



## NCECC: St. Michael & NCES: St. Anne

### Home & School Guidelines



**PURPOSE:** This document serves as a guideline for Newman Catholic Early Childhood Center (NCECC): St Michael and Newman Catholic Elementary School (NCES): St Anne Home and School Club. The foundation of these guidelines comes from the Diocese of La Crosse, Guide to Home and School Association dated 2001, signed by Bishop Raymond Burke, with some revisions to best meet the needs of the community at Newman Catholic Schools.

**MISSION:** Our mission as a community of parents, faculty, and staff are to work together to support the mission of Newman Catholic Schools faith community. Through collaborative ministry, the home and school association services as a vehicle to engage our school families and enrich the lives of our children through school-wide programs and events. Through its fundraising activities, Home and School is able to provide financial support for some of the unbudgeted needs of the classrooms and school activities that contribute to the development of a faith-based community.

**MEMBERS:** Any parent or guardian for a student enrolled at either location are considered members of the association and have voting rights. The principal and faculty at the schools are also automatic members with voting rights. There are no dues of our members.

**MEETINGS:** There shall be four to six regular meetings per year with at least one of the meetings combining a liturgical celebration. Meetings should include a short prayer service followed by an introduction of persons present as well as the steering committee and faculty present. The school administrator would chair the first meeting until a parent is selected as a parent chairperson. Conclude the meeting with a social.

**EXECUTIVE COMMITTEE:** The pastor and school administrator play critical roles in the community and serve as members of the executive committee. Officers will be elected in spring at our last meeting and serve for the next school year. Parents with interest in being an officer can come forward at the last spring meeting to be considered for an officer. Parents can also be nominated at the last meeting but parent may also decline the nomination. Voting shall be by voice vote if only candidate is running for an officer position. If two or more are running for the same officer position, a ballot vote shall be taken by each individual present. Officers may serve for no more than two consecutive terms in the same office, and officers shall hold only one position at a time.

#### **Chairperson**

- Facilitates meetings
- Appoints committee members
- Helps prepare agendas and programs
- Shares agendas/minutes
- Handle correspondence
- Oversees budget in conjunction with treasurer
- Serves as mentor to new officers for one school year when chairperson no longer an officer

### **Vice Chairperson**

- Assumes duties of chairperson in absence
- Helps prepare agendas and programs
- Handle correspondence

### **Secretary**

- Records minutes
- Assists with correspondence
- Aides in getting events requiring constant contact or FB messaging to the appropriate staff

### **Treasurer**

- Keeps accurate record of income and expenditures
- Provides financial report outs at each meeting
- Keeps track of projected budget, actual expenses and proposed budget for the following year

### **The Pastor**

- Serves as chaplain
- Sign organization checks if needed

### **The School Administrator**

- Provides support to Home and School Executive Committee
- Signs organization checks/assists in payment process of Home and School expenses

**FINANCES:** The proposed budget for the next school year must be approved by a majority vote of the members present at the first meeting of the year. The executive board can vote and approve a non-budgeted \$400 expenditure up to 5 times per fiscal year. Any expenses over \$400 need to be approved at a member meeting and is then added to the budget. The treasurer shall maintain all records of disbursements, income, bank account information, and provide an end of the year summary to report out at the first meeting of the new year when approving the new proposed budget. The fiscal year falls from July 1 through June 30. The financials of the organization shall be made available to any member upon request.