



Guidelines

ARTICLE I - NAME

The name of the organization shall be the CAPITAL CITY PUBLIC CHARTER SCHOOL PARENT SCHOOL ASSOCIATION (CCPCS PSA).

ARTICLE II - MISSION

The **mission** of the Capital City Public Charter School Parent School Association (CCPCS PSA) is to build a whole-school community and culture that **promotes** positive family engagement, **inspires and supports** partnerships among community members, **strengthens** communication, and **supports** activities which advance the mission and vision of CCPCS. The PSA is a **resource** for staff, teachers, students, and the families of all who attend CCPCS.

The CCPCS PSA strives to facilitate cooperation across the CCPCS community: the students, families, teachers, and staff. The PSA seeks to accomplish its mission by:

- 1) Providing a forum for parents to support and be involved with CCPCS
- 2) Acting as a liaison between the CCPCS administration and the families
- 3) Fostering a CCPCS parent community
- 4) Supporting teachers and staff of CCPCS

ARTICLE III - POLICIES

This organization shall be non-commercial, non-sectarian, non-partisan and non-political, and will not endorse a commercial enterprise or candidate.

The CCPCS PSA will comply with the policies and procedures of Capital City Public Charter School regarding building usage, communications and events.

ARTICLE IV – PSA ORGANIZATION STRUCTURE

The core of the CCPCS PSA is the general membership. Membership in the PSA shall be conferred automatically to the parents or guardians of all CCPCS students upon enrollment of a child in CCPCS.

PSA Officers are volunteer positions that are elected or appointed. The Executive Board includes:

- PSA President
- Treasurer
- Secretary
- Corresponding Secretary

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- High School Vice President
- Middle School Vice President
- Lower School Vice President

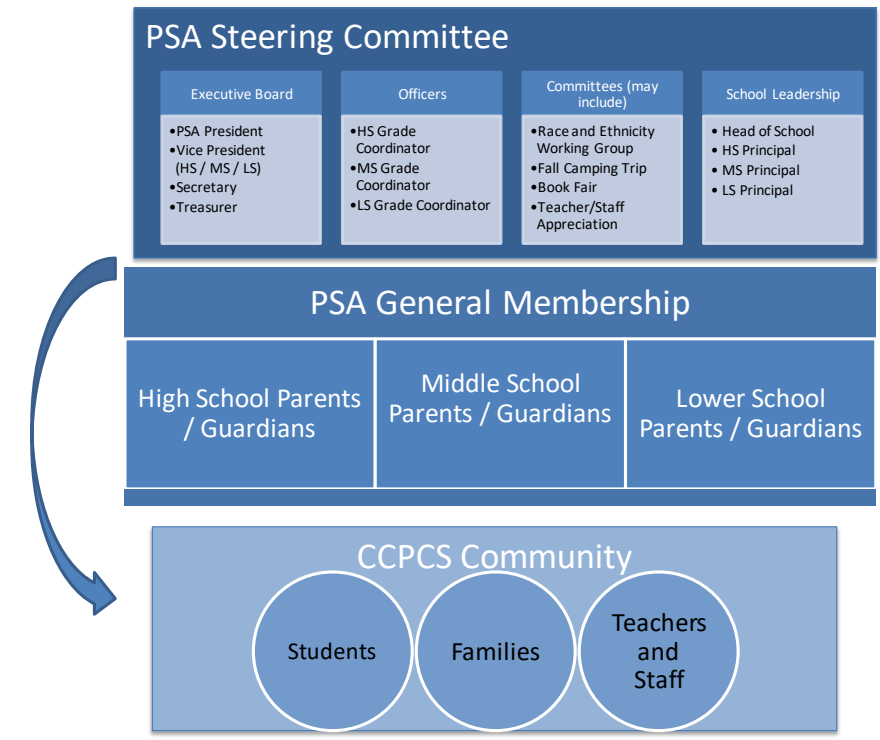
Other Officers include:

- High School Grade Coordinator
- Middle School Grade Coordinator
- Lower School Grade Coordinator
- Communications Officer

Committees may be established to support the mission of the PSA. These may include:

- Welcome Committee
- Race and Ethnicity Working Group
- Back to School Picnic
- Fall Camping Trip
- Book Fair
- Teacher/Staff Appreciation
- Movie Night
- Morning Coffee
- Spring Fair

Event Leads will be identified and invited to attend PSA Officer Meetings.



