

Deerfield Cooperative Preschool Constitution and Bylaws



2018-2019

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ARTICLE I
NAME AND ADDRESS

SECTION I: NAME

The name of this organization is the Deerfield Cooperative Preschool (also referred to as DCP).

SECTION II: ADDRESS

The physical address of the DCP is 7 Church Street Suite F, Deerfield, New Hampshire 03037.

ARTICLE II
MISSION

The mission of this preschool is to provide age appropriate curriculum, meeting the needs of the whole child. To create an environment where children and families love and value learning. To succeed through parent mutual respect, collaboration and cooperation.

ARTICLE III
MEMBERSHIP

SECTION I: JOINING

By the act of joining this preschool cooperative, each member is bound by the following by-laws.

SECTION II: WHO MAY ENTER

- A. DCP is a non-profit, inclusive group which seeks to embrace the diversity found in our community and welcomes all families regardless of their race, religion, sexual orientation, philosophy, educational background, or economic status.
- B. Membership in DCP shall be open to a parent or other person, responsible for the general care and welfare of a child or children.
- C. To be eligible for the DCP multi-age program, a child must be 2 years 10 months in age and potty trained. Exceptions may be made at the recommendation of the Director, and approval of the Executive Board.

SECTION III: HANDLING OF APPLICATIONS

- A. Rolling registration begins January 1st for new members wishing to claim vacant spots on the roster. This is only available for members registering as participating families as the availability for nonparticipating status is limited. Any families to register during this period of rolling registration will enroll with the understanding that fees for the following year are subject to change. Any changes in fees and tuition will be available once the Budget Committee finalizes the budget for the following year.
- B. Returning members begin registration for the upcoming school year after the February membership meeting. A waiting list for potential new members will be maintained throughout the school year. A potential new member will be placed on the waiting list upon verbal request to the Director. Should any openings remain after returning members have completed their registration process, registration for any additional new members will be accepted beginning after the February membership meeting. Spots will be offered to those on the waiting list on a first-come, first-serve basis based upon when the request was received by the Director. Preference will be given to returning members until the annual open house. If forms/fees have

not been received prior to the start of the open house, a first-come basis will be applied. As parents register at the open house they will be given their child's enrollment status. The registration fee and first month tuition is non-refundable. Qualified applicants will be entered on a waiting list if the enrollment is full and notified if and when a space becomes available.

- C. Non-participating enrollment is limited. Members already enrolled as non-participating get priority on choosing to keep their status for the upcoming year. Once this happens, if there is more interest than remaining available non-participating spots, a lottery will be done to determine which additional families will receive non-participating member status.
- D. A registration form, including medical information, must be completed for each child. The medical forms will be kept on file at the preschool. Parents are responsible for providing information to the preschool about their child's allergies.

SECTION IV: DEFINITION OF MEMBERS

- A. Participating members are those who participate in every activity related to the school; parent-of-the-day, fundraisers, serves on a standing committee(s), has a parent job, attends membership meetings (may miss a maximum of 2 membership meetings), and attends school clean-up/set-up days. Reference Parent Handbook for detailed requirements. All Participating members are expected to participate in all fundraising events.
- B. Non-participating members are those who do not participate in school related activities, though assistance with fundraisers is encouraged. If the non-participating member is new to the school they should attend the August membership meeting. They will pay a higher rate of tuition. Parents are encouraged to participate in the classroom if they wish. Reference Parent Handbook for detailed requirements.
- C. A Partial Participation Policy may be applied in cases where the Executive Board determines a family would best serve the school by altering the traditional role of participating member. These changes will be made at the discretion of the Board but will entail excusing said family from certain responsibilities in exchange for their increased service in other areas, be it in a financial, fundraising, or volunteer capacity. Within this policy, the Executive Board may choose to waive participating member responsibilities based on the best interest of the school. The board shall respond to requests for nonparticipating membership by evaluating the needs of the family and the potential conflicts they might have with being a participating member to determine if implementing the Partial Participation Policy would be more appropriate. To be considered for the Partial Participation Policy, a member or potential member must make a request in writing to the board and the board will respond with a plan if appropriate.

SECTION V: CLASSROOM SIZE

Full enrollment shall be 16. Non-participating members will be limited to three families per class. Teacher/child ratio will be determined by state regulations. Current state regulations for a multi-age preschool require a minimum of 1 CPR certified teacher to 8 children.

SECTION VI: DURATION OF MEMBERSHIP

- A. Members shall enroll for not less than one full school year or for the balance of the current year. The school year will normally be September through June. Members may increase the number of attending days per week if space is available, families may not decrease the number of attending days.
- B. The executive board and Director may review the membership list at any time to determine whether or not any withdrawals are necessary on the grounds of unsatisfactory participation on the part of the parent.
- C. If a member must withdraw due to extenuating circumstances, he/she must notify the vice chair in writing and this request will be reviewed by the board, if approved the withdrawal shall take effect a minimum of two weeks after the written request has been received. The registration fee and first month tuition is non-refundable, except as noted in Article IV, Section IIIA.

