

Countryside Elementary School PTO Bylaws

**Countryside Elementary School PTO, Inc.
191 Dedham Street
Newton, MA 02461**

Bylaws as of July 1, 2024

ARTICLE I – NAME, ADDRESS AND LOCATION

The name of this organization is the Countryside Elementary School PTO, Inc. ("Countryside PTO" or "PTO"). The principal office of the PTO shall be at the Countryside Elementary School ("Countryside") in Newton, Massachusetts, which is presently located at 191 Dedham Street, Newton, Massachusetts 02461.

ARTICLE II - PURPOSE

The purpose of the Countryside PTO is to enhance and support the educational experience at Countryside, to develop a closer connection between school and home by encouraging family involvement and promoting dissemination of information between the school and families, to improve the social and physical environments at Countryside through volunteer and financial support, and to collaborate with and support Countryside educators to advance these objectives.

The Countryside PTO encourages the participation of all Countryside Elementary School faculty, staff, parents and students in its activities.

ARTICLE III- POLICIES

3.1 The Countryside PTO, organized under Chapter 180 of the Massachusetts General Laws, is non-commercial, non-sectarian, and non-partisan.

3.2 The Countryside PTO operates under and adheres to Internal Revenue Code Section 501 that governs tax-exempt organizations.

3.3 Neither the name of Countryside PTO nor the names of its Board of Directors or Executive Committee Members in their official capacities will be used in connection with a commercial concern or with any political interest or candidate, or for any purpose other than the regular work of Countryside PTO.

3.4 The directors may adopt and alter the seal of the PTO.

3.5 Notwithstanding any other provision of these bylaws, the Organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding provision of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding provision of any future federal tax code.

3.6 Contract signing authority is limited to one or more of the Co-Presidents or a Co-President's

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designee up to an authorized amount.

3.7 All events coordinated by the PTO are considered private events for the members of the PTO unless otherwise stated. Candidates for political office cannot attend PTO events for the purpose of campaigning. PTO members who are political candidates may attend events though will not be permitted to campaign at the event.

3.8 The Countryside PTO is both (i) an independent organization, and (ii) an organization which conducts the vast majority of its activities in partnership with the Newton Public Schools district (“NPS”). Therefore, the PTO will use reasonable efforts to conform its actions to avoid conflict with NPS rules and regulations for its elementary schools.

ARTICLE IV - MEMBERSHIP

Parents, legal guardians, stepparents or other persons acting in loco parentis of any Countryside Elementary School student and faculty and staff members of the school are automatically members of Countryside PTO (“PTO Members”). There is no membership fee to become a member of Countryside PTO.

ARTICLE V – MEETINGS

5.1 During each school year, there will be no less than three regular meetings of Countryside PTO (“PTO Meetings”) to be held at the Countryside Elementary School or at such place as is named in the notice of the meetings. The Co-Presidents and the Clerk(s) (as defined in Exhibit A) will undertake best efforts to provide audio and, when possible, video access to PTO Members who wish to attend virtually. Any special meetings, including workshops and programs, may be called by the Co-Presidents.

5.2 Notice of each PTO Meeting will be announced to the PTO Members using print notices, email, PTO website, educational electronic applications, or other methods customarily used for school communications at least 10 days prior to such meeting. The notice will state the location, date and time for the meeting, and any other meeting details available at that time.

5.3 Ten PTO Members, appearing in person or virtually, or by proxy, will constitute a quorum for the purposes of satisfying Article 5.1 meeting requirements. PTO members may convene smaller, informal meetings from time to time which are not PTO Meetings pursuant to Articles 5.1 and 5.2, however meetings for (i) annual budget approvals, (ii) voting and confirmation of new Directors (as defined in Article 9), and (iii) any vote requiring a two-thirds majority of the Board of Directors must conform to Articles 5.1 and 5.2, as well as the Board of Directors quorum requirements defined in Article 8.2.

