

HOLY FAMILY CATHOLIC SCHOOL

PARENT ASSOCIATION HANDBOOK

2019-2020

9400 Neenah Avenue

Austin, Texas 78717

512-246-4455

www.holyfamilycs.org

TABLE OF CONTENTS

Parent Association Mission Statement...	Page 3
Relationship to the School...	Page 3
Ethics and Integrity in Ministry (EIM)...	Page 3
By-Laws...	Page 4
Policies and Procedures...	Page 9
Volunteer Process...	Page 9
Check in/Sign Out...	Page 9
Volunteering at School...	Page 9
Money Handling Policy...	Page 10
Copier...	Page 10
Storage...	Page 11
Computer...	Page 11
School Resources...	Page 11
Meetings...	Page 12
Newsletter / E-Newsletter...	Page 13
Responsibilities of Committee Chairpersons...	Page 13
Description and list of Service Committees...	Page 14
2019-2020 Fundraising Dates...	Page 19
Fundraising Roles and Responsibilities...	Page 21
Contacts...	Page 23

MISSION STATEMENT

To administer parent volunteer programs with the school and to promote the spiritual, educational, physical, and cultural welfare of the children of Holy Family Catholic School.

RELATIONSHIP TO THE SCHOOL

The Parent Association's (PA) goal is to provide service to the school, to enhance and complement the daily functions of the school and to support the staff and faculty whenever possible. The PA exists for two purposes: service to the school and fundraising. Their activities are all under the supervision of the President and Principal and are often directed by the Development and Communications Offices.

ETHICS AND INTEGRITY IN MINISTRY (EIM)

On Jan. 1, 2002, the Catholic Diocese of Austin instated policies on Ethics and Integrity in Ministry (EIM) for all employees and those volunteers who minister to youth or vulnerable adults in the diocese. These policies were revised in August 2008. All clergy and paid staff, and all volunteers working with youth and vulnerable adults, at any parish or Diocesan location, are required to complete an Application for Ministry AND are required to attend an EIM workshop every three years. Please visit www.austindiocese.org or contact Mrs. Guerra at bguerra@holyfamilycs.org for more information.

BY-LAWS OF HOLY FAMILY CATHOLIC SCHOOL BLUE ANGELS PARENT ASSOCIATION

Article I – Name

This name of this organization shall be Holy Family Catholic School Blue Angels Parent Association.

Article II – Purpose/Objectives

The objectives of the association shall be:

1. To administer parent volunteer programs with the school and
2. To promote the spiritual, educational, physical and cultural welfare of the children of Holy Family Catholic School.

Article III – Authority to Exist

The Holy Family Catholic School Blue Angels Parent Association shall exist through the authority of Diocesan Policy #127, which states: “All organizations, programs and clubs, operating within a local school must function within the policies of the school. They must first be approved by the Principal and/ or President under the auspices of the Principal and/or President. Any fundraising, management of funds and disbursement of funds are under the authority of the Principal and/or President. Examples of such organizations, programs and clubs include, but are not limited to, Parent organizations, athletic programs, booster clubs, band, photography, and drama.”

Article IV – Membership

All parents or guardians of Holy Family students will be considered eligible for membership in the Parent Association.

Membership is subject to payment of the annual dues per family. No person shall be an officer of this association or vote at any meeting of this association without being a paid member. The PA Executive Committee at the June Executive Committee meeting shall

determine the dollar amount of dues.

Article V – Meetings

Section 1 –The Executive Committee shall meet monthly during the academic year except under extraordinary circumstances.

Section 2 – The agenda for all regularly scheduled Executive Committee meetings shall be posted in or near the school office 24 hours before said meeting. The President of the Parent Association shall be empowered to set the date and hour of all said meetings. The President of the Parent Association and the Principal and/or President may agree to cancel a meeting under extraordinary circumstances.

Article VI – Executive Committee

Section 1 - The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer. In addition, the president of the Silver Angels Grandparent Association will serve as a permanent, non-voting member of the Executive Committee.

Section 2 – These officers shall be elected via electronic ballot available in the E-Newsletter beginning in March, through April; election results to be announced in April (exact dates to begin accepting nominations, posting the ballot, and announcing the results will be determined yearly by the current Parent Association Executive Committee).

Section 3 – The term of office shall be one year. No officer shall hold the same office for more than two consecutive terms.

