Rise ABOVE

Home and School Associations
Parent Teacher Organizations

Manual
for
Catholic Schools

Archdiocese of Baltimore

320 Cathedral Street
Baltimore, Maryland 21201

Office of the Superintendent

September 2019

Dear Home and School Association Members,

The Vision of Catholic Schools in the Archdiocese of Baltimore is "to nurture and sustain the God-given gifts of every person, in particular students, in service to the mission of Jesus". The Archdiocese of Baltimore has a proud tradition of parental involvement in Catholic Education. We appreciate that you are willing to share your gifts and talents with your school family.

Each Catholic Elementary School establishes a Home and School Association to create a community of parents and educators working together to "empower students to reach their full potential – spiritually, intellectually, physically, morally, and socially". This association provides a formal avenue to work together to participate in the education of the children.

This manual provides direction, clarity and support for the work of Home and School Associations/Parent Teacher Associations. The purpose, roles and responsibilities are defined in order to ensure the success and effectiveness of the partnership.

Working collaboratively with the administration and teachers will help the school achieve its stated goals and dreams for the students. The theme this year is YEAR TO LEAD "I have called you by name." Isaiah 43:1. Thank you for stepping up to lead and to make a difference for our students. Your leadership, investment of time, and your sharing of your gifts and expertise are invaluable.

You are my heroes. I offer you my affirmation and support and my gratitude to you for all of your work on behalf of the students of the Archdiocese of Baltimore. Thank you for answering the call to lead.

Yours in Service to the Mission of Jesus,

Donna M. Hargens

Donna M. Hargens, Ed.D.

Superintendent of Catholic Schools
Archdiocese of Baltimore

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Preface

"Catholic Schools are unique expressions of the Church's effort to achieve the purposes of Catholic education among the young." In this statement from paragraph 232 of the 1979 National Catechetical Directory, the Bishops of the United States have clearly affirmed Catholic Schools as an integral element of the Church's educational mission. Furthermore, the introduction to the Manual of Policies for Christian Formation states that "the Schools of the Archdiocese of Baltimore are called to be communities of faith where

- the Christian message,
- the experience of community, worship and social concern

are all integrated in the life experience of the students, their parents and members of the faculty."

Within the Archdiocese of Baltimore, the Catholic Elementary School operates as either a parish School (under the charter of the parish corporation) or as an incorporated School (under its own charter that specifies governance relations with one or more parishes of the Archdiocese and/or with the Archbishop). Each Catholic Elementary School establishes a Home and School Association ("HSA/PTO") as a formal avenue for parents/families to participate in the education of their children. Through multifaceted activities and efforts, the HSA/PTO creates supportive systems for communication and service to the Catholic Elementary School.

In the HSA/PTO, parents, School administrators, and faculty develop a mutual understanding and appreciation of the School's Catholic Identity lived uniquely in the School's faith community. The work of the HSA/PTO integrates the essential elements of Catholic Identity in its programs, experiences, and community. These essential elements are the six tasks of Catechesis:

- Word (knowledge of the Faith)
- Worship (liturgical education, experiences, and teaching to pray)
- Service/Christian living (works of mercy and action for social justice)
- Community (building community and understanding the Church as communal life)
- Moral formation (interior choice making and living out the choices)
- Missionary initiation (living as disciples in one's personal, social, and cultural setting)

Adapted from the General Directory of Catechesis #85

The Archdiocese of Baltimore has a long tradition of parental involvement in Catholic Education. Since Vatican II this involvement has become more formalized through HSA/PTOs. This manual recognizes the experience and wisdom developed by HSA/PTOs in the past 30 years in the Archdiocese and throughout the United States. It seeks to provide direction, clarity, and support for the work of the HSA/PTOs of parish and incorporated Catholic Schools. It is rooted in the belief that Catholic School educators and parents together exercise a unique shared ministry in the formation of the child.

Vision Statement

Catholic schools in the Archdiocese of Baltimore nurture and sustain the God-given gifts of every person, especially students, to be used in service to the Mission of Jesus.

Mission Statement

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential – spiritually, intellectually, physically, socially, and morally. Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

Parental Involvement

The Holy See is ever careful to foster the appropriate involvement of parents in Catholic schools. Indeed, more than in the past, teachers and administrators must often encourage parental participation. Theirs is a partnership directed not just to dealing with academic problems but to planning and evaluating the effectiveness of the school's mission.
(Miller, “The Holy See’s Teaching on Catholic Schools” 2005, p.7)

Definition of a Catholic School

A Catholic School in the Archdiocese of Baltimore is identified as a faith community committed to academic excellence, which infuses the Catholic Christian elements of faith, prayer and Gospel values throughout the entire teaching /learning process.

