



Montessori
Central Kitsap
Parents Association

2024 Edition

Central Kitsap Montessori Parents Association

POLICY MANUAL

Introduction

The Central Kitsap (CK) Montessori Program has a commitment to involve parents of children enrolled in the program. The program is supported by the Central Kitsap Parents Association (CKMPA) elected and appointed Board members.

The elected CKMPA Board members consist of:

- President
- Vice President
- Secretary
- Treasurer

The appointed CKMPA Board consist of:

- Auction Chair
- CKMPA/PTA Liaison
- Classroom Coordinators
- Events Coordinator
- Fundraising Chair
- Garden Chair
- Hospitality Chair
- Humanitarian Projects Coordinator
- Newsletter Editor
- Volunteer Coordinator
- Webmaster

Additional potential appointed positions to further the work of the MPA include:

- Art Docent Coordinator
- Bulletin Board Coordinator(s)
- Classroom Art Docent
- Childcare Coordinator
- Grant Writer
- Public Relations Chair
- Theater Chair

The intent of the clear delineation of operations is to aid in volunteer recruitment and management by motivating parents to join and volunteer in ways that use their skills and personal interests to support children and teachers in the CK Montessori program.

Mission Statements

Montessori Parents Association

Understanding that parents are our children’s first teachers, the Central Kitsap Montessori Parents Association (CKMPA) will work diligently to model Montessori philosophy as a way of life for our children. We will honor those who initiated the Central Kitsap (CK) Montessori program in Central Kitsap School District (District) by committing ourselves to ensure it continues in the District. We will remain true to the ideals of Maria Montessori and support our teachers as they continue to provide high-quality Montessori education in the public-school setting.

Montessori Advisory Council

The purpose of the CK Montessori Advisory Council (MAC) is for CK Montessori teachers to work in conjunction with the CKMPA Board to identify needs--volunteer or financial--and help teachers prepare high-caliber and engaging educational material and opportunities for our students while ensuring all district mandates are met. The MAC advises the CK Montessori program and advocates for the integration of the Montessori philosophy and curriculum with district and state standards. It communicates the financial needs of the program, including Montessori instructional materials and staff development, to the CKMPA. The MAC works with the District Community Relations, the school Principal, and the CKMPA to promote the program, publicize the application/enrollment process, and support community education about Montessori. The MAC also assists the District in the recruitment of Montessori-trained teachers, if needed.

CKMPA Meetings

The CKMPA will host monthly meetings on the second of each month. Meetings may also be held on the third Tuesday of the month if a conflict arises. Meetings may be held in person, via phone, or via video-hosting platform. This will be at the discretion of the President and CKMPA Board, contingent upon availability of venue and CKMPA Board members.

The President will set the agenda for the meeting, including input from the CKMPA Board.

1. The order of business shall be:
 - Call to order
 - Reading and approval of minutes
 - Reading and approval of financial report
 - District report
 - Principal/Staff report
 - Committee reports
 - Old business
 - New business
 - Other business
2. The order and content of the agenda is not fixed and can be moved to accommodate CKMPA Board availability.
3. The CKMPA Board shall meet monthly during the school year. All meeting dates and times will be publicized no less than two (2) weeks prior to the event.
4. The CKMPA shall hold two (2) General Meetings: one (1) in fall and one (1) in spring.
5. Special agenda items must be submitted to the President prior to a Board meeting. If the President feels the item should be directed to another resource, they will discuss with the submitting individual(s).
6. If an individual has a concern regarding the CKMPA, they should call a CKMPA Board member to discuss the concern. If the concern cannot be resolved, the individual can request a special CKMPA Board meeting.

Montessori Advisory Committee (MAC) Meetings

MAC meetings will be held quarterly and coordinated with the Montessori teachers by the President. Meetings will take place on Thursdays after early release unless otherwise specified. The location of the meeting will be set by teachers. The CKMPA Board is invited to attend.

Election of CKMPA Board Members

Elected members of the CKMPA Board include ***President, Vice President, Secretary, and Treasurer***. These positions will be elected at the May CKMPA Meeting. Nominations should be submitted to the CKMPA President prior to the May CKMPA Meeting. Nominations from the floor at the meeting will also be accepted. Holding an office meets the annual volunteer hour requirement. If a vacancy occurs in an elected position during a term, the CKMPA Board will appoint a replacement for the remainder of the term.

