The mission of the Parent Faculty Association (PFA) is to increase parental awareness, support and involvement in school activities and programs while facilitating and enhancing communication between parents and the school.

The PFA provides parents, faculty, trustees, and administrators an opportunity to exchange ideas and to work together to strengthen the community. The PFA is nonprofit and nonsectarian.

The Parent Faculty Association (PFA) includes ALL parents of students enrolled at the school and all members of the faculty and staff. The purpose of the PFA is to facilitate communication between parents, teachers, and administration; to increase parental awareness and involvement in school activities; and to work cooperatively with the faculty and staff to strengthen the Catlin Gabel community.

The PFA provides volunteer support to the faculty throughout the year; hosts parent events, sponsors guest speakers and a wide range of events that enrich the Catlin Gabel community.

The PFA has a General Meeting (“Parent Community Meeting”), normally scheduled on the third Thursday of each month. Meeting dates are listed on school calendar and on the PFA web page. All members of the PFA (parents, faculty and administration) are invited to attend these meetings. In addition, the PFA Executive Council also meets on the second Tuesday of each month. Members of the PFA Executive Council and PFA Grade Level Representatives are listed on the website under Parent Faculty Association.

Volunteering in the PFA gives parents, faculty, trustees, and the administration an opportunity to exchange ideas and work together. The PFA asks every parent to give at least 8 volunteer hours to the school over the course of the year. There is a wide range of activities and events that are important to the school.

BYLAWS OF
THE CATLIN GABEL SCHOOL
PARENT FACULTY ASSOCIATION
Revised May 2007 (Revised April 2014)

ARTICLE I

NAME
The name of the organization shall be the Catlin Gabel School Parent Faculty Association (the “PFA”).

ARTICLE II

OBJECTIVES
The objectives of the PFA shall be:
(a) To increase parental awareness, support, and involvement in school activities and programs at the Catlin Gabel School (the “School”).
(b) To facilitate and enhance communication between parents and the School.
(c) To provide opportunities to exchange ideas and work together to strengthen the School community.
ARTICLE III

MEMBERSHIP AND BUDGET
Section 3.1  Members
All parents or guardians of students enrolled at the School and all members of the faculty and administrations shall be members of the PFA.

Section 3.2  Budget
The School shall provide an annual amount to the PFA to fund the activities of the PFA. The fiscal year of the PFA shall be from September 1 through August 31.

ARTICLE IV

PFA LEADERSHIP
The PFA Leadership shall manage the business of the PFA. The PFA Leadership shall be comprised of the Executive Council, the Appointed Council, and members of the Standing Committees.

ARTICLE V

EXECUTIVE COUNCIL
Section 5.1  Election and Term of Office
The Executive Council shall consist of the Officers, Division Coordinators, Communications Coordinator, New Family Integration Coordinator, Inclusivity Coordinator and the Administrative Liaison. The Executive Council shall be chaired by the President(s). The Executive Council shall carry out all duties necessary to further the PFA’s objectives. The Officers, Division Coordinators, Communications Coordinator, New Family Integration Coordinator and Inclusivity Coordinator shall be elected by members of the PFA Council on the basis of nominations submitted by the Nominating Committee. The Executive Council shall submit a nomination for any positions left unfilled. If an elected position other than the President becomes vacant, the vacancy shall be filled by vote of the remaining members of the Executive Council. Terms of office shall run from July 1 through June 30, and shall be for one or two years as provided below. The maximum number of years for any one person to remain on the Executive Council is four years, except in the case of a Vice President who may have completed four years on the Executive Council but is waiting to assume the position of President.

Section 5.2  Officers
(a) President(s):
The President or Presidents shall have the primary responsibility for directing the PFA. The President(s) shall call and preside over meetings of the PFA Leadership and the Executive Council. The President(s) shall coordinate the work of all other officers and committee chairpersons, and shall perform such other duties as may be authorized by the PFA Council. The President(s) represents PFA interests as ex-officio member(s) of the Board of Trustees of the School where the office of the PFA President carries one vote. The President(s) works with the chair of the Board of Trustees to appoint parent representatives to Trustee Committees, and works with the Head of School to promote parent involvement. The President(s) shall serve for a term of one year, renewable for an additional term.

