



Parent Volunteer Association Handbook  
*2018-2019*

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# A LETTER FROM THE HEAD OF SCHOOL

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Dear members of the Parent Volunteer Association,

On behalf of the faculty and staff of Holy Spirit Prep, thank you for your dedication and service to our school community. The Parent Volunteer Association is a remarkable sign of the partnership between faculty, staff, and parents in the intellectual, spiritual, and physical formation of the children committed to our care.



As another exciting school year begins, we warmly welcome all of our new families to the Parent Volunteer Association. All Holy Spirit Prep parents and guardians are automatically enrolled as members of the Parent Volunteer Association and are encouraged to participate in the many volunteer opportunities available at Holy Spirit Prep.

This handbook is intended as an overview of the expectations and responsibilities for the officers of our Parent Volunteer Association, and as a resource for the PVA as it undertakes projects throughout the school year. This handbook is not intended to be an exhaustive resource, but establishes a foundation for PVA operations throughout the year. I invite you to inquire with Denise Gunderson for any questions you may have about the responsibilities and expectations of PVA officers, and make full use of the additional resources available on our website, [HolySpiritPrep.org](http://HolySpiritPrep.org).

Parent volunteers are essential to the success of our children and school. We encourage your unique contributions of ideas, talents, and time through the framework of the Parent Volunteer Association. Please consider all of the opportunities available to you to serve HSP's students per our school motto, "to serve and not be served."

Yours in service,

A handwritten signature in black ink, appearing to read "K. Pietrantonio", written over a horizontal line.

Kyle Pietrantonio  
Head of School

# SCHOOL PHILOSOPHY

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Holy Spirit Prep is based on the Christian concept of the human person. We believe that children are created in the image and likeness of God with a supernatural destiny in Christ, since Christ has rescued them from the darkness of sin and called them to share in divine life, in communion with the Father, the Son and the Holy Spirit. Our vision of the human person, therefore, is a vision of faith. It takes into account the wounds of original sin with which every human person is born. Yet our vision remains deeply positive because we believe Christ frees us from original sin and all other sin through baptism, and opens for us the gates of heaven. Viewed in this light, man emerges as being essentially open to hope.

This positive view of the created order gives rise to a series of fundamental educational principles. Foremost among them is the importance we give to the integral formation of every dimension of the human personality. Not only should we not undervalue the natural gifts that a person receives from God, but also we must develop them to their full potential.

An integral formation necessarily includes **the proper formation of the mind**. This does not consist only in a quantitative acquisition of knowledge, what we might call the accumulation of information. It implies the proper use of our ability to reason (in accordance, that is, with its inherent rules of logic); penetrating the truth (which is sought above all); and the ability to express balanced, true judgments about oneself, others, and the events of history, society, and culture. Intellectual formation must be complemented by the formation of the will, passions, sentiments, emotions, and all that goes to make up a person's character.

Our school seeks to fashion men and women of mettle, **masters of themselves**, not weathervanes at the mercy of the whims and vagaries of emotion, as changeable as it is unreliable. We aim to form robust personalities capable of mastering their instincts, subjecting them to reason enlightened by faith.

We cannot overlook the role **imagination** plays, both in grasping concepts and ideas, and in personal creativity thus we also promote its development so as to achieve a creative personality that can express itself in diverse ways: in art, technical professions, and even in perceiving values and putting them into practice.

**Conscience formation** is of immense consequence since conscience provides the moral judgment of our acts and perceives the good to be done and the evil to be avoided. The intimate link between conscience and the perception and living out of moral values renders conscience a topic of capital importance in the formation of the person. Conscience discovers the moral character of human acts, their ethical dimension.

The area of **value formation**, intimately tied to conscience formation, is extremely broad, because it comprises a vast array of human and social realities. Consider, for example, the need for and importance of teaching young people to appreciate the values of justice and fairness,

truthfulness, dialogue, responsibility, nobility of heart, mutual respect, and living in a manner consistent with one's principles- these are the foundation stones of any human community. Add to these virtues others that lend added perfection to the individual's human stature- good manners, sensitivity to others, etiquette, social grace, courtesy, kindness, generosity, and so forth.

