



## PLEASANT VALLEY COOPERATIVE NURSERY SCHOOL

### CONSTITUTION (WITH AMENDMENTS AND REVISIONS AS OF JUNE 3, 2013)

#### **ARTICLE I – NAME**

This organization shall be known as the Pleasant Valley Co-Operative Nursery School (also referred to in this document as “PVCNS”).

#### **ARTICLE II – PURPOSE**

To provide the best possible environment for the growth, development and learning of the nursery school age child (3,4, & 5 year old). This shall be accomplished by the teacher(s) and parents’ participation in guidance of the children in a classroom setting. In addition, when demand is adequate in any given year, the Pleasant Valley Cooperative Nursery School will seek to provide a Kindergarten Enrichment Program (“KEP”) to supplement the half-day Kindergarten program in the local Arlington School District. The KEP is addressed in more detail in Appendix #5.

- a) Notwithstanding any other provision of this document, the Pleasant Valley Cooperative Nursery School is organized exclusively for educational and charitable purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

- c) Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is the located, exclusively for such purposes or to such organization or organization, as said Court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE III – ELIGIBILITY & ENROLLMENT** (This Article was amended in June 2013 to combine and modify previous “Article III Eligibility” and previous “Article V Registration”.)

**Section 1 of III:** Children currently enrolled at the Pleasant Valley Cooperative Nursery School will be given priority enrollment for the next year. Children who live within the Arlington School District and are assigned to the Traver Road Elementary School will be given enrollment preference over children from other locations.

**Section 2 of III:** The participating child must be physically, emotionally and socially capable of conforming with the standards of their age group including that the participating child must be toilet aware (pull-ups are acceptable for the 3-year-old class participants). Participating children must also have parents, legal guardians, or sponsors ready willing and able to fulfill the responsibilities of membership as defined by the cooperative or non-cooperative definitions located in the membership section of this document.

**Section 3 of III:** A participating child in the 4-year old class must turn 4-years of age before December 1<sup>st</sup> of the school year.

A participating child in the 3-year old class must turn 3-years of age before December 1<sup>st</sup> of the school year and with intent to continue in the 4-year old program.

**Section 4 of III:** Priority registration for students currently enrolled shall begin in December upon the finalization of the tuition as decided by the membership at the December general meeting. General enrollment shall open to the public in January and shall continue until all classes have reached capacity. See Appendix #2 for procedures.

**Section 5 of III** - All current and previous members seeking to enroll for the next academic year must be in good standing.

**ARTICLE IV– MEMBERSHIP** (This Article is new and was added in June 2013. It contains new provisions as well as sections from previous Articles XI and XII. Previously, Article IV was entitled “Class Size”. “Class Size” is now contained within “Article V Program Operations”.)

**Section 1 of IV: Active Members.** Active Members consist of all parents (legal guardians, and/or sponsors) who have children in PVCNS, have fulfilled their financial obligations to the school and are actively participating in PVCNS under the terms of a cooperative or non-cooperative membership as agreed on in the contract signed during the enrollment period.

**Section 2 of IV: Cooperative Members.** Cooperative Members are Active Members who have elected to take a roll in the Day-to-Day running of PVCNS. In this cooperative model, Cooperative Members agree to take on specific responsibilities to offset expenses and keep their tuition costs at a minimum. Cooperative Members are entitled to hold Officer positions on the Executive Board, to hold parent job positions and to vote with the limitation of one vote for each child enrolled.

The responsibilities of Cooperative Members are defined as follows:

- Attendance at the 4 General Meetings held each year.
- Volunteer at least 6 hours of time to the classroom or other PVCNS events throughout the year. The responsibility of the volunteering parent is at the discretion of the Teacher, event chair, or Executive Board.
- Required participation in all fundraising efforts. Each fundraiser will have a minimum family contribution assigned to it as determined by the Executive Board. Cooperative Members can fundraise or donate the minimum family contribution.
- Providing a nutritious snack and beverage along with any needed utensils in rotation with all other students.
- Parents must adhere to all the rules and conditions stated in the Parent Handbook and Constitution.
- Will provide written permission to travel to and from field trips. Permission slips will be placed on file in the classroom.
- As requested will accompany their child or arrange for a sponsor to accompany their child on specific field trips and at special events. Parents must conform to car seat and seat belt regulations, when transporting to and from field trips.
- When it has been deemed appropriate by the Director and/or teacher pre-school siblings are welcome in the classroom, at events and on field trips, provided that their presence does not disrupt group activity.

