



Parent Teacher Organization

Dixon Montessori Charter School

Purpose: To aid the students and faculty of DMCS in achieving their fullest potential by providing educational and personal enrichment, and by encouraging cooperative interaction between parents, teachers, and the community as a whole. The DMCS PTO will achieve these goals by fundraising, supporting and providing enrichment programs, assemblies, and field trips, providing a forum for discussion and open communication.

All functions, communications, and positions within the PTO are ultimately governed by the DMCS Board of Directors.

PTO Officers:

To consist of:

2 Co-Chairs

Secretary

** the voting members of the organization shall form and/or elect the initial officers, thereafter the existing officers will determine candidacy based on votes collected from members of PTO.

** elections shall be held in May of each year and will be for a two year term.

**a majority of votes collected will determine elected candidate

no candidate shall be eligible to serve in the same office for more than **two consecutive terms.

Within the PTO will be the Executive board, consisting of:

PTO officers (listed above)

Teacher Representative

Yearbook Committee Chair

Fundraising Committee Chair

Gardening/Facilities & Recycling Chair

Hospitality/Community connection

Board Member representative

Special event committees can be arranged by Executive Board as needed with approval from DMCS Governing Board.

Regular meetings for PTO will be held on a monthly schedule.

All parents/guardians of enrolled students of DMCS shall be voting members of the PTO. (one vote per enrolled family)

Members will be notified of upcoming meetings as well as given notes of prior meetings (as requested) via email and/or written notice from the secretary. Notices of upcoming meetings will also be submitted for printing in the weekly school wide newsletter.

No dues shall be collected.

The Executive Board shall consist of the Officers, Chairs of each committee, and the Teacher and Board Representatives.

COMMITTEES:

Committee Chairs shall keep a procedure book or file detailing activities, responsibilities, and expenses of their committee.

Specific committee meetings shall be called by the Committee Chair and shall meet as often as necessary to carry out their functions. The committee chairs shall provide the PTO Co-Chairs with periodic status reports.

Publicity and Communications shall be cleared by the PTO chair and Director of DMCS.

A financial report shall be made to the PTO Co-Chairs after each fundraising event.

The committees will be responsible for the following:

1. Fundraising: planning and organizing all fundraising events
2. Hospitality and Community Connection: Potluck dinners, picnics, outreach etc.
3. Facilities/Gardening: coordinating building needs and beautification projects. Includes a sub-committee for the recycling program.
4. Arts and Enrichment: researching, booking, and organizing field trips, assemblies, programs and speakers in conjunction with teachers.

Committee chairs are part of the Executive Committee and shall attend monthly meetings with the officers, or they can send a committee representative to report progress of that committee.

All general and committee meetings shall be open to all interested parties.

Members shall be notified of all upcoming general or special meetings through either the weekly school newsletter or through written notices delivered to all families.

** Volunteer hours can be earned for all meetings attended, however, it is the member/parent responsibility to record these hours in the volunteer book.

** Any changes or updates to this PTO policy are to be submitted to DMCS Board for approval. This outline is a generalized guideline for the scope/vision of the PTO at DMCS. Changes can and will be made as needed and as approved by the DMCS Governing Board.