

St. Albert the Great Catholic School Parent Teacher Organization (PTO) By-Laws

Adopted and approved August 27th, 2020 by Father Honesto Agustin
(via email)

St. Albert the Great Mission Statement

We, the community of St. Albert the Great Catholic School, in keeping with the teachings of Christ, are dedicated to integrating the Gospel values, promoting academic excellence and preparing students to be responsible individuals with a commitment to living the Gospel in a diverse society.

St. Albert the Great School Philosophy

We, the Staff of St. Albert the Great Catholic School, in active partnership with parents, are dedicated to challenging every child to grow in spirit, mind and body, within the framework of social, cultural and global understanding and respect.

ARTICLE I – NAME OF THE ORGANIZATION

The name of the association referenced herein shall be the “St. Albert the Great Catholic School Parent Teacher Organization”, hereinafter referred to as PTO.

ARTICLE II – PURPOSE AND FUNCTION

The purpose of the PTO is to support and improve the relations between home and school; promote the welfare and enrichment of our students; and support a safe learning environment for children and staff.

- A. The PTO is established in line with the St. Albert the Great Catholic School Board responsibilities to provide an association of parents and guardians who are interested in the spiritual, scholastic, social, and emotional development of St. Albert the Great School (St. Albert’s) students.
- B. The PTO is a consultative group under the direction of the Principal. The Principal has the discretion to consult with the Pastor and School Board.

- C. The duties and responsibilities of the PTO include:
1. Promotes the school's vision and future planning process through fundraising.
 2. Provides a convenient forum for open discussion between parents, teachers and the administration.
 3. Provides ongoing education to parents in the form of guest speakers and presentations.
 4. Sponsors selected awards programs and the recognition of student for participation and achievement.
 5. Fosters interest in St. Albert's School within the Truckee Meadows community.
- D. Additional duties and responsibilities may be developed by the PTO Officers, subject to approval by the Principal.
- E. The PTO shall not seek to approve or certify the administrative activities of St. Albert's School or to control its policies or the policies of the School Board.
- F. No representative of the PTO shall have the authority to bind St. Albert's School, St. Albert the Great Parish, the Pastor, the Principal or the School Board.

ARTICLE III – MEMBERSHIP

- A. Elected Officers
1. Elected Officers of the PTO include the President, Vice President, Secretary, and Treasurer. The elected officers and appointed at-large Officers of the PTO shall be known as the Parent Teacher Organization Officers.
 2. One or more at-large PTO Officers may be appointed by the President subject to the approval of the Principal.
 3. The Pastor, Principal and a School Board member are ex-officio Members and may participate actively in discussion and consensus building.
- B. Election of Officers
1. Nomination for each of the PTO Officers shall be held in March in accordance with PTO Policy.
 2. Nomination forms shall be distributed to all parents or guardians by the nominating committee.
 3. Each parent or guardian of St. Albert's Catholic School shall be entitled to cast one vote for each office.
 4. Secret Ballot voting shall take place during April in accordance with PTO policy.

5. If a Secret Ballot is not logistically feasible, then the current PTO Board Officers will vote for incoming members and their positions to be held.

C. Terms of Office

1. Officers of the PTO shall be elected for a term of three years and may serve for a second term, consecutive to the first, but must depart the board after the sixth year.
2. The term of office runs from July 1st through June 30th.
3. No officer shall hold more than one office at a time.

DUTIES OF THE OFFICERS

A. President

1. Presides at all PTO Officer and PTO general membership meetings.
2. Prepares agendas for all meetings in consultation with the Principal.
3. Appoints chairpersons for committees in consultation with the PTO Officers and subject to the approval of the Principal.
4. Serves as a liaison to and attends regular meetings of the School Board.
5. Assists with the Treasurer and Principal in preparing an annual PTO budget. This function is currently being met by a permanent parish position, so does not need to also be prepared by the President/Treasurer.
6. Prepares, in conjunction with the PTO Treasurer, a quarterly financial report to the school administration and the Finance Committee of the School Board. This function is currently being met by a permanent parish position, so does not need to also be prepared by the President/Treasurer.
7. Submits all PTO records, reports, and other materials pertaining to the organization from the retiring officers and committee chairperson to the school office by June 30th.

