



Stanwood Elementary CPAT Agenda

Thursday, May 14th 2026 - General Membership Meeting

Board Members: Cory Thoma: President -- Katy Nave: Vice President -- Kelly Perney: Secretary -- Heidi Schuman: Co-Treasurer -- <n/a>: Co-Treasurer -- Autumn Lenhart: Social Media Coordinator -- Michelle Spencer: P.I.E. Coordinator

1. Call to Order - Cory Thoma
 - a. Pledge of Allegiance
2. Adopt Proposed Changes to By Laws - Cory Thoma
 - a. Changes for Voting
 - b. Changes for Check Signers
 - c. Changes for Executive Committee Eligibility
3. Nominations for Vice President - Cory Thoma
4. Nominations for Open Spot - Cory Thoma
5. Officer's Report
 - a. President - Cory Thoma
 - i. 2026-2027 CPAT Board Elections
 1. President - Cory Thoma
 2. Vice President - _____
 3. Co-Treasurer - Heidi Schuman
 4. Co-Treasurer - _____
 5. Secretary - Kelly Perney
 6. Social Media Coordinator - Autumn Lenhart
 7. Pie Coordinator - Michelle Spencer
 - b. Treasurer - Heidi Schuman and Nikki Cepeda
6. Committee Reports
 - a. Staff Treat Days - Katy Nave / Autumn Lenhart
 - b. Donations - Cory Thoma
 - c. Spirit Nights - Kelly Perney / Heidi Schuman
 - i. 5/12 Roccas - 5/29 - Frosty Shack
 - d. Caring Closet - Katy Nave
 - e. Assemblies - Cory Thoma
 - f. Passive Fundraisers - Cory Thoma / Kelly Perney



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- g. Fundraising - Everyone
 - i. Gold Rush
 - ii. Sunseri
 - iii. Season Pass Fundraiser
 - h. Youth Arts Night - Katy Nave
 - i. Kindness Week - Kelly Perney Katy Nave
 - j. Dr. Seuss Week - Michelle Spencer
 - k. Grandparents Breakfast - Michelle Spencer and Cory Thoma
 - l. 5th Grade Celebration - May 27 - Everyone except Michelle S, Cory, and Nikki
 - m. Staff Appreciation Week - Michelle Spencer
7. New Business
- a. Fundraising Update - Cory Thoma
 - b. Field Day - Cory Thoma
 - c. Kindergarten Graduation - Michell Spencer
 - d. Color Run for Fall Fundraiser - Everyone
 - e. Discuss next years fundraisers - Cory Thoma

Save The Date(s):

- Spring Concert - May 20th
- Field Day - May 15th (rain day May 18th) - Cory Thoma / Heidi Schuman
- 5th Grade Celebration - May 27 - Heidi Schuman / Whoever
 - Also Katy Nave, Autumn Lenhart, Michelle Walton and Kelly Perney
- Kindergarten Graduation - May 28 - Michelle Spencer / Katy Nave
- Stanny Awards - May 29 - Cory Thoma



Stanwood Elementary CPAT Agenda

Tuesday, March 10th 2026 - Membership Meeting 4:00pm, Cafeteria

Board Members: Cory Thoma: President -- Katy Nave: Vice President -- Kelly Perney: Secretary -- Heidi Schuman: Co-Treasurer -- Nikki Cepeda: Co-Treasurer -- Autumn Lenhart: Social Media Coordinator -- Michelle Spencer: P.I.E. Coordinator