A Catholic school in the Archdiocese is a place where each student is:

- Enriched by a curriculum that is committed to academic excellence and a profound love of learning.
- Provided the foundation to increase their knowledge of faith and sacramental living.
- Encouraged to live the Gospel message through worship, witness, prayer and service.
- Taught the value of a caring community where justice, prudence, fortitude and truth are lived out.
- Challenged to give witness to moral values.
- Surrounded by a vibrant, viable community.
- Enriched by faith and guided in conscience formation.
- Embraced by hope that restores and strengthens.

Catholic Identity

The Department of Catholic Schools realizes that the Catholic Identity of a Catholic school in the 21st century reflects the direction of documents from Vatican II, from the Sacred Congregation for Catholic Education, from the United States Catholic Conference, and from research of the National Catholic Educational Association. Such documents, as well as other sources, indicate that a school's Catholic Identity must permeate its functions, its relationship to the parish, and its relationship to the broader Church.

The essential elements of Catholic Identity are the Six Tasks of Catechesis (see page 4), along with the framework of the New Evangelization which calls us to a deeper understanding of faith, worship and witness on our Christian journey with Christ.

Catholic Identity should be evident in every phase of the school environment particularly through Gospel-based pedagogy and methodologies and social and interpersonal relationships that address students holistically and contribute to their development as whole beings.

* Catholic Identity in the Archdiocese of Baltimore should be visible in all corners and in all aspects of school life. Pastors, Administrators, Teachers and staff members, parents, school board members and volunteers are charged with embracing the risen Jesus through faith, worship and witness.

The Context for the Catholic Elementary School

The Parish

The parish links an individual's experience of faith with that of the broader community of believers. It is a place where individuals are nurtured into a certain kind of community, one that participates in the mission and ministry of Jesus Christ. A parish does not exist in isolation; it is, in fact, one building block in the universal Church. The parish is connected structurally and institutionally to this larger Church through the Archdiocese.

The School

The Catholic School fulfills its vocation to be a genuine experience of Church only if it is rooted in the mission and community of its parish(es) as well as the larger Church through the Archdiocese. The Catholic School is one of the key ministries of the parish(es) with which it is connected. Each Catholic School reflects the unique gifts and situation of its parish(es) as well as the shared mission of all Catholic Schools in the Archdiocese.

The Family

The Catholic School supports parents as the "first and primary educators of children."

(Declaration on Christian Education: *Gravissimun educationis:*3).

Parents entrust the education of their children to the Catholic School administration and faculty; in this action they choose to work cooperatively with the School to achieve its mission. Partnership between the Catholic School and the families of the students is continued and strengthened within the context of the mission of the Universal Church and that of the Schools in the Archdiocese of Baltimore.

Purpose of HSA/PTO

HSA/PTO: What is it?

It is an organization that

- helps parents, School administration, and faculty develop a mutual understanding and appreciation of the mission of Catholic education as lived in the local Catholic School within the Archdiocese of Baltimore
- provides a formal avenue for parents/caregivers of current students to participate with the faculty and administration in their children's education
- develops supportive systems for communication and service to the local Catholic School
- works with the Principal to provide programs and processes that engage the School families in spiritual, educational, outreach, social, legislative, public relations, service, and fundraising activities that further the mission of the School
- collaborates with other parish, civic, and School organizations
- is rooted in prayer, discernment, and the contemporary vision of the Church for Catholic education
- is accountable to the Pastor of the parish and the Principal of the School
- provides positive and energetic communication for the Administration and School community
- displays positive Public Relations/Marketing on behalf of the School
- supports financial endeavors for the School
- observes the School's mission and vision
- selects a representative to serve on the School Board

HSA/PTO: What is it not?

It is not

- the School Board
- the administration of the School
- independent of other appropriate parish and/or School organizations
- a replacement for direct channels of communication and collaboration between families and the School administration and faculty
- a decision making or a deliberative body

The HSA/PTO <u>does not</u>

1. set policies
2. determine appropriation and allocation of funds
3. discipline students
4. get involved in personnel matters
5. develop curriculum
6. approve instructional materials
7. write regulations
8. display negative images of School

Roles and Responsibilities

The following general descriptions of role and responsibilities are subject to the provisions of any applicable governing documents of the HSA/PTO (e.g. Constitution) and the School (e.g. charter, Bylaws).

