



**WOODLAND ELEMENTARY
PARENT/TEACHER
ORGANIZATION**

HANDBOOK



Woodland Elementary Parent/Teacher Organization Handbook

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Table of Contents

PARENT/TEACHER ORGANIZATION BYLAWS	3
I. Name.....	3
II. Mission.....	3
III. Purpose	3
IV. PTO Board/Site Council Membership.....	3
V. Qualifications for Members and Election Procedures	4
VI. Officers and Duties	4
VII. Meetings.....	5
VIII. Team Structure and Special Committees	5
IX. Finances.....	6
PTO JOB DESCRIPTIONS	7
I. Chairperson.....	7
II. Treasurer	7
III. Secretary	8
IV. Parent Representative.....	8
V. Staff Representative	8
VI. Parent Volunteer Coordinator.....	9
VII. Committee Chairpersons.....	10
PTO COMMITTEES.....	11
I. General Responsibilities for Committees	11
II. Fundraising	11
III. Hospitality	11
IV. School Pride	12
V. Social Activities.....	12

PARENT/TEACHER ORGANIZATION BYLAWS

I. Name

The name of this organization shall be Woodland Elementary School Parent/Teacher Organization (PTO).

II. Mission

Our mission is to enhance the education and development of Woodland students.

III. Purpose

- A. The Woodland PTO is a non-profit organization and shall be governed by bylaws.
- B. If you have a child attending Woodland Elementary School, you are a member of the Woodland PTO.
- C. The goals of this organization shall be to:
 1. Promote a sense of community among students, parents, and the school.
 2. Responsibly raise and distribute funds to support both educational and social development at Woodland.
 3. Facilitate opportunities for communication between parents, administration/teachers, and the community.

IV. PTO Board/Site Council Membership

The affairs of this organization shall be governed by a Board/Site Council whose members will include the following:

- Three Selected Parents/Guardians
 - Two Parent Representatives
 - One Representative to the Superintendent
- Four Selected Staff Members
 - School Principal
 - Two Teachers
 - One Staff Secretary
- One Parent Volunteer Coordinator
- Four Committee Chairpersons or Representative
- One Chairperson
- One Treasurer

Position Responsibilities:

- Govern the affairs of the PTO.
- Promote the goals of the PTO.

- Form financial goals for the year.
- Define the PTO budget before September.
- Coordinate the Woodland Elementary Terry Langager Scholarship awarded to a high school senior.
- Help build a positive relationship between community and school.
- Assist PTO with awareness of legislation that may have an impact on our district/school.
- Special projects as assigned by Principal or Chairperson.

V. Qualifications for Members and Election Procedures

- A. The Principal of Woodland Elementary is automatically a member.
- B. Before September, teachers who wish to serve on the PTO Board/Site Council shall submit their names to their team leaders.
 1. Only those teachers on continuing contracts at Woodland Elementary shall be eligible to run for a seat on the PTO Board/Site Council.
 2. Team Leaders will make the selection or an election will be held.
 3. If an election is necessary, only those teachers currently under contract at Woodland shall be eligible to vote.
 4. Two teacher representatives will be selected each year for a two year term.
- C. Before September, parents/guardians who wish to serve on the PTO Board/Site Council shall submit their name to the Principal.
 1. To be eligible to serve on the board, a parent/guardian must have a child attending Woodland during the school year in which they serve.
 2. If there are more candidates than vacant positions, an election will be held to determine the representatives.
 3. Parents/guardians must have a child enrolled in Woodland to qualify to vote.
 4. Each qualifying parent/guardian shall have one vote.
 5. Two parent representatives will be selected for a two year term.
- D. Classified staff members will select their own representative in May. The current classified staff representative will organize the selection process.

VI. Officers and Duties

Officers of the PTO shall consist of a Chairperson, Treasurer and Secretary.

- A. The Chairperson will be elected by the PTO Board/Site Council at the last Spring meeting.

- B. The Secretary and Treasurer will be appointed by the current PTO Board/Site Council at the last meeting in the Spring.
- C. PTO officers will serve for a two-year term from July 1st – June 30th.
- D. Interested candidates should submit their names to the Principal prior to May.
- E. Vacancies that occur will be filled by appointment by the PTO Board/Site Council.
- F. Duties and responsibilities will be established for each office.

VII. Meetings

- A. PTO meetings shall be held monthly or as deemed necessary and will be open to all Woodland parents and staff.
- B. All agenda items requiring a vote must be discussed, moved and seconded, and voted upon. Any PTO member may make a request to the PTO Chairperson to hold a secret ballot on any issue.
- C. Each PTO Board/Site Council member shall have one vote.
- D. To approve a motion or pass a resolution, a simple majority of the PTO Board/Site Council members present at the meeting must vote in favor of the option.
- E. Proposals for bylaw changes must be read at the previous meeting before a vote is taken. A vote of two-thirds of the PTO Board/Site Council present is needed for a bylaw change.

VIII. Team Structure and Special Committees

- A. Four teams have been created to promote the goals of the organization.
- B. The four teams are: Fundraising, Hospitality, School Pride, and Social Activities.
- C. Each team will have (at least) one Chairperson to be responsible for its activities. Some teams may elect to have two Chairpersons.
- D. Duties and responsibilities are established for each team and available to the Woodland community and PTO Board/Site Council.
- E. Special committees may be created by the PTO Board for specific, temporary needs.

IX. Finances

A financial audit shall take place once every two years at the completion of the school year. This audit should be initiated by the Treasurer and be conducted with the Chairperson and at least one person outside of the PTO Board/Site Council as approved by the PTO Board/Site Council.

