

**Holy Name Catholic School Advisory Committee  
Statement of Purpose and Guidelines**

Article I  
NAME

The name of this body is the Holy Name Catholic School Advisory Committee (SAC)

ARTICLE II  
ESTABLISHMENT

In line with Archdiocesan Policy #8100, adopted September 21, 1978, and revised as Policy #8001 in 1995, (see Appendix I attached as Policy # 8100), the School Advisory Committee is established with the approval of Holy Name Parish's Pastor ("pastor") and with the assistance of the principal of Holy Name Catholic School ("principal"). The School Advisory Committee chairperson will report to the Holy Name Catholic School principal after each meeting of the School Advisory Committee and as otherwise required by the pastor and/or principal.

ARTICLE III  
PURPOSE AND FUNCTION

SECTION A.

The School Advisory Committee will consult with the principal and pastor and will advise them on matters presented to the School Advisory Committee. It will:

1. Provide advisory assistance to Holy Name Catholic School on an ad hoc basis when the principal and/or pastor request such assistance; and
2. Communicate with the principal and /or pastor about school administrative matters and advise the principal and/or pastor of and about such matters.

SECTION B.

Specific subject matter about which the School Advisory Committee may advise includes:

1. School policy relating to students and their educational needs.
2. The organization, scheduling, and implementation of events and activities involving the students, parents, or staff of the school.
3. Any other school related matters the principal/pastor may choose to discuss with the committee.

The School Advisory Committee will exist and act in compliance with the regulations of the Archdiocesan School Office.

ARTICLE IV  
MEMBERSHIP

SECTION A.

1. Ex officio members of the School Advisory Committee are the principal, the pastor, and the assistant principal.

SECTION B.

The term of membership for both selected and appointed members is three (3) years, or portion thereof, if a selected member is filling a vacancy on the School Advisory committee. A service year on the School Advisory Committee extends from the first meeting of the current school year until the new School Advisory Committee is convened in the subsequent school year. A second consecutive three (3) year term is permitted for selected and appointed members. No members may serve more than two (2) consecutive three (3) year terms.

SECTION C.

1. The weekly school notes and parish bulletin will announce each year that a position becomes available on the School Advisory Committee, that such a position is available. Any parent or guardian of a student at Holy Name Catholic School may submit a letter or email to the principal for selection to the School Advisory Committee. The announcement of the available position on the School Advisory Committee will be made prior to the time Parish Commission and Council members are selected or at another time determined by the principal and pastor.
2. The selection by blind draw of School Advisory Committee members will be staggered so that no more than one School Advisory Committee member is selected for a three (3) year term each year. It is recognized that it is not always possible to stagger Advisory Committee terms.
3. A person is ineligible for membership on the School Advisory Committee for a parish, regional, or vicariate school if:
  - a. S/he is an employee of that school or its sponsoring parish
  - b. S/he is the spouse of an employee of that school or its sponsoring parish
  - c. S/he is a spouse/child/parent (living in the same household) of an active School Advisory Committee member
  - d. S/he is simultaneously a member of that Parish Council or substructure
  - e. S/he has other conflicts of interest
  - f. S/he does not accept the teaching of the Church on the role and importance of the Catholic school.

## CODE OF ETHICS FOR CATHOLIC SCHOOL ADVISORY COMMITTEE MEMBERS

As a member of the Holy Name Catholic School Advisory Committee, I

- Acknowledge that schools are a significant expression of the teaching mission of the Catholic Church and function within its structure;
- Will become more knowledgeable about the mission of Catholic education, and expressed in this school, and sincerely promote it to the various publics with whom I have influence;
- Recognize the need for continuing education about my responsibilities and know that I do not represent the board officially unless explicitly authorized to do so;
- Will be fully and carefully prepared for each meeting by doing the required readings and completing the necessary tasks for committee work and reports;
- Support the principal in authorized functions and avoid intruding in administrative details unless requested to do so;
- Will be loyal to board decisions even though personally opposed to the final recommendations and decisions;
- Will be alert to alternate solutions to problems by keeping an open mind;
- Will disqualify myself from discussion and vote on an issue where there is a conflict of interest with my family or business interests or if the outcome will grant me any pecuniary or material benefits;
- Pray often for other members of the board, this Catholic school, and the community it serves.

**Signed** \_\_\_\_\_

#### SECTION D.

With respect to appointed School Advisory Committee members, the principal will make the appointment(s) at the beginning of each year. The terms of appointed School Advisory Committee members will be staggered so that no more than two (2) School Advisory Committee members are appointed for a three Year term in any year. Newly appointed School Advisory Committee members will serve with appointed School Advisory Committee members who have at least one year of experience. It is recognized that it is not always possible to stagger School Advisory Committee terms. In the event that the School Advisory Committee is comprised of all new members, best efforts will be made going forward to stagger terms as described.

#### SECTION E.

Code of Ethics for School Advisory Committee:

As a member of a School Advisory Committee, I

- acknowledge that Catholic Schools are a significant expression of the teaching mission of the Catholic Church;
- will become more knowledgeable about the mission of Catholic education, as expressed in this school, and will promote it;
- will recognize the need for continuing education about my responsibilities and know that I will not represent the committee officially unless explicitly authorized to do so;
- will be prepared for each meeting by doing the required readings and necessary tasks for committee work and reports;
- support the Pastor and Principal in authorized functions and avoid intruding in administrative details unless requested to do so:
- will be loyal to committee decisions even though personally opposed to the final recommendations and decisions;
- will be alert to alternative solutions to problems by keeping an open mind;
- will disqualify myself from discussion on an issue where there is a conflict of interest with my family or business interests or if the outcome will grant me any financial or material benefits,
- pray for other members of the committee, Holy Name Catholic School, and the community it serves.