**Section 3 of IV: Non-Cooperative Members.** Non-Cooperative Members are Active Members who have elected the enrollment option which allows families to make a financial contribution as part of their tuition package in order to offset the loss of their volunteer hours, fundraising dollars and donations. Non Cooperative Members are welcome to attend and participate in events, general meetings, and other activities. Non Cooperative Members are not eligible to vote during general meetings or hold positions within the school. Obligations of Non-Cooperative Members include:

- Attendance at the June General Meeting.

- Providing a nutritious snack and beverage along with any needed utensils in rotation with all other students.
- Parents must adhere to all the rules and conditions stated in the Parent Handbook and Constitution.
- Will provide written permission to travel to and from field trips. Permission slips will be placed on file in the classroom.
- As requested will accompany their child or arrange for a sponsor to accompany their child on specific field trips and at special events. Parents must conform to car seat and seat belt regulations, when transporting to and from field trips.
- When it has been deemed appropriate by the Director and/or teacher pre-school siblings are welcome in the classroom, at events and on field trips, provided that their presence does not disrupt group activity.

**Section 4 of IV:** A member in good standing has met all of the obligations of membership as outlined above in the appropriate time frames. Should a member no longer be in good standing they are subject to termination of membership.

**Section 5 of IV :** Termination of Membership: Withdrawals & Dismissals

- A member withdrawing a child from the school must submit a written notice to the Director. The date of termination will be based on the post mark or date the Director received notification.
- At the recommendation of the teacher and/or director the Executive Board will have discretion to dismiss any child who is unable to perform at enrollment standards, does not abide by the constitution and parent handbook, or is not in good standing.
- Refunds will not be given if a child is withdrawn or dismissed from PVCNS.
- Upon the departure of a student during mid-term, tuition will be paid for the months attended. Only upon filling the empty slot of the departing student, will financial obligations cease for the departing parent.
- Members with extenuating circumstances may petition the Executive Board for an exception in writing within 30 day of withdrawal. If an exception is granted:
  - The registration fee is never refundable.
  - Tuition prior to termination of Membership is non-refundable.
- In the event a family becomes in arrears of one month in tuition, the family may be asked to withdraw and the notice given that they will be held responsible for delinquent fees and penalties.

**ARTICLE V – PROGRAM OPERATIONS** (This Article was amended in June 2013. It was previously “Article IV Class Size”, and now includes sections of that previous article together with sections of previous “Article VI Attendance”.)

**Section 1 of V:** A listing of PVCNS programs both current and historic can be found in Appendix #5. Program offerings and the times of each offering may be reevaluated based on the

needs of current membership. Changes in program offerings will be determined by the Executive Board.

**Section 2 of V:** Class sizes are determined by the Director and Executive Board in accordance with NYS regulations.

- The 3-year old programs shall be limited to 12 children in each class.
- The 4-year old offerings shall be limited to 15-16 children in each class. Only 5 of those slots shall be for students wishing to attend a three-day program. The remainder of the slots shall be for students wishing to attend a five-day program.
- The KEP class is to be limited to no more than 12 students unless otherwise deemed appropriate by the Director and the Executive Board.

**Section 3 of V:** No program sessions may exceed 2:59 minutes per class session based on the school's current status under NYS law. A listing of the current program offerings and their start and end times can be found in APPENDIX #5.

**Section 4 of V:** The annual academic calendar will be drafted by the Executive Board during the May meeting and presented to the general membership at the June General Meeting. The Executive Board will set the first and last day of the academic year at the recommendation of the Director. The observation of holidays, vacation and snow days shall be in accordance with the academic calendar issued by the Arlington Central School District.

**Section 5 of V:** As a result of the requirement that no class exceed 2:59 minutes the PVCNS had developed the following inclement weather schedule to allow for both morning and afternoon sessions on days there are delays. PVCNS delays are determined based on the decision issued by the Arlington School District. Scheduling for inclement weather is as follows:

- Arlington Central School District issues a 1-hour delay; preschool classes will proceed as usual.
- Arlington Central School District issues a 2-hour delay; school will be shortened to 1 ½ hour day. Morning classes will begin at 11:00 AM and end at 12:30 PM. Afternoon classes will start at 1:30 PM and end at 3:00 PM.
- Classes cancelled for inclement weather will not be made up.
- On any day that the Arlington School District delays opening, the KEP class will be canceled.

