

**SPEEDWAY COOPERATIVE PRESCHOOL, INCORPORATED**  
**CONSTITUTION**  
**REVISED April 2014**

**ARTICLE I: NAME**

The name of this corporation shall be Speedway Cooperative Preschool, Incorporated.

**ARTICLE II: OBJECTIVE**

The object and purpose of the corporation is to conduct and carry on a non-profit cooperative preschool, established to provide activities for children and help them develop physically, emotionally, intellectually, and socially. The program is one of creative group play and parent education through participation and child study meetings.

**ARTICLE III: LOCATION**

Speedway Cooperative Preschool, Incorporated is located at the John Knox Presbyterian Church, 3000 N. High School Road, Indianapolis, IN 46224.

**ARTICLE IV: MEMBERS**

**Section 1. Classes**

The members of the preschool shall be divided into active and associate members.

**Section 2. Active membership**

This class shall consist of either parent with the right of assignability of a child whose application has been accepted and whose child has been admitted into the Rookies, Racers, or Sparkplugs class, who has paid the required fees, and furnished the required forms on behalf of such child and parent. Speedway Cooperative Preschool shall be open to all persons regardless of race, creed, religion, or national origin.

- A. Eligibility: For a child to be eligible, the child must have a participating parent who can fulfill all the parent obligations listed in the by-laws. More than one participating parent per child may be an active member, duties may be shared, but only one vote will be granted per family. A "participating parent" is defined as a parent, other relative, or interested adult who will participate in the classroom on a regular rotating basis assisting the teacher, and participating in those activities normally associated with and assigned to such parent in the cooperative preschool. Parents in the Buyout program (see Article V, Section 5) are required to attend all meetings and fulfill all parent obligations listed in the by-laws, but through the Buyout program do not participate in the classroom sessions.

- A. Age requirements: Children must meet the following age requirements:

<u>Class</u>	<u>Age by August 1</u>
Rookies	2
Racers	3
Sparkplugs	4

- i. Exception to the usual age requirements may be subject to the following condition: The child must be of age for the class s/he is enrolled in no later than September 1st.

- C. Loss of membership:

- ii. A member shall lose his/her status as a member upon the loss of eligibility or the loss of eligibility of his/her child.

- iii. A member may be removed as a member by the affirmative vote of two-thirds of the Board of Directors. The child of such removed shall no longer be eligible to attend co-op.

### Section 3. Associate membership

This class shall consist of individuals who have no child enrolled in the preschool, but who desire to participate in the program of the preschool with all rights of the active membership and have paid the fee set by the Board of Directors.

## **ARTICLE V: FEES**

### Section 1. Registration fee

A non-refundable registration fee per school year, set by the Board of Directors, is received by the 1st Vice President-Membership Chairperson when the child's application is accepted. A family enrolling more than one child concurrently pays one registration fee. A family who enrolls for the current year after open enrollment for the following year has begun shall not have to pay a registration fee for the following year.

### Section 2. Tuition

The tuition is set by the Board of Directors and is due by the 1st of each month, **from September through April, with the May tuition due in April as specified in the Bylaws.** Tuition is received by the Treasurer and is payable to Speedway Cooperative Preschool. If the tuition is received after the 10th of the month, it is considered delinquent and a fine of \$10.00 will be charged.

### Section 3. Supply Fee/Supply Bulletin Board

A supply fee is set by the Board of Directors and is due in January of the school year. This amount will be used for the specific supplies needed for each class. General supplies needed will be posted on the bulletin board. It will be the responsibility of the participating families to periodically purchase these posted items.

### Section 4. Insurance/Dues fee

An insurance/dues fee, per each child enrolled, which is set by the Board of Directors, is payable to the Treasurer with October tuition of each school year.

### Section 5. Buyout

In some circumstances, the Board of Directors and teachers may approve a buyout option for classroom participation. This fee is set by the Board of Directors. There must be a minimum of 5 participating members for each 1 member with a Buyout in the class. Families that participate in the buyout option must fulfill all other eligibility requirements.

## **ARTICLE VI: BOARD OF DIRECTORS**

### Section 1.

The Board of Directors shall consist of the elected officers, appointed chairpersons, and the Parent-Teacher Representatives.

- A. The elected officers shall consist of: President and/or Co-President, 1st vice President in charge of membership, 2nd Vice President in charge of parent education, Secretary, Treasurer, and ICPC delegate.
- B. The appointed chairpersons shall consist of those as designated in the by-laws to be selected by the newly elected officers and teachers.
- C. The Parent-Teacher Representatives, one representing each class, are to be selected by the newly elected officers and teachers.

## Section 2.

Board of Directors meetings are open to all who would like to attend; however, voting privileges will be limited to the above elected officers, appointed chairpersons, and the Parent-Teacher Representatives. A request to be put on the agenda must be made through the President and/or Co-President.

## Section 3.

In addition to other duties mentioned in this Constitution, the Board of Directors shall have the power to do the following:

- A. Authorize the appointment by the President and/or Co-President of any special committee;
- B. Negotiate housing for the school and enter into contract for the same;
- C. Hire any teacher, considering recommendations made by the teacher hiring committee, set salary, and fix terms of employment by contract;
- D. Approve the annual budget;
- E. Approve the school calendar;
- F. Review by-laws of the preschool and suggest means of improving them to the membership;
- G. Take action on matters of policy where circumstances allow no delay;
- H. Approve all money that is spent that is not already approved in the budget.

