



LOCAL SCHOOL ADVISORY BOARD

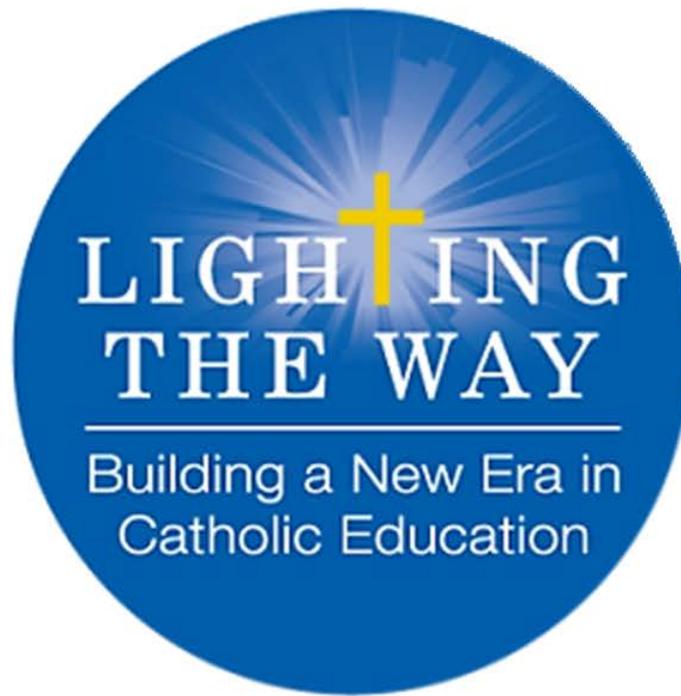


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INTRODUCTION

The Archbishop of Newark is responsible for providing the spiritual leadership which directs Catholic schools and, in this respect, has canonical authority over all schools in the Archdiocese of Newark, New Jersey. The Archbishop in accepting this ultimate responsibility seeks to share the governance of Catholic schools with the laity.

The Pastor of the parish is entrusted with the responsibility for the parish. The Principal is the administrative head of the school and is accountable to the Pastor for the effective operation of the school. School Advisory Boards exist to advise in areas of finance, facilities, strategic planning, marketing and development.

In an effort to carry out the four-fold mission of the Catholic Church - to proclaim the Gospel message, to foster the experience of community, to celebrate through worship the presence of the risen Jesus and an investment in providing participation in service - School Boards are distinguished as part of the local Christian education community. Local School Advisory Boards work with the Pastor and Principal in providing quality spiritual and academic Catholic education for students.

The Lighting the Way model is a bold new direction in governance and leadership. It relies more heavily on local lay leaders to ensure the fiscal strength of every school. At the same time it maintains a commitment to the highest academic standards, and a strict adherence to sound Catholic doctrine.

The new model for Catholic school involves all parishes in the support of Catholic education. Whether or not a parish is associated with a specific school, all parishioners will have access to a quality Catholic education. It also supports fair distribution of resources, from teachers' salaries to technology.

The new model for Catholic schools in the Archdiocese of Newark is a "call to the laity." It is a collaborative model that engages and empowers parents and lay constituents to have a voice in the future of their schools. The new model is always mindful of the authority and teachings of the Church, and at the same time it provides an opportunity for the laity's greater involvement in the schools' strategic planning, finance, facilities, and marketing and development activities.

GOVERNANCE

The ultimate authority for Religious Leaders of Catholic schools rests with the Archbishop who exercises it directly or through his delegates.

The Archbishop, in considering his obligation to the schools of the Archdiocese of Newark, has expressed his desire to have responsibility for the school board including School Advisory Boards. This encouragement of the Archbishop for board participation in the schools is consistent with the results of current educational research, which shows that the most effective schools are those that invite the significant support and involvement of the local school communities.

An Advisory Board is a board which advises in the development of policy in areas of finance, facilities, marketing, development and strategic planning. The board should have effective working relationships and effective means of communication among the Board, the Pastor and the Principal.

The School Advisory Board will provide the leadership to foster an environment which provides underlying Catholic values, long term strategic planning and financial stability. This role of the School Advisory Boards complements the school's mission which is to nurture and foster the spiritual, moral, intellectual, physical and social growth of the student through its religious and academic curriculum and extracurricular programs.

