

**Florida Catholic Conference  
Schools Executive Committee & Accreditation Committee**

***STRATEGIC PLAN***

- **Part I: Statement of Beliefs, Vision and Mission**
  - **Part II: Organizational Structure**
  - **Part III: Policies & Procedures**
  - **Part IV: Goals & Strategies**
    - **Addendum One**
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# Florida Catholic Conference

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# Florida Catholic Conference

## Accreditation Committee (FCCAC)

2010-2011

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## **Background & Overview**

Catholic schools continue to be an integral part of the Florida Catholic Conference's (FCC) mission since its establishment in 1969. The FCC, in collaboration with Diocesan School Offices, has primarily directed its efforts on behalf of schools within three broad categories: School Accreditation, Education Public Policy and Federal Education Programs.

The FCC, since its beginning, has had both an Accreditation Committee, with an obvious charter, and a Schools Committee, sometimes referred to as a Superintendents Committee, with a charter of identifying goals and procedures for improving Catholic education throughout the province. Until 2007, these committees always were placed organizationally under the Education Commission of the Conference, at which time the education commission was dissolved by the bishops.

Throughout the years, the work of the Accreditation and Schools Committees became somewhat enmeshed since all diocesan superintendents of schools were members of both committees. Beginning in 2003-2004, Associate Superintendents began to serve as representatives of dioceses on the Accreditation Committee. The 1990s brought a marked increase in Catholic school enrollment. In addition, both the quantity and complexity of education-based legislation impacted Catholic schools, particularly in the broad area of School Choice laws and programs. These and other programs such as teacher certification, technology in the classroom, drug free schools, new health issues and standardized testing led to an explosion in education issues as Catholic schools began preparing for the 21<sup>st</sup> Century and beyond. In order to effectively address burgeoning responsibilities in a new century, diocesan superintendents and FCC staff began to modify their present structures, establish written policies and procedures, and formulate long-range plans for the next three years.

In December of 2001, the FCC retained Mr. John McLaughlin of McLaughlin and Associates of Ponte Vedra Beach, FL to facilitate a strategic planning process. The planning group consisted of seven diocesan superintendents of schools and two FCC staff members.

- Mrs. Rosemary Bratton, Diocese of Venice
- Sr. Mary Caplice, C.N.D., Diocese of Pensacola-Tallahassee
- Br. John Cummings, F.M.S., Diocese of St. Petersburg
- Sr. Joan Dawson, O.S.F., Diocese of Palm Beach
- Br. Richard DeMaria, C.F.C., Archdiocese of Miami
- Mr. Larry Keough, FCC Associate for Education
- Dr. D. Michael McCarron, FCC Executive Director
- Dr. Harry Purpur, Diocese of Orlando
- Mrs. Patricia Tierney, Diocese of St. Augustine

Two overnight meetings were held in January and May of 2002 and a final half-day session was held in June of that same year. After first reviewing the rich history of both

committees and the education leaders who had served so effectively in the early years of the FCC, the present workload, structure and policies were examined and modified. Finally looking toward the future and the needs of Florida Catholic schools, a new and revised set of goals and strategies were established.

This document was revised in December 2007 and again in December 2008. The result of this planning is this report which consists of the following sections:

- **Part I: Statement of Beliefs, Vision and Mission**
- **Part II: Organizational Structure**
- **Part III: Policies & Procedures**
- **Part IV: Goals & Strategies**

## **Part I**

### **The Schools Executive Committee & the Accreditation Committee of the Florida Catholic Conference**

#### **Statement of Beliefs, Vision & Mission**

Because we treasure the tradition and value of Catholic School Education and believe in the collaboration of the seven dioceses throughout the province to present a strong-unified voice and advocate for all Catholic school students to receive equitable services under federal and state law, we hereby state our **Vision** as

***Gospel-based, academically excellent education  
in every Florida Catholic school***

and our **Mission** as

***Serving Catholic school communities by establishing and upholding  
accreditation standards, educational programs and advocating for education-  
related public policies based on Catholic Social Teaching.***

