



HIGHLANDS SCHOOL PARENTS' AUXILIARY BYLAWS

NAME

The name of the organization shall be the Parents' Auxiliary of Highlands School (henceforth in these articles referred to as the Auxiliary). The name of the organization within the Auxiliary responsible for coordinating the activities of the Auxiliary with the Highlands School Administration and Board of Trustees (henceforth referred to as the Administration and the Board) shall be the Parents' Council of the Auxiliary (henceforth referred to as the Council).

PURPOSE

The purpose of the Auxiliary shall be:

- To support the mission of Highlands School as determined by the Board.
- To help the families at various grade levels to come to know each other and to join in effectively promoting the school causes.
- To support the school with its needs and to promote the welfare of the school through fund drives and other projects.
- To help improve the school through mutual efforts of the parents, faculty, Board and Administration.
- To provide opportunity to enhance communication between the school and its families.

The purpose of the Council shall be to coordinate the efforts and activities of the Auxiliary in keeping with the wishes of the Board and Administration.

MEMBERSHIP

All parents, stepparents, or guardians of children enrolled in Highlands School who are interested in the objectives of the Auxiliary and who are willing to support its policies, subscribe to its Bylaws, may be members of the Auxiliary and each shall be entitled to one vote on Auxiliary matters in Auxiliary meetings.

OFFICERS AND PARENTS COUNCIL

The officers of the Auxiliary shall be the Chair, Vice Chair, Secretary, and Treasurer. There shall be a Council, which shall be comprised of the officers, grade level representatives, and the Head of School.

PRIMARY RESPONSIBILITIES OF THE OFFICERS

Chair – who shall be responsible to the Council and the Auxiliary for conducting business at the meetings and ensuring that planned activities are conducted effectively and act as representative-liaison of the Council with the Administration and Board. The Chair shall submit a written annual report at the end of the term of office.

Vice Chair – who shall assist the Chair and act as Chair in his/her absence. The Vice Chair shall succeed as chair subject to the approval of the Council. The Vice Chair shall submit a written annual report at the end of the term of office.

Secretary/Historian – who shall be responsible for the minutes of meetings, required records, and council correspondence. The Secretary shall submit a written annual report at the end of the term of office.

Treasurer – who shall be responsible for collecting and disbursing monies as authorized by the Council. The Treasurer shall be responsible for providing a quarterly accounting to the Council. The Treasurer shall submit a written annual report at the end of the term of office.

PRIMARY RESPONSIBILITIES OF THE GRADE LEVEL REPRESENTATIVES

Grade Level Representatives will attend meetings as a spokesperson for the grade they represent. Each representative will report back to the grade through effective communication - “getting the word out.” Grade Level Representatives will support the PA’s and school’s decisions with his/her time, enthusiasm, and presence at PA and school functions. Each representative will help the Director of Development with various tasks during the school year such as but not limited to Annual Fund, Grandparents’ Day, and supporting the Auction. Grade Level Representatives will serve as ambassadors for the school within our school community and in the greater Birmingham community throughout the year.

PRIMARY RESPONSIBILITIES OF THE COUNCIL

A member from the Auxiliary at each age level shall be chosen by the Chair, in consultation with the school’s administration and the outgoing grade level representatives, before school is dismissed for the year. This group of representatives shall serve on the Council for the following school year.

The Nominating Committee of the Parents’ Council shall consist of the Chair, the previous Chair, and the following three committee chairs: Auction, Spring Fling, and Fall Festival. The Nominating Committee of the outgoing Council, in consultation with the school’s administration, shall meet and nominate the next year’s officers. Such nominations shall be approved by a majority vote of the Parents’ Council prior to the submission to the Parents’ Auxiliary. Nominations may be made by any member of the Auxiliary prior to the meeting of the Nominating Committee. Officers are elected by a majority vote of Parents’ Auxiliary members present at the yearend meeting.

