

Pennsylvania Avenue School #27
Parent Teacher Organization, Inc. By-Laws
ADOPTED: May 2021

ARTICLE I – NAME, PURPOSE, POLICY, AND LOCATION

Section 1. Name

- A. The name of this organization shall be Pennsylvania Avenue School #27 Parent Teacher Organization. This organization is hereafter referred to as “the PTO”.

Section 2. Purpose

- A. To promote and foster an environment of cooperation and communication between the educational staff, the parents, and the community of Pennsylvania Avenue School #27, Colonia, New Jersey.
- B. To provide funding for educational activities.
- C. To conduct activities consistent with the above as long as they are permitted under Section 501(c)(3) of the Internal Revenue Code.

Section 3. Policy

- A. The PTO shall be non-partisan in nature and shall not participate in any way in any political campaign activities; or act in support or in opposition to any political candidate.
- B. This PTO, after thorough study, may act on legislation affecting educational or child welfare as it pertains to the school or school community and may cooperate with other organizations, groups, or agencies working toward such goals within the limits permitted for organizations exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

Section 4. Location

- A. The principal offices of the PTO shall be 80 N. Pennsylvania Avenue, Colonia, New Jersey 07067 or such other location as the Trustees may from time to time determine.

ARTICLE II – MEMBERSHIP

Section 1. Eligibility

- A. Any parent or legal guardian of a current Pennsylvania Avenue School student and any faculty member or individual member working with Pennsylvania Avenue School (Eligible for membership upon payment of dues).
- B. The Membership Drive shall be conducted from September through December 31st of the current school year and at the first General Meeting. Membership will be available to parents/ legal guardians of existing and newly enrolled students during the course of the current school year.

- C. Parent-teacher group membership lists should not be released to any outside interest without the prior approval of the membership.

Section 2. Dues

- A. The amount of money to be paid in annual membership dues is \$5.00 per each eligible individual voting member which will be decided upon by the Board of Trustees (See Article V) at the beginning of the school year.

Section 3. Voting

- A. Any action on policy would require a majority vote of the members present and voting at the general or special meeting. The General Membership must approve any changes affecting the Parent-Teacher Organization by majority vote, e.g. major budget changes, by-law amendments, action in the name of the PTO.
- B. Each individual PAID PTO Member has a right to one
(1) vote. Only eligible members of the Pennsylvania Avenue School #27 PTO have the right to a vote.

ARTICLE III – OFFICERS AND THEIR DUTIES

Section 1. Officers

- A. The PTO will be composed of two Boards (an Executive Board of Officers, a Committee Board of Chairpersons) and General Membership. All Chairpersons of the Committee Board will report matters of the PTO directly to the Officers of the Executive Board.
- B. The Executive Board of the PTO shall be composed of the following Officers: President/Co Presidents, Vice-President/Co-Vice Presidents, a Recording Secretary, and a Treasurer.
- C. No person shall be elected or appointed or shall continue to serve as an officer of this PTO unless he or she is an eligible member of the PTO. Person must be in good standing with the school Principal and/or the Board of Trustees.
- D. Any Employee of the Board of Education may not have check signing privileges.
- E. All officers will be invited to participate in the budget meeting.
- F. All Executive Board Officers will be invited to fill out an Officer of Good Standing Form.

Section 2. Election/Installation

- A. The officers shall be elected by the membership and installed at the final General Membership meeting for the school year. The officers shall be elected to serve one year or until their successors are installed. Their term of office shall begin at installation, at which time new officers shall receive all books, records, contact information, electronic and paper filings, and job descriptions.
- B. The previous position holder must serve as a mentor to the newly elected Officer or Chairperson for a period of 4 (four) months provided the preceding Officer has a student currently enrolled at Pennsylvania Avenue School 27. The mentoring is at the discretionary need of the newly elected Officer or Chairperson.

Section 3. Term of Office

- A. No officer of the Executive Board shall hold more than (1) office at a time. No President/ Co-President or Vice-President/Co-Vice President shall be eligible to serve more than two (2) consecutive terms in the same officer position, unless no one else is willing or qualified to serve.

