

**MRA's
Parent Cultivation Team
Handbook
2021-2022**



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MRA's MISSION

“Guiding students in becoming responsible lifelong learners and compassionate community members through interdisciplinary studies in the arts and sciences within a safe and nurturing environment.”

MRA CORE VALUES

- We promote academic excellence through integrated, thematic curriculum.
- We create a safe and comfortable learning environment.
- We foster a sense of community.
- We practice authentic assessment.
- We create ongoing opportunities in the arts and sciences.
- We encourage problem solving through hands on experiences.

PCT MISSION STATEMENT

The MRA Parent Cultivation Team (PCT) helps build and strengthen relationships in the MRA community by promoting and encouraging deeper learning opportunities that uphold MRA's mission and core values. They provide volunteer opportunities through the implementation of fundraisers and by supporting the MRA staff and school events. They work with the Executive Director to ensure positive growth towards our MRA community's goals.



CONTACT INFORMATION 20201-2022

PCT Board Email: pct@mra-k8.com

Chair and Co-Chair: Amy Wheeler and Susanna Ball

Vice Chair:

Treasurer: Evelyn Pointer

Secretary: Tricia Hampton

Fundraising Event Coordinator: Wendi Reel and Tina Jones

School/Community Event Coordinator: Angela Poff and ?

Staff Support Coordinator:

Parent Connection: Jodi Khun

Executive Director:

Melanie Marrone– director@mra-k8.com or mmarone@mra-k8.com

Assistant Executive Director:

Iva Quinlan- iquinlan@mra-k8.com

Office Manager:

Dawn Marie Powers– dpowers@mra-k8.com

MOLALLA RIVER ACADEMY

16897 S. Callahan Rd., Molalla, Oregon 97038
503-829-6672 www.molallariveracademy.com

PCT Board Roles and Responsibilities

*All Board members need to be affiliated with an enrolled MRA student.

PCT Chair Description

- Oversee the leadership of the organization's activities, making sure to uphold and support MRA's and PCT's missions
- Develop agendas and conduct monthly PCT board meetings
 - Assist Secretary in publishing meeting minutes on MRA's website
- Work with school administration and PCT board to facilitate calendar of PCT events for the school year
- Establish communication lines among PCT leaders and MRA Office Manager
 - Work with the Office Manager to make sure all PCT events are communicated to the MRA community
- Meet with Executive Director/Assistant Director once a month
- Manage and follow our conflict resolution procedures to help mediate potential conflicts
- Submit a written report to the MRA Board of Directors for the monthly board meeting and send a PCT board member to meetings during the school year.
- Ensure there is one PCT board member at every PCT event
- Maintain, review and edit the PCT Handbook annually
 - Schedule an annual work session at the end of the school year with PCT board to update roles, responsibilities, and PCT Handbook
- Promote the continued growth and development of the PCT group, forming task groups to generate discussion of issues and topics that propose new ideas supporting the parent community and volunteering at MRA
- Oversee succession planning for PCT board positions/ensure board positions are filled with Executive Director's support

Skills Utilized

- Organizational skills to develop communication lines, meeting agendas, calendar of events, etc.
- Leadership and public speaking ability to conduct meetings
- Good people skills to address the parent community and encourage involvement.
- Computer skills in using spreadsheet programs, Internet communications, generating reports, etc.

Training and Resources

- PCT Handbook; Support from outgoing chair; guidance from school administration

Time Commitment

- 3-4hours/week, 10 months of school year; some time over the summer break

Rewards of this Commitment

- Collaborating with the caring parents who are giving their time and support the vision of MRA
- Furthering our mission with innovative and creative ideas
- Opportunity to complete volunteer hours

PCT Vice Chair

Description

- Support and uphold the PCT Chair, sharing in the responsibilities
- Succession to the Chair position, should be developing skills to replace chair when needed
- Support oversight in the leadership of activities and programs conducted for parents and families
- Facilitate the growth and development of activities and programs that will support and enrich MRA's parents and families.
- Help develop meeting agendas and run monthly meetings

Skills Utilized

- Teachable, eager and willing to take on the position of the future chair
- Organizational skills to establish and maintain communication with parent volunteers so that everyone is regularly informed of schedules and activities
- Leadership and public speaking abilities to conduct meetings
- Good people skills to interact with parent volunteers and support their involvement

Training and Resources

- PCT Handbook; Support from Chair; guidance from school administration

Time Commitment

- 1-2 hours per week, 10 months in the school year, some time over summer break

Rewards of this Commitment

- Collaborating with the caring parents who are giving their time and support the vision of MRA
- Furthering our mission with innovative and creative ideas

Treasurer

Description

- Maintain, and make sure PCT Budget is followed
- Direct funds for every event
- Give Office Manager PCT funds to deposit
- Manage petty cash/money box/tickets
- Write a financial report-ledger for MRA board to review during board meetings
- Work with Event Coordinator to confirm funds for supply orders for all events
- Help develop fundraising processes and goals; maintaining documentation
- Ensure Reimbursements and PO request policies are followed
- The PCT runs two or three events a year to raise money solely for the purpose of PCT. They therefore appoint a treasurer who works with the MRA bookkeeping service to track that income and to account for any expenditures.

