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- I. **CALL TO ORDER**
  - II. **APPROVAL OF MINUTES** - Approval of October 10, 2017 meeting minutes
  - III. **APPROVAL OF AGENDA**
  - IV. **GUEST** – *Matt Gross, SHINE Site Supervisor – Beaver Acres*
  - V. **PRINCIPAL'S REPORT** - *Stacy Geale*
    - a. Vice Principal - *Toni Rosenquist*
  - VI. **TEACHERS' REPORT** - *Sara Widmer & Sara Bryant*

### BOARD MEMBER REPORTS

- VII. **TREASURER'S REPORT** - *Heather Jespersen (proxy)*
- VIII. **VICE PRESIDENT'S REPORT** - *Jeanie Zamarripa-Lee*
  - a. Chipotle Dining Night Out Update
- IX. **VOLUNTEER COORDINATOR'S REPORT** - *Jessica Giberson*
  - a. Call to Action - Volunteers Needed!
    - i) Movie Night
    - ii) Beaver Dash Top Class - Silly String Party
    - iii) Winter Book Fair
- X. **PRESIDENT'S REPORT** - *Heather Jespersen*
  - a. Announcing appointment of new Beaver Acres PTO Board Secretary
  - b. Proposal of revised Beaver Acres PTO bylaws (intention announced at October 10, 2017 meeting)

### XI. OPEN FORUM

### XII. BREAKOUT SESSIONS

#### TOPICS

- Book Fair
- Spring Carnival
- Scrip and Box Top Programs

### IMPORTANT DATES:

|                   |             |
|-------------------|-------------|
| November 17:      | Movie Night |
| November 22 – 24: | No School   |
| November 27:      | OMSI Night  |
| December 1 – 8:   | Book Fair   |

Beaver Acres PTO Meeting  
10/10/17  
6:30pm  
Beaver Acres Cafeteria

1. Called to order at 6:36pm
2. Minutes are approved
3. Agenda is approved
4. Acknowledgement of previous board
5. Principal's Report
  - a. conferences next week, will go through goal setting with teacher. and find out reading and math levels. Teachers get to hear about kiddos.
  - b. thank all volunteers for Beaver Dash.
6. Teacher's Report—Sarah Bryant and Sarah Widmer
  - a. kids had a great time at Beaver Dash
  - b. kids enjoyed voting for movie night
  - c. Teachers excited about organization of PTO
7. Treasurer's Report
  - a. as of September 30th, beginning balance \$4,499.34, spent \$6,263.94, deposited \$3,023.18, balance \$1,258.58
8. President's Report
  - a. website, how to access
  - b. Clockin to website, through my volunteer page, sign in, and log hours
  - c. Meets once per month with Stacy and Toni
  - d. Halloween—Tuesday, no dress up allowed. Crazy sock day for Halloween
  - e. Alternative Dr. Seuss Week—literacy ideas to focus on that portion. Not full week of school since during conferences this year. No dress up/mustache/etc. Teachers may choose to do in own classroom—speak to teacher directly
  - f. Coffee with PTO once per month in the morning. 9-10 am in cafeteria
  - g. school dance ideas. Easy theme that's inclusive, zumba/swing dancing
  - h. canned food drive, Ducks vs. Beavers
9. Open Forum
  - a. Beaver Dash—all donations online don't need to turn in envelope
10. Old Business
  - a. Beaver Dash—\$17,682 donations and family sponsorship is \$25. Can put kiddo's names or family name on every Beaver Dash Shirt
  - b. Dining Night out—Papa Pizza tomorrow!
  - c. Teacher Conference Meals—date changed to October 18th. If like to help please send Heather an email.
  - d. Volunteer Drive—Ashley is co chair. she will be doing a bulletin board around it and figure out ways to make it small.
11. New Business
  - a. Beaverton Library Outreach Program Offerings—sick, won't be here this week. New outreach program that's offering new programs where go out into schools/daycares and promote reading.
  - b. Student Directory Update—waiting for spreadsheet from office, October 15th is the deadline to turn in forms. Hope to have it done next month.
  - c. Volunteer Sign up Process Feedback—few parents at Beaver Dash say they had problems signing up for volunteering. Reminder since times overlapped. Important to

sign up so thank you can be sent out. Revamped website a bit.

d. Book Fair Update—One book fair chair, Kayla, December 1st to December 8th. One late night for parents who can come in after work and purchase books. Rest of days are during school hours and come in during specials. Every class gets to come to bookfair. Might have a second later evening shift. If there are any others that want to chair please let Heather know.

