

RANCH VIEW HOME AND SCHOOL ASSOCIATION  
POLICIES AND PROCEDURES

Document Revision – March 2020

ARTICLE I: NAME

The name of this organization will be the Ranch View Home and School Association. This is a division of the Naperville District 203 General Home and School Association.

ARTICLE II: PURPOSE

The primary purpose of this organization will be to promote close cooperation, understanding, and communication between the school and the home. It will also promote additional opportunities and resources to all students through its fundraising activities. Remove: This organization will also facilitate district wide activities.

ARTICLE III: MEMBERSHIP

All parents and/or guardians of children attending Ranch View School, faculty, and staff are members of the organization and the General Home and School Association. Membership fees will not be charged, and dues are not to be collected from any member of the Division.

ARTICLE IV: MANAGEMENT

The officers of the organization will be the President, First Vice President, Second Vice President, Secretary, Treasurer and Past President.

SECTION 1: These elected officers, along with the Principal will constitute the Executive Board. The fiscal year of the organization runs from July 1 through June 30. Terms of elected officers and appointed chairpersons will coincide with the fiscal year.

SECTION 2: The Executive Board will prepare the budget with the membership approving said budget in fall by quorum.

SECTION 3: Any communication sent to the Association membership by an executive board member or a general chairperson must be reviewed by the President and approved by the Principal. A paper or electronic copy should also be left with the Secretary.

## ARTICLE V: DUTIES OF EXECUTIVE BOARD

SECTION 1: The **President** will preside at all meetings of the Ranch View Home & School Association Board and Executive Board. The president will appoint all standing committee chairpersons and other representatives as deemed necessary and will be an ex-officio member of all committees. The President shall be responsible for reviewing and signing all contracts. The President should use the President Gmail account to send and receive all correspondence. The President is automatically a member of the Board of Managers of the Naperville District 203 Home and School Association. A Co-President may be voted into this position and would hold the same duties, responsibilities and accountability as the President.

SECTION 2: The **First Vice President** will assume all duties of the President in the event of the President's absence. The First Vice President and Second Vice President together will assist the President in overseeing the Home & School committees. The First Vice President along with the Second Vice President as Co-Chairperson will oversee the annual Ice Cream Social in the fall, purchase birthday books throughout the year, be responsible for decorating the lobby hallway for the winter season, be responsible for Teacher Appreciation Week in spring, be responsible for handling the duties associated with producing the school directory and assume other duties as delegated. The First Vice President shall be responsible for attending monthly Executive Board and General Home and School meetings. The First Vice President shall use the First Vice President Gmail account to send and receive all correspondence.

SECTION 3: The **Second Vice President** will assume all duties of the First Vice President in the event of the First Vice President's absence. The Second Vice President and First Vice President together will assist the President in overseeing the Home & School committees. The Second Vice President along with the First Vice President as Co-Chairperson will oversee the annual Ice Cream Social in the fall, purchase birthday books throughout the year, be responsible for decorating the lobby hallway for the winter season be responsible for Teacher Appreciation Week in spring, and assume other duties as delegated. The Second Vice President shall be responsible for attending monthly Executive Board and General Home and School meetings. The Second Vice President shall use the Second Vice President Gmail account to send and receive all correspondence.

SECTION 4: The **Secretary** will keep the minutes of the Ranch View Home and School Association meetings and report same at the appropriate meetings. The secretary will be responsible for publishing weekly Home and School Happenings within the Ranch View Round Up emails and perform all duties that are deemed necessary under Sunshine. The Secretary also maintains a file (electronic if possible) of all mailings, handouts and memos sent home throughout the year that is given to the President to become part of the

President's records. The secretary is also responsible for recording any approved modifications to the Policies and Procedures. The Secretary shall be responsible for attending monthly Executive Board and General Home and School meetings. The Secretary shall use the Secretary Gmail account to send and receive all correspondence.

SECTION 5: The **Treasurer** will receive and disburse all Association funds and will keep an accurate account of same. The Treasurer will present a financial report at or before each Executive Board meeting and each Home and School meeting. These financial reports must be approved by a majority vote of the Home & School Association monthly. The financial records will be audited each fiscal year with all divisions under General Home and School. All financial books and records are to be turned over on or before the date stipulated by General Home & School. A Co-Treasurer may be voted into this position and would hold the same duties, responsibilities and accountability as the Treasurer. The Treasurer shall be responsible for attending monthly Executive Board and General Home and School meetings. The Treasurer shall use the Treasurer Gmail account to send and receive all correspondence.

