

parent - student - teacher association (PSTA) handbook



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welcome to the parent student teacher association and the PSTA handbook.

This document is a guide – and it serves to assist with issues affiliated with this association. CIC believes the school community will be better served by following these commitments as we work together in moving the daily experience of the students forward.

CIC PSTA goals

Foremost, the goal of the CIC PSTA is to support the execution of the CIC Mission and Vision.

This is successfully done through the following:

- Active support of established long-range strategic school goals,
- Effective communication throughout the school.
- Careful management of events throughout the school year,
- Direct support for the school administration and teachers, and
- Supporting more active relationships between parents and the school.

mission

To provide excellence in a PN-12 English-speaking environment, and fully prepare each student to prosper in a borderless and innovation-based world.

vision

To become Venezuela's most aspirational PN-12 learning environment.

basic guidelines for PSTA success

The following are key points of interest for the CIC PSTA.

- a. No special authority is given to volunteers and leaders within the association, and all PSTA participants are expected to follow established norms and school expectations. The PSTA is noncommercial, nonsectarian and nonpartisan. **All are welcome to join!**
- b. The PSTA shall work with the school and community to support quality experiences for all CIC children, recognizing that responsibilities to make decisions has been delegated by the administration to the association participants. The School Superintendent will serve as the ultimate authority where there is confusion.
- c. No part of the net earnings from this association (from activities, fund raising, or school budget) shall be distributable to its members, officers or other private persons unless approved by the school administration.
- d. This association shall keep clear financial records that include items of gross income, receipts, and disbursements to the school administration. Such books of account and records shall remain readily available to the school director.
- e. The association may not create an expense (that affects the CIC budget) without Superintendent approval, nor may they force any CIC family to pay an expense.
- f. All members of the association will be active school teachers and administrators, parents, and students in good financial stead, or actively enrolled students. As such, meetings should be scheduled to encourage the maximum number of participants.
- g. Association participation shall be made available without regard to race, color, creed, or national origin.

PSTA as an Organization

- a.** The officers of this association shall consist of a President, a Vice President, and a Treasurer (3 members). The officers are directly supported by a school employee appointed by the school director.
- b.** A vote will occur, and officers will assume their official duties by September 1, and shall serve for a term of one (1) school year, ending on the last day of the school year.
- c.** A person shall be limited to serve as an office for up to two school years to promote participation and new ideas.
- e.** All parents and teachers may potentially serve as officers, except for the president, who must be a parent (only) in good-standing. Students may participate, but may not participate as officers.
- f.** The budget begins each school year with zero balance. All funds earned are accounted for and must be spent by the end of that school year in their entirety. The Board and Superintendent may at times approve a loan for a particular event.

There Are Four PSTA Executive Roles

- a.** The *President* shall: Preside at all meetings of the association; coordinate the work of the officers and committees; engage in association finances, and other roles in order to assure the success of the PSTA.
- b.** The *Vice-President* shall: Act as aide to the president; perform the duties of the president in the absence or inability; and perform specific duties assigned to their respective positions by the president. The Vice-President is also responsible for meeting minutes that are shared with the school director.
- c.** The *Treasurer* shall: Have custody of all the funds of the association; keep a full and accurate account of receipts and expenditures; and present a financial statement at every meeting of the association and at other times when requested by the school administration.
- d.** *School-Appointed Support Person* shall: Provide support to the association as needed, provide insight into school workings, and offer outreach as a direct link to the school administration and teachers.

obligations of the PSTA officers include:

- a. Transact necessary business and meet obligations between official meetings.
- b. Create standing and special committees for project execution, and approve the plans of work of the standing committees.
- d. Present a report at the regular meetings of the association, along with financial updates.
- e. Work with and through the school administration to assure success.
- f. Actively engage parents, students and teachers!

standing committees overview

Standing committees are created to perform specific tasks, such as the Halloween Event on campus. These committees have responsibilities that include:

- a. Present a plan of work (Event chair) including a detailed budget to the executive committee/board for approval. No committee work shall be undertaken without the consent of the executive committee/board. All committees are expected to succeed without a financial loss to the school.
- b. Create special committees for specific purposes which automatically go out of existence when its work is done.
- c. Assure standing committees that support traditional CIC events: Welcome Back BBQ; Halloween; Thanksgiving Luncheon; Teacher Day(s); Festival of Lights/Arts; Valentine's Day; Easter Carnival; International Day; Grade-Level Promotions, etc.