ARTICLE VI - FINANCES

6.1 The Fiscal Year of the Countryside PTO will be from September 1 to August 31.

6.2 The annual budget (“Budget”) for a given fiscal year, prepared by the Executive Committee (as

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defined in Article 7), will be presented for approval at the Board of Directors meeting no later than the final PTO Meeting of the preceding fiscal year. Following approval, any expenditure in excess of the LESSER of (i) \$500 or (ii) 10% of the previously approved amount for that Budget line-item must be approved by a majority of the Board of Directors prior to its incurrence and disbursement. Any lesser amount can be approved by one of the Co-Presidents. This threshold amount for the Board of Directors versus Co-President approval may be changed each year by a majority vote of the Board. Further, a Budget may be revised during the school year by a majority vote of the Board of Directors, subject to the provisions in Article 6.2(a).

6.2(a) The protocol in this Article 6 notwithstanding, the PTO must maintain a minimum cash balance equal to the GREATER of (i) 1/3 (one-third) any given Fiscal Year's annual budgeted expenditures, OR (ii) 1/3 (one-third) the following Fiscal Year's approved budgeted expenses, once that following year's Budget is approved. If there is excess cash above (i) the current Fiscal Year's requirements, inclusive of anticipated fundraising during the relevant fiscal year, plus (ii) this Article 6.2 minimum cash balance, then the Board of Directors may elect by a 2/3 (two-thirds) affirmative vote to spend such excess cash in conformance with the Purpose of the PTO.

6.3 The Treasurer(s) and the Co-Presidents are the authorized signatories for all expenditures, but only one signature is required. Further, the signatory on any check cannot be the payee of that check.

6.4 Funds received by the Countryside PTO will be maintained in a dedicated bank account established in the name of the Countryside PTO.

6.5 A check request/reimbursement form must be used for all payments and reimbursements. For reimbursements, the receipt or invoice must be stapled to the reimbursement form and submitted to the Treasurer. All reimbursement requests must be submitted within 60 days of the expense, and within the same Fiscal Year.

6.6 Reimbursement checks will be issued within 30 days of receipt of the reimbursement request.

6.7 The PTO shall not be liable for any non-budgeted monetary expenditure. Any commitment of funds not included in the budget, or not approved pursuant to these Bylaws is the personal responsibility of the initiator.

6.8 An annual report of the finances shall be prepared no later than the close of the Fiscal Year.

6.9 All PTO financial records, and other pertinent information must be made available to the incoming Co-Presidents and Treasurer no later than the start of the next Fiscal Year. The incoming and outgoing Co-Presidents and Treasurers must make themselves available as needed to comply with this Article 6, including to sign and record the transfer of bank accounts, no later than the start of the next Fiscal Year.. Financial records include bank account records, current cash balances, outstanding debt records, history of all transactions, receipts, and tax information. Other pertinent records may include dates of contracted events, frequent vendor and contacts, willing volunteers' contact information, sample forms and documents, and the PTO inventory of supplies.

6.10 Passwords for online bank services, electronic payment apps, and similar tools shall be changed each year. At least one Co-President and the Treasurer shall know the login and password information. The Treasurer shall set up the text and/or email notifications from such services if any account information is changed, and at least one of the Co-Presidents must be listed as a recipient of such notifications.

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6.11 The Countryside PTO will maintain an accounting of the cash receipts and disbursements of the Countryside PTO. Its annual required filings, tax returns, ancillary documents, and other official documents such as any legal filings or correspondence with government or regulatory bodies (if any) will be maintained electronically by the Treasurer on an internet-based document storage platform, with availability for public inspection, upon reasonable notification. The credentials to access these Section 6.11 documents will be shared with the Co-Presidents and Clerk.

