



ST. MARY ACADEMY | Bay View

The Bay View Parent Council (PC) Guidelines

Mission

The Parent Council (PC) embraces and promotes the mission of St. Mary Academy - Bay View. It works together with the school community to support our mission as an educational community rooted in the values of the Sisters of Mercy and the charism of Catherine McAuley.

Purpose

The Parent Council supports and promotes the school community through activities involving parents, students, faculty, staff, and administration. It works to foster a spirit of solidarity, community and collaboration by providing opportunities for parents to meet socially, to become actively involved in the life of the school, and to support the Academy's fundraising efforts.

The Council shall pursue the following objectives:

- ❖ To welcome new families and to serve as ambassadors for the Academy.
- ❖ To encourage positive, productive and Mercy-centered communication within the school community (parents, teachers, staff and administration)
- ❖ To sponsor family oriented activities
- ❖ To sponsor fundraising activities that support school programs
- ❖ To facilitate and volunteer support for the goals, needs and mission of the school
- ❖ To hold informational meetings
- ❖ To promote extra activities for the benefit of our students

Membership

Membership consists of all parents and guardians of St Mary Academy- Bay View students, the faculty and school administration. Attendance at general meetings is strongly encouraged.

As required by Diocesan protocol, all volunteers are required to complete Safe Environment Training and a BCI check once every three years. Bay View will coordinate Safe Environment Training as well as facilitate the BCI paperwork with both new and returning volunteers as required. In addition, Massachusetts residents must also complete a CORI form.

Executive Board

The Executive Board will consist of a president, a vice-president, a treasurer and a secretary.

They will be nominated and elected annually in May. Officers serve a one year term with the option to run for re-election for a maximum of four years in the same office. The officers shall assume their office beginning on July 1. If there is a vacancy, individuals can be appointed by the remaining officers and/or Principal. In the event that a division of the school is not represented on the Executive Board, the Principal and/or an officer may nominate a representative to attend the monthly board meetings.

Duties of Officers

❖ President

- Preside over meetings
- Prepare agenda and share with Principal prior to meetings
- Serve as the liaison between the school administration and the PC
- Assist in the formation of all subcommittees and recruit volunteers
- Assure that subcommittees meet their goals and report their results and recommendations to the PC
- Meet with and train the incoming office member during the last month of your term year to ensure a smooth transition into this role

❖ Vice-President

- Perform duties of president when president is absent
- Assist in the formation of all subcommittees
- Assure that committees meet their goals and report their results and recommendations to the PC
- Collaborate with the president as needed
- Meet with and train the incoming office member during the last month of your term year to ensure a smooth transition into this role

❖ Treasurer

- Responsible for the monthly reporting of deposit and expenses (to be obtained from the Director of Finance) and presented at PC meetings
- Coordinate with School Finance/Advancement Offices, as needed, to ensure proper controls are in place for monies received through fundraising

- Coordinate with the Mercy Hospitality subcommittees regarding funds for events
- Meet with and train the incoming office member during the last month of your term year to ensure a smooth transition into this role
- ❖ **Secretary**
 - Maintain and submit minutes within 24 hours of meetings
 - Submit relevant information to Principal to be included in the Academy Weekly newsletter
 - Create, maintain and update digital files for each event to aid in the planning of subcommittee events
 - Meet with and train the incoming office member during the last month of your term year to ensure a smooth transition into this role

Meetings

- ❖ The Parent Council shall hold monthly meetings (alternately between in-person and virtual) unless otherwise determined by the members.
- ❖ All meetings of the Parent Council are open to all members of the school community.

Committees and subcommittees

The following committees and subcommittees have been established in order to advance the purpose of the Council through specific activities:

- **Mercy Hospitality Committees**
 - To promote a welcoming spirit and refreshments at school events
 - To plan and volunteer at family and parent events for the school
 - To connect new families with existing families for community and information sharing
 - Subcommittees include, but are not limited to
 - All Academy Welcome Back Event
 - All Academy Open House
 - All Academy Trunk or Treat
 - All Academy Multicultural Event
 - All Academy Cabaret
 - Chair in conjunction with Advancement
 - Concessions/Bar
 - Candygrams
 - Meals
 - Coordinating volunteers

- All Academy Teacher Appreciation Week/Principal Appreciation Day
- All Academy Grandparents/Special Friends Day
- Middle School Family Dance
- Lower School Santa's Workshop
- Lower School Sweetheart Dance
- Lower School Book Fair
- Lower School Mother-Daughter Brunch
- Lower and Middle School Field Days
- Parent Socials
- End of Year social
- **Events and Fundraising Committees**
 - To sponsor or support programs which generate financial resources for the school
 - Subcommittees include, but not limited to:
 - Monthly restaurant days/nights
 - Holiday online shopping platforms
 - Christmas Concert Bake sale

The PC may sponsor events on an annual basis. The events held each year will be determined by the general membership and executive committee on dates to be determined by the Principal and should be scheduled by the last meeting of the school year for the following year.