



## **School Advisory Commission Bylaws, Responsibilities, and Operational Norms**

***Updated: November 2022***

**\*\*This document is an abridged version of the one found embedded in Arch Policy 2103.1. The original document (Policy 2103.1) included items that are not pertinent.**

### **Section 1: Overview**

*Church governance can be understood as a ministry. It is a ministry that serves the people of God by helping them maintain order to promote and protect the rights and obligations needed to carry out the mission Jesus gave to his church. Those who serve as ministers of governance have a distinct and unique responsibility to see that the rights and duties of individuals are affirmed within the institution and community of the church. Governance in itself is a means of exercising rights and responsibilities in the service of others and in the service of one's own growth as a member of Christ.*

### **Section 2: Parish Structure**

The School Advisory Commission (SAC) is a standing commission of the St. Anthony on the Lake Pastoral Council.

### **Section 3: Purpose of the School Advisory Commission**

The SAC serves as an advisory body. As such, the SAC may make recommendations to the pastor or principal, but the SAC has no final decision-making authority. Furthermore, the Pastoral Council does not approve or veto recommendations of the SAC to the pastor or principal. The SAC:

- Assists leadership in ensuring that the school will thrive and remain viable for the future
- Assists leadership in ensuring excellence in
  - Catholic Culture
  - Academics
  - Whole Child Education
  - Stewardship of Resources
- Supports the school in its efforts to collaborate with the parish
- Acts as a liaison between parents and leadership by bringing forward questions and concerns regarding students, parents, teachers and others.

The principal views the SAC as an integral part of the school community and uses the SAC as a consultative body to further the mission of the school.

The principal and SAC engage in open, honest discourse at meetings, and ***once a decision or***

SAC members are to uphold and be reminded of the following defining characteristics of SAC members:

1. Centered in the Person of Jesus Christ
2. Contributing to the Evangelizing Mission of the Church
3. Distinguished by Excellence
4. Committed to Educate the Whole Child
5. Steeped in a Catholic Worldview
6. Sustained by Gospel Witness
7. Shaped by Communion and Community
8. Accessible to All Students
9. Established by the Expressed Authority of the Bishop

#### **Section 6: Responsibilities of the School Advisory Commission in Collaboration with the Principal**

The SAC collaborates with the principal to advocate for the school in the following areas:

##### **Mission and Governance**

Mission and governance includes:

- Identification, recruitment, and vetting of potential SAC members
- Commission orientation, training, development, and evaluation
- Fidelity to mission and vision

The SAC, in collaboration with the principal, provide general oversight to ensure the school maintains fidelity to its stated vision and mission.

The SAC and principal share the responsibility for recommending candidates to the pastor for service on the SAC.

The SAC and principal share the responsibility for the orientation and training of new members, development of all members, and the evaluation of the commission in relation to its Operational Norms and defined responsibilities.

##### **Whole Child Education**

A whole child education is:

- Rooted in the conviction that human beings have a transcendent destiny
- Education for the whole person that forms the spiritual, intellectual, physical, psychological, social, moral, aesthetic and religious capacities of each child (*NSBECS*)
- Academic excellence for all students

The principal is responsible for the development, implementation, and evaluation of academic, co- curricular, faith-formation, and service/ministry programs to educate the whole child in all these dimensions.

The SAC should ensure adequate resources are available to implement the necessary programming.

#### *School Improvement Planning:*

- A specific plan for each of the four domains of the *National Standards and Benchmarks for Effective Catholic Elementary and Secondary Catholic Schools* is required for accreditation. This occurs through the principal's completion of the WRISA Annual Report.
- The four domains include: Mission and Catholic Identity, Governance and Leadership, Academic Excellence and Operational Vitality

The principal is responsible for the development, implementation, and evaluation of the School Improvement Plan.

The SAC should ensure adequate resources are available to implement the action plan for each goal.

#### **Facilities and Technology**

Facilities and technology include:

- Maintenance and upkeep of facility and technology infrastructure
- Short- and long-term capital facility needs and technology infrastructure needs

The principal, in collaboration with appropriate parish personnel, is responsible for the day-to-day facility and technology infrastructure needs of the school.

The SAC and principal, in collaboration with appropriate parish personnel, share the responsibility for proposing short- and long-term facility and technology infrastructure projects to the pastor.

The SAC should ensure adequate resources are available to meet the day-to-day facility and technology infrastructure needs of the school.

#### **Policy**

The Archdiocese of Milwaukee *Parish and School Policy Manual* establishes the essential policies and directives for schools.