## **ARTICLE VII: POWERS AND PROCEDURES**

### Section 1.

The membership of the preschool shall have sole and exclusive power to do the following:

- A. Elect officers
- B. Amend the constitution and by-laws
- C. Adopt new policies and procedures for the by-laws
- D. Remove and elect officers to fill vacancies occurring for any reason.

### Section 2.

Two-thirds of the active membership constitutes a quorum.

### Section 3.

Voting at the meetings may be by voice vote, or, at the request of one-third of the members, the voting shall be by written ballot.

### Section 4. Parliamentary Procedure

The Board of Directors meetings shall be conducted according to Robert's Rules of Order, parliamentary procedure. Parliamentary procedure is based on the consideration of the rights: of the majority, of the minority (especially a large minority greater than one-third), of individual members, of absentee members, of all of these groups taken together.

## Section 5. Meetings of the Members

Order of Business:

1. Welcome/Introduction
2. Approval of Minutes
3. Treasurer's Report
4. Announcements
5. Executive Board reports
6. Other Officer reports
7. Old Business
8. New Business
9. Next Meeting
10. Adjourn

It is suggested that the meetings follow Parliamentary Procedure at all times.

## **ARTICLE VIII: EXECUTIVE BOARD OF DIRECTORS**

### Section 1.

The Executive Board shall consist of the six or seven elected board members: President and/or Co-President, 1st Vice President in charge of membership, 2nd Vice President in charge of parent education, Secretary, Treasurer and ICPC delegate.

### Section 2.

Executive Board meetings are closed to all except Executive Board members and those invited by the Executive Board members. The President and/or Co-President has the right to call a meeting of the Executive Board at his/her discretion or at the request of another Executive Board member.

### Section 3.

In addition to other duties mentioned in this constitution, the Executive Board shall have the power to do the following:

- A. Conduct a yearly evaluation of each teacher;
- B. Make a recommendation to the Board of Directors regarding the termination of a teacher's contract;
- C. Make a recommendation to the Board of Directors regarding the non-renewal of a teacher's contract;
- D. Take action on matters of policy where circumstances allow no delay;
- E. Take action on financial matters involving members that require discretion and confidentiality.

## **ARTICLE IX: ELECTION OF OFFICERS**

### Section 1. 1st Vice President

Nominations for 1st Vice President/Membership Chairperson are presented and voted upon at the November parent meeting. Two-thirds of the active members must be present to hold the election. A plurality of the votes is sufficient for election to an office. If there are two or more candidates for the office, the ballots for the office are written. The newly elected 1st Vice President assumes full responsibilities of the office at the January Board of Directors meeting, with duties outlined in the school's by-laws.

### Section 2. Nominations

The President and/or Co-President and executive board solicit volunteers for office and presents to the membership the candidates for the offices of President and/or Co-President, 2nd Vice President, Secretary, and Treasurer. Additional

nominations from the floor are also accepted during a parent meeting. Nominations are open to any person who will be an active member the year of the term of office.

### Section 3. Elections

The offices of President and/or Co-President, 2nd Vice President, Secretary, and Treasurer will be voted upon at the April parent meeting, or at the February parent meeting if a slate of nominees has been selected. Two-thirds of the active members must be present to hold the elections. A plurality of the votes is sufficient for election to an office. If there are two or more candidates for the office, the ballots for the office are written. Any unopposed office may be voted upon collectively by voice vote.

### Section 4. Terms of Office

The elected officers, other than the 1st Vice President, are installed at the May Board of Directors meeting and assume duties as outlined in the school's by-laws in conjunction with the former officers until after school closing at which time the former officers will be relieved of their duties. Each term of office shall be for one school year, with a maximum of two consecutive school years holding the same officer position.

## **ARTICLE X: BOOKS AND RECORDS**

The corporation shall keep correct and complete books and records of accounts, and shall keep minutes of the proceedings of its members, and shall also keep a record giving names and addresses of members entitled to vote.

- A. The fiscal year of the corporation shall begin on the 1st day of July each year and end at midnight on the 30th day of June.
- B. An annual audit by a qualified person appointed by the President and/or Co-President is required each year. A tax return is available to membership upon request.

## **ARTICLE XI: AMENDMENTS OF CONSTITUTION AND BY-LAWS**

This constitution and the by-laws may be altered, amended, or repealed by a quorum of two-thirds of the active membership. A plurality of the votes is sufficient, provided the members have been notified and presented with the alteration, amendment, or repeal fourteen days prior to the vote. Changes may be presented to the Secretary and voted upon in the prescribed manner at any time throughout the school year.

## **ARTICLE XII: DISSOLUTION OF THE CORPORATION**

Dissolution of Speedway Cooperative Preschool, Incorporated shall occur upon two-thirds vote of the active membership. All debts will be paid with the remaining funds in the treasury, and if necessary, with the sale of current inventory. Any remaining inventory shall first be offered to John Knox Presbyterian Church, and then to the Indiana Council of Preschool Cooperatives (ICPC) to be distributed among the remaining cooperative schools as they deem fit.