6.12 The Directors (as defined in Article 8) of the PTO may be interested directly or indirectly in any contract relating to or incidental to the operations conducted by the PTO, and may freely make contracts, enter transactions, or otherwise act for and on behalf of the PTO, notwithstanding that they may also be acting as individuals, or as trustees of trusts, or as agents for other persons or corporations, or may be interested in the same matters as shareholders, directors, or otherwise; provided, however, that any contract, transaction, or act on behalf of the PTO in a matter in which a Director or officer is personally interested shall be at arm's length and not violative of any provision in these Bylaws or the PTO's Articles of Incorporation; and provided further that no contract, transaction, or act shall be taken on behalf of the Corporation which would result in the denial of the tax exemption under Section 503 or Section 507 of the Internal Revenue Code or 1986, as amended (the "Code") and Treasury Regulations thereunder, as they now exist or as they may be amended ("Regulations"). In no event, however, shall any person or other entity dealing with the Directors be obligated to inquire into the authority of the Directors to enter into and consummate any contract, transaction, or other action.

ARTICLE VII - EXECUTIVE COMMITTEE, COMMITTEES AND COMMITTEE CHAIRS

7.1 As soon as practicable following the beginning of each Fiscal Year, the Co-Presidents shall convene the Executive Committee. The Executive Committee of the Countryside PTO consists of the Co-Presidents, Treasurer, Clerk, Fundraising Chair, and at least two other Directors agreed upon by the Co-Presidents, who may increase the size of the Executive Committee at their discretion, however only PTO Directors may be full participants of the Executive Committee. The Executive Committee will generally act as the day-to-day managers of the PTO's operations, and may determine which actions the PTO undertakes, with the exception of actions that are reserved for the Board of Directors pursuant to Articles 6, 8, 9, and 10

7.2 For avoidance of doubt, the Co-Presidents may determine to include the entire Board of Directors in any given Executive Committee. The discretion granted to the Co-Presidents to determine the composition of the Executive Committee, subject to Article 7.1, is for the purpose of their forming an effective Executive Committee with participants who are able to fulfill their duties on that Committee, while also accommodating PTO Members who can contribute to the PTO as a Director however may not have the time or other resources to serve on the Executive Committee.

7.3 It is generally expected, in the absence of extraordinary circumstances, that the Countryside principal will be a non-voting participant in the work of the Executive Committee. Further, the Executive Committee may determine to add advisors or observers, for example Countryside staff members or any PTO member with particular expertise relevant to the Executive Committee, including designated liaisons to particular NPS programs, to any or all Executive Committee meetings.

7.4 The Executive Committee may create, modify, or terminate all standing committees, such as committees for PTO events, initiatives, and programming ("Event Committees"), as well as special committees required to carry on its work. For avoidance of doubt, this discretion to manage Event Committees and other committees is subject to the budgetary rules in Article 6.

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For ease of advanced planning and to encourage PTO Member participation in PTO activities, the Executive Committee for a given Fiscal Year may select Event Committee chairs for the following Fiscal Year. To the extent a PTO Member's volunteering for certain Event Committee chairs positions will be considered by the Executive Committee in that member's expression of interest to be a Director at Large, pursuant to Exhibit A, then the Executive Committee shall undertake similar efforts to solicit interest in those Event Committee chair positions as it will for Director positions in accordance with Article 9.2.

For avoidance of doubt, the Executive Committee will determine at its discretion its methodology for selecting Event Committee chairs out of the PTO Members who express interest in such positions, and such methodology may or may not conform to the Elections protocol in Article 9. The Executive Committee will use reasonable efforts to utilize Event Committee co-chairs when seeking to balance (i) retaining the experience and capabilities of successful chairs who wish to reprise their duties for a subsequent year, with (ii) supporting newer PTO Members who wish to become more active volunteers as chairs, and (iii) maximizing participation of PTO Members in volunteering to assist the PTO's activities.