ARTICLE V - Officers' Duties:

CCPCS PSA Executive Board member should not be a chairperson/lead on any committee.

Executive Board members will attend the board and CCPCS PSA General meetings.

CCPCS PSA Board Meetings shall be held monthly with the day and time to be determined by the CCPCS PSA Executive Board.

The Executive Board Members responsibilities include:

PSA President/Co-Presidents

1. Preside at all PSA board and CCPCS PSA General and Special meetings.
2. Coordinate the work of the officers and the committees to facilitate scheduled activities.
3. Work closely with the Principals and maintain a supportive relationship with the school.
4. Appoint special committees when needed.
5. Provide a summary year-end report of the year in office to give to the new President at a transition meeting.

Vice President (High School / Middle School / Lower School)

1. Act as an aide to the (Co-) President(s), upon request, and assume the duties of the (Co-) President(s) during his/her/their absence.
2. Establish the goals for the school-specific PSA for the year in coordination with the school administration and PSA Steering Committee.
3. Support school-specific PSA events in coordination with committee chairs.
4. Schedule, plan, and lead school-specific PSA meetings
5. Serve as a conduit between parents and the school administration
6. Provide a summary year-end report of the year in office to the new Vice President at a transition meeting.

Secretary

1. Record in a permanent form all business transacted at each meeting of the CCPCS PSA.
2. Submit a copy of the minutes to all officers prior to the next CCPCS PSA Board / General meeting.
3. Present the minutes for approval at the CCPCS PSA Board meetings.
4. Keep attendance records for all meetings.
5. Notify CCPCS PSA members of special meetings called by the CCPCS PSA Board five (5) days prior to such meetings.

6. In case of Secretary's absence from any meeting, a board member will be appointed to take the minutes.
7. Provide a summary year-end report of the year in office to the new Secretary at a transition meeting

Corresponding Secretary

1. Handles PSA correspondence as directed by the PSA Executive Board Committee.
2. Maintains communication with those outside the PSA.
3. Send out meeting notices as directed.
4. In the absence of the Secretary, prepare meeting minutes.
5. Keep a file of all correspondences and copies to replies.
6. Review and make necessary edits to documents.

Treasurer

1. Handle all funds of the CCPCS PSA and give a financial report of the collections and expenditures and call attention to any unusual items at each CCPCS PSA Executive Board meeting.
2. Will provide a written Year to Date and annual financial statement at 2 of the CCPCS PSA General meetings that includes the figures and provides narrative on major purchases and expenditures.
3. The Treasurer and a President must provide approval for expenses to the business office prior to reimbursement. If the PSA President position is vacant, a Vice President is required to approve the distribution of PSA funds.
4. In the event that the Treasurer and Co-President are from the same household, separate 'co-signer' will be identified in lieu of the President. In the Treasurer's absence, two other officers may approve the distribution of funds.
5. Authorize disbursement of funds approved by the CCPCS PSA Board. All members of the CCPCS PSA Board must be notified of request for reimbursement of non-budgeted items. A majority of the CCPCS PSA Board must approve the purchase.
6. Provide a written year-end report to the new Treasurer at the joint meeting.

Other Officer responsibilities include:

• ROOM PARENT COORDINATOR POSITION

1. Attend or send a representative to all PSA general membership meetings.
2. Act as advisor and liaison between staff and the PSA organization.
3. Help maintain open lines of communication between parents and teachers.
4. Help coordinate PSA sponsored activities in the classroom.
5. Report on current Teacher activities within CAPITAL CITY PUBLIC CHARTER SCHOOL.

