

MISSION STATEMENT

Members of the CSAC are committed to taking an active part in establishing guidelines to promote and enhance Catholic education; to meeting the challenge of finding new and innovative ways to financially provide for scholastic programs and their accompanying technological advancements; and to providing a safe and Christian environment for our children.

HOLY FAMILY SCHOOL CSAC

MISSION STATEMENT

The mission of the Catholic school is to evangelize and to fulfill the four apostolic goals: spreading the Gospel message through teaching Catholic doctrine, building a community of faith, celebrating this faith through worship, and rendering service to one's neighbor. All facets of Catholic education contribute to the faith development of the student by reflecting the commitment to teach and model Catholic principles. These principles are founded in the love of Jesus Christ and the Gospel as proclaimed by the Roman Catholic Church in contemporary society.

DIOCESAN SCHOOL BOARD

CSAC BYLAWS

ARTICLE 1 - MEMBERS

- Section 1 At time of election, each member of the Catholic School Advisory Commission, hereinafter called “CSAC,” shall be a parent of a child registered in Holy Family Catholic School and a Catholic in good standing.
- Section 2 Members should have a strong and positive commitment to Catholic school education.
- Section 3 Members are required to participate in all scheduled meetings.
- Section 4 All CSAC members shall serve for a term of two years. Members may not serve more than two terms consecutively. All terms of office for CSAC members begin on July 1 and end on June 30.
- Section 5 Vacancies shall be filled by appointment of the President, with the approval of the Principal and the Pastor, for the remainder of the term vacated.
- Section 6 New members as a condition of taking office must agree to:
- A. Attend the diocesan “New School CSAC Members Workshop.”
 - B. Comply with Holy Family Catholic School and Sacramento Diocesan requirements of fingerprinting, TB testing and Shield the Vulnerable.
- Section 7 The Holy Family CSAC shall be composed of seven voting members, which will include all officers.
- Section 8 The Principal and/or Pastor must be present to hold a meeting.

ARTICLE II – PURPOSE

- Section 1 Sharing responsibility with the Bishop, the Pastor establishes CSAC as the policy recommending body in matters of Catholic school education. CSAC is organized and functions under the Canons of the Roman Catholic Church and the policies and procedures of the Diocesan School Board and the Catholic School Department of the Roman Catholic Diocese of Sacramento for religious, educational and charitable purposes.

- Section 2 The CSAC shall be responsible to the Pastor, and by delegation to the Principal, for achieving the Diocesan and parish goals for Catholic education
- Section 3 The function of the CSAC is to formulate and recommend policy that will guide the administration in fulfilling the school's mission, philosophy and School Learning Expectations (SLE) and to be part of the evaluation of the effectiveness of the mission, philosophy and SLE's.
- Section 4 The CSAC shall follow the guidelines of the School Advisory Commission Manual provided by the Diocese of Sacramento.
- Section 5 The CSAC members shall:
- Fully understand and support the mission of the parish as well as the mission of the school.
 - Always keep the welfare of the students uppermost in decisions and endeavors.
 - Assist with advice, contributing the benefit of their judgment and experience.
 - Support the decisions made by the CSAC.
 - Maintain high levels of integrity and confidentiality.
 - Participate in discussions and decisions of the CSAC.
 - Attend all meetings of the CSAC.
 - Prepare for all meetings.
- Section 6 The responsibilities of the CSAC do not include:
- Personnel
 - Curriculum
 - Supervision
 - Grievances
 - Censorship

ARTICLE III – ELECTION OF MEMBERS

- Section 1 Members may be elected before the June meeting and take office on July 1.
- Section 2 Any parish member or parent of a child attending Holy Family School may suggest an individual for CSAC membership.
- Section 3 Prior to each election a CSAC nominating committee shall be formed to seek nominations from the Holy Family School community.

- Section 4 The election process is as follows:
- A. Notice of the election date, including a detailed description of the CSAC role (as outlined in Article II of these Bylaws) and candidate requirements (as outlined in Article III of these Bylaws) as well as a Holy Family School Nomination Form, shall be provided to the Holy Family School community at least two weeks prior to the election date.
 - B. Any parent of a registered Holy Family student may apply for a position on the CSAC. Applicants must submit the Nomination Form to the Holy Family School Office at least one week prior to the election date specified by the CSAC.
 - C. In addition to applications for nomination from the Holy Family School community, the nominating committee may present a list of qualified candidates for the election at least one week prior to the election date.
 - D. During the election all nominees will be expected to conduct themselves in a respectful and responsible manner fitting a Holy Family School CSAC member. The nominee will be responsible for filling out the CSAC Member Nomination Form provided by Holy Family School CSAC. The Nomination Form will be used to provide the nominee's information on the election ballot. The nominee is to limit his or her information to the space and scope provided on the form.
 - E. Campaigning by nominees is strictly prohibited. This includes but is not limited to: fliers, letters, e-mails, buttons, signs, gifts and treats. Any nominee campaigning, thus violating Article III, Section 4 of these Bylaws, will be disqualified.
 - F. Election of members shall be by secret ballot.
 - G. One (1) ballot shall be allotted to each Holy Family School parent.
 - H. The ballots shall be presented to the Principal for tally.
 - I. The Principal shall present the nominees with the highest votes to the Pastor for final appointment.
- Section 5 The immediate Past President may sit on the CSAC as an ex-officio, non-voting member, for a period of one year.
- Section 6 Officers of the Parent Club are not eligible for voting seats; however, the Parent Club president shall serve as an ex-officio, non-voting member.
- Section 7 The Pastor and the Principal shall serve as ex-officio, non-voting members.
- Section 8 Only one member of an immediate family shall be eligible for CSAC membership at any one time.
- Section 9 Employees of the school and/or the Parish, and their immediate family members are not eligible to be voting members of the CSAC.