Skills Utilized

- Computer skills with Excel experience in order to create PCT financial statements
- Good people skills in order to interact with MRA staff and other PCT board members

Training and Resources

- PCT Handbook; Support from MRA Office Manager, PCT Chair; guidance from school administration

Time Commitment

- 1-2 hours per week during school year, some time during summer break

Rewards of this Commitment

- Collaborating with the caring parents who are giving their time and support the vision of MRA
- Furthering our mission with innovative and creative ideas
- Using innovative ideas to help raise funds to further MRA's programs and educational priorities
- Meeting fundraising goals to promote MRA's growth

Secretary**Description**

- Correspond with the President and other PCT members as needed
- Take, organize and maintain monthly meeting minutes
 - Give to Office Manager to post on website
- Take attendance at meetings
- Make flyers and advertise for events as needed
- Maintain PCT bulletin board on South Clarkia outside wall

Skills Utilized

- Computer skills with Canva or other publishing software
- Good people skills to interact with MRA staff and PCT board members
- Creativity
- Organized and detailed

Training and Resources

- PCT Handbook; Support from Chair and Vice Chair

Time Commitment

- 1-2 hours per week during school year, some time during summer break

Rewards of this Commitment

- Collaborating with the caring parents who are giving their time and support the vision of MRA
- Furthering our mission with innovative and creative ideas
- Using innovative ideas to help create outreach flyers and marketing materials to further PCT's mission

Fundraising Event Coordinator

Description

- Coordinate and executes the fundraising events that are approved by the PCT board
- Organizes special committees for each fundraising event
- At the end of each event reflect and make revisions for next event
- Act as the Historian, preserving the record of the assessment of the event
 - Assess amount of volunteer hours and total costs-profit/loss margin
 - Data collection and report analysis
- Manages and organizes SignUpGenius for volunteers

Skills Utilized

- Visionary and attention to detail
- Lead and empower groups of people to be innovative in their fundraising efforts
- Organize and manage fundraising events effectively
- People orientated and a team player

Training and Resources

- PCT Handbook, Office Manager, MRA Administrator, previous fundraising event coordinator

Time Commitment

- 2-3 hours a week during school year, some time during summer break, during event planning it may be a bit more

Rewards of this Commitment

- Collaborating with the caring parents who are giving their time and support the vision of MRA
- Furthering our mission with innovative and creative ideas
- Using innovative ideas to help raise funds to further MRA's programs and educational priorities
- Meeting fundraising goals to promote MRA's growth

School/Community Event Coordinator

Description

- Organize and oversee special committees for each community event that are approved by the PCT board
- Organize and maintain kitchen inventory closet
 - Order supplies and keep track of inventory
- Communication and publicity of events to the MRA community and the greater Molalla community as needed
- Find and recruit volunteers
 - Helping ensure that volunteers on campus at MRA follow the MRA Volunteer Code of Conduct, and volunteer procedures including obtaining the required background check, signing in and out in the school office, and wearing an approved MRA Volunteer badge.
- Work with MRA Director and PCT board to develop a school calendar of community events
- Manages and organizes SignUpGenius for volunteers

Skills Utilized

- Well organized and detailed orientated
- Works well in a managed time frame, meeting deadlines
- Effective communicator
- High interpersonal skills and outgoing personality

Training and Resources

- PCT Handbook, MRA Administration, Office Manager

Time Commitment

- 1-2 hours per week during school year; during event planning it may be a bit more

Rewards of this Commitment

- Establishing connections and relationships between MRA and the greater Molalla Community
- Using innovative ideas to create events to further MRA's programs and educational priorities
- Collaborating with the caring parents who are giving their time and support the vision of MRA

MRA Staff Support Coordinator**Description**

- Recruit two room parent volunteers for each teacher
- Regular e-mail communication with the Room Parents
- Develop and run room parent meetings as needed
- Organize Teacher/Staff Appreciation Week
- Coordinate Uniform Supply Closet and communications

Skills Utilized

- Well organized and detail orientated
- Works well in a managed time frame, meeting deadlines
- Effective communicator
- High interpersonal skills and outgoing personality

Training and Resources

- PCT Handbook, outgoing staff support coordinator

Time Commitment

- 1 hour per week during school; some summer work

Rewards of this Commitment

- Collaborating with the MRA parent community and the brilliant staff at MRA

Parent Connection Coordinator

Description

- Work in tandem with MRA Office Manager to welcome new families to MRA
- Update and provides families with Information Packet on who we are at MRA
- Provide connection points for new families
- Provide parents with a neutral representative(s) that can help guide them throughout the year with day to day information and a confidential point of contact when the need arises for praises/complaints

Skills Utilized

- Outgoing and willing to meet new people and make them feel welcome
- A winning smile and attitude