Section 4 – No association member, nor the spouse of an association member, who is a staff member of Holy Family Catholic School or who is a member of the NCCSC – Holy Family Catholic School Board of Advisors is eligible for an Executive Committee Office.

Article VII – Duties of Officers

Section 1 – The President shall preside at all meetings of the Association and of its Executive Committee. The President shall perform such duties as are incumbent on this office. The President is an Ex-Officio member of all committees except the Nomination Committee.

Section 2 – The Vice President in the absence of the President shall perform all duties of the President. Additionally, the Vice President shall perform any necessary duties delegated by the President. The Vice President shall also function as Parliamentarian.

Section 3 – The Secretary shall record the minutes at all meetings of the Association and of its Executive Committee. This person shall be responsible for the correspondence of the Association and shall perform other duties as may be requested by the Executive Committee.

Section 4 – The Treasurer shall receive all monies of the Association, shall keep accurate record of the receipts and expenditures, shall obtain check request and deposit forms as needed, and shall pay funds out as authorized by the Association and at other times when requested by the Executive Committee. Financial reports shall be prepared for the Executive Committee and for the school’s Business Manager on a monthly basis.

Section 5 – The duties of the Executive Committee shall be:

- a) To transact necessary business in the intervals between meetings of the Association and such other business as may be referred to it by the Association.
- b) To appoint and oversee work of the Standing Committees.
- c) To create and oversee work of Special Committees.
- d) To present a report at each regular meeting of the Association.

Article VIII - Committees

Section 1 – Special Committees shall be appointed from time to time as deemed appropriate by the Executive Committee to promote objectives of the Association and to carry out its work.

Section 2 – Standing Committees shall be named annually in collaboration with the Principal and/or President to meet the needs of the school.

Section 3 – Committee chairperson(s) shall be appointed among volunteers by vote of the Executive Committee. The chairperson of each Standing Committee shall present written reports to the Executive Committee as requested.

Article IX – Nominations and Elections

Section 1 – Nominations for Executive Committee will be solicited through the

E-Newsletter and/or through recommendations of the current Parent Association Executive Committee.

Section 2 – The officers shall be elected via electronic ballot available in the E-Newsletter beginning in March, through April; election results to be announced in April (exact dates to begin accepting nominations, posting the ballot, and announcing the results will be determined yearly by the current Association Executive Committee).

Section 3 – The officers shall be installed at the next meeting of the Executive Committee (in May or June) to begin their duties for the following school year.

Section 4 – Officers shall serve for a term of one year. No officer shall be eligible to hold the same office for more than two consecutive years.

Article X – Vacancies

In the event of a vacancy of any member of the Executive Committee, the President shall appoint a person to fill the position until the next regular opportunity becomes available to the membership for the election of a successor with the approval of the Executive Committee.

In the absence of the President, the Vice President shall assume the duties of the President and if there is no Vice President, then either Secretary or Treasurer appointed by the Executive Committee shall assume the duties of the President.

If the office of the President shall become vacant during the term, the Vice President shall immediately succeed to the office to serve the balance of the unexpired term.

Article XI – Parliamentary Authority

Robert's Rules of Order Revised, latest edition, shall be parliamentary authority of this Association.

Article XII – Quorum

The presence, in person, of 3 of the 4 Executive Committee members shall constitute a quorum for the transaction of business at any meeting of the membership.

Article XIII – Amendments

Section 1 – These By-laws may be amended at any regular meeting of the Association by a two-thirds vote of the members present and voting, provided notice of the proposed amendment has been given at the previous meeting.

Section 2 – A committee on the revision of By-laws may be appointed by the Executive Committee upon a majority vote of those present and voting at a regular meeting of the Association.

Proposed: 6/13/00 / Amended 4/22/09 (Vacancies)

POLICIES AND PROCEDURES

Volunteer Process

All families are encouraged to volunteer for at least 15 service hours per year. To volunteer you must be EIM certified and **you must wear your EIM badge** the entire time you are volunteering. Go to www.austindiocese.org for more EIM information and to begin your process for certification. Once you have received your certification, there are many volunteer opportunities available to accommodate your schedule and abilities. The Parent Association Officers, homeroom parents and the website are great resources to find the right opportunity for you. You should record the volunteer hours completed by you and your spouse on the Parents Web <http://holy-tx.client.renweb.com/pw/> so that they can be properly recorded. See the school's Family Handbook for details.

