**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:
  o Fill any gaps in the school budget
  o 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.