

GRACE EPISCOPAL DAY SCHOOL



PTO EXECUTIVE BOARD AND ACTIVITY CHAIR

HANDBOOK

2007-2008

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2007-2008 PTO Meeting Dates

During the 2007-08 school year, PTO Board meetings will alternate between evening and afternoon schedules. They are usually held on a Monday every four to six weeks; evening meetings begin at 7:15 pm and afternoon meetings begin at 3:30 pm. Everyone is welcome to attend and childcare is available for school-age children. In addition to the PTO committee and Board members, representatives from the faculty and administration are present. This is an opportunity to ask questions and offer suggestions on any topic relating to school life.

Monday	September 10, 2007	7:15 p.m.	Kensington
Monday	October 1, 2007	3:30 p.m.	Kensington
Monday	November 5, 2007	3:30 p.m.	Kensington
Monday	January 7, 2008	7:15 p.m.	Silver Spring
Monday	February 4, 2008	3:30 p.m.	Kensington
Monday	March 5, 2008	7:15 p.m.	Silver Spring
Monday	April 7, 2008	3:30 p.m.	Kensington
Monday	May 19, 2008	7:15 p.m.	Silver Spring

PTO 2007-2008 Calendar

		<u>2007</u>	
Saturday	July 21	New Families Welcome Event	Kensington 9 AM – 12 PM
Tuesday	Sept. 4	Orientation Day	Kensington Silver Spring
Wednesday	Sept. 5	First Day of School	Kensington Silver Spring
Friday	Sept. 7	Sally Foster Gift Wrap Sales Kickoff	Kensington Silver Spring
Friday	Sept. 7	All School Welcome Picnic,	Kensington (5:30-7:30 PM)
Monday	Sept. 10	PTO Kick Off Meeting	Kensington 7:15 PM
Wednesday	Sept. 19	Back to School Night	Silver Spring 7:00 PM
Wednesday	Sept. 26	Back to School Night	Kensington 7:00 PM
Monday	Oct. 1	PTO Meeting	Kensington 3:30 PM
Friday	Oct. 5	Open House at	Kensington 9 AM – 12 PM
Thurs-Sat	Oct. 11-13	Book Fair	Kensington Silver Spring All day
Saturday	Oct. 13	Family Fun Day	Kensington 11 AM – 3 PM
Friday	Oct. 19	Open House	Silver Spring 9 AM – 12 PM
Friday	Nov. 2	Open House for siblings	Kensington 9 AM – 12 PM
Monday	Nov. 5	PTO Meeting – <i>State of Grace</i> Presentation	Kensington 3:30 PM
Monday	Nov. 12	Open House at both campuses	Kensington Silver Spring 9 AM – 12 PM

PTO 2007-2008 Calendar

Friday	Dec. 7	Open House at both campuses (9 AM – 12 PM)	Kensington Silver Spring 9 AM – 12 PM
	<u>2008</u>		
Monday	Jan. 7	PTO Meeting	Silver Spring 7:15 PM
Friday	Jan. 18	Open House	Silver Spring 9 AM – 12 PM
Saturday	Jan. 19	Open House	Kensington 9 AM – 12 PM
Friday	Feb. 1	Open House at both campuses	Kensington Silver Spring 9 AM – 12 PM
Saturday	Feb. 2	Ice Skating Social at	Wheaton Regional 7:00 – 8:30 PM
Monday	Feb. 4	PTO Meeting	Kensington 3:30 PM
Saturday	March 1	International Day	Kensington 1 PM – 4 PM
Monday	March 3	PTO Meeting	Kensington 3:30 PM
Monday	April 7	PTO Meeting	Kensington 3:30 PM
Saturday	April 26	Annual Spring Auction	Kensington Town Hall 6:00 PM
Friday	May 2	Open House at both campuses	Kensington Silver Spring 9 AM – 12 PM
Tuesday	May 6	Flower Day	Kensington Silver Spring 8:30 AM
Friday	May 9	Grandparents’/Special Friends’ Day	Kensington Silver Spring 9 AM – 12 PM
Monday	May 19	PTO Meeting – Elections and Allocations	Silver Spring 7:15 PM

