



THE PEIRCE SCHOOL

PTO PARENT HANDBOOK

170 Temple Street, West Newton, MA 02465

PeircePTO.com

Thank you to Erica Rai for her brilliant graphic design work on this document. She brought our ideas to life.



May 20, 2020

Dear Parents,

Welcome to the Peirce PTO. The main purpose of the PTO is to build a community that includes students, parents, caregivers, teachers, and staff. We designed this handbook to inform you about all the great PTO events and committees we offer and how to get involved in the school.

From your PTO Tri-Presidents,

Jennifer Bekarian, Valerie Davisson, and Elsa Janairo



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Major School Events Listed by Month

Parents have the opportunity to be involved all year round! Have a look at the types of events you may be interested in below.

<p>SUMMER MEET UPS</p> <ul style="list-style-type: none"> • Incoming Kindergarten Meet ups 	<p>FEBRUARY</p> <ul style="list-style-type: none"> • Dad’s Night Out
<p>SEPTEMBER</p> <ul style="list-style-type: none"> • Back to School Picnic • School Directory Published • School Photo Day • Curriculum Night 	<p>MARCH</p> <ul style="list-style-type: none"> • Education Fair • Multicultural Night • Family Movie Night
<p>OCTOBER</p> <ul style="list-style-type: none"> • Book Fair • Mom’s Night Out 	<p>APRIL</p> <ul style="list-style-type: none"> • Mom’s Night Out • Newton Serves – Grounds Clean Up
<p>NOVEMBER</p> <ul style="list-style-type: none"> • Mystery Dinner • School Photo Retake Day • Friendship Walk 	<p>MAY</p> <ul style="list-style-type: none"> • School Supply Order Drive • Teacher Appreciation Lunch • Spring Gala (every other year)
<p>JANUARY</p> <ul style="list-style-type: none"> • Dynamic Diversity Night 	<p>JUNE</p> <ul style="list-style-type: none"> • Color Day • Family Dance

How to Volunteer for the PTO

The PTO sends an Expression of Interest volunteer form in late April or early May to all parents to recruit committee chairs and various organizing committee members to ensure continuity for the upcoming school year. Parents use that form to express interest in volunteering for particular positions. The PTO Tri-Presidents place the parent volunteers on committees based on the needs of the organization, in accordance with the expressed interests of the parent.

There are many opportunities to sign up to volunteer during the school year as well.

Recruiting for the following volunteers happens as the school year unfolds:

- Room Parents (September)
- Library Classroom Helpers (September)
- Back to School picnic volunteers (September)
- 5th Grade committee (September)
- Mystery Dinner hosts (September, October)
- Mom's Night Out hosts (October and April)
- Book Fair parent volunteers (October)
- Understanding Our Differences workshop classroom helpers (as events occur)
- Teacher Appreciation events (as they occur October through May)
- Education Fair presenters (February)
- Multicultural Night presenters (February)
- Color Day volunteers (June)

List of Volunteer Opportunities by Timing of Work

The Peirce PTO has volunteer opportunities that work for every schedule – during school hours, weeknights, Friday evenings, weekends, or anytime. We have opportunities to volunteer at single events or ongoing roles. Depending on how much time you have, we have the perfect volunteer role.

Ongoing Positions: **MEDIUM** Commitment

- Merchandise committee
- School Photographer(s)

Weekday during School Hours: **HIGH** Commitment

- Book Fair committee
- Education Fair coordinators

Weekday during School Hours: **LOW** Commitment

- Bulletin Board
- CAS (Creative Arts & Sciences) Grade Level Coordinators
- Color Day popsicle coordinator
- Library Volunteer coordinator
- Library Donation program
- METCO (Metropolitan Council for Educational Opportunity) Liaison committee for daytime events
- Photo Day helpers
- Principal Coffee coordinators
- Room Parent coordinator
- Social Action committee
- Teacher Appreciation committee
- Understanding Our Differences (UOD) grade level coordinators – Grades 3, 4, 5 only

