

Thomas Edison Charter School - North Parent Organization Handbook

Created March 2015

Revised July 2019



School Mission:

The mission of Thomas Edison Charter Schools is to provide all students the fundamental knowledge, tools, and discipline to become successful, reputable citizens in our country and to become high achievers in our ever evolving, demanding, and complex society. The mission is carried out through a stimulating academic curriculum, focused on elemental skills development, in a structured classroom environment, with strong parental involvement.

Parent Organization Purpose:

The Thomas Edison Charter School North Campus Parent Organization is designed to support the school's mission and administration. The parent organization increases parent involvement in school activities and events. It also provides activities, events and materials for students and families. These things are accomplished through each family consistently volunteering every month. This is a charitable organization and must raise funds in order to fulfill its purpose. It is financially supported by Thomas Edison family donations and school approved fundraisers.

Parent Organization Positions₃

Executive Council

President
Co - President or President Elect
Elementary School Chair
Middle School Chair
Secretary
Treasurer
Assistant Treasurer

General Council

Academic Chair
Veterans Assembly Chair
Picture Day Chair
Clothing Store Chair
Pool Party Chair
Family Activities Chair
Fundraising Chair
Health & Safety Chair
Birthday Chair
Teacher Appreciation Chair
Volunteer Chair
Yearbook Chair
Date Night/Dinner Auction Chair
Field Day Chair Elementary
Fall Fun Run Chair
Back to School Night/Art Lit Chair

Policies and Procedures

General

- In April of each year Parent Organization council members (executive and general) shall declare their intent to vacate or continue for the following year. This will allow for a transition period to prepare for the upcoming year.
- Outgoing positions should have new volunteers in place during final year of service. The new volunteers will shadow current chair throughout the year to allow for training and a smooth transition.
- In the event of multiple people volunteering for the same position during the council's transition period (April), the parent organization council will hold a ballot vote in April or May to determine who will hold the position. In the event of a tie, the voting process will be opened up to all parents.
- All council members (executive and general) are expected to attend and assist with the following activities:
 - Back to School Night
 - Pool Party/Dinner Auction Night
 - Field Day
- All written materials from parent organization council members must be approved by the president and office before being sent home to students.
- If any member of the parent organization council (general or executive) is unable to fulfill their duties, the executive council will step in and oversee said duties.

Financial

- Executive council members should review the treasurer's running budget each month for inconsistencies.
- The PO Liaison from the Governing Board will check bank statements monthly to ensure fiduciary accountability.
- At least two people must be present during all monetary transactions with one being a council member.
- All individuals who handle cash receipts or accept payment in any form on behalf of the TECS PO will comply with applicable federal and state laws.
- Cash receipts include transactions involving currency, coin, checks, credit/debit cards and all other monetary transactions and are subject to unscheduled audits.
- All checks should be made out to TECS PO and never to an individual.
- All money collected for the parent organization (including yearbooks, fall festival, silent auction, t-shirt contest, clothing store, etc.) must be counted by at least two people from the following positions: president and treasurer and/or council chair, placed in an envelope, labeled, initialed and stored in office until it is deposited.
- Deposits should be made in a timely manner according to budget category. Multiple categories should not be combined into one deposit. Category should be listed on deposit slip.
- All returned checks are handled by office staff and collected money is given to the parent organization treasurer for deposit into TECS PO accounts.

- A minimum of two bids must be obtained for purchases of a single item or service between \$1,000 and \$5,000.
- Reimbursement requests shall be submitted no more than 30 days after purchase and must have an accompanying receipt and reimbursement form. No personal items can be on the receipt. Requests shall be turned in using the treasurer's box in the teacher workroom.
- Reimbursement checks may be picked up in the front office one week after being submitted.
- No reimbursement requests will be honored after the last day of June.
- Tax ID number should only be used for school related activities and events.
- All checks over \$200 must be signed by the treasurer and president or principal.

