

Williamson County Board of Education



Adopted Date:
6/20/05
Editorial 6/6/14

5.706

PARENT – TEACHER ORGANIZATION
(PTO) FUNDED POSITIONS

1 Parent-Teacher Organization funded positions shall be limited to classified positions (i.e.
2 secretaries and teacher assistants) and may occur only after the annual approval of the
3 Board of Education. Professional licensed positions shall not be funded by a Parent-
4 Teacher Organization or other similar types of organizations. Completion of an intent to
5 fund agreement must be signed annually by the requesting organization and submitted to
6 the Superintendent of Schools. The intent to fund a position must be made known in
7 writing during the budget making process. Further, the Organization shall renew its intent
8 in writing yearly during the budget making process to insure continuation of the position.
9 Failure to make the intent known during the appropriate time shall cause the position to be
10 eliminated and a reduction in force action will begin. In subsequent years, if the
11 organization desires to reinstate the position, the Organization shall make its intent known
12 during the budget making process and forward a written request to the Superintendent of
13 Schools and receive Board approval.
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16 Prior to the first day of employment, the Organization shall have deposited with Williamson
17 County Schools sufficient funds for the position. Payment may be made per semester but
18 shall be deposited before the first day of the semester. In the event that sufficient funds are
19 not deposited by the 1st day of the second semester, the employee shall be terminated.
20 The Organization is responsible for the entire cost of a position requested by the
21 organization including background investigations, benefits, longevity if applicable and
22 subsequent raises. A final accounting procedure regarding actual hours worked, for under
23 or overpayment of funds will be performed at the conclusion of the school year. A refund
24 will be sent to the organization for excess funds. If additional funds are required from the
25 Organization, the Organization shall have 30 days from notice to settle the account.
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29 Upon approval by the Board, and the deposit of sufficient funds, a qualified candidate will
30 be hired using normal hiring procedures of Williamson County Schools (including but not
31 limited to, experience verification, background checks). An employee in a Parent-Teacher
32 Organization funded position is the employee of Williamson County Schools and is not an
33 employee of the Parent-Teacher Organization.
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36 Rule of construction: For the Fall Semester 2005, schools may continue to pay quarterly.
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