List of Volunteer Opportunities by Timing of Work (continued)

Weeknights: Monday, Tuesday, Wednesday, or Thursday evenings

- FORJ (Families Organizing for Racial Justice) Dynamic Diversity Night committee
- Safe Routes to School committee
- SEPAC (Special Education Parent Advisory Council) Liaison
- Wellness committee
- Dad's Night Out
- Mom's Night Out

Friday Evening Family Social Events

- Back to School picnic committee
- Family Dance committee
- Family Movie Night committee chair
- Family Movie Night committee
- FORJ (Families Organizing for Racial Justice) Multicultural Night committee
- METCO (Metropolitan Council for Educational Opportunity) Liaison committee
– Friday afternoons on event days

Saturday Evening Adults-Only Social Events

- Mystery Dinner committee
- Spring Gala committee

Saturday or Sunday Daytime Family Events

- Newton Serves – Gardening, Facility and Grounds committee
- Incoming Kindergartner meet ups coordinators

List of Volunteer Opportunities by Timing of Work (continued)

Anytime (on your own schedule) Roles

- Directory
- ELL (English Language Learners) committee
- Fundraising committee
- School supplies committee
- Webmaster

Serving on the PTO Board

If you are interested in serving on the PTO Board, please reach out to one of the Tri-Presidents the year before you wish to serve. Normally the PTO Board is determined by May of the preceding year. Peirce PTO has a strong history because of the involved parents and well-managed succession planning. The PTO board is limited to a maximum of 20 positions, which can shift over time based on priorities. Most positions require a two-year commitment.

PTO BOARD POSITIONS

Tri-Presidents	PTO Fundraising Chair
PTO Secretary	METCO Liaison (Boston resident)
PTO Treasurer	METCO Liaison (Newton resident)
PTO Treasurer-elect (quasi Board position)	Member at Large
Creative Arts and Sciences (CAS) co-chairs	Past President
FORJ Liaison	School Principal
Social Action Chairs	Teacher Representatives

PTO Board Positions–Description of Roles

PTO TRI-PRESIDENTS

Intensity	High
Board Position	Yes
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	12 hours per month

Description of Role

Work as a team to plan, coordinate, and communicate PTO activities. Develop and adhere to a budget. Resolve issues that arise. Strategically determine PTO priorities for current year. Act as welcoming committee to parents and students. Hold monthly meetings with Principal to discuss ideas, concerns, and upcoming activities. Use leadership skills to guide board direction and manage all committees. Act as Peirce representatives at the Newton PTO Council meetings and the Newton School Committee meetings.

PTO SECRETARY

Intensity	Low
Board Position	Yes
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	2 hours per month

Description of Role

Record minutes at Board meetings. Type minutes and distribute to Board. Maintain by-laws and understand by-laws to ensure compliance.

PAST PRESIDENT

Intensity	Low
Board Position	Yes
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	1 meeting per month

Description of Role

This person serves to advise the current Tri-Presidents as required. The expectation is this person would attend all PTO Board meetings and school events.

PTO Board Positions–Description of Roles (continued)

TREASURER–BOARD POSITION

Intensity	High
Board Position	Yes
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	10 hours per month

Description of Role

ACCOUNTING SKILLS ARE IN HIGH DEMAND! Finance manager and Treasurer for Peirce PTO. Board Treasurer is responsible for budgeting and forecasting, monthly financials, disbursement approval, disbursement accounting, plus CAS and Equity compliance. Attends all PTO Board meetings. Board Treasurer works as a team with the Treasurer Elect to ensure accurate and timely financial reporting and proper internal controls to safeguard assets of the PTO.

Accounting skills are critical and highly desired by PTO Board. Please reach out if you can help.