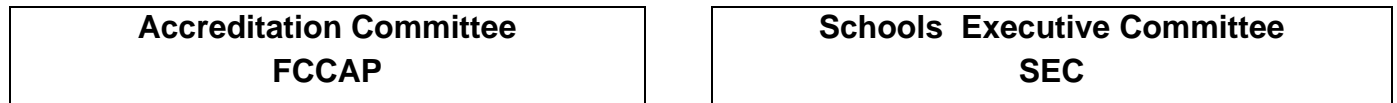
## Part II

### Organizational Structure of the Schools Executive Committee & The Accreditation Committee of the Florida Catholic Conference

These two committees are parallel committees. As a result of the Strategic Planning process, the name of the Schools Committee was changed to the Schools Executive Committee (SEC) and three standing subcommittees were formed and placed under this Committee. Other standing or ad hoc subcommittees may be added in the future as need arises. The present organizational chart:

#### Florida Catholic Conference – Florida Bishops

##### Education Committees



##### Sub-Committees



#### Committee & Subcommittee Descriptions

**The Accreditation Committee** shall be responsible for all issues relevant to the accreditation of Catholic elementary schools in Florida and the Diocese of Savannah, Georgia. The Committee establishes accreditation principles and standards, policies and procedures, and a self study and evaluation process, which are subject to the approval of the Florida Catholic Bishops. It grants accreditation to schools and monitors their compliance with the accreditation standards. Further, it determines the accreditation status of members' schools, annually reviews the schools' Annual Reports, provides training for principals and visiting team chairs and team members,

and maintains consistency between the criteria used for evaluation and the Catholic philosophy of education.

**The Schools Executive Committee** shall serve as the leadership group responsible for Catholic schools in Florida, consistently applying the vision of gospel-based, academically excellent education as the primary guiding principle for its schools. In partnership with the Accreditation Committee, this committee shall be responsible for implementing the mission of Florida Catholic Schools by establishing and monitoring educational programs and advocating for unified Catholic perspective on legislation concerning educational issues.

The three subcommittees of the Schools Executive Committee include:

- 1) **The Professional Development Subcommittee** which is responsible for all statewide programs relating to the staff of Catholic schools, including, but not limited to, Principals Institute, Certification and Master In-service Programs, and Project RICE .
- 2) **The Governmental Issues Subcommittee** which is responsible to formulate positions for approval by the Schools Executive Committee on all state and federal education programs (NCLB) and related legislation and regulation, Outside consultants may be utilized as necessary.
- 3) **The Educational Programs Subcommittee** which is responsible for all province-wide programs that address education in Catholic schools. These include standardized testing, curriculum, technology, religious education and any other program that requires statewide coordination or implementation.

## **Part III**

### **Policies & Procedures**

#### **Committee & Subcommittee Membership and Leadership**

- **Accreditation Committee Membership**
  - Episcopal Moderator of FCC Education Commission
  - FCC Executive Director
  - One representative from each Florida diocese, either the superintendent or an associate superintendent
  - Representative of the Diocese of Savannah, GA as long as there remains a Letter of Agreement between the Diocese of Savannah and the Accreditation Committee of the FCC
  - A representative from another educational or accreditation organization.
  - Associate Director for Education of the FCC, *ex officio*
  - Program Manager of Accreditation, *ex officio*

### **Accreditation Committee Leadership**

- Committee Chair must be currently serving as a superintendent or associate superintendent of schools in a Florida diocese.
- Committee Chair is selected every two years. The Chair's term shall run from July 1<sup>st</sup> to June 30<sup>th</sup> two years hence.
- One member may serve as Committee chair a maximum of two terms or five years, whichever occurs first.
- Vice Chair shall always succeed Chair when Chair's term expires.

### ▪ **Schools Executive Committee (SEC) Membership**

- All Florida Superintendents of Catholic Schools
- FCC Associate Director for Education

### ▪ **Schools Executive Committee (SEC) Leadership**

- Chair and Vice Chair
- One member may serve as Committee chair a maximum of two terms.
- Vice Chair shall always succeed Chair when Chair's term expires

### ▪ **SEC Standing Subcommittees Membership**

- Chairs must always be members of SEC or as associate superintendent of schools in a Florida diocese.
- Other subcommittee members may be other educators or individuals who bring the desired background or skills to enhance the work of the subcommittee.
- All Florida dioceses shall have a representative on the Governmental Issues subcommittee.
- It is recommended that each diocese has a representative on the Staff Development, and the Educational Programs, and Governmental Issues subcommittees.

