

# **Muraco Elementary School Parents' Association**

## **By-Laws**

**Adopted June 2009**

### **ARTICLE I**

#### **Elections**

A majority of ballots cast shall be necessary to elect the Executive Officers and Board Members.

Any Executive Officer may not serve more than two (2) consecutive terms in that office unless voted on in a case-by-case determination. (One term is 2 years.)

### **ARTICLE II**

#### **Duties of Executive Officers**

##### **Chairperson**

- Be the Executive Officer of the Association and act for the Association between meetings of the Association
- Preside at all meetings of the Association
- Be a member, ex-officio, of all committees
- Organize committees for the Association whose appointment is not provided for otherwise
- Be empowered to authorize money from the treasury for any bill not exceeding \$75.00, without the vote of the Association
- Provide the Principal with a copy of the yearly calendar for submission to the School Superintendent's office
- Maintain regular communication with the Principal and Teacher representatives
- Convene a transition meeting with the outgoing and incoming Executive Officers before the school year begins.
- Represent the Association in townwide organizations such as the Parents' Inter-School Council, Winchester Substance Abuse Coalition, etc. Maintain communication with the Winchester Police Department's School Safety Officer, Superintendent and others as necessary.
- Represent the Association in public affairs, discussions with the media as necessary
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##### **Vice Chairperson**

- In the absence of the Chairperson, preside at the meetings of the Association

- Represent, or delegate a representative, to attend or view all School Committee meetings and report on the same to the Parents' Association
- Perform other duties designated by the Chairperson
- Assume the position of the Chairperson if, and when, extenuating circumstances prevail
- Assume the position of the Chairperson the following school year, subject to Article I, should the current Chairperson decline or be ineligible for nomination
- Serve as liaison to all committees
- Gather regular committee reports to be included at the Association's meetings and minutes
- Oversee nominating process for the following school year:
- Begin in February, to prepare the ballot of Executive Officers and Board Members
- Work with the current Chairperson, contacting current Executive Officers and Board Members, and recommending and recruiting new Officers and Members
- Present a complete ballot, including Executive Officers and Board Members, at the last Association meeting in June, to be voted on for approval

### **Secretary**

- Record the minutes of all meetings of the Association
- Publish the meeting minutes in written form or via email distribution within one week following a meeting.
- Place a copy of the monthly minutes, in a notebook located in the office. Maintain all regular records for the Association (including budget reports, correspondence, etc.). Record may be maintained in MESPA notebooks or on the MESPA website
- Attend to the official correspondence of the Association, subject to the approval of the Executive Officers
- Maintain the wall calendar outside the office
- Assist with the Association's correspondence via email/Constant Contact

### **Treasurer**

- Prepare, with the Executive Officers, in August, a proposed budget consisting of projected income and expenses
- Pay all bills
- Keep an accurate accounting of all receipts and disbursements
- Prepare an up to date budget report to be summarized at the bi-monthly MESPA meetings and the Executive Officers' meetings
- Work with the Assistant Treasurer

- File all necessary forms with the Internal Revenue Service to maintain MESPA's status as a tax-exempt public charity under section 501(c)(3) of the Internal Revenue Code
- File all necessary forms with the Commonwealth of Massachusetts to maintain MESPA's status as a public charity
- Obtain a raffle license from the Town of Winchester

### **Assistant Treasurer**

- Receive and keep an accurate accounting of all incoming revenue
- Review and determine means for raising money for the Parents' Association via Direct Appeal and other fundraising activities
- Implement collection of Direct Appeal
- Work with the Treasurer with regard to budget issues

## **ARTICLE III**

### **Board Position Term**

Any Board Member may not serve more than two (2) consecutive terms in that office unless voted on in a case-by-case determination by the Association. (One term is 2 years.) Board members should consider the recruitment and retention of replacements to their position with the help of the Executive Officers. In the event replacements cannot be found, board members may continue in their chair position.

