California Montessori Project
Campus Advisory Council

The Campus Advisory Council (CAC) functions as an Advisory Committee to the Principal. The primary function of the CAC is to provide support for the successful operation of the school campus and furthering the overall Mission of the California Montessori Project (CMP). This support comes through the following channels: providing support to the Principal; serving as a positive communication channel between the campus, parents, teachers and the community; guiding the fundraising activities at the campus; allocating donated resources in support of the campus’ educational program; attending supporting parent educational programs; and coordinating Parent Participation program.

The CAC is comprised of two elected parent representatives and two elected teacher representatives, and is chaired by the Principal. The CAC shall meet on a monthly or quarterly basis, agendas and prior month’s minutes shall be posted at least 3 days prior to the meeting, and meetings are open to all CMP staff, parents and the public. For the opening year of school, the four representative positions shall be appointed by CMP. Every year thereafter, there will be an election within each of the constituents to select one parent and one teacher representative to the CAC, each serving a 2-year term. If a vacancy occurs during the school year, the Principal will appoint a parent or teacher to fill the position until the next regularly scheduled election for that position. An elected CAC member who fails to live up to his/her responsibilities as outlined below may be removed by a majority vote of the other CAC members and approval of CMP’s Executive Director and Governing Board. It is important to remember that the CAC is a support system, not a governing body. The decisions made by the CAC are taken as recommendations by the Principal and the CMP Administration.

Parent Participation: CAC will help set up a family roster, coordinate, track and encourage parent participation.

Parent Committees: CAC will coordinate, provide direction to, and take recommendations from committees, i.e., fundraising, newsletter, campus improvement, playground, etc. All committees shall report to and act on directions from the CAC and Principal.

Fund Raising Priorities and Allocations: CAC will make recommendations to the Principal on campus priorities for all fund raising events and allocation of donated revenues.

Community Outreach: CAC will assist CMP in developing positive relationships at the campus, and with the surrounding community.

Parent Education: CAC will work toward greater understanding and acceptance of both CMP and Montessori philosophy and practices with all parents.

Agendas and Minutes: An agenda for each meeting will be posted at each campus at least 3 days prior to each meeting. Minutes will be taken at each meeting and approved at the following months meeting.

CAC members are responsible for the following:

- Attend monthly/quarterly meetings
- Coordinate/participate in parent education meetings, school events, fundraising events, etc.
- Communicate positively and professionally with parents, teachers, staff and the public
- Maintain efforts toward marketing and promotion of the program
- Devote sufficient time, thought and study to proposed actions
- Encourage ideas and opinions from constituents
- Be aware that you have no legal authority to represent or to act on behalf of the school
- Remember that the position is a public trust and not to be used for personal gain
- Publicly support the campus, CMP, its mission and philosophy, Principal and staff
- Actively practice and support the Montessori philosophy
- Channel all recommendations through the Principal
- Agree to abide by the CMP Standards of Conduct