

August 25, 2009

Dear Families,

The **St. Elizabeth of Hungary Catholic School Advisory Council** would like to welcome you to the 2009 – 2010 school year and take this opportunity to tell you about the Advisory Council and explain how we work.

OUR MISSION

The Roman Catholic Diocese of Dallas Policy Handbook for Schools states that every parish that houses a parochial school shall have a local school council established by the Pastor. In conjunction with the School, the mission of the Advisory Council is to further the advancement of quality Catholic education for students at the School by providing leadership, guidance, and support to the Pastor and the Principal in accordance with the Mission Statement of the School.

WHO WE ARE

2009 – 2010 Voting Members

The Advisory Council generally consists of nine voting members who are appointed by the Pastor. The voting members serve a three year term with each yearly term running from July 1st to June 30th. Each Member of the Advisory Council must be at least 18 years of age, active in his/her parish and/or the School, and willing to give time and energy to the advancement of the mission of the School. The individual's actions in their professional and personal life should be reflective of the teachings of the Catholic Church. A majority of the members of the Advisory Council must have a child or children at the School at the beginning of their term. The voting members of this year's Advisory Council are:

<u>Name</u>	<u>Student(s)</u>	<u>Term Expires</u>
Maurice Aguilar	Anacelia – 3 rd , Frank – 1 st	2012
Katy Barrilleaux	Marcella – 7 th , Lucas – 5 th	2012
Dana Choate	Dylan – 4 th , Jarrod – PK	2010
Andy Goza	Madison – K	2012
Michele Mills	Justin – 7 th , Kaci – 3 rd , Cody – former student (Freshman at Bishop Dunne Catholic School)	2010
Annette Paulsen	Ethan – 5 th , Nate – former student (Freshman at Bishop Lynch High School)	2011
Gretchen Swayzer	Dallas – 8 th , Sydney – 5 th	2010
Susan Vrana	Alice – 8 th , Bess – former student (Freshman at Texas Tech University)	2011
Vacancy – being determined		2011

2009 – 2010 Ex-Officio Members

The Advisory Council also has ex-officio members. Ex-officio members are non-voting Members who have a special interest in the School or special skill or knowledge, and include the Pastor, the Principal, the School Development Director, the School Athletic Director, faculty representatives, and any other person that the Pastor or Principal desires to include. This year's ex-officio members are:

Father Michael Dugan - Pastor
Christina Clem - Principal
Rachel Robb - Assistant Principal
Elizabeth Belew - Development Director
Stan Clack - Athletic Director
Sheri Edelmann* - acting Secretary
Tina Goegel* - acting Finance Officer

* Both Sheri and Tina recently served a 3 year term as voting members of the Advisory Council and have served previous terms. Tina has been a member of the Advisory Council's Finance Committee for many years and Sheri has previously served as Secretary to the Advisory Council. We are grateful that they have agreed to return as ex-officio members to serve in these designated roles. Sheri has current student – Logan (4th) and former student – Kyle (Freshman at Texas Tech University). Tina has 2 former students – Kathleen (Freshman at Bishop Lynch High School) and Robbie (Freshman at Oklahoma State University).

- **2009 – 2010 Officers**

Officers of the Advisory Council are elected at the annual meeting in May, and serve for a term of one year, beginning in July. No officer can hold the same office for more than two consecutive years. This year's officers are:

Michele Mills - President
Dana Choate – Vice President
Sheri Edelmann – Secretary
Tina Goegel – Finance Officer

WHAT WE CAN DO

The Advisory Council and its various committees advise and report to the Pastor and Principal on school financial, volunteer, marketing and policy matters. The functions and responsibilities of the Advisory Council include:

- Advise the Principal on School policies, programs, services, and strategic planning.
- Serve as an information resource for the School when requested.
- Conduct special studies and assignments as requested by the Pastor or Principal.
- Advise the Principal and Pastor on financial matters including assisting the Principal in development of the School's annual operating budget; determining sources of funding for the annual operating budget, and establishing the annual tuition rates.

- Present the School to the public, to civic authorities, and to the Catholic community as a school imparting quality Catholic education in all aspects of living: spiritual, intellectual, cultural, physical, social, and civic.

WHAT WE CANNOT DO

Areas that are not the responsibility of the Advisory Council include:

- Discipline problems or staff problems
- Development of academic or religious programs
- Approval of curricular materials
- Hiring, termination, renewal, non-renewal of faculty and staff
- Individual complaints that should be addressed through the Parent Grievance Process
- Administration of the School

SCOPE OF AUTHORITY AND CONFIDENTIALITY

Individual Members of the Advisory Council have no power to act on behalf of the School and must direct all grievances and other matters related to the School to the Principal. Members have a sacred responsibility to keep confidences they receive in their capacities as Members.

The Members of the Advisory Council are open to receive constructive comments, questions and ideas from parents and students regarding the School and the responsibilities of the Advisory Council and its committees. The Advisory Council urges everyone to address all criticisms and problems regarding the School and/or its students directly with the School Leadership in accordance with the Handbook for Parents and Students.

MEETINGS

Regular business meetings of the Advisory Council are held monthly from August to June of each year. Meetings are normally open to all ex-officio members and to guests upon invitation by the Pastor, Principal or President. Any person or group has the right to address a meeting of the Advisory Council with prior written approval and after stating the nature of the presentation to be made. Members of our School or Parish community are welcome to set a date to observe an Advisory Council meeting by contacting the President.

