



**ADMINISTRATIVE LIAISON
(NON-VOTING) BOARD MEMBER**

AVAILABILITY REQUIREMENT: Must be able to attend all Board Meetings August through June. Due to the fact that the Admin. Liaison needs to speak on the behalf of the teachers, this position is a non-voting position. Must be able to work with Health and Safety Coord. in August and with state and county agencies throughout the year. Must be available to call substitutes on short notice, if necessary.

A. CHECKLIST BEFORE THE START OF THE SCHOOLYEAR:

1. Prior to the beginning of the school year, contact each teacher and explain your role as Administrative Liaison. Let them know that you are the liaison between the teachers and the school Board and if they have any questions/concerns they should bring them to your attention.
2. At the start of school in September, create a roll book for the teachers using the roll book they provide, the member directory, and a school calendar showing the days the school will be closed. The Teachers will want you to write in the dates for attendance throughout the year.
3. Verify with Health and Safety Coordinator that all health forms and emergency forms have been completed prior to the beginning of school.

B. TEACHER SUBSTITUTES:

1. The jobholders who are official Substitutes have completed necessary medical and release forms and have undergone fingerprint and background checks.

Procedure for calling Teacher Substitutes:

- Call substitutes when a teacher will be absent. Teachers may inform you ahead of time about planned leaves, but in the event of unplanned absences, you may receive calls/requests for teacher substitutes on short notice (e.g., on the day of class or evening before a class).
 - Start by calling the official substitutes for the affected class. If the official substitutes are unavailable, you should call the back-up substitute for the affected class and then the official substitutes for the other classes.
 - Substitutes should be called alternately to sub in a class. Substitutes can arrange ahead of time with each other to cover days in advance.
 - If no substitute can be found, consult the President about whether class must be cancelled or can be held with only one teacher.
 - Note: in cases where both teachers will be absent, class will be canceled (class cannot be held without the presence of at least one teacher).
2. Maintain a Log of Substitute use, including teacher being subbed for, date, reason, and sub's name.

C. BACK-UP TEACHER SUBSTITUTES:

Back-up substitutes are parents who have volunteered, in addition to their regular position in the school, to substitute on a limited basis according to the following policy: *only call back-up subs in a situation where a teacher will be out all week or when all regular subs are not available on that day.* Work with the Job Coordinator to solicit volunteer back-ups; first ask Board members and parents who have previously been C&C substitutes or back-up Subs. At least one back-up substitute per class should be designated at the beginning of the school year.

D. COORDINATION WITH THE TEACHERS

1. Meet regularly with the teachers:

- You should stay in close contact with the teachers at all times so that they can communicate their ideas and concerns.
- Informal short meetings between the teachers, President, and/or Administrative Liaison should take place monthly to take care of any current concerns.
- Formal meetings involving the teachers, President, and Administrative Liaison must be held twice each year. The first meeting is held at mid-year (January-February) to discuss the results of the peer-reviews. The second meeting is held in the spring to discuss the results of the Parent Satisfaction Survey. Additional board members may be present at either meeting if this is agreeable to both the board and the teachers.

2. Keep track of teachers' leave days, starting with the leave time totals given to you by the previous year's administrative liaison. The teachers may take half of their paid leave in "periods," which are 3-hour units, and half in hourly increments. Once each month let each teacher know by e-mail how many leave units, both periods and hours, they have available and how many they have used. Inform the Assistant Treasurer if a teacher has exhausted his/her paid leave and is taking leave time without pay. Maintain an ongoing record of any carried over leave days and pass on to next year's Administrative Liaison.

3. Assist teachers with obtaining continuing education units. Each teacher must complete continuing education units as a requirement of their teaching certifications and our school license. The teachers should make their own plans for fulfilling this requirement and these plans should be discussed during the mid-year and spring meetings between the teachers, President, and Administrative Liaison. Assist the teachers with arranging for the school to pay for courses from the training budget. Keep teachers informed about early childhood education classes or seminars. If new teaching personnel have been hired in the last year, consult the Howard County Office of Childcare (410-313-1940) for current continuing education requirements.

4. Get current W-4 and MD 507 forms prior to January and give them to each teacher. Teachers complete these forms only if there are changes from last year. Instruct them to return them to the Assistant Treasurer (Payroll Coordinator).

5. Notify our MSDE contact, Sharon Afework 410-750-8593, to notify her of any new employees (teachers) within five days and send credentials for approval. MSDE does not need to be notified when

there are changes in board personnel.

