

ST. JAMES LUTHERAN CHURCH AND SCHOOL
Board of Christian Education

Position: Parent Teacher League (PTL)

Accountable To: Board of Christian Education through the Principal

Charter of the PTL (Parent and Teacher) Committee

1. Purpose

The PTL committee is organized to support the education of the children of St. James Lutheran Church and School through volunteer involvement and fostering relationships among school teachers, administrator, staff, school board and parents. The PTL shall not seek to control policies of the School or interfere with the School's policies and curriculum. Individual cases of misunderstanding and differences of opinion between parents and teachers are not to be discussed in a meeting of the PTL. In keeping with its purpose, the PTL shall be educational and devoted to child welfare interests, and will not engage in any activities that are against any St. James Lutheran Church and School's policies or procedures.

2. Membership

Every parent or guardian of a child enrolled at St. James Lutheran Church and School may be a member of the PTL and shall have the right to vote on any issue that is put to a vote. St. James Lutheran Church and School principal and any staff member employed at the school, as well as the Pastor(s) of St. James Lutheran Church and School and any communicant member may be members of the PTL and shall also have voting rights.

3. Executive Officers

The PTL shall have an executive committee consisting of the following officers:

Chairperson: The chairperson shall preside over meetings of the PTL. Serve as the primary contact to the principal and school board. Represent the PTL outside of the organization.

Vice Chair: The Vice Chair shall assist the chair and carry out the chair's duties in his or her absence or inability to serve.

Secretary: The secretary shall keep records of the PTL meetings.

Nominating Officers: Election of officers shall occur at the last PTL meeting of the school year. A nominating committee consisting of the principal, a current PTL officer, a school board member, and one staff member shall create a list of eligible candidates for the meeting.

Eligibility for Office: PTL members shall be eligible for officer positions should they have a child enrolled in the school during the school year in which they seek PTL office.

Terms of Service: PTL officers are elected for one-year terms and may not serve 2 terms in the same office. No PTL member shall hold more than 1 office at a time.

Vacancies: In the event there is a vacancy, the school board shall appoint a member to fill the vacancy for the remainder of the term.

Removal from Office: An officer can be removed from office for failure to fulfill his/her duties upon a 2/3's vote of the school board. An officer shall be considered resigned if he/she no longer has at least one child enrolled in the school.

Adoption Date: 4/19/16

Reviewed:

Revised: 9/18/18

Next Review Date: 4/19/17

4. Meetings

General meetings shall be held to conduct the business of the PTL. In keeping with the purpose of the PTL, topics under the jurisdiction of the Board of Education or school administration shall not be on the PTL agenda. General meetings shall be held during the school year, scheduled with consistency and the PTL shall provide notice to all families with children enrolled in the school.

Quorum: There shall be a minimum of 7 members of the PTL present and voting shall constitute a quorum for voting.

Voting: Each member in attendance at a PTL meeting is eligible to vote. Absentee and proxy votes shall not be permissible. All matters shall be decided by a simple majority vote.

5. Sub-Committees

Sub-committees may be established by the PTL as needed to plan or implement special events or activities. Sub-committees shall provide reports and updates to the PTL at regular scheduled meetings and may need to give additional reports and/or updates to officers or school board.

6. Financial Policies

Any expenditure greater than \$100 must be approved by the board of education. Any expenditure less than \$100 must be approved by the school principal. Any use of school credit card shall be overseen by signer on the card. All expenses must have a receipt in order and requisition form attached.

Contracts: PTL is not authorized to sign any contract or enter into any agreement with any vendor or service provider. Any request must be brought to the school board and only the school board can authorize any such activity.

In the event of the dissolution of the PTL, all property and records shall be turned over to the Board of Education. The dissolution of the PTL can be made solely by the board of education with a minimum of 2/3's vote.

Standard Committee Procedures

The PTL is a committee of the Board of Elementary Education of St. James Lutheran Church and School. The PTL Chair shall have a written report for the Board of Education monthly. The PTL shall submit a budget request for the following year in the month of April. The PTL shall submit a calendar of events no later than May 1st for the following year.