, and regular attendance by a Commission member at meetings of the School and Family Association, the Athletic Association, and the Alumni Organization.
- f. To oversee fundraising efforts performed by the School and Family and Athletic Associations and Alumni Organization on behalf of Our Lady Queen of Peace Catholic School. This function shall be performed: subject to approval by the Pastor, Pastoral Council, and/or Finance Council; in accord the “Our Lady Queen of Peace Catholic School Development and Fundraising Policy”; and shall not only foster and coordinate school-related fundraising, but also clearly identify how funds raised will support educational programs and activities that are consistent with short-term and long-term planning for Our Lady Queen of Peace Catholic School.

### **Article III: Membership, Nomination Process, and Election**

**3.0 Membership.** The Commission shall consist of twelve members who are elected to a three-year term of service by parents of schoolchildren enrolled in Our Lady Queen of Peace Catholic School. At the time they are elected to the Commission, members must have at least one child enrolled in Our Lady Queen of Peace Catholic School. No parent of a child enrolled in Our Lady Queen of Peace Catholic School may serve simultaneously with a spouse, or former spouse, as a member of the Commission. Voting members of the Commission cannot concurrently serve as voting members of any other governance body of Our Lady Queen of Peace Catholic School or Our Lady Queen of Peace Parish, including but not limited to the: School and Family Association, Athletic Association, Alumni Organization, Pastoral Council, and Finance Council.

**3.1 Nomination Process.** The members of the Public Relations Committee of the Commission shall solicit nominations for prospective Commission members who meet the following criteria:

- a. A commitment to support and strengthen the efforts of Catholic education as a part of the teaching mission of the Catholic Church;
- b. A commitment to serve the best interests of Our Lady Queen of Peace Catholic School and Parish.

- c. The ability to foster an effective communication network, which builds positive relationships.
- d. The ability to maintain high levels of integrity and confidentiality.
- e. Availability to attend meetings and periodic in-service programs and to meaningfully participate in committee work.
- f. A willingness to participate in, and provide leadership for, resource development and programs of Our Lady Queen of Peace Catholic School.

Members of the Public Relations Committee shall solicit prospective Commission members via the registration materials for Our Lady Queen of Peace Catholic School, and via personal contact, general communication, and public announcements. All prospective Commission members shall receive an information packet, which not only includes descriptive materials regarding the Commission and Our Lady Queen of Peace Catholic School, but also sample biographical statements from current members of the Commission, as well as a template for submitting their own biographical statement.

**3.2 Election of Commission Members.** Voting shall take place annually during registration week, and each parent of a child enrolled in Our Lady Queen of Peace Catholic School is entitled to one vote. Ballots shall be included with registration materials, and completed ballots placed in a voting box located in the School Office during registration week. Tally and notification of election results shall be completed by the Public Relations Committee no more than fifteen school days following the close of voting.

In order to provide for staggered terms of service, four Commission members shall be elected annually to terms of service that begin on June 1 of the year in which the member was elected and expire three years later on May 31. No member of the Commission may be elected to more than two terms, which may be either consecutive or intermittent.

All newly elected members shall receive at the annual transition meeting, materials including, but not limited to: an organizational chart for Our Lady Queen of Peace Catholic School and Parish; bylaws for the Commission, Athletic Association, School and Family Association, Alumni Organization, and Pastoral Council; a roster of current members of the preceding Associations and Council, which includes contact information for each individual; a description of the consensus process, as currently practiced at Our Lady Queen of Peace School and Parish.

If a voting member of the Commission resigns during the member's term in office, then the President will ask the candidate with the most votes in the prior election, who was not elected, to fill the remainder of the resigning member's term. If a resigning member's term cannot be filled by this process, then the position may be filled by appointment of the President, and approved by the remaining members of the Commission pursuant to the consensus process.

**3.3. Ex Officio Members.** The Principal and Assistant Principal of Our Lady Queen of Peace Catholic School, together with a member of the school faculty, as designated by the Principal, shall serve as non-voting members of the Commission.