(b) Vice President(s):
The Vice President or Vice Presidents shall be President(s) Elect. The Vice President(s) shall perform the duties of the President(s) in the absence or disability of the President(s). The Vice President(s) shall chair the Nominating Committee, and shall perform such other duties as may be authorized by the PFA Council. If the office of the President becomes vacant for any reason, the Vice President(s) shall become President(s) and the resulting vacancy in the Vice Presidency shall be filled in accordance with Section 5.1. The Vice President(s) shall serve for a term of one year, renewable for an additional term.
(c) Treasurer:
The Treasurer shall track expenditures, prepare the annual budget, and shall perform such other duties as may be authorized by the PFA Council. Each year the Treasurer shall prepare a budget with the assistance of the President and the School’s Director of Finance showing anticipated reserve and expenditures. The budget shall be presented to the Executive Council for review at their September meeting and then presented to the PFA Leadership for approval at the September General Meeting. The Treasurer shall serve for a term of one year, renewable for an additional term.

(d) Advisor(s):
The Advisor(s) shall be a person who has served on the Executive Council in past years and who shall give advice on continuity, historical issues, and traditions of PFA programs and the School. The Advisor(s) shall serve for a term of one year, renewable for an additional term.

Section 5.3 Division Coordinators
The Division Coordinators shall represent each of the four divisions of Catlin Gabel School (Beginning, Lower, Middle, Upper). The Division Coordinators shall lead the Division Advisory Committee. The Division Coordinators shall facilitate Division Advisory Committee meetings with the Division Head and Grade Representatives. The Division Coordinators shall be responsible for coordinating the PFA programs within their respective divisions. A Division Coordinator shall serve for a term of one year, renewable for an additional term.

Section 5.4 Communications Coordinator
The Communications Coordinator shall oversee all communications within the PFA and all communications among the PFA Council, the PFA Leadership, and the School. The Communications Coordinator is responsible for the PFA web page and is responsible for the recording and circulation of minutes from the Executive Council meetings as well as taking attendance and notes at the monthly PFA General Meetings. The Communication Coordinator shall serve for a term of one year, renewable for an additional term.

Section 5.5 New Family Integration Coordinator
The New Family Integration Coordinator shall work closely with the Admissions Office and Division Coordinators to facilitate the Host Family Program in its effort to welcome and integrate new families to the school throughout the year. The New Family Integration Coordinator shall appoint and oversee four Host Family Representatives, one at each division. Together this team will reach out to new families in each division as well as support the Grade Level Representatives in their community building efforts. The Host Family Coordinator shall serve for a term of one year, renewable for an additional term.

Section 5.6 Inclusivity Coordinator
The Inclusivity Coordinator shall partner with the school to foster inclusion at community events such as book clubs, film nights, Spring Festival and art performances. The Inclusivity Coordinator shall also represent the Executive Council on the All School Diversity Committee and serve as liaison between the two, also working with the New Family Integration Coordinator and Representatives. The Inclusivity Coordinator shall serve for a term of one year, renewable for an additional term.

Section 5.7 Administrative Liaison
The Administrative Liaison shall be appointed by Head of School. The Administrative Liaison is a member of the School administrative team who works with the Executive Council and represents its questions and concerns to the senior faculty and administration. The Administrative Liaison shall serve for a term of one year, renewable for any number of additional terms.
ARTICLE VI

APPOINTED COUNCIL

Section 6.1 Appointment and Term of Office
Each position shall be appointed as provided below. The term for each position shall run from July 1 through June 30, and terms shall be for one or two years as described in each position.

Section 6.2 Spring Festival Coordinator(s)
The Spring Festival Coordinator(s) shall be appointed by the President(s). The Spring Festival Coordinator(s) plan and coordinate the annual spring festival for the School community. The Spring Festival Coordinator(s) shall serve for a term of one year, renewable for an additional term.

Section 6.3 Grade Level Representatives
(a) Purpose:
The Grade Level Representatives shall be appointed by the Nominating Committee and approved by the Executive Council. There shall be two Grade Level Representatives per grade, and in some cases three. The Grade Level Representatives shall work with the teachers in their grades to coordinate volunteers for the classroom and plan social events for parents (on and off campus) with the goal of building class community. The Grade Level Representatives shall meet periodically with the Division Coordinators and Division Heads as well as coordinate with the New Family Integration Coordinator and/or Representatives. Grade Level Representatives shall serve for a term of one year.

