

Wylie Elementary School  
Parent – Teacher Organization  
Charter Document

**ORGANIZATION NAME**

Wylie Parents and Teachers Together (Wylie PTT)

**MISSION**

The Wylie PTT is an active and interested group of parents and teachers who come together to combine their unique skills and backgrounds for one purpose: to supplement our children's educations with fun, exciting, and educational activities that create a sense of community and friendship. We look forward to fresh ideas and perspectives from all who wish to participate, and there is a place for everyone no matter how big or small the time commitment you are able to make. No matter the time of year or your previous participation, your help and input is welcome.

**OBJECTIVES**

The Wylie PTT works to achieve the following goals:

- To facilitate communication between home and school environments allowing parents and teachers to effectively cooperate with and assist each other in providing our children the best educational experience possible.
- To identify our teacher's and school's unfulfilled needs, and to organize and promote fundraising opportunities that provide funding to meet some of these needs as well to identify volunteers able to aide in school projects and functions.
- To plan and organize various activities and functions for the Wylie family (teachers, administrators and students, and their families) that will allow the family's members to join together, meet each other, and strengthen relationships and commitments to improve the educational experience at Wylie.
- To provide an appropriate forum for discussing information related to school policies, rules, and procedures, and to assist in disseminating important school information to parents.

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**LEADERSHIP**

The Wylie PTT seeks equal input and evaluation of ideas from all members of the group. Four core positions exist in order to facilitate group communication, funding, and meetings. The core positions are as follows:

Co-chairs (2): Responsible for calling meetings, setting agendas, coordinating meetings and activities, conducting meetings, and ensuring a chairperson has been established for each committee formed by the group. Further responsibilities include assisting chairpersons with the development and implementation of the activity associated with their committee, and assisting the Secretary and Treasurer (based on need) with reporting and finances.

These duties may be divided up between the co-chairs as convenient to them.

Secretary: Responsible for maintaining official documents related to the operation of the group including general and leadership meeting minutes, and coordinating the dissemination of Wylie PTT documents and fliers (including administrative approval) through the Wylie Office.

Treasurer: Responsible for the accounting of Wylie PTT funds including coordinating purchases and team-member reimbursements through the Wylie Office.

These positions are filled as a result of voting carried out at the final meeting of each school year (typically conducted in May). There is flexibility in the filling of these positions. For instance, instead of having co-chairs, the group may choose to have a president and vice president. The secretary and treasurer positions may also be combined and run as one position. These changes may be instituted by group vote each year based on the needs of the team and the inclination of the volunteers.

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**COMMITTEES**

The Wylie PTT utilizes committees to organize and run special events and fund-raising activities sponsored by the group. A committee consists of volunteers from the Team Wylie membership with 1-2 volunteers assuming the chair/co-chair position(s). Any member(s) can assume the chair position of any committee, and any member(s) can volunteer to provide assistance to the chair(s). The committee chair positions are assigned to volunteers at the last Team Wylie meeting of the school year (usually in May).

The committee chairperson is responsible for reporting committee progress and requirements to the group at normally scheduled meetings. If the chairperson cannot attend a regularly scheduled meeting at which a report is due, the chairperson will provide an update to one of the officers on or before the date of the meeting so a report can be provided to the group.

Committees are formed and disbanded throughout the school year as projects and events are identified, scheduled and completed. Some committees regularly utilized by Team Wylie include (but are not limited to):

Scholastic Book Fairs	Staff Appreciation
Grant Committee	Fundraising or Pledge Week
Family Read-in Night	Movie Nights
Wylie PTT Website	Earth Day
Science Fair	Wylie Warnival Picnic
Yearbook	Turkey Trot

**FINANCES**

Money collected through Wylie PTT fundraisers will be spent on predetermined needs and initiatives. The choice to spend money on a particular item or function will be made by majority group vote during a regularly scheduled meeting. Should an immediate need to approve funds arise prior to or after a

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regularly scheduled meeting and the dollar value is under \$100.00, the leadership team may approve or deny the request without a group vote. For any requests with a dollar value over \$100.00, the group will be notified by email with all necessary details required to make a decision by proxy. Majority vote of received proxy emails will determine if the request is approved or denied by the leadership team. In either of the above situations, a brief update will be provided to the group via email with the results of the vote. A full report will be provided at the following regularly scheduled meeting.

Wylie PTT funds will not be used for any items, programs, or events that do not directly benefit the students or teachers at Wylie Elementary School. Historically Wylie PTT has not approved grant requests that benefit only one classroom and/or teacher. While all grant requests are evaluated and voted for on a case-by-case basis, the Team seeks to approve grant requests that have a school-wide or multi-classroom benefit.

In the event that the Wylie PTT is disbanded, the any Wylie PTT funds remaining after the dissolution of the group will be retained by Wylie Elementary School to be used for the benefit of the Wylie students and teachers.

### **AMENDING THE CHARTER DOCUMENT**

A proposed amendment to the Charter Document must be presented to the leadership team a minimum of one week prior to the next regularly scheduled meeting. The proposed amendment will be placed on the agenda for discussion and voting. A majority group vote will determine whether or not the amendment is accepted and added to the Charter. Amendment votes may only be conducted during regularly scheduled meetings.