

CAPITAL CHRISTIAN SCHOOL PAWS ORGANIZATION

ORGANIZATIONAL GUIDELINES

November 9, 2009

(DATE APPROVED BY SCHOOL BOARD)

I. - NAME

The name shall be Parents Actively Working Side-by-Side, herein referred to as, "PAWS".

II. - PURPOSE

To be an organization that builds a partnership and strong communication among Capital Christian School Board, Administrative staff, Teachers and Parents at CCS.

The specific mission goals are to:

- Create a sense of community for all families.
- Support the overall spiritual, academic, social and physical growth of the school and student body.
- Foster unity and purpose among all four campuses.
- Support the mission of CCS as defined in its official Mission Statement.
- Cover the ministry of CCS in prayer.

III. - MEMBERSHIP

Section 1. Membership: Attendance at a scheduled meeting that calls for a vote of the body as a whole would be the sole criteria for membership.

Section 2. Voting Members: Teachers shall be eligible to vote at PAWS of campus where they teach and the campus where their student attends. Administrators shall be eligible to vote at PAWS of campus where they work and the campus PAWS where their student attends. School Board Members shall be eligible to vote on school-wide PAWS and the campus PAWS where their student attending. Parents or Legal Guardians shall be eligible to vote at school-wide PAWS and the campus PAWS where student attends.

Section 3. Number of Votes: One vote per voting member per campus.

Section 4. Method: Voting to be accomplished by ballot.

IV. - LEADERSHIP TEAM & NOMINATION PROCESS

Section 1. PAWS CCS LEADERSHIP TEAM

A: The Leadership Team will consist of the following members:

- 8 Leadership positions, plus
- 1 Board Member
- The Superintendent
- Total of 10 positions

The Coordinators are to collaborate with the School Board and Superintendent in regards to stated campus goals for school year. The Coordinators are to have the flexibility to communicate with Administrators, School Board Members, Parents and each other as appropriate in order to accomplish their duties as defined herein while respecting the PAWS organizational structure.

B: Leadership Positions & Responsibilities

- 1. Chair.** The Chair shall preside over school-wide PAWS meetings and the Leadership Team. The Chair will serve as the primary contact with the School Board. He or She will represent the organization at meetings outside the organization; serve as an ex-officio member of all committees except the nomination committee. The Chair shall coordinate the work of the Leadership Team and campuses to ensure the purpose of the organization is served. The Chair shall receive, from each coordinator, regular reports concerning activities, meetings and actions of each committee.
- 2. Spiritual Life.** The Spiritual Life Coordinator will oversee a prayer group for CCS families, and organize benevolence for CCS families. The coordinator will work with the Chair, and other campus corresponding Coordinators to distribute information efficiently to all four campuses. The Spiritual Life Coordinator will assist the Chair and carry out the Chair's duties in his or her absence or inability to serve.

- 3. Communication.** The Communication Coordinator will process all correspondence; send notices of meetings, events and fundraisers to the membership. The Coordinator will take minutes at the school-wide meetings, keep a copy of the minute's book, bylaws and membership lists and create and tally ballots. The coordinator will work with the Chair and other campus corresponding Coordinators to share information regarding school-wide activities.
- 4. Scholastic.** The Scholastic Coordinator will support scholastic efforts in the CCS mission. These efforts will include supporting the following: curriculum development, test preparation, course enhancements and the accreditation process. The Scholastic Coordinator will work with the Superintendent, School Board, Chair, and other campus corresponding Coordinators to assist in the enrichment of the academic programs at CCS. This is a support role only designed for the mutual exchange of ideas and suggestions between parents and school administration. However, it is not designed to allow parent committees to manage curriculum.
- 5. Volunteer.** The Volunteer Coordinator will maintain a copy of the volunteer lists school wide. The Coordinator will work with the Chair, and other campus corresponding Coordinators to promote efforts set on the school wide calendar for that year.
- 6. Events.** The Events Coordinator will organize and support all school-wide functions. The Coordinator will work with the Chair, and other campus corresponding Coordinators to promote and support school-wide oriented events.
- 7. Fundraising.** The Fundraising Coordinator will support and maintain a copy of approved fundraising activities and a master calendar of all school-wide and campus oriented fundraising activities. The Coordinator will work with Fundraising Coordinators of each campus to avoid duplication and scheduling conflicts. The Coordinator will also maintain a list of fundraising opportunities and communicate those opportunities with each campus Coordinator and support groups.

