



THE PEIRCE SCHOOL PTO PARENT HANDBOOK

170 Temple Street, West Newton, MA 02465

PeircePTO.com



Dear Parents,

Welcome to the Peirce Parent Teacher Organization (PTO)! The main purpose of the PTO is to build a community that includes students, parents, caregivers, teachers, and staff. This handbook is designed to inform you about all the great PTO events and committees we offer and how to get involved at school.

We are recruiting volunteers for the 2023-2024 school year for the events, programs and positions described in this handbook.

Thank you for your support!

From your 2022-23 PTO Leadership Team

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TABLE OF CONTENTS

1. Major PTO Events Listed by Month

2. How to Volunteer

3. List of Volunteer Opportunities by Timing of Work

- a. Ongoing Positions
- b. Weekday during School Hours – High commitment
- c. Weekday during School Hours – Low-Med commitment
- d. Weeknights – Monday, Tuesday, Wednesday, or Thursday evenings
- e. Friday Evening Events
- f. Saturday Evening Adults-only Social Events
- g. Saturday or Sunday Daytime Family Events
- h. Anytime (on your own schedule) Roles

4. Serving on the PTO Board

- a. PTO Board Positions - List of roles
- b. PTO Board Positions – Description of Roles

5. Parent Volunteer Positions – Description of Roles

- a. Ongoing Positions
- b. Weekday during School Hours – High commitment
- c. Weekday during School Hours – Low-Med commitment
- d. Weeknights – Monday, Tuesday, Wednesday, or Thursday evenings
- e. Friday Evening Events
- f. Saturday Evening Adults-only Social Events
- g. Saturday or Sunday Daytime Family Events
- h. Anytime (on your own schedule) Roles

Major PTO 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</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 	<p>MARCH</p>
<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 • NewtonSERVES–Grounds Clean Up • School Supply Order Drive
<p>NOVEMBER</p> <ul style="list-style-type: none"> • Mystery Dinner 	<p>MAY</p> <ul style="list-style-type: none"> • Multicultural Night • Teacher & Staff Appreciation Lunch • Spring Social (biannual)
<p>JANUARY</p>	<p>JUNE</p> <ul style="list-style-type: none"> • Family Dance • Color Day

How to Volunteer for the PTO

The PTO sends an Expression of Interest volunteer form in May to all parents and caregivers to recruit committee chairs and various organizing committee members for the upcoming school year. Parents use the volunteer form to express interest in particular positions. The PTO leadership then places 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:

- Back to School Picnic volunteers (September)
- Room Parents (September)
- Library Classroom Helpers (September)
- 5th Grade committee (September)
- School Photo Day (September)
- Mom's Night Out hosts (October, April)
- Book Fair parent volunteers (October)
- Teacher & Staff Appreciation events (October-May)
- Mystery Dinner hosts (November)
- NewtonSERVES Grounds Clean Up (April)
- Multicultural Night presenters (May)
- Family Dance volunteers (June)
- 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

- Community Impact committee
- ELL (English Language Learners) committee
- FORJ (Families Organizing for Racial Justice) committee
- Fundraising committee
- Merchandise committee
- School Photographer(s)
- Social Emotional Learning (SEL) committee
- Special Education Parent Advisory Council (SEPAC) committee

Weekday during School Hours: HIGH Commitment

- Book Fair co-chairs & committee

Weekday during School Hours: LOW-MED Commitment

- Color Day Popsicle coordinator
- Creative Arts & Sciences (CAS) Grade Level Coordinators
- Library Volunteer coordinator
- Photo Day helpers
- Principal Coffee coordinators
- Safe Routes to School committee
- Teacher & Staff Appreciation committee

Weeknights: Monday, Tuesday, Wednesday, or Thursday evenings

- Dad's Night Out coordinators
- Mom's Night Out coordinators

Friday Evening Events

- Back to School Picnic chair & committee
- Family Dance committee
- METCO Liaison committee

