

The Siena School Parents Association Statement of Operating Principles

I. INTRODUCTION AND GOAL

The goal of The Siena School Parents Association (“SPA”) is to build a strong sense of community among students, parents/guardians and staff in support of the mission and objectives of The Siena School (“Siena”). In order to accomplish this goal, the SPA shall bring the parents and guardians together to learn about school administration plans and identify areas where parents can work together to strengthen the sense of community at Siena.

II. MEMBERSHIP

Each parent or legal guardian of a student in good standing at Siena shall be a member of the SPA and may participate in the programs and activities of the SPA. Each family (including parents and legal guardians) shall be entitled to one vote per student for the election of Officers and all other matters brought before the SPA for consideration.

III. ROLE OF THE SPA AND RELATIONSHIP WITH SIENA ADMINISTRATION

The SPA is a service entity and does not make any policy decisions relating to Siena. However, parents and guardians are encouraged to express their ideas regarding extra-curricular programs and activities which support Siena’s mission and objectives to the Executive Committee.

IV. LEADERSHIP & RESPONSIBILITIES

The Executive Committee is comprised of the Officers of the SPA; specifically the President, Vice President, Secretary and Treasurer, and the Division Coordinators of the Elementary, Middle and High School divisions. The Division Coordinators are non-voting members of the Executive Committee. With the approval of the Heads of School, the office of the President may be shared by two persons as Co-Presidents, in which case, for that school year, the office of Vice President will not be filled and each Co-President will have one vote. For reasons of continuity, the President will also be on the Executive Committee for the following school year in an advisory, non-voting capacity.

The Executive Committee shall be responsible for planning and carrying out the SPA activities and managing the associated budget. A majority of the Executive Committee shall constitute a quorum for the transaction of any business at its meetings. The action of the majority of the Executive Committee shall be the action of the Executive Committee. In the event of a tie, the deciding vote shall be cast by the Heads of School.

The President is the chief executive officer of the SPA. As such, he/she shall:

- Serve as chairperson of the Executive Committee
- Recruit and appoint, with the approval of the Executive Committee, the chairperson(s) of each SPA standing committee
- Preside at all meetings of the Executive Committee, and of the general membership
- Communicate with the Heads of School on a regular basis to ensure a coordinated effort between the SPA and Siena
- Prepare an agenda, in conjunction with the Heads of School, for each SPA general membership meeting and Executive Committee meeting

The Vice President shall:

- Assist the President in carrying out his or her duties
- Carry out any duties delegated by the President
- Perform the duties of the President in his or her absence
- Assume the position of SPA President in the event of a vacancy occurring in that office during the then current school year (July 1 – June 30)
- As necessary, with the President, communicate with the Heads of School on a regular basis to ensure a coordinated effort

The Secretary shall:

- Record and maintain a file of the minutes of all SPA Executive Committee, and general membership meetings
- Issue notices of meetings as needed
- Handle SPA correspondence
- Communicate with the Siena Office Manager to ensure all SPA meeting minutes and agendas are posted to the Siena Parent Portal

The Treasurer shall:

- At the first Executive Committee meeting of the school year, present a proposed budget for approval by the Executive Committee
- Present the final SPA budget to the SPA general membership at an SPA membership meeting
- Coordinate SPA financial projections, additions, and disbursements with the Siena School Business Manager as necessary
- With the SPA President and Vice President, assume oversight responsibility for the collection and disbursement of funds for the SPA
- Periodically review SPA financial statements
- Review end of year expenditures, disbursements and additions to the SPA budget
- Review instructions and forms for SPA financial reimbursement to ensure relevancy
- Make SPA Event Chairs aware of their budget and responsibility for overseeing expenditures
- In coordination with the Siena Business Manager, reconcile the budget for the then current school year so that the information is available to the incoming Executive Committee for use in reviewing the proposed budget for the upcoming school year and develop a

proposed SPA budget for the upcoming school year and present to the then current Executive Committee for initial approval

V. ELECTION AND TERM OF OFFICE

A call for nominations of Officers will be announced 15 days prior to the beginning of the voting period. Nominations shall take place in writing and any member of the SPA in good standing may make a nomination, including for him or herself. The slate shall be presented at a general membership SPA meeting and communicated through email to all voting members of the SPA.

