



Leadership Council Handbook

Last Update: 3/9/26

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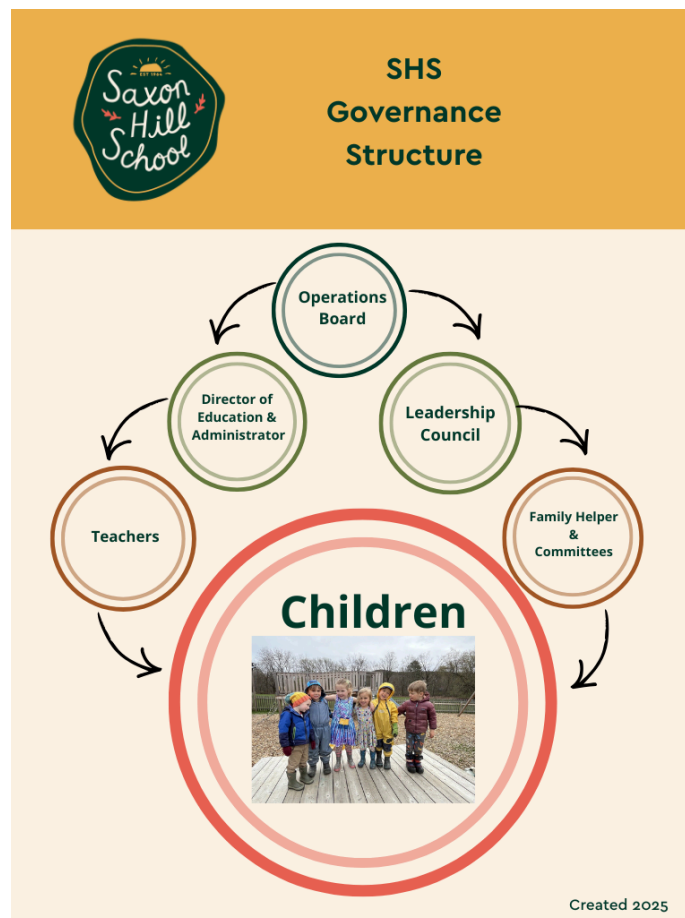
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Overview

History of Saxon Hill School Governance

Our parent cooperative roots go back to Saxon Hill School's beginnings and our non-profit status dates back to 1985. Our Board of Directors aka The Board, was established to "run the school." For decades current SHS families, aka members, kept the financial records, wrote teacher paychecks, coordinated our lease, planned summer camp, took responsibility for registration, publicity and much, much more. Some of the responsibility was placed upon Board members alone and others were the result of committees, overseen by The Board. This system created a strong sense of community and cooperation, both of which are Reggio Emilia tenants.

Eventually, the world around our little school began to change and the amount of time and knowledge needed for school operations grew. Current systems were challenging to sustain. In 2025, at the August Full Membership Meeting, our community voted in a new system of governance. We now have two separate governing entities. The Leadership Council and the Operations Board. The Leadership Council supports the educational experience of the students and families of Saxon Hill School. The members are current families who focus on committee work and the SHS community. The Operations Board, like the name implies, manages the business Operations of Saxon Hill School. The change, while new, has been positively received by all, having given new life and focus to committee work. The school operations are being overhauled to promote efficiency, consistency and longevity.

The plan is for Saxon Hill School to be in our community long into the future, which may, someday, require another adjustment to keep our community and operational systems thriving.

Mission Statement

Saxon Hill School empowers families to be deeply involved in the educational experience of their children, fostering the sense of community among children, families and teachers. By developing both children and families, Reggio-Emilia principles are reinforced in and out of the classroom. Saxon Hill School is committed to excellence, connection and lifelong wonder through the support of highly credentialed educators, NAEYC accreditation and focused leadership.

Vision

Saxon Hill School aims to develop curious, capable and exploratory learners, guiding them to become caring adults who support the greater community, respect nature and develop a love of education throughout their lives.

Leadership Council Role

The Leadership Council supports the educational experience of the students and families of Saxon Hill School. The Leadership Council reports to the Operations Board.