Role of Pastor/Pastoral Life Director

For both parish and incorporated Schools, the Pastor(s)/PLD(s) shares with the HSA/PTO his/her vision and hopes for the future of the parish(es) , particularly its/their educational mission. The Pastor(s)/PLD(s) helps HSA/PTO members understand the educational mission of the Church and their own role in that ministry.

Responsibilities of Pastor/PLD

a. provides leadership

b. shows confidence in the HSA/PTO

c. values the HSA/PTO members' expertise and experience

d. works cooperatively with them

Role of the Principal

The Principal is responsible for the operation of the School. The Principal has the spiritual, educational, administrative and fiscal responsibility for the School in accord with Archdiocesan and local policies. The Principal is an ex-officio member of the HSA 's Executive Committee. The Principal, in conjunction with the Pastor(s)/PLD(s), helps HSA/PTO members understand the educational mission of the Church and their own role in that ministry.

Responsibilities of the Principal

The Principal:

a. is involved in
   - oversight of HSA's/PTO finances
   - agenda preparation for HSA/PTO meetings
   - HSA/PTO program and activities preparation
   - planning for fundraising by HSA/PTO
   - goal development for each HSA/PTO committee's work

b. participates in all HSA/PTO meetings

c. keeps Pastors/PLDs informed of HSA/PTO 's activities

d. keeps HSA/PTO appropriately informed of school activities

e. develops trust and right relationships with the HSA/PTO

f. for ACS Schools, keeps Department of Catholic Schools informed of HSA/PTO'S activities.

Roles of HSA/PTO Officers and Committee Chairs

- offer leadership, time, experience, and expertise that enables the HSA/PTO to fulfill its roles and responsibilities
- represent and focus on the interests of all families in the School
- support the programs and processes involved in working with today's families: time constraints, cultural diversity, socio-economics, varied family structures, etc.
- maintain confidentiality about discussions, deliberations, and content. Principals and other leaders often share sensitive information and views to enable quality work for the HSA/PTO. Failure to keep confidentiality violates this requirement for a HSA/PTO officer/chair and is sufficient reason to request one's resignation/removal.
- understand that one does not represent the HSA/PTO officially unless explicitly authorized to do so by the Principal
- complete assigned tasks, reports, and coordination responsibilities
- support the Principal in authorized functions and avoid intruding in administrative details
- are loyal to the direction of the HSA/PTO even if personally opposed to the final recommendations and decisions
- disqualify themselves from discussion and vote on any issue where there is a conflict of interest with family or business interests such that the outcome will grant the person any financial or other material benefits
- embrace their role as one of sacred trust. They are uniquely involved in the ministry of the School within the local and broader Church. Such leadership requires enthusiasm, discerning hearts, and reflective and knowledgeable participation in the mission of the Catholic School
- pray often for other leaders of the HSA/PTO and the School/parent community it serves

HSA/PTO Officers

President

- presides over Executive Committee, full committee and general membership meetings
- prepares agenda with the Principal for the Executive Committee
- prepares the annual calendar for all meetings
- prepares agenda with the Executive Committee for general meetings
- appoints standing and ad hoc committee chairpersons in consultation with the Principal
- calls special meetings when necessary, in conjunction with the Principal
- may act as liaison between the HSA/PTO and other parish and community groups
- works cooperatively with the Principal to insure communication between the HSA/PTO and the School administration, faculty, and parish leaders
- coordinates HSA/PTO activities with the Principal
- is accountable, with the HSA/PTO treasurer, for appropriate financial procedures
- is an ex-officio member of all HSA/PTO committees except the nominating committee

Vice-president

- acts in the absence of the President and performs other duties as assigned

Secretary (recording and corresponding)

- maintains written records/log of HSA/PTO activities
- disseminates in conjunction with the Principal and/ or School administration notices (details, agenda, etc.) for Executive Committee, full committee and general membership meetings

- takes and maintains minutes for the Executive Committee meetings, full committee meetings and general membership meetings

- collects committee reports

- conducts the general correspondence of the HSA/PTO as requested by the President

- coordinates notifications needed in conjunction with the Principal and President

Treasurer

- submits regular reports to the Executive Committee, full committee and to the general membership

- is accountable for handling all monies of the HSA/PTO in accordance with Archdiocesan policies (see Appendix)

- prepares and maintains all HSA/PTO financial records

- develops, with the Principal and other officers, necessary processes for collecting, recording, reporting, and disbursing of HSA/PTO monies