ARTICLE IV
TUITION

SECTION I: REGISTRATION FEE

A non-refundable registration fee of \$40 is payable for each child entering preschool. Members are expected to pay for and complete their background check and live scan fingerprinting prior to the start of school in the fall. The registration fee shall be set by the executive board and approved by the membership prior to enrollment in February. Should a family enroll additional children at the school while the sibling is still present, the Registration Fee shall be reduced.

SECTION II: TUITION

- A. The amount of tuition shall be set by the executive board and approved by the membership prior to enrollment in February.
- B. A 20% discount will be applied for tuition of a 2nd child if enrolled at the same time as a sibling. If the siblings attend different numbers of days during the week, the discount shall be applied to the child attending the fewer number of days. This 20% discount applies to tuition, POD tuition, and enrolled extended day. It does not apply to drop-in extended day. Any family utilizing this discount may be subject to additional parent jobs at the discretion of the Board, but no extra fundraising duties (pertaining to the auction, gingerbread, or 5K) will be expected.
- C. Non-participating members shall pay a higher tuition per month. This amount shall be set by the executive board and approved by the membership. The higher fee is to compensate for their non-participating status in school-related activities. The non-participating tuition should ideally be raised on a percentage basis with an end goal of 60% more than the participating rate.

SECTION III: PAYMENT OF TUITION

- A. Tuition payment for the following month is due on or before the 15th of the preceding month (e.g. September 15 for October tuition). Withdrawal before the beginning of school will result of forfeiture the first month's tuition unless the spot is filled by the start of the school year. Tuition may be paid to the treasurer's mailbox at DCP or given directly to the treasurer.
- B. Late Fee. Should a tuition payment arrive late for any reason (payments are considered "late" past the first of the month for which represents; October 1st for October's Tuition Payment), a \$25 late fee is due in addition to the amount of tuition owed.
- C. If a check is returned to DCP for any reason, the check will be re-deposited. The member will be required to submit payment to the treasurer for the service fee charged to DCP for the transaction. If a second check is returned for any reason, the check shall be returned to the member. Payment of that month's tuition, plus applicable bank fees, shall be made with cash, bank check or money order. Any member that has had more than one returned check must pay future tuition payments via cash, money order, or electronically (credit card/paypal).
- D. If the full payment has not been made within 30 days of due date, a payment plan must be established with the Treasurer. If the full payment is not made within 60 days, the student will be removed from the school until financial arrangements are made and approved by the Board. **At 90 days**, if the full payment has not been made or no arrangements have been made to follow a payment plan that is agreed upon by both the Board and the member, DCP reserves the right to defer the account to collections. All fees incurred by DCP for sending the account to collections will be the responsibility of the delinquent member. The member shall be responsible for the collections cost and any liabilities.
- E. If a member reaches 60 days late on a payment, the account must be kept current moving forward. This means that if future payments reach 30 days late, the student may be removed from the classroom until the tuition payment has been received.
- F. If a tuition payment must be delayed due to financial difficulties, the member should contact the treasurer to arrange a payment plan.

ARTICLE V

MEMBERSHIP MEETINGS

SECTION I: MEMBERSHIP MEETINGS

- A. Membership meetings shall be held August through November and January through May. They will be scheduled every 4-6 weeks within those time frames. The meeting days and time will be determined by the Board prior to the August membership meeting. Any changes in the date of the membership meeting schedule will be announced ten days in advance and posted on the door and sent out via e-mail. If the meeting is cancelled due to inclement weather, the meeting will be rescheduled for the same day and time the following week.
- B. Participating members must not miss more than 2 membership meetings per school year. A notice will be provided by the secretary to members who have missed a meeting to document their absence and the member must review and sign the meeting minutes of the missed meeting. If the board determines a member has missed too many meetings the following shall be applied. The participating member will have the option to A. attend one Board meeting as a make-up for the third missed parent meeting or B. to pay the non-participating rate for that month. Once a participating member has 4 or more parent meeting absences, they will be billed at the non-participating rate for the month of the fourth absence and any subsequent months that membership meetings are missed.
- C. Non-Participating Members are only required to attend the August parent meeting and that is only if the family is new to the school. Failure to attend will result in the parent doing a POD.
- D. If a family is unable to attend the membership meeting a different family may act as a delegate and sign in for the missing member. The delegate will be marked as absent from the meeting since his/her presence is replacing the missing member. The delegate also assumes the responsibility for updating the missing member with information from the meeting. This may be done with the meeting minutes. If a family misses a meeting and does not send a delegate the family may send a letter to the board to request that the missed meeting(s) be waived.
- E. A family may request to call in for a membership meeting for the purpose of remaining up to date on school business, but this will not count toward meeting attendance.
- F. A special meeting may be called by majority vote of the Board, or 25% of the members. It shall be the duty of the secretary to call such meetings to take place within 30 days after such demand.