TREASURER ELECT – NON-BOARD POSITION

Intensity	Medium
Board Position	Quasi
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	6 hours per month

Description of Role

ACCOUNTING SKILLS ARE IN HIGH DEMAND! Treasurer Elect is responsible for all cash receipts and check deposits, all revenue accounting and associated weekly reporting (to Mystery Dinner and Annual Appeal), bank reconciliations, tax return and 1099 preparation. May attend PTO Board meetings as desired and as a substitute when Board Treasurer cannot attend. Non-Board Treasurer works as a team with the Board Treasurer to ensure accurate and timely financial reporting and proper internal controls.

Accounting skills are critical and highly desired by PTO Board. Please reach out if you can help.

PTO Board Positions–Description of Roles (continued)

PTO FUNDRAISING CHAIR

Intensity	Medium
Board Position	Yes
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	4 hours per event
Description of Role	Work with PTO presidents to plan, execute, and market the Peirce Annual Appeal and other fundraising strategies. Secure donations for Mystery Dinner and other fundraising events.

CREATIVE ARTS AND SCIENCES (CAS) CO-CHAIRS

Intensity	Medium
Board Position	Yes
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	2-10 hours per month
Description of Role	Plan, coordinate, and execute CAS supplemental and enhanced programs for all Peirce grade levels (K-5). Chairperson oversees grade level coordinators to help with program selection, dates, and location set-up. Also coordinates school-wide concert series with Principal. Co-chairs attend all city-wide CAS meetings to bring new programs to Resource Guide.

PTO Board Positions–Description of Roles (continued)

FORJ LIAISON

Intensity	Medium
Board Position	Yes
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	2-3 meetings a

month

Description of Role

Organizes Peirce FORJ meetings, oversees sub-committees’ progress, attends Peirce School FORJ events, supports subcommittees when needed, informs PTO Presidents when communications are to be emailed to the community, attends city-wide FORJ meetings, communicates with the PTO Treasurer as needed to adhere to budget.

FORJ is Families Organizing for Racial Justice.

METCO LIAISON (BOSTON RESIDENT)

Intensity	Low
Board Position	Yes
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	3-4 hours per event

Description of Role

The METCO liaison (Boston resident) works with partner METCO liaison (Newton resident) to welcome Boston-based families when they visit the school in the Spring and serve as direct communication liaisons for all families in the METCO program. The primary goal of this board position is to strengthen ties between the METCO families and Newton-based families. Serve as host for onsite after-school care at Peirce for METCO students for school events such as Back to School picnic, Chorus Concerts, Movie Night, Multicultural Night, and Family Dance.

METCO is the Metropolitan Council for Educational Opportunity.

PTO Board Positions–Description of Roles (continued)

METCO LIAISON (NEWTON RESIDENT)

Intensity	Low
Board Position	Yes
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	3-4 hours per event

Description of Role

The METCO liaison (Newton resident) works with the partner METCO liaison (Boston resident) to welcome Boston-based families when they visit the school in the Spring and serve as direct communication liaisons for all families in the METCO program. The primary goal of this board position is to strengthen ties between the METCO families and Newton-based families. Serve as host for onsite after-school care at Peirce for METCO students for school events such as Back to School picnic, Chorus Concerts, Movie Night, Multicultural Night, and Family Dance.

METCO is the Metropolitan Council for Educational Opportunity.

SOCIAL ACTION CHAIRS

Intensity	Medium
Board Position	Yes
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	2-10 hours per

month

Description of Role

Work with PTO presidents to plan and schedule events for school year. Contact charities to organize drives and events; work with committee members to write blurbs for PTO weekly newsletter, design and print posters and fliers, set collection bins, collect and deliver all donated items. Introduce drives and events to students at town hall meetings. Encourage participation in drives through word-of-mouth and other channels, including the Peirce Parents Facebook page. Write follow-up blurb for PTO weekly newsletter to thank community for participation and donations.