E. COORDINATION WITH THE BOARD

1. Represent teacher concerns at the monthly Board meetings using the following procedure:
 - Before each monthly Board meeting, make sure that the teachers have received a copy of the agenda either by e-mail or printed and placed in their folders at school (they should be included in the e-mail distributed by the President; double check that this has been done). The teachers should receive the agenda as far in advance as possible.
 - Contact the teachers before each Board meeting and ask them if they have any comments or questions to be raised during the meeting.
 - After each Board meeting, send the teachers an e-mail summarizing any decisions that directly affect them. For instance, any change in classroom procedures, even if it primarily relates to the duties of parents, should be explained to them. If the Board is considering issues of particular importance to the teachers, such as changes in their terms of work or the philosophy of the school overall, you should encourage teachers to attend the meeting to give their own views directly to Board members.
 - When summarizing Board decisions, the teachers appreciate knowing the context or reasons behind Board decisions. This helps them understand Board actions and priorities. However, you need to be diplomatic. Try not to name individual Board members when you summarize Board discussions. The teachers do not need to know who agreed and who disagreed, only the rationale behind the final Board decision.
2. Beginning no later than the first week of January, work with the Class Chairs on Teacher Appreciation Week activities. The 3's Class Chair is the lead on this with help from the other Class Chairs. You are an advisor. The activities of Teacher Appreciation Week are held in the week prior to the February General Meeting. At the meeting, the teachers should be given some kind of gift, often something the children have helped to make. Obtain assistance or donations from the school membership if necessary. Try to make it unique and different every year.
3. Keep track of all Legislative issues by checking local websites and newspapers and advise teachers and Board as needed.
4. Serve on the Contract/Salary Committee with the President, Treasurer, and Secretary. This committee is involved in calculating salary and submission of the Teachers contracts from year to year.

F. THE MONTHLY CLEAN DUTIES

1. At the AUGUST GENERAL MEETING:
 - Schedule the cleaning sessions for the year (make sure at least 1 Board Member is signed-up for each clean). Make the sign-up chart, see that all slots are filled, and make sure each family is signed up for one cleaning session per child enrolled.
 - For members that are NOT present at the August General Meeting, assign them to an available monthly clean date after the meeting and inform them of their monthly clean date. Members cannot request for a Monthly Clean date prior to the August General Meeting.
 - Once the monthly clean schedule is completed, e-mail a copy to all members. Post the master



copy of the monthly clean schedule on the hallway bulletin board, and let members know that if they would like to change their cleaning date to note changes on the master copy (just as if they were changing their co-op date). Email one copy to Website Coordinator to post on our website (send files in .doc or .pdf format only). Provide notice to parents at the beginning of the year that possible changes to cleaning dates may occur. Monthly cleans are scheduled once a month, typically on the first Friday of the month, from 12-4PM (the President will create the school calendar, including the Monthly Clean dates).

2. One week before each Monthly Clean:
 - a. Ask the teacher about any special needs prior to monthly clean and remind them to leave out any extra frequently used items for Monthly Clean Assistants.
 - b. E-mail all members of the cleaning team to:
 - give them each a cleaning guideline sheet.
 - tell them of the teacher's special needs, if any.
 - remind them to bring their own supplies, particularly bleach.
 - give them a pep talk about the importance of doing a good job.
 - remind them that there should be NO CHILDREN at the monthly clean.
 - c. E-mail Monthly Clean Assistants that they need to pick up toys on Fri and return Mon.
 - d. E-mail Costumes Maintenance person and Laundry with reminder of monthly clean duties.
 - e. Prep the Board member who will attend the monthly clean about what should be done (reminder e-mail).
3. Ensure that everyone shows up for their clean and understands what they are supposed to do. Meet the cleaners at the school to assure that everything is going well or assign a different Board member at each clean to do so (have a Board member sign up for each clean, if possible). Inform the Treasurer in writing of the name(s) of the member(s) who did not show up for the clean.
4. Check with the Teacher on Monday after each clean to see if all went well. Take remedial action as necessary, asking cleaners to redo unsatisfactory work as soon as possible.
5. The **last monthly clean** has special instructions (send the reminder e-mails that are specific to the last clean). During the last monthly clean in June, pack up microwave in a locked closet, also EVERYTHING in cubby area. Make sure everything is off of bulletin board, except fabric covers. Kid's potty closet needs to be cleared out COMPLETELY. Put the water table in the outdoor closet with tables and wagon on top. Put chairs and carpets in different closets, wherever they will fit. Put science curriculum from shelves wherever it will fit. Lock white cabinet with a secure lock (lock is inside the white cabinet, code #1626). Monthly Clean Assistants do not need to take home toys during the last clean; Costumes Maintenance and Laundry do not have duties for the last clean (send them e-mails with this note). If anything is stored in an unusual place or may not be easily found the following year, make a note if this for the Teachers.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of **all** receipts for all disbursement made on behalf of the school.