



SAINT MARY SCHOOL
9 South Jefferson Street, Alexandria, KY 41001

P *arent*

T *eacher*

C *lub*

HANDBOOK



St. Mary P.T.C. (Parent Teacher Club) would like to welcome you and your family. Enclosed you will find information which may be helpful in describing what the function is of the P.T.C.

MEETING AGENDA

The P.T.C. meetings are held on the 4th Tuesday of the month (unless otherwise noted) at 7:30 P.M. in the cafeteria. Early check-in is encouraged due to the various procedures that take place before the meetings begin. Babysitting is available, by calling the President by noon on the day before the meeting.

1. Sign-In - Sign your name on the appropriate list, current member or new member. Also mark the form by the teacher's name of which class your child or children are in. (At the end of the meeting, two teachers who have the most parents attending will receive \$10.00 each to use for their classroom.) If you have attended 6 of 9 meetings throughout the year, your name will be entered in the drawing for 4, \$1,000.00 scholarships to be drawn at the last meeting of the year.
2. Prizes - Door prize tickets are given to everyone and pot of gold tickets may be purchased for \$1.00 when you sign in.

Membership dues are \$1.00 per year per member. Notice of Membership Drive will be sent home within a few weeks after the start of school.

P.T.C. OFFICERS

The following is a list of duties for the P.T.C. officers:

PRESIDENT

- presides at all meetings
- appoints committees and their chairperson and assigns their duties
- sees that the officers and committee chairperson keep written, accurate records
- responsible for meetings and sending reminder notes home each month

VICE PRESIDENT

- performs the duties of the President in their absence and shares some of the duties if requested to do so

RECORDING SECRETARY

- calls the roll of officers
- keeps accurate records of meetings
- responsible for submitting P.T.C. minutes for the Parish newsletter

CORRESPONDING SECRETARY

- sends get well cards, thank-you notes, sympathy cards, etc.

FINANCIAL SECRETARY

- sits at the door at P.T.C. meetings to keep attendance records and coordinates the membership drive

TREASURER

- custodian of all funds, donations or other money taken in and pays all bills
- signs all checks and gives a report at each meeting

AUDITOR

- audits the account of the Treasurer and other money making fundraisers monthly and signs Treasurer's report

BOARD MEMBERS

- (need 2) sets up a Nominating Committee in February to help make phone calls to find candidates to run for office for the following school year

TEACHER LIAISON

- acts as intermediary and relates relevant information to the teaching staff
- brings teacher concerns to the meetings

P.T.C. FUNDRAISERS

MAJOR FUNDRAISER - We will hold one major fundraiser during the school year. The objective of which is to raise the majority of our money in a single event, one that does not require our children to sell goods. We may hold several other smaller events, as the budget deems necessary.

MARKET DAY - A wide variety of food items (mostly frozen) are available. Order forms are sent home approximately once a month. Order deadline and pick-up dates are printed on the order forms. Pick-up day is always held on a Tuesday 5-6 p.m. in the Church Undercroft.

SCRIPS - Do you eat out, buy groceries, clothes, household items or gas? Why not turn your regular shopping habits into cash for our school. This is such an easy fundraiser & doesn't cost any more than what you would spend anyway! By using gift certificates rather than cash to purchase products and services at vendors, our school can earn anywhere from 2 – 20%!! Orders are taken and filled weekly through the Thursday envelope. We also stock many of the more popular SCRIPS for purchase at PTC meetings, by way of phone, and at lunchtime in the cafeteria on Friday's. You have many opportunities to participate in this great fundraiser!

COUNTY MARKET RECEIPTS - Save your County Market receipts that are less than 6 months old. P.T.C. receives 1% of the total amount turned in to County Market. Please save these receipts and bring them to school or drop them in the box in the back of church.

CAMPBELL SOUP LABELS - Our school can earn valuable items based upon the number of labels saved. Please save labels & other proofs of purchase from Campbell Soup and other Campbell products. A detailed list is sent home at the beginning of the school year.

BOX TOPS FOR EDUCATION - Save box tops found on certain General Mills products (pink rectangle on the box top). Our school receives a check based on the amount of box tops turned in.

