

Our Savior's Lutheran Church and School

PTF Bylaws

160 Parent-Teacher Fellowship

The Parent-Teacher Fellowship (PTF) is organized to improve the relationship between Our Savior's Lutheran Church and School and the home and to enhance the "fellowship between parents and teachers."

Purpose

- A. To promote unity in our school family through coordination of communication between the parents, teachers and church members.
- B. To continually improve and enhance the quality of our school.
- C. To act as a positive public relations agency to our community.
- D. To develop between parents and educators such united efforts as will secure for our children and youth the highest advantages in physical, mental, social, and spiritual education.
- E. To work at weaving the church and school communities together in order to form a mutually beneficial partnership.

Authority Structure

- A. The PTF should function in coordination with the administration of the school and shall be under the authority of the school board.
- B. Additional non-recurring expenditures of \$500 or more above budget must be pre-approved by the School Board.
- C. Fundraising activities should be pre-approved by the School Board.
- D. Fundraising budgets should be pre-approved by the School Board prior to starting the fundraiser.
- E. Church Council is the only organization that can enter into, or sever any contract. New contracts or changes to existing contracts require PTF approval, then submitted to the School Board for review then forwarded to the Church Council for final approval.

Officers, Elections and Voting

- A. The officers of the PTF should consist of an elected President, Vice-President, Treasurer, Secretary, Service Hours Coordinator, and a School Board Liaison. The School Board liaison is appointed by the School Board.
- B. Election of officers shall be conducted annually by written ballot at the last PTF meeting of the school year. If there is one nominee for any office, election for that office may be a voice vote. If a vacancy occurs during the school year, the president may appoint an interim officer with the approval of the school board.
- C. Officers shall be elected for two year terms.
- D. A person should not be eligible to serve more than two consecutive terms in the same office without authorization from the School Board.
- E. Elected officers should assume their official duties on July 1, after the election.
- F. All outgoing officers should deliver to their successors all official materials, including a yearly summary of duties performed, not later than 10 days following the date of which

- the new officers assume their duties.
- G. Elected officers are to be ratified by the School Board during their next meeting following PTF elections.
 - H. General voting on issues brought before the PTF is open to all parents/teachers attending the PTF meeting.
 - I. Voting for officers is open to all parents/teachers who attend the June PTF meeting or send in their written ballot.

The Officers and Job Descriptions

- A. President - Preside at all meetings, coordinate the work of the PTF committees: schedule and publicize meetings; communicate with parents (letters reporting of major events); meet with the principal to discuss these matters. Provide an agenda for the upcoming meeting to the school office one week prior to the meeting.
- B. Vice-President - Act as an aide to the President; perform the duties of the president in their absence. Responsible for learning and instituting parliamentary procedure.
- C. Secretary - Record and distribute the minutes of the meetings and other record keeping duties. Provide to the school office within a week of the last meeting highlights of the meeting for the school bi-weekly newsletter.
- D. Treasurer - Keep a full and accurate account of the receipts and expenditures; present a financial statement of income and expenses each month to parents attending meetings.
- E. Volunteer Coordinator - Coordinate and notify chairman of upcoming events, gather and file summaries of the events from the chairman after the event. Summaries should include financial as well as organizational information. Review and update, as needed, Appendix B (Examples of Approved Service Hour Activities) with principal and current PTF.
- F. School Board Liaison- Attend PTF meetings and provide status of requests to the School Board and the Church Council. Report to the School Board. Report to the PTF School Board issues.
- G. Principal - Attend PTF meetings and provide a monthly report to parents about school events, policy changes, and pertinent concerns.

Nominative Process

- A. Candidates should be nominated at our before the last PTF meeting of the school year.
- B. The eligibility requirements for the nominees should be:
 - 1. President and vice-president should be church members. Waivers may be obtained from the School Board.
 - 2. Parents of students currently enrolled.
 - 3. Parents who demonstrate a concern for work of the organization.
 - 4. Parents who demonstrate qualities of spiritual maturity and who are in agreement with the philosophy, doctrine, bylaw, and administrative structure of the school.
 - 5. Parents who have signified their consent and desire to serve.
- C. Vacancies occurring in any office should be filled for the unexpired term by a person elected by a majority vote at the next PTF meeting.