Voting will commence promptly after such SPA general membership meeting and will be open for a one week period via email; the slate will be made available, and votes may be cast by mail, if requested. Election results shall be announced promptly through regular school channels.

The term of each office is one school year, from July 1st through June 30th. In the event that one of the officer positions becomes vacant, a replacement will be appointed by the Executive Committee in consultation with the Heads of School.

VI. MEETINGS AND COMMUNICATIONS

SPA general membership meetings will generally be held monthly. A meeting may be cancelled if the Executive Committee deems no business needs to be conducted during that month. At the beginning of the school year, a calendar of the meeting dates shall be made available to the members of the Siena Community. A member of the Executive Committee shall be available to attend each meeting and time will be provided for parents/guardians to raise matters of interest which can be addressed by the SPA or the Executive Committee.

The SPA shall communicate with parents/guardians by email when possible. The Heads of School have the right to review all such communication prior to distribution.

The Executive Committee shall meet at least twice each school year, once before school begins to plan the year's calendar of events and at the end of the school year to prepare the upcoming year's proposed budget.

VII. FINANCIAL MATTERS

Each family will be assessed annual membership dues for the SPA for each child attending Siena. The amount of the dues per child shall be set for the next year by the Executive Committee, will be based on an assessment of the previous year's budget and expenditures, and will be subject to review and approval by the Heads of School. The dues will be included in the tuition statement sent by Siena and shall be applied to the operating expenses of the SPA.

All funds raised by the SPA belong to Siena and should be used exclusively as appropriate for the operating expenses of SPA events and activities. It is intended that the majority of the funds will be used in the then current school year.

The Treasurer is responsible for reconciling the SPA account with Siena's Business Manager and reporting to all parents/guardians at the SPA general membership meetings.

SPA Event Chairs and their volunteers are authorized to spend SPA funds consistent with their budget. They must submit their expenses for reimbursement to the SPA Treasurer which will be paid by the Siena business manager. SPA expenses above \$250 require the prior approval of the President and the Treasurer

VIII. DIVISION COORDINATORS

There will be one Division Coordinator for each of the Elementary, Middle and High School divisions. The Division Coordinators are non-voting members of the Executive Committee. Division Coordinators shall be selected each year by the President and Vice President of the SPA. Each Division Coordinator shall be appointed to serve one (1) one –year term and may be reappointed.

The Division Coordinators shall:

- Serve as liaisons between the school division and the SPA
- Plan and implement a minimum of two class activities and events
- Assist with volunteer recruitment and organize peer meetings on age appropriate subjects for parents within their divisions
- Generate and/or distribute information relevant to their school division

If a Division Coordinator is unable to serve for the duration of his or her one-year term, a new Division Coordinator shall be chosen, if so desired, by the Executive Committee.

IX. COMMITTEES /EVENT CHAIRS

Standing Committees. The Executive Committee shall establish such committees as they deem necessary to carry out the purposes of the SPA. A list of the current SPA standing committees for the then current school year shall be published for that year. Committee chairs shall be recruited and selected by the President and Vice President. Open committee chair positions shall be posted via the Siena Newsletter, website and/or via class email lists. Vacancies shall be filled by the Executive Committee as the need arises. New committees may be established by the Executive Committee as the need arises and the Executive Committee may at any time discontinue committee(s) that it deems obsolete or no longer serving the purposes of the SPA.

Ad Hoc Committees. The President may establish, appoint, and dissolve any ad hoc committees as may be needed or desirable.

- X. **EVENT CHAIRS.** The Executive Committee shall recruit and appoint such Event Chairs as they deem necessary to carry out the purposes of the SPA. A list of the current SPA Event Chairs for the then current school year shall be published on the school website for that year. Open Event Chair positions shall be posted via the Siena Newsletter, website and/or via class email lists. Vacancies shall be filled by the Executive Committee as the need arises. New Event Chairs may be established by the Executive Committee as the need arises and the Executive Committee may at any time discontinue the event chair positions that it deems obsolete or no longer serving the purposes of the SPA.

XI. AMENDMENTS. This Statement of Operating Principles is subject to change with the approval of the Heads of School.