**Section 6 of V:** The closing of any program shall be at the discretion of the Executive Board.

**ARTICLE VI– GOVERNANCE AND AMENDMENTS** (This Article was added in June 2013. It contains new provisions and includes previous “Article XVI Amendments”.)

**Section 1 of VI:** Annually, the Executive Board shall review the constitution to ensure that the procedures are followed as outlined.

**Section 2 of VI:** Amendments to the Constitution are to be proposed by a posted agenda and voted on at the following regularly scheduled meeting or by ballot.

**Section 3 of VI:** Amendments must be passed by a majority vote by those present at the meeting at which the vote is held.

**Section 4 of VI:** In addition to the constitution, the Pleasant Valley Cooperative Nursery School maintains a Handbook that defines the day to day expectations of the students and parents. All members are required to read and comply with regulations in the Handbook.

**Section 5 of VI:** The Executive Board shall review the Handbook each May to ensure that the Handbook is current and in line with the constitution.

#### **ARTICLE VII – MEETINGS (This Article was amended in June 2013.)**

**Section 1 of VII:** There will be four general meetings held each year: June, September, December, and March. The first general meeting of the year is to be held prior to the opening of the school.

The Executive Board will meet monthly August through June on the first Monday of the month, with the exception of the months when general meetings are held. The President, when instructed by any member(s) of the Executive Board, will call special meetings of this Board, or, if in his or her own judgment, such a special meeting is necessary.

**Section 2 of VII:** Questions of procedure for all PVCNS meetings shall be answered by Robert's Rules of Order

**Section 3 of VII:** A majority of those members present at meetings is necessary to conduct business.

**Section 4 of VII:** For Executive Board meetings, each Officer is entitled to one vote. At General Meetings each Cooperative Member shall have one vote per each child enrolled and must be present to cast vote. (Non-Cooperative Members do not get a vote at General Meetings.)

**Section 5 of VII:** June General Meeting. The following shall be the process of the June General Meeting: The outgoing President shall offer a welcome and brief introductory remarks. Immediately thereafter, and in accordance with Section 2 of X, new Officers shall be voted into their positions, the the vote to be presided over by the outgoing President. Upon the approval of the new Officers, the new President shall preside over and conduct the remainder of the June General Meeting.

**ARTICLE VIII – FINANCES** (This Article was amended in June 2013.)

**Section 1 of VIII:** The school will be financed by tuition, registration fees and fundraisers.

**Section 2 of VIII:** The fiscal year shall be from July 1 – June 30.

**Section 3 of VIII:** A non-refundable registration fee shall be charged upon registration. The amount of the registration fee will be set during the December General Meeting as part of the tuition discussion.

**Section 4 of VIII:** The tuition payment options, and due dates are to be determined by the Executive Board. Tuition must be reviewed each year by the Executive Board to insure that tuition covers operational expenditures. Any recommended increases in tuition shall be presented to the Cooperative Members for voting at the December General Meeting.

**Section 5 of VIII:** Tuition shall be paid by check or money order and is to be mailed to the School P.O. Box or, if available, dropped in the tuition lock box located in the school.

**Section 6 of VIII:** The Executive Board may formulate guidelines defining and limiting types of expenditures to be authorized and deemed reimbursable. Any reimbursement is contingent upon the presentation to the Treasurer a properly supported voucher or receipt.

**Section 7 of VIII:** Historically, the officers and all members of the organization (i.e., all parents of students attending the School) were required to take a job as part of their membership in the School, in order to keep the tuition as low as possible. This included parents volunteering to assist teaching in the classrooms, and taking other such job, and receiving no monetary benefit from the School's funds or other assets in return. As the school has grown, and the parent members have become less available and/or less willing to take a mandatory job within the school (due to, for example, parents' full-time job responsibilities outside of the school setting), the school has relaxed its policy of requiring parent-members to take a job within the school, and instead, offers Cooperative Members the option of taking a job within the school in order to obtain a reduced tuition for their child(ren). The reduced tuitions, or "discounts", are as follows:

1. Cooperative Members who sit as Officers on the Executive Board, which Offices are listed in Appendix #1, shall receive a 15% discount off of their child's yearly tuition.
2. Cooperative Members who volunteer for "parent jobs" listed in Appendix #1 shall receive a 10% discount off of their child's yearly tuition.