1. The Council, by majority vote, shall have the power to declare vacant the office of a Council member who has resigned or who has failed to attend more than two consecutive Council meetings or otherwise for cause. Vacancies on the Council may be filled by a majority vote of the members of the Council.
2. The Council shall do the following:
 - i. Appoint committees and specific project chairs as needed.
 - ii. Fill vacancies of the Council from the Auxiliary membership.
 - iii. Maintain a liaison with the Head of School and the Board.
 - iv. Maintain accurate records.
 - v. Perform any other functions which are compatible with the purposes of the Auxiliary.
 - vi. Report on its activities to the Auxiliary.
3. The Council shall have the power at its sole discretion to suspend or expel members from the Auxiliary by a three-fourths vote of the Council.

MEETINGS

1. The number of regular meetings of the general membership shall be determined by the Chair.
2. The annual meeting of the Auxiliary, to be held in April or May, shall be the final meeting of the year. Election of officers shall be held at this meeting.
3. Notice of meeting of the Auxiliary shall be in writing and distributed at least ten (10) days in advance of the scheduled meeting.
4. The Council shall meet at least two times annually. All meetings of the Council shall be open to all members of the Auxiliary.
5. All meetings shall be conducted according to Rules of Order and its common usages.

QUORUM AND PROCEDURE

A majority of the votes shall prevail on any vote. Members must be present to vote. Fifty percent of the Council members shall constitute a quorum and hence be able to conduct business as the Council.

Majority vote of those present at a Council meeting at which a quorum is present shall constitute the action of the Council.

COMMITTEES - A committee comprised of the Chair, Vice Chair and past Chair of the Auxiliary shall have the power to appoint such committees as may be authorized by the Council, or which may be deemed proper for the attainment of the mission of the Auxiliary.

FINANCIAL MATTERS

1. The Auxiliary shall be non-profit and under the school's official non-profit status.
2. The Auxiliary may make no commitments which bind the school without the full knowledge and consent of the Administration and/or Board.
 - i. Funds received by the Auxiliary shall be used solely for the benefit of Highlands School.
 - ii. Fund-raising activities of the Auxiliary shall be decided on by the Council and coordinated with the Chair of the Development Committee of the Board, the Development Director, and Head of School. Any fundraising project shall contain projected revenues and expenses and the estimated funds to be distributed to the school and the amount of monies to be retained by the Auxiliary to defray its operating Auxiliary expenses. Funds received by the Auxiliary shall be disbursed in accordance with the school's budget as approved by the Board.
 - iii. Recommendations for the uses of funds raised by the Auxiliary shall be approved by the Council and Head of School prior to the adoption of budget for the fundraising event. Any disagreements concerning uses of proceeds shall be resolved by the Board.
 - iv. Approval of fundraising activities of the Auxiliary shall be the responsibility of the Board.
 - v. Funds received by the Auxiliary shall be deposited in the bank accounts under the control of the Treasurer of Highlands School and the Treasurer of the Auxiliary or their designees.
 - vi. The books and accounts of the Auxiliary shall be kept in accordance with sound accounting practices and shall be subject to audit annually by the school's accounting firm. The Auxiliary shall have no power to borrow money.
 - vii. In the event of the dissolution of the Auxiliary, all assets will revert to Highlands School.

AMENDMENT OF BYLAWS

1. Any three members of the Auxiliary may initiate an amendment of the Bylaws by delivering a proposal in writing to the Council or any member of the Council.
2. The Council shall consider the proposed amendment and if approved, shall adhere to the following procedure:
 - a. State the proposed amendment in a form which can be incorporated into the Bylaws.
 - b. Shall present the proposed amendment to the Auxiliary at a meeting.
 - c. Notify all members of the Auxiliary in writing of the proposed amendment and meeting not less than one week prior to said meeting.
 - d. A two-thirds majority of those present at said Auxiliary meeting shall be required to adopt the amendment.

BYLAWS REVIEW - Every third year, a Bylaws Review Committee, comprised of the Chair, Vice Chair, two past Chairs and the Head of School will review the Bylaws to assure that they remain consistent with the mission and operations of Highlands School.