Appointment of CKMPA Board Members

The appointment of the following positions (at minimum) shall be appointed at the June CKMPA Meeting: *Auction Chair, Events Coordinator, Fundraising Chair, Garden Chair, Newsletter Editor, and Volunteer Coordinator*. Nominations may be taken from the floor. An election may take place if there is more than one interested person in the position. If the position(s) run unopposed, the position(s) will be confirmed.

All remaining open appointed positions shall be filled throughout the summer and by the Fall General Meeting.

All CKMPA Board members will receive an electronic version of the CKMPA Bylaws and Policy Manual.

These documents will be made available via the CKMPA Website.

Creation/Dissolutions of Positions

The CKMPA Board has authority to create and dissolve positions to best serve the purpose and mission of the CK Montessori Program. The positions which cannot be dissolved on the CKMPA Board are the elected positions: ***President, Vice President, Secretary, and Treasurer***.

To create or dissolve a position, the following are needed:

1. Name of the position
2. Purpose of the position

3. Responsibilities of the position
4. A majority vote of the CKMPA Board to update the Bylaws and Policy Manual

Committees

Committees and sub-committees can be created based upon identified needs of the CKMPA. Meetings may be held ad hoc to support the mission of the CKMPA.

Newsletters

The Newsletter Editor shall prepare a monthly newsletter to be distributed to all CKMPA Parents and Staff. The newsletter shall be prepared in an electronic format. It will be posted with the CKMPA Facebook group and distributed via email at a minimum. All CKMPA Board members and Montessori teachers are encouraged to contribute content for the newsletters.

President

TITLE: CKMPA President

PURPOSE OF POSITION:

The President is responsible for leadership of the CKMPA organization. The President ensures the CKMPA fulfills its objectives in supporting the CK Montessori program.

RESPONSIBILITIES:

1. Attend all CKMPA Board and MAC meetings.
2. Facilitate CKMPA Board operations:
 - a. Submit building use forms or arrange an alternative meeting place.
 - b. Set CKMPA meeting agenda.
 - c. Publicize meeting dates and times.
 - d. Lead meetings and maintain order.
 - e. Use Robert's Rules of Order to conduct meetings.
3. Serve as liaison with the school Principal, Montessori teachers, Building Administration, and Central Kitsap School District Board.
 - a. Communicate regularly with teaching staff and administration.
4. Facilitate General Meetings/events.
 - a. Set up the Fall General Meeting in conjunction with Curriculum Night:
 - i. Set agenda with CKMPA Board approval.
 - b. Spring General Meeting
 - i. Set agenda with CKMPA Board approval.
 - c. Oversee election of CKMPA members at the May CKMPA Meeting.
5. Assist teachers with Montessori Information Night and New Family Orientation.
6. Address parent concerns within appropriate forums as needed.
7. Serve as an ambassador/liaison for the CK Montessori program.
 - a. Maintain awareness of School Board issues involving or affecting the CK Montessori program.
 - b. Maintain relationships with CKMPA parents.
 - c. Maintain working relationship with CKMPA Board members.
 - d. Maintain a working relationship with the PTA President.
8. Appoint committees and committee chairs, with CKMPA Board approval, as needed.

9. Communicate regularly with CKMPA Board members, ensuring follow through of assigned tasks.
10. Turn over maintained records at end of tenure to ensure a smooth transition for the next incumbent.

Term limit: **Two (2) years in this position.**

Vice President

TITLE: CKMPA Vice President

PURPOSE OF POSITION:

The Vice President is responsible in assisting the President in any and/or all aspects of the CKMPA's objective in supporting the CK Montessori program.

RESPONSIBILITIES:

1. Attend all CKMPA Board and MAC meetings.
2. Be an active member of the CKMPA Budget Committee if one is created.
3. Assist staff and President with Montessori Information Night and New Family Orientation.
4. Be a liaison for the CKMPA.
 - a. Maintain awareness of School Board issues involving or affecting the CK Montessori Program.
 - b. Maintain relationships with CKMPA parents.
5. Turn over maintained records at end of tenure to ensure a smooth transition for the next incumbent.

Term limit: **Two (2) years in this position.**

Secretary

TITLE: CKMPA Secretary

PURPOSE OF POSITION:

The Secretary maintains and presents accurate and informative meeting records for the CKMPA while also assisting the President with other communication-related tasks as necessary.