The only benefit to Cooperative Members who act as Officers and who volunteer for a "Parent Job" shall be the above described tuition discounts. No direct compensation to Officers or Parents volunteering for a "Parent Job" shall be permitted, and no other monetary benefits shall be provided to them.

**Section 8 of VIII:** Upon dissolution of this organization, no individual shall thereof share or receive any funds or assets remaining in possession of the organization. Any such funds or assets shall be assigned to a comparable non-profit organization.

**ARTICLE IX - EXECUTIVE BOARD** (This is a new Article as of June 2013. Previous “Article IX Elections” is now contained within “Article X Officers and Elections”.)

**Section 1 of IX:** The Executive Board shall consist of Officers, the Director of the School, and teachers. The teachers and Director are non-voting members of the Executive Board.

**Section 2 of IX:** The Executive Board has the authority to act in all matters pertinent to the operation of the school and as described elsewhere in this document. The Executive Board has the power to transact necessary business between school and other businesses.

**Section 3 of IX:** The Executive Board will present a report of its actions at each general meeting of the membership for information and for any necessary action.

**Section 4 of IX:** The Officers of the Executive Board will rotate each year to allow representation from each class.

**ARTICLE X - OFFICERS AND ELECTIONS** (This Article was amended in June 2013, and also now includes previous “Article IX Elections”.)

**Section 1 of X:** Officers are defined as Cooperative Members who have volunteered (or been nominated) and elected into a leadership role at PVCNS. The Officer positions are:

- President (4-Year Old Class Parent)
- Vice President (3-Year Old Class Parent)
- Treasurer (4-Year Old Class Parent)
- Assistant Treasurer (3-Year Old Class Parent)
- Fundraising Chair (4-Year Old Class Parent)
- Assistant Fundraising Chair (3-Year Old Class Parent)
- Publicity Chair (4-Year Old Class Parent)
- Member-at-Large

**Section 2 of X:** New Officer candidates may self-nominate during the enrollment process, or may self-nominate or be nominated by others at the June general meeting. They should, but are not required to, be evaluated by the Director and current Executive Board for qualification. The new Officers will be voted on by the Cooperative Members at the June General Meeting. Once elected at the June General Meeting, the new Officers immediately assume their roles on the



Executive Board but may be assisted, as needed, by outgoing Officers to ensure a smooth transition. (See Section 5 of VII for other relevant process of the June General Meeting)

Every attempt will be made for each class to have at least one officer representative among the positions. It is preferred that the senior positions including: President, Treasurer, and Fundraising Chair be promoted from the lower level positions of Vice President, Assistant Treasurer and Assistant Fundraising Chair respectively. This transition will allow a degree of training and preparation that will ensure the least amount of interruption in the School's day to day business as Boards transition.

**Section 3 of X:** The term of office shall be for one year, with incumbent Officers eligible for re-election. No office shall be held by the same person for more than two consecutive years.

**ARTICLE XI – STAFF** (This Article is new and was added in June 2013. It includes previous “Article XIII Teacher”, previous “Article XIV Teacher’s Assistant” and previous “Article XV Director”. Previous “Article XII Parent Responsibilities” has been omitted, but relevant provisions thereof are now contained within “Article IV Membership”.)

**Section 1 of XI:** Pleasant Valley Cooperative Nursery School employs paid staff in the positions of Director, Teachers and Teaching Assistants. Job Descriptions and qualifications can be found in APPENDIX #3.

**Section 2 of XI:** Staff contracts are executed on the fiscal calendar; they therefore begin in July and end in June of the following year.

**Section 3 of XI:** Performance evaluations should be conducted each May. The evaluation will be based on feedback provided by both parents and the Executive Board. Raises, bonuses and contract renewal will be commensurate with evaluation feedback.

**Section 4 of XI:** Prior to registration, the President will ask the staff of their intentions to return for the forthcoming year. Should a staff member wish to leave during the year, the membership requests that he/she stay at the school until a replacement is accepted.

**Section 5 of XI:** The Director, Teachers and Teacher’s Assistants will be paid on a bi-weekly basis. The Director and Teachers will be salaried employees at a rate agreed upon as fair by the Executive Board. Teacher’s Assistants will collect an hourly wage agreed upon as fair by the Executive Board but no less than minimum wage. Teacher’s Assistants are required to maintain timesheets to submit to the Treasurer on a bi-weekly basis.

**Section 6 of XI:** The hiring of a Teacher/Director will be as follows:

- a) When the Director or a Teaching position is open, the position shall be listed in the classified section of 1 local newspaper and on at least 1 local job search website.