Check In/Sign Out

All volunteers must start by checking in at the School Office located in the Charity building. Sign in at the designated area and record your name in the visitor log. Make sure your EIM badge is visible so the administrative assistant can verify your certification. Sign in on the volunteer log and fill in all areas, including the destination. In case of an emergency, it is important to know your location. The school asks that all parents log their volunteer hours on the Parents Web so that they can be properly recorded. This record of service hours is a resource for the school when applying for grants. Once you are checked in, you are ready to volunteer. After your duty is completed, return to the school office and sign out on the volunteer sheet.

Volunteering at School

Adults in the Catholic community should be good listeners, remain mutually supportive and inclusive of one another, maintain appropriate confidentiality, and handle disagreements in a spirit of conciliation. Volunteers on the campus are especially reminded to keep the conversation positive and limited to appropriate topics. Volunteers are also asked to refrain from taking and/or posting pictures/videos on their personal social media sites of students involved in school activities without the expressed permission of other students' parents. Observations of concern should be reported to an administrator.

- All volunteer activities should be performed with minimal distraction to the students,

faculty and school office staff. Please do not directly ask the custodial staff for assistance. If help is needed, see someone in the school office and they will be happy to assist you or get assistance for you.

- The school relies on volunteer assistance so please arrive on time and ready to help. If for some reason you are unable to make your volunteer requirement, contact the appropriate individual for your situation.
- If an emergency drill occurs while you are volunteering, respond according to the drill. For fire drills, all volunteers must exit the building and meet at the big trees past the mailbox. Someone from administration will be there with the visitor sign-in sheet to make sure everyone is accounted for. For severe weather/retention drills, follow the procedure for the room in which you are located.

Money Handling Policy

Throughout the years Holy Family has benefited from monetary contributions that have been generously donated by parents. We are grateful for these blessings and we ask the following policy be practiced regarding money. The purpose of these procedures is to protect all parents and volunteers and to keep accurate records of all donations. All checks must be payable to HFCS and placed in an envelope addressed to the Development Director. Also include the subject of donation; for example, *Gala class project, homeroom teacher, and child's name*. Monies should not be given to teachers or sent with students. Monies can be mailed, taken directly to the school office, or submitted through the Family Folder. When purchasing items for fundraising projects, please turn in all receipts with appropriate the form for reimbursement from class accounts or to be recorded as in-kind donations for tax purposes. Forms can be obtained from the Development Director. The school cannot reimburse sales tax on items purchased. Accounting for all monies and receipts provides useful information when developing budgets for fundraisers and Service Committees. Class parties such as those at Christmas break and the end of the school year are not considered fundraisers, and therefore do not fall under these same guidelines.

Copier

Service Committee/Fundraising Chairpersons have access to the copier located in the teacher's lounge in Charity. The Parent Association Vice President will give the code and instructions to the chairpersons at the beginning of the school year. If a problem occurs while using the copier, please contact the school office. The copier may be used for any documents, forms, flyers, etc. needed to support your committee. If special paper is

required, you may purchase your own or ask the school office to purchase it for you. If purchasing, please turn in your form and receipt for reimbursement to the Parent Association Treasurer.

Storage

The Parent Association rents a storage unit at the Spare Space Storage facility located at Parmer and Spectrum. This unit is used for storing Parent Association property, resale uniforms, service committee and fundraising items, and occasionally items for the school. Please ask the Development Director or a Parent Association officer to access the storage facility. The key card can be obtained from the Development Director. Do not place any items in the unit without permission from the Parent Association or Development Director and return any items back to its original location.

School Resources

- Tax I.D. Forms can be obtained from the Development Director.
- Letterhead and Logo may not be used without permission. Contact the Communications Director or President for permission.
- Updated class account information and accounting procedures are available from the Development Director or the Business Manager.

Meetings

The Executive Committee, Development Director, Communications Director, and Administration will hold monthly meetings to discuss Parent Association activities, receive updates and answer questions from chairpersons and communicate with Administration regarding these items. Additional assembly(ies) may be held throughout the year as deemed necessary by the Parent Association Executive Committee. The purpose of such forums would be to update parents about Parent Association business, promote upcoming events and fundraisers, parent education and/or to allow parents to comment or ask questions regarding Parent Association activities.

