



Prairie Crossing Charter School Parent Staff Organization Guidelines and Procedures

Adopted November 14, 2000

Amended October 2001, May 2002, April 2004, May 2005, May 2007, May 2008,
March 2011

ARTICLE I. NAME

Section 1. This organization shall be known as the Prairie Crossing Charter School Parent Staff Support Organization (PSO).

ARTICLE II. GUIDING PRINCIPLES AND OBJECTIVES

Section 1. Through its established programs and fundraisers, The PSO will strive to support the students, parents, staff, administration and Board of Directors of the Prairie Crossing Charter School as stated in the PSO Mission Statement, *“ALL PCCS parents and staff are members of the Parent Staff Organization. We foster community and support the school to fulfill the mission and vision of PCCS. We achieve this through coordination of classroom volunteers, school-community development and financial means”*.

Section 2. The PSO will encourage parents to become involved in the children’s education through school activities and opportunities for participation in a variety of volunteer capacities.

Section 3. The PSO will focus on “in-reach” and work to foster school community, welcome new families and help the constituents of PCCS celebrate the uniqueness of being a small, charter school with an environmental focus.

Section 4. The PSO will provide educational opportunities for parents and will support the staff as they strive to teach, advise and serve as advocates for the children of Prairie Crossing Charter School.

Section 5. The PSO will participate in fundraising activities and will contribute any money raised directly to Prairie Crossing Charter School through established PSO Programs and Activities. The monies earned will primarily be used to help fund things that may not be supplied by the school’s operating budget but directly impact the teachers, students and staff.

ARTICLE III. MEMBERSHIP

Section 1. Membership in the Parent Staff Organization shall be open to all parents/guardians of children attending Prairie Crossing Charter School and any staff member of the school. No membership dues will be paid.

ARTICLE IV. MEETINGS

Section 1. The general meetings of the PSO shall be held once each trimester.

Section 2. The regular meetings of the PSO will consist of the PSO Officers and be held once per month or more as determined by officers.

Section 3. General Meetings shall consist of 1) Business by PSO Officers; 2) Reporting by Team Leaders to the Officers and members of the PSO; 3) Any other issues of concern to members.

Section 4. During the last meeting preceding summer vacation the Team Leaders will present annual reports summarizing the activities of their committees. New officers of the PSO will also be elected or announced at this meeting.

Section 5. Individual Teams will meet as needed.

Section 6. The Executive Council (see Article VIII) will meet once per trimester and at other times as deemed necessary by the members of the Executive Council.

Section 7. Special meetings may be called by the PSO Officers or the Executive Council as needed.

ARTICLE V. OFFICER POSITIONS AND DUTIES

Section 1. The Officers of the PSO shall be President, Vice President, Treasurer and Reporter.

Section 2. The President shall preside at all regular, general and special meetings of the PSO. He/she will set the agenda and conduct those meetings in an orderly and efficient manner. He/she will post the agenda for all general meetings one week prior at the school and in the school newsletter preceding the general meeting. The President shall prepare a written PSO update and submit it to the Board of Directors no later than the Thursday prior to each regular Board meeting. The President shall be a member of the Executive Council (see Article VIII), representing the various views, concerns and activities of PSO members. The President shall work with the school's communications liaison and Team Leaders to provide current PSO information for the PCCS web site. The President shall provide oversight for the Election and Communication Teams.

Section 3. The Vice President shall perform the duties of the President in his/her absence and shall assume the duties of the office until the next election if the office of the President becomes vacant for any reason. The Vice President shall collect all-school volunteering information, create a database of this information and disseminate said information to appropriate Team Leaders. The Vice President shall provide oversight for the Classroom Volunteer and Programming Teams.

Section 4. The Treasurer shall handle all financial transactions of the PSO. He/she will collect and account for all money received through fundraising or other PSO activities. He/she will also approve the disbursement of funds to PSO Teams for specified activities. The Treasurer shall work closely with the school's business manager to provide updated PSO financial information for the financial reports which are generated by the business office. He/She will also closely track PSO expenditures and earnings and reconcile this information with the business manager at least once per trimester. The Treasurer will provide oversight for the Annual and On-Going Fundraising Teams.

Section 5. The Reporter shall keep records and minutes of all regular and special meetings of the PSO. The Reporter shall maintain an official PSO Binder with current Bylaws, Procedures & Guidelines, meeting minutes of PSO regular and general meetings, and other appropriate records. He/She will update and distribute the Team Leader Binders at the beginning of the school year and collect them at the completion of the school year. The reporter shall provide oversight for the Community Care and Morning Greeter Teams.

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ARTICLE VI. ELECTION PROCEDURES FOR OFFICERS

Section 1. PSO Officer positions shall be open to current PCCS families. PSO Officer elections will be held during the last general PSO meeting preceding summer vacation. PSO Officers-Elect assume their new duties on the last day of the school year and will serve a term of one year (approximately mid-June to mid-June).

Section 2. Nomination Process - Approximately one month before the last general meeting, the Election Team will send out a letter calling for PSO Officer nominations. The deadline for nominations will be set by the Election Team but will be approximately two weeks before the last general meeting. Those people interested in holding PSO Officer positions should submit their names to the Election Team by the submission deadline. They may also submit a one page vision statement outlining why they would like to be a PSO Officer. A candidate may also be nominated by someone other than themselves. That potential candidate will be contacted by the Election Team and may give consent for the nomination. After giving consent, that candidate may submit a vision statement if he/she desires. After the candidate names and vision statements are collected by the Election Team, they will be copied and distributed to all members and parents one week prior to the election. The Election Team and Executive Council will actively seek at least two candidates for each office. If there are no nominees for a given office, the submission deadline may be extended to the time of the last meeting or until a candidate is nominated, whichever is first. If no candidate accepts the nomination, the current PSO Officers will appoint an individual to the open PSO Officer position.