Section 4. Vacancies

- A. Any office vacancy occurring during the year, except President(s), shall be filled by majority vote of the Board of trustees. In case of vacancy in the office of President(s), the Vice-President(s) shall serve out the term. If the Vice-President(s) is unable or unwilling to serve, the office of President(s) shall be offered to each elected officer in succession (See Article III, Section 1A).

Section 5. President(s)

- A. The President(s) shall preside at all meetings of the PTO and of the Board of Trustees and shall be the official representative of the PTO.
- B. May vote only when voting is by ballot. The only exception to this rule is in the event of a tie; in that case the President(s) may cast a vote to break the tie on all matters excluding the election process.

Section 6. Vice-President(s)

- A. The Vice-President(s) in conjunction with the Executive Board will oversee all fundraising. The PTO members that will be heading the fundraising events must report directly to the Vice-President(s) with matters pertaining to said event.
- B. The Vice-President will keep an open line of communication with the President to make sure all PTO efforts are collaborated.
- C. All flyers will be emailed to the Vice-President and all final editing will be collaborated with the Recording Secretary Prior to being emailed to the Principal for final Approval.
- D. The Vice-President will preside at meetings in the absence of the President(s) or upon his/her/their inability to serve.
- E. The Vice-President will coordinate all restaurant night fundraising for the school.

Section 7. Recording Secretary

- A. The Recording Secretary shall keep a detailed, accurate set of minutes, which are to be finalized by the President(s), of all General and Board of Trustee PTO meetings. The minutes may not be altered or deleted except when approved for correction at the appropriate meeting. In the event of a correction, a copy of the original minutes must remain with the corrected version.
- B. Will take attendance at Board Meetings and of the Board members present at General meetings.

- C. Shall be an alternate to co-sign checks with the President(s) or Treasurer.
- D. Will be responsible for the counting of any and all ballots or votes.
- E. Shall be responsible for renewing and maintaining the following licenses: Bingo and Raffle Licenses, Legalized Games of Chance License, Public Performance Site Licenses, and for the filing of the Report of Operations after Raffles are conducted.
- F. Must maintain and keep up-to-date files which will be made available to the public.
- G. Will be responsible for all Social Media, Technology, (ie, PTO Website), and PTO Passwords.
- H. Will post PTO Meeting Minutes to the PTO website within two weeks of meeting.

Section 8. Treasurer

- A. The Treasurer shall maintain an accurate account of all funds of the PTO, its receipts and disbursements.
- B. The Treasurer should be prepared to produce “startup” capital and properly track this “startup” for any PTO event if requested at least 2 days prior.
- C. The Treasurer shall maintain a checking account(s) with either the President(s) or Recording Secretary. A Woodbridge Township Board of Education Employee can not have check signing privileges.
- D. If a gambling license is held, the Treasurer is responsible for maintaining a separate bank account registered with the Woodbridge Township Gaming Committee. All proceeds from “gambling” activities such as 50/50 raffles, Bingo, Basket Raffles, and Tricky Trays must be made exclusively to this separate account.
- E. The Treasurer must devise a yearly budget with the Board of Trustees (to be known as the Budget Committee) before the start of every school year. This budget will be presented at the Open House or First Yearly PTO Meeting. The Treasurer is responsible for ensuring that budgets are followed by the Board of Trustees.
- F. The Treasurer is responsible for filing all legal documents, such as yearly taxes, charities registrations, and IRS annual renewal. The Treasurer must file all original documents in the PTO binder to be kept on school property and must submit a copy of all legal documents to the Recording Secretary.
- G. A computer program must be used to record all accounting details to maintain a ledger that can be provided to the Board of Trustees upon request. The PTO will provide an accounting program if requested. This program data and all accounting data MUST be stored on the PTO Google Drive to prevent computer failure from affecting these records and also to facilitate the Executive Board having access to these records.
- H. Deposits must be made promptly. Invoices must be paid promptly.
- I. Audit: Our fiscal year runs September 1- August 31. An itemized Monthly Financial Report shall be done by the Treasurer to be provided at all meetings. A formal audit of the Treasurer’s records should be performed once the books have been closed (August 31) every other year. This audit will be made by the

Treasurer and member(s) of the Board of Trustees and must be in the presence of an officer.

