



Meeting House Montessori School

Parent Partnership Committee

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Written by the PPC Handbook Committee 2009



Parent Partnership Committee Mission Statement

Welcome to Meeting House Montessori. This handbook has been created to help define the Meeting House Montessori Parent Partnership Committee (PPC). If you have any questions, please ask any member of PPC Committee for additional information. A contact list is provided at the end of this booklet.

The Meeting House Montessori PPC is comprised of all the families who have children at Meeting House Montessori School. The purpose of the PPC is to advance, through active involvement of the School's families, the mission and core values of the School.

The goals of the PPC are:

- to build an active and engaged parent community that supports its members in their shared commitment to building a positive learning environment,
- to create a channel for communication between the parent body and the school,
- to organize and execute fundraising initiatives for the benefit of Meeting House Montessori School.

The PPC strives to fulfill these goals by hosting activities for parents and families, supporting teachers in the classrooms, conducting scheduled PPC meetings, communicating through Yahoo Groups (as well as other forms of communication) and by fundraising for the sole benefit of Meeting House Montessori School to supplement the school funding to enhance programs, materials, technology and scholarship.

We encourage all Meeting House Families to be involved in the PPC.



PPC Meetings

Typically the PPC meets every four to six weeks. At these hour long meetings we discuss ongoing school activities and fundraisers. This is a great way to meet other families at MHMS, to become a part of the community, to ask questions and to offer any ideas or suggestions for school events.

The first meeting is scheduled for Friday, September 4th after drop off. Coffee and light refreshments will be served. The meeting will be held in the school gym, with an informal gathering at the Coffee Break Café afterwards.

The meeting calendar for the year is:

September 4 th	8:30 AM- School Gym		
October 16 th	7:00 PM- location TBD	February 5 th	8:30 AM- School Gym
November 6 th	8:30 AM- School Gym	March 5 th	7:00PM- location TBD
December 3 rd	8:30 AM- School Gym	April 2 nd	8:30 AM- School Gym
January 8 th	7:00 PM- Marinilli Home	May 21 st	7:00 PM- location TBD

These are informal gatherings and younger siblings are welcome. Please feel free to come even if you only can stay for a portion of the meeting.

Other Important Dates

Fall Festival:	October 4th
Comedy Night:	November 13 th
Pie Orders:	due November 12 th for pick-up November 19th
Games Night:	January 23rd
Auction:	March 27th
Call for Nominations:	April 2nd
PPC Ballot Week:	April 5 th
DJ Dance:	May 1 st



PPC Structure

MHMS Parents

The MHMS parents are the most important part of the PPC. A form will be sent at the beginning of the school year asking for families to volunteer for various committees. During the school year, the committee chairs will call upon families to help with various activities.

We hope that all families understand the importance of involvement in the school and will volunteer to help out in whatever way they can.

Nominations were solicited and elections were held before the 2008-2009 school year end for the following leadership roles. A complete contact list for each position appears at the end of the handbook.

PPC Committee Chairs

Chairperson

Oversees PPC and committees. Works with committee chairs to set calendar for the year. Coordinates PPC meetings. Coordinates the transfer of information from current year to next year's chairs. Attends *New Parent Orientation* in the fall to talk about the PPC. Serves as liaison between PPC and school. Organizes classroom parents.

Vice-Chairperson

Assist the Chairperson with the activities listed above.

Treasurer

Handles the finances of PPC activities. Communicates with parents about the PPC's budget, expenses and revenues.

Auction Committee Chair

Oversees all aspects of the auction including: site logistics, item solicitation, corporate solicitation, communications, day of event, etc.

Fundraising Committee Chair

Oversees all fundraising with the exception of the auction. Examples may include: Comedy Night, Toy Store fundraiser, Box Tops, Giving Tree, iGive.



Community Building Committee Chair

Plans events for MHMS families outside of school-time. Examples for this year include: Fall Festival, Games Night, DJ Dance. Will also oversee a school-wide community service event.

Hospitality Committee Chair

Organizes peer-parent program for new incoming families. Coordinates food donations for parent/teacher conference day, open houses and parent workshops. Organizes end of year teacher appreciation donation and/or luncheon. Coordinates refreshments for PPC meetings.

