

STATUTES AND GUIDELINES

MCDONELL AREA CATHOLIC SCHOOLS EDUCATION COMMISSION

ARTICLE I – NAME

Section 1. This body shall be known as the McDonell Area Catholic Schools Education Commission, referred to in the following articles as the “Education Commission.”

Section 2. The participating parishes are Notre Dame, St. Charles, Holy Ghost, St. Peter-Tilden, All Saints -Boyd/Cadott/Stanley, St. John the Baptist-Cooks Valley, St. Paul-Bloomer, Holy Cross-Cornell, Sacred Heart-Jim Falls and St. Bridget-Chippewa Falls. These parishes cooperate in offering formal Catholic school programs known as St. Charles Borromeo Early Childhood Center, St. Charles Borromeo Primary School, Holy Ghost Elementary School, Notre Dame Middle School, and McDonell Central Catholic High School. Other schools in participating parishes can request affiliation with the McDonell Area Catholic Schools.

ARTICLE II – PURPOSE AND FUNCTION

Section 1. The Education Commission is established by the Dean to assist him and the President through consultation in the governance of a cooperative Catholic schools educational program.

Section 2. The Education Commission shall be responsible for the formal consolidated Catholic schools located in Chippewa Falls and any other Catholic School(s) outside the municipal boundaries of Chippewa Falls which shall be included within the McDonell Area Catholic Schools as determined by the Dean and Pastors of any participating parishes after the adoption of these Amended Statutes and Guidelines.

Section 3. The Education Commission through consultation with the Dean and President shall implement the policies and regulations of the Diocese of La Crosse relative to educational programs.

Section 4. The Education Commission is the voice of parishes in educational planning, goal setting, and policy formulation for any consolidated educational program placed under its governance pursuant to Article II Section 2.

Section 5. Specific duties and functions include:

- a. Build an understanding and support for Catholic schools within their home parish.
- b. Adopt and oversee the implementation of the annual educational budget.
- c. Consult with and support administrators who operate the educational programs.
- d. Evaluate periodically the accomplishments of the goals of the Commission.
- e. Ensure that governance and leadership procedures meet accreditation standards.

ARTICLE III – RELATIONSHIPS

Section 1. The Education Commission in conducting its business shall establish close working relationships with the following groups of people, parish and school organizations: 1. Dean, 2. President, 3. Pastors, 4. Parish Pastoral Councils, 5. Parish Finance Councils, 6. Parent Support Organizations, 7. Diocesan Office of Catholic Education.

Section 2. Members of the Education Commission have a direct reporting responsibility to the parish councils of their respective parishes. Monthly written reports should be submitted from members to document this communication.

ARTICLE IV – MEMBERSHIP

Section 1. Membership shall consist of two lay representatives selected equally from Holy Ghost, Notre Dame, and St. Charles parishes, one lay representative from every other supporting parish, two at-large members selected from the parents and guardians in the McDonell Area Catholic Schools system by the agreement of the President and Dean, two student representatives from McDonell Central Catholic High School, the Dean of the Chippewa Falls Deanery, a pastor elected by the Deanery Clergy, and school chaplain. The Dean, pastor and chaplain are *ex-officio* members. At all times, there are to be a minimum of ten (10) members of the commission.

Section 2. The student representatives shall consist of one junior and one senior. The Student Council shall select or designate a means for the selection of an incoming junior as a student representative for the following academic year, subject to the approval of the President and McDonell Central Catholic High School Principal. The junior representative shall become the senior representative provided such representative shall remain in good academic standing and in good standing with the Education Commission. Any vacancies shall be filled by the Student Council for any remaining term of the student representative being replaced subject to the approval of the President and McDonell Central Catholic High School Principal. The term of service for student representatives is two years, or until the June meeting following graduation from high school. Student representatives shall be excused from all closed sessions of the Education Commission.

Section 3. The President, building administrators, and Controller are *ex-officio* members.

Section 4. The term of service for lay representatives shall be three years. However, the terms shall be staggered. The pastor of the parish shall present new representatives to the Dean and Chair of the Education Commission upon appointment. The Chair and President shall provide orientation for all new representatives no later than August 31 of each year or as otherwise arranged with any new representatives.. The end of the terms will be June 30 each year. Representatives will be seated at the following meeting.

