



# School Advisory Councils/ Boards

Dr. Mary Adrian  
[maryadrian@me.com](mailto:maryadrian@me.com)



# Introduction



# Overview



- Purpose of the School Advisory Council/Board
- Types of Advisory Councils/Boards
- Selection of Membership
- Structure of Council/Board
- Use of Subcommittees
- Council/Board Meetings
- Annual Orientation





# Why have a School Advisory Council/Board?

- **Can you complete all the duties of principal alone?**
- Based on the importance of shared leadership and the notion of subsidiarity
- Aimed at strengthening the decision-making process



# Purpose of the School Advisory Council/Board

Provide direction, feedback, leadership that insures the fidelity of:

- Formation
- Mission
- Academic excellence
- Operational vitality



# Types of Councils/Boards

- Advisory – members participate/assist in policy making and decision making by reviewing, providing feedback, helping to formulate, and making recommendations; not bound by council/board advice.
- Consultative – principal must consult with council/board before making decisions; not bound by council/board advice.
- Authoritative – the group has final authority regarding decisions.
- Corporate – owns the school/organization



# Selection of Council/Board Members

- Ongoing Process
- Individuals whose philosophy, talents and background are aligned with that of the school
- Methods
  - Election
  - Discernment
- Recommendation to the Pastor/Principal
- Selection of officers
  - Chair
  - Co-Chair
  - Secretary
- Executive Committee



# Structure and Composition



- Membership – typically 9 members that represent the diversity of the community. May include: parents, former parents, experts, community members, former students, representatives from other groups.
- Qualifications – trust and cooperate with the school leadership.
- Term Length – typically 3 years with option for reappointment
- Subcommittees – can you do everything on your own?





# Subcommittees

- Planning
  - Policy
  - Finance
  - Public Relations/Marketing
  - Development/Fundraising
  - Safety & Technology
- 



# Orientation



- What is the work of the Advisory Council/Board ?
  - ADVISORY vs. Decision Making
  - Finding the balance
  - Support administrative decisions
  - Understanding the organizational structure
- What is NOT the work of the Advisory Council/Board?
  - Personnel issues
  - Specific student issues
  - Individual agendas



# What Else Could Be Included in Orientation?

- Code of Ethics
- Meaning of Consensus
  - Recognize that there may be issues the group deals with that are challenging
  - Expectations for individual members' public support of administrative decisions
- How Conflicts will be Handled
- Evaluation process



# Possible Annual Calendar of Activities



## □ August

- Calendar of proposed agenda items for the year
- Committee assignments
  - Planning Back to School Activities
- Enrollment Update

## □ September

- Review of School Strategic Plan
- Committee updates

- 
- October
    - Continue work on Strategic Goals
  
  - November
    - Advent/ Christmas Planning
    - Begin Catholic Schools Week Planning
    - Budgeting Process
  
  - December
    - Budgeting Process
    - Tuition recommendations
    - Planning recruitment activities (Marketing Committee)
  
  - January
    - Finalize CSW planning
    - Mid-Year Review of Goals
    - Finalize Budget





## □ February

- Review of Marketing efforts thus far
- Committee Review
- School calendar for the upcoming year

## □ March

- Committee and Board Self-Evaluation
- Finalizing school calendar

## □ April

- Recruitment of new members
- Begin work on Annual Report

## □ May

- Welcome of new members
- Finalize annual report



# Possible Agenda Format

- Opening Prayer
- Review/Acceptance of Agenda
- Approval of Minutes
- Administrator's Report
- Committee Reports
- Unfinished Business
- New Business
- Date of Next Meeting/Future Agenda Items
- Adjourn



## 2 THINGS TO KEEP IN MIND

- The Council/Board should help you, not make your life more difficult.
- Some of the things we have talked about may work well for you, others not. You know your community best.



Questions?