PTO Board Positions–Description of Roles (continued)

MEMBER AT LARGE

Intensity	Low
Board Position	Yes
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	1 meeting per month

Description of Role

The Member At Large board position is a way for a motivated parent to join the board, learn about the various board positions, observe board members in their roles, and hopefully take on a new board position that interests them in the following year. Additionally, it is another voice of the board to the Peirce Community.

Parent Volunteer Positions

The PTO strives to be an inclusive community that provides many ways for parents to be involved. We’ve organized these roles based on the timing of work – during the school day, weeknights, Friday evenings, weekends, and anytime. We hope every parent can find a way to volunteer.

Ongoing Positions–Medium Commitment

MERCHANDISE COMMITTEE

Intensity	Medium
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	1-5 hours per month
Description of Role	
<p>The merchandise committee orders and sells Peirce merchandise at key events during the year. Chairperson organizes inventory and determines new orders within the budget approved by the PTO. Onsite sales at various school events including Back to School picnic, Book Fair, Family Dance, Movie Night, Multicultural Night, and various others.</p>	

SCHOOL PHOTOGRAPHER(S)

Intensity	Medium
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	2-4 hours per month
Description of Role	
<p>Attend and take photos of all important Peirce events for all grade levels. Upload and organize photos online.</p>	

Weekday During School Hours–High Commitment

BOOK FAIR COMMITTEE

Intensity	High
Ongoing role or One-Time	One time
Estimated Time Commitment	30 hours total

Description of Role

Two co-chairs share responsibility for all aspects of the bookfair including fundraising goals. They maintain relationships with vendors, ensure school-wide communications are clear and timely, and manage the team to ensure tasks are completed and the book fair has appropriate coverage. Co-chairs are also responsible for investigating and presenting various vendor options for bookfair. Committee members divide and conquer each task to ensure a successful event - attend weekly planning meetings to share progress updates, and attend the full book fair including set-up, break-down, and pizza night. Hours estimated at 30 hours in total = 2-4 hours for set up + 8-10 hours for each event day + 10 hours for committee meetings.

EDUCATION FAIR COORDINATORS

Intensity	High
Ongoing role or One-Time	1 time
Estimated Time Commitment	5-15 hours/mo Jan-

Mar

Description of Role

Parent coordinators, in conjunction with school staff, organize the annual Spring Education Fair with a different educational theme every year. Recent annual Peirce education fair topics have included a Health Fair, Science Fair, Finance Fair, and Paw City Building Project. Coordinators recruit parent volunteer presenters, help teachers plan the event, prepare handouts, and run the logistics of the Fair.

Weekday During School Hours–Low Commitment

BULLETIN BOARD

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	1 hour per month

Description of Role

A volunteer who keeps the front and back bulletin boards (outside the school) looking nice with relevant and current information content for students, parents, and caregivers.

CAS COMMITTEE MEMBERS (Grade Level Coordinators)

Intensity	Low
Ongoing role or One-Time	3 times
Estimated Time Commitment	2 meetings, 1

program

Description of Role

Creative Arts & Sciences (CAS) grade level coordinators must attend two mandatory orientation meetings in September - one at Peirce and one at the district (NPS). Grade level coordinators transition programs that were selected in May/June of prior school year. Coordinators ensure date, time, and location of events are confirmed and do not conflict with other events. Each grade level coordinator runs one program per year. Day of program the designated coordinator ensures that room is properly configured, required equipment is tested and ready, and greets the presenter and escorts to location. Coordinator provides lunch, snacks and water for the presenter. The coordinator writes up the evaluation for parents and families and sends a thank you note to the presenter. Grade level coordinators are required to write an introduction email describing upcoming programs to distribute to parents for their grade.

Weekday During School Hours–Low Commitment (continued)

COLOR DAY POPSICLE COORDINATOR

Intensity	Low
Ongoing role or One-Time	1 time
Estimated Time Commitment	4 hours

Description of Role

Bring popsicles for the entire Peirce student body on Color Day, and manage the popsicle station curbside in the Peirce parking lot throughout the event (a Tuesday morning in June).