Service Committees and Fundraisers will hold their own meetings with their committees. HFCS must follow Diocesan policies regarding the archiving of school records. Since the Parent Association falls under the auspices of the school; it too must archive its records.

The Parent Association requests that Service Committee chairpersons archive the following

records, if applicable:

- Meeting notes
- Flyers
- Handouts
- Forms
- Inventories
- Photographs (events and committee activities)
- Volunteer roster

These documents will be turned over to the Parent Association Vice President who will then forward the documents to the Development Director for archiving all Parent Association activities. This information will be available to new committee chairs as they are named in the following years. Fundraising Chairpersons will forward their records and event binders to the Development Director due to the nature of their activities.

Newsletter/E-Newsletter

The Parent Association disseminates news via the school's weekly e-Newsletter to inform the parents of upcoming events, volunteer opportunities, special requests, committee and fundraising updates, and important information as needed. In an attempt to provide efficient communication and save paper, we respectfully request that committees utilize the e-Newsletter to communicate information and requests to parents. This information may be submitted directly to the Parent Association Secretary with a deadline of the Tuesday before the Thursday e-Newsletter. Please avoid the use of individual committee flyers, but if you feel one is necessary please contact the Parent Association. All e-Newsletters and flyers are submitted to Mrs. Laster for approval and must be received by Tuesday to allow ample time for corrections if needed. Individual flyers are the responsibility of the chairperson, if assistance is needed please contact the school office. For those preparing fundraising material, those communication plans should first be discussed with the Development Director. When preparing a short statement for inclusion in the weekly e-Newsletter, email the text to the Parent Association Secretary by Tuesday; the Parent Association Secretary will prepare correspondence to send to the school office with any/all requests. These will be reviewed by the Principal and included, as space is available, some priority will be given to time sensitive material. A printed newsletter will be produced by the Parent Association Secretary throughout the year as deemed necessary by the PA Executive Committee.

RESPONSIBILITIES OF COMMITTEE CHAIRPERSONS

The Executive Committee meets monthly to discuss the status of each committee, monitor committee budgets and make recommendations, discuss and plan involvement in service and fundraising events, and address new issues which may arise. It is not mandatory that committee chairs attend monthly meetings unless they are specifically asked to do so. Typically, they will report to the Parent Association Exec Committee several times before the event. In general, each chairperson will be responsible for the following:

- Provide leadership and communication to their committee.
- Organize their own committee meetings with notification to the appropriate parties including the Parent Association, Development Director, Communications Director, Principal, and President.
- Develop and submit a budget with the help of the Business Manager and Parent Association Treasurer (when related to the Parent Association budget).
- Clear all activities through appropriate channels.
- Provide updates for the monthly Executive Meetings to the Parent Association Vice President.
- Submit e-Newsletter requests to the Parent Association Secretary by Tuesday.
- Follow approved accounting procedures.
- Maintain a roster of volunteers and encourage volunteers to log their hours.
- Assist the school and Parent Association by supporting the various service and fundraising activities.
- Maintain appropriate confidentiality.
- Model courtesy, collaboration and Christian behavior in dealing with staff, volunteers and students.

SERVICE COMMITTEES

The Service Committees are led by the Parent Association Vice President, all Service Committee Chairs report to the Parent Association Vice President.

We are eager to welcome and can always use more volunteers to support these committees. If one or more of these committee's appeal to you, please contact the appropriate chairperson or a Parent Association officer for more information. The following are the standing Service Committees.

Room Parent Coordinator

This committee is the liaison between parents and the administration, teachers and Parent Association for certain classroom activities/needs, fundraiser support, and service to the school, etc.

- **Room Parent Coordinator responsibilities:** Work with administration and teachers to provide each classroom with one to two key parents to serve as homeroom parents, prepare homeroom parents for service committee support and other projects that may arise. Keep room parents informed of guidelines, requests, changes, and any other information deemed important by the administration, teachers, and the Parent Association, and also be the main contact for room parents if there are any questions or concerns. Instruct Homeroom Parents that they are to communicate classroom or Parent Association information only, they are not to communicate school activities or information under any circumstances. Work with Mrs. Guerra to ensure that all volunteers are EIM certified.

