



Mary L. Tracy School PTO

Executive Board Positions & General Board Chairs and Committee Descriptions

Executive Board

President: General coordinator for the Parent-Teacher Organization. The President runs the monthly executive board meetings and general board meetings, maintains contact with all committee chairpersons, attends some monthly Board of Education meetings, and acts as a general liaison between the principal, teachers, and MLT parents for the coordination of all school related events.

Vice President: A two year term typically filled by a Pre-K (4 year old) parent for eventual promotion to PTO president the second year. The vice president will work with the president in coordinating and managing the PTO. The vice president will be expected to attend all monthly executive board meetings and general PTO meetings.

Secretary: Records all minutes of the executive board meeting and the general PTO meetings. Responsible for distributing all board related correspondence. Secretary is expected to attend all monthly executive board meetings and general PTO meetings.

Treasurer: Responsible for accurate and secure recording all financial activity, maintaining the PTO bank account, working with the president to formulate a budget, collecting PTO membership dues, and paying PTO related bills and reimbursements.

General Board Chairs and Committee Descriptions

Art Goes to School: Responsible for organizing the monthly art lessons and coordinating volunteers to present the various artists and the art project to the students. The coordinator(s) also need to make sure there are enough supplies for each art project.

Beautification: Responsible for decorating the front entrance of Mary L. Tracy School.

Box Tops for Education: Responsible for collecting Box Tops for each classroom and submitting them to Box Tops for Education for redemption. It's easy and most of it can be done from home.

Boys and Girls Village: Manage the holiday drive to ensure the children do not feel forgotten during the holiday season.

Bulletin Board: Responsible for the creation and upkeep of the bulletin board in the school lobby.

Charitable Events: Responsible for coordinating charitable events with MLT families. Currently MLT collects items needed for the children at Boys and Girls Village during the holidays, participates in Relay for Life, and collects money for Pennies for Patients. MLT also donates a basket for the silent auction at the annual Jamie A. Hulley Foundation Fundraiser.

Children's Fair: This annual event is MLT's largest fundraiser and the children have a blast!! The chairperson is responsible for the overall execution of the fair. This person will create meeting schedules with the different sub-committee chairs. The chairperson will also ensure all fair logistics are in place – building use forms, custodians, etc.

Cultural Arts: Responsible for researching, planning, and scheduling all field trips and cultural arts events during the school year. This chairperson will work closely with the PTO president and principal during the planning process.

E-Script: Responsible for sending out emails to encourage families to sign up for e-script with local businesses like Stop & Shop, ShopRite, and Target. When families sign up at the businesses, money comes back to the school for our children. This is a very easy committee to manage from home.

Field Day: Work jointly with the gym teacher to organize and run the games. Also organizes the picnic lunch for the children.

Fundraising: Orchestrates the PTO's fundraising programs from start to finish. The chairperson works with the PTO president and principal in the beginning of the year to determine what fundraising should be done during the school year. Currently, MLT's fundraisers are Kid Stuff Coupon Books, Script (gift cards) sale, sportswear sale, and Lyman Orchard pie sales.

Library: Organizes MLT parent volunteers to assist in the library during their child's library time. Volunteers assist the librarian by checking books in and out. A training session is held by the librarian(s) in September. The library schedule is managed with SignUpGenius – so easy to use and set up.

Lunch and Recess: Organizes MLT parents to help out during their child's lunch and recess. These parents are the eyes and ears on the playground or during indoor recess. During lunch parents help children as needed. The lunch and recess schedule is managed with SignUpGenius – so easy to use and set up.

Movie Night: Responsible for planning and running a few movies nights during the school year. The movie nights are held in the fall and spring. A few times there have been outdoor movie nights which are really fun.

Publicity: Photographs special events and celebrations at MLT throughout the school year and provides principal approved press releases and photos to the local newspapers.

Room Parent Coordinator: Assigns room parents to each class through a lottery. This person will also provide guidance to the room parents so they may best assist their teacher in the classroom with various school events and celebrations.

Scholastic Book Fair: Responsible for coordinating the annual book fair from start to finish. This person will also organize parent volunteers to work at the book fair. Scholastic will provide a starter pack to guide the chairperson and committee every step of the way. More than one chairperson is encouraged for this committee.

School Pictures: Responsible for working with the school photographer in distributing information to parents and collecting orders. School pictures are

in September and March. MLT currently has a two year contract with George Belbusti – Images for Kids.

Screen Free Week: This committee plans week long activities at night during national screen free week.

Sportswear: Responsible for organizing the school sportswear sale, collecting s.

Teacher Appreciation Week: In May, we show our appreciation for our teachers. The chairperson(s) is responsible for planning and organizing a week of special events for our wonderful teachers. Some ideas are a breakfast, lunch and gifts from the students. More than one chairperson is encouraged for this committee.

Yearbook: Responsible for creating, formatting and distributing the school yearbook. This will include gathering pictures from all the parents throughout the school year so each child is equally represented in the yearbook. orders & money and distributing the orders. The sportswear sales are in September and March/April. Currently, our sportswear supplier is Campus Custom