

PARENT TEACHER ORGANIZATION

Guidelines and Policies

Bethany Lutheran Ministries

Vacaville California

NAME

The name of this organization is Parent Teacher Organization (**PTO**) of Bethany Lutheran Ministries (Church and School) Vacaville, California.

MISSION

Living God's Word through Caring, Sharing and Teaching.

VISION - *Our vision is in response and directed by Jesus' words:*

"Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age" (Matthew 28:19-20).

PURPOSE

The Bethany Lutheran PTO is a collaborative effort of school parents and school staff whose purpose is to support the formal Preschool – Grade 8 educational goals and philosophies of Bethany Lutheran Ministries.

GOAL

The goal of PTO is to foster and promote partnership between families and school in the growth of our school (Preschool-Grade 8) and to assist in the betterment of the school, students, and school staff through various fellowship activities and by supporting the school through various hands-on projects and fundraising efforts. This goal can be accomplished by all elementary school and preschool parents (and anyone else in the congregation and school who wish to be involved) who are concerned that our students not only receive every opportunity to succeed in their curricular studies, but be given every opportunity for the extracurricular activities that are a part of every child's student life. This organization is for the purpose of putting forth positive support for the faculty, staff, and students.

DESIRED OUTCOME

The desired outcome from the activities of the PTO consists of an effective pursuit of personal, social, and academic excellence in the following areas:

- A. **Communication:** All communication between parents, teachers, school staff, Church Council, and church administrative staff will be open and transparent.
- B. **Education:** Scheduled events shall be conducted to extend the pursuit to the "whole family" (i.e. siblings, parents, grandparents, etc., and planned with other Bethany Lutheran ministries when possible.
- C. **Fellowship:** All events coordinated on behalf of the school by the PTO shall be conducted to develop and foster relationships among families of BLS, PS, and BLC. (Examples of fellowship activities include Fall Festival, Christmas tree Lighting, Spring Auction, End of Year Picnic, etc.).
- D. **Fundraising:** All school fundraising events coordinated by the PTO shall be conducted to provide resources needed to achieve the overall mission of Bethany Lutheran Ministries in its school and preschool. All fundraising events directed by the school and coordinated by the PTO must have a clearly stated purpose.

MEMBERSHIP

The parents or legal guardians of all students currently attending Bethany Lutheran Preschool and Bethany Lutheran Day School (K-8) and the faculty are considered members of this organization. They are classified as regular voting members.

Members of Bethany Lutheran Church, the Church Council, and other family members may also participate in the meetings of PTO and the activities of PTO. They are classified as non-voting members.

OFFICERS/EXECUTIVE BOARD

Officers of the PTO shall be a President, Vice-President, Recording Secretary, Financial Secretary and Fundraising Coordinator. At least one of these positions shall be filled by a church member in good standing. If no parent member of the church is elected to one of these executive positions the church council may elect to appoint a church member to the executive board to represent the church body. BLS Administrators (The Principal, Pastor(s), and Business Administrator) shall be ex-officio members of the Executive Board. The Executive Board shall be responsible for planning all meetings and functions of the PTO and shall prepare all notices.

- A. The Executive Board for the next school year shall be selected by a majority vote of regular members during the regularly scheduled meeting in April and attend any remaining meeting for the current year as an officer elect. They will take office in July and begin their official duties. Their term is for one year: July 1 – June 30. Officers shall be nominated by the regular membership at large, or by volunteering for the nomination.
- B. The Executive Board shall preside over matters relating to the operation of the PTO with the guidance and approval of the BLS principal.
- C. Any vacancy on the Executive Board may be filled by unanimous nomination of the sitting Executive Board members, subject to ratification by a majority of the regular voting members present at the next regular PTO meeting. In the event the Executive Board's nomination is not ratified, or the Executive Board cannot reach a unanimous nomination, the position will be filled by following (A) above, followed by a candidate receiving a majority vote.

DUTIES OF OFFICERS/EXECUTIVE BOARD

President

The President sets the agenda for the general PTO meetings and the agenda for the Executive Board meetings. The President conducts all meetings and is an ex-officio member of all PTO committees. The President makes sure notification of meetings are published through the school newsletter (The Eagle).

Vice-President

The vice-President assists the President as needed; assumes the duties of the President in the absence of the President; and performs other duties assigned by the President. The Vice President assumes the duties of the Fundraising Coordinator in the absence of a fundraising coordinator.

Recording Secretary

The recording Secretary prepares the agenda, keeps complete and accurate minutes of the Executive Board meetings and the PTO meetings, including reports from all officers and committees; provides a copy of minutes for approval at the following meeting, and publishes them once approved. The Secretary is ready to reference minutes from previous meetings when asked; provides a summary of all unfinished business to the President; organizes and maintains all PTO records, which include the current PTO "Guidelines and Policies," all meeting minutes, and all relevant correspondence; performs other duties assigned by the President.