The Coordinator will lead brainstorming sessions to identify new and creative fundraising opportunities. The Coordinator will work with the Chair, and other campus corresponding Coordinators to promote the fundraising activities school wide.

- 8. Service Projects.** The Service Projects Coordinator will help implement approved service activities, and consider and present new service ideas. The Coordinator will maintain a list of each campus' service projects and a calendar of such activities. The Coordinator will work with the Chair, and other campus corresponding Coordinators to avoid duplication, scheduling conflicts and to communicate all service project activities to the broader school community.

SECTION 2. PAWS CAMPUS LEADERSHIP TEAM

A: The Leadership Team of each Campus PAWS will consist of the following members:

8 Leadership positions, plus

1 Administrator

1 Teacher

Total of 10 positions (with the exception of Preschool)

The Coordinators are to collaborate with the Administrators in regards to stated campus goals for school year. The Coordinators are to have the flexibility to communicate with Administrators, School Board Members, Parents and each other as appropriate in order to accomplish their duties as defined herein while respecting the PAWS organizational structure.

B: Leadership Positions & Responsibilities

- 1. Campus Chair (Parent Liaison).** The Chair shall preside over campus PAWS meetings and the Leadership Team meetings. He or She will serve as the primary contact with the campus Administrator and will represent the campus organization at school-wide meetings. The Campus Chair will serve as an ex-officio member of all committees except the Nomination Committee. The Chair shall coordinate the work of the campus leadership team to ensure the

purpose of the organization is served. The Campus Chair will work with the CCS PAWS Chair and other campus corresponding Coordinators to ensure that the purpose of the school-wide organization is served.

- 2. Campus Spiritual Life.** The Spiritual Life Coordinator will oversee a prayer group for campus families and; organize benevolence for CCS families. The Coordinator will work with the Chair and other campus corresponding Coordinators to distribute information efficiently to all four campuses. The Spiritual Life Coordinator will assist the Chair and carry out the Chair's duties in his or her absence or inability to serve. In the event there is no Preschool Spiritual Life Coordinator, spiritual life concerns and/or needs shall be directed to the Elementary Spiritual Life Coordinator
- 3. Campus Communication.** The Communication Coordinator will process all correspondence; send notices of meetings, events and fundraisers to the membership. The Coordinator will take minutes at the campus PAWS meetings, keep a copy of the minute's book, bylaws and membership lists, and create and tally ballots. The Coordinator will work with the Chair and other campus corresponding Coordinators to communicate information regarding campus activities.
- 4. Campus Scholastic.** The Scholastic Coordinator will support scholastic efforts of the CCS mission. These efforts will include supporting the following: curriculum development, test preparation, course enhancements and the accreditation process. The Scholastic Coordinator will work with the Campus Administrator, Campus Chair and other campus corresponding Coordinators to assist in the enrichment of the academic programs at CCS. This is a support role only designed for the mutual exchange of ideas and suggestions between parents and school administration. However, it is not designed to allow parent committees to manage curriculum.

5. **Campus Volunteer.** The Volunteer Coordinator will maintain a copy of the volunteer list for the campus. The Coordinator will work with the Chair and other campus corresponding Coordinators to promote efforts set on the campus and school-wide calendar for that year.
6. **Campus Events.** The Events Coordinator will organize and support all campus events. The Coordinator will work with the Chair and other campus corresponding Coordinators to promote and support campus and school-wide events.
7. **Campus Fundraising.** The Fundraising Coordinator will support and maintain a copy of approved fundraising activities and a master calendar of all school-wide and campus oriented fundraising activities. The Coordinator will work with the Fundraising Coordinators of each campus to avoid duplication and scheduling conflicts. The Coordinator will work with the Chair and other campus and school-wide corresponding Coordinators to promote fundraising activities for their campus school-wide.
8. **Campus Service Projects.** The Service Projects Coordinator will help implement approved service activities, and consider and present new service ideas. The Coordinator will work with the Chair and other campus and school-wide corresponding Coordinators to avoid duplication, scheduling conflicts and to communicate all service project activities to the broader school community. In the event there is no Preschool Service Projects Coordinator, service projects concerns and/or needs shall be directed to the elementary Service Projects Coordinator.

