



Grand Rapids Christian Elementary  
Evergreen & Iroquois Campuses  
PTO Board Member Packet  
2023-2024

## WELCOME BOARD MEMBERS

Welcome to a new year at GRCES Iroquois Campus. We are excited to have you be a part of the PTO, supporting the children, staff and facility. Thank you for donating your time and God given talents to better our school.

### *MISSION STATEMENT FOR GRCES PTO*

*Recognizing that every student is a gift from God, the mission of the Grand Rapids Christian Elementary School PTO is to complement our curriculum, enhance, enrich, and encourage the education of students as well as support our staff and community.*

# MEETING DATES 2023-2024

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Meetings are typically\* the 3<sup>rd</sup> Monday of the month at 6:30pm – 8pm (Devotions sign up)

August 21: Welcome, review PTO booklet, Eagle Dash, Heritage Months and new budget. Devo: Alisha

September 18: Devo: Ann

October 16: Voucher/mini grant discussions. Devo: Amanda Worst

November 20: Plan Christmas Luncheon & voucher follow up. Devo: Caroline

December 18: Devo: Amber

January 22\*: Devo: Liz

February 26\*: Plan March roller skating party. Devo: Katie

March 18: Devo: Joslyn

April 15: Devo: Amanda Cisneros

May 20 – Finalize budget & discuss Eagle Dash for next year. Devo: TBD

Below is the standard AGENDA followed at each meeting. Please review the minutes, agenda and other material PRIOR to the meeting so we can reserve meeting time for educated discussion.

1. Call meeting to order and welcome
2. Devotions and Prayer
3. Approval of minutes from previous meeting
4. Reports of the officers
  - a.) Chair
  - b.) Vice Chair
  - c.) Fundraising
  - d.) Treasurer
  - e.) Evergreen Liaison
  - f.) Hospitality
  - g.) Volunteer
5. Principals Report
6. New Business
7. Closing Prayer
8. Adjournment

# Board Roles and Responsibilities

All chairs report at monthly meetings (need to pull from constitution)

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- a.) Chair: Alisha Snyder (IQ) Holly Gibson (EV)
- b.) Past Chair: Aimee Einfeld
- c.) Vice Chair: Ann Vidro
- d.) Secretary: Amanda Worst
- e.) Vice Secretary: OPEN
- f.) Treasurer: Caroline Sunberg
- g.) Vice Treasurer: OPEN
- h.) Fundraising: Amber Kunnen
- i.) Vice Fundraising: Liz VanHolstyn
- j.) Hospitality: Katie Wierenga
- k.) Vice Hospitality: Joslyn Jobe
- l.) Volunteer Coordinator: Amanda Cisneros
- m.) Staff Liaisons: Cheryl Baker & Hayoung Kim (IQ) Holly Gibson (EV)
- n.) Heritage Month Liaisons: Elizabeth Wolf & Betty Ann Boss (IQ), Joyce Franklin (EV)
- o.) Principals: John Barkel (IQ) Graham Shultze (EV)

Members at large: KJ and Mark Tucker

# Calendar of Events

## Committee's and Task Forces (special events)

We ask board members to join at least 1 committee or task force throughout the year

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- a) August 14, 2023: Back to School night PTO table
- b) September 22, 2023: GrandFriend's Day. Elizabeth VanVels
- c) September 29, 2023: Eagle Dash: Goal to raise \$80k-\$85k this year. Amber Kunnen Chair
- d) December, 2023: Christmas Luncheon. PTO as a team handles setup, food, etc.
- e) February 10, 2023: Dynamic Duo (Valentines) Dance. Chelsea Wheaton & Senika Walcott
- f) March 6, 2024: Roller Skating Party, Ann Vidro Chair
- g) March 18-23, 2024: Staff Appreciation Week – Team effort. Typically: Bagels (Mon)/Nice notes (Tues)/Popcorn (Wed)/Drink Cart (Thu)/Lunch from Luna or other (Fri)
- h) May 10 (or 17), 2024: Family Fun Night. Gretchen Rotmann, Mijanne Ahlberg, Amanda Matthews, Heather Menerey