SECTION II: VOTING AT MEMBERSHIP MEETINGS

- A. A quorum, set at 2/3rds of the current participating membership, is required to conduct business at membership meetings. Members present at the membership meetings will vote and the majority rules. In the event of a tie, the Chair will cast the deciding vote. Each family with children enrolled at DCP may be represented by one vote only. Executive board members, without children enrolled, are not eligible to vote at the membership meetings.
- B. The membership reserves the right to challenge a decision made by the executive board. If a disagreement arises, the following protocol should be used as a guideline toward a resolution. All votes will be cast in writing. Protocol:
 - a. Review Protocol.
 - b. Board explanation of situation including, but not limited to:
 - i. Board position on the issue.
 - ii. Justification of the position.
 - c. Discussion period with membership and board:
 - i. Questions and answers.
 - ii. Identify alternative courses of action.
 - d. Membership determines by vote to proceed with the following step:
 - i. Conduct vote to determine if 2/3 of the majority wants to uphold or challenge the decision.
 - ii. Vote.

If the outcome of 4b is to override the initial decision, a subsequent vote will be held to

determine the new course of action.

SECTION III: AGENDA

The agenda will be created by the board and the Director, written by the secretary, and approved by the presiding chair and Director. At each parent meeting the mission/guidelines will be read and “Team Building” will be included in parent meetings.

SECTION IV: ANNUAL MEETING OF THE MEMBERSHIP

The April membership meeting shall be designated as the annual meeting of the membership, the purpose of which is to vote for the new executive board and to adopt or rescind resolutions to the bylaws.

ARTICLE VI **FINANCES**

SECTION I: Operation Finances

- A. Any expenditure greater than \$500 that falls outside the parameters of the Operating Budget must be approved by a 2/3 vote by the membership.
- B. The chair and treasurer shall be authorized to sign checks.
- C. The Board will begin the budget process in December and initiate salary discussions with DCP employees. A budget for the next fiscal year (July 1 to June 30) shall be presented at the January membership meeting for discussion and approved by the February membership meeting. It may be reviewed and amended at the August membership meeting and approved by a 2/3 vote.
- D. The Director is responsible for identifying the supplies required for the preschool and purchasing or delegating the purchase of the supplies to the purchases or other member as necessary. The preschool pays for the supplies. Expenses need to be submitted on a preschool expense request form provided by the treasurer.
- E. Any funds, as determined by vote of the executive board, not immediately needed to transact preschool business, may be deposited in an interest-bearing savings account. Any expenditure from this account will be completed in accordance with the Operating Reserve Policy described below in Section 2: Definition and Application of Operative Reserve Policy.
- F. Any remaining funds will be carried forward to the new school year.

SECTION II: Definition and Application of Operating Reserve Policy

- A. Operating reserves are savings that an organization maintains in order to protect itself in the event of large unforeseen decreases in revenues or increases in expenses. The recommendation for non-profits is an operating reserve of a minimum of 50% of annual budget or roughly 6-12 months’ operating expenses. It is suggested that at the low end, reserves should be enough to cover one full year of payroll. DCP’s operating reserves are made up of funds carried forward from the prior year and deposited in a Money Market Fund or other interest-bearing account maintained by DCP. The target minimum level to be maintained in the account is six (6) months’ operating expenses calculated on a rolling three-year basis or \$50,000, whichever is greater. Operating reserves may be expended on one-time expenses outside the budget including but not limited to facility damage, defense against legal action, potential long term closing, critical equipment replacement, safety and code compliance improvements, payments on existing contracts for services as well as employee salary. Operating reserves are not intended to close budget gaps. Expenditures from the reserve over \$500 require a vote of and approval by 2/3 of the DCP membership. It is intended that not more than 5% of the reserve be spent in a single budget cycle.
- B. **Approval and Documentation:** Expenditures from the reserve will be recommended by the treasurer and chair at a regular monthly Board Meeting. If the expenditure will bring the

operating reserve below the target minimum level, the proposal for expenditure will be accompanied by a proposal to replenish the funds. If approved by the board, the expenditure will then be presented to the membership at the next following Membership Meeting or Emergency Special Session. If required, the membership will vote on the expenditure and the vote will be recorded in the minutes. After the expenditure has been made, the treasurer will report back to the board at the next following Board Meeting with a similar presentation to the membership at the next scheduled Parent Meeting. Should the Operating Reserve exceed the maximum suggested amount of one full annual budget due to interest accrual, the disposition of any such excess funds less than \$500 may be transferred by a vote of the Board and Director. Over \$500 will be treated under the regular rules concerning expenditures and subject to a vote of the membership.

