



# PTO Structure Pilot: 2018 - 2019

---

A Shift In the Executive Team



# SHA PTO: The Past Four Years

---

Supportive Parents

Positive Desire To Help, But Unable To Commit To The “Big” Jobs

Struggle To Meet New Culture With Past Structure

Unreasonable Expectations

Feelings Of Failure When So Much Work Goes Into Everything

Inability To Build Volunteer Base While Planning and Implementing Requirements  
During School Year

# “Don’t Yell At Me, Please, I’m A Volunteer”

---

1. Overwork for Volunteers
2. Time Commitment Unreasonable for Volunteers
3. Pressure and Difficult Treatment of Volunteers
4. Increase Involvement
5. Sharing of Tasks
6. Overwhelming Amount of Work
7. Role/Mission of PTO
8. Necessity for Model That Will Satisfy Modern Culture
9. Increasing Difficulty Filling Offices
10. Increasing Lack of Desire to Attend Evening Meetings

# Overview of Concept

PTO Lead

Staff Member

PTO Treasurer

School Business Office

Event Chairs (Committee/budget)

Develop Own Committee With Assistance from PTO Lead  
(budget/committee)

Recording Secretary for Meetings

# PTO Team Lead

---

Paid Academy Staff

Authority to direct

Authority to decide

Access to contact all Academy members

Immediate Access to Principal

Global View

# Current PTO Treasurer Position

---

Per diocesan policy, there is no separate PTO account anymore, which makes PTO treasurer job difficult and somewhat moot:

1. Principal approves
2. Treasurer looks at budget and approves
3. Request sent to Business Manager to approve
4. Business Managers sends request to parish bookkeeper for funds
5. Parish bookkeeper pays invoice/request

# Concern With PTO Treasurer Position

---

1. Depends on Business Manager for most recent reconciliations
2. Little real-time knowledge/information
3. Held accountable for funds that really are difficult to account for

# New PTO Treasurer

---

1. Academy Employee/Business Manager
2. Works Hand-in-Hand With Parish Accountant
3. Reports Quarterly Financial Activity
- 4.



# PTO Team Lead

Works With Administration to Determine Fundraisers and Community Events

Collects and Organizes Talent Forms

Recruits Event Chairs

Assists In Recruiting Committee Members

Oversees All Operations of the PTO

Organizes and Trains Room Parents

Acts as liaison between Administration and Event Chairs

Keeps Up-To-Date Reporting on Website and Through Newsletters

# Event Chairs

---

Meets with PTO Team Lead to Organize Event

Creates Business Plan with Budget

Sets Committee Members

Meets Regularly With Committee To Ensure Benchmarks Are Met

Reports to Principal In A Timely Manner, The Results of the Event

Oversees Preparation of Event Report

Ensures Communications With Academy Body

# Benefits

---

Less Time Commitment For Families

Less Stress On A Few People

More Involvement Opportunities

More Positive Experience

More Positive Support For Sacred Heart Academy

Parents May Weigh In On Topics Without Having to be Present at Meeting for Vote

# More Defined Mission of PTO

---

## Mission Statement:

All parents and guardians of enrolled members are members of the Sacred Heart Academy Parent Teacher Organization (PTO). The PTO exists to support the positive educational, spiritual, and community life of Sacred Heart Academy through fundraising, nurturing positive parent/school relationships, and providing volunteer support.

# Benefits

---

More Family Involvement

Transparency and More Effective Communication

More Social Events for Families

Positive Support for School, Teachers, and Students

Smaller, More Manageable Tasks

More Realistic Opportunities For Parents To Contribute To Events Without It Taking Over Their Lives

# What Will This Look Like Next Year?

A Pilot Program

By-Laws Committee Will Continue Work Throughout The Year

Kimberly Chicklo Will Recruit Event Chairs And Assist In Committee and Event Planning and Development

Each Event Will Have Individual Budget, Set With Event Chair, Meeting Notes, Debriefing Reports

Throughout Year, Kimberly Chicklo Will Survey Parents For Feedback

# Assessment of Success And Opportunities For Improvement

---

Periodic Surveys of Parents, Teachers, and Students

Feedback From Volunteers and Participants

Number of Volunteers Involved In Each Event

Number of Parents Able to Meet Service Hour Requirement

Family Participation

Fundraising Dollars

# Moving Forward

---

During the year, the By-Laws Committee will continue to adjust the by-laws in response to the events and activities during the year. The feedback will consist of parents, teachers, students, pastor, administration, participants, and organizers. At the end of next school year, we will present a plan for the PTO that aims to meet the needs of our families and their lives. We will put the plan out for feedback, comments, and suggestions. PTO meetings will be held in the format of Principal's Coffee's and will be scheduled at various times to better accommodate all. We also hope to video presentations for families.

This has been an enlightening process and has opened eyes to the real issues that face our families at home and at Sacred Heart Academy.



# Suggestions for Events for Next Year

We would like to have all Event Chairs and Some Committee Members set before we leave for the summer:

Back-To-School Barbeque - Co-Chaired by current parent and new parent/implemented by new families

Annual Gala

Pizza/Bingo Night

Spaghetti Dinner Fundraiser

Fine Arts Night

# More Events

---

Open House November

Open House January (Catholic Schools Week)

Open House March

Dodgeball Tournament

Basketball Tournament- Varsity

Basketball Tournament - JV

# Even More Events

---

Volleyball Tournament

3 v 3 Soccer Tournament

Feast of Our Lady of Guadalupe

Feast of the Sacred Heart of Jesus (on a Friday)

Parent/Child “Date Nights” (Dances, Movie Nights, etc.,)

Field Day/Race For Education

# And More!

---

STREAM Night

Saints for the Saints! (Committee to Provide Information On Saints - Little Blurbs)

Athletic Parents

Room Parents

Family Nights to Promote Cultural Diversity (Luau, etc.)

Pep Rallies

# The List Never Ends:

---

School/Parent Assemblies

Sports Nights (Golf, basketball, volleyball, etc.)

BIG NEXT YEAR: Trunk or Treat for Halloween

Trunk Decorating Contest, Chili Cook-off, Games

Family Retreat Evening/Craft

September 15, 2018, Back to School Bash with Parish

# Additional Ideas/Comments

---