**KISSEL HILL ELEMENTARY SCHOOL**

 **PTO CHARTER**

**MISSION**

* To promote the welfare of children in home, school, and community.
* To enhance the educational experiences of Kissel Hill children through fundraising and family activities.
* To foster cooperation and partnership between parents and teachers in advancing the goals of Kissel Hill Elementary School.
* To foster a sense of pride, support, and enthusiasm for Kissel Hill Elementary School.

**POLICIES**

Policies will be developed through meetings, conferences, and committees, and will not direct or control the administrative activities of the school. The PTO may make suggestions to the administration concerning activities of the school for the betterment of conditions for the school community (students, teachers, administration, and parents).

**EXECUTIVE COMMITTEE**

The Executive Committee will consist of the President (or 2 Co-Presidents), Vice-President (or 2 Co-Vice Presidents), Treasurer (or 2 Co-Treasurers), Secretary, Teacher Representative(s), and Principal.

* The Executive Committee will prepare a budget for each new school year at the end of the current school year.
* The Executive Committee will stipulate a time for PTO business meetings and programs to begin.

**PTO MEETINGS**

* PTO meetings are open to all parents and teachers of Kissel Hill students. Meetings will be conducted by the PTO President(s). In the absence of the President(s), the Vice President will conduct the meeting. All guests (an individual who no longer has a student at KH) attending PTO meetings must be approved by the President(s).
* Most PTO meetings and programs will take place at the school.
* If a program should take place somewhere other than the school, it should be presented to the PTO and approved by all PTO Officers and Chairpersons present.
* The Officers and Chairpersons will meet as needed and as designated by the PTO President(s) during the school year.
* The President(s) should meet with the Principal in the spring to set dates for school activities, programs, and PTO meetings.

**MEMBERS**

* The school Principal, all teachers, and all parents/guardians of Kissel Hill students are members.
* Officers will be elected by PTO members and will consist of a President (or 2 Co-Presidents), Vice President (or 2 Co-Vice Presidents), Secretary, and Treasurer (or 2 Co-Treasurers).
* Chairpersons will be named by PTO Officers.

**ELECTION OF OFFICERS**

* The Secretary of the PTO is responsible for sending out notice of upcoming election of Officers. It is recommended that no more than 2 Officer positions be vacated at one time, in order to keep continuity of PTO processes.
* In February of the current school year, a list of vacant positions for the upcoming school year will be distributed to parents. All persons wishing to be considered for an Officer position must attend a minimum of 3 PTO Meetings prior to the voting meeting in May.
* In April, the list of candidates will be compiled.
* All members present at the May PTO meeting will vote on the candidates.

**DUTIES OF OFFICERS**

 All outgoing Officers and Chairpersons will transfer all required materials and reports to newly elected Officers and their Chairpersons, including a written report of duties and procedures to follow.

 – **President(s)**

* Have ultimate authority over and responsibility for all PTO functions during the school year.
* Conduct PTO meetings and business meetings.
* Be informed of all Committee activities.
* Ensure that Kissel Hill PTO is represented as necessary at school district meetings and functions.
* Serve a 2-year term, which can be extended indefinitely by re-election.

 – **Vice-President(s)**

* Conduct all duties for President in his/her absence.
* Establishes a committee of helpers as needed.
* Organizes election of Officers for the coming school year.
* Serves a 2-year term as VP, then moves to President for 2 more years (ttl of 4-year commitment.)

 – **Teacher Representative(s)**

* In the spring of the current school year, the teachers should decide who will represent them as a PTO representative for the upcoming school year.
* The PTO should inform the teacher Representative of his/her duties and involvement.

 – **Secretary**

* Distributes notice of upcoming PTO meetings several days prior to the meeting.
* Records minutes at all PTO meetings.
* Emails copy of minutes to the PTO Officers and School Principal.
* Updates the PTO Website, the PTO Facebook Group page and all other forms of communication in partnership with the President.
* Serves a 2-year term, which can be extended indefinitely by re-election.

 – **Treasurer(s)**

* Establishes a budget with Executive Committee for PTO approval and takes care of all financial matters.
* Provides a written financial report at each PTO meeting to be given to any interested member.
* Keeps PTO members informed of financial status.
* Provides Principal with all account numbers.
* Provides report to District Office at the end of the school year.
* Serves a 2-year term, which can be extended indefinitely by re-election.

**COMMITTEES**

Committee Chairpersons are appointed by the Executive Committee. The outgoing Chairperson(s) will provide a written report with guidelines to new Chairperson(s) at the end of the school year.