



School Advisory Committee Bylaws

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Name of Organization: This organization shall be known as the St. Joseph Catholic School Advisory Committee, hereafter referred to as the School Advisory Committee (SAC).

Purpose: The School Advisory Committee shall examine and evaluate the educational offerings of St. Joseph Catholic School for the purpose of generating policies consistent with a high quality Catholic education and the goals of the St. Joseph Catholic Faith Community. The School Advisory Committee shall provide consultation to the pastor and principal regarding Catholic faith formation, budget and finance, structure, strategies and tools, internal communication, greater community, technology, marketing, and other areas deemed to have a significant impact on the education offered to and received by the students of St. Joseph Catholic School.

Scope: The School Advisory Committee abides by the constitution and bylaws of the Pastoral Council, the policies of the Archdiocese of Milwaukee, and the teachings of Our Lord Jesus Christ and His Church. It is accountable to and is advisory to the principal. The School Advisory Committee is also advisory to the parish Finance Council and the Pastoral Council.

Mission: The School Advisory Committee is committed to empowering and supporting the faculty and administration of St. Joseph Catholic School in its mission: to develop each student's potential by providing the foundation for the Catholic faith, strong academic achievement, character development and service to our greater community.

Goals and Objectives: The following are the goals and objectives of St. Joseph Catholic School for which the School Advisory Committee provides consultation:

1. To foster the Catholic identity throughout St. Joseph Catholic School by:
 - a. Providing spiritually enriching opportunities for students to grow their Catholic faith and to keep Christ at the forefront of all activity.
 - b. Strengthening and building relationships between the school, church, ministries, and community.
2. To develop and implement structures, strategies, and tools to meet the diverse learning needs of St. Joseph Catholic School's students by:
 - a. Promoting best practice and the use of a variety of instructional approaches in order to address the academic and spiritual needs of diverse learners.
 - b. Developing a professional learning community among the staff to promote high academic expectations, Christian centered morals, and increased achievement for all students.
3. To encourage positive communication within the school community by:
 - a. Expanding school/parent communication through various media.
 - b. Providing the opportunity for community members to interact with school/administration.
4. To continue St. Joseph Catholic School's commitment to technology to improve instruction and to providing teachers and students with the necessary technology skills by:
 - a. Updating technology resources as necessary.
 - b. Supporting the development and implementation of a technology plan.
5. To design and clearly communicate a financial plan to meet all current and future resource requirements by:
 - a. Reviewing and revising the three year financial forecast.
 - b. Reviewing and revising the three year enrollment forecast to achieve recommended Archdiocese guidelines.

Membership: The School Advisory Committee recommended membership is seven to twelve members. Members are selected by discernment of the St. Joseph Catholic Faith Community who participate on the committee. Majority membership must be baptized, practicing Catholics and registered members of the St. Joseph Catholic Faith Community. Non-Catholic or non-parishioner parents are eligible for membership on the committee.

Members shall serve a minimum of one year. Annual membership lists shall be submitted to the Pastoral Council secretary. Any committee member may resign by filing a written resignation letter with the committee chairperson. Ex officio members (i.e., those who are members of SAC by virtue of holding another office) shall be the pastor, principal, teacher liaison, and Pastoral Council liaison.

At any regular meeting, a member may be removed for good cause by an affirmative vote of two thirds of the committee. Any person whose removal has been proposed shall be given an opportunity to be heard. Good cause includes missing two consecutive meetings without good reason, physical or mental incapacity, or failure to perform duties as a committee member.

A vacancy shall be filled by appointment by the committee chairperson. The Pastoral Council secretary shall be notified of the change. Each new member shall be adequately prepared for membership on the committee by being provided with opportunities for spiritual growth and the skills and information required for membership on the committee.

Officers: The officers of the committee shall be Chairperson, Vice-Chairperson, and Secretary. Officers are selected annually by and from the committee based on competence, leadership, and knowledge of the committee's responsibilities. Offices are filled in the following order: chairperson, vice-chairperson, and secretary. Ex officio members of the committee are ineligible to serve as officers. The officer positions are to be filled at the last meeting of the school year.

