



Christ
Child
Academy

Making Faith Part of Everyday Life.

www.christchildacademy.com

Governance Board Handbook

Revised August, 2023

Christ Child Academy
2722 Henry St.
Sheboygan, WI 53081
920-459-2660

www.ChristChildAcademy.com

Contents:

1. Purpose Statement of Governance Board
2. Explanation of Membership
3. Requirements for and Expectations of Membership
4. Individual Responsibilities
5. Board Responsibilities
6. History of the Parishes and School
7. Explanation of parish/school organizational and operational structure
8. Explanation of school personnel and contacts
9. Explanations of school committees and contacts
10. Pertinent school information
11. Example of meeting schedule and agenda format

1. Purpose Statement of Governance Board and Pertinent governance board information

The purpose of the Governance Board is to support the functions of Christ Child Academy and the tri-parish community of Immaculate Conception, Saints Cyril and Methodius, and Saint Peter Claver under the non-profit corporation Christ Child Christian Formation Ministry, Inc. This Corporation is organized as a supporting organization of the Roman Catholic Church, and its activities shall be conducted with the requirements of the Roman Catholic Church.

- To conduct, maintain and operate a Christian Formation Ministry accredited by the Milwaukee Archdiocese in those areas which have established criteria.
- To oversee the course of instruction, grant diplomas, and to promote charity, education and religion.
- To practice, encourage and support religious beliefs and activities and provide for the spiritual needs of the persons served in the Christian Formation Ministry.
- To ensure financial responsibility of the operation of the Ministry
- To fulfill the pastoral mission by sharing spiritual gifts, human resources, facilities and financial support.
- To provide quality Christian Formation Programming that will foster a sense of Catholic Christian identity. It will further encourage quality relationships among parishioners, between parishes, the Christian community and the community at large.

2. Explanation of membership (Elected members and Ex Officio members)

The Governance Board consists of ex officio members: pastor, school administrator, committee heads; and between 6 and 9 elected members who represent the Tri-Parish community. The elected members of the Board serve a 3-year term that may be renewed once for an additional 3 years. Among the members of the Board are an elected President, Vice President, Secretary and Treasurer.

3. Requirements for and expectations of membership (including social media policy)

1. Minimum age of 18 years.
2. Membership at Ss. Cyril and Methodius, Immaculate Conception, or St. Peter Claver Parish (upon Board approval there may be up to two Board members who are non parish members).
3. Awareness and understanding of Church documents
4. Commitment to Christian Formation of all ages.

5. After two-consecutive 3-year terms the Board member must leave the Board for a period of 1-year to be eligible to continue to serve on the Board.
6. Must not be an employee, spouse, or immediate family member of an employee of Christ Child Christian Formation Ministry, Inc.
7. Ability to serve and act without conflict of interest.
8. Follow the organization's bylaws, policies, and board resolutions
9. Maintain confidentiality about all closed session Board matters
10. Adhere to Governance Board social media policy agreement
 - a. Any Social Media postings by a Governance Board member shall hold the school's mission and vision in mind. Social media postings are to encourage and enhance the school's academic, spiritual and social viability. Please express ideas in a respectful manner. All communications should be done in good taste; building trust and responsibility. Do not denigrate or insult others including students, staff, administrators, parents, or other schools. Consider carefully what you post through comments and photos.
 - b. Personal use: When engaging on social media for personal use, comments of the parish or school may be viewed as a reflection of the parish/ school / board. Board members will use their best judgment when engaging in social media activities no matter what social media outlet is used. Any grievances are to be handled privately. Always comment/post with the mission and vision of the school and/ or parish in mind.
11. Willingness and availability to serve the Board.
 - a. Board meetings to be held monthly during the school year.
 - b. Special meetings may be called by the Corporation Member (Pastor).
 - c. As stated in the Bylaws of Christ Child Christian Formation Ministry, Inc. (3.2.13) "Members are to attend all meetings of the Board. Absence from two consecutive meetings without advance notice of absence to one of the members of the Board shall be a basis for recommendation of resignation or removal." Removal of a member must be approved by the Corporation.

4. Individual responsibilities of board members

Individual members of the board are expected to...

