

## **Proposal for PTA Operations in 2020-2021**

1. All purchases must be approved by a PTA Committee, the PTA Executive Committee, or the PTA General Membership. Purchases that are budgeted and assigned to a committee for less than \$500 can be approved by vote of that committee. Larger purchases budgeted and assigned to a committee may be approved individually by the executive board or by approving an itemized budget. Any purchases that are budgeted can be approved by the executive committee. Any purchases that are not budgeted must be approved by a vote of the general membership.

2. Spending requests may be made by any member or a teacher who has fulfilled their service requirement. An online/paper form is available for all requests. As committee and membership meetings happen monthly, all requests should be made at least one month in advance.<sup>4</sup> Spending requests may be made by any member or a teacher who has fulfilled their service requirement. An online/paper form is available for all requests. As committee and membership meetings happen monthly, all requests should be made at least one month in advance.

3. To be eligible to apply for block grants, classroom support, or Scholastic book distribution teachers must participate in out-of-school-time service. This includes organizing a PTA-sponsored event outside of school hours, leading the 6th grade activities, or bonafide membership on a committee. Bonafide membership on the Executive Board fulfills service requirements for that year and the following two years. Running an afterschool program counts as service if it is done without financial profit. For the purposes of this requirement “bonafide membership” means a full year of participation with at least 75% attendance at committee meetings.

4. Block grants are disbursed by the curriculum committee. This committee may have up to three teachers and up to three parents or community members. Each grant proposal must be submitted by October 1 and will be voted on before November 1. Assembly proposals are also disbursed by the curriculum committee. Applications can be submitted at any time, but must be at least one month before payment will be due. In all cases, a majority vote of committee members is required to approve a proposal.

5. Committees in operation are: play, 5K, outdoor, diversity & inclusion, website & social media, and enrichment, and curriculum. Committees may be created or disbanded by the executive committee, consistent with the bylaws. All committees will produce a “plan of work” by October 1 for approval by the executive committee, monthly written updates before each executive committee meeting, and minutes of all committee meetings including votes.