

SCHOOL ADVISORY COMMITTEE BY-LAWS
(formerly School Board)
ST. FRANCIS DE SALES - ST. JAMES UNITED SCHOOL

The function and purpose of the School Advisory Committee are defined by the following by-laws:

Article I – Purpose

To formulate sound educational policies and develop long range plans for the school. The Committee will accomplish this objective through the following:

- 1) Policies
 - a) Follow the policies and directions of the Archbishop and Archdiocesan Bureau of Education.
 - b) Develop and update policies relating to the operation of the school. To include maintenance of equipment and appropriate programs for the school.
- 2) Staffing
 - a) Determine and recommend minimum standards for teacher qualifications.
 - b) Determine and establish policies for teachers, administrative and office personnel with regard to salary, retirement, fringe benefits, and procedures for termination of service.
- 3) Budget
 - a) Determine tuition rates.
 - b) Provide assistance and advice as to the expenditures of monies, reviewing reports on income and expenditures for the school.
 - c) Determine, seek and secure aids to private education from such non-parish sources as may be available, such as physical and mental testing, library and text improvement and replacement.
 - d) Oversee fund raising to assure adequate record keeping and positive cash flow.
- 4) Public Relations / Marketing
 - a) Oversee marketing to attract new families / students to the school.
 - b) Determine a budget for ongoing public relations and marketing of the school.
- 5) Feedback
 - a) Solicit suggestions and comments from members of the parishes, family members and faculty members.
 - b) Evaluate feedback and determine next steps.

Article II – Membership

- 1) The membership of the School Advisory Board shall consist of the following 11 members:
 - a) 11 voting members, nominated by current committee members, ideally consisting of :
 - i) five (4) members from St. Francis de Sales Parish,
 - ii) five (4) members from St. James Parish and

- iii) one (1) non-parish member
- iv) one (1) of these members will be assigned as the Finance Committee Liaison, this member must also be a member of the Finance Council and will act as a liaison between the Finance Council and this Committee
- b) 2 ex-officio, non-voting members which include the Pastor and the Principal
- 2) Two-thirds (2/3) of the elected Committee members must be parents of children in St. Francis – St. James United School.
- 3) This committee shall seek a balance of members who represent all grade levels in the school. New members will be solicited from specific grades as needed.

Article III – Terms of Office

- 1) Terms of office should be three (3) years, renewable once for a maximum term of six (6) years and staggered so that three (3) committee members change each year.
- 2) ~~The term of office shall commence on the date of the June meeting.~~
- 3) If any member (with the exception of the ex-officio members) fails to attend three (3) meetings in a year and cannot give assurance of future attendance, their position will be replaced by majority vote of the Committee.

Deleted: Committee members are not eligible to serve again until one year after the completion of their last term.

Article IV – Officers

Officers of the Committee shall consist of a Chairperson, Vice-Chairperson and Secretary, all elected by the Committee at the May meeting. Only after being a voting member of the Committee for one (1) year can a member qualify to be an officer. The roles of officers are as follows:

- 1) Chairperson
 - a) Preside at the meetings.
 - b) Prepare the agenda and deliver it to all Committee members one week prior to the meeting date (e-mail is acceptable.)
 - c) Represent the Committee as needed to other parish and school committees and boards.
 - d) Appoint subcommittees as warranted.
 - e) File a year end report.
 - f) Maintain the official records of the committee.
- 2) Vice-Chairperson
 - a) Assume the duties of Chairperson when Chairperson is unavailable.
 - b) Be willing to be considered for nomination to office of Chairperson.
 - c) To assist the Chairperson as needed with agenda topics, year end report writing, etc.
- 3) Secretary
 - a) Record minutes at each meeting.
 - b) Prepare and deliver the completed minutes to all Committee members within two weeks (e-mail is acceptable.)
 - c) Keep an official record of all meetings. A complete record is to be kept up to date in the school offices and shall be available to all members of both parishes.

- d) Maintain Committee member information (address, phone numbers, e-mail, etc.)

Article V – Meetings

- 1) The Committee shall meet monthly on the second Wednesday of the month, September through June, at 6:00 p.m.
- 2) The date and/or time of the meeting may be changed due to conflicts with school or parish schedule, or by a majority vote of members.
- 3) Special meetings may be schedule by the Chairperson or majority when the need arises.
- 4) All Committee meetings shall be open, except in such cases as the Chairperson shall deem it necessary to call the Committee into Executive Session. The rights of such non-Committee members, visitors, etc. to address the Committee shall be limited to those whose petition has been approved in advance of establishing the agenda, by the Chairperson.
- 5) Executive Sessions may be called by the pastors, Chairperson, or Secretary upon the request of any three (3) members.

Article VI – Subcommittees

The Chairperson or Committee may create a special sub-committee to consider particular projects or complete assignments outside the Committee meeting. The sub-committees will report on their progress at regular scheduled Committee meetings.

Article VII – Quorum

For the purpose of conducting official business, a two-thirds (2/3) majority of voting members must be present for any voting.

Article VIII – Voting

Members must be present to participate in voting. Decisions shall be made by a simple majority of the voting members present, provided there is a quorum.

Article IX – Amendments to By-Laws

Amendments to by-laws may be proposed at any meeting. Following discussion of any proposed amendments, they shall be included in the upcoming agenda and put to a vote of the committee at its next meeting. A proposed amendment shall go into effect by decision of a two-thirds (2/3) majority of voting members present.

Written: June 10, 1998
Revised: February 1, 2001
January 2008