

St. Andrew Apostle Parent Association (SAPA)

Policies and Procedures

**11602 Kemp Mill Road
Silver Spring, Maryland 20902
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Parent Association Policies and Procedures

Preamble:

"Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. The school sets up a kind of center whose operations and progress deserve to engage the joint participation of families, teachers, various kinds of cultural, civic, and religious groups, civil society, and the entire human community. Beautiful, therefore, and truly solemn is the vocation of all those who assist parents in fulfilling their tasks and who represent human society as well, by undertaking the role of school teacher."

***Declaration of Christian Education
Vatican Council II***

Article I: Name

The name of the Association will be St. Andrew Apostle Parent Association (SAPA), of St. Andrew Apostle Parish School, Silver Spring, Maryland in the Archdiocese of Washington.

Article II: Purpose and Objective

1. To promote an atmosphere in the school community where parents, teachers, and students can cooperate, understand their responsibilities, and work together to impart the ideals of Catholic education.
2. To organize and accomplish fundraising or social projects deemed to provide activity or material needs of the school.
3. To encourage the SAPA to provide a forum where ideas, desires, or comments can be transmitted or shared between school and parents.
4. To build support for the school *through* families of students and other members of the school community.
5. To provide parents/members with the means and opportunity to participate in religious, social, education, and cultural programs.
6. To provide the school with the skills, talents, services and time of parents.
7. To assist the parish subsidizing expenses associated with the school.

Article III: Membership

Membership is open to any parent or legal guardian who has a child enrolled in St. Andrew Apostle School. Membership is open to members of the faculty and clergy of St. Andrew Apostle Parish. As a requirement of membership, each family with children attending St. Andrew Apostle School (K-8) is required to pay \$50 and work 25 volunteer hours per year to support the Association or pay \$375 (\$15 per hour for each hour under 25 hours worked). Only members in good standing in the SAPA shall be eligible to serve in any of its positions.

Article IV: Authority

Decisions and actions of the SAPA shall be deemed by a mutual consensus of the Board. The Pastor of St. Andrew Apostle Church shall have final review and approval authority over the decisions of the Board.

Article V: Relationship to Parish Council/School Board

SAPA shall be represented on the Parish Council and the School Board by a SAPA Member, this will be a rotated attendant. The Vice President shall serve as alternate to the SAPA President. A Parish Council and School Board report shall be given at each SAPA meeting by either the representative of the committee, SAPA President or alternate.

Article VI: Board Members

The Board Members of the SAPA shall consist of a President, a Vice President, a Secretary, a Treasurer, Pastor and Principal. The term of each Board Member shall be two (2) years and no Board Member shall serve for a period of more than three (3) consecutive terms as a Board Member. If the President cannot fulfill the term, vacancies in the office of President shall be filled by the Vice President. The President is empowered to recommend a person in any other office that has become vacant with the approval of the Board.

Article VII: Responsibility of Board Members

The Board Members shall be responsible for management of the affairs of the SAPA and for all activities designed to raise and expend funds for the SAPA's purposes, and for insuring that the SAPA is operating in accordance with these Policies and Procedures in the manner consistent with mandated policies and procedures of the Archdioceses of Washington.

Article VIII: Duties of Officers

President:

The President shall preside at all meetings of the SAPA and of the Board. The President shall keep the Board abreast of all matters pertaining to the SAPA, shall coordinate the work of the officers and committees of the SAPA, and shall perform such other duties as may pertain to this office. The President shall appoint a person in any other office or committee that has become vacant with the approval of the Board. The President shall set up and present the agenda for all SAPA Meetings. The President shall serve as the primary point of contact between the SAPA and the members.

Vice President:

The Vice President shall act as an aide to the President and shall perform the duties of the President in the President's absence. Vacancies in the office of President shall be filled by the Vice President. The Vice President shall start the SAPA meetings with a prayer. The Vice President shall identify/schedule guest speakers at the SAPA Meetings.

Secretary:

The Secretary shall record the minutes of the SAPA meetings and of the Board. The Secretary shall be responsible for all SAPA and Board correspondence, and shall perform such other duties as may be assigned. The Secretary shall post minutes of all SAPA meetings in *Thursday Notes* after the meeting. The Secretary shall post the SAPA news in *Thursday Notes* each week. The Secretary shall notify all Board members of SAPA meetings.