- C. **Review:** This policy will be reviewed at least every two years by the treasurer in consultation with DCP's tax professional with a report to the board. Any change to the policy will be by vote of the Board. The review as well as any changes will be clearly reflected in the DCP Board Meeting minutes.

- D. **Sources:**

<http://grantspace.org/tools/knowledge-base/Nonprofit-Management/Sustainability/operating-reserves>

<http://www.nonprofitaccountingbasics.org/reporting-operations/about-operating-reserves-nonprofits>

http://www.nccs2.org/wiki/images/2/26/Summary_Nonprofit_Operating_Reserve_Ratio

ARTICLE VII **EXECUTIVE BOARD**

SECTION I: OFFICERS

The officers of the preschool shall be chair, vice chair, treasurer, secretary and chair elect. The membership has the option to change the structure of the executive board to include co-chairs if they so wish. A 2/3 majority of the membership must be in agreement in order to execute the option. The board must be comprised of at least two current participating members. The remaining three positions may be held by alumni or current members. The Director/Teacher will serve in an advisory role at the executive board meetings. Board members shall receive one complimentary extended day per month during the school year. Board members shall be excluded from the monthly cleaning duties. If a Board Member holds both the role of Treasurer and Bookkeeper, then this board member may be excluded from POD duties as well as fundraiser committee meetings (though attendance to fundraisers is expected in this role in order to oversee financial transactions).

SECTION II: ELECTION OF OFFICERS

Nomination for the officers to the executive board should be made in writing to the chair or vice chair prior to the April membership meeting. A list of nominees will be posted on the bulletin board for review until the April membership meeting. Nominations may be made at the April membership meeting with a 2/3 approval vote of the membership present. In the event that no nominations are made for an open position, and the position remains unfilled, the board shall have the right to appoint members to fill open positions over the summer months. The executive board shall be elected by majority vote of the membership present at the April membership meeting for the term of one year, but not more than four successive terms in that position. Incoming and outgoing officers will work together through the May membership meeting in order to ensure a smooth transition.

SECTION III: TERM OF EXECUTIVE BOARD/VACANCIES

The term of the executive board officers shall be from July 1st thru June 30th, any new incoming board members training will be May through June. If a Board member cannot fulfill his/her duties (as determined by either the Board member or the remainder of the Executive Board) a resignation can be submitted and there shall be nominations and election at the next monthly membership meeting.

SECTION IV: MEETINGS OF THE EXECUTIVE BOARD OFFICERS

- A. The meetings of the executive board will be scheduled every 4-6 weeks to precede the membership meetings by 1 week. Day, time and place will be determined and posted by the current executive board. Meetings of the executive board are open to all members. Members are able to participate, but are not eligible to vote at the executive board meetings.
- B. At the end of an executive board meeting, the board may vote to hold a closed session in order to discuss personnel issues. This must be approved by a majority vote of the officers present at the meeting. This portion of the meeting will be for executive board officers only and the minutes will be sealed.
- C. A quorum for the executive board meetings shall be 2/3 of the board membership.

SECTION V: INDEMNIFICATION OF OFFICERS

DCP shall indemnify and hold harmless each officer of DCP from and against any and all claims and liabilities to which they be or become subject by reason of acting as an officer of DCP, or by reason of alleged acts or omission as an officer as aforesaid, and shall reimburse each officer of DCP for all legal and other expenses reasonably incurred in connection with defending against such claims or liabilities, provided, however, that no officer shall be indemnified against or reimbursed for any expenses due to negligence or willful misconduct. The foregoing rights of officers shall not be exclusive of other rights to which they may be entitled lawfully.

SECTION VI: OFFICERS DUTIES

A. CHAIR DUTIES

- 1. Serve as the primary channel of communication with the executive board officers, members and teacher/director.
- 2. Ensure that each member shall understand and carry out the purpose of the preschool and the obligations of membership.
- 3. Ensure that all members have copies of the constitution, by-laws and parent handbook and that they are adhered to.
- 4. Schedule general and executive board meetings.
- 5. Approve agenda for board and membership meetings.
- 6. Preside over all meetings.
- 7. Responsible for canceling school for any reason.
- 8. Act as the Preschool's community representative.
- 9. Prepare the annual teacher's contracts to be discussed, reviewed, and finalized (using surveys collected by the vice chair as a tool) by the executive board members by the end of April.
- 10. Work with the vice chair to be sure that all paperwork is in accordance with state standards.
- 11. Make self available to membership.
- 12. Write for any grants or possible income that may be presented to the school.
- 13. Designate and distribute fairly responsibilities to the executive board officers.
- 14. Advise membership at March membership meeting to review and submit revision to the current bylaws for consideration at the April membership meeting.
- 15. Maintain prudent documentation of incidents with members, teachers and others.
- 16. Act as a liaison to the Deerfield Business Center with regards to use the building and any maintenance that may occur.
- 17. Work with executive board members on hiring committee if teacher position becomes vacant.

