

NFAPA

NORWOOD-FONTBONNE ACADEMY PARENTS ASSOCIATION

OPERATIONS MANUAL 2011-2012

**Pending Approval by Executive Board
Fall 2011**

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Introduction

The Parents Association of Norwood-Fontbonne Academy exists to organize and facilitate parent volunteers and to be a resource for teachers and the Administration. The role of the Association has evolved and continues to change and grow in response to the needs of the NFA community. The strategic planning initiative, which began in the Fall of 2002 and was completed in the Spring of 2004, has resulted in a more focused definition of the Association's mission and goals.

This operations manual is intended to be a step-by-step guide to running the organization.

Mission Statement

The mission of the Association is to provide the environment and opportunities for parents and guardians of Norwood-Fontbonne Academy students to support the Vision and Mission of the Academy to convey gospel values and the enjoyment of learning so that students may be better able to make reflective choices as self-directed persons who treasure themselves, others and the earth.

By its commitment to an inclusive, participatory environment, and its sponsorship of community-building events and activities, the Association seeks to foster a cooperative and cohesive spirit that enriches the Norwood-Fontbonne experience for the Academy's students, their parents, and the entire NFA community.

The Association supports the Academy's enhancement goals through a targeted range of fund raising activities and a collaborative relationship with the Office of Institutional Advancement.

The Association encourages students and their families to commit their time, energy and talents in support of the invaluable contributions that the Academy's staff makes to the intellectual, spiritual and emotional growth of NFA students.

The Association is dedicated to a spirit of cooperation and mutual support and is respectful of the Administration's position of responsibility for all matters pertaining to the operation of the Academy.

Types of Committees

Friend-raisers and Fundraisers

The purpose of friend-raising events is to enhance NFA's community spirit. The cost to participants at friend-raising events is to be limited to ticket cost. These events are not designed to make a profit. However, they should be self-supporting, if possible.

The Association seeks to complement the efforts of the Academy's Office of Institutional Advancement by sponsoring fundraising events throughout the year. Three principles guide these activities. First, the activity must offer a tangible benefit to the NFA community. Second, participation in any fundraiser is totally at the parents' discretion, enabling them to guide and maintain control over issues affecting their children. Third, the Association offers for sale only those items that families would normally buy.

The Role of the Committee Chair

Getting Started

Recruiting Committee Chairs: Each Board member should contact their respective Committee Chairs after the March meeting to ask them whether they would like to continue in the same position for the following year, and report the results at the April meeting. Ideally, an out-going chair should recruit and recommend a person who has experience with his/her committee as the new chair. It is the outgoing chair's responsibility to convey all information necessary for the committee's smooth operation to the incoming chair.

The respective Board member and President Elect will participate in the search process, if necessary. A notice of any vacant Chair positions shall be included in the "Call for Volunteers" flyer sent out in April by the Volunteer Coordinator.

Selecting Association Events: Following each event, or, in the case of ongoing events at the April meeting, the Board reviews each activity/event to determine whether to include it the following year. These discussions, along with suggestions for additional events/activities from the Event

and Activity Secretary, lead to the decision to add, keep, or drop events. The final decision is made at the April meeting.

Scheduling Association Events: After the April meeting, Board members are to

contact their respective Committee Chairs to obtain requested date(s) for each event/activity. Board members are to provide this information to the President and President Elect by the first week in May. The President and President Elect, in conjunction with the Head of School (who has the Academy's dates), develops a joint draft calendar. This is printed by the Head of School and is presented to the Board for approval at the May meeting. In the event the Academy calendar is not yet set, the Association prints and distributes its own draft calendar for approval at the May meeting.

Your First Meeting

The May Executive Board meeting is intended to be an orientation for new members. The presence of all Committee Chairs is required.