**SPEEDWAY COOPERATIVE PRESCHOOL, INCORPORATED**  
**BY-LAWS**  
**REVISED April 2014**

**ARTICLE I: STANDARD OF THE SCHOOL**

Speedway Cooperative Preschool, Incorporated (also referred to as Speedway Co-op or Co-op) is a member of the Indiana Council of Preschool Cooperatives (ICPC). Speedway Co-op maintains ICPC's Statement of Standards and is evaluated by the Council annually.

**ARTICLE II: SCHOOL SESSIONS**

**Section 1. Morning Sessions**

- A. Rookies Monday and Wednesday 9:30 – 11:30 a.m.
- B. Racers Tuesday, Thursday, Friday 9:30 – 12:00 p.m.
- C. Sparkplugs Monday, Wednesday, Friday 9:00 – 12:00 p.m.

School sessions may be altered by the Board of Directors to meet the needs of the members.

After September 1st, a unanimous vote of the class members and teacher is required to change the class meeting times, except in the case of decreased enrollment. (See Article III, Section 2 D)

**Section 2.**

Classes begin in September and the President and/or Co-President, with the approval of the Board of Directors, sets up the school calendar using the area public school calendars as guidelines. If Wayne Township or Speedway Public Schools are closed due to inclement weather, Speedway Co-op will be closed as well. If Wayne Township Public Schools or Speedway Schools are running a 1 or 2 hour delay due to inclement weather, Speedway Co-op will remain open and operate on usual hours.

**ARTICLE III: MEMBERSHIP**

**Section 1.**

Registration in the Speedway Cooperative Preschool is accepted by the 1st Vice President in the following order upon application and payment of the registration fee for the following year:

- I. January 25th: Returning students (active members of the current Rookies, Racers, or Sparkplugs classes who are in good financial standing with the co-op).
- II. February 1st: Returning families (active members of the Rookies, Racers, or Sparkplugs classes who are in good financial standing with the co-op).
- III. February 7th: Members of John Knox Presbyterian Church and Speedway Cooperative Preschool alumni and other ICPC co-op alumni.
- IV. February 15th: The general public.
- V. Notification of class assignments will be given within a 2-week period following receipt of registration and the registration fee.

**Section 2.**

- A. Maximum enrollment in the Rookies class is 10 children. Maximum enrollment in the Racers class is 14 children and the maximum enrollment in the Sparkplugs class is 16 children. Rookies class may be bumped up to 12 upon recommendation of the Executive Board and approval by the Teacher.

- B. An initial enrollment of fewer than 6 in each of the Rookies classes, 7 in each of the Racers classes or 7 in the Sparkplugs class may be cause for canceling the class.
- C. Placement of each special needs child will be considered on an individual basis.
- D. If the enrollment of any class drops below 75% of the initial enrollment, an evaluation will be conducted by the Executive Board and teacher to determine the ongoing status of the class.

Section 3. Age Conditions

- | <u>A. Class</u> | <u>Age by</u> | <u>Cut-off date</u> |
|-----------------|---------------|---------------------|
| Rookies         | 2             | August 1st          |
| Racers          | 3             | August 1st          |
| Sparkplugs      | 4             | August 1st          |
- B. Exceptions to the usual age requirements may be made subject to the following condition if:
    - a. We continue to recommend the August 1st cut-off date, but we may allow a grace period to September 1st.
    - b. If the child is accepted as a child whose birthday is between August 1st and September 1st, the school must consult the teacher and follow the ICPC standards.
    - c. Once a child has been granted age exception status, s/he may continue to advance to the next class level with teacher recommendation. The family may register for the next class during open registration beginning January 25th.
    - d. The number of age exceptions cannot exceed two (2) children in a Rookies class, four (4) children in a Racers class, and four (4) children in a Sparkplugs class.
    - e. The teacher of the class in which the child is to be enrolled should meet with the child and conclude that the child will benefit from participation in that class, and that the younger child will not in any way lessen the preschool experience for the other members of the class.
    - f. The child's readiness for participation in the particular class will be evaluated after participation in the classroom for a one (1) month trial period.

**ARTICLE IV: PARENT OBLIGATIONS**

Section 1.

Parents must become an active member of Speedway Cooperative Preschool as required under Article IV, Section 2 of the constitution.

Section 2.

Parents must assure their membership and cooperation with the school by signing the parent contract prior to the first day of class.

Section 3.

Attendance at the parent meetings and class buzz sessions and parent orientation is mandatory. Each family may be excused from a maximum of one parent meeting each school year. Absences without valid reason shall be proper and sufficient cause for the removal of a member by action of the Board of Directors as provided by the constitution. Reasons for unavoidable absences from these meetings must be reported prior to the meeting to the appropriate Parent-Teacher Representative and the member is required to read and sign the minutes of the meeting missed.

