



CHARLES COUNTY PUBLIC SCHOOLS

Parent Teacher Organization (PTO)

Parent Teacher Student Organization (PTSO)

Rules and Procedures

_____ School

PURPOSE OF THE ORGANIZATION

The PTO/PTSO is to serve as an active, loyal, and supportive partner of the school and function as an extension of its programs, activities and events, including assistance with planning, development, implementation, and evaluation as appropriate, within the district policies, rules and procedures.

ORGANIZATION OBJECTIVES

The PTO/PTSO will set specific objectives to support each school, each school year, consistent with the general objectives listed below. Exhaustive efforts will be made throughout the year to meet these expectations and accomplish the organization's objectives accordingly.

- A. To establish a home-school partnership that will bring about a spirit of cooperation in the education of our students.
- B. To offer volunteer support to the principal, the teachers, other staff and students.
- C. To advocate for clear guidelines and reasonable expectations that follow Charles County Public Schools' (CCPS) policies and procedures, including but not limited to keeping children safe and implementing fair and sound policies and procedures.
- D. To help develop cooperative efforts between educators and the community to ensure a quality education is afforded to all students.
- E. To foster and support school and student activities that will promote pride and citizenship, through appropriate and approved fundraising efforts.

ORGANIZATION ROLES

The PTO/PTSO's role in schools centers-around students' receipt of a well-rounded educational experience from the non-instructional perspective. Their charge is supportive in nature designed to seal any connection gaps between the school and the home, through various communication modes, family activities and fundraising events.

- A. To provide and assist in opportunities for extracurricular activities that will augment students' educational experience as approved by the school administration.
- B. To act as a liaison between parents, school staff, and CCPS.
- C. To plan and implement procedures to provide better communication between parents, students, and the school staff.
- D. To work under the school's administration/leadership team's direction in offering recommendations and input regarding issues as requested by the general membership.

ORGANIZATION POLICIES

The primary focus of this group shall be educational in nature, having been established through dialogues of interest, conferences, committees, projects, and activities, and will be governed by relevant and reasonable policies and practices.

- A. The group is a member of the school’s student activity funds and shall follow the policies and procedures specified by Charles County Public Schools.
- B. The group may not engage in, nor sponsor other groups or active student-centered agencies, such as 4-H Clubs or boys/girls scout organizations.
- C. The group shall remain free of any and all political involvement.
- D. The group will work under the direction of the school’s principal and staff to support and enhance the educational and cultural environment in the school. However, it will in no way direct the programs of the administration and staff.
- E. Proceeds of funds received by the PTO/PTSO shall be deposited into the school’s student activity account designated for this group and be distributed by approval of the principal considering the wishes of the general membership. In addition, all purchases and financial processes must be in accordance with the CCPS policy and approved by the school’s principal.
- F. Proceeds of fundraising activities cannot be used for the personal benefit of a PTO/PTSO officer, school staff member, or general PTO/PTSO member.
- G. The group must receive approval from the principal when planning all functions.
- H. The use of the school facilities must be requested through the principal or his/her designee.
- I. All items donated become the school’s property and must be inventoried according to fixed asset and sensitive inventory rules, which can be accessed through the school’s financial secretary. Donated items shall be approved by the school administration and meet the requirements of the district’s policies. Once inventoried, donated items may not be taken from the premises and must be pre-approved by the PTO/PTSO for use by another group within the school.
- J. Financial donations not to exceed one-time amounts over \$500 are acceptable in accordance with CCPS policy.
- K. All financial expenditures and revenue practices shall be in accordance with the CCPS “Accounting Manual for Student Activity Funds” and “The Finance, Business and Technology Procedures for Activity Sponsors-Student Activity Fund,” without exception.

ORGANIZATION MEMBERSHIP

Membership in the _____ School PTO/PTSO shall be open to all parents, guardians and students of _____ School, as well as teachers and staff. Other persons interested in this organization’s objectives, such as business groups, mentors, etc., may approach the organization with ideas to discuss, review and consider, but will not be granted voting-membership rights. Membership dues may be established by the current elected officers, not to exceed \$10.00 per year, per voting member.

ORGANIZATION OFFICERS

The officers shall consist of an elected president, vice president, secretary, and treasurer, who are collectively referred to as the Executive Board. A Teacher Liaison serves as a member of the Executive Board as well but is selected, not elected. Secondary schools will allow the participation of a Student PTO Member as well. The position of president is the only role that may be shared between two individuals, thus acting equally as co-presidents.