- insures, with the Principal, that all HSA/PTO monies and financial records are kept in the designated location on School grounds; and instructs committee chairs and event coordinators about appropriate procedures for monies and for financial records necessary for each activity and program

Responsibilities of Committee Chairpersons

Standing Committee Chairperson

- is appointed by the President in consultation with the Principal
- serves for a designated time
- is a voting member of the Executive Committee
- convenes the necessary committee meetings
- coordinates all committee responsibilities
- submits oral and written reports of committee work to the Executive Committee
- is accountable for monies to be handled in accord with local School and Archdiocesan procedures and maintains the required financial records and accounting procedures as outlined by the treasurer in conjunction with the Principal and HSA/PTO President

Ad Hoc Committee Chairperson

At times, the President with the approval of the Executive Committee establishes special or ad hoc committees. The chair of such a committee need not be a voting member of the Executive Committee; he/she does fulfill the other aspects of the "standing committee chair" as listed above.

Executive Committee

HSA/PTO Officers (President, Vice President, Secretary and Treasurer), chairs of HSA/PTO standing committees, and the Principal are ex-officio members of the Executive Committee.

The Executive Committee

- Plans for the annual direction and calendar of the HSA/PTO
- Expedites the transaction of business between general meetings
- Acts on behalf of the HSA/PTO in emergencies
- Insures that HSA/PTO's work relates to Archdiocesan and parish(es) policies, planning, and processes
- Insures that HSA/PTO's work relates to School Board work with special attention to financing, planning/policy, marketing/public relations
- Implements regular self-evaluation and goal setting processes for HSA/PTO
- Discusses and clarifies topics for general meetings of the HSA/PTO
- Develops ground rules for large group participation at general meetings
- Meets regularly to plan for HSA/PTO meetings and activities
- Establishes agenda of HSA/PTO meetings
- Insures that agenda and meeting materials are provided to HSA/PTO Executive Committee members at least 10 days before the committee meeting
- Approves the appointment of ad hoc committees

Standing Committees

The Principal reserves the right to determine those committees that best serve the organization. The following possible committees reflect the purposes of the HSA/PTO and set goals that situate their work within the context of the School's mission and strategic plan.

Spiritual Development Committee: develops and executes activities such as prayer, retreats, religious celebrations, and spiritual growth opportunities for students' families.

Program Committee: works with the Principal to arrange programs for general meetings that support parents, help with child development, showcase student talents and achievements, etc.

Social Concerns Committee: develops ways and programs that minister to the families of the School community who are in need (death, emergency, arrival of new baby, etc.).

Membership Committee: helps with orientation and welcome of new member families in the School community; conducts membership drive and collects dues;

Legislative Committee: works with the legislative persons of the Maryland Catholic Conference to establish parental education, support, and participation in state, local, and federal legislative action.

Publicity /Public Relations Committee: gathers reports about activities from the various committees; works with the Principal on press notices, parish announcements, newsletters, etc.; assists the HSA/PTO secretary in keeping an album/log of yearly HSA/PTO activities; coordinates its work with the marketing/public relations committee of the School Board.

Hospitality Committee: coordinates hospitality and refreshments for regular HSA/PTO functions and special functions/ events involving the faculty, students, and HSA/PTO membership.

Volunteer Committee: with the Principal coordinates needs and use of volunteers for particular projects or services of the HSA/PTO with the students, with parent-aides, with faculty, etc.

Fundraising Committee: with the Principal, plans and coordinates fundraising activities in conjunction with the direction set in School's budget, long-range financial planning, and Institutional Advancement endeavors; coordinates its work with School Board finance and development committees.

Ad Hoc or Special Committees

The President, with the approval of the HSA/PTO Executive Committee, may appoint ad hoc committees in keeping with the HSA/PTOs purposes. The chairpersons of the special committees are approved by the President in consultation with the Principal, but do not serve on the Executive Committee. The nominating committee is a regularly convened ad hoc committee.

Membership

Composition

- All parents and guardians of current students, faculty, staff, and the Principal are eligible to be members of the HSA/PTO.
- A membership fee may be charged.
- Members attend general meetings and participate in activities sponsored by the HSA/PTO

Ex-officio Member

- The Principal is an ex officio, non-voting member of the HSA/PTO.

