

**I. Purpose**

- a. The purpose of this policy is to define the NPTO board's processes for ensuring the continued success of the Nova Classical Academy Parent Teacher Organization (hereinafter NPTO) through the solicitation and election of qualified and motivated candidates for board service.

**II. General Statement of Policy**

- a. It is the policy of the NPTO board that the recruitment, nomination, orientation, and election of qualified and motivated board members are critically important to the continued success of the NPTO.

**III. Recruitment for Service**

- a. The recruitment process for NPTO board members should be a year-round process in which each NPTO board member, parent or guardian, or teacher is encouraged to consider NPTO board service for themselves or others.
- b. To ensure that the NPTO community is fully informed on NPTO board service for the NPTO, resource information on said service should be made available on a year-round basis on the NPTO ~~section of the Nova Classical Academy~~ website ([www.novapto.org](http://www.novapto.org)).
- c. Elections will be held at the second to last NPTO meeting of the Nova Classical Academy school year.

**IV. Obligations**

- a. Each individual NPTO board member shall:
  - i. Uphold the mission of the NPTO;
  - ii. Come to meetings well-prepared and informed;
  - iii. Support the school by attending NPTO events and participating in NPTO activities;
  - iv. Respect confidentiality;
  - v. Understand the long-range effects of decisions;
  - vi. Maintain up-to-date knowledge of activities;
  - vii. Act in the best interests of the community as a whole; and
  - viii. Promote the NPTO within the community.

**[b. In the interest of supporting the community as a whole, the NPTO does not support specific/individual extracurricular activities or sports.](#)**

**V. Expectations**

- a. The NPTO board expects NPTO board members to:
  - i. Prepare for, regularly attend, and actively participate in regular and special NPTO board meetings and committee assignments, and serve as liaison on at least one NPTO board committee;

- ii. Vote according to one's individual conviction, challenge the judgment of others when necessary, and be willing to support the decision of the NPTO board and work with fellow NPTO board members in a spirit of cooperation;
- iii. Act on behalf of the NPTO and its interests, putting aside personal concerns, affiliations, or constituencies;
- iv. Recognize the NPTO board chair alone speaks for the NPTO board on matters that have been approved and/or adopted by the NPTO board, and avoid acting as spokesperson for the entire NPTO board unless specifically authorized to do so;
- v. Support the NPTO's fundraising efforts through annual personal giving in accordance with one's means, and to be willing to participate in fundraising activities and special events sponsored by the school;
- vi. Participate in NPTO board orientation, training, and assessment activities; and
- vii. Act as an informed advocate of the NPTO and its mission.

#### VI. Key / Check out procedure

- a. Check-out Point Person: An NPTO board member who is also a faculty member will be appointed as the check-out point of contract. If the NPTO receives a request to use NPTO items, then this person will assist in checking and signing out items.
- b. If Nova's Lower or Upper School Office Manager or Enrollment and Communications Manager need to check out items, they may use the key in the NPTO mailbox; however, if a significant number of items are to be checked out then a request should be first made to the PTO to avoid not having items available for events that are already designated to be in use.
- c. Sign out and Return policy: Anyone checking out an item must sign it out on the clipboard in the PTO room. All items must be returned clean and properly put away. Tablecloths must be returned washed and clean.

#### VII. Monetary Request Form

- a. A monetary proposal form is now available online at the NPTO website: <http://www.novapto.org/monetary-proposal-form.html>
- b. All monetary requests shall initially be submitted via this form.
- c. Anyone who has a request may also request to present at a meeting. This will typically be one week's notice and the request shall be made to the chair email account ([novapto@gmail.com](mailto:novapto@gmail.com)). Last minute requests to present can only be honored if time allows.
- d. Adequate time needs to be provided before a decision can be made.
- e. Only NPTO board members shall vote on financial requests per the Bylaws. The NPTO Treasurer must ensure that any request fits within the current budget.

### VIII. Accounts in the NPTO name

- a. If a member of the PTO community or a PTO board member opens an account for the PTO or that charges to the PTO, this account is the responsibility of the that person to keep current and to close when no longer in use.
- b. Once a NPTO board member is no longer on the board, it is their responsibility to have their names removed from the NPTO bank account and to close any bank card or personal link to the account.

### **VI. Addressing Violations**

- a. If an NPTO board member fails to follow the expectations outlined in this policy or in any other area of NPTO board service, the following steps may be taken. The steps do not need to occur in this order.
  - i. NPTO Board Chair and member private conversation
  - ii. NPTO Board of Directors Executive Session for a direct conversation with the member, usually facilitated
  - iii. NPTO Board Meeting Resolution denouncing words and/or actions of NPTO Board member
  - iv. NPTO Board Meeting Resolution removing NPTO Board member.

Adopted by the NPTO Board:

Effective Date: