



ST. VINCENT
DE PAUL
CATHOLIC SCHOOL

COMMISSION ON EDUCATION

Mission Statement and By-Laws

Mission Statement

The mission of the Education Commission is to foster within an educational environment the teaching and values of Jesus Christ and the Roman Catholic Church. Through the promotion of these teachings and values, a Christian community is created where students are accepted, cherished, and challenged. The school recognizes that parents are the primary teachers of their children in faith development, and assumes a mutual responsibility to enhance this development as well as the academic, social, physical, and emotional dimensions of each child.

St. Vincent de Paul Commission on Education Purpose and Function:

- We are an advisory governance body for the educational mission of SVdP
- We serve as a positive voice for the school
- We provide direction in educational policy and planning
- We advise the SVdP Pastor on all educational matters
- We proactively formulate and adapt policy for the future
- We do not act as a grievance committee
- We do not hire, evaluate, or terminate faculty/staff
- We do not administer to the school or tell the administrator how to administer
- The Principal provides direction, policy recommendations, and information to the board
- The Pastor is the ultimate authority for all Parish Committee's (eg. Finance, Education, Building...)
- We encourage dialogue between the Pastor, parish members and parish organizations regarding educational matters

By-Laws

St. Vincent de Paul Education Commission Statutes

Revised 5/2011

Purpose

1. The education commission serves to promote the participation of members of St. Vincent de Paul Parish in the educational mission of the Church, and in particular of this parish, to advise the pastor and to recommend to him policies on educational matters in order to ensure the mission, quality, and stability of Catholic education in the parish.
2. The education commission provides advice and oversight in the following areas: mission effectiveness, planning, selection and support of leadership, public relations, marketing, and evaluation.
3. Matters concerning finance and development are addressed by the parish finance council. The education commission may work in conjunction with the parish finance council to advise on financial matters.
4. The education commission does not deal with individual administrative or personnel matters. The principal makes individual administrative decisions and is accountable to the pastor. Personnel decisions are made by the principal in collaboration with the pastor.

Membership

5. The commission shall ordinarily consist of nine appointed members unless the pastor chooses to appoint some additional members.
6. Ex-officio members shall be the pastor, the school principal, the pre-school coordinator, and the religious education coordinator. Ex officio members serve by virtue of their office as long as they hold that office.
7. The pastor may invite representatives from parish organizations that directly serve the school to attend commission meetings. Invited representatives are present to facilitate communication and collaboration between the commission and the supporting organizations. The invited representatives are not voting members of the commission.
8. Members of the education commission or any of its committees who are Catholic must be in good standing with the Church, and those who are not Catholic must have values and a lifestyle consistent with Catholic doctrine and moral standards. Employees of the school and their spouses and members of their households shall not be eligible for appointment to the education commission.
9. Each spring, parishioners are invited to nominate themselves or others to serve on the education commission. The parishioners may be invited to vote for the best qualified candidates. The top candidates are recommended to the pastor who appoints the new members.

10. Appointed commission members serve for a three-year term. No members shall serve more than two consecutive three-year terms. The term of each member shall commence with his or her installation immediately following the final regular meeting of a school year.

11. In the event of a vacancy, the commission will recommend to the pastor a candidate to serve the balance of the unexpired term. The unexpired term counts as the first term for the replacement only if the duration of the unexpired term is more than 18 months.

12. The failure of any voting member of the commission to attend any two consecutive meetings of the commission may constitute a refusal to act by said member unless the chair is notified of intended absence prior to the meeting and the absence is excused by the commission.

13. The success of the education commission depends on a positive spirit of collaboration and a commitment to support Catholic education. The pastor may remove a member who demonstrates serious negligence regarding his or her duties as a member of the education commission after considering the matter with two other members.

Officers

14. The officers of the commission shall be a chair, vice-chair, and secretary. All officers are elected by majority vote of the commission with the approval of the pastor. Officers are elected at the last regular meeting of a school year and serve a one-year term. New officers assume their positions at the end of the meeting at which they were elected.

15. The chair shall preside at all meetings of the commission and shall see that all resolutions are acted upon. The chair will meet with the pastor and principal before each meeting to establish an agenda, which will be distributed to all members before the next meeting. Commission members may recommend agenda items for consideration up to seven days prior to any meeting.

16. The vice-chair shall perform the duties of the chair when the chair is absent at meetings, and will perform any other assigned duties.

17. The secretary shall see that minutes of all meetings are kept and distributed. The secretary will perform any other assigned duties as needed.

Meetings

18. The education commission shall have between four and nine regular meetings per year according to a schedule established at the beginning of the school year and approved by the pastor. Adequate notice shall be made of any change in meeting dates.

19. Special meetings of the commission may be called by the pastor. With the approval of the pastor, they may also be called by the chair or at the request of any two members.

20. Decisions of the education commission are generally reached by consensus and are recommended to the pastor for implementation.
21. Education commission meetings are open to the members of the parish. Visitors may not address the commission unless they are recognized by the chair or the pastor.
22. The chair or the pastor may adjourn for an executive session at any time. Nevertheless, all actions of the education commission shall be taken in open session.
23. The commission members shall not receive salaries, fees or compensation for their service as members or their attendance at any commission or committee meetings.
24. A commission member having a conflict of interest or conflict of responsibility on any matter involving the school or parish shall refrain from voting on such matter. No commission member shall use this position for direct or indirect financial gain.
25. Meetings of the education commission or any committee of the commission may be held through communications equipment if all persons participating can hear each other. Such participation by any commission member or committee member shall constitute presence at the meeting.

Quorum

26. Only the appointed members of the commission shall vote. Ex officio members and invited representatives do not vote.
27. A majority of the voting members of the commission shall constitute a quorum. At any meeting of the commission at which there is a quorum present, a majority of the members present at any such meeting shall be sufficient for action by the commission. No action may be taken in the absence of the pastor or his delegate.

Committees

28. The commission shall have standing committees to process its work. At the first meeting of each school year, the chair appoints members to these committees with the approval of the commission.
29. Each committee shall have only those duties prescribed by these by-laws unless otherwise determined by the commission. The actions of each committee are subject to the approval of the commission.
30. Each committee shall consist of at least two commission members, one of whom serves as chair. With the approval of the commission, each standing committee may invite one or more interested persons to serve on the committee for that year.
31. The Buildings and Grounds Committee shall plan for and provide for the long and short range needs of the physical plant and property.
32. The Program Committee shall provide for and monitor the mission effectiveness of the school and the quality of all of the programs of the school as well as

provide leadership for planning and policy in this area.

33. The Public Relations and Marketing Committee shall monitor the initiatives of the school in these areas and give leadership in providing for resources and planning in these areas.

34. The chair may establish ad hoc committees and appoint members to further the work of the commission according to the duties entrusted to it by the commission.

35. All committee reports shall be distributed to all members of the commission prior to any meeting of the commission.

Policies

36. It is the responsibility of the principal to attend to the proper development and maintenance of policies for the good of the school, and to initiate the formulation of a needed policy. A Policy Committee may assist the principal by reviewing a portion of the school's policy handbook to insure effectiveness and compliance with other established policies.

37. Policies are recommended by the commission to the pastor. Only the pastor may enact a policy.

Amendments

38. Amendments to these by-laws may be recommended by the pastor or by a 2/3 vote of the education commission. Amendments are subject to the approval of the Bishop of Peoria or Vicar General through the Office of the Superintendent of Schools.