

SEATTLE WALDORF SCHOOL

PARENT ASSOCIATION CONSTITUTION

I. Vision

SWS Parent Association embraces the vision of an engaged and valued Parent body in service of the actualization of the school's mission.

II. Mission

The mission of SWS Parent Association is to design, hold, guide, and facilitate the participation of parents in the unfolding of the school's mission and its day-to-day operations in accordance with SWS' stated values, and in the context of the Strategic Plan.

III. Core Values

The Parent Association adopts as its fundamental values a commitment to working in synergy with the underlying principles of Waldorf Education as expressed in the Strategic Plan and as developed through the Executive council, and a commitment to generate, welcome, and honor parents' participation in the life of the school.

IV. Structure

The Parent Association is directly connected and accountable to the Development Group, and is composed of parent volunteers who are willing and able to commit to a minimum of a two-year term (calendar year). Participation as a member of the Parent Association stands as fulfillment of volunteering guidelines as defined in the Volunteer Program. Parent Association meetings occur on the second Tuesday of every month from 7:00 to 9:00 pm and regular communication occurs as needed via email, phone, or in person. Members of the Parent Association hold the following specific responsibilities.

- Parent Association Chair
- Parent Association Co-Chair / Director of Development
- Volunteer Program Coordinator
- Social Events Coordinator
- Community Fund Coordinator & Treasurer
- Adult Education Coordinator
- Class Parents Liaison
- School Beautification

V. Membership Term

- Parent Association Membership is for a two calendar year term. Inception of membership is on 01/01/2006 and reaches maturity on 12/31/07
- Parent Association members bear the responsibility to search for, evaluate, and train prospective members within six months of their decision to end their term, and in fully disclosed terms. They are responsible for informing the Parent Association of all desired changes in their level of involvement within a minimum timeframe of three months, and in consideration of training of potential replacing members as outlined above.

VI. Responsibilities

- **Chair** acts as secretary
 - Develops agendas from Parent Association members input
 - Holds minutes, extracts decisions, and communicates to Executive Director and Dean of Education accordingly and in systematic collaboration with Co Chair
 - Participates in regular meetings of the Development Group
 - Develops Volunteering/Social life section of the annual Community Survey
 - Manages all Parent Association correspondence
- **Co-Chair**
 - Ensures that the Parent Association projects and events are in agreement with and serve the Development Group plans.
 - Is responsible for Communication from the Parent Association to the school community via the Update.
- **Volunteer Program Coordinator**
 - Designs yearly Volunteer Program in accordance with the needs of Parent Association projects and events
 - Manages the Volunteer Program: prepares documentation and processes outcome. Ensures that all needs are met.
 - Attends and holds re-enrolment evenings for Volunteer Sign-up
 - Communicates volunteer lists to Event Coordinator
 - Track volunteers, and prepares and send Volunteer Thank you notes
- **Social Events Coordinator**
 - Prepares calendar of social events
 - Organizes and Coordinates Social Events
 - Manages Social Events volunteers
 - Prepares Event Summary and Evaluation Reports

- **Fairs and Special Events Coordinator**

- Facilitate the design of Special Events
- Prepares Event Summary and Evaluation Reports of all events
- Prepares proposals for events modifications
- Coordinates and ensures the presence of SWS' adequate representation at all Special Events in collaboration with Admissions Director

- **Community Fund Coordinator and Treasurer**

- Acts a treasurer of Parent Association
- Prepares and holds Parent Association budget
- Makes budgetary recommendations to Executive Director
- Allocates Community Fund resources
- Monitors Community Fund and prepares monthly reports

- **Adult Education Coordinator**

- Designs yearly calendar of events: workshops, lectures, study groups, Q&A sessions, in collaboration with the Parent Representative Liaison
- Researches and books speakers and study group facilitators with the assistance of faculty
- Organizes and coordinates all Adult Education sessions
- Manages Adult Education volunteers
- Prepares and manages Adult Education program budget with treasurer and Executive Director

- **Fundraising Coordinator**

- Researches fundraising activities as defined in the Fundraising policy in support of SWS' operating budget
- Manages and monitors existing fundraising activities such as PCC Scrip program
- Motivates the community to participate in fundraising activities by communication in bulletin, in collaboration with the Co-Chair
- Maintains a clear understanding in the community of the distinctions between Fundraising activities (scrip and e-scrip programs, RMM) and Community Fund activities (Special Events)

- **Class Representative Liaison**

- Acts as a liaison between the Class Representatives and the Parent Association
- Communicates the needs and observations of the parents in the areas of fundraising, volunteering, activities, social life, and adult education to the Parent Association
- Communicates the vision and decisions of the Parent Association to the class representatives

- **School Beautification and Hospitality Coordinator**

- Acts as liaison with the Buildings & Grounds Committee
- Manages community activities related to school beautification such as Community Workdays
- Manages Community Workdays volunteers

VII. Projects

A. Community Fund

a) Purpose

The purpose of the Community Fund is to generate funds in support of the school's extra-ordinary activities, such as engaging upper grades students in philanthropic activities. Note: Service projects could be as wide ranging as:

- An “adopt a street” litter control & beautification or “adopt a park” stewardship projects for middle school classes.
- Support for the homeless shelter at Maple Leaf Lutheran Church on the corner.
- Programs to reduce local traffic congestion and pollution by promoting Walking Wednesdays among SWS students
- Introducing communication skills and conflict resolution or peer mediation training for middle school students to reduce bullying and teasing at SWS (maybe this falls under some other category)

b) Objectives

- Meet the Community Fund approved fundraising budget as defined by the Parent Association
- Generate, cultivate, and maintain collective enthusiasm and constructive effort in support of students' experience
- Acts as a catalyst for social change by creating intergenerational teams of parents and their children, along with other supportive adults, to work on highly-visible local projects which directly benefit the surrounding community.
- Empowers SWS families to make a difference by participating in local service projects that improve the quality of life in our “own back yard”.
- Create, cultivate, and maintain a legacy of care, responsibility, and accountability toward the Waldorf School movement, particularly towards courageous Waldorf initiatives and other projects that currently lack financial support.
- Create, develop, and sustain awareness in the VWS' students and parent body of the impact of their participation in community activities.

c) Activities

The Community Fund generates funds by engaging in community oriented activities.