SCHOOL ACTIVITIES & EVENTS

The following are school activities and events that are partially or fully funded by P.T.C.

HEALTH PROGRAM - Screenings for lice, vision, hearing, & scoliosis are held at various times during the school year. This is an invaluable service for our children, so please don't hesitate to help out when asked.

EVERYBODY COUNTS - This program teaches the students about various handicaps. We have many people with slight to moderate disabilities visit the school and explain to the students about their particular handicap. These can range anywhere from blindness to various illnesses. It does teach the children that "Everybody Counts"!

CATHOLIC SCHOOLS WEEK - During Catholic Schools Week, teachers, students and volunteers are all shown our appreciation by various activities done throughout the week. The week ends with a special appreciation closing Mass.

HOME ROOM PARENTS - Each class has 1 or 2 Room Parent(s) and several helpers, which help make the arrangements for various classroom activities.

PTC ATTENDANCE SCHOLARSHIP – FOUR (4) \$1,000.00 scholarships are given at the end of the year to be applied to the next year's tuition. You must attend 6 out of 9 meetings to be entered into this drawing. You will receive an extra chance for every meeting attended over the six required meetings.

"IT'S ACADEMIC" PROGRAM - Teams from 5th, 6th, 7th and 8th grades are formed through tryouts. P.T.C. provides funds to continue the success of "It's Academic".

PENCIL SACKS - These are required for all first, second & third graders. The cost is \$5.00 per sack.

USED UNIFORM SALE - Held at the end of the school year at a PTC meeting. Date to be determined.

P.T.C. also provides full or partial funds for Reconciliation, Class Communion, Confirmation, and 8th grade closing ceremony.

The following list shows what room parent(s) & helpers are in charge of during the school year:

1st GRADE - refreshments for the Kindergarten Closing Ceremony

6th GRADE - refreshments for the 8th grade Confirmation

7th GRADE - refreshments for the 8th grade Closing Ceremony

As you can see, P.T.C. is a very active group of Parents. We supply our children with much enrichment - physically, materially and financially. Please be generous when asked to help with a particular event. The success of the school depends greatly on volunteers. If you have any questions about any of the above activities, please feel free to call the appropriate Chairperson. See you at the P.T.C. meetings! THANK YOU!



P.T.C. OFFICERS FOR 2008-09
SCHOOL YEAR

President	Becky Orth	635-3181
Vice President	Lorri Kim	448-0459
Treasurer	Char White	448-9447
Recording Secretary	Joann Hackworth	694-1002
Corresponding Secretary	Rachel Broering	635-9076
Financial Secretaries	Ann Vandergriff Jennifer Keller	635-1609 448-0733
Auditor	Leah Boggs	441-1255
Board of Directors	Amy Cooney Joan Schoulthies	448-0668 635-4200
Teacher Liaison	Sarah Lester	635-5803

COMMITTEE CHAIRPERSON'S 2008-09 SCHOOL YEAR

Academic Team	Sarah Lester	635-5803
Box Tops for Education	Nancy Icard	635-6657
Campbell Soup Labels	Tracey MacDonald	635-6137
County Market Receipts	Becky Orth	635-3181
Foresters	Judy Rief	635-3041
4-H	Gay Fischesser	635-0085
Head Room Mother	Gina Trentman	635-7835
Health Program	Tara Orth	635-7881
Major Fundraiser	Jennifer Keller	448-0733
Market Day	Anita Beck Janet Parnell	635-1414 448-9021
Mentor Program	Melissa Sheffel	694-3093
Pencil Sacks	Shelly Waymeyer	635-4415
Scripts	Patti Caldwell Dawn Tieman JoAnn Hackworth	635-7231 635-4303 694-1002
School Sweatshirts	Ronda Steffen	635-1597
Spruce-Up/Landscaping	???	
Grandparent's Day	Angela Tiemeier	635-3043

CONSTITUTION AND BY-LAWS OF THE PARENT-TEACHER CLUB OF ST. MARY SCHOOL

ARTICLE I - NAME

This organization shall be called the Parent-Teacher Club of St. Mary School, hereinafter referred to as "PTC". It was organized and the first meeting held on January 24, 1962.

