

St. Agnes Catholic School

Parent Teacher Organization

Handbook, Constitution, and By-Laws

The St. Agnes PTO provides assistance and communication to the staff and parents in a variety of ways. The PTO raises funds throughout the year and is able to provide for the St. Agnes School community in a variety of ways. Here is just a sample of how this organization has helped in the past:

- Books
- Computer hardware
- Appliances
- Treats for the students
- Playground equipment and updates
- Desks
- Bus fees for field trips
- Automated phone system
- Electronics
- Social events for students and families
- Classroom expenses for supplies, projects, parties
- Computer software
- First aid supplies
- Copy machines
- Sports equipment for use during PE and recess
- Assignment booklets
- Scholarships to area Catholic High Schools
- School cleaning

We are ever grateful to the people who help us. We need you, and we do realize that you are making many sacrifices to help us. THANK YOU!!! – from the St. Agnes School PTO Board members.

2019 - 2020 St. Agnes PTO Officers

President: Alyssa Schwent

aschwent@sgdragons.org

Vice President: Eric Emmett

emmett.eric@gmail.com

Treasurer: Adrienne Griffard

agriffard@stjiparish.org

Secretary: Debbie Varga

debbievarga1@gmail.com

St. Agnes School PTO Members

- Principal
- Teachers
- Parents or Guardians of all students grades K through 8

Note: Each school family is expected to be active in the PTO. When all families are active in the PTO, it is stronger and more successful.

St. Agnes School PTO Member Responsibilities

- Attend four meetings per school year
- PTO Annual Dues - \$10/family due by 1st PTO meeting (used for teacher birthday gifts)
- Work One Fundraiser Annually - Trivia Night, Sausage Breakfast, Scrip Sales
- Work the Auction - This includes providing a donation for the auction equal to \$50 in value or make a monetary donation as well as participating in committee responsibilities or work in preparation, or the night of the auction.
- Participate in other Fundraisers

- Contribute to the "\$120 Donation" Scrip Fundraiser - Pay \$120 at the beginning of the year and then earn back in Scrip gift cards as goals of \$40, \$80, \$120 are met .

St. Agnes PTO Meetings

Start time: Meetings begin promptly at 7:00 p.m.

Length of meetings: An effort is made to keep meetings to approximately 1 hour.

Room Count: Upon arriving to each meeting, please put a check mark next to your child's name. The class with the highest percentage of attendance earns a reward announced at the meeting determined by teachers and principal.

Agenda: Will be posted on the St. Agnes website the Friday prior to the week of the PTO meeting. Items for New Business must be submitted to the PTO Board by the Sunday prior to the meeting in order to be added to the agenda. If the agenda is changed as a result of this, it will be updated on the Monday prior to the meeting.

Minutes: Will be posted to the St. Agnes School Website

Babysitting available: Babysitters are provided. An adult who has completed the Protecting God's Children through the Archdiocese will supervise; older students are asked to volunteer their babysitting services for this purpose

Teacher Allowance

- Teachers must submit receipts for classroom supplies for which they are seeking reimbursement. The maximum amount to be reimbursed is \$300 per school year.
- All receipts must be submitted to the PTO Treasurer by June 30th of each year.
- Funds cannot be carried over from year to year.

Field Trips

- The PTO provides up to \$300 per class for bus expenses. If funds are left over after bus fees are paid, monies may be used toward entry fees etc.
- An additional \$500 allowance is provided to the 8th grade class for their spring field trip.
- Buses MUST be used as the method of transportation for ALL field trips.
- Field trips are up to the discretion of the Principal and teachers. In the past, classes have taken one or two trips throughout the year. Some classes have combined classes in order to save on bus fees.

School Events & Volunteer Opportunities

- Grandparents Day
- Valle Homecoming Parade
- Halloween Trunk or Treat
- Class Field Trips
- Catholic Schools Week
- Father Daughter Dance
- Mother Son Kickball/Amazing Race
- Teacher Appreciation Day
- School Picnic/Field Day
- Red Ribbon Week
- Athletic Association Board
- Coaching Sports

Scholarships

The PTO grants two \$250 scholarships each year to students attending area Catholic High Schools, Valle and St. Pius X. In addition, contributions of \$2,000 to the Tuition Angel account scholarship fund is to be considered annually (donation is made in Sr. Donna Marie Kist's name). The decision to contribute to these scholarships are based on the financial status of the PTO at the time of review.

Crusader Crews

There will be multiple crews (teams), each indicated with a crew color, to include every family in the school. A crew leader will be assigned per team to keep all informed on happenings within their crew. It is the responsibility of each crew (team) to assist with welcoming new families to the school community, distributing “welcome” signs in the yards of new families and kindergartners. Other duties include making a meal for families with a new baby and determining how PTO can help school families when something unexpected arises such a serious illness, fire, etc. To help as a reminder, students can wear their crew color the day of PTO meetings to school.

Room Coordinators

Room Coordinators plan class parties, plan activities for field day, assist teachers with the planning of field trips, etc. Due to the additional activities in grades K, 2, and 8, Coordinators may find it helpful to recruit additional assistance.

Class funds of \$10.00/child will be collected. It is recommended that the Room Coordinators for each class create a budget at the beginning of the year based upon the events and the class funds collected from parents. The funds collected must cover the expenses of class parties as well as Teacher’s Christmas gift.

PTO annual dues of \$10.00/family will cover Birthday gifts for staff and volunteers.

The PTO provides funds to the following classes to cover expenses as noted below.