- **Room Parent responsibilities:** Work with the Room Parent Coordinator and teacher to manage classroom needs and to recruit and organize volunteers as needed for, Christmas, and End of Year party coordinators and support the chairperson as needed. Communicate to the classroom parents' information regarding the classroom and Parent Association activities and information only, no information regarding the school or school activities should be communicated. Must be EIM certified.

- **Volunteer responsibilities:** Respond to requests for help with classroom needs, service projects including class projects, provide items for classroom parties or activities, and support the homeroom parent(s) as needed.

Faculty support: Mrs. Brannam, Mrs. Almanza, Mrs. Guerra, Mrs. Laster and Dr. Wagner

Book Fair/Library Volunteers

Volunteers support the Book Fair and classroom library period.

- **Chair responsibilities:** Work with administration and librarian to set up and staff the annual book fair and organize library volunteers to assist during classroom library period(s).
- **Volunteer responsibilities:** Work the Book Fair, volunteer in the library and support the chairperson as needed.

Faculty support: Ms. Kee and Mrs. Youngpeter

Community Partners

Organizes and implements approved programs that raise money for the school (e.g., Box Tops for

Education™ programs, spirit nights at local restaurants, and community angels).

- **Chair responsibilities:** Organizes and implements approved programs that raise money for the school, keeps up with Box Tops for Education™ program details, ensures information is disseminated to parent community regarding programs, coordinate and recruit volunteers for Box Tops sorting sessions.
- **Volunteer responsibilities:** Helps sort, clip, and organize Box Tops at sorting sessions, support the chairperson as needed with regard to approved programs that raise money for the school.

Faculty support: Mrs. Brannam and Mrs. Almanza

Liturgy

This committee helps prepare the worship space for weekly School Mass at St. Vincent de Paul and puts items away after each service.

- ***Chair responsibilities:*** Recruit and organize volunteers to help prepare for service each week, prepare letter to parents of the host class asking for their help and communicate the monthly class Mass schedules for inclusion in the e-Newsletter.
- ***Volunteer responsibilities:*** Assist with preparation for service each week, arrange the choir space as needed, assist host class with art work in narthex, and support the chairperson as needed.

Faculty support: Mrs. Lake

Lunch Program

This committee delivers pre-ordered lunches to students 5 days per week.

- ***Chair responsibilities:*** Establish lunch system via the internet for parents to order lunches, work with administration to choose appropriate menu and businesses, work with Mrs. Carter regarding accounting, ordering, and discrepancy issues, recruit and organize volunteers to deliver lunches.
- ***Volunteer responsibilities:*** Separate lunch items by classroom, deliver lunches to each classroom and support the chairperson as needed.

Faculty support: Mrs. Carter

Morning Supervision

This committee safely assists children from their cars during morning drop off.

- ***Chair responsibilities:*** Work with administration on proper drop off procedures, recruit

and schedule parent volunteers accordingly and inform the administration of any safety issue that may occur.

- **Volunteer responsibilities:** Work 7:30-8:00 once a week, or more if you can, to safely assist children from their cars and support the chairperson as needed.

Faculty support: Mrs. Laster

Prayer

This committee provides an avenue for the school community to express our faith by providing weekly rosaries and prayer chains. Rosary is held on Friday mornings throughout the year.

- **Chairperson responsibilities:** Host a weekly Rosary, prepare prayer requests, petitions, and prayer chains as needed and prepare the Prayer Connection for the Parent Association e- Newsletter.

- **Volunteer responsibilities:** Encourage one another by attending rosaries and participating in prayer chains and support the chairperson as needed.

Faculty support: Mrs. Laster

Staff Appreciation

This committee coordinates activities to express parental support and appreciation to the faculty and

15

staff for their hard work and dedication to our children. Events include faculty/staff luncheons, breakfasts, birthday celebrations, snack days, Christmas bags and other special events. This committee also assists with Hospitality by organizing a refreshment table for priests during Run with The Angels and recognizing significant life events in our Holy Family community.

- **Chairperson responsibilities:** Organize 3-4 luncheons, breakfast and snack days throughout the year; Send emails to the committee asking for assistance for previously listed events; manage staff birthdays with the committee for individual birthday

celebrations; send cards and/or flowers for appropriate occasions to members of the school community; organize volunteers accordingly.

- ***Volunteer responsibilities:*** Sign up to bring food, drinks and supplies for luncheons, breakfast, snack days and Christmas bags; celebrate assigned staff member's birthday; support the chairperson as needed.