- b) All applicants will be asked to submit a resume, cover letter and three professional references.
- c) Director/Teacher applicants shall not have a child currently enrolled in the Pleasant Valley Cooperative Nursery School.
- d) Applicants who meet the requirements of the Executive Board will be interviewed by AT LEAST two members of the Executive Board (the Director will also participate in interviews of teachers.)
- e) Those applicants that the Board (and in the case of teachers, the Director) feel meet the requirements of the School will then be asked to give a presentation at a special meeting attended by all Cooperative Members of the Pleasant Valley Cooperative Nursery School. Cooperative Members are allowed to ask questions of the applicants at this time and view their resumes. After discussions are finished, the applicants will be asked to leave and a vote will take place.
- f) Voting will be conducted by a closed ballot of all members present, and the Executive Board will adjourn and count the votes. In the event of a tie vote, and after consultation with the Director, a new vote will be taken.
- g) The President shall notify the applicants of the decision.
- h) Teachers may have 5 sick and/or personal days per year with full pay. S/he shall be responsible for her/his own qualified replacement.
- i) The Director shall not receive paid sick and/or vacation days.
- j) The Director and Teachers shall attend all Executive Board and General meetings and any extraordinary meetings with regard to curriculum and the daily running of the school.

**Section 7 of XI:** The hiring of a Teacher's Assistant will be as follows:

- a) When a teaching position is open, the position shall be listed in the classified section of 1 local newspaper or on at least 1 local job search website.
- b) All applicants will be asked to submit a resume, cover letter and three professional references.
- c) Teaching Assistants shall not have a child currently enrolled in the Pleasant Valley Cooperative Nursery School.
- d) Applicants who meet the requirements of the Executive Board will be interviewed by AT LEAST one member of the Executive Board, the Director and the teacher with whom the Assistant shall be placed.
- e) A vote will be conducted among those who attended the interviews. Voting will be conducted by a closed ballot of all members present, and the Executive Board will adjourn and count the votes. In the event of a tie vote, and after consultation with the Director, a new vote will be taken.
- f) The President shall notify the applicants of the decision

- g) A Teacher's Assistant may have 2 sick and/or personal days per year with full pay. S/he shall be responsible for her/his own qualified replacement.

**ARTICLE XII—NON DISCRIMINATION POLICY** (This was previously “Article XVII”. It was amended to “Article XII” in June 2013.)

The Pleasant Valley Cooperative Nursery School admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**THIS NON DISCRIMINATION POLICY MUST BE ADVERTISED IN ONE LOCAL PAPER EACH YEAR IN COMPLIANCE WITH CURRENT IRS PROCEDURES.**

### **APPENDICES TO THE CONSTITUTION**

**Appendix #1 (one) OFFICER POSITIONS AND PARENT JOBS** (Appendix #1 was amended in June 2013 to change the name from “Executive Board” and “Parent Jobs” to “Officer Positions and Parent Jobs”, and to amend the positions and their descriptions.)

#### **Officer Positions:**

##### **PRESIDENT**

- Shall preside over all general and executive meetings including development of the agenda
- Act as liaison for PVCNS with Director, teachers, church and parent body
- With the advice/ consent of the Executive Board shall authorize expenditures of funds, appoint committees and fill vacancies in appointed offices after quorum vote.
- Shall call meetings of special interest as needed
- Shall represent the school in the community
- Shall set the dates for major PVCNS events
- Shall attend all Executive Board and General Meetings

##### **VICE PRESIDENT/SECRETARY**

- Shall Record minutes for all Executive and General Meetings
- Shall Conduct meetings in absence of President
- Shall Maintain the minutes of all General and Executive Board meetings in both paper and electronic form, and pass all records on to the succeeding Vice President/Secretary
- Shall Compile and maintain, in paper and electronic form, records in compliance with IRS Revenue Procedure 75-50, and shall pass all such records on to the succeeding Vice President/Secretary
- Shall act as the school's tax compliance officer to ensure that all federal and state tax filing requirements, if any, are adhered to
- Shall Maintain Cooperative Family good standing documentation
- Shall Maintain lists of job descriptions for all positions current and past
- Shall Maintain school history and records including Alumni list
- Shall attend all Executive Board and General Meetings