The SAC, in collaboration with the school principal, may propose local policy that is more prescriptive, but any proposed policy may not in any way conflict with, or supersede, archdiocesan policy. ***Proposed policies require the approval of the pastor.*** The Pastoral Council does not approve proposed policy (Principle of Subsidiarity).

It is the responsibility of the school principal to develop administrative regulations and procedures to implement all policies. This may be done in collaboration with the SAC.

The SAC, in collaboration with the school principal, should develop a system to monitor the implementation of, adherence to, and effectiveness of all relevant policies.

#### **Emergency Operations Plan**

The responsibility of all committees shall be fact-finding and advisory, but never legislative or administrative. Recommendations by any committee shall be subject to ratification and approval by the Advisory Commission.

There are no required standing subcommittees of the Advisory Commission; however, a school may decide to have one or more standing subcommittees. Once elected, members of SAC are asked to prayerfully consider what subcommittee their time and talent are best spent on. Members are to be actively involved in one or more of the following *current* subcommittees:

- Marketing & Communications (ex. Social media, photography, open house)
- Events (ex. Event calendar, after school activities)
- New Families (ex. Mentor coordinator, holiday gifts, yard signs, summer playdates, mealtrains, new family handbook)
- Parent Engagement (ex. Volunteer signup, parent coffee lead, room parent coordinator, mission coordinator)
- Teacher Appreciation (ex. Teacher wish list and favorites coordinator, conference meals, teacher appreciation)
- Finance
- Policy (ex. Handbook editor, archdiocese operational norms)

Subcommittees are required to keep detailed track of their activities, procedures and spending for the year.

### **Section 8: School Advisory Commission Membership**

Members are discerned or elected and approved by the pastor. Newly discerned/ elected members to the Advisory Commission shall be installed at the last meeting of the school year during which they were discerned/ elected.

#### **Members**

- 5-9 voting members. More may be appointed if approved by the pastor/principal.
- Members should consist of parishioners supportive of Catholic schools and/or possessing a specific area of expertise. This may include current or former parents of school students.
- The pastor may appoint an Advisory Council member.
- Paid employees and spouses or children of paid employees of the School or Parish are not eligible for Advisory Commission membership.

#### **Ex-Officio Members**

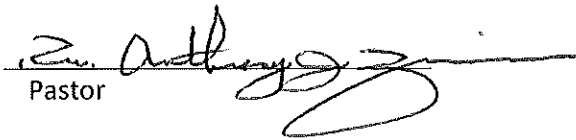
- Ex-officio members are non-voting members.
  - Required ex-officio members include the pastor, principal, and pastoral council liaison.
  - The Athletic Committee Chair may serve as an ex-officio member.
  - The pastor may appoint additional ex-officio members.
- Ex-officio members are expected to participate fully in **all** Advisory Commission meetings and discussion.

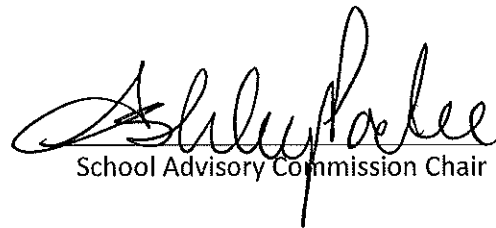
#### **Tenure**

- Discerned or elected members serve a three-year term.
- Members may serve two consecutive terms.

chairperson shall control the speaking time for such person(s).

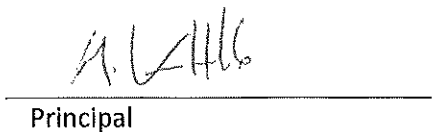
- The Advisory Commission may move any meeting, at any time during the meeting, into a closed session via an approved commission resolution.
  - A closed session is limited to regular and ex officio Advisory Commission members
  - The pastor may invite or allow a non-member to attend a closed session.
- Special meetings of the Advisory Commission may be called, with the approval of the pastor, by the chairperson or by a majority of the Advisory Commission members.
- No Advisory Commission meeting will be held without the principal and the pastor (or his designated representative) in attendance.
- Quorum: For the purpose of transacting official business, it shall be necessary that a majority of the total members be present.
- The consensus method of decision-making shall be used. Consensus is a Christian approach to group decision-making. It presents an opportunity for all to be heard and avoids a "win/lose" posture that voting promotes. Consensus results in the growth of the group and in fuller ownership of decisions, Consensus has been achieved when there is general agreement or accord among the members. If the board fails to arrive at a consensus and the issue must be decided immediately, the chairperson shall call for a majority vote.
- The board may fix its own rules of procedure, but in the absence of such rules, Robert's Rules of Order shall apply.

  
Pastor

  
School Advisory Commission Chair

2/13/23  
Date

2.24.23  
Date

  
Principal

1/30/23  
Date