

Preschool Advisory Board (PAB)

As approved May 2014

The Preschool Advisory Board (PAB) Trinity's "board", works with the Director, Program Manager and teachers to collaboratively meet the needs of all children and parents involved in the preschool program.

The Session (leadership team) of Trinity Presbyterian Church authorizes the PAB and the Director of the school to determine the policies of the School with respect to financial administration, personnel, curriculum and other related matters. (See TPP School by-laws for more information.)

The PAB's scope of responsibility includes discussion and action regarding TPP community events and planning, capital improvements, the annual budget and personnel issues. The board meets monthly with minutes taken at all meetings. Board members also sit in on one staff meeting per year, participate in "Teacher Chats," and attend Parent Education and class parent meetings. The board is comprised of ten members with specific duties allocated to each role.

In addition, the Treasurer and Community Outreach Coordinator (in partnership with the Director and Program Manager) serve on the Tuition Assistance Committee. The Committee's focus is the review and approval of applications, and on-going oversight of allocation of funds. This Committee meets monthly, or on an "as needed" basis.

In keeping with the school's by-laws, it is required that parents serving on the Ministry Team are members of Trinity Presbyterian Church or active participants in a different church in the community.

Chair

- Lead the PAB, helping identify long-term goals, plan for capital improvements, develop policies and maintain focus on the school's mission.
- Insure viability of leadership positions (PAB Board, Auction/ICS Chairs) by promoting responsibilities and expectations, as needed. Oversee process for leadership transition.
- Facilitate monthly board meetings by leading discussion, clearly defining expectations for approved projects/activities, identifying ownership and deadlines and securing accountability for outcomes.
- Serve as communications liaison between the Church and School, promoting Trinity community events. Represent TPP actively in the congregation.
- Participate in annual budget planning and recommendations for PAB and Session (governing body for Trinity Church).
- Lead Teacher chats
- Attend class parent meetings as needed.
- Participate in hiring new staff members.
- Help TPP follow its by-laws.

Secretary

- Record minutes and action items at monthly PAB meeting for presentation and approval; highlighting specific projects, roles and deadlines undertaken by board members.
- Distribute minutes to PAB within seven days.
- Send 'Thank You' notes (for non-fundraising events)

Treasurer

- Review monthly financials with Program Manager. Present budget report at monthly meetings, highlighting notable budget variances and Tuition Assistance funding status.
- In partnership with the Director and Program Manager, oversee the annual budget process including projecting estimated year-end income and expenses.
- Oversee capital expenditure requests received from Director and Program Manager to evaluate availability of funds for the anticipated project.
- Serve on Tuition Assistance Committee, attend meetings.
 - Oversee compliance of funding timeframes for each recipient family.
 - Maintain oversight of funding levels / manage TA reward limits as necessary.
- Research and pursue opportunities for grant funding.

Parent Communications & Activities

- Partner with Director in April to identify Class Coordinator candidates. Secure positions by May.
- Meet with Coordinators to outline responsibilities for coming year:
 - SEPT. "Meet and Greet" play dates
 - SEPT Ice Cream Social
 - JAN Class baskets for Auction
 - MAY Teacher Appreciation Luncheon
- Conduct annual parent survey (Jan.- Feb.) and provides a summary report to the PAB (end of Feb).
- Listen to concerns and suggestions from families and Class Coordinators to encourage communication flow through appropriate channels.
- Coordinate with teachers/ staff on appropriate "play-based" literature and resources to be dispersed to parents.

Community Outreach & Education

- Partner with local organizations to develop supportive outreach initiatives. Current partnerships include, but are not limited to; Shelter Network (SM Co.), Family Connections (SM Co.), Second Harvest Food Bank (SC)
- Promote involvement within TPP community and coordinate participation.
- Book, promote and organize one Parent Education Class during the school year.
 - Promote event within local school community. Work with Public Relations Coordinator to promote via social media.
- Serve on Tuition Assistance Committee, attend meetings. As member, champions the Tuition Assistance Program by organizing efforts to promote awareness and funding.

Public Relations

- Partner with TPP staff and PAB board members to identify topics and events to promote on Facebook.
- Manage routine postings and communications on Facebook.
- Review YELP content, provide feedback to reviewers as necessary.
- "Push" Trinity news, articles, etc., to feeder groups within our community such as PATCH, Mother's Clubs, children's stores, community events and recreation centers.

- “Pull” information by researching opportunities for partnership and exposure such as Pre School nights, book readings, library events, community events, etc.
 - Coordinate representation in partnership with staff and/or other board members

Strategic Development

- Identify trends related to our community and Trinity Preschool, assess effectiveness of current strategies for development, and implement changes as necessary in collaboration with Program Manager, Director, and Chairperson.
- Design and manage fundraising activities including annual giving campaigns, special projects, and other school related solicitations.
- Partner with Treasurer to research and pursue opportunities for grant funding.
- Compile strategies for donor/fundraising cultivation, solicitation, and alumni relations.

Capital Improvements

- Compile and update lists of maintenance needs for the school campus.
- Assist in setting capital expenditure priorities, coordinating with the Director and Program Manager.
- Solicit bids and select service providers and/or contractors for all services/work provided by outside vendors.
- Manage the schedule and budget for all capital improvement projects through to completion.
- Maintain on-going communications with Repair and Cleaning Coordinators to;
 - Identify potential areas in need of capital improvement,
 - Delegate smaller scale items for incorporation into monthly Repair and Cleaning Maintenance Saturdays.
- Work in partnership with Auction Chair to solicit bids or provide cost for Fund-A-Need initiative.