

**St. Ambrose
Parent Teacher Organization**

Strategic Plan

**Five Year Plan
2006 – 2011**



CHANGE HISTORY

August 2006	First draft submitted to the PTO for review
August 2006	Comments submitted by the PTO
September 2006	Second draft submitted containing PTO comments
August 2007	Draft submitted to the 2007/08 PTO Board for comments
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Table of Contents

1.0 GENERAL.....	4
1.1 Description.....	4
1.2 Background.....	4
1.3 Points of Contact.....	6
1.4 Glossary	6
2.0 ORGANIZATION/RESPONSIBILITIES.....	7
Organization Chart.....	8
2.1 Fundraising	8
2.2 Capital Improvements.....	9
2.3 Communications	10
2.4 Community Support.....	10
2.5 Student Activities & Enrichment	11
3.0 PLAN DESCRIPTION, OBJECTIVES, SCHEDULE, & RESOURCES	13
3.1 Plan Mission/Objectives	13
3.2 Council Objectives.....	13
3.2.1 Fundraising	13
3.2.2 Capital Improvements.....	13
3.2.3 Parent Needs/Communication	13
3.2.4 Teacher Support.....	14
3.2.5 Student Activities/Enrichment.....	14
3.3 Resource Estimates	14
3.4 Schedule.....	14
3.5 Communication Plan.....	15
3.5.1 Reports	15
3.5.2 Cost/Benefit	15
4.0 SECURITY/PRIVACY	16
5.0 REFERENCES	16

1.0 GENERAL

1.1 Description

The Five Year Plan is an element of the Strategic Plan and is utilized by the St. Ambrose Parent Teacher Organization (PTO) to provide recommendations to the principal and administrators of St. Ambrose School in areas vital to the continued growth of the school community. The plan further meets the needs of the St. Ambrose administration in demonstrating a defined planning process for purposes of management and/or academic reviews by oversight agencies or by foundations considering grant approvals in support of the St. Ambrose mission. The plan is developed by the PTO Board whose officers assume collateral duties as the Strategic Planning Committee. The plan is subject to the review of and approval by the PTO and the PTO Board.

1.2 Background

The Parent-teacher Organization is sponsored by the school to promote a cooperative effort meeting certain needs of the student community. The PTO is subject in all respects to the control of the school and pastor, and all parent organization activities and all materials prepared by parents must be submitted through the Strategic Planning Committee and/or PTO Board to the principal/administration, unless otherwise directed by the principal or pastor, for approval prior to implementation and/or distribution.

St. Ambrose Catholic School Mission and Philosophy Statement:

Committed to academic excellence and rooted in the traditions and ideals of our Catholic faith, the mission of Saint Ambrose Catholic School is to provide an environment in which each student will be enabled to reach his/her full academic and spiritual potential in an atmosphere that strongly encourages following the example and teachings of Christ.

As members of the Community of Saints, we at Saint Ambrose School believe that:

Christ is the reason for this school
The unseen, but ever-present
Teacher in its classes
The Model of its faculty
The Inspiration of its students

In partnership with our children's primary educators, their parents, our faculty will work daily, through example and teaching, to develop in our students the desire to grow in their religious knowledge and beliefs, as well as in their academic knowledge, and to apply these to their daily life situations and interactions.

With that mission and philosophy ever in mind, the PTO strives to:

1. Serve in an advisory capacity to support the principal/administration;
2. Provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/administration.
3. Support and promote quality Catholic education at the School.

4. Encourage Catholic values of family life.
5. Share with teachers the values that parents are attempting to develop with their children at home.
6. Acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the School so that they can be in a better position to promote the legitimate rights of their children.
7. Unify parents in supporting the mission of St. Ambrose Catholic School.
8. Unify parents is an effort to raise funds each year for the school.

The Strategic Plan supports the mission of the PTO and school in:

1. Fostering academic excellence, physical development, and Catholic morals and values.
2. Coordinating programs and services which enhance the quality of the school community.
3. Providing financial support in ways that will supplement, but not substitute for, the Parish's responsibilities for the maintenance and operations of the school and for the materials and supplies necessary for the teaching of the children.
4. Cooperating with the administration and faculty of St. Ambrose School to encourage, by personal example and active participation, the development and practice of Catholic principles and Christian values within the family, school, and parish.
5. Publicizing the qualities, achievements, and activities of St. Ambrose School and Catholic education.
6. Cooperating with other governmental, civic, parish, diocesan, and educational organizations, agencies, groups or coordinating councils that are active in fostering child welfare and whose activities are compatible with the fundamental objectives of this school and PTO.

