

**Academy Charter School  
Parent-Teacher Organization  
Guidelines and Procedures**



Revised February, 2010

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# PTO Guidelines:

**Newsletters/Corners/Parent Communication:** the PTO will make every effort to support the school’s “green” direction. The PTO will attempt to reduce unnecessary communications when possible, either through email or paper. The PTO reserves the ability to include important fundraising information in Friday folders, when necessary, upon Dean approval. PTO will refund any copying or any other administrative expenses, agreed upon by Deans and PTO relating to a fundraiser or any other parent communication, as deemed necessary by the Deans.

**Meetings:** PTO will make every effort to accommodate the Dean’s and SAC when scheduling PTO meetings for the year. The PTO will make every effort to organize meetings in such a way that limit parents and staff from excessive attendance.

**PTO Preliminary Budget:** PTO reserves the right to discuss and establish a “preliminary” budget in April prior to the end of the school year, to allow for discussions and planning over the summer, in an effort to be prepared for September’s budget meeting.

**PTO Budget:** the PTO will work with the Deans and Governing Board in the summer prior to a new school year, to establish a tentative budget to be presented to the public in September. The PTO will work with the Deans and Governing Board to insure the PTO is aware of the most pressing needs of the school and in the priority of need. This information will build upon the preliminary budget discussed in the April meeting of each year. Final budget, voted and approved in September will be posted on the ACS website.

**SAC Coordination:** PTO will work with the SAC on at least one enrichment or fundraising event within each school year. During any collaboration, PTO will manage the financial tasks, in addition to any other agreed upon tasks, and the SAC will help manage the enrichment details, as agreed on a per event basis.

**PTO Funds:** If there is any remaining money available in the PTO after all money allocated in September has been distributed, the Dean’s/Governing Board must make an official request for the remaining money, less \$5,000 maintained in PTO reserve, to allow all money raised for a respective school year, be spent in that respective school year.

**School support:** As the PTO budget allows and is voted upon, the PTO will support and encourage the participation of parents, by paying for babysitting at meetings and any other financial support the PTO deems necessary and/or acceptable to encourage support to PTO, SAC and other meetings. Not to exceed \$50 per event.

**Reporting:** PTO will make every effort to report to parents all monies raised on all fundraisers, sweatshirt profits, Box Top fundraiser, direct donations and any other PTO earned monies, as soon as possible, either through PTO General or Working meetings, PTO bulletin board, newsletters or announcements.

**Reserve:** PTO will make every effort to insure that funds are set aside to help with technology, curriculum updates, teacher scholarships and teacher classroom budgets. This goal will insure that in the event of a poor fundraising year, the PTO continues their efforts to support ACS needs and teachers.

**PTO Financial Support:** The PTO cannot financially support or donate towards an ACS family or non-ACS family suffering a tragedy or loss. District rules do not allow for the PTO or school to support such a cause. Money can be contributed from individuals, but not from PTO funds.

**Teacher Stipend:** PTO will make every effort as budget allows to pay each classroom an additional dollar amount to assist with classroom needs, above and beyond the classroom's standard budget. This teacher stipend established on a yearly basis, as available.

# PTO Procedures:

**Teacher Requests:** all teacher requests must be made two weeks prior to a PTO General or Working Meeting, to allow approval or denial from the Dean's, Business Manager and the PTO. Each teacher is allowed to make one request from the Teacher Scholarship budget per year. If by April 1<sup>st</sup> of each school year, there is any money remaining in this budgeted item, any teacher/staff can then request this money, regardless of whether or not a teacher has already requested within the school year. This encourages all budgeted money for each respective school year, be spent. The PTO Board reserves the ability to approve any requests \$500 and less without public vote, once request has met process requirements. Teacher Request budget will be established on a yearly basis.

**Teacher/Parent/Staff Expenditure Requests:** All requests must be made 30 days prior to a PTO General or Working Meeting. Request must be supported by 3 quotes for respective item and must be reviewed by the Deans, Business Manager and the PTO Board before going to public vote. The PTO Board reserves the ability to approve any requests \$500 and less without public vote, once requests has met process requirements.

**ACS Broadcasts:** any PTO broadcasts must be emailed to the School Office Manager and Technology Support at least 24 hours prior to distribution and must be copied to Dean.

**Minutes:** PTO Minutes will be posted within a week of a PTO General or Working meeting either on the PTO Bulletin Board, ACS website or both.

**Conflict of Interest-** PTO will not advertise for any ACS parent who has their own business or works for a business requesting PTO advertising, unless the respective business is sponsoring, assisting or contributing towards a respective PTO fundraiser. No PTO Executive Board Member's business can profit from PTO fundraisers.

**Speaking:** PTO will speak at all Kindergarten and New Parent Orientations, as well as any other venue the Dean's deem necessary.

**Teacher Appreciation:** PTO will assist and support the Dean's in their recognition of Teacher/Staff Appreciation Week, physically and financially when able.

**PTO Officers:** All PTO officers are required to attend all PTO meetings, unless notice has been previously given to PTO President. Further PTO Officer responsibilities are found in the PTO By-Laws. Direction is explained in the PTO By-Laws as to unexcused meeting absences.

**PTO Officers:** All PTO officers are required to fulfill their responsibilities as outlined in the PTO By-Laws and keep PTO President apprised of the status of their responsibilities, in a timely fashion, preferably by email when possible.

**Proxies:** For PTO Executive Board members who are unable to attend a PTO Working or General Meeting, a signed proxy must be delivered to the PTO President prior to a respective meeting, to ensure a vote and quorum.

**SAC:** The PTO Executive Board will designate an Executive Board member or another parent volunteer to serve as SAC PTO Representative to serve a two year term on the SAC. This position will attend regular SAC meetings and will relay pertinent information back and forth between the two boards.

**Dress Code/Spirit Wear:** Any dress code approved sales based event must get approval from the Policy Committee and the Governing Board. The vendor associated with any item being sold to parents that is part of the approved dress code must be approved by the Governing Board. Any spirit wear approved items must be approved by the Policy Committee and the Governing Board. Either the Policy Committee or the PTO can determine the vendor since spirit wear is not part of the normal dress code. All monies and the facilitation of the sale of any dress code or spirit wear item will be managed by the PTO, including any dress code item or spirit wear item brought to the PTO by the Policy Committee of the Governing Board. The PTO Fundraising Committee and Policy Committee will work together on any dress code/spirit wear clothing item recommended, where the school can earn money from the sale of said item. (Added 2-4-2010)