RESPONSIBILITIES:

1. Attend all CKMPA Board and MAC Meetings.
2. Take notes at all meetings, including meeting date, purpose, attendance, and business discussed. The minutes should be based on the agenda prepared by the President.
3. Provide electronic copies of meetings minutes to CKMPA Board members.
4. Work with school office staff and the Volunteer Coordinator to create a family contact list, phone tree, and email tree.
5. Turn over maintained records at end of tenure to ensure a smooth transition for the next incumbent.

Term limit: **Two (2) years in this position.**

Treasurer

TITLE: CKMPA Treasurer

PURPOSE OF POSITION:

The Treasurer helps fulfill the CKMPA objective of supporting the CK Montessori Program by facilitating financial transactions and by maintaining and presenting accurate and informative financial records for the CKMPA.

RESPONSIBILITIES:

1. Attend all CKMPA Board and MAC meetings.
2. Receive and deposit money in the CKMPA bank account for the CKMPA.
3. Communicate with relevant parties about money collection.
 - a. Inform teachers of when monies will be collected; teachers are not allowed to handle CKMPA funds.
 - b. Communicate with parents about account balances and money due dates.
 - c. Coordinate with the CKMPA Board.
 - d. Disclose online banking password to the CKMPA Board at monthly meetings and by request for their impromptu review of online bank statements.
4. Check CKMPA Post Office Box regularly and renew P.O. Box annually.
5. Check CKMPA host school's office mailbox weekly.
6. Renew the non-profit status of CKMPA annually.
7. Keep accurate and up-to-date accounts of money, including a paper ledger and computer record distributing funds into appropriate categories.
8. Report to CKMPA Board, including a monthly Treasurer's report and a Year-end Treasurer's report.
9. Submit any yearly IRS requirements.
10. Report to the MAC upon request.
11. Ensure the audit committee is provided with all financial documents, if applicable.
12. Provide safekeeping of receipts and financial paperwork.
13. Prepare an annual budget, to be submitted for approval at the Fall General Meeting; work with the budget committee, if one is created.
14. Facilitate turnover of financial records at the end of tenure to the next Treasurer to ensure a smooth transition.

Term limit: Two (2) years in this position.

Auction Chair

TITLE: CKMPA Auction Chair

PURPOSE OF POSITION:

The Auction Chair works in conjunction with the CKMPA Board to oversee the organization and implementation of auctions. An auction is typically held annually in the Spring; however, at the discretion of the CKMPA Board, auctions may be held every other year. During the off-year, smaller coordinated auctions may be held to generate funds for the CK Montessori Program.

RESPONSIBILITIES:

1. Work with the Fundraising Chair to coordinate our most profitable annual event.
2. Set date with approval of the Principal and CKMPA Board and reserve space and auctioneer(s).
3. Establish committees to help with procuring auction items, marketing, decorations, children's activities, dinner, logistics, etc.
4. Keep detailed notes to pass on to the future Auction Chair. Ideally, the Auction Chair would have a Co-Chair that could take over the following year.
5. Turn over maintained records at end of tenure to ensure a smooth transition for the next incumbent.

CKMPA/PTA Liaison

TITLE: CKMPA/PTA Liaison

PURPOSE OF POSITION:

The CKMPA/PTA Liaison serves as a representative of the CKMPA on the host school's PTA, promoting cooperation between both organizations for the benefit of our host elementary school and its students.

RESPONSIBILITIES:

1. Attend both CKMPA Board and PTA meetings.
2. Report PTA needs and updates to the CKMPA Board.
3. Share CKMPA updates and needs to the PTA.

Classroom Coordinator

TITLE: Classroom Coordinator (One per class)

PURPOSE OF POSITION:

The Classroom Coordinators work closely with their respective teacher to evaluate classroom and volunteer needs. These needs will be communicated to the Volunteer Coordinator.

RESPONSIBILITIES:

1. Work with CK Montessori teachers to determine classroom needs.
2. Communicate with the Volunteer Coordinator to fulfill classroom needs.
3. Help find and coordinate drivers for class fieldtrips.
4. Help with the planning, set up and execution of class projects and parties as identified by the respective teacher.

Events Coordinator

TITLE: CKMPA Events Coordinator

PURPOSE OF POSITION:

The Events Coordinator works in conjunction with the CKMPA Board to plan, develop, and execute a variety of both internal and external events for the CK Montessori Program. The Events Coordinator handles the details of an event itself and oversees each event to ensure it runs smoothly and within the allotted time frame.