Treasurer:

The Treasurer shall maintain an accurate record of all receipts and expenditures of the SAPA and hold checking account signing authority with the Pastor, President, and Vice President. The Treasurer shall receive all funds due the SAPA and shall disburse SAPA funds as directed by the SAPA or by the Policies and Procedures. The Treasurer shall present a financial report at each SAPA General Meeting and shall prepare a full report at the end of each school year. The Treasurer shall provide a monthly financial report to the Board.

Article IX: Advisory Committee

There shall be an Advisory Committee consisting of no less than three (3) and no more than five (5) members. The term of an Advisor shall be two (2) years and no Advisor shall serve for a period of more than three (3) consecutive years on the Advisory Committee. The Advisory Committee shall assist and support the Board with the fundraising activities as approved by the Board. When a committee chair is unavailable to chair an event, the Board will appoint an Advisory Committee member to chair the event. The Advisory Committee shall be available for special Board meetings as called by the President.

Article X: Finances

The Board shall leave no less than 10% or \$5,000.00 in the primary account as start-up for the incoming Board. No funds shall be used from the Hot Lunch account as start-up funds for the incoming Board.

Article XI: Meetings

1. SAPA meetings shall be held at least four (4) times a year and notice given in the SAPA welcome letter distributed in August. These meetings are open to all members of the SAPA.
2. Annual Meeting—The last regular meeting of the year shall be designated as the annual meeting and new Board members will be announced.
3. A Special meeting may be called at any time by the President with the approval of the Board, provided that one week's notice of the time and purpose of the Special Meeting be given to the membership.
4. The agenda for each meeting shall be published in *Thursday Notes* before the meeting. Items on the agenda shall be open to all members for discussion. Members may include items on the agenda by submitting them in writing to the President at least three (3) days prior to the meeting. Items may be deferred for one (1) meeting at the discretion of the President.

Article XII: Nominations

The Board is designed to hold nominations rotating years for specific offices.

1. President, Secretary, and three (3) advisors will terminate one year
2. Vice President, Treasurer and two (2) advisors will terminate alternative year

Nominations/volunteers will be received in written form (provided the consent of the nominee has been received) by the President in February. Nominations will be reviewed and approved by the Board, Principal and the Pastor. New Board members will be announced to the General Membership at the May meeting.

Article XIII: Parent Volunteer Hours

Volunteer hours can be performed by all members over the age of 18. Each family is required to contribute 25 hours as set forth above or be required to remit a \$375.00 payment at the end of the school year. All Volunteer Hour Forms will be reviewed by the President, and therefore are accepted at the discretion of the Board. Volunteer hours are achieved by performing the following:

1. Serve as or assist a Chairperson for any activity sponsored by the SAPA.
2. Attendance at the SAPA meetings.
3. Serve as Homeroom Parent/SAPA Contact for a classroom, which requires attendance at SAPA meetings and relaying information and/or answering questions regarding SAPA business for the teacher and members. (If persons do not volunteer for this position then the Principal or the Board will appoint a Homeroom Parent/SAPA Contact. Must have fingerprint clearance on file in the school's main office.)
4. Volunteer in the classroom during school hours, participate in school related activities organized by SAPA, such as distributing hot lunch, milk or ice cream at lunch time, assisting in the school store, chaperoning field trips (maximum 4 volunteer hours), doing specific tasks at the request of a teacher to assist in preparing for class.
5. Volunteer on any one or more of the numerous fund raiser committees.
6. Coach a St. Andrew's athletic team. (Must have fingerprint clearance on file in the school's main office.)
7. Serve as a Cub/Boy Scout leader, Daisy/Brownie or Girl Scout Leader.
8. Bake goods for school and school-related events. One hour may be counted for each event, however, more hours may be counted for the baking of special items for the Craft Fair.
9. Attend "Protecting God's Children" course (3 volunteer hours) and obtain fingerprint clearance (1 volunteer hour).

The following events will not be considered for SAPA volunteer hours:

1. Parish bingo
2. Assisting children with homework or classroom projects/reports.
3. Parish activities, such as alter servers, parish choir, ushers, etc.
4. Attendance at Back to School Night
5. Attendance at New Parent Orientation
6. Any job for which a parent is paid or receives tuition assistance

Fingerprint clearance and proof of attendance at the “Protecting God’s Children” course must be on file in the school’s main office if interacting with students.