7.5 A majority of the Co-Presidents may remove an Executive Committee member from their day-to-day duties described in Exhibit A at their discretion, generally for purposes of that member's failure to perform those duties, their desire to perform those duties in a manner significantly deviant from the desires of the Executive Committee, or their breaches of these Bylaws. For expediency, in the case of either the removal or resignation of an Executive Committee member, the Co-Presidents may choose to immediately replace that Executive Committee member with a substitute PTO member ("Substitute Executive") who volunteers to perform that position's duties. If the Co-Presidents choose not to exercise this discretion, the protocol for replacement will be governed by Article 8.7.

However, the Substitute Executive will not become a Director unless or until a majority of the Board approves their appointment. Further, the removed Executive Committee member will not be removed from the Board vote until a majority of the Board affirms such action pursuant to Article 8.5. Additionally, the Board may determine to further replace such Substitute Executive with another PTO Member who volunteers for that position, in accordance with the provisions of Article 8.

ARTICLE VIII - BOARD OF DIRECTORS

8.1 The Board of Directors ("Board" collectively and "Director" individually) will consist of the positions named in Exhibit A of these Bylaws. Each Director of the PTO to begin a given Fiscal Year will be elected by the Directors of the prior Fiscal Year. The term of office will begin September 1 of the given year. The Board may amend the types of Director positions and their descriptions in Exhibit A from time to time with a majority vote not subject to Article 10, and if it elects to do so will specify the term of any additional Director positions. However, the Board may not (i) remove the Co-Presidents, Treasurer(s), Clerk(s), or Fundraising Chair(s) from Exhibit A, nor (ii) reduce the number of Directors below nine individuals, without amending these Bylaws. No more than two PTO members from any immediate family may serve as Directors at the same time. Immediate family for this purpose is defined as members of the same household, siblings, siblings through marriage (in-laws), and parents of the PTO members.

When recruiting new Directors for upcoming vacancies, reasonable efforts should be made such that the Board will be comprised of Directors from as many grade levels as possible.

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8.2 The Board of Directors will meet with a quorum no less than three times during the school year. These meetings may be the same meetings as the PTO Member meetings in Article 5.1, provided a quorum of the Board of Directors is present either in-person or virtually. A quorum of Directors is a majority of Directors based on the number of filled Director positions at that time. Meetings of the Board may be called by (i) the Co-Presidents, or (ii) a majority of the Directors, with at least 3 days written notice given to all Directors. Board meetings may be open to all PTO Members. Directors may participate in any meeting of the Board by any communications equipment by which all persons participating in the meeting are able to hear each other at the same time. Such participation will constitute presence in person at such meeting.

8.3 With the exception of Director-at-large, up to two members may be elected to the office of all Director positions listed in Exhibit A, in which event the office shall be held jointly by those Directors. Terms used in the singular in these Bylaws shall be deemed to include the plural for co-Directors of a given Exhibit A position. For any given Fiscal Year, the Executive Committee may nominate as few as two or as many as six Directors-at-large for the following Fiscal Year, pursuant to Article 9. The Board of Directors may subsequently nominate an additional Director-at-large nominee pursuant to Article 9.3, however only in circumstances where the total number of Directors-at-large will not exceed six individuals.

8.4 In the event of a tied Board vote, except for elections in which case Article 9.5 will govern, the Board at that time will agree (by majority vote if necessary) on a procedure to resolve the tie, which may include convening at a future Board meeting after further researching the issue, proposing changes to the item being voted upon, initiating a vote of the entire PTO Membership, or other procedure agreed upon by the Board.

8.5 The Board of Directors has the powers and duties of a board of directors under Massachusetts law. Directors may be removed at any meeting of the Board of Directors, with or without cause, by a vote of the majority of the Directors with respect to whom such vote is taken. Removal of a Director under this Article 8.5 will also relieve that Director from their duties under Exhibit A, as well as from their position, if any, on the Executive Committee. The procedure for considering a replacement Director is governed by Article 8.7.