The Five Year Plan follows the outline provided in the Appendix to "Strategic Plan: Process/Procedures" published by the St. Ambrose PTO Strategic Planning Committee.

1.3 Points of Contact

For personal privacy purposes names only are provided in the Strategic Plan. A Point of Contact list, complete with phone/email information, will be maintained in a separate document available upon request made to the PTO President or available for review in the school office.

See Appendix 1 – Point of Contact Complete List

1.4 Glossary

Action Plans	Dynamic documents established upon initiation of a task and updated as necessary throughout the life of the task. These plans are subject to an internal review process to ensure compatibility with the action plans of other subcommittees and with other standing committees within the PTO. These plans are also reviewed to ensure their adherence to the objectives of the governing Five Year Plan.
Five Year Plan	Renewable document with rolling updates provided on an annual basis. This plan incorporates input from each subcommittee and undergoes an internal review process to ensure compatibility and consistency between the subcommittee sections. The plan is subject to review and approval of the PTO and PTO Executive Committee.
Strategic Plan	Based upon the relatively static guidelines contained in the " <i>Process/Procedures</i> " document. The Strategic Plan consists of a " <i>Five Year Plan</i> ", incorporating the strategic objectives of each subcommittee, and a set of " <i>Action Plans</i> " for each task within each subcommittee.