LIBRARY VOLUNTEER COORDINATOR

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	Sept is busy, then

low

Description of Role

Recruit volunteers for each classroom to help the librarian during their children’s weekly library time. Organize volunteer schedule for the year, help the volunteer teams coordinate their calendars. Train new volunteers. Help Librarian with projects as needed.

LIBRARY DONATION PROGRAM

Intensity	Low / Medium
Ongoing role or One-Time	1 time
Estimated Time Commitment	20 hours total (Mar-

Jun)

Description of Role

Coordinate with librarian to identify which books are needed. Estimate cost of books and raise funds needed. Publicize the library donation program in folders, around school, and in PTO weekly newsletter. Create an online form for donors to indicate book honorees. Host a table (typically on a Walk to School Friday) to solicit donations. Plate books with honoree names.

Weekday During School Hours–Low Commitment (continued)

METCO LIAISON COMMITTEE – DAYTIME EVENTS

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	3-4 hours per event

Description of Role

The METCO committee for daytime events welcomes Boston-based families when they visit the school in the Spring and serves as communication liaisons for all families in the METCO program. The committee fosters connections between our Boston-based families and Newton-based families and helps to facilitate access for all Boston-based students to participate in evening Peirce community events, such as Chorus Concerts, Family Picnic, Movie Night, Multicultural Night, and Family Dance by organizing afterschool activities in Newton for the Boston-based students from 3pm until 6pm on those event days.

METCO is the Metropolitan Council for Educational Opportunity.

PHOTO DAY HELPERS

Intensity	Low
Ongoing role or One-Time	1 to 2 times
Estimated Time Commitment	4 hours

Description of Role

Assist the photographers on school picture day. Event usually runs 8:30am to noon. Some committee members may also help on photo re-take day.

Weekday During School Hours–Low Commitment (continued)

PRINCIPAL COFFEE COORDINATOR

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	7-8 events per year

Description of Role

The members of this committee arrange and organize coffee and light refreshments for parents who attend the scheduled Principal coffee morning meetings. Members generally attend the meetings and help with clean-up afterwards.

ROOM PARENT COORDINATOR

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	1 hour per month

Description of Role

The room parent coordinator works with the PTO Presidents to serve as a resource for new room parents, communicate expectations, maintain equity compliance, and offer suggestions to the Room Parents. The coordinator hosts an in-person meeting in September to meet the room parents and answer questions.

SOCIAL ACTION COMMITTEE

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	10 hours per year

Description of Role

Committee Members assist with all of the Social Action event tasks needed to orchestrate drives and events. When committee has enough members, committee members are paired with a co-chair to help with specific events.

Weekday During School Hours–Low Commitment (continued)

TEACHER APPRECIATION COMMITTEE

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	7 events per year

Description of Role

Manage the calendar, create and distribute the Sign Up Genius in advance of each event, coordinate the marketing blurb for PTO weekly newsletter, monitor the Sign Up Genius to ensure coverage and participation, and coordinate reminders to the grade levels prior to the events. Committee members attend the events (as many as possible), receive food and beverage donations, and prepare the table for the breakfast or luncheon. Each grade hosts one breakfast per year and the entire school hosts one lunch per year (during National Teacher Appreciation week in May).

UOD GRADE LEVEL COORDINATORS – Grades 3, 4, 5 only

Intensity	Low
Ongoing role or One-Time	3 times
Estimated Time Commitment	4 hours per event

Description of Role

Understanding Our Differences (UOD) is a nonprofit that works in partnership with the Newton Public Schools to provide a disability awareness program for elementary school children in grades 3-5 to promote inclusion, understanding and acceptance of people with disabilities and individual differences. The programs at the school are presented by parent volunteers. The volunteer grade-level coordinator contacts teachers to schedule workshops; recruits parent volunteers; emails training videos to parent volunteers; schedules a guest speaker (when required by program) and introduces the program to the classroom. Coordinators are provided with training, an online handbook and program support from Understanding Our Differences staff, as well as step-by-step curricula and materials for each activity.

