

# **Standing Rules of Journey School Parent Cabinet**

## **Approved by Parent Cabinet on June 9, 2021**

### **1. Parent Cabinet Purpose**

- Create and foster community among Journey School Families
- Support teachers and school wide festivals
- Fundraise for school wide needs
- Organize and solicit volunteers for school wide needs
- Act as liaison between administration and parents

### **2. Parent Cabinet Meetings**

All parents are invited and encouraged to attend monthly PC meetings. It is expected that at least one PC Rep per classroom will attend the meetings. In addition, a representative from administration and a representative from PedCo (pedagogical committee) are invited to attend each meeting to share with parents and answer any questions.

### **3. PC Meeting Culture & Habits**

(These can be passed out or read aloud at the beginning of meetings)

#### **Meeting Culture**

We strive to:

- Equalize power by valuing the contributions of each member
- Have interest in each other and work together
- Cultivate an environment of respect for others' opinions and mutual trust and healthy conflict
- Speak out truth even if it is not popular
- Have a willingness and flexibility to give enough time to listen and work with issues thoroughly
- Listen for what lies behind another's words
- Listen for what is truly needed by letting go of our own agendas, lobbying techniques, attachments, grievances, etc.
- Look for creative alternatives that go beyond compromise
- Believe that we can find a positive solution together
- View meetings as works of art
- Share responsibility and accountability
- Help each other improve our meeting Habits
- Start and end most meetings with a verse

## **Meeting Habits**

One person speaks at a time  
Listen with an open mind  
Stay on point, on topic and on time  
Speak kindly and respectfully  
Address the issue not the person  
Give other the benefit of the doubt

### **4. Voting at PC Meetings**

Each class shall elect one or more representative to the PC from among the parents in their class. Two PC representatives may serve in the role, with a primary and a backup, but there is only one vote allowed per class. Classes include all seat based and independent study classes as determined by the Parent Cabinet.

If a classroom has no volunteers to serve as a PC Rep, a member who already serves as a PC Rep for another class may act as a PC Rep for more than one class or as a Board Member and a PC Rep. In this case the member would receive one vote per class and/or board position they represent.

Quorum is defined as 51% of the board positions and the PC Rep positions that are currently filled. There are 9 available board positions and 23 available PC Rep positions. If a class has no PC Rep signed up to represent their class then their class is not part of the equation. For example: if 7 board positions are filled and 20 PC Rep positions are filled, quorum would be 51% of 27, not 51% of 31.

### **5. Role of PC Rep**

A PC Rep's job is as follows

- Attends monthly PC meetings and reports back to parents.
- Coordinates volunteers from the class for school wide events.
- Provides classroom updates to PC and shares school-wide issues with class.
- Shares opinions with PC from parents who are unable to attend PC meetings
- Votes on PC budget, executive team members and various issues with the best interest of the entire school (not the specific class representing) in mind

Once a parent signs up to be a PC Rep they will be given special access within Parent Square to post and communicate with their class. By acting as PC Rep they will agree to the following:

I hereby agree that I will only use ParentSquare to communicate information that is in compliance with Journey School Policies, Procedures and Philosophies per the Journey School Handbook and is directly related to Journey School or a sub group of the school (eg. class, group). If these terms and conditions are not met, it is at the discretion of the ParentSquare Administrators to remove any special access that I have been granted.

## **6. Election of PC Reps**

PC Rep is a volunteer position. 2 PC Reps may serve at the same time per classroom, usually a primary and a backup. If there are more than 2 people interested in volunteering for this role an anonymous poll will be taken within the class and the top two candidates will be the PC Reps. Sign ups and anonymous poll may be done through ParentSquare.

## **7. Composition of the PC Board**

Per PC Bylaws there are the following board members: President, Vice-President, Treasurer, Secretary and School Council Representative. There are four remaining positions for Directors at large. Two will be designated as outlined below and the last two will remain as floating positions to be filled to shadow an existing position as needed.

The description and roles of Board Members are below:

### **The President shall:**

- a) be the principal executive officer of the Corporation, shall in general supervise and control all of the business and affairs of the Corporation.
- b) she shall, when present, preside at all meetings of the members and of the Board of Directors.
- c) she may sign, with the Secretary or any other proper officer of the Corporation thereunto authorized by the Board of Directors, , contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the Corporation, or shall be required by law to be otherwise signed or executed;
- d) and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

**The Vice President shall:**

- a) In the absence of the President or in event of his or her death, inability, or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.
- b) The Vice President shall perform such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors. .

**The Secretary will**

- a) keep the minutes of the proceedings of the members and of the Board of Directors in one or more minute books provided for that purpose;
- b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
- c) be custodian of the corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized;
- d) keep a list of names and contact information for all voting members of the corporation;
- e) in general perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned to her by the President or by the Board of Directors.