1. Call to Order and Welcome - President
 - a. Pledge of Allegiance
2. Old Business
 - a. Approval of December Meeting Minutes
3. Officer's Report
 - a. President - Cory Thoma
 - i. Angela Crescenzo - Motion to keep same, approved by all
 - ii. 2026-2027 CPAT Board Nominations
 1. President - Cory Thoma
 2. Vice President - Katy Nave
 3. Co-Treasurer - Heidi Schuman
 4. Co-Treasurer - Nikki Cepeda
 5. Secretary - Kelly Perney
 6. Social Media Coordinator - Autumn Lenhart
 7. P.I.E. Coordinator - Michelle Spencer
 - b. Treasurer - Heidi Schuman and Nikki Cepeda
 - i. All well, bank balance \$75,380.02
4. Staff Reports:
 - a. Teachers - Field Trips
 - i. All grades presented and were approved. 2nd grade under budget, has about \$700 left.
 - b. Principal - Mr. Kalp
 - i. Happy to approve a new, electric sign purchase by CPAT. We will look for a grant, but ultimately have cash to pay for it. If we receive a grant there are a few other things for which we could use the money, like bulletin board strips all over the school, TVs in the cafeteria and school entry, acoustic wall panels in the cafeteria, school supplies and others that can help the whole school.



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- ii. Nikki Cepeda motioned to formally receive quotes for the sign, Michelle Spencer seconded motion with no one opposed.
 - iii. Fifth grade celebration moved to May 27th, from May 28th.
- 5. Committee Reports
 - a. Staff Treat Days - Katy Nave / Autumn Lenhart
 - i. They enjoyed the hot dog lunch. More planned.
 - b. Donations - Cory Thoma
 - c. Spirit Nights - Kelly Perney / Heidi Schuman
 - i. Millies - 380.78 + 330.50 - \$330.50 for 5th grade teachers to replace items damaged by hallway flood.
 - ii. Roccos - \$385
 - iii. 60 M Missions - \$50
 - iv. Bella Terra - \$1995
 - v. Chipotle - \$75.33
 - vi. 4/19 Golf Simulator - 5/12 Roccos - 5/29 - Frosty Shack
 - d. Caring Closet - Katy Nave
 - i. Need sweatpants, leggings, basketball shorts and other athletic type bottoms. Larger sizes needed like 10-12 and up to Adult Medium.
 - e. Assemblies - Cory Thoma
 - i. No update
 - f. Kindness Week - Kelly Perney Katy Nave
 - i. All went well. Provided dum dums and balloons for Ms. Taylor.
 - g. Dr. Seuss Week - Michelle Spencer
 - i. Cake and cookies (separate days) for presenters, and donuts for Aspiring Educators.
 - h. Kids Heart Challenge - Katy Nave / Michelle Spencer
 - i. Raised about 16K. Issues with the app accurately reporting donations so kids can receive their incentives.
 - i. Passive Fundraisers - Cory Thoma / Kelly Perney
 - i. Received \$84 from Raise Right and over \$100 from Walmart Round Up.
 - j. Gold Rush Fundraiser - Cory Thoma
 - i. Raised over \$500 in first two days. 15 given to each classroom, totaling 375 to the whole school.
 - k. Season Pass Fundraiser - Kelly Perney (10 left)



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- i. Actually 9 left after one purchased.
- 6. New Business / Announcements
 - a. Youth Arts Night - Katy Nave
 - i. Selling lollipops to raise money, potentially up to \$70 for art account. Food trucks coming from Tom's and Millie's, who will potentially donate money to CPAT.
 - b. Grandparents Breakfast (March 16-10) - Michelle Spencer and Cory Thoma
 - i. Great response from kids and grandparents. Need some more volunteers.
 - c. Sunseri Roll Sale - Kelly Perney / Nikki Cepeda
 - d. 5th Grade Celebration - May 27 - Everyone except Michelle S, Cory, and Nikki
 - i. Working on plan for celebration. 5th grade teachers donated back tip money from Millie's.
 - e. Proposed By Laws Update - Cory Thoma
 - i. Removes need for admin sign off on . Update to say all board members are able to take deposits to the bank in the new locking and tamper proof bags provided by bank. Will vote on updates at next meeting.
 - f. Approve Budget Increase for Back to School deposit (\$360) to come from misc - Cory Thoma
 - i. Motion from Katy Nave and Second by Kelly Perney, none opposed

Save The Date(s):