Fundraising Statement

As a non-profit cooperative, Saxon Hill School relies on fundraising to keep tuition affordable while sustaining high-quality, play-based education. Funds directly support the mission and vision of the school, and community-building is an essential piece of all fundraising efforts. The Leadership Council directs, supports, and guides fundraising efforts in conjunction with the Fundraising Committee.

Members

Role	Description	Overview of Responsibilities
<u>President</u>	Presides at all meetings of the Leadership Council	1. Oversees the general experience of the families at the school 2. Works closely with the Director of Education throughout the year 3. Sees that the resolutions and actions of the Leadership Council are carried into effect 4. Acts as a liaison between the Operations Board and the Leadership Council, serving as an Operations Board member.
<u>Vice President</u>	Presides at Leadership Council meetings when the President is not present, and represents the President at Operations Board meetings when necessary	1. Supports the PALs 2. Makes committee assignments 3. Oversees committee chairs
<u>Secretary</u>	Serves as the record keeper, point of contact, and distributor of community information	1. Keeps minutes of the Leadership Council meetings and distributes meeting notes to the Operations Board and teaching staff (PALs relay to member families). 2. Organizes an annual review by the Leadership Council of the Family Handbook and the SHS website 3. Disseminates schoolwide announcements and/or communication on behalf of committees, teachers or Director of Education 4. Distributes on-line and paper flyers as requested by the Director of Education, often related to Open house & Registration dates. 5. Schedules fall school photos each spring.

<u>Persons/ Parents at Large (PALs)</u>	Participate in Leadership Council meetings and act as liaisons between the class family members and the Leadership Council	1. Provide families with pertinent information via weekly email and/or texts, and relay Leadership Council meeting times and minutes 2. Available to families for support 3. Schedule social opportunities for the children 4. Schedule parent helping days for the school year 5. Communicate parent helping changes with teachers 6. Create a classwide communication (including teachers) via text/Bloomz/etc.
Director of Education	Works as a liaison between the Teachers and the Leadership Council and serves on the Operations Board	1. Oversees the educational programs and staff at SHS 2. Provides leadership to the implementation of the SHS mission 3. Responds proactively to changing conditions to enhance program quality 4. Promotes teamwork among staff and families 5. Supports an organizational climate that fosters trust, collaboration, and inclusion



Plan for Organizational Consistency

1. All handbooks, including this Leadership Council Handbook, are kept in one shared Google Drive. All Leadership members will have access. **DO NOT** store copies of any handbooks, instead use **LINKS**. This will keep inconsistencies from occurring when edits are made.
2. The Leadership Council has a **shared Google Drive** with a folder for each member. Please keep all documents related to your position in your shared folder. **DO NOT use your email's My Drive** as that will create inconsistencies.
3. Keep in mind that future leaders will look to your documents for guidance and maintain records accordingly.
4. Information in this handbook and the Google folders should be reviewed annually as part of the Leadership Council work. Committee folders should be reviewed as well.

Meeting Procedures

1. Meeting Order
 - ❖ President opens each meeting with reading of Mission & Vision
 - ❖ Tradition of one person sharing a recent highlight from class
 - ❖ The President can choose an agenda sequence for their term that is agreeable to the group
 - ❖ Agenda discussions & decisions
 - ❖ Secretary notes any items to be added to the next meeting's agenda
 - ❖ President closes the meeting
2. Decision making
 - ❖ Decisions are made by consensus, whenever possible
 - ❖ If consensus cannot be reached and a decision must be made, the chair will initiate a vote, with majority rule as the deciding factor
3. Guest Policy
 - ❖ Guests are welcome to attend Leadership Council meetings
 - ❖ When a guest is present, the Leadership Council will go into executive session for confidential discussions
4. Meeting Date notice
 - ❖ The Secretary will inform the membership of upcoming meetings via PAL newsletter, within a week prior to the meeting
 - ❖ Leadership council members will make a good faith effort to attend meetings in person
5. Minutes & Agendas
 - ❖ The Secretary will take the meeting minutes & distribute to Leadership Council members
 - ❖ A draft agenda for the next meeting will be created before the end of each meeting
 - ❖ Agendas will be sent out a week prior to the next meeting
 - ❖ Board members or guests may add items to the agenda prior to or during a meeting
6. Meeting Agreements
 - ❖ To support productive, efficient and friendly meetings, any member of the Leadership Council may request that the group co-create a list of agreements/norms to be followed during meetings