Section 5. Members may serve two consecutive terms if they desire. At the end of two terms a member may submit an intent to renew to their parish Pastor. If the pastor does not reject the intent to renew, the member shall be re-appointed to an additional three year term.

Section 6. Support of the Catholic school system is a mandatory requirement for inclusion on the Education Commission. Lay members who are absent and unexcused from two (2) consecutive meetings without sufficient reason will be referred to the pastor for potential replacement.

ARTICLE V – OFFICERS AND EXECUTIVE COMMITTEE

Section 1. The Education Commission shall elect annually the following officers: a Chair and a Vice-Chair.

Section 2. The elected officers, President, and the Dean along with the Chair of the Finance Committee shall constitute an Executive Committee responsible for business as commissioned by the Education Commission. The committee may meet as required between meetings of the Commission to advise the Dean and the President on commission business. This committee has the authority to act on emergency matters between meetings.

ARTICLE VI – COMMITTEES

Section 1. The following standing committees shall be appointed by the Chair and presented for the approval of the Education Commission at the August meeting: Finance and Facilities, Advancement, and Long Range Planning.

Section 2. The primary purpose of the committees is to make recommendations for action to the Education Commission. They do so in cooperation with the Dean and President.

Section 3. Membership to standing committees is not limited to members of the Education Commission, but each committee shall include at least one Commission member to act as a liaison between the Commission and committee

and ensure the committee is acting within the intent of the Commission and in compliance with these Statutes and Guidelines. Each committee's membership shall consist of two lay representatives selected equally from Holy Ghost, Notre Dame, and St. Charles parishes, two at-large members from any of the other supporting parishes, and at least one member of MACS central administration appointed by the President, who shall sit on the committee *ex officio* and act as secretary. The Advancement committee shall also include a representative selected by the McDonell Alumni Association. Each committee shall annually elect a chairperson and vice-chairperson, either of which may also be a Commission member. Committee members are generally subject to the same standards as Commission representatives in terms of qualifications, participation, and conduct. Standing committees shall report at least annually to the Commission on any projects and proposals which they intend to advance and seek consensus and feedback from the Commission on any proposals which would substantially alter a line item in the annual budget approved by the Commission prior to the implementation of any action items under such projects or proposals.

Section 4. *Ad hoc* committees may be established by the Chair at such times and for such purposes as may be necessary for the orderly governance of the educational program. Membership on *ad hoc* committees shall include at least one Commission member and other members as necessary to accomplish the purpose of the committee.

ARTICLE VII – MEETINGS

Section 1. The Education Commission shall meet monthly on the 3rd Thursday from August through May unless otherwise agreed by the membership of the Education Commission. Additional special meetings may be called by the Chair. Of the voting members, 50% plus 1 shall be considered a quorum.

Section 2. The Chair shall, in cooperation with the President and Dean, set up an agenda for each Education Commission meeting containing the main items of business. A copy of the agenda together with written notice of each meeting shall be sent out in advance.

Section 3. The Chair may seek consensus for Commission action without a meeting in exigent circumstances where a formal meeting is impractical or impossible. In such circumstances, all such Commission members must be notified of the proposed action in writing, either electronically or by actual receipt of a physical copy of such proposed action, and no such action may be taken without a meeting where any Commission member timely objects to such action. In the event of an objection, the Chair may either call a special meeting or wait until the next regularly scheduled meeting to obtain a formal approval of such action.

ARTICLE VIII – CONDUCT OF MEETINGS

Section 1. The order of business at all meetings shall be as follows:

- a. Call to order by Chair and opening prayer
- b. Review of Mission and Vision and evidence
- c. Consent agenda including previous meeting minutes, administrator reports, enrollment report, and monthly financial statements.
- d. Communications by invited members of the community
- e. Parish and Student Representative reports
- f. Guest presentations
- g. Reports of committees
- h. Reports of the Chair, President
- i. Announcements
- j. Adjournment with prayer

Section 2. Any person may request the privilege of addressing the Education Commission. The topic is to be known and the request approved in advance by the chairperson of the Commission. Such addresses may be limited by the chairperson to a predetermined period of time.