B. Vice-President

1. Performs the duties of the President at the request of or in the absence of the President.
2. Ensures that PTO members and officers remain in compliance with the PTO by-laws and policies.
3. Attends School Board meetings in the absence of the PTO President.

C. Secretary

1. Prepares and maintains a format for recording of minutes and agendas.
2. Documents minutes at all monthly meetings of the PTO Officers.

3. Works closely with the President, Principal and committee chairpersons to ensure accuracy of recorded minutes.
4. Distributes minutes and agendas to Principal and all PTO Officers prior to each meeting.
5. Ensures that all board minutes have been reviewed and approved by the PTO for distribution as needed.
6. Provides an approved copy of the minutes to the school office for recordkeeping and dissemination to parents and guardians.

D. Treasurer

Currently St. Alberts has a permanent bookkeeping position within the parish that manages the functions listed in items 1-5 below.

1. Prepares, in conjunction with the Principal and the President, and annual PTO budget by May 1st for the following fiscal year. This budget will be approved by the PTO Officers and the Principal during the May PTO officers meeting.
2. Collects and deposits all monies from school fund-raising events in accordance with school policies.
3. Prepares, in conjunction with the President, a monthly report to the Finance Committee of the School Board that includes:
 - a. Income and expenditures
 - b. Accounts payable
 - c. Accounts receivables
 - d. A detailed accounting of each fundraiser within one-month of the event.
4. Prepares and co-signs checks with the Principal for payments related to PTO expenditures (reimbursement requests are to be picked up each Monday, paid and disbursed by that Friday).
5. Prepares and reads financial statement at all PTO general membership meetings.
6. Works for fund raising committee to organize counting days for when fund raising deposits are returned to the school (i.e. Jog-a-thon, Cookie sales, Jump-a-thon, etc.).
7. Receives and reviews all reimbursement receipts for submittal to parish bookkeeper.

E. Confidentiality

1. All elected and appointed PTO Officers will sign a required Diocesan confidentiality statement upon acceptance of their office.
2. As an officer of the St. Albert the Great Catholic School PTO, all Board Members should understand and acknowledge their responsibility to maintain confidentiality.
3. As a PTO Board Member/Officer/Committee Member, it should be fully understood that one should not discuss any information that could be

considered confidential, including, but not limited to, students, school personnel, parish personnel, or school finances, etc.

F. Collaborative Working Relationship

All elected and appointed PTO Officers will work in collaboration with the school administration and the School Board.

G. Policy Committee

PTO Officers will establish a policy committee, which will develop policies, subject to the approval of the Principal, which implement clear guidelines and procedures consistent with the by-laws.

ARTICLE IV – MEETING OF PARENT TEACHER ORGANIZATION

A. Meetings of the PTO Officers

1. Meetings occur monthly from August through May of each school year, with a planning session before the end of the current school year.
2. Special meetings may be called at the request of any elected or at-large officer subject to the approval of the Principal.

B. PTO general membership meetings

1. Meetings occur from September through May of each school year.
2. Special meetings may be called at the request of any elected or at-large officer subject to the approval of the Principal.

C. In conjunction with other meetings

1. All programs of the PTO shall be developed in conjunction with the Principal, the School Board through conferences, committees, and an annual planning meeting.

ARTICLE V – COMMITTEES

A. Committees

1. Without limitation, standing committees of the PTO shall be:
 - a. Book Fair
 - b. Box Tops
 - c. Fundraising - Cookie Dough, Gift Wrap, etc

- d. Hospitality/Welcome committee
 - New Parent sessions
 - Back to School Night
 - First PTO Meeting of the school year
 - Catholic Schools week/Open House
- e. Incentive programs
- f. Nomination committee
- g. Policy Committee
- h. Parish picnic committee
- i. Scrip
- j. Clothes Closet
- k. Printer Paper for the school
- l. Teacher Appreciation (gift cards, etc)

- 2. Any PTO member may serve as a chairperson of a committee for a three-year term which, upon request of the President and subject to the approval of the Principal, may be renewed for additional years for the same committee.