Volunteer Checklist Forms are distributed to all families in August and should be filled out by each family, indicating which activities the family intends to volunteer for during the upcoming school year, and submitted to the President of the Board by the first week of school. No matter how public your involvement is, members MUST fill out a Volunteer Hours Form in detail with date, itemized hours, and detailed description (no lump sum of hours accepted). The Volunteer Hour Forms are to be turned in November, February, and May. Deadline for all Volunteer hours is June 1 (hours can be estimated if function is still to occur).

The 25 hours or \$375 (\$15 x 25 hours) is part of each family's tuition. Families not turning in Volunteer Hour Forms will be notified by letter early in January. Bills for payment in lieu of remaining hours worked will be sent out in April. Failure to respond will be treated in the same manner as failure to pay tuition. Any job for which you are paid or received tuition assistance is not considered volunteer hours.

Article XIV: Standing Committees

Those activities, programs, services that come under the umbrella of the SAPA for any of the following reasons:

1. Standing Committees are organized and supported by individuals solicited from members of the SAPA.
2. Standing Committees are funded with SAPA monies.
3. Standing Committees are supported by the SAPA in the efforts made to promote, publicize and inform parents of committee activities.

The SAPA shall solicit members from among the entire membership at least once per school year via the Volunteer Checklist Form. It is recommended that the Volunteer Checklist Form and selection process take place during the month of August/September. Individuals indicating an interest in a Committee Chair/Co-Chair opening will best be accommodated and if there are several interested persons a mutually agreeable arrangement shall be made. Names (from the Volunteer Checklist Forms) of individuals wishing to serve as volunteers on the various committees will be forwarded to the Committee Chairs.

Each Standing Committee is responsible for updating and informing members regarding committee efforts and activities via *Thursday Notes*. Information needs to be submitted to the Secretary of the SAPA by Tuesday for the following Thursday publication. These committee updates might include: progress reports for ongoing fundraising, promoting certain activities, thanking volunteers, request for volunteers, and inclusion of photographs for the bulletin board (any information particulate to the committee.)

The Board Members are the primary contact persons that SAPA Committee Chair/Coordinators should communicate with throughout the school year. Below are the Board positions and the standing committee assignments:

STANDING COMMITTEE ASSIGNMENTS

President	Vice President	Treasurer	Secretary
Children’s Events	Other	Purchasing	Publicity
Fundraising			

Hospitality			
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STANDING COMMITTEES

Children's Events	Halloween Party	Secret Santa Shop	Breakfast or Lunch with Santa
	Ice Skating Social	Sports	Parent/Child Sock Hop
Fundraising	Sally Foster	Craft Fair	Spring Gala (Live/Silent Auction)
Hospitality	Back to School Night	SAPA Meetings	Catholic Schools Week
	Community Sunday		
Publicity	<i>Thursday's Notes</i>	Special Events	Advertising
	Notifications		
Other	Teacher Appreciation	Library Aides	Giant/Safeway
	Labels	Hot Lunch	Homeroom Parents/SAPA Contact
	Milk/Ice Cream		

Board Members are to contact their assigned Chairs/Coordinators before the SAPA Meetings and:

1. Request committee updates and progress reports
2. Request items for inclusion on the agenda (if any) and request items for funding
3. Ask chairs about their general concerns/suggestions and those of other parents
4. Encourage chair/coordinator to submit information regarding their committee to *Thursday Notes*.

Board Members need to communicate information from the SAPA meetings back to the Chairs and Coordinators if it affects their committee.

Article XV: Parliamentary Authority

Roberts Rules of Order Revised shall govern the SAPA in all cases in which they are applicable and in which they are not in conflict with these Policies and Procedures.

Article XVI: Amendments

For a Policy or Procedure to be adopted, amended or repealed, it must be approved by the majority of the Board, Principal and Pastor. Proposed changes to the Policies and Procedures must be submitted in writing to a member of the current SAPA Board for consideration. The SAPA Board will respond on its action to each written request received pertaining to the Policies and Procedures.

Article XVII: Distribution

Policies and Procedures shall be distributed with the August Back-to-School letter from the President. After distribution, Policies and Procedures will be available during the year through the SAPA.

Article XVIII: Dissolution

In the event that the SAPA should be dissolved, all assets of the SAPA would then become the property of St. Andrew Apostle School and Church.