All of the events above and the following responsibilities:

- Thursday Thursdays: once a month treat for teachers.
- Teacher Luncheon's: 1-2 times a year, ideally potluck style provided by parents.
- Coordinate and lead Room Parents.
- Coordinate Hot Lunch Volunteers.
- Approve and process teacher stipends.
- Approve and process mini-grants

Committee's:

- PTO Awareness/Marketing Committee
- Eagle Dash Committee (separate from PTO but often PTO member is a part of)
- Other Committee's as necessary

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Other ongoing fundraisers:

- Paper Gator
- Box tops – through an app

With help of room parents, coordinate possible family night outs: restaurant/on the playground/more community throughout the year connections.

# PTO Expense Reimbursements

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There may be times when you are asked to purchase goods for an event. Below is the procedure to follow to be reimbursed for those expenses:

1. Go to [grcs.business](http://grcs.business)
2. Click on "Check Request"
3. Fill out the information, including a short description of the item you need reimbursement for.
4. You must include documentation of your receipt (upload a picture, include an email attachment, etc.).
5. If you know the account to charge, add it. If you don't, we will code it for you.
6. Under "email approval to" use: [GRCESPTO@grcs.org](mailto:GRCESPTO@grcs.org)

# PTO Communications

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At the beginning of the school year, PTO sends a welcome letter outlining what PTO is, events, etc.

1. Monthly include featured initiative in the home bulletin
2. PTO Signage at events
3. Communication to parents regarding funding field trips
4. Possible card to welcome teachers at beginning of year with stipend amount

# PTO Funding

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In accordance with our mission, the PTO supports efforts financially such as:

- Teach stipends - \$300/year
- Cultural Heritage Committee
- Mini-Grants
- Playground equipment
- Special events as voted on by PTO
  
- Field trips:
  - o Robinette's Apple Orchard
  - o Critter Barn
  - o Celebration Cinema
  - o Grand Rapids Public Museum
  - o 4<sup>th</sup> Grade pavilion rental at Township Park
  - o John Ball Zoo
  - o Camp Rogers
  - o IMAX Celebration Cinema
  - o Blandford Nature Center
  - o Post Family Farm
  - o Grand Rapids Civic
  - o Salvation Army
  - o Grand Rapids Children Museum
  - o Wittenbach Wege Center
  - o Impression 5 Science
  - o Grand Valley State University
  - o Frederik Meijer Gardens

# PTO Constitution

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## Article I – Name

The name of this organization shall be the Parent Teacher Organization (PTO) of Grand Rapids Christian Elementary School.

## Article II – Mission Statement

Recognizing that every student is a gift from God, the mission of the Grand Rapids Christian Elementary School PTO is to complement our curriculum, enhance, enrich, and encourage the education of all students as well as support our staff and community.

## Article III – Membership

The membership of this organization shall consist of parents, guardians and teachers associated with Grand Rapids Christian Elementary Schools and all other friends of Christian instruction who are interested in supporting our mission statement.

## Article IV – Officers

*Section I* – The officers of this organization shall be Chair, Vice Chair, Secretary, Vice Secretary, Treasurer, Vice Treasurer, Fundraising Coordinator, Vice Fundraising Coordinator, Hospitality Liaison, Vice Hospitality Liaison, Volunteer Coordinator, and Evergreen Liaison(s).

For additional specific information concerning each officers' responsibilities refer to PTO Officer Flow Chart.

