



St. Josaphat Parish School School Advisory Commission Operational Norms 2026-2027

Operational Norms

Section 1: Name

This body is the St. Josaphat Parish School Advisory Commission hereinafter referred to as the Advisory Commission.

Section 2: Parish Structure

The Advisory Commission is a standing commission of the Basilica of St. Josaphat Pastoral Council.

Section 3: Purpose

The Advisory Commission is an advisory body to the school principal. The purpose of the Advisory Commission is to assist the school principal in:

- Ensuring the school thrives and remains viable for the future
- Ensuring excellence in Catholic Culture, Academics, Whole Child Education, and the Stewardship of Resources
- Supporting the school in its efforts to collaborate with the parish.

Section 4: Authority

Pastor

The pastor is the spiritual and temporal shepherd of the parish. He serves the parish community in his teaching, sanctifying and governing duties. Among his teaching responsibilities, he is to see that the word of God is proclaimed, that the faithful are instructed in the faith, that the Gospel message of social justice is promoted, and he has a special care for the Catholic education of children and youth. (Canon 528) A portion of these responsibilities is carried out through the parish school. He is the key person in relation to the parish educational program.

The pastor is the leader of the parish and as such he is the leader in all the decision-making processes within the parish. The pastor has the responsibility to make decisions consistent with the educational policies established by the Archdiocese. The pastor's authority at the parish level includes the right to approve or disapprove all recommendations made by the School Advisory Board (including budgetary recommendations), and to select the principal of the school. In addition, the pastor has the authority to ratify the hiring of all school employees (including the ratification of teacher contracts).



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Principal

The principal is accountable to the pastor for the spiritual and academic leadership and the administration of the school. The principal has a serious responsibility as spiritual and educational leader of the school. The principal assumes responsibility for understanding and accepting the unique role that Catholic schools serve in the educational mission of the Church. The principal serves as the chief spokesperson in articulating this mission and in calling the faculty and students to participate in a significant way in the life of the Church.

In addition to spiritual leadership, the principal is responsible for the administration of the school program. This responsibility includes the employment, supervision, and evaluation of staff, the establishment of educational programming, and the evaluation and management of student behavior. These responsibilities are assumed with archdiocesan and local policies.

School Advisory Commission

The Advisory Commission authority is limited to formal commission meetings or to situations officially defined in this document.

A single Advisory Commission member or a group of Advisory Commission members cannot speak or act on behalf of the Advisory Commission or the school or parish as a whole unless officially designated by the Advisory Commission to do so.

Section 5: Collaboration with Principal

The Advisory Commission collaborates with the principal to advocate for the school in the following areas.

- 1) Mission and Governance
 - a. Identification, recruitment, and vetting of potential Advisory Commission members
 - b. Advisory Commission orientation, training, development, and evaluation
 - c. Fidelity to mission
- 2) Whole Child Education
 - a. Rooted in the conviction that human beings have a transcendent destiny
 - b. Education for the whole person must form the spiritual, intellectual, physical, psychological, social, moral, aesthetic and religious capacities of each child. (NSBECS)
 - c. Academic excellence for all students
- 3) Institutional Advancement: Development, Marketing & Public Relations, and Enrollment Management
 - a. Development: identification, cultivation, and procurement of third-source funding
 - b. Marketing and Public Relations: activities to create, build, and maintain relationships with constituencies
 - c. Enrollment Management: recruitment, enrollment, and retention of students



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- 4) Finance
 - a. School budget and long-term forecasts
 - b. School personnel compensation package
 - c. School income sources
- 5) Long-Range Planning
 - a. Strategic Planning
 - b. School Improvement Planning
- 6) Facilities and Technology
 - a. Maintenance and upkeep of facility and technology infrastructure
 - b. Short- and long-term capital facility needs and technology infrastructure needs
- 7) Policy
 - a. May propose local policy that is more prescriptive, but any proposed policy may not in any way conflict with, or supersede, archdiocesan policy.
 - b. Proposed policies require the approval of the pastor.
- 8) Emergency Operations Planning
 - a. The Advisory Council and principal, in collaboration with appropriate parish personnel, local first responders, and appropriate community members, share the responsibility for developing, implementing, training, evaluating, and adapting EOP.
- 9) Principal Search and Selection
 - a. May participate in the search and selection process for a new principal.
 - b. The pastor hires the principal

Section 6: Membership

Selection and eligibility of members

- 1) Members are selected by the school principal.
- 2) The pastor may appoint an Advisory Council member.
- 3) Paid employees and spouses or children of paid employees of the School or Parish are not eligible for Advisory Commission membership.

Ex-officio Members

- 1) Appointed by pastor
- 2) Participate fully in all Advisory Commission meetings and discussions
- 3) Non-voting member
- 4) Required Ex-officio Members:
 - a. Pastor
 - b. Principal
 - c. Teacher
 - d. Pastoral Council Liaison



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Regular Members

- 1) 5 – 9 members
- 2) Full voting members

Tenure

- 1) Regular member term is three years
- 2) Member may serve two consecutive three-year terms
- 3) Member who has completed two consecutive three-year terms must be off the Advisory Commission for one full calendar year before regaining eligibility to serve on the Advisory Commission

Installation

- 1) Newly discerned / elected members to the Advisory Commission shall be installed at the last meeting of the school year during which they were discerned / elected, after the completion of the regular agenda.

