

Home & School Association Guidelines

I. Name of Group

This organization shall be known as the Home & School Association of St. John Vianney Parish.

II. Authority and Relationship

The Home & School Association (“H&S”, “Association”) is a subgroup of the School Committee and works cooperatively with the School President and Principal and School Committee. H&S Chairperson(s) shall represent the subcommittee at meetings of the School Committee as deemed necessary, participating fully in School Committee’s discussions and decision making.

III. Purpose

The Home & School Association supports students, school families, teachers and school administrators through various volunteer efforts, fund raising programs and the sponsorship of spiritual/cultural/social activities that promote communication, cooperation and education within the SJV school community.

IV. Functions / Responsibilities

The Home & School Association will:

1. Coordinate recruitment and effective use of school volunteers.
2. Coordinate activities to enhance the educational, spiritual, cultural and social experiences of school students and families as outlined in the Committee Description (Appendix A).
3. Coordinate activities to assist the school teachers and staff.
4. Promote and coordinate fundraising events and activities to generate funds that benefit the school.
5. Act with good stewardship in determining how the funds raised by H&S are spent.

V. Membership

Ex officio members:

Pastor or designee

Associate Pastor

School President

School Principal

Advisor (Prior Year Home & School Chairperson)

Ex officio members participate fully in committee discussions and decision making.

H&S Members: All families of children enrolled in the SJV School pay the annual fee set by H&S and automatically become H&S members. Each family may participate fully in H&S discussions and decision making.

VI. Officers

A Chairperson(s), Secretary and Treasurer make up the officers of the Home and School Association. These officers, together with the President, Principal and Advisor, shall comprise the Executive Board.

The Chairperson(s) is inducted to a one year term. The Chairperson(s) will assume the role of Advisor for the subsequent year. The Secretary is elected to a one year term. The Treasurer is elected to a two year term.

Officers cannot serve in their position for more than two consecutive terms unless in the unusual circumstance a replacement cannot be found. No officer can exceed three consecutive terms.

Nomination and Election of Officers:

1. Nominations for each office shall be accepted by the Executive Board prior to the April general meeting,
2. The Executive Board shall present the names of the candidates to the ex-officio officers for approval and shall secure the consent of each candidate before presenting the names.
3. The Executive Board shall publish the names of the candidates no less than one week prior to the election.
4. The election shall be conducted by the Executive Board at the April general meeting. Election shall be by secret ballot by a majority vote with each parent/guardian entitled to one vote. Installation of the new officers will follow the election.

Elected officers shall assume the duties of their respective office July 1st with the first term ending the following June. A partial (mid-term vacancy) term shall be considered a full term.

Removal / Vacancies of Officers:

At the discretion of the Home & School Association Executive Board Members (defined above), a Home & School officer may be removed from her/his position on the Home & School Executive Board upon the occurrence of any of the following:

1. If such officer is absent, wholly or in part, from at least two (2) regularly scheduled Home & School General Meetings during one Home & School Association year;
2. If such officer is absent, wholly or in part, from at least two (2) regularly scheduled Home & School Executive Board Meetings during one Home & School Association year;
3. If such officer fails to perform substantially her/his duties as reasonably determined by the Home & School Association Executive Board.

For any vacated mid-term officer position, the remaining members of the Home & School Executive Board will publicize the open position and any special needs of the Home & School Association. A special meeting will be held by the Executive Board to create a ballot containing the names of those who have stepped forward for consideration as well as to review and obtain permission from those individuals submitted by others.

Once the ballot is completed, the voting will take place at the next general meeting and ballots will be counted at that time. The nominee receiving the simple majority of submitted votes is elected to their respective position. The new officer will fill the remaining time left on the term of the officer being replaced.