RESPONSIBILITIES:

1. Manage all aspects of an event from pre-planning, determining resource needs, pre-event marketing, and on-site coordination, to post-event follow up.
2. Work closely with the President, Auction Chair, Events Coordinator and Fundraising Chair in coordination with their event coordination needs.
3. Order supplies needed for events and ensure items arrive in a timely fashion.
4. Assist CKMPA Board in site and vendor selection, negotiating the best possible rates and terms.
5. Supervise volunteer staff at events, assign duties, and provide general direction.
6. Conduct post-event data and strategic analysis to inform future events.

Fundraising Chair

TITLE: CKMPA Fundraising Chair

PURPOSE OF POSITION:

The Fundraising Chair oversees the fundraising activities, including the fundraising committee if one is needed, enabling the CKMPA to provide additional financial resources to support the CK Montessori Program.

RESPONSIBILITIES:

1. Determine the fundraising goals, with the CKMPA Board approval, in accordance with the CKMPA budget.
2. Organize and coordinate (with the assistance of the parent group) one or two large fundraising events each school year, with smaller events as needed.
3. Keep an ongoing notebook of fundraising events and information to facilitate future fundraising, including expenditures, timetables, and profit/loss.
4. Coordinate with the Volunteer Coordinator to identify individual fundraiser organizers and workers.
5. Supervise fundraising planning including:
 - a. Obtain approval from Principal for in-school fundraisers.
 - b. Report to CKMPA on fundraiser progress.
 - c. Ensure adequate planning and organization of events.
 - d. Attend committee meetings for each fundraiser.
6. Work directly with the Auction Chair, Theater Chair, and ArtWare Coordinator.
7. Coordinate with CKMPA Treasurer for money collections and transfers.
8. Maintain fundraising records.
9. Turn over maintained records at end of tenure to ensure a smooth transition for the next incumbent.

Garden Chair

TITLE: CKMPA Garden Chair

PURPOSE OF POSITION:

The Garden Chair maintains and cares for the Montessori garden, coordinates and oversees gardening activities, and provides regular garden opportunities for students in the CK Montessori program.

RESPONSIBILITIES:

1. Determine the goals for the garden in accordance with the CKMPA budget.
2. Organize and coordinate garden activities for students that suit the school schedule and environment.
3. Plant and maintain a school garden, focusing on edible plants, sustainable garden practices, and how to use the garden to support learning and the greater school community.
4. Coordinate with the Volunteer Coordinator to identify needs for garden volunteers.
5. Supervise garden planning, including:
 - a. A planting plan of garden crops that are safe for students to eat and/or handle.
 - b. Age-appropriate activities that give all Montessori students access to the garden.
 - c. Adequate organization and maintenance of the garden and its structures.
 - d. Future expansion of the garden and activities it can offer.
6. Maintain garden records, including annual and perennial plants in the garden, tools and garden items in inventory, and lessons/activities undertaken with students.
7. Turn over maintained records at end of tenure to ensure a smooth transition for the next incumbent.

Hospitality Chair

TITLE: CKMPA Hospitality Chair

PURPOSE OF POSITION:

The Hospitality Chair works in conjunction with the CKMPA to ensure activities and events hosted by the CKMPA are catered appropriately and run smoothly for CK Montessori families and guests attending a given event.

RESPONSIBILITIES:

1. Organize food and refreshments for state testing days, General Meetings, fundraising events, and teacher appreciation days.
2. Work closely with the President, Auction Chair, Events Coordinator, Fundraising Chair in coordination of their hospitality needs.
3. Attend meetings and events, greeting attendees as they arrive, helping them find seats, and checking in on them should they need anything throughout the event.
4. Handle attendee check-in and check-out procedures as needed.
5. Report to the CKMPA on event attendance, attendee satisfaction and comments after an event.

Humanitarian Chair

TITLE: CKMPA Humanitarian Chair

PURPOSE OF POSITION:

The Humanitarian Chair identifies, prioritizes, and coordinates humanitarian projects for the CKMPA to promote compassion and action by the CK Montessori program to enrich the community and broaden our children's educational experiences.

RESPONSIBILITIES:

1. Work with the CKMPA Board and teachers to organize and promote local and global humanitarian efforts.
2. Develop and implement a plan to connect Montessori students and their families with the principles of humanitarianism.
3. Coordinate with charities and outside agencies if needed to meet humanitarian needs.
4. Ensure accountability and transparency in the overall effort and evaluate the effectiveness of a project at its conclusion.