While under the Pastor's agreement with ACES the school Principal remains directly responsible for his/her school's curriculum programs and personnel, reporting directly to the Superintendent of Schools or his/her designee with respect to those matters, the school Principal will work collaboratively with his/her School Advisory Board to fulfill the School Advisory Board's responsibility in the school's strategic planning, finance, facilities, marketing and development activities.

CREATION OF THE ADVISORY BOARD

SELECTION OF CANDIDATES

In selecting Advisory Board Members, it is advisable to consider the qualifications of the candidates and the needs of the school and parish. The nominee need not be a member of the Parish, although he or she must know and agree with the mission of the Parish and School and be familiar with the respective leadership. The nominee may not be an employee of the school or his/her spouse.

All nominees for Board membership should possess the following attributes:

- A genuine commitment to Catholic school education and its future
- Expertise in areas that contribute to the Board's work
- A willingness and ability to make substantial time commitments to the work of the Board
- The ability to work with others effectively in reaching a consensus
- The desire to further the mission of the Catholic school education
- The ability to make objective decisions and respect confidentiality

It is advisable, when searching for nominees to the School Advisory Board, to consider those individuals who are involved in the school community, although they may not necessarily be members of the Parish. Membership may include individuals from a variety of constituencies within the school community. It is also useful to consider those individuals from the wider community with whom the school interacts.

COMPOSITION OF THE SCHOOL ADVISORY BOARD

The School Advisory Board should be comprised of no fewer than 9 and not more than 15 members appointed by the pastor/principal and subject to approval by the Archbishop or his designee and should include:

- At least five (5) members with experience in the areas of strategic planning, finance, facilities, marketing or development
- Home School Association President (ex-officio - voting member)
- Pastor(s) (ex-officio - voting member)
- Principal (ex-officio - non-voting member)

Members may serve two or three year terms, which will be staggered to provide continuity.

Parents and parishioners of parishes which do not have schools may serve on the School Advisory Board.

The Archbishop or his designee shall have the authority to remove any member of the Board at any time, for religious or canonical reason.

Board members should possess a diversity of talents and have contact with a variety of groups in the community. The School Advisory Board should be large enough to allow for adequate representation of the school's constituents and to carry on the necessary work of the board. At the same time, the School Advisory Board should be small enough to allow coordination of schedules and the involvement of all members.

The officers of a School Advisory Board should include a Chair, Vice Chair, and a Secretary.

Officers of a School Advisory Board generally serve no more than three consecutive one-year terms. Elections are held annually.

Boards which have been newly constituted may choose to appoint a President pro tem for a period of three to six months as Board Members become acquainted with one another.

The terms of the members of the initial School Advisory Board may be staggered so that one-third serve for one year, one-third serve for two years, and one-third serve for three years. This will allow for continuity and stability.

Parents of students currently enrolled in the school are eligible for Board membership.

ROLES AND RESPONSIBILITIES

ROLE OF THE PASTOR

The Pastor, the chief spiritual leader of the Parish, is an ex officio voting member of the School Advisory Board who actively participates at Board meetings. The Pastor may appoint a Spiritual Director to provide the spiritual needs of the school, the Pastor should:

- Attend all regular and Executive Board meetings
- Represent the interests of the Parish to the Board
- Represent the interests of the School to the Parish

THE PASTOR PROVIDES

- Pastoral support in Board endeavors
- Experience in Church related matters
- Leadership for the spiritual life of the community
- Consultation and information

ROLE OF THE PRINCIPAL

The Principal, the chief administrative leader of the school, is an ex officio non-voting member of the Board who actively participates at Board meetings. The Board can expect the Principal to:

- Report to the Board on the implementation of policy
- Keep the Board informed about school programs, events and needs
- Attend all regular and Executive Board meetings
- Administer the various professional duties of the position of the Principal

THE PRINCIPAL PROVIDES

- Direction by indicating needs
- Leadership in educational matters
- Management and accountability for school community

The Principal is the leader of the school both ministerial and academic. In collaboration with the Spiritual Director, the Principal creates an environment conducive to a vibrant spiritual life within the school. Reporting directly under the ACES Agreement to the Superintendent of Schools or his/her designees, the Principal is responsible for communication with parents and the public, as well as setting a standard of curriculum that exceeds the State of New Jersey Standards for instruction and is approved by the Archdiocesan Office of the Superintendent of Schools. Under the ACES Agreement the Principal interviews and recommends to the Superintendent or his/her designee all new teachers, and is responsible for the evaluation and professional development of the school faculty.

