



# **Rising Sun Montessori School**

## **Parent Committee Guidelines**

7006 Rossmore Lane El Dorado Hills, CA 95762  
(916) 936-2333

## Purpose

Rising Sun Montessori School recognizes the significant role that families play in the livelihood of a school community. The Rising Sun Parent Committee is a volunteer group of interested parents who meet monthly to plan social activities open to all families of Rising Sun Montessori School. The Parent Committee sponsors these events to foster friendships, build positive school spirit, nurture parent-to-parent and school-to-parent communication, help with special classroom and administrative needs on a volunteer basis, and raise funds in conjunction with school-wide development policies and program.

The Rising Sun Montessori School Parent Committee serves the school's best interests by supporting the school's mission, programs, and activities. The Parent Committee works closely with the Head of School and the Rising Sun School Board. All funds raised by the Parent Committee belong to the school and are turned over to the school's business office for deposit. No separate bank accounts will exist for the Parent Committee.

## Membership Eligibility

Parents of students currently attending **Rising Sun Montessori School** are eligible to participate in the Parent Committee and to perform officer duties of the committee as needed. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending **Rising Sun Montessori School**. At the beginning of each school year, the committee shall send a welcome letter to inform parents of the committee.

## Officers

For organizational purposes the committee shall have the following officers: president, vice-president, secretary, treasurer. There shall be no qualifications for any office other than to be a parent of a child attending **Rising Sun Montessori School**.

### **Term of Office and Term Limits**

The term of office shall be from July 1st through June 30th. All parent members are eligible to run for any office. Term limits for each officer position of the committee shall be **one** consecutive one year terms.

### **Voting Privileges:**

Each officer of a child currently enrolled at **Rising Sun Montessori School** shall be entitled to one vote. Proxy voting or absentee balloting is prohibited

### **General Duties of Officers:**

President: The president shall preside at all meetings of the committee. The president shall encourage meaningful participation in all parent and school activities. The president shall meet regularly with the Board of Directors to plan the agendas for the general parent committee meetings. The president shall assist with the June transfer of committee records to the incoming Board of Directors.

Vice-President: The vice-president shall attend meetings of the committee and shall assist the president and assume the president's duties in his/her or their absence or at the president's request. The vice-president shall assist with the June transfer of committee records to the incoming Board of Directors.

Secretary: The secretary shall record minutes at all committee meetings. The secretary shall prepare notices, agendas, sign-in sheets and materials for distribution. The secretary shall prepare and read the minutes of



each committee meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval. The secretary shall maintain custody of the committee's records on school premises. The secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the committee. The secretary shall assist with the June transfer of all committee records to the incoming Board of Directors.

**Treasurer:** The treasurer shall be responsible for financial affairs and funds of the committee. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises. The treasurer shall adhere to and implement all financial procedures established by the Board of Directors. The treasurer shall prepare and present a written report of all transactions at every Board of Directors and Parent Committee meeting. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period. The treasurer shall also prepare the committee's interim and annual financial reports. The treasurer shall make available all books and financial records for viewing by members upon request and for audit. The treasurer shall assist with the June transfer of all committee records to the incoming Board of Directors.

### **Election of Officers:**

Officers shall be elected by the last day of each school year for a one-year term beginning July 1. Any timeline established by the committee to complete the nominations and election process must adhere to this timeframe. The Head of School will be asked to make selections by April 1, but no later than May 1.

Employees or employee spouses of **Rising Sun Montessori School** may not serve as members of the Parent Committee. This restriction applies equally to employees who have a child currently attending **Rising Sun Montessori School**.

**Nominating Committee:** A nominating committee must be established during **March**. The nominating committee shall consist of three to five members. The members of the nominating committee shall be selected by the Head of School, subject to the approval of the Board of Directors. The nominating committee shall choose one of its members to serve as chairperson. No person employed at **Rising Sun Montessori School** shall be eligible to serve on the nominating committee. No person who is running for office may serve as a member of the nominating committee.

The nominating committee shall solicit candidates from the membership in writing. Notices should be translated into languages spoken by parents in the school whenever possible. The nominating committee will also be responsible for conducting the candidate interviews.

The nominating committee's duties include the following:

- canvassing the membership for eligible candidates;
- preparing and distributing all notices of any meeting pertaining to the nomination and election process
- verifying the eligibility of all interested candidates prior to the election.

### **June Transfer of Records**

All records must be maintained for 6 years. Outgoing Board of Directors must ensure that records are transferred to the newly elected Board of Directors, including all parent contact information obtained during their term of office. Transfers must occur on school premises, in the presence of the Head of School, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose.

## **Removal of Officer**

Any officer who fails to attend 3 consecutive parent committee meetings shall be removed from office by recommendation of the Board of Directors or motion from a member. A two-thirds vote of the membership present is required for approval. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings.

Committee officers may also be removed for unsatisfactory performance through the process outlined below:

- At any general meeting, a committee member may make a motion to begin the process of removing an officer for unsatisfactory performance.
- If the motion is approved by two-thirds of the assembled officers, the general membership must select a review committee by majority vote.
- The review committee will gather relevant information and present its findings to the parent committee to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general meeting within 30 calendar days of the date the motion was presented.
- The result of the motion must be submitted in writing to the Head of School.

## **Meetings**

### **Meetings**

The general meetings of the committee shall be held monthly, September through June, on the **Third, Friday** at **3:30 p.m.** unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous **Friday**, as determined by the Board of Directors. Written notice of each meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least ten calendar days prior to the scheduled meeting.

All meetings, including committee must be held in the committee's home school. Under no circumstances are committee meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs). All parents may attend and participate in general meetings.

### **Order of Business**

The order of business at meetings of the committee, unless changed by the Board of Directors shall be:

- Call to Order
- Reading and Approval of Minutes
- President's Report
- Treasurer's Report
- Head of School's Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Adjournment

### **Quorum**

A quorum of **3 committee members and a minimum of 1 Board of Directors member** shall be required in order to conduct official committee business.



## **Minutes**

Minutes of the previous meeting shall be available in written form and read for approval at every general meeting. The minutes of any committee meeting must be made available to any parent upon request.

## **Financial Affairs**

### **Fiscal Year**

The fiscal year of the committee shall run from July 1 through June 30.

### **Budget**

The Board of Directors shall be responsible for the development and/or review of the budget process, which includes:

- The Board of Directors must review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a proposed budget for the next school year.
- The proposed budget for the upcoming fiscal year must be presented to and approved by the parent committee no later than the May meeting.
- The Board of Directors must review the proposed budget in July for presentation and discussion during the July meeting. Budget amendments may be proposed at this time.
- The Board of Directors must finalize the budget process for the parent committee no later than the August meeting.
- The counting and handling of any cash, checks, or money orders received by the committee, must be completed by at least 2 people, the treasurer and another parent committee member or one parent committee member and a school administrator. These committee members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The committee's financial records must display the total amount of funds and the signatures of the committee members who participated in counting the funds.
- The Head of School's written consent is required when a fundraising activity is held.
- All funds should be given to the school office within 1 business day of receipt, but in any event, no longer than 3 business days. All funds must be secured in a locked location on school premises. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence.
- Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, committee minutes related to the financial transactions, etc.)

The budget may be amended by approval of the Head of School at any regular meeting.

### **Financial Accounting**

The treasurer shall be responsible for all funds of the committee and shall keep accurate records. Parents must obtain written approval from the Head of School before collecting fundraiser proceeds from students.