Annual Meeting Agenda Timeline

Staff & Leadership Retreat (½ day) August Meeting	Date is on SHS calendar, led by President & DoE • Introductions and Empowerment • Prepare for Summer FMM • Consider 1st Day of school needs/prep. • PAL Coordination • New Family Potluck Planning (optional) • Decide on meeting day/time for the year • Review Plan for Organizational Consistency that is in this handbook. • DoE plan side meetings with: • Cleaning Committee & teacher rep. • Buildings & Grounds Chair
August- Summer Full Membership Meeting	1. Entry Table: Nametags/SHS years # beads 2. PALs & Teachers hold class meetings 3. Families sit by class for FMM: a. Introduce Leadership Council Members & roles b. hold votes as necessary 4. Teachers introduce themselves 5. Director of Education comments 6. LC member Reads SHS Mission & Family Commitment (Family Helping , Committee Work & voting) 7. Acknowledge committee work- B&G,etc, name members 8. Announcements from Fall Fundraising & Village a. Harvest Market plans b. Other relevant items 9. Meet in Committees a. Introductions b. Communication plan/# exchange
September Meeting	• Fundraising Chair (or Harvest Market point person) joins for check in
October Meeting	• Village Chair joins to share committee plans • Harvest Festival rep joins for recap
November Meeting	• Fundraising Chair joins for check in
December Meeting	Prepare for January Open House 1. Date is on SHS calendar 2. Welcome table 3. Guest sign in, get clear emails 4. Name tags

	5. Flyers (registration dates, parent info) 6. Current families to attend 7. DoE- schedules weekend cleaner prior 8. Clean up after
January Meeting	Prepare for Winter FMM • Review voting process • There is a Canva slideshow that can be updated.
January- Winter Full Membership Meeting	FMM: 1. Sign in table with treats 2. Budget presentation (Treasurer) 3. Budget Vote 4. Staff & program updates (DoE) 5. Acknowledge committee work- fundraising, Harvest, cleaning 6. Registration dates 7. Summer Camp plug
February Meeting	• Registration report (DoE) • Discuss any committee changes needed for next year • Discuss any Family Handbook changes needed for next year • Consider recruiting Leadership Council members for next year • Discuss & record committee adjustments for next year (Titles/descriptions/# of Families)
March Meeting	• Prepare for Spring FMM • Plan for Organizational Consistency check in • Break into pairs to review SHS website and Family Handbook
April- Spring Full Membership Meeting	FMM: 1. Sign in table with treats 2. Present committee descriptions 3. Present committee selection process 4. Vote to approve new Leadership Council members and, if needed, Operations Board members 5. Inform committee chairs re: updating documents & giving feedback & transition 6. Acknowledge committee work- fundraising, Harvest, cleaning
April Meeting	• Spring Fundraising Representative Joins • Plan for teacher appreciation • DoE present summer camp updates • Plan for spring New Family Meeting
May Meeting	• Welcome incoming Leadership Council Members • Begin PAL coordination

	• Discuss open issues for Summer • Celebrate Outgoing Leadership Council Members
June	Members meet individually with replacement to transfer email access & review Plan for Organizational Consistency
July	Enjoy the summer!

Full Membership Meetings

The Leadership Council president is responsible for organizing the Full Membership Meetings (FMM) three times a year. The typical FMM agenda is as follows:

August FMM

- Meet with class teacher and PAL for important information re: parent helping, specific classroom routines and other start of school information.
- Meet as full membership for introductions & important information
- Meet with your committee for introductions, to share contact information and begin discussing duties.