e. October Movie Night—can vote in class and on website. Need someone to help chair it, need to be there at 2pm to start popcorn. Movie starts at 7pm, doors open 6:30pm

f. Board Positions to Fill—moving some around and looking to update bylaws. 8 people interested in a board position, come see Heather. Looking to start community outreach officer who reach out to diverse communities, Jennifer will move from secretary to treasurer. Nisha is moving to Secretary. Looking to add communications officer.

g. Reimbursement request—Ms. Monterossi. Music supplies/fieldtrip. 56 5th graders and 32 4th graders who are forming a choir. February 21st, 1st grade, Dr. Seuss musical March 22nd is a 3rd grade musical. April 26th possible 4th and 5th concert. 5th grade choir field trip. Fine arts fundraiser—community garage sale where everything is a \$1. Around Valentine's Day. Enrichment programs: maker space, technology lab, science taught in classroom, Lego robotics, intramurals, instruments in 4th/5th. Choir concert December 16th 6pm for 4th/5th. Passing bucket around at concert.

12. Adjourned at 7:29pm



### **Teach Elementary Students After School!**

The SHINE Community School Program at Beaver Acres Elementary is seeking individuals to teach classes such as math, homework help, science, reading and writing, as well as enrichment classes like arts, journalism, soccer/dance, and Lego robotics to students in grades 1-5 after school.

**Classes are Monday, Tuesdays, Thursdays, & Friday, 3:00 pm-5:30 pm**

LOCATION: Beaver Acres Elementary School, 2125 SW 170<sup>th</sup> Ave., Beaverton OR 97006.

Job Requirements:

- Must be able to supervise 12 children ages 6-12.
- Must be able to communicate to colleagues, parents, children and supervisors.
- Must be able to complete and pass an Oregon Background Check prior to start date.
- Educational experience a huge plus.
- Experience working with school-aged children and providing academic and recreational activities to students in after school environments
- Specific experience in particular area of expertise (Examples: creative writing, art, music, sports, dance, tutoring, foreign language, etc.)
- Desire and ability to work with children and ensure an enriching, positive, safe setting.

**If you are interested, please contact me & indicate which subject(s) you would be willing to teach and which day(s).**

**Matthew Gross- [mgross@impactnw.org](mailto:mgross@impactnw.org) (503) 729-4474**

Impact Northwest is a non-profit agency with a mission to help people achieve and maintain self-sufficiency and to prevent and alleviate the effects of poverty. We are looking for motivated individuals to join our Shine program. Impact NW recognizes the value of a diverse work force and encourages applications from candidates who will contribute to our diversity.