Duties of Officers:

Chairperson(s)

1. Have at least one year of experience participating on a H&S committee.
2. Preside at general membership meetings of the H&S Association.
3. Prepare general membership meeting agendas with input from the School President and Principal and other Executive Board members as appropriate. Publish agenda one week prior to general meeting.
4. In consultation with the other Executive Board members and current committee chairpersons, recruit members to be committee chairpersons of the many programs and events sponsored by Home & School during the year.
5. Assign additional duties and responsibilities to H&S Association members as deemed necessary.
6. Serve as the H&S liaison to School Committee.
7. Serve as an ex officio member of all H&S committees.
8. Communicate regularly with H&S Association members regarding activities and business being conducted by H&S.
9. Assist in coordinating a replacement for any officer position that becomes vacant during the year.
10. Consult with the School President and Principal regarding H&S activities and programs on an as-needed basis.

Secretary

1. Have at least one year of experience participating on a H&S committee.
2. Keep accurate minutes of all H&S general membership meetings. Meeting minutes will reflect general discussion points and decisions made during the meeting.
3. Arrange for the publication of general membership meeting minutes to the school website within two weeks of meeting.
4. Preserve all H&S reports and official documents.

Treasurer

1. Have at least one year of experience participating on a H&S committee.
2. A current background check must be run prior to assuming the Treasurer's position.
3. Process all incoming funds received by the H&S Association.
4. Process payments for:
 - a. Items included in approved H&S budget.
 - b. Non-budgeted items of \$1,000 or less, after approval by the H&S Executive Board.
 - c. Non-budgeted items of \$1,000-\$10,000, after approval by vote of the H&S Association membership at a general membership meeting. Non-budgeted items of \$10,000 or more after request has been published and approved by vote at the following month's general meeting. (See Article X, Section 1.)
5. Check writing authority:
 - a. Has authority to write checks up to \$200 without Parish Office approval.
 - b. Checks for more than \$200 must be processed by the Parish Office after approval by the Director of Administrative Services or his/her designee.
6. Present monthly and YTD financial statements showing all receipts and expenditures as well as remaining on-hand funds to the members at each general

membership meeting.

7. Attend School Committee's Finance sub-committee as requested to help both groups better identify and understand the current and anticipated fiscal needs of the school.
8. Prepare a budget for the upcoming year in consultation with the H&S Executive Board and School President and Principal to present to School Committee and the Director of Administrative Services in February. The budget will be presented at a general meeting upon its completion.

VII. Association Committees

H&S committees will be classified into one of the following functional areas:

1. Communications – committees responsible for generating publicity for H&S activities and communicating regularly with school parents about these activities.
2. Enrichment – committees responsible for planning the assemblies and other enrichment activities for the school year.
3. Resources – committees that provide help or information to students and families.
4. Social – committees responsible for social events.
5. Spiritual – committees responsible for spiritual events.
6. Ways and Means – committees responsible for coordinating all major fundraiser activities.

See “Committee Description” document (Appendix A) for listing and description of current committees by area.

The duties and responsibilities of the committees may be modified as deemed necessary by the Association. New committees may be formed or existing committees may be disbanded by consensus at a H&S general membership meeting.

Duties of Committee Chairperson(s):

1. Fill committee position needs from H&S member volunteers.
2. Report on current activities of committee at each general membership meeting as needed.
3. File all necessary reports with the Secretary upon completion of the committee's responsibilities (or before the end of the school year) to aid in the successful transition of the committee's responsibilities the following year.
4. Turn in all materials associated with committee functions (i.e. binders, electronic files, etc.) to the Secretary at end of committee chairperson term.
5. Be primarily responsible for finding and training a committee chairperson successor.

If such Committee Chairperson fails to perform substantially her/his duties as a committee chair; as reasonably determined by the H&S Association Executive Board; they may be removed from their position.

VIII. Monetary Transaction Handling Guidelines

All H&S members organizing activities in which cash, checks credit cards or bank drafts are involved must follow the guidelines established by the H&S Executive Board in coordination with the Director of Administrative Services of St. John Vianney Parish. These guidelines will be provided to committee chairs in the beginning of the school year.

IX. Meetings

1. General Membership meetings: The H&S Association may meet for an annual school year kick off meeting. Meetings will be held during the months of September through May. The agenda will be published in the Weekly at least one week prior to the meeting date. All members of H&S are welcome and encouraged to attend the open meetings.
2. Special meetings: The need for additional general membership meetings may be determined by the Chairperson(s) working in concert with the School President and Principal. A 48 hour notice shall be given.
3. The Executive Board may meet as desired separate from general membership meetings to discuss agenda, projects, and other issues related to the activities of H&S.