6. Report to teachers on PSA activities.

Article VI - FISCAL POLICIES

Fiscal Year - The PSA's fiscal year shall be the same as the school year, and the books and accounts of the PSA shall be maintained by the CCPCS business office following the schools accounting policies.

CCPCS PSA funds shall be used for items, programs and events that benefit the students at CAPITAL CITY PUBLIC CHARTER SCHOOL. In addition, funds may be used for the purpose of expressing teacher appreciation.

The CCPCS PSA Board will submit a tentative allocation of funds (budget) to the membership for approval at the first Fall CCPCS PSA General meeting for the new school year.

Special monetary requests for non-budgeted items must be submitted to the CCPCS PSA Board for discussion at the CCPCS PSA General Meeting. Vote for approval of the request will be made at the following CCPCS PSA General Meeting.

Income not disbursed by the end of the school year shall be held over in the PSA account for the following fiscal year.

ARTICLE VII- ACCOUNTING PROCEDURES

The method for management of CCPCS PSA funds is through an account within the CCPCS umbrella account. This will minimize the charges for establishing a separate account as well as simplify administration of the account.

CCPCS PSA will follow the guidelines established by CCPCS for account maintenance.

To ensure appropriate oversight of funds, the following controls will be established:

Deposits:

- All monies raised for the CCPCS PSA must be documented on the Deposit Form and submitted to the Business Manager immediately. The PSA Treasurer should be forwarded a copy of the Deposit Form.
- Monies will be delivered to the CCPCS Business Manager with an indication that they are for the PSA.
- The CCPCS Business Manager will acknowledge receipt of funds through written communication with the CCPCS PSA Treasurer within 48 hours of receipt of funds. Email is the preferred written communication method.

Authorized Payments:

- Any reimbursement of non-budgeted funds must be pre-approved by the CCPCS PSA Executive Board Committee.

- To ensure payments are made in a timely manner, the CCPCS Business Manager is authorized to make payments with approval from any of the CCPCS PSA Officers.
- Reimbursements for all expenses will be made only after receipts for expenditures have been documented on the Check Request and/or Expense forms. These forms should be submitted to the CCPCS PSA Treasurer or Business Office within 30 days. Requests made without paper receipts will not be processed for reimbursements.
- A cash advance to cover expenses prior to a purchase must be documented in detail on the Check Request form at least 5 days in advance. All unused monies must be returned to the treasurer immediately following the purchase.

Reporting on Financial Accounts:

- The CCPCS PSA Treasurer will maintain a ledger detailing the funds for the CCPCS PSA. This will be reconciled at least bi-monthly with the actual account as maintained by the CCPCS Business Manager. In addition, the account balance will be reported during CCPCS PSA meetings per the guidelines.

ARTICLE VIII – MEMBERSHIP

CCPCS PSA membership will be open to parents or guardians of students at CAPITAL CITY PUBLIC CHARTER SCHOOL.

Membership in the PSA shall be conferred automatically to the parents or guardians of all CCPCS students upon enrollment of a child in CCPCS.

Current teachers and staff who are not parents may participate in CCPCS PSA meetings as guests. Guests are not eligible to vote.

The membership year will correspond with the school year.

Members will be asked to make an optional donation at the beginning of the school year.

The CCPCS PSA Board will determine a suggested donation amount for the new school year.

Any member is eligible to vote on any motion at CCPCS PSA General Meetings.

ARTICLE IX -OFFICERS (BOARD MEMBERS)

An officer must be a member of the CAPITAL CITY PUBLIC CHARTER SCHOOL PSA.