### *Section II –*

- a. All officers shall serve for at least a term of two years, but no more than four.
- b. The Vice Chair for the following school year shall be chosen from the current year's officers. Once chosen, the Vice-Chair will serve a commitment of one year as Vice-Chair and the following year as Chair.
- c. A new Vice Chair will be chosen every year.
- d. The Vice Treasurer will be determined by the final meeting of the school year and will be mentored by the former Treasurer as needed.
- e. The voting members shall be comprised of the officers, with the exception of the Chair who only votes in the event of a tie. Principals and staff representatives do not vote.
- f. In the event of multiple volunteers, election of officers shall be verbally discussed and voted on before the last PTO meeting of each school year. Newly elected officers shall assume their responsibilities at the final meeting of the current school year.

- g. All Vice Officer positions shall assume the Officer positions for the upcoming school year.

## Article V – Duties of Officers

### *Section I – Chair*

- a. The Chair shall preside at all meetings of the organization and will open and close with prayer or arrange for someone else to do so.
- b. The Chair will prepare a list for members and staff to volunteer to lead a devotion at the opening of each meeting.
- c. The Chair shall prepare an agenda for each meeting.
- d. The Chair shall present the minutes from the previous meeting for approval.
- e. The Chair shall preside over motions according to the GRCS PTO Rules of Order.
- f. The Chair shall consult regularly with the school principal.
- g. The Chair shall keep in contact with committees either directly with the chair of the committee or through other PTO members.
- h. The Chair is responsible for checking all emails sent to the PTO and respond in a timely manner as well as communicate updates to the PTO webpage to the current webmaster on grcs.org.

### *Section II – Vice Chair*

- a. The Vice Chair is available to assist the Chair when called upon to do so.
- b. The Vice Chair shall, in the event of absence or disability of the Chair, perform all the duties of that office-
- c. The Vice Chair shall perform as ex-officio member of committees as designated by the Chair.

### *Section III – Secretary*

- a. The Secretary shall keep accurate minutes of all meetings and distribute those minutes to members within one week of that meeting.
- b. The Secretary shall make corrections to minutes per needed.
- c. The Secretary shall perform as ex-officio member of committees as designated by the Chair.

### *Section IV – Vice Secretary*



- a. The Vice Secretary shall write all thank you notes when the need arises.
- b. The Vice Secretary shall, in the event of absence of the Secretary, keep accurate minutes of monthly meetings and distribute those minutes within one week of that meeting.
- c. The Vice Secretary shall perform as ex-officio member of committees as designated by the Chair.

#### ***Section V – Treasurer***

- a. The Treasurer shall receive and distribute all monies that belong to the PTO.
- b. The Treasurer shall be custodian of these monies, shall deposit them in a bank designated by the school administration and shall distribute them within the guidelines of the approved budget.
- c. The Treasurer shall retain a permanent record of all expenditures and income.
- d. The Treasurer shall present financial statements/budget updates at the meetings of the PTO.
- e. The Treasurer shall prepare and present for approval a budget for the upcoming year. This shall be completed by April of the current school year to be presented for approval at the May meeting of the current year.
- f. If a new Treasurer is assigned, the current Treasurer will serve as a mentor ensuring a smooth transition.
- g. The Treasurer shall perform as ex-officio member of committees as designated by the Chair.

#### ***Section VI – Vice Treasurer***

- a. The Vice Treasurer shall assist the Treasurer in the performance of duties in ways that shall be designated by the PTO board.
- b. In the absence or disability of the Treasurer, the Vice Treasurer shall serve in such capacity.
- c. The Vice Treasurer shall perform as ex-officio member of PTO committees as designated by the Chair.

#### ***Section VII – Hospitality Liaison***

- a. The Hospitality Liaison will serve as ex-officio member of any PTO committee as designated by the PTO board for the purpose of attending committee meetings (as needed) and keeping communication accurate and clear between the PTO and a committee of volunteers.
- b. The Hospitality Liaison will report back to the PTO as to the status of the committee's work.
- c. The Hospitality Liaison will create a calendar of social events that coincide with the school calendar and present it to the PTO.

- d. The Hospitality Liaison shall perform as ex-officio member of committees as designated by the Chair.