- J. The Treasurer must maintain a Business Continuity Plan kept on the PTO's Google Drive to ensure the continuation of the Treasurer's Office can be performed in the event the Treasurer can no longer perform their duties.

Section 9. Removal and Resignation

- A. An Officer must resign by submitting his or her resignation in writing to the President of the Board of Trustees. An Officer may be removed with just cause by the affirmative vote of a majority of the votes cast by the Board members. An Officer whose removal is to be considered shall receive at least two (2) weeks' notice of such proposed action in writing and shall have the opportunity to address the board regarding such action prior to any vote on such removal.
- B. A resigned officer may reapply for a chair or an Executive Board position if the officer resigned under good standings at the time of resignation. An officer may not reapply for chair or an Executive Board position if said officer was removed through a vote process and is not in good standing.

ARTICLE IV – MEETINGS

Section 1.

- A. A minimum of two (2) general meetings of the PTO shall be held during the school year, unless otherwise ordered by the President(s) and/or Board of Trustees.

Section 2.

- A. The general meeting held in June shall also be known as the Annual Meeting.

Section 3.

- A. Special meetings may be called by the President(s) or by any two (2) officers or upon the request of the Principal. The purpose of a special meeting shall be stated in the call. No business shall be transacted except that which is mentioned in the call.

Section 4.

- A. Five (5) members of the PTO (general members or members of the Board of Trustees) including two (2) members of the Executive Board shall constitute a quorum for a general meeting.

Section 5.

- A. The act of the majority of those present at a general meeting at which a quorum exists shall be the act of that body.

Section 6.

- A. The Board of Trustees or any committee of the Board may act without a meeting if, prior or subsequent to such action, each Trustee or committee member shall consent in writing to such action. Such written or electronic consent or consents shall be filed with the minutes of this meeting.

ARTICLE V – THE BOARD OF TRUSTEES

Section 1.

- A. The officers of the Executive Board of the PTO, the Faculty Representative and the Chairpersons of Standing committees shall constitute the Board of Trustees.

Section 2.

- A. The Faculty Representative shall be the Principal of Pennsylvania Avenue School #27 or a faculty member appointed by the Principal.

Section 3.

- A. The Board should present proposals for parent-teacher action to the Principal as a matter of courtesy and to insure consistency with the district's policies.

Section 4.

- A. The general membership should direct the Board of Trustees to carry out the purpose of the PTO. The general membership should be informed of all action taken by the Board of Trustees.

Section 5.

- A. Any vacancy occurring in the Board may be filled by a majority vote of the remaining members of the Board of Trustees. Absences from 3 consecutive Board meetings without a valid reason, as determined by the Board of Trustees, shall result in a proposed termination of such Board Member. Board Members shall give notice to another Officer prior to a meeting if they are unable to attend and every attempt should be made for the absent Board Member to forward information and updates for the meeting to another Officer.

Section 6.

- A. A Trustee may resign by submitting his or her resignation in writing to the President(s) of the PTO. A Trustee may be removed for cause by the affirmative vote of the majority of the Board of Trustees. A Trustee whose removal is to be considered shall receive at least two weeks' notice of such proposed action in writing and shall have the opportunity to address the Board regarding such action prior to any vote being taken.

ARTICLE VI – COMMITTEES

Section 1.

- A. PTO activities shall be centered in Standing Committees. Committee Chairpersons shall be appointed by the Election Committee, except as noted herein, to serve for one (1) year term. Person must be in good standing with the school Principal and/or the Board of Trustees and must be a PAID PTO Member.

Section 2.

- A. A Standing Committee Chairperson shall select as many members for their committees as they deem necessary, which may include persons who are not trustees.

Section 3.

