

Montessori Program @ Birch Lane



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E-Mail: [BirchLaneMPAC@gmail.com](mailto: BirchLaneMPAC@gmail.com) Web: <http://birchlanemontessori.org/>
Become a friend on Facebook: search "Birch Lane Montessori Parent Advisory Committee"

Contact Information for teachers and MPAC Board Members use only:

Parent/Guardian Name(s) _____

Address _____

E-mail address _____ Telephone _____

Student name(s) _____ Grade _____ Teacher _____

HOW CAN I GET INVOLVED?

All members of the BL Montessori community are welcome & encouraged to get involved in the Montessori Parent Advisory Committee (MPAC) at Birch Lane Elementary. There are no dues required to participate. Please check off your interests and return this form a.s.a.p. along with the rest of your school info packet. Questions? Please contact MPAC President Emily Ault at 756-4203/birchlanempac@gmail.com or MPAC Secretary Julia Huddleson at 758-9502.

Individual Volunteer Opportunities (these are finite "jobs" that taken individually will require minimal time commitment, but make a huge difference to our program!):

- Individual "FUN" draiser events (ideas always welcome)
 - Back to School Montessori Family Picnic (August/September)
 - Pizza Night (November)
 - Family Fun Night(s)/Event(s) (January /?)
 - Davis Diamonds (February)
 - Farmer's Market Picnic (May)
 - Other Ideas
- In charge of posting & removing reminders at school for MPAC meetings & upcoming events (1/month & as needed for events)
- PTA rep (1/month)-attends PTA mtgs & updates MPAC
- Classroom Reps (1/month/as needed)
- Attend SPAC meetings & report to MPAC (1/month)
- Monitor School Board Meetings & report back to MPAC (1/month)
- Parent Education Events (1-4/year)
- T-Shirts order (September/October)
- "Unfundraiser" (November/December)
- Preschool Outreach (February/March)
- Farmer's Market Kindergarten Registration Info Booth (February/March)
- Serve as Web Master for the Birch Lane Montessori web site—birchlanemontessori.org (update web site with current info as supplied by the MPAC board-minimal time, but very important! Must have web writing software.)
- Other: _____

BIRCH LANE MONTESSORI PARENT ADVISORY COMMITTEE (MPAC) EXECUTIVE BOARD

MPAC elections will be held on September 21, 2010, the first MPAC meeting of the year. All positions are open. Look at the board positions and other volunteer opportunities to see if there is something you are interested in. Many hands make light work!

The President's job includes:

- Convene and preside over regularly scheduled Montessori parent advisory committee meetings. Prepare and present the agenda.
- Coordinate the work of officers of the association and create committees as needed for the MPAC to meet its objectives.
- Be the official representative and spokesperson of the Montessori parent advisory committee.

The Vice President's job includes:

- Act as assistant to the president and assume responsibilities of the president in the absence or inability of the president to act.
- Coordinate fundraising efforts.

The Secretary's job includes:

- Keep accurate records of MPAC actions, including sending out meeting announcements; taking minutes at all board meetings; distributing copies of minutes and the agenda to each board member; and ensuring that appropriate records are maintained.
- Conduct all necessary correspondence of the parent advisory committee upon authorization of the president or executive board.

The Treasurer's job includes:

- Receive and deposit all funds collected on behalf of the parent advisory committee in an account at a recognized financial institution approved by the executive board.
- Disburse funds authorized by the executive or members.
- Maintain an accurate record of all receipts and expenditures and make a report at each board meeting.

The School Site Coordinator shall:

- Coordinate volunteers at Birch Lane (PTA & Classroom reps; Parent Ed, etc—see above)
- Manage the Montessori listserv

The Community Coordinator shall:

- Promote and publicize the Montessori program within the Davis community as directed by the MPAC president and executive committee.
- Coordinate outreach activity volunteers (see above)