

Desert Marigold School Parent Council Handbook 2017-2018

MISSION

The Parent Council supports the mission of Desert Marigold School and serves as a collective voice by facilitating communication between the governing bodies, administration, and families. The Parent Council exists to develop strong social bonds by supporting parent education, school activities, active volunteerism, celebrations and special events; thereby building a vibrant community.

CODE OF CONDUCT

As participants of the Desert Marigold School Parent Council, we agree to improve the community in the following ways:

- through honesty and integrity while listening
- through speaking and acting in a respectful manner
- by adhering to standing rules
- by addressing the issues at hand
- by being accountable for our words and actions

As participants of the Desert Marigold School Parent Council, we acknowledge that the Parent Council is strengthened by a diversity of perspectives and agree to uphold the integrity of the Parent Council decisions in all contexts within the greater community.

MEMBERSHIP

Parent Council is open to all members of the Desert Marigold School community and all are encouraged to participate.

MEETINGS

The Leadership Team conducts regular monthly meetings and quarterly Community meetings during the school year (September- May). Additional meetings may be scheduled as needed. All members are invited and encouraged to attend meetings.

GOVERNANCE

Parent Council is guided by a Leadership Team, comprised of at least seven elected members and a Parent Representative from each class.

Chair: Directs and leads the affairs of the Parent Council.

Parent Council Meetings:

- Creates monthly Parent Council agendas. Agenda items will be topics within the appropriate realm of Parent Council, including topics that are carried over from previous PC meetings and topics that are suggested to the Chair prior to the meeting by reps, parents, teachers, administration or any other school body or individual.
- Leads and facilitates Parent Council meetings in an atmosphere of integrity and responsibility; while ensuring that all members and visitors are made to feel welcome.
- Begins each meeting with lighting the candle and a verse and a recitation of the mission of Parent Council and Code of Conduct.
- Keeps each meeting orderly by calling on people who want to speak and attending to the time allotments for each agenda item.
- Allots time in each meeting's agenda for members to bring up topics appropriate to the sphere of Parent Council, but were not placed on the agenda ahead of time. Limits such discussions to this time allotment so that the on-going business of the group is not disrupted; and if necessary, to carry any topics over as regular agenda items at future meetings.

Leadership:

- Works collaboratively with the Parent Council to determine and set yearly goals and mission alignment.
- Provides a strong sense of leadership to the Parent Council.
- Conducts and facilitates an annual review and evaluation of Parent Council documents.
- Ensures that each class has representation.
- Ensures that new leadership team members are given a copy of Parent Council documents when they begin their term of office.
- Keeps accurate records and maintains them in the Chair's binder.
- Reviews and ensures that accurate meeting minutes are posted and distributed.
- Reviews the annual and monthly budget for accuracy.
- Communicates with governing bodies; and as such serves as liaison to the Administration and regularly attends Board Meetings.
- Participates in special session meetings with other leadership bodies or chairs or other organizations as needed.
- Communicates information back to Parent Council from any meetings.
- Maintains and updates the whiteboard on a weekly basis or as new events commence.

Co-Chair: Assists the Chair.

- Reports to the Chair and assists as needed.
- Attends all Parent Council meetings.
- Maintains an active role with all of the Parent Council team leads.

Secretary: Records and disseminates the business of the Parent Council.

- Reports to the Chair.
- Attends all Parent Council meetings; providing copies of the agenda, minutes and sign-in sheet for meeting attendance.
- Keeps accurate minutes; verifies minutes with Chair.
- Posts and distributes meeting minutes at least one week prior to the next meeting.
- Keeps two sets of minutes; one to be kept in electronic form on the DMS webpage, one to be kept in the Secretary's binder.
- Acts as time-keeper at meetings.
- Updates Parent Council documentation or other documents as needed.
- Determines voting eligibility through attendance records for funding voting meeting.
- Provides frequent, regular and timely communication of Parent Council activities, initiatives, and news to the DMS community in both print and electronic format (Bee, FB, Instagram, class web-sites & school site).
- Provides and ensures that Parent Council dates are entered on the school-wide calendar.

Treasurer: Records and disseminates the financial business of the Parent Council.

- Reports to the Chair.
- Attends all Parent Council meetings and provides financial reports.
- Regularly communicates with the Business Manager about monthly Parent Council financials.
- Distributes monthly financials to secretary at least one week prior to the next meeting.
- Keeps financial records in a Treasurer's binder.
- Assists in the preparation of the annual Parent Council budget.
- Facilitate purchase of Scrip Cards to facilitate planned activities

Hearts Team Member: Inspires and supports community building and outreach.

