

**ST. PETER CATHEDRAL CENTER SCHOOL
ADVISORY COUNCIL**



MISSION STATEMENT

St. Peter Cathedral Center School is a Catholic Christian community dedicated to excellence in education. This community of faculty, staff and parents works together to nurture the academic, social, spiritual, artistic and physical development of the students.

(A) SCHOOL ADVISORY COUNCIL:

- Total Council members: Eleven (11):

	<u>Term Length</u>
• 1 Parent representative from grades PreK- 2	1 Year
• 1 Parent representative from grades 3- 4	2 Year
• 1 Parent representative from grades 5- 6	1 Year
• 1 Parent representative from grades 7- 8	1 Year
• 1 At-Large Parent representative from any grade	2 Year
• 1 St. Peter Cathedral Center School Alumnus who graduated within last fifteen (15) years of current calendar year	2 Year
• 1 St. Peter Cathedral School Alumnus who graduated sixteen (16) or more years from current calendar year	2 Year
• Principal	Ongoing
• Assistant Principal	Ongoing
• 2 Teacher representatives selected by the Principal or Pastor	1 Year

* *Parish Pastor (Ex-Officio)*

- Council member terms: 1-year and 2-year terms.
- Selection process: _____

(B) COUNCIL STANDING COMMITTEES:

- (1) Strategic Planning Committee: The purpose of this committee is to develop, update and implement short and long term strategic initiatives and general business plan while recognizing the ultimate goal is realistic criteria for success in

fund raising, development of a capital campaign, annual fund and/or an endowment strategy. Examples of subject matters for this committee are:

- Alumni directory formation
- Public relations strategy for promotion of school successes, student recruitment and retention, general marketing concerns to aid in fund raising and increase enrollment targeted for 3 year, 5 year and 10 calendars
- School Website utilization/maintenance (The website is already well-positioned and updates, additional links etc can be implemented)
- Newsletter, communication links for current school families and alumni contacts to enhance school image and increase ability to connect with supporters (spiritual and financial) of the school
- Recruitment of candidates for Principal position (current public impression is that search effort is ongoing but to what extent is unknown)
- Recruitment and hiring of an Advancement Director (Middle States Reaccreditation May 2008 deadline)

(2) *Building and Grounds Committee:* The function of this committee is to assist in developing, implementing and monitoring a maintenance and improvement plan for the School building and grounds. Examples of current concerns are:

- Student Technology Center
- Structural upkeep and renovations i.e. driveway curb, West 11th Street sidewalk, West 11th Street traffic flow at am drop off/ pm pick up
- Playground location, contents, options
- Preschool options
- Third floor development/repair to implement into school uses
- Gym floor use and maintenance
- Landscape upkeep and overall facility maintenance program

(3) *Athletic Programs Committee:* The function of this committee is to assist in and enhance the traditional and nontraditional School athletic programs. Areas of responsibility may include:

- Formation and operation of Boosters organization for team spiritual and financial support
 - Coordinate parent representative activity for teams and athletic related activities i.e. cheerleading, equipment needs
 - Assist in nontraditional team organization and operation
 - Monitor, with the Building and Grounds Committee, the facility upkeep related to athletic programs
 - Promote and support current athletic teams
- (4) *Finance Committee*: The function of this committee is to assist in the development of policies regarding finance and tuition related concerns and programs for the School, while monitoring areas to aid the Strategic Planning Committee short and long term strategic planning initiatives. Some current subjects of Committee projects may include:
- Aid in drawing up programs to generate annual fund raising/capital campaigns, endowment program, and pursuit of grants.
 - Assist in coordinating and monitoring current funds i.e. box tops, computer cartridge recycling and Target barcode monies
 - School Budget development
 - Funding options of programs that may not fit in traditional “Athletic” category i.e. highly successful Lego League team,
 - Operation of “Dukes Store” inventory and revenue
- (5) *Educational Support Committee*: The purpose of this committee is to enhance, support and nurture the academic, social, spiritual, artistic and physical development of the students. The committee’s focus should be upon some of the following areas:
- Ensuring faculty and students have those items necessary to advance the education process i.e. appropriate number of text books, school room supplies, teacher supplies
 - Continue School traditions for teacher appreciation of their dedication to students and the education
 - Enhance student appreciation programs to acknowledge their commitment to success i.e. green ticket program, jeans day recognition

- Birthday recognitions for school personnel
 - Maintain an accurate complete list of parent volunteers and friends St. Peter Cathedral Center School who have offered their skills, talents, and time to help the school with special projects, programs, or improvements to the school.
- (6) C.A.P.E.: This committee will continue to promote and supplement the academic, social, artistic, and spiritual growth of the students of St. Peter Cathedral Center School.
- This longstanding and effective organization may need restructuring.



ADVISORY COUNCIL MEMBER
2007/2008
NOMINATION FORM

Criteria for Membership: Persons nominated for membership and serving on the Advisory Council shall:

1. Have interest in and commitment to Catholic education and to St. Peter Cathedral Center School's philosophy and mission.
2. Be available to attend meetings and periodic in-service programs and to participate in committee work.
3. Maintain high levels of integrity and confidentiality.
4. Deal with situations as they relate to the good of the entire School community.
5. Be a credible witness of the Catholic faith (or to that member's own faith) to the School community and beyond.
6. Not be a family member of an employee of the School.

NOMINEE:

Name _____

Address _____

Home Phone _____ Cell Phone _____

Email Address _____

Please check the position you are nominating the this person for:

_____ Grades PreK- 2 Parent Rep (1-yr. term) _____ Grades 7-8 Parent Rep (1-yr. term)

_____ Grades 3-4 Parent Rep (2-yr. term) _____ At-Large Parent Rep (2-yr. term)

_____ Grades 5-6 Parent Rep (1-yr. term)

Name of person making nomination (Please print) _____

Home phone _____ Email Address _____

I have contacted the person I am nominating to serve on the St. Peter Cathedral Center School Advisory Council and he/she has accepted the nomination. _____ Yes _____ No

Signature of person submitting this nomination

Date

An acknowledgement will be sent to the individual making this nomination via email (or by telephone if email is not possible.) If you do not receive an acknowledgement for your nomination, please contact Bill Wagner (wwagner@mmbwslaw.com or by phone 868-5558(h)).

Please return completed form to:

St. Peter Cathedral Center School
160 West 11th Street
Erie, PA 16501
ATTN: SAC Nominations