- a. Parent orientation and parent meeting babysitting will be provided by two people hired by the Co-op on a yearly basis and paid by those parents requiring babysitting. These people must be at least high school age and one preferably an adult.
- b. Buzz session babysitting will be provided by two members of the babysitting committee (See Article VIII Section 12)

#### Section 4.

**Maternity or Medical leave may extend up to a maximum of eight weeks depending on doctor recommendations. If a situation occurs that requires a leave longer than 8 weeks a doctor approved letter should be submitted to the Executive Board**

#### Section 5.

All participating parents are required to attend a Classroom Participation Training (CPT) session if they will participate more than three (3) times in a school year. These CPT sessions will be set up by the school unless the parent was previously oriented by the co-op or another co-op member of ICPC within the 5-year limit. The CPT session must be attended no later than the catch-all session (usually held in January) or the parent may be dismissed. Parents are responsible for the CPT class fee which is approximately \$20.

#### Section 6.

If a co-op parent is to be the primary participant for more than one child, the co-op parent will have full parental responsibility for each child. Therefore, s/he will have increased participation and committee work. Registration and tuition will be the responsibility of the legal parent of each child. Election to an Executive Board position shall exempt the member from multiple committee work.

#### Section 7.

Participating parents and children must meet all health requirements as set forth by the school and the Marion County Department of Health, including a TB test for participating parents. All required forms must be submitted prior to the first day of school. Neither parent nor child may attend or participate in class unless these requirements are met.

#### Section 8.

Each family is required to participate in one Saturday housekeeping session per child enrolled with a maximum of 2 sessions per school year.

#### Section 9.

Each family will comply with the school disruptive behavior policy. Please see Addendum for full policy. The steps for handling disruptive behavior are as follow:

1. REDIRECTION: Positive methods will be used to redirect a child's unwanted behavior into more acceptable modes of interacting with their peers.
2. CONFLICT RESOLUTION/TURTLE TIME: This is a technique used by our teachers to help young children learn the skills to resolve conflicts independently. The techniques teach the children good self-concepts, while helping them grow in social awareness, acquire communication skills, and develop respect and empathy for others.
3. SEPARATING a child from the group for a short period of time. (Relaxing/Soothing Time) Parents will be notified of the incident after class.
4. ONGOING DISRUPTIVE BEHAVIOR: If the unwanted behavior continues to be an ongoing experience week to week for more than 2 weeks, the teacher will document the incidents of inappropriate behavior and schedule a conference with the parents. The school will provide additional resources or referrals to outside agencies and will work with the parents to secure an outside evaluation if needed. Outside agencies may include but are not limited to Indiana Institute for Disabilities, First Steps, Childcare Answers or the local school system. If the unwanted behavior is a safety threat/endangering other



students or adults in the class, the parent will be asked to stay in the classroom to assist in redirecting the child's behavior. If the unwanted behavior is merely a disturbance, the parent may be asked to stay in the classroom and/or work on positive reinforcement at home. The teacher will consult with the parents on an ongoing basis about the child's progress.

#### Section 10. Compliance with Social Media Policy

Each family is expected to comply with the policy related to social media and sharing files. Please see attached addendum for full policy.

1. Participating families will be presented with a Photography Waiver at the beginning of the school year. This waiver pertains to the Preschool's use of images only. Images and likenesses used by the preschool would be for purposes of publicity, and may be posted on the Speedway Cooperative Preschool Facebook page, the Speedway Cooperative Preschool website, or printed media such as newspaper articles, brochures, school newsletter, or fliers.
2. Any family not signing this waiver does not allow their child to be photographed for any of the above purposes. This child or family will not be visible in any Speedway Cooperative Preschool sanctioned publicity.
3. No identifying information will be given with regard to any child or adult in these photographs when used for publicity purposes.
4. Personal social media use, such as Facebook, Twitter, Shutterfly, or Instagram, will be determined by class each school year. The classroom teacher and PT Rep are responsible for clarifying each individual family's level of comfort with social media, and informing other families of any circumstance requiring special consideration.
5. As part of a cooperative preschool, we build relationships with each other while our children are learning and growing together. It is expected that we will get to know and understand other families' needs and respect their requests for privacy, or their desire not to participate in social media forums. Use of common sense and discretion is expected of all parents.
6. Photos on personal pages should be posted only with permission from the parent. A parent has the right to request that any photo including their child be removed from a personal social media page.

### **ARTICLE V: MONETARY OBLIGATIONS**

#### Section 1.

Active members are required under Article V, Section 2 of the constitution to keep payments of tuition to Speedway Cooperative Preschool current.

#### Section 2.

Tuition payments are due by the 1st of each month **from September through April, with May tuition due in April. If the tuition is received by the Treasurer after the 10th of the each month, a fine of \$10 will be charged. The Co-op offers a tuition discount for attending all four parent meetings, therefore May tuition may be submitted at the April parent meeting, after which a fine of \$10 will be charged.**

#### Section 3.

Withdrawal from school is considered a permanent withdrawal for the remaining school year.

#### Section 4.

Active members joining after the school year begins will pay tuition for the full month if the child's first day of attendance falls before the 15th of the month; if after the 15th, they will pay one half month's tuition.

#### Section 5.

Active members are required to periodically purchase general supply items needed. General supplies needed will be posted on the bulletin board.

#### Section 6.

Active members withdrawing before the school year ends will pay one half month's tuition if the child's last day of attendance falls before the 15th of the month; if after the 15th, they will pay one full month's tuition.