The agenda begins with the outgoing board in attendance and continues through Old Business, including the determination of and approval of the final monetary gift to the school and a discussion of the year's accomplishments in light of the strategic plan's "next steps" set out at the beginning of the year, at which time the outgoing board is excused and the meeting is temporarily adjourned. Token gifts are presented to the outgoing members and a brief social (with snacks) is held. The meeting is reconvened with a welcoming of new members and continues with the agenda. The meeting concludes with an orientation designed to familiarize all Board members and committee chairs with the bylaws, responsibilities, policies and procedures.

Over the Summer

In June— 1-begin to think about budget

2-contact your volunteers, informing them of event date, etc. and set up contact information

3-recruit a co-chair

In July—finalize budget and submit to Treasurer

First Executive Board Meeting of the Year

Your budget request will be discussed and funds approved.

The "next steps" toward the strategic plan objectives will be discussed and approved for presentation to the general membership at the October General meeting.

General Guidelines

As a committee chair you agree to abide by the Board attendance policy: Committee chairs (or co-chair or a representative) are to be present at May

and September Board meetings, as well as any meeting when their event/activity is on the Agenda. In the event you cannot attend a Board meeting, contact your liaison to provide an interim report.

The Executive Board exists to support you and your event. Do not hesitate to ask for help or advice. If you wish to be on the agenda at a meeting where your event would not normally be on the agenda, ask the President to put you on the agenda.

The Volunteer Coordinator will supply you with a list of volunteers in the spring and the fall. Please contact everyone and include everyone. If you need more volunteers please let the President Elect and Volunteer Coordinator know.

Being chair does not mean you have to run the event single-handedly. Delegate publicity, tickets/collecting money, lining up volunteers, buying supplies, etc. to your volunteers. Volunteers want to be given a specific and meaningful task.

After your event fill out the Event/Activity Report forms and submit them to the Event and Activity Coordinator. Report to the Board on your experiences. You will be asked your opinion on whether to drop the event or keep it on the calendar for next year and about any funding changes.

This Operations Manual contains the policies and procedures adopted by the Executive Board and currently in effect. If you have questions regarding the policies and procedures please contact the respective Board member, e.g. the Treasurer for financial matters, the Publicity Coordinator for communications matters. If you have questions regarding specifics about your event, please contact the prior chair, the President, or the President Elect.

Responsibilities of Officers, Parents-at-Large and Homeroom Parents

The President and/or the President Elect, in consultation with the Head of School, sets an agenda prior to each Executive Board meeting. The President e-mails the draft agenda to all Executive Board members, Committee Chairs and Co-Chairs and to any non-member who has requested to speak before the Board.

In addition to the responsibilities enumerated in the Association ByLaws the:

President

- 1) With Treasurer, prepares staff Christmas gifts for distribution
 - a) Drafts and hand-signs the accompanying letter
 - b) Delivers gifts directly to all NFA staff
- 2) Welcomes people to all Association activities. With President Elect, arranges for “token” gifts for outgoing board members
- 3) Coordinates with Head of School and President Elect to set agendas for executive board meetings and general meetings
- 4) Is a member of the Nominating Committee

- 5) Prepares Association letter for inclusion in Academy annual report. Coordinates with Treasurer for Association financial statement to be included as part of the letter
- 6) With Head of School and Treasurer acting as a “Finance Committee,” may approve expenditures up to \$1,000 outside of Board meetings. Normal procedures, i.e. all funding requests are to be approved by the Board in advance, unless prevented by severe time or circumstance constraints
- 7) Submits Board & Chair list to Head of School, Director of Upper Grades, Director of Lower Grades and Norwood and Fontbonne secretaries by September 15th
- 8) Contacts all new families before the start of the new academic year
- 9) Serves as board liaison for committees specified on the “Board Liaison Assignment List”