Although ex officio members are not voting members of the Commission, their full participation in the meetings and activities of the Commission is vital to the success not only of the Commission, but also of Our Lady Queen of Peace School and Parish. Therefore, the insight, information, and perspectives of ex officio members shall be requested by Commission members, especially during the consensus process for rendering decisions on action items during Commission meetings.

Occasionally, ex officio members may disagree with the consensus that develops during a meeting among voting members of the Commission. If such disagreement occurs, then the voting members of the Commission shall, in the first instance, seek to resolve the disagreement during the meeting at which the action item is discussed and voted upon. If resolution is not possible during the meeting, then the voting members may table the issue in order to perform further research, or the voting members may achieve consensus without agreement from the ex officio members, and afterward, as needed to resolve any remaining concerns, the President shall request a meeting with the ex officio member(s) who disagreed with the Commission's consensus decision, the Pastor, and/or the Pastoral Council.

**3.4 Role of the Principal in the Commission.** The Principal shall be responsible for administering the policies of the Commission and advising the Commission regarding compliance of the policies with: (1) the State of Wisconsin Department of Public Instruction, (2) the Diocese of Madison, (3) Our Lady Queen of Peace Pastoral Council, (4) Our Lady Queen of Peace Finance Council, and (5) the Pastor of Our Lady Queen of Peace Parish. Upon request by the Commission, the Principal may correspond on behalf of the Commission. The Principal shall preserve and maintain all historical files of agendas, minutes, correspondence, reports, and materials created and received by the Commission. Finally, the Principal shall provide a presentation at the annual transition meeting for the Commission, as described in Section 6.1.

## **Article IV: Officers**

**4.0 Requirements and Terms of Service of Officers.** The officers of the Commission shall be the President, Vice President, and Secretary. These officers shall be members of the Commission who are elected by a majority of the voting members of the Commission for a term of one year, beginning at the annual transition meeting of each year. Each officer may be re-elected, but shall serve no more than two years, consecutive or intermittent, as an officer of the Commission.

**4.1 Election Process for Officers.** Election of officers shall occur annually at the March meeting of the Commission, and only voting members of the Commission may nominate and vote for the slate of candidates. An ex officio member of the Commission shall distribute ballots to each voting member of the Commission, who shall thereafter cast their votes for each officer upon the ballot. Once voting is completed, an ex officio member of the Commission shall gather, tabulate, and announce during the meeting to the members of the Commission, the names of the candidates who have secured a majority vote for each officer position.

**4.2 President.** The President shall: (1) serve as chair and leader of the Commission; (2) be responsible for developing the agenda for Commission meetings, in collaboration with the Principal and other members of the Commission; (3) lead discussion of agenda items during Commission meetings; (4) permit guest speakers to address the Commission, as necessary; (5) designate members to serve as liaisons and attend monthly meetings of the School and Family Association, the Athletic Association, and the Alumni Organization; (6) oversee the work of Commission members, in collaboration with the Principal and Pastor of Our Lady Queen of Peace Catholic School and Parish; (7) communicate with Pastor, Pastoral Council, and/or Finance Council on behalf of the Commission, in order to encourage understanding and build relationships; (8) work collaboratively with the Principal to analyze, develop, and monitor short-term and long-term planning for Our Lady Queen of Peace Catholic School; and (9) make a presentation at the annual transition meeting of the Commission, as described in Section 6.1.

**4.3 Vice President.** Upon request of the President, the Vice President may perform assigned duties and functions of the President or Commission members. The Vice President shall not serve as President-elect.

**4.4 Secretary.** The Secretary shall: (1) ensure the recording of complete and accurate minutes of all meetings of the Commission (see Minutes template, Appendix A); (2) ensure accurate recording of attendance at all meetings of the Commission; (3) ensure accurate recording within the meeting minutes, nominations of members and officers of the Commission; (4) ensure the dissemination of minutes to all members of the Commission no later than seven days after each meeting of the Commission; (5) work collaboratively with the Principal and school staff to ensure submission of copies of the approved minutes from each meeting for review by the Pastor, Pastoral Council, and/or Finance Council; and (6) assist the Principal in maintaining and properly archiving the agendas, minutes, correspondence, reports, and materials created and received by the Commission during the Secretary's term in office.