ARTICLE IV – REMOVAL OF MEMBERS

- Section 1 The CSAC, with the approval of the Pastor, may declare vacant the office of a member on the occurrence of any of the following events:
- A. The member fails to attend three regular meetings in a school year.
 - B. For any conduct that is disruptive of the intimate working relationship of the CSAC or school community, or any conduct which is inconsistent with the teachings of the Roman Catholic Church.
 - C. The member has been convicted of a felony.
 - D. The member fails to meet the requirements of Article I, Section 6 of these Bylaws.

ARTICLE V – OFFICERS

- Section 1 Election of CSAC officers shall take place at the September meeting each year.
- A. Nominations may come from any member of CSAC. Nominations should not be closed until two members have been nominated and seconded.
 - B. Election shall be by secret written ballot.
 - C. Election shall be in the following order: President, Vice President, Secretary, Finance Officer, Marketing Chair and Parish Liaison.

- Section 2 The duties of the officers are as follows:
- A. The President shall conduct meetings, represent the CSAC and the Principal, and prepare meeting agendas.
 - B. The Vice President shall perform the above-mentioned duties in the absence of the President.
 - C. The Secretary shall take attendance at all CSAC meetings, record and distribute minutes and handle any correspondence.
 - D. The Finance Officer shall assist the Principal in work with the school bookkeeper and reporting finances to the CSAC, as requested by the Principal.
 - E. The Marketing Chair shall research avenues that will best advertise the good word about Holy Family Catholic School. Shall report to the CSAC on marketing research and community surveys that will help in the development of a plan to increase enrollment. Shall formalize a plan to communicate successes to the larger Catholic community at Holy. Shall develop an ambassador program that places our students in events throughout the community as a way of marketing Holy Family Catholic School. Shall propose a marketing budget to meet the goals for the school year. In conjunction with the Principal and Pastor,

shall create a “presence” in the print and internet media that people can easily identify with Holy Family Catholic School.

- F. The Parish Liaison shall work with the Parish Council to unite the mission of the parish community with that of the school community. Shall recommend how to bring the two entities in alignment with one another as a way of fostering one Catholic community. Shall report to the Principal and to the Parish on evidence of successes and challenges in the parish and school communities. Shall be responsible for publishing updates in the Review Preview and the parish bulletin on a regular basis.

Section 3 CSAC members are limited to holding the same office for no more than two consecutive years.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1 The President of the CSAC shall appoint standing and special committees.

Section 2 Ad hoc committees shall be recommended to the Principal and appointed by the CSAC whenever a special and temporary need arises.

Section 3 The CSAC will ordinarily have the following standing committees: Finance, Marketing and Parish Relations. Each committee will have a written charge, or mission from the CSAC. The Finance Chair, Marketing Chair and Parish Liaison shall chair their respective ad hoc committees (per Article V, Section 2 of these Bylaws). The CSAC may decide to function as a committee of the whole. This shall be decided at the first meeting of each year.

ARTICLE VII – ORDER OF BUSINESS

Section 1 The order of business shall be determined by the CSAC President and the Principal. Members shall receive the meeting agenda at each monthly meeting.

Section 2 Regular meetings of the CSAC shall be held on the second Tuesday of each month at 5:00 p.m. The Pastor and/or Principal must be present at the CSAC meeting. A meeting may not be held without either the Pastor or Principal present.

Section 3 The Pastor or the Principal may call special meetings.

Section 4 All regular scheduled monthly CSAC meetings shall include an open session, immediately followed by a closed executive session.

Section 5 The right of non-members (parishioners, parents or faculty) to address the CSAC during the meeting's open session shall be limited to those who make a written request to the Principal, no less than two (2) weeks prior to the meeting. Approval shall be given at the discretion of the Principal.

Section 6 Individual CSAC members only have authority to act on behalf of the CSAC pursuant to the CSAC Bylaws, resolution or other delegation of authority from the CSAC. All CSAC business must be conducted in the confines of a CSAC meeting, CSAC Ad Hoc Committee meeting or a CSAC Standing Committee meeting.

ARTICLE VIII – AMENDMENTS

Section 1 These Bylaws may be amended by a vote of two-thirds of the voting members at the regular meeting. Members shall receive written notice about Bylaw amendments prior to the vote to amend.