

# **SAN FRANCISCO ALLIANCE FOR CATHOLIC SCHOOLS**

A STANDING COMMITTEE OF THE ARCHDIOCESAN BOARD OF EDUCATION

## **Committee Operational Procedures**

### **Article I. Title and Mission**

#### **Section 1. Name**

This standing committee of the Archdiocesan Board of Education (ABE) shall be known as the *San Francisco Alliance for Catholic Schools*, hereinafter "SFACS."

#### **Section 2. Purpose**

The purpose of the SFACS is to:

- A. Assist Catholic school pastors and principals to establish a school **Public Policy Committee**, hereinafter "PPC," led by a pastor/principal-appointed public policy chairperson. At the pastor/principal's discretion this committee shall function as a standing committee of either the school's board of education or parent and school association.
- B. Educate, advise and mobilize each principal and PPC chairperson to respond to public policy and legislative issues affecting Catholic schools, teachers, students and families.
- C. Support and advise the PPC as it establishes, educates and mobilizes its own network of school families, teachers, alumni, and friends of Catholic education to take up advocacy issues at the local, state, and federal levels.

#### **Section 3. Authorization**

The SFACS operates under the authority of the Archbishop of the Archdiocese of San Francisco and adheres to all archdiocesan policies, standards and administrative operations. The ABE and the Superintendent of Catholic Schools are responsible for the approval and facilitation of operating procedures and conduct of the SFACS in consultation with the Archdiocesan Office of Public Policy.

#### **Section 4. Nonprofit Status**

As an organization of the Archdiocese of San Francisco, the SFACS complies with all requirements for organizations exempt from federal income taxes under section 501(c)(3) of the Internal Revenue Code. These include an absolute prohibition against participation in political campaigns on behalf of, or against, any candidate for elective office.

## **Section 5. Limited Jurisdiction**

The jurisdiction of both the SFACS and the school PPC is limited as follows:

- A. The SFACS and school PPC cannot act apart from the Superintendent of Catholic Schools nor make decisions and/or position statements binding on the Archdiocese of San Francisco without the approval of the Superintendent of Catholic Schools.
- B. The activities of the SFACS and the school PPC are focused only on issues of public policy and do not involve the academic curriculum, operational, or personnel matters of individual Catholic schools.

## **ARTICLE II. MEMBERSHIP AND QUALIFICATIONS**

### **Section 1. Membership of the SFACS**

The SFACS standing committee shall have *five* (5) members: three persons appointed by the Superintendent of Catholic Schools (one of whom shall serve as the SFACS chairperson), the Superintendent and an Assistant Superintendent or appropriate administrator of the Catholic Schools.

### **Section 2. Membership of the PPC**

The PPC of each school shall have four (4) members: three persons appointed by the principal (one of whom shall be appointed to serve as chairperson by the pastor or principal) and the principal.

### **Section 3. Qualifications of Membership on the SFACS and the PPC**

The members of the SFACS and the school PPC shall:

- A. Be dedicated to Catholic School education and the care of children.
- B. Possess the practical experience and/or training which will enable them to advance the purpose of the SFACS and achieve its mission and service activities.
- C. Deal with situations as they relate to the common good of the entire Catholic school community, instead of a particular constituency or self-interest.
- D. Maintain the highest degree of integrity and strict confidentiality and be supportive of decisions made by the SFACS or the PPC.
- E. Be able to attend meetings and periodic in-service programs and to actively participate in SFACS and or PPC activities.
- F. Possess communication skills, the ability and interest to work with groups of people, and time to serve in the position.

## **ARTICLE III. ACTIVITIES AND SERVICES OF THE SFACS AND PPC**

### **Section 1. Activities and Services of the SFACS**

The SFACS shall provide leadership, consultation and service by:

- A. Advising the Superintendent of Catholic Schools and the ABE on public policy issues affecting Catholic schools, teachers, student, and families.

- B. Assisting the Superintendent of Catholic Schools and the ABE in maximizing school participation in *federal/state funded programs*.
- C. Providing counsel to, and networking, with the Catholic school site PPC when addressing common issues of public policy.
- D. Assisting the Superintendent of Catholic Schools and the ABE in conducting issue campaigns, and ensuring timely and coordinated advocacy of federal/state public policy, which is supportive of quality Catholic school education.
- E. Issuing action alerts to the PPC on public policy concerns.

## **Section 2. Responsibilities of the PPC**

Each PPC has the primary responsibility to:

- A. NETWORK: Through the individual site PPC, the local Catholic community is organized into a local advocacy network.
- B. EDUCATE: Through the individual site PPC, the local Catholic community is informed by means of action alerts issued or approved by the SFACS about issues and legislation affecting Catholic schools, teachers, students and families and is trained in *lobbying* tactics.
- C. MOBILIZE: Through the individual site PPC, the local Catholic school community is activated to communicate with their state or federal legislators and other public policy officials regarding their educational rights and public policy concerns.