## **Article V: Committees and Associations**

**5.0 Standing Committees.** The Commission shall maintain three standing committees: Finance, Public Relations, and Policy and Operations. Each member of the Commission shall serve on a standing committee. Committee assignments will be determined by consensus, and shall occur at the first meeting of each school year. No less than one week prior to every Commission meeting, each standing committee shall submit a written report that includes but is not limited to: goals, activities, and accomplishments of the committee in the time between the last and forthcoming Commission meetings. During the annual transition meeting, the members of each committee shall submit and present to the Commission an executive summary of committee goals, projects, and activities for the forthcoming school year.

**5.1 Finance Committee.** The Finance Committee shall work collaboratively with the Principal, Pastor, Pastoral Council and/or Finance Council to develop and monitor the annual budget for Our Lady Queen of Peace Catholic School. The school budget shall include, but not be limited to: (1) personnel salaries and benefits; (2) operating costs; (3) parish subsidy; (4) tuition and fee rates; (5) the Lunch and After School Programs; (6) grants-in-aid; and (7) contingency or

endowment funds, as necessary and authorized by the Parish Finance Council. The Finance Committee shall also assist the Principal in grant exploration, in compliance with the Our Lady Queen of Peace Catholic School Development and Fundraising Policy.

In addition, on a regular basis the Finance Committee shall request and review financial reports from the Athletic and School and Family Associations and the Alumni Organization. This responsibility shall include, but not be limited to: overseeing the budgets of these respective associations and programs, and monitoring income and expenditures of the same. Further, the Finance Committee shall submit reports to the Commission for review and make recommendations to the Commission regarding approval of annual budgets. Finally, the Finance Committee will ensure that financial reports and budgets are submitted as necessary to the Parish Finance Council.

**5.2 Public Relations Committee.** The Public Relations Committee shall work collaboratively with the Principal, Pastor, Pastoral Council, and/or Finance Council to promote public understanding of, and support for, Our Lady Queen of Peace Catholic School. The Public Relations Committee shall not only nominate and recruit new members of the Commission, but also build awareness of the current purpose, philosophy, objectives, and outcomes of the Commission. In addition, the Public Relations Committee shall act to promote the educational and philanthropic activities of the Our Lady Queen of Peace School faculty and students that arise from curricular development and service projects. A fundamental aspect of the Public Relations Committee shall be to seek information received from parents, guardians, students, parishioners, and staff of Our Lady Queen of Peace Catholic School and Parish. Finally, by working collaboratively with the Principal, Pastor, Pastoral Council, and/or Finance Council, the Public Relations Committee shall provide information regarding Commission activities and topics to the school and parish community of Our Lady Queen of Peace.

**5.3 Policy and Operations Committee.** The Policy and Operations Committee shall: (1) oversee the process, complete necessary research, and develop documents for bringing policy topics and draft school policies to the Commission for review; (2) update and review school handbooks and the bylaws of the Commission on a periodic basis; (3) work collaboratively with the Principal and President to analyze, develop, and monitor short-term and long-term planning process for the school; and (4) facilitate the development and dissemination of the materials, including the agenda and reports, for the annual transition meeting of the Commission.

**5.4 Ad Hoc Committees.** Upon request from the Pastor, Pastoral Council, Finance Council and/or Principal, or by consensus during a meeting, the Commission may create ad hoc committees. Functions of ad hoc committees of the Commission have historically included, but are not limited to: (1) assisting the Pastor in the hiring process for a school principal; and (2) formally reviewing and making recommendations regarding matters that directly affect the personnel, parents, and students of Our Lady Queen of Peace Catholic School, but fall outside the scope of the process for developing a policy or short-term and long-range planning.