(b) Duties:
- Serve as a liaison and information source for all parents in your grade.
- Regularly communicate to parents via email about upcoming events and respond to questions
- Provide direct support to classroom teachers and coordinate volunteers for activities ranging from field trips to Portfolio Nights, potlucks and other events
- Work with faculty and administration to coordinate volunteers for PFA supported school-wide events such as Back-to-School night, Welcome Coffees (fall), Parent-Teacher Conferences (food), Auction, Spring Festival and Graduation(s)
- Attend periodic meetings with the Division Coordinator and Division Head(s) and other Grade Level Representatives
- Plan a summer get-together for your grade to welcome new families; work with the New Family Integration Coordinator and/or Representatives to welcome new families to the school and help them integrate into the community.
- Express appreciation to teachers, parents and staff, as appropriate, for their hard work and community efforts
- Attend PFA General Meetings on the 3rd Thursday of each month and additional PFA meetings in the evenings, if they are scheduled.

ARTICLE VII

STANDING COMMITTEES

Section 7.1 Nominating Committee
(a) Structure:
The Nominating Committee shall consist of the President(s), Vice President(s), a Past President, and 2 members-at-large who shall be appointed by the President. A slate shall be developed by soliciting nominations from the PFA Leadership, faculty, administration, and parents/guardians.

(b) Process:
The nomination period shall begin in March with notices posted on the school website and in school newsletters describing open PFA positions and Grade Level Representative responsibilities. All parents are encouraged to nominate themselves or other parents by emailing PFA@catlin.edu before the spring deadline. All nominations shall be acknowledged in writing, and the Nominating Committee shall confer with nominated individuals to determine their willingness to serve. The Nominating Committee shall meet to review the nominations and submit
a recommended slate to the Executive Council in April. The final slate of nominations shall be voted on by the PFA Leadership at the April (or May) Annual Meeting.

(c) Selection Criteria:
The goal of the Nominating Committee shall be to be equitable and unbiased when considering all nominations. Positions will be filled according to the best judgment of the Nominating Committee with regard to what is best for the school overall, considering but not limited to the following criteria:
  
  o Experience necessary to perform well in the position
  o Broaden the base of participation by bringing in new volunteers each year
  o Consider a diverse group of candidates (gender, ethnicity, economic)
  o In the case of Grade Level Representatives, combine those that are new to the school or to a division with those who have experience, where possible
  o Candidates should be aligned with school philosophy & mission

Section 7.2 Division Advisory Committees
Division Advisory Committees shall consist of the Division Coordinators and the Grade Level Representatives for each grade and shall meet periodically with the Division Heads of School.

Section 7.3 Additional Committees
The Executive Council may create additional committees for such purposes and on such terms as it determines in its discretion.

ARTICLE VIII

MEETINGS

Section 8.1 Meetings of the Members
(a) The Annual Meeting of PFA members shall be held on the third Thursday of April (or May) each year, or on a day selected by the Executive Council. At this meeting, the slate of elected positions for the subsequent year shall be presented and voted upon by the PFA Leadership.

(b) Special Meetings for any purpose shall be called by the President(s) in consultation with the Executive Council or by a majority of the Executive Council.

(c) An announcement of the time and place of the Annual or Special Meetings shall be conveyed through a school-wide statement and on the school calendar, not less than 10 days before the date of the meeting.

Section 8.2 Meetings of the PFA Leadership or “Parent Community Meetings”
(a) General Meetings of the PFA Leadership are referred to as “Parent Community Meetings” and shall be held on the third Thursday of each month of the school year, at the discretion of the President and Executive Council. Meetings may be added or dates/times adjusted as necessary to conduct PFA business.

(b) A majority (51 percent) of the PFA Leadership shall constitute a quorum at any General Meeting (“Parent Community Meeting”).

Section 8.3 Meetings of the Executive Council
(a) The Executive Council shall meet on the second Tuesday of each month of the school year, or approximately one week prior to PFA General Meetings in order to finalize the General Meeting agenda and to discuss issues which pertain to PFA activities. The Executive Council is responsible for evaluating proposals submitted requesting funding, volunteers, or other types of support. The Executive Council shall report on actions taken to the PFA Leadership.

(b) A majority (51 percent) of the Executive Council shall constitute a quorum at any meeting of the Executive Council.
ARTICLE IX

PARLIAMENTARY PROCEDURE
All meetings of the PFA Council shall be governed by Robert’s Rules of Order.

ARTICLE X

AMENDMENTS
These bylaws may be amended or revised in their entirety by a two-thirds vote of the PFA Leadership at any regular PFA General Meeting or Special Meeting called for that purpose.