X. Decision-making Process

The Association's primary manner of decision-making shall be communal discernment, which includes gathering of information, prayerful reflection and dialogue, leading to consensus. When this is not possible, the will of the majority will prevail.

Decisions regarding the following issues will not be determined through discernment, but rather through a vote put to the general membership:

1. Non-budgeted monetary requests of \$1,000 -\$10,000 will be voted on by the H&S membership at a general meeting. Requests of over \$10,000 will require a published notice of the request to H&S members. The voting of the request will take place at the next general meeting by ballot. Ballots will be counted at the meeting and the outcome will be determined by a simple majority of votes submitted. Bids for Kids earnings will be spent as the Administration sees fit. A proxy vote will not be taken.
2. Election of officers will be held as outlined in Section VI. – Officers. In any case where votes are required, each school family receives one vote.

XI. Changes /Amendments

These guidelines will be reviewed and confirmed or amended by consensus of the Association members present at the April general membership meeting each year.

Date of Approval

Date of Most Recent Revision 4/18/12

SJV Home & School Association Committees

Appendix A

COMMUNICATIONS COMMITTEES:

BIRTHDAY BOARD

Creates and puts together the monthly birthday board hanging in the hallway outside the cafeteria. Every month, come up with a theme and execute the idea.

CATHOLIC EDUCATION WEEK

Generally the last week of January or the first week of February. This committee works together to plan the Sunday Open House and other special, daily events during the weeklong celebration.

COMMUNITY

This committee will implement the marketing plan set forth by the school President and Advancement subcommittee of School Committee to highlight the school in community events. Events might include parade floats, booths at the Farmer's Market, art exhibits, etc.

DISPLAY CASES

Design and decorate display cases outside of the school office. Work with other committee chairs on displays pertaining to each committee's event.

NEW FAMILY MENTORS

The "Welcome Wagon" of SJV. This committee makes sure that families are matched up with current mentor families.

ORIENTATION DAY

This committee organizes the Back to School packets and Orientation Day with the assistance of the school secretary. Many volunteers are needed to coordinate the setup, collection of forms, and volunteer signup.

PUBLIC RELATIONS

The primary objective of this committee is to keep SJV in the news and "boast" of our great students, teachers, and staff. All media contacts are already established.

ROOM PARENTS

Teachers request parent helpers for various activities during the school year. Please see the individual classroom doors for specific sign up opportunities. Sign up for room parents will take place on Orientation Day.

ENRICHMENT COMMITTEES:

ASSEMBLIES

This is a great committee for one or two persons to do at home and on their own time. This person coordinates two or three assemblies for the students during the year. We have many resources and contacts. We need someone to coordinate the events.

CHESS CLUB

Coordinator sends out communication to families, handles registration, and organizes parent volunteers. Serve as contact person for club.

FINE ARTS – SCHOOL PLAY/MUSICAL

Chairs control the time involvement; however count on auditions and rehearsals for these events. Props, costumes, and sets are a big part of this committee too. The play involves several weeks of rehearsals.

FINE ARTS – VIANNEY VARIETIES

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FORENSICS

This committee assists teacher/coaches by sending out communications, handle registration, etc.

HIGH INTEREST DAY

The chairpersons for this event solicit and coordinate the instructors for the activity sessions, manage communication with the instructors, and keep the day running smoothly. Committee members help chairs contact the instructors to confirm dates, times, needs, etc. Volunteers are also needed for the day before and the day of the event.

LEGO CLUB

The chairperson will send out communication to families, handle registration and organize parent volunteers.

LIBRARY PARENT HELPERS

This committee will organize and oversee parent volunteers, maintaining signup sheets or online signup.

PLAYGROUND SUPPLY

Purchase playground balls, toys, etc. for each classroom. Maintain storage bins located in hallways.

STRINGS AND BAND SUPPORTERS

This committee provides support to strings and band teachers similar to support provided by room parents to classroom teachers. Time varies according to needs of teachers.