SECTION 6: The Past President serves as a mentor and advisor to the Association Board and will be responsible for such duties as the President may assign.

#### ARTICLE VI: Fiscal Responsibilities of the Executive Board

SECTION 1: At the sole discretion of the President, items with a value not exceeding one hundred dollars may be authorized for purchase by the President, without a majority vote of the Board.

SECTION 2: The President shall be responsible for reviewing the reconciliation of the Home and School Association monthly bank statement.

SECTION 3: The Second Vice President shall have the authorization to co-sign checks when two signatures are required.

SECTION 4: The Secretary shall use the following guidelines under "Sunshine:"

Families in need – Based on school direction the Home & School board will provide assistance for families in need.

Births: Staff and Support Services – purchase gift up to \$30.00 in value; Home and School Board Member – card.

Weddings: Staff and Support Services – purchase gift up to \$30.00 in value; Home and School Board Member – card.

Illness/Surgery: Staff and Support Services – purchase gift up to \$30.00 in value. Extra donation will be considered based on severity and length of illness. Home and School Board

Member – card or extra donation will be considered based on severity and length of illness

Moving: Staff and Support Services or Home and School Board Member – possible gift to be determined by time and service at Ranch View School.

Death: Staff, Support Services, Students and Past/Present Board Members – charitable donation or something permanent left to the school, up to \$100.00 in value. Decision left to the discretion of the Executive Board and the Principal. Parent of a student and parent or spouse of Staff or Support Services – up to \$50.00 in donation made in memory of the person to a charitable organization selected by the family; Sibling of a student – card; Parent of Board Member – card.

Retirement: Staff and Support Services – purchase gift up to \$100.00 in value, to be determined by time and service to Ranch View School.

Disaster: Staff and Support Services – at the discretion of the Executive Board and the Principal, up to \$100.00 can be donated for initial problem. Other appropriate action will be taken as needed.

Staff/Teacher Gift Policy: Home & School may not gift more than \$100.00 to any one teacher or staff member in a given school year. This includes, but is not limited to: staff appreciation, holiday gifts, special events, retirements, and sunshine gifts.

If Home & School is collecting gifts from parents to give to teachers and staff and the aggregate is greater than \$100, a list of donors must be presented to the teacher. Individual amounts need not be disclosed. This is allowable as Home & School is a pass-through for the gift and not the sole source of the gift.

SECTION 5: The Treasurer shall perform duties as described in Article V, Section 5. The fiscal year runs from July 1st through June 30th. All requests for payment of funds by committee members must be accompanied by a Payment/Reimbursement Form. Any payment request over two hundred dollars requires authorization of two of the following three Executive Board members: the President, Treasurer and the 2<sup>nd</sup> Vice President. An advance notice of one week shall be required to process a payment request. All deposits of funds must be accompanied by a Deposit/Receipt Form, of which a copy is given to the President after the deposit has been made.

Ranch View Home & School Association will hold \$3,000 in reserve at all times. If any amount of the \$3,000 is used and not replenished in the same fiscal year, then repayment of the reserve fund must be included in the budget the following fiscal year.

SECTION 6: In the event that a NSF (Non-Sufficient Funds) check is received by the Ranch View H&S, the following procedure should be followed:

- a. Within one week of the NSF notification, the Treasurer will send a letter notifying the payee that the check was returned for NSF. They will be given 30 days to repay the original amount of the check plus a \$25 NSF fee. Repayment must be in the form of a cashier's check, money order or cash.

- b. If repayment is not made within 30 days, a second notice will be sent asking for repayment. They will be given an additional 15 days to repay.
- c. If repayment is not made within 15 days of the second notice, Ranch View will no longer accept checks from that person and they will be placed on a “no checks” list. The Treasurer will send a letter notifying them of this policy.
- d. The Treasurer will provide the “no checks” list to all committees that accept payment.
- e. A person will remain on the “no checks” list until they no longer have children at Ranch View
- f. If possible, goods and services will be withheld until repayment is received.
- g. All NSF transactions will be recorded in the Bank Charges account.