# Beaver Acres PTO

BUDGET VS. ACTUALS: SCHOOL YEAR 2017-18 BASED ON PRIOR YEAR - FY18 P&L

July - October, 2017

|  | TOTAL              |                    |                     |
|--|--------------------|--------------------|---------------------|
|  | ACTUAL             | BUDGET             | REMAINING           |
| <b>REVENUE</b>                                     |                    |                    |                     |
| Fundraiser Income                                  |                    |                    |                     |
| Amazon Smile Income                                | 36.02              | 33.32              | -2.70               |
| Beaver Dash Jog-A-Thon Income                      |                    |                    |                     |
| Beaver Dash Jog-A-Thon Pledge Income               | 20,762.20          | 18,000.00          | -2,762.20           |
| Jog-A-Thon Business and Family Sponsorships        | 2,360.00           | 4,000.00           | 1,640.00            |
| <b>Total Beaver Dash Jog-A-Thon Income</b>         | <b>23,122.20</b>   | <b>22,000.00</b>   | <b>-1,122.20</b>    |
| Box Top Income                                     |                    | 333.32             | 333.32              |
| Company Matching Donations                         | 1,000.00           |                    | -1,000.00           |
| Cookie Dough Sales                                 |                    | 0.00               | 0.00                |
| Dining Night Out Income                            |                    |                    |                     |
| Chipotle Dining Night Out                          |                    | 0.00               | 0.00                |
| Mod Pizza Dining Night Out                         |                    | 0.00               | 0.00                |
| Papa's Pizza Dining Night Out Income               | 591.47             | 350.00             | -241.47             |
| Pietro's Dining Night Out                          |                    | 0.00               | 0.00                |
| <b>Total Dining Night Out Income</b>               | <b>591.47</b>      | <b>350.00</b>      | <b>-241.47</b>      |
| Fred Meyer Community Rewards Income                |                    | 100.00             | 100.00              |
| Scrip Sales  | 332.23             | 0.00               | -332.23             |
| Spirit Wear Sales                                  | 1,704.00           | 430.00             | -1,274.00           |
| <b>Total Fundraiser Income</b>                     | <b>26,785.92</b>   | <b>23,246.64</b>   | <b>-3,539.28</b>    |
| School Event & Field Trip Income                   |                    |                    |                     |
| Carnival Income                                    |                    | 0.00               | 0.00                |
| Family Movie Night Income                          | 597.00             | 286.00             | -311.00             |
| Scholastic Book Fair Income                        |                    | 0.00               | 0.00                |
| <b>Total School Event &amp; Field Trip Income</b>  | <b>597.00</b>      | <b>286.00</b>      | <b>-311.00</b>      |
| <b>Total Revenue</b>                               | <b>\$27,382.92</b> | <b>\$23,532.64</b> | <b>\$ -3,850.28</b> |
| <b>GROSS PROFIT</b>                                | <b>\$27,382.92</b> | <b>\$23,532.64</b> | <b>\$ -3,850.28</b> |
| <b>EXPENDITURES</b>                                |                    |                    |                     |
| Art Literacy Expenses                              | 343.72             | 260.00             | -83.72              |
| Bad Debt/Returned Items                            |                    | 66.68              | 66.68               |
| Bank Charges                                       | 32.29              | 66.68              | 34.39               |
| Classroom Enrichment Grant Expenses                |                    | 4,000.00           | 4,000.00            |
| Bender, Diane - Enrichment Grant Expenses          |                    | 95.84              | 95.84               |
| Brown, Jenna - Enrichment Grant Expenses           |                    | 95.84              | 95.84               |
| Bryant, Helen (Nellie) - Enrichment Grant Expenses |                    | 100.00             | 100.00              |
| Bryant, Sara - Enrichment Grant Expenses           |                    | 95.84              | 95.84               |
| Carkner, Amanda - Enrichment Grant Expenses        |                    | 104.16             | 104.16              |
| Derrah, Kathy - Enrichment Grant Expenses          |                    | 100.00             | 100.00              |
| Doughty, Sally - Enrichment Grant Expenses         |                    | 104.16             | 104.16              |
| Engdahl, Lori - Enrichment Grant Expenses          |                    | 100.00             | 100.00              |
| Finley, Megan/Meyer, Diane - Enrichment Grant      |                    | 104.16             | 104.16              |