In the very first encyclical of his pontificate, John Paul II himself reminded us that "man cannot live without love," that "he remains a being that is incomprehensible for himself, his life is senseless, if love is not revealed to him, if he does not encounter love, if he does not experience it and make it his own, if he does not participate intimately in it" (*Redemptor Hominis*,10). If an educator were to lose sight of this reality, he would neglect the heart and soul of all true formation. **Love is the whole purpose of education**, and at the same time the overriding impulse that determines its execution. An education confined to a series of external rules, to patterns of behavior imposed from the outside, with no love to drive it, would be useless. Once those rules and patterns are no longer around, all that varnish of formation, which the student never made his own, interiorly, will vanish and collapse like a house of cards.

**A truly free person** lives and directs his life based on principles he has made his own, or interiorized. Each student has to embrace his own formation freely and out of love. The principal, faculty and all those who are in some way responsible for the education of the students, can help by motivating, driving, demanding from and supporting them. But in the end, it is the student himself who must, by making principles his own, use his freedom properly and out of love undertake and carry out the lion's share of his formation.

One of our objectives from the very outset of Holy Spirit Prep has been to provide a higher level of individualized instruction for the children than they might otherwise obtain elsewhere. The principle of personalized education derives from the fact that each person is unique, endowed by God with a combination of talents and gifts all his own. God does not create duplicates, nor does he "mass produce," especially in the case of free and spiritual creatures. Moreover, the life-circumstances of each individual are different depending on God given talents and the family, social, economic, cultural, emotional and moral setting he finds himself in. Education cannot be carried out en masse. It must be undertaken on a one-on-one, person-to-person basis.

# ORGANIZATION OF THE PVA

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The Parent Volunteer Association is a vital and dynamic volunteer group that supports Holy Spirit Preparatory School in its mission, programs, and activities. The goals and activities of the PVA include:

1. Offering volunteer opportunities that draw the school community together.
2. Facilitating communication between the school and parents.
3. Supporting faculty and enhancing existing school programs with volunteers, speakers, and resources.
4. Raising funds through annual projects that support the entire school community as well as individual campuses.

**All Holy Spirit Prep parents are automatically members of the Parent Volunteer Association and are encouraged to participate in the many volunteer opportunities available.**

The leadership of the Parent Volunteer Association, which is responsible for implementing the Association's goals, consists of the elected officers and a representative of the school.

**Elections and Terms.** Under the direction and approval of campus principals and the Head of School, the PVA names officers and committee chairs each year. Officers and committee chairs are responsible for recruiting their successors and submitting them for approval to the campus principal and Head of School. Once appointed, officers and new committee chairs recruit parents to staff the activities pursued by the PVA. The terms and term limits of leadership are as follows:

- Officers may not serve concurrent terms in one office.
- Campus president serves a one-year term.
- Campus vice-president serves a one-year term, followed by a one-year term as president.
- Campus Treasurer, Secretary, Committee Chairs, Room Parents, and Grade Level Representatives serve a one-year term, but without the term limits enforced on officers.

Additional Qualifications:

- Employees of the school, whether full- or part-time, are not eligible for positions as PVA officers.
- While we actively seek to engage and involve our grandparents in our school community, grandparents are not eligible for positions as PVA officers.
- PVA officers, events chairs, grade level reps and room parents must have students enrolled for a minimum of two years before becoming eligible to hold a PVA position.

**Meetings.** The full PVA meets monthly to address issues of concern to parents and review ongoing Association activities. These meetings are open to the PVA leadership team and occur on the third Wednesday of every month, unless otherwise announced. Campus leadership and committees may meet as needed throughout the school year.

