

PARENT TEACHER LEAGUE
of SALEM LUTHERAN SCHOOL
6500 East Santiago Canyon Road
Orange, CA 92869
714-639-1946

Article I

Name and Mission

Section 1: The name of this organization shall be Salem Parent Teacher League (PTL)

Section 2: The PTL is a non-profit auxiliary organization of Salem Lutheran Church Orange, CA. The PTL has been established by the Principal with the approval of the governing body of the Church, the Ministry Leadership Council. As an auxiliary organization of Salem, the PTL shares the Salem Lutheran Church vision and mission:

Vision Statement: In view of God's mercy, by His grace, and to His Glory, the individuals and families of Salem Lutheran Church and School form a fellowship of believers that seeks to make a true and lasting impact on the world through Christ.

Mission Statement: Being taught by God's Word and led by His Holy Spirit, our mission at Salem Lutheran Church and School is to train and nurture one another while thoughtfully reaching out to our neighbors with the love of Christ, involving everyone in a Christian life journey that is marked by meaningful growth and vocational calling.

The PTL operates in support of the staff of Salem Lutheran School (SLS) and to the benefit of the students and the families. To this end, the PTL also shares in the mission of Salem Lutheran School's identified specific educational purpose and values:

Purpose: Building Foundations for Life

Core Values (Pillars):

- Academic Excellence
- Christian Character and Faith Development
- Competition and the Arts
- Service
- STEM (Science, Technology, Engineering, and Mathematics)

Article II Purpose

The purpose of the PTL is to promote Christian Fellowship among the faculty, the parents, and the children of the school. The PTL is to engage in fund raising activities and services to benefit Salem Lutheran School, and to assist the faculty when needed.

This organization shall report to the principal and be governed under the approval of the Board of Education in conjunction with the Salem Ministry Leadership Council.

Article III Membership

Any parents or guardian of a child enrolled in Salem Lutheran School and all Salem Lutheran School teachers are considered members of the PTL.

Article IV Property and Dissolution

All property of the PTL is under the jurisdiction of Salem Lutheran Church

If the PTL should be dissolved, or is no longer recognized as an organization of Salem Lutheran School, the Salem Ministry Leadership Council will determine how assets are to be allocated.

Article V Executive Positions

Executive positions consist of a President, Vice President, Treasurer, and Secretary. These four positions along with the school principal, the preschool director, the admissions director, and the teacher representative will attend a monthly executive board meeting to discuss progress regarding upcoming events, organization of volunteers, and distribution of funds. Specific position descriptions are listed below.

PRESIDENT: The president, in conjunction with the school principal, will prepare the agenda for the executive board meetings, will run the executive board meetings. The president will communicate regularly with the team leads to communicate specific needs with the group.

VICE-PRESIDENT: The vice-president will perform the functions of the President should the president be unable to serve in the capacity of president for any reason.

TREASURER: The Treasurer is responsible for coordinating money collected at all PTL Events in accordance with Salem's bookkeeping policies. This person will be responsible for communicating the financial status of the PTL to the members. This individual will

work closely with Salem's bookkeeper, director of finance, and the principal.

SECRETARY: The secretary is responsible for taking minutes for each PTL meeting and providing a copy in advance of the meetings. A hard copy of all PTL meeting minutes is to be housed in the school office.

ROOM PARENT COORDINATOR: The Room Parent Coordinator is responsible to for communicating pertinent information to the individual room parent volunteers. Coordination of event such as Teacher Appreciation,

Teams

Teams are the action arm of the PTL. Teams can be created or dissolved by the principal as needed to help in support of SLS. The current Teams and their duties are described below:

FUNDRAISING: This team is responsible for the oversight and execution of the fundraising activities of Salem. The team captain will work closely with the principal in the planning of these school activities.

FALL FUNDRAISER: This team is responsible for coordinating our fall fundraiser.

GOLF (optional): This team is responsible for coordinating the annual golf tournament should additional funds need to be raised beyond the fall fundraiser and the Silent Auction

PIZZA MONDAY: This team is responsible for coordinating Pizza Mondays.

RESTAURANT NIGHT OUT: This team is responsible for planning fellowship events at local eateries.

SILENT AUCTION: This team is responsible for coordinating and executing the annual silent and live Auction.

DIRECTORY: This team is responsible for coordinating and executing the ads, family information and printing of the annual School Directory.

HOSPITALITY: This team works with the principal in coordinating special events on campus that require attention to décor and food. This team is not responsible for the Sports Banquet as this is the responsibility of the Booster Club.

NEW FAMILIES: This team provides a pathway for new families to get connected into the school through social opportunities prior to school and as a touch point for communication throughout the first year.

ROOM PARENTS: This individual, working in conjunction with the teacher appoints and organizes the Room Parents for the various classroom activities of Salem Lutheran School. Detailed descriptions of activities are kept in a Room Parent Binder.

SPECIAL EVENTS: This captain is responsible for the coordination and oversight of the following school events:

FIELD DAY: This team coordinates the preparation of water stations and popsicles as any additional needs for this day.

GRANDPARENTS DAY: This team coordinates the activities surrounding Grandparents Day(s).

JR. HIGH REPRESENTATIVE: This team is responsible for the coordination of school dances and eighth grade graduation. This team will work closely with the Junior High Teachers and Principal in planning.

RED RIBBON WEEK: This team is responsible for the planning and execution of Red Ribbon Week.

TEACHER APPRECIATION DAY: This team is responsible for the planning and execution of the Teacher Appreciation Day activities.

UNIFORMS: This team is responsible for overseeing the school uniform buy-back program.

HEALTH & WELLNESS: This team is responsible for the organization and oversight of the school's hot lunch program and any other food distribution on campus. This includes Pizza Mondays. The primary goal is to ensure that a variety of healthy food options are available to the students at Salem.

YEARBOOK: This team is responsible for organizing and creating the Elementary/Junior High yearbook. This team will obtain and present contract to the principal for approval.

Article VI

Parent/Teacher Executive Board

The Parent/Teacher Executive Board will be comprised of the Executive positions and team leads for the following teams: Fundraising, New Families, Room Parents, Special Events, a minimum of two faculty/staff representatives, the principal and preschool director.

This Board will meet monthly to discuss coordination of PTL events, be a conduit to the principal for feedback from the school community about Salem, and give direction on expenditures of PTL funds.

Article VII General Meetings

At least two meetings of the general membership of the PTL shall be scheduled by the school administration and held during each school year as follows: One in the fall and one in the spring.

Article VIII Allocations and Expenditures

The PTL will discuss how allocations/expenditures for the school are to be spent with the principal providing input into the decision. Any allocations/expenditures will be reported back to the PTL via the Treasurer's report.

All requests for PTL funding will be submitted in writing and are to include a summary of the expenditure, the areas/grade levels benefitting from the expenditure to the school principal and provided to the PTL for discuss and evaluation. The PTL reserves the right to request feedback on how the funds have impacted the school program.

Except to the extent funds are otherwise committed or approved for expenditure by the Executive Board, funds above the amount of \$10,000 shall be deposited into the School's General account by June 30 of the academic school year.