Library Committee Chair

Coordinates all incoming donations, including the MHMS Birthday Book Club. Works with the teachers to meet their and the students' needs regarding the library. Maintains the school library.

Communications Committee Chair

Produces and distributes PPC meeting minutes, MHMS newsletter, PPC content on school website, PPC parent handbook, white-boards at drop-off and pick-up, Yahoo groups site and other school-wide communication.

Community Building

This year the PPC will work with the school to coordinate four community building events; Fall Festival, DJ Dance, Games Night and Community Service Activity. These events are open to all students and families of MHMS.

Fall Festival – Sunday, October 4th, 2009, 1:00 – 3:00

The Fall Festival provides a great opportunity to welcome new families to the school community and to reconnect with old friends you've missed over the summer. Parent organized activities include pumpkin painting, craft tables, face painting, sack races and organized games. It's great fun for the whole family. Refreshments will be provided by the PPC. The event is free of charge. Each year there is a need for a Fall Festival coordinator as well as many volunteers to organize the various activities. Volunteer sign-ups for this event usually begin at the first PPC meeting of the year.

Games Night- Saturday, January 23rd, 2010

Come and bring your favorite board games to share and enjoy a fun night out with other MHMS families at the school.



DJ Dance – Saturday, May 1st, 2010

This will be the third annual dance. Come join us for an evening kid-friendly songs and games. Great for all ages.

Community Service Activity- date to be determined in Spring 2010

This will be the second year that we hold a school-wide hands-on community service activity. Last spring, we had a tremendous group of volunteers who assisted in conjunction with Braintree Spring Clean-up Day to spruce up the area around the School. If you would like to help coordinate, please contact the Community Building Chair.

PPC-Only Events

Throughout the year there may be additional events that are sponsored by the PPC only. These events will take place outside of the school and are not school sponsored activities. These PPC-only events will be organized through the use of the Yahoo Group.

The following are examples of these types of events:

April Vacation Blue Hills Hike (PPC-Only event)

Families gather together during one day of April Vacation to hike and enjoy lunch at the top of Blue Hills.

Mom's Night Out (PPC-only event)

In past years there has been a variety of Mom's Night's Out. We have gathered at people's homes (pot-luck style), at the school, local restaurants and other venues. The goal of these events is to build community. These are casual, fun activities that are a great way to connect with fellow MHMS moms. There is always a need for volunteer hostesses.

Dad's Night Out (PPC-only event)

There have been Dad's Night Out events in past years. These are a great way for Dad's to connect with fellow MHMS Dads. There is a need for a volunteer to organize these events.



Hospitality

Peer Parents

The purpose of Peer Parents (returning parents) is to help new and existing parents understand events, curriculum, policies etc. for the school and the PPC. Each Peer Parent will be assigned incoming families to contact and help guide new parents through the school year. Peer Parents will reach out to their new families shortly after the start of the school year. The new families can call their Peer Parents periodically with questions. On certain occasions the Peer Parent will call their families to explain events such as Fall Festival, the Auction, Comedy Night, etc.

You can volunteer to become a Peer Parent at the end of your first year with the school.

Teacher Appreciation

In the past, parents have donated a small sum of money towards a gift card for the teachers and staff to enjoy at a local restaurant. This is done during national teacher appreciation week.

Refreshment Donations

The Hospitality Committee will coordinate food donations for various events throughout the school year, these include: parent/teacher conference day, open houses and parent workshops.

Library

Library Volunteers

Volunteers are needed for the following:

- shelving books on a weekly basis
- assisting in the MHMS Birthday Book Club
- assisting in the annual Holiday Pie Fundraiser (all proceeds go toward the library)



Communications

Yahoo Group

The PPC maintains an online Yahoo Group, which is a closed members only group. This group is used as a message board to ask questions, share ideas, post reminders about the school events, ask for volunteers or get feedback through online polls. To join the group, please send an email to: MHMSPPC-subscribe@yahoo.com. ***It is requested that all MHMS families join this group.*** Please note that this e-mail group is for PPC information and informal sharing among parents only; communication intended for the School should be sent directly to the MHMS e-mail address at mhms@beld.net.