PTO JOB DESCRIPTIONS

I. Chairperson

Position Objective: Provide leadership for the Woodland PTO.

Position Responsibilities:

- Meet with the Principal, prior to meetings, to plan the meeting agenda.
- Facilitate all PTO meetings (re-state motions, call for vote, move meeting along, and encourage participation).
- Coordinate the work of the committees to ensure achievement of objectives.
- Establish special committees as needed. Select members to serve on these committees.
- Represent Woodland PTO at district functions.
- Work to expand involvement of PTO members.
- Promote School and PTO activities.
- Write articles for newsletters.
- Keep PTO Handbook up to date

II. Treasurer

Position Objective: Responsibly manage all PTO funds.

Position Responsibilities:

- Track all budgets, progress against budgets, expenses, and revenue generated by the PTO.
- Supervise the collection, deposit and disbursement of all funds.
- Disperse the funds approved by the PTO Board/Site Council.
- Be in attendance at meetings.
- Provide monthly reports showing all financial activities and current balances.
- Give updates at PTO meetings.
- Complete annual taxes by November.
- Provide reports to committees and PTO Board/Site Council as requested.
- Complete audits biannually.

III. Secretary

Position Objective: Record and distribute all PTO meeting minutes.

Position Responsibilities:

- Take detailed minutes of all PTO meetings.
- Provide a copy of the minutes to committee members prior to the next scheduled meeting.
- Post a copy of the minutes on the school website.

IV. Parent Representative

Position Objective: Represent Woodland parents.

Position Responsibilities:

- Be in attendance at meetings.
- Review agenda material prior to the meeting.
- Offer new ideas and suggest changes.
- Vote on decisions regarding the operation of Woodland Elementary.
- Promote School and PTO activities.
- Includes one superintendent's representative to communicate information from district level.

V. Staff Representative

Position Objective: Foster communication between school and home.

Position Responsibilities:

- Be in attendance at meetings.
- School Principal will give updates at meetings.
- Solicit ideas and feedback from the staff on PTO activities.
- Provide in-depth school information as needed (e.g. What do test scores mean? How do assessments work? Etc.).

VI. Parent Volunteer Coordinator

Position Objective: Coordinate volunteers for school events.

Position Responsibilities:

- Update events and monitor volunteer status on website.
- Send reminder emails to volunteers.
- Help staff with volunteer needs as requested.
- Advise PTO Chairs of newsletter articles requested schedule.
- Distribute volunteer forms in September and January and as needed.
- Contribute articles to newsletters.
- Attend PTO meetings.
- Act as liaison between volunteers and event coordinator.
- Recruit volunteers via ListServ messages, newsletter articles, emails and phone calls for school events such as:
 - Walker Patrols for the 1st week of school
 - Lunchroom for the 1st and 2nd week of school
 - Apparel table during Open House
 - Fall Fundraiser pick up day
 - Thursday Workroom
 - Library
 - Binding calendars for 2nd grade
 - Picture Day Fall
 - Vision/Hearing Testing
 - Culver's Night
 - Staff Appreciation Week in May
 - Woodland gardens June-August
 - Community Day
 - Grandparents Day
 - Spring Carnival
 - Track and Field Day
 - Bike Rodeo
 - PBIS Assembly Classroom Volunteers
 - Literacy Connection
 - Sock Hop
 - Yearbook/Classroom Photographers
 - Family Fun Night
 - Art Adventure

VII. Committee Chairpersons

Position Objective: Provide leadership for her/his committee.

Position Responsibilities:

- Ensure achievement of committee objectives.
- Facilitate committee meetings.
- Write articles for newsletters.
- Attend PTO meetings or send a representative.
- Give updates at PTO meetings.
- Perform additional duties as noted in PTO Committees section.

PTO COMMITTEES

I. General Responsibilities for Committees

- Be represented at all scheduled PTO meetings.
- Share information about team activities with parents in the newsletter.
- Share major changes and new activities with the PTO Board/Site Council.
- A two-year commitment is requested for each member.
- Team members are requested to find replacements when they vacate their position.

II. Fundraising

This team will coordinate school fundraisers throughout the year to raise money to support academic excellence at Woodland. The team will be led by a chairperson(s) and ideally supported by 5-7 team members.

Position Responsibilities:

Specific duties for this team could include but are not limited to the following activities:

- Product sales fundraiser
- Direct donations
- Family nights at local restaurants
- Silent auction
- Raffle
- Fun Run
- Book Fair

III. Hospitality

This team is responsible for recognizing and showing appreciation to members of the Woodland Community. This team will be led by a chairperson(s) and ideally supported by 3-5 team members.

Position Responsibilities:

Specific duties for this team could include but are not limited to the following activities:

- Fall staff treats
- Teacher appreciation week
- Conference dinners
- Grandparents Day
- Call on new families, welcome them to Woodland, and answer any questions they may have

- Provide new families with a top ten list of things to know about Woodland

IV. School Pride

This team promotes and encourages school pride and loyalty to Woodland through various school activities. This team will be led by a chairperson(s) and ideally supported by 3-5 team members.

Position Responsibilities:

Specific duties for this team could include but are not limited to the following activities:

- Clothing Sale in the Fall
- Yearbook
- Read-a-thon in February

V. Social Activities

This team sponsors family events during the year. This team will be led by a chairperson(s) and ideally supported by 3-5 team members.

Position Responsibilities:

Specific duties for this team could include but are not limited to the following activities:

- Fall Family Night
- Winter Dance
- Spring Carnival