- A. Eligibility – Only members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO/PTSO meeting, if applicable) shall be eligible to serve in any officer position.
- B. Term of Service – Nominations shall take place by written ballot beginning in April; at the May meeting, general membership votes/elects new officers to a one-year term (July 1st through June 30th of the following year). An individual may only hold one officer's position at a time and may not serve more than two consecutive years in the same officer position.
- C. Vacancies may be filled by a majority vote of the general membership or by voting members present at the next meeting after the vacancy occurs.
- D. In the event of a tie during officer elections, the principal shall have the deciding vote.
- E. All officers shall act in the best interest of the PTO/PTSO and CCPS.
- F. No officer shall be compensated by the PTO/PTSO for his or her service.
- G. Each officer shall attend the Executive Board meetings and scheduled PTO/PTSO meetings.
- H. No officer shall secure any contract in the name of the PTO/PTSO without the approval to do so by the school's principal and by a vote of the PTO/PTSO members. All contracts must be approved and signed by the school's principal and CCPS, where applicable.
- I. An officer may be removed from office only upon the principal's recommendation and by a majority vote of the general membership.

***Note:** Parents, guardians and community members interested in contributing volunteer service to CCPS (before, during or after school, or on the weekends) must register accordingly and complete the CCPS background screening process prior to being permitted to participate. This is non-negotiable and applies to PTO/PTSO Executive Officers/Board Members. To access the volunteer registration form and begin the background screening, please visit the school system's (ccboe.com) website: <https://www.ccboe.com/index.php/volunteers>. Upon being cleared, volunteer approval is good for one school year, meaning any approved volunteer from the previous school year must complete the process again for the upcoming school year. The application window for the new school year opens Aug. 1. In addition to the registration and background screening, all PTO/PTSO Executive Officers must complete all required training as a condition of assuming the role. Executive Officers who are CCPS staff are not required to complete the volunteer registration or background screening.

OFFICER DUTIES

Each PTO/PTSO officer will assume specific responsibilities related to the productive progress of the parent group and the overall betterment and support of the school.

- A. **President**: Shall preside and facilitate all meetings of the group and the Executive Board; shall be a member of all committees except for the Nominations Committee; shall perform all other duties within the scope of the presidency as determined/required by the general membership; shall serve (or designate another officer to serve) on the county's PTO/PTSO Council.
 - A1. The PTO/PTSO Council consists of the PTO/PTSO president (or designee) from each school and typically meets at the central office six times a year (August, October, December, February, April, and June), as well as other times as deemed necessary by the Superintendent or designee; the PTO/PTSO council member shall report back to the PTO/PTSO general members regarding discussed topics/activities. The president reports directly to the school principal and the chain of command shall follow that direction.
 - A2. To ensure the integrity of the PTO/PTSO email account, the president must transfer the email address, login, and password information from the previously elected officers to the school principal and incoming elected officers by the end of each school year.
- B. **Vice-President**: Shall act as an aide to the president; shall act on behalf of the president in his or her absence and shall serve as a liaison between all committees and the Executive Board.
- C. **Secretary**: Shall record the minutes of all general and Executive Board meetings, read the previous meeting's minutes, tabulate and record any votes called for, and also be responsible for the distribution, posting and archiving of general meeting minutes as requested by the general membership.
- D. Treasurer: Shall perform the following functions:
 - D1. Work with the school's financial secretary and keep all necessary documentation regarding the group's funds and report all account balances at each general meeting.
 - D2. Work in conjunction with the school's financial secretary and be responsible for deposits, account activities and approved disbursement requests for funds; shall perform other financial duties as requested by consensus of the general membership and approved by the school principal.
 - D3. Ensure all financial expenditures and revenue practices shall be in accordance with CCPS "Accounting Manual for Student Activity Funds" and "The Finance, Business and Technology Procedures for Activity Sponsors-Student Activity Fund," without exception.
 - D4. Monitor financial records throughout the year, ensuring sufficient funds are left in the account at the end of the year, to cover welcome back expenses for staff at the beginning of the following year (i.e., staff breakfast/lunch or welcome back gifts), including at a minimum the following amounts:
 - D4.1 Elementary = \$500 minimum
 - D4.2 Middle = \$1,000 minimum
 - D4.3 High = \$1,500 minimum.
- E. **Teacher Liaison**: Shall act as the official connecting entity executive between the Executive Board and the teachers at the school.