Operations of Committees and Task Forces

- A. Committees exist to carry out specific annual functions of the PTF (See appendix A for a list of committees). Task Forces shall be created for specific needs identified during PTF

meetings (ie. research, development of a plan, complete short term project, etc.) in order to efficiently promote time management and decision-making at general meetings

B. The Chairman of each committee should present a plan of work and anticipated expenses to the PTF Officers for approval. No committee work should start until it is approved by PTF Officers.

C. Publicity shall be approved by the Principal and/or School Board.

D. Reports of committee and task force work should be made to the PTF at each meeting as necessary.

E. Final reports of committees and task forces summarizing activities are to be given to the Volunteer Coordinator no later than six weeks following the event.

F. Committees and task forces shall use "Request for Check" form in appendix D to receive reimbursement for expenses.

G. Bank accounts for PTF are maintained by the school. Any contractual changes to a bank account(s) requires Church Council pre-approval.

H. Signers for the PTF Bank accounts will be as follows:

- School Board President
- School Board PTF Representative
- School Board Treasurer
- Principal

Amendments

A. Recommendations for amendments to these bylaws will be presented to the Parent Advisory Council (PAC), Principal, and the School Board for approval.

161 PTF Service Hours

Purpose

The purpose of this section is to define Service Hours and how they are obtained. The purpose of service hours is to enable parents to become actively involved with their children's education while accomplishing needed tasks for the school and church. See Appendix B for examples of service hour activities.

Activities should meet the criteria below to count as service hours

- A. Activity falls under the jurisdiction of church or school governing boards.
- B. Activity serves all children of the church or school, is open to all children.
- C. Activity falls under the church and school insurance policy.
- D. Activity is sanctioned through the church or school.

How service hours are credited

- A. For activities which count as bulk hours (40, 20 or 10 hours, as listed in Appendix B you must record one time to receive the bulk hour credit.
- B. For activities which count as hourly, an entry should be made in the Volunteer Service Log for each time the service is performed, indicating the number of hours for credit.
- C. **Once 40 service hours are obtained, no further documentation is required.**

Appendix A

PTF Standing Committees

Spring Party/Gala Auction
Barnyard Bash
Breakfast with Santa Easter
Breakfast Grandparent's Day
Preschool Trike-a-Thon
Teacher Appreciation Week

Appendix B

Service Hours

Examples of Approved Service Hour Activities

Note: These are examples of approved service hour activities. Other similar activities may also be added under the appropriate heading, as needed.

EXAMPLES of activities that will generate credit hour for hour:

Assisting any of the below listed coordinators or chairpersons
Clerical assistant (for teachers or office staff)
Field trip chaperone
Lunch monitor
Maintenance tasks (cleaning, gardening, painting, etc)
PTF committee or task force member
PTF meeting attendance
Recess monitor
See's Christmas Candy Fundraiser
Sunday School teacher
Traffic Monitor
Tutoring after school
Weekly lunch monitor
Weekly lunch server
Weekly recess monitor
Box Tops

EXAMPLES of activities that will generate 10 HOURS of service credit:

Christmas Giving Tree coordinator
Earth Day Coordinator
Easter Breakfast chairperson
Preschool Trike-a-thon chairperson

EXAMPLES of activities that will generate 20 HOURS of service credit:

Character Council Parent Advisory

Grocery receipt and labels program
Recycling coordinator
Red Ribbon Week Coordinator
Teacher Appreciation Week chairperson

EXAMPLES of activities that will generate 40 HOURS of service credit:

Auction chairperson
Barnyard Bash chairperson
Book Fair chairperson
Breakfast with Santa chairperson
Business Directory coordinator
Church Council Member
Classroom Room Parent
Easter Breakfast chairperson
Family Portrait Fundraiser
Grandparent's Day chairperson
Meet the Masters chairperson
PTF Board member
School Board Member
See's Christmas Candy Fundraiser chairperson
Service Hours coordinator
Yearbook coordinator

HOUR FOR HOUR CREDIT WILL BE AWARDED FOR ACTING AS A SUBSTITUTE IN ANY OF THE ABOVE POSITIONS