# 2018-19 PVA LEADERSHIP

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## **Upper School**

*President*  
Lynn Meenan

*Vice-President*  
Sandi Cabrera

*Secretary*  
Kate Dolan

## **Lower School**

*President*  
Alicia Valenzano

*Vice-President*  
Ruth Sacco

*Treasurer*  
Kristen Ciprari

## **Preschool**

*President*  
Stephanie Cusimano

*Vice-President*  
Heidi Perez

## ROLES AND RESPONSIBILITIES OF PVA OFFICERS

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**Presidents:** The president of a campus PVA coordinates certain campus events, including Welcome Back Days, components of New Parent Orientation, fundraisers, Christmas decorations, parent coffees, and volunteer appreciation events; appoints, manages, and communicates with Chairs for PVA events; coordinates with other PVA chairs; regularly meets with principal on committee needs and activities; maintains positive relationships between the school and parent community through a program of parent relations; plans and reviews all budgets with the treasurer; and does whatever is necessary to promote positive school image to the parent community, faculty, and the larger community.

**Vice-Presidents:** The vice-president supports the president in all aspects of their efforts as determined by the president, performs the duties of the president in the absence or inability of that officer to act, and fills in a critical committee president position, if necessary.

**Secretaries:** The secretary supports the PVA through documentation and distribution of PVA meeting minutes and performs other delegated duties as assigned.

**Treasurers:** The treasurer manages all of the funds and expenditures of the PVA, keeps a full and accurate account of receipts and expenses, makes disbursements as authorized by the president or association in accordance with the budget adopted by the association. The treasurer presents a financial statement at all PVA meetings and at other times when requested.

# ALL SCHOOL PVA EVENTS

<b>PVA-Sponsored Events</b>		
<i>The PVA organizes, runs, and manages all aspects of the event, along with faculty input and direction</i>		
Event	Date	Description
Oliver's Labels	Start of school-year	Online custom labels and stickers
Vermont Wreaths	October - November	Online wreath sales
Boosterthon Fun Run	October 12	Students collect pledges for each lap they run around the field. The actual run will be staggered throughout the day on each campus.
Mother/Daughter Event	Saturday or Sunday, February	Mother/Daughter Event
Father/Daughter Dance	April 6	Formal dance for daughters and their dads or special friends
Teacher birthdays	Year-round	Every teacher will receive a gift from the PVA on their birthday
Mother/Son Event	April 7	Field Day type activities with mothers and their son(s).
Room Parents/Grade Level Representatives	Year-round	Maintain communications between school and grade.
<b>PVA-Supported Events</b>		
<i>HSP faculty organize, run, and manage all aspects of the event. PVA supports with recruiting volunteers and scheduling.</i>		
Partner Programs	Year-round	Businesses supporting the school through sales – Publix, AmazonSmile, Oliver's Labels, Mabel's Labels and BoxTops
<b>HSP Community-Related Events</b>		
<i>HSP admin organizes, runs, and manages all aspects of the event. PVA supports with recruiting volunteers and scheduling.</i>		
Grandparents Day	November (week before Thanksgiving break)	Grandparents or special friends visit on campus.
Spring Gala	February 23	A fundraiser for the Teachers Continuing Education Fund and HSP Endowment.
Ambassador Program	Year-round	Connecting new families with current families.
<b>PVA Parent-Led Events and Programs</b>		
<i>PVA supports with marketing requests, verbal support throughout the community - no volunteers or leadership from PVA</i>		
Connections	HSP's women's spiritual group.	
Cougars Care	HSP sunshine committee to help those in our community.	
Athletics Booster Club	Supports the athletics programs of HSP.	
Patron of the Arts	Supports the art programs of HSP.	

## UPPER SCHOOL PVA EVENTS

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<b>PVA-Sponsored Events</b>		
<i>The PVA organizes, runs, and manages all aspects of the event, along with faculty input and direction</i>		
Teacher breakfasts	Held on early dismissal days and first day of exam weeks.	Organized by class representatives as an expression of support for the faculty and staff.
Used Uniforms	Year-round	A volunteer oversees donation of uniforms and delivery to the school store.
Lost and Found	Year-round	Keeps lost items organized
Used Book Store	Summer	Set up store and sell used books over the summer.
Teacher Birthdays	Year-round	Monthly birthday cake and decorations.
Faculty/Staff Christmas Fund	November-December	Collect money and distribute to all the teachers and staff before Christmas Break.
<b>PVA-Supported Events</b>		
<i>HSP faculty organize, run, and manage all aspects of the event. PVA supports with recruiting volunteers and scheduling.</i>		
Roma Night	February	A night of dinner, entertainment, and auctions by the senior class to raise funds for the senior trip to Rome.
Dances	Homecoming, Spring and Prom	The PVA provides decorations and volunteers for planning school dances.

