

School Advisory Committee Living Document

Academic Year 2013-2014

The School Advisory Committee (SAC) collaborates with the OLGC Pastor(s) and OLGC Principal in developing and recommending policy according to the established policies and directives of the Office of Catholic Schools in the Archdiocese of Detroit. The School Advisory Committee consists of 9 voting members *who* each serve a three year term. Each voting member is expected to serve as either an officer (President, Vice-President, and Secretary) or as a liaison to another committee (Booster Club, Development, Faith Formation Commission, Parish Council, Public Relations and Marketing, School Improvement). All voting members are also expected to participate in one of the three sub-committees on SAC (Catholic Identity/Forming Intentional Disciples of Jesus, Finance and Development, and Role of SAC).

Officers

President

Term: 1 year following service as Vice President for 1 year and serving as a voting member for 1 year. Responsibilities include, but are not limited to:

- Establish all SAC meeting agendas in collaboration with the OLGC Principal.
- Facilitate all SAC meetings and set time limits on discussions, if necessary.
- Serve as the main point of contact for SAC to the Pastor(s), Principal, Parish, and School Community.
- Regularly communicate with the PVC President to support the fundraising goals of the school
- Insure that SAC regularly communicates ongoing activities to school parents through the Pipeline, School Fusion, and Family Folder.
- Implement the school's Strategic Plan.
- Insure that the Strategic Plan is reviewed annually and that progress is made towards reaching the identified goals.
- Insure that SAC reviews the updates from the following Strategic Planning Sub-Committees:
 1. Catholic Identity/Forming Intentional Disciples of Jesus
 2. Finance and Development
 3. Role of SAC.
- Participate as an active member on the Strategic Planning Committee within the Role of the SAC Sub-Committee.
- Insure that SAC receives regular updates from the following SAC liaisons:

1. Booster Club
 2. Development
 3. Faith Formation Commission
 4. Parish Council
 5. PR and Marketing
 6. School Improvement Committee
 7. Other committees as requested by the Principal and Pastor
- Solicit Voting Members to serve on the election Committee no later than the February SAC meeting and oversee the election process.
 - In conjunction with the Vice President, facilitate the selection of Voting Members to serve as Board Members, Strategic Planning Sub-Committee Members, and SAC liaisons for the following school year.

Goals	Tasks	Outcomes	Status/Documentation
Update School Calendar to allow for more instructional time for students.	Bus rider survey. Explore options. Select best option. Work with School Improvement Team to implement.		Review with SAC at 09/19/13 meeting.

Vice President:

Term: 1 year and succeed the office of the President of SAC for the following academic year.

Responsibilities include, but are not limited to:

- Facilitate meetings in the event that the President is absent.
- Assume the duties of the Secretary in his/her absence.
- In conjunction with the President, facilitate the selection of Voting Members to serve as Board Members, Strategic Planning Sub-Committee Members, and SAC liaisons for the following year.
- Participate as an active member of the Strategic Planning Committee

Goals	Tasks	Outcomes	Status/Documentation
Remain up to date with current issues /needs of the school to move forward into next academic year	Maintain ongoing list of issues that need to be addressed for the next academic year		

Develop system for more parental involvement/feedback	Bring issues that are heard in the parental/school community to SAC for discussion		
Have 2 open meetings for parents to attend to verbalize questions, issues, etc	Invite parents to 2 open SAC meetings for next year		

Secretary:

Term: 1 year. Responsibilities include, but are not limited to:

- Record, maintain and distribute the minutes of all meetings.
- Forward to the Principal all concerns that might affect the school handbook before the publication of the handbook for the next academic year.
- Coordinate the election process.

Goals	Tasks	Outcomes	Status/Documentation
Update School Handbook	Review School Handbook on a yearly basis		
Provide accurate meeting minutes	Record minutes at every SAC meeting		Post approved minutes to School Fusion site
Manage documentation of Action Plan	Identify action items at SAC meetings. Place action items on action plan for President to review.	Documentation of action plan is accurate and timely.	Action plan available to President as it is updated.

SAC Strategic Planning Sub-Committees:

Catholic Identity/Forming Intentional Disciples of Jesus

Develop strategies and tasks to fulfill the Strategic Planning goals by assisting parents in fulfilling their role as the primary catechist of their child/children and unifying OLG Parish and School. Responsibilities include, but are not limited to:

- Meet as a sub-committee on an as needed basis, approximately 3-4 times per year.

- Identify the needs of the parents to fulfill their role as the primary catechist of their children and provide tools to assist them.
- Provide support, educational materials, and communicate programs, activities, and events offered by Religious Formation at Church for parents to participate.
- Plan activities and/or help execute programs in support of the goals.
- Evaluate whether planned programs are beneficial/successful.
- Communicate and encourage participation of Church-related activities to school parents.
- Participate and evaluate programs that help unite parish and school.
- Communicate school-related activities to parishioners.