[END OF BYLAWS]
PFA SUGGESTED PRACTICES or “PFA 101” Topics

PFA CODE OF CONDUCT

As we model behavior for our children, let us be aware of how our conduct affects others, particularly other parents in our community.

Below are some tips to help us remember how our actions and words can impact others:

“Speak for yourself, saying what you believe, think and feel.” Use “I statements” rather than “you statements” or “they statements”. Contribute facts only when you know them to be true.

“Respect diverse opinions.” Through a variety of ideas and perspectives, new plans and paths are developed. Make room for new ways of doing things.

“Maintain confidentiality.” To nurture a safe, supportive parent-school community, it is ESSENTIAL that references to people, what they said or how they feel, not be shared with others outside a meeting or conversations. It is particularly important that information shared by parents about their children not be shared with other students. Avoid gossip. Remember, you are a representative of the school when you volunteer for the PFA.

SAMPLE GRADE LEVEL REPRESENTATIVE COMMUNICATION

Regular communication should be sent out to inform parents of upcoming grade level and school events, as well as to solicit volunteer help.

**EXAMPLE**

Dear Fifth Grade parents,

Happy New Year! We hope each of you had a wonderful break and that your new year is off to a fabulous start! Again many, many thanks to our Revels volunteers!

We still need two volunteers to do birthdays in March. The date has been changed to Friday, March 14th due to the North Carolina trip and spring break occurring on the last two Fridays in March. Go to the following link to sign-up. http://www.mysignup.com/5th_grade_birthdays

Upcoming Dates:
January 7th (Monday) Back to School!
January 8th (Tuesday) Parent coffee with Vickie 8:20-9:15 in LS Library
January 17th (Thursday) PFA Meeting 8:30-10 Gerlinger Hall in Upper School. All families are welcome! This is family enrichment program offered by PFA. (Topic: Mel Levine’s work "All Kinds of Minds.")
January 18th (Friday) Dr. Martin Luther King Community meeting in the Cabell Center 2:00 (not a performance)
January 18th (Friday) 5th grade birthday celebrations @ 3:00.
January 21 (Monday) No School - Martin Luther King Day
January 25th (Friday) No School - Admissions Day

Please don't hesitate to call or e-mail either of us with questions!

Sincerely,
PFA Grade Level Representative
CATLIN GABEL EMAIL TIPS

- Mailing lists for each grade have been created by Catlin Gabel’s IT department. The goal is to enhance the effectiveness of email communication for your class by utilizing email addresses from Catlin Gabel’s centralized database. The automation of list membership should remove the burden of manually updating email data in externally hosted sites from the PFA class representatives.

  Every class email list has the form Parents(graduation year)@lists.catlin.edu or Parents2017@lists.catlin.edu

- Spell Check your messages before they go out. The “Gabel” in Catlin Gabel can be tricky. Spell check does not catch “Gable”.

- Use Blind Carbon Copies (BCC) to send messages to large groups of people.

- Delete all attached notes & instructions before forwarding the main message to your class.

- Don’t be afraid to use humor.

- School Events Only: Use class email lists for school events only (not birthday parties, personal business announcements, etc.) If in doubt, check with your division coordinator or PFA president.

ORDERING BEVERAGES FROM THE BARN

For PFA sponsored events held on campus, Division Representatives and Grade Level Representatives may order beverages from the Barn. Your order will be delivered before the event, set up attractively on a tablecloth with cups/napkins/dairy/sugar/stirrers and cleaned up after your event is over.

1) Email your beverage order to Food Services Director Hen Truong at truongh@catlin.edu after

2) Get approval from the PFA Treasurer. Items ordered from the Barn without prior approval will be billed to your student’s account.

3) Please include this information when emailing Hen:

   - Event Name
   - Date*
   - Location
   - Contact Person AND phone number
   - Starting AND Ending Times
   - Charge To (PFA/MS/US/etc.) account number #223002
   - Number of People To Be Served

4) Please indicate if you would like:

   - Coffee (regular and/or decaf)
   - Hot Water
   - Tea Bags
   - Hot Chocolate
   - Other

*Orders must be submitted to Hen Truong at least 48 hours prior to the event and earlier if possible.