1. Know Christ Child Academy's mission, policies, programs and needs.
2. Read and understand CCA's financial statements.
3. Actively participate in board meetings.
4. Volunteer for and complete special projects as deemed important to the Board.
5. Use personal connections, networks and resources to help CCA meet its needs.
6. Serve as an ambassador for the school to the general public, keeping CCA's interests in mind.

5. Responsibilities of the whole board

The Board is expected to...

1. Review and develop the mission, goals and purpose of CCA.
2. Create strategic and organizational plans and policies.
3. Provide fiduciary oversight.
4. Advise, monitor and assess CCA's programs and services.
5. Enhance CCA's public image.
6. Self-assess its own performance and effectiveness.

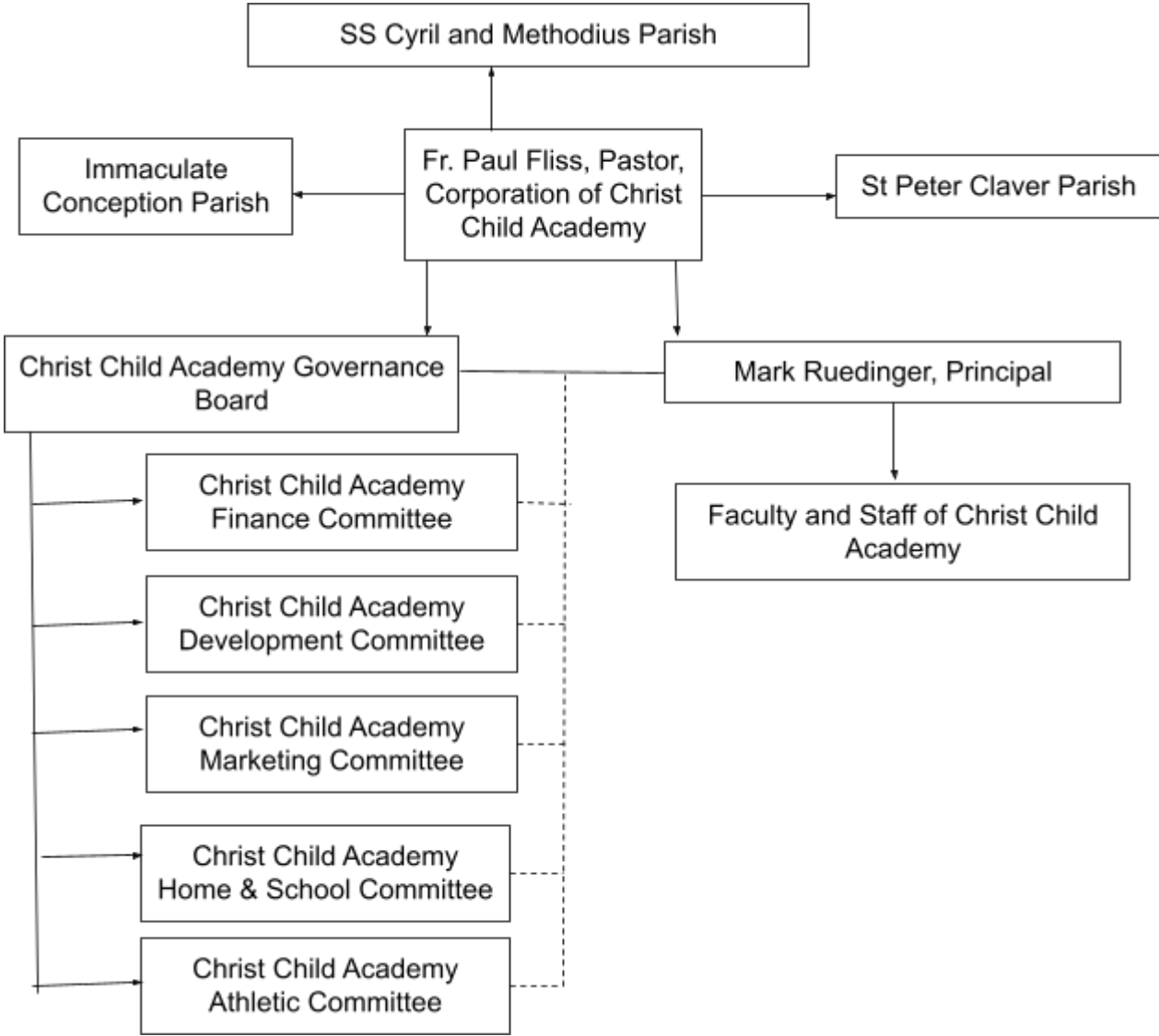
6. History of the parishes and the school

A Catholic school is a precious legacy of a community handed down from generation to generation. Christ Child Academy is no exception.

