



APMA Overview

What is APMA?

- APMA = Appleton Public Montessori Association, Inc.
- Legally incorporated 501(c)(3) non-stock, non-profit entity that supports our school and houses the Governing Board
- Separate but supporting entity accountable for governance, fiscal oversight and strategic planning, among other responsibilities
- Accountable to the AASD

APMA Board and Member Responsibilities

The APMA Governing Board consists of staff, parents and community members who are responsible for:

- Submitting, maintaining and complying with the contractual obligations as required by the Appleton Area School District (AASD)
- Collaborating with the AASD in selecting the APM Administrator
- Working closely with the Administrator to ensure all educational goals are met
- Overseeing the mission and strategic plan
- Coordinating public relationships, collaborations and strategies
- Establishing policies
- Overseeing and approving APMA's budget
- Ensure Effective Planning
- Monitor and Strengthen Programs and Services
- Procure additional Financial Resources that aren't provided by AASD
- Protect Assets and Provide Financial Oversight
- Build a Competent Board, including selecting, supporting and evaluating Board Officers and Committees
- Ensure Legal and Ethical Integrity
- Enhance the Organization's Public Standing
- Disclosure of Conflict of Interest
- Maintain confidentiality

Governing Board members agree to:

- Attend regular meetings of the Governing Board, which are each approximately two hours in duration. The Governing Board meets at least eight (8) times per year. Members must be accessible for personal contact in between meetings.
- Provide leadership to Governing Board Committees. Each Governing Board member is expected to serve as an active, ongoing member of at least one committee. This requires a number of meetings per year plus individual committee task completion time.

Appleton Public Montessori Association, Inc. is a 501(c)3 non-profit organization, incorporated in the State of Wisconsin. APMA, Inc., through a Board of Directors, governs the school in accordance with a Charter Contract with the Appleton Area School District.



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Governing Board members agree to: (cont.)

- Commit time to developing financial and other resources for APM. This includes supporting fund development activities of APM in a manner appropriate for board members.
- Responsibly review and act upon committee recommendations brought to the Governing Board for action.
- Prepare in advance for decision-making and policy formation at Governing Board meetings and take responsibility for self-education on the major issues before the Governing Board.
- Participate in the annual Governing Board member self-review process.
- Participate in the annual Governing Board development and planning retreat held prior to the beginning of each school year.
- Tour the school and visit classrooms at least one time each year.
- Utilize personal and professional skills, relationships and knowledge for the advancement of APM.
- Know and support our mission, goals, priorities and needs
- Keep an open, objective, broad perspective on issues
- Come prepared and be active in board meetings
- Serve the broader school's needs; not day-to-day issues
- Support school initiatives (events, programs, fundraising and others)
- Support financially according to one's capacity
- Capably tell the school's story – be the brand ambassador
- Listen and bring back concerns, ideas, compliments when they have merit
- Act with integrity, fairness, and collaborate with others
- Put your talents to the best use for the school's benefit