#### ***Section VIII – Vice Hospitality Liaison***

- a. The Vice Hospitality Liaison shall assist the Hospitality Liaison in the performance of duties in ways that shall be designated by the PTO.
- b. In the absence or disability of the Hospitality Liaison, the Vice Hospitality Liaison shall serve in such capacity.
- c. The Vice Hospitality Liaison shall perform as ex-officio member of PTO committees as designated by the Chair.

#### ***Section IX – Fundraising Coordinator***

- a. The Fundraising Coordinator will create a calendar of fundraising events that coincide with the school calendar and present it to the PTO.
- b. The Fundraising Coordinator should explore various fundraising options and present those that seem beneficial to our school, support our mission statement and are appealing to the PTO.
- c. The Fundraising Coordinator should consult with the Treasurer before, during and after all events. The Fundraising Coordinator will oversee all fundraising activities and will assist in finding chairpersons for them if necessary.
- d. The Fundraising Coordinator shall perform as ex-officio member of PTO committees as designated by the Chair.

#### ***Section X – Vice Fundraising Coordinator***

- a. The Vice Fundraising Coordinator shall assist the Fundraising Coordinator in the performance of duties in ways that shall be designated by the PTO.
- b. In the absence or disability of the Fundraising Coordinator, the Vice Fundraising Coordinator shall serve in such capacity.
- c. The Vice Fundraising Coordinator shall perform as ex-officio member of PTO committees as designated by the Chair.

#### ***Section XI – Volunteer Coordinator***

- a. The Volunteer Coordinator shall be responsible for creating, updating and overseeing a volunteer sign up (such as Sign Up Genius) for the school community.
- b. The Volunteer Coordinator shall be responsible for communicating with the school community the availability of volunteer sign ups and instructions on how they can be accessed.
- c. The Volunteer Coordinator shall insure that the volunteer positions are being filled and communicate any issues or concerns to the other PTO members.
- d. The Volunteer Coordinator shall insure that committee chairpersons know how to access Sign Up Genius so that they can contact their volunteers.

- e. The Volunteer Coordinator shall enable positions, such as School Librarian, to solicit volunteers for any events that may require volunteers.
- f. The Volunteer Coordinator shall send out occasional thanks to volunteers through the PTO section of the Home Bulletin.
- g. The Volunteer Coordinator shall perform as ex-officio member of committees as designated the Chair.

#### ***Section XII – Evergreen Liaison(s)***

- a. At least one parent representative will serve on the PTO each year.
- b. The Evergreen Liaison(s) shall provide updates regarding the Evergreen Campus events.

#### ***Section XIII – Staff Liaison***

- a. At least two staff representatives from the Iroquois Campus will serve on the PTO each year. There shall be at least one staff representative from the Evergreen Campus that is encouraged to attend all Evergreen PTO members' meetings and any combined Campus meetings.
- b. The role of the staff members is to provide input to the PTO from the staff's perspective and to relay information from the PTO to the entire staff about upcoming school events.

#### ***Section XIV – Principals***

- 1. The Principal from each elementary school campus is encouraged to attend all PTO meetings to provide input.

#### **Article VI – Meetings**

This PTO shall meet on dates and times designated by the organization with advice from the school principal.

#### **Article VII – Finances**

Money for the implementation of the programs for this PTO shall be raised by ongoing fundraising or any other means authorized by the PTO.

#### **Article VIII – Quorum**

A quorum shall consist of twenty-five (25%) of the membership of the PTO of Grand Rapids Christian Elementary School.

#### **Article IX – Amendments**

The articles of this constitution, except for Articles II and III, may be amended or repealed at any regular meeting by a two-thirds (2/3) vote of those present and after notice of such

amendment shall have been given at the previous regular meeting. Articles II and III shall not be amended or changed.

**See Attachments:**

1. GRCES PTO Officer Flow Chart
2. GRCES PTO Rules of Order
3. GRCES PTO Spending Priorities
4. GRCES PTO Etiquette