Chairperson Responsibilities

1. Know the tasks and responsibilities of the committee and communicate them to the committee.
2. Organize and coordinate the activities of the committee.
3. Prepare the meeting agenda and submit it to the committee members at least three (3) days before a meeting.
4. Conduct meetings by assisting committee members to work together effectively, participate fully in discussions, and make decisions through consensus.
5. Facilitate the task of determining priorities and setting goals for programs and services to be developed within parish/school guidelines, archdiocesan structures, and goals within the committee's area of responsibility.
6. Monitor implementation of all committee decisions and recommendations.
7. Prepare budget recommendations based on committee objectives, and communicate budget information to the Pastoral Council through the parish Finance Council.
8. Form ad hoc committees when necessary and appoint their chairpersons; assign individuals specific tasks; delegate responsibilities; and encourage cooperation both in and outside of meetings.
9. Perform as an ex officio member of all subcommittees.
10. Oversee recruitment and orientation of all new committee members.
11. Assist the next chairperson in understanding the committee's history, responsibilities and resources. Transfer all committee materials to the new chairperson.

12. Perform duties consistent with the office as the Pastoral Council may direct.

Vice-Chairperson Responsibilities

1. Conduct meetings in the absence of the chairperson and be familiar with the parish structures as well as committee guidelines, responsibilities, and activities.
2. Become the chairperson in the event of a vacancy.
3. Perform special tasks consistent with the office as the chairperson may direct.

Secretary Responsibilities

1. Prepare accurate minutes of each meeting and see to it that the minutes are available to committee members, Pastoral Council, other committees, and the parish.
2. Take attendance at meetings and record absences.
3. Maintain the official list of committee members and their terms, the list of all ad hoc and subcommittee chairpersons and members, and current contact information; and notify the Pastoral Council secretary of any changes.
4. Forward meeting minutes to the Pastoral Council liaison and Finance Council liaison (when applicable) within three (3) days of a meeting.
5. Obtain a signed SAC Covenant (Ethics Code) form from each member of SAC during the first meeting of the school year, and forward them to the Pastoral Council secretary.
6. Perform special tasks consistent with the office as the chairperson may direct.

Subcommittees The committee chairperson shall form subcommittees as needed. Each subcommittee shall have a chairperson, co-chairperson, and secretary. The chairperson speaks for the subcommittee at School Advisory Committee meetings. The initial task of each subcommittee is to delineate its responsibilities for review by the SAC and Pastoral Council. Upon approval, the subcommittee must develop its own goals. Guidelines and operating procedures should be developed if they are significantly different from the SAC guidelines. Membership on subcommittees is not limited to SAC members; however, each subcommittee will comprise at least one (1) SAC member.

Mission Effectiveness Subcommittee Responsibilities

1. Provide communication to the school community regarding opportunities for spiritual growth and education of the Catholic Faith.
2. Work with the principal, as needed, to act as a liaison between the SAC and the faculty in all matters related to the development, updating, and evaluation of classroom academic and Christian curriculum.
3. Assist in formulating policies which will enhance the Catholic identity of the school.
4. Conduct assessments/evaluations on an annual basis, and share actionable results with SAC and appropriate subcommittees.

Policy and Procedure Subcommittee Responsibilities

1. Annually review, with the principal, the principal's planning objectives for possible policy implications.
2. Annually review, with the principal, all policies for timelines and appropriateness to the school program.
3. Annually review, with the principal, the school policy manual.

Finance and Budget Subcommittee Responsibilities

1. Review the annual school budget with the principal. The school budget shall include forecasted revenue and expense information, projected enrollment, planned tuition levels, and subsidy requests for presentation to the Pastoral Council or for review and approval as part of the overall parish budgeting process.
2. Serve as a liaison between SAC, the Endowment Committee and the parish Finance Council as needed. SAC is responsible for timely reporting of enrollment changes, marketing efforts, contributions and other financial information affecting the school budget to the Finance Council.

Home and School Subcommittee Responsibilities

1. Encourage volunteer participation in school activities among parents/guardians and parish members.
2. Determine, annually, the volunteer needs of the school; coordinate volunteer needs presented by SAC.
3. Organize and facilitate fundraising opportunities to be incorporated into the school's annual budget.
4. Submit to SAC and the Parish Council any proposed changes in fundraising activities while ensuring compliance with the Parish Fundraising and Special Activity Policy.

