



Saint Paschal Baylon Catholic School

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School Advisory Council Guidelines

Article I. Mission:

The School Advisory Council (SAC) assists the Pastoral Council by developing plans and policies in the area of education and then recommends these policies to the Pastoral Council. One member of the SAC may serve as a voting member of the Pastoral Council.

Article II. Purpose

The purpose of the SAC is to advise the pastor and principal regarding plans and policies related to the Catholic School, including school plans that may impact the parish.

Article III. Relationship with School Principal

The principal administers the daily operation of the school. The SAC is a consultative group and does not involve itself in the daily 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 principal consults with the SAC prior to making new general policy for the school.

Article IV. Membership

The SAC is composed of eleven members. The pastor and principal hold two permanent member positions. 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, elected members of the Council are parishioners, parents of children enrolled presently 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 the continued service of a past member for a period of time less than a full term. The pastor and principal appoint this special member to the SAC.

Each year, three new members are chosen for the SAC for a three-year term, with a rotation every three years of SAC members.

Article V. Selection of Members and Qualifications

1. If possible, 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 the 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 newsletter to inform parishioners and parents of the vacancies. The SAC Application Form is completed by each prospective member and submitted to the SAC, first to the principal and pastor (to ensure that a candidate is eligible to serve) and then to the entire SAC for review.
 - b. If there are more than three candidates, during the April meeting, current members of the SAC 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). 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 three vacancies.
 - c. Other candidates who were not chosen to serve on the SAC may serve on other parish organizations.
 - d. If there are only three candidates, and they fulfill the criteria for selection, they will automatically serve on the SAC for the coming three years.
3. The faculty representative will be selected by the pastor and principal to serve for a term of three years. During the months of February and March, the faculty discern a recommended candidate to the pastor and principal for selection by them. If there are more than one faculty member interested in serving, there will be a straw vote among the faculty to represent them on the SAC.

Article VI. Term of Office

1. **Regular Term:** The full term of an elected member shall be three SAC years. The SAC year begins in August and ends the following May (an academic year).
2. Any member filling an unexpired term (a term of two SAC 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.
3. Typically, upon completing a three-year term, a member is not eligible to serve again until one SAC year has passed.
4. **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:
 - a. the end of the special need warranting the appointment,
 - b. the resignation of the member appointed to the Special Term, or
 - c. the end of current SAC year.
5. 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.

6. **Faculty Representative Term:** The faculty representative shall serve for a term of three SAC years.

Article VII. Quorum and Voting

1. A majority of members on the SAC then in office shall constitute a quorum for the transaction of business. A quorum (4 members) 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.
2. Votes in absentia may be executed and/or delivered by electronic means.
3. Except as described in Article IV, each member of the SAC may cast a single vote on all issues presented for action.

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 with the pastor and principal.
 - 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 for other parish 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 (i.e. Education Fair).
3. The duties of the Secretary are:
 - a. To prepare minutes of all meetings. The official minutes of each meeting are kept on file in the parish office with the pastor.
 - 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.

Article IX. Election of Officers

At the May meeting, new officers are elected for the SAC. No person shall hold the same office for more than two consecutive years. 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 meeting.

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 with the consultation of the principal. A member, with three unexcused absences, shall be excused from duties. A member notifies the Chair, pastor or principal 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 parish's mission.
 - b. To form a positive relationship between the school and larger parish community.
 - c. To foster efforts to extend appreciation to school teachers and staff.
 - d. To advise on academic and religious curriculum needs and after school activities or clubs.
 - e. To assist with evaluation of and advice regarding school technology needs.
 - f. To suggest marketing strategies.
 - g. To aid in development efforts.
 - h. To foster positive alumni relations.
 - i. To formulate long-range goals and objectives for the school in terms of the parish mission.
2. To formulate and recommend policies in accordance with diocesan education policies to achieve parish goals and objectives.
3. To have representation/liaison on the parish Finance Council to review 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.
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.

Article XII. Meeting Attendance for Non-Council Members

Members of the school or larger parish community that wish to attend a scheduled Advisory Council 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.
2. Topics related to employment status or personnel will not be aired in this forum.
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 air an issue. This time must be scheduled on the agenda. After the non-member presentation, they will be excused for Executive Session, that is members only of the SAC.

Article XIII. Amendments to the Guidelines

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 in consultation with the pastor and principal.

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