President Elect

- 1) With President, arranges for “token” gifts for outgoing board members
- 2) Serves as Chair for any “special projects” undertaken by the Board
- 3) Welcomes new families to New Parents Welcome and describes the mission, events and activities of the Association and encourages all new parents to volunteer and to support Association activities
- 4) Prepares the Operations Manual for Board Approval at the May meeting
- 5) Recruits Committee Chairs, as needed
- 6) Coordinates with Head of School and President to set agendas for executive board meetings and general meetings
- 7) Serves as board liaison for committees specified on the “Board Liaison Assignment List”

Recording Secretary

- 1) Records and distributes minutes of monthly Executive Board and semi-annual General Meetings
- 2) In April, makes a list of all procedural changes approved by the Board during the year that will affect the Operations Manual and forwards those to the President Elect for incorporation into the Manual
- 3) Serves as board liaison for committees specified on the “Board Liaison

Assignment List”

Event and Activity Secretary

- 1) Updates “Your Guide to Parent Association Events” by August 1 for posting on the NFAPA website and inclusion in Parent-Student Directory
- 2) Keeps supply of Association stationary on hand – or maintains software template
- 3) Maintains a file of all committee event/activity reports
 - i) Ensures submission of all event description and expense reports
 - ii) Maintains a file of descriptions and reports for reference
- 4) Submits work order for General Meetings
- 5) Is responsible for displaying banner at General Meetings, during Catholic Schools Week and at events/activities, where appropriate
- 6) Serves as a point person for all new fundraising and friend-raising activities to be suggested to the board
- 7) Serves as board liaison for committees specified on the “Board Liaison Assignment List”

Treasurer

- 1) Prepares an Association annual budget for Board approval at the September meeting
- 2) Coordinates twice yearly (January and June) donation to the Academy
- 3) With Head of School and President, acting as a “Finance Committee,” may approve expenditures up to \$1,000 outside of Board meetings. Normal procedures, i.e. all funding requests are to be approved by the Board in advance, unless prevented by severe time or circumstance constraints
- 4) Assists President in preparing letter and financial statement for inclusion in Academy’s annual report
- 5) Serves as board liaison for committees specified on the “Board Liaison Assignment List”

Procedures for working with the Treasurer

- 1) All requests for funds are to be made in writing to the Treasurer. The Treasurer requests 5 days’ lead time for checks to be issued

- 2) Committee Chairs to forward all checks to Treasurer within 2 weeks of receipt. Treasurer to deposit all checks within 2 weeks of receipt from Chairs
- 3) Use Scrip whenever possible for committee purchases
- 4) Whenever possible, use Tax I.D. certificate (available from school Finance Office) when making committee purchases
- 5) Serves as board liaison for committees specified on the “Board and Chair List”

Publicity Coordinator

- 1) Approves copy for all flyers. Flyers to be emailed to Publicity Coordinator no later than the Saturday prior to inclusion in the VCF. President is to be copied on all flyer email submissions. No flyers are to be sent directly to the Head of School
- 2) Coordinates with committee chairs on items for weekly "News and Notes Bulletin"
- 3) Prepares weekly “News and Notes Bulletin”
- 4) Prepares flyer announcing general meetings
- 5) Provides final copies of NFAPA flyers and weekly "News and Notes Bulletin" to Head of School by Monday morning
- 6) Serves as board liaison for committees specified on the “Board Liaison Assignment List”

Parents at Large (PAL)

Lead PAL – This person is a Parent at Large who also serves, oversees and coordinates the activities of all PALs. Specific responsibilities include:

- 1) Homeroom Parents Meeting
 - a) Using feedback and input of other PALs, prepare agenda, sample communication, updated guidelines and sign-up forms for the meeting
 - b) Lead the Homeroom Parents Meeting

- 2) Communication
 - a) After each NFAPA Executive Board Meeting, distribute a summary of relevant meeting discussions to the PALs for distribution to their assigned parents
- 3) Resource
 - a) Serve as a resource for other PALs and Homeroom Parents

PAL – Serves as the liaison between the NFAPA and the Homeroom Parents for the grades assigned. Facilitates communication and encourages participation in NFAPA events and activities. The four PALs grade assignments include Pre-K, 1-3, 4-6 and 7-8. The role of PAL may be shared by more than one person and the general responsibilities include assisting at Homeroom Parents Meeting, facilitating communication and encouraging participation of parents, and coordinating Staff Appreciation Luncheons.

