Saint Paschal Baylon Catholic School

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School Advisory Council Guidelines

Article I. Name & Purpose

Saint Paschal Baylon Catholic School Advisory Council (here after "SAC"), is a consultative council of the parish to assist the pastor, principal and assistant principal in the school's ministry, plans and policies.

Article II. Structural Hierarchy within the Parish's Life

The SAC assists the Pastoral Council and Finance Council by developing plans and policies to assist the administration and mission of our Catholic school.

Article III. Relationship with School's Administration

The pastor and principal's role include the daily administration of the school. The SAC is a consultative group and does not involve itself in the administrative operations of the school. This arrangement provides the principal with sufficient autonomy to administer the school without being required to consult the SAC on day-to-day issues. The pastor and principal consult with the SAC members prior to making decisions important to the parents of the school community.

Article IV. Membership

Nine parents compose the SAC. The pastor and principal are two permanent members. A third permanent member position is a representative from the school faculty. The pastor, principal, and faculty representative are ex-officio members of the SAC. The remaining, chosen members of the SAC must be parishioners of the parish and/or parents of children enrolled in the school; at least two-thirds of these members must be parents of children presently enrolled in the school or who will graduate during the member's term of office.

From time to time, the special needs of the SAC may require the appointment of a new member or ad hoc committee for a period of time less than a full term. Upon resolution adopted by the SAC, the SAC may increase the number of members by no more than two additional members per SAC term for an ad hoc purpose. These members shall be appointed for a limited special term as defined in Article VI but shall have the same rights and duties as a regular full-term member.

Article V. Selection of Members and Qualifications

1. If possible, at least five of the members shall have training, education, or occupational experience in areas of accounting, business, finance, marketing, education, law, computer technology, engineering or architecture.

2. The selection process for new, non-ex officio members of the SAC is as follows:

    a. Applications shall be solicited by the principal and SAC Chair during the months of March and April from Saint Paschal Baylon parishioners and parents of students attending our school to fill the vacancies created by members whose terms will expire in May. Notices may be placed in the church bulletin and the school weekly newsletter and media platforms to inform parishioners of the vacancies. An SAC application form is to be completed by each prospective member and submitted to the SAC for review.

    b. Registered parishioners may only serve on the SAC.

    c. At the April meeting, after consulting the pastor and principal prior to the meeting, current members of the SAC will discuss and elect new members. Each current member will cast the same number of votes as vacancies needed to be filled (e.g., if there are three vacancies, each current member will have three votes). If necessary, voting will take place by a paper ballot upon which all of a single member's votes must be cast. A member cannot cast more than one vote for each applicant. The applicants receiving the highest number of votes will be selected to fill the vacancies.

3. The faculty representative will be selected by ex officio members only through a process of consultation and/or with the faculty and staff of the school every three years.

Article VI. Term of Office

1. Regular Term: The full term of an elected member shall be three academic years. The year begins in August and ends the following May. Any member filling an unexpired term (a term of two academic years or less) is eligible as a candidate to fill a succeeding three-year term of office. Vacant terms of three months or less shall be left unfilled. Typically, upon completing a three-year term, a member is not eligible to serve again until one SAC year has passed.

2. Special Term: The special needs of the SAC may require the appointment of a member for a period of time less than a full regular term. This period shall be called a "Special Term" and shall last until the earlier of the following: (1) the end of the special need warranting the appointment, (2) the resignation of the member appointed to the Special Term, or (3) the end of current year. A member who has completed a full regular term may serve a Special Term without need for a formal resolution of the SAC waiving the one-year waiting period.

3. Faculty Representative Term: The faculty representative shall serve for a term of three academic years.

Article VII. Quorum and Voting

A majority of members on the SAC then in office shall constitute a quorum for the transaction of business. A quorum being present, any action may be taken at a meeting by the affirmative vote of a majority of the members present or evidenced by vote(s) in absentia registered in writing with the Secretary prior to the meeting. Votes in absentia may be executed and/or delivered by electronic means.

Except as described in Article V, each member of the SAC may cast a single vote on all issues presented for action. The SAC aims for consensus on all significant business matters in supporting the administration of the school.