The Standing Committees shall be as follows:

1. Afternoon Snack Committee	15. Membership Coordinator
2. Back to School Supply Kit Coordinator	16. Multicultural Night
3. Book Fair Coordinators	17. Programs
4. Box Tops Coordinator	18. PTO Fairy Coordinators
5. Color Run Coordinators	19. School Cart Coordinators
6. Family Fun Night Coordinator	20. Seasonal Fundraiser Coordinator
7. Family Basket Raffle Event	21. Spirit Wear Coordinator
8. Field Day Coordinators	22. School Faculty Representative
9. Fifth Grade Coordinator	23. Trunk or Treat Coordinators
10. Historians	24. Translator
11. Holiday Shop Coordinator	
12. Hospitality	
13. Kid Stuff Books	
14. Lead Parents (K-2/ 3-5)	

Section 4

- A. Special Committees or additional Standing Committees may be appointed by the Officers with the consent of the Board or may be appointed by the Officers, as the Board may direct. The act of any committee which has members which are not trustees shall be advisory, shall not bind the Board or the Corporation and shall be subject to Board approval.

Section 5.

- A. Chairpersons shall keep job descriptions and record of committee activities including Event Completion Reports, which shall be kept with the minutes of meetings by the Recording Secretary. Event completed reports shall be completed at the next event. Event completed reports are encouraged but not mandated by chairs.

ARTICLE VII – NOMINATIONS AND ELECTIONS

Nominations:

- A. Nomination Ballot: An electronic nomination ballot announcing the available positions and who currently hold the positions will be sent to the entire school body.
- B. Duration of Nominations: Nominations will end seven days from the distribution of the nomination ballot.
- C: The Executive Board/Election Committee will contact prospective nominees to inform them of their nomination. Nominees will formally accept or decline their nomination. If necessary, an election will be granted. No vote is necessary if there is only one nomination for an office and the nominee(s) accepts the nomination.

Elections:

- A. Election Ballot: Accepted nominees will be compiled and candidates will be arranged in alphabetical order on an electronic or sealed paper ballot. The electronic/sealed ballot will be sent to all paid PTO members via email/mail. All accepted nominees will be placed on the voting ballot for that position.
- B. This election ballot will run for a total of seven days.

Voting:

- A. Collection of Election Votes: The Executive Board/Election Committee will compile the election votes and determine which candidate has the majority votes per each office. Should there be a tie the newly appointed Executive Board along with the Principal will take a vote to break the tie.
- B. Presentation to Principal: Once the election votes are compiled, the slate of the new PTO Board should be presented to the Principal for final approval. Once final approval is received, the newly elected Executive Board and Committee Board will be notified of their election positions privately.
- C. Option to select Co.: If an elected president or vice president wants a co-president or co-vice president he/she can choose a paid pto member with the Principal's approval to share their elected position with. The decision to request Co-President or Co-VP must be made and approved prior to public announcement to the entire PTO Board.

Announcement:

- A. Once approval of all newly appointed positions is confirmed by the Principal, a public announcement will be made to the entire school and shared on social media and the PTO Website.

ARTICLE VII – AMENDMENTS TO BY-LAWS

Section 1.

- A. Amendments to these By-Laws shall be made by a majority vote of the Board of Trustees, and a majority vote of the members present at a General Membership meeting at which a quorum exists when presented.

Section 2.

- A. These By-Laws should be reviewed every three (3) years by a committee appointed by the President(s). The committee should have a minimum of (4) four people, of which (2) two must be Executive Board members, (1) Committee Chair and (1) one from the general membership.

ARTICLE VIII – ADDITIONAL PROVISIONS

Section 1. Compensation

- A. Neither Members, Trustees nor Officers shall receive any fee, salary or remuneration of any kind for their services in such capacities, provided, however, that Members, Trustees and Officers may be reimbursed for reasonable expenses incurred with approval of the Board upon presentation of vouchers. However, if a member/officer works as a vendor, orders and payment can be reimbursed upon choice by the committee chair in charge of said event.

Section 2. Dissolution

- A. Upon Dissolution, after payment of all debts, no part of the remaining assets may be distributed to any trustee, member or officer of the corporation but shall be distributed in accordance with law, provided, however, that the distribution must be to another organization exempt under the provisions of Section 501(c)(3) of the United States Internal Revenue Code or to the United States, or a State or local government, for a public purpose. Any assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purpose.