**5.5 Parish Committees.** Upon the request of the Pastor, Pastoral Council, Finance Council,

and/or Principal, one or more Commission members may serve on Our Lady Queen of Peace Parish committees. Historically, Commission members have served on the following Parish committees; (1) Long-Range Planning, (2) Technology, and (3) Building and Grounds.

**5.6 Liaisons to the Athletic and School and Family Associations and Alumni Organization.**

The President of the Commission shall designate a liaison, or co-liaisons, for the Athletic and School and Family Associations and the Alumni Organization. These liaisons shall be current voting members of the Commission, and shall regularly attend all meetings of their respective Associations. During Commission meetings, the liaisons shall provide substantive information and respond to questions from Commission members regarding the minutes and activities of the Associations.

**5.7 Responsibilities of the Athletic and School and Family Associations and Alumni**

**Organization.** The Athletic and School and Family Associations and Alumni Organization will work collaboratively with each other and with the Commission in service always to the best interests of Our Lady Queen of Peace School and Parish. No less than one week prior to every meeting of the Commission, each Association shall provide its approved monthly meeting minutes for review by the Commission. In addition, the Commission shall request, review, and approve the annual budgets, budget statements that are generated throughout the school year, bylaws, and activities of the Associations, which will be submitted upon request to the Pastor, Pastoral Council, and/or Finance Council.

**Article VI: Meetings**

**6.0 Meetings, Consensus Process, and Quorum Requirements.** Regular meetings of the Commission shall be held monthly, no less than nine times each year. Special meetings may be called by the Pastor, Pastoral Council, Finance Council, Principal, President, or upon request by no less than one-third of the Commission members. All meetings of the Commission shall be open to community members and notice of meetings shall be publicly posted. The agenda for regular meetings shall be issued to Commission members no less than five days prior to the meeting and made publicly available. Minutes shall be generated for all meetings, consistent with the process outlined in section 4.4 and made publicly available.

The members of the Commission shall engage in decision-making in a spirit of consensus. Where necessary, parliamentary rules may be employed using Robert's Rules of Order as a guide and the President shall act as parliamentarian. A simple majority of voting members of the Commission shall constitute a quorum for each meeting, and unless a quorum is present, the Commission may not approve, disapprove, or decide to take no further action on a topic or policy topic.

**6.1 Annual Transition Meeting.** In May of each calendar year, the Commission shall hold its annual transition meeting. The outgoing President of the Commission shall preside over this meeting, and provide a written report describing the activities and accomplishments of the Commission during the President's term.

At the annual transition meeting, the following shall be achieved: (1) introduction of new members; (2) review of Commission bylaws and materials; (3) Principal's report; (4) incoming President's report; and (5) review of executive summaries from standing committees of the Commission, which describe committee goals, projects, and activities for the forthcoming school year.

At this meeting, the Principal shall make a presentation to the Commission, which includes but is not limited to: (1) projects, issues, short-term, and long-range planning goals in which the Commission needs to be engaged during the forthcoming school year, along with a timeline for each item; (2) a financial report regarding the budget and accounts for Our Lady Queen of Peace Catholic School; and (3) the process for developing consensus, as the Commission members work together as Commission members, and also with the Principal, Pastor, Pastoral Council, Finance Council, School and Family Association, Athletic Association, and Alumni Organization.

At the annual transition meeting, the incoming President shall make a presentation to the Commission, which includes but is not limited to: (1) an overview of the purpose and governance structure of the Commission; (2) expectations for commission members, regarding serving the best interests of Our Lady Queen of Peace Catholic School, maintaining confidentiality and integrity, and providing meaningful service as members of the Commission; (3) the purpose of each of the Commission's standing committees; (4) expectations regarding positive and effective communication, which builds positive relationships between school associations, administrators, teachers, parents, students, and members of Our Lady Queen of Peace Parish; and (5) a request for insight from outgoing members.

## **Article VII: Process of the Education Commission**

**7.0 Consistent Process.** The Commission shall employ the following process in order to properly and consistently accept for consideration, information that is received from parents, guardians, students, parishioners, and staff (hereinafter "community members") regarding the quality of education and effective operation of Our Lady Queen of Peace Catholic School.

