

# **Atonement Lutheran School Policy Statement:** **Parent Teacher League (PTL)**

## **Purpose:**

*The Atonement Lutheran School Parent Teacher League (PTL) is a service organization established under the authorization of the Atonement Lutheran Church School Board to develop events and programs with an educational, service (mission) or recreational purpose, maintaining a Christ-centered focus while providing supplemental financial support to Atonement Lutheran School (ALS). It is not intended to be directly involved with the school operations (including, but not limited to, school policy, personnel, and program/curriculum development). As such, the ALS PTL is not an autonomous legal entity, but operates under Atonement Lutheran Church (ALC), an Arizona non-profit organization.*

## **Structure:**

The PTL shall consist of a general membership and be governed by a Leadership Board (Board). The PTL is directly accountable to the School Principal and the ALC School Board.

## **Membership:**

Open to all parents/guardians of currently enrolled ALS students, faculty and staff.

## **Meetings:**

### **General**

General PTL meetings will be held once every other month (Sept, Nov, Jan, Mar). General meeting minutes must be posted in a public area within five days of the meeting.

### **Board**

The Board will meet as often as necessary to fulfill its tasks, however, at least once a month during the school months (Aug – May). All meeting notices are to be provided at a minimum of two weeks in advance. A quorum of the elected officers is needed to conduct business. Only appointed Board members are invited to attend Board meetings and vote on business issues. Other individuals are invited to the meetings upon prior approval of the Co-Chairpersons.

## **Leadership Board:**

The PTL Board shall be composed of the School Principal, a Chairperson or two (2) Co-Chairpersons, one (1) Treasurer, one (1) Secretary, and three (3) Members at Large. These numbers may be adjusted by the Principal as needed. The Board must be comprised of at least one parent who has a child in the preschool and one parent who has a child in the elementary. The Board is responsible for developing an annual budget, identifying and coordinating fundraising programs and social activities, and designating use-of-funds. All activities and programs must be governed by the beliefs and values of ALS. The members of the Board are role models representing ALS as they interact with other parents, staff, community and business partners. A Christ-like supportive attitude is

the goal and calling of all members of the Board. All members of the Board are expected to be active participants. All members of the Board are expected to chair/oversee at least one fundraiser/event during the school year and actively assist with other fundraisers/events. Board members consistently missing meetings or choosing to not actively participate on the Board may be replaced by the School Principal.

### **Terms of Office:**

Board members will choose their desired positions at the first meeting together (generally in May with the old Board members as well). In the event that multiple members request the same position, a silent paper vote by the Board members will be taken and the majority vote will decide. Each "office" (co-chair, treasurer, secretary) term will be for a minimum of one year (June 1 through May 31).

### **Roles and Responsibilities:**

#### School Principal:

- Responsible to the ALC School Board for the effective administration and operation of the PTL
- Appoints members to the Board
- May remove members from the Board
- Maintains decision making veto authority governing the affairs of the PTL
- Assist in developing the annual budget and activity planning

#### Co-Chairpersons:

- Oversee the operation and leadership of the PTL
- Act as the key contacts and liaisons between parents, staff, and faculty as it relates to PTL activities
- Preside over all meetings of the PTL and the Board
- Work closely with the School Board and Principal in developing the annual budget, activity planning and reviewing general PTL business to ensure appropriate coordination of activities and optimize communication
- Submit requests for matching funds to Thrivent Financial for fundraisers or designate a PTL Board member to submit fund requests to Thrivent.
- Chair/oversee at least one fundraiser/event
- Actively assist with other fundraisers/events

#### Treasurer:

- Responsible for ensuring that the PTL finances are managed with prudence and integrity
- Provide written routine financial reporting (fundraising performance and expense reconciliation) to the Board on a minimum of a monthly basis
- Provide routine financial reporting (fundraising performance and expense reconciliation) to the General PTL membership at the general meetings
- Ensure that the financial controls are being followed
- Participate in the preparation of the annual budget
- Act as an oversight for the Scrip program.

- Chair/oversee at least one fundraiser/event
- Actively assist with other fundraisers/events

Secretary:

- Record minutes at Board meetings and General PTL meetings
- Distribute minutes of Board meetings within five working days to the appropriate parties including the Board members and School Board President, and others as appropriate
- Distribute minutes of General PTL meetings to Board members, School Board President, and post in a public area within five working days of the meeting
- Ensure that minutes of all PTL and Board meetings are maintained
- Responsible for coordinating communication and correspondence related to PTL business
- Provide PTL updates to the church secretary for inclusion in the church's monthly newsletter
- Provide PTL updates to the school secretary (or designee) for inclusion in the school's monthly newsletter
- Keep the 'thank you' notes that members of the Board can request in order to send out to persons and businesses which have assisted the PTL with time, money, or supplies
- Chair/oversee at least one fundraiser/event
- Actively assist with other fundraisers/events

Members at Large:

- Perform general duties as assigned by the Co-Chairpersons
- Chair/oversee at least one fundraiser/event
- Actively assist with other fundraisers/events

**Decision Making Authority:**

The Board has decision making authority for the development of the annual PTL budget, identification of fund raising activities or events and designated use-of-funds. For any action to be ratified, it will require a simple majority vote by the members of the Board that are in attendance at a quorum-based meeting. The School Principal maintains veto authority over all actions. The Board may appeal to the School Board at a regularly scheduled meeting if the Board has ratified an action that has been vetoed by the principal and the Board cannot come to a fair and equitable resolution.

**Financial Stewardship:**

The PTL funds will be managed with prudence and integrity. The funds will be managed through the School Board Treasurer. The PTL Treasurer will oversee the application of the procedures outlined in this policy. Separate sub-codes / general ledger accounts with discrete financial reporting will be developed to ensure appropriate reporting of revenues and expenses for the PTL activity. A 'PTL Requisition Form' will be filled out for each expenditure or reimbursement. Co-signature, one from a Co-Chairperson, will be required for all submitted 'PTL Requisition Forms'. Copies will be maintained by the Treasurer for

audit purposes. Additionally, an initial from another officer will be required on all outgoing checks and deposits. The Board has full right of access and right to audit regarding financial management practices.

### **Fundraising:**

The use-of-funds of all fundraising activities will be announced to the PTL membership. As a subset of ALS and ALC, the PTL will participate in the ALC "First Fruits" program. The PTL Board will determine each year what amount will be contributed to this fund.

### **School Special Requests:**

Requests are to be submitted during a scheduled Board meeting. If the request is needed before the next Board meeting, an emergency meeting can be called where a quorum of officers must be present in order to decide on the request. If the request is under \$500, the Board has the authority to make a decision to grant or deny the request. If the request is over \$500, the request must be taken to the General PTL members at the next regularly scheduled General PTL meeting. A majority vote of the PTL members present will make the decision.

### **Liability:**

The members of the PTL and the Board, as volunteers assisting in the activities endorsed by ALS, are covered and indemnified by the ALC liability policies. ALS is a wholly owned affiliate of the ALC and is covered by its insurance policies.

The policies and procedures as written above may be amended at any time as deemed necessary by the school administrator or school board.