Section 3. Force and Effect of By-Laws

- B. These By-Laws are subject to the provisions of the New Jersey Nonprofit Corporation Act (the "Act") and the Certificate of Incorporation as they may be amended from time to time. If any provision in these By-Laws is inconsistent with a provision in the Act or the Certificate of Incorporation, the provision of the Act or the Certificate of Incorporation shall govern to the extent of such inconsistency.

Section 4. Indemnification of Officers and Trustees

- A. The incorporation shall indemnify every corporate agent as defined in, and to the full extent permitted by Sections 15A.: 2-8 and 15A: 3-4 of the New Jersey Non-Profit Act, and to the full extent otherwise permitted by law.

Pennsylvania Avenue School #27

PENNSYLVANIA AVENUE SCHOOL #27

STANDING RULES: Proposed May 2021

Section 1. Budgeted Expenses:

A. ASSIGNMENT BOOKS:

Monies will be used to purchase assignment planners for third, fourth, and fifth grade.
(President)

B. DONATIONS:

A one-time donation of \$50 will be reserved to one current School 27 family in the event of a severe illness or accident.
(Board of Trustees)

C. FAMILY EVENTS:

Monies in this fund will be used to hold Family Fun Nights.
(Family Fun Coordinator)

D. FIELD DAY:

An amount will be used to hold an annual Field Day toward the end of the school year. (Field Day Coordinator(s))

E. FIFTH GRADE EVENTS:

An amount will be allocated for 5th Grade Field Trips to be taken at the discretion of the Principal and Teacher. (5th Grade Coordinator)

Monies in this fund are to be used towards an awards ceremony for the Fifth Grade. Monies to fund fifth grade reception gifts (ie t-shirts, flowers) An amount will be allocated for an end-of-school-year party. An amount will be allocated for the 5th grade yearbook. (Fifth Grade Coordinator)

F. FILM AND PROCESSING:

Monies in this fund will be utilized toward the student profile boards.
(Historian)

G. HOSPITALITY:

Monies in this fund will be used for luncheons/dinners for faculty and staff for parent teacher conferences, for Teacher Appreciation Week and Mother's & Father's Day Breakfast Events.

H. LIBRARY:

An amount will be reserved annually for Scholastic magazine(s). (President)

I. PRESIDENTS' COUNCIL DUES:

Monies in this fund are for all expenses incurred for membership and participation in President(s)' Council. (Treasurer)

J. PROGRAMS:

An amount of money will be allocated for programs for the students throughout the year. (Educational Shows, etc.) (Programs Coordinator)

K. PTO INCORPORATED

Monies in this fund (PTO Inc.) will be used specifically for any licenses and registrations. (PTO, Inc./Recording Secretary)

L. SCHOOL NECESSITIES:

Pre allocated monies to spend on school necessities such as air conditioners and speaker equipment, etc.

M. SCHOLARSHIP FUND:

The PTO presents Achievement Awards to graduates of Colonia High School for any type of further education. Recipients must be former students of Pennsylvania Avenue School #27. (3) Three students will receive an award of \$125 per student. The Colonia High School Guidance Scholarship committee will suggest recipients and the Executive Board will decide recipients.

N. STUDENT COUNCIL:

Monies in this fund will go to student council needs.

O. SUNSHINE FUND:

Monies in this fund will go towards secretary, nurse & principal appreciation days and to families and students in need. (Refer to Article IX Section U for details.)

P. SUPPLIES/POSTAGE/ PAPER

Monies in this fund are to be used for all supplies, postage and paper.

Q. TEACHER RECOGNITION DINNER:

Monies will pay for teacher of the year recipient and guest as well as para recipient of the year and guest for township recognition banquet.

R. TRACK SHIRTS:

Monies in this fund are to be used for track team shirts.

S. VOLUNTEER BREAKFAST:

An amount is to be allocated at an annual volunteer breakfast as a thank you to the volunteers and supporters from the current school year.
(President)

T. WORKING CAPITAL (Ways & Means)

A minimum of \$750.00 will be held in reserve, as working funds (ways and means), to be used at the beginning of the school year before fundraising activities have begun. Additional funds will be added, after fundraising has begun, to allow for the Board of Trustees to have the cash to operate.

