



Inclusion. Collaboration. Service.

The GLOBE Academy Parent Teacher Community Council (PTCC) Policies and Procedures

I. PURPOSE

The GLOBE Academy Parent Teacher Community Council (the “PTCC”) is designed to organize and streamline the efforts of The GLOBE Academy, Inc. (“GLOBE”) parent body, teachers and community in support of the mission and vision of GLOBE. The PTCC puts children and students first, and works to support the efforts of GLOBE teachers, administration and GLOBE Governing Board (the “Board”).

Like GLOBE, the PTCC’s structure is designed to be unique, while being based upon best practices at other charter schools. The PTCC is intended to create an environment where parents, teachers and interested community members feel included and able to participate, on whatever level they are able. Through this service, the GLOBE community is forged and strengthened.

II. GLOSSARY

GLOBE Academy Foundation, Inc. (Foundation): The Foundation is a nonprofit whose purpose includes working with the PTCC to raise, manage and distribute funds to provide resources for improvements to GLOBE.

Leadership Team (LT): The LT consists of the 4 PTCC Officers, the 2 Leaders of each PAC, up to 4 teacher representatives appointed by the Head of School, and up to 2 community members appointed by the Head of School. The LT advances the work of the PACs and ensures that the PTCC operates in support of the mission and vision of GLOBE. See [Article VI](#) for additional information.

PTCC Officers: PTCC Officers shall consist of 2 Co-Chairs, a Secretary and a Treasurer. The Co-Chairs and the Secretary shall be elected by the PTCC. The Treasurer of the Foundation shall serve as Treasurer of the PTCC. As described below, PTCC Officers shall facilitate LT and PTCC meetings, serve as a point of contact between the PTCC, LT, GLOBE administration, Board and Foundation, and have the specific duties as set forth in [Appendix A](#).

PAC Leaders: Each PAC will have two PAC Leaders who will serve as the leaders/facilitators of a PAC and be the PAC’s representative on the LT. If a PAC is unable to select its PAC Leaders, the LT will assist the PAC with recruitment and selection. PAC Leaders must oversee each Work Group in the PAC. Leaders may delegate leadership of Work Groups amongst PAC members, but shall always be aware and involved in the activities of, and in regular communication with, the Work Groups, so that the Leaders can effectively communicate the goals, processes, status and needs of the Work Group and the PAC, as appropriate.

Parent Action Committee (PAC): Narrowly focused groups of parents, teachers, and/or community members charged with tackling specific challenges or planning specific aspects of GLOBE growth and development. Each PAC is comprised of one or more Work Groups focused on advancing specific areas. See [Article IV](#) for additional information.

Work Groups: Each PAC has one or more Work Groups focused on discrete missions and causes. Work Groups are dynamic and subject to change in response to changing conditions. See [Article V](#) for additional information.

III. PTCC MEMBERSHIP; SERVICE AND PATHWAY TO LEADERSHIP

- a. **PTCC Membership.** Membership in the PTCC is open to:
 - i. GLOBE parents;
 - ii. GLOBE teachers; and
 - iii. Community members who have been approved by the Head of School.

- b. **GLOBE Parents.** Service and pathway to leadership for GLOBE parents is as follows:
 - i. At any time, a parent may join one or more PACs and serve on any of the Work Groups.
 - ii. Each PAC has two designated PAC Leaders that serve in staggered 2 year terms. Every year, each PAC designates one new Leader. PAC Leaders serve as the leaders and facilitators for the PAC.
 - iii. A PAC's Leaders will serve as the PAC's representatives on the LT.

- c. **GLOBE Teachers.** Service and pathway to leadership for GLOBE teachers is as follows:
 - i. At any time, a GLOBE teacher may join one or more PACs and serve on any of the Work Groups.
 - ii. A teacher may also express an interest in taking a larger role as part of the LT to the Head of School or the Head of School may approach teachers that may help advance PTCC work to join the LT.
 - iii. Up to four teacher representatives may be appointed by the Head of School to the LT.

- d. **Community Members.** Service and pathway to leadership for Community Members is as follows:
 - i. A community member interested in participating in the PTCC should make such request to the Head of School.
 - ii. If membership in the PTCC is approved by the Head of School, a community member may join one or more PACs and serve on any of the Work Groups.
 - iii. A community member may also express an interest in taking a larger role as part of the LT to the Head of School or the Head of School may approach a community member that the Head of School feels may help advance PTCC work to join the LT.
 - iv. Up to two community members may be appointed by the Head of School to the LT.