Weeknights – Mon, Tue, Wed, or Thurs Evenings

FORJ – DYNAMIC DIVERSITY NIGHT COMMITTEE

Intensity	Low
Ongoing role or One-Time	1 event
Estimated Time Commitment	6 hours

Description of Role

Dynamic Diversity Night committee selects the topic, plans the activity, and prepares materials to hand out at the event. The FORJ committee strives to help all members of our Peirce community learn about race, racism, culture, and identity in society today, stand up for equality and justice, and nurture a safe, welcoming environment for all students, parents, and staff. We take action to address bias and inequity and promote healing and connection between individuals and communities. The two major FORJ events are MultiCultural Night and the Dynamic Diversity Night. Currently, the activities include organizing discussion groups, community celebrations of our diverse backgrounds and holidays, addressing issues that arise in our community and researching/exploring resources to support these goals in our community. Members attend the Peirce FORJ introductory meeting, attend Peirce FORJ events, and help to prepare for their sub-committee's event/activity. Attendance at monthly citywide FORJ meetings is optional.

FORJ is Families Organizing for Racial Justice.

SAFE ROUTES TO SCHOOL COMMITTEE

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	1-4 hours per month

Description of Role

Identify safety issues affecting routes to Peirce, and bring issues to the City of Newton's attention to address. Organize safe walk and bike to school events. Write marketing reminders for PTO Weekly newsletter that Walk to School Day is the first Friday of every month from October through June.

Weeknights – Mon, Tue, Wed, or Thurs Evenings (continued)

SEPAC LIAISON

Intensity	Medium
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	2 hours per month

Description of Role

Attend Newton SEPAC meetings and prepare blurbs for PTO weekly newsletter as necessary. Position can be shared.

SEPAC is Special Education Parent Advisory Council.

WELLNESS COMMITTEE

Intensity	Medium
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	2-4 hours per month

Description of Role

Conduct activities to raise awareness and educate the Peirce community regarding various aspects of wellness, including social and emotional learning, healthy eating, and sustainability. This committee will include at least one of each of the following: a Food Advisory Committee liaison, a Green Newton liaison, and a Social Emotional Learning For Newton (SEL4Newton) liaison. The liaisons will also attend their respective Newtonwide organizational meetings as representatives from Peirce.

DAD'S NIGHT OUT COORDINATORS

Intensity	Low
Ongoing role or One-Time	1 time
Estimated Time Commitment	2 hours + 1 event

Description of Role

Two volunteers plan and execute the event. This consists of coordinating a date and time with the PTO Presidents, selecting location, choosing food and beverage, writing invitation blurb for the PTO weekly newsletter, and attending the event. Collect monetary donations at event and deliver to the Treasurer. Estimated time commitment is two planning hours plus one event.

Weeknights – Mon, Tue, Wed, or Thurs Evenings (continued)

MOM'S NIGHT OUT COORDINATORS

Intensity	Low
Ongoing role or One-Time	2 times
Estimated Time Commitment	2 hours + 2 events

Description of Role

Two volunteers plan and execute the event within approved budget. This consists of coordinating a date and time with the PTO Presidents, selecting location, planning food and beverages, creating marketing plan (invitation, PTO weekly newsletter), and attending the event. Collect monetary donations at event and deliver to Treasurer. Estimated time commitment is two planning hours plus two events.

Friday Evening Family Social Events

BACK TO SCHOOL PICNIC COMMITTEE

Intensity	Low
Ongoing role or One-Time	1 time
Estimated Time Commitment	2 hours + event

Description of Role

Committee chair leads committee members to plan, assign, and execute all tasks for picnic within approved budget. Responsible for communication with the PTO and accounting for all expenses and income generated. Committee tasks include: select event date, obtain building permit, coordinate janitorial services, coordinate parent volunteers, choose food vendors, communicate with PTO Presidents, manage event promotion, procure supplies, and account for expenses and revenue.