Faculty support: Mrs. Laster

Uniform Resale

This committee allows parents to purchase gently used uniforms at a reduced rate. Parents may resell or donate their uniforms at the annual end of school year Uniform Resale. Parents can purchase gently used uniforms at both the mid-year and end of year sales.

- ***Chairperson responsibilities:*** Keep up-to-date records of inventory and sale receipts, maintain the database and equipment used for resale, work with the Parent Association and administration on letters, resale items, and uniform needs of the administration, provide information for purchased and sold items, advertise for upcoming sales and recruit and organize volunteers to assist with the Uniform Resale.

- ***Volunteer responsibilities:*** Assist with the Uniform Resale by collecting, sorting, tagging, folding, and hanging uniforms the week prior to the sale. Volunteer at the sale by helping parents find needed uniforms, keeping the sale clean and organized and checking out customers, and support the chairperson as needed.

Faculty support: Mrs. Carter

2019-2020 FUNDRAISING PLAN

In collaboration with the Board of Advisors and the Development Director, the Parent Association will support fundraising events throughout the year benefiting Holy Family Catholic School. The school's three main fundraisers consist of an annual appeal primarily in the fall and two events later in the school year. Each event is truly a community effort from the initial business plan, to organizing and planning, to the time, talent, and treasures donated by parents, and to event day where the community gets together to enjoy all the hard work. Below are general descriptions of this year's fundraisers. Each one requires the work of many volunteers in various areas. If you would like to assist in any way or would like more detailed information please contact the Development Director, the Event Chairperson, or a Parent Association officer.

Choir of Angels

The annual appeal provides essential support for operating costs related to classroom materials and equipment, technology, staff development, facility needs, tuition assistance and salaries. Many families say that the Choir of Angels appeal is the simplest and most effective way to support Holy Family and impact the educational opportunities provided to the students. Volunteers are needed to communicate with classroom parents regarding Choir of Angels participation and host a grade level gathering in the fall.

Gala..... Saturday, February 22, 2020

The annual Gala is an evening of fellowship and fundraising that provides a wonderful opportunity for our Holy Family community to partner together to raise funds that directly benefit our students and faculty. Volunteers will organize and prepare a fabulous night out for grown-ups only! This event is a themed gala with dinner, dancing, live music, silent and live auction, and much more. You won't leave this party disappointed, so please consider helping and coming to this great event.

Run With The Angels..... Friday, April 3, 2020

You can sense the anticipation and excitement as nearly 600 students eagerly jog/walk around the campus track. This event brings out dozens of parent volunteers, raises funds

for the school through student stewardship (students ask their family and friends to sponsor them on event day) while also raising school spirit and improving physical fitness. Students, teachers, parents, alumni, grandparents and priests will run/walk for a short period of time.

FUNDRAISING ROLES AND RESPONSIBILITIES

List of events (season & nature), President, Principal, Development Director, Communications Director

Provide fundraising goals from school budget, President

Money handling policies Business Manager, Parent Association Treasurer

Fundraising Chair selection President, Principal, Development Director

Sub-committees and sub-committee Chairs Event Chair(s), Development Director

Committee Member Recruitment Event Chair(s), Development Director

Development of Business Plan Event Chair(s), Development Director

Business Plan Approval & Amendment Approval President, Principal, Development Director

Event Communication

*If the Development Director's name is given to any vendor or other entity about a fundraising event, the Director should be promptly notified.

Revised 2019-09-03

Event Chair(s) will plan with the Development Director and present periodically to the Parent Association Executive Committee. Event Chair(s) will include Development Director on all communications.

Vendor(s) and Contract(s), President, Development Director

Volunteer Recruitment Event Chair(s), Sub-committee chair(s)

Volunteer Recognition, President, Principal, Development Director, Parent Association Executive Committee

Volunteer Guidelines, Development Director, Event Chair(s), Parent Association Officers

Printing, Publicity, & Promotions approval including Parish Bulletin Announcements and Inserts

Approvals & Signatures *

President, Principal, Development Director, Communications Director

Use of School Logo President, Communications Director

The Development Director is the official professional liaison to the committee and therefore should be kept fully informed. The Director provides necessary communication to the Principal and President. The Director, Principal and the President reserve the right of review of any aspect.