DUTIES OF OFFICERS/EXECUTIVE BOARD Cont'd

Financial Secretary

Following the accounting guidelines of Bethany Lutheran Church, the IRS, and 501(c)3 organizations, the financial Secretary shall assist all fundraiser chairs to collect and deposit proceeds and to process all bills in a timely and efficient manner. The financial Secretary or appointed committee chair will sign check request forms for operational expenditures of the PTO and obtain the signature of the principal. On a monthly basis, the financial Secretary shall meet with the Business Administrator to prepare for reporting at the next PTO meeting.

Fundraising Coordinator

Coordinates all school fundraising activities as assigned by the Principal.

Administrators

Following policy and procedures of Bethany Lutheran Church, Administration is responsible for the daily management and oversight of BLS (i.e. Pastor(s), Principal, Business Admin)

MEETINGS

- A. All meetings will be advertised in advance. Any meetings where business is conducted will have an agenda and minutes will be taken. Minutes will become public information once accepted by the PTO and approved by the principal. The current Robert's Rules of Order will be the Parliamentary Procedure practiced. Any regular voting member or a member of Bethany Lutheran Church Council or a BLC executive staff member (senior pastor, associate pastor, director of Christian education, business administrator) wishing to have an item placed on the agenda may do so by notifying the President one week prior to the next PTO meeting.
- B. Regular meetings for conducting PTO business shall be held monthly from September to May, except December, at a time and place designated by the President and the principal. These meetings may be for the purpose of fellowship as well as for business. The President may call special planning meetings as necessary.

COMMITTEES

- A. Committees are set to fulfill the goals and needs of the organization. The principal, working with the PTO and the PTO Executive Board shall determine the purpose of each committee.
- B. Committee members shall be selected on a volunteer basis or nominated from the floor by the PTO general membership (regular voting and non-voting members as well as PTO officers and school faculty). Each committee must include one regular voting member. The committee chair must be a regular voting member of PTO.
- C. The President of PTO may appoint committees and their chair as required. Each committee shall be given verbal instruction (along with current guidelines) on the function of their committee.
- D. Committee Chairs will report back to the President and/or the general PTO membership on the progress of their committee and submit a written report at the end of the year, or event, to assist the newly elected President and or committee chairs.
- E. Subcommittees shall be filled on a volunteer basis or appointed as required. (Historically these have been: Hospitality, Yearbook, Student Enrichment, etc.)

VOTING

- A. All items that are voted on will be voted on with each family receiving one (1) vote by each parent or legal guardian present exercising legal custody of a student.
- B. All items must be passed by the majority of the PTO regular voting members present at the meeting recognizing that some items may be subject to final authorization by the school principal.
- C. All items requiring action at a meeting must be placed on the agenda prior to the actual vote. Any action item that does not meet this criterion may be tabled until the following meeting.
- D. No member shall be permitted to vote by proxy.

AMENDMENTS TO THE GUIDELINES

Amending PTO "Guidelines and Policies" is possible according to the following instructions:

- A. Proposals to amend the PTO 'Guidelines and Policies' may be brought in writing by any member of the PTO Voting Membership to the PTO Executive Board for review.
- B. The PTO Executive Board or Administration may also propose amendments to the PTO 'Guidelines and Policies' in writing.
- C. All proposals will be reviewed and discussed by the PTO Executive Board. A report will be prepared summarizing the discussion and recommendations.
- D. The written proposal and report will be presented by the Principal to the Bethany Lutheran Church Council for consideration and decision.
- E. If the proposal is approved by the Bethany Lutheran Church Council, the changes will become effective immediately.
- F. All approved amendments will be presented at the next PTO meeting.

GENERAL RULES OF ORGANIZATION

- A. The principal, working with school staff and parents shall identify/recommend projects that could be funded via various school fundraising activities coordinated through the PTO. The principal, working with the Senior Pastor and BLM staff will create an annual budget for the ministry with these in mind.
- B. In accordance with GAAP standards, funds raised via fundraising activities will be deposited against the anticipated fundraising account within the annual budget.
- C. Funds raised will be spent for school expense recommended by the principal, the Senior Pastor, and adopted by the congregation as part of the budgeting process.
- D. School fundraising is for school operations, school improvements, school enrichment activities, and school contingency fund.
- E. Any complaints, problems, or issues dealing with the school or preschool are to be addressed to school personnel, in accordance with the Student and Parent's Handbook. The PTO is not designed to be a platform for complaints or gossip. We as a Lutheran school, following scriptural principles, endeavor to work under Christian love and respect for one another.

Adopted: January 26, 2015