**The Treasurer shall:**

- a) have charge and custody of and be responsible for all funds and securities of the Corporation;
- b) receive and give receipts for moneys due and payable to the Corporation from any source whatsoever, and deposit all such moneys in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these Bylaws;
- c) in general, perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Board of Directors;
- d) check the Corporations mailbox;

- e) ensure that corporate insurance is maintained and renewed annually;
- f) ensure that all corporate filings are completed and filed accurately and on time.

**The School Council Representative shall:**

- a. Join the Journey School Council as a non-voting representative of Parent Cabinet. The School Council Representative shall apply and/or conduct interviews as part of the vetting process as required by the Journey School Council to be added as a member of the Journey School Council.
- b. Attend all School Council meetings and represent the voices of the parents and the Parent Cabinet.
- c. Attend all Parent Cabinet meetings to provide a report out of the items discussed at the School Council meeting.
- d. Provide an avenue for parents to share information with the Journey School Council as needed.

**The Events Coordinator shall:**

- a) keep upcoming events on the agenda at general and board meetings
- b) work to obtain volunteer leads for PC events;
- c) guide new event leads in terms of gaining school approvals; location approvals; budget; handling payments; reimbursements and deposits; volunteer needs; teacher assistance and communications to school.
- d) provide new event leads with Volunteer Resources document to provide guidance in running an event at Journey.

**The Communications Chair shall:**

- a) coordinate with event leads and board members to send out important and timely information about events
- b) maintain current event information on ParentSquare calendar.

## **8. Nomination and Election of PC Board**

It is the goal of Parent Cabinet to maintain a dedicated and experienced board while at the same time bringing new people to the role. To accomplish this, positions are intended to be for a 2 year term with half of the board rotating off each year and new members rotating on. Board members may remain in their current position after their term expires if that position is vacant, ie: no one is willing to fill that position.

It is strongly encouraged, but not required, that anyone serving on the board have previously served as PC Rep or been a regular attender of PC meetings. It is also strongly encouraged, but not required, that the President have previously served on the board.

Each year the open positions on the board will be announced school wide no later than 1 month prior to the general meeting at which the election will take place. This will open the nomination period. A person may nominate or volunteer themselves for any open position. The nomination period will close one week prior to the general meeting at which elections will be held. Elections will be held at the May general meeting or if that is not possible at the June general meeting.

If there are no contested positions, the slate will go to the general meeting for election. When there are no contested positions only affirmative votes are allowed and only one aye vote is required to approve the slate and elect the directors.

If there are contested positions voting will be done by anonymous ballot. Nominees will be provided an opportunity to make a written or oral statement introducing themselves and their desire to serve on the board.

As per the PC bylaws, Roberts Rules of Order will apply in terms of parliamentary procedure.

## **9. Finances**

The Treasurer and the President have signing rights on the bank account.

No debit card nor credit card shall be used by Parent Cabinet.

To maintain proper checks and balances neither the Treasurer nor the President shall process cash or checks for deposit. Instead, whichever volunteer leads the event will gather the cash and checks, prepare a deposit form and drop together in the PC safe. Volunteers handling cash are encouraged to complete the deposit form with a second volunteer. Another volunteer, not the President or Treasurer, will review the deposit form, take copies of checks and deposit the funds in the PC bank account. The volunteer will then provide the copies of the checks, deposit form and deposit receipt from the bank for the Treasurer.

All reimbursement or payment requests will be submitted to the Treasurer who will review and process payments.

Treasurer will coordinate with bookkeeper and CPA to achieve monthly budget to actual and balance sheet reports, and annual filing of taxes. Monthly budget to actual reports and balance sheets shall be presented at general meetings.

The budget for the upcoming year is put together by the budget committee, which is the Treasurer, President and at least one other voting member. It will be presented to Parent Cabinet at the May general meeting, or June meeting if May is not feasible.

## **10. Corporate Filings**

As a corporation, each year Parent Cabinet is required to file the following:

**Taxes:** Due November 15<sup>th</sup> annually

**Statement of Information:** every even numbered year between the months of February and July and/or when any of the following three officers change: President, Treasurer or Secretary. Statement of Information can be submitted through California Secretary of State online.

**Application to Hold a Raffle:** a CT-NRP-1 form must be filed with registry of charitable trusts at least 60 days prior to any raffle. One form can cover all raffles done between Sept 1 and August 31 so best practices is that this would be done every June 1<sup>st</sup> to cover raffles at Harvest Faire and the Auction. Dates can be estimates with actual dates reported on the CT-NRP2 referenced below.

**Raffle Report:** a CT-NRP-2 form must be filed with registry of charitable trusts before Oct 1. This form reports on raffles held the previous year.

**RRF-1:** annual renewal of charitable status through the Registry of Charitable Trusts. This is done at the same time as filing taxes.

**FAILURE TO FILE THESE FORMS IN A TIMELY MANNER CAN IMPACT THE  
TAX EXEMPT STATUS OF JOURNEY SCHOOL PARENT CABINET.**

## **11. Insurance**

PC maintains corporate insurance including Directors and Officers insurance to cover the board members, which is renewed annually in April. The Treasurer is responsible for ensuring that insurance is renewed and paid for. Renewal information will come via postal service and email to the treasurers email.