Process for Electing Officers

- The President, in consultation with the Principal, appoints an ad hoc nominating committee chair who appoints four additional committee members. The nominating committee members are not members of the Executive Committee.
- Members of the nominating committee are not eligible to hold an officer position. The Principal is an ex-officio member of the nominating committee.
- The nominating committee:

    1. conducts an active, open search for HSA/PTO officer candidates from the general membership
    2. develops a slate of two candidates per office (if possible)
    3. reviews the slate with the Principal
    4. contacts the candidates, explains the duties, and determines their willingness to serve
    5. presents the final slate to the general membership one month prior to the election at either a general meeting or in writing

Changes in Officers

- Newly elected officers assume responsibility at the meeting designated in the local HSA/PTO's constitution.
- When an officer resigns, the President, with the input of the Principal, appoints a replacement to complete the unexpired term of the officer. This partial term is not taken into account for purposes of any term limits.
- Principal or Superintendent reserves the right to approve/remove HSA/PTO officers or members.

Relationships to Other Structures

Finance Committees

The HSA/PTO Executive Committee discusses and clarifies with the Principal the lines of communication and role of the HSA/PTO and its treasurer with the School board finance committee. The Principal keeps the HSA/PTO Executive Committee and the committee chairs apprised of guidelines from the Department of Catholic Schools, School Finance Office, and other Archdiocesan offices.

School Board (Parish and Incorporated Schools)

The HSA/PTO provides the avenue for parents/guardians to participate with the Catholic School in their child's education. With the School administration and staff, it develops supportive systems for communication and service to the Catholic Elementary School.

It is essential that the Catholic School Board and the HSA/PTO have a relationship of mutual respect and cooperation.

HSA/PTO Methods of Operation

Constitutions

The Constitution of the HSA/PTO aligns the operation of the local HSA/PTO with the direction outlined in this Manual.

Term of Office

Officers of the HSA/PTO generally serve for a term of one year with the possibility of a second consecutive term. Officers who have served two consecutive terms may be re-elected to the HSA/PTO after a lapse of at least one year.

- Officers include a President, Vice-President, Treasurer, and Secretary (responsibilities for this office may require both a recording and corresponding secretary).

- The Officers, with the Principal and the chairs of standing committees, form the Executive Committee.

Meetings

Executive Committee:

- These are held on a monthly basis unless circumstances suggest that more frequent meetings are indicated. Advance notice for these meetings includes the agenda, written committee reports, and minutes of previous meeting; all are sent at least ten days prior to that meeting. Agenda items for the Executive Committee are submitted through an Executive Committee member or in writing to the President at least two weeks prior to the meeting.

- Special meetings, in addition to the regular meetings, may be called with consent of the President and Principal.

General Membership:

- Meetings are held at least three times annually.

- Dates for the general meeting are announced on the School's calendar.

- Program for the general meeting is publicized at least one month prior to the meeting.

- One meeting per year is held for the election of officers for the coming year.

- Nominations of officers are made at the meeting prior to the meeting scheduled for elections.

Methods of Decision Making

Executive Committee

- The Executive Committee uses the consensus method of decision-making.
  In general, decision making by consensus involves prayer, reflection, data analysis, open discussion of the positive and negative consequences of particular actions, confirmation of an intended course of action determined by the group, and, in the end, the consent of everyone involved.

  In a consensus process, each member is expected to speak to the issue under consideration so that all points of view are expressed and considered. Consensus does not mean that everyone agrees, but that everyone accepts and supports the decision of the group.

- Robert's Rules of Order may be used for procedural actions such as approval of minutes.

General Membership

- Meeting notices include information on items that need action by the members.

- Processes used approximate the following aspects taken from Robert's Rules of Order.

  1. A motion is presented either from the chair or from the floor.

  2. The motion is seconded.

  3. A discussion, facilitated by the President, is held.

  4. The President restates the motion.

  5. A call is made to either vote on the issue or table the issue until further discussion takes place.

  6. Action may be taken by majority vote at a meeting at which a quorum is present. One-fourth (1/4) of members in good standing constitute a quorum at a general membership meeting.

Agenda

A carefully planned agenda is critical to the effectiveness of all meetings. The Principal and President develop the agendas for the Executive Committee; the Executive Committee develops the agenda for the general membership meeting. Members may submit proposed items for the agenda of the general meeting to the Executive Committee.

Recommended Agenda Format:

(List person responsible for each item)

1. Welcome and Prayer
   Approval of Minutes
3. Program component-Speaker, Panel discussion
4. Reports by:
   a. Principal
   b. HSA/PTO President
   c. HSA/PTO Treasurer
5. Committee reports reviewed; points and questions for clarification
6. Proposals and discussion
   - action items
   - recommendation items– give reflections to committee for its review
   - new business
7. Announcements of coming events
8. Future agenda items: review of next date and time
9. Closing Prayer and Adjournment

Committee Reports

All committees prepare written reports to be circulated with the agenda prior to the meeting. In these reports, the committee chair indicates what action, if any, the committee is requesting from the Executive Committee or general membership, and cites any budgetary implications regarding the report. In this way, the agenda can be prepared so that committee reports that are simply for information will have less time on the agenda than reports that require discussion (see appendix) .