### ARTICLE V

#### OFFICERS

#### SECTION A.

The officers of the School Advisory Committee will consist of a chairperson, vice-chairperson, and secretary. Of all who will be chosen annually by the School Advisory Committee at the first regular meeting of the year. The term of office of School Advisory Committee officers extends from the first

meeting of the current school year until the new School Advisory Committee is convened in the subsequent school year.

#### SECTION B.

The duties of the officers are as follows:

**The chairperson will:**

- a. Preside at all meetings of the School Advisory Committee;
- b. Together with the principal prepare an agenda for the meetings;
- c. Form ad hoc committees and appoint committee chairpersons as necessary;
- d. Call any special meetings as necessary.

The vice-chairperson will:

- a. Perform all the duties of the chairperson at the request or absence of the chairperson.

The secretary will:

- a. Maintain a written record of all the proceedings of the School Advisory Committee.
- b. Supply a copy of the unapproved minutes of any preceding meeting(s) to the School Advisory Committee members, prior to the next scheduled meeting.
- c. Supply a copy of the approved minutes of all meetings to the principal and pastor.
- d. Attend to any and all correspondence as directed by the chairperson.

### ARTICLE VI

#### MEETINGS

#### SECTION A.

1. Regular School Advisory Committee meetings will be held on the school premises quarterly or as needed with the presence of the principal and /or pastor.
2. Special School Advisory Committee meetings may be called by the pastor and principal. All such meetings will be held on school premises.
3. The ordinary order of business shall be:
  - a. Opening prayer.
  - b. Approval of minutes of prior meetings.
  - c. Reports, if any.
  - d. Unfinished business, if any.
  - e. New business, if any.
  - f. Adjournment and closing prayer.

SECTION B.

Parents/guardians, who raise issues of school policy with the principal, may have their issues considered by the School Advisory Committee at meetings of the School Advisory Committee, if the principal determines that it is appropriate for the School Advisory Committee to consider the issue. The procedure for raising issues of school policy with the principal is outlined here.

Procedure for parents/guardians to raise issues of concern regarding school policy matters.

- a. Initially, an issue must be directed to the principal in writing. Only matters relating to school policy are considered appropriate for presentation to the School Advisory Committee.
- b. A parent's/guardian's school policy issue must be submitted in writing to the principal, two weeks prior to the scheduled open meeting, who will, in his/her discretion, submit the issue to the School Advisory Committee.
- c. The School Advisory Committee will consider the issue presented and offer counsel. The principal will decide the issue, taking into consideration the recommendations of the School Advisory Committee and any recommendations made by the pastor.
- d. Written response by the principal or the School Advisory Committee chairperson will be given in a timely manner.

ARTICLE VII

RULES AND POLICIES

All school rules and polices discussed by the School Advisory Committee will be in writing, be kept in the secretary's log, and will become enacted on the approval of the principal and/or pastor. The principal is responsible for implementing and enforcing these rules and policies as documented in the School's Handbook.

ARTICLE VIII

AMENDMENTS

SECTION A.

This Statement of Purpose and Guidelines of the School Advisory Committee is subject to the regulations and policies of the Archdiocese. (See Appendix Ias Policy #8001).

SECTION B.

Amendments to this Statement of Purpose and Guidelines of the School Advisory Committee must be presented to the School Advisory Committee for its approval.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_



# *Holy Name Catholic School*

National School of Excellence

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680 Harmon

Birmingham, MI 48009

248.644.2722

## **Subcommittee of the Holy Name Catholic School Advisory Confidentiality Commitment**

It is the official intent of all subcommittees of the Holy Name Catholic School Advisory Committee that all information reported at meetings of the subcommittees be considered privileged information. No member of a subcommittee of the Holy Name Catholic School Advisory Committee shall release any information discussed at any meeting without the approval of the Pastor, Principal, or members of the Holy Name Catholic School Advisory Committee.

I accept the responsibilities for confidentiality and professionalism in my work on the subcommittee of the Holy Name Catholic School Advisory Committee.

Subcommittee Member Signature

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Date \_\_\_\_\_



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### **Subcommittees of the Holy Name Catholic School Advisory Committee Conflict of Interest Policy**

Each subcommittee member of the Holy Name Catholic School Advisory Committee has a duty of loyalty to Holy Name Catholic School which requires all to act fairly and in the best interest of Holy Name Catholic School. Subcommittee members may be susceptible to conflicts of interest because they may find themselves in circumstances in which certain financial or other interests could impair their duty to act in the best interest of Holy Name Catholic School. Subcommittee members may also have access to confidential information which could be used to the financial or other material benefit of themselves, their family or business associates. All subcommittee members are expected to avoid and disclose actual or potential conflicts or the appearance of any conflict of interest.

A conflict of interest or the appearance of a conflict of interest may include, but not limited to, situations where subcommittee members, their families or associates are doing business with or proposing to do business with Holy Name Catholic School, receive gifts, compensation, services, materials or entertainment for anyone doing or proposing to do business with Holy Name Catholic School; revealing or misusing confidential information; or otherwise breaching any fiduciary duty owed Holy Name Catholic School.

I have read and understood the above policy. I am currently not aware of any conflict, and agree to disclose any interests, relationships and/or holdings that could potentially result in a conflict of interest during my service as a member of a subcommittee of the School Committee Advisors.

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Printed Name

Signature

Date