B. CHAIR ELECT DUTIES

- 1. Work with the presiding chair with all issues related to the preschool in preparation for the chair position the following year.
- 2. Assist Board Treasurer as needed in reviewing expense and deposit records on a monthly basis, budgets, investments, etc.
- 3. Act as the designated auditor to the Treasurer twice yearly (once in September/October and

once April/May).

4. Act as an advisor to half of the standing committees (shared with the Vice Chair)
5. Assist Vice Chair as needed in preparing, collecting or disseminating paperwork throughout the school year; to include: updated medical forms, enrollment packets, etc.
6. Facilitate creation of the Monthly POD schedule, including acquiring membership requests and accommodating those requests, then communicating finalized POD schedule with members.

C. VICE CHAIR DUTIES

1. Assist the chair as needed.
2. In absence of the chair, act in his/her stead.
3. Act as an advisor to half the standing committees (shared with the Chair Elect).
4. Handle publicity for DCP with assistance from the Community Outreach Coordinator.
5. Act as a liaison to the Deerfield Parks and Recreation Department.
6. Work with the chair to organize annual open house and registration.
7. Accept applications and establish enrollment for the upcoming school year.
8. Notify all members of the first membership meeting in August by mail or telephone.
10. Orient new members.
11. Responsible for all records being on hand before the school term begins.
12. Notify officers and teachers of any new members and any other changes in enrollment.
13. Help prepare ads for local newspapers, web, Deerfield Community School communication and Deerfield Communicator to advertise annual open house, preschool openings, and teacher's vacancies.
14. Ensure results for monthly testing of emergency equipment (exit lights, emergency lighting) in classroom, meeting room, main hallway and rear exit have been acquired and recorded on classroom log by assigned parent.
15. Responsible to produce, distribute, and collect surveys relating to the performance of the teacher by the February executive board meeting.
16. Work with executive board members on hiring committee if teacher position becomes vacant.

D. TREASURER DUTIES (The bookkeeper need not be on the board if the Treasurer does not hold the bookkeeping role. Duties shall be divided between the Treasurer and Bookkeeper as follows:)

Treasurer and Bookkeeper

1. Prepare an annual budget and proposed tuition with the assistance of the executive board. The budget should include a forecast and explanation of fundraising needs. This budget is to be presented to the membership at the January membership meeting, with final approval by the February membership meeting.
2. Monitor the spending/budget throughout the year and keep the executive board informed at all times.
3. Keep accurate records of all transactions.
4. Review expenses and deposit records with the Chair Elect or designated executive board member on a monthly basis.
5. Coordinate an audit or review at the end of each fiscal year by a Tax Consultant. A full report of the audit shall be submitted at the October membership meeting. The report shall include a statement of the amount of business transacted with members, nonmembers, the balance sheet and the income and expenses of the preschool.

Treasurer

6. Receive all money due to the school for tuition, fundraising, gifts and other sums. All monies will be deposited within 14 days of receipt.
7. File all state and federal forms regarding: Tax, employment, non-profit, Social Security,

withholding, quarterly estimated taxes and any matching funds.

8. Prepare, file and deliver to the secretary of state, a report of conditions on or before November 1st of each year. This report must be presented to the membership prior to the May membership meeting.
9. Prepare a monthly report to be given at the regular membership meetings.
10. Oversee the purchase of any supplies needed to further the preschool program.
11. Check annually with insurance agent and file any necessary forms to ensure adequate coverage.
12. Make monthly tax deposits.
13. Work with Executive Board members on hiring committee if teacher position becomes vacant.
14. Review work with professional Tax Consultant quarterly.
15. Expenses submitted to the treasurer for reimbursement will be paid no more than two weeks after receiving a receipt.
16. Pay the salary and fixed expenses necessary to maintain the efficient operations of the preschool.

