

**THE SCHOOL ADVISORY COMMITTEE OF
ST. FRANCIS DE SALES PARISH
(Revised May 2016)**

SECTION I

Name and Purpose of Organization

The organization created under this document shall be known as the School Advisory Committee of St. Francis de Sales Parish, Lake Geneva, Wisconsin. It should consist of Laypersons, including members of St. Francis de Sales Parish, parents/guardians of students in the Parish School, in addition to the Pastor, a faculty member and the Principal of St. Francis de Sales Parish School. **As a distinctively Catholic organization, it promotes and supports a maturing in Christ of the faith community and serves *faith-fully* to support the growth of the school.** The Committee shall advise on policy development, identifying and expressing the goals and objectives of the St. Francis de Sales Parish School community, budget planning and public relations.

SECTION II

Relationship of the School Advisory Committee to the Parish Council

All schools are part of the educational mission of the Church. Parish schools have a special relationship with the Parish and the Parish Council. The Parish Council liaison to the School Advisory Committee should report to both parties on a regular basis. The School Advisory Committee does not submit its minutes to the Parish Council for approval. They are submitted to the Pastor for approval. The Parish Council does approve the Parish contribution to the school as part of the Parish budget.

ARTICLE III

Responsibilities

It shall be the duty of this School Advisory Committee to strive constantly to support the improvement of the standards of education in St. Francis de Sales Parish School with regard to attachment, fiscal responsibility, and physical facilities, but in no event to offer less adequate educational opportunity to its students than offered in the immediate surrounding public school system. To this end, it will be the duty of this Committee to establish committees as needed with the following duties:

- 1. Ensure Catholic identity of school.**
- 2. To support goals and objectives for the educational programs set by Principal.**
- 3. To understand specific policies which will work toward these goals and objectives.**

4. **To offer input and feedback on current school climate to aid the school administration.**
5. **To review and analyze the financial expression of the educational plan and the budget.**
6. **To participate in the selection of the Principal, (who is the board's executive officer), process as guided by the Pastor and the Office for Schools for the Archdiocese of Milwaukee.**
7. **To evaluate the effectiveness of the Advisory Committee in achieving the goals and objectives of the school.**

ARTICLE IV

Membership Appointment and Election

The School Advisory Committee of St. Francis de Sales Parish consists of eleven no more than (11) members, six (6) of whom should be discerned from members of St. Francis de Sales Parish as well as parents/guardians of students in the Parish School, in addition to the Pastor of the Parish, and the Principal of St. Francis de Sales Parish School. Distribution of these members should be as follows:

1. Two Members shall be representatives of the following Associations:
 - A. St. Francis de Sales Home and School Association
 - B. St. Francis de Sales Parish Council

The term for each association member may be for at least one year.

2. One ex-officio Member shall be a Representative of the School faculty. The faculty Position shall be filled by rotation based on faculty discretion.
3. Six (6) Members shall be discerned at large. The normal term of office will be for two (2) years. Members maybe limited to terms.

New School Advisory Committee members will be discerned by the Principal and/or Pastor for the following school year at the last regularly scheduled meeting in May. New members assume their positions at the regularly scheduled September School Advisory Committee Meeting of the next school year.

4. In the event of vacancies created by any means, replacement will be accomplished by appointment. In the event such component fails to do so at their next regular meeting after said vacancy occur, the Principal or designee will try to immediately fill such vacancy.

That in the event any member of the Committee is absent from two (2) regular or special meetings (or combination thereof) of said Committee, without such member's absence

being excused by the executive officer, such member's seat shall be declared vacated and such vacancy shall be filled by asking for volunteers by the Principal and/or Pastor.

ARTICLE V

Officers

Officers of the School Advisory Committee will be chosen by and from the members of said Committee at the first regularly scheduled meeting in September of each year. The Officers shall be:

1. **CHAIRPERSON:** Individual shall preside at all meetings and support the Principal with selection of committees and committee members as needed to carry out the duties of the Committee.
2. **VICE-CHAIRPERSON:** Individual shall assume the duties of the Chairperson during the Chairperson's absence.
3. **SECRETARY:** Individual shall record the minutes of all meetings and be custodian of all Committee records.
4. Other officers and their duties shall be determined by the Committee from time to time and incorporated as regulations subsequent to adoption of the Constitution.