- 1) Homeroom Parents Meeting
 - a) Assist Lead PAL in preparation for the HR Parents Meeting
 - b) Attend Homeroom Parents Meeting and introduce yourself to all parents in your grades
 - c) Throughout the year, collect communication used by Contact Homeroom Parents to serve as samples in future communication
- 2) Communication
 - a) In advance of NFAPA Executive Board Meetings, communicate with each Contact Homeroom Parent and prepare a brief (1-2 paragraphs) update for the NFAPA meeting
 - b) Attend NFAPA Executive Board Meetings
 - c) After each NFAPA Executive Board Meeting, distribute the Lead PAL's summary of relevant meeting discussions to the your Contact Homeroom Parents
 - d) On a regular basis (at least quarterly), solicit input and suggestions from Contact Homeroom Parents regarding NFAPA events (not school issues, only NFAPA events). Prepare summaries of this feedback and share with committee chairs as appropriate. Any ideas for new events should be shared with Events/Activities Secretary
- 3) Staff Appreciation Luncheons
 - a) One PAL will serve as coordinator of the Staff Appreciation Luncheons and will handle all ordering and planning with Apple Annies

- b) Each PAL will coordinate the involvement of their grades' parents for the Staff Appreciation Luncheons
 - c) Each PAL will be present for at least one Staff Appreciation Luncheon
- 4) NFAPA & Volunteers
- a) Encourage volunteerism and participation in NFAPA events and activities including SCRIP and Gala/Razzmatazz /Parent Social
 - b) Communicate with Contact Homeroom Parents to coordinate grade level involvement in NFAPA events and activities
 - c) Prepare a list of volunteers in assigned grades for NFAPA and Administration as needed
- 5) Resource
- a) Serve as board liaison for committees specified on the "Board Liaison Assignment List"

Homeroom Parents

Contact Homeroom Parent – Serves as liaison between teacher and parents to coordinate parent assistance and involvement with homeroom (or grade) activities including management of activity funds and teacher gifts. Encourages parents in homeroom (or grade) to become involved with NFAPA events and activities.

- 1) Coordination
 - a) After Homeroom Parents Meeting, make immediate contact with homeroom teacher (or grade teachers) to advise of your position, provide list of Homeroom Parents and schedule a meeting to determine the need of the individual homeroom (or grade)
 - b) Provide list of all Homeroom Parents to the parents in homeroom (or grade)
 - c) Coordinate Homeroom Social
 - i) Identify hostess and ensure social is well communicated
 - ii) Provide PAL with date of social as soon as determined
 - d) Communicate opportunities for involvement and coordinate parents volunteering for classroom activities
- 2) Manage Activity Funds
 - a) Follow NFAPA Guidelines and Procedures for Activity Funds
- 3) Staff Appreciation Luncheons
 - a) Coordinate involvement of parents in homeroom (or grade) for staff appreciation luncheons

- 4) Teacher Gifts
 - a) Coordinate and communicate process for giving gifts to teachers

- 5) NFAPA
 - a) Encourage volunteerism and participation in NFAPA events and activities including SCRIP and Gala/Razzmatazz/Parent Social
 - b) In advance of NFAPA Executive Board Meetings, provide update on any parent-led activity in the homeroom (or grade) to PAL
 - c) Distribute to all parents the summary of NFAPA Executive Board Meeting received from PAL
 - d) On a regular basis (at least quarterly), solicit input and suggestions from parents regarding NFAPA events (not school issues, only NFAPA events). Prepare summaries of this feedback to the PAL quarterly. Any ideas for new events should be shared with Events/Activities Secretary
 - e) Serve as a resource for parents in homeroom (or grade) regarding NFAPA events & activities

Homeroom Parent – Assists with homeroom (or grade) activities and encourages the involvement of parents in homeroom (or grade) with NFAPA event and activities.

