

# Thomas Edison Charter School - North Parent Organization Handbook

Created March 2015



## 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 at 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 Positions

## Executive Council

President  
Elementary School Chair  
Middle School Chair  
Secretary  
Treasurer

## General Council

Academic Chair  
Assemblies Chair  
Class Picture Chair  
Clothing Store Chair  
Communications Chair  
Donations Chair  
Fall Festival Chair  
Family Activities Chair  
Fundraising Chair  
Health & Safety Chair  
Picture Day Chair  
Recognition Chair  
Student Activities Chair  
Teacher Appreciation Chair  
Volunteer Chair  
Yearbook 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 one year transition period to train new volunteers.
- 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 principal will make the final decision.
- All council members (executive and general) are expected to attend and assist with the following activities:
  - Back to School Night
  - Fall Festival
  - 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 for inconsistencies.
- 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 12:00pm on the last day of school each year.
- 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 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 (first week of each month) and general council meetings (second week of each month)
- 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
- Prepares and distributes agendas for all meetings
- Schedules executive budget meeting (June)
  - Reviews budget and makes adjustments as needed in order to balance it
- Signs all parent organization checks over \$200
- Oversees all events and activities of the parent organization
- Coordinates all volunteers for parent organization events and activities
  - Uses VolunteerSpot 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 unit and organizes each summer
- Collects and counts incoming money with council members
- Approves all written materials and E-Updates to be distributed school wide
- Reviews yearbook in fall and spring to ensure deadlines are met

### **Elementary Chair (Grades K-5)**

- Attends parent organization executive council meetings (first week of each month) and general council meetings (second week of each 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 (October)
- Member of parent organization executive council

### **Middle School Chair (Grades 6-8)**

- Attends parent organization executive council meetings (first week of each month) and general council meetings (second week of each month)
- Recruits volunteers for class parties
- 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

### **Secretary**

- Attends parent organization executive council meetings (first week of each month) and general council meetings (second week of each 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

### **Treasurer**

- Attends parent organization executive council meetings (first week of each month) and general council meetings (second week of each 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, fall festival, 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
  - Constitutional Assembly - September
  - Heritage/Veterans Day Assembly - November
- Advertises (Flyers/E-Updates/Edison Express)

### **Class Picture Chair**

- Plans, organizes and coordinates class pictures (September-October)
  - Ensures all grades (6-8) / classes (K-5) have group pictures taken
    - One serious picture and one silly picture
  - 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 (using sheet protectors)

### **Clothing Store Chair**

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

### **Communications Chair**

- Coordinates monthly Edison Express (August-May)
  - Collects information from parent organization council members and principal and places in word document
  - Sends final information to school secretary for distribution
    - One week prior to distribution date

### **Donations Chair**

- Plans, organizes and coordinates silent/live auction for Fall Festival
  - Plans and coordinates classroom baskets (July-August)
  - Obtains donations from local businesses (May-July)
  - Creates/updates all necessary forms (May - July)
  - Coordinates all volunteers
  - Manages and compiles bids at end of silent auction (September)
  - Collects and counts money with president from bid winners at end of auction (September)
  - Turns in all money to treasurer or office immediately following fall festival
  - Follows up with office on any unpaid items
- Obtains donations from local businesses for events/activities throughout year as requested

### **Fall Festival Chair**

- Plans, organizes and coordinates Fall Festival
  - Forms committee to plan bake sale, food, drinks, games, and silent auction (July-August)
  - Schedules outdoor rides (June/July)
    - Cliffhanger
  - Advertises (Flyers/E Update/Posters)
  - Coordinates volunteers for activity
  - Purchases supplies (food, drinks, prizes, etc.)

### **Family Activities Chair**

- Plans, organizes and coordinates Family Fun Day (January)
  - Schedules movie theater
  - Creates online Registration (Google Forms)
  - Advertises (Flyers/E Update/Signs)
- Plans, organizes and coordinates Cultural Celebration (February) in odd number years
  - Coordinates volunteers for booths
  - Creates online signup (Google Forms)
  - Advertises (Flyers/E Updates/Edison Express/Signs)
- Plans, organizes and coordinates Family Activity Day (May)
  - Reserves local park (Lion's Pavilion)
  - Creates online Registration (Google Forms)
  - Schedules zoo
  - Purchases food (Smiths) and supplies

### **Fundraising Chair**

- Plans, organizes and coordinates fundraisers including the following
  - Box Tops
  - Smiths
  - Cache Valley Direct Books
- Advertises (Flyers/E Updates/Edison Express)
- Plans, organizes and coordinates parties for winning classes
  - Box Tops
- 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)
- 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
    - razors
- Plans, organizes and coordinates Good Touch Bad Touch Program (September - After School)
  - Coordinates with the Child and Family Support Center
  - Distributes and collects permission slips
  - Creates rosters from permission slips
  - Purchases or gets donation for snacks

### **Picture Day Chair**

- Plans, organizes and coordinates picture day
  - Fall (September) / Retakes(October)
  - Works with Kindergarten teacher for Graduation pictures (March)
  - Creates class schedule for pictures
  - Ensures all students, teachers and staff have their pictures taken
  - Ensures all names and grades are correct when taking pictures

### **Recognition Chair**

- Plans, organizes and coordinates parent council members, teachers, and staff birthdays each month
  - Purchases small surprise for monthly birthdays
- Plans, organizes and coordinates National Boss Day (October)
  - Purchases small gift for each individual
    - Principal, Assistant Principal, Directors of Instruction
- Plans, organizes and coordinates Administrative Professionals Day (April)
  - Secretaries
- Plans, organizes and coordinates National Volunteer Week (April)
  - Purchases and distributes daily treats for volunteers
- Plans, organizes and coordinates Volunteer Appreciation Night (April)
  - Purchases food and supplies (Ice Cream Social)
  - Coordinates volunteers

### **Student Activities Chair**

- Works with student council to plan and coordinate Etiquette Week (February)
  - Guest speakers / Daily Facts (Morning Greeting)
- Plans, organizes and coordinates Thomas Edison Birthday Celebration (February)
  - Gets cupcake donations
- Plans, organizes and coordinates Art and Literature Contest (March)
  - Purchases ribbons (1st, 2nd and 3rd Place)
  - Gets participation prizes from school
  - Judges all entries for winners in each grade
- Plans, organizes and coordinates Field Day (May)
  - Forms committee to help plan and prepare
  - Reserves Elk Ridge or Meadow View Park and onsite building with bathrooms
  - Picks up keys if using Elk Ridge Park (water and building) the day before
  - 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
  - Sets up Canopies where needed
  - Provides teachers and administration with all necessary information
  - Coordinates activities for grades 1-4 and grades 5-8
  - Purchases or gets donated snacks and supplies

### **Teacher Appreciation Chair**

- 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
- 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)

### **Volunteer Chair**

- Collects and enters volunteer hours from office log on a weekly basis

### **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 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 principal before submitting yearbook for printing

# Council Member Agreement

I have read and agree to abide by the parent organization handbook for Thomas Edison Charter School North Campus created March 2015. This agreement will remain in effect until I am no longer on the parent organization council. A new agreement shall be signed each time the handbook is updated.

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