#### Section 7.

Any family who enrolls for the current year after open enrollment for the following year has begun shall not have to pay a registration fee for the following year.

#### Section 8.

Active members who have 2 or 3 children presently attending Speedway Cooperative Preschool will pay full tuition on the 1st child, a 25% tuition reduction will be given to the 2nd child, and a 50% reduction for the third child. The tuition reduction will be given to the child with the lesser tuition. Children of teachers currently employed by Speedway Co-op shall receive a 50% discount on tuition fees.

#### Section 9.

Active members are required to pay a per child fee for insurance purposes. This annual fee is due with the October tuition or the first month of tuition, if enrollment occurs after that date.

#### Section 10. Guidelines for Granting Scholarships

- A. A scholarship fund will be established and maintained with the moneys derived from 5% of surplus income from the previous year. Scholarship money will be designated at the end of the academic year providing that the funds are available. The financial status of the scholarship fund shall be included in the monthly Treasurer's report.
- B. Unused scholarship moneys may, if necessary, be allocated for other purposes.
- C. The amount of the scholarship will be determined by the Executive Board based on the needs of the families.
- D. Scholarships may be approved by the Executive Board after the family has requested assistance in writing. Scholarships will be considered for returning families from the previous school year who are in good standing at any time. New families are not eligible to apply for scholarship funds until after the first three months of paid tuition and active participation in the school.
- E. The scholarship fund shall be provided to tuition fees only. Registration fees and other incidental fees shall be the responsibility of the family.

#### Section 11.

In the event of absence due to family vacation or illness, payment of a full month's tuition is still required.

#### Section 12.

A \$10 supply fee will be required per student. This supply fee is due with January tuition.

#### Section 13.

Fees may be assessed to members for non-compliance with assigned jobs, or failure to volunteer for the required twelve (12) hours per school year.

### **ARTICLE VI: FIELD TRIPS**

#### Section 1.

For parents to drive on a school field trip, Speedway Cooperative Preschool requires the following auto insurance coverage: personal liability insurance of at least \$50,000 (preferably \$100,000 to \$300,000) and medical payment coverage of at least \$5000 per passenger.

## Section 2.

There must be two adults per car for each field trip, with cars following the same routes. One adult must always have the emergency cards with him/her for the co-op children assigned to his/her car.

## Section 3.

It is mandatory that all riders wear seat belts or ride in an approved car seat or booster seat as stated by law. In the car, rules shall be enforced so that the driver will not be distracted.

## Section 4.

No child may ride in the front seat.

## Section 5.

Children not enrolled in co-op must be approved in advance by the teacher and they will be the responsibility of their parent in order to go on the field trip.

## Section 6.

Teachers and other persons employed by the preschool are not permitted to transport children to or from any preschool field trip location.

# **ARTICLE VII: DUTIES OF OFFICERS**

## Section 1. President and/or Co-President

Schedules and presides at all board and parent meetings, appoints necessary committee chairpersons, sub-committee chairpersons and representatives as authorized by the constitution and by-laws. Issues and holds teacher contracts and contracts with the church. Sets up the school calendar with the final approval of the Board, closes school in the event of severe weather or other complications, and appoints qualified persons to conduct an annual audit. In the event of the resignation of an officer or chairperson, the President and/or Co-President along with the Executive Board selects a qualified person to fulfill their duties until an election can be held.

Along with the other Executive Board members, conducts a yearly evaluation of each teacher.

## Section 2. 1st Vice President (Membership Chairperson)

Presides at parent or board meetings if the President and/or Co-President is absent. Supplies information to parents interested in enrolling in the school and keeps a waiting list. Provides them with membership applications and contracts and collects these with the registration fee. Keeps a list of all new or returning members interested in Board positions. Should vacancies occur, the Membership Chairperson consults with the teacher and the President and/or Co-President to decide on admission of another child. Supervises the issuance of up to date membership lists as needed. Along with the other executive Board members, conducts a yearly evaluation of each teacher. The 1st Vice President also chairs on a yearly basis, a committee to review the school's registration forms, health forms, and all other papers currently given to newly registered families. Any recommended changes will be presented to the Board at the January Board meeting.

## Section 3. 2nd Vice President (Parent Education Chairperson)

Presides at the parent and board meetings if the President and/or Co-President and 1st Vice President are absent. Plans the parent education programs, considering suggestions from parents and teachers. Plans appropriate children's educational programs as designated by the board. Plans and implements all orientation programs for the school, including CPT training for new parents. Along with the other Executive Board members, conducts a yearly evaluation of each teacher.

## Section 4. Recording Secretary

Takes minutes at all board and parent meetings, keeps typewritten copies of those minutes in the secretary's notebook, gives a copy to the President and/or Co-President, all board members, CE (Christian Education Director) of John Knox Presbyterian Church, and posts a copy on the bulletin board for the general membership to read. Keeps accurate attendance records for each monthly meeting. Handles such correspondence as may be delegated by the President

and/or Co-President or the Board. Presents to the membership all constitution and by-laws amendments. Serves as parliamentarian at all board and parent meetings. Along with the other Executive Board members, conducts a yearly evaluation of each teacher. The secretary chairs a committee which reviews on a yearly basis the school's constitution and by-laws. Recommendations must be presented to the Board by the March board meeting, and on an as needed basis. After board approval, recommendations are presented to the membership at the April parent meeting for final vote.

