

POLICIES AND PROCEDURES

Wilson Elementary School PTG

Draft to be presented for discussion and approval during the June 2021 PTG Meeting

Purpose

The *Policies and Procedures* document was created in order to clarify the existing bylaws and improve continuity for PTG members as they prepare for and fund annual events.

Theory

The PTG is vital to the life of the Wilson community. A healthy organization is run with consistency, integrity, and transparency. Adhering to established norms will allow our PTG to more seamlessly transition through changes in leadership and support a healthy volunteer-run organization.

Committee Members

Carly Howarth, President

Carly Pickering, Vice-President

Katie Glazier, Treasurer

Tonja Brown, Outreach Secretary

Kendra Kimball Chapman, Secretary

Katie Bruya, PTG Member

Board Members and Elections

- The current bylaws call for the existence of a board of directors. In order to comply with our bylaws, the PTG officers will make up the Executive Board of Directors. The board positions may vary from year to year depending on the strengths and abilities of those willing to serve but will always include these positions:
 - President
 - Vice-President
 - Treasurer
 - Secretary
 - Other positions such as Outreach Secretary and Hospitality can be added as formal positions or their duties fulfilled by other Executive Board members. These positions are flexible and fluid. It is ideal to have five Executive Board members but this will vary according to people's willingness to serve.
- The committee recommends updating the language in Article IV, Section 1 of the bylaws:
 - Positions: The officers of this Corporation shall consist of a President, one or more Vice-Presidents, a Secretary, and a Treasurer. Any two (2) offices may be held by the same person except the offices of President and Secretary. Any such position can be filled by

~~a[husband-wife combination. Officers need not be members of the Board of Directors.]~~
partnership. Officers will be members of the Executive Board of Directors.

- Elections
 - Nominations come to the Executive Board ahead of the formal nominating meeting. Anyone nominating someone else must have discussed the nomination with them ahead of time and received their acceptance of the nomination.
 - Formal Nominations will be announced at the penultimate PTG meeting. Both the nominee and the person making the nomination should be present at the meeting. Nominees will formally accept the nomination at this meeting.
 - The formal vote will follow at the last PTG meeting of the school year. Nominees must be present for the vote.
- Executive Board Member Duties by Office
 - President
 - The President creates meeting agendas, sends reminders via electronic communications for monthly meetings, presides over meetings, works closely with Wilson office staff and principal to work out logistics for calendar of and for room/space reservations for events. He or she also leads the Executive Board of Directors and is responsible for making sure we have enough volunteers to run our community events. The President makes sure our PTG storage area is well maintained and organized. He or she recognizes efforts of staff and volunteers and encourages widespread participation of all the work the PTG does to make our school a better place for all our children, parents, and staff.
 - Vice-President
 - The Vice-President (or Vice-Presidents) will step in and take over the President's duties and possess all legal powers if he or she becomes incapacitated. The Vice-President will serve in any capacity as needed for the completion of the work of the PTG and help to foster the harmonious relationship between staff, school leadership, and the Wilson community.
 - Treasurer
 - The Treasurer creates a draft budget for the school year, manages all deposits and withdrawals to/from checking and savings accounts, maintains all financial records, and reconciles monthly bank statements. The Treasurer attends monthly member meetings to provide budget details and advises on availability of funds, makes updates to the budget as necessary, and serves as a member of the Executive Board. Other duties include preparing and filing annual taxes, renewing liability insurance annually, and maintaining filings with the Secretary of State.
 - PTG Secretary
 - The secretary is responsible for attending monthly PTG meetings and keeping detailed notes. S/he then creates the monthly minutes as the official written record of each meeting. S/he will collaborate with the other Executive Board Members on pressing PTG matters as the need arises and in preparation for monthly meetings. The secretary may be called upon to take notes at additional meetings and create additional documents for the official record.
 - PTG Outreach Secretary
 - The Outreach Secretary is responsible for writing the monthly Paw Prints Newsletter, which fosters a connection between Wilson parents, staff, and teachers. In collaboration with the PTG President and Wilson Principal, the Outreach Secretary determines the

newsletter distribution schedule, and in partnership with the Executive Board, solicits newsletter content from the membership. Additionally, the Outreach Secretary is responsible for maintaining the PTG email, updating content on the PTG website (forthcoming), and provides backup support for the Secretary if needed. As always, other duties as assigned.

Use of PTG Funds

- The PTG will provide money to teachers each year for classroom supplies and enrichment. In order to help teachers plan, the dollar amount provided to teachers for the school year will be decided upon at the last meeting of the prior school year.
 - Based on the current budget, the PTG Executive Board will make a recommendation for the dollar amount of next year's teacher gift. They will then present this amount for consideration at the final PTG meeting of current school year.
 - The PTG will discuss as needed and vote to approve the funds during the final PTG meeting of the year.
 - The approved amount that teachers will receive for the next school year will be communicated to teachers by the end of the current school year.
 - Funds will be distributed to teachers in September of each school year.
 - Teachers will be asked to save and turn in receipts/any unused funds by the end of each school year.
- Use of Funds must be approved prior to purchase/use
 - Community members must submit a request via a google document by the first Tuesday of the month in order to have the issue discussed at that month's PTG meeting.
 - Requests exceeding \$500 must be voted on by the entire PTG.
 - Requests of less than \$500 can be considered by the Executive Board Members. The Executive Board of Directors can vote to approve the funds or elect to bring the matter to the larger body to vote. No PTG Member or Executive Board member has authority to spend PTG funds unilaterally.
 - Depending on the circumstances, a vote may take place that same month or a discussion may take place with a vote to follow the next month. This will be at the discretion of the PTG Executive Board of Directors.
- \$500 per school year is available to support bond or levy measures if voted upon and approved by the PTG body. Regardless of the amount contributed, the donation must be approved by the larger body.