Saturday Evening Adults-Only Social Events

- Mystery Dinner committee
- Spring Social committee

Saturday or Sunday Daytime Family Events

- Gardening, Facility & Grounds chair & committee (NewtonSERVES)
- Incoming Kindergarten & New Family Welcoming coordinators

Anytime (on your own schedule) Roles

- Bulletin Board manager
- Directory - Advertising committee
- Directory - Family Records manager
- Room Parent coordinator
- School Supplies chair
- School Supplies committee
- Social Media Manager

Serving on the PTO Board

If you are interested in serving on the PTO Board, please reach out to the PTO leadership the year before you wish to serve. Normally the PTO Board is determined by May or early June of the preceding year. The 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. In addition to fulfilling the responsibilities of their specific positions, PTO Board members attend monthly meetings (90 mins on a weekday evening).

PTO BOARD POSITIONS

PTO Co-Presidents (2)	English Language Learners (ELL) Chair
PTO Vice Presidents (2)	Families Organizing For Racial Justice (FORJ) Chair
PTO Co-Treasurers (2)	Member-At-Large
PTO Secretary	METCO Co-Chairs (Boston & Newton)
PTO Fundraising Chair	Social Emotional Learning (SEL) Chair
PTO Past President	Special Education Parent Advisory Council (SEPAC) Chair
Community Impact Chair	School Principal
Creative Arts & Sciences (CAS) Co-Chairs (2)	Teacher Representatives (2)

PTO Board Positions–Description of Roles

PTO CO-PRESIDENTS (2)

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

Description of Role

Work as a team with the Vice Presidents to plan, coordinate, and communicate PTO activities, partnering with teachers, staff, and community to help ensure Peirce is inclusive and welcoming to all families. Set priorities for the year and work with the Treasurer to develop and adhere to a budget that reflects those priorities. Partner with the Fundraising Chair to ensure the PTO raises sufficient funding to support the annual budget and ensure the long-term sustainability of the organization. Resolve issues that arise. Act as welcoming committee to parents and students. Hold monthly meetings with the Principal to discuss ideas, concerns, and upcoming activities. Use leadership skills to guide Board direction (including partnering with Vice Presidents to develop Board meeting agendas and facilitate discussions), manage committees, and ensure successful volunteer transitions and succession as needed. Act as Peirce representatives at the Newton PTO Council meetings and the Newton School Committee meetings. This is a one-year position following a year serving as Vice President.

PTO VICE PRESIDENTS (2)

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

Description of Role

This newly created position provides an opportunity for volunteers to take a PTO leadership role while being exposed to and learning more about all facets of the organization. The key responsibilities are as follows: Work as a team with the Presidents to plan, coordinate, and communicate PTO activities. Inform PTO annual priorities and budget. Use leadership skills to guide Board direction (including partnering with Presidents to develop Board meeting agendas and facilitate discussions), manage committees, and support successful transitions and succession of volunteer roles. Support welcoming of new parents and students. As needed, attend monthly meetings with the Principal, and act as Peirce representatives at the Newton PTO Council meetings and the Newton School Committee meetings. Each Vice President serves one year and then moves into a President role for a second year of service.

PTO Board Positions–Description of Roles (continued)

PTO CO-TREASURER - #1

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 Co-Treasurer for Peirce PTO. Co-Treasurer #1 is responsible for budgeting and forecasting, monthly financials, disbursement approval, disbursement accounting, plus CAS and Equity compliance. Attends all PTO Board meetings and PTOC trainings as necessary. Co-Treasurer #1 works as a team with the Co-Treasurer #2 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.

PTO CO-TREASURER - #2

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

Description of Role

ACCOUNTING SKILLS ARE IN HIGH DEMAND! Co-Treasurer #2 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. Co-Treasurer #2 also attends all PTO Board meetings and works as a team with the Co-Treasurer #1 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 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 the Board. Maintain by-laws and understand by-laws to ensure compliance. File Annual Report with the Commonwealth of Massachusetts.

