



**John Ireland**  
Catholic School

# Parent Advisory Committee Bylaws

John Ireland School  
Church of St. Peter  
1801 W Broadway Ave.  
St. Peter, MN 56082

## **Parish Mission**

Inspired and united by the Holy Trinity, we are disciples guiding disciples.

## **School Mission**

John Ireland School is a Catholic community welcoming students of all faiths, devoted to Gospel Values, Academic Excellence, and Christian Service.

## **School Philosophy**

We believe our Christ-centered faith is a special gift that needs to be nurtured and developed in the children of John Ireland Catholic School. With the Gospel values of peace, justice, respect, compassion, and love, the faith of the students and staff is strengthened through active participation in the Church with the Eucharist as our main focus.

We believe every child is gifted, and we strive to help each student reach their highest potential as a child of God. Through our curriculum, daily prayer and interaction with others, the students will grow in knowledge and love of God and come to a better awareness of the special role each one has to serve God by serving others.

## **Preamble**

John Ireland School is owned and operated by the Church of St. Peter, a Roman Catholic parish within the Diocese of New Ulm, MN. The school is established to carry out the teaching ministry of the Catholic Church. The religious and educational work shall at all times be in accordance with the teaching and laws of the Roman Catholic Church and the Diocese of New Ulm.

## **Introduction and Rationale**

John Ireland School has established a school advisory committee called John Ireland Parent Advisory Committee (JIPAC) to assist the Pastor, Principal, and Administrative Council. JIPAC shall have its primary concern the ministry of Catholic education which includes the spiritual, intellectual, physical, emotional, and social development of the students. JIPAC operates under the guidance of the Diocesan Office of Catholic Schools and Superintendent of Schools in conformity with the policies of the Diocese of New Ulm.

Working collaboratively with the Principal and the school's stakeholders, JIPAC shall provide advice and counsel with regard to the formulation of policies which will enable them to reach its agreed unto goals. These goals will be related to, but not limited to, the overall parish goals established by the appropriate parish councils.

## **ARTICLE I - John Ireland Parent Advisory Committee**

The name of this body shall be John Ireland Parent Advisory Committee herein after referred to as the JIPAC.

## **ARTICLE II - Purpose and Function**

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

- A. Strategic Planning
  - a. To assist in developing strategic goals for the long-term direction of the school.
  - b. To assist in developing the action steps and timeline for completing strategic goals.
- B. Policy Formation and Evaluation
  - a. To provide advice and counsel with regard to the policies in the areas determined by the principal and pastor.
  - b. To regularly evaluate policies, plans, and mission effectiveness.
- C. Advancement and Development
  - a. To provide advice and counsel with regard to the establishment and maintenance of comprehensive programs of advancements and to enhance the image, enrollment, and financial viability of the school.
- D. Financial Planning and Management
  - a. To provide advice and counsel with regard to long range financial planning, annual budget development, budget monitoring, and financial reporting.
- E. Communications
  - a. To provide advice and counsel with regard to communicating school policies and activities to various school organizations and stakeholders.

The JIPAC has no authority for creating policies separate from the Principal and Pastor. The JIPAC does not have responsibility for determining the amount of parish funds supporting the school and has no responsibility with regard to school staff/personnel or students.

## **ARTICLE III - Relationships with Other Groups**

- A. Diocese of New Ulm
  - a. Regular information from the Diocese of New Ulm concerning Diocesan

policies impacting Catholic education shall be provided by the Principal as in-service to the JIPAC. The Principal shall implement Diocesan policies developed by the Diocesan Committee of Evangelization and Catechesis and approved by the Bishop.

**B. Area Faith Community**

- a. JIPAC shall work in a collaborative and cooperative manner with the Administrative Council and Area Pastoral Council. Regular written communication shall be forwarded to the Pastor.

**C. Faculty**

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

## **ARTICLE IV - Membership**

**A. Definition**

- a. The JIPAC shall consist of seven members approved by the principal and appointed by the Pastor. The principal shall serve as an ex-officio member of the JIPAC and shall serve as the committee's administrative officer. The pastor shall serve as an ex-officio member of the JIPAC.

**B. Categorical Membership**

- a. Parents and/or Guardians
- b. Alumni or Parents of Alumni
- c. Parishioners from Area Faith Community

**C. Selecting Committee Members**

- a. Interest in and commitment to Catholic education in general, and a specific commitment to the mission and philosophy of John Ireland School.
- b. Availability to attend meetings and periodic in-service programs and to participate in committee work.
- c. Ability to maintain high levels of integrity and confidentiality.
- d. Ability to address situations as they relate to the good of the educational ministry of John Ireland School.
- e. Capacity to give witness to Christain and moral values with the school and parish community.

- f. Willingness to participate in and provide leadership for resource development programs for the school.
  - g. Financially support the school to the best of their ability.
- D. Exclusions
  - a. Full and part time employees of the school, immediate family (spouse, parent, son/daughter), other than those who serve in an ex-officio positions, may not sit on the JIPAC, except at the Pastor's discretion.
- E. Appointment
  - a. Each JIPAC member, other than committee members who serve as an ex-officio, shall be appointed by the Pastor.
  - b. Each member shall serve only during the time he or she serves in the designated position for which they were appointed to the JIPAC.
  - c. JIPAC members may be reappointed at the discretion of the Pastor.
- F. Resignation or Removal of Members
  - a. Any JIPAC 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.
  - b. A JIPAC member may be removed by the Pastor if it is deemed that the removal is in the best interest of the parish and the school.
  - c. If a JIPAC member becomes an employee of the school, his/her resignation from the committee takes effect on the first day of employment.
- G. Vacancy
  - a. Any vacancy on the committee may be filled by the Pastor upon recommendations of the Principal and JIPAC members.
- H. Attendance
  - a. Any JIPAC member with three unexcused consecutive absences may be removed from the committee at the discretion of the Pastor and Principal.
- I. Terms
  - a. Non-ex-officio members of the JIPAC shall serve a three year term which can be renewed once. After two terms, individuals will be needed to be off the committee for at least one year, but after one year may rejoin.
  - b. Terms begin on August 1st.

