

Sacred Heart Catholic School and Child Care Center

PTO Policies & Procedures

The name of this organization shall be the Sacred Heart Catholic School and Child Care Center Parent Teacher Organization (PTO).

Vision:

All families will be welcomed as school partners to benefit the students' education and to create a faith and learning community.

Mission:

Based on the teaching of Christ and the Catholic church, the PTO will support Sacred Heart School and Sacred Heart Child Care Center and its families. We will provide opportunities for educational enrichment and emotional and social development to assist our students in becoming lifelong learners who serve God. We will be a resource for parents, school staff, and the community at large.

Policies:

- This organization may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions for all concerned. (i.e. students, teachers, administrators and parents.)
- All PTO activities will receive approval from the Principal and/or Pastor and will be coordinated with the parish and school Administrative Assistants and parish and school calendars.
- The Pastor and Principal give approval to the PTO Board to determine how funds raised are to be used to support the mission of the PTO.
- At the end of the school year, the PTO Treasurer or other board member will review the account balance with the parish Business Manager. The PTO Board will determine the disbursement of funds and will develop a budget for the upcoming fiscal year. The budget will be approved by PTO members at the first regular open meeting of the school year. Any request that exceeds \$1,500 that is not included in the yearly budget will be voted on by PTO members.
- This organization shall support the vision and mission of the school and shall neither seek to direct the administrative activities of the school nor to control its policies.

Membership:

- Membership is available to any teacher, parent, guardian, or other person standing "in loco parentis" with a child enrolled and attending Sacred Heart School or Sacred Heart Child Care Center.
- An annual enrollment of members shall be conducted each year but individuals may be admitted to membership anytime. Dues are to be paid by the 1st Open PTO

meeting of the school year. Amount to be determined annually by PTO Board. Dues will be waived for teachers.

- Any member shall have the privilege of voting rights at open meetings and may serve on any PTO sponsored teams.
- Each PTO member is required to serve on assigned PTO teams and to volunteer to help with Mexican Supper and the school auction.
- Every member shall have access to general financial information and meeting minutes. The PTO Board reserves the right to exclude confidential information.
- The Principal shall be considered a sitting advisor and/or consultant, and has veto power over decisions made by the PTO.
- The Pastor shall be considered a sitting advisor and/or consultant and is the parish representative. He has veto power over all decisions made by the PTO.

Officers and Their Elections:

- The PTO Board is comprised of the officers of the PTO, positions listed below.
- The PTO must include the following officers: President, Vice President, Secretary, and Treasurer. Other positions may be added at the discretion of the PTO Board.
- Election of officers shall consist of President and Secretary in even years and Vice-President and Treasurer in odd years.
- Open positions will be announced at the March Open meeting. Descriptions of the open positions will also be made available at the March Open meeting. Volunteers or nominations should be made by a date to be set in April. Volunteers should submit their names to the principal. If necessary, voting will occur by electronic ballot. All members will have the right to submit a vote within a specified time period (no less than 48 hours, no more than 7 calendar days).
- If no new volunteers wish to serve, the current PTO Board will continue and determine realignment of positions if necessary.
- Officers shall assume their official duties as of the June PTO Board meeting and shall serve for a term of two years or until their successors are elected.
- A person shall not be eligible to serve more than two consecutive terms in the same office unless said person filled a vacancy of an unexpired term. If an officer fills the vacancy of an unexpired term, the officer is eligible to serve two consecutive terms in addition to the unexpired term.
- A vacancy occurring in any office shall be filled for the unexpired term by a person elected from the majority vote of the remaining members of the PTO Board.