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 leadership to ensure the organization raises sufficient funding to cover annual expenses. Lead planning and execution of the Peirce Annual Appeal - including developing the solicitation letter and all marketing materials - and engage and oversee the Fundraising Committee in planning, executing, and marketing other fundraising strategies (e.g., restaurant nights, auction, etc.). Marketing for fundraising initiatives include updates for the PTO's weekly newsletter, stand alone messages to the community, flyers, and content for the website and bulletin boards. Secure donations for Mystery Dinner and other fundraising events as needed.

PTO 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 PTO leadership as needed, and attends all PTO Board meetings and school events.

PTO Board Positions–Description of Roles (continued)

COMMUNITY IMPACT CHAIR

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 leadership to plan and schedule events for the school year. Contact nonprofits to organize drives and events, work with committee members to write blurbs for PTO weekly newsletter and stand alone emails, 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 pages. Write follow-up blurb for PTO weekly newsletter to thank community for participation and donations.

CREATIVE ARTS & 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) consistent with the budget approved by the PTO Board and current Equity Committee guidelines. Co-chairs oversee grade-level coordinators to help with program selection, dates, and location set-up. Also coordinate school-wide concert series with the Principal. Co-chairs attend all city-wide CAS meetings to bring new programs to the Resource Guide.

PTO Board Positions–Description of Roles (continued)

ENGLISH LANGUAGE LEARNERS (ELL) CHAIR

Intensity	Medium
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	2-10 hours per month
Description of Role	

The ELL Chair is a liaison between the PTO, ELL teachers, and ELL families, and helps to raise awareness of issues relevant to students and families who face language and/or cultural barriers to participation. The ELL Chair also prepares ELL communications for the PTO weekly newsletter and coordinates the ELL committee.

FAMILIES ORGANIZING FOR RACIAL JUSTICE (FORJ) CHAIR

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 including Parent Awareness, Student Awareness, and Multicultural Night, attends Peirce School FORJ events, supports subcommittees when needed, informs PTO leadership when communications are to be sent to the community, drafts messages (including holiday observances), attends city-wide FORJ meetings, and communicates with the PTO Treasurer as needed to adhere to budget.

PTO Board Positions–Description of Roles (continued)

MEMBER-AT-LARGE

Intensity	Medium
Board Position	Yes
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	5 hours per month

Description of Role

The Member-At-Large serves to keep the PTO leadership, Board, parents, and caregivers informed of district and city-wide events, initiatives, and policies that impact the Peirce community. For example, the Member-At-Large will listen to School Committee meetings and relevant city meetings to stay informed on issues, share back relevant information with the PTO and parent community, and work to mobilize parent involvement or response as needed. The Member-At-Large will attend Peirce PTO Board meetings

METCO CO-CHAIR - 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 Boston METCO Co-Chair will help to raise awareness of issues relevant to students in the METCO program and prepare communications for the PTO weekly newsletter. The Boston Co-Chair will work with the Newton Co-Chair to oversee the METCO Liaison Committee. The primary goal of this board position is to strengthen ties between our Boston-based families and Newton-based families. They will help to coordinate onsite after-school care at Peirce for METCO students for school community events.

METCO is the Metropolitan Council for Educational Opportunity

PTO Board Positions–Description of Roles (continued)

METCO CO-CHAIR - 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 Newton METCO Co-Chair will help to raise awareness of issues relevant to students in the METCO program and prepare communications for the PTO weekly newsletter. The Newton Co-Chair will work with the Boston Co-Chair to oversee the METCO Liaison Committee. The primary goal of this board position is to strengthen ties between our Boston-based families and Newton-based families. They will serve as host for onsite after-school care at Peirce for Boston-based students for school community events.

METCO is the Metropolitan Council for Educational Opportunity.