ARTICLE II – PURPOSE

The purpose of the organization shall be the promotion of the welfare of St. Mary School, the obtaining of a broader knowledge of educational subjects and policies, the advancing of the interest of education, and the bringing into close contact the parents and authorities of the school. The President or Principal should emphasize this purpose often during the school year at PTC meetings.

ARTICLE III – MEMBERSHIP

Section 1 –

Membership in the PTC shall be open to the teachers, parents, and guardians of children attending St. Mary School and members of St. Mary Parish.

Section 2 –

All persons with children attending St. Mary School are automatically members of the PTC, distinguished as active or inactive members. An active member is one who pays yearly dues and attends meetings. An inactive member is one who does not pay dues or attend meetings.

Section 3 –

Parents/Guardians of children who will be attending school the following August are welcomed and invited to join PTC and attend the February thru April meetings of that year. Parents/Guardians are also eligible to vote at the March meeting provided that they are "active" members of PTC. Any member without children in school and is an "active" member is eligible for office or as a chairperson, is entitled to any privileges of PTC, if so desired.

ARTICLE IV – NOMINATIONS

Section 1 –

There shall be a nomination committee consisting of the two members of the Board of Directors who may also appoint two other PTC members to assist them. This committee can nominate as well as ask “active” members to run for office to be voted upon at the election meeting in March.

Section 2 –

All officers of the PTC and the nomination committee must be “active” members.

Section 3 –

Nominating committee must present a list of candidates to the Principal for approval and secure the consent of the candidates before their names are presented.

Section 4 –

Elections must be by ballot at the March meeting. Only “active” members are eligible to vote; and “active” members may only vote at the time that voting occurs during the meeting in March.

Section 5 –

In case of a tie by ballot, re-voting again by ballot will occur to break the tie.

Section 6 –

Installation of new officers shall occur at the April meeting by the Principal during the course of new business at the April meeting.

ARTICLE V – OFFICERS

Section 1 –

The Executive Board of the PTC shall consist of the Principal of the school, President, Vice-President and Pastor.

Section 2 –

The officers of the PTC shall consist of the Principal, President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, Auditor, Teacher Liaison, two Financial Secretaries and the two members of the Board of Directors.

Section 3 –

No officer, except for the Principal shall hold the same office for more than two years consecutively.

Section 4 –

The President shall fill vacancies in office within ten days.

Section 5 –

The Principal and the President shall be ex-officio members of all committees.

ARTICLE VI – MEETINGS

Section 1 –

Parliamentary procedure shall be observed at all general meetings. Board meetings shall be informal.

Section 2 –

Meetings shall be held monthly, unless the President sees fit to change it for reasons such as obtaining speakers, conflicts with other organizations' dates, Lenten services, etc., throughout the year.

Section 3 –

The Board shall meet upon the request of the Pastor, Principal or President for the purpose of bringing up, discussion, and voting upon, if necessary, anything that arises that must be decided before the next meeting of the assembly.

- A. A board meeting shall be called by the new President before the August meeting to meet with the Principal and/or Pastor to discuss plans for the coming year.
- B. The Principal, ex-officio, has the power to change, modify or cancel any motion made by any member of the PTC.
- C. The majority of the assembly can overrule the Board.

ARTICLE VII – AMENDMENTS

Changes in the constitution must be made with the approval of the Principal and Pastor.

Section 1 –

The constitution may be amended by the Club by a majority vote of the members present at any regular or special meeting called for that purpose.

Section 2 –

All amendments must be presented in writing, at a regular or special meeting signed by the proponents. A vote will be taken at the next regular meeting. If any emergency arises, it may be so amended by the Principal or Pastor without following the above procedure.

ARTICLE VIII – DUTIES OF OFFICERS AND COMMITTEES

Section 1 –

THE PRESIDENT: shall preside at all meetings of the PTC and its Board meetings. The President shall appoint all committees and chairperson(s) and assign duties. It is permissible to have more than one chairperson or co-chairperson for a committee.

