



Catholic School Advisory Boards

1. **Rationale:** The school is the responsibility of the community which it serves: it is part of the ministry of the whole parish(s).

2. The **purpose** of a Catholic School Advisory Board is to provide Catholic educators (particularly administrators) with **direction and advice**.

3. A Catholic School Advisory Board is: **consultative, not legally responsible** for administrative decisions and **exists by "church" permission**.

4. **The Catholic School Advisory Board is advisory to both the principal and the pastor.** The CSAB advice is asked because the corporate wisdom and insight of its members is desired and appreciated.

5. **3 controlling principles:**

- ✓ all councils, boards and committees are advisory;
- ✓ the larger mission of the Church is preeminent;
- ✓ activities and decision-making is done at the "lowest" feasible level.

6. **Key advisory responsibilities** of the Catholic School Advisory Board:

- Setting goals (#8) and making policy (handbooks; Diocesan section reviews)
- Approve the budget and monitor finances
- Sponsor and participate in activities
- Selection and evaluation of administrator
- Self evaluation and review of internal life
- Information sharing and consultation

7. The Catholic School Advisory **Board's job is NOT:**

- Cases involving individual students
- Cases involving individual teachers
- Regulations – specifics of day-to-day operation

8. **The School Advisory Board should** set 2 goals that support the work of the school and parents for itself to focus on through short term and long term goals. (PR. alumni development, endowment building, support for specific programs – SPICE, languages, arts, technology)

9. The School Advisory Board should **work to involve a variety of parents** beyond their own membership with specific skills and talents through invitation and short term project/committee work.

10. **General Tips:**

- All meetings are "open" and should begin on time-the same time-and end on time
- Procedures for non-board members to address the board should be clearly established
- Board president has the responsibility to keep the meeting "moving"
- Discourage extra sessions