PTG Meetings

- PTG meeting agenda, current budget, and prior meeting's minutes should be sent out to the community by the Friday before the monthly meeting.
- A google form must be submitted by the first Tuesday of the month in order to have topics included in the agenda.
- How/When/Where:
 - These details can be adjusted according to needs but for the 2021-2022 school year we will meet on the second Tuesday of the month, 7:00 – 8:00. Once Covid restrictions allow for it we will resume in-person meetings while simultaneously meeting via Zoom. If we find that this hybrid format doesn't work due to technology restraints or is not equitable to all participants then we will move the meetings entirely to zoom.

- Teenaged Wilson alums are encouraged to provide babysitting during PTG meetings. This service will qualify them for the Wilson College Scholarship.
- Each person present gets a vote. One body = one vote.
- The committee recommends updating the language in Article II, Section 12. Proxy and Voting. ~~Members may vote at any meeting either in person or by proxy executed in writing. A proxy is valid for eleven (11) months unless a longer period is expressly provided in the proxy.~~ Members may vote at any meeting and must be present in person or via the online platform in order to cast a vote.

Events

- The goal is to have approximately one community event per month.
- If we don't have the volunteer interest in a particular event then that indicates a lack of priority for the community. We want to put our energy into events that matter most to the Wilson Community and let go of the things that don't serve us.
 - Event chairs must be established by the first day of school or the event may be canceled.
 - Necessary volunteers must be established a week before the event or it will be canceled.
- Chairs for each event are in charge of the Sign Up Genius for that event. Standardized login and password will be provided.
- Annual Wilson Events
 - **Pizza in the Park (September)**
 - What is it?- Welcome back to school event for the Wilson community; we all bring lawn chairs & picnic blankets and enjoy a meal (usually pizza, salad, sodas, ice cream bars/popsicles) and visit while all the kids play around on the play structure and amongst the trees. It's magical!
 - When- first week of school
 - Where- Cannon Hill Park
 - Expectations of Chair- secure an event permit through the parks department before summer begins. Order food and supplies, recruit a team of helpers to set up, tear down, and work the payment table. Market the event. Super easy!
 - **Monster Mash (October)**
 - What is it?- Halloween costume party & contest plus dancing. Snacks and DJ are needed.
 - When- Last part of October, usually works best on the Saturday before Halloween
 - Where- Wilson Playground
 - Expectations of Chair(s)- In charge of planning decorations, assembling a team of helpers for day-of decorating, snacks, requesting a resource officer for security, marketing the event, selling tickets, and organizing clean-up. Clear and concise plans and enough volunteers to execute the event are a must.
 - **Art Night (November)**
 - What is it? Families come and participate in a number of art projects created by the committee in charge. Usually about 5-8 art project "stations" to work through. This is a free event.
 - When- Sometime in November
 - Where- Wilson Gym
 - Expectations of Chair- Plan projects, acquire needed supplies, set up the stations day-of and have a team ready to help with clean up. This event is free

- **Book Bingo (March)**
 - What is it? Families play bingo and winners get to choose a book to take home. Families bring gently used books to place on the prize table. There may be special raffle prizes (such as signed books by authors), and sometimes a theme to dress up as i.e., “Hawaiian” themed. Light snacks and drinks provided. This is a free event.
 - When- Sometime in March
 - Where- Wilson Gym
 - Expectations of Chair- Plan snacks, set up tables, have enough bingo cards and prizes set up. Super easy and fun!
- **Carnival (April)**
 - What is it? An old-school carnival with games, face painting, cotton candy, popcorn, food trucks, and a dunk tank!
 - When- Usually last Friday in April
 - Where- Wilson School – inside and out
 - Expectations of Chair(s)- This event requires lots of planning and many hands. It is a pretty well-oiled machine with most supplies for games already here. The largest part of the event is volunteer recruitment. Set-up & clean-up are easy as long as there are enough people and a very well laid-out and communicated plan. We sell tickets for this event to cover our costs, so it also requires marketing.
- **Pancake Feed (June)**
 - What is it?- Pancakes and sausage patties out on the playground
 - When- last day of school
 - Where- Wilson Playground
 - Expectations of Chair(s)- purchase food, arrange sausage order with kitchen staff, set up grills and recruit helpers/cooks. Work closely with custodial staff for help with bringing cafeteria tables outside and recruit helpers for set up and tear down.
- **Bi-annual Wildcat Walk**
 - What is it? The only PTG fundraising event we have at Wilson
 - When- either spring or fall
 - Where- Comstock Park
 - Expectations of Chair(s)- Work closely to plan event with principal and PE teacher. Details and action items will be discussed and delegated at planning meetings. The first Wildcat Walk took about 10 hours to plan altogether. It’s NOT difficult 😊

Promotion of Family Businesses

- Only available to businesses sponsoring events.
- The PTG will make an effort to recognize businesses that sponsor events, donate time, goods, services, etc. through PawPrints and/or facebook.
- There is an annual opportunity to buy business advertisements that will be placed in our directory. Proceeds from these sales support the creation of the directory.