- While 1888 was the year St. Peter Claver Catholic School welcomed its first students, 1956 saw the construction of a new school building on the parish grounds. To the children and faculty's delight, the new facility featured a tunnel under the playground connecting the church and school!
- In 1919, the Parishioners of Ss. Cyril and Methodius opened the doors to their brand new school overlooking the Sheboygan River.
- Similarly, in 1962 the recently relocated parish of Immaculate Conception began construction of its facility. In 1973 the gymnasium for the campus was completed. Following numerous efforts at citywide consolidation of Sheboygan's Catholic Schools, the leadership of St. Peter Claver and Immaculate Conception merged their schools at the beginning of the 1986-1987 School year.
- In 1999, Ss. Cyril and Methodius Parish became a full member of the Christ Child Academy community.
- In 2005, the elementary Campus with classes from 3 year old Kindergarten through 5th Grade were consolidated with the middle school at the Immaculate Conception Campus now hosting PreK – 8th grade.

Our deepest appreciation goes to the parishioners of Ss. Cyril and Methodius, St. Peter Claver and Immaculate Conception Parishes for their generous support of our ministry. We are committed to being a continued source of pride for their parishes

7. Explanation of parish/school organizational and operational structure



8. Explanation of school personnel and contacts

Corporation

Fr. Paul Fliss, Pastor— fr.paul@catholicsouthside.com

Principal

Mark Ruedinger – mruedinger@christchildacademy.com

Support Staff

School Secretary – Judy Banie christchildacademyoffice@gmail.com

Business Manager – Brenda Binversie business_manager@christchildacademy.com

School Choice Administrator - Brenda Binversie ccaschoolchice@gmail.com

Fundraising Coordinators – Lori Gullikson lgullikson@christchildacademy.com

– Tom Sanders tsanders@christchildacademy.com

Maintenance/IT – Joe Parra joeparra@christchildacademy.com

Teachers

3K & 4K Preschool – Dawn Lynch dlynch@christchildacademy.com

Kindergarten – Erika Gould egould@christchildacademy.com

First Grade – Jodi Parra jparra@christchildacademy.com

Second Grade – Lori Gullikson lgullikson@christchildacademy.com

Third Grade – Jacob Hamm jhamm@christchildacademy.com

Fourth Grade – Susie Ebert sebert@christchildacademy.com

Fifth Grade – Kerrie Schmahl kschmahl@christchildacademy.com

Sixth Grade – Terri Meyer tmeyer@christchildacademy.com

Seventh Grade – Melissa Raff mraff@christchildacademy.com

Eighth Grade – Julie Scharenbroch scharenbroch@christchildacademy.com

Middle School – Tom Sanders tsanders@christchildacademy.com

Art – Carrie Peterson cpeterson@christchildacademy.com

Extended Day Program – Diane Mutsch dmutsch@christchildacademy.com

Music – Ryan Kautzer rkautzer@christchildacademy.com

Phy. Ed – Laurie Hysten lhysten@christchildacademy.com

Resource Center – Sarah Richter srichter@christchildacademy.com

Governance Board

Officers

President - Nick Patton – nick.patton@snc.edu

Vice President - Anton Shircel – anton.r.shircel@gmail.com

Secretary – Jennifer Lefeber - lefeber.jen@gmail.com

Additional Members

Scott Hemans - scotty.hemans@gmail.com

Mike Kaffine - Michael.Kaffine@Kohler.com

Dana Morales - danamorales@gmail.com

Adam Thill - adam_thill@yahoo.com

MikeThill - mthill@acuity.com

Andrew Ver Gowe - vergowea@gmail.com

Ex Officio Board Members

Fr. Paul Fliss – fr.paul@catholicsouthside.com

Mark Ruedinger – mruedinger@christchildacademy.com

9. Explanation of school committees and contacts

Fundraising Committee

The Fundraising Committee identifies sources, solicits, and secures third party funding for the school. This is accomplished through the efforts of the Annual Fund Appeal, Special Events and the Endowment Fund. Specific events include the annual CCA Golf Outing, Winter Extravaganza, Annual Appeal, and Calendar Raffles.