January FMM

- Budget presentation, tuition changes & any policy changes for the coming year
- Director of Education updates
- Committee Updates
- Vote on budget

April FMM

- Appoint members of the Leadership Council for the following year and Operations Board members, when needed
- Committee updates
- Enrollment updates

Voting Rules:

1. Each active member family present at a Full Membership Meeting is entitled to one vote; no proxy voting is permitted.
2. Each present staff member is entitled to one vote, but if any staff member is also an active member family, that family is only entitled to one vote.
3. Voting member names will be recorded. Vote totals (For, against, abstain) will be recorded

4. A quorum consists of any number of active member families present at the membership meeting and a simple majority prevails in the vote.
5. The President or Vice President may also issue votes to active member families and staff members from time to time via electronic poll delivered via email. The same policies apply with regard to number of votes and simple majority.
6. The President or Vice President will provide at least 14 days' notice and will respond promptly to questions or requests for more information about the vote.

Committees

Overview of Committees

The below chart is used to *Elevator Pitch* committee work at Spring Full Membership Meeting as well as placement information for the Vice President.
Full enrollment = 48 families.

Committee	# Min./Max	Assignment Description
Building & Grounds + Gardening	8 families	Families with woodworking, repair, gardening, or outside work skills This group requires work <u>prior</u> to school starting: playground sand & wood chip delivery & repair tasks
Cleaning & Library	8 families	People who would enjoy spending time listening to music and cleaning alone or with a small group of other adults People whose best availability is during school breaks (particularly in mid-August) and on weekends Librarian position may be a good fit for a family that has some availability during the Saxon Hill class/ED hours
Village	9 families	Families who feel strongly about building community and have ideas they want to put into motion
Administrative Assistants	2 families	Families who will take responsibility for regular mailbox & banking errands. Families who will support the Leadership Council Secretary with tasks related to creating & distributing fliers related to committee & school events.
Fundraising	9 families	<i>Fundraising takes many forms at SHS. The Harvest Market weekend sale & Spring event would be a fit for anyone who enjoys a public facing role as well as organizing events. Sales of wreaths/flowers involves organizing and distribution. Grant writing and alumni solicitation is a fit for families with strong writing skills.</i>
Health Officer	1 family	Someone who is a health professional Mostly administrative work and monitoring supplies Announcements at FMMs and updating Saxon Hill's health policies
*As enrollment fills up, meet minimum requirements for each committee and then VP can designate priorities for additional numbers on an annual basis		

Committee Descriptions, Responsibilities & Resources

Use for sharing with committee members for clarification of duties, responsibilities & sharing of resources needed for the tasks.

Building and Grounds:

Goal: Maintain beautiful & safe equipment, structures, & spaces that are ready for children's interaction

Responsibilities:

- Manage maintenance and upkeep of playground, furniture, and other items outside & inside the school.
- Families also address requests from the **Director of Education**.
- The **committee chair** also consults with the **Director of Education** on needs (i.e. interior painting, fence repair etc.), oversees the construction or installation of interior and exterior equipment (i.e. new sandbox, gate, etc.), and general upkeep.
- Designate a **gardener** to manage beautiful and safe outdoor plants in coordination with the **teachers**.
 - This includes ensuring plants are non-toxic, weeding, planting, watering, and the like in the garden, the playground, Saxon Hill's entryway, and the area around the Saxon Hill sign closest to the parking area.

Time Commitments: Committee work extends July to June with heaviest work usually coming over a few days (to be scheduled by the committee) in August as they prepare for the new year. The committee can schedule additional collective work days as needed.

Note: In order to use school property for events, outside of our playground, we need MMUUSD permission. Please contact the Leadership Council *President? Vice President?* with your request.

Link to Building & Grounds resource folder
Contents:

Cleaning & Library:

Goal: Keep Saxon Hill's inside space clean, hygienic, organized, and ready for children to enjoy.