|  | TOTAL           |                 |                  |
|--|-----------------|-----------------|------------------|
|  | ACTUAL          | BUDGET          | REMAINING        |
| Expenses   |                 |                 |                  |
| Gilbert, Megan - Enrichment Grant Expenses                   |                 | 37.52           | 37.52            |
| Goode (McCune), Kelsey - Enrichment Grant Expenses           |                 | 100.00          | 100.00           |
| Hansmann, Rachelle - Enrichment Grant Expenses               |                 | 91.68           | 91.68            |
| Harwood, Rhonda - Enrichment Grant Expenses                  |                 | 91.68           | 91.68            |
| Hoxie, Heather/Whitten, Jennifer - Enrichment Grant Expenses |                 | 104.16          | 104.16           |
| Knox, Pamela (Pam) - Enrichment Grant Expenses               |                 | 91.68           | 91.68            |
| Lary, Melinda - Enrichment Grant Expenses                    |                 | 100.00          | 100.00           |
| Lindner, Heidi - Enrichment Grant Expenses                   |                 | 95.84           | 95.84            |
| Little, Randi - Enrichment Grant Expenses                    |                 | 100.00          | 100.00           |
| Lonnquist, Kajsa - Enrichment Grant Expenses                 |                 | 100.00          | 100.00           |
| Lueck, Carrie - Enrichment Grant Expenses                    | 147.40          | 91.68           | -55.72           |
| Maki, Shannon - Enrichment Grant Expenses                    |                 | 41.68           | 41.68            |
| Meyer, Susan - Enrichment Grant Expenses                     |                 | 104.16          | 104.16           |
| Noles, Margaret - Enrichment Grant Expenses                  |                 | 37.52           | 37.52            |
| Poland, Carol - Enrichment Grant Expenses                    |                 | 91.68           | 91.68            |
| Ratzke, Andrew - Enrichment Grant Expenses                   |                 | 95.84           | 95.84            |
| Ritter, Shellie - Enrichment Grant Expenses                  |                 | 100.00          | 100.00           |
| Saunders, Kathy - Enrichment Grant Expenses                  |                 | 91.68           | 91.68            |
| Schutte, Jocelyn - Enrichment Grant Expenses                 |                 | 100.00          | 100.00           |
| Shaw, Megan - Enrichment Grant Expenses                      |                 | 95.84           | 95.84            |
| Shuholm, Kendall - Enrichment Grant Expenses                 |                 | 95.84           | 95.84            |
| Smith, Rachael - Enrichment Grant Expenses                   |                 | 100.00          | 100.00           |
| White, Julie - Enrichment Grant Expenses                     |                 | 95.84           | 95.84            |
| Widmer, Sarah - Enrichment Grant Expenses                    |                 | 100.00          | 100.00           |
| <b>Total Classroom Enrichment Grant Expenses</b>             | <b>147.40</b>   | <b>7,054.32</b> | <b>6,906.92</b>  |
| Donations Outgoing   |                 |                 |                  |
| BSD Clothes Closet Donations                                 |                 | 0.00            | 0.00             |
| Donors Choose Expenses                                       |                 | 166.68          | 166.68           |
| School Equipment and Supply Donations                        |                 |                 |                  |
| Miscellaneous School Equipment and Supply Expenses           | 4,235.11        |                 | -4,235.11        |
| Pottery and Kiln Supply Expenses                             |                 | 133.32          | 133.32           |
| Production Room Equipment & Supply Expenses                  |                 | 166.68          | 166.68           |
| School Subscription and License Expenses                     |                 | 125.00          | 125.00           |
| <b>Total School Equipment and Supply Donations</b>           | <b>4,235.11</b> | <b>425.00</b>   | <b>-3,810.11</b> |
| <b>Total Donations Outgoing</b>                              | <b>4,235.11</b> | <b>591.68</b>   | <b>-3,643.43</b> |
| Fundraiser Expenses  |                 |                 |                  |
| Beaver Dash Jog-A-Thon Expenses                              |                 | 4,700.00        | 4,700.00         |
| Beaver Dash Paypal Fees                                      | 152.90          |                 | -152.90          |
| Beaver Dash Pledgestar Fees                                  | 286.40          |                 | -286.40          |
| Beaver Dash Prizes   | 39.99           |                 | -39.99           |
| Beaver Dash Supply Fees                                      | 61.59           |                 | -61.59           |
| Beaver Dash Tshirt Cost                                      | 4,408.62        |                 | -4,408.62        |
| <b>Total Beaver Dash Jog-A-Thon Expenses</b>                 | <b>4,949.50</b> | <b>4,700.00</b> | <b>-249.50</b>   |
| Box Top Expenses   |                 | 16.68           | 16.68            |
| Cookie Dough Expenses  |                 | 0.00            | 0.00             |
| Scholastic Book Fair Expenses                                |                 | 0.00            | 0.00             |

