



BONNEVILLE ACADEMY

K-8 STEM School

PTO COMMITTEE POLICY

All parents and legal guardians of currently enrolled Bonneville Academy students are members of the Bonneville Academy PTO. The PTO functions in similar ways to local school PTA's, however, the PTO does not charge membership dues nor is it affiliated with any national PTA organization.

The purpose of the PTO is to coordinate and oversee volunteer efforts, raise funds and to promote parental involvement in school activities, leading to more effective relationships and open communications between parents and the school.

PTO EXECUTIVE COMMITTEE

The PTO Executive Committee is elected by the parent-body each year at the May General Membership Meeting. The PTO Executive Committee consists of a President, President Elect, Secretary, Treasurer and Middle School Representative. The positions of President Elect, Secretary, Treasurer and Middle School Representative elected at this meeting will serve on the PTO Executive Committee for the following school year. The President Elect will then serve as PTO President the following year. There are no term limits; however, each person must be re-elected each year and the President Elect and President can only serve for one consecutive term, as the President Elect assumes the role of President for the following school year. PTO elections are coordinated and implemented by the Board of Trustees. The term of service for PTO Executive Committee will run from the last day of school to the last day of school for each year. If for any reason an individual becomes unable to fulfill their term, a replacement will be sought from the parent body, appointed by the Board of Trustees President.

President

The President will:

- Assign executive officers to oversee specific committees.
- Communicate with the parent-body in regards to upcoming events and volunteer needs through the PTO message in the monthly newsletter, Friday Facts and the school website.
- Recruit volunteers for open committees.



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- Act as a liaison between the parent-body and administration.
- Fill the 1-year elected term position on the Board of Trustees, with the understanding that they will not be given any Board assignments other than serving as the PTO President.
- Discuss committee activities with committee chairs and the Executive Committee members.
- Coordinate special projects as they arise.
- Meet bi-monthly with the School Director and President Elect to discuss upcoming events, concerns, volunteer needs, etc.
- Meet monthly with the PTO Executive Committee to discuss upcoming activities and to reconcile the budget.
- Hold a monthly PTO volunteer meeting to discuss and plan upcoming activities and volunteer needs with the parent-body.

President Elect

The President Elect will:

- Act as an aide to the President.
- Meet bi-monthly with the President and School Director to discuss upcoming events, concerns, volunteer needs, etc.
- Perform the duties of the President in the absence or inability of that officer to serve.
- Coordinate special projects as they arise.
- Oversee committees as assigned by the PTO President.
- Prepare to assume the duties of the President for the following school year.

Secretary

The Secretary will:

- Record the minutes of all PTO general meetings and all meetings of the PTO Executive Committee.
- Prepare and distribute copies of the minutes of each PTO meeting prior to the next PTO meeting.



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- Keep the calendar of events for the PTO and distribute information as necessary.
- Conduct correspondence and perform all other assigned duties.
- Prepare agendas in coordination with the PTO President.
- Oversee committees as assigned by the PTO President.

Treasurer

The Treasurer will:

- Coordinate all PTO funds with the front office, receive and track copies of every deposit log.
- Keep an accurate record of receipts and expenditures.
- Present financial reports at each meeting and as requested by the Executive Committee.
- Approve, sign and track all PTO reimbursement forms.
- Develop, with the Executive Committee, an annual budget to be approved by the membership of the PTO at the first general membership meeting of the school year.
- Prepare a summary of budget at the end of each fiscal year or upon request of the Executive Committee.
- Reconcile books with school accountant monthly.

PTO Middle School Representative

The Middle School Representative will:

- Attend monthly Executive Board Meetings.
- Attend monthly PTO meetings.
- Act as liaison between the parent-body and middle school staff.
- Oversee committees as assigned by the PTO President.

As the PTO President holds a position on the Board of Trustees, school employees are disallowed from serving as PTO President or President-Elect, but they may volunteer to serve in any other PTO capacity.



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PTO COMMITTEES

Bonneville Academy's PTO runs and oversees several volunteer committees, under the guidance of the School Director. Each committee will have a designated chairperson (or co-chairs) appointed yearly by the Nominations Committee under the direction of the PTO Executive Committee. The responsibilities of committee chairs include coordinating and communicating responsibilities to all committee members, ensuring their committee stays within their assigned budget and following through on assigned committee duties. Any information sent home from committee chairs needs prior approval from the PTO Executive Committee and the School Director. Committee Chairs are encouraged to attend the monthly PTO Meeting.

PTO volunteers, committee chairs or officers are NOT given authority to sign any kind of contracts on behalf of Bonneville Academy.

Committees the PTO is involved with include but are not limited to: Family Connections, Book Fair, Fall Festival, Inspirations, Field Day, Birthday, Dr. Seuss Week, Red Ribbon Week, White Ribbon Week, Service Learning, Box Tops, Back to School Fundraiser, Popcorn Fridays, Room Parents, Maturation Clinic, Teacher Appreciation, Holiday Shoppe, Healthy Festival, Literacy Night, Dance, Yearbook.

PTO BUDGET AND EXPENDITURES

The PTO budget must be approved by the School Director and Board of Trustees before being implemented for the following school year. The PTO helps raise funds for special programs, activities and supplementary materials. All PTO committees must stay within their budgets and have all purchases pre-approved. Each committee chair is responsible for the purchases made for their committee. Approval for other committee members to make purchases can be arranged with the PTO Executive Committee (for large activities/programs such as Fall Festival, Field Day, etc.).

All purchases should be tax exempt. A tax-exempt form will be given out by the business manager for pre-approved purchases. Pre-approval is required for all purchases and can be obtained from the PTO President, President-Elect and/or Treasurer. To be reimbursed, committee chairs and designated volunteers will fill out and sign a blue PTO reimbursement form with receipts attached. If pre-approved, the form will then be signed by the PTO Treasurer or President, prior to being approved by the School Director. The school business manager will cut checks for authorized expenditures only.



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The PTO Executive Committee shall make budgeting decisions based on what benefits the majority of the student-body and teachers at the school. To amend any PTO expenditures currently in the budget, approval is required from a majority of the PTO Executive Committee.

The PTO will abide by the Bonneville Academy Fundraising Policy.

VOLUNTEER RESPONSIBILITIES

Please see section “Volunteer Service” for a detailed explanation of volunteer expectations. Under the direction of the School Director, the PTO Executive Committee oversees and coordinates all volunteer efforts. Any volunteers who wish to accompany their child’s class on a field trip must have completed and passed a criminal background check. Those needing a background check can get the required paperwork and information from the front office. It is the responsibility of the volunteer to pay for their own background check. All volunteer hours should be recorded in the front office on the volunteer hour tracking sheet.



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