IV. PARENT ACTION COMMITTEES (PACs)

- a. **Formation.** Any PTCC member may propose the formation of a new PAC by submitting a proposal for review and approval by the LT and Head of School as follows:
 - i. A PAC formation proposal must be submitted in writing to the LT that demonstrates:
 - 1. There is an identified need and that the actions proposed will address the particular need for the advancement of GLOBE.
 - 2. The proposed actions of the PAC align with GLOBE’s vision, mission and charter.
 - 3. No other PAC or Work Group currently addresses the identified need.
 - 4. The actions of the proposed PAC are projected to be needed in the long-term (+5 years).
 - ii. The LT will review all completed PAC formation proposals and, if appropriate, may suggest an alternative role (Work Group in an existing PAC). If a PAC formation proposal proceeds, the LT will provide notice to the PTCC that a new PAC is under consideration and invite comments. After the comment period, the LT will vote on approving the establishment of the new PAC. If the LT votes to approve the new PAC, the proposal will then be submitted to the Head of School for approval. If a PAC formation proposal is not approved by the LT, the submitting parents may approach the HOS within 15 days after notice from the LT for final review.
 - iii. If approved by the Head of School, the PAC will be established and the PTCC structure will be adjusted.
- b. **Dissolution.** PACs may only be dissolved if dissolution is in the best interest of GLOBE and is approved by a majority vote of the PAC members present, and following consultation with the LT. If a PAC is dissolved, the PTCC structure will be adjusted.

V. WORK GROUPS (WG)

- a. **Formation.** Any PTCC member may propose to a PAC that a Work Group be added to such PAC. Each PAC is responsible for the approval of Work Group(s) consistent with the following:
 - i. All Work Groups must clearly demonstrate a goal of advancing the progress of the PAC and the PTCC and be aligned with GLOBE’s vision, mission and charter.
 - ii. If the proposed Work Group falls within the purview of the PAC as determined by the PAC Leaders, the PAC Leaders will work with their PAC to incorporate the additional Work Group.
 - iii. If the proposed Work Group would be better suited for another PAC, the Work Group description will be directed to the appropriate PAC Leaders to facilitate review.
 - iv. If the proposed Work Group’s initiatives directly impact or engage GLOBE administration, teachers or staff, the Head of School must also approve the creation of the Work Group.
 - v. If a PAC decides not to add a proposed Work Group, the submitting parent(s) may appeal to the LT within 15 days of receipt of notice from the PAC of its decision. The LT will re-evaluate the description of the proposed Work Group, consult with the submitting parent(s) and applicable PAC Leaders, and determine the most appropriate course of action. If the proposed Work Group is not implemented after this process, the submitting parent(s) may approach the HOS within 15 days after notice from the LT for final review.

b. PAC Leads and Work Group Collaboration:

It is important for PAC leads and Leadership Team to have oversight and approval on all activities, to ensure alignment with budget, brand and the overall activities of the PTCC and school as a whole. To that end, please follow this process:

- PAC leads should lay out strategy, timeline, and goals for the year. At this time, Work Group leads should work with PAC Lead to determine deadlines and timeline for activities. Also at this time the budget will be given to WG leads.
- WG leads should send minutes from each WG meeting to PAC leads within two days of meeting. Decisions should be reported in these minutes, and any questions should be posed to PAC leads. Minutes should include:
 - attendees
 - date/time
 - action steps
 - any decisions made
 - questions for review/input
- PAC leads are responsible for quick response to any/all questions, so that WG can continue moving forward on activities.
- WG leads must confirm any communication pieces with Comm Coor to confirm brand alignment before sending.
- WG should schedule photographer or videographer ahead of time with Comm Coor, to ensure capturing of event.
- WG should keep a running tally of any income/expenses on a sheet that is also shared with PAC leads.
- PAC leads will report WG status at each monthly LT meeting
- After events
 - within 1 week of receiving all funds, a cash reconcile sheet should be submitted to PAC leads, PAC leads should approve and submit to treasurer;
 - all reimbursement requests must be signed off and signed by PAC leads per the reimbursement form;
 - 'wrap sheets' with reports on the event should be completed within 2 weeks and forwarded to PTCC Officers.

c. Dissolution. Work Group members, in consultation with the applicable PAC Leader, can dissolve a Work Group upon completion of the applicable task or otherwise as needed to reflect the changes or temporary needs of GLOBE and/or the PTCC.