8.6 The term of office for Co-Presidents, Treasurer, Clerk, Fundraising Chair, Creative Arts and Sciences chair and Room Parent Coordinator is two years. The term of office for Directors-at-Large and ELL Committee Chair is one year. The term starts September 1 and ends August 31 the following year, however positions that are unfilled as of September 1 will begin, if at all, upon the appointment of a suitable individual in accordance with this Article 8, and end on August 31.

No Director may hold the same office for more than two consecutive terms. The Board of Directors may, for the purpose of promoting staggered terms or filling vacant positions, provide for a one-year term for any office and may waive the prohibition on serving in the same office for more than two consecutive terms.

8.7 If a Director resigns from their position prior to the end of the Fiscal Year, is removed pursuant to Article 8.5, or is removed from their duties on the Executive Committee pursuant to Article 7.5 and the Co-Presidents do not choose to install a Substitute Executive, the Board will determine whether or not to replace that individual. The process for mid-year replacement will be determined by the Board for each specific circumstance, and is not required to conform to the election procedures in Article 9. If and

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when a mid-year replacement is affirmed, that person's term will be deemed to have begun at the beginning of such Fiscal Year for purposes of Article 8.6, and whether or not they are on the Executive Committee will be governed by Article 7.1.

ARTICLE IX– NEW DIRECTORS AND ELECTIONS

9.1 For anticipated open Director positions for each subsequent school year, either due to expiry of a Director's term or the creation of a new Director position, the PTO shall issue at least one public notice, no earlier than February and no later than April, informing the PTO membership of the following year's available positions. Such notice will be announced to Countryside PTO members through the newsletter, email or other method(s) customarily used for school communications.

9.2 The Executive Committee will work with the Board of Directors and the PTO membership to facilitate interest by qualified individuals for the anticipated open positions, and will nominate one or more individuals for each anticipated open position no later than two weeks prior to the PTO Election Meeting, described in Articles 9.3 and 9.4 below, to elect the following year's Directors. The Clerk will be responsible for collating expressions of interest in open positions for discussion and potential nomination by the Executive Committee. An electronic or internet-based sign up program is an acceptable method of collation. For avoidance of doubt, not all PTO Members who express interest in open Director positions are required to be nominated by the Executive Committee, and interested PTO Members shall make themselves reasonably available for vetting if requested by the Executive Committee. The Executive Committee shall consider a PTO Member's prior experience, if any, performing their Director duties when it determines nominations, and it will generally seek to accommodate a Director with a successful track record who wishes to serve a second term of their position, subject to the term limitations of Article 8.6.

In instances where two or more individuals are nominated for one open position, the Executive Committee will specify to the Clerk and to the Board whether its intention is to nominate two individuals to share the position pursuant Section 8.3, or if its intention is to conduct a contested election for those two or more individuals. All nominees shall be members of the Countryside PTO.

9.3 Elections for the subsequent year's open Director positions will be held at a spring meeting ("Election Meeting") of the Countryside PTO, no earlier than May 1st but before June 30th. Notice of this Election Meeting will be announced to Countryside PTO members at least 10 days prior to the Election Meeting, with the names of the Executive Committee's nominees made public.

For a period of one week following the publication of the nominees, a majority of the Board of Directors may vote to add a nominee for any given Director position who has not been nominated by the Executive Committee. The language of such a Board motion to add a nominee will specify whether the Board's intention is to add a second individual to serve as a co-Director for a given Exhibit A position, or if its intention is to conduct a contested election between the Board's nominee and the Executive Committee's nominee(s). If such a vote is affirmative, the Clerk will be notified to add this nominee(s) to the Election Meeting ballot.

