

MLC/MELC's Copy

Attendance Policy Regarding Parent Board Meetings

At the Parent Meeting held July 12, 2010 an attendance policy was voted upon.

Parents are not allowed to miss more than three Parent Board Meetings per year.

If you miss **one** meeting you will receive a **warning**.

If you miss **two** meetings your child will be **suspended one day**.

If you miss **three** meetings your child could face **termination**.

Board Meetings are always held the second Monday of each month. Dinner is from 5:30 – 6:00pm, meeting time is 6:00 - 7:30, and individual parent meetings by appointment from 7:30 to 8:00. If the second Monday is a holiday we will meet on the third Monday of the month.

FEFs (Family Events and Fundraising) and **PIPs (Personnel, Improvement, and Policy)** are important committees that parents at the Mystic Learning Center are required to join one of the committees. Parents can choose whether they'd like to join the FEFs committee or the PIPs committee which meet every other month. Below are the descriptions of each committee and what they each focus on. Read descriptions carefully and choose accordingly. We look forward to seeing you!

Family Events and Fundraising (FEFs)

- Need: The MLC needs a committee of people to plan its annual calendar of family events, fundraising activities and special events.
- Functions: Meet at least bi-monthly to plan, conduct and evaluate the annual calendar of family events and fundraisers.

Personnel, Improvement, and Policy (PIPs)

- Need: The MLC needs a committee of people to assist with personnel (recruiting, interviewing, hiring and grievance of program staff) improvement (suggesting, reviewing, implementing program improvements following QRIS standards) and policy needs (annual review and updating of staff and parent handbooks, development of new policies).
- Functions:
- Meet bi-monthly to plan, conduct and evaluate PIP Committee activities, assist with hiring program staff and hearing any staff grievances; Be familiar with staff and parent handbooks in order review and revise handbooks at least annually; Be familiar with DEEC's/QRIS in order to assist staff in program improvement efforts (know evaluation tools utilized and review program plans for improvement).

The following are our meeting dates for 2024-2025:

BOARD MEETINGS	FEF MEETINGS	PIP MEETINGS
July 8, 2024	July 22, 2024	X
August 12, 2024	X	August 19, 2024
September 9, 2024	September 23, 2024	X
October 21, 2024	X	October 28, 2024
November 18, 2024	November 25, 2024	X
December 9, 2024 (Holiday PotLuck Supper)	X	December 16, 2024
January 13, 2025	January 27, 2025	X
February 10, 2025	X	February 24, 2025
March 10, 2025	March 24, 2025	X
April 14, 2025	X	April 28, 2025
May 12, 2024	May 6, 2024	X
June 9, 2025 (Parent's Night Out)*	X	June 23, 2025

*In order to be invited to the Parent's Night Out (June Parent Board Meeting), parents must attend a minimum of 75% within the fiscal year.

Parent participation is vital to the MLC/MELC. We hope to see you at all meetings this year. In order to be excused you must have a note from work, school, or a doctor, or some kind of documentation for other excuses.

Thank you for your cooperation in this matter.

Signature

Date

Parent/Guardian's Copy to Keep

New Attendance Policy Regarding Parent Board Meetings

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