**HIGHLANDS SCHOOL
2015 - 2016 PARENTS' AUXILIARY**

The Parents' Council coordinates the activities of the Auxiliary. It is comprised of the Auxiliary Officers, the Grade Level Representatives, and specific committee chairpersons as defined in the Bylaws. Council meetings, which conduct the business of the Auxiliary, are listed on the School Calendar. All parents are welcome to attend.

Officers

Chairman	Amy Neiman	790-8910 or babeneiman@gmail.com
Vice Chair	Ginger Rueve	907-3286 or sgrueve@bellsouth.net
Secretary/Historian	Shijuana Hudson-Coleman	243-5617 or shijhudson@msn.com
Treasurer	David Brandt	586-0832 or bran7848@bellsouth.net
At-Large	Lee Kuwica	414-1478 or leekuwica@mac.com
Chair Emerita	Shannon Lisenby	536-6197 or sblisenby@gmail.com

Grade Level Representatives

FC	Hernando Carter	hdcarter@bellsouth.net
4K	Elene Giattina	ekgiattina@bellsouth.net
Kindergarten	Karen Eargle	kareneargle@gmail.com
First Grade	Scott Grover	sgrover@balch.com
Second Grade	Anne Marie Seibel	seibel@babc.com
Third Grade	Katie Crenshaw	kcrenshaw@uab.edu
Fourth Grade	Julia McNair	julialmcnair@gmail.com
Fifth Grade	Virginia Stone	vanderson65@yahoo.com
Sixth Grade	Kim Komisar	kimk@visionsoutheast.com
Seventh Grade	Greg Yaghmai	yaghmai@rylaw.net
Eighth Grade	Kellye Allen	kellyeallen@charter.net

Committees

The Parents' Council currently authorizes and supports the committees listed below to help fulfill the mission and purposes of the Auxiliary. Interested in volunteering? Please contact the PA Chair or any of the committee chairs listed below.

• Parents' Auxiliary School Support and School-Wide Operations

Faculty Appreciation – Appreciate everything the faculty and staff do for our children? Our faculty and staff go above and beyond, show them we care by helping to plan and staff events to show appreciation to the Highlands' faculty and staff. Includes luncheons, snacks, and other similar events.

Chair – Jill Weeks

Co-Chairs – Lori Myrick

Kellye Allen

Highlands Merchandise – Have a creative flair and like sales? Show your Highlands pride by creating, planning and helping to sell Highlands-themed merchandise, including apparel and other logo items.

Chair - Robin Bakkegard
Vice-Chair – Kristie Dobelbower

Highlands Parent Ambassadors – Spread the word about Highlands! Work with the Director of Admissions to help introduce prospective parents to the Highlands School community at various events such as tours and open houses, and other functions, both on campus, and in the Birmingham community.

Chair – Charu Kaiwar
Vice-Chair – TBD

Hospitality – Like to make events special? Highlands is a special community! Help foster our school family by coordinating refreshments at Parents’ Night, Parents’ Auxiliary meetings, and various school functions.

Chair – Polly Borasino
Vice Chair – Claire Medo

School Supplies – Support our school and save your fellow parents’ time spent buying supplies by working on our school supply drive. Help coordinate the spring sale of grade level specific school supplies required for the following school year. Distribute the supplies in August prior to the next school year, and then you’re done!

Chair - TBD

. **Classroom and Curricular Projects**

Classroom Crew – Want to feel connected to your child’s education and help out the teachers? Volunteer an hour a week or just occasionally to help with various teacher projects. Activities include assisting with collating packets, laminating, pulling library materials for science or social studies units, and similar activities. Sign up with a friend and catch up for an hour while you help the teachers at the same time!

Chair – Cryshelle Patterson

Costume and Prop Closets – Love to organize? Plays are made easy thanks to our costume closet extreme makeover. Continue the effort, help organize and maintain the costume and prop closets. Coordinate with music and classroom teachers for each class play and other events as needed.