PTO 2007-2008 Calendar

Friday	May 30	Sixth Grade Farewell	Kensington 6 PM – 8 PM
Wednesday	June 4	Graduation and Last Day of School	Silver Spring

PTO Board Members and Activity Chairs

Chair:	Rita Ballesteros*
Treasurer:	Verarose Muir*
Secretary:	Heather Reid*
Auction:	Chuck Amos*
New Families/Welcome Picnic:	Lori Boers Sharon Cox
Giftwrap Sales:	Colleen Shepard Karen Smith*
Family Fun Day:	Alison Beuker Marnie Brown
Development/New Initiatives	Ashley Mamula*
Book Fair:	Lisa Albright Lauri Harkins
International Day:	TBD
Staff Appreciation:	Angela Wheeler Chris and Adrienne Harrington—SS Jane Redicker
Gracewear:	John and Maryann Rossi
Backpack Bulletin:	David Strachan
Pizza Lunch:	Lisa Albright – Kensington Kate Mitchel – Kensington Lauri Harkins – Silver Spring
Hospitality/Grandparents' Day:	Jacqueline Bennett-Smith

* PTO Board Member

Winter Social:

Tina Sandri

Sock Hop:

Ralph Mitchel

* PTO Board Member

PTO Contact List

<u>Name</u>	<u>Home Phone</u>	<u>E-Mail</u>
Lisa Albright	(301) 946-1510	david_lisa_albright@verizon.net
Rita Ballesteros	(301) 588-0508	rita_ballesteros@msn.com
Jackie Bennett-Smith	(202) 726-3599	JackieBennett@MRIS.com
Alison Beuker	(301) 326-1798	fritzandallison@verizon.net
Lori Boers	(301) 949-7597	glcurl@verizon.net
Kevin Broome	(301) 779-4644	kevin.broome@comcast.net
Marnie Brown	(301) 587-0346	mobrown6@yahoo.com
Sharon Cox	(301) 588-1266	coxe@verizon.net
Lauri Harkins	(301) 722-9644	laharko@aol.com
Chris and Adrienne Harrington	(301) 589-8470	Christopher.Harrington@tma.osd.mil adrienne.harrington@na.amedd.army.mil
Charlotte Lekakos	(301) 215-4140	charlottesweb@starpower.net
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Mary Monahan	(301) 933-9766	mary.monahan@sablaw.com
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John and Maryann Rossi	(301) 588-5397	issornhoj@aol.com
Tina Sandri	(301) 587-9779	tsandri@aol.com
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Karen Smith	(301) 603-0166	kgpsmith@aol.com
Jim Specht	(301) 585-9436	jim.specht@mail.house.gov
Dave Strachan	(301) 593-2919	drs@drsresearch.com
Angela Wheeler	(202) 829-9538	Agilliamwheeler@aol.com

Description of PTO Board and Activity Chair Positions

◆ **Chair(s)**

The Chair presides over all PTO Board meetings, serves on the Board of Governors of the School, and approves all expenditures of the PTO. The Chair is responsible for coordinating all PTO activities and reviewing all PTO-related submissions to the Backpack Bulletin. The Chair also participates on all PTO committees to support their activities and serves as a liaison to the school's administration.

◆ **Treasurer**

The Treasurer is responsible for depositing all cash and checks coming into the PTO, and for writing checks to cover all PTO expenses. The Treasurer prepares a monthly report for the Board with (a) cumulative income/expenses, and (b) the status of wish list expenditures. The person holding this job must check the PTO mailbox at the Kensington campus regularly in order to pick up bills, reimbursement requests, and other materials on a timely basis. (S)he will be using Quicken or Microsoft Money (prior experience not necessary) and should have access to a Windows-based PC. The demands of this position are heaviest around the time of special events such as Giftwrap Sales, Family Fun Day, Pizza Lunch Sales and the Auction.

◆ **Secretary**

Responsibilities include the recording of minutes of the PTO meetings and general correspondence. Minutes will be given to the PTO Chair for distribution prior to the next scheduled PTO meeting and will be posted on the PTO Website. In addition, the Secretary will work with the PTO Chair(s) to assemble and mail the PTO's "Information and Volunteer Opportunities" booklet during the summer and will assist the PTO Chair in gathering and compiling PTO volunteer forms over the summer and in early fall.