ROLE OF THE SCHOOL ADVISORY BOARD

The School Advisory Board members serve a parish school by offering time and talent to enable that school to pursue its mission of education in the Catholic Church. The Parish and School community can expect the Board to:

- Suggest areas where policy would be helpful
- Recommend means to finance a viable quality education program
- Recommend policy
- Develop marketing strategies
- Provide for on-going education of Board Members

THE BOARD PROVIDES

- Vision
- Diversity of talent
- Information
- Service
- Support
- Enthusiasm

The School Advisory Board works in achieving the mission of the school.

ROLE AND RELATIONSHIP OF THE PRINCIPAL WITH THE SCHOOL ADVISORY BOARD

- The Principal is the Chief Executive Officer of the School.
- The Principal and Chairperson of the School Advisory Board prepare the agenda.
- The Principal is directly accountable for the administration of the School.

QUALIFICATIONS TO SERVE ON THE SCHOOL ADVISORY BOARD

Any person who is eighteen (18) years or older and who has shown a deep interest in and commitment to Catholic education and who is willing to give time and energy for the advancement of Catholic education is eligible to become a member of the Board.

DISQUALIFICATION FOR SCHOOL ADVISORY BOARD MEMBERSHIP

Ordinarily, employees of the school, including their spouses, are not eligible for School Advisory Board membership.

REMOVAL OF SCHOOL ADVISORY BOARD MEMBERS

Any member of the School Advisory Board, other than an ex-officio member, who has two (2) unexcused absences for two (2) consecutive regular meetings or a total of four (4) excused absences from regular meetings in the course of one year, shall forfeit his/her position on Board.

Excused Absences

The Secretary of the Board with the concurrence of the Executive Committee may grant excused absences to Board members.

OFFICERS OF THE SCHOOL ADVISORY BOARD

TENURE FOR OFFICERS

Officers of the School Advisory Board shall be elected annually at the July meeting of the School Advisory Board, also known as the Annual Meeting. Officers shall hold office until the next annual election and thereafter, until their successors are fully elected. Election shall be by a majority of the total membership of the School Advisory Board. The term of office for each officer begins on July 1 and ends on June 30.

THE CHAIRPERSON

The Chairperson of the School Advisory Board shall appoint the Chairpersons of the strategic planning, finance, facilities, marketing and development committees as described in Appendix I. The Chairperson shall be responsible with the Principal for the agenda of meetings.

THE VICE CHAIRPERSON

The Vice Chairperson, in the absence of, or at the request of the Chairperson, shall perform the duties and exercise the functions of the Chairperson and when so acting, shall perform such other duties as delegated by the Chairperson.

EXECUTIVE SESSIONS

Designation of Executive Sessions and Recommendations

All meetings of the School Advisory Board may be attended by interested parties unless designated as Executive Sessions. Recommendations made in Executive Sessions must be presented and voted upon by the School Advisory Board.

Grounds for Executive Sessions

The School Advisory Board will go into Executive Session whenever the issues involve confidential matters.

NON-BOARD MEMBER RIGHTS

Non-Board members may address the School Advisory Board but there may be a limit on their time to speak.

RECORDS AND MINUTES

A written record of all acts of the School Advisory Board, as well as the Minutes of all Regular Meetings, Executive Sessions and Executive Committee Meetings are maintained by the Secretary, and shall be preserved in the archives.

RULES OF PROCEDURE

The School Advisory Board should follow Robert's Rules of Order.

** See Appendix II for "Guidelines for Conducting a School Advisory Board Meeting.

THE SECRETARY

The Secretary shall keep accurate minutes of all business and executive sessions of the School Advisory Board, and shall perform such other duties as delegated by the President.