Section 3. Election procedures – Elections will take place by secret ballot during the week preceding the last general PSO meeting of the school year (PSO election meeting). Ballots will be sent to each family with the candidates' vision statements. Ballots may be returned to the school office in a sealed envelope or returned to the Election Team Leader. Ballots will be counted before the last general PSO meeting of the year and winners will be announced at the meeting. A simple majority will suffice for election.

Section 4. If there is only one nominee for a given position, no ballot will be needed and that nominee will be automatically elected.

Section 5. The term for a PSO Officer shall be one year. No person shall be eligible to hold the same office for more than two consecutive years. No PSO Officer shall serve as a Team Leader during the same year that he/she is serving as an Officer, with the exception mentioned in Article VII, section 3.

ARTICLE VII. PROCEDURE FOR SELECTING TEAM LEADERS

Section 1. The position of Team Leader shall be open to current PCCS parents. The term for a Team Leader shall be one year, running from the beginning of one school year, until the selection of a new Team Leader the following school year. No person shall serve as the Team Leader for more than one Team during the same year.

Section 2. Nominations will be taken in the weeks prior to the first general PSO meeting by contacting the PSO President. The PSO Officers will interview and obtain consent from all nominees and select the Team Leaders within two weeks of the first general PSO meeting. The new Team Leaders will then be announced and will immediately assume the duties as Leader of their particular Team.

Section 3. If there are no nominees for a given Team Leader position, the current Team Leader may continue for another year. If that individual does not want to continue as Team Leader, the PSO Officers will seek out and appoint someone for the position. If a Team Leader cannot be identified for Election Team or Parent Coordinator Team, the PSO President and Vice President, respectively, will fill these roles. All other Teams are subject to the identification of a Team Leader in order to function. In the event the PSO President is acting as Team Leader for the Elections Team and wishes to run again for the same office the following year, one of the other officers will act as Elections Team Leader and conduct the election under the procedures listed in Article VI section 3.

ARTICLE VIII. MANAGEMENT OF THE ORGANIZATION

Section 1. The administrative functions of the Parent Staff Organization shall be conducted by the Officers as selected according to Articles V and VI.

Section 2. The Officers will conduct the business of the PSO in coordination with an Executive Council. The Executive Council will consist of the PSO Officers, a representative from Administration (either School Director, Principal or other designated member of the administrative team) and a Liaison from the Teaching Staff. The PSO President will present to the Executive Council a summary of the activities, programs and projects that will be undertaken by the various committees of the PSO and will obtain consent and approval for those items. The PSO President will also convey to the Executive Council the various views, concerns and perspectives represented by the members of the PSO. The Executive Council shall meet once per trimester or more as needed.

Section 3. The Officers of the PSO and the Executive Council shall have the power to add or delete special or temporary teams as they deem necessary and shall have the power to appoint the leaders of said teams.

Section 4. The Executive Council and PSO Officers shall have the power to fill any vacancies among the PSO Officers. If the office of PSO President is vacated for any reason, the current Vice President will assume that position and the office of Vice President will be filled by the Executive Council and the remaining PSO Officers.

Section 5. All fundraising, public relations and volunteer programs directly involving the school must have approval by the Executive Council or Director, Principal and/or Development Director, before they are undertaken.

ARTICLE IX. STANDING TEAMS – DUTIES OF TEAM LEADERS

Section 1. There shall be the following standing Teams: PSO Communications, Election, Classroom Volunteer, Community Care, Programming, Annual Fundraising, On-Going Fundraising and Morning Greeters.

Section 2. The general duties of the standing teams are as follows:

PSO Communication Team – creates PSO Newsletter and School Directory.

Election Team– organizes and runs elections for both the Board of Directors and the PSO Officer positions.

Classroom Volunteer Team – coordinates and communicates with on-going volunteers, in and out of the classroom. For example, this is the team that organizes Parent Coordinators and undertakes classroom and lunch help.

Community Care Team – is the team that organizes welcoming new families to our school and providing our staff with some of those extra things that show we value them such as Lounge Angels and Staff Luncheons.

Programming Team – will work on planning programs, guest lectures and social events for parents and/or families. This is the team that will work to cultivate a sense of ownership for the whole school community.

Annual Fundraising Team – will organize our fundraising efforts that happen once a year and tie into the school's mission. Examples would be the Holiday Bazaar and the Plant Sale.

On-Going Fundraising Teams - will coordinate our on-going fundraisers like Box Tops, SCRIP and Natural Ovens.

Morning Greeter Team – will safely direct the carpool line and open car doors during morning carpool.

Section 3. The Team Leaders of each of the standing teams shall organize and preside over team meetings as needed and all team activities. The Team Leaders shall also report all team activities to the PSO Officer to which they are assigned. The Team Leaders shall give an annual report of their team activities at the last general PSO meeting before summer vacation.

ARTICLE X. AMENDMENTS TO PROCEDURES

Section 1. The procedures of the Parent Staff Organization may be amended by a two-thirds vote of the members present at any general or special PSO meeting. The amendment(s) must be proposed to the PSO Officers and the Executive Council at least two weeks before the general or special PSO meeting at which the amendment will be voted upon. A discussion of the proposed amendment, including supporting reasons and justification for changes shall be conducted by the PSO President and shall precede the voting.

ARTICLE XI. RULES OF ORDER

Section 1. The business and meetings of the Parent Staff Organization shall be governed by Roberts Rules of Order, Revised, in all instances in which they are consistent with the procedures of this organization.