

## **SAINT LOUIS DE MONTFORT SCHOOL ADVISORY COUNCIL BYLAWS**

### **Purpose:**

A School Advisory Council (SAC) provides a service ministry to the St. Louis de Montfort pastor, principal and community. The service provided is advisement and support.

### **Description of members of a School Council:**

A School Advisory Council is a group of persons having expertise and interest in school related matters such as: the development of long range planning for the school, recommendation of school policies in accordance with diocesan policy, advisement on the annual school budget, marketing and formulation of long range planning for school improvement.

### **Formation of the School Council:**

A minimum of six (6) members, maximum of eight (8) members of the School Advisory Council elected by school parents through an open voting process. These voting members represent the school community. Each elected member will serve a three-year term. Elections for open positions will be held in the spring prior to the beginning of the school year for which the member will serve. Should an elected SAC member be unable to complete his/her term for any reason, the pastor, with input from the principal, will appoint an interim member to serve the remainder of the former member's term.

A minimum of two (2), maximum of four (4) members of the SAC will be appointed by the pastor, with input from the principal. These voting members may represent the school, parish or community. Each appointed member will serve a three-year term, and can be re-appointed after their term by the pastor. Should an appointed SAC member be unable to complete their term for any reason, the pastor, with input from the principal, will appoint a replacement to serve out the term.

The principal and assistant principal will represent the administration and are non-voting members. Two teachers, one each representing the upper grades and lower grades, are non-voting members.

The Director of Ministry and Operations represents the parish and is a non-voting member.

A SAC member with a conflict of interest due to employment or spouse's employment should resign from the Council.

### **Responsibilities of SAC Members:**

A chair-elect and secretary will be identified from the voting members either through a voting process by all voting members or appointment by the pastor. The chair-elect will serve as chair in the following year.

The SAC **chair**, or his/her designee, is responsible for preparing the monthly SAC meeting agenda, facilitating the meetings, and presenting at the open SAC meetings.

The **chair-elect** assists the chair, learns the duties, and prepares to lead the SAC in the following year.

The **secretary**, or his/her designee, is responsible for preparing and circulating minutes of all SAC meetings.

A pastor-appointed representative from SAC will be included on the Parish Council and Finance Committee. The SAC member shall share information, coordinate activities, and communicate decisions with these committees. He/she will also report appropriate information from these committees back to SAC.

### **Responsibilities of a School Council:**

- Support, communicate, and promote the Catholic mission of the school to the greater community
- Know and understand the purpose of the school ministry in the parish
- Collaborate with the school administration on development of goals and objectives for both the school and SAC
- Measure and report the performance of the school and SAC goals and objectives
- Provide feedback and support on the organizational effectiveness of the school, including but not limited to: communication, preparation, execution, and responsiveness of the administration
- Review school policies and provide input for long range plans
- Assist in the recruitment of personnel for the school when requested by the pastor or principal
- Assist in the recruitment of new students (families) to the school as an ongoing responsibility
- Advise on the annual school budget.
- Provide pertinent information regarding meetings to the school families and all parishioners
- Represent the interests of the families whom they represent by bringing forward to SAC issues or concerns expressed to them.
- Conduct a minimum of one open SAC meeting each school year
- Assist with school issues when requested by the pastor or principal

## **SAC Meetings**

The SAC will meet on a monthly basis on a day and time agreed to by the members. An agenda and administrative reports will be prepared by the chair and the administrators and made available to all members prior to the meeting.

The SAC secretary, or his/her designee, will take minutes of all meetings, which are posted on the school website after their approval by SAC. Standing committees, which include but are not limited to, finance, marketing, grants and development, and policy and procedures, are chaired as needed by SAC members and asked to provide periodic updates to SAC.

SAC members are encouraged to submit topics to the chair and administrators for discussion at the meetings.

### **Additional Consideration:**

The ordinary spokesperson for the council is the chairperson, pastor, or principal. Members should not speak on behalf of the SAC unless directed to do so by the chairperson, principal or pastor. All discussions held by the SAC in regular meetings should be maintained as confidential by all members.

The pastor has executive powers over the council. The pastor has the right to remove an officer or member of any school organization who acts in a way that hinders the operations of the school.

The school administration is responsible for resolving individual personnel issues within the school staff or issues involving individual students and will follow the Grievance Process or utilize the Discipline Committee when necessary and appropriate. The SAC is not responsible for the resolution of these issues.

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Approved Nov. 5, 2012