**ST. JOHN CATHOLIC SCHOOL (SJCS)**

**PARENT - TEACHER ORGANIZATION**

**PANAMA CITY, FLORIDA**

**Name of Organization**

The name of this organization shall be St. John Catholic School Parent – Teacher Organization; herein referred to as the PTO.

**Mission Statement**

Section 1 STJ Catholic School Mission Statement

“Educating the ones whom Jesus calls” At St. John the Evangelist Catholic School, we strive

to become living examples of the teachings of Jesus Christ and the Roman Catholic Church in

our academics, families, parishes, and community.

**SJCS PTO Mission Statement**

Our mission is to support St. John Catholic School’s staff and administration by providing

resources to enrich the academic, spiritual, physical, social and emotional development of our

children. This organization provides a volunteer network committed to enhancing catholic based education. Our PTO fosters the support and communication of issues and needs relating to our school families.

**Purpose of Organization**

• To promote the mission of SJCS

• To enhance the educational experience of SJCS students

• To foster communication and collaboration between parents, teachers, staff, students,

administrators, and community of SJCS

• To serve as an instrument that helps to unify the efforts, time, and talents of the parents,

teachers, students, and administrators

• To encourage a sense of community through spiritual and social activities

• To advance the spirit of service to meet the volunteer needs of the school

• To coordinate various fundraising activities to supplement SJCS educational programs,

projects and/or facility improvements

**Support of School Policies**

The PTO serves the parents, teachers, staff, students, and administrators of St. John the

Evangelist Catholic School (SJCS) and is an entity separate and apart from SJCS. The PTO is

accountable to the Principal of SJCS and Pastor of SJCS parish, and shall respect the established school policies and practices.

**Membership**

Membership shall consist of all interested parents and/or guardians of SJCS students, and all

teachers and staff of SJCS.

**General Meetings**

General PTO meetings shall be held on the first Thursday of each calendar month at
2:45 P.M. in the school’s media center. Any items that need to be placed on the agenda shall be submitted at least 1 week before the meeting takes place. All teachers and staff will be present during these meetings.

**\*Aftercare will be provided at no charge to the parents who would like to attend meetings.**

**Special Meetings**

Special meetings may be called by committee chairs for specific event coordination, and all minutes shall be submitted to the PTO Lead Volunteer Coordinator.

**Conduct/Agenda of Meetings**

A standard agenda will be used for the conduct of all meetings and consist of the following elements:

* Record of those in Attendance
* Acceptance of Prior Meeting Minutes
* Reports – Treasurer’s, Principal’s/Teacher Representative’s, Officers’, Committees’ (as appropriate)
* Updates / Unfinished Business
* New Business

Items to be placed on the agenda must be submitted prior to the meeting.

The Secretary is responsible for ensuring that meeting minutes and reports are made available

to the general membership. PTO members will be given an opportunity to ask questions or

provide suggestions regarding the content in each report during the monthly PTO meetings.

**Positions**

The *Lead Volunteer Coordinator* shall coordinate volunteers for PTO events and school activities. Collect list of general volunteers at beginning of year and for special events. Assure that volunteer data is recorded and available to both Principal and teachers. Work with teachers, staff, and leaders of committees to assure volunteers are recruited for programs. On-going dialog with Grade Level Coordinators as to class and grade activities. (Effort: on-going, year round; time peaks with a few big events. Average: 3 hours per month; could range from 0 to 8 hours per month during major events.) In the event that the Lead Volunteer Coordinator is unable to fulfill his/her job requirements, the Principal may assign a new

**Lead Volunteer Coordinator** will be responsible for designating a secretary/treasurer for each school year.

**Treasurer/Secretary**

• Prepare budget proposals

• Receive all funds of the PTO and deposit into the PTO account with the Parish account

• Reconcile the PTO account upon receipt of monthly statements from the Parish

bookkeeper

• Provide multiple copies of a written financial statement, including reports of income and

expenditures, (Treasurer’s report) at each monthly general meeting

and provide copies to the Principal

• Be prepared to provide a current record of commitments and account balance

• Submit funds requests in a timely manner

• Abide by Diocesan, Parish and SJCS policies

• Assist with PTO sponsored events

• Perform other duties as assigned by the PTO

• Record, transcribe, copy, and distribute the minutes of all PTO meetings

• Act as custodian of PTO records including meeting minutes, agendas, meeting

attendance records, by-laws, and correspondence

• Ensure that all notices are duly given in accordance with these by-laws

• Conduct PTO-related correspondence as requested by the Lead Volunteer Coordinator

• Abide by Diocesan, Parish and SJCS policies

• Assist with PTO sponsored events

• Perform other duties as assigned by the PTO

• Represent at least one PTO committee at each executive meeting

**\*In the event of the absence of the treasurer/secretary, the Principal shall appoint an acting secretary for the meeting to be responsible for recording, transcribing, and distributing minutes.**

**Principal**

• Provide information from the Diocese of Pensacola

• Provide information from SJCS parish

• Act as liaison between PTO and the SJCS staff

• Sign all approved Request for Funds Applications

• Designate a Lead Volunteer Coordinator

• Attend school functions and events

**Committees**

The Lead Volunteer Coordinator shall create committees as deemed necessary to promote the mission and goals of the PTO. Each committee chairperson/representative shall be responsible for coordinating the committee duties and activities and reporting at general PTO meetings.

**Article X – Fiscal Management**

A minimum of $1,500 shall be carried over as start-up for the next school year. Any remaining

funds may be placed in the SJCS General Fund as determined by the Principal.

**Cash Handling Procedures**

• All persons handling cash must have been fingerprinted and have a completed

background check on file with the diocese

• There must be two persons at all times handling cash together

• Cash/checks may not be taken home by any party

• After fundraising or cash handling activity is complete, the cash envelope must be

counted and signed by at least two parties and must be remitted to designated area by

the parish

• Prior to fundraising or cash handling activity, a numbered money bag(s) must be

obtained by the school office in order to track funds

• Change cannot be made by any cash handler - for example: If someone needs $10

change and there is only a $10 bill in the “bank”, the person(s) handling the cash cannot

exchange 2 $5 bills (or any denomination) of personal money with the money in the

“bank”

**Teacher Request/Reimbursements**

• Complete a Request for Funds Application (found in the PTO box in the main office) and

include all receipts and/or documentation of purchase

• All applications will be reviewed and approved by the Principal and or Development Director

• Application will be submitted to PTO Treasurer (through the PTO Box) for review

• The treasurer will complete the St. John Check Request (obtained from the office

manager) and have the check request signed by SJCS Principal

• Treasurer will submit check request and copy of receipts/documentation to the office

manager

• Treasurer will e-mail recipients that the request has been submitted

• Treasure will track the reimbursements and allocate the expenses to the correct account

**Reporting**

• PTO treasurer/secretary and St. John Office Manager will communicate on a regular basis

regarding the income/expenses and any financial activity revolving around the SJCS PTO

account