Goals	Tasks	Outcomes	Status/Documentation
Meet as a sub-committee on an as needed basis, approximately 3-4 times per year	Plan quarterly sub-committee meetings to include SAC and PVC Forming Intentional Disciples members		
Identify the needs of the parents to fulfill their role as the primary catechist of their children and provide tools to assist them.	Evaluate results of the annual OLGC school parent survey specifically regarding faith formation questions, responses, and comments		
Provide support, educational materials, and communicate programs, activities, and events offered by Religious Formation at Church for parents to participate.	Include weekly article (and maintain faith based calendar) for publication in the OLGC School Pipeline		
Plan activities and/or execute programs in support of the Goals of Forming Intentional Disciples	Major planning tasks include (i) invitation to school families to participate in parish mission; (ii) planning Our Lady of Good Counsel Feast Day celebrations and month of May Marian		

	<p>activities (including May Crowning, Classroom Flowers for Mary, Fatima Classroom Presentations, Daily Decade by students, and Faith Formation Bulletin Board); (iii) participate in planning of Catholic Schools Week and attend OLGC school open house; (iv) planning of activities during the month of October for the celebration of Our Lady of the Rosary (daily Angelus); (v) Plan and promote the Traveling Pilgrim Virgin Program among school families and classrooms; (vi) Promote the invitation of school parents to participate in First Friday masses and all school masses; (vii) plan and provide parent volunteers at school for Advent and Lent reconciliation days.</p>		
<p>Evaluate whether planned programs are beneficial/successful.</p>	<p>Evaluate results of the annual OLGC school parent survey specifically regarding faith formation questions, responses, and comments</p>		
<p>Communicate and encourage participation of Church-related activities to school</p>	<p>Include weekly article (and maintain faith based calendar) for publication in the OLGC School</p>		

parents.	Pipeline		
Communicate school-related activities to parishioners.	Include monthly article in parish bulletin		

Finance and Development

Develop strategies and complete tasks to fulfill the Strategic Planning Goals related to maintaining reasonable tuition, marketing, supporting PVC fundraising efforts, and sustainability of the Vollbrecht Fund, which provides tuition assistance to qualified families. Responsibilities include, but are not limited to:

- Meet as a sub-committee on an as needed basis.
- Review goals of the Finance and Development Sub-Committee annually to ensure they align with the Strategic Plan and SAC Mission Statement.
 - The Finance and Development Sub-Committee Chair meets with OLG Parish Business Manager and the Principal as often as necessary on matters relating to tuition and tuition assistance.
 - In collaboration with the Business Manager and Principal, work on quantifying short, mid-term and long-range planning for classroom needs, building maintenance and their funding sources.
 - Support Parish, Development, and School committees in creating potential funding sources for tuition assistance.
- The Finance and Development Sub-Committee Chair holds the role of SAC Liaison to the Development Committee.
 - Attend the Development Committee meetings.
 - Report relevant information to the SAC at the monthly meeting.

Goals	Tasks	Outcomes	Status/Documentation
TBD			

Role of SAC

Develop strategies and complete tasks to fulfill the Strategic Planning Goals related to maintaining and updating the School Strategic Plan, SAC sustainability, and enhancing the awareness of SAC. Responsibilities include, but are not limited to:

- Meet as a sub-committee on an as needed basis.
- Develop a documented schedule for maintaining the Strategic Plan that includes owners, goals, tasks, outcomes, status and documentation
- Maintain and update SAC Roles and Responsibilities document.
- Utilize school and parish communication vehicles to promote SAC initiatives.

Goals	Tasks	Outcomes	Status/Documentation
Modify the Living Document to reflect the SAC Strategic Plan	Modify current document to reflect roles and responsibilities of SAC members	Updated document that clearly identifies SAC individual and collective responsibilities and roles	In progress. Awaiting member documents/feedback

SAC Liaisons:

Booster Club Liaison

The Booster Club provides financial and volunteer support to the OLGCA Athletic Department. The Booster Club also assists in supporting non-athletic parish related youth activities. The goal of the Booster Club is to provide our children with the opportunity to challenge themselves athletically and to grow spiritually through OLGCA's affiliation with the Catholic Youth Organization (CYO). Responsibilities include, but are not limited to:

- Attend the monthly Booster Club meetings
- Attend other Booster Club related meetings/activities as appropriate.
- Report relevant information to the SAC at the monthly meeting.
- Act as a liaison between the SAC and Booster Club

Goals	Tasks	Outcomes	Status/Documentation

Faith Formation Commission Liaison

The ministry of the Faith Formation Commission (FFC) is to coordinate the Christian education needs of the parish family. This responsibility includes the development of curricula for the school and the after-school religious formation programs for children, sacramental formation, and continuing faith formation for the whole parish family. The Faith Formation Representative is the liaison from the School Advisory Committee to the Faith Formation Commission. The representative serves as a link between the school and FFC to help improve the communication between both groups. Responsibilities include, but are not limited to:

- Attend the FFC monthly meetings.
- Report to the SAC with a summary of information shared at the FFC meetings that pertains to the continuing Faith Formation of students (and parents of the school).
- Highlight new/important/relevant information to the FFC that the School adopts (or ends) with regard to Faith Formation.
- Provide minutes of the SAC's monthly meetings to the FFC.
- Communicate the needs of the school in the area of Faith Formation.

