

ST. ROBERT CATHOLIC SCHOOL

2200 E. Capital Drive
Shorewood, WI 53211

School Advisory Commission Operational Norms

Section 1: Name

This body is the St. Robert Catholic School Advisory Commission hereinafter referred to as the Advisory Commission.

Section 2: Parish Structure

The Advisory Commission is a standing commission of the St. Robert Pastoral Council.

Section 3: Purpose

The Advisory Commission is an advisory body to the school principal. The purpose of the Advisory Commission is to assist the school principal in:

- Ensuring the school thrives and remains viable for the future
- Ensuring excellence in Catholic Culture, Academics, Whole Child Education, and the Stewardship of Resources
- Supporting the school in its efforts to collaborate with the parish.

Section 4: Authority

Pastor

The pastor is the spiritual and temporal shepherd of the parish. He serves the parish community in his teaching, sanctifying and governing duties. Among his teaching responsibilities, he is to see that the word of God is proclaimed, that the faithful are instructed in the faith, that the Gospel message of social justice is promoted, and he has a special care for the Catholic education of children and youth. (Canon 528) A portion of these responsibilities is carried out through the parish school. He is the key person in relation to the parish educational program.

The pastor is the leader of the parish and as such he is the leader in all the decision-making processes within the parish. The pastor has the responsibility to make decisions consistent with the educational policies established by the Archdiocese. The pastor's authority at the parish level includes the right to approve or disapprove all recommendations made by the School Advisory Board (including budgetary recommendations), and to select the principal of the school. In addition, the pastor has the authority to ratify the hiring of all school employees (including the ratification of teacher contracts).

Principal

The principal is accountable to the pastor for the spiritual and academic leadership and the administration of the school. The principal has a serious responsibility as spiritual and educational leader of the school. The principal assumes responsibility for understanding and accepting the unique role that Catholic schools serve in the educational mission of the Church. The principal serves as the chief spokesperson in articulating this mission and in calling the faculty and students to participate in a significant way in the life of the Church.

In addition to spiritual leadership, the principal is responsible for the administration of the school program. This responsibility includes the employment, supervision, and evaluation of staff, the establishment of educational programming, and the evaluation and management of student behavior. These responsibilities are assumed with archdiocesan and local policies.

School Advisory Commission

The Advisory Commission authority is limited to formal commission meetings or to situations officially defined in this document.

A single Advisory Commission member or a group of Advisory Commission members cannot speak or act on behalf of the Advisory Commission or the school or parish as a whole unless officially designated by the Advisory Commission to do so.

Section 5: Collaboration with Principal

The Advisory Commission collaborates with the principal to advocate for the school in the following areas.

- 1) Mission and Governance
 - a. Identification, recruitment, and vetting of potential Advisory Commission members
 - b. Advisory Commission orientation, training, development, and evaluation
 - c. Fidelity to mission
- 2) Whole Child Education
 - a. Rooted in the conviction that human beings have a transcendent destiny
 - b. Education for the whole person must form the spiritual, intellectual, physical, psychological, social, moral, aesthetic and religious capacities of each child. (NSBECS)
 - c. Academic excellence for all students
- 3) Institutional Advancement: Development, Marketing & Public Relations, and Enrollment Management
 - a. Development: identification, cultivation, and procurement of third-source funding
 - b. Marketing and Public Relations: activities to create, build, and maintain relationships with constituencies
 - c. Enrollment Management: recruitment, enrollment, and retention of students
- 4) Finance
 - a. School budget and long-term forecasts
 - b. School personnel compensation package
 - c. School income sources
- 5) Long-Range Planning
 - a. Strategic Planning
 - b. School Improvement Planning
- 6) Facilities and Technology

- a. Maintenance and upkeep of facility and technology infrastructure
 - b. Short- and long-term capital facility needs and technology infrastructure needs
- 7) Policy
 - a. May propose local policy that is more prescriptive, but any proposed policy may not in any way conflict with, or supersede, archdiocesan policy.
 - b. Proposed policies require the approval of the pastor.
- 8) Emergency Operations Planning
 - a. The Advisory Council and principal, in collaboration with appropriate parish personnel, local first responders, and appropriate community members, share the responsibility for developing, implementing, training, evaluating, and adapting EOP.
- 9) Principal Search and Selection
 - a. May participate in the search and selection process for a new principal.
 - b. The pastor hires the principal