9.4 The election will be conducted by a confidential written ballot, as well as electronic ballot for those Directors who cannot attend in person. The Clerk is responsible for creating these ballots at least 2 days prior to the Election Meeting, with all the names of approved nominees whether the nominees are contested or uncontested. Every Director will be entitled to one vote. Directors may vote in person at the election meeting or may cast a vote electronically on the same calendar day as the actual election meeting. An email from the Director to the Clerk and the Co-Presidents with the

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names of the nominees they are voting for is an acceptable form of electronic ballot. In-person votes shall be marked on a paper ballot, which will be composed to allow for anonymity, for example boxes to mark in lieu of voters using their own penmanship. Paper ballots shall be prepared by the Clerk and completed ballots shall be placed in a non-transparent box or container.

Ballots will be tabulated by at least two Directors, one of which shall be the Clerk when the Clerk is present. A quorum of the Board of Directors at this meeting is required for the membership vote to be in accordance with these Bylaws. The Board will use reasonable efforts to schedule the Election Meeting on a date which allows time for at least one subsequent Board meeting during that Fiscal Year to include the incoming Directors. For avoidance of doubt, there is no requirement to have any contested positions in a particular year for an Election Meeting to comply with this Article 9.

9.5 The Treasurer shall perform all duties ascribed to the Clerk in this Article 9, if the Clerk is unable to perform these duties or if the Clerk position is unfilled at that time. In the event of a tied Board vote for a contested election, the Board at that time will agree (by majority vote if necessary) on a procedure to select an election winner, which may include convening at a future Board meeting after further researching the candidates, creating an additional Exhibit A Director position, initiating a vote of the entire PTO Membership, or other procedure agreed upon by the Board.

9.6 If open Director positions remain unfilled following the Election procedures in this Article 9, the Board may then determine to fill or not fill those open positions for the relevant Fiscal Year at its discretion, utilizing an agreed-upon procedure at that time.

ARTICLE X - AMENDMENTS

These bylaws may be altered, amended or repealed by a vote of no less than two-thirds of the entire Board of Directors, except with respect to any provision thereof which by law, the articles of incorporation or these Bylaws require action by all of its Members. The directors will give written notice of such action to the membership before such PTO meeting when that action will be voted. Any such alteration, amendment or repeal by the directors may then be altered, amended or repealed in whole or in part during that meeting.

ARTICLE XI - RULES OF ORDER

The rules contained in Robert's Rules of Order Revised govern this Organization in all cases not otherwise addressed by these By-Laws.

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EXHIBIT A – BOARD OF DIRECTORS POSITION DESCRIPTIONS

The descriptions below generally seek to convey the duties of each Director, however the Co-Presidents and Executive Committee have discretion to guide, emphasize certain aspects, or otherwise conform each Director's duties to the needs of the PTO during a particular fiscal year.

Co-Presidents will jointly share the position of President of the PTO. Duties include the following:

- Create and maintain a PTO calendar of events with collaboration with the principal.
- Work with the principal to identify PTO staff participants. Along with PTO staff participants from several grades, the Co-Presidents are encouraged to consider including an ELL teacher, Special Education teacher, and METCO administrator.
- Plan and run monthly PTO Meetings that are open to all members, above the minimum 3 meetings prescribed in Article 5.1. One week prior to the Board meeting, send an agenda to the Clerk so it can be sent to Board members;
- Plan and run monthly PTO staff participant meetings. Historically held on the second Tuesday of the month. One week prior to the meeting, send an agenda to the attendees.
- Introduce the PTO and its mission at Back-to-School Night.
- At least one Co-President should be present at all PTO events.
- Co-Presidents may take on the role of social media moderator/coordinator if the Clerk or another designated PTO member does not.
- Serve as Co-President editor on the weekly PTO newsletter. This includes proof-reading the newsletter and making sure all necessary information is included.
- Share PTO calendar with Clerk so it can be published in Directory.
- Share PTO calendar with PTO member managing the PTO's website so it can be posted.
- Divide PTO committees/events amongst the Co-Presidents for one of them to be the point-person for each event.
- Identify participants in the Executive Committee at the beginning of each school year in accordance with Article 7.3.