Section 2. ORDER OF MEETINGS

1. Call to Order (President to call time)
2. Executive Members noted in Attendance
3. Approval of Prior Minutes from Last Meeting
4. Treasurer's Statements (Treasurer)
5. Reading of Communications (Recording Secretary)
6. New Dates To Remember (Vice President)
7. PTO Meeting Dates Noted (Vice President)
8. Comments from the President
9. Recording Secretary address the Chairs and Floor
10. Chairperson Reports and Updates (2 minute limit)
11. Principal's Comments
12. New Business / Old Business (Recording Secretary)
13. PTO Presidents Comments
14. Meeting Adjourned (Time Called by Recording Secretary)

Section 3. DUTIES OF CHAIRPERSONS

A. DEFINITION OF GOOD STANDING:

The privilege of holding office, introducing motions, debating and voting, shall be limited to members whose current dues are paid and are in good standing with the school principal and/or the Board of Trustees. If an officer or chairperson repeatedly misses meetings (Board or General), without just cause, the Board of Trustees has the right to meet with that Trustee, to discuss whether she/he should be retained or dismissed.

B. PROCEDURE BOOKS/PASSWORD TRANSFER:

If necessary, a Procedure Book must be kept by each officer and/or chairperson, to hold pertinent materials of that particular office or committee. In June, the incoming President(s) will insure Procedure Books are passed on to succeeding officers and committee persons. If necessary transfer of passwords or any online access will be transferred to the incoming officer.

Content should include:

1. Name of School	5. Copies of reports
2. Title of Officer/Chairperson	6. Copies of plans of work and their outcomes
3. Required Procedures for committee operation	7. Calendar of events for the committee
4. Copies of important correspondence	8. Suggestions
	9. Passwords/login information

C. GOALS:

Any surplus revenue from previous school years fundraising revenues will be considered Goal's money

D. CHAIR COMMITTEES:

1. AFTERNOON SNACK COMMITTEE:

This committee will fundraise by selling afternoon snacks (i.e. Philly pretzels, popsicles, etc..) towards the end of the school day to all PS 27 students. Snacks will be offered to bus students as well as walkers. Bus students will have the opportunity to purchase snacks prior to boarding their buses at dismissal time. Walkers will be able to purchase snacks at the blacktops on PS 27 school grounds.

2. BACK TO SCHOOL KITS COORDINATOR: This chairperson shall coordinate a committee of volunteers to assist in gathering order forms, payments, purchasing all necessary schools supplies, assembling and distributing all kits to students on the 1st Day of school.

3. BOOK FAIR COORDINATOR:

Chairperson shall coordinate with Scholastic to schedule (must be approved by principal), coordinate set-up, obtain volunteers, sale, and breakdown. Chair will coordinate with the principal regarding the school's scholastic needs.

4. BOX TOPS:

This Chairperson is responsible for collecting, counting, and reporting Box Tops to Box Tops for Education. She/he will send reminder notices to be distributed to the students, ensuring collection containers remain in each classroom for regular collection. Per current company standards, the collected Box Tops are to be mailed in and an online form is to be completed at two different dates which will be announced by Box Tops for Education. Coordination of electronic box tops.

5. CLASS PARENTS:

There will be a maximum of 4 class parents per classroom. Class parents are chosen in collaboration with teachers and Lead Parents. Class parents will facilitate in providing materials the teacher has deemed appropriate for the classroom event. Class parents will be overseen by their prospective grade and lead parents. There will be a rotation of participation within the class parents throughout the school year. There shall be no more than 1 or 2 class parents at an indoor classroom event at a time. The teacher of the class will have final say if he/she wants the class parent to participate in events held in his/her classroom.

6. COLOR RUN:

This chair committee will be responsible for organizing a color run event for the students, faculty, and family of PS 27. The committee is responsible for purchasing and obtaining all items needed to efficiently execute a color run (ie. chalk powder, obstacle material, food for purchase, etc...) The committee is responsible for obtaining enough volunteers to help the event run smoothly. The committee is responsible for designing and setting up of the obstacles in the color run. The committee will select a date for such an event to occur on school grounds with the approval of the principal. All specifics for the event will be approved by the principal. The chairperson must make the recording secretary aware of licensing needs at least 3 months prior to the date of the event for any 50/50 licenses and street closing permits.