Section 3. The Education Commission will endeavor to arrive at consensus in its deliberations and counsel to the Dean and President. If consensus cannot be reached despite the diligent good-faith efforts of those in attendance to respectfully debate on the matter before the Commission, the Chair may exercise discretion to call a vote to note the agreement or disagreement of the Commissioners and the nature of any such agreement or disagreement shall be considered advisory to the Dean and President.

Section 4. All Education Commission meetings, with the exception of executive sessions or those designated as closed sessions, shall be open meetings.

Section 5. Minutes of every Education Commission meeting shall be available within one week of the month in which they are approved by the Commission. Minutes will be posted on the school website and sent to the Parish Pastoral Council President.

ARTICLE IX – AMENDMENTS

Section 1. These Statutes and Guidelines may be amended by a consensus of the members at any meeting and should be reviewed at least every five (5) years for continuing relevance.

ARTICLE X – QUALIFICATIONS/SELECTION OF PARISH MEMBERSHIP

Section 1. As each parish representative of the Education Commission completes his/her term, they may be replaced by a new representative from their parish. Parish representatives will be appointed by the pastor, who will notify the Dean and President of the appointment. Representatives of the Education Commission may retain membership for more than one term as outlined in Article IV above.

Members serve without remuneration for their time.

Vacancies during a representative's term shall be filled by the pastor of the respective parish by the appointment of a qualified representative from their parish to complete the remainder of the unexpired term.

The following criteria should be considered in the selection of representatives:

- a. Must be in full communion with the Catholic Church
- b. Reputable persons of legal age whose particular skills will enhance the operation of the Education Commission
- c. Persons of faith, hope, charity, prudence, justice, temperance, and fortitude.,
- d. Persons who support Catholic schools as a pre-eminent apostolate of the Catholic Church and as the preferred means of providing Catholic education to youth
- e. As a whole, the Education Commission shall represent a broad cross section of the community it serves

ARTICLE XI – TERM OF OFFICERS

Section 1. The term of elected officers shall be one year. Any officer may be reelected to the same position during such officer's membership on the Education Commission or may be elected to a different office of the Education Commission in consecutive years. No officer shall serve multiple offices of the Education Commission but may serve on the various committees of the Education Commission, including as the chairperson or vice-chairperson of any such committee.

ARTICLE XII – DUTIES OF OFFICERS

Section 1. The Chair chairs all Education Commission meetings. The Chair is an ex-officio member of any committee which they may establish or which the Education Commission may establish. The Vice-Chair assists the Chair and takes the Chair's place in all matters when the Chair is unable to attend to duties. In the event neither the Chair or Vice-Chair are able to attend to such duties, the Chair may appoint a Commission member to discharge

such duties and in the event that neither the Chair or Vice-Chair are able to appoint such a replacement, the replacement shall be appointed by the Dean from the Commission membership.

ARTICLE XIII – REPORT OF ACTIVITY

Section 1. Since the Education Commission best fulfills its advisory functions only with sufficient knowledge, the President and the President’s administrative staff shall regularly provide information concerning the educational programs, major activities, and other related matters to the Commission.

RESPONSIBILITIES OF EDUCATION COMMISSION MEMBERS

I. As a Person

- A. Is faithful in witnessing to Jesus Christ and is willing to spread the “Good News”
- B. Is a practicing Catholic.
- C. Is committed to Catholic school education.
- D. Is an active member of the parish.
- E. Desires to give Christian ministry and service.
- F. In Christian humility, subordinates personal interests for the good of the Commission and Catholic education in the community.

II. As an Official Participant in Meetings

- A. Studies materials sent prior to meetings.
- B. Presents materials, agenda items, and lengthy discussion points prior to meetings to ensure full and fair consideration of such items without undue surprise.
- C. Attends all official meetings unless excused.
- D. Tries to be objective, ask questions, seek facts, and contribute to discussion without dominating it.
- E. Expresses dissent prior to the decision of the Commission.
- F. Understands and subscribes to the distinction between Commission membership and administration.
- G. Understands the need for teamwork among the commission and the administration.
- H. Respects the confidentiality of confidential materials which may be presented from time-to-time.
- I. Accepts and supports majority recommendations of the Commission