



ST. IGNATIUS PARISH SCHOOL

CATHOLIC SCHOOL ADVISORY COMMISSION MANUAL

Revised August, 2025

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OVERVIEW

The purpose of this manual is to provide guidance for CSACs as they fulfill their leadership roles promoting the mission of the Catholic school. By its very nature, the Catholic School Advisory Commission is advisory, only. The school's CSAC is accountable to the pastor and principal in its operation. It agrees to follow the policies and administrative procedures of the Diocese of Sacramento, the Catholic School Department, and the school's CSAC Bylaws.

Members agree to use their talents, gifts and insights for the common good of the community to promote the mission and goals of Catholic education. Members will defer personal agendas in order to discern with other members regarding the issues, concerns, and challenges they face in meeting the needs of the students and school community.

The CSAC members model the faith community to its constituents. They promote respect between and among each other, acknowledge the various views of each member, discern with each other in an open and collaborative manner and support the decisions of the principal.

The school Principal remains directly responsible for the school's Catholic identity, curriculum, programs, and personnel, and reports directly to the school's Regional Director, the Director of Catholic Schools, and the Pastor with respect to those matters. The school Principal will work interactively with the school's Catholic School Advisory Commission to fulfill the CSAC's objectives and responsibilities in promoting the school's Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities.

THE MISSION OF CATHOLIC EDUCATION PROMOTES: FAITH, COMMUNITY, AND GROWTH

Catholic Schools:

- Provide a Christ-centered environment;
- Remain firmly grounded in the eternal values of our Catholic faith;
- Form young Catholics who develop a strong relationship with Jesus Christ;
- Offer a comprehensive, rigorous, and modern academic curriculum
- Prepare young people to meet global challenges;
- Emphasize servant leadership;
- Encourage students to think critically and creatively;
- Prepare students to be effective communicators and numeric problem solvers;
- Nurture God-given talents;
- Offer hands-on experience with the latest technology;
- Provide opportunities for worship and prayer;
- Prepare students well for the next level of education, while ensuring a love of life-long learning.

As a Catholic school in the Jesuit tradition, St. Ignatius School is committed to the Jesuit ideals of academic excellence, the service of faith and the promotion of justice. We share the society's mission to spread God's love and work to make this world a better place for all.

Jesuit Education:

- Seeks to develop the whole student – mind, body, and spirit.
- Values academic excellence, understanding our Catholic faith, and service to others.
- Presupposes the goodness of others.
- Encourages critical, analytical, and creative approaches to solving problems.
- Is challenging and rigorous, fostering an integration of knowledge across disciplines.
- Develops responsible citizens who seek justice and are sensitive to the needs of others.
- Focuses special attention to values, ethical issues, and the development of moral character.
- Empowers students while encouraging student responsibility and independence.
- Teaches discernment, the process of making choices or finding answers using prayer, reflection, and consultation with others.
- Prepares students for a rapidly changing and diverse society.
- Inspires students to change the world for the better... to be: Students For and With Others.

Principles for Catholic School Advisory Commission Members

A Catholic School Advisory Commission member, operating at the highest ethical standards, should adhere to the following:

- Support the Mission Statement of your Catholic school.
- Be committed to assist with providing a high-quality Catholic education for every student.
- Accept Catholic School Advisory Commission membership as a means of service to the Church.
- Recognize that the strength of a CSAC is as a committed group of stakeholders, not as individuals.
- Maintain confidentiality of privileged information; that is items discussed in executive session may not be disclosed.
- Assure the local school administration that controversial issues are presented and considered fairly and without bias.
- Respect the authority of the Principal as the local school administrator.

Code of Ethics for Catholic School Advisory Commission Members

As a member of a Catholic School Advisory Commission, I...

- Acknowledge that schools are a significant expression of the teaching mission of the Catholic Church and function within its structure;
- Will become more knowledgeable about the mission of Catholic education, as expressed in my school, and sincerely promote it to the various publics with whom I have influence;
- Recognize the need for continuing education about my responsibilities and know that I do not represent my CSAC officially unless explicitly authorized to do so;
- Will be fully and carefully prepared for each meeting by doing the required readings and completing the necessary tasks for committee work and reports;
- Support the principal in authorized functions and avoid intruding in administrative details unless requested to do so;
- Will be loyal to school administration even though personally opposed to the final recommendations and decisions;
- Will be alert to alternate solutions to problems by keeping an open mind;
- Will disqualify myself from discussion where there is a conflict of interest with my family or business interests or if the outcome will grant me any pecuniary or material benefits; and
- Pray often for other members of the board, this Catholic school, and the community it serves.

Effective CSACs Are Mission-driven

I. Mission Statement

The mission statement is based on and reflective of the school philosophy. The mission statement is used to drive strategic planning, day-to-day decision-making and institutional advancement/development. All employees and school families must understand and support the school's mission.

