

Immaculate Conception School Advisory Committee

Mission Statement and Goals

The Immaculate Conception Parish School Advisory Committee seeks to be an avenue of communication among parents, students, and administration. It will counsel, confer and support our pastor and school administrator and consistently foster the positive response that will help promote the excellence in education we are all striving for. It will endeavor to develop and define policies which govern the operation of the school subject to such regulations that might proceed from the Archdiocesan School Office.

**CONSTITUTION
FOR I.C. PARISH SCHOOL ADVISORY COMMITTEE**

ARTICLE I

NAME

The name of this body shall be the Immaculate Conception Parish School Advisory Committee.

ARTICLE II

NATURE AND FUNCTION

SECTION A.

The Immaculate Conception Parish School Advisory Committee seeks to be an avenue of communication among parents, students, and administration. It will counsel, confer with and support our pastor and school administrator and consistently foster the positive response that will help promote the excellence in education we are all striving for. It will endeavor to develop and define policies which govern the operation of the school subject to such regulations that might proceed from the Archdiocesan School Office.

SECTION B.

The School Advisory Committee is established as a support group for the administration of the school. The Committee gives an added Christian dimension to the existing parish structure in that it represents parents and other parties interested in the success of the school program.

It has the following areas of responsibility:

1. To assist in developing policy is the primary role of the School Committee, relating to personnel and financial management.
2. To review and support items of income and expense in regard to the school budget.
3. To make recommendations in the hiring of the principal in accordance with Archdiocesan School Policies.
4. To help discern the educational needs of the school.
5. To provide the necessary resources to implement objectives and policies, e.g. professional staff.

APPENDIX

SECTION I

It is desirable that a member of the school's parent organization be present at School Committee Meetings.

SECTION II: OPEN MEETINGS

All school advisory meetings are open.

SECTION III: PROCEDURE FOR ADDRESSING THE SAC

Below is listed the procedure by which a parent/guardian may take issue with the Committee:

1. Presentation of issue should last no longer than ten (10) minutes.
2. Initially, issue should be directed to the lowest level: i.e. teacher, principal, then School Committee.
3. Request to be on the agenda should be in writing prior to the Agenda Committee meeting which is one week prior to the SAC meeting.
4. School Advisory Committee should listen intently to the issue and ask questions to clarify parents'/guardian's position.
5. A discussion/debate with parent/guardian should not be held.
6. After listening to the issue, the School Advisory Committee gives recommendations to the administrator. The principal then makes a decision, taking into consideration the recommendations of the Committee.
7. Written response is given within five (5) days of presentation signed by both chairperson and administrator.
8. Further appeal can be brought before the pastor and then finally before the Archdiocese, if applicable. As is stated in the Archdiocesan Policies #2450, if a complaint is not resolved at the school or parish level, it can be formalized as a grievance and appealed to the Archdiocese. A grievance, however, is defined as a major wrong or injustice "affecting employment of the employee or enrollment of the student". Even though a person may appeal a local decision to the Archdiocese, the Archdiocese would not formally hear the matter if it did not affect employment or enrollment.

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6. To establish committees on a standing or ad hoc basis according to need.
7. To advocate the work of Catholic Education and Catholic Faith.
8. To review all school fundraisers

SECTION C.

The Parish School Committee is a standing committee of the Parish Education Commission and is responsible to inform the Education Commission (&/or Parish Council) of Committee proceedings. The Commission is an advisory or consultative group. Its function is to recommend general policies, where feasible. The administrator is responsible for determining and putting these policies into specific actions.

ARTICLE III

MEMBERSHIP

SECTION A.

1. Ex-officio members include the Pastor and the Administrator of the school.
2. Membership shall not exceed nine (9) voting members.
3. Membership shall be composed of 1/3 "parishioner only" and 2/3 "school parent".

SECTION B.

1. Any candidate seeking selection shall be 21 years of age or older.
2. Candidates must have a genuine interest in promoting Catholic Education.
3. Selection will be made from applications submitted by the interested parties. The pastor and principal will determine potential candidates, from which pool members will be selected "by lot".
4. Term of office for selected members is ordinarily for three years except for the initial members who are chosen for one, two and three year terms. A second term of three years is permitted. A third consecutive term is not permitted.
5. Selections shall take place in May.
6. Vacancies will be filled by appointment by the pastor and administrator of the school with approval by the Committee.

7. The committee may terminate the membership of a member if the member is absent from three consecutive meetings without cause.

ARTICLE IV

OFFICERS

SECTION A.

There will be three officers: chairperson, vice-chair and secretary.

SECTION B.

At the onset of the new school year, a schedule for officiating officers will be drafted for that school year.

SECTION C.

Function of Offices:

Chairperson: The chairperson presides over his/her scheduled meeting and prepares the agenda with the administration. The chairperson &/or the vice-chair represents the School Advisory Committee at the Parish Council. The chair & vice chair will also highlight meeting minutes to be published in the school newsletter.

Vice-Chair: In chairperson's absence, the vice-chair will conduct the School Advisory Committee meeting. The vice-chair will also represent the School Advisory Committee at the Parish Council when the chairperson is unable to do so.

Secretary: The secretary maintains a written record of his/her scheduled meeting and conducts official correspondence on behalf of the Committee. The secretary is also responsible to see that each committee member receives a copy of the minutes.

ARTICLE V

MEETINGS

SECTION A.

The School Advisory Committee shall meet regularly on the school premises once a month during the school year. The school administrator or the chairperson of the School Advisory Committee may call special meetings of the committee. At least a forty-eight

(48) hour notice should be given. Unless otherwise announced, all meetings shall be open meetings, but not an open forum.

SECTION B.

A majority of members must be present for an official meeting.

SECTION C.

All recommendations are reached through consensus.

SECTION D.

Executive committee meets in closed session when need arises. What happens in executive session is privileged and private information that must not be carried to others outside the Committee.

SECTION E.

The right of anyone to address the Committee shall be limited to those whose petitions are on the agenda. Items may be put in the agenda by submitting them in writing to the administration at least one week prior to the meeting.

SECTION F.

Members are invested with authority only when meeting as a school committee, that is with administration and/or pastor being present and convened on school premises.

SECTION G.

Installation of new members shall take place the first meeting of the new school year.

ARTICLE VI

CONDUCT OF MEETINGS

SECTION A.

A method that will ensure maximum participation resulting in consensus and avoiding the win/lose situation shall be used in decision making.

ARTICLE VII

AMENDMENTS

SECTION A.

Amendments must be presented in writing to the Committee at least one week prior to the regular meeting. Voting on the amendment would not take place prior to the next meeting.

SECTION B.

A majority plus one (1) of the Committee is needed to amend the Constitution provided the amendment has been approved at a previous meeting.