#### TREASURER

- Shall establish yearly budget with advice of the Executive Board
- Shall maintain suitable books and records of all financial transactions
- Shall make a financial report at each meeting
- Shall pay all proper expenditures as approved by the Executive Board
- Shall establish and manage payroll
- Shall oversee checking account including bill payment and balancing of account
- Shall act as Bank Liaison, including any withdrawals and deposits
- Shall maintain all financial records including quickbooks
- Ensure all IRS and State reportings are completed
- Shall keep track of all income and expenses throughout the fiscal year
- Shall train treasurer for treasury role and to move into comptroller role
- Shall attend all Executive Board and General Meetings

#### ASSISTANT TREASURER

- Shall assist treasurer with the collection of the tuition dues;
- Shall assume the responsibility for the recording of tuition dues
- Shall assume the responsibilities of the Treasurer in their absence
- Shall create and distribute bills/invoices to parents via e-mail or hard copy
- Shall monitor payment plans and late fees as needed
- Shall advise Treasurer and Board of any families defaulting on tuition
- Shall provide tuition summaries for tax reporting to all families on/before January 31 and at end of school year
- Shall attend all Executive Board and General Meetings

#### FUNDRAISING CHAIR

- Shall oversee the development and review of fundraising efforts

- Shall guide Fundraising Assistant through rollout of the Yankee Candle and Gertrude Hawk Fundraisers
- Shall serve as event chair for the Monster Mash and Spring Fling
- Shall attend all Executive Board and General Meetings

#### ASSISTANT FUNDRAISING CHAIR

- Shall execute the Yankee Candle and Gertrude Hawk Fundraisers
- Shall coordinate School Picture Fundraiser
- Shall assist Fundraising Chair as needed
- Shall attend all Executive Board and General Meetings

#### PUBLICITY CHAIR

- Shall be responsible for executing marketing strategy, including publicizing the school throughout the year
- Shall oversee Website & Social Media Presence with Social Media Chair and Publicity Chairs
- Shall assist with Registration and Enrollment
- Shall attend all Executive Board and General Meetings

#### KEP REPRESENTATIVE

- Shall act as a liaison between the KEP class and the Executive Board
- Shall assist the other Executive Board members in their duties as needed
- Shall attend all Executive Board and General Meetings

#### **Parent Jobs:**

The following is a current/historic list of parent member positions. From year to year the Executive Board in accordance with the Director will identify the positions that best reflect the current needs of the School, this includes the development of new positions as needed

#### **SNACK CALENDAR & TELEPHONE COODRINATOR:**

*One per class (3's T/TH, 3's M/W/F, 4's Morning, 4's Afternoons) - Works with the Director*

1. Creates the monthly snack schedule for the each class.
2. 1 week prior to each general meeting will place a phone call to each family to remind them of the meeting.
3. 1 week prior to each general meeting will send an e-mail to remind them of the meeting.

**PUBLICITY ASSISTANT**

*One per grade (3's & 4's) – Works with the Publicity Chair*

This position will assist with social media, general communication, and enrollment/recruitment.

**SPECIAL EVENT COORDINATORS**

*One per grade (3's & 4's) – Works with the President On Pleasant Valley Days and Director on Graduation.*

This position will assist with social media, general communication, and enrollment/recruitment.

These positions will assist with the organization of special events held by the Nursery School; Specifically the PVCNS Pleasant Valley Day Parade Float, participation in other Pleasant Valley Day Activities and PVCNS Graduation. May support other events as defined by Executive Board

**HOUSEKEEPING**

*Two per grade (3's & 4's) – Works with the Director and Teachers.*

This position assists with managing the overall appearance and cleanliness of the classrooms. Each month there will be a designated night where the housekeeping assistants will enter the classrooms and do a deep clean of the classroom spaces.

**Appendix #2 (two)—REGISTRATION****PART ONE (1)**

Categories of registration

Registration will begin in January occurring at weekly intervals in the following manner:

- a. Week One (1): The three year old group must re-register (i.e., roll-over) into the four year old group. After roll-over is complete and in the event that a three year old child or a four year old child elects to stay in their respective group as per teacher recommendation and/or parental request, he or she has preference over an alumni or outside person registering.
- b. Week Two (2): Alumni co-operative parents may register children for the three or four year old group.
- c. Week Three (3): Registration opens to the Traver Road district.
- d. Week Four (4): Any additional openings will be taken from outside districts.

Specific dates for Registration will be set by the Executive Board.

**PART TWO (2)**

Any parent who is planning to return is responsible for contacting the Director within the allotted time period. No priority shall be given to a returning parent/guardian who does not contact the Director by the closing time.