Goals	Tasks	Outcomes	Status/Documentation
Provide support as a link between the school and Faith Formation Education Commission to improve communications	(i) Attend the FFC monthly meetings; (ii) Report to the SAC with a summary of information shared at the FFC meetings that pertains to the continuing Faith Formation of students and parents of the school); (iii) Highlight new/important/relevant information to the FFC that the School adopts (or ends) with regard to Faith Formation; (iv) Provide minutes of the SAC's monthly meetings to the FFC and (v) Communicate the needs of the school in the area of Faith Formation.		

Public Relations/Marketing Liaison

The Public Relations/Marketing committee assists with the development of school marketing materials and is responsible for coordinating with the Principal on the annual OLG Parish Open House. Responsibilities include, but are not limited to:

- Serve as the conduit to the school/parents on events in which the SAC has a direct role, such as the annual OLG Parish School Open House, and assist with the coordination of events as necessary.
- Oversee any SAC Pipeline/School Fusion content, writing, and edits.
- Attend additional meetings as necessary.
- Attend the Parish Marketing meetings as scheduled
- Maintain the OLG Parish School bulletin board at the church.

Goals	Tasks	Outcomes	Documentation
Assist with Family Tours throughout the year			
Market to Preschools to increase enrollment to achieve capacity	<ul style="list-style-type: none"> - Identify key schools - Review Mktg Materials 		
Strengthen the HS Relationships	Meet with HS Advancement Directors for info sharing		
Grow Alumni Relations/Institutional Advancement Programs	<ul style="list-style-type: none"> - Mentoring Program - Gain Institutional Advancement & Sponsorships for Wine Event & Church Expansion - Seek out coaching and other volunteer skill sets to help foster OLG traditions 		
Enhance community relations	<ul style="list-style-type: none"> - 4th of July Parade - Fall Festival Presence - Local Media/Website - 		

Assist in planning Homecoming Events	Pep Rallies, Spirit Days, Mass Dates		
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Parish Council Liaison

Parish Council (PC), is a group of OLGC Parishioners whose job is to work with and advise the Pastor(s) on issues that pertain to his pastoral ministry. Each year the Pastor gives PC a list of priorities for the year. Parish Council works with the commissions (the school is not a Commission, but a special group) to ensure that the objectives are being carried out. The main job of Parish Council is to provide feedback to the Pastor about the issues that affect the mission of the parish, which is spread through the Gospel of Jesus Christ. Responsibilities include, but are not limited to:

- Bring the school to the parish by sharing what the students are doing and what activities/events are occurring in the school.
- Support and reinforce why the school is tremendously important to the parish and how the parish is vital to the school
- Attend all (11) Parish Council monthly meetings.
- Provide the Parish Council with SAC meeting minutes.
- Make a brief report to PC on important and relevant school matters.
- Report to SAC any pertinent information from the Parish Council meetings.

Goals	Tasks	Outcomes	Documentation

Parish Development Committee Liaison

The Parish development Committee focuses on long range financial planning, master facility planning, annual and capital campaign planning, and honoring major donors. Responsibilities include, but are not limited to:

- Attend monthly meetings.
- Report back to SAC.
- Report questions by SAC to the Development Committee.

Goals	Tasks	Outcomes	Status/Documentation
Keep SAC up-to-date on 2020Vision status	Attend Dev Cmte meetings and report back	SAC is informed so we can keep school parents informed	Ongoing
Ensure potential corporate gym sponsors aren't also sponsoring OLGC School events	Review Excel spreadsheet developed by CP sub-committee, note "double" sponsors, and request they be removed	Julie Kavulis & Gerry Vendettelli to update the spreadsheet – and NOT include businesses that currently sponsor school events	Jenny Kelly to follow up with Julie / Gerry to be sure this happened

School Improvement Team Liaison

The School Improvement Team is comprised of teaching staff, parents, parishioners, and school administrators. The group has developed a set of priorities based on the visiting accrediting team's report. Responsibilities include, but are not limited to:

- Engage in thoughtful dialogue with the members of the School Improvement Team (SIT) by sharing the parental and SAC perspective to the issue under consideration.
- Provide input and support that which will enable the school to provide the greatest level of educational service possible.
- Communicate the developments of the School Improvement Team to SAC members so that the SAC members may be able to effectively integrate this information and inform the school community.
- Communicate and enlist support in the school community for the ongoing improvement efforts undertaken by the school.

Goals	Tasks	Outcomes	Documentation