- 1) Homeroom Activities
 - a) Participate in homeroom (or grade) activities as requested by Contact Homeroom Parent

- 1) Staff Appreciation Luncheons
 - a) Participate in a Staff Appreciation Luncheons

- 1) NFAPA
 - a) Encourage volunteerism and participation in NFAPA events and activities including SCRIP and Gala/Razzmatazz/Parent Social
 - b) Serve as a resource for parents in homeroom (or grade) regarding NFAPA events & activities

- 2) First Grade Homeroom Parents only:
 - a) Assist Second Grade teachers and Campus Ministry with preparation and decorations for First Reconciliation and First Communion

- 3) Eighth Grade Homeroom Parents only:
 - a) Each fall, the Eighth Grade Homeroom Parents are responsible for calling a meeting of all Eighth Grade parents to discuss plans for the graduating class' social event. The Eighth grade Homeroom parents meet with the Head of

School prior to the meeting with parents. *This event is neither a Parent Association nor an Academy sponsored event, although it is traditionally coordinated by the 8th grade Homeroom Parents.*

Attendance at Board Meetings

All Board Officers (president, president elect, recording secretary, event and activity secretary, treasurer, publicity coordinator and PALs) are required to attend all Executive Board Meetings.

Committee chairs (or co-chair or a representative) are to be present at May and September Board meetings, as well as at any meeting when their event/activity is on the Agenda.

In the event you cannot attend a Board meeting, Officers should contact the president and committee chairs should contact your board advisor to provide an interim report. See list of Board Representative assignments to determine which Board member each committee chair should contact for assistance.

General Policies

- 1) Any grade that hosts a grade “social” is to follow the invitation guidelines presented at the Homeroom Parents meeting

- 2) Committee chairs/members are not expected or encouraged to make personal, out-of-pocket contributions to Association events or activities

- 3) All events need to have safety factors considered and appropriate plans in place before event

- 4) Committees may spend up to \$250 without Board approval

- 5) The Volunteer Guidelines are distributed with the “Call for Volunteers” flyers in the spring and fall. Committee descriptions are to include information on expected time commitment, time of day the committee is expected to meet/work, work from home possibilities, whether or not small children are welcome, etc. so that parents can make informed choices

Executive Board Meetings

The Executive Board usually meets the first Tuesday of every month when school

is in session except for this September, January, April & May.

Calendar for 2011-2012

September 8
October 4
November 8
December 6
January 10
February 7
March 6
April 17
May 24

Meetings from September - April will convene at 7:30. The May meeting will convene at 7:00.

President presides and meetings are run in accordance with Roberts *Rules of Order*.

Ten minute limit on item discussion unless Board votes to extend discussion. Maximum time limit for meetings is 1 ½ hours unless Board votes otherwise.

Minutes are taken at all meetings and are distributed by the President electronically to each Board member and any non-Board members in attendance. Minutes are also posted on the Association's website. Attachments, such as the Head of School's report and the Treasurer's Report, are available only on the Association's website.

In addition to the Board members and committee chairs, there is a need to communicate with parents that Board meetings are open to them and that they are welcome to attend.

The following activities/decisions will be made, by policy or tradition, according to the following schedule:

September 8 meeting

- 1) Approve budget
- 2) Develop agenda for general meeting
- 3) Discuss/Agree upon/Approve "Next Steps" for strategic plan update (to be presented to general membership at October meeting).
- 4) Any bylaws amendments or revisions must be approved at this meeting for presentation to and approval by the membership at the October General Meeting.