**All PFA purchases must be submitted for authorization to the PFA Treasurer or President. Copying the Treasurer on your beverage request is your submission for authorization. Food orders must also be approved before ordering from Hen.
PFA STORAGE CABINET

There is a locked cabinet in the Barn with various supplies that are for the use of PFA Council members when they need items for parent meetings.

The Division Coordinators, President, Vice President, Advisor to the Council all have keys to the cabinet, as well as Chris Balag in the business office.

GRADE LEVEL PARENT GATHERING ALLOTMENT/REIMBURSEMENT

The PFA has approved a budget of $250 per grade for expenses related to parent gathering(s) held in private homes for the purpose of building community among parents in the grade. These funds may be used by parents who hold class gatherings (without students) in their homes to defray the costs of non-alcoholic beverages and light snacks. Receipts should be submitted to Joe Walsh using the blue form (available from him or the PFA Treasurer) and must be approved by the PFA Treasurer. The budget will be allocated on a first-come, first-served basis or upon the coordination of the class PFA representatives.

CURB DUTY AT CATLIN GABEL

Safety is the main concern at the curb. Efficiency is a close second, however, as the more frustrated parents become, the more likely they are to deviate from accepted practice and to take “short cuts.”

Each day there are 3 Curb facilitators:
  o Middle School faculty member (wears orange vest) supervises Crosswalk #1 (by Toad Hall) and the MS students who gather on the hill by the Library; In place by 3:10pm. Stays at curb until 3:40 pm if at all possible
  o PFA/parent volunteer supervises (middle) Crosswalk #2; Can use ASC for own children at no cost with advance notice to ASC. Gets vest from Toad Hall (downstairs by the copy machine); In place by 3:05pm and stays at curb ‘til traffic is no longer backed up (relieved by ASC).
  o ASC Staff member supervises Crosswalk #3 (by the theater) and the children who gather under the Theater roof, or moves up to cover Crosswalk #2 if the parent is not present and once traffic allows; Has a 2-way radio to contact Toad Hall or ASC if needed; Moves Middle School students on to MS ASC at 3:45pm; Stays at curb until 4:00 or until all BS/LS/MS students are either picked up or gone to ASC.

Curb Facilitators’ priority (for safety’s sake) is moving traffic along in a safe, efficient and controlled way.
  o Make eye contact with drivers and wave cars ahead as line moves. No stopping in crosswalks.
  o Pedestrians will sometimes have to wait a minute on the curb while cars move ahead.
  o Discourage “curbside chats” which hold up the line of cars.
  o Direct children to move ahead along the curb so parents do not stop before they have moved as far as they can along the curb.
  o Watch both sides of the road, as parents cross from the parking lot to the curbs as well as the reverse
  o Watch he far (passing) lane, which contains cars pulling out from the curb (pick-up) lane to move ahead of stopped cars.
  o Step out into the crosswalk when people are crossing
  o Counsel parents who beckon BS/LS/MS kids from the parking lot to run across, (instead of crossing over themselves, to pick up), not to do this
  o Parking Lot: There should be no BS/LS/MS students in the parking lot unaccompanied by adults.
  o Beginning School front play yard: Discourage students from waiting there.
CATLIN GABEL FUNDRAISING POLICY

The Catlin Gabel School is a non-profit organization that relies on tuition and gifts for its yearly operations. In addition, capital fundraising is conducted for building improvements and endowment enhancement. To minimize the number of solicitations to families and businesses, the School respectfully requests that faculty, staff, parents, and students refrain from soliciting the School community for organizations and causes not related to The Catlin Gabel School. While there are many worthwhile and important causes to support in the world, individuals and families vary on what those are.

The School Directory, i.e. family names, addresses, email lists, or phone numbers may not be used to further personal business, causes, etc.

The School does not endorse products or businesses for the purpose of fundraising.

When there are curricular relationships, fundraising is allowed. Division Heads will consult with the Director of Development regarding fundraising efforts at Catlin Gabel.

CLASS GIFT POLICY

Teacher gifts are meant to express the appreciation of parents and students. In past years, Grade Level Representatives have organized class gifts to do this collectively, but over time the original intent has been clouded for some. Group gifts sometimes seem obligatory, not heartfelt. The current policy is that Grade Level Representatives will no longer organize teacher gifts for the class. Instead, the PFA encourages families to give small, inexpensive tokens of appreciation – a note, card, or a child’s drawing – if they desire. For those who would like to do something more significant, parents might also consider making a donation to the Annual Fund in the teacher’s honor.