

St. Margaret Mary Deanery
Catholic Elementary School Planning

April, 2006

***Guidelines for
Ad Hoc Study Groups***

Ad Hoc Study Groups

1. There are five Ad Hoc Study Groups comprised of two to three members from each of the four parishes.
2. Ad Hoc Study Group members are being asked to make a six to eight month commitment.
3. The Ad Hoc Study Groups will make their reports and recommendations to the Core Steering Committee.
4. Each Study Group will determine a chair and someone who will take notes for the group.
5. Each Study Group is expected to present an update of its work on June 12, 2006 at a 7 P.M. meeting being held at Assumption Church.

Decisions Made by the Core Steering Committee

1. Beginning with the 2006 - 2007 school year, there will be a uniform tuition of \$2100.00 at each of the three schools in Area II.
2. There will be no need for change in parish registration for students of St. Margaret Mary parish who enroll in either of the schools in Area II.
3. The target date for the submission of a Plan is January, 2007.

Communications Ad Hoc Study Group

Statement of Purpose

The communications committee will serve as the crucial interface between this effort and the community. They will ensure information related to the accomplishments and progress of all committees is accurately and routinely communicated back to the steering committee (Pastors & Principals), to each of the committee members, to the parents and parishioners, and to the community at large.

Operational Guidelines

... ONE Message

The communications committee will be responsible for preparing ALL communications (written & verbal) to be delivered on the effort. This includes gathering and summarizing information from all committees to forward to the steering team.

... approved by the Steering Committee

All communications will be approved by steering committee (pastors & principals) or a designated sub team.

... delivered in a timely fashion on a routine basis

The ongoing flow of communications is critical to minimizing rumors.

... using a broad range of media

Including, but not limited to, parish bulletin, newsletters (parish, school), routine posting of communications to web site, TV & newspapers (when deemed appropriate).

... while establishing avenues for feedback

To insure we keep a pulse on the community and are receptive to other ideas.

... and maintaining confidentiality.

Communicate only what has been approved by the steering committee.

Parish life/Religious Education Ad Hoc Study Group

Basic Purpose:

- To develop an understanding of the relationship of parish life and the Catholic elementary student.
- To develop an approach to the programs for the regional/consolidated school in relation to the student and parish life as well as religious education/formation.

Key Values:

- To uphold the relationship of the student/family with the various feeder parishes.
- To integrate the catechetical programs with parish needs for sacrament preparation (age appropriateness, schedules, etc.).

The **objective** of the parish life/religious education committee will be to examine the different facets of a proposed regional/unified/consolidated school program and their implementation that they may encourage and support the relationship the Catholic students and their families have with their respective parishes.

These areas may include sacrament instruction/preparation and sacrament celebration, parish activities for youth and family, fundraising and stewardship.

This work may identify the need for a unified approach by the different feeder parishes toward sacrament celebration and reception in such areas as age/grade level, schedule of celebration, etc.

Governance Ad Hoc Study Group

Charge: To determine the most effective and beneficial governing structure for the school alliance of St. Ann, Assumption, Little Flower, and St. Margaret Mary parishes.

Approach: Consultation with and study of the Archdiocesan school office, the NCEA, other school with consolidations, combined educational programs, and any other relevant considerations (such as boards of limited jurisdiction, an alliance advisory board, combining education committees, etc...)

Please study the different models for governance found on our Archdiocesan website (and others), and read through the information gathered from the past Margaret Mary Deanery study about our four schools.

Here are just some of the many possible additional questions that you may wish to consider and discuss:

- How would nominations and elections be handled for various commissions?
- Would parent groups be “centralized” too?
- Would one handbook be established? What differences are there now in school to school rules and policies?
- Would we use a single IRN and what happens with OCSAA accreditation?
- Principals now determine calendars, dress codes, and teacher in-service needed, would multiple campuses retain these differences?
- What would one long hyphenated school name solve, if over time we may possibly include others? Any other suggestions?
- What are the good and bad points for any/all models you’ve researched?

Finance Ad Hoc Study Group

Charge: To determine the most effective and beneficial financial structure for the school alliance of St. Ann, Assumption, Little Flower, and St. Margaret Mary parishes.

Approach: Examination of different models for finance (some examples may be found on our Archdiocesan website), and update the information gathered from the past Margaret Mary Deanery study about our four schools. Consultation with the Archdiocesan schools office and other schools with consolidation and/or boards with limited jurisdiction in our area and beyond.

Here are just some additional questions to consider and discuss:

- Is the cost per pupil the same at each school site? Why or why not?
- What positions (salaried and non-salaried) exist at each school site? Can they be shared?
- Tuition is now a “regional” price. How is tuition collected at the different parishes? Are there outside services, advance payment, etc...? How close are salaries?
- If materials were to be shared, what items were not purchased with state monies and could be portable?
- Would there be a “centralized “fund for tuition? Who collects and distributes?
- What changes may occur with regard to government funding?
- Do the schools have line items for technology, continuing education, other?
- What Auxiliary positions would be retained and can/could they be provided “third party”?
- How is cost reimbursement used? How will it be reported?
- How are substitute teachers paid and how much?
- Would we establish a more centralized budgeting/purchasing process? How about a purchasing co-op?
- Would regional fund raisers, endowments, etc...work for this alliance?

Facilities Ad Hoc Study Group

Guiding question:

What could be the most efficient use of St. Margaret Mary, St. Anne, St. Therese Little Flower, and Assumption's campuses?

- Study the information prepared in the 2005 facilities survey. Update as needed.
- Using the updated facilities survey, prepare options/scenarios for facility use in the future.
Items to consider include: Most efficient use of utilities
Air conditioning
Technology
Handicapped accessible
Others?
- Is there a school building that would be create more revenue or be more marketable if left vacant?
- Transportation issues