Dismissal

- 1) Members who are frequently absent from Advisory Commission meetings without good cause, or who act in a manner that is contrary to the best interests of [SCHOOL NAME] or the Advisory Commission, may be recommended for dismissal by the Advisory Commission to the pastor.

Section 7: Officers

The officers of the Advisory Commission shall consist of a chairperson, vice-chairperson, and secretary, and shall be elected by the Advisory Commission at the first regular meeting of the school year. All members of the School Advisory Board are eligible for any office. Officers shall serve one-year terms. No officer shall hold the same office for more than two consecutive terms. The pastor has the final approval of all officers.

Chairperson: The chairperson shall preside at all regular and special meetings of the Advisory Commission, shall determine the agenda for all regular and special meetings in collaboration with the principal, and in general, perform all the duties of the office of chairperson and other duties that may be assigned by the Advisory Commission.

Vice-Chairperson: The vice-chairperson, in the absence of the chairperson, shall perform all duties of the chairperson.

Secretary: The secretary shall maintain a written record of all meetings of the Advisory Commission. The principal must approve all minutes. The secretary shall furnish a copy of the approved minutes of each meeting



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Section 8: Meetings

- 1.) The Advisory Commission shall meet at least four (4) times per school year, at a designated time and place.
 - a. Twice annually, meetings shall be open to the school community per the Wisconsin Private School Choice Program requirements. Information about these meetings will be communicated to SJPS families 30 days before the meeting date.
 - b. Visitor comments will be allowed based on the procedures listed below:
 - i. St. Josaphat Parish School parents/guardians and/or students may address the Commission with concerns, questions, suggestions or formal complaints. The general public and/or Basilica parishioners must submit their petitions in writing to the Pastor in advance of the meeting.
 - ii. Speakers may address the following topics related to school operations: safety, discipline procedures and expectations, mission and Catholic identity, academics, operational vitality, building & grounds and other related issues approved by the Pastor.
 - iii. Each speaker may address the Commission for a period not to exceed 15 minutes.
 - iv. All speakers are required to register with the school principal in advance of any meeting and must clearly disclose the purpose of their visit. Acceptable topics of discussion include student safety, discipline procedures and expectations, the school's mission and Catholic identity, academics, operational vitality, and building and grounds. Discussions regarding individual personnel complaints are not permitted in this forum, as such matters are protected and confidential. These conversations must be scheduled directly with the pastor or building principal. If at any point a speaker's comments begin to address confidential personnel matters—including slander, defamation, or issues protected under Wisconsin employment law (e.g., Wis. Stat. § 111.31-111.395, the Wisconsin Fair Employment Act)—the pastor or principal will immediately halt the discussion and move to address the concern in a private and appropriate setting. This policy ensures compliance with employee privacy rights and due process protections.
 - v. The Advisory Commission may elect to respond to questions during the session or reserve the right to comment in writing at a later. The speaker will receive a written commentary no later than one week following the meeting date.
 - c. The right of non-members to address the Advisory Commission at a meeting that is not otherwise open to the school or parish community, shall be reserved to those whose petition has been approved by the principal or chairperson for inclusion on the agenda in advance of the School Advisory Board meeting. The chairperson shall control the speaking time for such person(s).



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- d. The Advisory Commission may move any meeting, at any time during the meeting, into a closed session via an approved commission resolution.
 - i. A closed session is limited to regular and ex officio Advisory Commission members
 - ii. The pastor may invite or allow a non-member to attend a closed session.
- 2) Special meetings of the Advisory Commission may be called, with the approval of the pastor, by the chairperson or by a majority of the Advisory Commission members.
- 3) No Advisory Commission meeting will be held without the principal and the pastor (or his designated representative) in attendance.
- 4) Quorum: For the purpose of transacting official business, it shall be necessary that a majority of the total members be present.
- 5) The consensus method of decision-making shall be used. Consensus is a Christian approach to group decision-making. It presents an opportunity for all to be heard and avoids a “win/lose” posture that voting promotes. Consensus results in the growth of the group and in fuller ownership of decisions. Consensus has been achieved when there is general agreement or accord among the members. If the board fails to arrive at a consensus and the issue must be decided immediately, the chairperson shall call for a majority vote.
- 6) The board may fix its own rules of procedure, but in the absence of such rules, Robert’s Rules of Order shall apply.
- 7) The ordinary order of business should be:
 - a. Call to Order
 - b. Prayer and Reflection
 - c. Delegations (if any)
 - d. Approval of Minutes
 - e. Principal’s Reports
 - f. Old Business/Decision-making items
 - g. New Business
 - h. Board Reports
 - i. Pastor’s Comments
 - j. Closing Prayer



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Section 9: Committees

The chairperson, in consultation with the principal, shall establish ad hoc committees as needed.

The Advisory Commission chairperson, in consultation with the pastor and principal, appoints the chairperson of all committees.

The Advisory Commission chairperson and principal, in consultation with the chairperson of each committee and approval of the pastor, may invite persons who are not members of the Advisory Commission to serve as members of these committees.

The responsibility of all committees shall be fact-finding and advisory, but never legislative or administrative. Recommendations by any committee shall be subject to ratification and approval by the Advisory Commission.

Pastor

School Advisory Commission Chair

Date

Date