

### Mission Statement:

The purpose of the Parent Teacher Committee (PTC) is to create and promote goodwill and a strong community spirit by fostering a supportive connection between parents, teachers, and students at Sacred Heart Catholic School.

### Objectives:

- 1) To promote communication between parents, teachers, and students through the coordination of the Room Parent program.
- 2) To organize, host, and promote events for parents, teachers, and students throughout the school year that also create volunteer opportunities for families to fulfill volunteer requirements.
- 3) To support and promote various activities that would encourage school and community cooperation and service.
- 4) To provide educational opportunities for parents that support student and/or teacher engagement.
- 5) To provide classroom funds to teachers to use at their discretion annually.

### By-Laws:

- 1) PTC meetings will be held monthly, in which day and time will be determined by the group at the September meeting which will be held the second Wednesday of school at 5:30pm in the Marian Rooms (so that it can be publicized ahead of time). The group will decide if a June meeting is needed to wrap anything up and will NOT meeting in July.
- 2) PTC will support the activities in Addendum I annually and activities in Addendum II on a three year rotation, or more often as funds allow. Additional activities presented to PTC for support must meet the standard of our mission statement, at least one of our stated objectives, and be approved by majority vote. Addendums I and II will be reviewed annually in May and revised as needed.
- 3) PTC will maintain an executive team of President, Vice President, Secretary, Treasurer, and Communications. These representatives will hold three year terms and be filled by majority vote (See Addendum III for further explanation).
- 4) Each meeting shall begin at the announced time, follow the agenda outline in addendum IV, and shall continue no longer than 90 minutes.
- 5) Each event will be led by an Event Chair. Event Chairs will be picked at the beginning of the school year. The chair will be responsible for getting the event on PTC meeting agendas and leading any discussion surrounding the event. The chair will organize event communication, volunteers, supplies, etc, but PTC as a whole will remain responsible for event execution.

## Addendum I: Annual Events

### August:

- Back to School (picnic, fun, info table) (\$500)
- Room Parents
- Host Family (new families)

### September:

- Fun Fest Booth
- Google Classroom for Parents (Give volunteer hour for attending?)

### October:

- Marathon
- Teacher Dinner @ Conferences (\$150)
- Boo Bash (City of Robbinsdale, Sanborn Park)

### November

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### December

- Santa's Workshop (\$2500)
- Christmas Concert Cookies (\$100)
- Band/Orchestra Concert Cookies (\$100)

### January

- Frosty Ball/Glow Ball (family dance)
- Catholic Schools Week (student treats, teacher meal?) (\$100)

### February

- Gala Basket (\$250)

### March

- Teacher Dinner @ Conferences (\$150)

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### April

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### May

- Teacher appreciation (breakfast, gift- plant/flower from the Gerten's Plant Sale) (\$250?)
- Spring Concert Cookies (\$100)
- Band/Orchestra Concert Cookies (\$100)

### June

- End of Year Teacher luncheon (\$600- 1000)

Operating budget \$5300+ Assembly, which November and Feb- April are best months to schedule.

To help support the budget, monthly fundraising dinners at local restaurants could be organized by an at-home volunteer. The goal would be to have one a month

- Chipotle (once per year)
- Panera
- Culver's
- Red Robin (both gift cards and day of meals)Jan
- Noodles
- Panda Express
- Papa John's
- Qdoba
- Pizza Ranch

## Addendum II: Rotating Events

The PTC will support one (or two if budget allows) of the following each school year. This list is not exhaustive of opportunities and should be added to as new opportunities are discovered.

### School Wide Student Assemblies

- Minute to Win It Stem challenge
- U of M Raptor Center ([www.raptor.umn.edu](http://www.raptor.umn.edu))
- Red Wing Environmental Learning Center ([redwingelc.com](http://redwingelc.com))
- Spring Brook Nature Center ([springbrooknaturecenter.org](http://springbrooknaturecenter.org))
- Bell Museum and Planetarium ([bell\\_museum.umn.edu](http://bell_museum.umn.edu))
- [unishow.org](http://unishow.org)
- DazzlingDave ([dave@dazzlingdave.com](mailto:dave@dazzlingdave.com))
- Three Rivers Park District
- Excel Energy Demonstration
- Meteorologist
- Be the Nice Kid
- [MagicNorm.com](http://MagicNorm.com)
- skydome ? (April 2024- LOVED it!)
- motion? (22-23 school year- good)
- [www.mobileedproductions.com/school-assembly-programs/](http://www.mobileedproductions.com/school-assembly-programs/)