- Gold Rush - March 9-12 - Cory Thoma / Nikki Cepeda
- Grandparent's Breakfast - March 16th - 19th - Michelle Spencer / Cory Thoma
- Sunseri Roll Sale - Kelly Perney / Nikki Cepeda
 - Will send March 16th, Due March 31, Pickup on 4/15-4/16
- PSSAs - 4/20-4-25- Michelle Spencer / Cory Thoma
 - Allowing teachers to request what they'd like for their rooms and will spread the budget over remaining rooms if there is a greater need in some rooms than others.
- Staff Appreciation Week - May 4-8 - Michelle Spencer / Katy Nave
- Spring Concert - May 20th
- Field Day - May 15th (rain day May 18th) - Cory Thoma / Heidi Schuman
 - Will use a digital form. T Shirt designs due by April 15th
- 5th Grade Celebration - May 28 - Heidi Schuman / Kerry Zema / Whoever
 - Also Katy Nave, Autumn Lenhart, Michelle Walton and Kelly Perney
- Kindergarten Graduation - May 28 - Michelle Spencer / Katy Nave



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- Stanny Awards - May 29 - Cory Thoma
 - Teacher voting for CPAT award to happen soon. Katy will help set up trophies that morning
- Next General Meeting - 5/10 - 6:00pm - Room 100

Other

- Fifth Grade Signs - Heidi Schuman / Autumn Lenhart
 - Will send home forms soon, for delivery around end of April/early May

Adjourn

Motion by Kelly Perney, Approved by Cory Thoma with none opposed.

Stanwood Elementary School Caring Parents and Teachers (Stanwood Elementary PTO)

BY-LAWS

Article 1: Name

The name of this organization is Stanwood Elementary Caring Parents and Teachers (hereinafter " Stanwood PTO"), located in Hempfield School District, Hempfield Township, Pennsylvania.

Article II: Purposes

Section 1: The purposes of Stanwood PTO are:

- A. To promote the welfare of children and youth in the home, family, school, and community;
- B. To bring into closer relation the home and the school such that parents and teachers may cooperate intelligently in the education of the child;
- C. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, and social education; and
- D. To support and enhance Stanwood Elementary School.

Section 2: The objectives of Stanwood PTO are promoted through various programs directed toward students, parents, teachers, and the general public; developed through committees, projects, programs, and fundraising; and governed and qualified by the basic policies set forth in Article III.

Section 3: Stanwood PTO is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future federal tax code (hereinafter "Internal Revenue Code")

Article III: Basic Policies

Section 1: The following are the basic policies of Stanwood PTO:

- A. Stanwood PTO shall be noncommercial, nonsectarian, and nonpartisan.
- B. Stanwood PTO or the names of the members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the organization.
- C. Stanwood PTO shall not directly or indirectly participate or intervene in any political campaign.
- D. Stanwood PTO shall work with schools to provide quality education for all children and shall participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Hempfield Area Board of Education.
- E. Stanwood PTO may cooperate with other organizations and agencies active in child welfare. The manner and extent of such cooperation shall be determined and approved by the officers and executive committee.
- F. In the event of dissolution of the organization, Stanwood PTO's assets shall be distributed as much as possible to similar organizations at the locations to where our children have been assigned. Any dissolution and disbursement of assets shall be done according to the laws of the Commonwealth.

Article IV: Articles of Organization

Section 1: Stanwood PTO shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income and receipts and disbursements of organization. Such books of account and records shall, at all reasonable times, be open to inspection, with any officer present, by any member of Stanwood PTO.

- A. All accounts shall be audited annually and a report filed in the CPAT folder in the office of Stanwood Elementary.

Section 2: Each officer of Stanwood PTO shall be a member of said organization.

Section 3: Each executive committee member shall be issued a copy of these by-laws and be obligated to review them before September of the new school year.

Section 4: These bylaws will be available to any member of Stanwood PTO upon request.