Section 6: Membership

Selection and eligibility of members

- 1) Members are either discerned or elected and approved by the pastor as follows:
 - a. Current regular Advisory Commission members will (i) propose potential candidates with applicable skills for open regular Advisory Commission member positions and/or (ii) consider individuals who have been nominated by individuals that are not regular Advisory Commission members.
 - b. In addition, in April of each year (after the State of the School Meeting), an application for membership on the SAC will be made available to potential applicants and it will be posted on the School's website. Completed applications must be submitted to the school office or emailed to the principal of the school no later than May 15th.
 - c. The Advisory Commission, with the input of the principal and pastor, will discuss such applications and proposed and nominated candidates at the June meeting of the SAC. Following such discussion, the current regular Advisory Commission members will reach consensus on a slate of new SAC members for recommendation to the Pastor.
 - d. The pastor shall have final approval of candidates to fill open regular Advisory Commission member positions. Prior to making his decision, the pastor will have the opportunity to meet with the candidates.
 - e. The new SAC members will go through an orientation process during the summer and will officially join the SAC at the first meeting of the new school year.
- 2) In addition to the foregoing, the pastor may appoint a regular Advisory Council member.
- 3) Paid employees and spouses or children of paid employees of the School or Parish are not eligible for Advisory Commission membership.
- 4) All members of the Advisory Commission shall be either school parents or parishioners.
- 5) At least 70% of the members of the Advisory Commission shall be school parents.

Ex-officio Members

The Advisory Commission shall be permitted to have ex-officio members as follows:

- 1) All ex-officio members shall be appointed by the pastor.
- 2) All ex-officio members shall be permitted to participate fully in all Advisory Commission meetings and discussions.
- 3) All ex-officio members shall be non-voting member.
- 4) The following ex-officio members shall be required:

- a. Pastor
- b. Principal
- c. Pastoral Council Liaison
- d. Home and School Liaison
- e. Athletic Board Liaison
- f. Parish Financial Council Liaison

Regular Members

The Advisory Commission shall have regular members as follows:

- 1) There shall be 5 – 9 regular members.
- 2) All regular members shall be full voting members.
- 3) The Advisory Commission shall have a regular member serve in the role of chairperson, vice chairperson and secretary, respectively.
- 4) The Advisory Commission may have regular members serve as the chairperson of one or more committees established by the Advisory Commission in accordance with Section 9 below (and the chairperson, vice chairperson and secretary may serve as the Chair of one or more of such committees).
- 5) The Advisory Commission shall endeavor, but in no event shall it be required, to have regular members with experience and knowledge in the following areas: finance, education, facilities, architecture, law, policy, marketing, development, health and wellness

Tenure

- 1) Regular member term is three years
- 2) Member may serve two consecutive three-year terms
- 3) Member who has completed two consecutive three-year terms must be off the Advisory Commission for one full calendar year before regaining eligibility to serve on the Advisory Commission

Installation

- 1) Newly discerned / elected members to the Advisory Commission shall be installed at the first meeting of SAC at the beginning of the next school year.

Dismissal

- 1) Members who are frequently absent from Advisory Commission meetings without good cause, or who act in a manner that is contrary to the best interests of St. Robert Catholic School or the Advisory Commission, may be recommended for dismissal by the Advisory Commission to the pastor.

Section 7: Officers

The officers of the Advisory Commission shall consist of a chairperson, vice-chairperson, and secretary, and shall be elected by the Advisory Commission at the first regular meeting of the school year. All members of the School Advisory Board are eligible for any office. Officers shall serve one-year terms. No officer shall hold the same office for more than two consecutive terms. The pastor has the final approval of all officers.

Chairperson: The chairperson shall preside at all regular and special meetings of the Advisory Commission, shall determine the agenda for all regular and special meetings in collaboration with the

principal, and in general, perform all the duties of the office of chairperson and other duties that may be assigned by the Advisory Commission.