SECTION 7: Checks that are still outstanding after 180 days (approximately 6 months) will be voided. A check may be reissued if the receiver wishes to cash the check after it has been voided.

Any check that is outstanding after 3 years will need to be sent to the State of Illinois as unclaimed funds. The Treasurer should contact the General Home & School Treasurer for instructions.

#### SECTION 8: Gift Card Policy

All gift cards must be handled as cash; therefore, gift cards must be processed at school and kept in safe.

Gift card inventory needs to be tracked and reconciled each month, with updates reported at each board meeting.

Signatures are required for gift card pick up, and to authorize release if the gift cards must be sent home through backpacks.

#### ARTICLE VII: NOMINATIONS

SECTION 1: The Nominations Chairperson(s) shall preside over a nominating committee that shall consist of seven persons, none of whom may be a candidate for office. This committee shall include the Principal and the President (if he/she is not seeking an additional term). Committee members must be board members who have attended three of the first four Home and School Association meetings. In the event more than the required number of persons qualifies to serve on the Nominating Committee, the positions will be filled by a random drawing.

One nomination form will be sent to each family in January. All nominations must be submitted in writing or via email by mid-February. The name of the person making the nominations will be kept confidential.

The Nominations Chairperson will notify all persons nominated who must respond in writing

or via email as to whether or not they wish to pursue a position. The Nominating Committee will decide on a slate of officers to be presented to the Board by the Nominations Chairperson. The slate of officers will consist of one candidate for each of the Secretary, Vice President 1 and Vice President 2 positions. The slate of officers will also include up to two candidates for each of the President's and Treasurer's positions. A vote to approve the slate of officers will be taken at the March Home and School Meeting. Notification of the approved slate of officers will then be sent out to the general membership by written notice.

To become an executive board member it is preferred that nominees have demonstrated at least one year of leadership experience as a home and school committee chairperson and will have attended at least half of the home and school meetings for the current year. Each nominee will have the opportunity to write a short paragraph stating their experience to present to the nominations committee for consideration. The officers will assume their responsibilities on July 1<sup>st</sup>.

SECTION 2: The slate of officers is presented at the March board meeting by the Nominations Chairperson. The slate will be subject to a ballot vote for approval. A 2/3 majority vote of a quorum is needed to constitute approval of the slate. A quorum is defined in Article VIII, Section 1.

SECTION 3: All elected officers will be eligible for re-election to the same office for one additional term. No member will serve for more than two consecutive terms in the same office, unless the opening has been publicly announced to the membership at large and no interested parties have come forward.

SECTION 4: Any vacancy in office will be filled by appointment by the Executive Board and the Nominations Chairperson from the membership at large. If an elected officer is no longer able to perform the duties assigned to their roles, the person can be removed from their position and the vacancy will be filled by appointment by the Executive Board and the Nominations Chairperson from the membership at large. In the event that the vacancy in office is an Executive Board member, the President, Co-President, and the Nominations Chairperson can fill the appointment from the membership at large.

## ARTICLE VIII: MEETINGS AND QUORUM

SECTION 1: The Ranch View Home and School Association Board will meet as scheduled by the Executive Board. A quorum is required for the transaction of all business and is defined as one third of the total of the following three groups - the Executive Board and one representative from each standing committee and any attending member of the general Home & School of Ranch View Elementary. A 2/3 majority vote of the quorum is required for budget approval, election of the Executive Board and any modifications made to the Policies and Procedures.

SECTION 2: A majority vote of Board Members in attendance, except the Principal and the Staff Representative, is required to pass any motion unless otherwise noted in this document. In the event an electronic vote is required for reasons such as, but not limited to, lack of a quorum or no H&S Association meeting scheduled prior to decision making deadline, the Secretary or President will issue the request for electronic votes to committee chairpersons and executive board members. The Secretary or President tabulates votes at the end of the deadline and the decision will be based on majority of votes provided the minimum number of quorum is received according to Article VIII in SECTION 1. Results of such electronic votes should be reported by Secretary or President at the next Home & School meeting and documented in the minutes.