Article V: Membership

Section 1: Stanwood PTO membership follows these guidelines:

- A. Membership in Stanwood PTO shall be made available without regard to race, sex, color, creed, or national origin, to parents/guardians, volunteers, teachers, and/or employees of Stanwood Elementary School who support the objectives and basic policies of Stanwood PTO.
- B. Stanwood PTO shall conduct an annual membership drive., but shall admit membership at any time.
- C. Each member of PTO shall pay such annual dues to Stanwood PTO as may be prescribed by Stanwood PTO. Annual dues are \$0.
- D. A member is considered active if that member has attended at least half of the general meetings and has shown sufficient interest by volunteering for at least 2 Stanwood PTO sponsored events.

Article VI: Officers and their Elections

Section 1: The officers of Stanwood PTO shall consist of:

- A. One (1) President;
- B. One (1) Vice President;
- C. One (1) Secretary;
- D. Two (2) Treasurers

The organization may also elect the following coordinator positions if sufficient nominations, membership interest, and organizational need exist:

- A. One (1) Content Coordinator;
- B. One (1) P.I.E. Coordinator.

The absence of a Content Coordinator or P.I.E. Coordinator shall not prevent the Executive Board from being properly formed, nor shall it prevent the PTO from conducting regular business. If either position remains vacant, the duties of that position may be assigned by the Executive Board to another officer, committee, or volunteer as needed.

Section 2: Officers shall be elected annually at the last scheduled general meeting of the school year. An additional written announcement of the election shall be sent out prior to the election. The election shall be by secret ballot; however, if there is but one nominee for any office, election for the office may be by voice vote at the last general meeting.

- A. Any member shall nominate another member, or themselves, for each office to be filled at the general meeting or prior to the official election. Only those members who agree to serve if elected shall be placed on the ballot.
- B. Any nominee must be an active member of Stanwood PTO. If no active member is available or willing to be considered for a particular office, any member in good standing may be nominated and considered for that office, provided that the member agrees to serve if elected.
- C. A person shall not serve more than two (2) consecutive terms in the same office, except in the absence of an active member nominee, in which event they may serve.

Section 3: In the case a vacancy occurs in the office of the president, the vice president shall fill the position. A vacancy occurring in any other office shall be filled for the unexpired term by a consenting persons(s) elected by a majority vote of the remaining members of the executive committee.

VII: Duties of the Officers

Section 1: The President shall:

- A. preside at all meetings of Stanwood PTO and of the executive committee, and perform all other duties usually pertaining to the office;
- B. review with the principal all meeting agendas prior to meetings, all communications prior to their distribution, and all programs prior to their being scheduled.
- C. have the authority to approve expenditures of \$50 or less. Any expenditures over \$50 must be approved by the executive committee.

Section 2: The Vice President shall:

- A. act as an aide to the President;
- B. perform the duties of the President in the President's absence or inability to serve; and
- C. arrange a speaker if needed for a meeting.
- D. Assume the responsibilities and duties of the Content Coordinator if the position is vacant or if no Content Coordinator is elected.

Section 3: The Secretary shall:

- A. keep a correct record of all the meetings of the organization and of all executive committee meetings which shall include names or makers of motions and second motions and a standing vote count when that count is necessary;
- B. perform duties as may be delegated to her/him (i.e. facebook, website, etc.);
- C. type and post electronic version on Stanwood PTO website and/or present a written copy at the meeting of the previous meeting's minutes, and;
- ~~D. create and distribute a monthly newsletter for Stanwood Elementary.~~
- E. Assume the responsibilities and duties of the P.I.E. Coordinator if the position is vacant or if no P.I.E. Coordinator is elected.

Section 4: The Treasurers shall:

- A. receive all monies of the organization;
- B. keep an accurate record of receipts and expenditures;
- C. promptly deposit all monies once received;
- D. orally present a financial statement at each meeting;
- E. close the books at the end of the fiscal year and submit them for audit and submit to new treasurer no later than ten (10) days after their return;
- F. Provide all relevant and required documents to the accountant for your yearly tax returns,
- ~~G. have checks or vouchers signed by two people; which include either treasurers, school secretary, and/or school principal.~~
- H. have checks or vouchers signed by two people; which include either treasurers, vice president, or president.
- I. present at each regular meeting a current financial report showing the organization's budget status, including the approved budget, income received, expenses paid, and remaining balance for each applicable budget line;
- J. present at each regular meeting a transaction report showing all income and expenses since the last regular meeting. The report shall include, where applicable, the date of the transaction, the name or description of the income or expense, the budget line, the amount, the payment or deposit method, the check number or electronic transaction reference, and the person, business, vendor, or organization to whom payment was made or from whom income was received;

