



**Holy Redeemer Catholic School  
Church of Holy Redeemer  
Marshall, MN**

**Education Advisory Committee Bylaws**

# *Holy Redeemer Catholic School*

Church of Holy Redeemer, Marshall, MN

## **Our Mission**

As Disciples of the Lord, we strive to strengthen our Catholic faith by deepening our relationship with Jesus Christ through love, prayer, and service.

## **Our Philosophy**

At Holy Redeemer School, we strive to live, as Jesus would want us to live by providing a Christian atmosphere where all learn and grow academically and spiritually

## **Preamble**

Holy Redeemer Catholic School is owned and operated by Holy Redeemer Parish, a Roman Catholic parish within the Diocese of New Ulm. The school is established to carry out the teaching ministry of the Catholic Church. As such, the religious and educational work shall at all times continue to be in accordance with the teachings and laws of the Roman Catholic Church and the Diocese of New Ulm.

At this time, it is the intention of the Pastor of Holy Redeemer Catholic Parish to establish a School "Education Advisory Committee (EAC)" as defined in A PRIMER OF EDUCATIONAL GOVERNANCE IN THE CATHOLIC CHURCH, to assist him and his appointed principal in the governance of Holy Redeemer Catholic School.

## **INTRODUCTION AND RATIONALE**

This School EAC shall have as its primary concern the ministry of Catholic school education: the spiritual, intellectual, physical, emotional, and social development of the students. The School EAC, operating under the guidance of the Diocesan Office of Catholic Schools and Superintendent of Schools, and in conformity with the policies of the Diocese of New Ulm and consistent with the policies and plans of the Diocese, shall concern itself with policy matters pertaining to the general excellence of Catholic education at Holy Redeemer Catholic School.

Working in close collaboration with its administrative officer, the Principal, and hearing its many stakeholders, this Education Advisory Committee shall provide advice and counsel with regard to the formulation of policies that will enable the school to reach its agreed upon goals. These goals will be related to, but not limited to, the overall parish goals established by the appropriate parish council.

## ARTICLE I – Holy Redeemer Catholic School

The name of this body shall be the Holy Redeemer School Education Advisory Committee herein after referred as the EAC.

## ARTICLE II – PURPOSE AND FUNCTION

The EAC is established to assist the Principal and ultimately the Pastor by providing advice and counsel particularly in the following areas:

1. Strategic Planning
  - a. To assist in formulating strategic goals for the long-term direction of the school.
  - b. To assist in formulating the school mission statement
2. Policy Formation
  - a. To provide advice and counsel with regard to policies in areas determined by the pastor and principal.
3. Evaluation of policies, plans, mission effectiveness, and Committee self-evaluation.
4. Institutional Advancement/Development
  - a. To provide advice and counsel with regard to the establishment and maintenance of comprehensive programs of institutional advancement and to enhance the image, enrollment and financial viability of the school.
5. Financial Planning and Financial Management
  - a. To provide advice and counsel with regard to long-range financial planning, annual budget development, budget monitoring and financial reporting.
6. Communications
  - a. To provide advice and counsel with regard to communicating school policies and activities to the various school constituencies.

The EAC has no authority for formulating policies separate from the pastor and principal. The EAC does not have responsibility for determining the amount of parish funds in support of the school and has no responsibility with regard to school staff/personnel or students.

## ARTICLE III – RELATIONSHIP WITH OTHER GROUPS

### A. Diocese of New Ulm

Regular information from the Diocese of New Ulm concerning Diocesan policies impacting Catholic elementary and secondary education shall be provided by the Principal as in-service to the Committee. The Principal shall implement Diocesan policies formulated by the Diocesan Committee of Evangelization and Catechesis and approved by the Bishop

### B. Parish/Pastoral and Finance Councils

They shall work in a cooperative and collaborative manner with the Parish/Pastoral and Administrative councils of Holy Redeemer Catholic Parish. Regular written communication shall be forwarded to the Pastor.

### C. Faculty

The relationship between the Committee and the faculty shall be characterized by mutual support, good communication and cooperation. The Principal represents the faculty to the Committee. From time to time, teachers and/or administrative team members may be invited to share information with the Committee on matters concerning the school. The Committee shall have no role in hiring, evaluating, terminating or renewing teachers.

