

## **Saint Paul School Advisory Council Constitution**

A Catholic education helps form the human person to pursue Christianity's ultimate end and to promote the human society in which we live.

Quality Catholic education results in personal sanctification and social reform in the light of Christian values. Gospel values must be clarified in the curriculum and lived in the classroom by teachers and students, who will spread the gospel message.

Quality Catholic education pursues co-existing secular and spiritual objectives, which intermix academic excellence with relating human culture ultimately to salvation. These objectives further instruct students that human knowledge and skills are valued simultaneously for their own worth, while also profoundly recognizing God's plan for salvation.

With this in mind, **School Advisory Council** members should extol the distinctive value of Saint Paul School, and its contributions to our faith community and broader society. School Advisory Council members must be able to move deliberately from possibilities to achievements.

### Article I

The name of this body shall be the **Saint Paul Catholic School Advisory Council**.

### Article II

#### Section A: Nature of the School Advisory Council

This council is an advisory body addressing the educational programs of Saint Paul Catholic School in the city of Valparaiso, County of Porter, State of Indiana, subject to such regulations that might proceed from the Ordinary of the Gary Diocese. The School Advisory Council acts as advisor to the Pastor and Principal. The agenda for deliberation should be submitted to the Pastor and Principal by the President prior to the scheduled meeting. The agenda for the School Advisory Council may include items from the Pastor, Principal as well as the members of the School Advisory Council.

#### Section B: Duties and Functions

It shall be the duties and function of the SAC:

1. Through strategic planning, to develop the philosophy and objectives of the school.
2. To develop the general school policies within the philosophy and constructs of the Gary Diocese.
3. To assure adequate funding for the school.
4. To analyze and work with the Principal to prepare the annual budget, and to present the budget to the Pastor within four weeks of receiving the diocese teacher salary schedule.
5. When hiring a new principal, recommend the Council's selection to the Pastor.
6. To assist in the formulation of policies relating to planning, operating, and maintaining facilities and equipment.
7. To serve as a long range planning committee for improving the school building and other educational facilities.
8. To offer recommendations according to diocesan policies, which relate to faculty welfare, including salary raises, retirement policies, and insurance.
9. To act as a liaison body with the total parish community, local and state school officials, and the community at large.

10. To establish committees on a standing basis as needed.
11. To evaluate whether the Council is meeting goals and plans in an effective manner.

### Article III

#### Section A: Membership of the School Advisory Council

Eleven people will constitute the SAC's advisory membership:

- Nine Council Members
- Pastor of the Parish and Parochial Vicar
- School Principal

Of this number, at least seven persons should be parents of children currently enrolled at Saint Paul School. Six members of the SAC must be Catholic. SAC members should represent varied areas of the Saint Paul School community. Non-parent members must be members of Saint Paul Parish. Preferably, the council should have members with expertise in the educational, legal, and financial fields.

The President of the Parish Pastoral Council or their designated representative shall be ex-officio, non-voting member of the SAC.

#### Section B: Term of Office

SAC member terms are for three consecutive years, except when his or her election follows or precedes completing another SAC member's incomplete term. A member may serve multiple terms as long as they are not consecutive.

Terms of Office will commence on the first day of June and will terminate on the thirty first of May in the year at the end of the commitment. Annual appointments will be made at the regular SAC meeting in the month of May.

#### Section C: Vacancies

SAC vacancies occur when a council member resigns, is removed or ceases to reside in the Saint Paul Catholic School community.

The SAC may consider removing a member who fails to appear at two consecutive general meetings without the council's approval. The council may excuse a member from a meeting for illness, a family death, extreme weather conditions, or other dire circumstances.

To complete a departing council member's term, the remaining council members will fill vacancies by appointing a successor council member with the Pastor's approval. The School Advisory Council should accomplish this appointment within sixty days from when the vacancy occurs.

#### Section D: Membership Selection

The existing School Advisory Council will select new members. Applications must be submitted to the SAC President by April 15<sup>th</sup>, or prior, if the regular April meeting occurs before that date. The President will distribute applications to SAC members for review before the regular April meeting.

