
Parent Council
Rudolf Steiner School of Ann Arbor

Charter

Approved by College of Teachers, June 6, 2019

This version updated
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Parent Council Charter

Mission

The Parent Council works together with the Board of Trustees, parents, faculty and administration to help create a thriving, cohesive community guided by the principles of Waldorf education.

Goals

- Facilitate communication and cultivate open dialogue amongst parents, Administration, Faculty and Board
- Contribute to a positive and supportive learning environment for students and adults alike
- Inspire and support parent participation including:
 - Welcome Committee
 - Winter Festival
 - Faculty and Staff Appreciation Luncheon
 - Coffee Hours
 - Work with Community Engagement Director to support community collaboration and learning
- Support an understanding of RSSAA processes as outlined in the School Handbook

Parent Council Structure

The Parent Council is open to all parents at the school. Upon joining the school, parents are:

- Automatically members of the Parent Council
- Welcome to attend all Parent Council meetings
- Invited to access various volunteer opportunities
- Eligible to serve as a Parent Council Executive or committee/activity coordinator. These are not mutually exclusive roles.

Parent Council Executive Group

The leadership and planning for the Parent Council is done through an Executive Group that meets monthly throughout the year. The goal of the membership is to have 4-6 parents and two administrators.

- Parent Council Executive Group Membership
 - Parent Council Executive Co-Chairs – two-year term with each replaced in an alternate year
 - Parent Council Executive Members – three to five parents
 - School Administrator
 - Parent Engagement Director
- Parent Council Executive Responsibilities
 - To ensure that the key responsibilities of Parent Council are met (Welcome Committee, Winter Festival, Faculty and Staff Appreciation Luncheon and Coffee Hours)
 - To plan and hold the quarterly Parent Council Meetings
 - To act as a feedback and input loop for the parents to the school, raising concerns, questions, suggestions and ideas
 - To work closely with the Community Engagement Director to support the Community Engagement Plan
 - Minutes of the Parent Council Executive Group will be shared with the parents through ParentSquare monthly and be open to input from the parent community

Meetings of Parent Council

- The purpose of the Parent Council meetings is to build community and support the Parent Council Charter goals.
- Meetings will happen in September, November, February and April
- The meetings are opportunities to engage parents in various ways around child development, school development, major school questions, concerns or processes and to generate parent input into the school
- Two meetings a year will take place on a Saturday morning
- Two meetings a year will take place within the week (possibly in the morning)
- The meetings will be planned in August of each year and shared with the community to maximize participation

Parents

- Members - All parents at RSSAA are automatically members of the Parent Council
- Role - To stay informed and engaged and to support the work of the Parent Council
- Responsibilities
 - Read all announcements, agendas and minutes from Parent Council meetings
 - Know the names of representatives, liaisons and coordinators
 - Contact your class representative with ideas, questions or concerns about Parent Council
 - Contact the appropriate liaison if you have feedback or ideas for that particular committee
 - Consider taking on the role of representative, or Organizing Team Member

Parent Council Class Communicator

- Members - Minimum 1 per LS class, 1 per HS
- Role – Facilitate communication between class and Parent Council
- Responsibilities
 - Work with Class Teacher and Parent Council Executive to communicate information about Parent events, community engagement activities, and volunteer opportunities
 - This individual will have full access to Parent Square to post things to the class, and will be supported by the Community Engagement Director
- Skills and Experience - Has a willingness to represent the ideas and perspectives of families from the classroom and communicate the business of the Parent Council to the class parents
- Term – One year (May through May - renewable)

Parent Council Executive Group Member

- Responsibilities (work as a team to):
 - Attend Monthly Parent Council Executive meetings
 - Create signups for hosting, scribe, Board meeting attendance
 - Set meeting dates and times for four larger full Parent Council meetings annually
 - Facilitate mission and goals of Parent Council
 - Reinforce existing agreed-to processes
 - Work toward ensuring that all PC positions are filled
 - Collaborate with Community Engagement Director to plan and host activities and events
- Skills, Experience and Responsibilities
 - Co-Chair

- The two co-chairs will have overlapping terms of two years, ensuring that each year one is experienced.
- Has experience in working with groups, building trust and creating clear, transparent, open processes and communication.
- Helps establish common ground and strengthen relationships (specifically in consensus decision making).
- Specific skills include:
 - Meeting facilitation
 - Consensus decision-making

Parent Council Responsibility Point People

The Parent Council Executive will ensure that there is a point person, working with the Community Engagement Director for each of the primary responsibilities of the Parent Council

- Parent Welcome Committee – at least one person working to connect Parent Council and the Parent Welcome Committee
- Winter Festival – at least one person working to coordinate parent volunteering and support for the Winter Festival
- Faculty and Staff Appreciation Lunch – at least one person working to organize and facilitate this lunch
- Coffee Hours – One person to manage the assignment of coffee hours to classes and support the class communication person in getting someone to carry the morning for the class