



Aldrich School

Greetings,

In the next few months, Aldrich School will be seeking and electing several new members to our Board of Directors.

We are looking for volunteer members who believe in our mission and are willing to be active in their governance roles. We believe that this work has never been more important to provide the highest quality early childhood education to the young people of the greater Rochester community. We need people who are dedicated to the philosophy of Aldrich and bring a wide variety of skills and disciplines to the organization. Please consider filling a position on the Board of Directors.

The Aldrich Board of Directors is comprised of members from the Rochester community. Board members assume the following responsibilities:

1. Attendance at the regularly scheduled monthly meeting of the Board of Directors. This is usually the 3rd Tuesday of the month from 6:30-8:30pm, August-May.
2. Service on one of the four standing committees: Personnel, Finance, Family Engagement or Development. These committees meet monthly, usually an hour prior to the board meeting. You may also serve on special committees as determined by the Board.
3. Participation in fundraising events and in social activities sponsored by the Board.
4. A three-year commitment to serving on the Board.

Please take time to review the information provided. You will find an application and a description of the Board's organization and function. If you are interested in filling a position on the Board, please complete and return the application to the Aldrich office. I will contact you regarding your application. If you have questions, please feel free to email me at aldrichboardrochester@gmail.com. Thank you for your interest in the Aldrich Board of Directors.

Sincerely,

Allison Gross

President Aldrich School Board of Directors

ALDRICH SCHOOL BOARD OF DIRECTORS ORGANIZATION & FUNCTION

The Board of Directors of Aldrich School is comprised of a minimum of 12 members. The Board is governed by a president, past-president, president-elect, secretary, treasurer and run by "committee". Each member is required to serve on a standing committee during one's tenure and possibly on special committees or task forces as determined by the Board. The Executive Director and Assistant Director sit as ex-officio members on the Board and standing committees.

The Board is solely responsible for the general management, control, direction and possession of the Aldrich School and its properties. This includes, but is not exclusive of, such things as employment of all personnel, management of the Corporation's securities and property, maintenance and proper use of real property, benefits for the staff, new programs, tuition costs and yearly budget. The Board retains advisors for each of the committees for assistance as needed in such areas as law, personnel and finance.

Board members serve for a three-year term and are required to attend monthly Board meetings and committee meetings as determined by individual committees. A board member may extend one's term up to an additional three years. Board meetings are held one evening each month, at a day and time determined by the Board. Committee meetings are also held at least once each month.

The by-laws of the Corporation state "...membership shall terminate whenever it is determined that such member has been absent without sufficient excuse from three (3) consecutive regular monthly meetings." It is therefore necessary that members contact the President when unable to attend a meeting. In addition, if a member is absent for more than half of the meetings and not participating regularly, the Executive Committee of the Board will evaluate the status of that member. Membership expires in June of the 3rd year of one's term.

Officers of the Corporation are elected annually in the spring of the year at which time new members are usually added to the Board.

Updated April 2019

ALDRICH SCHOOL

Mission, Vision and Positioning Statement

Aldrich School is a nationally accredited learning program for preschool children. Our mission is to provide an inclusive program that develops life-long learners through intentional play-based education. We envision a world where early childhood is fostered through quality education. Aldrich School is focused on what is best for children, through intentional play-based learning, in order for them to succeed and become creative problem solvers and lifelong learners with the skill sets necessary to attain their present and future goals

Brand Promise

Bringing intentional play-based learning opportunities to the community in an affordable, inclusive, and accessible way.

Aldrich School has 3 brand pillars.

1. Child Focused

- Intentional Play-based Learning

Science shows that children at this stage of development learn best through play. Intentional play-based learning techniques are the primary form of teaching here at Aldrich School.

- Respectful 'Stress Less' environment

If children are nervous they aren't learning. Aldrich School strives to help children succeed, feel confident, comfortable, and loved. We work to create an inclusive culture, stable routine, and rely on calm teaching methods and age appropriate curriculum.