### ▪ **SEC Standing Subcommittees Leadership**

- Subcommittee Chairs shall serve two-year terms
- Subcommittee Chairs may chair a maximum of two terms or five years, whichever occurs first.
- If a subcommittee Chair resigns, a replacement will be selected to finish the term.

## **Job Descriptions – Committee & Subcommittee Chairs**

### ▪ **Accreditation Committee Chair**

- Chair all Accreditation Committee Meetings
- Set agendas
- Keep meetings on topic and time

- Call unscheduled meetings as necessary
  - Create subcommittees as necessary
  - Recruit and orient two committee members from FDOE and SACS.
  - Communicate regularly with Accreditation Administrator and FCC staff regarding accreditation work
  - Ensure that minutes of all meetings are taken, sent to all members of the Committee and all Superintendents of School, and forwarded to the appropriate FCC staff member for archiving.
- **Accreditation Committee Vice Chair**
    - Assume the chair's position in his or her absence
    - Assume the chair at the end of the current chair's term
- **SEC Chair**
    - Chair all SEC meetings
    - Set agendas
    - Keep meetings on topic and time
    - Call unscheduled meetings as necessary
    - Communicate regularly with the FCC Associate for Education
    - Represent the SEC at other meetings
    - Keep the SEC focused on Mission and Goals
    - Welcome new superintendents and offer effective orientation to their work at the state level
    - Make sure minutes of all meetings are taken, sent to all committee members and all members of the SEC and forwarded to the appropriate FCC staff member for archiving.
- **SEC Vice Chair**
    - Assume the chair's position in his or her absence
    - Assume the chair at the end of the current chair's term
- **SEC Standing Subcommittee Chairs**
    - Form task forces and assign tasks as needed
    - Delegate subcommittee work among task force members
    - Coordinate the work among task force members
    - Serve as communication link between subcommittee and SEC
    - Furnish written subcommittee report before SEC biannual meetings
    - Make sure minutes of all meetings are taken and sent to all subcommittee members and all members of the SEC, and forwarded to the appropriate FCC staff member for archiving.

## **Meetings**

- **Biannual Meetings**
  - The Accreditation Committee and SEC will hold two meetings each year, one in the Fall and one in the Spring.

- **Biannual Conference Call Meetings**
  - SEC members will meet via conference call as necessary, but no less than twice per year. Timing to be approximately the midpoint between the Biannual Meetings.
  - Conference call meeting dates shall be set at the conclusion of the June meeting
  
- **SEC Meetings – Agenda: The Committee System**
  - Accreditation Committee Report – if appropriate
  - Educational Programs subcommittee report
  - Governmental Issues subcommittee report
  - Staff Development subcommittee report
  - FCC Associate for Education report
  - Future Business & Visioning
    - Any future business agenda items to be submitted to SEC chair fourteen days prior to meeting
  
- **SEC Meetings – Format: Written Committee Reports**
  - All subcommittee chairs shall distribute written reports to SEC members no later than seven days prior to meeting. Reports to have three sections.
    - Report of activities and information update
    - Items requiring decisions
    - Future business and assignments for the subcommittee
    - Future business agenda items to be submitted to appropriate subcommittee chair fourteen days prior to meeting.
  
- **SEC Standing Subcommittee Meetings**
  - Meetings as often as necessary to conduct business of subcommittees
  - Meetings conducted via chat room or conference call whenever possible
  
- **Minutes from Meetings**
  - All meetings of committees, subcommittees and task forces shall be recorded in minutes, which shall be sent to all members of that committee as well as to all Superintendents of Schools. All minutes shall also be forwarded to the appropriate FCC staff member for archiving.
  - The FCC Associate Director for Education shall be responsible for the minutes of the SEC meetings.
  - The FCC Accreditation Program Manager shall be responsible for the minutes of the Accreditation meetings.

- Minutes of all other meetings shall be the responsibility of any chair to make sure minutes are recorded, distributed and preserved.

## **Part IV**

### **Goals & Strategies**

The Accreditation and Schools Executive Committee will set goals and develop short (one year) and long term (three years and beyond) strategies as a result of a clear statement of Beliefs, Vision and Mission, a revised and more workable organizational structure, and the establishment of clear policies and procedures.

**These goals shall be addressed at every biannual meeting to measure progress.** When the group decides a goal has been reached, it can be replaced by another. As part of the June SEC committee each year, the previous year's goals shall be reviewed and a listing of the subsequent year's goals shall be established.