*Description of all standing Committees and a sample agenda for the annual meeting are found in Appendix I

ADOPTION OF NEW BYLAWS

Bylaws are attached and should be approved to specify the internal operation of the School Advisory Board.

APPENDICES

APPENDIX I

THE MEETING
ADVISORY BOARD ANNUAL MEETING
SAMPLE AGENDA

Date: July 1, 2014
Time: 7:30 p.m.
Place: School or Parish Office

A. OPENING

1. Call to order
2. Prayer

B. ELECTION OF OFFICERS

1. Election of Chair
2. Election of Vice Chair
3. Election of Secretary

C. ADVISORY BOARD BUSINESS

1. Review budget
2. Begin strategic planning
3. Plan finance projects
4. Develop a calendar to review the above business
5. Appoint Standing Committees in the area of:
 - a) Strategic planning
 - b) Finance
 - c) Facilities
 - d) Marketing/Development

D. NEW BUSINESS

SCHOOL ADVISORY BOARD STANDING COMMITTEES

THE STANDING COMMITTEES OF THE SCHOOL ADVISORY BOARD

- a) Strategic Planning
- b) Finance
- c) Facilities
- d) Marketing/Development

DUTIES OF THE STANDING COMMITTEES

The duties of all the Standing Committees shall be established in writing and approved annually by the School Advisory board. Members of all Standing Committees, which may include persons with specific skills who are not members of the School Advisory Board, shall be appointed by the Chair of the School Advisory Board in conjunction with the Chair of the Standing Committee.

SELECTION AND APPOINTMENT OF A STANDING COMMITTEE CHAIR

The Chair of the School Advisory Board, at the annual organizational meeting, asks current members of the School Advisory Board to either self-nominate or be nominated by a fellow member to serve as Chair of a Standing Committee. The nominee must be knowledgeable in certain areas specific to the Standing Committee's duties to serve as Chair of that Standing Committee. Once a member is nominated, and the nomination is seconded and he/she accepts the nomination, the School Advisory Board votes on the nomination.

CHAIR OF THE SCHOOL ADVISORY BOARD

ROLE

To provide overall School Advisory Board leadership and coordination of the School Advisory Board functions and responsibilities; to act as a liaison with the local school administration.

RESPONSIBILITIES

- To be leader of the School Advisory Board
- To develop the agenda
- To monitor the School Advisory Board calendar
- To encourage school advisory board members to attend in-service training
- To present the annual operating budget for the local school, the strategic plan, changes in Guidelines for Conducting a School Advisory Board Meeting or any other School Advisory Board action that the Chair or members of the School Advisory Board deem necessary for submission
- The School Advisory Board Chair will receive a completed School Advisory Board packet from the secretary for the Advisory Board prior to the regularly scheduled meeting. The packet shall contain:
 - The agenda
 - Minutes of the previous meeting
 - Appropriate written resolutions
 - Committee reports (as submitted)
 - School budget and financial monitoring forms
 - Background information (as needed)

Chair Elected: _____

Date Elected: _____

STRATEGIC PLANNING STANDING COMMITTEE

PURPOSE: To create, monitor, and update the long-range (3-5 years) strategic plan including specifics for the coming school year.

RESPONSIBILITIES

PLANNING

- To develop projections and evaluations annually of the internal and external environment impacting the school community
- To receive from other School Advisory Board Standing committees and the local school administration recommendations for the coming school year's planning objectives (enrollment, staffing, facilities, tuition, marketing and development) and to recommend to the School Advisory Board a comprehensive strategic plan for the coming school year
- To report semi-annually in January and in June (formally, in writing) the progress in meeting the year's objectives

Chair Elected: _____

Members: _____

Date Elected: _____

FINANCE STANDING COMMITTEE

PURPOSE: To propose to the School Advisory Board a budget for the coming school year that reflects the objectives of the long-range strategic plan, and to monitor the current year's actual results in comparison to the budget.