St. Ignatius Parish School's Mission Statement:

St. Ignatius Parish School is a faith community grounded on Jesuit principles which cultivates excellence in mind, body, and spirit, sending forth students for and with others.

II. Statement of Philosophy

The Catholic school philosophy identifies what the school is called to be. Catholic school philosophies essentially identify that the school exists to "integrate elements of faith with the learning process."

St. Ignatius Parish School's Philosophy Statement:

St. Ignatius School holds as primary a belief in God and the Catholic Church. It is within this committed Ignatian ministry that children develop self-respect, respect for others, and a reverence for all of God's creation.

- We believe that the mission of Catholic education is to teach as Jesus did, developing and nurturing the whole child: heart, mind, body and soul.
- We believe that parents have the primary responsibility for the education of their children. Teachers are facilitators in the educational process. In partnership with parents, St. Ignatius Parish School strives to develop graduates who are religious, loving, open to growth, intellectually competent, and committed to doing justice..
- We seek to inspire students to act with initiative and integrity and engage the world as seekers of justice.
- We believe that every person, as a child of God, has equal dignity and rights.

III. Schoolwide Learning Expectations

Clearly articulate what the graduate will have accomplished academically, physically, spiritually, religiously, and socially by the time he/she graduates.

St. Ignatius Students are:

Religious

- curious and active as they intentionally seek to find God in all things.
- experience the presence of God in prayer, liturgy, on retreat, and in other moments of grace.
- understand that living a faith-filled life means to live as a person for others.
- learned in the areas of Jesuit charism and Catholic doctrine.

Loving

- personally experience God's love and put love into action.
- understand and live "Cura Personalis": care for the whole person, mind, body, and spirit.
- able to put the interests of others before their own self-interest.
- respect and celebrate human diversity.

Open to Growth

- intentionally take responsibility for their personal growth in body, mind and spirit.
- discerning in their choices.
- flexible, open to other points of view, and recognize how much one learns from being attentive.
- reflect on experiences and embrace challenges with curiosity, faith, and hope.

Intellectually Competent

- effectively communicate through written and oral expression.
- think critically about self, others, and the world.
- use media and technology to support learning, problem solving, and communication.
- active learners who work toward mastery of grade level academic standards.

Committed to Doing Justice

- have a growing understanding of injustice and put their faith into action.
- affirm the dignity and rights of others.
- live as people for and with others.
- reflect on the needs of others and actively engage in service.
- ready to lead, especially by example, for the greater good.
- participate in caring for our common home.

The above expectations are referred to as "The S.I. 5."

IV Ignatian Virtues

St. Ignatius Parish School has chosen to consider these Ignatian Virtues as another foundational document along with the Mission, Philosophy, and Schoolwide Learning Expectations.

Students in a Jesuit school are growing to be....

Grateful for their own gifts, for the gift of other people, and for the blessings of each day; and **generous** with their gifts, becoming men and women for others.

Attentive to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices.

Compassionate towards others, near and far, especially the less fortunate: and **loving** by their just actions and forgiving words.

Faith-filled in their beliefs and **hopeful** for the future.

Eloquent and **truthful** in what they say of themselves, the relations between people, and the world.

Learned, finding God in all things; and **wise** in the ways they use their learning for the common good.

Curious about everything; and **active** in their engagement with the world, changing what they can for the better.

Intentional in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.

ROLES AND RESPONSIBILITIES OF CATHOLIC SCHOOL ADVISORY COMMISSION MEMBERS

Chairperson/President

Role: To provide overall Catholic School Advisory Commission leadership and coordination of CSAC functions and responsibilities.

Responsibilities:

- To be the leader/facilitator of the CSAC.
- To form the agenda with the Principal.
- To collaborate with and support the Principal.
- To monitor the CSAC calendar.
- To encourage CSAC members to attend in-service training (when it is provided).
- To Recruit, coach, and mentor CSAC Committee Leads for the continued growth and leadership of the school.

Vice-Chairperson/Vice-President

Role: To assist the Chairperson, to oversee CSAC meetings when the Chairperson is absent, and to prepare for the role of Chairperson. To Recruit, coach, and mentor CSAC Committee Leads for the continued growth and leadership of the school.

SECRETARY

Role: To provide secretarial CSAC duties such as, but not limited to, taking accurate minutes of all CSAC meetings and making them available in a timely manner for approval and distribution of such minutes. Prepare the agenda, and send the agenda to the CSAC Chairperson and principal five days before the CSAC meeting. After approval, send the agenda to CSAC members three days before the meeting.

COMMITTEE CHAIRPERSON

Role: To oversee said committee, to organize and facilitate all committee meetings, to work directly with the Principal, and to provide a committee report and update at all CSAC meetings. All documents which support the report should be added to the shared CSAC folder five days before each meeting.