## **ARTICLE IV**

### **Board Member Positions and Duties**

#### **Curriculum Enhancement**

- Annually inform the staff regarding their curriculum enhancement allotment and the reimbursement process
- Remind staff in the fall and spring to submit receipts before the budget cycle closes
- Work with the staff regarding requests for additional financial support

#### **Directory**

- Solicit voluntary school directory information from the Muraco Community
- Work with the Muraco School Secretary regarding updated information
- Compile, print and distribute the directory
- Work with the Room Parent Coordinators to gather the emergency contact information from families

#### **Enrichment - Chair**

- Coordinate the activities of the Enrichment Committee members
- Serve as liaison to the Community Schools Association (CSA)

- Prepare a schedule indicating programs and costs to be placed in the Parents' Association notebook/website, updating it as necessary
- Oversee all the enrichment programs and provide each grade's enrichment coordinator with guidance as necessary

**Enrichment Committee** (2-4 committee members per grade level)

- Work closely with teachers and staff to enhance their curriculum by providing enrichment programs for the school, at least one for each grade level
- Choose and book appropriate programs, coordinate visits and arrange payment

**Facilities Enhancement**

- Coordinate enhancement of the building facilities and grounds as agreed upon and approved by the Parents' Association and the Principal
- Coordinate fall and/or spring school clean up days
- Work with the Playground committee to coordinate mulch delivery for the playgrounds and/or school grounds

**Facilities (Physical Plant Maintenance)**

- Coordinate maintenance and repair needs of the school's physical plant
- Work with the Association's Executive Officers, the Principal, DPW, Superintendent, Town Manager and others to help ensure timely repairs are made and new concerns are communicated
- Work with the Principal and the staff to arrange rooms/facilities to maximize optimal working and learning environment
- Maintain records to be placed in the Association's notebooks in the office and website
- Inform the Association regularly of its progress

**Family Activities** (Includes, but is not limited to, Multicultural Fair, Halloween Pizza Party, Skating Party, Cocokey Swim Day)

- Chair the event, recruit volunteers as necessary and notify the school community of the details
- Maintain event expenses and relay the information to the Treasurer

**Field Day**

- Organize the school's Field Day, held in June, including interfacing with food services, teachers, and staff for coordination of the day's activities

**Field Trip Administrator**

- Work with teachers to coordinate scheduling and costs of bus transportation for field trips

- Work with the Superintendent's office/business office regarding bus transportation contracts

### **Fifth Grade Committee**

- Shall be composed of Fifth Grade parents
- Prepare all programs associated with the Fifth Grade as determined by the committee, such as exercises, gifts, yearbook, dinner, trips, community service projects, fundraisers, etc.
- Keep Fifth Grade children and parents informed and involved throughout the school year via newsletters, emails, memos
- Maintain communication with the MESPA Chairperson regarding dates, scheduling, etc.

### **Fundraising Activities** (Includes, but is not limited to, Box Tops for Education, Craft Fair, Plant Sale, Poinsettia Sale, T-shirt Sale)

- Chair the event or activity, recruit volunteers as necessary and notify the school population of the details

### **Grants**

- Works with the Muraco staff to identify potential grants
- Write grants on behalf of the Muraco staff to WFEE, Rotary and other potential grant organizations

### **Kindergarten Welcoming**

- Coordinate play dates and activities to welcome incoming kindergarten children and families
- Attend the new kindergarten orientation in May

### **Library Book Fair**

- Organize the Book Fair, working in conjunction with the librarian, Book Ends/vendor
- Fair will be held in the fall during Muraco's Open House

### **Library Scheduling, Coordination, Catalog/Patron Maintenance**

- Organize volunteers to assist in the Library
- Develop and distribute volunteer schedules
- Work with librarian and staff regarding scheduling, library needs/concerns

### **Mentoring Committee** (2-3 committee members per grade)

- Solicit 4<sup>th</sup> and 5<sup>th</sup> grade students who are interested in being matched with a mentor in their field of interest
- Recruit members of the Muraco community and community-at-large to serve as mentors
- Organize Evening of Sharing

### **Monthly Staff Appreciation Breakfasts**

- Coordinate volunteers to contribute breakfast foods for the staff on the first Thursday of the month
- Coordinate a special breakfast during the first week of school

### **Music Representative**

- Inform the Muraco community of upcoming events, registration information
- Be a resource for the Muraco community in regard to district wide music related programs, issues, etc.

