

Chair and Vice Chair:

Site Council Chair and Vice Chair function as a leadership team, and are the primary liaisons between the Council and the administrative staff team.

The Chair is responsible for producing the agenda, distributing it to staff and parents one week before Council meetings, in a manner consistent with the bylaws. The Chair will facilitate the monthly meetings and will keep time limits on discussion, advise the meeting when discussion excludes newcomers or new ideas, and monitor the guidelines for consensus decision-making.

In the Chair's absence, the Vice Chair will run the meeting. The Vice Chair, barring any unforeseen external circumstances, will become Chair the following year.

Secretary:

The Secretary takes notes on Council proceedings, prepares and submits the notes for publication in the next newsletter, and distributes a list of Council representatives and Council meeting dates at the beginning of the year. The Secretary prepares Council business communications and maintains records of all Council correspondence and actions.

Treasurer:

The Treasurer is responsible for balancing the bank statements each month, making monthly reports to the site council utilizing our Monthly Scorecard as a reporting mechanism and filing annual reports with the state and the federal government as needed. (Currently the Treasurer has overseen the process of filing our Form 990 taxes however there is discussion of hiring a CPA to handle this process for us.) The Treasurer also oversees chairing the finance committee which works with the Thornton Creek Parent Group and other site council committees to prioritize, plan and dispersion of TC Parent Group and District Budgets. This person works closely with the BookKeeper and addresses any questions that may arise from the community, Site Council, TC Parent Group, Bookkeeper and Teachers and staff as needed.

Standing Committees

Finance Committee:

- prioritizes use of available Council-generated budget after full Council discussion and subject to Council approval;
- keeps records of past income and expenditures;
- provides monthly report to Council from treasurer;
- prioritizes District budget;
- coordinates District-allocated, grant, and Council-generated funds to maximize use of all resources.

Grant Writing Committee:

- researches and pursues available funding and donations sources beyond District and Council budget;

Communications Committee

- maintains the online communication network within Thornton Creek;
- updates and produces annual directory and oversees its distribution to all new community members;
- distributes weekly newsletter via email distribution list, website and paper copies to those without computer access.

Hospitality Committee

- organize welcoming committee/partners for new families;
- coordinate snacks and refreshments for 1st Day of School Coffee and monthly regular parent coffee hours.
- organize snacks and refreshments for evening community meetings and other all-school events.
- coordinates with room parents for Teacher Appreciation week and organizes Holiday pies for Staff.

Curriculum Committee

- plans and reports curriculum ideas and concerns to the Council;
- coordinates parent education by organizing evening educational all school events on new curriculum;
- prepares proposals, monitors, and evaluates ongoing Site Council funded Tutoring program.

District Relations Committee:

- follows and reports on proposals made (and under consideration) by the Superintendent, Zone 1 administrators, and School Board.
- may establish relationships with other groups (e.g. New Option Middle School, Alternative School Coalition, Parents Education Union, etc.) in an effort to address development as part of a larger school's community;
- responsible for representing Thornton Creek Council views through the development of position papers approved by the full Council;
- invites District personnel and representatives of other groups as necessary to Council meetings.

Fundraising Committee:

- recruits one parent representative from each classroom;
- plans and coordinates fundraising activities (e.g. special events and sales) to raise funds for Council programs.
- oversees and assists with volunteer coordination for annual fundraising events.

Recruitment and Hiring Committee:

- plans and coordinates recruitment of new families and staff members for Thornton Creek, with philosophical compatibility and ethnic/economic diversity as primary goals.
- coordinates volunteers to attend District training for new employee hiring committees.

The Diversity Committee:

- Plans and reports on diversity activities at Site Council meetings;
- Organizes and supports monthly meetings made up of families and staff;
- Plans and implements school-wide diversity events for students, families, and staff;
- Supports staff in the implementation of diversity activities in the classroom, acting as a resource and being available to assist when requested;
- Monitors diversity discussions and events happening at the District level and relays relevant information to Site Council;
- Submits regular newsletter articles about diversity activities and events;
- Is available to the Hiring Committee during periods of hiring and offers insight about issues of diversity during the advertisement, selection, and hiring of candidates.