



Charlotte Preparatory School Parents' Association Operating Principles

PURPOSE

The purpose of the Charlotte Preparatory School Parents' Association is to support the mission of the school and help create a united, inclusive, and supportive school community. The PA works with the staff and parents to keep Charlotte Prep a vibrant and joyful place to learn. In particular, the PA will:

- Build and maintain a positive community spirit
- Raise funds for special programs
- Offer educational opportunities for parents through PA events, forums, meetings, and communications
- Support the work of faculty and staff
- Help new families assimilate into the school community
- Promote open and healthy communication between families and the school

The PA is not a policy-making or lobbying body and recognizes that the power to establish and carry out school policies resides with the Board of Trustees and school administration.

MEMBERSHIP

Current Charlotte Prep parents and guardians shall be members of the Parents' Association.

STATEMENT OF INCLUSION AND DIVERSITY

The PA is committed to inclusion and diversity in all of its endeavors, including but not limited to leadership opportunities, parent engagement, planning meetings, and community and social events. PA events and meetings will be scheduled with the intent of reaching the widest range of parents possible.

ORGANIZATION

The PA is headed by the PA Council, which is comprised of the following officers: President, Vice-President, Treasurer, Secretary, and Past-President. The PA Council works closely with the Director of Development and Head of School to plan the activities of the PA.

The Parents' Association serves at the pleasure of the Charlotte Preparatory School Board of Trustees, and its actions shall be closely coordinated with the administration to ensure

common purpose and priorities. The Director of Development is the administrative liaison to the Parents' Association.

The day-to-day functions of the PA are divided into various standing and ad-hoc committees. Each committee will have a chair to organize its activities, which are coordinated and approved by the PA Council. Operating principles of the PA can be amended by the PA Council with final approval coming from the school administration.

OFFICERS

The Parents' Association is managed by the PA Council, which is comprised of the following officers:

President: the President is responsible for coordinating all efforts of the various committees and ensuring that PA actions are aligned with the Charlotte Prep administration. The President will chair the PA membership and PA Council meetings. In addition, the President will work with the administration to recruit new PA Council members from the general membership.

Vice President: the Vice President will assist the President with the operations of the PA. This position will also build institutional knowledge and gain practical experience leading the PA, and it is assumed the Vice President will take on the President's role when appropriate.

Treasurer: the Treasurer will keep PA financial records and present a budget to the membership, work with the business office to ensure PA funds are properly managed, and assist committees with preparing budgets and requesting funds for PA activities. The Treasurer will share PA financial statements with parents at regular intervals throughout the school year.

Secretary: the Secretary will attend PA meetings, take notes, and publish the agreed upon minutes on the school's internal website.

Past President: The immediate past President will serve on the PA Council for one year to ensure continuity of leadership.

SELECTION OF OFFICERS

Any parent/guardian who has a child enrolled at the school for at least one year may serve as an officer of the PA. Because staff who have children at the school already have ways to be engaged with the operations of the school, staff parents may not be officers. Officers will be chosen in the following manner:

In March of each school year, the PA Council, Director of Development, and Head of School will discuss possible candidates to fill officer positions in the next school year.

In March of each school year, the President will notify the parent body of opportunities to serve on the PA Council and seek nominations for these positions. Parents may self-nominate for officer positions.

In April of each school year, the PA Council, Director of Development, and Head of School will review nominations for officer positions. Following this review, the President of the PA, Director of Development, and Head of School will appoint the President for the next school year.

In May of each school year, the President-elect of the PA, in consultation with the Director of Development and Head of School, will choose officers for the next school year.

TERMS

Each officer is appointed to a one-year term starting July 1. Terms are renewable for one additional year. No officer is permitted to serve more than two years in the same position.

VACANCIES

When there is a vacancy in the PA Council, the President of the PA will work with the Director of Development and Head of School to secure a replacement for the remainder of the school year. In the event of a vacancy in the office of the President, the Vice-President shall assume the duties of President.

ROOM PARENTS/DIVISIONAL LIAISONS

All parents and guardians who have been enrolled at the school for at least one year may serve as a room parent or divisional liaison. There are two room parents for each section of each grade and one divisional liaison per division. Room parents and divisional liaisons will be chosen in the following manner:

In April or May of each school year, the President-elect will solicit nominations for room parents and divisional liaisons via the school's weekly newsletter. The President-elect will consult with other officers-elect and appoint room parents and divisional liaisons for the next school year before June 1. Room parents and divisional liaisons serve one-year terms and may be appointed again after a one year break in service. An exception to the one term rule may occur when a student is in a Primary cycle classroom for two or more consecutive years

MEETINGS

The PA will hold regular meetings, the schedule of which will be announced at the beginning of the school year. All parents/guardians are welcome to attend PA meetings. Agendas for PA meetings will be sent in advance and meeting minutes will be posted on the school's internal website. In addition to regular business meetings, the PA will sponsor speakers and events

that are of value to the school community.

FISCAL AND FUNDRAISING OPERATIONS

The PA raises money to support and benefit the school. All PA funds are overseen by the school's business office. The PA budget shall be approved by the Director of Finance and Operations on an annual basis. The PA will provide members with regular financial reports throughout the school year. Fundraising activities of the PA are coordinated with and approved by the Director of Development. All contracts or agreements with vendors initiated by the PA must be approved by the Director of Finance and Operations.