Recommendations for seating the new members will be made by the council and then presented to the Pastor for final approval. Other than the Principal, Saint Paul Catholic School employees and their

spouses are not eligible to serve as a SAC members.

## Article IV

### Section A: Selection of Officers

The School Advisory Council officers are the President, Vice President, Secretary. At the regular May meeting, the council will select the President for the following year. At the regular June meeting, the council will select the Vice President, Secretary. The three officers will compose the executive committee.

### Section B: Eligibility for Office

Any member of the School Advisory Council is eligible for any office except President, which requires service for at least one year immediately prior to becoming President.

### Section C: Duties of Officers

#### 1) The President

Presides at all regular and special meetings of the council.  
Establishes the agenda for all regular and special meetings and provides members copies of that agenda.  
Is responsible for curriculum and policy matters that are brought before the council and serves as Chairperson for any curriculum and/or policy committees that are established or meet.  
In conjunction with the Principal and at least one first year and second year member, develops the annual school budget for the School Advisory Council and the Pastor's approval.

#### 2) The Vice President

Presides at regular and special meetings in the President's absence.  
Assigns a new President if the existing President resigns from office or from the School Advisory Council prior to the end of his/her term.

#### 3) The Secretary

Records minutes for all regular and special SAC meetings and distributes copies to all council members.  
Maintains and preserve all records and documents related to SAC activities.  
Is responsible for all SAC correspondence.

#### 4) Standing Committee Chairs

Shall submit in writing a report of the previous months committee work to the Secretary for electronic distribution one week prior to the scheduled SAC meeting for review to stream line any needed board discussions and facilitate inter committee communication and work.

## Article V

### Section A: Meetings

The School Advisory Council will meet at times and places established by the council. The Pastor, President, or majority of the council may call special SAC meetings. Notice of special meetings will be given to all council members at least 24 hours prior to the meeting. The President may cancel meetings upon forty-eight hour notice to each council member. The President may not cancel two consecutive meetings.

### Section B: Quorum

In order to constitute a quorum for transacting business, a majority of the entire School Advisory Council, including the Pastor, shall be present at meetings.

### Section C: Open Meetings

All parish members, Saint Paul Catholic School parents and faculty are entitled to attend regularly scheduled meetings. The right of such non-members, visitors, etc. to address the School Advisory Council will be limited to those whom the President grants advance approval. **Visitors shall be permitted to speak, when approved by the President, as part of New Business and shall adjourn after their presentation for the council to consider the visitors statement as a possible agenda item at the next scheduled SAC meeting.**

### Section D: Order of Business

A) Order of business for the meetings will be:

1. Call to Order
2. Prayer
3. Approval of prior meeting's Minutes
4. Committee Updates
5. Pastor's Report
6. Principal's Report
7. Old Business
8. New Business
9. Prayer
10. Adjournment

B) School Advisory Council decisions and recommendations to will occur after a collaborative process and reaching consensus. The *consensus* process implies that each council member will collaborate in reaching all SAC decisions, at least to the extent that all council actions, selections and the like represent the general agreement of the council as a

whole.

## Article VI

### Section A: Standing Committees

The following shall be standing committees

1. Fundraising
2. Publicity and Communication
3. Home and School
4. Athletics and Buildings/Grounds
5. Admissions and Retention
6. Technology
7. Volunteer Coordination

### Section B: Committee Responsibilities

All SAC members except the President will assume one or more of the above responsibilities.

### Section C: Committee Reports

A committee will present a monthly report summarizing the committee's activities.

## Article VII

The Pastor will have veto power over the School Advisory Council recommendations; but when exercising his veto power, he shall assign action reasons for such a veto, in writing, to the School Advisory Council within seven days.

## Article VIII

A consensus of a quorum present at any regular meeting may recommend amending the Constitution, provided the proposed amendment was presented at least two weeks prior to voting.