Contacts: Lori Gullikson, lgullikson@christchildacademy.com
Tom Sanders, tsanders@christchildacademy.com

Finance Committee

The Finance Committee regularly reviews the budgets and financial conditions of all programs and committees. Members of the committee suggest ways and means of increasing revenues, limiting expenses, investing funds and providing emergency and future program resources. The committee reviews monthly financial statements, monitors capital expenditures and makes a monthly status report to the Board. They also review financial implications of future plans and make recommendations to the board regarding the same. The committee collaborates with the Development Director to develop plans for securing financial support and increasing revenues.

Contact: Mandy Werner, wernja@gmail.com

Marketing Committee

The Marketing Committee includes the Recruitment and Communications Committees and works to actively seek and retain students and families to become members of our school family. This is done by communicating school information to the community. The Marketing Committee also handles activities and programs such as Catholic Schools Week, Open House, New Family Mentors, Local Newspaper Connection, and the July 4th Parade.

Contact: Melissa Patton, ccamarketing@christchildacademy.com

Home and School Committee

The Home and School Committee provides service for all school activities and functions. CCA school families automatically become members of this group. The Home and School Committee often works on projects in partnership with development efforts. It affirms the commitment of parent volunteers and staff to the mission of the school. It enhances the school's development efforts.

Contacts: Glynnis Shircel, glynnis.shircel@gmail.com
Adria Van Asten, adriaot@gmail.com

Athletic Committee

The mission of the CCA Athletics Program is to foster a Christian spirit of sportsmanship, fitness, a healthy self-image and the ability to work with others as a team. We accomplish this mission through the collective effort and shared responsibility by all—parents, students, coaches, school staff and parish community.

Contact: Athletic Director: Sara Grote – christchildacademyathletics@gmail.com

10. Pertinent school information:

Christ Child Academy Mission statement

Christ Child Academy, a ministry of St. Peter Claver, Immaculate Conception, and Ss. Cyril and Methodius parishes, is a Catholic education community coming together to celebrate and demonstrate Christ's love. Our school provides a comprehensive curriculum in the areas of spiritual, academic, character, and social growth. Our students are God's own children. Each is infinitely valuable and lovable. By studying, learning, and sharing the teachings of Christ, we inspire our students to develop their potential as persons in a loving, caring atmosphere.

Christ Child Academy Graduate Profile

Graduates from Christ Child Academy...

1. Spiritual

- Have developed the potential for a life-long relationship with God
- Live and promote Catholic values
- Look beyond themselves for opportunities to provide service to others
- Demonstrate a strong moral and ethical conscience

2. Academic

- Excel academically / prepared for the challenges of high school and college
- Think creatively and independent thinker
- Use technology proficiently and responsibility
- Are driven to succeed in life, faith, and community

3. Social/Community Service

- Demonstrate empathy in daily life
- Respect others and his or herself
- Be a responsible and contributing member of the community
- Have begun to develop a global perspective

4. Character Development

- Be respectful of others
- Take pride in themselves, family, and school
- Take responsibility for their actions
- Develop positive leadership skills
- Exhibit integrity and honesty

11. Example of meeting schedule and agenda format

Christ Child Christian Formation Ministry
Governance Board Meeting Minutes

DATE
7:30 pm

Present:

1. Prayer
2. Roll Call
3. Governance Board Minutes Review
4. Petitions
5. Administrative report- Mark Ruedinger
6. Development Director Report
7. Old Business
8. New Business

Closed Session:

9. Finance Committee Report
10. Prayer for September

Next meeting Thursday: DATE