Responsibilities:

- **Deep cleans** an assigned classroom/area several times a year.
 - Green Classroom
 - Blue Classroom
 - Rainbow Classroom
 - Extended Discovery Classroom
 - Cubbies & Entryway
 - Library
- Assist with the small cleaning needs of their assigned classroom/area, checking in throughout the year with staff to determine these needs.
- The committee chair coordinates the assignments of cleaning areas & provides it to the **Director of Education**.
- The chair ensures cleaning activities are documented, posted, and up to date per state regulation.
- **Additional Librarian responsibilities:** checking-in and reshelving books throughout the school year.

Time Commitments: Committee work begins in early August and ends in May. Deep clean days (to be organized by the committee chair) should happen in:

- Mid-August (prior to the start of the school year)? (clarify)
- November (over fall break)
- February (over mind-winter break)
- May (at the end of the school year) ? (clarify)

Link to Cleaning resource folder

Contents:

Village:

Goal: Build support for families within the Saxon Hill community

Responsibilities:

- Carry out at least 6 initiatives throughout the year that address social, material, knowledge, and other needs of our families
 1. **September- Rally All Families for the** Harvest Market Parade in September
Manage t-shirts order (add specifics)
 2. **October-** New Family Potluck
 3. Manage & care for Saxon Hill's Little Free Library
 4. Monthly additions to PAL newsletter
 - a. local playgroups, age appropriate activities, hikes, events, etc
 5. Social event for Grown-Ups (example: parenting Book Group)
 6. Social event for families (Examples: hike, sledding & hot cocoa, craft night)
- **Committee Chair's additional responsibilities:** providing the board information on the committee's plan for the year in September, delegating committee responsibilities, and submitting a final report with ideas for the committee's future

Time Commitment: August to June, with the initial brainstorm meeting happening in August for the Harvest Market Parade and planned initiatives spread throughout the school year.

Link to Village resource folder

Contents:

Administrative Assistants:

Goal: Generate strong community awareness of Saxon Hill programs and events through outreach opportunities

Responsibilities:

- 1 family will act as the **Assistant to the Secretary** by regularly checking in with the Leadership Council Secretary and committee chairs. Create publicity materials, event and committee flyers using our SHS brand assets for distribution.
- Expanding public interest in Saxon Hill programs/events via online and offline channels in coordination with the Leadership Council's Communications officer and other committees
- 1 family will act as the **Assistant to the Treasurer** by regularly checking the SHS post office box and delivering mail to the Director of Education and/or the Treasurer, which may involve going to their home address. This position also reports and deposits all monies & checks from fundraising events into our account at Community Bank, and may be asked to carry out small tasks related to school finances such as obtaining SHS tax-exempt status from a business.

Time Commitments: August to June, get code to PO Box and deposit information.

Link to Administrative Assistant resource folder

Contents:

Fundraising:

Goal: Raise funds while reinforcing Saxon Hill's long standing connection to the wider community. The annual goal is \$5,000. The Fundraising Chair can work with the Leadership Council president and Director of Education re: messaging the purpose of fundraising. This may vary from year to year.

Responsibilities:

- Initial meeting in August/early September
- Planning, organizing and carrying out Fundraising events & initiatives
- Obtain permission to use any property,
- Coordinate publicity with Assistant to the Secretary
- Designated subcommittees within fundraising:
 - Harvest Market Sale & Parade (required event) (5 families)
 - Paquettes (mums, wreathes, hanging baskets) (*team decides who*)
 - Grant applications & Alumni solicitation (*team decides who*)
 - Spring Event (4 families)

Time Commitments: August - June, with the traditional Harvest Market sales event held on both days of the last full weekend of September/ Underhill Old Fashioned Harvest Market weekend.

Link to Fundraising resource folder

Contents:

Health Officer:

Goal: support the health of children in Saxon Hill programs.