RESPONSIBILITIES

- To understand the school's budget template and the elementary School Finance Model
- To develop with the Principal and business manager the budget proposal for the coming school year
- After consideration and revision, if necessary, recommend the budget proposal for the coming school year to the School Advisory Board for approval
- To review and monitor online monthly financial reports
- To monitor and report status of the actual versus budget of the current school year's budget on a quarterly, and annual basis
- To recommend to the local school administration financial procedures that insure sound and consistent financial management, fair tuition increases and payment plans

Chair Elected: _____

Members: _____

Date Elected: _____

MARKETING/DEVELOPMENT STANDING COMMITTEE

PURPOSE

- To assist the School Advisory Board in carrying out its responsibilities with regard to public relations, communications, resource development and advocacy for school choice and legislative initiatives of benefit to Catholic School families
- To develop programs and efforts that produce additional resources and full enrollment

RESPONSIBILITIES

- To identify people in the local school community to assist the Pastor and Principal in marketing and public relations
- To seek with the Pastor and Principal to design and implement a comprehensive communications program including the design and preparation of all public relations materials
- To recommend the creation of and implementation of a comprehensive development plan (endowed scholarship funds, capital project funds, and annual funds) and report objectives annually to the Strategic Planning Standing Committee
- To assist the Pastor and Principal in the development of the alumni as a strong resource for the school
- To report periodically to the School Advisory Board on development activities

Co-Chairs Elected: _____

Members: _____

Date Elected: _____

FACILITIES STANDING COMMITTEE

PURPOSE: To assist the School Advisory Board as they develop a long-term plan for the school facility including maintenance and capital projects.

RESPONSIBILITIES

- To understand the lease agreement with the parish that owns the school
- To monitor a long-term maintenance program for the school in compliance with the lease
- To monitor the use of the school building and grounds for safety and for school related activities and programs in compliance with the lease
- To recommend with the Principal purchase of services related to facilities and equipment
- To assess future facility needs in light of curriculum and enrollment goals and report those needs annually to the Strategic Planning Standing Committee

Chair Elected: _____

Members: _____

Date Elected: _____

APPENDIX II

GUIDELINES FOR CONDUCTING A SCHOOL ADVISORY BOARD MEETING

1. PROCEDURES

- a. **Time and Location:** Meetings of the School Advisory Board will be held at least quarterly in the school or as needed at such other time and place as may be designated in advance by the Chair.
- b. **Quorum:** A simple majority of the voting members of the School Advisory Board constitutes a quorum (ex., for a 10 member board-6 members equals a quorum).
- c. **Order of Business:** The order of business will be determined by the Chair of the School Advisory Board.
- d. The School Advisory Board year will be from July 1st to June 30th.

2. RULES OF ORDER

Whenever an agenda item or other matter is presented for discussion or action at a School Advisory board meeting, the members will attempt to reach a consensus after careful consideration and deliberation in a spirit of cooperation. The Chair may call for a directed discussion or permit a free discussion to reach a consensus. In a directed discussion, the member may either speak or pass. No one may speak twice until everyone has been provided the opportunity to speak once.

After each member has been given the opportunity to express his/her views in a directed or free discussion, the Chair will attempt to find a consensus. The Chair may find a consensus with or without a formal vote. In the event that it is not clear that there is a consensus, the Chair will call for a formal vote and the votes of the members will be recorded. Any member of the Board may require a formal vote. Members may vote for or against a proposal or they may abstain. A simple majority vote will determine the outcome. Once a consensus is determined or a majority vote is obtained, the decision will be recorded in the minutes.

3. CONFLICT OF INTEREST

In the event any member of the School Advisory Board has a conflict of interest, or the appearance of a conflict of interest, concerning any issue before the School Advisory Board which that member would otherwise be entitled to vote upon, that member shall not participate in the debate or discussion concerning the issue and shall not be permitted to vote on the issue. In the event there is a question concerning whether a conflict of interest exists concerning an issue, the School Advisory Board member shall inform the Chair of the potential conflict of interest and all facts relevant to a complete understanding of the potential conflict. The Chair, after being fully informed of all facts, shall have the authority to decide whether that member will be permitted to vote on the issue, which decision shall be final and binding.

In the event the decision is that the School Advisory Board member does have a conflict of interest concerning an issue before the School Advisory Board, that member shall state that the conflict exists at any School Advisory Board meeting in which the issue is before the School Advisory Board and excuse himself/herself from any such meeting until the debate/discussion and the vote on the issue is concluded.