◆ **Auction**

The Auction is biggest PTO fundraiser. The Auction chairs do not need to take on responsibility for any other event (although they are expected to support the PTO's work in other areas). Auction preparation begins over the summer, but the heaviest demands will fall in January, February, and early March, with some wrap-up duties after the Auction. It is possible to chair this event and be employed in a full- or part-time job as

well! It is helpful for at least one of the chairs to have time available during the day. Auction chairs have abundant help both on and off the Board. Some computer skills will be helpful since all of the Auction databases are computerized using specialized auction software. This job, above all others, requires people skills, as well as management and organizational skills. It is an excellent way to meet people at both campuses and one of the biggest ways to serve the school.

◆ **New Families Social/Welcome Picnic**

Planning for the New Families events begins immediately after the school year ends and continues throughout early September. A get-together in Kensington is held during the summer to give incoming parents and students a chance to meet each other, as well as members of the faculty, administration, and the PTO. The second event involves coordinating the Welcome Picnic at the beginning of the school year.

◆ **Giftwrap Sales**

Giftwrap is a brief, intense, and very profitable sale of good quality wrapping paper and small gift items. Chairs need to coordinate with the Sally Foster Company during the summer months so that packets and publicity are ready in early September. Chairs organize volunteers to help with publicity, process completed forms, and hand out orders at Family Fun Day. This fundraising activity requires organizational time in the summer, coordination and publicity time in September, as well as some distribution time at Family Fun Day and immediately after. Instructions are provided.

◆ **Family Fun Day**

The biggest fall event, Family Fun Day is a social activity that usually takes place in mid-October. Activities typically include children's games and crafts, the sale of Gracewear and used uniforms, and live entertainment. Chairs organize a large pool of volunteers to oversee and run these events. This job also involves working with outside vendors to provide lunch and the Moonbounce. The chairs of Family Fun Day coordinate with the chairs of the fall Book Fair. This event requires planning time in August, September, and October and additional day and evening time during the weeks leading up to the event.

◆ **Book Fair**

The Book Fair is held in the fall (in conjunction with Family Fun Day) and is a major fundraising event for the library. Tasks include

preparation of promotional materials, organizing volunteers, arranging with suppliers, developing a theme, helping with the teacher promotional breakfast, and overseeing the sales.

◆ **Faculty/Staff Appreciation**

To show how much we appreciate all their hard work, the PTO treats the faculty and staff at both campuses several times during the school year. Chairs plan menus and decorations, make arrangements for the food, and recruit and organize a pool of volunteers to cover the teachers' recess and lunch room duties during any luncheon. Chairs are also responsible for organizing Flower Day at Kensington and Silver Spring in early May. In the past, the chairs have also provided breakfast treats on chapel days, small tokens on the first day of school, a winter holiday gift, and end-of-the year "thank you" tokens.

◆ **Gracewear**

This ongoing function provides a service to the Grace community as well as an opportunity to generate a small amount of profit. Duties include the sale of used apparel at functions such as the Welcome Picnic, Family Fun Day, and possibly some chapel services, as well as organizing the inventory and providing it upon request. It also involves the ordering and sale of Grace sweatshirts, water bottles, tote bags, and other school-related items. Orders for merchandise also are filled throughout the school year. Organizing used uniform sales involves sorting through lost and found items at the end of the school year, selecting good quality apparel, and washing the clothing before adding it to the inventory. The Chairs will also make sure a small selection of small size items are available at Silver Spring for emergency use and purchase. The chairs also follow-up with the Administration regarding any changes to the uniform policy.

◆ **Backpack Bulletin Distribution**

The chair manages the copying and collating of the *Backpack Bulletin*, as well as its distribution to the faculty and staff mailboxes at both the Kensington and Silver Spring campuses. The person(s) volunteering for this function must be available on Thursday mornings.