An Officer must have a child currently enrolled in CAPITAL CITY PUBLIC CHARTER SCHOOL

No officer shall hold more than one board position at a time, and no officer shall serve for more than two consecutive terms. An officer may continue in their position subsequent years after their term expires, if a replacement cannot be found.

The Officers of the Board of the CCPCS PSA Board will consist of Presidents, Vice President, Secretary and Treasurer. Any of the offices can be co-chaired.

ARTICLE X- ELECTION OF OFFICERS

An Election Committee will be formed to facilitate the election of officers.

The Election Committee is a temporary committee and shall consist of three (3) members of the CCPCS PSA.

The CCPCS PSA Board shall appoint the three members in March.

The Election Committee shall choose a spokesperson that will report to the (Co)-President(s).

The Election Committee duties include notifying the membership of the upcoming election, identifying candidates that represent the diversity in the student population, providing a mechanism for self-nominations and anonymous written nominations, and counting the ballots cast for each candidate.

An election ballot will be developed to include nominations for each board position.

CCPCS PSA members will be notified in writing of the election at least (21) twenty-one days prior to the voting.

Voting shall be done by a secret ballot in the Spring. Each family will receive one ballot.

Current teachers and staff of CCPCS who are members of the PSA are also eligible to vote.

A person receiving the majority of votes for each position will become next year's officer.

In the case of a tie, the CCPCS PSA board will cast the deciding vote.

A vacancy occurring on the CCPCS PSA BOARD can be filled for the unexpired term by a CCPCS PSA member appointed by the Executive Board.

If a vacancy occurs in the office of the (Co)-President(s), the Vice President shall fill it for the unexpired term.

ARTICLE XI – COMMITTEES

The executive board committee is a representative group of the organization and shall consist of the officers of the organization.

The duties of the executive board committee shall be:

- To transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the organization or committees requiring or needing assistance.
- To create standing and temporary committees necessary to carry out the objectives and aims of the CCPCS PSA.
- To present a report of plans, projects, activities, etc., at the regular meetings.
- To approve routine bills.
- Reasonable notice and at a minimum twenty four hours should be given for special executive board committee meetings.

Standing committees

Standing and special committees shall be determined annually at the June meeting of the organization.

Committee chairperson/persons shall be issued committee guidelines by the executive board committee.

The chairperson will present written or oral progress reports to the membership at the CCPCS PSA Executive Committee meetings.

The chairpersons of committees shall present plans, verbally or in writing, to the CCPCS PSA Board before he/she begins work.

A person will not be eligible to serve as a chairperson or co-chairperson on the same committee more than 3 consecutive years, unless approved by the CCPCS PSA Board.

The chairperson must keep track of all expenses and profits according to the treasurer's accounting procedures.

Prior to the event or activity, the chairperson must inform CCPCS students, parents, and staff. The chairperson should use the Communication folders, newsletter, electronic communication and telephone trees.

Article XII Meetings

The Executive Board Committee shall meet a minimum of 6 times during the school year and once during the summer.

The regular meetings of the organization shall be held at least 2 times during the school year. The dates and times of the meetings will be determined by the Executive Board Committee prior to the start of school and will be varied so as to make them accessible to as many members as possible.

Special meetings may be called by the organization or the Executive Board Committee. Appropriate notification will be given to the school populace by the co-president(s) of the Executive Board Committee.

Three officers present at any meeting shall constitute a quorum necessary for the transaction of business of the organization.

All documents will be translated into Spanish and an Interpreter will be attending be in attendance for meetings.

ARTICLE XIII -AMENDMENTS

The guidelines may be amended or changed by a vote of the majority present at any general meeting of the CAPITAL CITY PUBLIC CHARTER SCHOOL PSA. The amendment must be submitted in writing to the general membership prior to the vote and presented at a previous general meeting.

All officers shall perform the duties outlined above as well as any other duties prescribed in these guidelines; and such other duties as may be delegated to her/him.

All officers shall deliver to their successor's official materials at the close of their service of office.