- The primary objective of these events is to raise funds
- Their primary audience is the current SWS parent body and friends of SWS
- These activities are designed in accordance with the principles and values underlying Waldorf education as understood and developed by the SWS' community. Therefore, the events express respect and understanding of the SWS' values, and are mission appropriate.
- Events call on the parent and the students' volunteer efforts to participate in the enhancement of the students' curricular experience.
- The activities related to the Community Fund are collective and collaborative in nature.

d) Operations

The Community Fund is managed by the Parent Association, its account(s) are held by the Seattle Waldorf School and managed by the Parent Association treasurer. The Community Fund is established by seed funding from SWS budget.

B. Volunteer Program

a) Purpose

The purpose of the Volunteer Program is to clarify, define, communicate, and manage the needs of the school for volunteers in all sectors of activities, and to provide parents with a clear understanding of the expectations of the school in the area of parental involvement and volunteering.

b) Objectives

- To ensure that the needs of the school for volunteers are met
- To evaluate, monitor, and develop a sustainable level of volunteerism
- To ensure that all events are staffed adequately
- To guarantee that parents will not be asked to volunteer for activities outside of their commitment to the Volunteer program.

c) Activities

- In the absence of contractual requirements, parents are asked to volunteer for 20 hours per year, in the capacity of their choice, and for activities they select on the listing provided, with the support of the Parent Association Co-Chair.
- Listing of Volunteer opportunities include but are not limited to fairs, fundraising events, special events, participation on working groups such as Development Group, and class representative.
- The Volunteer Program is established in direct relation with the school's calendar of events, which is prepared in March for the subsequent school year in preparation for re-enrolment days.
- Faculty needs for volunteers beyond class representatives are to be communicated to the Volunteer Program Coordinator prior to April 1st for subsequent year. Faculty members are to develop a clear understanding of the volunteering program and of its implications on the lives of parents, in order to limit unplanned class requests to a level that is considerate of parents planned involvement.

C. Social Events

a) Purpose

The purposes of SWS' social events is to develop and sustain a sense of living community among students, their parents, and their teachers, and to create and nurture a culture of openness, sharing, and care within the school community.

b) Activities

- New school year community picnic and school year end community picnic
- Community Dance
- Community Workdays and potlucks

D. Fairs and Special Events

a) Purpose

The purpose of SWS' Fairs and Special Events is to generate funds for the community fund, and to cultivate community connections.

b) Activities

- May Fair
- All other events involving the community that holds as its stated purpose the raising of funds for the Community Fund.

c) Operations

- Fairs and Special Events are scheduled in the yearly school calendar in April for the subsequent school year
- They are organized and coordinated by the Fairs and Special Events coordinator, member of the Parent Association
- They are produced and staffed by volunteers in accordance to the Volunteer Program specifications

E. Adult Education Program

a) Purpose

The purpose of the Adult Education Program is to support the research, understanding, and applications of the philosophy underlying Waldorf Education and SWS.

b) Objectives

- To engage in and nurture an ongoing dialogue between faculty, existing, new; and prospective parents, about Waldorf education and all related fields
- To design a program of lectures, workshops, study groups, and activity groups that meet the needs of the parent body and the community
- To provide a context for deepening the community's understanding of the particularities of Waldorf education and the philosophy underlying it.
- To provide parents and teachers with a local and accessible resource center

c) Operations

The Adult Education program is managed by the Adult Education Program Coordinator member of the Parent Association, in close collaboration with the Executive Director.

- The components of the program are scheduled in April within the context of the School calendar of events.
- An Adult Education Program brochure is generated with the Development Director, as well as advertising and promotion.
- The seed budget for the Adult Education program is allocated by the treasurer from the Community Fund. The program aims to be self-supportive.

F. Class Representatives

a) Purpose

The purpose of Class Representatives is to provide a vital line of contact at the class level.

b) Activities

- Support the teacher with activities such as class plays, field trips, class meetings.
- Communicates class needs to the Class Representative Coordinator
- Acts as link to the parents of their class: they are expected to share what is new, what is happening, what is needed with other parents, so everyone can participate in the life of the school.
- Meet with the Parent Association group in September and March to discuss the social life in the classes they represent

c) Terms

Class representatives volunteer for one calendar year term (January to January), to ensure that the needs of their class is met and communication on going immediately after the beginning of the school year. They are responsible for searching for, evaluating, and training replacement at the end of their term.

G. School Beautification

a) Purpose

The purpose of the School Beautification activities is to ensure that the school buildings and grounds are maintained in a way that meets safety, cleanliness, and esthetic standards conducive to the proper functioning of the school and to a satisfactory level of pride in parents, students, and faculty members.

b) Activities

- Community Workdays organized in collaboration with the Social Events and Facilities Managers
- Monitoring of the cleanliness and beauty of the classrooms and common areas at school events.