APPENDIX III

GUIDELINES FOR ORIENTATION OF SCHOOL ADVISORY BOARD MEMBERS

1. The school's major objectives for the year should be provided by the principal, including how performance of the objectives will be measured.
2. The Board's process for setting its own goals and objectives, including the process to achieve a sound financial plan/annual budget for the school, should be presented, as well as the procedures used to evaluate the Board's performance.
3. The membership and functions of the local school administration should be presented, and the Board's interaction with them discussed.
4. The process for evaluating school programs should be presented.
5. The process for setting Board meeting agendas should be presented.
6. The protocol for Board communications with the school and the parish, in handling complaints from parishioners and citizens, should be presented.

APPENDIX IV

SAMPLE

SELF-EVALUATION FOR SCHOOL ADVISORY BOARD

LEADERSHIP OF SCHOOL ADVISORY BOARD LOW 1 2 3 4 5 HIGH

1. How well are you known by the staff, students and parishioners?

1 2 3 4 5

2. How often do you speak to other parish and school groups?

1 2 3 4 5

3. Do other Boards/Council/Associations within your Parish invite your input for decisions?

1 2 3 4 5

4. Do parishioners/parents/students generally agree with decisions you make?

1 2 3 4 5

5. Do you consult with your constituents before making major decisions?

1 2 3 4 5

6. Do your members come from every part of the community you serve, reflecting the range of socio-economic, educational, occupational, and ethnic differences?

1 2 3 4 5

TEAM MEMBER

1. Do you prepare the meeting by reviewing the material in order to discuss agenda items in an informed way?

1 2 3 4 5

2. At your meetings do you openly express your opinion to other Board members and to the administrators?

1 2 3 4 5

3. Do you support the decision of the Board even when your point of view does not prevail?

1 2 3 4 5

4. Do you accept ownership for all decisions made even when they are not popular?

1 2 3 4 5

5. If conflicts arise at a meeting, do you calmly attempt to work them through?

1 2 3 4 5

6. Do you feel committed to helping to carry out solutions arrived at by the Board?

1 2 3 4 5

7. If you have to introduce controversial topics, do you do so only if you can place them on the agenda well in advance?

1 2 3 4 5

8. Instead of commenting or taking sides, do you refer criticisms by students, staff, or parish members to the administrator involved?

1 2 3 4 5

9. Do you allow audience participation, but manage it in such a way that the Board remains in control of its meetings?

1 2 3 4 5

10. Do you avoid calling a lot of special Board meetings?

1 2 3 4 5

EVALUATION

1. Do you have open and clear procedures for evaluation of the Board?

1 2 3 4 5

2. Do you have procedures for evaluating programs related to the Board?

1 2 3 4 5

APPENDIX V

INFORMATON ABOUT MEMBERSHIP ON A SCHOOL ADVISORY BOARD

REALITIES OF SCHOOL ADVISORY BOARD SERVICE

As a School Advisory Board member, a number of people will see you differently than they otherwise would.

1. Since they know you are a School Advisory Board member, you may be seen as an influential person by the entire school/parish community.
2. When you say anything about school issues or problems, make it clear that you are not speaking for the entire School Advisory Board.
3. Members of your school community may call you for the slightest concern, at any hour, and expect you *"to do something about it"*. You must carefully resist any involvement in school personnel, programs and curriculum or in disciplinary matters as they are the purview of the local school administrator to whom they should be referred.

CHARACTERISTICS OF AN EFFECTIVE SCHOOL ADVISORY BOARD

1. Extends most of its time and energy in providing the resources to provide an excellent spiritual and academic program for the students as designed by the local school administration
2. Proposes a budget that balances the educational needs of the students with the resources that are available
3. Works with the principal and finance committee of the School Advisory Board to develop a budget, which the principal submits to the business manager for additional input. The proposed budget is reviewed by the Advisory Board, principal, pastor and business manager and approved by the Finance Office as has been done in the past

4. Helps to provide leadership to the local school administration in giving witness to the value of Catholic education, seeking and responding to different forms of participation by the school and broader Catholic community
5. Formally evaluates the School Advisory Board goals and accomplishments on an annual basis

