

# ***St. George Greek Orthodox Church***

*Norwalk, CT*

## **Mission, Governance and Communication**

### **Our Mission:**

- To teach the Modern Greek Language (speaking, listening, reading, writing), in a methodical and systematic approach and support the continuance of the mother language of our ancestors
- To teach the main principles of the Greek Orthodox Faith
- To teach Greek History, Geography, and Mythology
- To teach Greek culture by way of traditions, folklore and customs
- To develop each child's social life within our Greek Orthodox community

### **Governance:**

- Teachers of St. George will report to the Greek School Director
  - Greek School teachers will plan, organize and implement an appropriate instructional program and create a learning environment that guides and encourages each student to develop and fulfill their academic potential in Greek Studies
- The Director will report to the Board (but is also a member of the Board)

### **Escalation / Concerns:**

- All concerns should be addressed with your child's teacher first
- Any unresolved issues will be brought to the Director's attention
- Any issues that cannot be resolved by the Director will be brought to the Board for consideration

### **School Board responsibilities:**

- Creates the strategy and roadmap for our Greek School Program
- Identifies continuous improvements and implements them
- Creates schedule of weekly classes and manages annual calendar
- Facilitates child registration, including collecting information, maintaining a yearly parent and student contact list, maintaining an up to date class list
- Facilitates the monthly teacher payroll schedule
- Creates and maintains the annual budget, managing to break-even
- Ensures fundraising efforts for any financial gaps not covered by tuition
- Leads official **internal** communication to parent community regarding any administrative topics (closings, delays, etc)
- Responsible for ensuring the school is safe, clean and adequate for learning
- Responsible for all employment matters (which includes new appointments, dismissals and promotions)
- Responsible for evaluating teacher performance

## **PTO responsibilities:**

- Establish and maintain a working relationship among parents, school and community
- Support school improvements (like the Elinopoula Program) for the finest education possible for students
- Promote/advocate and reinforce our school's mission, programs and objectives
- Increase student safety and security
- Coordinate any student enrichment activities or fieldtrips
- Assist and lead fundraisers to:
  - Fill any gaps in the school budget
  - For school supplies or programs that fall outside the school budget
- Assist teachers in preparation for celebrations (prepping costumes, volunteering during rehearsals and celebrations).
- Coordinate teacher gifts on behalf of the students (during holidays and at year-end)

### **The PTO DOES**

- Support the educational programs and extracurricular activities of the school
- Encourage parents' involvement in their individual children's lives, education, class, and school
- Provide feedback and suggestions for school programs
- Coordinate programs and projects that will support or enrich the curriculum
- Encourage/fund the increased exposure of students to technology
- Provide feedback/assist with increased awareness of school safety and security issues
- Organize fundraising efforts to support some additional programs, equipment, and services not covered in the school budget
- Support the educational goals of the school and assist with attaining those goals through parent and community volunteerism
- Recruit volunteers and coordinate volunteer efforts to staff PTO functions and assist with school programs
- **A LOT!!!**

### **The PTO does NOT**

- Run the school
- Force parents to participate in PTO and/or school activities
- Set policy regarding school programs
- Define the school's curriculum
- Dictate the technology platforms and/or software used by the school
- Define or interfere with the school's security program and policies
- Control the school's budget
- Have jurisdiction or authority over school staff, teachers, and other employees
- **DO EVERYTHING!!!**

This PTO is organized exclusively for charitable, literary and educational purposes.