

SCHOOL MISSION

To prepare students with the necessary academic foundation that allows them to reach their highest level of success.

Together with our families, we provide the spiritual and moral guidance from an Orthodox Christian perspective that focuses on values and instills a feeling of confidence, respect and well-being in every child.

KPTA VISION

Members of the KPTA will serve the mission of the school by helping to support the needs of teachers, students and community.

KPTA OBJECTIVES

- Enhance school spirit
- Foster sense of parent involvement for strong volunteer commitment
- Coordinate events for students as directed by the Principal
- Create a welcoming sense of community
- Represent and promote the school community with a positive voice
- Fundraise for special school needs
- Work in a collaborative manner with the other established church organizations

CODE OF ETHICS

All members of the KPTA are bound by the Code of Conduct signed by each parent as provided to them by Koraes Elementary School as set forth by the Greek Orthodox Archdiocese Code of Conduct which includes children, parents, volunteers and all school and church personnel.

KPTA LEADERSHIP

President

- Lead the KPTA to create a welcoming atmosphere for parents who volunteer for student events and for school fund raising activities.
- Coordinate monthly meetings.
- Work with members to identify chairpersons for various events and oversee the execution of the event.
- Lead discussions on establishing budgets for events and consideration of new events with the principal.
- Serve as a role model for the group to sustain the KPTA vision and work toward meeting the KPTA objectives in a successful manner.
- Serve as the chairperson of the Junior Olympics and the Food Line for the Church Festival.
- Co-sign all checks along with the KPTA Treasurer.
- The KPTA President, or his/her representative, will attend the monthly School Board meetings and is required to provide a report on KPTA related activities at each monthly meeting.

Vice President

- Assist the President of the group in coordinating the various student activities and fund raising events.
- Assist in coordinating enthusiasm among parents and encourage people to volunteer and to staff events.
- Along with the other officers, will be the chairperson of the Junior Olympics and the Food Line for the Church Festival.

Secretary

- Prepare minutes for monthly KPTA meetings noting discussion items and decisions to be shared at the monthly school board meetings.
- Assist in coordinating enthusiasm among parents and encourage people to volunteer for staff events.
- Manage correspondence to parents, prepare acknowledgements for volunteers and donors, mail and distribute correspondence to responsible parties.
- Responsible for forwarding all event flyers and communication to the principal for approval and distribution in a timely manner.
- Along with the other officers, will be the chairperson of the Junior Olympics and the Food Line for the Church Festival.

Treasurer

- Responsible for maintaining complete and accurate records for each event and publish the results to the KPTA members and to the School Board as part of the monthly update by the KPTA President, or his/her representative.
- Establish and monitor budgets of all KPTA sponsored events.
- As a component of the budget, prepare an anticipated budget of expenditures to be covered during the school year.
- Provide a monthly bank statement to the Parish Council Treasurer.
- Responsible for ensuring proceeds of events are counted and accounted for correctly and all funds deposited into church safe for deposit to bank.
- Responsible for filing a full report with detail at year end of all bank account activity (audit).
- Responsible for ensuring that two people must be present when funds are counted.
- Co-sign all checks along with the KPTA President.
- Along with the other officers, will be the chairperson of the Junior Olympics and the Food Line for the Church Festival.

Ambassador to the KPTA

- The Ambassador role can be a mentor to the KPTA officers and act as a point of contact for questions regarding coordinating events with the larger church community, if needed.

- The Ambassador is available to answer procedural questions and serve as a resource regarding questions relating to the KPTA guidelines.
- The Ambassador role is to be filled by a School Board member who is not a current parent or legal guardian of a student of Koraes.
- The Ambassador will preside over the KPTA election process.

KPTA Elections

- KPTA elections for Officers will take place in September of each school year. Eligibility to run for an officer position is as follows: 1) Member must be an Orthodox parent or legal guardian 2) Member must currently have a child currently attending Koraes 3) Member must be eligible to work with the Youth of our School and Parish in compliance with the guidelines provided by the School and/or guidelines provided by the Greek Orthodox Archdiocese of America.
- Anyone who runs for office must be nominated by one person and there must be a second to the nomination made. There can be an unlimited number of individuals nominated for any position. If more than one person is nominated for a position a vote will be taken by confidential, electronic ballot.
- If all four KPTA officer positions do not have nominations for each position there will not be a KPTA for the current school year.
- A member who is nominated must win the majority of votes. The majority represents at least one more vote than the person who is also running for that position.
- Voting will be open for a 5 day period and is eligible to all KPTA members. Voting will take place electronically. The Ambassador will tally the votes and pronounce a winner to the position to all KPTA members.
- Each officer term will run from September to the end of August.

KPTA Guidelines

- Student and fundraising events must work to enhance the KPTA vision and the KPTA objectives.
- The KPTA will have four officers: President, Vice President, Secretary and Treasurer. The President will preside over each KPTA meeting. If the President is not available the Vice President will preside.
- The governing body over the KPTA is the Koraes School Board per Parish by-laws.
- The KPTA volunteers will obey and follow all food safety practices and will abide by Koraes being a nut- free environment.
- KPTA meetings are a venue to discuss KPTA sponsored events, to engage in identifying methods and parents to volunteer for events, to allow a forum for the Principal to provide an update of student activities and to provide teachers who have a classroom need to present the idea and need for funding. The Secretary should document discussions and decisions and the Treasurer must provide guidance on available funds.
- All volunteers must treat the Principal, teachers, students, fellow volunteers, and all school/church personnel with respect at all times.
- All volunteers must sign and adhere to the Code of Conduct as provided by Koraes Elementary School as set forth by the Greek Orthodox Archdiocese Code of Conduct and pertains to all

events, fundraisers, and all activities taking place inside or outside of the complex if the activity pertains to Koraes School. Failure to comply may be cause for suspension from volunteering from student events and fundraising activities.

