So many of us have made life-long friends at LMS – and we are talking about parents, not just students! Getting involved in the school is a great part of the experience here.

Many educators know that a child’s education is enriched by parental involvement in the fabric of the school. The past and present success of LMS is closely linked to the support of its parent community.

All LMS families participate in volunteer opportunities that benefit the school each year. It is our hope that LMS parents find opportunities for involvement that interest them in a variety of ways, ranging from their child’s classroom to whole school events and activities.

The purpose of this guide is to provide concise information about the wide choice of volunteer opportunities at LMS, reflecting the individual talents, interests and available time of LMS parents.

Parent Volunteer Opportunities Fall Into the Following Categories:

- Classroom
- Room Parents
- Community Building
- Parent Learning
- Admission
- Fundraising
- Board of Trustees

**Volunteer Opportunities ~ Classroom**

Classroom volunteering allows parents to connect to their child’s classroom. Activities and events vary by classroom, so please check with your child’s teachers and Room Parents about how you can get involved. Classroom teachers and Room Parents will email sign-up forms via SignUpGenius links and/or post them on their website classroom pages once the school year gets started. Some examples of Classroom volunteering: help bake and share recipes, help with art projects and crafts, share your family’s cultural heritage, assist with Nature Walks out on the 19 acres, chaperone a field trip, help with the Pancake Breakfast or Ice Cream Social, take care of classroom pets, and oversee class projects such as Residency T-shirts.
Volunteer Opportunities ~ Room Parents

Room Parents serve as a link for parents and can help navigate the opportunities to serve the school.

A Room Parent’s main goal is to help create a welcoming and inclusive classroom for all families in the classroom and to help facilitate and strengthen the connections among parents, teachers, the classroom, and the School. Room Parents accomplish the intended goal by reaching out to all new families in September and continuously throughout the year; encouraging new and returning parents to attend all-school, level-specific, and classroom specific events; signing up to help out at Community Day and other events and encouraging others to do the same. Room Parents are encouraged to plan several classroom-specific events throughout the school year.

Note: The process for enlisting Room Parents takes place in the spring. If you are interested in becoming a Room Parent during the next academic year, please contact:
2018 – 2019 Room Parent Coordinator: Perrin Schilling at perrin.schilling@gmail.com or Diane Decker, Director of Community Development, at ddecker@lexmontessori.org.

Volunteer Opportunities ~ Community Building

Community Building events and activities at LMS are opportunities for families/parents to connect socially outside their classroom community and with the community at large. The Community Development Office works closely with Room Parents and parents in general to run a myriad of events throughout the school year. Events for the ’20 school year include--among others: Welcome Coffee and monthly coffees, Cultural Fest, Book Club, Ice Skating, Cooking Classes, Book Fair, 5K Run/Walk & Kids Fun Run, and the Arts Show Reception.

Do you like to come up with ways to bring people together? Enjoy working with others to plan and execute successful small and/or large gatherings that speak to a diverse community? Then we want to hear from you! Contact: Diane Decker, Director of Community Development, at ddecker@lexmontessori.org.

Volunteer Opportunities ~ Parent Learning

Parent Learning at LMS involves learning about Montessori philosophy, child development, and LMS curriculum and programs while fostering connections among parents. A series of conversations as well as other learning opportunities happen in small and large settings--with and for parents--throughout the year.

Parent Learning events fall into three categories:

- **Parent Learning Conversations** -- small group gatherings where a variety of topics are discussed, i.e., how to manage transition with regard to your child(ren), and what a parent can expect their son or daughter to experience in high school after graduating from LMS.

- **Understanding Montessori** -- “Teach Your Parent Night” entails giving parents an opportunity to spend time in the classroom with their child(ren) in order to better understand and appreciate how students spend their day; “NOW I GET IT!” enables parents to spend time with teachers in order to appreciate how the Montessori philosophy is displayed in the classroom; and “Montessori Across the Ages” demonstrates the Montessori educational philosophy on a continuum and affords parents the opportunity to interact with LMS alums.
• **Winter Event & Potluck** -- In February, LMS parents, faculty, and staff come together for a potluck dinner followed by an educational presentation with a focus on a relevant topic of the times.

**Volunteer Opportunities ~ Admission**
The Admission office at LMS works closely with a volunteer staff of current LMS parents helping to promote the school to prospective families. Admission volunteers run admission events, do outreach, and tour prospective families. *To get involved with this process, please contact Kim McDonald at kmcdonald@lexmontessori.org.*

**Volunteer Opportunities ~ Fundraising**
LMS depends on fundraising to meet all the financial needs of the school. Fundraising volunteers lead the essential annual charitable giving efforts within the school and oversee the strategic direction of all LMS fundraising initiatives in conjunction with the Community Development Office. The main purpose of this volunteer group is to raise funds to advance the mission of the school.

Fundraising initiatives and activities include, but are not limited to: LMS Projects Fund *(replaced the Annual Fund)*, 5K Run/Walk & Kids Fun Run, Jane Mack Teacher Development Fund, Book Fair, #Giving Tuesday, and year-end match challenges.