## **ARTICLE V - Officers**

- A. Positions
  - a. The officers of the JIPAC shall be the chairperson, vice-chairperson, and secretary.

- b. They may be elected by the JIPAC, subject to approval by the Pastor.
- B. Term
  - a. The selection of officers shall take place every other year, or as needed, at the August meeting.
  - b. The term of officers shall begin at the month of appointment and end with the selection of their successors
  - c. Members are not eligible for more than two consecutive terms in the same office.
- C. Responsibilities
  - a. Chairperson
    - i. The chairperson shall preside at all meetings of JIPAC.
    - ii. The chairperson creates an agenda with approval from the Principal.
    - iii. The chairperson reviews secretarial notes and disperse to the group.
    - iv. The chairperson writes summation of the meeting for a newsletter for all stakeholders.
    - v. The chairperson, with JIPAC approval, shall have authority to assign duties and responsibilities to individual Committee members.
    - vi. The chairperson of the Committee should be a practicing Catholic. If the chairperson is a non-Catholic, the vice chairperson must be Catholic.
  - b. Vice Chairperson
    - i. In the absence of the chairperson, the vice chairperson shall perform all duties of the chairperson.
    - ii. The vice chairperson assists chairperson in chair duties when needed.
    - iii. The vice chairperson reviews meeting summation before posting.
  - c. Secretary
    - i. The secretary shall be responsible for keeping accurate minutes.
    - ii. The secretary shares minutes with the chairperson and Principal in a timely manner.
    - iii. The secretary shall also be responsible for keeping a permanent record of terms, attendance, and committee assignments and all reports and documents related to JIPAC activities.

## **ARTICLE VI - Meetings**

- A. Regular Meetings - monthly, at least seven times per year

- B. Special Meetings - called by the Pastor, the Principal, or by written request of one third of JIPAC members. Written notice must be provided at least five days prior to the special meeting.
- C. Annual Meeting - held in August each year
  - a. Meetings should include, but not limited to; budget review, selection of officers, year-end self evaluation, committee planning calendar, and setting committee goals.
- D. Meeting Protocol
  - a. All regular meetings of the JIPAC shall be open to all interested parties, and notice of all regular meetings shall be posted.
  - b. The JIPAC shall establish an internal policy addressing how and when non-members may address the committee.
  - c. Non-committee members otherwise known as observers participate only when on the agenda or asked by the chairperson to comment.
  - d. The Agenda, accompanied by the 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 meetings.
  - e. 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 JIPAC shall reach consensus on all actions.
  - a. Invites all members to give their input on the topic.
  - b. After sufficient discussion, ask if there are any major questions or concerns.
  - c. Addresses any questions or concerns mentioned.
  - d. States the recommended action and asks the members if they are in agreement with or can be supportive of it.
  - e. If there is not consensus, determine whether or not action is necessary at this time. If not, ask members to spend time before the next meeting to reflect and pray about the matter. If action is needed, uses the following procedure:
    - i. A quorum (a simple majority of the voting members) must be present.
    - ii. Each voting member is allowed one vote.

- iii. Action/recommendation of the committee requires a two-thirds majority of the voting members to be adopted.
- B. Policy Concerns - JIPAC members may be approached by individuals or groups about concerns or issues. JIPAC members must know the process and direct the concerned person to the administrator for appropriate action.
- C. Resolution of Issues
  - a. Issues should typically be resolved as indicated in family or faculty handbooks.
  - b. The following procedure shall be followed by the JIPAC and its individual members:
    - i. Neither the JIPAC 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 administrator.
    - ii. Only in cases where policy concerns have not been addressed by the administrator and/or staff shall concerns or complaints be referred to the JIPAC.
    - iii. JIPAC members should withhold comment about an issue until that matter has been addressed through proper channels.
    - iv. JIPAC members should postpone judgment in a matter until it is discussed and all sides are presented to the committee.
    - v. If the matter is serious and remains unresolved after being addressed through proper channels, JIPAC members shall have the benefit of hearing the issue discussed in a setting where all aspects are considered. Discussion should focus on changing or creating a policy if needed.

## **ARTICLE VIII - Committees**

- A. Sub-Committee shall be determined at annual meeting or as need arises.

## **ARTICLE IX - Compensation**

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

## **ARTICLE X - Confliction/Duality of Interest**

- A. Any JIPAC member having an interest in a contract or other transaction coming before JIPAC or sub-committee of JIPAC shall give prompt, full and frank disclosure of said interest to the JIPAC chair prior to the committee acting on such a contract or transaction.
- B. Upon such disclosure, the member's interest shall be presented to the full JIPAC.
- C. The JIPAC 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.
- D. If the JIPAC determines that such a conflict is deemed to exist, such members shall not vote on, nor use personal influences on, nor participate in the discussions or deliberations with respect to such contracts or transactions.
- E. For the purpose 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 school or parish.

#### **ARTICLE XI - Indemnification**

- A. Each JIPAC 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 JIPAC member, except in relation to matters in which JIPAC 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**

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

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Principal

Date

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Pastor

Date