## LOWER SCHOOL PVA EVENTS

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### PVA-Sponsored Events

*The PVA organizes, runs, and manages all aspects of the event, along with faculty input and direction*

Event	Date	Description
Fall Festival	Around October 31	A Halloween tradition at the Lower School.
St. Nick's Day	December 6	Filling student shoes with candy.
Secret Santa Store	December 3-7	Open for student Christmas shopping.
Field Day	May	Often two days PreK4-2, and 3-7.
Bulletin Board -PVA/Scholastic	Year-round	Decorate and update communication boards
Media Center	Year-round	Parent volunteers assist during school hours in the Media Center/Library.
School Store	Year-round	Sells used uniforms and other goods.
Room Parents	Year-round	Maintain communications between school and grade.

### PVA-Supported Events

*HSP faculty organize, run, and manage all aspects of the event. PVA supports with recruiting volunteers and scheduling.*

Interdisciplinary Day	September	Two days of an all-campus learning project.
Art Show	May	An all-school student art gallery.

## PRESCHOOL PVA EVENTS

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### PVA-Sponsored Events

*The PVA organizes, runs, and manages all aspects of the event, along with faculty input and direction*

Event	Date	Description
	Semi-annual	Educational Entertainment for the students

Cultural Arts Events		
Muffins for Mom	May	Breakfast for moms and their children.
Donuts for Dad	March	Breakfast for dad and their children.
Field Day	May	Outdoor activities
Spiritual Life	Year-round	Monthly inspirations and candy in shoes on St. Nick Day
Catholic Schools Week	January	A week of appreciations for students, parents, faculty/staff and clergy.

# LETTER OF COMMITMENT

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I, \_\_\_\_\_, as a leader/member of the Parent Volunteer Association, commit to the following responsibilities:

1. Act as an advocate and ambassador for Holy Spirit Prep
2. Support the Association and its members in words and actions
3. Attend and prepare for meetings
4. Attend school functions as deemed necessary by the Association or school leadership
5. Be alert for opportunities to advance the mission of the school.

I understand that the association, at the direction of the school administration, has the right to appoint a representative to fulfill the remainder of my term in the event I am unable to fulfill the duties, responsibilities, and requirements required of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PRESCHOOL PARENT GO-TO GUIDE

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Elizabeth Fernandez - MMO teacher  
efernandez@holyspiritprep.org

Georgia Tate - PK2 Teacher  
gtate@holyspiritprep.org

Maria Menendez – PK2 Assistant  
mmenendez@holyspiritprep.org

Diane Robinson - PK3 Teacher  
drobinson@holyspiritprep.org

Victoria Jones – PK3 Assistant  
vjones@holyspiritprep.org

Nelinda "Neli" Ceron – Spanish  
nceron@holyspiritprep.org

Stephanie Cusimano – Art  
scusimano@holyspiritprep.org

Teresa Ray - Creative Movement  
tray@holyspiritprep.org

Clara Olguin - Music  
colguin@holyspiritprep.org

Kiley Nardelli – Weekly STEAM teacher  
knardelli@holyspiritprep.org

Heidi Harrington – Monthly STEAM Teacher  
heidiharrington@bellsouth.net

Nancy O'Gara - Office Manager  
nogara@holyspiritprep.org

**We are all here to help you-so please reach out to any of us!**

Questions about preschool hours, operation, or procedures may first be directed Nancy O'Gara, at 404.252.8008, or nogara@holyspiritprep.org. Questions about preschool enrollment, programs, policy, or discipline may be directed to Kristina Wilhelm, at 404.252.8008, or kwilhelm@holyspiritprep.org .

## LOWER SCHOOL PARENT GO-TO GUIDE

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Where more than one person is listed under a heading you should approach the first listed person initially and then follow the list in order if you have not received the assistance that you need.

