



MONTESSORI CHILDREN'S HOUSE
**PARENT
ASSOCIATION**

**Board of Directors
2019 Recruiting
Information**

INTRODUCTION

Thank you for your interest in the Montessori Children's House Parent Association (MCH PA) Board of Directors. The MCH PA was founded in 1999 and is made up of all parents/guardians of current MCH students. The board of directors is elected from the population of PA members.

Our primary focus is to support the mission of the school; largely done through funds raised via SEED campaign. We differ from public school boards in that we are not involved with school policy. We are a working board and information on our annual activities can be found in this booklet.

Our official mission is:

MCH PA Mission: To provide our children the highest quality educational experience through fundraising and coordination with the school administration by supporting the following enrichment programs:

- Enrichment of the school's curriculum through programs and materials
- Professional development of teachers and staff
- Short term tuition assistance for existing families in need
- PA sponsored programs and activities that support community development and parent education
- Teacher and staff appreciation

AREAS OF FOCUS

Student Scholarship

The PA and MCH provide tuition assistance for a number of MCH for students in need. Anonymized requests are presented by the school and voted on by the board.

Education Enrichment

Enrichment requests like field trips, specialists, and special on-campus events from are usually voted on as a package as part of our budgeting process.

Staff Development

Training and conference requests from teachers are presented and voted on during routine monthly meetings.

Staff Appreciation

The PA drives planning and organization of Staff Appreciation Week (gift, raffle, luncheon, coffee cart, etc.). The PA also supplies the funding a Holiday Party and gift card for the staff.

Community Development

The PA plans and participates in a number of community events during the year. This include pumpkins at Harvest Fest, the PA annual meeting, Spring Showcase, parent gathering events and parent educational events.

Fundraising & Operations

The planning and organization of SEED and other fundraising efforts take place during routine meetings, committee meetings, and outside time by board members and volunteers.

ROLES AND RESPONSIBILITIES

The Montessori Children's House Parent Association Board of Directors is an all-volunteer, working board. The board varies in size from 3 to 13 members and as such it is of paramount importance that all board members have the same understanding of the roles and responsibilities.

Board Meetings

- In-person attendance at 2-hour monthly board meetings
- Attendance at monthly committee meetings

Board Term

- The term of a director is 2 years

Engagement

- Each director must serve one at least one standing committee
- Standing committees must be chaired by a director

Events

- Each director must attend the annual meeting and the special meeting when elections are held
- Each director should make a concerted effort to attend all MCH events where there is PA representation (Harvest Fest, Education Events)

Parent Ambassador

- During certain school events (open house, program information nights) directors will be asked to serve as parent ambassadors to the non-MCH community. Participation is optional.

THE YEAR

The follow calendar provides a general overview of our year and highlights periods of time where the work of the board is more time intensive.

Month	Activities	Activity Level
January		○ ○ ○ ○
February	Fundraiser*	● ○ ○ ○
March	Fundraiser*	● ● ○ ○
April	Spring Showcase, Recruiting	● ● ● ○
May	Recruiting, SAW**	● ● ● ○
June	Elections	● ● ● ○
July		○ ○ ○ ○
August	Start of year planning	● ○ ○ ○
September	SEED, Annual Meeting	● ● ● ○
October	SEED, Harvest Fest	● ● ● ●
November	SEED	● ○ ○ ○
December	Staff Holiday Party	● ○ ○ ○

* Optional

** Staff appreciation week.

BOARD OPERATIONS

The board of directors operates on a formalized committee structure. The board and standing committees meet monthly. The committee and full board meetings are usually offset by two weeks. The standing agenda for each board meeting is largely committee report outs.

Board Meetings:

- Second Monday of the Month
- 6:30—8:30 PM
- La Casa (MCH Campus)

Standing committees:

Committee	Current Monthly Meeting
Community Development	Sunday morning 2 weeks after board meeting
Executive	Sunday morning 2 weeks after board meeting
Finance	Sunday morning 2 weeks after board meeting
Fundraising	Sunday morning 1 week after board meeting
Nominating	Sunday morning 1 week after board meeting
Staff Appreciation	Saturday morning 2 weeks after board meeting

COMMITTEE OPERATIONS

We strive to give committees as much autonomy as possible. This provides an opportunity for board members to do meaningful work and makes our board meetings very efficient. We have established guidelines to help ensure clarity on whole board contributions for committee report outs. Each item on the board meeting agenda is indicated if it is for approval, input or to inform.

