



St. Joseph Catholic School

School Advisory Committee Bylaws

S89 W22650 MILWAUKEE AVENUE
BIG BEND, WI 53103

INDEX

Name of Organization	3
Purpose	3
Scope	3
Mission	3
Goals / Objective	3-4
Membership	4
Officers	4
• Committee Chair	4-5
• Vice-Committee Chair	5
• Secretary	5-6
Sub-Committees	6
• Mission Effectiveness	6
• Finance and Budget	6
• Policy and Procedure	6
• Marketing and Development	7
• Membership and Participation	7
• Ad Hoc	7
Meetings	7
Amendments	8
Ethics Code	9

Name of Organization

This organization shall be known as the St. Joseph Catholic School Advisory Committee, hereafter referred to as 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's 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 school principal. The School Advisory Committee is also advisory to the Parish Finance Council and the Pastoral Council.

Mission

We are committed to empowering and supporting the faculty and administration of St. Joseph School in nurturing each student's potential while developing the foundation for lifelong Catholic faith, strong academic advancement, healthy self-esteem and service to our greater community.

Goals

The following are goals and objectives of the School Advisory Committee:

1. To continue to foster our Catholic identity throughout the St. Joseph Catholic School.
 - Provide spiritually enriching opportunities for students to grow their Catholic faith and to keep Christ at the forefront of all activity.
 - Strengthen and build relationships between the school, church, ministries, and community.
2. To develop and implement structures, strategies, and tools to meet the diverse learning needs of our students.
 - Continue to promote best practice and the use of a variety of instructional approaches in order to address the academic and spiritual needs of diverse learners.
 - Continue to develop a professional learning community among the professional staff to promote high academic expectations, Christian centered morals, and increased achievement for all students.
3. To expand positive communication within the school community.
 - Expand school/parent communication through various media.
 - Provide the opportunity for community members to interact with school / administration.
4. To continue our commitment to technology to improve instruction and to providing teachers and students with necessary technology skills.
 - Update technology resources as necessary.

- Support 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.
 - Continue to develop and revise the three year financial forecast.
 - Review current enrollment and develop a 3-year plan for growth to achieve recommended Archdiocese guidelines.

Memberships

1. The School Advisory Committee recommended membership is seven to twelve members. Members are selected by discernment of those interested members of the St. Joseph Catholic Faith Community. Majority membership must be baptized practicing Catholics and registered members of St. Joseph Catholic Faith Community. Non-Catholic or non-parishioner parents are eligible for membership on the committee.
2. Members shall serve a minimum of one year. Annual membership lists shall be submitted to the Pastoral Council Secretary.
3. Ex-officio members shall be: the pastor, principal, teacher liaison, and pastoral council liaison.
4. Any committee member may resign by filing a written resignation letter with the committee chairperson.
5. At any regular meeting a member may be removed for good cause by consensus of 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.
6. A vacancy shall be filled by appointment by the committee chair person. The Pastoral Council Secretary shall be notified of the change.
7. 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 a chairperson, a vice-chairperson and a 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

1. Knows the tasks and responsibilities of the committee and communicates them to the committee.
2. Organizes and coordinates the activities of the committee.

3. Prepares the meeting agenda and submits it to the committee members at least 3 days before a meeting.
4. Conducts meetings by assisting committee members to work together effectively, participate fully in discussions and make decisions through consensus.
5. Facilitates the task of determining priorities and setting goals for programs and services to be developed within parish/school guidelines and archdiocesan structures and goals within the committee's area of responsibility.
6. Monitors implementation of all committee decisions and recommendations.
7. Prepares budget recommendations based on committee objectives; and communicates budget information to the pastoral council through the finance council.
8. Forms ad hoc committees when necessary and appoints their chairpersons; assigns individuals specific tasks; delegates responsibilities; and encourages cooperation both in and outside of meetings.
9. Maintains committee membership roster and notifies the parish council secretary of any changes.
10. Is an ex-officio member of all sub-committees.
11. Oversees recruitment and orientation of all new committee members.
12. Assists the next chairperson in understanding the committee's history, responsibilities and resources. Transfers all committee materials to the new chairperson.
13. Performs duties consistent with the office as the chairperson or pastoral council may direct.