## 12. Volunteer Resources

See below Volunteer Resources flier to be provided to event leads.

### JOURNEY SCHOOL PARENT CABINET

#### VOLUNTEER RESOURCES

Have you agreed to spearhead a fundraiser or event for Journey School Parent Cabinet? See below for a list of information and resources to help you. And **thank you** so much for your dedication!

**Budget:** Contact the PC treasurer at [pctreasurer@journeyschool.net](mailto:pctreasurer@journeyschool.net) to find out what your budget for expenses is or to find out how much was spent in previous years. Also, please try to keep track of the cost of all donated materials so that the true cost of the event can be determined. This helps with future budgeting.

**Advertising:** If you want to get information out to the whole school via Parent Square contact the PC Communications Director at [pcnews@journeyschool.net](mailto:pcnews@journeyschool.net) or through Parent Square to have your information included in the PC email Newsletter.

**Printing:** You can get a great low price for printing by putting in orders for printing through CUSD. It takes a least one-week. Tuesdays and Thursdays are the pickup/drop off days. Ask in the office at the front desk for assistance.

**Parent Square Posts:** PC can make a post for you to advertise your event, ask for RSVP's and sign ups. You will be added as an admin for that post so that you can edit the post and view and respond to comments. Please be certain to keep an eye on these comments, as Parent Cabinet will not be reading or responding to them.

**Sign Up Volunteers:** In addition to posting in Parent Square, don't forget to come to the PC meetings to plug your project and spread the word. Word of mouth and a personal invitation is still the best way to get volunteers!

**Accepting Payments:** Do you want to accept payment using Square, Venmo, PayPal, or Stripe? We can set that up too. We can also set up and provide you with a credit card reader and add your item to the online store if needed. Just talk to the PC Treasurer [pctreasurer@journeyschool.net](mailto:pctreasurer@journeyschool.net) in advance to figure out the details.

**Depositing Cash/Checks:** There is a Deposit Form in the office on the front desk. You should complete the form as the "Preparer" (read the instructions at the bottom of the form). Then put the form with the cash/checks in the PC safe – there is a slot in the safe to drop the deposits; the safe is located in teachers kitchen under the counter to right of



sink. If you want to track different types of income for your project you must outline this on the Deposit Form. For example: ticket sales versus food sales.

**Reimbursements:** Reimbursement forms are located on the PC website and hard copies are in a folder on the front desk. Reimbursement forms must be fully completed with all receipts attached and a hard copy put in the PC mailbox in the office. Reimbursements are typically processed within one week.

**Selling on Campus:** If you are selling tickets on campus here are a few suggestions: Wednesdays are the days when most people are on campus. Setting up a table by the lunch tables, next to the office ramp, during Kindy and Grades pick up and/or drop off can be a good time. Also, walking the drive through pick up line can be a good spot to grab people's attention. Don't forget the back lot, particularly if it is for older grades, as they are often picked up in back.

**Need Tables or Easy Ups:** Parent Cabinet has Easy Ups in the back storage shed (the front office will have a key for this shed) and a few tables in the community space shed (code to shed is 1978). Please coordinate in advance with Events Coordinator if you need assistance and please return all of the items where you found them.

**PC Shed:** There are also lots of materials and supplies available in the PC Shed (the shed between the Kindy Yard and Little Toy play structures) and/or the community space shed. If a box is labeled with an event please do not rummage through those boxes unless this is the event you are heading up. Code to community space shed is 1978. Keys to the PC Shed are in the front office. Ask at front desk. Please return everything to the sheds and keep the sheds tidy.

**Need to Use the MPR?:** Check in with Shelley Kelley (and copy the Events Coordinator or PC President) to check availability and reserve the use of the space.

**Journey Culture:** When planning your event please keep the following in mind:

- Journey strives to foster community. Fundraisers are always additional opportunities to create and foster community. Please be sure to include this perspective when planning and advertising your event. Remember: "Working together creates community."
- Journey strives to be inclusive. Please think about this when promoting events, for example creating an event just for kids and their grandparents might leave some people feeling left out. Try a broader approach such as kids and a special adult.
- Journey strives to be green. Please encourage families to bring their mess kits and reusable water bottles; and minimize the amount of paper and paper goods used.

- Journey has many families with food allergies. Please encourage nut free, gluten free, vegetarian and vegan options and ask for foods to be labeled. You can even provide labels when people drop off foods.
- Journey strives to be healthy. Please limit the amount of sugary treats that are offered.
- Journey celebrates nature and beauty. Consider removing foods from store containers and displaying items in a simple but beautiful manner.
- Journey limits media and TV Talk. Please keep these at a minimum.

Any other questions email [parentcabinet@journeyschool.net](mailto:parentcabinet@journeyschool.net) or parent cabinet through Parent Square and someone will get back to you.

**And please remember to keep the office staff informed of your event details, as they are often the go to place for people with questions.**