PPC Communication

All PPC meetings will be announced via Yahoo Group as well as posted on the boards outside school. Minutes from meetings will be posted on the Yahoo Group and a hard copy of all minutes will be sent home. Committee meeting notices will go out only via Yahoo groups, to reduce the amount of papers being sent home.

Event Notices

Notices will be sent home regarding School/PPC events. Additional PPC-only events will be announced via the on-line group and notices will not be sent home regarding these types of events. This is a good reason to be sure you are signed up for the Yahoo Group.

Newsletter

The Newsletter is a joint effort between the school and the PPC. It is typically published 4/5 times a year.. Currently, printing is a donated service. We encourage you to submit ideas, photographs, and articles by sending them to MHMSNewsletter@gmail.com.

Website

Our school website is www.MHMontessori.org. It provides a valuable resource for many questions you may have.

PPC Handbook

The PPC handbook is updated each summer and posted on the School website. A limited supply of hard copies may be found outside the School office.



Classroom Parents

There are usually two or three Classroom Parents per class each year. Sign-ups usually happen at the first PPC meeting. Classroom parents *may* be called upon to assist with a classroom project, like the auction craft.. If the parents in the class need to be contacted about something, like Comedy Night ticket sales, the classroom parents may be asked to divide the class list to make the calls. Depending on the needs of the teacher in each individual classroom, the frequency with which a parent may be called upon will vary.

Fundraising

Why fundraising is necessary for MHMS?

Fundraising and giving are both essential to the support and growth of MHMS. Although tuition covers most expenses, additional income is necessary to keep our school in good fiscal health. Meeting House Montessori was established to meet the needs of children from many different backgrounds. In order for MHMS to meet this goal, the administration attempts to keep the tuition as low as possible. Hiring and keeping the best staff, creating beautiful classrooms with all the curriculum materials necessary for learning, upkeep of the facility and playground, all while keeping tuition at a manageable level for our families requires help from additional income. This can only be accomplished through the support of giving and fundraising. When there is a specific goal, need or wish for the school, fundraising and giving will be earmarked for these specific needs and items in order to continue the growth and development of the school. Fundraising and giving plays a very important role in the overall health of MHMS.

Thanks,
Stephen Putnam
Educational Director

Here are some of the past uses of our most recent fundraising efforts:

- **Rental of additional space for a separate computer room and library.**
- **Furnishing the library and computer room spaces.**
- **Updating or replacing worn or broken classroom materials.**



Auction

The annual auction serves as our main fundraising event. For the 2009-2010 school year, it is scheduled to be held March 27th at Lantana in Braintree. We hope to raise \$30,000 at the auction this year. Ideally, all of the MHMS families will join us for the event. The auction provides a great opportunity to get involved in your child(ren)'s school and get to know other MHMS families.

In addition to attending the event, families can contribute to the auction in many ways. We encourage each family to make a basket to donate to our silent auction table. You also may participate by volunteering for one of the many positions that ensure a successful event. The Auction will need volunteers for the following committees:

Logistics Committee

- -Contact person for site
- -Plan event menu and set price with group
- Lay out floor plan

Solicitation Committee

- Gather information for solicitations, research contact names, addresses, fax and phone numbers
- Prepare parent solicitation packets
- Solicit items
- Place follow-up calls
- Pick-up items from donors
- Communicate with Item Tracking Coordinator
- Solicit advertisements for corporate sponsors, program book ads and family ads

Item Tracking Committee

- Communicate with Solicitation Committee and Print Coordinator
- Receive and track items donated
- Maintain binders with donation sheets
- Update group spreadsheet with items
- Update group word document with items descriptions
- Distribute items into 3 sections and label items with numbers

PR/ Invitation/Program Book Committee

- Design flyers for ticket sales
- Research possible printing donations or discounts
- Coordinate final formatting and printing of word document for program book
- Contact media outlets with press release/information about the event



Web Coordinator

Update Auction page with donor's name, item, and web link

Finance Committee

- Track ticket responses/ticket/bidder number distribution
 - Event check-in
 - Prepare bid sheets
 - Prepare check-out folders
 - Modify spreadsheet from item tracking committee to track starting bid amount, winning bid amount, and winning bidder information
 - Item check-out at event
 - Reconcile cash and revenue from event

Day/Night of Event Volunteers

- Set-up
- Clean-up
- Silent item table closing
- Raffle set-up and Sales Coordinator
- Anything else that needs to be done day of event

Post Auction Committee

- Send out thank you notes
- Reconcile any outstanding issues (bring closure to event)



Other Fundraising

In addition to the Auction there are other ways to contribute to the school. Please note: neither the PPC nor the school wants additional fundraising to be a burden to any family. Please participate as you are able.