|   | TOTAL              |                    |                     |
|---|--------------------|--------------------|---------------------|
|   | ACTUAL             | BUDGET             | REMAINING           |
| Scrip Payments and Expenses                         |                    | 0.00               | 0.00                |
| Spirit Wear Expenses                                | 1,277.39           | 1,400.00           | 122.61              |
| <b>Total Fundraiser Expenses</b>                    | <b>6,226.89</b>    | <b>6,116.68</b>    | <b>-110.21</b>      |
| Operating Expenses                                  |                    |                    |                     |
| Accountant Fees                                     |                    | 0.00               | 0.00                |
| Business Registration & Licensing                   | 50.00              | 50.00              | 0.00                |
| Childcare Expenses                                  | 100.00             | 100.00             | 0.00                |
| Equipment, Supplies, and Postage Expenses           | 149.24             | 166.68             | 17.44               |
| Insurance/Bond Expenses                             |                    | 0.00               | 0.00                |
| Meals, Snacks, and Refreshments                     |                    | 83.32              | 83.32               |
| Software and Internet Service Expenses              | 145.00             | 166.68             | 21.68               |
| Taxes Paid  |                    | 0.00               | 0.00                |
| <b>Total Operating Expenses</b>                     | <b>444.24</b>      | <b>566.68</b>      | <b>122.44</b>       |
| Paypal Fees   | 12.14              |                    | -12.14              |
| School Event & Field Trip Expenses                  |                    |                    |                     |
| 4th Grade Field Trip                                | 320.50             |                    | -320.50             |
| Believe to Achieve Expenses                         |                    | 0.00               | 0.00                |
| Carnival Expenses                                   |                    | 0.00               | 0.00                |
| Family Movie Night Expenses                         | 574.80             | 114.00             | -460.80             |
| Field Day Expenses                                  |                    | 0.00               | 0.00                |
| Fifth Grade Event and Trip Fund                     |                    | 333.32             | 333.32              |
| First Grade Event and Trip Fund                     |                    | 333.32             | 333.32              |
| Fourth Grade Event and Trip Fund                    |                    | 333.32             | 333.32              |
| JA Biz Town Expenses                                |                    | 0.00               | 0.00                |
| Kindergarten Event and Trip Fund                    |                    | 333.32             | 333.32              |
| Second Grade Event and Trip Fund                    |                    | 333.32             | 333.32              |
| Staff Appreciation Expenses                         |                    | 366.68             | 366.68              |
| Third Grade Event and Trip Fund                     |                    | 333.32             | 333.32              |
| <b>Total School Event &amp; Field Trip Expenses</b> | <b>895.30</b>      | <b>2,480.60</b>    | <b>1,585.30</b>     |
| Student Directory Expenses                          |                    | 0.00               | 0.00                |
| Unapplied Cash Bill Payment Expenditure             | 137.63             |                    | -137.63             |
| <b>Total Expenditures</b>                           | <b>\$12,474.72</b> | <b>\$17,203.32</b> | <b>\$4,728.60</b>   |
| <b>NET OPERATING REVENUE</b>                        | <b>\$14,908.20</b> | <b>\$6,329.32</b>  | <b>\$ -8,578.88</b> |
| <b>NET REVENUE</b>                                  | <b>\$14,908.20</b> | <b>\$6,329.32</b>  | <b>\$ -8,578.88</b> |

# **BY LAWS**

## **BEAVER ACRES PARENT-TEACHER ORGANIZATION**

of Aloha, OR – Revised October 23, 2017

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### **ARTICLE 1 – NAME**

The name of this organization shall be the Beaver Acres Parent-Teacher Organization, Inc. Also known as the Beaver Acres PTO.

### **ARTICLE 2 – MISSION**

The primary purpose of the PTO is to raise funds in an effort to support the students, staff and Beaver Acres Community.

### **ARTICLE 3 – OBJECTIVES**

The Beaver Acres PTO provides vital goods, services and communication in support of the school, students, staff, and community. Working directly with staff, parents, and local organizations we enhance the educational experience for those concerned through volunteerism, fundraising and enrichment activities.

### **ARTICLE 4 – POLICIES**

- a. The PTO shall be noncommercial, nonsectarian, nondiscriminatory, and nonpartisan. Neither the name of the Beaver Acres PTO nor the name of any of the members or officers in their official capacity shall be used in connection with any commercial concern or with any partisan interest, or for any purpose other than the regular work of the Beaver Acres PTO.
- b. The programs of the Beaver Acres PTO shall be education, fundraising, and social/community activities.
- c. The Beaver Acres PTO shall not seek either to direct the administrative activities of Beaver Acres School or to control its policies.
- d. The Beaver Acres PTO may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided that no commitment shall bind the PTO beyond the current school year.
- e. No substantial part of the activities of the PTO will include campaigning in connection with ballot measures, and under no circumstances shall the Beaver Acres PTO engage in political activity either for or against any candidate for public office.



## ARTICLE 5 – MEMBERSHIP

Membership in the Beaver Acres PTO shall consist of parents, guardians, staff and community members of Beaver Acres Students who subscribe to the objectives and basic policies of the Beaver Acres PTO without regards to race, color, creed, sex, national origin under the rules and regulations provided by these bylaws.

## ARTICLE 6 – BOARD OF DIRECTORS

### 1. Composition:

The PTO Board shall consist of the following members:

#### **Executive Officers:**

President  
Vice President of Fundraising  
Vice President of Community Events  
Secretary  
Communication Officer  
Treasurer  
Middle School Liaison  
Volunteer Coordinator  
Community Outreach Coordinator

#### **School Principal**

**Faculty Consultant:** appointed by the Principal with the approval of the PTO Board

All elected and appointed officers are equal voting members of the PTO Board.