October 4 meeting

General Meeting—October 18

Report to membership on finances and “Accomplishments and Next Steps”

November 8 meeting

Decide amount of Christmas gift to teachers and staff

December 6 meeting

January 10 meeting

Decide interim gift to school

February 7 meeting

Nominating Committee presents slate of candidates for approval.

Any bylaws amendments or revisions must be approved at this meeting for presentation to and approval by the membership at the March General Meeting.

March 6 meeting

General Meeting—March 13

All Executive Board members to attend and sit in front row.

April 17 meeting

Revisit all committees for decisions on keeping/dropping/expanding each activity or event.

May 24 meeting

1) Outgoing Board

- a) Decides amount of final monetary gift to school
- b) Recap year in light of strategic plan and make note of year’s “Accomplishments” for presentation at October General meeting
- c) Review the budgets, earnings and expenses for each of the past years’ events

2) Incoming Board

- a) Adopts Operations Manual
- b) Approves calendar
- c) Decides start time for Board meetings for upcoming year
- d) Holds Orientation Meeting
- e) Circulates Prayer and Events sign-up for upcoming year
- f) Votes on revised committees policies — friend- raisers “free”, free food for staff, etc.

General Meetings

General meetings are held at 7:30 PM.

At the October meeting the President reports to the membership on the Association's finances and on the accomplishments and next steps in accordance with the strategic plan.

At the March meeting, the Nominating Committee presents a slate of candidates for vacating offices and calls for nominations from the floor.

By tradition, the Administration is invited to be on the agenda to communicate with the parent body at both meetings.

Working with the Administration

All Association events leave campus/grounds in condition in which they were found – committee budgets should include cleanup costs.

Committees need to submit work orders to Fran Doyle one week prior to activity/event if anything needs to be done/set up anywhere on campus. Both the Head of School and Sister Monica (Director of Business Operations) are to be copied on all work order submissions.

Committees must make arrangements for meeting space with Sister Josephine, preferable one week in advance.

All committee chairs are to provide the Academy's Director of Institutional Advancement, with a list of their volunteers on an ongoing basis, but no later than the end of the school year.

Corresponding Secretary sends list of all Board members and Committee Chairs to President, who will forward to Head of School, Director of Upper Grades, Director of Lower Grades, Director of Institutional Advancement, Director of Admissions and Norwood/Fontbonne secretaries before September 15th of each year.

Communications

“One flyer” rule

All Association events, other than major fundraisers, should be announced by one flyer publicizing the activity. The event may be mentioned in the weekly “News and Notes Bulletin” any number of times. The objective for the 2011-2012 school year is to have all NFAPA communications distributed via the Virtual Communication Folder on the NFA website.

Procedure

Any committee that needs to send out a flyer should send it to the Publicity Coordinator via e-mail for review and approval by the Saturday prior to inclusion in the VCF. The President is to be copied on all flyers being sent to the Publicity Coordinator. The Publicity Coordinator then submits all copy for the "News and

Notes Bulletin" and all flyers to the Head of School by Monday morning. The Head of School is responsible for providing the final copy to the webmaster in a timely manner.

All flyers are to identify event/activity as being presented by the Parents Association.

Academy Website www.norwoodfontbonneacademy.org

The Association maintains a window on the Academy website and is committed to increasing its use by parents. The objective for the 2011-2012 school year is to update the NFAPA window on the Academy website.

All information pertinent to the NFAPA will be posted on the NFA website.

The webmaster will act in accordance with industry-wide privacy policies, and at Board direction, regarding using pictures of NFA students and events.

Record Keeping & Storage

All Association Board and committee records are to be turned over to the appropriate successor.

All records and NFAPA property are to be kept in the Association's locked storeroom (located in the basement of James Anthony Hall) or in an appropriate off-site storage facility.

Keys are kept by Sister Josephine and Sister Monica (Director of Business Operations.) Please make arrangements in advance to pick up keys. Keys must be returned immediately after use.