Article VIII. Officers

The officers of the SAC consist of a Chair, Vice Chair, and Secretary.

1. The duties of the Chair are:
    a. To preside at all regular and special meetings of the SAC.

    b. To prepare the agenda for the meetings, after consultation with the pastor and principal, and make it available to the members prior to the meeting.
    c. To call unscheduled meetings of the SAC.
    d. To do any and all additional things necessary to carry out the intent of the SAC Guidelines.
    e. To inform new members of their appointment to the SAC and inform all other applicants that they were not selected.
    f. To assign grade level representatives for the school with consideration for avoiding conflicts of interest on the SAC.
    g. Designate SAC members as representatives or liaisons for other parish and school organizations.

2. The duties of the Vice Chair are:
    a. To assume to duties of the Chair when the Chair is absent.
    b. To assume the responsibilities that the Chair requests, including, but not limited to, the formation of committees.

3. The duties of the Secretary are:
    a. To prepare minutes of all meetings. The official minutes of each meeting are kept on file and made available upon request.
    b. To keep an accurate record of attendance at each meeting.
    c. To make the minutes for previous meetings available to the members prior to the next scheduled meeting.
    d. To notify members of any special meetings.
    e. To ensure minutes are posted on the school website.

Article IX. Election of Officers

At the May meeting, new officers are elected for the SAC. The three outgoing members shall vote at this meeting. The incoming members shall be present, but shall not be voting members until the following August.

Article X. SAC Vacancies

If a vacancy occurs through death, resignation, disability, removal, or any other cause, the vacancy is filled by appointment by the pastor and principal with the approval of the SAC. A member with three unexcused absences shall be excused from duties. A member must notify the chair if they will be absent from a meeting.

Article XI. Chief Functions of the SAC

1. The chief functions of the SAC within the context of planning and policy needs of the school are:

    a. To determine the role of the school within the context of the Catholic Church's mission.
    b. To form a positive relationship between the faith community.
    c. To foster efforts to extend appreciation to school teachers and staff.
    d. To advise on academic and religious curriculum needs.
    e. To assist with evaluation of and advise regarding school technology needs.
    f. To suggest marketing strategies.
    g. To aid in development efforts.
    h. To foster positive alumni relations.
    i. To explore future possibilities with other schools.
    j. To formulate long-range goals and objectives for the school in the parish's pastoral plan.

2. To formulate and recommend policies in accordance with diocesan education policies to achieve parish goals and objectives.

3. To have representation on the Finance Council at the time of reviewing the annual school budget and make practical and pertinent recommendations regarding the budget within the context on the total parish budget.

4. To communicate with parents, parent organizations, and other parish groups and ministries.

5. To be informed about the Catholic education mission and new educational concepts and the result of ongoing educational research and its application to the operation of the school.

6. To execute the annual Education Fair.

Article XII. Meeting Attendance for Non-SAC Members

Members of the parish faith community that wish to attend a scheduled SAC meeting will be considered under the following conditions:

1. The interested party contacts the principal, pastor or SAC chair 72 hours prior to the scheduled meeting. During this time, the SAC membership will be afforded the opportunity to review the request and evaluate the relevancy of the request to discuss an issue. The chair, principal and pastor consult on the topic or issue to be added on the agenda.

2. Topics related to employment status or personnel will not be aired during SAC meetings.

3. The specific intent of the person's attendance must be made clear, as well as the intended results.

4. Fifteen minutes will be allotted if the non-member wishes to raise an issue. This time must be scheduled on the agenda. After the presentation by the interested party, the SAC will turn to executive session with no other guests in attendance.

Article XIII. Amendments to the Guidelines

1. These Guidelines may be amended, supplemented, or repealed, in whole or in part, by a majority of the members then in office at any meeting of the SAC, or by one or more writings signed by such a majority.

2. Before presentation to the SAC of an amendment to the Guidelines, the pastor, principal and chair will review before a meeting.

3. A consensus vote will approve amendments to these Guidelines.

-Updated April 30, 2018
-Approved May 22, 2018