VI. LEADERSHIP TEAM (LT)

a. LT Members.

- i. Leader(s): Each PAC's Leader(s) will serve on the LT as described in these policies and procedures. When electing Leader(s), PAC members should ensure that the Leader(s) demonstrate, to the PAC's satisfaction, an understanding of the vision, mission, and CREST of GLOBE and be willing and able to serve.
- ii. Teachers: Up to four GLOBE teachers may be selected by the Head of School to serve on the LT. If a teacher is appointed to the LT, a prompt announcement will be provided to the PTCC.

- iii. **Community Members:** Up to two community members may be selected by the Head of School to serve on the LT. If a community member is appointed to the LT, a prompt announcement will be provided to the PTCC.
 - iv. **PTCC Officers:** Four members of the PTCC community will be elected by the entire PTCC to serve in the following PTCC Officer positions: Two Co-Chairs, a Treasurer and a Secretary. PTCC Officers will be part of the LT and have the specific duties set forth on Appendix A. In addition, PTCC Officers shall:
 1. Be responsible for facilitating LT and PTCC meetings.
 2. Serve as a point of contact between the PTCC, LT, GLOBE administration, Board and Foundation.
 3. Oversee planning, communications and archiving needs for the PTCC.
 4. Vote as part of the LT (Officers are not a separate voting body).
 5. Communicate on behalf of the LT only upon 2/3 approval from the LT.
 6. Not take any unilateral actions outside of the agreed upon actions approved by the LT or PTCC.
 7. Incorporate, and defer to, PAC Leaders in discussions pertinent to their respective PACs.
 8. PTCC Officers may not serve as PAC Leaders of a PAC.
- b. LT Code of Conduct.**
- i. All LT members agree to follow the GLOBE CREST in all actions and act with the best interests of the PTCC and GLOBE.
 - ii. All LT members agree that decisions by the LT and PTCC should reflect GLOBE’s mission and vision and be consistent with GLOBE’s charter.
 - iii. All LT members must be willing and able to contribute the time to serve the PTCC and further its work, and will sign a commitment form at the start of each school year.
 - iv. All LT members must agree to be willing to learn, grow and work well with others as part of a team, showing respect and trust for other LT members and the entire PTCC.
 - v. All LT members must be invested in sustaining or improving GLOBE programs, and the wellbeing of GLOBE students, teachers and community members.
- c. Term.** With the exception of the Secretary and Treasurer positions, all LT positions (Co-Chairs, PAC Leaders) shall be for a two year term. [LT members may not serve consecutive terms in the same position.] Since there are two Co-Chairs and 2 two PAC Leaders for each PAC, terms for these positions will be staggered such that each year one new person is voted into a co –position. The term for the Secretary is one year and the term for the Treasurer will be consistent with the Foundation’s Bylaws.
- d. Selection Timeline for PAC Leaders and Officers:** Every school year, the LT positions for the following school year shall be determined as follows:
- i. April: Nomination call for PTCC Officer positions will be sent out to the entire PTCC. Nominations (including self-nominations) are to be submitted to the Head of School for consideration to determine the slate of candidates for PTCC Officer elections. PTCC Officer elections will be held to determine applicable officer positions for the following year. PTCC Officers will be elected by a majority vote of PTCC members. To ensure a smooth transition,

incoming PTCC Officers shall serve along outgoing PTCC Officers, as applicable, until their formal term starts in August.

- ii. May: Each PAC shall designate one of the two PAC Leaders to serve on the LT for the following two years. A PAC Leader shall be elected by a majority vote of PAC members present. The two PAC leaders shall share the PAC's LT seat and vote. To ensure a smooth transition, incoming PAC Leaders shall serve along outgoing PAC Leaders, as applicable, until their formal term starts in August.
- iii. August: Incoming PAC Leaders and PTCC Officers will take their positions.

