

Standing Committees

We are pleased to announce that with the New Year comes a new structure and meeting schedule for our various Standing Committees. These committees serve a vital function for our school, meeting regularly to address pertinent subjects and issues concerning our school.

Our school needs our parent's input in order to ensure that we offer the best education for our students, whether it is in the subject of development, grounds and maintenance, strategic planning or restructuring. All areas contribute to the overall success of our school. Our parents are our best resource to help guide and shape our school as we move forward.

All parents are cordially invited to participate on these committees. In particular, we are encouraging your input on those committees to which you can bring expertise and experience in that particular subject area

To ensure that there is input, feedback and general communication between Standing Committees, the BOT and the entire parent body, each committee:

- Serves in an advisory role to the Board of Trustees
- Meets once per month on a preset day and time
- Prepares a bimonthly report to the BOT
- Presents information and solicits input at its annual Town Hall meeting to which all parents are invited. The schedule for all Town Hall meetings will be announced at the beginning of this calendar year (and at the beginning of each subsequent school year).

Standing Committee Structure and Committee Charges:

1. Grievance Committee - Currently, an ad hoc group representing trustee, parent and teacher is working on a charge for and composition of this committee. A general committee meeting will be announced pending their recommendations to the Board of Trustees.

2. Development Committee - Develop and outline implementation of an overall development plan for the entire VI Montessori School; coordinates the school's fund-raising activities; advises the board on the financial goals of the annual campaign.

Subcommittees of Development:

- **Alumni:** Develop and outline implementation of an overall development plan pertaining to alumni.
- **Grants:** Develop and outline implementation of an overall grants plan.
- **Development Strategy/Steering:** To serve in an advisory role to the development committee
- **Admission/Marketing:** Reviews admissions policies and standards, marketing literature, master calendar for school promotion, and strategies for recruiting students and ongoing cultivation of their families.

3. Grounds and Maintenance Committee - Makes recommendations on issues having to do with grounds and maintenance. Obtains input from the VIMS community, including staff and parents

4. **Strategic Planning Committee** - Works in concert with the head, faculty members and parents to develop the VIMS Strategic Plan for board approval. This includes the mission statement, goals, and strategic issues. Also, oversees the plan's implementation.
5. **Education Committee** - Gets input and provides support for school programs. [IMPORTANT NOTE: "the curriculum is the responsibility of the head and faculty", NAIS Trustee Handbook]
Subcommittees of the Education Committee
 - **Upper School:** Provides support for the development and adoption of the IB curriculum.
 - **Co-curricular:** Provide support for development and implementation of co-curricular and extra-curricular activities.
 - **Library:** Works with the librarian to coordinate the holdings in the library.
6. **Ad Hoc Committees** - Created with a unique and specific purpose or task, and once it has studied and reported on a matter, it is disbanded
 - **Restructuring and Search** (Ad Hoc subcommittee of Strategic Planning Committee): Develop a framework for the overall administrative structure of the school; oversee the process of obtaining community input regarding restructuring; oversee the process of recruitment of administrator(s). This committee will consist of two Board members, two teachers, two parents, and two outside persons with expertise in education/school structure. Will be expanded with experts as needed.
 - **Facilities Master Planning:** Develop the master facilities plan and oversee the process of obtaining VIMS community input.
 - **Capital Campaign** (Ad Hoc subcommittee of Development): Develop and outline implementation of a capital campaign.

Please take a moment to consider what areas of expertise you may have that would benefit our school. It will take the input of many minds coming together to form the best solutions to the challenges and opportunities that face us.

We have created a form (**PDF format**) for you to complete and return to the Development Office. All information will be kept strictly confidential. Or, you may attend the committee meeting of your choice. The meeting schedule will be listed on the monthly calendar and on the website calendar.