ARTICLE VI – FINANCES

- A. Finances - Currently St. Alberts has a permanent bookkeeping position within the parish that manages the functions listed below for the PTO.
 - 1. PTO funds are received from annual dues, proceeds derived from various projects/fundraisers, and donations.
 - 2. All funds must be accounted for by June 15th of each school year as approved in the budget and in accordance with PTO policies.
 - 3. PTO funds will be disbursed to pay operating expenses, including those incurred in conjunction with all projects and fundraisers, and subject to the limitations set forth, for items or projects on a list compiled by the PTO membership, subject to the approval of the Principal.
 - 4. The PTO will provide the Principal with the annual discretionary stipend in accordance with the PTO policies.

ARTICLE VII – AMENDMENT OF BY-LAWS

By-laws may be amended provided that the school community has been informed and given an opportunity to provide input and that the Principal, Pastor, and President have signed the amendment, and that the amendment has been recorded.

ARTICLE VIII – DECISION MAKING PROCESS

The PTO Officers will use consensus as its decision making process. Issues will be discussed until officers can commit to a common goal.

Additional Policies and Guidance:

Participation in the PTO Officer's Board can be used to offset the required annual service hours for 20 family hours per year. Member participation will be reviewed by the Principal and can be adjusted at their discretion.

All PTO general meetings will be held at 6:30pm, every third Tuesday of each month.

All PTO Board meetings will be held at 5:30pm, every third Tuesday of each month (before the general meeting).

As a member of the PTO Board, I hereby acknowledge and accept the bylaws as presented herein. I will strive to maintain the mission and philosophies of St. Albert the Great Catholic School.

1. Tom Ramm

PTO member name (print)

TLR

PTO Member Signature

PRESIDENT

PTO position

9/8/20

Date

2. ANNIE CHAVEZ

PTO member name (print)

Annie Chavez

PTO Member Signature

AT LARGE event
COORDINATOR

PTO position

9/8/20

Date

3. TERI CONNOLLY

PTO member name (print)

Teri Connolly

PTO Member Signature

AT LARGE
event coordinator

PTO position

09/08/2020

Date

4. Karyn Parkins

PTO member name (print)

Karyn Parkins

PTO Member Signature

Vice President

PTO position

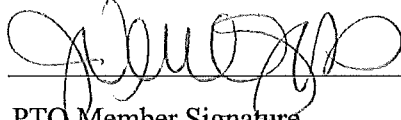
9-8-2020

Date

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5. Jennifer Venegas

PTO member name (print)



PTO Member Signature

Secretary

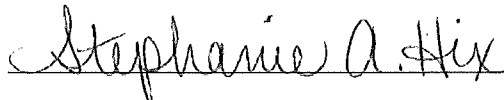
PTO position

9/8/2020

Date

6. Stephanie Hix

PTO member name (print)



PTO Member Signature

Principal

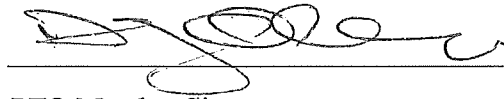
PTO position

9/8/20

Date

7. Dan Olsen

PTO member name (print)



PTO Member Signature

Treasurer

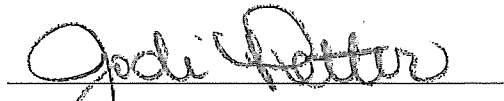
PTO position

9.8.2020.

Date

8. Jodi Potter

PTO member name (print)



PTO Member Signature

Teacher Representative 10/20/20

PTO position

Date

As a member of the PTO Board, I hereby acknowledge and accept the bylaws as presented herein.
I will strive to maintain the mission and philosophies of St. Albert the Great Catholic School.

9. _____
PTO member name (print) PTO Member Signature

PTO position Date

10. _____
PTO member name (print) PTO Member Signature

PTO position Date

11. _____
PTO member name (print) PTO Member Signature

PTO position Date

12. _____
PTO member name (print) PTO Member Signature

PTO position Date