Co-Chairs – Kim Komisar
Angi Doggrell

Library Volunteers & Reading Promotion– Love books? Volunteer an hour a week or as your schedule allows in the school library, support daily library activities, such as shelving books, helping at the circulation desk, and helping with the school-wide reading incentive program in January.

Chair – Jennifer Arsenian

Room Parents –Serve as liaison between your child’s teacher and parents in the class, help coordinate special events and recruit volunteers for class and school events, parties, field trips, and coordinate other periodic communications.

Chair – Michelle Porter

• **Special Events and Fundraising Events**

Auction –This committee works with Co-Chairs and the Director of Development to organize this Social Event/Fund Raiser that is held every other year. Numerous subcommittees provide many opportunities for participation for all interested parties.

Co-Chairs – Hampton Stephens
Susan Evans

Country of Study – Highlands PA signature Program. Help plan the annual celebration event and support our country of study travelers as they integrate Japan into Highlands’ curriculum.

Co-Chairs - TBD

Fall Festival – (Middle School Parents) Boo! Plan this fun-filled fall fundraiser, held each year near Halloween, full of activities for children of all ages. Recruit middle school parent volunteers and middle school student volunteers to work on booths and other activities. Coordinate the event logistics including ordering prizes, ticket and food sales, setup and cleanup.

Chair – Tondra Hutchinson

Field Day – Does spending a morning outside playing with the kids sound like fun? Serve as timekeepers, scorers, and general assistants. Field Day is held during the morning on the last day of school.

Co-Chairs – Barry and Nancy Hamric
Polly Borasino

Scholastic Book Fair – If you love books and want to instill the love of reading in your children and in those less fortunate, this is the committee for you! Help plan and staff the Scholastic Book Fair in the fall of the school year. There’s something for everyone! Decorate the library, set up the book fair, help with Family Night, and work a shift or two when the fair is open. Plan and promote the All for Books campaign that raises money to purchase books for classrooms and donates books to underprivileged schools.

Chair – Connie Hill

Vice Chair – Cryshelle Patterson

Spring Fling – (**4th Grade Parents**) Spring splash, spring foam, whatever we call it, it’s not spring until Highlands Spring Fling! Help plan and host this fun-filled festival to celebrate the Highlands community and school year. Coordinate food service, games and rides, set-up and clean-up.

Co-Chairs – Vanessa Elrod

Rebecca McCracken

Lend-a-Hand

Blue Brigade – Are you a mighty man or a might mom? This is your chance to shine. Let your child tell his or her friends “My dad/mom built that!” Help with small projects around the school such as building shelves, installing garden hardscapes, and similar projects-or, lend a hand by doing some of the heavy lifting for Fall Festival or Spring Fling. Commitment is on a project-by-project basis. Grandparents are also more than welcome!

Chair – Cryshelle Patterson

Gardening Committee – Whether you have a green thumb or just like to play in the dirt, this is the committee for you. Help create a true community garden for Highlands, one that fosters student, faculty, and community involvement. Many garden committee events provide fun for the whole family!

Co-Chairs - TBD

Highlands Helps – *To whom much is granted, much is expected*—as parents we all know that is true; the difficulty is teaching that lesson to our children in a meaningful way. Help coordinate service opportunities for Highlands’ students and families.

Co-Chairs – Kathy Green

Suzette Doucet

Photograph Committee - Do you always have your camera at the ready? Do you love to be behind the lens and capture the moment whether it be Fall Festival, Country of Study, or just a special occasion? Then this committee is for you. Help the chair document the PA and School events throughout the year.