### **Newsletter**

- Assume responsibility for the weekly publication of the Muraco Elementary School Parents' Association Newsletter: Muraco Matters
- Establish a schedule for submission deadlines, printing, Principal or Superintendent approval when necessary, copying, email distribution of newsletter
- Maintain newsletter records for the MESPA website and notebook in the school office

### **Playground Committee**

- Oversee the maintenance of the Muraco Community Playground
- Determine and coordinate fundraising for any further enhancements
- Contact the DPW for mulch delivery and other needs
- Maintain records in the MESPA playground notebook in the school office

### **Publicity**

- Notify the local newspapers to arrange coverage of special events at Muraco School
- Submit articles and photos of newsworthy events to the newspapers as needed
- Clip articles for the school board and/or inform the Muraco community of newsworthy articles via the Association's newsletter

### **Room Parent Coordinators**

- Send home a form at the beginning of the school year requesting individual class Room Parent Volunteers, specifically 2 Room Parents for each class, and those willing to volunteer in the classroom, including providing refreshments and paper products for class parties
- Select 2 Room Parents for each class and prepare a list of volunteers for that class for distribution to each Room Parent, Teacher, Principal and Chairperson
- Aid in the preparation of the Emergency List, clearly defining each person's role should the implementation of the Emergency List be necessary

### **Science Fair**

- Schedule date with the Principal and Staff
- Coordinate the fair, along with volunteers
- Send information to students and their families regarding deadlines, guidelines, etc.

### **School/Family Photos**

- Research and present material to the Parents' Association for approval of the photographer (usually needs to be done prior to the close of the previous school year)
- Notify the school population as to details (date, cost, delivery, etc.)
- Work the day of the photos and coordinate any additional help necessary
- Coordinate distribution of photos

### **School Council Member (2 or 3 positions)**

- The Educational Reform Bill signed into law in July 1993 requires that all schools create School Advisory Councils. These councils consist of parents, teachers, school principal and community members. This advisory body identifies the educational needs of the students at school, adopts educational goals consistent with local education policies, reviews the annual school building budget, and formulates an annual school improvement plan, among other initiatives.
- Candidates will submit applications. If the number of applicants exceeds the number of available positions, MESPA will be responsible for coordinating an election by ballot

### **Social Committee**

- Plan and serve refreshments at all Association meetings
- Provide refreshments for special events including, but not limited to, Parents' Welcome Back Coffee, Kindergarten Orientation
- Organize the Staff Appreciation Luncheon (for all Muraco School staff, MESPA Executive Officers and Board Members) which is held on the Early Release Day in May
- Arrange gifts for the Principal, School Secretary and Custodians at holiday time, as well as any retirement gifts or other gifts as determined by the Association
- Write cards/letters for the Association (i.e. Thank yous to Staff, Condolence, Congratulations, etc.)

### **Special Needs**

- Attend meetings of the Special Education Parents Advisory Committee and report back any plans or events

- Notify parents, via the newsletter, of any special interest meetings
- Be an advocate for the parents of Special Needs students and provide support for those parents in the Muraco School district

### **Substance Abuse Coalition**

- Liaison between the Association and the Winchester Substance Abuse Coalition
- Relay information regarding events and initiatives

### **Technology**

- Serve as a liaison to the Winchester Schools Technology Department, representing Muraco School's interests in technology
- Work with Muraco staff to determine technology related needs
- Assist with the replacement of printer cartridges funded by the Association

### **UNICEF Coordinator**

- Prepare the UNICEF collection boxes and distribution on a timely basis to the Muraco community
- Relay information to the Muraco community via the newsletter

### **Webmaster**

- Creates and maintains the MESPA website

### **Welcoming**

- Identify new families (with the assistance of the School Secretary) and provide assistance as they transition to a new school

### **WFEE**

- Liaison between the Association and the Winchester Foundation for Educational Excellence