## ARTICLE IV – MEMBERSHIP

### A. Membership Defined

The Committee shall consist of a minimum of seven, but not more than twelve members approved by the principal and appointed by the pastor. In addition, the principal shall serve as an ex-officio member of the Committee and shall serve as the Committee's administrative officer. The pastor shall serve as an ex-officio member of the Committee.

### B. Categorical Membership

The membership of the Committee shall be distributed as follows:

1. Parents and/or guardians.
2. Alums/parents of alums.
3. Parishioners.

### C. Selecting Committee Members

1. Interest in and commitment to Catholic education in general, and a specific commitment to the mission and philosophy of Holy Redeemer School.
2. Availability to attend meetings and periodic in-service programs and to participate in committee work.
3. Ability to maintain high levels of integrity and confidentiality.
4. Ability to deal with situations as they relate to the good of the educational ministry of Holy Redeemer Catholic Church and Holy Redeemer School.
5. Capacity to give witness to Christian and moral values within the school and parish communities.
6. Willingness to participate in and provide leadership for resource development programs for the school. It is the expectation that all EAC members will financially support the school to the best of their ability, consistent with the Committee's goals.

### D. Exclusions

Full and part time employees of the school, immediate family (spouse, parent, son/daughter), other than those who serve in ex-officio positions, may not sit on the EAC, except at the Pastor's discretion.

### E. Appointment

Each EAC member, other than a Committee member who serves as an ex-officio, shall be appointed by the Pastor. Each ex-officio Committee member shall serve only during the time he or she serves in the designated position for which they were appointed to the Committee. Committee members may be reappointed at the discretion of the Pastor.

### F. Resignation and Removal of Committee Members

Any Committee member may resign at any time by giving written notice to the chairperson of the Committee. Such resignation shall take effect at the time specified therein.

A Committee member may be removed by the Pastor if it is deemed that removal is in the best interest of the parish and school.

### G. Vacancy

Any vacancy on the Board may be filled by the Pastor upon recommendations of the Principal and Committee members.

### H. Attendance

Any EAC member with three unexcused consecutive absences may be removed at the discretion of the Pastor and Principal.

I. Terms

Non-ex-officio members of the committee shall serve a four-year term which can be renewed.

## ARTICLE V – OFFICERS

A. The officers of the Committee shall be the chairperson, vice-chairperson, and secretary. They may be elected by the Committee membership, subject to ratification by the Pastor. The school principal shall serve as the executive secretary of the committee.

B. Term

1. The selection of officers shall take place every other year, or as needed, at the May meeting. The term of office for Committee officers shall begin with their election in May and end with the selection of their successor.
2. Members are not eligible for more than two consecutive terms in the same office.

C. Duties – The duties and terms of the officers shall be:

1. Chairperson – The chairperson shall preside at all meetings of the EAC. The chairperson, with Committee approval, shall have authority to assign duties and responsibilities to individual Committee members. The chairperson of the Committee shall be a practicing Catholic.
2. Vice-Chairperson – In the absence of the chairperson, the vice chairperson shall perform all duties of the chairperson.
3. Secretary – The secretary shall be responsible for keeping accurate minutes. The secretary shall also be responsible for keeping a permanent record of terms, attendance and committee assignments and all reports and documents related to EAC activities.
4. Executive Secretary – The executive secretary is to assist the chair and pastor with the agenda preparation and the distribution of agenda materials prior to the meeting, hold the responsibility for the implementation of policy decisions, edit the drafts of minutes and policy documentation, maintain the official copy of the minutes and appropriate documents for archival purposes, disseminate the draft of the meeting minutes within ten working days after the meetings.

## ARTICLE VI – MEETINGS

### A. Regular Meetings

Regular meetings of the EAC shall be held monthly, at least eight (8) times per year.

### B. Special Meetings

Special meetings may be called by the Pastor, the chairperson, the Principal or by written request of one third (1/3) of EAC members; written notice must be provided at least five (5) days prior to special meetings.

### C. Annual Meeting

The annual meeting shall be held in May each year.

The annual meeting shall include budget review, selection of officers, year-end self-evaluation, committee planning calendar, and setting committee goals.