Giving Tree

Placed outside the School office, the Giving Tree is a tree of color-coded leaves coordinated for each of the classrooms. Each year, the teachers give the coordinator a list of items that each classroom needs for the school year, such as an electric pencil sharpener. The coordinator then lists the items on the leaves specific to each classroom color. Parents and children may “pick” a leaf from the tree. The leaf shows the item requested and the price, so that you can select an item within your price range.

Once you pick a leaf, you provide the leaf and payment to the Giving Tree Coordinator, who will order the item through the appropriate Montessori or classroom service provider. When the item arrives, your child gets to present his or her selection as a gift to the classroom.

Donating an item from the tree is a great way to show your appreciation for the teachers by getting them something that they can use. This may be especially helpful around the holidays if you choose to give (although this is, of course, optional).

What is the MHMS Birthday Book Club?

The MHMS Birthday Book Club is a great way for students to share their love of reading with fellow students. All students are invited to become a member of the Book Club by donating a book in honor of his/her birthday. The book can be selected from the MHMS Library Wish List or any special book that the student chooses. Each Birthday Book Club member will receive a certificate of appreciation for his or her gift, and a bookplate will be placed inside the book cover to commemorate the birthday and donation.

Comedy Night (November 13th - Emerald Hall, Braintree)

The primary purpose of this event is to plan a fun night out for the parents, where people can mix and mingle in a comfortable atmosphere and raise a little bit of money for MHMS. MHMS teacher and parent, Mark Riley, is a professional comedian who arranges the comedians and plans the show. In the past a PPC parent has worked with Mark to schedule the date, sell the tickets, and promote the event. Several volunteers help to sell tickets, sell raffle tickets night of and coordinate the seating.



Holiday Pie Sales (November 12th-19th)

The PPC coordinates purchase of pies the week prior to Thanksgiving. A portion of the proceeds goes to MHMS.

Box Tops

Clip the Box Tops coupons from hundreds of your favorite General Mills products and bring them into school. The Box Tops collection box is located at the main school entrance on Brow Ave. Each Box Top is worth ten cents, providing an easy way to raise money for the school.

Toymania

Prior to the winter holiday season, Toy Mania hosts a shopping day at their store located at 35 Pleasant Street in South Weymouth. The store donates a percentage of the day's sales attributable to MHMS to the School.

iGive

Raise money for MHMS while shopping online at over 680 brand name stores. Register with iGive.com and select Meeting House Montessori as your cause. Each time you shop through iGive.com, a portion of each purchase will be donated to MHMS. There is no additional cost to shop through iGive. In fact, shopping through iGive.com will often save you money through exclusive coupon codes and deals offered to their members. For more information, please go to www.iGive.com



PPC Contact List

Chairperson

Sheree Marinilli scolwill1119@yahoo.com
(mom to Giovanni, Elementary 857-526-1807 (cell)
and Isabella, Pre-Primary)

Vice Chairperson

Monica Badajide mbabajide@gmail.com
(mom to Bryan, Pre-Primary) 781-986-8370

Treasurer

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and Ben, Pre-Primary)

Auction Committee Chair

Yong Cho yong@sangandyong.com
(mom to Kayla Lee, Elementary) 617-642-5741

Fundraising Committee Chair

Cathy Denny saysaywords@verizon.net
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Community Building Committee Chair

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Nicole Merhill Parnell nicole.merhill@yahoo.com
(mom to Ethan, Pre-Primary) (781) 738-1390

Library Committee Chair

Mei Wong mwongjay@hotmail.com
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Hospitality Committee Chair

Laura Taylor ltaylor@beld.net
(mom to Lilly, Elementary) 781-356-1707

Communications Committee Co-Chairs

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