



PRESIDENT Board Member

AVAILABILITY REQUIREMENT: Must attend monthly Board meetings August through June. Must run “how to coop” meeting in early September. Must have served on the Board in a previous year. Must have basic knowledge on how the school runs. See President’s book for monthly duties. Must work closely with the Vice President.

GENERAL MEETINGS & BOARD MEETINGS

1. Write agenda and preside over the three General Meetings. These meetings are in August for orientation; February for general business, a guest speaker or class updates from the teachers; and May for returning and new members to select the new board of directors and make decisions for the next school year. At the August General Meeting discuss (or ask Health & Safety Coordinator to discuss) food allergies within the school and what members need to be aware of. Add a copy of the minutes to the Minutes Binder in the President's files.
2. Write agenda, preside over, and check minutes of the monthly Board meetings. Email agenda to parents and Teachers at least one week before each Board meeting. Keep track of all major issues that were circulated via email and include in agenda for each Board meeting. Add a copy of the minutes to the Minutes Binder in the President's files once the Secretary has emailed them to the Board.

ADMINISTRATIVE DUTIES

1. Complete all paperwork for renewal of the school’s license with MSDE. *Look for paperwork to arrive in the mail late October/early November. **It must be completed and submitted by December 31 (every other year).***
2. Fill out any necessary forms (usually from various state departments).
3. In August, update the Emergency Evacuation Plan and make sure extra copies of children's emergency forms are distributed to proper backup contact people. Designate 2 Board members per class as emergency contacts. These Board members should not be class members of the class as in an emergency; they will be going to pick up their child and will not be able to contact parents.
4. Ensure that the President's report gets to the Newsletter Editor each month in a timely fashion. Place announcements and news articles on the school bulletin board throughout the year. Review final draft of newsletter prior to distribution.
5. **Attendance Records** - According to State Licensing regulations, parents must provide verification of their child(ren)’s recorded daily attendance in Children & Company. The President



will supply a clipboard with an Attendance Record for each class, to be stored at the folder box at school. It is the President's responsibility to ensure that there are enough Attendance Record sheets on the clipboards for each class, and that the record sheets are dated appropriately, with school holidays duly noted on the sheets.

Parents must initial beside their child's name at each drop-off and pickup. If a child is picked up at a non-standard time, the actual time of pick-up or drop-off must be written beneath their initials. At 4's class drop-off, the parent who goes down to the curb to meet the children will bring the clipboard, and ask the parent dropping-off to sign the Attendance Record.

The Class Chairs will be responsible for reminding everybody to sign in and sign out, and they will turn over the completed sheets to the teachers.

6. Keep the school's official papers in the file cabinet at school or your home. Inform our licensing rep at MSDE of the new President and keep them updated with your contact information. Sign official documents as directed by the Board.
7. Attend the preschool fair held in January for networking and publicity. The Membership Coordinator and the Teachers will also attend.
8. If desired, contact Ident-A-Kid for visit to school in January or February.
9. Accept any phone calls or emails concerning problems with the school.
10. At beginning of year, tell field trip coordinators that Maryland state regulations require permission slips for all out-of-school and in-school field trips. Ask field trip coordinators to give President permission slips after each field trip, and store them with the President's files.
11. Make decision to close school in case of inclement weather or emergency.

SCHOOL CALENDAR AND TEACHER CONTRACTS

1. In February, once the Howard County Public Schools calendar has been finalized and posted online, create our school calendar for the following year and get Teacher feedback. Be sure to match the Howard County Public School calendar so that Children and Company has the same holidays, etc. (Exceptions – we do not close early for parent-teacher conferences.) Refer to the "How to Make the Calendar" document and honor Teacher requests. Try to keep the number of days per class consistent from year to year. Check with Teachers before finalizing calendar. The calendar should be completed as early as possible so that Teacher contracts can be completed by March 31st.
2. After the calendar has been finalized, write the Teachers contracts, along with the other members (Treasurer, Secretary, and Administrative Liaison) of the Contract/Salary Committee. This committee will be involved in calculating salary and submission of the Teachers contracts from year to year.



COORDINATING WITH TEACHERS

1. Meet with the Teachers to discuss concerns, problems, lists, etc. before and after Board meetings. Convey messages and Board decisions, discuss program evaluations, etc. All Teachers shall participate in mid-year and end of the year evaluations as requested by either the Board or the Teachers. The Teachers will provide self-performance feedback at these reviews. Teachers shall participate in short monthly discussions with President and/or Administrative Liaison to prevent and problem-solve any issues that may arise. Additionally, meet with the Teachers in October and April (about 3 hours on a Friday afternoon) to promote a strong working relationship between the Teachers and the Board. You may choose to have additional Board members, besides the Administrative Liaison, included in this meeting.
2. Contact the Teachers in January to find out their intended work hours for the following year.
3. Work with Teacher(s) and one or two Board members in recruiting, interviewing, and hiring a new Teacher, as needed.
4. Ensure new staff and substitutes comply with MSDE requirements before starting work (background checks, medical evaluations, notarized permission to check records of abuse, etc.)

WORKING WITH THE BOARD

1. Act as the principal for the school. The President is the interface between the licensing agency and the school, between teachers and parents, and between parents and the board. As such, the president may be given sensitive information about children, families, or teachers. The President should keep such matters confidential if possible, but share them with the Board, teachers, or other parents as necessary.
2. Be aware of Board members' performance of their jobs (by assessing reports at Board meetings and making inquiries at critical times) to be sure that all is going well. Take remedial action as needed.
3. Vote on by-law changes at the February General meeting and work with Secretary on making revisions in the Handbook. Any changes to Bylaws must be given to membership 10 days prior to the meeting.
4. Have access to checking account when Treasurer is unavailable. Only the President, Treasurer and Assistant Treasurer/Payroll Coordinator can sign checks.
5. The Board is a team and support system. **EVERYTHING IS A TEAM DECISION.**



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

Revisions: 02/2015 MLDG