- K. identify the check number for all check payments and the transaction reference, confirmation number, or similar record for ACH, debit card, online payment, or electronic payments when such information is available;
- L. make the financial report and transaction report available for review by the membership at the meeting and maintain a copy with the organization's official financial records; and
- M. ensure that all reported expenses are tied, when applicable, to an approved budget line, approved motion, electronic vote, reimbursement request, or other documented authorization.

Section 5: The Content Coordinator, if elected or appointed, shall:

- A. work together with the President and Secretary to plan the "holidays" that will be marked and celebrated on the any social media page i.e. Nurse's week, Bus Driver appreciation, etc.; and
- B. post descriptions and pictures from events during school ONLY AFTER PERMISSION from the Principal and President.* Copies of all pictures taken are to be sent to the school secretary for use in the yearbooks.
- C. Coordinate communication with the building Secretary for the purpose of posting Remind messages, emails, and written communication. Such coordination should ensure multiple messages are not produced on the same day when possible.

If no Content Coordinator is elected, or if the position is vacant, the Vice President shall assume responsibility for these duties unless the Executive Board assigns them to another officer, committee, or volunteer.

The use of Facebook Live can only be used with permission from the Principal and President during an event.

*There are students with custody and safety issues so not all pictures taken during events can be shared on both board page and board member's personal pages.

Section 6: The P.I.E. Coordinator, if elected or appointed, shall:

- A. coordinate all volunteers for school events; and
- B. be sure all volunteers have their clearances on file with the school district and
- C. handle fundraising requests and facilities requests.

If no P.I.E. Coordinator is elected, or if the position is vacant, the Secretary shall assume responsibility for these duties unless the Executive Board assigns them to another officer, committee, or volunteer.

Section 7: All officers shall:

- A. perform the duties prescribed in Robert's Rules of Order Newly Revised in addition to those outlined in these by-laws and those assigned from time to time.
- B. conduct a minimum of four (4) and a maximum of seven (7) Stanwood PTO meetings per year, time and dates designated by the board.
- C. submit all requests for money, goods, or programs to the principal for pre-approval prior to the month's general meeting. This item also applies to committee members.
- D. deliver to their successors all official materials no later than ten (10) days following the assumption of their duties.

Article VIII - Executive Committee

Section 1: Executive Committee shall consist of:

- A. Officers
- B. Principals

Section 2: The duties of the executive committee shall be to:

- A. transact necessary business in the intervals between organization meetings and other business as may be referred to it by the organization;
- B. create special committees;
- C. approve plans of work for the special and standing committees;
- D. present reports at regular meetings;
- E. Appoint an auditor or an auditing committee at the end of the fiscal year to audit treasurer's accounts and;
- F. prepare and submit to the organization for approval a budget for the fiscal year.

Section 3: Regular meetings of the executive committee shall be held during the school year, the time to be fixed by the committee. Present members shall

constitute a quorum. Special meetings of the executive committee may be called by the president or by a majority of members.

Section 4: Electronic Meetings and Electronic Action Between Meetings

The Executive Committee may conduct regular or special meetings by conference telephone, video conference, or other real-time electronic technology, provided that all persons participating in the meeting can hear each other. Participation by such means shall constitute presence at the meeting. Votes taken during such a meeting shall be treated the same as votes taken during an in-person Executive Committee meeting.

When action is necessary before the next regular or special meeting, the Executive Committee may take action electronically without a meeting only when the action is otherwise within the authority of the Executive Committee and is approved by written or electronic consent of all voting members of the Executive Committee then in office. Such consent may be provided by email, electronic signature, Google Form, or another similar electronic method that creates a written or electronic record of the vote and identifies the voting member.