e. LT Voting

- i. The LT is the voting body that approves issues to be presented to the PTCC at large, and issues to be presented by the PTCC to the Board and/or the Foundation. Prior to voting on an issue, the LT shall consider whether such issue requires stakeholder input (or additional stakeholder input) and should be brought to the PTCC with appropriate time provided for feedback. If an issue requires a vote of the entire PTCC, this will be facilitated by the LT and the issue will be approved by a majority of the votes cast. This will be done by electronic voting. If electronic voting is not available this will be done through paper ballot.
- ii. All matters that require a vote of the LT shall be approved by a majority vote of the LT members present, provided that there is a quorum, except that the voting standard for financial matters shall be governed by Article XI. 2/3's of the LT shall constitute a quorum. For purposes of determining whether a quorum is present and for voting purposes, a PAC with two Leaders, will share the PAC's seat on the LT, be counted as one and have one vote. All vote results, including names and votes of individual LT members shall be included in detailed meeting minutes and made publicly available within two weeks of the meeting.

f. Removal

- i. Removal: A member of the LT may be removed from office by a majority vote of the LT for (1) missing more than two consecutive LT meetings, (2) failure to perform assigned duties, (3) corruption, or (4) any act that brings dishonor to the PTCC and/or GLOBE or is inconsistent with the objectives and purpose of the PTCC. Prior to a vote on the removal of a LT member, the LT shall meet with the applicable member to discuss and attempt to resolve the issue.
- ii. Vacancies: If PAC Leader resigns or is removed from the LT, such vacancy may be filled for the balance of the term by the PAC on which the LT member served. If a teacher or community member serving on the LT resigns or is removed from the LT, such vacancy may (but need not be filled) by the Head of School in accordance with this Article VI.

VII. PTCC, PAC AND LT MEETINGS

a. PTCC and PAC Meetings.

- i. Full PTCC meetings shall be held on a regular to be determined cycle. PTCC meeting dates and times will be announced to the general population at the beginning of each month or sooner. Dates and times may be adjusted if necessary with notice provided via email and on the PTCC website.

- ii. All PTCC meetings are open to PTCC members, GLOBE parents, teachers, administration, Board members and Foundation representatives. Invited community members may also attend.
- iii. PTCC meetings will be led by the PTCC Co-Chairs and may occur without a quorum of the LT present.
- iv. PTCC meetings will generally follow the following agenda format:
 1. Welcome of Members
 2. Call to Order
 3. An articulation of the CREST, mission, vision of GLOBE
 4. Review /Distribution /Acceptance of Minutes from the previous meeting
 5. Head of School/ Faculty Report
 6. PAC (Parent Action Committee) Reports
 7. Old Business
 8. New Business
 9. Announcements
 10. Adjourn to PAC breakout sessions.

LT Meetings.

- v. LT meetings shall be held on the **1st week of each month**. LT meeting dates and times may be adjusted if necessary with notice provided via email and on the PTCC website.
- vi. LT meetings are open to all PTCC members, GLOBE parents, teachers, administration, Board members and Foundation representatives. Invited community members may also attend.
- vii. Detailed meeting minutes will be made publicly available (via the PTCC website) within two weeks of the meeting.

VIII. PTCC Communications, Website and Record Retention

- a. **Communications.** Formal PTCC communications must be approved by at least 2/3rds of the LT, provided that general update communications from the Communication Coordination PAC and the Gazette are not subject to this approval.
- b. **Website.** The LT shall maintain a PTCC website where all documents of interest and other relevant information about the PTCC is located. The PTCC website shall include names and contact information for all PTCC Officers, a description of the current PACs, Work Groups, and any PAC formation proposals shall be posted on the PTCC website. The PTCC website shall include a PAC organization chart outlining the PTCC structure, PTCC Policies and Procedures, budget information and meeting minutes.
- c. **Records.** Each PAC shall keep a file containing yearly general guidelines and information for each PAC. Records should be maintained for future years. The general guidelines/information shall include:
 - i. PAC description
 - ii. PAC Leaders & PAC member list (names, phone numbers, and emails)
 - iii. Annual PAC meeting and event calendar
 - iv. Meeting minutes

- v. PAC Budget
- vi. PAC Goals
- vii. Marketing Information/Materials
- viii. Communications Procedures