SECTION 3: The Executive Board will be convened at the request of the President or any two members of the Executive Board.

SECTION 4: Any item to be placed on the agenda of a general Home and School meeting must be submitted to the President prior to the general meeting. If the request is made less than one week prior to the meeting, it is left to the President's discretion to add the item to the agenda or defer until the next meeting.

#### ARTICLE IX: COMMITTEES

It is at the discretion of the Executive Board which fundraisers will be run in a given year. The Executive Board may decide to add or remove committees. The following committee chairpersons, along with the Executive Board, will make up the Ranch View Home and School Association Board. The standing committees of the Association will be: Adult Social, Art to Remember, Assemblies, Book Fair, Direct Donation, Field Day Coordinator, Fifth Grade Liaison, Flower Sale, Hospitality & Decorating, Gift Card Fundraiser, Gift Wrap Sales, Nominations, Outdoor Classroom, Ranch View Review, Room Parent Coordinator, Saddlefest, Silent Auction, School Family Community Partnership, School Store, Special Projects Fundraising, Spirit Wear, Supply Packets, Winter Video Coordinator, Volunteer Coordinator and Yearbook.

Each committee chairperson shall be appointed by the President and will submit a written report ("Committee Snapshot") of the year's activities at the last Ranch View Home and School Board Meeting of the school year. One copy of the report will go to the President and one copy to the incoming chairperson. Each chairperson will select as many members as necessary to carry out the work of the committee. No chairperson will serve more than two consecutive terms in the same position unless the chair opening has been publicly announced at a Home & School meeting and posted in a school building public area and no new person has come forward.

- A. **Adult Social:** The Adult Social committee plans and promotes an evening, adults-only, social event with silent auction. Collects advance registrations, solicits donations for the silent auction, and coordinates the event.
- B. **Art to Remember:** Our annual Art to Remember fundraiser takes place in the Fall. A piece of artwork from each student is submitted to Art to Remember to be made into personalized products for families to order, like magnets, mugs, calendars, and ornaments. These keepsakes make great holiday gifts! Committee members will work with the Art Teacher to compile students' artwork for submission in August and September, promote the fundraiser and the ordering process through October, and arrange an order pickup date at school in November. Much of the work and correspondence can be done outside of school with artwork compilation and order distribution taking place at school.
- C. **Assemblies:** A fun and enriching school-wide assembly is held every spring at Ranch View! This committee attends the Premier Showcase in September to research assembly options that align with School Improvement Plan (SIP) goals and submits recommendations to the Principal for review. The committee contacts and coordinates scheduling with approved vendor, works with school staff on assembly logistics, and attends the assembly (if possible). The Premier Showcase is a one-day event that takes place on a weekday from 8:30am to 2pm, the assembly is typically one hour in duration on a school day, and the rest of the work and correspondence can easily be done outside of school.
- D. **Book Fair:** Ranch View Home & School encourages a love of literacy by hosting two book fairs each school year, in the fall and spring, coinciding with the week of parent-teacher conferences. This committee works with the LC Director to plan, promote, and run the book fairs, and manages additional volunteers helping during the fairs, at set-up, and at take-down. This committee is a perfect fit for reading and literacy enthusiasts! If scheduling permits, you may introduce additional literacy-related activities leading up to the fairs and/or decorate bulletin boards/posters/flyers to build up excitement. Students love it!
- E. **Box Tops:** This committee collects box tops from the school collection box and submits to the Box Tops for Education program. The committee also promotes the digital option for collecting box tops. Time commitment is minimal and most of the work can be done outside of school.
- F. **Direct Donation:** The Direct Donation program is an additional option for families to contribute to Home & School's fundraising efforts. This committee promotes the Direct Donation program and collects donations to submit to the Home & School Treasurer. This committee requires a minimal time commitment but makes a big impact on the funds raised for the school! Most of the work can easily be done outside of school.
- G. **Field Day:** Field Day is a highlight of the school year for many students and parents at Ranch View! This event is held in the last week of the school year and encourages



classes to 'get outside and move' with fun outdoor activities and lunch for all students. This committee works with the PE Teacher to plan the event activities and logistics, and manages parent volunteers helping that day.