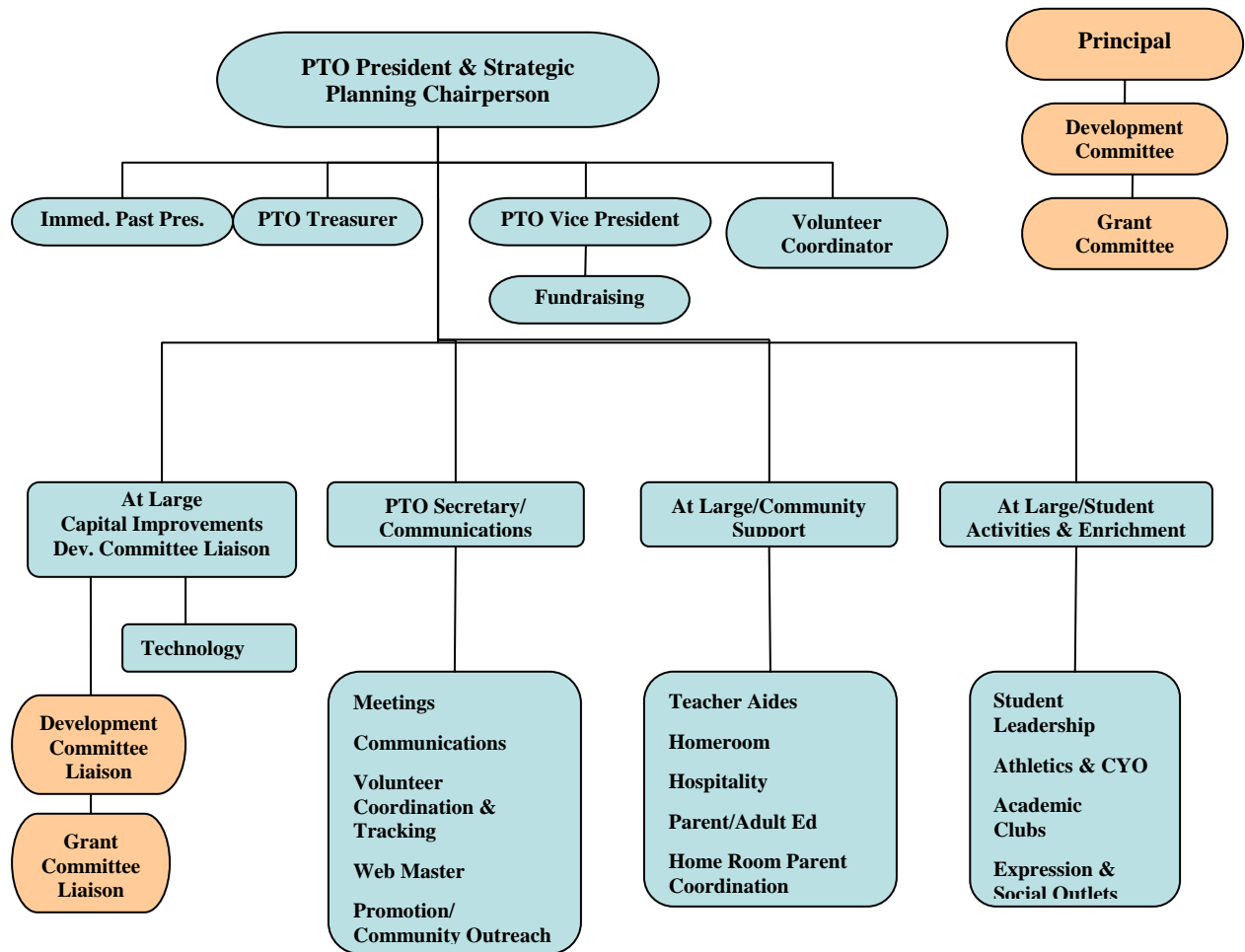
2.0 ORGANIZATION/RESPONSIBILITIES

The Strategic Planning Council consists of a chairperson and subcommittee chairpersons and working groups. The PTO President has collateral duties as the Strategic Planning Chairperson while each of the PTO Board Members also handles collateral duties as one of the council chairs:

- The PTO Secretary will chair the Communications Council.
- Fundraising Working Group will report on all activities (Gala and Pledge Drive) through the PTO Vice-President.
- Each of the three At-Large Members will choose to chair the Capital Improvements, Community Support, and Student Activities & Enrichment Councils.
- The Immediate Past President will be responsible for PTO Governance. Responsibilities will include:
 - distribution of PTO Bylaws at the beginning of each term to all new PTO Board Members.
 - review and recommendation of changes to bylaws.
- The PTO Treasurer and Volunteer Coordinator will support each council, committee, and working group, reporting to the PTO President/Strategic Planning Chair.

The councils and working groups will be defined later in this section. The Council chairs will provide direction and guidance to each working group and/or committee and report up to the Strategic Planning Chair and Principal.

Organization Chart



2.1 Fundraising

Fundraising Coordinator will report on all activities, including the Gala and Pledge Drive, through the PTO Vice-President.

- Fundraising Council:
 - Gala
 - Pledge Drive
 - Used Uniform Sale
 - Monday Ice Cream Sale
 - Three Kings Gift Shop
 - Box Tops Collection
 - Click-Through
 - Grocery “Bonus” Cards

The Fundraising Council, chaired by the Fundraising Coordinator, will review and identifying possible alternative fundraising activities; and assess the viability of current fundraising activities. The Fundraising Coordinator will report to the PTO Vice President, providing updates and seeking guidance especially with regard to the leading fundraisers, Gala and the Pledge Drive.

The PTO Vice President will make a determination of projected revenues for the next fiscal year from fundraising activities providing the PTO Treasurer an estimate of monies available for use in the budget formulation process.

2.2 Capital Improvements

The Capital Improvements Council Chair is responsible for providing guidance and direction to the Technology Committee, as well as liaison with the St. Ambrose Development Committee and the Grant Committee.

- Technology Committee:
 - Computer security
 - Hardware & Software Upgrades
 - Maintenance
- St. Ambrose Development Committee Liaison
- Grant Committee Liaison

The Technology Committee identifies and makes recommendations to the Capital Improvements Council Chair on identified improvements subsequent application of these improvements to the school computer environment with particular attention to data security for all stored and transmitted information.

The St. Ambrose Development Committee (SADC) is chartered by the Pastor to maintain near and long term educational, instructional and infrastructure-related school project priorities, and to seek traditional and alternative financing to implement these projects. The SADC has a separate accounting line in the overall Parish Budget and is not a subset of the PTO or the PTO Board. The SADC Chairman reports directly to the Pastor and the Principal. The PTO Board Capital Improvements Council Chair serves as a direct liaison to the SADC. The Capital

Improvements Council Chair provides PTO recommendations for SADC initiatives, and provides SADC status reports to the PTO Board.

The Grant Committee is a subordinate activity to the SADC, and the Grant Committee Chairman reports directly to the Principal. This PTO Board Capital Improvements Council Chair serves as a direct liaison to the Grant Committee. The Capital Improvements Council Chair provides PTO recommendations for grant initiatives, and provides Grant Committee status reports to the PTO Board.