Elements of Business Plan

- Scope
- Theme
- Timeline
- Revenue items and projections, based on school's budget goal
- Expense items and projections, and identification of items that will be out-sourced
- List of subcommittees and descriptions
- Plans and expenses associated with donor and sponsor recognition

Development of Business Plan

- The newly appointed Chair(s) should schedule a meeting with the Development Director to review budgeted goals for the event, elements of the Business Plan, distribution of prior year information and review of details. They will work together with the Development Director to plan the event.
- The Event Chair(s) will periodically present overall event plans to the Exec. Committee.
- From these conversations, the Event Chair(s) develops a business plan.
- The plan is submitted to the President and Development Director for approval.
- The Event Chair(s) begin holding meetings with their sub-committees and include the Development Director on all communications and meetings.

Revised 2019-09-03

2019-2020 Parent Association and Staff Contact List

Name	Executive Committee Position	Email
Dineen Mansfield	President	dineen.mansfield@gmail.com
Tricia Swan	Vice President	tricia.tambo@gmail.com
Crystal DuRette	Secretary	crystal@thedurettes.com
May Nguyen Mitchell	Treasurer	mvnm25@gmail.com
PA Email address		pa.holyfamilycs@gmail.com

Name	Service Committee	Email
Melissa Madison	Book Fair/ Library Committee Chairs	mkmadison119@sbcglobal.net
Allen Christy	Community Partners Committee Chairs	allenchristy@yahoo.com
Billie Buchert	Health Committee Chairs	billiejeanbuchert@gmail.com
Clarisse Roquemore	Health Committee Chairs	clarisse.roquemore@gmail.com
Monique Urtado	Liturgy Committee Chair	mmoya@aol.com
Mike Urtado	Liturgy Committee Chair	murtado@yahoo.com
Christian Ryan	Lunch Program Committee Chair	reach.christianryan@gmail.com
Liesl Smaistrila	Lunch Program Committee Chair	liesl.smaistrila@gmail.com
Matthew Smith	Morning Supervision Committee Chair	msmith@retiredarmyaviator.us
Laura Barretto	Prayer Committee Chairs	lbarretto124@gmail.com
Lindsey Smischney	Prayer Committee Chairs	lde003@hotmail.com
Mirna Solano	Prayer Committee Chairs	mirna.solano@live.com
Danna Kelemen	Room Parent Committee Chairs	dgkelemen@verizon.net
Carlos Estringel	Silver Angels Grandparent Association Chair	cestringel41@att.net
Ellen Miri	Staff Appreciation Committee Chair	ellen_miri@yahoo.com
Shannon Masterson	Uniform Resale Committee Chairs	Shannon.e.masterson@gmail.com
Nicole Blair	Uniform Resale Committee Chairs	nicoleleeblair@yahoo.com

Name	Fundraising Committee	Email
Ryan and Alexis Dobson	Choir of Angels	alexisandryan@gmail.com
Lauren Rogers	Gala Committee Chair	LaurenKRogers@gmail.com
Shanalee Sharboneau	Gala Committee Chair	shanaleesharboneau@yahoo.com
Stacy Brown	Run with the Angels Committee Chairs	sbtrimomma@gmail.com
Bridget Clark	Run with the Angels Committee Chairs	bridgetclarkpt@gmail.com

Name	Staff Position	Email
------	----------------	-------

Cristina Mares-Almanza	Director of Communications	calmanza@holyfamilycs.org
Alpa Brannam	Director of Development	abrannam@holyfamilycs.org
Christine Carter	Business Manager	ccarter@holyfamilycs.org
Barbi Guerra	Executive Assistant	bguerra@holyfamilycs.org
Evelina Heaney	Gifts & Records Coordinator	eheaney@holyfamilycs.org
Rebecca Kee	Librarian	rkee@holyfamilycs.org
Alena Kelly	Office Assistant	akelly@holyfamilycs.org
Kelly Laster	Principal	klaster@holyfamilycs.org
Patsy Meriwether	Director of Admission	pmeriwether@holyfamilycs.org
Joan Wagner	President	vwagner@holyfamilycs.org
Kelly Walker	Executive Assistant	kwalker@holyfamilycs.org
Carole Youngpeter	Library Assistant	cyoungpeter@holyfamilycs.org

Revised 2020-02-06