◆ **Pizza Lunch**

Pizza lunch is served to the students at both campuses every Thursday from October through the end of the school year. Chairs are responsible

for producing and distributing the pizza order forms in early September and for tallying the orders and making arrangements for pizza delivery. Additional duties include purchasing the fruit and “treats” that are served with the meal, and recruiting and organizing parent volunteers to serve the pizza. Lunchtime availability on Thursdays is a must.

◆ **Hospitality/Grandparents’ Day**

The chair arranges for refreshments for PTO functions, such as the two Back-to-School Nights and Open Houses. These refreshments are kept simple. On Grandparents’ the chair may be asked to arrange for morning refreshments (e.g., fruit, pastries, coffee) at both campuses, but the chair should check with the Advancement Office to see if this will be necessary. Sometimes all that is needed is to secure volunteers to help the school organizer of the event on the day of the event.

◆ **International Day**

International Day is a school-wide celebration of the ethnic diversity within our school community, featuring food, displays, and performances prepared by students, faculty members, administrative staff, and parents. The chair solicits international displays, food, and entertainment from the Grace community, coordinates the logistical arrangements for using the multi-purpose room and any needed equipment, seeks volunteers to assist with planning, set up, and clean up. A small budget is available for supplies and entertainment.

◆ **Development/New Initiatives**

The head of this committee investigates new fund raising and service opportunities for the PTO and serves as liaison with the school on starting these new endeavors. He or she also handles special projects and requests from the PTO and from the faculty and administration, including coordinating with the school on the grocery receipts and store programs, and for volunteers for library, advancement, and classroom. Other volunteers are needed to assist the school in these areas.

◆ **Winter Social**

The PTO sponsors a community-building event in the winter. Events in previous years include a millennium dance, a bowling party, and an international day celebration. Some other possibilities include a family swim night, an ice skating party, or an ice cream social.

◆ **Sock-Hop**

The Sock Hop is the farewell party for the sixth graders, as well as a pizza party and dance for the whole Grace community. The chair makes arrangements with the sixth graders, coordinates the food, lines up a DJ, and organizes volunteers to handle decorations, hall and playground monitoring, and clean-up.

Activity Chair Guidelines

Planning

- All new activity chairs should consult the records left by previous chairs about their events. These records can often be found in the PTO Office. If records are not available there, activity chairs should check with the PTO Chairs, Secretary, or Past PTO Chairs for suggestions on where such records might be.
- Please note especially any recommended changes or suggestions from the previous year.
- Each time an activity is listed on the Board's meeting agenda, this is an opportunity to present to the Board an overview of how the event will be run, possible changes in past policies, and proposed costs of the event.

Finance and Budgeting

- All new activity chairs should carefully review the previous year's cost figures before planning any expenditures. Please discuss these figures with the previous activity chair and the PTO Chair if you are unclear about anything. Although there are cost guidelines for most activities, it is still useful to review the experience of the previous year.
- Activity budgets for the year must be submitted to the Treasurer before October 31, 2007.
- Any major changes in the scope of funding an activity from previous years must be cleared in advance with the PTO Chair and, if necessary, the entire Board. At the PTO Chair's discretion, a Finance Committee also may be appointed to review expenditures.
- Activity chairs are responsible for keeping track of all event expenses, which means reviewing such expenses before they are submitted for reimbursement. All expenses of more than \$100 require written approval on the reimbursement form by the PTO Chair.
- Activity chairs are also responsible for keeping track of all event income. Chairs should tally all cash and checks, complete a deposit form, and deliver the deposit form and all funds to the Treasurer. If unable to deliver funds directly to the Treasurer,

Chairs can ask Mrs. House or Mrs. Moore to safeguard the funds in a locked cabinet until the Treasurer can collect the funds.