#### Section 5. Treasurer

Collects and deposits all school income. Pays all expenses of the preschool. Keeps all financial records up to date and gives reports to the President and/or Co-President and Secretary at the monthly board and parent meetings. Draws up a yearly budget in consultation with the incoming and outgoing Presidents and/or Co-Presidents and the incoming Treasurer prior to the May board meeting. Takes care of all tax and government reports. Turns over all records to the auditor each year. Along with the other Executive Board members, conducts a yearly evaluation of each teacher. The Treasurer also chairs a committee which reviews the tuition and fee schedule on a yearly basis. The committee's recommendations must be reported to the board by the February board meeting.

#### Section 6. ICPC Delegate

Represents our preschool on the ICPC Board at Indianapolis-wide monthly meeting and performs one ICPC committee assignment, as directed by ICPC; requires monthly participation; attends all board meetings; must be preschool member for one full year.

#### Section 7.

All officers are responsible for maintaining up to date notebooks of their duties and responsibilities. The notebooks are passed to the newly elected officers at the May board meeting.

### **ARTICLE VIII: CHAIRPERSONS AND COMMITTEES-DESCRIPTION OF DUTIES**

Each participating family is required to document that they have volunteered twelve (12) hours per child during the school year not including classroom participation or housekeeping. These hours may be done assisting other committees in addition to the requirements of the assigned job. These hours will be tracked in the volunteer hours log by each member. In order to maintain good standing, members will pay \$10.00 per hour short of the twelve hour minimum.

#### Section 1. Equipment

This chairperson organizes and plans for execution of all maintenance and repairs of the outside playground area and inside equipment. It is her/his responsibility to assign, organize and utilize committee members so that full member participation is reached. This is not a board position, but s/he may be invited to attend board meetings prior to events and/or if it is necessary.

#### Section 2. Health and Safety/Playdough

This chairperson implements and enforces all health and safety standards of the Health and Hospital Corporation of Marion County and submits all required paperwork to the Health Department when requested. He/She tracks and monitors severe weather drills for all three classes. (Minimum 2 fire/1 tornado/1 earthquake). He/She will investigate the possibility and schedule if available eye, speech, and hearing screenings for the children of the school. The chair will also inventory and check the first aid kits each month and re-stock as necessary. Other responsibilities include obtaining the copy of the smoke detector/extinguisher checks from the church office as well as the alarm inspections. In November/December of odd years, he/she will arrange for a fire inspection to be conducted. This person is also responsible for making two batches of play dough per month. He/She will discuss colors with the teachers and arrange the date the new colors are to be brought to school. This is not a board position, but s/he may be invited to attend board meetings prior to events and/or if it is necessary.

### Section 3. Parent-Teacher Representatives

The Parent-Teacher Representative from each class acts as a liaison between parents and teachers of that class. Presides at the buzz sessions, sets up telephone/e-mail communications in his/her class, and sets up participation calendars. All Parent-Teacher Representatives serve on the board. The PT Rep also writes a monthly article for the newsletter about the happenings of the class.

### Section 4. Publicity

This chairperson handles publicity in the local media and keeps the school's history up to date. They are responsible for organizing attendance at various community events as well as research new ways to get the school involved in the community. Other duties include: assisting 1<sup>st</sup> VP with Open Houses (assists with flyer handouts to public and members and is present at Open Houses), is responsible for ongoing search for free or low-cost outreach projects to represent our preschool to the public. One other duty would be to assist in advertising for the garage sales and for enrollment of our school. This is a board position.

### Section 5. Newsletter/Web Blog Editor

This person edits and maintains regular blogs on the school website. This is a board position.

### Section 6a. Hospitality-HOLIDAY TEA

This chairperson is responsible planning and hosting the Holiday Tea. The chairperson serves on the board for the first semester. Members of this committee are also responsible for organizing food, set-up and clean-up for parent meetings.

### Section 6b. Hospitality-MAY DINNER

This chairperson is responsible for planning and hosting the May Dinner. The chairperson serves on the board for the second semester. Members of this committee are also responsible for organizing food, set-up and clean-up for parent meetings.

### Section 6c. Hospitality-PARENT MEETINGS

This Hospitality committee member is responsible for coordinating the refreshment sign-ups at all the parent meetings, setting up the refreshment table before hand, and cleaning up after the meeting.

### Section 7. Housekeeping

This chairperson is responsible for assigning and overseeing the execution of the various housekeeping tasks of the preschool. This is not a board position, but s/he may be invited to attend board meetings prior to events and/or if it is necessary

### Section 8a. Ways and Means-FALL GARAGE SALE

This chairperson is responsible for overseeing the garage sale committee and organizing the fall garage sale. She/He will be in charge of assigning responsibilities, duties, tasks, etc. to the committee and making sure participation from committee members is secured for the fall garage sale. The chairperson will also be responsible for organizing, advertising, and fulfilling the Art to Remember fundraiser. This person may research and propose additional fundraisers to help the school in its efforts. All fundraisers are reported to the board for consideration and approval. The chairperson serves on the board for the first semester. Members of this committee are required to help with set-up and clean-up of garage sale in addition to participating in the garage sale itself.