- E1. Shall attend meetings, consume material, engage in dialogue and relay information to teachers and accordingly.
 - E2. Shall present ideas and concerns from the teachers' perspective, and make special requests on behalf when applicable.
 - F. **Student Representative**: Shall attend all general meetings (where applicable) acting in an advisory capacity and shall serve as a liaison between the general membership and the students of _____ School.
 - G. **All Officers**: Must perform their duties in accordance with these [PTO/PTSO] rules and procedures and adhere to the policies, procedures and rules of CCPS.
 - H. **All Officers**: Shall be mindful of their role in representing the school and school system at all times, even beyond their volunteer time with their affiliate school.
 - H1. Officers shall use good judgment as it relates to social media etiquette, being responsible and selective about posting, responding, tagging, tweeting, liking, commenting, etc. on social media platforms, thereby avoiding associating the school/school system with unnecessary negative attention.
- *Note:** As a part of the annual transition of the leadership process, the official group email address login and password information must be transferred from the outgoing PTO/PTSO leadership to the newly elected leadership group, on or around July 1.

ORGANIZATION EXECUTIVE BOARD

The Executive Board of _____ School PTO/PTSO shall consist of the elected officers, the principal and a staff advisor/representative. The duties of the Executive Board shall be:

- A. To work with the school's principal and financial secretary in establishing the PTO/PTSO's annual budget. The school administration shall have the final approval of any recommendations.
- B. To transact any necessary business on behalf of the general membership in the interval between regular meetings.
- C. To oversee the workings of subcommittees and special projects.
- D. To present reports on committee work at general membership meetings.
- E. To recommend payment of any bills not connected with the operating expenses or welfare work of the PTO/PTSO.
- F. To meet prior to each regular (general membership) PTO/PTSO meeting; a majority of the Executive Board members must be present in order to constitute a quorum.
- F1. Special meetings of the Executive Board may be called (between regular intervals) by the president or by a majority of the committee members with the school principal's approval.
- G. To meet at a minimum, five times a year to discuss educational issues which affect the building and to make recommendations concerning such items as school budget, physical plant, class size, purchase of new

equipment, new programs, safety, etc., to include any other areas that impact the school experience for children. Whenever possible, teachers are welcomed and encouraged to participate.

GENERAL MEETINGS OF THE ORGANIZATION

In accordance with these PTO/PTSO Guidelines:

- A. At a minimum, regular membership meetings shall be held at least four times a year, but are encouraged to be held once per month beginning in September.
- B. Meetings shall be held during designated weeks of the month, assigned by grade level accordingly:
 - B1. High School Meetings = first week of the month
 - B2. Middle School = second week of the month
 - B3. Elementary School = third week of the month
 - B4. Emergency or rescheduled meetings = fourth week of the month with a pre-approval from the Office of School Administration

***Note:** For this purpose, the first week of the month must begin on a Monday, even if the school is closed.
- C. Meetings may be held virtually when live participation is not an option.
 - C1. When holding virtual meetings, efforts should be made to schedule and invite members in good standing to fully participate through a CCPS-approved virtual platform (e.g., WebEx, Zoom, Microsoft TEAMS), while other interested parties are welcomed to observe via the school's website.
 - C2. Each school has a Public Relations Liaison who is asked to work closely with the PTO/PTSO group to ensure all communication efforts are exhausted, with regard to promoting the school, its brand, and any events and activities supported thereby.
 - C3. The Public Relations Liaison will assist the PTO/PTSO officers with having general meetings live streamed via the school's website, or video/audio recorded for maximum consumption and participation, even by non-present members.
 - C4. Recordings of the meetings should be made available/posted on the school's social media platforms and website shortly after each meeting.
- D. Nominations for new officers for the upcoming school year shall begin in April; voting and elections shall commence in May (nominations may occur virtually if necessary, organized by the current PTO/PTSO Executive Board).
- E. Officer transition should occur in June and the group may plan/set its meeting schedule for the upcoming year if prepared to do so (elections may occur virtually if necessary, organized by the current PTO/PTSO Executive Board).
- F. The Executive Board may call emergency meetings with three days' notice. Notices of all meetings will be sent home either with students (i.e., flyers, etc.) or via electronic messages, to reach the maximum number of families.
- G. PTO/PTSO meetings will deal with general interest issues concerning a significant number of parents and shall not address singular complaints best handled by an individual parent and the appropriate staff member.
- H. The Executive Board shall encourage parents with individual concerns to approach school staff and/or the administration.