Council Expectations

- All council members (executive and general) shall:
 - have a complete vision and a firm conviction of the school's philosophy, purpose, and mission
 - have a working knowledge of the school's curriculum, particularly the *Spalding Method*
 - fulfill their responsibilities to their fullest capability
 - attend all council meetings
 - be an active parent, grandparent, or guardian of at least one child who attends the Thomas Edison Charter Schools or must be a member of the community
 - exemplify integrity, honesty and respect
 - demonstrate dedication and commitment to the vision of Thomas Edison Charter Schools and the charter school movement
 - read and be familiar with the designated handbook detailing the duties, functionality, and operation of the parent organization council
- A professional demeanor is expected at all council meetings. Issues being discussed shall not be personalized and directed toward any other council member, staff member, parent or anyone else. Confidentiality is expected in all situations.
- During meetings, council members shall respect and listen to ideas being presented by others and encourage each other.
- Council members should speak positively about the school, including staff, parents and educational programs when interacting with the community.
- Conflicts shall be resolved between the people with whom the conflict has occurred. Council members will commit to resolving conflict directly with each other or with the appropriate staff member and not share the conflict with anyone outside of the conflict, including, but not limited to other parents, staff members or the media. Grievances may be discussed with the principal if all other attempts fail to resolve the issue.
- All council members should be the best public relations representatives for the school.
- The council members shall sign an agreement that they will abide by all the above rules and regulations.

Parent Organization Council

Duties & Responsibilities

All positions and duties listed below are under the direction of the principal.

President

- Meets regularly with the principal to discuss parent organization events, activities, and concerns
- Attends and conducts parent organization executive council meetings (twice a month) and general council meetings (once a month)
- Schedules executive budget meeting (June)
 - Reviews budget and makes adjustments as needed in order to balance it
- May sign parent organization checks over \$200
- Oversees all events and activities of the parent organization
- Coordinates all volunteers for parent organization events and activities
 - Uses Volunteer spot as necessary
 - Delegates to other council members as needed
- Recruits volunteers for open positions
 - Uses E-Updates and Edison Express as needed
 - Delegates to other council members as needed
- Coordinates all advertising and E-Updates
- Maintains parent organization storage shed and organizes each summer
- Collects and counts incoming money with council members
- Approves all written materials and E-Updates to be distributed school wide
- Coordinate with secretary for things on the agenda for meetings.

Co-President/President Elect

- Coordinates the Giving Tree for December
- Helps President oversee all events and activities of the parent organization.
- Helps recruit volunteers for open positions.
- Helps maintain parent organization storage shed and organize each summer
- Attends all po meeting and conducts parent organization meetings in the absence of the president.
- Meets regularly with President to discuss upcoming events, activities, and concerns
- Coordinates the emergency preparedness kits for classes
- Plans, organizes and coordinates the Back to School Luncheon (every other year).
 - Includes all teachers and parent organization council members from the north and south campus

Elementary Chair (Grades K-5)

- Attends parent organization executive council meetings (twice a month) and general council meetings (once a month)
- Recruits room parents and maintains contact with them throughout the year
- Communicates all necessary parent organization information to room parents
- Monitors class parties and ensures everything is ready and on budget for parties
- Monitors needs and wants of grades K-5 and communicates those to executive council
- Plans and coordinates room parent training (Early October)
- Member of parent organization executive council
- Coordinates with room parents to make posters for teacher appreciation week.

Middle School Chair (Grades 6-8)

- Attends parent organization executive council meetings (twice a month) and general council meetings (once a month)
- Communicates all necessary parent organization information to teachers
- Works with teachers and ensures everything is ready for each party including food and activities
- Purchases food for class parties and stay within budget
- Monitors needs and wants of grades 6-8 and communicates those to parent organization council
- Provides cupcakes for 8th grade celebration (May)
- Member of parent organization executive council
- Coordinate Middle School Field Day with teachers and get volunteers

Secretary

- Attends parent organization executive council meetings (twice a month) and general council meetings (once a month)
- Takes minutes for parent organization executive and general council meetings
- Types and emails all minutes to the president within one week of each meeting
- Maintains hard copies of minutes and agendas in parent organization closet at school
- Member of parent organization executive council
- Prepares and distributes agendas for all meetings
- Coordinates with main school secretary for updates for Edison Express

Treasurer

- Attends parent organization executive council meetings (twice a month) and general council meetings (once a month)
- Maintains and presents running budget at monthly meetings - information received from school accountant
- Provides all transactional information (deposits, checks, reimbursement forms) to school accountant