- A. The President must obtain chairperson(s) for the standing committees for the coming year and introduce them at the August meeting.
- B. The President should see that all officers and committee chairperson(s) keep written, accurate records.
- C. Shall examine the annual reports from each chairperson in April and make sure all information is adequate for a chairperson to follow next year.
- D. The President may provide a speaker or program for any PTC meeting or may delegate this responsibility.
- E. Must sign all checks along with the Treasurer's signature.

Section 2 –

VICE-PRESIDENT: shall perform the duties of the President if absent, or upon the President's request, share any duties. The Vice-President automatically becomes the President the following election year.

Section 3 –

RECORDING SECRETARY: shall keep an accurate record of all meetings and proceedings of the PTC and its Board and properly file and preserve them.

- A. Shall submit report for parish newsletter and to the school office for distribution.
- B. Shall place all revisions and amendments to the constitution and by-laws in the permanent records.

Section 4 –

CORRESPONDING SECRETARY: shall conduct regular correspondence for PTC.

- A. Send cards to PTC members who are ill, sympathy cards and masses for a death in the family (spouse, children, parents), congratulatory cards for a new baby and thank-you notes.
- B. Obtain and keep on hand all stationary, stamps, envelopes, etc., needed for PTC's use.

Section 5 –

FINANCIAL SECRETARIES: shall take care of the membership files and list of those attending each month, collect dues and keep record of paid members. Dues shall be \$1.00 (one dollar) per year.

- A. Keep a separate list of those members who attended six out of nine meetings for the PTC Attendance Scholarship.
- B. Shall register each member at each meeting, keeping a list of members who attend for the first time separate.

Section 6 –

TREASURER: shall be the custodian of all funds, dues, donations or other money belonging to the PTC and deposit same in the bank.

- A. Sign all checks for disbursements, along with the President's signature.
- B. Make a report at each meeting and Board meeting.
- C. Make an annual financial report detailing the receipts and disbursement of all PTC fundraisers, general account and general expenses of PTC. This written report is to be signed by the President and Treasurer and given to the Principal or Pastor/Moderator in June.

Section 7 –

AUDITOR: shall audit the accounts of the Treasurer and other fundraisers quarterly and submit a signed report.

Section 8 –

BOARD OF DIRECTORS: shall be two elected members to set up a Nominating Committee to find candidates to run for office for the following school year.

Section 9 –

TEACHER LIAISON: shall communicate between the St. Mary School faculty and the PTC on issues relevant to the purpose of the PTC and provide information to the faculty as appropriate.

Section 10 –

STANDING COMMITTEES: shall be added or deleted as deemed necessary by the executive board. Special committees shall be appointed as the need arises.

Section 11 –

Upon installation during new business at the April meeting, the outgoing officers shall turn over to the newly installed officers all books, bank accounts, checkbook and records.

ARTICLE IX – ACCOUNTS

Only the President and Treasurer may open a PTC bank account (checking and/or savings account, etc.). All of the accounts must have the Pastor as one of the authorized signatures.

ARTICLE X – QUORUM

Two thirds of the Board of officers present shall constitute a quorum for the Board. Two thirds of the membership present shall constitute a quorum for the PTC.

ARTICLE XI – EXPENDITURES

The funds of the PTC shall be expended only for such undertakings and needs as have been approved by the Principal, Board or the assembly.

ARTICLE XII – ORDER OF BUSINESS

1. Meetings shall be called to order and opened with a prayer
2. Approval/corrections of minutes
3. Report of Treasurer
4. Report of Corresponding Secretary
5. Report of Standing Committees
6. Report of Financial Secretaries
7. Old Business
8. New Business
9. School Report by Principal
10. Adjournment
11. Close meeting with a prayer

ARTICLE XIII – REPRESENTATION

The President or his/her designee at meetings of other organizations shall represent this organization where his/her presence is required.

REVISED AND APPROVED ON

PASTOR

PRINCIPAL

PTC PRESIDENT

PTC VICE-PRESIDENT