



School Advisory Commission / Committee Single-Parish School Overview

The School Advisory Commission / Committee (SAC) exists as a permanent commission / committee of the Pastoral Council. It should not be called a board.

- If the school is separately incorporated, the SAC operates under its own constitution and bylaws.
- The SAC is an advisory body. As such, the SAC has no decision-making authority.

Purpose:

- To support the viability, sustainability, and growth of the school
- To support the school in its efforts to make the parish better

SAC composition:

- Ex Officio:
 - Pastor / Parish Director
 - Principal
 - Pastoral Council Liaison
- Members:
 - Parishioners or community members with an interest in Catholic education or a specific area of expertise.
 - Parents
 - Faculty Representative (optional)
- Notes:
 - The SAC should not be comprised of only current parents.
 - Members are not required to be parishioners.
 - Members are limited to two consecutive terms. The length of a term is defined in the bylaws.
 - Faculty representative should be a non-voting member.

Responsibilities:

- **Develop and define** policies that govern the operation of the parish school in accordance with the policies and directives of the Archdiocese of Milwaukee Office for Schools.
- **Promote and monitor the implementation** of those policies consistent with the policies and directives of the archdiocesan Office for Schools. The school administrator implements the policies as defined by the School Committee and develops the rules and regulations in accord with approved policy.
- **Assist in the development of long-range plans** for the school and actively seek opportunities for collaboration with other archdiocesan schools.
- **Participate in the evaluation of the school and its programs.** Foster continued growth and development of excellence in education and effectiveness as an organizational entity. Engage in an annual self-evaluation of the school committee's functions and attainment of internal goals.
- **Review and evaluate the school budget** in conjunction with the school administrator. Throughout the budgetary process, a liaison from the parish **Finance Council** should be available to work with the school budget committee.

- **Make school budget recommendations** to the Finance Council. This may occur through the parish Director of Administrative Services.
- **Recommend a salary scale** for employees in conformity with archdiocesan policy, recognizing, however, that it is the province of the pastor and principal to interview, employ, evaluate, and dismiss teachers and administrators as stipulated by archdiocesan policy.
- **Seek and obtain approval** of the Finance Council to explore **third sources of revenue** for school
- **Communicate and promote** school programs in the parish and local community
- Participate in the **search and selection** process for a new administrator when requested
- Assure the **involvement and compliance** of the school with all state and federal mandates and programs applicable to religious and independent schools

Areas where the SAC should not be involved:

- Day-to-day operations of the school
- Student discipline
- Parent complaints
 - SAC members need to remind parents of the established procedure to raise concerns. This would be through the principal and up to the pastor if necessary.
- Teacher complaints
 - There is an established grievance procedure for teachers and staff to use.
 - The collective voice of teachers and staff can be heard through their SAC representative member, if such a position exists on the SAC
- Issues related to employment or evaluation of school/parish personnel
- Evaluation of the principal
 - Note: the supervision / evaluation of the principal is the sole responsibility of the pastor / parish director. The pastor / parish director may seek input from the SAC regarding the principal's working relationship with it.

Possible subcommittees of the SAC:

- Home & School
- Athletics (school-based)
- Advancement / Development
 - School Fundraisers
- Marketing

Effective Principal – SAC relationship:

- The school vision and mission is understood by all and is the foundation for all SAC business.
- The roles and responsibilities of the SAC, principal, and pastor / parish director are understood and respected by all parties.
 - There is an annual orientation for all SAC members.
- The principal and SAC work together to establish procedures by which the SAC can fulfill its roles and responsibilities.
- The principal views the SAC as an integral part of the school community and uses the SAC as a consultative body to further the mission of the school.
- The principal and SAC engage in open, honest discourse at meetings, and **once a decision or course of action has been reached all parties present a unified front to the community.**
- There is intentional, continual SAC formation and succession planning.

Sources:

Parish and School Policy Manual – Policies 1210, 2103, 2205, 2210; Parish Commissions & Committees Manual – p. 31, 32