### 2. Nomination and Election Procedure:

- a. Nominations for officers shall be made by a Nominating Committee. This committee will consist of at least three but no more than five members and will be chaired by an outgoing Board member.
- b. Nominations for election shall be presented one month prior to the annual election meeting. Only those members who have agreed in advance to serve shall be eligible for nomination.
- c. Annual elections will be held each spring at the May meeting of the membership, but no later than the commencement of summer vacation. The officers shall be elected by a majority of members present and voting.
- d. Officers shall serve for a term of one year or until their successors are elected. No elected officer shall serve more than two consecutive terms in the same office. Officers shall assume their official duties at the last club meeting of the school year. At that time all outgoing officers shall deliver all files and records to their successors.

- e. Vacancies in any office shall be filled for the remainder of the term by a person nominated by the President. In the case of a vacancy in the office of the President, the Vice-President shall fill out the remainder of the term of office and a new Vice-President shall be appointed until the next membership meeting when a successor may be elected.
3. Duties and Powers of the PTO Board and of Individual Members of the Board:
- a. **The President** shall preside at all meetings of the PTO and at all Board meetings. The President shall be a member ex officio of all committees except the nominating committee. The President shall be the official representative of the PTO, and shall act on behalf of the PTO in connection with the Administration of the school. The President shall also coordinate the work of the officers and committees and shall perform other duties as may be necessary and proper for the operation and well-being of the PTO and the school. The President will receive and review all monthly bank statements. After reviewing the statements for appropriateness of transactions, these will be forwarded to the Treasurer.
  - b. **The Vice President of Fundraising** shall assist the President when call upon and shall perform the duties of the President in his/her absence. The Vice President of Fundraising shall coordinate all Beaver Acres PTO fundraising projects. The Vice President of Fundraising shall delegate the actual fundraising efforts to appropriate committees. The Vice President of Fundraising shall be an ex officio member of all fundraising committees. These fundraising projects must be approved in advance by the Board. The Vice President of Fundraising will work with the Treasurer for timing of fundraising events, to meet budget requirements.
  - c. **The Vice President of Community Events** shall assist the President and shall perform the duties of the President in the absence or in ability of that officer to act on behalf of the PTO. The Vice President of Community Events shall act as liaison with new families and maintain the school bulletin board(s). The Vice President of Community Events shall also oversee, jointly with other members of the Board, all student/academic enrichment efforts by the PTO. The Vice President of Community Events shall delegate the actual student/academic enrichment and community events efforts to appropriate committees. The Vice President of Community Events shall be an ex officio member of all student/academic enrichment and community events committees. The Vice President of Community Events shall also perform other duties as may be delegated by the board.
  - d. **The Secretary** shall keep an accurate record of all meetings of the PTO and the Executive Board and work with the Communication Officer to ensure minutes/etc. is sent to school parents. The Secretary shall maintain for reference at each meeting a copy of these Bylaws, and the list of all standing committees and their responsibilities. The Secretary shall also perform such other duties as may be delegated by the Board.

- e. **The Treasurer** shall receive all monies of the PTO, keep an accurate record of the PTO receipts and expenditures, and pay out funds in accordance with the approved budget as authorized by the PTO. The Treasurer shall present a current financial statement at every PTO meeting of the members. The treasurer shall be responsible for ensuring the filing of annual reports to the Internal Revenue Service and other governmental bodies as required by law.

All funds of the Organization shall be maintained in an insured deposit account in a bank or savings and loan institution as directed by the President. All checks drawn on the Organization account shall be signed by two of the three following Board Members; the Secretary, the President or Vice President. There will be no debit card assigned to this account.

The budget committee, members of which shall consist of both the incoming and outgoing board members as well as interested PTO members meet each year before the May Organization board meeting to review the past year's budget and to prepare a proposed budget for the coming year to be presented at the May board meeting. This budget, with any changes or amendments adopted at the May meeting, shall be presented to the PTO membership at large at the next September general PTO meeting.

- f. **The Communications Officer** shall be responsible for overseeing communication of PTO events and announcements which will include (but not limited to); Email communications, PTO Website, Photography and recurring school newsletter. The Communications Officer shall delegate events/efforts to appropriate committees. The Communications Officer will record all school and club events.
- g. **The Volunteer Coordinator** shall serve as a liaison between school staff and school volunteers in order to maintain a well-coordinated school volunteer program. The coordinators will recruit and assist in training volunteers, work in scheduling and placing volunteers working – with other committee chairs when appropriate and filling staff requests for volunteers. The coordinators shall keep accurate records of the school's volunteer program.
- h. **Middle School Liaison** shall serve as a liaison between Beaver Acres School and the middle schools, coordinate 5<sup>th</sup> grade fundraisers, assist Volunteer Coordinator recruiting middle school volunteers for PTO events (carnival / field day). The Middle School Liaison will represent the PTO at all 5<sup>th</sup> assemblies or events about graduating and transitioning to middle school and update District Volunteer Program to move the parents to the appropriate middle school and scrub our member database.
- i. **The Community Outreach Coordinator** shall serve as a liaison between school staff and non-English speaking volunteers in order to maintain family engagement and a well-coordinated, inclusive school volunteer program. The coordinator will assist the Volunteer Coordinator in training non-English speaking volunteers, scheduling, placing volunteers, working with other committee chairs when appropriate, and filling staff requests for volunteers. The Community Outreach Coordinator will be responsible for