7. FAMILY BASKET RAFFLE EVENT:

This coordinator will organize committees to help run a family basket raffle event that offers donated prizes, food, and entertainment to families of PS 27. The coordinator must ask the recording secretary for a gaming license at least 3 months in advance of the event's scheduled date. Recording Secretary will be collaborated with on all raffles and 50/50's to ensure all data is recorded for licensing paperwork. Date and venue of said event will be approved by the principal. The coordinator will be responsible for acquiring enough volunteers to facilitate operation of the event.

8. FAMILY EVENTS CHAIRPERSON:

Responsible for coordinating and organizing family events including, Movie Nights, Family Fun Nights

9. FIELD DAY:

This chairperson shall organize and oversee all events to be held at the Annual Field Day. He/she may form committee's as needed to accomplish the ongoing activities of the day such as Food/Beverage Coordinator, Games/Equipment Coordinator, etc. She/he is responsible for obtaining a sufficient number of volunteers to cover all events. All plans must be approved by the Board of Trustees and the principal. The PTO shall provide lunch, beverage, and snack for each student on Field Day, as the budget permits. The chairperson must make the recording secretary aware of licensing needs at least 3 months prior to the date of the event for light permits and street closing permits.

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10. FIFTH GRADE COORDINATOR:

This chairperson shall be responsible for any additional programs or events specified for the 5th grade class. The 5th Grade Coordinator must form committees as needed for programs/events. These Committees must report any and all on goings regarding these programs or events to the 5th Grade Coordinator. All events must be approved by the Board or Trustees and the principal. 5th Grade coordinator to provide flowers (or small gift) for the 5th grade Award ceremony for outgoing families (such as a single carnation). The 5th Grade coordinator is responsible for coordinating 5th grade fundraising needed for 5th grade end of the year events. (That fundraising does not include funds from the PTO budget.)

11. GRADE PARENT:

Grade parents will be responsible for facilitating and providing effective communication between the Lead parents, teachers, and the class parents in all classes of the grade they represent. Grade parents, if emails are available, will also be responsible for communication between the PTO and parents within the entire class. The Grade parent will represent a grade in which their child is currently a part of. There will be a grade parent for kindergarten, first grade, second grade, third grade, fourth grade, and fifth grade.

12. HOLIDAY SHOP:

Chairperson shall coordinate with the vendor to schedule (must be approved by principal), coordinate set-up, volunteers, sale, and breakdown.

13. HISTORIAN: (2 positions)

The duty of this position is to compile and keep a record of the activities and achievements of the organization, especially keeping historical and early records intact. The bulletin board shall be frequently updated with the latest activities. A Student Profile Board shall be changed every few weeks to reflect a different grade. The historian will take pictures at each event and monumental occasion to be compiled on to the Drive and given to Social Media to be shared as needed. The historian will make sure that photo waivers have been signed for social media release prior to sharing.

14. HOSPITALITY: (2 Positions)

This committee provides refreshments for various functions involving students, teachers, and/or parents. The events are as listed: Welcome Wagon, Parent Visitation, Teacher Appreciation Luncheon, Conference Café, Family Fun Events, 1st grade Woodbridge Reads Program, and Kindergarten Orientation. Additional events to be added at the discretion of the Board of Trustees. Any event not listed (including events that Hospitality is not

responsible for hosting) where food or beverages are to be served must be coordinated through Hospitality to prevent spoilage of stored food/beverages, unnecessary spending of PTO moneys on paper products, or food/beverages, and for general organization of kitchen and PTO storage.

15. KIDSTUFF BOOKS:

This Chairperson shall coordinate with vendors to schedule KidStuff fundraiser, distribute, track, and collect monies from sale.

16. LEAD PARENT:

There will be an upper lead parent (grades 3-5) and a lower lead parent (grades k-2). Lead parents will have children in the grades that they represent. Lead parents are responsible for providing and facilitating effective communication between the teachers of those grades, the grade parents, and the PTO executive board and chairs. Lead parents will disseminate all approved communications, flyers, and emails to grade parents and class parents. All ideas, suggestions, communications (mass emails/texts/flyers) must be submitted to the board for approval.