- Deposits all money received into TECS PO accounts in a timely manner
- Provide hard copies of bank statements to school accountant
- Publishes final running budget (May) in Edison Express for parent review
- Follows all fiscal financial policies and procedures outlined by school, governing and parent organization councils
- Member of parent organization executive council
- Coordinates all parent purchases (including yearbooks, pool party, dinner and auction event, t-shirt contest, clothing store, etc.) for the parent organization
- Signs all checks for parent organization purchases and reimbursements
 - Gets second signature (president or principal) for all checks over \$200

Academic Chair

- Plans, organizes and coordinates academic assemblies including:
 - Geography Bee - December (Grades 4-8)
 - School & District Spelling Bee - January/February (Grades 4-8)
 - School & District Geography Bowl - March (Grades 4-5)
 - School Geography Club - February/March (Grades 4-5)
 - Chooses and orders trophies/medallions for students
 - Designs and prints certificates for students (Participation, 1st, 2nd, 3rd Place)
 - Coordinates and trains volunteers
 - Purchases treats for judges
 - Advertises (Flyers/E-Updates/Edison Express)

Assemblies Chair

- Plans, organizes and coordinates the following assemblies
 - Veterans Day Assembly - November
- Advertises (Flyers/E-Updates/Edison Express)

Back To School/Art Literature Chair

- Assembles a committee for Back to School Night
 - Committee should be comprised of parents and council members (executive and general)
 - Committee will plan, organize and run the event
 - Prepare Booths for parents to sign up
- Plans, organizes and coordinates Art and Literature Contest (March)
 - Purchases ribbons (1st, 2nd and 3rd Place)
 - Gets participation prizes from school
 - Coordinate with student council to present the items at the talent show
- Brings entries to PO meetings, to Judge the entries for winners in each grade

Clothing Store Chair

- Plans, organizes and coordinates clothing store dates
 - Summer School - July
 - Back to School night - August
 - Parent Teacher Conferences - Fall and Spring
- Collects and sorts clothing donations
- Collects and counts money from sales with president
- Turns in all money to the treasurer or office immediately following each sale
- Purchases new items (on sale)
- Advertises (Flyers/E Updates/Edison Express)

Daddy Daughter Date Night Chair

- Plan, organize and coordinate the date and place where dance will be held.
 - Coordinate with the DJ the time and date
 - Make sign up for the cookies to be donated for dance
 - Get soda bar ready with donations of ice and drinks with syrups
 - Coordinate volunteers for the soda bar and set-up/ clean-up
 - Have a donation box and table also a photo booth

Dinner/ Auction Date Night Chair

- Plan, organize and coordinate the date with the School secretary
 - Plan the meal and coordinate with the restaurant
 - Coordinate with USU Volunteers to come and serve dinner, decorate and clean up
- Coordinate a committee for the auction items to collect and get donations (November)
 - Plan and organize Live and Silent auction with donations.
 - Advertise (Flyers/E Update/Signs)

Family Activities Chair

- Plans, organizes and coordinates Family Movie Day (January/February)
 - Schedules movie theater
 - Advertises (Flyers/E Update/Signs)
- Plans, organizes and coordinates Mother/ Son Activity
 - Coordinates a committee for activity
 - Coordinate food, building, supplies and volunteers for activity
 - Advertises (Flyers/E Updates/Edison Express/Signs)

Fall Fun Run Chair

- Coordinate fall run, time, place and date.
 - Coordinate for volunteers to hand out elastics and people to help with race
 - Coordinate raffle for prizes
 - Get donations for the raffle

Field Day Elementary Chair

- Plans, organizes and coordinates Field Day (May)
 - Forms committee to help plan and prepare
 - Reserve RSL building for last day of School
 - Sets up all activities (with committees help) at least two hours prior to the start of Field Day
 - Coordinates volunteers
 - Creates Field Day schedule of activities
 - Provides teachers and administration with all necessary information
 - Coordinates activities for grades 1-4
 - Purchases or gets donated snacks and supplies

Fundraising Chair

- Plans, organizes and coordinates fundraisers including the following
 - Box Tops
 - Smiths
 - Lee's Marketplace
 - Cache Valley Direct Books
 - Amazon Smile (with South Campus)
- Advertises (Flyers/E Updates/Edison Express)
- Researches new fundraising ideas to present to executive council