coordinating the resources needed for interpreting during monthly PTO meetings, and at any Family events at Beaver Acres translating all PTO documents.

It shall be the responsibility of each officer to attend PTO meetings and PTO events.

All officers shall:

- i. Perform the duties prescribed in the Bylaws and any additional duties which may be assigned to them from time to time; and
- ii. At the final meeting of the school year, deliver to their successors all papers, files, and record pertaining to their duties and responsibilities.
- iii. A position will be considered vacant if the Officer misses three consecutive meetings. A vacancy occurring in an office position, during an officer's term, shall be filled by majority vote of the PTO Board. In case a vacancy occurs in the office of the President, the First Vice President shall serve as the President and a new First Vice President shall be elected. In the case of a vacancy of the treasurer the First or Second Vice Present shall take their place until another nominee is elected.

## **ARTICLE 7 – STANDING and SPECIAL COMMITTEES**

Standing Committees shall be created by the PTO Board to promote the objectives, carry on the work of the Organization, and be chaired by a PTO member chosen at the Spring Planning Meeting. The chairperson of each Standing Committee shall present plans of work and budgets to the Organization for approval. No committee work should be executed without the consent of the Board. Each committee will have a PTO board member as an ex officio member. Standing Committee chairpersons shall be present at all meetings and present status reports when deemed necessary by the Organization. Their appointments shall be for that current school year or until the PTO Board dissolves the committee. Additional Special Committees can be added at any point by the President.

Beaver Dash (Jog-a-thon): Coordinate with Staff: shirt orders for school, organize school assembly, obtain prize donations, work with chosen fundraising company to set up the school's online pledge account, send out pledge paperwork, coordinate packet returns, and the counting of monies for deposits. Coordinate set-up on the event day, including water and post-event treat for students.

Carnival: Plan and carry out the event. Responsibilities include coordinating volunteers, working with staff for booth ideas, set-up, rental or creation of equipment needed, coordinating silent auction baskets, and clean up.

Field Day: Coordinate with staff volunteers for set-up on event day, including water and post-event treat for students.

Volunteer Membership Drive: Coordinate the recruitment of new PTO members.

Book Fair: Serves as liaison for Beaver Acres PTO and Scholastic. Coordinates volunteers, set-up, and clean-up of inventory to be returned to Scholastic. Obtain monetary donations/book vouchers for teachers to pass-on to selected students participating in free or reduced lunch program.

SCRIP: Coordinates SCRIP sales, collects payments, and prepares deposits as per Monetary Policy. Submit a copy of deposits to the Treasurer and distributes SCRIP to purchasers.

Box Tops/Campbell's Soup Labels: Collect and redeem all box tops for education and Campbell's soup labels turned in to the school. Coordinate the annual Box top competition.

Customer Spirit Wear: Work with print shop to create an affordable Custom School order form with styles approved by the Board for the Community and Students. Process all orders and organize the deposits and shirt delivery to purchasers.

Student Store: Coordinate volunteers to staff the store and coordinate the purchase of all sale items.

Clothes Closet: Coordinate the volunteers to staff the Clothes Closet as scheduled for Beaver Acres Elementary School and maintain the lost and found area. This includes coordinating with the Beaver Acres Office staff to return labeled and identifiable items to the owners/students prior to donating to the Clothes Closet.

Family Nights: Plan and coordinate family nights. Responsibilities include coordinating the set-up, obtaining equipment needed, volunteers, items and snacks to be sold, and clean up.

Movie Nights: Coordinate which movies to be shown, obtain licenses for viewing, equipment needed, volunteers, items and snacks to be sold, and clean-up.

Dining Nights Out: Coordinate monthly dining out locations, promote within school and community, organize special events at specific locations, greet parents and students, obtain final fundraising check from the hosting restaurant for deposit.