CSAC MEMBERS

Role: To represent the best interests of the school; to advise the principal and pastor, and to support the school's Catholic Identity, future planning, community involvement, facilities, as well as, the school's goals/objectives as they relate to marketing and development

Duties of all CSAC Members:

- Attend all CSAC meetings and committee meetings and demonstrate commitment.
- Be informed on issues and agenda items in advance of meetings.
- Contribute skills, knowledge, and experience as appropriate.
- Support all decisions of the principal.
- Assume leadership roles in all CSAC activities as appropriate.

COMPOSITION of a CSAC

A CSAC should be comprised of not more than 11 members appointed by the pastor/principal:

Members to be committee heads with experience in the areas of Catholic Identity, strategic planning, facilities, finance, marketing or development. In addition:

- Parent Club Officer or Representative
- Pastor
- Principal
- Faculty member

Members serve for a limited term at the discretion of the principal. A suggested term is two or three years (which should be staggered to provide continuity) and limited to two consecutive terms. There must be a one year break between terms served. The Bishop, Pastor, Principal or Regional Director shall have the authority to remove any Member of the CSAC at any time, with or without cause.

Standing and Ad Hoc Committees

CSACs should work with the Principal to develop a strategic plan. It must then set in motion committees that will roll up their sleeves and add muscle to the tasks required to accomplish the goals.

Goals, strategies or tasks related to the CSAC's regular responsibilities are assigned to standing committees. Standing committees provide continuity for the ongoing support and stability of the school.

Standing CSAC Committees at St. Ignatius Parish School:

- Mission Effectiveness
- Advancement/Annual Fund
- Facilities/Safety
- Finance
- Marketing and Community Relations/Annual Report
- Parent Engagement

The chair of each committee must be a CSAC member; however, the committee members can be non-board members and may be recruited by the chair, principal and others from the school, parish or community to bring the required skills and resources to the table. This is also a way to provide opportunities for others to learn more about the school and how it operates and, ultimately, to recruit new CSAC members.

Ad hoc committees may be formed for a particular purpose as needs arise to assist in the overall operation of the board. Ad hoc committee members are selected because they are knowledgeable, interested in serving and possess an expertise needed by the CSAC. Members should be clear about their responsibilities and be familiar with the Mission, Philosophy, policies, practices and procedures of the school.

Standing Committees and Their Responsibilities

Mission Effectiveness

The purpose of this committee is to support the principal and pastor in examining how well the school carries out its mission to be a Catholic School. Members are encouraged to help evaluate the Catholic Identity of the school and offer support to the principal on how the school community can maintain and strengthen the school's Catholicity and standards for excellence.

- Educate & Evangelize
- Support and Promote Foundational documents (Mission, Vision, Philosophy, Schoolwide Learning Expectations, and Ignatian Virtues)
- Ignatian Virtues

Advancement/Annual Fund

The advancement committee assists a strategic and integrated approach to advancing the mission of our school with a focus on revenue generation, specifically through administering the Annual Fund.

Facilities/Safety Committee

The facilities/safety committee develops and monitors long-term facility needs and maintenance to ensure a safe, effective environment for learning. Areas of focus include:

- Safety and security
- Site Utility
- Efficiency
- Aesthetics
- Structural Concerns
- Deferred Maintenance
- Designs and monitors long-term maintenance plans for the school.
- Designs and monitors a long-term capital improvement plan for the school.
- Review and update school emergency plan.
- Assesses future facility needs in light of curriculum and enrollment goals.
- Reviews space utilization plan in light of the school's strategic plan.

Marketing/Community Relations/Annual Report

The purpose of this committee is to support healthy and growing student enrollment at the school, including help to promote the brand and image of the school to the greater community. A primary focus of this committee is the creation of the school's Annual Report. Focus areas include: Branding, general and targeted marketing, recruitment, and retention.

Parent and Volunteer Engagement

The purpose of this committee is to support the principal in ensuring that parents are engaged in various volunteer and programmatic opportunities at the school. This committee is chaired by the Parent Club Vice Presidents.

Ad Hoc Committees

To be determined as needed.

APPENDIX

St. Ignatius Catholic School CSAC BYLAWS PREAMBLE

The Diocese of Sacramento, through the community of St. Ignatius Parish, committed to Catholic school education in the United States Bishops' Pastoral on Catholic education *To Teach as Jesus Did*, and the Sacred Congregation for Catholic education document on *The Catholic School*, and acting on the principle of "shared responsibility," establishes these bylaws:

Article I - Name

Section 1 - The name of this body shall be the St. Ignatius Catholic School Advisory Commission, hereinafter referred to as CSAC.