Bookkeeper

17. Enter all deposits and withdrawals in QuickBooks before the following month's board meeting. (e.g.: April should be completed by the May board meeting).
18. Reconcile all accounts monthly.
19. Prepare reports as needed for board and parent meetings. (e.g.: Profit and Loss).
20. Collaborates with treasurer as needed.
21. Assist budget committee during annual budget review.
21. Bookkeeper should expect to spend 4 hours per month on role. Previous accounting or bookkeeping experience with Quickbooks necessary and if position can not be fulfilled by a parent or other volunteer, a professional bookkeeper will be hired)

E. SECRETARY DUTIES

1. Keep accurate minutes of all membership meetings. The minutes of each meeting are to be emailed and placed in the parent binder within a week of the membership meeting.
2. Keep a notebook of all minutes.
3. Have possession of a copy of the constitution and bylaws of DCP and make these and all minutes available at membership meetings.
4. Conduct all the preschool's correspondence as delegated by the chair, including the writing of thank you notes for gifts received by the school, etc.
5. Assist the teacher and vice chair to see that the file of emergency information is kept up to date.
6. Working with the Vice Chair, help prepare ads for local newspapers, web, Deerfield Community School communication and Deerfield Communicator to advertise annual open house, preschool openings, and teacher vacancies.
7. Keeps a list of all the members with current addresses, phone numbers and email addresses. Coordinates a phone list for members.
8. Work with executive board members on hiring committee if teacher(s) position becomes vacant.
9. Work with director on application for state license.

F. BOARD LIAISON (Parent Job)**

1. The Board Liaison acts as a sounding board for board members. Works with board members to resolve conflicts that may arise and helps the board develop alternative solutions when a deadlock occurs. *Assists all board members as needed.* May work independently on specific tasks, or work with the board as part of the team to coordinate events, develop/place ads, etc. It is strongly encouraged that this person attends board meetings.

2. The Board Liaison is considered to be a non-voting member of the Board. However, in the case of a Board member's absence from a meeting, where there is an even number of voting members, the Board Liaison shall be considered a voting member.

ARTICLE VIII

TEACHERS/DIRECTOR/EMPLOYEES

SECTION I: TEACHER/DIRECTOR DUTIES

The Teacher/Director shall perform the duties as outlined in the contract and job description issued by the Executive Board.

SECTION II: ASSISTANT TEACHER DUTIES

The Assistant Teacher shall perform the duties as outlined in the contract and job description issued by the Executive Board and the Director.

SECTION III: PARENTS AS EMPLOYEES

If a job exists, a parent may apply for a teacher's position. This parent would still be required to fulfill the duties of a participating parent with the exception of being parent-of-the-day. This individual would not be able to vote at the executive board meetings. This individual may not vote on issues relating to the teacher's position (salary, or hourly pay, contract, leave, etc.) this individual would also be required to maintain the confidentiality and professionalism of the teacher when acting in a membership capacity.

SECTION IV: INDEMNIFICATION OF THE TEACHERS

DCP shall indemnify and hold harmless each teacher of DCP from and against all claims and liabilities to which they be or become subject by reason of acting as teacher of DCP, or by reason of alleged acts or omissions as teacher as aforesaid, and shall reimburse each teacher of DCP for all legal and other expenses reasonably incurred in connection with defending against such claims or liabilities, provided, however, that no teacher shall be indemnified against or reimbursed for any expenses incurred due to negligence or willful misconduct. The foregoing rights of the teacher shall not be exclusive of other rights to which they may be entitled lawfully.

SECTION V: DRUG AND ALCOHOL TESTING POLICY

In compliance with the Drug-Free Workplace Act of 1988, Deerfield Cooperative Preschool has a commitment to provide a safe, quality-oriented and productive work environment. DCP is a drug-free workplace and as such, we prohibit the use of nonprescribed drugs or alcohol during work hours. If an employee comes to work under the influence of drugs or alcohol or uses drugs or alcohol during work time, the employee will be disciplined in accordance to the policy up to and including termination. In accordance with Deerfield Cooperative Preschool's drug policy, all current and prospective employees agree to voluntarily submit to a urine drug test and/or breath alcohol test as a condition of pre-employment and at any time during employment if reasonably suspected. Refusal to submit to a drug or alcohol test under company policy, failure to cooperate with the testing procedures, or if the result of such testing is positive, are grounds for dismissal. All employees authorize and give full permission to Quest Diagnostics to collect and process the specimen and release any and all documentation relating to the drug/alcohol test to DCP.

A. Required testing

- a. Pre-employment: All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration
- b. Reasonable Suspicion: Employees are subject to testing based on, but not limited to, observations by the supervision of apparent workplace use, possession or impairment. The Executive Board should be consulted before sending an employee for testing. All

levels of supervision making this decision must use the Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that the person is under the influence of illegal drugs or alcohol. If the results of the Observation Checklist indicate further action is justified, the manager or supervisor should confront the employee with the documentation and another member of management. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of the Executive Board must escort the employee.

B. **Collection and Testing Procedures:** Employees subject to alcohol testing should be driven to a designated facility and directed to provide breath specimens. Breath specimens should be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. Applicants and employees subject to drug testing will be obtained at a designated medical facility and directed to provide urine specimens. Collected specimens will be tested immediately for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphane use. (Where indicated, specimens may be tested for other illegal drugs.)