2. Quality Staff & Respected Reputation

- Experienced creative teaching staff
- Over 75 years of existence

3. Inclusive Diverse Community & Family Oriented

- Aldrich School promotes a healthy work life balance philosophy
- Student body is comprised of diverse students in regard to race, ethnicity, abilities, financial backgrounds, etc.

Values:

Legacy - deep roots, long good standing reputation, non-profit, Mayo Clinic, 75+yrs, former Aldrich alumni, Aldrich families

Education - nationally accredited, developmentally appropriate, experienced faculty

Community - Aldrich families, family forward culture, give back development, community engagement

Play - explore, wonder, problem solve, collaborate, communicate, create, learn, fun, outdoor, messy

*A hundred years from now
It will not matter:
What my bank account was
The sort of house I lived in,
Or the kind of car I drove...
But the world may be different
Because I was important
In the life of a child.*

-Author Unknown-

Prospective Board Member Application

Name	
Address	
Phone #	
Email	

Educational Background:

Past & Present Work Experience:

Volunteer Experience:

Do you currently have children enrolled at Aldrich? YES or NO

Briefly tell us why you are interest in becoming a member of the Aldrich Board of Directors:

Are there any roles of the Board of Directors that you are particularly interested in, or have any expertise in?

Please indicate which standing committee you would be interest in serving on, in order of preference.
(A description of the standing committees is enclosed for your reference.)

_____ Finance _____ Personnel _____ Family Engagement _____ Development

Please return this application to the Aldrich office.
Thank you for your interest in the Aldrich Board of Directors.

Aldrich School Board of Directors Standing Committee Descriptions

FAMILY ENGAGEMENT

- Work with Director(s) to plan open house(s), and update tour folders and brochures.
- Maintain Hemholz library volunteer program and support the school librarian.
- Respond to changing needs of community for early childhood programs by exploring, developing, implementing, and monitoring new programs (i.e. Enrichment program, computers, etc.).
- Plan Book Fair.
- Develop and implement Parent Outreach Programs.
- Plan End of Year Luncheon for Board and Staff.
- Plan All School Enrichment.

PERSONNEL

- Promote communication and good relations between the Board and teachers/staff.
- Review annually the Policy of Personnel and Employment Practices and the Employee Benefits Summary.
- Review annually the Employee Handbook.
- Assist the Director(s) when necessary in interviewing, employing and dismissing all staff, following the Personnel Policies.
- Review job descriptions for total staff on a periodic basis.
- Set and present salary schedules for the staff based on vote by the Board.
- Recognize retiring staff members, Administrative Professionals Day, Teacher Appreciation Day.
- Recognize staff who have been at Aldrich for 15 or more years; recognize all staff achieving milestone years and update staff longevity plaque.
- Receive grievances, notices, requests from staff members and act on those petitions.
- Follow through on long-range goals outlined for the committee.
- Plan and host Winter Party for the Staff/Board.
- Set up Channel One donations and run Holiday Toy collection.
- Review and purchase/distribute year end gifts for staff.

FINANCE

- Monitor monthly revenues and expenses with Director(s).
- Monitor cash balances and projected cash needs with Director(s).
- Research investment options for excess funds with Director(s).
- Work with Director(s), board committees and staff to create a balanced budget for the next fiscal year.
- Assist other board committees in reviewing financial impacts of proposed changes or additions.
- Review insurance policies, maintenance contracts, and any other significant expenses with Director(s).
- Review annually the need and cost of the pension plan.
- Organize Welcome Back Breakfast for Staff and Board.
- Continually look for cost saving measures for the school along with Director(s).
- Work with Board and Staff to ensure Aldrich maintains a sound financial position while meeting educational and other goals.

DEVELOPMENT

- Monitor monthly fundraising and expenses with Director.
- Monitor grants with Director.
- Research grant options for excess funds with Director.
- Create strategic plan for interacting with Alumni.

- Create strategic plan for fundraising as needed.
- Plan all fundraising events including fall and spring fundraising.
- Work with board committees and staff to create a fundraising plan for the next school year.
- Assist other board committees in reviewing fundraising needs.
- Review annually the need and cost of the pension plan.
- Organize Welcome Back Breakfast for staff and board.
- Continually look for endowment opportunities for the school.