Chair - Christeen and Richard Frankowski

**HIGHLANDS SCHOOL
PARENTS' AUXILIARY
PAST CHAIRS**

1972 -1973	Mary Carolyn Boothby
1973 -1974	Joyce Johnson
1974 -1975	Connie Hackney
1975 -1976	Elise Doss
1976 -1977	Mona McKee
1977 -1978	Mary Bledsoe
1978 -1979	Lynn Adams
1979 -1980	Ruth Craig
1980 -1981	Carol Ann Moorer
1981 -1982	Margo Marx
1982 -1983	Susan Haskell
1983 -1984	Annette McDonald
1984 -1985	Annette Johnston
1985 -1986	Pat Durward
1986 -1987	Martha Gorham
1987 -1988	Charlotte Rose
1988 -1989	Judy Trotter
1989 -1990	Martha Marx
1990 -1991	Donna Reddinger
1991 -1992	Nancy DuBois
1992 -1993	Wanda Hardman
1993 -1994	Sharon August
1994 -1995	Bundi Reynolds
1995 -1996	Catherine McLean
1996 -1997	Donna Tolbert
1997 -1998	Sandra Jean Murray
1998 -1999	Elizabeth Roberts
1999 -2000	Marie Blair
2000 -2001	Becky Sorrell
2001 -2002	Hope Hurowitz
2002 -2003	David Clements
2003 -2004	Nancy Riley
2004 -2005	Beth Leonard
2005 -2006	Midge Miller
2006 -2007	Connie Weaver
2007 -2008	MaryAnn Freeze
2008-2009	Jenny Walker
2009-2010	Madeline Haikala
2010-2011	Wendi Boyen
2011-2012	Kellye Allen
2012-2013	Leslie Kelly
2013-2014	Anne Rand
2014-2015	Shannon Lisenby

HIGHLANDS SCHOOL GUIDELINES FOR ROOM PARENTS

Room Parents are recruited by the Highlands School Parents' Auxiliary Room Parent Committee each year. In order to give as many parents as possible the opportunity to be a Room Parent, consideration will be given first to those volunteers who have never held this position. There will be one Room Parent for each class. Instructional meetings and meetings with the Administration will be held during each school year.

The following guidelines have been set forth in an effort to ensure that important duties are not overlooked. Communication is vital between Room Parents within the same grade to promote continuity, to ensure a balance between the rooms and to coordinate class activities within the same grade. It makes a child feel special when his or her parents are involved. As Room Parents, our goal is to enhance our children's school and learning experience rather than be a distraction to this process.

1. SCHOOL POLICIES AND PROCEDURES

The goal of Room Parents is to support the teachers and classroom activities. Towards this end, Room Parents should familiarize themselves with the School's General Policies and Procedures as found in this directory.

2. PARTIES

There will be only two major parties per school year. One holiday party is on the last day of school before the winter holidays and the second on Field Day. The parties will be held from 11:15 to 11:50 before school is dismissed at 12:00. Please try to keep each party as simple as possible. Party plans should be approved by the teacher two weeks prior to scheduled party. Teachers are in charge of classroom management, behavior, and discipline during all parties, not the Room Parents. Please do not solicit money for a collective teacher's gift; rather, any gift should be at the discretion of each child and parent.

3. PLAYS

Teachers initiate and may contact the Costume and Prop Closet Chair and Room Parents well in advance regarding any assistance needed for costumes and set design for any class plays. In order to be less disruptive, students will have a special snack served at the discretion of the teachers in the classrooms (see Special Occasions below).

4. SPECIAL OCCASIONS

In the interest of time, snacks for birthdays will be celebrated one day each month designated by the teacher but not on a student's actual birthday. For students with a summer birthday, the teacher will determine a month to celebrate those students'. Room parents and teachers will coordinate the day and the snack. Every attempt to provide a healthy alternative snack should be made. The teacher should always be notified in advance before any special snack is to be sent to the class.

From time to time teachers may request the Room Parent to arrange for a special snack to coordinate with a unit of study, such as food from a particular country.

5. CAUSES AND SOLICITATIONS

Parents are encouraged to give yearly to The Highlands Fund (the school's annual giving program) and may from time to time be asked to donate for specific school-wide activities, such as special building, grounds, technology, Spring Fling, and Fall Festival projects; therefore, please do not request or solicit any donations for gifts or other causes. School premises and resources may not be used for non-school related activities and activities that do not directly benefit Highlands School unless permission from the Head of School is given.