Training and Resources

- PCT Handbook, information packet and resource materials

Time Commitment

- 1 hour per week during school; some summer work

Rewards of this Commitment

- Share the MRA vision and mission with new members of the MRA community

PCT BOARD PROCEDURES/GUIDELINES

- Chair/Vice Chair will set meeting monthly meeting time and date
 - All meetings will be on the school campus when possible or virutally held
- Chair and/or Vice Chair will send out the agenda to all PCT board members before the meeting takes place.
- The Chair/Vice Chair will ensure the meeting begins on time and ends in a timely manner.
- Secretary will take attendance at each meeting and meeting minutes.
- Use Robert's Rules of Order to maintain effective and efficient meetings.
- All decisions will be decided by a simple majority vote by the PCT board.
- Decisions will be taken to the Executive Director for approval

COMMUNICATION

As stated in the Parent Handbook, “The success of MRA is due in part to positive, open communication between parents, teachers, and students.” The MRA PCT is essential in helping MRA maintain a positive learning environment and culture that we strive to achieve.

- PCT is expected to include the Executive Director in MRA PCT related emails.
- PCT communicates with families through approved emails and MRA families Facebook posts which are then sent out from the Executive Directors account. When approved they can also make copies of flyers, etc. to put into student backpacks.

The PCT is expected to address students, staff, administrators, volunteers, and parents in a professional manner. All communications will be respectful and relayed in a businesslike and cooperative manner.

As the parent leaders of the school, PCT is expected to follow school protocol with regard to concerns. Concerns or disagreements should be discussed in a quiet space behind closed doors rather than in open areas such as the school office, the school breezeway, the parking lot, or playground. Please see Code of Conduct below.

Purchasing

When requesting a purchase, fill out the PO request form and turn it into the Executive Director for approval. Any purchase over \$50 will need prior approval. If the purchase is under \$50, fill out the Reimbursement Request form and turn it in with all receipts attached to the Executive Director. A check will be issued as soon as possible.

[PO Request](#)
[Reimbursement Of Expenses](#)



MRA Volunteer Code of Conduct

Participation as a volunteer in the activities of the MRA Parent Cultivation Team (PCT) (including all leadership roles) is subject to the observance of this Volunteer Code of Conduct.

MISSION STATEMENT

The MRA Parent Cultivation Team (PCT) helps build and strengthen relationships in the MRA community by promoting and encouraging deeper learning opportunities that uphold MRA's mission and core values. They provide volunteer opportunities through the implementation of fundraisers and by supporting the MRA staff and school events. They work with the Executive Director to ensure positive growth towards our MRA community's goals.

RELATIONSHIP WITH OUR SCHOOL

Our MRA Parent Cultivation Team (PCT) partners with our school's staff and administrators to achieve PCT goals. When MRA volunteers are present at school, they are guests of the school and will follow school policies and procedures, including MRA's volunteer screening process. MRA volunteers must work cooperatively and under the direction of staff and administrators, particularly when in the presence of students.

BEHAVIOR: Sustaining a Culture of Integrity

PCT is an all-volunteer organization. All MRA PCT board members, coordinators and volunteers will conduct themselves in a professional manner in person as well as on social media outlets. Volunteers agree to the following guidelines:

1. Use good judgment.
2. Be accountable for their actions.
3. Conduct business with integrity.
4. Act with empathy.

Ethical behavior is modeled by leadership and demonstrated by example. We earn credibility with our community by keeping our commitments, pursuing MRA's goals and honoring our core values of integrity, respect, collaboration, inclusivity, accountability, and commitment. A volunteer can demonstrate these values by following a few simple rules:

1. A volunteer will act in a professional and civil manner in their relationships with students, staff, administrators, and other volunteers.
2. A volunteer will remember that they are a helper in the school and will work cooperatively and under the direction of those in leadership.
3. A volunteer will remember that students, staff, and other volunteers are relying on their follow through with their commitment to an activity.
4. A volunteer will follow the processes and procedures in the MRA Parent and PCT handbooks and will consult with their respective Coordinator in planning and managing their activity.
5. A volunteer must contact their Event Coordinator or PCT Board Member directing the activity if they are unclear about roles, expectations and/or when help is needed.
6. A volunteer will maintain confidentiality with respect to students, staff, administrators, peers, and the school.
7. All volunteers will respectfully listen to all ideas and be open and accepting to those perspectives.

(Code of Conduct Continued)

ETHICAL CONCERNS AND CONFLICT RESOLUTION

All MRA PCT members and volunteers should feel comfortable to share their opinion, particularly with respect to ethical concerns and conflicts. If you feel a person or an activity you are involved with is not honoring this code, it is important for you to address your grievances with the other party, or with the appropriate PCT Board Member or Administrator.

MRA will not tolerate harassment, physical threats, public slander, or disrespectful behavior, in any form. If the MRA PCT Board recognizes a problem emerging, we will follow the process outlined in our MRA Concern and Complaint Procedures of the MRA Parent Handbook.

If any inappropriate behavior or incident violates MRA's School Code of Conduct policy, you must immediately report it to MRA's Executive Director.

If any inappropriate behavior or incident occurs at a MRA Parent Group sponsored event, you must immediately report it to MRA's Executive Director.

By signing below, I agree to follow and uphold the code of conduct agreements and expectations.

Print Name: _____

Signature: _____ Date: _____