- Reports to the Chair.
- Provides Secretary with flier and announcements and pertinent Hearts Team information to be posted in both print and electronic format (Bee, FB, Instagram, class web-sites & school site).
- Attends all Parent Council meetings.
- Supports community building by organizing the quarterly Parent Council Socials
- Supports and inspires efforts that build community. For example, any Project Teams, such as a welcoming committee, Hope and Help Committee, hospitality committee, etc.
- Provides warmth and welcome at the Parent Council meetings.
- Secures room, childcare, refreshments (for nights with CR meetings also), and welcomes members.
- Upload monthly report to Meeting folder on Google Drive at least one week prior to meeting.

- Provides a monthly report to Parent Council on initiatives and information; including dates and details of upcoming events.
- Provide budget request to Co-Chair by March 1st for following year

Hands Team Member: Inspires and encourages volunteerism and community engagement to do the work of the school.

- Reports to the Chair.
- Attends all Parent Council meetings.
- Encourages volunteerism by organizing quarterly Community Work Days.
- Inspires and supports community engagement through Project Teams to do focused work; for example, a Recruitment Team, etc.
- Initiates and helps select members to participate on the Recruitment Team to identify and solicit potential candidates for leadership positions for the upcoming school year.
- Recognizes volunteers and their contributions to our community, by helping to plan and organize an annual Volunteer Appreciation effort.
- Upload monthly report to Meeting folder on Google Drive at least one week prior to meeting.
- Provides a monthly report to Parent Council on initiatives and information; including dates and details of upcoming events.
- Provide budget request to Co-Chair by March 1st for following year

Heads Team Member: Inspires and supports the academic interests of our community and our classrooms.

- Reports to the Chair.
- Provides Secretary with fliers and announcements and pertinent Heads Team information to be posted in both print and electronic format (Bee, FB, Instagram, class web-sites & school site).
- Advocates, organizes and supports community education; for example education on Waldorf teaching methods, reading groups, discussion groups, and a parenting library.
- Attends all Parent Council meetings.
- Supports community growth, as time permits.
- Identifies opportunities for Parent Council to provide teacher support and appreciation; for example Feed the Faculty, Teacher Appreciation Week, etc.
- Trains, supports, mentors, and facilitates communication with the Class Representatives.
- Leads and facilitates the Class Rep meeting in an atmosphere of integrity and responsibility; while ensuring that all Reps feel welcome and heard.
- Creates agendas for the Class Rep meeting.
- Posts and disseminates agendas and relevant documents one week prior to the meeting to all Class Reps.
- Maintains and updates a database of Class Rep contact information.
- Works with classroom teachers and current Class Reps to identify and recruit potential Class Reps for the upcoming year.

- Upload monthly report to Meeting folder on Google Drive at least one week prior to meeting.
- Provides a monthly report to Parent Council on initiatives and information; including dates and details of upcoming classroom events and community education events.
- Provide budget request to Co-Chair by March 1st for following year

Class Representative: Provides support and facilitates communication at all levels for the classroom teacher and families. (Two Liaisons per classroom is ideal. One Liaison can provide the classroom and teacher support; the other can focus on Parent Council and community-wide activities.)

- Reports to the Heads Team lead.
- See “Classroom Rep Responsibilities and Activities” document

DECISION MAKING

Parent Council uses Parliamentary Procedure to conduct meetings. This Procedure allows everyone to be heard and to make decisions without confusion. Decisions are made by majority vote.

Parent Council meetings are generally conducted as follows:

- Call to Order
- Opening Verse
- Attendance
- Approval of minutes from previous meeting.
- Announcements and opening comments
- Administration and Board reports
- Leadership Team reports
- Committee reports
- Unfinished business from previous meeting
- New business
- Closing Verse and Adjournment

Members are welcomed and encouraged to express themselves during the announcement or comment period of the meeting.

Members that would like to submit a proposal for the entire membership to take action, must submit that proposal to the Parent Council Chair in writing at least one week prior to the Parent Council meeting. Proposals will be reviewed by the Chair, and if aligned with Parent Council's mission, the proposal will be added to the agenda, and the member will be invited to provide an informational overview and brief discussion of the proposal at an upcoming Parent Council meeting during the New Business segment. Only motions placed on the agenda are eligible to be voted on.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Raise your hand.
 - c. Wait until the Chair recognizes you.
2. Make your motion
 - a. Present the motion in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
3. Wait for someone to second your motion; another member will second your motion or the Chair will call for a second.
4. If there is no second to your motion, it is lost.
5. The Chair states your motion
 - a. The Chair will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.

- b. The membership then either discusses your motion, or may move directly to a vote. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it. The mover is always allowed to speak first.
 - c. Once your motion is presented to the membership by the Chair, it may only be amended by you, the person who brought forth the motion.
6. After thorough discussion has occurred, the Chair calls the Vote.

Voting on a Motion:

1. The Secretary informs the Council of member voting eligibility.
2. Eligible members raise their hands to cast their vote.
3. Decisions are made by majority vote.

Another option that is used is to *table the motion*. This motion postpones the vote.

VOTING RIGHTS

Parent Council meetings are open to all members of the Desert Marigold School community. Members are encouraged to participate and vote.