There are many ways in which parents can help with the fundraising efforts at LMS: reach out in person, by phone, or email to encourage support of the LMS Projects Fund; help hang signs in the local area for the 5k/Fun Run and/or help with ‘day of’ activities. Have ideas for boosting fundraising at LMS? We want to hear them!

Contact: Diane Decker, Director of Community Development at ddecker@lexmontessori.org

**Volunteer Opportunities ~ Board of Trustees**

**The LMS Board of Directors**
The LMS Board of Directors are elected for three-year terms by the members of the LMS Corporation. In addition, the Head of School and a LMS Parent Community representative are also voting Board members for the length of their respective tenures. The primary responsibilities of the LMS Board include safeguarding the financial stability of the school, ensuring that policies and operations adhere to the mission of the school, and hiring and evaluating the performance of the Head.

Much of the work of the Board of Directors happens in the various Board Committees. Most Committees are open to all members of the LMS community. Committee work is an excellent way to support the long-term health of the school. The school strongly encourages those who think that they might be interested in joining the Board to first serve on a Board Committee. The committees for the 2019 - 2020 school year are: Finance, Campus Plan, Parent Engagement, Alumni Engagement, and Community Resources.
Executive Committee (for Board member participation only)
This committee provides support for the Head of the School and the Board President. It handles issues requiring immediate attention and confidentiality, helps set the agenda for board meetings, and establishes concrete goals and objectives for the year. This committee is open only to Officers of the Board.
2019 - 2020 Chair: Deb Kreutzer, LMS Board President, debkreutzer@gmail.com.

Committee on Governance (for Board member participation only)
Also known as COG, this committee is responsible for recruiting & retention of the Board and committee members. Its responsibilities also include Board member training, preparation of the Board handbook, and overseeing the process of Head evaluation & Board self-evaluation.
2019 - 2020 Chair: LMS Board Vice President, Brian Roberts (homebaseboston@gmail.com)

If you are interested in joining any of the non-governing Board Committees, please contact LMS Board Vice President, Brian Roberts, at homebaseboston@gmail.com.

2019 - 2020 Calendar of Volunteer Opportunities By Month
~Community Events and Parent Learning~

Please reach out to Diane Decker, Director of Community Development, at ddecker@lexmontessori.org to get detailed information about any of these events and/or to sign up to volunteer.

SEPTEMBER
New and returning parents gather in their child’s classroom to meet Administration, learn more about the year, participate in and/or observe a Montessori lesson, and to catch up and connect over a potluck dinner.

Children’s House and Toddler Back to School Night Potluck (Thursday, August 29, 6pm – 8pm)
Lower Elementary Community Kick Off Potluck (Thursday, September 5th, 5:30pm – 7:00pm)
Upper Elementary Potluck Dinner (Thursday, September 26th, 6pm – 7:30pm)
Middle School Back to School Night (Wednesday, September 18th, 6pm – 8:00pm)

All-School Welcome Playdate (Tuesday, September 3rd, 3:00pm - 5:00pm, Children’s House playground)
New and returning LMS families come together for a casual playdate.

Culture Fest (Saturday, September 21th, 11:00am-1:00pm)
This event will celebrate LMS’ cultural diversity in recognition of International Day of Peace 2019. Our families come together to share their heritage by wearing and/or displaying traditional clothing, bringing a taste of their homeland, and/or displaying popular native games--with a myriad of other ideas being showcased.
**OCTOBER**

**Parent Learning Conversations** (Tuesday, October 22nd, 7pm – 8:30pm)
These are small gatherings where parents come together to discuss topics of importance to those in parenting roles.

**Community Day & UE Pancake Breakfast** (Sunday, October 20th, 10am – 12pm)
This is a fun fall event for students and parents—rain or shine, everybody has a great time. This event includes hayrides, pumpkin painting, old fashioned games, and field activities. Each program level will run Community Day activities.

The **Pancake Breakfast** (held concurrently with Community Day) is hosted and run by the Upper Elementary community of students, teachers and parents as a fundraiser for their spring BIG Trip. Upper Elementary Room Parents contact all UE parents for their participation in this event.

**NOVEMBER**

**Montessori Across the Ages** (Wednesday, November 6th, 5:30pm – 7:30pm)
A special evening of students and teachers presenting work from Toddler through Middle School. Includes a panel discussion comprised of LMS alums.

**JANUARY**

**Public Skate at Ed Burns Arena** (Sunday, January 12th, 2:00pm - 4:00pm)
This will be the 5th annual LMS ice skating gathering at the Ed Burns Arena in Arlington. Families come together to twirl around the rink together listening to fun music.

**Martin Luther King Day Card-Making** (Monday, January 20th, 1:00pm - 4:00pm)
LMS plays an important role in the annual Lexington MLK Day of Service by having a large presence at the yearly card-making activity. This activity has been moved from the LMS campus back to Grace Chapel for the 2020 Day of Service. LMS families will join others in the local community in making greeting cards for underserved populations.

**FEBRUARY**

**Children’s House Snowball** (Sunday, February 2nd, 3pm)
This will be the third annual snowball. This event attracts dozens of families and is much anticipated by the kids in CH. Students and adults dance, blow bubbles, and play indoor snow games while listening to fun music (this gathering is held in the Multi-purpose Room).