- H. **Fifth Grade Liaison:** Fifth Grade Liaisons plan special events for the fifth graders to celebrate their time at Ranch View, such as the Outdoor Education event and panoramic photo in fall, and the fifth-grade pizza party and clap out in May.
- I. **Flower Sale:** Ranch View's Flower Sale is a springtime fundraiser offering families the chance to order hanging baskets, vegetable seedlings, and more. This committee plans and promotes the fundraiser in March, coordinates a delivery date with the supplier, distributes orders at school in May, and manages volunteers helping distribute orders on pick up day. Much of the work and correspondence can be done outside of school with delivery acceptance and order distribution taking place at school.
- J. **Hospitality and Decorating:** The Hospitality and Decorating Committee takes on the important role of showing Ranch View teachers and staff how much they're appreciated by all our students and families with events like our back-to-school teacher breakfast, teacher appreciation week luncheon, staff lunch and snacks during parent-teacher conferences, and more. This committee organizes staff appreciation events during the school year, procures food and/or monetary donations, and decorates school hallways for staff appreciation and holidays.
- K. **Gift Card Fundraiser:** This fundraiser is a quarterly opportunity for Ranch View families to order gift cards at face value from a wide selection of businesses, including groceries, gas, restaurants and more, with a percentage of sales is donated directly to Ranch View Home & School. This committee collects orders quarterly and distributes the gift card selections at school. Two additional gift cards orders are placed in December and May for staff appreciation gifts and families have the opportunity to gift Ranch View teachers and staff with gift card funds that are redeemed towards the gift cards of their choosing.
- L. **Gift Wrap Fundraiser:** The committee chairperson/people disseminate the catalog for the items for sale and gather all orders. The chairperson works with the selected vendor to resolve any issues. On the final day, the chairperson and assistants put the boxes in alphabetical order and ensure that all orders are appropriately given out.
- M. **Nominations:** Nomination forms for the next year's Home & School Executive Board are sent out in January. This committee oversees the nomination and selection process, including distributing and compiling nomination forms, contacting nominees, forming and presiding over nominee selection committee, and presenting the slate for a vote at the March Home & School Board meeting. Time commitment is minimal and most of the work can be done outside of school.
- N. **Outdoor Classroom:** Ranch View's outdoor classroom is a phenomenal outdoor learning space made possible, in part, by the fundraising efforts of Home & School.

This committee manages the care and upkeep of the outdoor classroom, including minor repair or replacement of plantings and accessories. The committee also monitors the lending library and adds books as needed, waters and weeds the butterfly and vegetable gardens during the summer months, and conducts a paver brick sale in the spring for families to commemorate their time at Ranch View. This committee is a perfect fit for those that enjoy the outdoors or have a green thumb!

- O. **Ranch View Review:** Ranch View's digital newsletter, The Ranch View Review, is produced 3 times a year with updates from the Principal, each grade level, and highlights of upcoming events. This committee compiles newsletter submissions from Ranch View staff, Home & School Board, and committee chairs and publishes the newsletter for digital distribution.
- P. **Restaurant Nights:** Restaurant Nights are fundraising nights held at area restaurants one or more times a month during the school year with the partnering restaurant typically donating a percentage of the evening's sales or profits back to Ranch View Home & School. This committee plans and promotes each restaurant night. Most work can easily be done outside of school.
- Q. **Roller Skating Nights:** Ranch View Home & School hosts two roller skating nights each year, in the fall and spring. This committee plans and coordinates the events with the roller rink, promotes the events with flyers and social media, collects advance registrations, and checks families in at each event.
- R. **Room Parent Coordinator:** Ranch View students enjoy 3 seasonal parties each school year. This committee assigns head room parents to each classroom from those that volunteer and guides them as they plan their classroom parties, including hosting an orientation meeting at school to explain the rules and process of the parties. Other duties involve arriving early before each party to set up volunteer name tags and work with Ranch View staff checking in volunteers. Room Parent Coordinators also make themselves available to assist head room parents as needed during parties and are not able to volunteer at a specific classroom's party. However, a benefit of being present at school during parties is the ability to go between multiple classrooms to observe the fun and excitement!
- S. **Saddlefest:** Saddlefest is Ranch View Home & School's main fundraiser and its biggest event of the year! It's held on a Saturday in Spring and consists of a western-themed, carnival-type event that includes games and prizes, food and concessions, bake sale, and raffle. Students and families look forward to Saddlefest every year! It takes over 200 volunteers to run this incredible event and this committee coordinates all that manpower. Subcommittees include Food, Bake Sale, Raffle, Games, Redemption Center, Tickets, and Decorations.
- T. **School/Family/Community Partnership (SFCP):** The SFCP Committee helps plan and implement Ranch View-based parent and community involvement activities related to our School Improvement Plan (SIP) goals. Previous activities have included