SOCIAL EMOTIONAL LEARNING (SEL) CHAIR

Intensity	Medium
Board Position	Yes
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	TBD hours per month

Description of Role

Organizes Peirce SEL committee meetings and oversees committee’s work, prepares communications that are to be emailed to the community, communicates with the PTO Treasurer as needed to adhere to budget.

PTO Board Positions–Description of Roles (continued)

SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC) CHAIR

Intensity	Medium
Board Position	Yes
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	TBD hours per month

Description of Role

The Chair will oversee the Peirce SEPAC Committee, help to raise awareness of issues relevant to students with learning differences and related disabilities, and prepare SEPAC communications for the PTO weekly newsletter.

Parent Volunteer Positions

The PTO strives to be an inclusive community that provides many ways for parents and caregivers to be involved. We've organized the roles based on the timing of the work (i.e., during the school day, weeknights, Friday evenings, weekends, and anytime) and level of commitment required (i.e., high, medium, low). For those roles tied to specific events (e.g., Back to School Picnic), we've organized them here based on the timing of the event itself though we recognize that the planning happens in advance, whenever volunteers are available to coordinate. We hope everyone can find a way to volunteer.

Ongoing Positions

COMMUNITY IMPACT 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 Community Impact event tasks needed to orchestrate drives, initiatives and events. When committee has enough members, committee members are paired with a co-chair to help with specific events.

ELL (English Language Learners) COMMITTEE

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

The ELL committee members are bilingual cultural leaders who represent the language groups of the ELL community. The Committee members will maintain communication and involvement with the Newton ELPAC. The Committee will also collaborate with the PTO and the administration to build a supportive community for newly-immigrated families and families receiving ELL services at Peirce School, including connecting new and current families with shared language and culture as possible. They will also help maintain open lines of communication and provide translation support for PTO community communications.

FORJ COMMITTEE

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	2 hours/mo + events
Description of Role	

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 at our school. We take action to address bias and inequity, and promote healing and connection between individuals and communities. Currently, the activities include organizing workshops (e.g., Dynamic Diversity Night), discussion groups, listening circles, community celebrations of our diverse backgrounds and holidays (such as Multicultural Night), addressing issues that arise in our community and researching/exploring resources to support these goals in our community. Members attend the Peirce FORJ meetings and events, and help to plan and run activities for the Peirce community. To meet our goals, the committee is organized into the following subcommittees Parent Awareness, Student Awareness, and Multicultural Night. Attendance at monthly citywide FORJ meetings is optional.

FORJ is Families Organizing for Racial Justice.

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 from diverse sources. Committee members may be responsible for soliciting donations from stores for PTO events, and developing and executing new ideas for other fundraisers.

MERCHANDISE COMMITTEE

Intensity	Medium
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	1-5 hours per month
Description of Role	

The merchandise committee orders, markets (using blurbs, flyers, and bulletin boards), and sells Peirce merchandise at key events and online throughout the year. As part of this, the committee is responsible for organizing and maintaining inventory and records, managing the budget approved by the PTO Board, coordinating with the Treasurer(s) to ensure proper payments, and delivering merchandise as needed. Onsite sales occur at various school events including Back to School picnic, Book Fair, Family Dance, and Multicultural Night.

Ongoing Positions (continued)

SCHOOL PHOTOGRAPHER(S)

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

SOCIAL EMOTIONAL LEARNING (SEL) COMMITTEE

Intensity	Medium
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	2-4 hours per month
Description of Role	
The SEL committee strives to help all members of our Peirce community work together to ensure that the students' Social and Emotional learning opportunities and skill development bridge both school and home life. Currently, the activities include promoting awareness of SEL skills through the PTO newsletter, PTO website and school outdoor bulletin boards, and organizing parent learning opportunities and discussion groups. Members attend Peirce SEL meetings and Peirce SEL events, and help to prepare for events and work on initiatives. The Committee will maintain communication and involvement with SEL4Newton.	

SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC) COMMITTEE

Intensity	Medium
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	2-4 hours per month
Description of Role	
The Committee will collaborate with the PTO and the administration to build a supportive community amongst families receiving Special Education services at Peirce School. The Committee will maintain communication and involvement with the Newton SEPAC, and keep the Peirce community informed of district-wide Special Education events.	

Weekday During School Hours – High Commitment

BOOK FAIR CO-CHAIRS & COMMITTEE

Intensity	High
Ongoing role or One-Time	1 time
Estimated Time Commitment	30 hours total

Description of Role

Two co-chairs share responsibility for all aspects of the Book Fair including fundraising goals. They maintain relationships with vendors, ensure school-wide communications are clear and timely, recruit volunteers as needed, 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 Book Fair.

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 community day. 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.

Weekday During School Hours – Low-Med Commitment

COLOR DAY POPSICLE COORDINATOR

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

Description of Role

Work with school nurse to identify appropriate popsicles for Peirce student body, purchase popsicles, and, on Color Day, manage the popsicle station curbside in the Peirce parking lot throughout the event (a school day morning in June).

Weekday During School Hours – Low-Med Commitment (continued)

CREATIVE ARTS & SCIENCES (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 the room is properly configured, required equipment is tested and ready, and greets the presenter and escorts to location. Coordinator provides lunch and/or 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.

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 and help the volunteer teams coordinate their calendars. Train new volunteers. Support librarian with projects as needed.

Weekday During School Hours – Low-Med Commitment (continued)

PHOTO DAY HELPERS

Intensity	Low
Ongoing role or One-Time	1 to 2 times
Estimated Time Commitment	5 hours

Description of Role

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

PRINCIPAL COFFEE COORDINATORS

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

Description of Role

The coordinators 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.

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, including coordinating with Mr. Nye and the PTO’s METCO Co-Chairs. Write marketing reminders for PTO Weekly newsletter about Walk to School Day (first Friday of every month from October through June). Attend the city's Safe Routes to School monthly meetings.

Weekday During School Hours – Low-Med Commitment (continued)

TEACHER & STAFF APPRECIATION COMMITTEE

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

Description of Role

Manage the calendar, create and distribute the SignUpGenius in advance of each event, coordinate the marketing blurb for PTO weekly newsletter and stand alone messages, monitor the SignUpGenius to ensure coverage and participation, coordinate reminders to the grade levels prior to the events, and recruit volunteers as needed. Committee members attend the events (as needed), and receive food and beverage donations (as needed). Each grade hosts one event per year and the entire school hosts one lunch per year (during National Teacher Appreciation week in May). In addition, the Teacher & Staff Appreciation Committee assists PTO leadership with special recognition days (e.g., Valentine’s Day, admin professionals day, custodian appreciation day, and nurse’s appreciation week).

Weeknights – Mon, Tue, Wed, or Thurs Evenings

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 one event (typically in Feb) with the approved budget. This consists of coordinating a date and time with the PTO leadership, selecting location, choosing food and beverage, writing invitation blurb for the PTO weekly newsletter, collecting RSVPs, and attending the event. Collect monetary donations at event and deliver to the Treasurer. Estimated time commitment is two planning hours plus one event.

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 two events within the approved budget. This consists of coordinating dates and times with the PTO leadership, recruiting hosts/selecting locations, planning food and beverages, creating marketing plan (invitation, PTO weekly newsletter), collecting RSVPs, 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 Events

BACK TO SCHOOL PICNIC CHAIR & 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 budget approved by the PTO Board. 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, recruit and coordinate parent volunteers, choose food vendors, communicate with PTO leadership, manage event promotion (including drafting content for the weekly PTO newsletters, stand along messages, flyers, and bulletin boards), procure supplies, be present at the event to ensure a successful picnic, and help clean-up as needed.