Vice-Chairperson

1. Conducts meetings in the absence of the chairperson and is familiar with the parish structures, committee guidelines, committee responsibilities and activities.
2. Becomes the chairperson in the event of a vacancy.
3. Performs special tasks consistent with the office as assigned by the chairperson of the committee.

Secretary

1. Prepares accurate minutes of each meeting and sees to it the minutes and the agenda are made available to committee members, pastoral council, other committees and the parish.
2. Takes attendance at meetings and records absences.
3. Maintains the official list of committee members and their terms, the list of all ad hoc and subcommittee chairpersons and members, keeps lists updated with current contact information and notifies the pastoral council secretary of changes.

4. Handles correspondence for the group, including agendas, minutes, notification of regular and special meetings, notes of thanks etc. And forwards meeting minutes to their pastoral and/or finance council liaisons within 3 days of a meeting.

5. Performs duties consistent with the office as the chairman directs.

Sub-Committees

The committee chairperson shall form subcommittees as needed. Each subcommittee shall have a chairperson, co-chair 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 Sub-Committees is not limited to SAC members; however, each Sub-Committee will comprise of at least one (1) SAC member.

Mission Effectiveness

- Provide increased communication to our school community regarding opportunities for spiritual growth, and education of the Catholic Faith.

- Work with the School Administrator 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.

- Assist in formulating policies which will enhance the Catholic identity of the school.

Policy and Procedure

- Review with the principal the annual planning objectives for possible policy implications.

- Review annually with the principal all policies for timelines and appropriateness to the school program.

- Work with the principal to revise the school policy manual.

Finance and Budget

- Coordinate with the School Administrator on the creation of the annual school budget. The school budget shall include forecasted revenue and expense information, projected enrollment, planned tuition levels, and subsidy requests for presentation to Pastoral Council or for review and approval as part of the overall Parish budgeting process.

- Serve as a liaison between School Committee, the Endowment Committee and the Parish Finance Committee as needed. The School Committee is responsible for timely reporting of enrollment changes, marketing efforts, contributions and other financial information affecting the school budget to the Finance Council.

- Submit to the School Committee and Parish Council any proposed changes in fundraising activities while assuring compliance with the Parish Fundraising and Special Activity Policy.

Recruitment and Development

- Promote and enhance the school image by coordinated efforts to promote school / parish events.
- Conduct assessments/evaluations on an annual basis.
- Represent school at collaborative meetings/events among area school/community opportunities.

Home and School

- Encourage volunteer participation in school activities among parents/guardians and parish members.
- Determine annually the Volunteer needs of the school and be the SAC contact person for volunteers.
- Organize and facilitate fundraising opportunities to be incorporated into the school annual budget.

Ad-Hoc

- The School Committee Chairperson may appoint ad hoc sub-committees having specific missions, as needed (such as; but not limited to buildings and grounds, athletics, scouts, technology)

Meetings

1. Regular committee 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.

An agenda is prepared at least 72 hours before meetings by the 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 days before each meeting.

2. 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 meeting is given to all committee members within a reasonable time prior to the meeting, indicating it's time, purpose and place. No business other than that stated as the purpose may be conducted at that meeting.
3. Advance notice of the time and place of regular SAC meetings is published in the parish bulletin.
4. All regular meetings shall have an "open" period for parents/guardians, members of the parish, and all others with an interest in the school from 6:30-7:00pm. 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 7:00pm, 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.
5. NOTE: Specific personnel or student concerns cannot be discussed during any School Committee meeting and need to be address with the Principal or Pastor directly.

Amendments

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.

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 consecutive School Advisory Committee meetings before going into effect.

Original: 09/2001
Updated: 04/2006
Update: 08/2014

St. Joseph Catholic School

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*.

1. Give the necessary time, thought, and study to the work of the School Advisory Committee, so that they 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 they voted.
4. Work with fellow members in a spirit of harmony and cooperation in spite of differences of opinion.
5. Realize that as individuals they have no legal authority outside the meetings of the School Advisory Committee and must therefore; conduct their 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 them during closed meetings.
7. Realize that the welfare of the school children comes first in all decisions.
8. Never use their position on the School Advisory Committee to benefit either themselves 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, must refer the person to the proper administrative officer, the principal, and must never attempt to perform functions that belong to the principal.
11. Will 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 _____