### Section 8b. Ways and Means-SPRING GARAGE SALE

This chairperson is responsible for overseeing the garage sale committee and organizing the spring garage sale. She/He will be in charge of assigning responsibilities, duties, tasks, etc. to the committee and making sure participation from committee members is secured for the spring garage sale. The chairperson will also be responsible for organizing, advertising, and fulfilling the fall t-shirt orders. This person may research and propose additional fundraisers to help the

school in its efforts. All fundraisers are reported to the board for consideration and approval. The chairperson serves on the board for the second semester. Members of this committee are required to help with set-up and clean-up of garage sale in addition to participating in the garage sale itself.

#### Section 9. Scrip/Scholastic Chairperson

This chairperson is responsible for educating parents on the Scrip and Scholastic books programs, distributing and collecting order forms monthly, placing the Scrips and Scholastic orders in a timely fashion and delivering orders when they arrive. This person may research and propose additional fundraisers to help the school in its efforts. All fundraisers are reported to the board for consideration and approval. The chairperson serves on the board.

#### Section 10. Photography Coordinator

This chairperson, with the board's approval, shall hire a photographer and set the dates for the school pictures. S/he is also in charge of distributing pictures and collecting the money. S/he is responsible for saving photos from the school's digital camera on a CD Rom and for putting together a CD or DVD slide show to be shown at the May Dinner. This is not a board position, but s/he may be invited to attend board meetings prior to events and/or if it is necessary.

#### Section 11. Fieldtrip Coordinator (Sparkplugs)

This person assists the teacher in arranging class field trips, implements and enforces all field trip driving regulations and arranges for identification for children on the field trips.

#### Section 12. Babysitting Committee

Each person on this committee will babysit at monthly board meetings and monthly buzz sessions. It is each babysitter's responsibility to find a substitute if he/she cannot cover their monthly duty. Babysitters will be assigned a specific class or board meeting to be responsible for. ***If enrollment does not allow for a full committee, members will be asked to rotate to cover the open spots so there are 2 babysitters at each meeting.*** The chairperson, in addition to their own assignment, tracks attendance, helps arrange for substitutes/sets up rotation in case of lower enrollment and maintains a list of parents willing to substitute and babysit during participation days. He/She will also recruit and organize babysitters for the parent meetings. The committee will consist of 2 Sparkplug sitters, 2 Racer sitters, 2 Rookie Sitters and 2 Board meeting sitters. (One of these members will also be the chair). These are not board positions.

#### Section 13. Committee Positions

There will be a committee for the following chairpersons (Equipment, Fall Garage Sale, Spring Garage Sale, Holiday Tea, and May Dinner). Each chair is responsible for assigning tasks and duties for these committees. HOWEVER, it is also the responsibility of the committee members to find out what is needed of them for their even or job. Committee members must be active participants of their committees in order to fulfill their job requirements as part of being a member of the co-op. There will be 2 equipment members, 3 garage sale members (work both garage sales), 2 holiday tea members and 2 May dinner members as enrollment allows.

#### Section 14. Web Master

This chairperson is responsible for the upkeep and content of the school's website ([www.speedwaycoop.org](http://www.speedwaycoop.org)). He/she will edit pages as needed (posting announcements, important dates, new information, etc. as submitted) and be responsible for maintaining/purchasing the domain each year. He or she will also be responsible for any other website duties that are needed (language, firewalls, updating listserv, etc.).

#### Section 15.

All persons assigned a board position are required to attend all board meetings. Non-board member chairpersons may be invited to attend board meetings to report on events, needs, etc. of their committees at times throughout the school year.

#### Section 16.

In the event of co-chairpersons in any committee, the chairpersons will have one vote on the board. Split positions will each reside for one semester (Hospitality/Ways & Means)

### Section 17.

All chairpersons are responsible for keeping their notebooks up to date. Notebooks will be checked by the President and/or Co-President between April 15<sup>th</sup> and May 1<sup>st</sup> to see if all pertinent information is included, in order to pass on to the next person doing the job. All new committee chairpersons will take over after the May board meeting and assume their duties in conjunction with the former chairpersons until after school closing at which time the former chairpersons will be relieved of their obligations.

### Section 18.

If the school is not at full enrollment, the committee positions will be the first positions to be left open.

## **ARTICLE IX: DUE PROCESS**

### Section 1. Member

- A. Upon the first offense (non-compliance with contract), a verbal explanation/warning will be given by the Parent/Teacher Rep (or President) and documented in the student file.
- B. Upon the second offense (non-compliance with the contract), a written explanation/warning will be given by the executive board with a set number of days to correct the offense in order to retain active membership at the preschool. The member will be assigned to a second job, if appropriate.
- C. After the third offense (non-compliance with contract), the executive board will meet and review the situation. The executive board may decide to extend a final written warning OR present to the school board for dismissal from the school.
- D. If a 2<sup>nd</sup> written warning is presented and member fails to comply, the member will be presented for dismissal at the following board meeting.
- E. If the board votes to retain the member's status, any further non-compliance will result in immediate dismissal from the school.
- F. A monetary fine or other penalty will be assessed against members for non-compliance. Penalties will include:
  - a. \$10.00 per hour short of the twelve hour per year requirement.
  - b. \$75.00 fine will be assessed for non-compliance of a board position.
  - c. \$50.00 fine will be assessed for non-compliance of any other member.
  - d. Members will be ineligible for re-enrollment the following year.