**Winter Parent Learning Event & Potluck** (Saturday, February 29th, 5:00pm – 7:00pm. **Snow date: Saturday, March 7th**)
LMS parents, faculty, and staff come together for a potluck dinner followed by an educational presentation with a focus on a relevant topic of the times. Last year’s event centered around pediatric nutrition.

**APRIL**

**Ice Cream Social/LGBTQ Brunch** (Saturday, April 25th, 11:00pm - 4:00pm)
This day starts off with a potluck brunch in the MS classroom where LGBTQ families (parents and kids), faculty and staff, and friends come together to share in the connectedness of the LMS
community. Followed by a fun-filled afternoon of not only ice cream but all kinds of creative and engaging games created by the Upper Elementary students. The is a fundraiser for the Upper Elementary Big Trip.

**MAY**

**Arts Show & Arts Show Reception (Art Show opens May 4th, Reception Thursday, May 28th, 5:00pm – 7:00pm)**

LMS’ annual all-school art show. Student artwork is displayed throughout the school for a month followed by an evening reception featuring visual and performing arts.

**LMS 5K Run/Walk & Kids’ Fun Run (Saturday, May 9th, 9:30am – 12pm)**

A Fun Run on the LMS campus for kids followed by a 5K Run/Walk for older students and adults. This event always includes hiring a professional performer that kids and adults always enjoy!

**Book Fair (Tuesday, May 26th - Thursday, May 28th)**

The LMS Book Fair is a yearly event where hundreds of books are on display and available for purchase. The Book Fair is held the week that Grandfriends’ Day takes place.

**2019 - 2020 Calendar of Volunteer Opportunities By Month**

~Admission~

Tour prospective families, hang Open House posters in your town, or bring refreshments and help set up or clean up on Visit Days – getting involved with Admission events is an opportunity to share your enthusiasm for your child’s school and give prospective parents a glimpse into our welcoming community.

**NOVEMBER**

**LMS Open House (Saturday, November 16th, 10:00am – 12:00pm)**

Display posters on bulletin boards throughout your town to advertise the fall Open House. Show prospective families around the school. Set up and attend the refreshment table, help with clean up. Training and guidance is included to prepare you for your first tour. Show off the school you love!

**JANUARY**

**Open House for Prospective Parents (Tuesday, January 14th, 9:30am – 11:30am)**

Provide and set-up refreshments to welcome visiting prospective parents.

**Prospective Four and Five year old visits (Thursday, January 23rd and/or Thursday, January 31st, 1:00pm – 4:00pm)**

Provide and set-up refreshments for visiting children and their parents. Speak with parents about LMS – share your family’s experience, while their children visit with teachers and then clean up the refreshment table.

**Prospective Three year old visits (Saturday, January 25th, 9:00am – 1:00pm)**

Provide and set-up refreshments for visiting children and their parents. Speak with parents about LMS – share your family’s experience, while their children visit with teachers and then clean up the refreshment table.
FEBRUARY
Lower Elementary and Upper Elementary child assessments (Thursday, February 13th, 1:30pm – 4:00pm)
Provide and set up refreshments for visiting children and their parents. Speak with parents about LMS – share your family’s experience, while their children visit with teachers and then clean up the refreshment table.

MARCH 2 - 6
Calling newly admitted parents
Call newly admitted families to congratulate them on being accepted to LMS, ask if they have any questions; provide feedback to the admission office about your conversation.

APRIL
Admission Reception (Wednesday, April 1st, 7:00pm – 8:30 pm)
Provide and set up refreshments for newly admitted families, speak with perspective families, help with clean up.

Middle School information session for 6th grade parents and students (Tuesday, April 22nd, 3:15pm)
Provide and set up refreshments for parents of LMS seniors, help with clean up.

Upper Elementary information session for 3rd grade parents (Wednesday, April 29th, 3:30pm)
Provide and set up refreshments for parents of LMS elders as they learn more about their child’s step up to UE, help with clean up.

MAY
Lower Elementary information session for Kindergarten parents (Wednesday, May 6th, 3:30pm)
Provide and set up refreshments for parents of LMS Kindergarteners and help with clean up.

New/Host Family Picnic (Saturday, May 30th, 4:00pm – 6:00pm)
Provide and set up refreshments for new LMS parents and their Host Families, help with clean up.

JUNE
Weekly Reminder Calls (October – June)
Call prospective parents who have signed up for a tour to remind them of the date and time. This can be done either once or twice a week throughout the school year.

Thank you for reading this Volunteer Guide! We hope you saw volunteer opportunities that excite you and that you will reach out to the contact person(s) listed. Remember, Diane Decker, Director of Community Development, can answer almost any question and is happy to help you determine the best volunteer assignment for you (ddecker@lexmontessori.org or 781.862.8571, x1108).

The School does not discriminate on the basis of race, color, national or ethnic origin, ancestry, sex, religion, gender identity or expression, sexual orientation, mental or physical disability, or any other
status protected by applicable law in the administration of its admissions, scholarships, and loans, and its educational, athletic, and other programs.