Wrap-up Procedures

- Within two months after each activity, each activity chair should fill out a wrap-up report describing the events involved, set-up procedures, equipment required, volunteers needed, and time involved in planning, as well as any feedback or suggestions for the next year. All activity chairs should keep records of their publicity, flyers, checklists, etc. for next year's activity chair. Please note where any remaining supplies are stored (outside shed, PTO office closet, Kensington kitchen area, etc.).
- It is useful to have a post-mortem meeting after the event to review what went well, what could be improved, and so forth. A review by the PTO Board should take place at the next Board meeting after the event, and these comments should be included in the wrap-up report.
- Activity chairs should keep track of time spent organizing the event to give future chairs a sense of the time commitment involved in each activity. Each chair should be aware, however, that their decisions on how to organize an event in part determine that time commitment, and the experience of previous or future activity chairs may well be different. If the activity chair feels the time committed has vastly increased or decreased from previous years, this should be noted for consideration by the next year's chair and Board.
- After the event, activity chairs should write up a brief Backpack Bulletin article about their event, which would include highlights, net profits (if any), and thank you's to key individuals. Examples of such articles from previous years are available from the Chair or the school secretary. This article will need to go through the normal review process for Backpack Bulletin items.

PTO General Information

PTO Office

The PTO Office is located across from the Music Room, next to the Reading Resource office. This office space is used by others, including the chaplain and tutors. Feel free to use it, but please do your part to keep it neat, and always knock before entering,

PTO & Backpack Bulletin Boxes

The main PTO and Backpack Bulletin mailboxes are located with the teacher and staff mailboxes inside the door of each campus office. In addition, individual committee mailboxes are located in the PTO office at Kensington. Please be sure to check the PTO boxes periodically for messages, especially when you are in charge of a current activity. You can also send and receive messages via the children's backpacks, but it is advisable to double-check that the material actually arrived.

Storage

At Kensington, the PTO stores materials in the PTO office, the closet across from the Kensington library (key in the PTO mailbox), under the kitchen counters, in the kitchen storage area, and in the outside shed. At Silver Spring, the PTO has limited storage in the kitchen closet. Check with Betty House or Cathy Moore if you need help.

Bulletin Boards

A PTO bulletin board is located in the main hallway at each campus. Please post school-wide publicity materials for your events, and encourage others to check them out.

PTO Forms

Extra copies of the most common PTO forms (reimbursement requests, flyer approval, Gracewear orders, etc.) are kept in a file box labeled "PTO Forms" in the PTO office.

Reimbursement Requests

Please check with the Chair or the Treasurer before making unbudgeted purchases or making commitments on behalf of the PTO. For reimbursements or advance checks, all requests of the Treasurer should pass through the committee chair. All requests for reimbursement should be made on a reimbursement request form with receipts attached.

Publicity and Backpack Bulletin Approval Process

The Backpack Bulletin is the main PTO publicity vehicle. Please submit Backpack Bulletin items via e-mail to the Backpack Bulletin chair and/or PTO Chair for your activity by 12:00 Noon Monday of the week you want your item in the Backpack Bulletin. You do not have to use any special Backpack Bulletin form or even write the information out in polished style, but you are responsible for seeing that all the necessary information is included. The Backpack Bulletin editor may edit the item for space and/or style.

If you wish to send out a separate flyer, either with the Backpack Bulletin or separately, please clear the text of your flyer via email to the PTO Chair or Backpack Bulletin chair by 12:00 Noon Monday. You must provide a formatted hard copy (or PDF via email) by 3 PM Wednesday.

Photographers

Remember to arrange for a volunteer photographer to capture highlights of your event—we need them for various publicity functions (and the website).

Activity Wrap-Up Sheet

Each event or activity chair is expected to complete a summary sheet or report for use by next year's chair.

PTO Board Meetings

These meetings generally last about two hours and are important for you to function as an effective event chair and for the Board to function properly. To keep these meetings short and useful, please read the draft agenda before the meeting and call the Chair in advance if you wish to raise an item. If your committee is scheduled to report on its progress in planning an event, please attend the meeting even if you are not on the Board, think about your progress report ahead of time, keep it succinct, and use the Board to help resolve any major dilemmas.

PTO Check Acceptance Guidelines

The GEDS-PTO accepts checks payments for PTO-sponsored activities. From time to time, checks received by the PTO are returned for insufficient funds. When this occurs, the PTO Treasurer works with the school's business manager to collect the funds in question as well as any associated bank fees.

Checks are usually "made good" soon after the school's business manager contacts the issuer. In such instances, the PTO gladly accepts future checks from the issuer. Should a second instance of a "bounced" check occur involving the same issuer, the PTO reserves the right to refuse additional checks from the same issuer.