Friday Evening Family Social Events (continued)

FAMILY DANCE COMMITTEE

Intensity	Low
Ongoing role or One-Time	1 time
Estimated Time Commitment	3 hours + event

Description of Role

Plan and execute all aspects of the Family Dance within the allocated budget. This includes DJ selection, food vendors selection, field permit and building permit. Secure parent volunteers to sell pizza, collect money, set up event, and clean up.

FAMILY MOVIE NIGHT CHAIR

Intensity	Low
Ongoing role or One-Time	1 time
Estimated Time Commitment	5 hours + event

Description of Role

Coordinate event date with PTO and principal, coordinate movie selection with principal/students, purchase movie and license, secure building permit and equipment, promote event through PTO and flyers, coordinate and order refreshments and supplies, recruit and coordinate volunteers, manage and track expenses and income, provide post-event summary.

FAMILY MOVIE NIGHT COMMITTEE

Intensity	Low
Ongoing role or One-Time	1 time
Estimated Time Commitment	1 event

Description of Role

Purchase refreshments, set up food table, sell popcorn, refreshments, and water, clean up food table.

Friday Evening Family Social Events (continued)

FORJ – MULTICULTURAL NIGHT COMMITTEE

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	2 hours/mo + event

Description of Role

Multicultural Night committee selects the date, recruits all family presenters, obtains building permit, procures supplies, sets up and cleans up the event. The FORJ committee strives to help all members of our Peirce community learn about race, racism, culture, and identity in society today, stand up for equality and justice, and nurture a safe, welcoming environment for all students, parents, and staff. We take action to address bias and inequity and promote healing and connection between individuals and communities. The two major FORJ events are MultiCultural Night and Dynamic Diversity Night. Currently, the activities include organizing discussion groups, community celebrations of our diverse backgrounds and holidays, addressing issues that arise in our community and researching/exploring resources to support these goals in our community. Members attend the Peirce FORJ introductory meeting, attend Peirce FORJ events, help to prepare for their sub-committee's event/activity. Attendance at monthly citywide FORJ meetings is optional.

FORJ is Families Organizing for Racial Justice.

METCO LIAISON COMMITTEE (After School Event Days)

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	3-4 hours per event

Description of Role

The committee fosters connections between our Boston-based families and Newton-based families, and helps to facilitate access for all Boston-based students to participate in evening Peirce community events, such as Chorus Concerts, Back to School Picnic, Movie Night, Multicultural Night, and Family Dance by organizing afterschool activities at Peirce for the Boston-based students from 3pm until 6pm on those event days.

METCO is the Metropolitan Council for Educational Opportunity.

Saturday Evening Adults-Only Social Event

MYSTERY DINNER COMMITTEE

Intensity	High
Ongoing role or One-Time	Oct-Nov
Estimated Time Commitment	36+ hours
Description of Role	

Three committee members plan and execute the Mystery Dinner while working within a specified PTO budget. The Mystery dinner is one of the two major fundraisers at Peirce. The Mystery dinner raises approximately \$15,000 through ticket sales and donations which seeks to cover the cost of the Creative Arts and Sciences (CAS) program. Committee works as a team to select venues for cocktails and dessert, recruit dinner and dessert host, solicit donations for alcohol and desserts, sell tickets, create all marketing visuals (flyers, posters, save the date, invites, PTO weekly newsletter blurbs), monitor ticket sales, work within strict budget guidelines, order and purchase all food, choose theme, create invitations, and balance capacity and attendance. Hours breakdown: 25 hours for committee meetings +3 hours set up + 6 hours event + 4 hours attendance at other school events to promote event and line up hosts.

