

SOUTH SUBURBAN MONTESSORI SCHOOL EDUCATION COMMITTEE MANDATE

South Suburban Montessori School's Education Committee (the "Committee") will have as its prime objective, the making of recommendations that will enhance the quality of the educational experience at the School.

Composition

Education Committee

The Committee shall be comprised of a maximum of 25 members. These members may be any person with a relationship to a current South Suburban Montessori School student.

There shall be at least one parent representative from each classroom on the committee as well as at least one member of the lead teaching faculty from each department.

Committee membership enrollment shall be twice a year (September and January).

Committee members shall serve two-year staggered terms with terms ending June 1st of the member's respective term year. There is no limit to the number of terms a member can serve. Term limits are not applicable to faculty members.

The Head of School shall be designated Chair of the Committee. Members of the Committee shall be appointed by the Chair. Committee members may be removed by the Committee Chair. The Committee is both accountable and answerable first to the Head of School and then to the Board of Directors.

Subcommittees

Subcommittees may be formed to study specific initiatives and report back to the Committee as a whole. Subcommittees will be chaired by a Committee member and its members will be selected by the appointed subcommittee Chair.

Subcommittee membership is open to anyone.

The Chair of the Committee must approve the final slate of subcommittee members.

Voting

All members will vote, except in cases where there is a personal or professional conflict of interest.

Votes will be taken by raise of the hand. A secret vote can be taken if the majority of the members agree.

Attendance

Committee members are expected to attend at least 75% of the scheduled meetings.

Responsibility

The Committee carries out mandates from the Board, makes recommendations regarding proposals of the staff and/or Head of School, and initiates discussion within itself to develop recommendations that would improve or add to the overall educational life of the school. The Committee may originate its own proposals and forward them to the Head of School and, within her discretion, to

the Board. The Committee will recognize the importance of maintaining a high quality of education and serves as a vital link between the Board, the staff, students and the parents of the School.

Minutes will be recorded at every Committee meeting.

The Committee will make regular reports to the Board concerning its activities.

Committee Protocol and Meetings

The Committee shall meet monthly (*September through May*) and as many additional times as the Committee deems necessary to carry out its duties effectively.

The Chair of the Committee is responsible for setting the agendas and scheduling the meetings. Subcommittee protocols, meeting agenda format and voting procedures will be identical to those utilized by the Education Committee.

Specific Duties

1. Respond to proposals regarding educational issues. Make recommendations to the Head of School in response to such proposals.
2. Initiate policy recommendations on any and all topics related to the educational life of the School and forward to the Head of School, for review.
3. Perform any other activities consistent with this Mandate, the School By-Laws and applicable law, as the Committee, Head of School or the Board deems necessary or appropriate.

The Committee will not discuss specific issues dealing with faculty, staff or administration. Issues of a global nature regarding faculty, staff or administration would be discussed and appropriate recommendations made.

March 19, 2015