### School Wide Service Opportunities:

- Harvest Pack
- Sharing and Caring Hands

### Parent Seminars and/or Family Community Building:

- ScreenStrong Presentation (Provide volunteer hour?)
- Cinema Grill/ Emagine Theater/ Parking lot movie
- Sledding
- Skating
- Whiz Bang Day Parade

### Addendum III: PTC Governance

PTC will maintain an executive team of President, Vice President, Secretary, Treasurer, and Communications.

#### President:

- Manage overall objectives and strategies of the PTC to assure mission alignment (review annually with executive team)
- Collaborate with parents and administration/staff/teachers
- Communicate with executive team and administration
- Collaborate with the secretary to set monthly meeting agendas and lead meetings
- Collaborate with the treasurer to create PTC Budget
- Represent the PTC at events, specifically Back to School night and the First Day meet and greet

#### Vice President:

- Recruit PTC Event Chairs and assist them with recruiting volunteers as they need
- Organize annual survey of families for volunteer availability
- Maintain Volunteer Records (update database)
- Communicate Volunteer Opportunities to School Office for listing on SignUp
- Personally invite (email) volunteers for opportunities that align with their schedule
- Represent the PTC at events, specifically Back to School night and the First Day meet and greet

#### Secretary:

- Collaborate with the President, Treasurer, and event chairs to set monthly meeting agendas (Email one week before the meeting to request agenda items, then email the agenda and meeting reminder to the PTC group the day before the meeting. Standing Agenda items should include last meeting minutes for approval, budget update, upcoming events needs/wants)
- Take meeting minutes and distribute within one week after the meeting, sooner if there are action items that need to be completed in the week after the meeting.
- Take meeting attendance
- Maintain PTC meeting binder with agendas, approved minutes, and any materials shared/distributed at PTC meetings

#### Treasurer:

- Collaborate with the President for the annual budget
- Oversee ongoing PTC finances, adherence to budget, and endowment?
- Provide monthly update for PTC meetings (request statement from office)
- Track income/reimbursements/gift breakdown for Santa's Workshop (gift breakdown is average gifts each student bought, average student budget, average donate/return home amounts etc)
- Monitor income and expenses (reception of grants, fundraising checks, purchase of teacher wish list items, event purchases/reimbursements)
- Maintain Inventory of supplies (does not include Santa's Workshop Inventory)

#### Communications:

- Collaborate with the executive team
- Update weekly/monthly newsletter postings
- Create event flyers as needed
- Manage the Room Parents and their back and forth communication (when the secretary emails asking for agenda items, this person will email the room parents to email their teacher for any needs or wants that they would like PTC to consider or be aware of. Then the room parents will email the communications coordinator back and they will provide any agenda items to the secretary. Every few months, the room parents could also survey their classroom parents for the same information...

#### Event Chairs are needed for:

- Back to School night
- Concert Refreshments
- Teacher meals (conferences, end of year luncheon)
- Santa's Workshop
- Student Assembly (Addendum II)
- Fundraising Dinners (at home volunteer, not necessarily PTC member)
- Gifts (Gala basket, Catholic Schools week treat, teacher appreciation)

These representatives will hold three year terms and be filled by majority vote.

It is ideal that the PTC executive team will have some continuity for consistency and growth. Therefore, PTC executive team members will commit to a 3-year term, eligible for a one-term renewal. Terms will run from August 1st to June 30th.

No more than 3 executive teams members should roll off at the same time, therefore one year adjustments may be needed and should be agreed upon by majority vote of the executive team. The one year adjustment may be one year less if parent's student is graduating or one year more if parent's student will still be enrolled. If a term is extended to a fourth year, that person is ineligible for a term renewal.

At the beginning of the school year, anyone whose term will expire at the end of the school year will invite any interested PTC members to "shadow them" throughout the year if they'd like. Those interested will then be candidates if they so choose for the following year. A candidate does not have to shadow for a year, but every effort should be made for a smooth transition and when the new position is filled at the May meeting, the outgoing executive team member should work with the incoming executive team member to review the position and provide necessary training and helpful tips.