<b>Admissions</b>	Kristina Wilhelm	kwilhelm@holyspiritprep.org
	MaryLynn Llop	mllop@holyspiritprep.org
<b>Athletics</b>	Kevin Evans	kevans@holyspiritprep.org
<b>Attendance</b>	Emily Maranville and student's classroom teacher	emaranville@holyspiritprep.org firstinitiallastname@holyspiritprep.org
<b>Class Photos</b>	Tim Durski	tdurski@holyspiritprep.org
<b>Classroom Communication</b>	Student's classroom teacher	firstinitiallastname@holyspiritprep.org
	LS Student Success Team <sup>1</sup>	lowerschoolsst@holyspiritprep.org
<b>Clubs and Extracurricular Activities</b>	Club moderator	firstinitiallastname@holyspiritprep.org
	Emily Maranville	emaranville@holyspiritprep.org
<b>Communications</b>	Tim Durski	tdurski@holyspiritprep.org
<b>Contact Information</b>	Emily Maranville	emaranville@holyspiritprep.org
<b>Curriculum</b>	Teacher	firstinitiallastname@holyspiritprep.org
	Karyn Vickery	kvickery@holyspiritprep.org
	LS Student Success Team <sup>1</sup>	lowerschoolsst@holyspiritprep.org
<b>Development</b>		
<i>General</i>	Denise Gunderson	dgunderson@holyspiritprep.org
<i>GOAL</i>	MaryLynn Llop	mllop@holyspiritprep.org
<i>Spring Gala</i>	Denise Gunderson	dgunderson@holyspiritprep.org
<b>Discipline</b>	Teacher	firstinitiallastname@holyspiritprep.org
	Peter Schultz	pschultz@holyspiritprep.org
	Kyle Pietrantonio	kpietrantonio@holyspiritprep.org
<b>Parents Plus</b>	Rachel Little	rlittle@holyspiritprep.org
<b>Extended School Program (ESP)</b>	Emily Maranville	emaranville@holyspiritprep.org
	Cristina Dekle (afternoon)	<a href="mailto:cdekle@holyspiritprep.org">cdekle@holyspiritprep.org</a>
	Kathy Nixon (morning)	knixon@holyspiritprep.org
	Peter Schultz	pschultz@holyspiritprep.org

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<sup>1</sup> The Lower School Student Success Team (SST) is comprised of Kyle Pietrantonio, Karyn Vickery, Peter Schultz, and Donna Hayley.

<b>Facility</b>	Peter Schultz	pschultz@holyspiritprep.org
<b>Guidance</b>	Donna Hayley	dhayley@holyspiritprep.org
<b>Health</b>	Beth Daly	bdaly@holyspiritprep.org
	Tara Martinez	tmartinez@holyspiritprep.org
<b>Volunteer Opportunities</b>	Denise Gunderson	dgunderson@holyspiritprep.org
<b>Junior High Placement</b>	Subject Teacher	firstinitiallastname@holyspiritprep.org
	Karyn Vickery	kvickery@holyspiritprep.org
	Jocelyn Sotomayor	jsotomayo@holyspiritprep.org
<b>Resource Center</b>	Resource Teacher	firstinitiallastname@holyspiritprep.org
	Donna Hayley	dhayley@holyspiritprep.org
<b>Safety</b>	Peter Schultz	pschultz@holyspiritprep.org
	Kyle Pietrantonio	kpietrantonio@holyspiritprep.org
<b>School Policies and Procedures</b>	Emily Maranville	emaranville@holyspiritprep.org
	Peter Schultz	pschultz@holyspiritprep.org
<b>School Supplies</b>	Emily Maranville	emaranville@holyspiritprep.org
<b>Standardized Testing</b>	Donna Hayley	dhayley@holyspiritprep.org
<b>Student Experience</b>	Teacher	firstinitiallastname@holyspiritprep.org
	LS Student Success Team <sup>1</sup>	lowschoolsst@holyspiritprep.org
<b>Tuition</b>	Debora Brown	dbrown@holyspiritprep.org
<b>Website</b>	Tim Durski	tdurski@holyspiritprep.org

## UPPER SCHOOL PARENT GO-TO GUIDE

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Contacts may be reached by phone at 678.904.2811. Contacts below may be e-mailed at their firstinitiallastname@holyspiritprep.org. For instance, Judi Higgins may be emailed at [jhiggins@holyspiritprep.org](mailto:jhiggins@holyspiritprep.org).