Responsibilities:

- Review the immunization certificates to determine if each child has received the required immunizations and provides the data to the Vermont Department of Health
- Monitor basic supplies at the school such as bandages and other first aid items as well as EpiPens (which expire and need to be regularly replaced)
- Update Saxon Hill health policies, as needed, in consultation with the **Director of Education**
- Present health-related information at the August Full Membership Meeting
- Update the annual health officer note for families, as needed.
- Assist staff in ensuring the Saxon Hill health policy is enforced by consulting with families and explaining our policy relating to any issue of medical concern
- Consult with staff/families regarding any contagious condition notifications going to families and staff while maintaining individual confidentiality
- Provide information on health issues which arise during the year (e.g. contagious disease fact sheets, preventative measures, food and other allergy information, state health pamphlets)
- Remain available to respond to questions/concerns of staff or families relating to health issues

Time commitment: July through June

Link to Health Officer resource folder Contents:

President

Description

The President presides at all meetings of the Leadership Council and Operations Board.

1. Overseeing the general experience of the families at the school
2. Work closely with the Director of Education throughout the year.
3. Seeing that the resolutions and actions of the Leadership Council are carried into effect.
4. Acts as a liaison between the Operations Board and the Leadership Council, serving as an Operations Board member.

President's Annual Task Timeline

Throughout the School Year	• Oversee follow through on the meeting agenda items • Attend all Operations Board Meetings
August	• Prepare August FMM agenda with DoE • Facilitate FMM
September	• Harvest Market Parade
October/November	• Budget meeting with Operations Finance Team
December	• Prepare for Open House
January	• Prepare Winter FMM slideshow
April	• Prepare Spring FMM slideshow • Support PALS with teacher appreciation plans
May	• Plan for New Family Meeting in June with DoE • Meet with your replacement to review: ◦ Leadership Council Handbook ◦ President responsibilities ◦ Review shared resource folder ◦ Answer questions ◦ Transfer SHS e-mail & Cheddar up account <i>at in person meeting with incoming president</i> directions in LC handbook
June	Members meet individually with replacement to transfer email access & review Plan for Organizational Consistency

President's Folder & Resources: [Link to Shared Drive](#)

******USE THIS SHARED DRIVE, NOT YOUR DRIVE*******

Vice President

Description

The Vice President presides at LC meetings when the President is not present and represents the President at Operations Board meetings when necessary.

1. Supporting the PALs
2. Committee assignments
3. Oversight of committee chairs
4. Invites committee chairs to the LC meetings as scheduled in the annual agenda timeline (above)

Vice President's Annual Task Timeline

August	• Full Membership Meeting (FMM) ◦ Provide Name tags ◦ Provide beads (or other) to indicate class color and or years a SHS. Prep many in advance.
September	• Post Committee assignments for teachers & families to reference • Update link in Family Handbook to committee assignments
October	• Harvest Market Parade
November	
December	
January	• Attend Open House
February	
March	• Distribute Year End Tasks to committee chairs at FMM. ◦ Review what's in the shared Google folder ◦ Update as needed
April	• Begins committee assignments for next school year

	• Attend New Family Information meeting to plug committees & gather area of interest for committee assignments
May	• Finalize committee assignments for next school year
June	• Meet with your replacement to review: ○ Leadership Council Handbook ○ Vice President responsibilities ○ Review shared resource folder ○ Answer questions ○ Transfer SHS e-mail account- directions in LC handbook

Vice President's Folder & Resources [link to Shared Drive](#)

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Secretary

Description

The Secretary is the Leadership Council's record keeper. The secretary distributes schoolwide and community information on behalf of the committees and the Director of Education. The secretary is one of the contacts listed on our SHS website.

- Keep/manage minutes of the LC meetings, minutes will be shared via a link in the PAL newsletter.
- Disseminate schoolwide announcements and/or communication on behalf of committees, teachers or Director of Education
- Distributes on-line and paper flyers as requested by the Director of Education, often related to Open house & Registration dates.

Secretary's Annual Task Timeline

The Secretary's tasks are year-round, often initiated by Committee or DoE requests.