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 budget approved by the PTO Board. This includes selection of DJ and food vendors, securing field and building permits, managing event promotion (including drafting content for the weekly PTO newsletters, stand along messages, flyers, and bulletin boards), and secure parent volunteers to sell pizza, collect money, set up event, and clean up.

METCO LIAISON COMMITTEE

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

Description of Role

The METCO liaison committee welcomes new Boston-based families when they first visit the school in the Spring, serves as communication liaisons for all families in the METCO program, and helps to build community amongst the families participating 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.

Saturday Evening Adults-Only Social Events

MYSTERY DINNER COMMITTEE

Intensity	High
Ongoing role or One-Time	Sept-Nov
Estimated Time Commitment	36+ hours

Description of Role

Three committee members plan and execute the Mystery Dinner while working within a specified budget approved by the PTO Board. The Mystery dinner is one of the two major fundraisers at Peirce. The Mystery dinner raises approximately \$15k through ticket sales and donations - enough to cover the cost of the Creative Arts and Sciences (CAS) programming for all Peirce students. The committee works as a team to select venues for cocktails and dessert, recruit dinner and dessert hosts, solicit donations for alcohol and desserts, sell tickets, create all marketing visuals (flyers, posters, save the date, invites, PTO weekly newsletter blurbs, etc.), monitor ticket sales, 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 SOCIAL COMMITTEE

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

Description of Role

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

Saturday or Sunday Daytime Family Events

GARDENING, FACILITY and GROUNDS CHAIR & COMMITTEE

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

Description of Role

Coordinate the clean-up and beautification of school grounds with NewtonSERVES in April/May. Committee Chair attends NewtonSERVES 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 content including blurb for PTO weekly newsletter and for the bulletin boards. Create sign-up genius to solicit and coordinate volunteers. On the day of the event, assign all volunteers to various tasks around the school yard. Also work with Peirce staff on grounds upkeep as needed.

INCOMING KINDERGARTEN & NEW FAMILY WELCOMING COORDINATORS

Intensity	Low
Ongoing role or One-Time	3 events
Estimated Time Commitment	8 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, including buying and serving popsicles at these meet-ups. When possible, coordinators attend the Kindergarten welcome meeting for parents and students which takes place in June. Throughout the year, the coordinators also partner with PTO leadership to reach out to new families who join the school, welcoming them to the community, ensuring they are connected to their room parents, and serving as a point of contact for questions.

Anytime Roles

BULLETIN BOARD MANAGER

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	3-4 hours 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. The bulletin board manager coordinates with PTO leadership and committees to set the schedule, and identify and create content.

DIRECTORY – ADVERTISING COMMITTEE

Intensity	Medium
Ongoing role or One-Time	July-Oct
Estimated Time Commitment	20+ hrs

Description of Role

Develop promotional materials (including setting prices), coordinate and execute outreach to businesses, and ensure all ads are received and formatted properly for inclusion in the annual family directory (requires close coordination with the Family Records Manager). This is an opportunity for local organizations and businesses (dance studios, sports programs, and other kid-focused enrichment programs) to share information about their offerings and get in front of Peirce families. It's also an important fundraiser for the PTO. Work begins in the summer to be ready for the directory publication in the early fall.

DIRECTORY – FAMILY RECORDS MANAGER

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

Description of Role

Directory Family Records Manager learns the directory software (Membership Toolkit), ensures all students and families are considered, prints directory, and runs the directory contest at end of school year.

Anytime Roles (continued)

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 leadership to recruit volunteers, 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.

SCHOOL SUPPLIES CHAIR

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. Commitment is 3 hours in August, plus 1 hour per month in Spring.

SCHOOL SUPPLIES COMMITTEE

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

Description of Role

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.

Anytime Roles (continued)

SOCIAL MEDIA MANAGER

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	6 hours per year
Description of Role	
To manage Instagram account and to post on Peirce-related Facebook groups.	