

## **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 2023-2024:**

<b>BOARD MEETINGS</b>	<b>FEF MEETINGS</b>	<b>PIP MEETINGS</b>
July 10, 2023	July 24, 2022	X
August 7, 2023	X	August 21, 2023
September 11, 2023	September 25, 2023	X
October 16, 2023	X	October 30, 2023
November 13, 2023	November 27, 2023	X
December 11, 2023 (Holiday PotLuck Supper)	X	December 18, 2023
January 8, 2024	January 29, 2024	X
February 12, 2024	X	February 26, 2024
March 11, 2024	March 25, 2024	X
April 8, 2024	X	April 29, 2024
May 13, 2024	May 6, 2024	X
June 10, 2024 (Parent's Night Out)*	X	June 24, 2024

\*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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