C. **Consequences:** If the employee receives notice that the test results were confirmed positive, the employee will be given the opportunity to explain the positive result. In addition, the employee may have the same sample retested at a laboratory of the employee's choice and at their expense. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy is subject to termination upon review of surrounding circumstances.

ARTICLE IX **GENERAL RULES**

SECTION I: SCHOOL CALENDAR

The multi-age cooperative preschool shall be held Monday through Friday, from 8 am to 1 pm-September through June with an extended day program from 1:00 pm –5 pm Monday thru Friday.

The preschool year will follow that of the Deerfield School District and the Deerfield Community School (DCS) observing all vacations, holidays and snow cancellation days. **The only exceptions will be DCS teacher workshops and power outages impacting DCS but not DCP; DCP will be open on those days. DCP will follow DCS's weather related closures.** In the event of a two hour delay at DCS, DCP will open at 10am with circle time beginning promptly at 10:30am . In the event of an early dismissal, DCP will close at the same time as DCS. Should you have an older child who attends DCS, please pick up your child at DCP first.

Please note: DCP is not responsible for contacting parents as a result of inclement weather. DCS will announce their decisions on WMUR. Please watch the television or visit www.wmur.com for a complete list of closures and to sign up for text or email alerts.

SECTION II: PARENT-OF-THE-DAY DUTY/SUBSTITUTE

A. Participating parents will serve their assigned duty days or must arrange for a substitute. Parents shall notify the teacher of any change as well as change the posted monthly work schedule. Paid substitutes may be arranged in accordance with a policy outlined in the Parent Handbook. A substitute POD must have the required background check, including the livescan fingerprinting. If a substitute without the required background check is arranged this is considered a missed POD. The member will owe a fee for missing the POD due to lack of background check.

a. Parents may be scheduled for up to as many days per month as their child attends per week broken down as follows: Monday-Friday up to 5; Monday-Wednesday-Friday up to 3; and Tuesday-Thursday up to 2.

b. Should a parent fail to set up a substitute, the amount that would have been paid to the substitute is still owed to the school. Since the participating member's tuition has

been adjusted to provide a discount for the family for working in the classroom, paying this fee ensures consistency between the families' level of participation at the school.

- B. If parents request to POD on a day their child does not attend they must have CPR certification on file with the school in order to bring their child along on this alternative day. This assumes that their child would cause the number of students in the classroom to exceed 16, meaning the parents' CPR certification is required for compliance with state regulations.
- C. Scheduling: The POD Scheduler will have the POD schedule completed by the 15th of the previous month. The board will approve the POD Schedule. Parents with preferred days for POD responsibilities should email the POD Scheduler no later than the 8th of the month for the following month's schedule. Preferred days are not guaranteed, and parents are responsible to complete their POD if scheduled on a non-preferred day.
- D. Parents may be granted a six-week new baby leave (or eight week leave if mother had a cesarean), during which time their child may attend preschool without a substitute worker. After the leave a substitute worker is required to attend with the child. Exceptions can be made on a case to case basis voted on by the board.
- E. POD's are responsible for snack and drink for the class for the day. In accordance with state law, snack and drink options must have enough servings for each student plus 4 adults. Open beverages must be marked with the date. Juice must be discarded after a week and milk must be discarded after 48 hours.
- F. POD's should not be alone with children at any time in order to be compliant with licensing standards.

SECTION III . FUNDRAISING EXPECTATIONS

- A. All participating members and nonparticipating members are expected to assist with fundraising efforts for the school. The Horse Show fundraiser is mandatory for all members and then participating members must choose to be on the committee for either the Auction or the 5K fundraiser. For the Auction, all members must buy event tickets up front. For the 5K all members must buy raffle basket tickets up front to sell for the event.
- B. Horse Show: Members must be involved in some capacity to help with this event either before or during the event itself.

SECTION IV . CONTAGIOUS DISEASE POLICY

- A. Parents shall keep their child home during the contagious stage of a disease. Parents shall notify the teacher, who shall post a notice if a child has been exposed to a contagious disease. It will be the teacher's prerogative to send a child home if he/she determines a child is too sick to be in school.
- B. Students should not return to school until they are 24 hours without a fever.
- C. Parent-of-the-Day should not discuss student illness with other parents at pick up.
- D. In the event that a teacher observes a child displaying the above signs of contagious disease, they may, at their discretion, contact the child's parents to arrange a pick-up to take place prior to the end of the school day.
- E. Each student must have up to date documentation on immunization in order to attend the program. An exception to this rule is granted for homeless children and those in foster care, in which case families have 60 days to provide immunization documentation.
- F. Each student must have a completed child health screening form or physical examination record on file within 60 calendar days of admission. These forms must be updated annually, no longer than one year and 60 days from the date of the previous record on file.