When payment for a bounced check remains outstanding for a long period of time (over 2 months), the Treasurer will relay this information to the school's business manager and ask that the business manager convey the following information.

- The PTO will not accept additional checks from the issuer until the "bad check" is made good.
- The PTO will accept cash or a cashier's check as an alternative form of payment.

At this point, the school's policy regarding outstanding debts owed to the school will apply to the family in question. If the issuer of the check is not a Grace family, the PTO Chair and Treasurer will together determine what, if any, action should be taken to recover the money owed.

In no instance should the PTO refuse service involving a student (e.g., pizza lunch to student) as a result of a bounced check. Neither should the PTO request return of a purchased item unless it involves an item purchased during the Annual Spring Auction. If the item purchased involves the auction, the PTO Board Chairs and the Auction Chairs will together determine whether or not to request return of the item. If it is determined that the item should be returned, the PTO Treasurer will work through the school's business manager to arrange the return.

PTO Gifts Policy

Condolence Gifts

In cases involving the death or serious illness/injury of a Grace Episcopal Day School student, sibling, parent, teacher, staff member, the PTO may send a flower arrangement, a fruit basket, or some similar expression of sympathy, the cost of which should not exceed \$50. This decision will be made by the officers of the PTO, in consultation with the PTO Board as a whole if time permits. One person will be asked to purchase or arrange for the gift; if more information is requested, that information will be reported to the officers and/or Board before a purchase is made. A card signed by the entire Board should accompany the gift.

If the family directs donations or memorials to a particular fund, the PTO may make a donation or memorial to that fund in lieu of flowers.

The Secretary may send a sympathy card or note to families in the case of death of a grandparent or other close relative of a student, if the Board is made aware of the incident.

Thank You Gifts

Parents who host PTO functions may be thanked with a note signed by the Secretary or the Board.

Speakers or guests of the PTO who may not accept honoraria payments should be acknowledged with a PTO or school-related gift, such as a coffee mug, cookbook, etc., which may also be accompanied by flowers. All such arrangements should be discussed in advance, preferably with the entire Board, but certainly with the officers, and plans should be discussed for presentation of such gifts.

The Board may send flowers to the school secretaries on Valentine's Day and Administrative Assistants' Day. A designated individual will be asked to handle the purchase arrangements.

Outgoing Board members may be recognized for their hard work with small gifts, the cost of which should not exceed \$25 and \$100 for the Chair.

The Board may purchase gifts and/or flowers for the auction chairs in recognition of their hard work. The gifts should not exceed \$100 each for each auction chair. An officer of the Board will be designated to make these purchases.

PTO Check Request Form

Note: This form is to be used for expenses incurred for PTO activities – not for Teacher Pin money. All Teacher Pin money requests must be on a separate form and forwarded to the School’s Business Office.

Procedures:

- Fill out form below and attach all receipts. If expenses were incurred for more than one PTO activity, please designate amounts for each activity.
- Have activity chairperson or PTO Chair approve expenses and sign form.
- Return this form to the PTO Treasurer via the PTO mailbox at either campus.

Date of request: _____ Amount requested: _____

Requested by: _____

PTO activity for which expense was incurred: _____

Make check payable to: _____

Date check needed by: _____

Preferred check delivery method (e.g. mail to [address], send home with child, etc.):

Signature of chairperson/PTO Chair:

Amount paid	
Check #	
Date	

Deposit Form

Date of Deposit: _____

Total Cash: _____
+ Total Checks: _____
= Total Deposit: _____

Number of Checks: _____

PTO Activity: _____

Person Providing Deposit: _____

Activity Wrap-Up Report

Name:

Activity:

School Year:

1. What were the major responsibilities involved in chairing your activity?
2. What were the major events you set up or coordinated for your activity?
3. How many volunteers were needed to run this activity?
4. Did you feel you had sufficient volunteer help for this activity? If not, how could more have been enlisted or the event reorganized?
5. What were the main equipment and supplies needed for this activity?
6. How much money was spent on this year's activity?
7. How does this figure compare with previous experience, if any?