Board Approval

Board approval is defined as a formal vote that is recorded in the minutes. Motions should be drafted prior to the board meeting and included in the agenda. Examples include, new budget, legal/contractual agreements and major operational decisions. A vote is required.

Board Input

Board input is defined as an agenda discussion item. The item should be included in the meeting agenda and a clear indication of what input is desired should be listed on the agenda as well. The input should not require a vote, but one may be used to ensure clarity for future understanding. Examples include large event or activity decisions, major messaging, and large expenditures. A vote is optional.

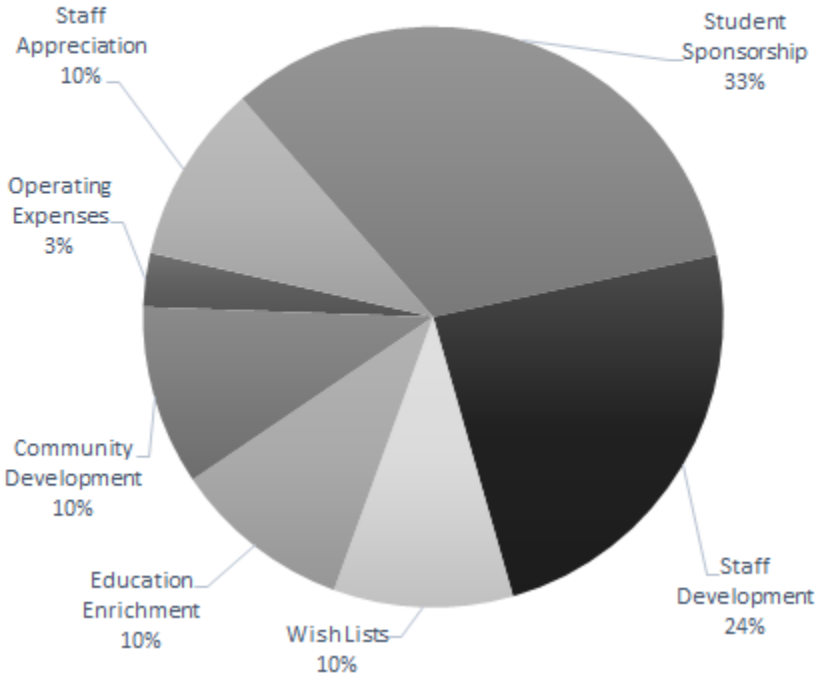
Board Informed

Board informed is defined as a report out on committee activities. The informed items need only be listed generally on the agenda. (e.g., Update on staff appreciation week.) Examples include committee decisions on approved events or activities. No vote is required.

FINANCIAL

The annual operating budget of the Parent Association is approximately \$40,000. Most of that income comes from funds raised during the SEED campaign in October of each year.

Annual Budget



APPLICATION

Thank you for taking the time to learn more about the MCH Parent Association, we hope you are inspired to consider applying for a board position.

Application Due: Sunday, May 5

Please submit the application for board membership to pa@mch-pa.org. Applications can be downloaded on www.mch-pa.org.

Interviews: May 6 – 17

After submitting your application an interview will be scheduled with current board members.

Slate Recommendation: May 20

In the May 20 board meeting, the current board of directors will nominate a slate of officers for election on June 15.

Elections: June 1-15

The PA will be using an on-line election system this year. Elections will take place over the course of 1.5 weeks.

Special Meeting: June 15

A special meeting will be held at MCH at 11:45 AM on Saturday, June 16 to complete and certify elections.

Current Board

Current Directors:

Jeremy Syme*, President/Treasurer

Aspen Richter, Vice President

Peggy Dees, Secretary

Sylvia Bowser

Tisha Hardester

Janny Wheelwright

Contact Information:

www.mch-pa.org

pa@mch-pa.org