IX. PTCC Financial Matters

- a. PTCC financial matters requiring a vote by the LT shall be approved by a 2/3 vote of the LT present, provided there is a quorum. In addition, the LT shall coordinate with the Foundation on PTCC financial matters prior to voting.
- b. The process for PACs to request PTCC funding is as follows:
 - i. PAC makes request for funds via its PAC Leaders serving on the LT.
 - ii. Proposal sent to LT for consideration and consultation with the Foundation and Board, as applicable.
 - iii. If approved, proposal is put to the PTCC for a vote.
- c. The process for developing the PTCC budget is as follows:
 - i. By April, the LT shall prepare a calendar of PTCC activities.
 - ii. By May, each PAC shall submit their objectives and budget requests for the year to the LT.
 - iii. Taking into account the calendar of PTCC activities and PAC budget requests, the LT shall coordinate with the Foundation and prepare an annual PTCC budget and distribute to the PTCC for review and comment.
 - iv. Following the comment period, the LT shall put the final budget to the PTCC for a vote no later than July 1st.
- d. Requests for review or support of financial priorities from the PTCC to the Board shall be submitted in writing to the Board Chair by the LT no less than one week prior to the upcoming Board meeting. The LT shall request that the matter be placed on the agenda for discussion by the Board. Approval/disapproval of requests shall be discussed at the PTCC meeting following the approval/disapproval of the request by the Board.
- e. The LT shall collaborate with the Board and Foundation to establish financial priorities, including checks and balances to ensure that monies are handled in the appropriate manner.

X. GENERAL PTCC POLICIES

- a. The PTCC shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of this PTCC or the names of any members in their official capacity shall not be used for any purpose not appropriately related to promotion of the objectives of the PTCC and sanctioned by GLOBE, as applicable.

- c. The PTCC recognizes that decisions regarding GLOBE school policy are the responsibility of the Head of School, the GLOBE Board or Directors and the DeKalb Board of Education.
- d. The PTCC may cooperate with other organizations or agencies concerned with education and child welfare. Persons representing the PTCC in such matters shall receive appropriate approvals from the PTCC before making commitments that bind the PTCC.
- e. The PTCC shall not, directly or indirectly, participate or intervene in any way in any political campaign on behalf of or in opposition to, a candidate for public office, including the publishing or distribution of political statements.

XI. REVIEW AND AMENDMENT OF THESE POLICIES AND PROCEDURES

- a. At least annually through the 2016-2017 school year, and at least every two years thereafter, the PTCC structure and these policies and procedures will be reviewed by the LT and the Head of School, and opened to public comment by the PTCC. The LT will propose any suggested changes in writing to the PTCC for no less than 10 days for review and comment.
- b. Following the comment period, the LT will submit proposed changes to these policies and procedures to the PTCC. Amendments to these policies and procedures must be approved by a majority of the PTCC members present.

Appendix A: PTCC Officers

The two Co-Chairs shall be LT members elected by the entire PTCC to serve for staggered 2 year terms.

The Co-Chairs shall:

- a) Ensure that the LT's deliberations and decisions reflect GLOBE's CREST, vision, mission, and beliefs/values/principles.
- b) Serve as a resource for the Head of School, in an advisory capacity.
- c) Help guide and execute the strategic vision of the PTCC
- d) Schedule PTCC meetings in conjunction with the Head of School.
- e) Establish the agenda for the PTCC meetings in conjunction with the Head of School.
- f) Conduct PTCC meetings and schedule general information meetings.
- g) Serve as a point of contact between the appropriate Leadership Team members, the Head of School, the Governing Board and the Foundation.
- h) Make final decisions on issues of parliamentary procedures and governance at meetings.
- i) Plan and conduct LT and PTCC meetings.
- j) Ensure that the LT Code of Conduct is followed.

The Secretary shall be a LT member elected by the entire PTCC to serve for a 1 year term.

The Secretary shall:

- a) Handle official correspondence on behalf of the LT and the PTCC.
- b) Keep records of the LT and PTCC actions, including overseeing the taking of minutes at all LT meetings, sending LT and PTCC meeting announcements, distributing copies of the minutes and the agenda to each LT member, and assuring that appropriate LT and PTCC records are maintained.
- c) Keep complete and accurate records of PAC assignments and schedules.
- d) Maintain the files of the LT and PTCC.
- e) Coordinate the posting of PTCC meeting minutes to the PTCC website.

In the absence of the Secretary, a Co-Chair will appoint another PTCC member to act in the Secretary capacity, recording the minutes for the applicable meeting.

The Treasurer shall be an LT member selected by the Foundation to serve as Treasurer of the PTCC.

The Treasurer shall:

Be the primary point of contact with the Foundation.

- a) Ensure the safekeeping of the assets of the PTCC.
- b) Provide reports regarding the financial affairs of the PTCC.
- c) Assist in the preparation of the PTCC budget.
- d) Assist as necessary in developing PTCC fundraising plans.
- e) Make financial information about the PTCC available to the PTCC, as appropriate.