- Parent Council members must be in attendance to cast a vote.
- Each member may cast one vote per motion.
- The Leadership Team consists of the elected Team members. A majority of current Leadership Team Members constitutes a quorum.
- Members must attend the April meeting to vote at the May meeting. The April meeting includes Funding Request presentations and a vote on the new Leadership Team. The May meeting includes a vote on the Funding Requests.

2017-2018 PARENT COUNCIL ELECTIONS

Parent Council elections will occur in May. Elected positions are ***Chair, Co-Chair, Secretary, Treasurer, Heads Team Members, Hearts Team Members, and Hands Team Members***. Candidates serve a *one* year term with the option of extension and a maximum of three consecutive years in any one position.

Recruitment:

Under the direction of the Hands Lead, a Recruitment Team is formed consisting of at least one community member representative from each of the following: Early Childhood, Grades, and the High School. The Recruitment Team is responsible for communicating and posting open Parent Council positions within the community and soliciting nominations for these leadership positions. The charge of the Recruitment Team is to recognize and recruit the most qualified people available for Parent Council positions. Having qualified people step into leadership positions for Parent Council will ensure its success for many years into the future.

Election Procedures:

Parent Council nomination forms are accepted until April 24th. The slate of nominees will be posted at school, and on the Parent Council webpage. The slate will then be voted on at the next Parent Council meeting. Newly elected leaders will begin their terms in June. In the event of a vacancy, a vote may be held at any time during the year to fill the position.

Sample Nomination Form

The Desert Marigold School Parent Council is currently seeking candidates to fill the vacancies for the 2017-2018 school year. Positions that may be open are **Chair, Co-Chair, Secretary, Treasurer, Heads Team Members, Hearts Team Members, and Hands Team Members**. Candidates serve a one year term with the option of extension and a maximum of two consecutive years in any one position. Any DMS member with a willingness and ability to serve and provide leadership is welcome to apply. DMS members who want to nominate someone else for a position may do so.

Nominations will be accepted until 24th of April. The slate of nominees will be posted at school, and on the Parent Council webpage the 25th of April. The slate will then be voted on at the April Parent Council meeting. If you or someone you know wants to be considered for a position, please fill out the form below and return it in an envelope marked "Parent Council Recruiting Team" to the office or you may fill out form on Parent Council page of DMS web-site.

Thank you for considering this great volunteer opportunity! Please review the Parent Council job descriptions, on the Parent Council webpage at <http://www.arizonawaldorf.org/parents/parent-council>.

NOMINEE: _____

POSITION: _____

Telephone: _____ Email: _____

Qualifications/experience:

Nominated by: _____ Date _____

If not self, is the nominee aware of the nomination, and willing to serve?

Yes _____ No _____

Comments:

FUNDING POLICY AND PROCEDURE

The Desert Marigold Parent Council prides itself on the support it provides to the community on all levels. In accordance with the Parent Council mission, it is the intention of the Council that all funds are used responsibly and allocated with integrity and fairness to assist and support our community and our students' educational experience.

The funds raised within that school year will be allocated and spent by the end of the following school year (May). The general parent council body must vote time extensions for use of allocated funds no later than May of the following school year. If funds allocated cannot be utilized within the timeline documented in the request then the funds will automatically revert back to the PC general fund.

Funding/Allocation for Teacher Training (Collegium and Administrative Requests):

- The Collegium and Administration submit a detailed Funding Request to Parent Council by **March 31st**.
- The portion allocated to each category is determined by vote at the May meeting of Parent Council.
- It is recognized that it is the responsibility of the Collegium and Administrative Director to discern and monitor the allocation of those specific funds. The allocations are determined by the Collegium and the Executive Director; in collaboration with the Parent Council Treasurer, who serves as a liaison to this fund.
- The Parent Council Treasurer will provide regular financial reports on this fund and a brief description of the utilization of funds.

Stipulations:

- In the event of special circumstances (training limitations, schedule conflicts, termination of employment) it is the responsibility of the individual to notify and communicate with the Collegium, Executive Director and Parent Council Treasurer to reach a solution on a case by case basis.
- In the event of a separation occurring where PC Funds would not be used to the benefit of DMS, it is the responsibility of the individual to notify and communicate with the Collegium, Executive Director and Parent Council Treasurer to reach a solution on a case by case basis.

Funding/Allocation for Parent Council and General Requests:

Parent Council determines where to allocate the remainder of the funds it has raised. An annual budget is created to help allocate and distribute those funds. The budget reflects the priorities and annual goals of the membership in support of the Parent Council mission. In addition, the budget will reflect operating costs for the Parent Council so that it may continue to support its mission and that of the school.

4. For projects that will need to be managed and monitored, who will be responsible for coordinating with the Parent Council Treasurer to keep financial records and provide a progress report on the utilization of funds?

Signature of Requestor(s): _____

Date_____

Signature of PC Chair:_____

Date_____