APPENDIX

*Sample HSA/PTO Constitution for the Catholic Elementary School**

The Constitution of the HSA/PTO aligns the operation of the local HSA/PTO with the direction outlined in this manual.

* The Articles of Incorporation and By-laws for the Incorporated School align the operation of its HSA/PTO with the direction outlined in this manual as well the legal and canonical aspects required for a nonprofit corporation in the State of Maryland.

Article I. Name of Organization

The name of this body shall be the Home and School Association/PTO of

_____

(name of School)

Article II. Purposes and Functions

In accordance with the provisions of Canon Law and the policies of the Archdiocese of Baltimore, in particular the policies of the Department of Catholic Schools, the Home and School Association/PTO of [insert name of school] School is established to assist and advise the Principal in furthering the mission of the School.

The Home and School Association/PTO of _____School functions to:

- help parents, School administration, and faculty develop a mutual understanding and appreciation of the mission of Catholic Education as lived in this Catholic School within the Archdiocese of Baltimore.

- provide programs and processes that engage the School families in spiritual, educational, outreach, social, legislative, public relations, service, and fundraising activities that further the mission of the School.

- develop supportive systems for communication and service to the local Catholic School.

Article Ill. Relationships with other groups

The HSA/PTO establishes cooperative relationships with other School structures in these ways.

Article IV Membership

States requirements for membership.

Article V. Nomination

Provides rules for nomination committee and its processes. Clarifies criteria used to determine candidates.

Article VI. Election Process for Officers

Provides rules for election of officers; length of terms, reasons for removal of an officer, provisions for filling vacancies, re-election rules, consecutive terms, and commissioning.

Article VII. Officers

States what officers the HSA/PTO has and their duties.

Article VIII. Meetings

Indicates schedule of meetings, quorum needed, presiding person if President is absent , notification of agenda before meeting, minutes (taking, keeping, distributing), expectations of confidentiality.

Article IX. Rules of Order

Indicates rules of procedure and decision-making process, methods used in executive and other committee meetings for consensus development, ground rules used at general meetings, use of Robert's Rules of Order.

Article X. Executive Committee

Explains the composition of Executive Committee, its duties and meeting times.

Article XI. Standing and Ad Hoc Committees

Specifies the purposes and responsibilities of committees, the appointment of chairpersons and members, length of term of chairs, their role in Executive committee.

Article XII. Finances

States how membership dues are established and collected. Outlines procedures and processes used by Principal and officers to follow parish and Archdiocesan guidelines for HSA/PTO 's financial accountability.

Article XIII. Amendments to Constitutions

Indicates procedures governing revision and/or amendments to the constitution, notification time, votes required.

Adapted from A Primer in Educational Governance in the Catholic Church.
NCEA, 1987.
Update based on 2010

Catholic Home and School Associations
Parent-Teacher Organizations

- Nurtures and supports the Catholic Identity of the school
- Provides an avenue of input from current parents
- Consults with the Principal in providing open forums
- Offers education for parents, families, etc.
- Maintains communication
- Organizes legislative action
- Conducts fund-raisers
- Has all parents as members
- Supports Catholic Social Justice Issues
- Keys to Public Relations and Marketing of school

Formats for HSA/PTO Committee Reports

Each committee of the Home and School Association reports in writing to the HSA/PTO Executive Committee using the format selected by the Executive Committee for all committees. Below are two sample formats for consideration.

Format A:

Title of Committee_____

Date of HSA/PTO Executive Committee meeting
(at which report is presented)
_____

Committee members:
(list by name)

Agenda item number:
(corresponds to agenda)

Situation:
(describe in as much depth as appropriate)

Options:
(list at least two or three options the committee considered, with advantages and disadvantages of each)

Recommendations:
(specify which option is being recommended and why)

Action required:
(define what action is needed by the Executive Committee and/or at general meeting)

Format B:

Title of Committee_____

Date:

Committee Members:

Tasks:
(summary of committee's actions/accomplishments to date)

Actions required at either Executive Committee, full committee or general meeting:

A Model For Consensus Decision Making

Preparation- Each committee member prepares his/her own position as well as possible through prayer, study, and reflection but recognizes that the task is incomplete and that the other members of the committee will supply the missing pieces.