This council will manage a budget for which it will be responsible, providing a monthly report to the PTO Treasurer on all monies spent.

2.3 Communications

The Communications Council Chair is responsible for volunteer areas and groups identified below:

- PTO Board & General Membership Meetings
- Communications Council Members:
 - Electronic & Paper media
 - Web Master
 - Publications/PTO Newsletter/PTO Bulletin Board
 - Marquee Coordinator
 - School Directory
 - School Publicity/Promotion

Because this is a collateral duty for the PTO Secretary, the Secretary will coordinate PTO Board and General Membership meetings and record the minutes of these meetings as well as the yearly Strategic Planning Meeting(s).

The Communications Council Chair will draft a PTO Communications Plan to be followed by *ALL* PTO Volunteers. This plan will be approved by the Principal, PTO President and Executive Board. Through the Communications Plan, this council identifies new communication methods and for modification of existing processes which provide information to and/or from faculty, staff, students, parents, the St. Ambrose religious community, Arlington Diocese, and the local governmental, business, and residential communities.

This council will manage a budget for which it will be responsible, providing a monthly report to the PTO Treasure on all monies spent.

2.4 Community Support

The Community Support Council is responsible for volunteer areas and groups identified below:

- Homeroom Parent Coordinator/HR Parents
- Choir Music Boosters
- Kitchen Aide
- Hospitality Committee:
 - Lenten Dinners

Adult/Family Social Events (Cocktail Dance, Soc Hop, etc.)
Beehive Welcome Committee

- Book Fair Assistants
- Reminder Caller - Lunch Duty
- Vision Hearing Screening Aides
- School Pictures Aides
- Clinic Scheduler/Aides
- Hot Lunch
- Birthday/Bulletin Boards
- Adult Education
- CCD Liaison

This council serves as an outreach to all facets of the St. Ambrose Community, school, parish, neighborhood, for issues in all areas which affect community. The council chair will work closely with volunteers identified to coordinate each of the above areas as well as with teacher representatives as needed. Any teacher representatives are identified and assigned by the principal.

Parent/Adult Education will be coordinated through the council chair, working with the principal and polling the parent community to identify appropriate adult education seminars. The council chair may choose to delegate this function.

This council will manage a budget for which it will be responsible, providing a monthly report to the PTO Treasure on all monies spent.

2.5 Student Activities & Enrichment

The Student Activities & Enrichment Subcommittee is responsible for volunteer areas and groups identified below:

- Extra Curricular Clubs, Activities & Leadership:
 - Chess Club
 - Scout Leaders
 - Science Fair Jobs
 - Student Patrol Helper
 - CYO Sports Coordinator
 - Student leadership
- Charitable Service:
 - St. Ann's
 - Thanksgiving Food Collection
- Christmas /Spring Concert Committee
- Battle Of The Books
- Student Wide Parties
- Expression & Social Outlets:
 - Year Book
 - Middle School Parties

“The Word” Aides
Student/School Newspaper Aides

- Cultural Arts

This council is responsible for identification of activities which enrich the hearts, souls, minds, and bodies of the students. The council chair will work closely with volunteers to coordinate each of the above areas as well as with a teacher representative(s) as needed. Any teacher representatives are identified by the principal.

The council identifies additions/upgrades to existing programs and recommends implementation of new programs based on input from the volunteers heading up each area as well as from the identified teacher representative.

The Room Parent Coordinator, working with input from the principal and Volunteer Coordinator, will provide guidance and direction to Room Parents.

This council will manage a budget for which it will be responsible, providing a monthly report to the PTO Treasure on all monies spent.

2.6 Volunteer Coordination

The Volunteer Coordinator, reporting directly to the PTO President/Strategic Planning Chair, collects all volunteer information and then communicates to the council chairs the names, phone numbers/email address of the volunteers assigned to their council. The Volunteer Coordinator also communicates to the volunteers their job and job function for the indicated school year. As additional volunteers are needed, the council chairs will work with the Volunteer Coordinator to locate resources.