### D. Meeting Protocol

All regular meetings of the EAC shall be open to all interested parties, and notice of all regular meetings shall be posted in the weekly school newsletter.

The Committee shall establish an internal policy addressing how and when non- EAC members may address the Committee.

Non-committee members otherwise known as observers participate only when on the agenda or when asked by the chairperson to comment.

The agenda, accompanied by minutes of the previous meeting, administrators 'and committee reports, and any other material pertinent to specific agenda items must be distributed to committee members prior to the meeting. It is the responsibility of each member to carefully study the agenda and accompanying materials in preparation for the meeting.

## ARTICLE VII – RULES OF ORDER

### A. Consensus

As much as possible, the EAC shall reach consensus on all actions.

### B. Parliamentary Rules

When necessary, parliamentary rules may be employed using Robert's Rules of Order (latest copyright) as a guide. The chairperson shall appoint a parliamentarian when appropriate.

C. Quorum

A quorum is required for addressing the meeting new and old business agenda items. A simple majority of the non-ex-officio members of the EAC shall constitute a quorum for each meeting.

D. Policy Concerns

Individuals or groups may, on occasion, approach a member of the committee with issues, which should be addressed by the educational program administrator. Committee members must know the process and direct the concerned person to the administrator for appropriate action.

E. Resolution of Issues

Issues should typically be resolved as indicated in parent and faculty handbooks. The following procedure shall be followed by the committee and its individual members: Neither the committee as a whole nor any individual member will invite or consider concerns or complaints from staff, parents, or patrons until they have first been referred to the proper administrators. Only in cases where policy concerns have not been addressed by the administrator and/or staff shall concerns or complaints be referred to the committee. Committee members should withhold comment about an issue until that matter has been addressed through proper channels. It is also wise for committee members to postpone formulation of a judgment in the matter. If the matter is serious and remains unresolved after being addressed through administrative channels, committee members will have the benefit of hearing the issue discussed in a setting where all aspects are considered. Discussion would focus on changing or creating a policy if needed.

## ARTICLE VIII – COMMITTEES

A. Sub-Committees

The sub-committees of the EAC shall be determined at the annual meeting.

B. Sub-Committee Goals

Specific Committee goals shall be adopted each year by the EAC at its annual meeting. Members of sub-committees shall be appointed by the chairperson of the EAC. Committee chairpersons must be members of the EAC, although committee members may be drawn from outside of the EAC membership.

### C. Special Ad Hoc Committees

Special or ad hoc committees shall be established by action and approval of the EAC.

## ARTICLE IX – COMPENSATION

EAC members shall not receive compensation for their services. However, bona fide expenses may be reimbursed.

## ARTICLE X – CONFLICTION/DUALITY OF INTEREST

Any EAC member having an interest in a contract or other transaction coming before the EAC or sub-committee of the EAC shall give prompt, full and frank disclosure of said interest to the EAC chair prior to the Committee acting on such contract or transaction. Upon such disclosure, the member's interest shall be presented to the full Committee. The Committee shall determine, without participation by the interested member, at such time as disclosure is made to that body, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If the Committee determines that such a conflict is deemed to exist, such member shall not vote on, nor use personal influences on, nor participate in the discussions or deliberations with respect to such contract or transactions.

For purposes of this section, a person shall be deemed to have an interest in a contract or other transaction if he or she is a party (or one of the parties) contracting or dealing with the parish, or is a director, partner, officer, or spouse of a director, partner, officer, or has a significant financial or influential interest in, the entity contracting or dealing with the school or parish.

## ARTICLE XI – INDEMNIFICATION

Each member shall be indemnified against all expenses actually or necessarily incurred in connection with the defense of an action, suit or proceedings to which he or she has been made a party, by reason of being or having been a EAC member, except in relation to matters in which the EAC member shall be adjudicated in an action, suit or proceeding to be liable for gross negligence or willful misconduct in the performance of duty.

## ARTICLE XII – AMENDMENTS

These bylaws may be amended only following a two-thirds (2/3) majority vote of the EAC and written approval by the Pastor and written ratification by the Diocesan Superintendent of Schools. EAC members must receive written notice about amendments one month before the vote to amend.

*Adopted by:*

*Date:*

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Principal

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Pastor