Group sharing – When the committee meets, each member expresses to the full group his/her reasons in favor of or against the proposal under consideration. Other members may ask clarifying questions (no discussion at this time).

Group discussion -After all have spoken, the full committee discusses the proposal in light of the positions expressed by individuals.

Isolate points of conflict -The chairperson facilitates a discussion to clarify the points of disagreement and attempts to resolve them through discussion. Alternatives can be suggested which may be agreeable to all.

Discussion/straw vote- The chairperson tries to lead the committee or full group to agreement. When points of conflict have been discussed and alternatives have been considered, the chairperson calls for a straw vote. If there is consensus, the decision has been reached. If there is no consensus, the chairperson may choose one of two alternatives:

Alternative #1 – If 75% of the committee is in agreement, the direction of agreement will be accepted as that of board. The chairperson asks the members not in agreement to accept the decision of the 75% majority. The assumption is that all points of view have been heard and discussed, the majority has agreed upon a course of action. Those not in agreement should be able to state to the assembly, "I am not in favor of this decision. However, I have had the opportunity to speak my objections and I believe that I have been heard. I will support the agreement of the committee."

Alternative #2 – If the board, after all the above steps have been completed, still finds itself highly divided, then the proposal and reasons for the proposal must be studied again. A new and different direction may emerge. The assumption is that this proposal is conflictual from the beginning and its adoption, even by a majority vote of the committee, will be problematic and will continue to generate conflict during its implementation.

Adapted from Building One Body in Christ: the Ministry of the Parish
Pastoral Council, Archdiocese of Baltimore, 1995.

CONSENSUS
- The group "rules": Altering the proposal to accommodate varying points of view.
- Each member works for a decision all can support.
- Changes are made by the chairperson accommodating the direction of the discussion.
- Chairperson is key listener and negotiator seeking accommodations that will move the group toward agreement.
- Chairperson actively involves even the quiet members in contributing to the discussion.

ROBERT'S RULES
- Majority rules.
- Each member works for his/her own point of view.
- Changes are made by amendment (motion, second, discussion, question, vote.)
- Chairperson monitors the order of the discussion.
- Chairperson "recognizes" persons who wish to speak.



ARCHDIOCESE OF BALTIMORE CONTROL PROCEDURES FOR PARISH & SCHOOL ORGANIZATIONS

Since the Home School Association and other organizations formed on the school's behalf are parish life entities that benefit from the tax-exempt status of the parish or school corporation, the supervision of the activities of these organizations falls within the responsibility of the pastor and principal.

Home and School Associations and all other groups that raise funds in the name of the school must be subject to the full range of internal controls required at each parish and school. More specifically the following are required checks and balances for each organization.

General

All organizations must have written policies and procedures for the conduct of business, i.e., cash collection procedures to be followed by all members of the organization including volunteers.

All organizations' financial records must be maintained at the parish's or school's office. The address for all organizations must be that of the parish and/or school office.

All organizations must maintain an accounting of the sources of funds received and expended, essentially a general ledger.

All organizations should prepare and submit for review and approval an annual budget.

All organizations must report to the pastor and/or principal at least quarterly on their activities to-date and budget versus actual. A year-end report must also be prepared and presented.

Bank Accounts & Cash Disbursements

- The pastor and/or principal must approve all bank accounts using the parish and/or school's federal employer ID number. All accounts should be held at the parish/school's main banking institution.

- The pastor and/or principal's name should head the list of persons authorized to sign checks and withdraw funds from all entities' bank accounts.

- All account statements should be sent directly and maintained permanently at the parish and/or school offices.

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- All accounts should require dual signatures.
- The individual who prepares the checks should not be authorized to sign the checks.
- The authorized signer should not be allowed to reconcile the bank accounts monthly.
- The bank reconciliation along with the bank statements should be submitted to a member of the Finance Committee or other knowledgeable individual for review on a monthly basis.
- Signature stamps, checks signed in advance, and checks to cash should never be used.
- Check stock should be sequentially numbered and maintained at the parish and/or school in a locked cabinet or drawer.
- Proper documentation, specifically approved invoices, and receipts must support all checks.

Cash Receipts

- ORGANIZATION FUNDS MUST NEVER BE TAKEN HOME BY ANYONE. Funds collected must be stored in the parish and/or school safe until deposit.
- From receipt to deposit, all monies, whether cash or checks, should be handled by at least two people. No one person should ever be left alone with funds collected.
- All funds received should be logged according to their source. This log should then be totaled and signed by the money handlers to affirm accuracy and to provide accountability. The log should be compared to the validated deposit slip once received by the individual responsible for the general ledger. (Note: the individual responsible for the general ledger should not participate in the counting of funds received.)
- All checks received should be immediately endorsed to the appropriate account.
- Tickets should be used for all cash events. The number of tickets sold should then be reconciled to the amount of cash received.