## **Section 3. Activities and Services of the PPC**

The PPC shall provide leadership, consultation and services by:

- A. Implementing the use of local strategic advocacy tactics in response to action alerts formally issued by the SFACS.
- B. Selecting and using the following activities to carry their advocacy forward:
  - 1) Create a local network of school parents, teachers, alumni, and friends of Catholic education that will contact legislators and other government officials about public policy issues.
  - 2) Educate members of the local network about educational public policy issues affecting Catholic schools, teachers, students, and families. -
  - 3) Educate members of the local network about effective means to dialogue and influence legislators and government officials.
  - 4) Inform members of the local network and the school/parish community of pending legislation affecting Catholic education at local, state, and federal levels.
  - 5) Draft sample letters to legislators and government officials seeking their position and support of legislative issues.
  - 6) Encourage network members to personalize these draft letters and to send them to legislators (especially their elected representatives) and government officials.
  - 7) Provide network members with the mailing addresses, telephone numbers, fax numbers and e-mail addresses of legislators and government officials.

- 8) Organize telethons to legislators and government officials regarding public policy issues.
- 9) Organize groups of network members to travel to the seat of government to petition/*lobby* legislators and government officials.

## **ARTICLE IV. RELATIONSHIPS WITH OTHER GROUPS**

### **Section 1. The California Catholic Conference (CCC)**

- A. Purpose:** The CCC is the public policy agency of the Bishops of California. The CCC recognizes the need for strong public, private, and parochial school systems and favors the ongoing pursuit of excellence in all schools within California.
- B. Activities and Services:** The CCC advocates legislation assuring the rights of all parents to determine the best education for their children and measures that assist students and teachers in Catholic schools.

### **Section 2. The State Alliance for Catholic Schools (SACS) of the CCC**

- A. Purpose:** Under the guidance of the Education Committee of the CCC, the SACS serves as a unified body supporting quality Catholic school education and addressing statewide, the mutual public policy interest of the Catholic schools of the Dioceses of California.
- B. Activities and Services:**
  - 1) Advises each diocesan-level alliance organization on public policy issues affecting Catholic schools, teachers, students, and their families.
  - 2) Assists to strategically coordinate state/federal public policy informational and issue campaigns through networks located within local Catholic school communities that advocate the public policy agendas of the CCC by:
    - a) Identifying issues: Collaborate with SFACS to advise the Archdiocese on the selection, prioritization and framing of public policy issues to be advocated.
    - b) Developing Advocacy Strategies: Collaborate with the SFACS to assist the Archdiocese to formulate a strategy for advocating official positions.
    - c) Activating Catholic School Advocacy Networks: Collaborate with the SFACS to contact PPC's when strategic action is required.
    - d) Reporting to the State Alliance: SACS will receive a report from each diocesan system superintendent, summarizing public policy activities in their diocese.

#### **C. Status of SACS [as of 7/1/02]**

Since the SACS does not exist at this time, the Associate Director for Education of the CCC temporarily provides the above-mentioned activities and services.

**Section 3. United States Conference of Catholic Bishops (USCCB)**

- A. Purpose:** The USCCB is the public policy agency of the Bishops of the United States of America that carries forward the Church’s work in society.
- B. Activities and Services:** The SFACS is a member of the “National Coalition of Catholic School Parent Associations,” of the USCCB. This body advocates federal public policies supportive of quality Catholic school education through a united, nationwide, grassroots effort of diocesan/statewide Catholic school advocacy organizations. The USCCB periodically issues action alerts on national policy issues.

**ARTICLE V. FINANCES OF THE SFACS**

**Section 1. Fundraising Activities by the SFACS**

The SFACS may accept and/or seek grants or other funding sources with the approval of the Archbishop of San Francisco.

**ARTICLE VI. AMENDMENTS**

**Section 1. Amendments Proposed by the ABE**

All amendments to the Operating Procedures of the SFACS may be proposed for approval only after notice and review have been provided to the members of the ABE.

**Section 2. Amendments by the Archbishop**

The Archbishop of San Francisco retains the right to amend or waive provisions of the Operating Procedures of the SFACS at his sole discretion with or without cause. The membership will be given notification of changes made.

**Recommended by the Archdiocesan Board of Education: 09/03**

**Effective Date: January 1, 2004**

**Approved by the Archbishop William J. Levada.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Most Reverend William J. Levada, STD  
Bishop, Archdiocese of San Francisco