ACTIVITY WRAP-UP (continued)

8. How was the money allocated?
9. Do you have a recommendation for next year's cost allocation?
10. About how many hours did you spend on this activity?
11. Did you feel this job was time-consuming, manageable, or easy to complete?
12. Is the timeline accurate?
13. Did you feel this job took more or less time than last year?
14. What do you feel went well during your activity?
15. What parent feedback did you receive, if any?
16. Would you recommend having this event next year?

ACTIVITY WRAP-UP (CONTINUED)

17. If yes, what do you think could be improved or changed next year?

18. Please attach any publicity, flyers, or checklists you may have used.

**Bylaws
Of The Parent-Teacher Organization
Of Grace Episcopal Day School**

Adopted May 11, 1994

Revised Version Adopted May 3, 2004

Article 1. Name

The name of this organization shall be the Parent-Teacher Organization of Grace Episcopal Day School, hereinafter referred to as the “PTO.”

Article II. Purpose

The purpose of the organization shall be to create a strong home-school relationship that supports the academic, social, emotional, physical, and spiritual growth of children and promotes active parent involvement and support for the School.

- Section 1. Maintain and strengthen active parent involvement in the School and cooperation among parents, faculty, administrative staff, and Governing Board members.
- Section 2. Strengthen and support open communication between teachers and parents to achieve the desired home-school relationship.
- Section 3. Provide educational programs for parents that enhance their ability to contribute actively to their child’s education.
- Section 4. Encourage parent contribution of time, talent, and financial support for educational and special programs directly benefiting the children of Grace Episcopal Day School.
- Section 5. Continue to support the active role of the PTO in the School as a primary means of achieving the purpose of parent involvement. The PTO not only conducts fundraising activities for the School, but also opens channels of communication among staff, faculty, and parents. It helps to promote support and interest in all aspects of education, thereby creating a positive environment for children.

Article III. Membership and Dues

- Section 1. The organization shall be composed of all persons interested in the purpose of the PTO.
- Section 2. Voluntary dues shall be set annually by the PTO Board.

Article IV. Fiscal Year

The organization's fiscal year shall be twelve (12) months beginning July 1.

Article V. Officers

- Section 1. The officers of the PTO shall be the Chair or Co-Chairs, Vice Chair, Secretary, and Treasurer, all of whom have volunteered to serve in these capacities.
- Section 2. Under normal circumstances, the Chair shall be serving the second year of his/her two-year term, having previously served as Vice Chair. The Chair shall preside at all meetings of the organization and of the PTO Board; shall assign to the Vice Chair specific areas of responsibility; shall represent the organization at or designate a representative to attend meetings of the Board of Governors of the School; shall approve all expenditures or assign such responsibility; shall be a member of all committees of the organization; and shall perform all other duties usually pertaining to the office. If the Chair desires, he/she may select a Co-Chair from among PTO Board members.
- Section 3. The Vice Chair shall act as an aide to the Chair and shall perform the duties of the Chair in the absence of that officer. The Vice Chair may also hold the office of Secretary. Under normal circumstances, the Vice Chair shall assume the role of Chair in his/her second year on the PTO Board.
- Section 4. The Secretary shall take minutes of all meetings of the organization and the PTO Board and shall conduct such correspondence as the Chair of the PTO Board may deem necessary.
- (a) The minutes of the organization shall be recorded.

(b) The minutes shall be circulated to all PTO Board members and posted at both campuses.

Section 5. The Treasurer shall receive all funds of the organization; shall disperse funds under the direction of the PTO Board; shall keep accurate financial records; shall make a financial report at each meeting; and shall file a copy of each report and monthly bank statement with the School's Business Office. The Treasurer's accounts shall be examined annually in accordance with procedures specified by the Board of Governors and its auditing firm in accordance with recommendations of the accrediting agency of the School. The Treasurer may not hold another PTO Board position. The Treasurer shall preferably be a person with some financial background, knowledge, or expertise.

Section 6. The term of each officer shall be one year, **commencing on the date of the June PTO Board meeting.** The PTO Board, however, shall have discretion to suspend this requirement on a case-by-case basis.

Section 7. Vacancies that occur during the school year shall be filled by the PTO Board.

