

PARENT COUNCIL MISSION AND TASKS

MISSION

The Parent Council (PC) seeks to develop and promote a communicative, collaborative, and cohesive relationship between the parents, faculty, and students of River Oak Charter School. The Council facilitates and supports fundraisers that benefit the school community, assists in the organization of school events, and serves as the Voice of the Parent Body.

TASKS

Each PC representative serves as a liaison between the parents in his/her class and the PC. The representative should receive and relay questions, concerns and suggestions from the parents to the PC, and should keep the class informed about PC activities.

The PC provides the Faculty with information pertaining to the parents' roles, concerns and ideas, and integrates direction from the Faculty.

The PC ensures that parents are represented on the Charter Council. To facilitate communication, the PC encourages parents to attend Charter Council meetings and Charter Council members to attend PC meetings.

The PC makes sure that parents are informed about fundraising and general school policies, Steiner-related training for parents, and any other information pertaining to the education, health, and safety of their children.

The PC assists the classes with their fundraising goals. PC reviews all classroom fundraisers to assure that ROCS standards are met. PC will vote to recommend classroom fundraisers to Charter Council for authorization.

PARENT COUNCIL BYLAWS

1. Name

The name of the organization is the River Oak Charter School Parent Council (hereinafter the "Council".)

2. Functions

2.1 The Council serves as a forum for the discussion of matters of interest and concern to the parents of the school. These discussions may result in actions designed to deal with a situation or recommendations to the faculty and/or administration for their consideration and/or action.

2.2 The Council provides a communication channel between the parents and other

individuals and groups, both within and outside the school community. A representative of the Parent Council may attend Charter Council, Faculty Council, and Site Council meetings.

2.3 The Council coordinates fundraising activities and oversees the allocation and disbursement of Parent Council fundraising monies: such disbursements are consistent with established principles (see Fundraising Guidelines).

2.4 The Council oversees the election of the parent representatives to the Charter Council. The Council will review applications and representatives to the Charter Council will be approved by majority vote.

3. Members

The Council is comprised of a class representative from each of the classes at River Oak Charter School. In addition, the school administrator and Faculty Council representative serve on the Council. A Charter Council representative, an Educational Foundation representative and a Site Council representative are welcome to serve on the Council. They participate in discussions, but do not have a vote at Council meetings.

4. Appointment of Members

4.1 Class representatives

Class representatives are selected from each class by the teacher and/or parent body. In addition, an alternate Parent Council member is assigned who can attend meetings and vote in the absence of the PC representative.

4.2 Other representatives

The Faculty Council, Educational Foundation, Charter Council and Site Council representatives are appointed by their respective Councils.

4.3 Length of term

Class representatives and their alternates are appointed for one-year terms. The term runs from the start of school year through August.

4.4 Term limits

There is no limit to the number of terms a class representative may serve.

4.5 Recall of class representative

If a class representative misses two or more consecutive PC meetings without alternate representation, the representative may be recalled by a majority of the voting members of the Council. The class teacher will be informed that a new class representative is needed.

5. Duties of Class Representative

5.1 Attend Parent Council meetings

5.2 The primary duty of a class representative is to create and maintain a channel of communication between the Council and the parents and teacher for the class. The purpose of such a channel is to assure that parents are apprised of Council and other school activities and that the Council is informed about class needs, activities and so forth. Each class representative will have a slot on the Parent Night agenda for their respective classes, and shall give a summary of any recent Parent Council activities, discussions, or updates.

- 5.3 The PC representative will encourage and facilitate volunteer efforts, and/or assign volunteer tasks as needed.
- 5.4 In addition, class representatives (1) welcome and provide any necessary orientation for new parents. Welcome Packets including a class roster, information about our Councils, the fundraising guidelines and other pertinent school information will be given to the new parent by the PC rep. (2) maintain contact with the class teacher, and (3) attend all class meetings.

6. Officers and Duties of Officers

6.1 Officers

The officers of the Council are: Chair, Vice Chair, Secretary and Treasurer. Note the Chair does not serve as the class representative due to the time commitments associated with chairing the Council; consequently, an additional class representative is appointed to replace the Chair. At its discretion, the Council may waive this section.

6.2 Election of Officers

Each of the officers identified above is elected by a majority vote of the voting members of the Council. The election of officers will be held annually at the final PC meeting of the school year to ensure a smooth transitions from year to year.

6.3 Duties of Chair

The Chair (1) prepares Council meeting agendas, (2) posts the agenda (3) presides at Council meetings, (4) is the contact person for any individual or group which has business to bring before the Council and (5) is one of 2 signers on Parent Council checks.