Parent Coffees, Heritage Fest, Parent/Child Reading Clubs, Wide World of Games, and New Parent Orientation.

- U. **School Store:** The School Store provides a convenient way for students to replenish their school supplies and is open from 8:00 am to 8:30 am every Tuesday morning during the school year. This committee replenishes the school store's inventory as needed and coordinates volunteers to man the school store and help students with their purchases.
- V. **School Supply Packets:** This committee provides a convenient way for parents to purchase back-to-school supplies. Committee manages supply kit orders in spring for the following school year, labels supplies, and distributes supply kits directly to classes just before the new school year begins.
- W. **Silent Auction:** The Silent Auction is an annual fundraiser. This committee solicits donated items for the silent auction, helps compile teacher and staff offerings, and/or works a shift at the auction.
- X. **Social Media:** This committee promotes school events and activities on Ranch View Home & School social media pages and coordinates communications with school administration.
- Y. **Spirit Wear:** The Spirit Wear Committee designs school logos for clothing and accessories sold in fall and spring. This committee promotes spirit wear sales, collects orders, and distributes purchases at school. Spirit wear may also be sold at various school events during the school year.
- Z. **Volunteer Coordinator:** The Volunteer Coordinators works with Home & School committee chairs and Ranch View staff coordinating volunteer outreach and recruitment, manages the Parent Volunteer Form and Sign Up Genius email list, and oversees volunteers helping at annual vision and hearing screening and bus safety program. Most of the work can easily be done outside of school. Proficiency in Google Forms and Sheets is helpful.
- AA. **Winter Video:** Ranch View's Winter Program is a 2nd and 5th grade student showcase held in December celebrating the winter season with song. This committee coordinates with a videographer to record the program and manages DVD sales to families.
- BB. **Yearbook:** The Yearbook Committee Chairs are the editors of the yearbook and plan the yearbook's page layout using an online publishing platform. Committee members with photography experience and high-quality cameras take pictures of classroom parties, assigned activities, events, and other programs at school. This committee is a perfect fit for photography hobbyists and/or those with an eye for design!

## ARTICLE X: AUDIT, EXPENSES, FISCAL YEAR

SECTION 1: AUDIT – As a division under District 203 General Home and School, all records and financial statements must be current and made available to the General Home and School for such audit annually.

SECTION 2: EXPENSES OF AUDIT – The expenses incurred for the annual audit of all divisions under the General Home and School shall be allocated as 4.76% to each elementary and junior high school and 2.4% to each high school.

SECTION 3 – FISCAL YEAR – The fiscal year of said Association shall end on June 30<sup>th</sup>. The books shall be current and turned over on or before the date stipulated by General Home & School.

## ARTICLE XI: AMENDMENTS

The Policies and Procedures may be amended at any Ranch View Home and School Association Board Meeting by a 2/3 majority vote of the quorum as defined under Article VIII. Notice of the proposed amendments will be sent in writing with a call for the meeting or may be offered by resolution at the preceding meeting. The Policies and Procedures are to be reviewed at least every 2 years. Any committee to revise the Policies and Procedures will be appointed by the President from among the members of the Ranch View Home and School Association.

## ARTICLE XII: RULES OF ORDER

The rules contained in “Robert’s Rules of Order Revised” will govern the Association insofar as they do not conflict with the provision of Ranch View’s Policies and Procedures

Revised 7/06

Revised 7/07

Revised 7/08

Revised 7/09

Revised 7/10

Revised 6/11

Revised 6/12

Revised 5/13

Revised 3/14

Revised 5/15

Revised 4/16

Revised 3/19

Revised 3/20