Article VI. PTO Board

Section 1. The PTO Board shall comprise no more than twenty (20) positions, to be filled by parent volunteers, each of whom serve a two-year term. Two parents may choose to share a position on the PTO Board.

Section 2. In the event that the PTO holds an annual auction, and the event is chaired by a general member of the organization, the Auction Chair(s) will serve a special one-year term during the year in which he/she serves as Auction Chair and hold full voting privileges.

Section 3. The PTO Board members shall be the four officers provided for in Article V. with **the remaining members elected at large** from the membership of the organization.

- Section 4. In addition to the members described above, the Head of the School or his/her representative shall be a voting member of the PTO Board ex officio.
- Section 5. A teacher representative from each campus, determined by the teachers, is expected to attend each PTO Board meeting in a voting capacity.
- Section 6. The PTO Board shall hold regular open monthly meetings during the academic year, which shall be announced unless otherwise determined by the PTO Board. Special meetings may be called with at least five (5) days prior notice to the members of the PTO Board by the Chair, the Vice Chair, or in the absence of both, by the Head of the School.
- Section 7. Eight (8) members, including the Chair and/or Vice Chair and at least one other officer, must be present to constitute a quorum.
- Section 8. Any member missing more than three (3) meetings of the PTO Board may be dismissed, upon vote of the PTO Board.
- Section 9. It shall be the duty of the PTO Board
- (a) To represent the organization and to carry out the purpose of the organization as stated in Article II.
 - (b) To authorize or approve expenditures of the organization.
 - (c) To make all decisions on the allocation of funds of the organization.
 - (d) To require that the financial records of the organization be properly reviewed in accordance with the accrediting agency of the School.

Article VII. Meetings

- Section 1. A minimum of two (2) general membership meetings of the organization shall be held annually, one of which will constitute the annual business meeting of the organization in the spring. At that time, members may be asked to approve amendments to the bylaws, vote on the slate of PTO Board members, and review the allocations of that year's funds.

- Section 2. A general membership meeting shall be held in the fall to welcome all Grace families. Additional meetings of the organization may be called by the PTO Board.
- Section 3. The June PTO Board meeting is a mandatory meeting that shall consist of both the incoming and outgoing PTO Boards and officers.

Article VIII. Committees

Section 1. Members of the PTO Board shall chair one or more of the event or function committees for the year, which may include but are not limited to Giftwrap Sales, Family Fun Day, special fundraising projects, Hospitality, International Celebration, Pizza Lunch, the Backpack Bulletin, an Educational Series, the Auction, and the Sock Hop. All members of the Board are expected to support and participate in the various Board activities to the extent possible.

Section 2. Nominating Committee. The Nominating Committee shall consist of four (4) members whose children represent a variety of grade levels and two (2) of whom are not members of the PTO Board. After a published call for volunteers, the Nominating Committee shall nominate a member of the organization for each PTO Board position. All members of the organization are encouraged to volunteer; no one may nominate another member of the organization without first obtaining that person's permission, indicated by that person's signature on the nomination form. With prior notification to the Head of School, a report of its nominations will be sent to all members at least fifteen (15) days prior to the date of the annual business meeting of the organization. Nominations may be made at the annual business meeting from the floor if the consent of the nominee has been obtained prior to the meeting and the name reported to the Secretary of the organization before the start of the meeting. In the event that there are more nominations than available slots, an election will be held at the meeting.

Article IX. Parliamentary Authority

The rules contained in Robert's Rules of Order or a simplified version thereof shall govern the PTO in all cases to which they are applicable and in which they are not inconsistent with these bylaws. A copy of the Rules shall be kept by the Secretary of the organization in the official records of the organization.

Article X. Amendments

These bylaws may be amended by a simple majority vote of the members present at any general membership or special meeting of the organization, provided that notice of the proposed amendment shall have been given at the previous meeting and/or a copy of said amendment sent to each member of the organization at least fifteen (15) days prior to said meeting.

Article XI. Dissolution

Upon dissolution of this organization, the PTO Board, after paying or making provisions for payment of all liabilities of the organization, shall dispose of all assets by transferring such funds to the School.