

# Birch Lane Elementary School’s Montessori Parent Advisory Council

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## **Article I : Name**

The name of this association shall be Montessori Parent Advisory Council, or, MPAC. (Here in after referred to as MPAC.)

## **Article II : Purpose**

MPAC shall support the Montessori philosophy, programs, education, staff development and activities for the benefit of all students, parents, teaching staff and administrators in the Montessori program within the Davis Joint Unified School District. MPAC shall facilitate communication and parent education as well as encourage and coordinate volunteerism. MPAC will assess and support the Montessori program needs. MPAC, which is comprised of Montessori parents, Montessori teaching staff, and administrators, shall foster a spirit of inclusion, partnership, community, and cooperation.

## **Article III : Membership**

Membership is free and open to any Birch Lane Montessori parent, Montessori teaching staff, or site administrator interested in supporting the goals and mission of the Montessori program.

## **Article IV : Officers and Committees**

### **Section 1. Executive Board**

A. The Executive Board of MPAC shall consist of a President; Vice President or Co-President; Treasurer; Secretary; Historian; Community Outreach Coordinator; and a Montessori teaching staff representative.

### **Section 2. Nominations**

- A. Open Executive Board positions will be filled in the spring of each school year.
- B. The Executive Board may choose to create an Elections Committee to coordinate election activities.
- C. The President or Elections Committee shall advertise open Executive Board positions in March, announce the slate in April, and hold elections in May.
- D. Nominations for open positions shall be solicited from the entire membership of MPAC.
- E. Nominees must: consent to serve if elected, be a member of MPAC, and adhere to the stipulations outlined in Section 5 “Terms.”

- F. Montessori teaching staff shall determine its own nominating process for the Montessori teaching staff representative position.

### Section 3. Election and Vacancy

- A. All eligible nominees will be presented to the entire membership of MPAC for a vote.
- B. The individual receiving the most votes for each vacancy will be elected to fill that vacancy. Ties will be decided by a majority vote of the current Executive Board.
- C. The Montessori teaching staff shall appoint all teaching staff vacancies through their own process.
- D. If any member of the Executive Board is unable to fulfill his or her obligations or complete his or her term, the Executive Board shall appoint an interim board member following the procedures outlined for executive meetings in Article V, Section 1 below.
- E. The Executive Board may form committees as needed.

### Section 4. Voting

- A. Voting will be made available to all MPAC members regardless of whether they are present at the May MPAC meeting or not.
- B. Absentee ballots will be provided in advance to those who can not attend the meeting.
- C. A ballot box will be placed in the Birch Lane school office. All ballots are due in the office by 3:30 on the day of the May MPAC meeting. The principal will tally the votes and provide this information to the attendees of the May meeting.

### Section 5. Terms

- A. The term for each Executive Board office position is two years.
- B. An officer may not serve consecutively in the same position.

### Section 6. Duties

- A. **President** shall: convene and preside over regularly scheduled MPAC meetings; ensure that an agenda is prepared and presented; coordinate the work of officers of the association and create committees as needed for MPAC to meet its objectives; be the official representative and spokesperson of MPAC.
- B. **Vice / Co-President** shall: act as assistant to the president and assume responsibilities of the president in the absence or inability of the president to act; coordinate fundraising efforts, conduct all necessary correspondence of the parent advisory committee upon authorization of the president or executive board; manage the Montessori list serve, website and Facebook page.
- C. **Secretary** shall: keep accurate records of MPAC actions (including sending out meeting announcements, taking minutes at all board meetings, distributing copies of minutes and the agenda to each board member, and ensuring that appropriate records are maintained).
- D. **Treasurer** shall: receive and deposit all funds collected on behalf of MPAC in an account at a recognized financial institution approved by the executive board; disburse funds authorized by the executive or members; maintain an accurate record of all receipts and expenditures and make a report at each board meeting.

- E. **Community Outreach Coordinator** shall: promote and publicize the Montessori program within the Davis community as directed by MPAC president and executive board; coordinate outreach activity volunteers (as outlined in Miscellaneous below)
- F. **Historian** shall: keep a record of MPAC's accomplishments and activities by attending and documenting events with photos; collect items, such as pictures and news clippings, about MPAC and its members; organize a compact, but, complete, scrapbook or digital product to tell a story for the year.
- G. **Montessori teaching staff representative** shall: serve as a liaison between the Birch Lane staff and the Montessori Program.

## Article V : Meetings

### Section 1. Executive Meetings

- A. The MPAC Executive Board meetings shall be determined by the President.
- B. A quorum for Executive Board meetings shall consist of a simple majority of the Executive Board members in attendance at the meeting.
- C. Executive Board actions will be considered approved if they receive an affirmative vote by a simple majority of the Executive Board.
- D. Minutes will be taken at Executive Board meetings and will be made available to MPAC members.

### Section 2. MPAC Meetings

- A. MPAC meetings shall be determined by the Executive Board. MPAC meetings include all meetings where the entire membership is notified. These MPAC meetings may include speakers, educational opportunities, general business and information.
- B. A quorum for MPAC Meetings shall consist of a simple majority of the Executive Board members in attendance at the meeting.
- C. MPAC actions will be considered approved if they receive an affirmative vote by a simple majority of MPAC members in attendance at the meeting.
- C. Minutes will be taken at MPAC meetings and will be made available to MPAC members.

## Article VI : Budget

- A. A budget of projected annual revenues and expenses shall be developed and approved by the MPAC Executive Board. The MPAC Executive Board can submit a spending request to the non-profit Davis Montessori Education Foundation, hereafter known as DMEF. Other fundraising sources may be considered.
- B. Bylaws of the DMEF regulate expenditures and budgets for DMEF.

## Article VII : Amendments

- A. Bylaws may be amended at any meeting of MPAC by two-thirds of the voting members present, provided that written notice of such proposed amendments have been sent to each member no less than one week in advance of such meeting.

## Article VIII : Miscellaneous

- A. As with any organization in association with the Davis Joint Unified School District, MPAC falls under the auspices of the Board of Trustees.
- B. Individual Volunteer Opportunities: MPAC sponsors events that make a huge difference to the program. Individuals may volunteer, be recruited and/or elected to fill the lead for an event by action of the MPAC's Executive Board. Such events are, but are not limited to, the following types of events:
  - Individual "FUN" draiser events (ideas always welcome)
  - In charge of posting & removing reminders at school for MPAC meetings & upcoming events (1/month & as needed for events)
  - PTA rep (1/month)
  - Classroom Reps (1/month/as needed)
  - Monitor School Board Meetings & report back to MPAC (1/month)
  - Parent Education Events (1-4/year)
  - Back to School Montessori Family Picnic (August/September)
  - T-Shirts (September/October)
  - "Unfundraiser" (November/December)
  - Davis Diamonds (winter)
  - Pizza Night (November)
  - Preschool Outreach (February/March)
  - Farmer's Market Info Booth to coincide with kinder registration (February/March)
  - Family Fun Night(s)/Event(s) (January/?)
  - Farmer's Market Picnic (May)