Vice-Chairperson: The vice-chairperson, in the absence of the chairperson, shall perform all duties of the chairperson.

Secretary: The secretary shall maintain a written record of all meetings of the Advisory Commission. The principal must approve all minutes. The secretary shall furnish a copy of the approved minutes of each meeting

Section 8: Meetings

- 1.) The Advisory Commission shall meet at least six (6) times per school year, at a designated time and place.
 - a. Subject to clause 1.b of this Section 8, Advisory Commission meetings shall generally be open to non-members guests who are either parents or parishioners; provided, however, that upon request of any regular Advisory Commission member, the principal or the pastor, all or a portion of a meeting may be closed and limited to members of the Advisory Commission.
 - b. Advisory Commission meeting attendees that are not members of the Advisory Commission may not be permitted to participate in discussions at such meeting unless approved in advance as follows:
 - Any such guest attendee shall notify the chairperson in writing at least 5 business days prior to the applicable Advisory Commission meeting of such guest's desire to discuss a particular item(s), which notice shall include an outline of the item(s) to be discussed.
 - The chairperson shall consider such request and, if deemed appropriate for the Advisory Commission, shall refer such request to the principal for consideration. The principal, upon advice from the chairperson, shall determine whether such request to participate in discussion shall be permitted.
 - If the principal determines to allow such guest participation, the chairperson shall add the applicable item to the agenda and allocate an appropriate amount of time for such participation, as determined by the chairperson, and all non-member guests shall be permitted to participate in such discussion, subject to time limitations to be imposed by the chairperson.
 - The Advisory Commission shall be permitted to respond to such topics as warranted at the meeting in which the guest is in attendance or at the next scheduled meeting.
 - The Advisory Commission shall be permitted to discuss any such topics at a closed portion of the meeting in accordance with clause 1.a of this Section 8.
 - c. The Advisory Commission may move any meeting, at any time during the meeting, into a closed session via an approved commission resolution.
 - i. A closed session is limited to regular and ex officio Advisory Commission members
 - ii. The pastor may invite or allow a non-member to attend a closed session.
- 2) Special meetings of the Advisory Commission may be called, with the approval of the pastor, by the chairperson or by a majority of the Advisory Commission members.

- 3) No Advisory Commission meeting will be held without the principal and the pastor (or his designated representative) in attendance; provided, however, that notwithstanding the foregoing, the chairperson or the pastor may request that the principal not be present for portions of a meeting dealing directly with principal.
- 4) Quorum: For the purpose of transacting official business, it shall be necessary that a majority of the total members be present.
- 5) The consensus method of decision-making shall be used. Consensus is a Christian approach to group decision-making. It presents an opportunity for all to be heard and avoids a "win/lose" posture that voting promotes. Consensus results in the growth of the group and in fuller ownership of decisions. Consensus has been achieved when there is general agreement or accord among the members. If the board fails to arrive at a consensus and the issue must be decided immediately, the chairperson shall call for a majority vote.
- 6) The board may fix its own rules of procedure, but in the absence of such rules, Robert's Rules of Order shall apply.
- 7) The ordinary order of business shall be:
 - a. Call to Order
 - b. Prayer and Reflection
 - c. Delegations (if any)
 - d. Approval of Minutes
 - e. Principal's Reports
 - f. Old Business/Decision-making items
 - g. New Business
 - h. Board Reports
 - i. Pastor's Comments
 - j. Closing Prayer

Section 9: Committees

The chairperson, in consultation with the pastor and principal, may establish ad hoc committees as needed from time to time.

The Advisory Commission chairperson, in consultation with the pastor and principal, appoints the chairperson of all committees.

The Advisory Commission chairperson and principal, in consultation with the chairperson of each committee and approval of the pastor, may invite persons who are not members of the Advisory Commission to serve as members of these committees.

The responsibility of all committees shall be fact-finding and advisory, but never legislative or administrative. Recommendations by any committee shall be subject to ratification and approval by the Advisory Commission.

Very Rev Fr. [Signature]
Pastor

05/14/25
Date

School Advisory Commission Chair

Date