SCRIP Handling

Since SCRIP is an alternative form of currency, it should be treated as cash and therefore be subject to the following procedures:

- Scrip should be stored in the parish or school safe, which is to be locked at all times.
- Volunteers should not take Scrip home for delivery. Participates in the program should pick up the Scrip at the parish or school in a centralized location.

- A large inventory of Scrip should not be maintained. Scrip can be received from the National Scrip Center (or other Scrip Clearinghouses) in one day by airmail.

- Adequate bookkeeping that tracks the purchase and distribution of Scrip is required. At least two people should have dual responsibility for the maintenance of Scrip records. When a parish receives Scrip, serial numbers should be recorded. In the event that Scrip is lost or stolen, the recording of the serial numbers would allow the parish to quickly identify which Scrip was missing. Local stores can then be alerted to watch for stolen Scrip.

Scrip records should be reviewed just as any parish or School Organizations records. Additionally these records should not be stored with the Scrip, but in a separate location.

Impact on Parish/School Insurance Coverage

In the past, a number of Archdiocesan locations have suffered loss of funds due to some form of theft, loss, or embezzlement. Because of this situation, in the past the Archdiocese experienced difficulty in renewing the fidelity bond coverage.

As a result of these losses, the increased Archdiocesan fidelity coverage deductible, and to encourage the adoption of better control procedures, the parish and school fidelity deductibles were changed several years ago. If a parish or school suffers a loss and did not follow the required controls, they will be assessed a higher deductible or possible denial of claim.

SECTION 211 PARISH & SCHOOL ORGANIZATION PROCEDURES

Since parish and school organizations are parish life entities that benefit from the tax exempt status of the parish or school corporation, supervision of activities of these organizations falls within the responsibility of the Parish Board of Corporators and/or principal. These groups such as Sodality, Holy Name Society and Home School Associations must be subjected to the full range of internal controls required at each parish and school.

All parish/school operating functions and program such as the religious education program, fund raising groups, the choir, and youth group should be accounted for through the parish's and school's general/edger. Specific income and expense accounts have been included in the Archdiocesan parish and school chart of accounts.

211.1 Policy Written: All parish life entities must have written policies and procedures for the conduct of business, e.g., cash collection procedures to be followed by all members of the organization including volunteers.

211.2 Policy Organization Address: All documents, accounts, and/or loans pertaining to the parish or school will use the address of the parish or school.

211.3 Policy Location of Records: All records of the parish and/or school should be maintained on the premises of that parish and/or school.

211.4 Policy Bank Account Regulations: The following procedures are set in place to prevent misrepresentation of parish and/or school assets.

Procedures:

- Bank accounts using the parish and/or school's federal employer ID number must be approved by the pastor and/or principal.
- Accounts should be held at the parish's main bank institution.
- The pastor's or principal's name should head the list of persons authorized to sign checks and withdrawal funds from all entities' bank accounts.
- The individual who prepares the checks should not be authorized to sign the checks. If the preparer also signs the checks, dual signatures are required.

211.5 Policy Accounting Internal Control Procedures: Internal controls are procedures put into place to prevent and detect errors and irregularities.

Procedures:

- Financial records must be maintained at the parish or school office.
- Organizations must use the address of the school or office.
- Organizations must report to the pastor and/or principal at least quarterly on their activities to-date and budget vs. actual. *A* year-end report must also be prepared and presented.
- Balances in parish life entities bank accounts should be accounted for on the balance sheet of the parish or school. See approved chart of accounts 1130-Related Organizational Accounts & 2230-Related Organizational Accounts. LINK 7
- Except when making a deposit, ORGANIZATION FUNDS MUST BE NEVER TAKEN OFF-SITE OR HOME BY ANYONE. Funds collected must be stored in the parish and/or school safe until deposit.
- Tickets should be used for all cash events. The number of tickets sold should then be reconciled to the amount of cash received.

211.6 Policy Budgeting: Parishes and schools must prepare and submit for review and approval an annual budget.

211.7 Policy Insurance: The assets of parish life entities are protected by the Archdiocesan Fidelity Insurance. In the event of theft or other loss the recovery of these assets through insurance may be impacted if the above policies are not followed.