

## **PROBLEM SOLVER LIST**

**To promote a more open line of communication between parents at McKinley, this is a list of people who can help with specific things. If you have any questions or concerns, please find the most appropriate person to contact. Please respect the parents in our school and do call before 9am and after 8pm. You can also leave messages in their mailbox. We would also like to remind everyone that you may leave questions or comments in our suggestion box located downstairs. The board empties the box once each month at their meeting and will give responses to all questions at the next general membership meeting. Please specify if you would like a written response.**

**President:** If you have contacted the correct person already and either haven't gotten a response, or need clarification on anything.

Questions about meetings, by-laws, or school policies.

Issues with Mrs. Miles that you don't feel comfortable bringing up to her, or any other board members.

**Vice President:** Any concerns with the by-laws, the church (facility), or Mrs. Miles.

Any questions about scholarships or GDCNC sponsored activities.

Questions or clarification on your school job and job folder.

**Treasurer:** Budget questions or concerns.

Questions about banking, available funds or balances, and vouchers.

Questions about school taxes or payroll.

**Secretary:** Copies of minutes from meetings, phone lists, fine letters, or meeting attendance records.

Copies of thank you notes written on behalf of the school.

**Fundraising:** Fundraising questions, comments, ideas, or suggestions.

Volunteers to help with fundraising projects.

**Accounts Receivable:** Questions about deposits.

Questions about tuition, or tuition payment arrangements.

**Health and Licensing:** Questions about or obtaining copies of health forms.

Questions about state policies, or requirements concerning health forms or classroom requirements.

**Membership:** Requirements for enrollment.

Clarification on school policies.

**Class Reps:** Class activities, board meeting updates, missed general meeting information.

Questions about school policies or general questions. Problems with parents in the class.

**Teacher:** Any specific questions about your child. Problems with other kids or parents in your class. Questions about classroom policies.

**\*Class specific questions or concerns can be directed to the parents of your class jobs. i.e. Party, Scrapbook, Scheduler. They will have more information on class specific questions or concerns.\***