### Examples of Non-Compliance: (But not limited to these)

- Failure to turn in forms in a timely fashion
- Failure to turn in fees, dues, tuition in a timely fashion (tuition arrangements with the treasurer do NOT count as infractions)
- Poor behavior in the classroom
- Failure to participate in the classroom
- Failure to arrange for substitute or give proper notice when one cannot participate as scheduled
- Failure to complete Housekeeping
- Failure to fulfill your job responsibilities or meet the 12 volunteer hours minimum

### Section 2. Teacher

Grievance policy:

- A. First and foremost the parent should always try to talk directly to the teacher if there is a problem in the classroom.
- B. If that is not possible and/or the parents don't feel comfortable with a discussion with the teacher, parents should communicate with the parent/teacher representative in a private location. This may be if they are uncomfortable with a situation in the classroom or with their child. PT Rep should discuss with the teacher and see if the situation can be resolved and to get clarity. The grievance should be documented in writing with the executive board.
- C. Parents may communicate directly with the Executive Board via the President if they feel uncomfortable discussing with the teacher and/or the PT Rep.
- D. All grievances will be discussed by the Executive Board and reviewed case by case. The Executive Board will decide an appropriate action case by case. A brief written explanation for their decision will be documented in the Grievance Folder.

Appropriate actions: All actions will be documented, dated and signed by the President and Teacher. In some situations it may be necessary for the parents to sign as well. These will be filed in the Grievance Folder and Teacher Folder.

Mediation: Executive Board works with parents and teacher to come to a resolution both parties are comfortable with.

Verbal Warning: If the infraction is a first time matter and/or negatively impacts the classroom, students and the school.

Written Warning: If the infraction is on-going and/or severely impacts the classroom, students, parents and the school.

Dismissal: If the infraction is on-going with multiple verbal and written warnings have occurred dismissal should be the only action. ICPC should be contacted for assistance in replacement and procedure.

### **ARTICLE X: KEEPING CHILDREN WITH ALLERGIES SAFE**

The Co-op is committed to creating a safe environment for children. Parental assistance is vital to this commitment. Food allergies have steadily increased, creating a risk to some children. The following policy has been prepared in order to balance food allergy concerns with the traditional Co-op experience promoted by snack time.

1. Every parent of a child with allergy concerns shall provide a doctor's note detailing the allergy and also complete an Allergy Action Plan form for their child. This form details the child's allergies, allergic reactions, and the necessary action to take in the event of an allergic reaction. It also provides information on using an EpiPen. The forms will be kept in a binder maintained in the classroom. The doctor's note will be added to the child's school file.
2. Every parent of a child with allergy concerns shall create a Safe Snack Box for their child to be kept in the classroom. This is a container, labeled with the child's name as well as the words "Safe Snacks," that hold snacks pre-approved by the parent to be safe for a child with food allergies. It is the responsibility of the parent to supply and restock their child's safe snack box with safe snacks.
3. Parents of a child with allergy concerns shall educate other parents concerning safe and unsafe foods, including specific brands if applicable. At Orientation (or as soon as the allergy is discovered) all class parents should collectively come up with a list of snack ideas that are safe, healthy and enjoyable for all kids in the class.-
4. Parents having food allergy concerns shall check the day's snack at the beginning of the session and review the ingredients to determine whether the snack is safe for their child. If the snack is homemade (as for a birthday celebration) the parent bringing the snack must provide a written list of ingredients.
5. Parents having food allergy concerns shall then complete the Snack Acknowledgment Form by providing a signature, date and written approval/disapproval of the snack.
6. At snack time, one of the assist parents will check the Snack Acknowledgment Form to determine if the



child with food allergies can eat the snack. If the parent approved, then the child will be served the snack provided to the class. If the parent determined that the snack is not safe for their child, or if the parent forgot to complete the form, then the child will be provided with a snack from their own Safe Snack Box.

7. After snack time, the teacher and assisting parents will:
  - a. Wash hands and face thoroughly with soap and hot water after eating or handling known allergens, particularly peanuts and tree nuts. Face washing is just as important as hand washing: even kisses can cause allergic reactions.
  - b. Clean surfaces and utensils used to prepare food for a person with food allergies to avoid cross contamination, which can occur when shared equipment is used to process or prepare food containing allergens and food that does not contain allergens. Lysol wipes, bleach-based cleaners and Formula 409 have been shown in studies to be effective at removing peanut proteins and residue from surfaces.

### **Snacks for Holiday Parties:**

When multiple parents provide snacks for the purpose of a party, then the following safeguards apply:

- a. Parents having food allergy concerns shall review the ingredients of all the contributed snacks and complete the Snack Acknowledgement Form indicating which party snacks are acceptable.
- b. One of the child's parents will review the Snack Acknowledgement Form to determine which snacks are safe for the child.