- The Principal has authority over all KPTA events that take place during the normal school day. KPTA events that take place outside of the normal school day fall under the jurisdiction of the Parish Council.
- All events and calendar dates must receive approval by the Principal.
- The KPTA will have monthly meetings. Day and night meetings should alternate in order to accommodate all parents. Meetings shall take place the second Tuesday of each month.
- All events should adhere to budgets set forth and any deviation should be brought to the attention of the President and Treasurer.
- The Principal has scheduling authority over KPTA events. All events and calendar dates must receive approval by the Principal.
- All communications and fliers must be approved by the Principal.
- All communications regarding student events and fundraising should be communicated in a timely manner and assume a goal of communicating to the parent body of at least three weeks' notice prior to the event. Chairpersons should timely issue communications regarding donations and fundraising, with a goal of at least four weeks' notice. Any changes to programming should be communicated in a timely manner. All event communications should include: Date, Time, Description of Event, Coordinator/Contact Person information.
- The calendar of events should be coordinated with the Principal the May before the new school year.
- Every parent or legal guardian is a member of the KPTA.
- Each proposal for fundraising activities, student events and teacher wish list items (as approved by the principal) presented in a KPTA meeting must come with a motion and a second motion. The majority will carry the vote.
- A vote is required to spend KPTA funds via the process noted above. Four KPTA members must be present for the vote to be valid.
- Any recommendations for new events not covered in the section "KPTA EVENTS" must meet with the approval of the Principal. Only the KPTA President may coordinate discussions with the Principal to obtain approval. Results of the discussions will be promptly communicated to the KPTA members.
- The KPTA Guidelines may evolve from time to time based upon input received by the Parent body at large. Recommended changes will be conveyed to the Ambassador. The Ambassador will present the School Board with the recommendations. If approved by the School Board, the KPTA Guidelines will be updated.
- HAVE FUN! The KPTA is a great opportunity to be part of your child's school years and to give back to the community.

KPTA EVENTS

HOT LUNCH

- Responsible for preparation of lunch, food donations and securing volunteers. Also responsible for collection of order forms and money.

- Hot Lunch Coordinator has to have a food safety license. This requires a prep class and test. Individual with license must be at every hot lunch. Coordinator must be knowledgeable about potential allergens and shop for lunches/solicit donations with that in mind. Koras hot lunches are a nut-free environment must be respected at all times.

SCHOLASTIC BOOK FAIR

- Work with the Principal and vendor to secure dates and books, set-up and run the day of activities and help promote the event. Responsible for the funds along with the Treasurer.

BOX TOP FOR EDUCATION

- Promote the fundraiser to parents. Get volunteers (may be students) to cut out box tops and turn in for money or items. Work with school administration to identify items to order.

FALL FAMILY FESTIVAL

- Dance night is a family event in the East Room. Responsible for organizing all event details such as entertainment, food, and games. Organize a team of volunteers and market the event.

THANKSGIVING FEAST

- Oversee the kitchen as it relates to the food and organizing the meal. Responsible for soliciting donations for the meal and securing servers and volunteers for the event.

CHRISTMAS STAFF LUNCHEON

- Set up East Room, create menu for lunch and secure food donations and volunteers for teacher event.
- Classroom room parents will assist in coordinating supervision of students during the teacher lunch.

EASTER LENTEN BREAKFAST

- Set up East Room, serve a Lenten Breakfast. Secure food donations and volunteers.

WINTER DANCE

- Dance night is a family event held in the East Room. Responsible for organizing all event details such as entertainment, food and games. Organize a team of volunteers and market the event.

CHRISTMAS SHOP

- Secure date with the Principal. KPTA typically coordinates a Santa's Workshop type of store where students can come and shop for their family/friends. Chairperson would be responsible for setting up shop with company, coordinating parent volunteers to set up items, help students shop during the school day, clean up shop at end of day. Chairperson would have to close out event, coordinating receipt and payment to company.

LENTEN DINNER

- Responsible for organizing all event details including food donation and preparation under supervision of certified volunteer, reservations, collection of funds, volunteers for the evening of dinner.

JUNIOR OLYMPICS

- This event is chaired by the four officers with the President being the primary point of contact. Responsible for organizing concession stands with supplies and food. Responsible for organizing menu and securing donations (with the assistance of Fr. Tom). Designate a certified volunteer to run the kitchen and delegate the staffing of the kitchen to that volunteer. Designate the leaders of each concession station and designate the staffing of volunteers to those individuals. Coordinate the runners for each location. Be available and present from Friday to Sunday as there is significant day of activities.

CHURCH FESTIVAL

- All officers will work with the chairperson of the festival and coordinate volunteers from student body and larger church community to staff the food lines from Friday- Sunday.