The Treasurer(s) will be the Chief Fiscal Officer of the Countryside PTO and will receive all monies of the Countryside PTO, will keep an accurate record of receipts and expenditures, and will make authorized disbursements in accordance with the budget. The Treasurer will serve as the primary payer of monetary disbursements in accordance with the budget and fulfillment of position purpose. The primary vehicle for reimbursement/payment is by check, with Treasurer discretion for another method where possible and applicable. The Treasurer will provide regular reports of the Countryside PTO's finances, prepare an annual budget for approval of the Countryside PTO at last meeting of the school year, and will prepare or oversee the filing of all fiscal reports and filings of the Countryside PTO as may be required to be filed with federal, state and local governments and agencies.

The Clerk(s) will handle all correspondence of the Countryside PTO, including maintaining the permanent record of the meetings of the Countryside PTO and the Board of Directors. This includes the following:

- Oversee production of the PTO Directory
- Check the PTO mailbox in the Main Office and alert committee heads if there is mail for them
- Send community emails for PTO events and activities including CAS reports

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- Perform all other duties usually pertaining to the office, including sending a notice of the meetings to the Executive Committee and the Countryside Community as deemed necessary by the Co-Presidents.
- Advertise Open Board meetings as is deemed fit (posters, sandwich board, email blasts)
- Email the Board with a proposed agenda at least one week before a Board meeting. Presidents will provide Clerk with proposed agenda
- Provide a copy of the minutes of each meeting for approval at subsequent meetings and once approved send to the relevant PTO Member for posting on the PTO website.

The Fundraising Chair(s) is responsible for coordinating the Annual Fund for the PTO each Fall. The Fundraising Chair should consult with the Treasurer and Executive Committee to determine fundraising needs for the year. Revise the Annual Fund brochure as needed and start the Annual Fund campaign at Back School Night or shortly thereafter. The Chair is responsible for sending thank you letters to donors, which typically include tax information pertaining to donations.. Work with individual event organizers to create promotional materials for fundraisers as needed. Advertise fundraisers as needed through the PTO newsletter, website, student folders, room parents, and other means.

The Room Parent Coordinator(s) is responsible for securing Room Parents for each classroom in the school. Room Parents should be solicited in the PTO newsletter, website, and at Back-to-School Night. Facilitate communication, via in-person or virtual meetings, or other methods, for room parents to attend to learn responsibilities/roles at the beginning of the year. Ensure communication of the Newton Public Schools teacher gift policy. The Room Parent Coordinator will maintain an organized list of Room Parent contact information and communicate with room parents as needed regarding PTO events. Coordinate and distribute staff gifts in December and June (includes sending email to room parents about how much is needed from each class to ensure that all school staff are gifted at these times).

The Creative Arts & Sciences Chair(s) is responsible for facilitating and coordinating Creative Arts and Sciences (CAS) programs at the school. CAS is a voluntary curriculum-related enrichment program completely organized and paid for by the PTO. This person will serve as the point person for grade level coordinators and is a liaison between the PTO and the district employee who helps the school facilitate CAS programming.

The English Language Learners (ELL) Committee Chair(s) will work with the ELL teachers to identify which languages are needed for translators and then get a list of parent translators to the PTO. Assist in facilitating translating materials as needed for the PTO, for example the Annual Fund brochure through those identified parent translators. The purpose of the ELL committee is to improve communications between Countryside School and ELL families. This includes using reasonable efforts to assist the families' transition to a new and unfamiliar American school culture.

A Director at Large is a PTO Member who is nominated and approved to be a voting Director without holding one of the other specified Board positions listed on Exhibit A. Directors at Large are expected to chair at least one significant social or fundraising event during the school year, and attend a significant number of PTO meetings. For avoidance of doubt, volunteering as a Director at Large is NOT a requirement to be an Event Committee chair.