SPRING GALA COMMITTEE

Intensity	Medium
Ongoing role or One-Time	1 time
Estimated Time Commitment	8-10 hours
Description of Role	

The committee chooses a theme and plans all aspects of the bi-annual gala (every other year). This is the only Spring adults-only social event. The Spring Gala is usually marketed as a "reward for meeting the Annual Appeal goal." This event is less formal than the Mystery Dinner. Working within a budget with a goal of break-even, the Gala finds a location, orders food and beverages, and decorates according to the theme. Committee plans all marketing for event including PTO weekly newsletter blurbs, flyers for backpacks, and word of mouth. Time includes planning time plus the event.

Saturday or Sunday Daytime Family Events

GARDENING, FACILITY and GROUNDS COMMITTEE

Intensity	Low
Ongoing role or One-Time	1 time
Estimated Time Commitment	12 hours total

Description of Role

Coordinate the clean-up and beautification of school grounds with Newton Serves in April. Committee Chair attends Newton Serves meeting in March which usually takes place on a weeknight. Coordinate with the City of Newton to deliver mulch, tools, and yard bags to the school. Create marketing blurb for PTO weekly newsletter. Create sign up genius to sign up volunteers. On the day of the event, assign all volunteers to various tasks around the school yard.

INCOMING KINDERGARTEN COORDINATORS

Intensity	Low
Ongoing role or One-Time	3 events
Estimated Time Commitment	6 hours

Description of Role

Two parents, who have older children at Peirce, organize and attend two summer meet-ups with all new Kindergarten families prior to the beginning of the school year. Also attend the Kindergarten welcome meeting for parents and Kindergarteners which takes place in June. Parent volunteers buy and serve popsicles at these meet-ups. Three meetings required in total. Time estimated at three events plus one planning hour.

Anytime Roles

DIRECTORY

Intensity	Medium
Ongoing role or One-Time	1 time
Estimated Time Commitment	25 hours
Description of Role	

Directory chair learns the directory software, ensures all students and families are considered, prints directory, and runs the directory contest at end of school year.

ELL (English Language Learners) COMMITTEE

Intensity	Low / Medium
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	Varies
Description of Role	

NEW FOR FALL 2020! The ELL PTO Committee Chair is a liaison between the PTO, ELL teachers and ELL families (through individual cultural group leaders). The committee members are bilingual cultural leaders who represent one of the language groups of the ELL community. They communicate directly back and forth between the ELL parents in their cultural group, the ELL teachers, and the ELL PTO Chair. Most common languages at Peirce are Korean, Japanese, Russian, Hebrew, Vietnamese, Thai, and Spanish. Could also include Mandarin and Cantonese, Portuguese, and others.

FUNDRAISING COMMITTEE

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	10-20 hours per year
Description of Role	

Work with Fundraising chair to brainstorm ideas on how to raise money for the PTO. Committee members sell ads for Directory, solicit donations from grocery stores for PTO events, and find ideas for other fundraisers.

Anytime Roles (continued)

SCHOOL SUPPLIES COMMITTEE

Intensity	Low
Ongoing role or One-Time	1 time
Estimated Time Commitment	6 hours per year

Description of Role

Organize the order, purchase and distribution of parent-ordered student school supply kits. Committee chair oversees the process of contacting the teachers, getting the lists of needed supplies, updating the vendor’s portal with additions/deletions from last year’s lists, creating the blurbs for the PTO weekly newsletter and flyer, distributing flyers for homework folders, and delivering supply kits to classrooms. Committee members update the supply lists based on information from the teachers, help to distribute the flyers, and help to distribute the supply kits to the classrooms a few days before school starts. Time commitment is 3 hours in August, plus 1 hour per month in Spring.

WEBMASTER

Intensity	Low / Medium
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	1 hour per month

Description of Role

THIS IS A HIGH DEMAND SKILL! Webmaster maintains the PTO website to ensure all web pages and links are up to date and posts new pages as required. Creates HTML links for fundraisers and ticket sales. Ensures website is secure and all website plug ins are updated regularly. Ensures GoDaddy subscription is current.

Web programming is a critical skill in high demand by the PTO Board. If you can help, please reach out.