



Diocese of Steubenville
Office of Christian Formation and Schools

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Directive for Revised LEAC Policies

An excerpt from The Diocesan Handbook for Schools, Chapter I, 2025

Effective June 1st, 2025

6. The Local Education Advisory Council (LEAC):

- 6.1. In accordance with approved and established operational by-laws, the LEAC meets regularly with the Pastoral Administrator and Principal to discuss and review the progress of the educational program. LEAC by-laws shall be approved by the school's Board of Pastors and be in compliance with diocesan school policies and procedures approved by the Bishop of the Roman Catholic Diocese of Steubenville.
- 6.2. The LEAC is an advisory body and does not serve in a governance capacity. It is not the role of the LEAC to evaluate faculty or the school administration, or to provide oversight of the school Principal. The LEAC *may* serve to:
 - 6.2.1. Advise and assist the Pastoral Administrator and Principal with programs for growth in school enrollment, student alumni relations, marketing, and public relations initiatives.
 - 6.2.2. Assist the Pastoral Administrator and Principal in the implementation of Policies and Operational Directives approved by the Bishop of the Roman Catholic Diocese of Steubenville; and,
 - 6.2.3. Provide advisory input relative to local rules and regulations (i.e. Parent/Student Handbooks) that are not in conflict with the Policies and Operational Directives approved by the Bishop of the Roman Catholic Diocese of Steubenville to guide their work.
- 6.3. The Board of Pastors shall determine the size of the LEAC, i.e., number of voting members.
- 6.4. Members of the LEAC shall be active practicing Catholics in good standing, who are adult persons having either a child enrolled in the school or have suitable contributing life experience.
- 6.5. Members of the LEAC shall not consist of individuals who are family members (sibling/spouse/parent/child) of a school employee.
- 6.6. Members of the LEAC shall not consist of current school finance council members, nor family members (sibling/spouse/parent/child) of finance council members.

- 6.7. Members who are parents/guardians of a student in the school shall be designated as "Parent-Members." Members who are not parents/guardians of a student in the school shall be designated as "Community-Members."
- 6.7.1. Both "Parent-Members" and "Community-Members" shall be regarded as voting members of the LEAC,
- 6.7.2. At least a simple majority (51%) of the LEAC shall consist of Parents-Members.
- 6.7.3. A Parent-Member's term of office (membership) shall automatically end in the event he/she no longer has a child enrolled in the school (upon graduation or withdrawal from school) but he/she *may be* reconstituted at the Pastoral Administrator's discretion, as a "Community-Member" (term limits withstanding, see 6.12).
- 6.8. A reasonable effort shall be made to obtain a wide-member representation from all supporting parishes, final representation shall require approval of the Board of Pastors at the start of each school year.
- 6.9. The Ex-officio members of the school LEAC shall include the Pastoral Administrator, the Principal, and one school faculty representative. Ex-officio members are non-voting.
- 6.10. The Pastoral Administrator shall appoint a voting member of the LEAC to serve as Chair, whose position as chair shall be coterminous with his/her term of office, in accordance with art. 6.12. The Chair shall:
- 6.10.1. Establish meeting agendas in consultation with the Pastoral Administrator and school Principal. However, the school Principal shall provide final approval of the meeting agenda. The Pastoral Administrator shall have an opportunity to review the agenda at least 24 hours prior to that meeting.
- 6.10.2. Be responsible for establishing and notifying LEAC membership of meetings.
- 6.10.3. Conduct LEAC meetings in accordance with *Robert's Rules of Order*.
- 6.11. All LEAC meetings shall be conducted on school property; at no time shall a LEAC meeting be held without the school Principal's presence. Pastoral Administrators are expected to attend LEAC meetings. The LEAC may not meet without the Pastoral Administrator unless the Pastoral Administrator has given consent to do so in each and every case.
- 6.12. The term of office for LEAC members shall be limited to two (2) years (but *may* be less than two years, see possible exception in art. 6.7.3). Members may be re-appointed for additional terms but shall not serve for more than two (2) consecutive terms. An allowance to serve either a single term of office that is longer than two (2) years; or an allowance to serve more than (2) consecutive terms, shall be granted at the sole discretion of the Pastoral Administrator in consultation with the school Principal and full Board of Pastors (if applicable).

6.13. The Diocesan Superintendent shall reserve the right to recommend the immediate removal of a LEAC member, subject to the final approval of the Board of Pastors via simple majority vote.

6.14. New LEAC membership shall be obtained in accordance with the following procedures:

- 6.13.1. New membership may be obtained via nomination from members of the Board of Pastors, the Pastoral Administrator himself, The School Principal, and current LEAC members.
- 6.13.2. Once nominated, candidates shall have the approval of both the Pastoral Administrator and the school Principal. The Superintendent reserves the right to override the approval of a candidate, after consulting with the Pastoral Administrator.
- 6.13.3. Approved candidates shall then be submitted to the full Board of Pastors for acceptance, via simple majority vote.