3.0 PLAN DESCRIPTION, OBJECTIVES, SCHEDULE, & RESOURCES

3.1 Plan Mission/Objectives

The plan objectives serve in direct support of the St. Ambrose Mission Statement or to the infrastructure necessary to accomplish the mission:

"St. Ambrose School is committed to the education of the whole child. The administrators, faculty, and staff try to model their lives on the Beatitudes in order to empower the students to become:

- Children of God who strive to accept the likes and differences of their peers.
- Mirrors of Christ to the world by focusing on the power of prayer for all people.
- Committed to moral accountability by their thoughts, words and actions in our school community.
- Conscious of spiritual and material needs of others through respect and environment awareness.
- Self-reliant, responsible, loving, and forgiving.
- Productive, responsible, members of God's family through service to Church and community.
- Motivated to achieve their greatest potential by encouraging good example and mutual support.

3.2 Committee Objectives/Goals

Details of the objectives/goals outlined below are defined in the 2006/07 Action Plan.

3.2.1 Fundraising

- Develop and maintain the Pledge Drive plan including resources allocation.
 - Raise \$62,500.00 in pledges
 - Increase family participation by 10%
- Maintain and update the Gala master books.
- Identify any possible new fundraising activities.

3.2.2 Capital Improvements

- Develop, implement, and maintain the Technology Plan.
- Align the Technology goals with the findings from the 2005/06 Design for Excellence (DFE) self study.
- Develop, implement, and maintain the Capital Improvement Plan.
- Align the Align the Technology Plan with the findings of the goals with the findings from the 2005/06 Design for Excellence self study.

3.2.3 Communications

- Expand electronic communication services.
- Develop a PTO Communications Plan.
- Find effective ways for parents and PTO Board to communicate.
- Establish an alumni association.

3.2.4 Community Support

- Increase direct financial support to teachers for salaries, tuition assistance, and stipends.
- Reduce teacher/student ratios.

3.2.5 Student Activities & Enrichment

- Provide improved access to facilities, resources, and opportunities for extracurricular activities.
- Identify

3.3 Resource Estimates

(In process)

3.3.1 Fundraising

3.3.2 Capital Improvements

3.3.3 Communications

3.3.4 Community Support

3.3.5 Student Activities & Enrichment

3.4 Schedule

(In process)

3.4.1 Fundraising

3.4.2 Capital Improvements

3.4.3 Communications

3.4.4 Community Support

3.4.5 Student Activities & Enrichment

3.5 Resource Acquisition Plan

(In process)

3.5.1 Fundraising

3.5.2 Capital Improvements

3.5.3 Communications

3.5.4 Community Support

3.5.5 Student Activities & Enrichment

3.5 Communication Plan

See 2006/07 PTO Communications Plan

3.5.1 Reports

The council and/or committee chairpersons report directly to the PTO during board meetings. The reports take the form (verbal/written) as directed by the PTO President or the PTO Executive Board. The reports include:

- Accomplishments
- Conformance to schedule and budget
- Issues/resolutions

Report information is maintained through either recordation in the PTO Board Meeting minutes or separately by the council/committee chairperson(s).

3.5.2 Cost/Benefit

Cost/benefit data from council/committee plans will be presented in a format and on a schedule provided by the PTO Treasurer for inclusion in the annual PTO budget process.

4.0 SECURITY/PRIVACY

No identifying information (name, address, telephone numbers, email addresses) will be published or released without the consent of the involved party. No student information (including photographs) will be published or released without parental consent. Material presented via the St. Ambrose Web Site which contains identifying information will be protected under security guidelines maintained by the Technology Committee.

5.0 REFERENCES

1 *PTO By-Laws; Article I.2 (Duties of Officers)*: The Vice President....shall be responsible for long-range planning for the PTO and may form a committee to assist in this capacity.

2 *PTO By-Laws; Article III.4 (Officers and Executive Board)*: The Executive Board for each year shall consist of the Pastor or designate, the Principal of the School or designate, the elected officers, the immediate Past President, teacher representatives, the Chairs of the Standing Committees, and the appointed representatives of the Education Committee of the Parish Advisory Board.

3 *Saint James Catholic School, "Elementary School Parent/Student Handbook", (Parent Organizations)*

4 *Saint James Catholic School, "Elementary School Parent/Student Handbook",*

(Fundraising): Any program of fundraising at the school must have the approval of the pastor and the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish.

5 *PTO Constitution; Article I (Objectives)*

6 *Strategic Plan: Process/Procedures*: Report outline, Appendix page A-5,