COMMITTEES

All Members are expected to serve on a Standing Committee as a Committee Chairperson (or Co-Chairpersons). The Advisory Council has the following Standing Committees:

Executive Committee. The Executive Committee is comprised of the President, Vice-President, Secretary, Finance Officer, Pastor and the Principal as Co-Chairpersons and shall:

- Determine and prepare the agenda for Advisory Council meetings.
- Review all committee reports before distribution to the Advisory Council.
- Liaison and coordinate with any independent entities (e.g., The Endowment Fund) that are interested in assisting the School.
- Provide immediate consultation to the Principal when requested.
- Facilitate Advisory Council self-evaluation and the development of plans for improvement and the establishment of goals for the following year, including updating the Long-Range Strategic Plan prior to the May meeting.
- Provide ongoing education and educational materials for Members.
- Facilitate the annual election of officers.

Nominating Committee. The Nominating Committee consists of all Members as Co-Chairpersons and shall:

- At or before the April meeting or whenever there is a vacancy on the Advisory Council, recruit new members and recommend them to the Advisory Council, the Principal and the Pastor for approval and appointment.
- Orientate new members to the Advisory Council.

Finance Committee. The Finance Committee is overseen by the Principal and the Finance Officer as Co-Chairpersons and shall:

- Assist the Principal in preparing an annual budget for the next school year and in establishing and sustaining financial viability of the School.
- Recommend policies regarding tuition rates and collection, outstanding debts and other financial matters of the School.
- Work with the Parish Finance Committee in matters related to the Parish subsidy.
- Coordinate and review the financial records of any School fund-raising committee or group.

Policy Review, Planning and Mission Effectiveness Committee. The Policy Review, Planning and Mission Effectiveness Committee shall:

- Assist in the development and implementation of the School's strategic plans and goals and Mission Statement.
- Advise on the relevancy of the current school policies and insure that no policy is outdated.
- Evaluate current policies to determine their effectiveness and develop additional policies where needed.
- Propose changes to School policies and procedure and to the Advisory Council Bylaws.
- Review and revise the Parent-Student Handbook as necessary to insure that all policies are simple and clear.

2009 – 2010 Co-Chairpersons: Michele Mills and Gretchen Swayzer

Marketing, Recruitment and Public Relations Committee. The Marketing, Recruitment and Public Relations Committee shall:

- Develop a yearly marketing plan to advertise and promote the School to the public.
- Work with the School's Development Director to prepare advertising for publications in local media.
- Develop a relationship with community resources and businesses that are interested in assisting the School in providing quality education.
- Work on improving relations with parents and the community.
- Promote the School's positive image in the community.
- Assist the School in its efforts to recruit new families and with the transition of new families into the School.
- Assist with organizing the annual open house and school tours.
- Prepare articles for School and Parish newsletters and bulletins regarding School, student and volunteer activities and events.

2009 – 2010 Co-Chairpersons: Katy Barrilleaux, Andy Goza and Annette Paulson

Grounds and Facilities Committee. The Grounds and Facilities Committee shall:

- Perform a survey of the School grounds and facilities, and recommend improvements based on short and long term needs and urgency.
- Advise on life span of School equipment to assist in planning the annual budget.
- Develop a plant and facility that is safe, cost effective, and one that will facilitate the achievement of the mission of the School.
- Recommend enhancements to the School building to reflect the pride of the Community.
- Identify resources in the community that can help attain the above goals of the committee.
- Work with the School's Development Director in identifying needs and in securing donations and grants.

- 2009 – 2010 Co-Chairpersons: Maurice Aguilar and Susan Vrana

Family Volunteer Organization Committee. The Family Volunteer Organization Committee oversees the Family Volunteer Organization. The FVO assists with volunteer efforts and fundraising at St. Elizabeth School. The FVO works in collaboration with Advisory Council members and the Principal. All families and friends of families in our school and church community are part of the Organization through their volunteer efforts. Through its activities and events, the Family Volunteer Organization Committee shall:

- Coordinate all family volunteer efforts at the School.
 - Promote community and fundraising activities for the benefit of the operation of the School.
 - Recruit volunteers to carry out fundraising activities and events.
 - Develop and maintain a volunteer resource file.
 - Work with the Marketing, Recruitment and Public Relations Committee in acknowledging volunteer efforts.
 - Report and provide current financials to the Finance Committee on a monthly basis.
- 2009 – 2010 Co-Chairpersons: Dana Choate and Michele Mills
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 - 2009 – 2010 FVO Leadership Team: Anna Burciaga, Bea Brown and Marybeth Jones

Athletic Committee. The Athletic Committee oversees the School's Athletic Booster Club. The Booster Club provides a unique opportunity for parents to be involved in the school's physical education and athletic programs. The Booster Club works directly with the school's athletic director and principal in making our physical education and athletic programs and events a success. The club is responsible for fundraising, upgrading our physical education department equipment, improving the athletic fields on campus, and the overall spirit and sportsmanship of our school community. Membership and monthly meetings are open to the school community. The Athletic Committee shall:

- Work with the School Athletic Director to determine the needs of the physical education department and School athletics.
 - Assist the Athletic Director with coordination of the activities of the Athletic Booster Club.
 - Report and provide current financials to the Finance Committee on a monthly basis.
- 2009 – 2010 Co-Chairpersons: Maurice Aguilar and Susan Vrana
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 - 2009 – 2010 Booster Club Officers: Diane Dooley, President; Jason Gentry, Treasurer. [Vice President and Secretary to be determined at September 2 meeting.]

THANK YOU!

Thank you for your sacrifice and commitment to St. Elizabeth School. The members of the Advisory Council look forward to getting to know your student(s) and family as we meet this year during community and school events. St. Elizabeth School depends on parent, family and church volunteers for fundraising and to fulfill certain needs of the school. We encourage your family to GET INVOLVED in Advisory Council committees, parent groups, volunteer opportunities, and class and school events to support and strengthen our school and school programs.

Very truly yours,

Michele Mills, President
St. Elizabeth of Hungary Catholic School Advisory Council