Health & Safety Chair

- ❖ Plans, organizes and coordinates Safety Week - Fire/Drug/Pedestrian/Internet/Stranger (September)
 - Guest Speakers / Daily Facts (Morning Greeting)
 - Schedule 5 minute presentations for morning greeting each day during that week.
 - Schedule a police officer to come and talk about school safety
 - Ask student council to do a skit one morning.
 - Present the Safety pledge and have kids sign it on their way to class
 - Schedule Principal Smith to present
 - Ask the crossing guard to come talk to the kids.
- ❖ Plans, organizes and coordinates Maturation Clinic (September - After School)
 - Coordinates with Bear River Health Department

- Distributes and collects permission slips
- Creates rosters from permission slips
- Purchases or gets donation for snacks
- Purchases or gets donations for kits
 - soap/body wash
 - feminine hygiene products
 - deodorant
- Plans, organizes and coordinates Kids Empowered (Fall - After School)
 - Coordinates with theThe Family Place Center
 - Organizes Classrooms
 - Distributes and collects permission slips
 - Creates rosters from permission slips
 - Purchases or gets donation for snacks

Picture Chair

- Plans, organizes and coordinates all school and class pictures (September-October)
- Creates schedule for all pictures and distributes schedule.
- Coordinates retakes schedule and day
- Coordinates an all school picture the day of picture day
 - Ensures all grades (6-8) / classes (K-5) have group pictures taken
 - Works with Kindergarten teacher for Graduation pictures (March)
 - Ensures all students, teachers and staff have their pictures taken
 - Ensures all names and grades are correct when taking pictures
 - Coordinates with photographer and teachers to get all student names in correct order for group photos
 - Creates class picture order form and send home to parents (Paper/E Update)
 - Advertises (Flyers/E Updates/Edison Express)
 - Tallies orders and provide final numbers to photography company
 - Files order forms in parent organization storage unit
 - Gets photos from photography company and sort into orders
 - Sends photos home with students

Recognition Chair

- Plans, organizes and coordinates a parent organization birthday party
- Plans, organizes and coordinates a full staff birthday party
- Plans, organizes and coordinates National Boss Day (October)
 - Principal, Assistant Principal, the Directors of Instruction
 - Small Gift
- Plans, organizes and coordinates Administrative Professionals Day (April)
 - Secretaries
- Plans, organizes and coordinates Thomas Edison Birthday Celebration (February)
 - Gets cupcake donations

Teacher Appreciation Chair

- Plans, organizes and coordinates food for parent teacher conferences (October/February)
 - Arranges lunch for teachers on first day of conferences (Fall/Spring)
 - Arranges snacks on second day of conferences (Fall/Spring)
- Coordinates a Lunch for Teacher appreciation week .
- Coordinates and gets volunteers for posters
 - Middle school teachers,
 - All middle school and elementary special ed and MTSS teachers/aides
 - Directors, principals, and secretaries
 - Counselors, Speech, and Psychologist
 - Middle school special teachers

Volunteer Chair

- Collects and enters volunteer hours from office log on a weekly basis
 - Provide a chart to keep track of class volunteer hours
 - Coordinate a class pizza party for the class with most hours (May)
- Plans, organizes and coordinates National Volunteer Week (April)
 - Purchases and distributes daily treats for volunteers
- Plans, organizes and coordinates Volunteer Appreciation Event April)
 - Purchases food and supplies (Ice Cream Social)
 - Coordinates with parent board presidents for social and recruitment

Yearbook Chair

- Plans, organizes and coordinates yearbook
 - Participates in yearbook training with yearbook company each year
 - Creates and distributes yearbook order form (December)
 - Creates yearbook committee student application and chooses yearbook student committee members
 - Meets weekly with yearbook student committee
 - Oversees yearbook status and ensures deadlines are reached
 - August - December activity layouts completed and uploaded before Christmas Break
 - January - March activity layouts completed and uploaded before Spring Break
 - Ensures pictures of all activities/events are taken and uploaded to the website within two weeks of activity/event
 - Advertises (Flyers/E Updates/Edison Express)
 - Coordinates with yearbook company and president
 - Yearbook contract and deadline
 - Receives final approval from the principal before submitting yearbook for printing