Art Literacy: Coordinate monthly class presentation of art/artists as outlined by the School District. Responsibilities include a monthly bulletin board display, monthly meeting of the volunteer presenters.

Budget Committee: The immediate past Treasurer (if applicable and/or available) shall be the chairperson of the budget committee, members of which shall consist of the incoming and outgoing Presidents, Vice Presidents, Secretaries, and Treasurers. The budget committee shall meet each year before the June PTO Board meeting to review the past year's budget and to prepare a proposed

budget for the coming year, to be presented at the June Board meeting, shall be presented to the PTO membership at the following September's general PTO meeting.

## **ARTICLE 8 – MEMBERSHIP MEETINGS**

- a. Membership meetings for the school year will be scheduled by the Board. Board meetings will be attended by the Board, committee chairs and any other interested members of the PTO. Board meetings may be rescheduled, cancelled or additional Board meetings may be called by the Board as necessary, with not less than ten days prior notice to the PTO membership. Communication of the meetings will be posted on the Beaver Acres PTO website.
- b. An annual membership meeting will be held in the spring as determined by a majority of the Board. At the annual meeting the voting members shall elect officers, adopt a budget, set calendar dates, and other business as determined by the Board for the following school year.
- c. One half day meeting to be held in late Spring to plan for the Summer and early Fall PTO sponsored activities. One half day meeting to be held in Winter to plan for the Spring and early summer PTO sponsored activities.
- d. Special meetings of the membership may be called from time to time by the Board as necessary, with not less than ten days prior notice to the PTO membership.
- e. A majority of the directors in attendance at a meeting of the Board shall constitute a quorum. A vote of a majority of the directors in attendance at such meeting shall pass any motion before the meeting.
- f. Meetings will be conducted with a prepared agenda, in a timely fashion following an orderly procedure.
- g. The rules contained in Robert's Rules of Order, Newly Revised shall be used to govern this organization.

## **ARTICLE 9 – FINANCIAL ADMINISTRATION**

The Beaver Acres PTO is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of a future federal tax code.

No part of the net earnings of the Beaver Acres PTO shall inure to the benefit of, or be distributable to its members, board, or other private persons except that they will be reimbursed or incurred expenses.

### **Budget and Treasury**

- a. The budget Committee shall discuss and outline a preliminary budget at the April PTO meeting each year. Using information from these preliminary budget discussions, the Budget Committee shall prepare a proposed budget. The Board shall review and approve the proposed budget at its May meeting each year. If there are any changes, they shall be made and the final budget shall be presented to the Board and voted upon at its June meeting.

- b. The Treasurer shall maintain all funds of the PTO in an insured deposit account in a bank or savings and loan institution. All checks drawn on the account shall be signed by two of the three elected officers: President, Vice President or Secretary. Three officers will be authorized to sign on the PTO savings and/or checking accounts.
- c. Any non-budgeted expenditures over \$25.00 must be approved in advance at a meeting of the Board or the members of the PTO. The President will provide written authorization for non-budgeted expenditures or \$500.00.
- d. A minimum of \$5000.00 shall remain in the treasury each year as a contingency fund to be passed to the new Board in order to provide operating funds to begin the next school year.
- e. The PTO's financial records may be examined at any time but shall be examined at the end of each school year by an Audit Committee designated by the Board. The Committee shall include at least two people, and shall include the incoming Treasurer and at least one other member who is not a Board Member.
- f. The fiscal and corporate year of the PTO shall be July 1 through June 30.
- g. Cash handling procedures: Cash collected by the PTO shall be counted by a minimum of two PTO Officers. Cash from on-site events (at the school) shall be counted on-site and stored in a locked box or safe until the cash can be deposited the next business day. Cash from on-site events shall not be stored in private homes. Cash from off-site events shall not be stored in private homes. Cash from off-site events shall be counted in the presence of a minimum of two PTO Officers and deposited the next business day. Coin Corral monies shall be sorted on-site into paper money, checks, and coins by a minimum of two PTO Officers and taken the same day to be counted by a no-charge coin counting machine at an FDIC insured bank or NCUA insured credit union.

## **ARTICLE 10 – AMDENDMENTS**

These Bylaws may be amended at any meeting of the Board by a majority of the members present and voting at such meeting, provided there has been a one-month prior notice of the proposed amendments to all members of the PTO.

## **ARTICLE 11 – DISSOLUTION**

In the event that the PTO is dissolved, all of its assets shall be distributed in accordance with the decisions or plans made by the previous year's Board and consistent with these Bylaws and the Articles of Incorporation.