**7.1 Definition of Terms.** Information received from community members shall be classified by the Commission into one of three categories, which are defined below: (a) Request for Information, (b) Topic, and (c) Policy Topic.

**(a) Request for Information.** A request for information is defined as a question asked of the Commission by a community member regarding the effective operation and/or quality of education at Our Lady Queen of Peace Catholic School. Requests for information afford an opportunity for the Commission to promote understanding and build support for Our Lady Queen of Peace Catholic School. Thus, the Commission shall provide responsive information by communicating in a consistent and timely fashion with community members. Although requests for information may be placed upon the Commission agenda, they do not require a first and second reading.



**(b) Topic.** A topic is defined as an item that prior to approval, requires a first and second reading at separate Commission meetings. This is because a topic requires: a course of action that affects the quality of education or effective operation of Our Lady Queen of Peace School; approval of a budget or budget revision; and/or time for community members to become aware of the item, and in response, communicate with the Commission. Topics afford an opportunity for the Commission to promote understanding and build support for Our Lady Queen of Peace Catholic School. Thus, in a consistent and timely fashion, the Commission shall communicate with community members, and make available to them, the materials related to the topic, which the Commission will utilize in order to determine an appropriate course of action. Prior to a second reading, topics shall be placed upon the Commission agenda.

**(c) Policy Topic.** A policy topic is defined as an item in response to which the Commission develops a school policy to guide the quality of education or effective operation of Our Lady Queen of Peace School. Policy topics require a first, second, third, and fourth reading at separate Commission meetings, and after the Commission completes this process, school policies shall be submitted to the Pastor, Pastoral Council, and/or Finance Council, which have sole authority to approve school policies. This process is necessary because school policies significantly affect the quality of education and effective operation of Our Lady Queen of Peace School; the Commission will need time to complete research, survey community members, and report results to community members; and community members must be made aware of, and allowed time to respond to, school policies prior to their approval. Policy topics afford an opportunity for the Commission to promote understanding and build support for Our Lady Queen of Peace Catholic School. Thus, in a consistent and timely fashion, the Commission shall communicate with community members, and make available to them the materials related to policy topics, which the Commission will utilize in order to determine an appropriate course of action. Prior to second, third, and fourth readings, policy topics shall be placed upon the Commission agenda.

**7.2 Community Members: How to Communicate with the Commission.** Community members may request information of, or submit information to, the Commission at any meeting of the Commission, or by contacting any Commission member. If community members would like to request that the Education Commission develop a new school policy, then they will be encouraged to submit a “Policy Topic Consideration Form.”

After being contacted by a community member, a Commission member is obliged to add the community member’s request or submission as an agenda item for the next Commission meeting, either before publication of the agenda, or by raising the item during the meeting as “New Business.”

**7.3 Classifying and Responding to Information.** During a meeting, a quorum of the Commission shall classify information received from community members as a: request for information, topic, or policy topic. In order to properly classify information, the Commission may discuss the information, review relevant materials, analyze appropriate courses of action,

and/or allow community members to address the Commission. A topic or policy topic may receive its first reading during the same meeting at which it was classified.

By utilizing the consensus process, the Commission may determine that information classified as a topic or policy topic shall not be further evaluated by the Commission. When this occurs, the Commission shall notify community members of its decision via approved meeting minutes, or another appropriate form of communication. When necessary, the Commission may also refer community members to another entity within Our Lady Queen of Peace Parish or School, because that entity can more appropriately respond to the topic or policy topic.

**7.4 Process for Requests for Information.** The Commission shall consistently utilize the following process for requests for information:

- a. During the meeting at which information received from a community member is classified as a request for information, the Commission may discuss the request, review relevant materials, analyze an appropriate course of action, and/or allow community members to address the Commission. Thereafter, the Commission shall decide upon an appropriate course of action, whereby community members shall receive the requested information in a consistent and timely fashion.
- b. Community members who submit information that is classified as a request for information shall be provided with the requested information via approved Meeting Minutes or another appropriate form of communication.
- c. Working collaboratively with the Principal, Pastor, Pastoral Council, and/or Finance Council, the Public Relations Committee shall determine the appropriate means by which to notify or update community members regarding requests for information, as necessary.