The necessary forms to be sent to and completed by the parents are:

- a. Cooperative Contract
- b. Parent and Child Information Sheet

The above forms with a non-refundable fee must be returned to the Director within the allotted two weeks.

Proof of immunization and an emergency contact and release form must be presented to the teacher on the first day of school.

The child entering the school must be toilet trained.

When a group is full, those still interested may place their names on a waiting list for that school year only. Re-registration will be necessary the following year.

**Appendix #3 (three)—STAFF JOB POSITIONS** (Appendix #3 was amended in June 2013. It was previously entitled “Director—Job Description”. It was amended to add job descriptions for all the staff positions at the school.)

## **DIRECTOR – JOB DESCRIPTION**

### Business:

1. Act as liaison between the church staff (secretary, pastor and Session) and school
2. Make needs of the school known to church staff (use of rooms, windows broken, toilets not working, etc.)
3. Attend all board meetings to update the board on all program happenings
4. Take all business phone calls and inquiries regarding the school and direct to the proper person
5. Help supervise the following parent jobs: Snack Calendar & Telephone Coordinator; Housekeeping

### Staff Supervision

1. Be involved in the hiring of personnel and a member of the interviewing committee with other Board members
2. Arrange for new employee orientation
3. Have staff sign new contracts at the beginning of each school year

### Registration

1. Provide flyer information to advertise openings in the school
2. Help the Publicity Chair, as needed, to maintain a website with pertinent school information
3. Register students throughout the year collecting registration fees and first payments. This includes rollover students in January for the following school year.
4. Make available at registration and at the beginning of the year all of the necessary student forms and have the forms completed and filed for each student
5. Check to make sure all students in the school have submitted and immunization record.

#### Program

1. Organize any special activities throughout the school year
2. Inventory equipment and supplies at the beginning of the year and mid-year
3. Purchase all necessary supplies throughout the year and bring before the board any requests for large equipment or large purchase

#### Special Concern

1. Work with classroom teachers on any special needs of individual children and their families and directing them to the appropriate sources
2. Work with classroom staff if there is a problem that arises between parents and staff
3. Remain alert to signs of child abuse or neglect reporting such to the proper authorities

### **TEACHER—JOB DESCRIPTION**

1. Supervise and ensure the safety and well-being of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group. Develop an emergency procedure with your Assistant Teacher. Check the medical histories of your students so that you are aware of any medical problems and/or allergies. Have an emergency card from each parent that explains who to call or what to do in case of an emergency.
2. Plan curriculum in detail for assigned classes, including art projects and center projects. Hand in your curriculum for the month to the Director for review.
3. Implement the daily program with the help of the Assistant Teacher. Supervise the Assistant Teacher in her/his duties
4. Decorate the room with bulletin boards, pictures, children's artwork and other hangings.
5. Plan your classroom environment in an age-appropriate manner. Keep classroom storage areas and bathroom clean, neat and orderly.
6. Help plan for field trips with the Director and any Field Trip helpers. Attend all field trips.
7. Prepare snack for children with the help of Assistant Teacher from supplies brought in by parents. Plan and prepare for special holiday parties.



8. Keep parents informed of your curriculum and events by writing an article for the school newsletter once per month and posting appropriate notices on the bulletin board.
9. Conduct individual conferences with parents of each child at least twice yearly. Plan for other conferences with parents if needed.
10. Purchase minor supplies, being reimbursed by the Treasurer upon furnishing receipts.
11. Be familiar with and follow all preschool policies. Understand the workings of the cooperative framework.
12. Keep Director informed in advance of program needs.
13. Report to the Director any special needs or problems of individual children or parents.
14. Report to the Director any cases of suspected child abuse or neglect.
15. Attend regular staff planning and evaluation meetings with the Director once per month. You are requested to attend the Executive Board and General Meetings.