6.4 Duties of Vice Chair

The Vice Chair (1) presides at Council meetings in the absence of the Chair, (2) is one of two signers on Parent Council checks and (3) assist Secretary with Fundraising Calendar.

6.5 Duties of Secretary

The Secretary (1) prepares the minutes of Council meetings, (2) maintains and updates all Council records in the Parent Council binder located in the mail room, including the minutes, approved or rejected fundraiser proposals, fundraising calendar, and any PC communications and (3) Posts the approved minutes and Fundraising Calendar.

6.6 Duties of the Treasurer

The Treasurer is responsible for Council funds. In this regard, the Treasurer (1) processes funding requests as authorized by the Council, (2) provides monthly budget reports, and (3) Is one of 2 signers on Parent Council checks, (4) updates signature cards for the checking account, and (5) files our IRS form 990-N.

6.7 Dual Officer Responsibilities

Members may have dual officer responsibilities if this is approved by a majority vote of the Parent Council, and does not affect the officer's ability to perform both efficiently and to the satisfaction of the Parent Council.

6.8 Recall of an officer

If it is determined that an officer is not performing adequately, as defined by the

Duties set up in the Bylaws, the officer will receive a formal letter citing areas of inadequate performance, a deadline by which these inadequacies must be corrected, and their possible recall as an officer if the deadline is not met. Officers may be recalled by a majority of the voting members of the Council. The recalled officer may continue to serve as a class representative. The Council will appoint a new officer in the manner prescribed above.

7. Meetings

7.1 Meetings

Meetings are held monthly on the 1st Thursday of the month, at 5:30 pm. in the Teachers Lounge at River Oak Charter School. Additional meetings, including emergency meetings, are scheduled as necessary. Summer meetings may be scheduled at the discretion of the members.

7.2 Emergency Meetings

Emergency meetings may be called to discuss and vote on matters that are time-sensitive and may require immediate action such as time-limited fundraisers. Emergency meeting announcements must be posted in **three** locations 24 hours in advance (E-mail and phone call notifications count as one location).

7.2a Proxy Votes:

Because of the short notice of Emergency meetings, proxy votes are accepted from Council members if they are unable to attend the meeting. Proxy votes can be in writing, via e-mail, or phone calls submitted to the Chair or a designated PC representative at the Emergency Meeting.

7.3 Order of business

The normal order of business is as follows:

1. **Call to order**
2. **Roll Call**
3. **Approval of minutes**
4. **Approval of Agenda**
5. **Public Comment**
6. **Action Items**
 - A. **Fundraiser Approvals**
7. **Reports:**
 - Administrator's Report*
 - Treasurer's Report*
 - Faculty Report*
 - Charter Council Report*
 - Ed Foundation Report*
 - Classroom Report (as needed)*
 - Site Council Report*
 - Grant Writing Committee Report*
8. **Ongoing Business/Overview Report**
9. **Upcoming Events/Updates**
10. **Adjournment**

7.4 Agenda items

Anyone interested in bringing up a topic for discussion at Parent Council meetings can place items on the Parent Council agenda by contacting the Chair, writing the item on the posted PC agenda, or placing a note in the Parent Council box in the mail room. Agenda items must be submitted **seven** days prior to the next Parent Council meeting.

8. Voting and Quorum

8.1 Voting members

The voting members are the appointed class representatives, including those whose appointments are temporary, or their alternates (when present).

8.2 Quorum

A quorum, for matters requiring a vote, consists of fifty percent of the voting members.

9. Amendments

Amendments require a two-thirds vote of all voting members.

ROCS is a 501(c)(3), a non-profit group, that will comply with the rules and regulations of this title.

Lunch Fundraising Guidelines

Upper grades will have first chance at lunch fundraisers because they are most in need of raising funds for their 8th grade field trip. When the current 8th grade class no longer wishes to participate in a lunch fundraiser, or upon graduation, 7th grade will have the first option to take it over. If 7th grade declines, the next lower class will have the same option until a class that is not participating in a lunch fundraiser chooses to participate.

Those doing lunch fundraisers will provide detailed information to all classes and the front office including cost per meal, checks payable to whom, the hosting class, the contact person's name and telephone number, the day being served, and meal content.

There is a limit of one lunch fundraiser per class.

Lunch fundraisers are approved for the school year. All classes providing lunch fundraisers must re-apply by the June Parent Council meeting to continue the fundraiser for the next school year.

Lunch fundraiser proceeds belong entirely to the class providing them.