SECTION 3. NOMINATION PROCESS

A. Eligibility:

Nominee should be a Parent or Legal Guardian of a registered student of CCS for one year. School Board Members shall not be eligible to serve on school-wide or campus PAWS Leadership Teams. The Administrator and Teacher representing each school, shall be eligible to serve on the Leadership Team at campus level PAWS.

B. Nomination Committee:

School Wide:

Nominating Committee will consist of the Superintendent ,
four Administrators (one from each campus), four Teachers (one from each
campus) and (2-4) School Board Members.

Campus:

Nominating Committee will consist of an Administrator, (3) Teachers, and
CCS PAWS Chair.

C. Nomination Procedures:

An announcement will be made at the (TBD by School Board) meeting that
the Nomination Committee will be accepting nominations for the Leadership
Team for the following year, until (TBD by School Board). Recommendations
for Leadership Team can be received from any Parent or Guardian of a
student attending CCS, Teacher, Administrator, School Board member, and
Superintendent. The Nomination Committee will submit their
recommendations to the School Board for approval. The new Leadership
Team will be announced by (TBD by School Board) for CCS PAWS and each
Campus PAWS.

D. Terms of Office:

Term of Leadership positions shall be one year, with an option for a second
year of service in that same position. Each Leadership Team member may
not serve more than two terms consecutively in the same position.
However, they may be considered for reappointment after one year out of
office.

E. Vacancies:

A vacancy on the Leadership Team shall be filled by a vote of the majority of
the remaining members of the Leadership Team. The successors shall serve
for the unexpired term of their predecessors.

V. - MEETINGS

SECTION 1. The organization will hold periodic meetings school-wide or at campus
level throughout the school year as set prior to the school year by the Leadership Team
& Administrators of each campus. These meetings will be open to all members of CCS
PAWS.

SECTION 2. Special meetings may be held at the discretion of the Leadership Team & Administrators of each campus. Notice of the meeting will be given advance notice.

VI. - FUNDRAISING & FINANCES POLICY

SECTION 1. PAWS Fundraising and Goals:

The organization will sponsor small-end fundraising activities to raise funds to support class, campus activities and established special campus goals for the year, such as class trips, socials, special projects, and unanticipated school events or opportunities. The School Board shall approve a list of acceptable small-end fundraising activities that do not interfere with general fund development activities and Gift of a Lifetime. These should become the regular and acceptable campus fundraising activities and shall remain so at the discretion of each campus.

SECTION 2. Accounting Procedures:

Each Campus PAWS will have a corresponding account for the receipt and expenditure of small-end fundraising activities. Funds that are spent from these accounts will be used towards the stated campus activities and special campus goals for the year. Approval of the Administrator in collaboration with the Chair will be needed for expenditure of these funds. A financial report will be provided quarterly to each campus PAWS membership to insure transparency of all PAWS accounts. Expenses and revenue related to PAWS school-wide activities will be prorated by student population to each campus PAWS account.

VII. – DISPUTE RESOLUTION

We will follow the School Board’s policies on conflict resolution based on the principle Of Matthew 18 for solving school problems.

VIII. - AMENDMENTS

These bylaws may be amended by a two-thirds vote of the members present at any regular meeting. Notice of proposed bylaw changes must be given at the previous regular meeting and sent by email to voting members. All amendments to these bylaws must be approved by the School Board before they can be implemented. The amendments will be dated and included with the organization’s master copy held on file at each Capital Christian School Campus office, library & website for general membership access.