August	• Send out DoE Welcome Letter • Invite/remind Membership to attend FMM • Invite/remind Leadership Council/Advisory Board/Staff to attend Retreat (if applicable) • Invite/remind Membership to attend Fall Potluck (if applicable)
September	• Communicate with Kristy Dooley about picture day • Remind families about Picture Day
October	• Advertise any fundraising efforts (mums, Harvest Market, etc) on Front Porch Forum, Social Media, and Mail Chimp (alumni)
November	• Advertise any fundraising efforts (wreaths, etc) on Front Porch Forum, Social Media, and Mail Chimp (alumni)
December	• Help advertise Open House on Front Porch Forum and Social Media (Facebook post and Instagram stories) • Distribute flyers for Open House + Registration
January	• Help advertise Open House on Front Porch Forum and Social Media (Facebook post and Instagram stories) • Distribute flyers for Open House, Registration, and Summer Camp
February	• Contact Kristy Dooley to set up spring family photo fundraiser
March	• Organize an annual review of SHS website and Family Handbook at LC meeting

April	• Schedule Fall photo sessions with photographer Kristy Dooley in early-mid September • Distribute Kristy Dooley spring family photo fundraiser announcement to current <u>and</u> alumni families.
May	Invite next year's LC members to June meeting
June	• Meet with your replacement to review: ◦ Leadership Council Handbook ◦ Secretary responsibilities ◦ Review shared resource folder ◦ Answer questions ◦ Transfer SHS e-mail account- directions in LC handbook

Secretary's Folder & Resources: [link to Shared Drive](#)

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PALS

Description

The PALS participate in Leadership Council meetings and act as liaisons between the class family members and the Leadership Council.

- Provide families with pertinent information via weekly email and/or texts
- Available to families for support
- Schedule parent helping days for the school year
- Communicate parent helping changes with teachers
- Create a classwide communication (including teachers) via text/Bloomz/etc

PALs Annual Task Timeline

June	• Attend first board meeting and meet new board • Take over PAL responsibilities from outgoing PAL • Contact your teacher: discuss best means of communication, special projects and plans for summer playdates
<i>*The start of the school year is the busiest time for PALS.</i>	
Early August	• The administrator will email you re: Jovial Access • Use Jovial create your class list email group • Send welcome email to families • Begin working on Family Helping Schedule & Family Contact List ◦ Consider scheduling alumni families for the first week or so of

	school to give new families a chance to get used to routines ○ Schedule family helping days around birthdays and make a plan with teacher for when to celebrate summer birthdays ● Check with teacher re: children with allergies or other health issues that families need to be aware of & ask if there are related documents to share ● Send 1st PAL newsletter email before the first week of school Team up with the other PALS for newsletters. ○ Personal welcome note ○ Family Helping schedule ○ School Calendar ○ Helpful Hints (LINK) ○ Snack Guidelines (including Nut Free) ○ Committee List - from Vice President ○ School contact info sheet - from DoE ○ Health Officer Note ○ Toilet Training info ○ What to Bring to School ○ Class photo list (provided by teacher, may not be ready for first newsletter.)
August FMM	● PALS & Teacher host class meeting before FMM ○ Connect with teacher re: which pieces they/you will share ○ Allow time for questions ● Check in with assigned committee to introduce and make sure they've gotten their handoff
September	● Adjust Family Helping schedule as needed ● Answering new family questions ● Check in with teacher re: any particular information needs
October	● Participate in Harvest Market Parade
November	● Encourage participation in Village Committee fall event/play date
December	
January	● Attend Open House with your child
February	
March	
April	PALS begin organizing/delegating for Teacher Appreciation Week in May. This is a way to express gratitude for our teachers, DoE & Admin.
May	● Teacher Appreciation Week ● Clarify for families how they can express gratitude to teachers at the end of the year
June	● Meet with your replacement to review: ○ Leadership Council Handbook ○ PAL responsibilities ○ Review shared resource folder ○ Answer questions

	○ Transfer SHS e-mail & Jovial accounts- directions in LC handbook
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PALS's Folder & Resources: [Link to Shared Drive](#)

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How to Transfer SHS Email Account to Incoming Member

CURRENT POSITION HOLDERS

Before transferring your email address to your replacement, update your recovery information to your replacement's information:

- Go to Settings (the cog icon in the upper right-hand corner)
- See all settings
- Accounts and Import
- Change account settings
- Change password recovery options
- Recovery phone
- Enter the phone number for your replacement (and personal email, if you have it), so that they will receive a verification code when logging in for the first time, instead of you.
- Then, provide your login information to your replacement.