Duties of Officers-

President: Average # of hours per month, 10

- Communicates with other parish organizations and parish leadership as needed
- Presides over PTO meetings, prepares/distributes agenda

- Responsible for attending and representing PTO at the Sacred Heart School Commission meetings and in Sacred Heart School Commission committees to which assigned
- Attends ad hoc meetings as deemed necessary due to current activities
- Represents PTO as one of the main contacts for PTO questions or concerns
- Manages all PTO functions and events by ensuring team captains follow the PTO guidelines and procedures
- Participates in all financial decisions
- Oversees the Sacred Heart PTO virtual activities, ensuring all legal documents, minutes, financial statements, etc. are stored for anyone to view and future officers to use. The Secretary is in charge of maintaining it.
- Works closely with next President to ensure a smooth transition
- Begins/monitors email votes for PTO Board, and alerts Secretary to 'final' decision so that 'minutes' can be adjusted
- Works with Principal on any PTO issues/ideas/school needs
- Ensures a well-run, cohesive team that has the school's and parent's best interests in mind during all discussions and acts as a parent advocate. He or she will oversee the rest of the PTO Board to support their roles.

Vice-President (VP): Average # of hours per month, 8

- Responsible for coordinating and assisting with PTO fundraisers
- Alternate to Sacred Heart School Commission meetings if the President cannot attend
- Presides over PTO meetings in the absence of the President
- A secondary 'contact' person for parents/staff with PTO questions/concerns

Secretary: Average # of hours per month, 5

- Takes notes at all PTO meetings
- Prepares minutes of each meeting and distributes them to the PTO Board and Principal within one week of the meeting via email
- Records all amendments (corrections/deletions/updates) and votes, with the final decision, in the minutes and updates for review and approval at the next meeting
- Contacts the parish office when a need arises
- Creates/submits any notices/info for the parish bulletin with Principal approval
- Responsible for sending any needed communication (Facebook, cards, grants, etc)

Treasurer: Average # of hours per month, 4

- Prepares and gives monthly financial reports at PTO meetings, for the school Principal, and for the parish office
- Gives factual, up-to-date financial information, without prejudice, to the Board so that informed financial decisions can be made
- Reconciles income and expenses

- Works with the Principal and parish Business Manager regarding coordination of school and PTO budget.

All Officers

- All officers shall perform the duties outlined in these guidelines and such other duties as may be delegated to her/him. Inability to perform the duties of the position may result in a Board vote to replace the officer.
- All officers shall deliver to their successors any official materials, including notes, files and electronic data, at the close of their service of office.
- All officers shall serve as a liaison to assigned PTO Teams. The assigned officer shall serve as a resource to the Team Captain providing guidance and ensure necessary updates are reported to the PTO Board.

Meetings

- The regular open meetings of the organization shall generally be on the second Tuesday of the month, in August/September, November, and March. An agenda shall be created for each meeting, including but not limited to, a financial overview, Principal's update, and upcoming activities. The closed board meetings will be held generally on the second Tuesday in the months there is not an Open Board Meeting, with the exception of December and July. All dates are subject to change.
- Special meetings may be called by the organization or the PTO Board. Appropriate notice will be given to the school populace by the President of the PTO Board.
- Three (3) officers present at any meeting will constitute quorum for the necessary transaction of organization business, including e-mail voting.

Standing and Special PTO Teams

- PTO Teams shall be determined annually at meetings of the organization.
- Team Captains shall be given guidance and/or team descriptions when available.
- There shall be open communication and transparency between the teams and the PTO Board pertaining to team activities. Each team shall have a PTO Officer delegated to assist with communication.
- Team Captains shall provide regular updates to the PTO Board on the team's activities.

Meeting Structure

- All PTO Board meetings will utilize collaborative team practices with established norms and voting will be conducted with all families, teachers, and systems in mind. In order for a vote to pass, quorum must be reached. This includes e-mail and other electronic voting. The Maryland Coalition for Inclusive Education's Guide for Collaborative Team Practices (attached) shall be a guidance document.
- Robert's Rules of Order - Simplified shall be a voting resource. In instances of electronic voting, all members will have the right to submit a vote within a specified time period (no less than 48 hours, no more than 7 calendar days).

Amendments

These Policies and Procedures may be amended by unanimous vote of the PTO Board plus the Principal and/or Pastor.

Guidelines were adopted by the PTO organization on August 28, 2018.