PRINCIPLES FOR SCHOOL ADVISORY BOARD MEMBERS

A School Advisory Board member, operating at the highest ethical standards should adhere to the following:

1. Support the Mission Statement of our Catholic schools
2. Be committed to providing a high quality Catholic education for every student
3. Accept School Advisory Board membership as a means of service to the Church
4. Recognize that the work of a School Advisory Board is as a Board, not as individuals
5. Maintain confidentiality of privileged information; that is, items discussed in executive session may not be disclosed
6. Assure the local school administration that controversial issues are presented and considered fairly and without bias
7. Respect the authority of the Principal as the local school administrator and confine board activity to its defined tasks

RESPONSIBILITIES OF THE SCHOOL ADVISORY BOARD

1. Keep the overall mission of the school clearly in focus and satisfy itself that the objectives of the school are in harmony with the mission of the Catholic Church
2. Participate in the preparation and periodic review of the long range strategic plans for the school in conjunction with the approved budget
3. Communicate the goals and performance of the school to its constituents
4. Work closely and interactively with the Pastor and Principal and through him/her, with the staff. The relationship with the Pastor and Principal should be positive and mutually supportive.
5. Make recommendations to provide for adequate financial resources to meet the facility and instructional needs of the school and to oversee the financial operations of the school
6. Encourage the local school community to interact with the broader community
7. Continuously evaluate itself and periodically devote time to analyzing its own performance
8. Recognize and respect that the school facility is owned by the parish corporation and that the Pastor is responsible for determining the building's major repairs and renovations, as well as the use of the school building(s) by the parish, in the current collaborative process with the Principal
9. Review academic requirements set by the accreditation agency



FREQUENTLY ASKED QUESTIONS ABOUT SCHOOL ADVISORY BAORDS

What is the role of the School Advisory Board (SAB)?

The School Advisory Board rests exclusively in the areas of strategic planning, finance, facilities, marketing, and development activities. The SAB will provide the leadership to foster an environment which promotes Catholic values, long-term strategic planning and financial stability. The role of the SAB complements and supports the school's mission to nurture through its religious and academic curriculum, and extracurricular programs the spiritual, moral, intellectual, physical and social growth of each student.

Whom does the School Advisory Board advise?

The School Advisory Board advises the Principal and Pastor.

Who do the members of the School Advisory Board report to and what are the positions, titles, purpose?

Position Title: School Advisory Board Member
Reports To: School Advisory Board Chair
Purpose: To act as voting members of the School Advisory Board; to represent the best interests of the school; to oversee the school's planning, finances, and facilities; to assure that the school meets its marketing and development goals and objectives.

What are the individual SAB member's duties?

Individual SAB members are expected to:

1. Attend all board meetings and committee meetings and show commitment to board and school activities
2. Be informed on issues and agenda items in advance of meetings
3. Contribute skills, knowledge, and experience as appropriate
4. Support all decisions of the board
5. Assume leadership roles in all board activities as appropriate
6. Participate in professional development training for Boards

What is the status of the current School Advisory Board members?

They may apply for a position on the newly formed SAB provided they possess expertise in the particular areas as stated in the *Role of the School Advisory Board* mentioned above.

What is the Composition of the School Advisory Board?

The School Advisory Board will be composed of no fewer than 9 and no more than 15 members proposed by the Pastor and Principal and subject to approval by the Archbishop, and should include:

- At least five(5) members with experience in the areas of strategic planning, finance, facilities, marketing or development
- Home School Association President (ex-officio voting member)
- Pastor(s) (ex-officio – voting member(s))
- Principal (ex-officio – non-voting member)

How long may SAB members serve?

Members may serve one, two or three year terms, which will be staggered to provide continuity.

Parents, as well as parishioners of parishes that do not have schools, may serve on the School Advisory Board.

Does the Inner City School Advisory Board have the same structure as all other School Advisory Boards?

The Inner City Advisory Board has the same structure as the SAB Boards in other schools in the Archdiocese except its members are carefully selected for their ability to give of their time, talent and treasure. Though the structure is the same, the Inner City will have one SAB for at least (10) schools.

Who can remove a member of a School Advisory Board?

The Archbishop or his designee shall have the authority to remove any member of a School Advisory Board for religious or canonical reasons.

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