NEW POSITION HOLDERS

Once you have successfully logged in to your SHS email account for the first time, change your email signature and check on your stored contact information.

Change your email signature:

- Go to Settings (the cog icon in the upper right-hand corner)
- See all settings
- General
- Scroll to the bottom of the screen, to the Signature section

- Either click "+ Create New", or update the current signature

Check on your stored contact information:

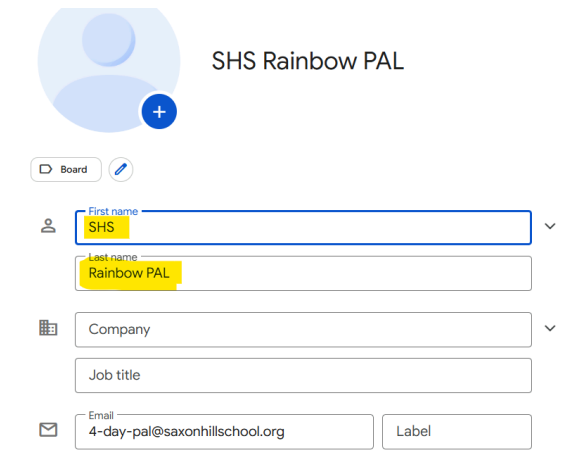
(Once this task is completed & confirmed, this section can be deleted)

Prior to 2022, each member changed the *Contact Information* for all of the individual SHS addresses stored in their contacts. This was hard to manage, not updated evenly, and cannot be fixed at the administrative level. Thus, stored contact information in your SHS email account may contain outdated names. We have since moved to using email Signatures that change with new members, but lingering errors remain.

- Go to the Google apps icon (the 9-dot grid in the upper right-hand corner)
- Select Contacts (an icon shaped like a person)
- Look for any "saxonhillschool.org" email addresses associated with member positions. (You can ignore teacher/staff email addresses!)
- They should have "SHS" as the first name, and a position listed as their last name.

For any that have people's actual names associated with them:

- Edit the contact (highlight the contact and click on the pencil icon)
- Change the first name to "SHS"
- Change the last name to the position held.
- Click Save



The screenshot shows a Google Contacts contact card for 'SHS Rainbow PAL'. The contact has a blue profile picture with a white plus sign. Below the name, there are two tabs: 'Board' (selected) and a pencil icon for editing. The form fields are as follows:

- First name:** SHS
- Last name:** Rainbow PAL
- Company:** (empty)
- Job title:** (empty)
- Email:** 4-day-pal@saxonhillschool.org
- Label:** (empty)

Names should be as follows:

	SHS Blue PAL	3-blue-pal@saxonhillschool...
	SHS Communications	communications@saxonhill...
	SHS Green PAL	3-green-pal@saxonhillscho...
	SHS Health Officer	healthofficer@saxonhillsch...
	SHS President	president@saxonhillschool....
	SHS Rainbow PAL	4-day-pal@saxonhillschool....
	SHS Secretary	secretary@saxonhillschool....
	SHS Summer Camp	summercamp@saxonhillsch...
	SHS Support	support@saxonhillschool.org
	SHS Treasurer	treasurer@saxonhillschool....
	SHS Vice President	vicepresident@saxonhillsch...

Leadership Council (*Est. 2025*) Member Record

2025-2026

President: Stephanie Filipeck

Vice President: Rebecca Christians

Secretary: Emily Whitledge

PALS: Lindsey Waite (Green) Quinn Rose (Blue) Lori Howe (Rainbow)

Director of Education: Betsy Synnott

2026-2027