

GOVERNANCE

BOARD OF EDUCATION

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The Assumption Parish Board of Education or Education committee is a committee of the Parish Pastoral Council.

January, 2005

September, 2006

Revised & Approved: December 14, 2010

Revised & Approved: March 8, 2011

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BOARD ELIGIBILITY

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Employees of the school or parish and their spouses are not eligible to serve as a voting member on the local Catholic Board of Education/Education Committee except in an emergency hiring situation.

January, 2005

Revised: April 2006

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FORMATION OF POLICIES

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The education and faith formation administrators (principal, Faith Formation coordinator, youth minister) are to be involved in the formulation of all policies of the local Board of Education/Education committee.

The policies of Assumption Parish Board of Education/Education Committee will not contradict nor go beyond the authority of the policies established by Assumption Parish, the Bishop of the Diocese of St. Cloud or the universal Church.

January, 2005

Approved: December 14, 2010

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MANDATED REPORTERS

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Staff members and volunteers of parish faith formation programs and Catholic schools are required by Minnesota State Law to report if they know or have reason to believe a child is being neglected or abused or has been within the last three years.

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1. In the public sector (e.g. public schools, governmental agencies) the term “due process” is regulated by law. However, in the private sector such legal and technical provisions do not necessarily apply. Consequently, in Catholic education it is important that truly Christian standards be adopted and followed to promote fairness and justice in the timely resolution of conflicts and disputes. Due process therefore calls for the opportunity for issues to be understood by the parties involved, for provision that all sides be heard, and for procedures of adjudication and appeal which are agreed upon mutually between the parties.
2. Each local Catholic Board of Education should adopt and publicize its policies and procedures for the resolution of complaints and grievances. These should be stated in local faculty handbooks as part of the contractual responsibilities between employers and employees in the educational program.
3. It is recommended that the local board adopt, and or adopt , the model procedures for resolving complaints and grievances as outlined by the Bureau of Education in the rules accompanying this policy.

Model Procedures for Resolving Complaints and Grievances

1. The first rule is that the local board of Education and Pastor establish and publicize policies and procedures for resolving complaints and grievances. These become part of the personnel policies in parent, faculty, and administrative handbooks. The policies and procedures should clearly spell out the proper steps to be followed in any hearing and appeal process as well as the proper hearing board.
2. Complaints are defined as non-contractual problems or misunderstandings between the parties. Such complaints can arise between parent and teacher or administrator and Board or Pastor. The Christian objective is for the complaining parties to solve these problems on the informal level as soon as possible.
 - a. If satisfactory resolution of a complaint is not effected with five (5) days after the oral discussion, either of the complaining parties may appeal for a hearing by the local Board and Pastor. The appeal is delivered in writing through the administration to the Board, and the Board hears the complaint in executive session with the parties and delivers its decision in open meeting. The decision of the Board is final. If the complaint is brought by the Board against the administrator, the arbitration provision outlined below shall be used.

3. Grievances are defined as any alleged violations of the application, meaning, or interpretation of the terms of educational contract and or any established personnel policies at the local or diocesan level. Before entering a formal procedure, as outlined below, every effort should be made to resolve such disputes in free and open discussion between the parties involved on the local level.
 - a. Grievances against teachers:

When a grievance is being brought by the administrator and Pastor against a teacher, written notice is given to the teacher and chairman of the local Board of Education. The Board informs the teacher in writing about the right to written appeal with ten (10) days and the procedures and timeline to be followed. The teacher's right to appeal is first to the administrator and Pastor and then to the Board, not to the students, parents, or faculty members. If the teacher makes timely appeal to the Board for a hearing, the Board has the grievance in executive session with the teacher and administrator and gives its decision either to uphold or deny the grievance in open meeting. An appeal from the decision of the Board is governed by the Arbitration Provisions set out below (section C).
 - b. Grievances against administrators:

When a grievance is brought by a teacher or the local Board against an administrator, the procedures outlined above (section a) are followed, except that the administrator's right to appeal is first to the Pastor and then to the Board. The Board follows the same procedures as outlined above. In the event that the matter cannot be resolved in this fashion, the administrator may appeal for final settlement according to the Arbitration Provisions set out below (section c).
 - c. Arbitration Provisions:

When a dispute has not been settled satisfactorily on the local Board level, the administrator or teacher has the right to appeal for arbitration, provided that the request is made in writing to the local Board within ten (10) days of the hearing by the Board.

Approved: August 9, 2005
Approved: August 15, 2006