

HOME AND SCHOOL COMMITTEE GUIDELINES

SAINT CHARLES BORROMEIO SCHOOL NORTH HOLLYWOOD, CALIFORNIA

TITLE

The name of this organization shall be Saint Charles Borromeo School Home and School Committee. It will be established and continue at the discretion of the Pastor and with approval of the Archdiocese of Los Angeles Department of Catholic Schools.

ADVISORY CAPACITY

In view of the responsibilities imposed on the Pastor of Saint Charles Borromeo School and Parish and the Ordinary of the Archdiocese of Los Angeles by Canon Law, which cannot be delegated, the Home and School Committee will be solely consultative (advisory) in nature.

The Home and School Committee will function in accordance with these guidelines, which shall comply with all provisions of the policies of the Archdiocese of Los Angeles.

PURPOSES

The purposes of The Home and School Committee are:

- ❖ To facilitate parent – teacher communication;
- ❖ To build and enhance the faith community of Saint Charles Borromeo communities;
- ❖ To facilitate communication between the school administration, faculty and parents;
- ❖ To raise funds for the school.

In addition, The Home and School Committee exist to support the Principal and Faculty in their endeavors to provide quality, Catholic education for all students. Also to help parents and teachers develop a mutual understanding of and appreciation for the ideals of Catholic education, especially in terms of proclaiming the Gospel message, building community, and educating for service and worship.

MEMBERSHIP

The membership of The Home and School Committee shall be drawn entirely from the following:

- ❖ The Pastor of the parish;
- ❖ The Principal of the school;
- ❖ The faculty of the school;
- ❖ The parents and/or legal guardians of pupils currently enrolled in the school.

The Pastor or his delegate shall be “ex-officio” moderator.

The Principal shall serve as administrative officer.

Members of the Home and School Committee shall include the Home & School Chairperson, Fundraising Chairperson, Hospitality Chairperson, Room Parent Chairperson, Public Relations Coordinator, Service Hours Coordinator, and a Faculty Representative.

MEMBERSHIP CRITERIA

Members of The Home and School Committee shall meet the following criteria:

- ❖ An interest and commitment to Catholic elementary school education and to the Saint Charles Borromeo School philosophy and mission;
- ❖ Availability to attend meetings and periodic in service programs, and to participate in committee work;
- ❖ Maintain high levels of integrity and confidentiality;
- ❖ Deal with situations as they relate to the good of the entire school;
- ❖ Be a credible witness to Catholic faith in the school's community and beyond.

NOMINATION OF THE HOME AND SCHOOL COMMITTEE

The Home and School Committee nominees may be invited by the Pastor or Principal to serve on the committee. The Home and School Committee members may be self-nominated or nominated by any member of our school community. The Pastor and Principal will appoint nominated individuals to the committee.

FINANCIAL ISSUES

Subject to the Department of Education, the Pastor shall approve all budgetary and financial issues affecting the school, including Home and School Committee fundraising, tuition charges and faculty salaries, and may not delegate such decisions. All monies received by any committee of the Home and School Committee is to be deposited into the school account.

MEETINGS

Regular meetings of The Home and School Committee shall take place during the school year. The Principal will set the meetings in consultation with the Chairperson. The Chairperson, Principal, or Pastor may call special meetings of the committee. For purposes of transacting business, it shall be necessary for a simple majority of the total members of The Home and School Committee to be present. A simple majority of those present and voting shall carry a motion.

CONDUCT OF MEETINGS OF THE HOME AND SCHOOL COMMITTEE

Whenever an agenda item is presented at The Home and School Committee meeting, the members shall attempt to reach a consensus after careful consideration and discernment in a spirit of cooperation. Votes may be utilized at the discretion of the chairperson. A simple majority will carry a motion.

The agenda of a meeting shall be:

- ❖ Opening Prayer
- ❖ Calling of Roll
- ❖ Approval of the Minutes
- ❖ Committee Reports
- ❖ Unfinished Business
- ❖ New Business
- ❖ Prayer
- ❖ Adjournment

Meetings of The Home and School Committee should not normally exceed sixty minutes.

DUTIES OF THE COMMITTEE MEMBERS

- ❖ The Home and School Chairperson shall preside at all regular and special meetings of The Home and School Committee, record and distribute minutes, and act as the liaison to the Parish Council;
- ❖ The Hospitality Chairperson shall coordinate and oversee all aspects of school hospitality. Assisting the Home and School Chairperson with hospitality during Friendship Sundays;
- ❖ The Fundraising Chairperson shall communicate with those who are chairing school fundraising activities and shall be the liaison to the Home and School Committee;
- ❖ The Room Parent Chairperson shall communicate pertinent information to all room parents. Assisting the Home and School Chairperson with scheduling and conducting room parent meetings throughout the school year, as needed;
- ❖ The Public Relations Coordinator shall communicate pertinent information to parents, parishioners, and community members and assist the school with PR materials;
- ❖ The Service Hours Coordinator shall communicate Christian service hour information and the areas in need of Christian service;
- ❖ The Faculty Representative shall serve as a liaison to the school faculty;
- ❖ The Principal shall communicate information and the schools needs.

SPECIAL SUB-COMMITTEES

The Home and School Chairperson with the approval of the Pastor and the Principal may establish special ad hoc committees.

AMENDMENTS

The Pastor and Principal reserve the right to amend guidelines of the Home and School Committee at any time.

Insofar, as it complies with all current provisions of the Los Angeles Archdiocese, the Los Angeles Archdiocese Department of Catholic Schools approves the foregoing guidelines. When executed by the Pastor, they become effective.

Dated this _____ 28th _____ day of August, 2006.

Saint Charles Borromeo School / Parish

By: Msgr. Robert Gallagher
Pastor

By: Ms. Jayne Quinn
Principal