Newsletter Editor

TITLE: CKMPA Newsletter Editor

PURPOSE OF POSITION:

The Newsletter Editor creates and sends out a monthly newsletter to CKMPA parents, teachers, and staff to keep them abreast of current and upcoming projects, events, volunteer opportunities, and other related announcements.

RESPONSIBILITIES:

1. Publish an electronic newsletter at least monthly to be distributed to all CKMPA parents, teachers, and staff.
2. The newsletter will contain upcoming deadlines, events, information about fundraisers, volunteer opportunities, and how track donated hours to the program.
3. The host school's Office Manager must be included in the distribution of the newsletter.
4. The newsletter shall be provided to all parties via email and Facebook, at minimum.
5. Provide a formatted electronic version of the Newsletter to the next editor to facilitate a smooth turnover to the next incumbent.

Volunteer Coordinator

TITLE: Volunteer Coordinator

PURPOSE OF POSITION:

The Volunteer Coordinator works with the Montessori teachers and Classroom Coordinators to communicate volunteer needs to Montessori families and build the cooperative relationship between the Montessori program and Montessori families.

RESPONSIBILITIES:

1. Attend MPA meetings and MAC meetings.
2. Communicate at least monthly with teachers, Classroom Coordinators, parents, and CKMPA President.
3. Organize volunteer sign-ups at Fall General Meeting.
 - a. Identify volunteer opportunities within the CKMPA.
 - b.** Provide a form for families to list desired work areas within the CKMPA and update it annually.
 - c. Provide sign-up sheets and advertising for the above.
4. Coordinate with teachers and Classroom Coordinators to meet classroom needs.
5. Report to CKMPA on family volunteer hours.
6. Work with Secretary to create a family contact list, phone tree and email tree.
7. Track volunteer work hours and coordinate with Classroom Coordinators to motivate families with less hours than needed.
8. Maintain records of work, documents and forms created and populated while serving in the position.
9. Turn over maintained records at end of tenure to ensure a smooth transition for the next incumbent.

Webmaster

TITLE: CKMPA Webmaster

PURPOSE OF POSITION:

The Webmaster maintains and updates the CKMPA website. The Webmaster will also work with CKMPA Board members as needed for integration of processes and forms to the website in support of the CK Montessori Program's mission.

RESPONSIBILITIES:

1. Compile and maintain www.ckmpa.org website.
2. Work with CKMPA Board and the MAC to communicate current events and changes in policy procedures to the general public.
3. Turn over maintained records at end of tenure to ensure a smooth transition for the next incumbent.

Additional Appointed Positions

Art Docent Coordinator

1. Recruit Art Docents for each classroom and work with classroom Art Docent and teachers to organize art opportunities for students.
2. Report to the CKMPA President.
3. Work with Fundraising Chair to conduct annual ArtWare fundraiser.

Childcare Coordinator

1. Organize activities for the children, oversee children's sign-in and provide childcare during the General Meetings, New Family Orientation, and Curriculum Night.

Grant Writer

1. Research sources for grants available for the CK Montessori Program.
2. Work with MAC and District Administrators to write applicable grants.
3. Report monthly to the CKMPA and MAC President.

Public Relations Chair

1. Attend all CKMPA Board and MAC meetings.
2. Serve as the CKMPA liaison to the community, especially other Montessori Programs (if in existence).
3. Determine needs and opportunities, with the CKMPA Board approval.
 - a. Montessori Information Night promotion.
 - b. Opportunities for promoting Montessori through press release.
4. Facilitate promotion of Montessori Information Night through District channels.
5. Report to CKMPA and MAC on publicity progress.
6. Organize and attend functions and activities deemed as advantageous to the Program.
7. Organize tour guides to do classroom tours for prospective parents.
8. Maintain the program's image and identity, which includes the use of logos, signage, and social media presence.
9. Maintain committee records.
10. Turn over maintained records at end of tenure.

Theatre Event Chair

1. Work with Fundraising Coordinator to conduct Theatre Fundraiser.
2. Select play or musical and date with approval of the Principal and CKMPA Board.

3. Determine the best way to sell tickets.
4. Establish committees to help with marketing, ticket sales, etc.
5. Be on-site to coordinate greeters, additional ticket sales, and add-on Fundraising Coordinator.