Officers shall be elected at the regularly scheduled September meeting for a term of office of one (1) year.

ARTICLE VI

School Advisory Standing Committees

The Standing Committees provide a continuing function for ongoing operation of the School Advisory Committee. The Standing Committees are intended to contribute to the efficient operation of the board. They provide needed information to the entire committee and organize that information for action. Committee members need not be board members. However, the chair of each Standing Committee should be a School Advisory Committee member. Committee members should be knowledgeable about or interested in the area for the committee work. It is important that committee members understand their role and function, have a background of what has happened in prior committee meetings and know the policies and regulations of the school.

1. **Advertising & Marketing**
 - A. **Promote enrollment through words and actions.**
 - B. **Use the local media to promote events (Regional News, Catholic Herald)**

- C. Create and distribute publications (articles, etc.) promoting St. Francis de Sales Parish School**
- 2. Development**
 - A. Seek out 3rd Source Funding (Grants, donations, bequeaths, etc.)**
 - B. Endowment Funding**
 - C. Angel Fund**
 - D. Alumni Contributions**
- 3. Recruitment & Retention**
 - A. 3K, 4K, 5K and New Parent Orientation**
 - B. Back to School Orientation**
 - C. Mentoring of New Families**
 - D. Catholic Schools Week Open House**
 - E. Hospitality Sundays**
 - F. Advertising for Recruitment/Branding**
 - G. Participation in Community Events**
- 4. Attachment**
 - A. Work with Athletic Director**
 - B. Finding Coaches**
 - C. Gym Set-Up & Take Down**
 - D. Help find supervisors for games**
 - E. Funding**
 - F. Athletic Council**
- 5. Building & Grounds**
 - A. Create Informational Bulletin Boards**
 - B. Service Projects**
 - C. Decorating School and Church**
 - D. Cleaning Schedule**
 - E. Service Hours to Pay Tuition Debt**
 - F. Storage**
- 6. Finance & Budget**
 - A. To review educational monies through budget determinations**
 - B. Expenditure**
 - C. To aid in the development of financial resources**
- 7. Technology**
 - A. Update Website and Webpages**
 - B. Update School Calendar and other Forms**
 - C. Create Page for Each Committee**
 - D. Newsletter / Advertisement**

ARTICLE VII

Meetings

1. **Meetings will be held on the fourth Monday of each month.** These meetings should be announced in the Parish bulletin at least one week prior to the meeting, and will be open to the interested members of the Parish.
2. **The School Advisory Committee functions only through its meetings, which are held regularly throughout the school year.**
3. Committee business will be conducted in a manner to obtain decision by consensus of discernment of the position of the Committee members. If neither a consensus can be reached nor a discernment of the position of the Committee members can be made, any voting Committee member may call for a vote. Unless stipulated elsewhere in these regulations or in the document, a simple majority shall be necessary to carry the decision.
4. During Open Forum, visitors will be permitted to speak on matters concerning the school or policy with the Committee Chairperson presiding. Discussion of personal matters will be confined to general school policies.
5. Each member shall be entitled to one vote in all Committee proceedings.
6. The Committee may hold closed sessions to discuss confidential matters as part of any regular or special meeting of the Committee provided that prior and subsequent to said closed session an open session is conducted. In addition, the purpose of the closed session must be disclosed prior to entering into closed session and only that stated purpose shall be discussed during said period. Resolutions or directives for further action or study based upon the discussions of the closed session shall be made in open session. Topics of discussion during closed session will include and not be limited to the following matters: budget preparation, salary administration and personnel matters, and other matters as necessary to conduct the business of the Committee.

ARTICLE VIII

Regulations

Regulations made subsequent to the adoption of this document may be made and changed by a simple majority vote of the Committee, providing such Regulation is read and included in the minutes of the immediately preceding Committee meetings. Regulations must be approved by the Principal and Pastor.