RESOURCES COMMITTEES:**BOOK FAIR AT BARNES AND NOBLE**

This committee plans guest readers, musical performers and other activities for the book fair. Publicize and coordinate the on-line sales portion as well as the in-store event.

GYM UNIFORMS:

Orders gym uniforms to be ready for Orientation Day and for stocking the uniform closet.

HEALTH ROOM:

Chairperson coordinates the scheduling and training of Health Room volunteers.

HOT LUNCH SERVERS PROGRAM

Parent helpers sign up to help serve hot lunch to students and help with cafeteria upkeep during the lunch period. Sign up for hot lunch servers will take place on Orientation Day.

LOST AND FOUND

Several times during the year, the items in the lost and found boxes are displayed on tables outside of the cafeteria in hopes that their owners will take them back home. At the end of the year, remaining articles are donated.

SCHOOL PAK

The chairperson coordinates the sale of customized, prepackaged school supply kits to school families. Time is needed in January to submit the current school supply list to Janelle Peterson. The updated and principal approved teacher supply lists are received in February and are forward to School Pak. All orders are handled on-line. Additional time is needed to check on delivery and to organize delivery prior to Orientation Day in August.

SECRET SANTA SHOPPE

This committee acquires inexpensive gifts that students can purchase as Christmas gifts. Co-chairs are always looking for “professional” shoppers. Purchasing goes on year round. Committee members are needed to help with set-up, pricing, and helping during the day of the shop.

SPIRIT WEAR

The chairperson makes available SpiritWear items for students and parents to purchase in order to support SJV at school or sporting events. Ordering takes place in August and several times during the year. Table displays at Orientation Day and Catholic Schools Week.

UNIFORM RESALE

The sale is held during the last full week of school. Families bring used, but in good condition, uniforms for resale. Leftover clothes are usually donated to Prince of Peace or other non-profit organizations. Items will also be available for sale on Orientation Day.

SOCIAL COMMITTEES:**BACK TO SCHOOL SOCIAL**

This committee plans the first school social of the year. A large committee is needed to set up, clean up, serve food, and supervise the evening.

END OF YEAR LUNCHEON

The current H&S Advisor traditionally chairs this event. Coordinate end of year celebration luncheon for Home & School Association Members. Chairs select luncheon location, advertise event and run event on the scheduled day.

HOSPITALITY

Purchase and setup food for meetings, parent coffees, or other Home and School sponsored events.

TEACHER/STAFF LUNCHEONS

Four luncheons are scheduled throughout the year. Chairs are responsible for coordinating the menus, soliciting volunteers to bring and serve the food, choosing the theme and decorations. Committee members help serve and clean-up during the luncheon

TRIVIA NIGHT

The chairs are responsible for coming up with the questions and format for the evening. Volunteers are needed to help the night of the event.

SPIRITUAL COMMITTEES:**SUNSHINE**

Chair sends cards/gifts to personnel for occasions such as birthdays, get well, anniversaries, etc.

TEACHER APPRECIATION WEEK

Chairs coordinate activities for nationally recognized week celebrating teachers.

WAYS & MEANS COMMITTEES:**BIDS FOR KIDS SCHOOL AUCTION**

This biennial event held at SJV is our largest fundraiser. Two or three co-chairs organize this event and begin meeting a year to a year and a half before the auction to firm up general plans. Co-chairs are needed for many sub-committees.

DINE OUT WITH SJV

A portion of the sales at the designated restaurant is given back to SJV. One night per month. Great for a parent to do on their own time.

GENERAL MILLS BOX TOPS

This committee is excellent for the person who likes to work from home. Duties include: Counting and grouping box tops to submit in October and February, submitting announcements to the Shamrock Weekly and the parish bulletin.

SCHWANN'S

Oversee on-line monthly sale days. Call customers as a reminder to order. Advertise sale information on the school and parish website, parish bulletin, and the Shamrock Weekly.

SCRIP

Each week orders are taken for gift cards. Cards are ordered on Mondays and distributed on Thursdays. A percentage of the sales are returned to the purchaser and school.