### **ASSISTANT TEACHER—JOB DESCRIPTION**

1. Supervise and ensure the safety and well-being of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group.
2. Assist the assigned Teacher in any way possible which may include, but is not limited to:
  - a. Implementing the daily program for assigned classes
  - b. Decorating the room with bulletin boards and children's artwork
  - c. Helping with art and center project preparation
  - d. Preparing a snack for the children
  - e. Keeping classroom, storage areas and bathroom clean, neat and orderly
3. Fill out timesheet every week and hand it in to the Treasurer.
4. Be ready to help Teacher set up the classroom 15 minutes before start time of class, and stay 15 minutes after class to help the Teacher clean up the classroom
5. May be asked to stay late after regular school hours while Teacher conducts conferences with parents. This time can be added to the Assistant Teacher's hours on his/her timesheet.
6. May temporarily assume the Teacher's responsibilities in the Teacher's absence.
7. Report to the Teacher any special needs or problems of individual children or parents. The Assistant Teacher should not discuss problems with parents. This is the Teacher's responsibility. All calls from parents should be directed to the Teacher, Director or Board person that can answer the parent's concerns.
8. Report to the Teacher any cases of suspected child abuse or neglect.

### **Appendix #4 (four)—CONFLICT OF INTEREST POLICY**

In order to prevent conflicts of interest, or the appearance thereof, the Pleasant Valley Cooperative Nursery School will adhere to a conflict of interest policy as follows:

1. No member of the Executive Board who is related to any employee of the School will be permitted to vote on the amount of compensation to be provided to any School employee.

2. In voting on any adjustments to the compensation of any employee of the School, a roll call vote will be taken, whereby the Vice President will record the vote of each Board member individually, by name and position.
3. No Executive Board member may vote on any contract if that contract will benefit that Board member or a relative of that Board member.

**Appendix #5 (five)—PROGRAM SUMMARY** (Appendix #5 was amended in June 2013. It was previously entitled “Kindergarten Enrichment Program”. It was amended to add descriptions of all of the programs offered at the school.)

**3 Year Old Programs:** The three year old program is designed to get students used to the class room setting. Students learn to take turns, wait in line, follow direction and learn to embrace the classroom rituals. Throughout the year students will learn letter and name recognition, shapes, colors and other skills. Children should be potty aware (pull ups are acceptable\*) and have age-appropriate verbal skills.

Program Options

- Two Days A Week ( Tuesday | Thursday) – 9:15 to 11:45 am
- Three Days a Week – (Monday | Wednesday | Friday) – 9:15 to 11:45 am

**4 Year Old Programs:** Our 4 year old program is also an academic based program with a strong emphasis on kindergarten readiness. Throughout the school year students will do an in depth review of the alphabet including letter sounds, words, and other activities that will prepare students for reading and writing in Kindergarten. Students will learn to write their names, days of the week, weather and other skills.

Program Options

- Three Days a Week (Monday | Wednesday | Friday) – 9:00 to 11:30 am
- Five Days A Week (Monday through Friday) – 9:00 to 11:30 am
- Three Days a Week (Monday | Wednesday | Friday) – 12:30 to 3:00 pm
- Five Days A Week (Monday through Friday) – 12:30 to 3:00 pm

### **Kindergarten Enrichment Program (“KEP”)**

#### **Section 1 of KEP—Purpose**

The Arlington School District, in which the Pleasant Valley Cooperative Nursery School operates, once provided half-day Kindergarten, and may do so in the future. In order to provide an opportunity to supplement the learning of the local Kindergarten children, the Pleasant Valley Cooperative Nursery School will, when the demand in any given year is adequate to fund the program, provide a Kindergarten Enrichment Program (“KEP”) for

Kindergarteners who attend morning Kindergarten. The focus of the program will be on science, math, and phonics/literacy skills which will be done through a variety of hands-on experiments, projects and crafts.

Section 2 of KEP—Days and Times

The KEP will provide a 3-day program, and a 5-day program, if demand is adequate. The hours of the KEP will be from 11:40 a.m. to 2:30 p.m.

Section 3 of KEP—Class Size

The class size of the KEP is to be limited to no more than 12 students unless otherwise deemed appropriate by the Director and the Executive Board.

Section 4 of KEP—Eligibility

Children who will be attending morning Kindergarten at Traver Road School will have preference over children out of the district.

All Amendments to the Constitution were approved by a majority of the Cooperative Members of PVCNS present at the general meeting held on June 3, 2013.

Signed on June \_\_\_\_2013 by the 2013-2014 Executive Board:

\_\_\_\_\_  
, President

\_\_\_\_\_  
, Vice President/Secretary

\_\_\_\_\_  
, Treasurer

\_\_\_\_\_  
, Assistant Treasurer

\_\_\_\_\_  
, Fundraising Chair

\_\_\_\_\_  
, Asst. Fundraising Chair

\_\_\_\_\_  
, Publicity Chair

\_\_\_\_\_  
, Member-at-Large