

PTO - Parent Involvement Opportunities

***denotes voting positions on board**

President *

The President shall: have general active management of the business of the Corporation; when present, preside at all meetings of the Board of Directors; see that all orders and resolutions of the Board are carried into effect; appoint Committee Chairpersons of Standing Committees and Special Committees; Sign and deliver in the name of the Corporation any deeds, mortgages, bonds, contracts or other instruments pertaining to the business of the Corporation, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the Articles or By-Laws or by the Board to another officer or agent of the Corporations; Maintain records of and, whenever necessary, certify all proceedings of the Board; and perform other duties prescribed by the Board.

Vice-President *

The Vice President shall assist the President and shall have such powers and shall perform such duties as may be specified or prescribed by the Board of Directors. In the event of absence or disability of the President, the Vice President shall succeed to the President. The Vice-President is the soft fundraising coordinator.

Treasurer *

The Treasurer shall: keep accurate financial records for the Corporation; deposit money, drafts and checks, in the name of and to the credit of the Corporation, in the banks and depositories designated by the Board; Endorse for deposit all notes, checks and drafts received by the Corporation as ordered by the Board, making proper vouches therefor; disburse corporate funds and issue checks and drafts in the Corporation, as ordered by the Board and/or the President of the Corporation; provide the President and the Board at every Board of Directors Meeting and, upon request, an account of transactions by the Treasurer and of the financial condition of the Corporation; prepare the books for audit at the end of the fiscal year; prepare a budget for presentation and approval of the Board of Directors at the Annual Meeting; be responsible for the filing of necessary forms as required by government agencies; and perform other duties prescribed by the Board or by the President.

Assistant Treasurer *

*same as above

Secretary *

The Secretary shall be Secretary of the Corporation and shall attend all meetings of the Board of Directors. The Secretary shall act as clerk thereof, shall present the Minutes for approval and shall record all the proceedings of such meetings in the Minute Book of the Corporation. The Secretary shall give proper notice of meetings of Directors. They shall

perform such other duties as may be prescribed from time to time by the Board of Directors.

Assistant Secretary *

*same as above

Member at Large *

Walkathon (additional co-chairs needed)

Looking for a few people to chair along-side, due to the importance and success of this event and the new ideas of venturing out to encourage local businesses to donate.

Communications Coordinators

Three Positions – Communications needs of the PTO are covered by these positions: Facebook postings and updates, PTO website updates, Parent Newsletter, PTO Bulletin board.

Volunteer Coordinator for PTO Social Events

The Chairperson of the Volunteer Coordinator Committee shall be appointed by the President of the Corporation with the approval of the Board of Directors. The Chairperson may appoint additional committee members.

Assistant Volunteer Coordinator for PTO Social Events

*same as above

Soft Fundraising –

- Box Tops coordinator: Responsible for making box top donations visible on a monthly basis through communication to families, monitoring of box tops that are donated and prepping for the turn in process.
- Plant Sale Leader
- Restaurant Night Leader
- Kindergarten Ambassador Parents: Experienced parents maybe 2nd grade who can support incoming K parents with questions, logistics and how to get involved. Mentoring new parents would ease the stress on teachers to answer questions and give parents a peer to connect with.

We Believe that Parent Engagement is central to the success of Impact Academy when it is ongoing and visible to the entire learning community.

- We Believe to support the **classroom/building community** parent engagement must...

- Support core values; responsibility, respect, safety, kindness and positivity.
- Create a healthy culture by aligning behaviors, practices and policy to beliefs.
- Create unity by offering equal opportunities for all learners within each community.
- Support collaboration with the Lakeville community, engaging them to provide rich, relevant learning experiences for students.
- Celebrate learning.

We Believe to support **access and equity** parent engagement must ...

- Provide equal access and opportunity.
- Honor the diversity of the OLE community to make it stronger.
- Honor the needs of all families.
- Recognize the valuable contributions all families can make to our school community.
- Support communication to all families

We Believe to support **student learning and success** parent engagement must...

- Support learning targets and building goals.
- Enhance learning opportunities to increase student success.
- Be goal oriented and measurable.

We Believe **Parent Education is a means to support student learning and must...**

- Strengthen families and enhance student learning.
- Develop parents so they can be active, productive partners in their children's education.
- Encourage parents to be active in the learning process.