Family Engagement Subcommittee Responsibilities (subcommittee of Home & School)

1. Promote and enhance engagement of school families by coordinated efforts to promote school/parish events.
2. Facilitate on-boarding of new families through mentor programs, communications, and events.

Ad-Hoc Subcommittees The SAC chairperson may appoint ad hoc subcommittees having specific missions as needed (e.g., scouts, technology, etc.).

Regular Meetings Regular SAC meetings are held once a month during the school calendar year. Each meeting consists of prayer/formation, discussion, decision making, planning, and action items with follow up. Advance notice of the time and place of regular SAC meetings is published in the parish bulletin.

An agenda is prepared by the SAC chairperson, after appropriate consultation with other members, based on an understanding of the ongoing needs and concerns of the parish within the scope of the committee's

responsibilities. A written agenda is presented to committee members at least three (3) days before each meeting.

All regular meetings shall begin with a thirty (30) minute “open” period for parents/guardians, members of the parish, and all others with an interest in the school. The person or persons interested in attending the “open” portion of the meeting shall ask one (1) week prior to the meeting to be added to the agenda via the chairperson. At the conclusion of the open period, the chairperson will then resume a “closed” session to conduct further business of the School Committee. Individuals added to the agenda will be given a specific allotted time frame in which to discuss their comment/concern.

NOTE: Specific personnel or student concerns cannot be discussed during any SAC meeting and need to be addressed with the principal or pastor directly.

Special Meetings Special meetings may be called by the chairperson, pastoral council chairperson, pastor, or a quorum of the committee. A quorum consists of a majority of the members. Notice of such a meeting is given to all committee members within a reasonable time prior to the meeting, indicating its time, purpose and place. No business other than that stated as the purpose may be conducted at that meeting.

Procedure to Approve Policy Changes All items that affect the programs, policies, and procedures of the school, that affect the material as described in the student/parent handbook, the volunteer handbook, and the teacher handbook shall be presented at a School Advisory Committee meeting and shall be voted on at two (2) consecutive School Advisory Committee meetings before moving to the pastor for final approval.

Amendments to Bylaws These School Advisory Committee bylaws may be amended by a vote of two-thirds of all members of the School Advisory Committee at two consecutive regular meetings, subject to Pastoral Council approval. A simple majority of the voting membership shall constitute a quorum.



School Advisory Committee Covenant

Being a member of the School Advisory Committee involves special responsibilities and relationships. The information that is shared demands a professional ethics code that should be understood by all members. School Advisory Committee members must be clear on how they will handle confidences, what posture they will take when dealing with complaints, and how they will relate to their many publics. Policy and procedure, with regard to a code of ethics, should be adequately discussed with new members and periodically reviewed by all concerned. Each member shall be expected to abide by the following *Ethics Code*.

Ethics Code

As a member of the School Advisory Committee, I shall:

1. Give the necessary time, thought, and study to the work of the School Advisory Committee, so that I may render effective service.
2. Base personal decisions upon all available facts in each situation, voting with honest conviction, not swayed by partisan bias.
3. Be able to abide by and uphold the final majority decision of the School Advisory Committee regardless of how I voted.
4. Work with fellow members in a spirit of harmony and cooperation in spite of differences of opinion.
5. Realize that as an individual, I have no legal authority outside the meetings of the School Advisory Committee and must therefore conduct my relationships with school staff, the local citizenry, and all the media of communication on the basis of this reality.
6. Keep all confidences shared with me during closed meetings.

7. Realize that the welfare of the school children comes first in all decisions.
8. Never use my position on the School Advisory Committee to benefit either myself or any other individual or agency apart from the total interest of the school.
9. Keep in mind that while the primary functions of the School Advisory Committee is to establish the policies that will give direction to the school, the administration of these policies is the function of the principal and the school staff.
10. If approached with a problem that is of an administrative nature, refer the person to the proper administrative officer, the principal, and never attempt to perform functions that belong to the principal.
11. Strengthen the relationship between parents/guardians and the school to foster a cooperative effort for the student's education.

By signing this document, I acknowledge that I have read the *Ethics Code* and agree to comply with all terms and conditions stated above. I further understand that in the event I fail to comply with the above terms and conditions, I will be removed from my position on the School Advisory Committee by the principal.

Printed Name _____

Signature _____

Date _____