The owner of each goal is listed after the goal. The owner of a goal is the lead individual or group assigned with the accountability to attain the goal. The owner should involve others whose experience and skills will enhance attaining the stated goal(s). The Accreditation and Schools Executive Committees must ensure that the owners are accountable for the tasks with which they have been charged.

Original Signatures

June 5, 2002

Mrs. Rosemary Bratton  
Mrs. Rosemary Bratton  
Superintendent of Schools, Diocese of Venice

6/05/02  
Date

Sister Mary Caplice, C.N.D.  
Sr. Mary Caplice, C.N.D.  
Superintendent of Schools, Diocese of Pensacola-Tallahassee

6/05/02  
Date

Br. John Cummings, F.M.S.  
Br. John Cummings, F.M.S.  
Superintendent of Schools, Diocese of St. Petersburg

6-05-02  
Date

Sister Joan Dawson, O.S.F.  
Sr. Joan Dawson, O.S.F.  
Superintendent of Schools, Diocese of Palm Beach

6/5/02  
Date

*Richard DeMaria*  
Br. Richard DeMaria, C.F.C.  
Superintendent of Schools, Archdiocese of Miami

*June 5, 2002*  
Date

*Larry Keough*  
Mr. Larry Keough  
Associate for Education, Florida Catholic Conference

*6/5/02*  
Date

*Dr. Michael McCarron*  
Dr. D. Michael McCarron  
Executive Director, Florida Catholic Conference

*6/7/2002*  
Date

*Harry V. Purpur*  
Dr. Harry Purpur  
Superintendent of Schools, Diocese of Orlando

*6/5/02*  
Date

*Patricia Tierney*  
Mrs. Patricia Tierney  
Superintendent of Schools, Diocese of St. Augustine

*6/5/02*  
Date

## **SEC STRATEGIC PLAN ADDENDUM ONE**

### **2009-2010 GOALS**

#### **I. One Year Goals ( 2009 – 2010 school year )**

- A.** Continue to build positive relationships with LEA/SEA regarding active participation in Federal and State Programs **(OWNERS: James Herzog/Marie Privuznak)**
- B.** Continue local school participation in ALL State Scholarship Programs as a service for students and families both academically and financially **(OWNER: Brother Angelo Palmieri/James Herzog)**
- C.** Research funding and grant opportunities to increase revenue for Diocesan operational budgets **(OWNER: Kathleen Schwartz)**
- D.** Explore the possibility Diocesan accreditation through Advance Learning (SACS) for high schools only as a Province **(OWNER: Brother Angelo Palmieri/James Herzog)**
- E.** Promote collaboration with non-public school associations **(OWNER: James Herzog)**
- F.** Prepare a written history of FCCAP **(OWNER: Pat Tierney)**
- G.** Review and discuss possible changes for the biannual meeting format / Pilot a revised schedule for June meeting / Evaluate results **(OWNER: Sister Joan Dawson)**
- H.** Investigate the current state MIP Program and state requirements in going forward **(OWNER: Kristen Hughes/James Herzog)**

# SEC STRATEGIC PLAN ADDENDUM TWO

## 2009-2012 GOALS

### II. Three Year Goals ( 2009 – 2012 school year )

- A. To insure viability of continued Catholic education for the future
- Research alternative models for Catholic schools (e.g. stewardship, regionalization, central system of governance: develop new strategies to assure “future” existence **(OWNERS: Kathleen Schwartz; Nick Wolsonovich)**
  - Explore successful national marketing and enrollment enhancements. Develop creative and challenging programs to attract students. **(OWNER: Dr. John Cummings)**
  - Continue to identify, recruit, and form Catholic school administrators. Continue to explore ways to recruit, form, and retain highly qualified teachers **(OWNER: Sister Rosemary Hickman)**
  - Explore possibilities of sharing resources and group purchasing as a Province **(OWNER: Pat Bronsard)**
  - Design an efficient and effective plan for addressing and updating aging facilities **(OWNER: Chris Wiand)**
- B. Organize a 2011 Province-wide meeting with bishops, pastors, priests, administrators, diocesan personnel, school board members, and directors of development, education foundation directors, and diocesan communication directors to create a “Vision for the Future.” **(OWNER: Nick Wolsonovich)**
- [N.B. This goal is pending consultation between Dr. Wolsonovich and other SEC members]**