

GOVERNANCE

Pastor

Holy Trinity Catholic School is a ministry of Holy Trinity Catholic Church. The Pastor has ultimate responsibility for the operation and administration of the school.

The Pastor is the ex officio head of the school. As such, he is responsible, with the school advisory board, for determining the policies of the school according to the needs of the parish, but always in harmony with the policies and regulations of both the Catholic Schools Office and the Diocese of Dallas. The role of the Pastor in the successful mission of the parochial school is of vital importance. In union with the liturgical and sacramental life of the parish, the formation of faith and intellectual development illumined by Gospel message to children, youth, and adults, is central to the life of the parish.

The Pastor delegates the direction of the school program and the ordinary administration of the school to the chief administrator, the Principal. The Pastor with the Principal shall establish the terms of such delegation and the means of regular and formal communication on school matters.

The Pastor is an ex officio member of the parish school consultative board.

The Pastor supports the Principal in conflict resolution of school issues, according to the principle of subsidiarity, by referring individuals or groups back to the teacher or principal.

Principal

The Principal is the chief administrative officer of the school and is the spiritual, educational, and managerial leader subject to the ultimate canonical responsibility entrusted to the Pastor. The Principal is responsible not only for the educational program, but also for the financial administration of all school funds.

The Principal, as chief administrator of the school, is responsible for the implementation of school policies, diocesan policies, and governmental requirements. As the educational leader of the school the Principal has administrative responsibility for carrying out the instruction program. The Principal acts as the executive officer of the school consultative board.

The Principal's highest priority is the building of a Christian community of faith in which the Christian message and experiences of community, worship, service, and social concern are integrated. Additionally, a paramount responsibility is to promote and facilitate student learning of the highest quality.

The Principal has the following major responsibilities.

- Administers the total school program.
- Supervises and evaluates the teachers, the students, and the instructional program.
- Oversees the operation of the facility and supervises all support staff members.
- Interacts with the parent, parishes, and general public communities.

- Collaborates with and seeks counsel from the Catholic Schools Office.
- Executes all actions and policies approved by the School Consultative Board.
- Fulfills accreditation criteria articulated by Texas Catholic Conference Education Department and other accrediting agencies.

Advisory Board

The Advisory Board is established by the Pastor, in accord with diocesan policy, to assist him and the Principal in the governance of Holy Trinity Catholic School. Regular meetings of the Advisory Board are held in the CLC. The date and time for each regular meeting shall be published in the Church bulletin and on the HTCS website.

Any person or group desiring to address a meeting of the Advisory Board shall notify the chairperson, in writing, of the nature of their request no less than seven (7) calendar days prior to the board's next scheduled meeting. On receipt of such a request, the chairperson shall contact the Pastor and the Principal. An affirmative vote of two of these three persons shall be required to approve such a request and the approval shall set forth the amount of time and the nature of the presentation. The Advisory Board does not discuss day-to-day operations of the school; those concerns should be taken directly to the Principal.