

Report for St. Ignatius Parish Pastoral Council Catholic School Advisory Commission (CSAC)

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Summary & Role:

- From the school website: “The school advisory council works with the administrator and the pastor to formulate school policy. The members of the council work in the areas of long-range planning, development and major funding, facilities, Catholic identity, and marketing. With the pastor and the administrator, they establish the annual budget. The Council endeavors to create better understanding and support of Catholic education.”
- The existence of a CSAC is mandated by the Diocese of Sacramento
- CSAC meets once a month
- CSAC’s role for the parish is to ensure the Catholic education being provided by the school incorporates Ignatian spiritual tradition and the gospel values of service, justice, peace, and love to the students not only through textbooks, but through action and example both during and outside school hours.

Leadership & participants:

- President, vice president, and member-at-large
 - Three-year cycle: person starts as member-at-large in year 1, becomes VP in year 2, and president in year 3
- Parent & faculty volunteers who represent the following areas:
 - Finance/school budget
 - Development/Annual fund
 - Marketing/communications
 - Catholicity/Mission effectiveness
 - Facilities/security
 - Parent Club
 - Enrollment/Curriculum
- School principal and vice principal
- Parish pastor or associate pastor
- One member also serves on the Parish Pastoral Council; principal attends Finance Council meetings
- Candidates are nominated by the current members and are approved prior to an invitation being sent to them to serve. Once the invitation is accepted, members are voted in. (more details here <https://www.stignatiussacschool.org/pod/catholic-school-advisory-council-members>)
- All “elected” members serve a 3-year term
- Decisions are generally decided by majority vote (i.e. for school policy changes)

Budget:

- CSAC itself does not have a budget, but one of its main jobs is the school budget
- Parish and school each have their own budget, own income and expenses. The parish does not transfer any money to the school for support.
- School begins budget process in January. Teacher salaries are dictated by the diocese. Draft budget must be approved by the diocese and the parish finance council in April. Final budget is approved by finance council in June. Pastor has final authority over the school budget.

Communication:

- Internal communication between scheduled meetings, when situations or topics arise, is effective
- External communication to parents about CSAC's existence, members, role, and actions needs work

What we do well:

- Safety policy and decisions, monitoring the school budget, reporting on income from annual fund and parent club

Where we struggle:

- Attendance at meetings
- Getting school families engaged in the parish

Idea for improvement:

- Change the selection process for new members to a general election