

# PONS PARENT BOARD HANDBOOK

(Updated: September 2019)



## **2019-2020 Parent Board Member Positions :**

President - Sara Anglemire

Vice-President - Nicole Gelo

Secretary - Cindy Mascola

Treasurer - Stephanie Morgillo

Fundraising - Aylcia Gagnon

Publicity - Kelly Iannuzzi

Technology - Alana Joli Abbott

Maintenance - Joe Morgillo

Room Parent Rep - Becca Mitchell

\*Please note that these roles can be shared by more than one person and that everyone on the board works as a team to help support each position to ensure the success of every event, fundraiser, and decision affecting the school.

It is also everyone's job to spread the word about what a great school PONS is!

## **Parent Board Member Descriptions:**

### **PONS President Job Description**

- Support and assist PONS Director with school decisions, activities, and duties. This could include deciding dates of events, when to cancel things if need be, addressing parental concerns, planning and future year discussions (tuition increases, changing hours, changing program to adjust to competition in town, etc.)
- Run Board Meetings. Attempt to keep meetings on topic/agenda.
- Make agendas for meetings with the PONS Director and e-mail it along with meeting reminders to board members a few days prior to meetings.
- Consult with bookkeeper and PONS Director about school budget issues.
- Minor accounting duties (i.e. signing checks, weighing in on some financial decisions, signing certain bills and documents, etc.)

- Oversee and assist on events happening at school. Although you want each board member to handle their respective duties, you may need to keep in touch and up to date on developments of events. Follow up with board members to ensure things are falling into place and moving according to schedule.
- Handle the rental apartment above the school. If current tenant vacates the property, you will need to advertise the apartment, show it to prospective renters, get applications and fees to our lawyer for background checks, etc.
- Answer questions from parents and community about the school and/or bring said questions to PONS Director's attention if it of concern.
- Spread the word about what a great school PONS is!

### **PONS Vice-President Job Description**

- To assist the president and act in her/his absence (i.e. running meetings, making decisions with the director, helping with activities, etc.)
- The vice-president is responsible for the monthly newsletter.
- The vice-president is responsible for annually updating the board handbook.

### **Secretary Job Description**

- The secretary is responsible for taking the minutes for each PONS meeting.
- This role as a member of the board, also includes assisting others at school events/fundraising efforts (where needed or asked).
- Take notes and print minutes to be distributed to board members and staff.
  - Email or mail minutes to board members as soon as possible after each board meeting.
  - Post a copy of the minutes on the parents' bulletin board.
  - File a copy of the minutes at school.
  - Keep a notebook of the minutes.
  - Make copies of minutes to be passed out at the next board meeting. Copies may be made on the school copy machine.
- Post a notice for all board meetings at least three days prior to the meeting.

- Notify board members several days in advance to remind them of the date and time of the next board meeting.
- Assist with school correspondence as needed.
- At the annual meeting in May, read previous year's minutes and take minutes of the annual meeting.
- Give written notice of the annual meeting to the trustees and distribute to the trustees copies of the minutes and financial report(s) of the meeting.
- At the end of the school year, save all the minutes onto a flash drive to be stored at school. Minutes on a home computer can be e-mailed to school to be saved if the home computer does not have the ability to save to a flash drive.
- Your signature will be one of three for the school's savings account. Two signatures are needed for any withdrawal over \$200. Treasurer and Vice-President are the other two signatures.

### **Treasurer Job Description**

- The treasurer works closely with the fundraising co-chairs, handling the money at the Fall Festival and other fundraising events.
- The treasurer assists the fundraising team with the organization of all fundraisers.
- The treasurer works with the president, director, and bookkeeper to develop an annual budget proposal for the board.
- The treasurer retains a "third party point of view" when reviewing the books for the close of the fiscal year.

### **Fundraising Chairperson or Co- Chair Job Description**

- The fundraising co-chairs coordinate and organize all fundraisers for PONS, mainly the annual Fall Festival, the school's largest fundraising event.
- The fundraising co-chairs brainstorm new fundraisers for the school and present them to the board.

### **Publicity Chair Job Description**

- The publicity chair promotes the school to the public and make people outside of the school community aware of events and happenings including Open Houses, the Fall Festival, and school registration.
- The publicity chair is responsible for designing, printing, and managing the circulation of flyers to interested parties, and announcing details to publications. The job consists of four parts: online media, print media, flyers, and signs:
- Online media consists of posting event announcements or blog posts on a few websites such as Branford Patch, Macaroni Kid, and local newspaper websites.
- Print media involves notifying the local papers about events and making sure that the school is listed in various directories including CT Parent and others.
- A few times per year, the publicity chair distributes or displays flyers at places like local town libraries, fairs, local church Sunday Schools, the Park and Rec building, the Main Street businesses, and anywhere else they can think of to reach our target market of young families with preschool age children.
- The publicity chair is also responsible for signage. This may include changing the message on the sandwich board signs and periodically putting them up out in front of the school and around town in key locations to help get the word out about our activities (i.e. on lawns, the green, and/or certain intersections around town).
- A benefit of the position is that the work can be done whatever day or time is most convenient.

### **Technology Chairperson Job Description**

- The technology chairperson advises and supports the board with computer and technology support.
- The technology chairperson will serve as a “webmaster” by updating the PONS website (calendar, events, etc.), promoting and posting reminders of events, posting pictures from school, etc. on Facebook when requested and necessary.
- The technology person works closely with the president and director when the need to cancel or postpone an event arises. Typically the president will send an announcement of any changes via e-mail to parents but it is the technology chairperson’s job to “get the word out” via the school’s website and other social

media platforms in which the school engages where people may seek such information.

### **Maintenance Chairperson Job Description**

- The maintenance chairperson oversees the maintenance and repair of the school building, apartment, the school grounds, and the outdoor play area and equipment.
- The maintenance chairperson organizes the Clean Up/Fix It Days in both the fall and spring.

### **Room Parent Representative Job Description**

- The room parent representative represents the parents at the board meetings and acts as a liaison between the parents, the teachers, and the board communicating any concerns any of the groups may have.
- The room parent representative organizes social events for the school such as the Welcome Picnic at the beginning of the year, parent outings, and other school events.
- The room parent representative organizes and posts the monthly snack calendar.
- The room parent representative organizes refreshments for events when need be.
- The room parent representative also organizes school collections for gift giving purposes. Gifts are traditionally given to the teachers during the holiday season, teacher appreciation week, and the end of the year. The end of year gift to the school is something the school needs or can use and any money left over goes towards a small token to the teachers to thank them for all they do.

## **Staff Board Member Descriptions:**

### **Education Director**

- Attend monthly Board meetings.
- Work with the Board, keeping them informed of all school activities.
- Inform Board members of school related responsibilities, i.e. taxes due in November (accountant appointed by Board), State Licensing required bi-annually (done by Director), CT Corporate Annual Report (done by President)

**Bookkeeper:**

- Maintain an expense and income ledger, to send tuition bills and maintain proper records of all receipts.
- Attend all board meetings and distribute copies of the monthly financial report to the Executive Board.
- She/he shall pay biannual corporate fees, close books at the end of the fiscal year (June 30th), to prepare for audit and assist the school tax preparer, and perform any other duties as per contract.

**Teacher Representative:**

- Represents the teachers at Board meetings.
- Report Board actions to the teachers.