SECTION V: DISCRIMINATION/EQUAL OPPORTUNITY EMPLOYMENT POLICY

DCP prohibits discrimination based on one's race, color, sex, national origin, religion, mental or physical disability and age. This rule applies to students, teachers and members. DCP is also required to ensure that its employees and applicants for employment are accorded Equal Employment Opportunity. Title VII of the Civil Rights Act of 1964 makes it unlawful to discriminate in all practices, conditions and

terms of employments because of race, color, sex, national origin or religion.

SECTION VI: SEXUAL HARASSMENT POLICY

Sexual harassment of any member, teacher or student at DCP by any member, teacher or student at DCP is not permissible and may be cause for dismissal.

SECTION VII: SEXUAL ABUSE/ASSAULT POLICY

Sexual abuse or assault of any member, teacher or student at DCP by any member, teacher or student at DCP is prohibited. Investigation of this crime will be turned over to the proper authorities and the suspected adult will not be permitted on DCP grounds unless acquitted.

SECTION VIII : CONFLICT OF INTEREST POLICY:

Any possible conflict of interest on the part of any member of the executive board, individual member or employee of the Deerfield Cooperative Preschool, shall be disclosed in writing to the executive board and made a matter of record. The minutes of the executive board meeting involving such conflict shall reflect that a disclosure was made, the abstention from voting and the actual vote itself.

SECTION IX: SUSPENSION AND EXPULSION POLICY:

Should the Board feel that a child must be removed from the classroom due to challenging behaviors the following steps shall be taken:

1. **Verbal communication by the teaching staff about the presence of the issue with the parent or guardian of the child.**
2. **Parent/Teacher Conference to discuss the challenging behaviors in more depth.**
3. **Parent/Board Conference with at a minimum of three present Board Members.**
4. **Make a plan with the parent or guardian to address the challenging behavior. This plan will be documented in writing in the child's file by the Lead Teacher and will be communicated to the Board.**
 - a. **Ensure that all staff are aware of their role when it comes to implementing the plan for the challenging behavior should it arise.**
 - b. **Plans will include but are not limited to the actions staff will take when the challenging behaviors arise, interventions available to utilize (including outside resources/services/programs), and what to do to minimize disruption of the classroom and impact on the learning experience of the other children.**
 - i. **Time frame for plans will vary based on the severity of the challenging behaviors but will be defined on an individual basis on each plan.**
 - ii. **Should the challenging behavior present a serious safety risk to others within the program, the Board may suspend the child's attendance until the plan of action is agreed upon with the child's family.**
5. **Should interventions included in the plan fail to resolve the challenging behaviors to the point of the child remaining in the classroom, the issue will come back to the Board. At this point, the Board will vote on whether a new plan is necessary with different interventions or whether the child should be expelled from the school.**

Expulsion or suspension may also take place due to lack of payment by a membership family (See Article IV Section III) or the family's inability to abide by the expectation of their role within the cooperative.

SECTION X: PROVISION FOR DISSOLUTION:

Upon the dissolution of Deerfield Cooperative Preschool, assets shall be distributed for one or more exempt purposes within the meaning of RSA 292, 293-A and Section 501(c) (3) of the Internal Revenue Service Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such actions will be taken by the governing board at the time of dissolution.

SECTION XI: MEMBER MODIFICATION/DISPENSATION OF THE BY-LAWS

If an individual member feels he/she has reasonable cause to request a modification of or dispensation from a section of the by-laws, the request must be made in writing to the chair. The request should identify the by-law under consideration and justification of the modification or dispensation. Upon receipt in writing, the request shall be considered at the next executive board meeting and may be presented to the membership for further consideration if necessary.

SECTION XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Revised will be the Parliamentary Authority in governing any meetings in all cases to which it is applicable.

SECTION XIII: AMENDMENTS TO THE BY-LAWS

The by-laws may be amended at the April membership meeting by a majority affirmative vote of the voting members. Any proposed amendments or revisions must be presented in writing, to the chair, by the March membership meeting and majority consent, by the voting members, must be obtained for the consideration. The written proposed amendments must include the following information:

1. By-law to amend, add or delete.
2. Resolution – new by-law stated.
3. Justification – reason for the change in bylaws.

A motion to open the Bylaws for amendment may be made by any member and must be supported by 2/3 majority in order to pass. Once the motion has passed, there will be discussion on the proposed amendment and then a vote on the proposed change. The proposed change must pass with a 2/3 majority.

SECTION XIV : AMENDMENT OF CERTIFICATION

Amendments to the certificate of organization may be proposed by a 2/3 vote of the executive board or by petition of 10 percent of the association's members. Notice of the meeting to consider the proposed amendment shall be sent by the secretary at least 30 days prior to such meeting to each member at his last known address or email address, accompanied by the full text of the proposal and by that part of the certificate to be amended. Such amendment may be adopted by 2/3 members voting.

Revised March 2018