17. MEMBERSHIP:

The chairperson is responsible for collecting membership dues and keeping a record of paid members. Monies are to be turned over to the Treasurer. Must be available on Open House night to collect the memberships. Find out what the availability is from PTO members who can volunteer at PTO sponsored events and coordinate with the Vice-President to make sure all events have sufficient volunteers.

18. MULTICULTURAL NIGHT:

The committee is responsible for selecting a date and venue to host such an event with the approval of the principal. The committee is to obtain enough volunteers to share their heritage and culture from various countries around the world via food, dress, dance, art, song, etc...

19. PROGRAMS:

This chairperson is responsible for organizing programs (within budget) for the entire school year.

20. PTO FAIRIES:

This chair is responsible to collaborate with hospitality and grade parents to gather food/beverage donations to treat teachers. PTO fairies will coordinate with one class per designated time (ie once per month) to acquire food donations such as baked goods, coffee, donuts, etc.. Said events will occur once or twice a month depending on level of class participation. Each class within PS 27 will coordinate efforts with the PTO fairy at minimum once per year.

21. SCHOOL CART:

Chairperson shall coordinate with the school to schedule a school cart (must be approved by principal), coordinate set-up, volunteers, and maintain inventory.

22. SCHOOL FACULTY REPRESENTATIVE:

This Chairperson will be serve as a communicator between teaching staff and PTO

23. SEASONAL FUNDRAISER:

Chairperson shall coordinate with school to schedule fundraiser, volunteers, and delivery. This includes Clothes by The Pound (Spring & Fall), Poppin Popcorn and any other seasonal fundraisers done by the PTO, ie, flower sales.

24. SPIRIT WEAR:

Coordinate spirit wear sales for Spring and Fall.

25. SUNSHINE DUTIES (TO BE COMPLETED BY PRESIDENT(S))

Responsible for sending cards and purchasing gifts on behalf of the PTO in acknowledging deaths, severe illness or accident, transfers, retirements, marriages and births in regard to teachers, janitors, office workers, active board members, students, parents of students and spouses to the above mentioned. Will follow these guidelines:

- A. Death - \$50 donation in the family's name and a card
- B. Severe illness or accident – small gift not more than \$25 and a card
- C. Transfer and Retirements –\$25 gift card
- D. Marriage and Birth – (teacher or staff member) – small gift or \$25 gift card and card
- E. Medical Fundraising - \$25 donation for any child in the Woodbridge Township School District for whom monies are being raised to help offset medical costs.
- F. Nurse's Day - Flowers (not to exceed \$25) and a card
- G. Administrative Assistant & Principal's Day - Flowers for the Secretary and Assistant Secretary (not to exceed \$25 each) and a card
- H. Up to 1% of current Goals can be used for the Sunshine Budget. A vote may be held to get excess funds if needed.

26. FAMILY BASKET RAFFLE EVENT CHAIR:

This chairperson requests donations to be used by and for the students of PS 27. All donations must be reported at general meetings and all monetary donations must be given to the Treasurer and Recording Secretary. Will coordinate and schedule Basket Raffle event venue, create flyers, and oversee Basket Raffle Event Committee. Must make the Recording Secretary aware of License needs 3 month prior for license for 50/50 raffles, etc.

27. TRUNK OR TREAT COORDINATOR:

(3 Positions) This chairperson shall organize and oversee all events to be held for Trunk or Treat. He/she may form committees as needed to accomplish the ongoing of the day such as food/beverage coordinator, games/equipment coordinator, trunk coordinator, etc.. He/She is responsible for obtaining a sufficient number of volunteers to cover all events. All plans must be approved by the board of trustees and the principal. The chairperson must make the recording secretary aware of licensing needs at least 3 months prior to the date of the event for light permits and street closing permits.

28. TRANSLATOR COORDINATOR (ESL):

This chairperson shall assist in the translating of all PTO correspondence such as flyers, emails, and newsletters to the families of PS 27.