**7.5 Process for Topics.** The Commission shall consistently utilize the following process for topics:

- a. During the first reading of the topic, the Commission may discuss the topic, review relevant materials, analyze an appropriate course of action, and/or allow community members to address the Commission. Thereafter, the topic shall be listed as an agenda item for the meeting at which the Commission will complete its second reading of the topic.
- b. During the second reading of the topic, the Commission may discuss the topic, review relevant materials, analyze an appropriate course of action, and/or allow community members to address the Commission. Afterward, a quorum of the Commission shall utilize the consensus process to determine the appropriate course of action for the topic.
- c. Community members who submit information that is classified as a topic shall be notified regarding the status of the topic via approved Meeting Minutes or another appropriate form of communication.
- d. Working collaboratively with the Principal, Pastor, Pastoral Council, and/or Finance Council, the Public Relations Committee shall determine the appropriate means by which to notify or update community members regarding topics.

**7.6 Process for Policy Topics.** The Commission shall consistently utilize the following process for policy topics:

- a. During the first reading of the policy topic, the Commission may discuss the policy topic, review relevant materials, analyze an appropriate course of action, and/or allow community members to address the Commission. Thereafter, the policy topic shall be listed as an agenda item for the meeting at which the Commission will complete its second reading of the topic.
- b. During the second reading of the topic, the Commission may discuss the policy topic, review relevant materials, analyze an appropriate course of action, and/or allow community members to address the Commission. Afterward, a quorum of the Commission shall utilize the consensus process to determine whether the policy topic should be developed into a school policy.
- c. If the Commission decides to develop the policy topic into a school policy, then the Policy and Operations Committee shall: complete additional, necessary research; survey community members, in collaboration with the Principal, Pastor, Pastoral Council, and/or Finance Council; and develop the policy topic into a draft school policy. Thereafter, the Policy and Operations Committee shall not only add the policy topic to the Commission agenda at which it will receive its third reading, but also, no less than five days prior to the meeting, make available the draft school policy and other relevant materials, to Commission and community members.
- d. During the third reading of the policy topic, the Policy and Operations Committee shall present the draft school policy for discussion by the Commission. Afterward, the Commission may discuss the policy topic and draft school policy, review relevant materials, analyze an appropriate course of action, and/or allow community members to address the Commission. Thereafter, the policy topic shall be listed as an agenda item for the meeting at which the Commission will complete its fourth, and final, reading of the policy topic.
- e. During the fourth reading of the policy topic, the Commission may discuss the policy topic and draft school policy, review relevant materials, analyze an appropriate course of action, and/or allow community members to address the Commission. Thereafter, a quorum of the Commission shall utilize the consensus process to determine whether the draft school policy should be recommended for adoption as a school policy to the Pastor, Pastoral Council, and/or Finance Council. If the Commission determines that the draft school policy should be recommended for adoption as a school policy, then the Commission shall submit the draft school policy, and all materials that will be relevant for review, to the Pastor, Pastoral Council, and/or Finance Council, as soon as practicable and without delay.
- f. The community members who submit information that the Commission classifies as a policy topic, shall be notified regarding the status of the policy topic via approved meeting minutes, or another appropriate form of communication.
- g. Working collaboratively with the Principal, Pastor, Pastoral Council, and/or Finance Council, the Public Relations Committee shall determine the appropriate means by which to notify or update community members regarding the policy topic.

**7.7 Request for Review.** A community member who is displeased with the consensus decision reached by the Commission regarding a topic or policy topic, may request review of the decision by the Pastor, Pastoral Council, and/or Finance Council. If this occurs, the Commission President shall work collaboratively with the Principal to communicate with, and provide relevant materials to, the Pastor, Pastoral Council, and/or Finance Council.