TOPIC	PRIMARY CONTACT	E-mail
Absences (daily)	<a href="mailto:attendance@holyspiritprep.org">attendance@holyspiritprep.org</a>	<a href="mailto:attendance@holyspiritprep.org">attendance@holyspiritprep.org</a>
Absence from school (extended)	Rachel Little	<a href="mailto:rlittle@holyspiritprep.org">rlittle@holyspiritprep.org</a>
Admissions	Kristina Wilhelm	<a href="mailto:kwilhelm@holyspiritprep.org">kwilhelm@holyspiritprep.org</a>
Apostolates	Yvonne Fontaine	<a href="mailto:yfontaine@holyspiritprep.org">yfontaine@holyspiritprep.org</a>
Athletics	Kevin Evans	<a href="mailto:kevans@holyspiritprep.org">kevans@holyspiritprep.org</a>
Business Office/Tuition	Debora Brown	<a href="mailto:dbrown@holyspiritprep.org">dbrown@holyspiritprep.org</a>
Clubs/Activities	David Rosenzweig	<a href="mailto:drosenzweig@holyspiritprep.org">drosenzweig@holyspiritprep.org</a>
College Guidance	Ashley Meyer	<a href="mailto:ameyer@holyspiritprep.org">ameyer@holyspiritprep.org</a>
School Communications	Tim Durski	<a href="mailto:tdurski@holyspiritprep.org">tdurski@holyspiritprep.org</a>
Contact Information	Rachel Little	<a href="mailto:rlittle@holyspiritprep.org">rlittle@holyspiritprep.org</a>
Curriculum	Matt Reger	<a href="mailto:mreger@holyspiritprep.org">mreger@holyspiritprep.org</a>
Development	Denise Gunderson	<a href="mailto:dgunderson@holyspiritprep.org">dgunderson@holyspiritprep.org</a>
Discipline	Jocelyn Sotomayor	<a href="mailto:jsotomayor@holyspiritprep.org">jsotomayor@holyspiritprep.org</a>
Dress Code	Jocelyn Sotomayor	<a href="mailto:jsotomayor@holyspiritprep.org">jsotomayor@holyspiritprep.org</a>
House System	David Rosenzweig	<a href="mailto:drosenzweig@holyspiritprep.org">drosenzweig@holyspiritprep.org</a>
Learning Accommodations	Rachel Little	<a href="mailto:rlittle@holyspiritprep.org">rlittle@holyspiritprep.org</a>
ParentPlus Portals	Rachel Little	<a href="mailto:rlittle@holyspiritprep.org">rlittle@holyspiritprep.org</a>
Psych. Ed. Testing	Rachel Little	<a href="mailto:rlittle@holyspiritprep.org">rlittle@holyspiritprep.org</a>
Recommendation Letters	Ashley Meyer	<a href="mailto:ameyer@holyspiritprep.org">ameyer@holyspiritprep.org</a>
Retreats	Yvonne Fontaine	<a href="mailto:yfontaine@holyspiritprep.org">yfontaine@holyspiritprep.org</a>
Scheduling Classes	Rachel Little	<a href="mailto:rlittle@holyspiritprep.org">rlittle@holyspiritprep.org</a>
Service Hours	Yvonne Fontaine	<a href="mailto:yfontaine@holyspiritprep.org">yfontaine@holyspiritprep.org</a>
Social/Peer Issues	Rachel Little	<a href="mailto:rlittle@holyspiritprep.org">rlittle@holyspiritprep.org</a>

Standardized Testing	Rachel Little	rlittle@holyspiritprep.org
Tuition	Debora Brown	dbrown@holyspiritprep.org
Website	Tim Durski	tdurski@holyspiritprep.org