Class	Amount	Purpose
Kindergarten	\$100	Graduation celebrations expenses
2 nd Grade	\$100	First Communion banner expense
8 th Grade	\$600	\$500 for trip and \$100 for graduation

St. Agnes school website

www.stagneselementary.org

Under the PTO tab on the school website one will find the handbook, list of volunteer opportunities, communication links, and crusader crews.

“St. Agnes is truly blessed to have such dedicated, supportive, and awesome parents who make up our PTO. You are the best!” – Cindy Fallert,

St. Agnes Catholic School

Parent Teacher Organization Constitution

Article I. Name

Section 1.01 The name of this Association shall be the St. Agnes Parent Teacher Organization in the Archdiocese of St. Louis, Missouri.

Article II. Objectives

Section 2.01 The St. Agnes PTO helps the school by providing assistance and communication to the staff and parents in a variety of ways. In addition, fundraisers are held by the St. Agnes PTO. Funds raised throughout the year provide supplemental income for the St. Agnes School community.

Article III. Respect for School Policies

Section 3.01 The PTO shall respect the established school policies and practices as set forth by the pastor and the school principal.

Article IV. Membership

Section 4.01 Membership shall consist of the parents and guardians of the students of St. Agnes Elementary and the faculty of the school.

Article V. Officers

Section 5.01 The officers of the Organization are president, vice president, secretary, treasurer, pastor, and principal.

Section 5.02 Candidates for each vacant office will be presented for general membership approval at the final meeting of each school year. Nominations may also be offered from the floor. The terms for each office are outlined in the bylaws.

Article VI. Spiritual Advisors

Section 6.01 The pastor or a priest appointed by him shall be the spiritual advisor to the St. Agnes PTO.

Article VII. Meetings

Section 7.01 The regular meetings of the St. Agnes PTO shall be held on Wednesdays in the months of August, October, February, and April.

Article VIII. Affiliation

Section 8.01 The St. Agnes PTO shall be affiliated with the St. Agnes Parish Council and the St. Agnes Elementary School Board.

Article IX. Amendments

Section 9.01 The Constitution may be amended at any regular meeting by a two-thirds vote of the members present and in good standing.

St. Agnes Catholic School

Parent Teacher Organization Bylaws

Article I. Officers

Section 1.01 The President shall preside at the meetings of this organization and of its Executive Committee, appoint the chairman of committees with the approval of the Executive Committee, and perform such duties as are incumbent on this office. The President ex officio is a member of all committees except the nominating committee. The President will serve as a liason to the St. Agnes Parish Council.

Section 1.02 The Vice President, in the absence of the President, shall perform all the duties of the president. The Vice President will assign Crusader Crews for the St. Agnes PTO meetings. The Vice President will update the PTO portion of the St. Agnes Elementary Website.

Section 1.03 The Secretary shall:

- a. record the minutes of all organization meetings.
- b. keep a list of all members of the organization.
- c. conduct the correspondence of the organization.
- d. maintain a current file of reports, records, and correspondence of the organization.
- e. be responsible for recording and correcting as amended the Bylaws of the organization.
- f. perform additional duties designated by the President.

Section 1.04 The Treasurer shall be a liason to the Parish Office and shall:

- a. Use PTO funds to take care of teacher birthday and christmas gifts.
- b. Previously approved expenditures may be paid upon submission of bills by committee members.

- c. Any other bill must be submitted to the Executive Committee for review. Review by general committee is required for bills exceeding \$500.

Section 1.05 The officers shall be voted upon at the final meeting of each school year.

Article II. Membership and Dues

Section 2.01 Membership shall consist of the parents and guardians of the students of St. Agnes and faculty of the school.

Section 2.02 Membership dues shall be determined by the Executive Committee of the organization annually prior to registration for the following school year or as needed.

Section 2.03 Membership dues of \$10 are to be paid at the August meeting.

Article III. Executive Committee

Section 3.01 The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, the pastor ex officio, and the school principal ex officio.

Section 3.02 The Executive Committee shall have full responsibility for the organization's business affairs, review of their reports, budget, and other administrative details.

Article IV. Meetings

Section 4.01 The regularly scheduled meetings of this organization shall be held Wednesdays of the month: August, October, February, and April.

Section 4.02 The Executive Committee can call a special meeting if an occasion arises.

Article V. Committees

Section 5.01 Special committees in keeping the organization objectives may be appointed by the President with the approval of the Executive Committee.

Section 5.02 The chairman of the standing and special committees shall report their findings and recommendations to the general membership.

Article VI. Nominations and Elections

Section 6.01 Candidates for each vacant office will be presented for general membership approval at the final meeting of each school year. Nominations may also be offered from the floor.

Section 6.02 Officers shall be elected at the final meeting of each school year by a majority of present members voting.

Section 6.03 Terms for offices of Treasurer and Secretary shall be two years and new officers shall assume their office on June 1. If an officer is unable to complete the term of office, the general membership shall choose a replacement of the next general meeting from a slate of nominees submitted by the general membership.

Section 6.04 Term for offices of Vice President/President shall be one year serving as Vice President followed by one additional year serving as President. If an officer is unable to complete the term of office, the general membership shall choose a replacement of the next general meeting from a slate of nominees submitted by the general membership.

Article VII. Rules of Order

Section 7.01 All meetings of this organization shall be conducted according to Robert's Rules of Order but may be revised when not consistent with the organization's bylaws and constitution.

Article VIII. Quorum

Section 8.01 Voting power will reside in the decision of a majority of members in good standing present at the meeting.

Section 8.02 The Quorum of the Executive Committee shall be a majority of the members of that committee.

Article IX. Amendments

Section 9.01 These bylaws may be amended at any regular meeting by a two-thirds vote of the members present and in good standing.