

**ST. CATHERINE
ACADEMY
PTO
HANDBOOK**

May 2017

Chair – Jessi Hawkins

Co – Chair – Stephanie Mahoney

Treasurer – Renee White

Secretary – Tink Culver

Offices

The four officers of this organization shall be a Chair, Co-Chair, Secretary and Treasurer. The Chair and Secretary will serve for 2 years. Co-Chair will serve 2 years and will assume the Chair position. Treasure will serve a 1 year term.

Chair

- a. Shall preside at all meetings.
- b. Shall delegate responsibilities and encourage cooperation and participation among members.
- c. Shall perform all other duties usually pertaining to the office.

Co-Chair

- a. Shall act as aide to the Chair in the planning and decision-making process outside regular meetings.
- b. Shall perform the duties of the Chair in the absence of that officer.
- c. Shall also be responsible for performing other duties as delegated by the Chair.

Secretary

- a. Shall keep a correct record of all meeting of the organization.
- b. Shall present the minutes after each organization meeting and make copies available to all members.
- c. Shall keep on file a copy of the minutes and email a copy of the minutes to the school Administrator.
- d. Shall also be responsible for performing other duties as delegated by the Chair.

Treasurer

- a. Shall deposit all moneys of the organization.
- b. Shall keep an accurate record of receipts and expenditures.
- c. Shall request funds as needed through the school office.
- d. Shall present a statement of account to the membership at every meeting.
- e. Shall also be responsible for performing other duties as delegated by the Chair.

Election of Officers:

Section 1 – Nominations

- a. Names of school parents/guardians are to be solicited to serve as officers of the organization prior to the end of the school year.
- b. Solicitations shall come from parents/guardians, teachers, staff, and administration at a PTO meeting.
- c. Current PTO officers shall contact prospective nominees for willingness to serve and office preference.
- d. The PTO Chair shall compile a list of candidates for office and distribute to all members of the PTO.

Section 2 – Selections

- a. Officers shall be selected by majority vote at the last general meeting of the year.
- b. Any vacancies that occur during any term of office shall be filled by selection of the PTO board.

PHILOSOPHY AND PURPOSE

The Parent Teacher Organization of St. Catherine Academy, grades Pre-K through 8, has been established to aid in the financial and social development of the parish school, its faculty, students, and their families.

MEETINGS

PTO Meetings are held on the first Monday of each month during the school year.

PTO Meetings will begin at 6:30pm in the school cafeteria unless otherwise noted.

Parents are encouraged to make arrangements for their children's supervision during PTO Meetings.

Meeting minutes will be compiled electronically and emailed by the PTO Secretary to St. Catherine's Administrator the week after the meeting.

Norms for discussion at the Meetings:

- Listen actively and attentively.
- Ask for clarification if you are confused.
- Do not interrupt one another.
- Challenge one another, but do so respectfully.
- Critique ideas, not people.
- Do not offer opinions without supporting evidence.
- Take responsibility for the quality of the discussion.
- Build on one another's comments; work toward shared understanding.
- Do not monopolize the discussion.
- Speak from your own experience, without generalizing.

- If you are offended by anything said during the discussion, acknowledge it immediately.
- Consider anything that is said in the meeting strictly confidential.

TREASURER'S REPORT

Prior to each meeting the Treasurer's Report will be compiled for presentation during the business meeting. Every effort will be made to provide the most up to date report for the financial status of the PTO.

BUDGET PROCESS FOR THE PTO

Using past budget, events are reviewed by PTO officers and events/activities may be added or removed. Revisions are based on actual income/expenditures to determine the new budget amounts.

The current budget shall also be presented to the School Board for approval upon completion. School Board will also review financials monthly.

MAJOR FUNCTIONS OF THE ORGANIZATION

The major functions of St. Catherine Academy PTO are to:

- 1) Have fundraisers to try and help school/parish funding.
- 2) Keep our parents and students aware of school, family, and faculty needs and situations.
- 3) Contribute to the spirit of the school and its mission of providing a Catholic education.

FUNDRAISING COMMITTEE

The Chair of the PTO directs all fundraising events with approval of the Pastor, Principal, School Board and members. St. Catherine Academy PTO, now, is not responsible for the following:

St. Catherine Autumn Fest
St. Catherine Portraits of Excellence
St. Catherine Picnic
St. Catherine Sports Committee
St. Catherine Breakfast with Santa
St. Catherine Breakfast with the Easter Bunny
Box Top Program

St. Catherine PTO will however work alongside and assist the committees listed above as aloud. All families are strongly encouraged to volunteer.

As part of the financial responsibility we must bear, the PTO is committed to fundraising activities which provide funds not covered by tuition. It is necessary to have total support from all members in the efforts of the PTO. Opportunities to volunteer for all fundraising activities shall be made available well in advance of each event.

CALENDAR OF EVENTS

****ALL EVENTS MUST BE SCHEDULED THROUGH THE SCHOOL SECRETARY TO ENSURE FACILITES ARE AVAILABLE FOR USE****

(Listed below you will find ideas we hope to bring to life in our first year as St. Catherine PTO)

WELCOME COMMITTEE

- *Family Spotlight presented in Thursday Newsletter
- *Placing new families with veteran families for Q/A
- *St. Catherine Momma's Bunco

TEACHER APPRECIATION

*Teacher Goody Bags (classroom school supply assistance)

*The Giving Tree (classroom school supply assistance)

*Teacher Luncheon

DANCE SOCIALS

*Christmas Dance

*Spring Fling

*Father/Daughter Dance

ST. CATHERINE NEW YEAR'S EVE DANCE FUNDRAISER

*Open to Public 21yrs. and older

*Entry Fee

*DJ/Band

*Supply a Breakfast Buffet after New Year's

*Décor

*Alcohol Sales Possibility

ST. CATHERINE FIELD DAY

*Close to the End of School

*Activity Centers (Races, Jump Rope, Hula Hoop, Egg Toss, Etc.)

*Ribbons/Prizes (1st Place Winners)

*Bouncy House

*Snacks/Drinks

*Music

****Other fundraising events/opportunities may be added if necessary****