Article II – Purpose

Section 1 - Sharing the responsibility with the Bishop, the pastor of Parish establishes the CSAC as the policy recommending body in matters of Catholic school education. The CSAC is organized and functions under the Canons of the Roman Catholic Church and the policies and procedures of 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 principal for achieving Diocesan and parish goals for Catholic education,

Section 3 - A function of the CSAC is to guide the administration in fulfilling the school's mission and to evaluate the effectiveness of CSAC in achieving CSAC goals.

Section 4 – The CSAC shall establish the necessary means and instruments to communicate CSAC objectives and direction to the school and parish community.

Section 5 – The principle of subsidiary shall prevail in the relationship between the CSAC and the school.

Section 6 – The CSAC shall follow the guidelines of the most updated CSAC manual, Diocese of Sacramento.

Article III - Membership

Section 1 – The pastor is an official member of the CSAC

Section 2 – The principal is an official member of the CSAC

Section 3 – A Parent Club officer shall be a member of the CSAC

Section 4 – A parishioner may be a member of CSAC, preference towards a current member of the Parish Council or Parish Finance Council, but not required.

Section 5 – Members must have a strong and positive commitment to Catholic school education

Section 6 – In desired consultation with the pastor, all CSAC members will be appointed by the principal and shall serve for a term of two or three years. Members may not serve more than two terms. There must be a one year break between terms served. All terms begin on July 1 and end on June 30.

Section 7 - Vacancies shall be filled by appointment of the principal for the remainder of the term vacated.

Section 8 – Only one member of a family is eligible for CSAC membership at any one time.

Section 9 – Immediate family members of school or parish employees may not be a member of the CSAC.

Section 10 – A nominating committee consisting of the pastor, principal, CSAC chairperson and Parent Club officer may recruit a slate of candidates for future CSAC membership. Any interested party may recommend an individual to the nominating committee.

Article IV – Removal of Members

Section 1 – The CSAC, with approval of the principal and/or pastor, may declare vacant the office of a CSAC member on the occurrence of any of the following events:

- a. The CSAC member fails to attend three regular CSAC meetings
- b. Any act or course of conduct that is inconsistent with the mission of the Roman Catholic Church and/or the mission of the parish
- c. For any conduct that is disruptive of the intimate working relationships of the CSAC or school or parish community
- d. The CSAC member has been convicted of a felony

Article V – Meetings

Section 1 – Regular meetings of the CSAC shall be held as specified in the Bylaws. The pastor and/or principal must be present at the CSAC meeting; otherwise a CSAC meeting may not be held. At St. Ignatius School meetings are held at 6pm on the first Wednesday or Thursday of each month, to be predetermined by the principal and CSAC president.

Section 2 – Special meetings may be called by the pastor, principal, or chairperson. The principal and/or pastor must be present or the meeting may not be held.

Section 3 – All CSAC meetings are to be open meetings unless designated as being an executive/closed meeting.

Section 4 - Any parent who wishes to speak at a CSAC meeting must provide their agenda item to the CSAC Chairperson and Principal at least 10 days in advance of the

meeting. The Chairperson and Principal will determine if the item is approved based on its relevancy to the responsibilities of CSAC. If approved, the parent may speak to CSAC for 2 to 3 minutes. If the item is not appropriate for a CSAC meeting then the parent will be invited to make an appointment with the principal.

Article VI - Committees

Section 1 – Standing and special committees may be appointed by the pastor, principal, or chairperson.

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

Section 3 – The St. Ignatius Parish School CSAC shall have the following committees: Mission Effectiveness, Advancement/Annual Fund, Facilities/Safety, Finance, Communications/Marketing, and Parent Engagement. Enrollment, Staffing, and Curriculum are reported on by the Faculty liaison. Each committee chairperson shall be a CSAC member.

Section 4 - Each committee will have annual goals which are approved by the principal and support the school's mission and strategic plan.

Article VII – Amendments

Section 1 – These bylaws may be amended by a vote of two thirds of the CSAC voting at a regular meeting and are effective upon approval of the principal and/or pastor.

Code of Ethics for Catholic School Advisory Commission Members

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- Acknowledge that schools are a significant expression of the teaching mission of the Catholic Church and function within its structure;
- Will become more knowledgeable about the mission of Catholic education, as expressed in my school, and sincerely promote it to the various publics with whom I have influence;
- Recognize the need for continuing education about my responsibilities and know that I do not represent my CSAC officially unless explicitly authorized to do so;
- Will be fully and carefully prepared for each meeting by doing the required readings and completing the necessary tasks for committee work and reports;
- Support the principal in authorized functions and avoid intruding in administrative details unless requested to do so;
- Will be loyal to school administration even though personally opposed to the final recommendations and decisions;
- Will be alert to alternate solutions to problems by keeping an open mind;
- Will disqualify myself from discussion where there is a conflict of interest with my family or business interests or if the outcome will grant me any pecuniary or material benefits; and
- Pray often for other members of the board, this Catholic school, and the community it serves.

Acknowledged:

Name

Date