

These guidelines are an appendix to the Faculty Notebook.

Appendix C:

Parent Teacher Organization (PTO)

Charter and Guidelines

Immanuel Lutheran School Parent Teacher Organization Charter

PTO Organization

Purpose

The purposes of the PTO are 1) to promote our children's welfare in the home, school, church, and community and 2) to enhance the relationship among home, school, and church.

Membership

Parents/legal guardians of children enrolled at Immanuel Lutheran School, and adult communicant members of Immanuel Evangelical Lutheran Church are welcome to participate as members of the PTO. Teachers are members of the PTO by acceptance of a call to teach in our school.

Quorum and Voting

A quorum is constituted by the number of members present at the meeting. Only members in attendance are permitted to vote. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

Authority

The PTO operates under the supervision of the Board of Education of Immanuel Evangelical Lutheran Church. Changes to the PTO charter, changes to the PTO guidelines, and introduction of new PTO fundraising activities must also receive approval from the Board of Education before action can be taken.

PTO Officers

Elected Officers

The following offices shall be filled by election at the last PTO meeting of each school year:

- Chairman
- Vice Chairman
- Treasurer
- Secretary

The term of office is July 1 to June 30.

All PTO members who are adult communicant members of Immanuel Evangelical Lutheran Church or a sister congregation in the Church of the Lutheran Confession (CLC) are eligible to hold office in the PTO.

Executive Committee

The Executive Committee includes the four elected officers, the Board of Education appointed liaison, and the faculty appointed representative.

Duties of the Officers

Chairman The Chairman shall perform the following duties:

- 1) Call and hold the planning meeting so the PTO schedule can be published and presented at school orientation
- 2) Prepare agendas for meetings
- 3) Conduct meetings in an orderly and efficient manner
- 4) Ensure that the PTO Guidelines are followed
- 5) Prepare the annual report for the congregation

Vice Chairman The Vice Chairman shall perform the following duties:

- 1) Assume duties of Chairman when necessary
- 2) Serve as liaison to the Committee on Volunteers
- 3) Facilitate the nomination process for officers with help from the Executive Committee

Treasurer The Treasurer shall perform the following duties:

- 1) Collect and disburse all monies
- 2) Give the treasurer's report at every meeting (including a status report of the general fund and all special funds)
- 3) Submit the PTO financial books to a Board of Education- approved auditor for an annual audit to be completed by July 1.
- 4) Report the audit results at the September PTO meeting and in the PTO report to the Immanuel Evangelical Lutheran Church Voters' Assembly Annual Meeting

Secretary The Secretary shall perform the following duties:

- 1) Ensure the PTO meetings and annual calendar are publicized in the school's Weekly Update email, the church bulletin, the school website, the school calendar, and applicable social media.
- 2) Record the minutes of all executive committee and PTO meetings, store these minutes in the proper location for reference, and circulate regular meeting minutes via the Weekly Update
- 3) Provide ballots for PTO officer elections

Executive Committee Duties—General In addition to the duties specific to each office listed above, the PTO Executive Committee is responsible for the following:

- 1) Contact school parents who have not yet joined the PTO to invite their participation
 - 2) Ensure the completion and delivery of the Christmas bags for the Christmas Eve church service (funded by the church).
 - 3) Plan PTO sponsored presentations and events.
 - 4) Evaluate and approve guest speaker honoraria and mileage reimbursement if any, up to \$150 per event or bring a motion to the PTO for amounts that exceed this threshold.
 - 5) Evaluate and approve requests for financial support for school related activities, if any, up to \$300 per event or bring a motion to the PTO for amounts that exceed this threshold.
- All new Fundraisers must have the final approval of the Board of Education.

Changes to the Charter

- 1) Proposed changes to this Charter must be publicized to PTO members and the Board of Education at least one week in advance of the meeting at which action will be taken on the proposal.
- 2) Changes to the Charter are subject to approval of the Board of Education.

Immanuel Lutheran School
Parent Teacher Organization Guidelines

PTO Meetings

Scheduling

All meetings dates and times are to be scheduled by the Planning Committee at the Annual PTO organization and planning meeting.

Order of Business

PTO business meetings shall typically observe the following order of business. Individual time limits suggested are guidelines with the goal of concluding each meeting in an hour.

Call to Order

Opening Devotion/Prayer (5minutes)

Business Meeting (50 minutes)

Secretary's Report and approval of minutes (5 minutes)

Treasurer's Report and approval of report (5 minutes)

Principal's Report (5 minutes)

Standing Committee Reports (5 minutes per committee report)

Unfinished Business (10 minutes)

New Business (20 minutes)

Close of Meeting

PTO Committees

PTO Planning Committee

Membership: The Planning Committee is made up of the Executive Committee, the committee on volunteers, the faculty appointed representative, and the Board of Education appointed liaison.

Duties: The Planning Committee meets prior to the beginning of the school year to review the PTO charter and guidelines, set the number of meetings to be held, select the meeting dates and times, provide information to the committee on Volunteers for events that need support, and create a list of PTO sponsored events.

ILS Store Committee

The ILS Store Committee is a standing committee, the purpose and scope of which are as follows:

- 1) Provide ILS apparel and ILS-logo items for sale to individuals and families who support ILS.
- 2) Manage an ongoing supply of inventory and offer it for sale at church and school events as appropriate.
- 3) Maintain the display case outside the church basement doors or other designated area(s).

This committee consists of the following: PTO treasurer, one parent, one ILS teacher, and up to three additional members from the PTO body.

Committee on Volunteers

The Committee on Volunteers is a standing committee, the purpose and scope of which are as follows:

- 1) Document and maintain a list of service activities available to PTO members.
- 2) Provide faculty activity support such as school yearbook, newspaper, various “Bees “and, the Scholastic Book Fair).
- 3) Recruit and support volunteers as needed throughout the year.
- 4) Communicate with the PTO Executive Committee on volunteer feedback and new service ideas.
- 5) Be the contact for the Educational Rebate Program—This program consists of various rebate programs to benefit the school via members/parents and any other business reward programs approved by the PTO (e.g. Hy-Vee receipts, Labels for Education, Box Tops for Education, Milk Moola, Kemps, Target, and Land O’ Lakes). Volunteer needs include counting, mailing, and management. The ideal is that these programs will be monitored on a quarterly basis.

This committee consists of members from the PTO body.

Special Event Committees

These committees are formed for non-recurring events; including but not limited to arrivals, departures, life events (e.g. weddings, first baby), and faculty appreciation.

Financial guidelines for faculty-related special events:

- 1) Arrival:
Gift—none to be purchased from the PTO treasury (follow Board’s lead on any welcoming donations)
Reception—spending will be pre-approved.
- 2) Shower:
Gift—none to be purchased from the PTO treasury
Reception—spending will be pre-approved.
- 3) Retirement or departure:
Gift—\$10 per year of service for called teachers; minimum/maximum \$20/\$250, paid from the PTO treasury
Reception—spending will be pre-approved.

Ad Hoc Committees

These committees are formed as needed and as approved by the PTO. The number of members, the purpose, and the terms of such committees shall be specified in the establishing motions for such committees.

Changes to the Guidelines

- 1) Guidelines should reflect current procedure. Guidelines may therefore be changed by a simple majority of those attending a meeting.
- 2) Changes to the Guidelines are subject to approval of the Board of Education.