Any proposed electronic action without a meeting shall clearly state the motion or decision being considered and shall allow each voting member to vote "yes," "no," or "abstain." A failure to respond shall not be counted as consent. No action taken electronically without a meeting shall be final unless the required consent is received and preserved.

The Secretary, or another officer designated by the President, shall maintain the record of any electronic action with the official records of the organization. The record shall include the motion or decision considered, the date the vote was opened, the date the vote was closed, the members eligible to vote, the vote or consent of each member, and whether the action was approved. The result of any electronic action shall be reported at the next regular meeting of the organization or Executive Committee and reflected in the minutes.

Electronic action may be used for any matter left solely to the Executive Committee, including but not limited to approval of purchases or spending items included in the approved budget, approval of ordinary purchases or reimbursements requiring board approval, approval of spending above or outside the approved budget when timely action is needed, approval of event or committee matters, approval of the use of funds, property, or school space when within the authority

of the Executive Committee, and filling a vacant officer position as permitted by these by-laws.

Electronic voting or electronic consent shall not be used to replace a vote of the general membership where these by-laws require membership approval, unless the vote occurs during a properly called in-person, virtual, or hybrid meeting of the general membership.

Section 5: Matters Requiring General Membership Approval

The following matters shall require approval by the general membership and shall not be finally approved solely by the Executive Committee unless otherwise expressly permitted by these by-laws:

- A. Adoption of the annual budget;
- B. Election of officers, except for filling vacancies as otherwise provided in these by-laws;
- C. Amendment of these by-laws;
- D. Dissolution of the organization or distribution of assets upon dissolution;
- E. Any matter that these by-laws specifically require to be approved at a regular or special meeting of the organization; and
- F. Any matter that the Executive Committee determines should be presented to the general membership due to its importance, cost, or long-term effect on the organization.

For purposes of this section, approval by the general membership means approval by the members present and voting at a properly called regular, special, virtual, or hybrid meeting where quorum is met, unless a different voting standard is required elsewhere in these by-laws.

Article IX - Meetings

Section 1: Regular meetings of the organization shall be decided by the executive committee and will not exceed two (2) hours. Reasonable notice shall be given of any change of date. Special meetings may be called by the executive committee.

- A. The president and the principal may cancel a meeting.

Section 2: Six (6) members shall constitute a quorum for the transaction of business at a regular meeting.

Section 3: Attendees at regular meetings will sign an attendance record.

Article X - Committees

Section 1: The executive committee may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization.

Section 2: The president of Stanwood PTO and principal of Stanwood Elementary School shall be members ex officio of all committees.

Section 3: The power to form committees and appoint their chairperson(s) rests with the executive committee. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when it's done and its final report is given.

Section 4: Each committee shall be assigned no less than 2 co-chairs.

- A. At least 1 co-chair must attend a membership meeting prior to their committee's activity or event to provide a report and update.
- B. Co-chairs are responsible for submitting all reimbursement requests relative to their committee within one week following activity or event.

Article XI - Fiscal Year

The fiscal year of Stanwood PTO shall begin on July 1 and end on June 30.

Article XII - Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these by-laws.

Article XIII - Fund Disbursements

Section 1: Basic expenditures from Stanwood PTO treasury account are as follows, contingent upon outcome of the Fall Fundraiser(s):

- A. Teacher allotments

- a. When sufficient funds are available: \$75 per school year will be made available to the following full-time staff members: Classroom Teachers, Guidance Counselors, Reading Teachers, Secretaries
 - b. When sufficient funds are available, \$350 will be made available to the following departments: Physical Education, Art, Technology, Music, and Reading. Funds may be lowered to \$75 if insufficient funds are available.
 - c. The building principal(s) receives \$200 per school year.
 - d. Receipts may be turned into Stanwood PTO by the end of the school day on May 15. Any received after this time and date are void. No reimbursement checks will be issued until November. Receipts may be submitted when the full allotment is met or at the end of the school day on May 15, whichever occurs first.
 - e. All receipts must be dated and highlighted as to what was purchased,
 - f. Reimbursement form must be completed with date, store, and amount spent at store. Reimbursement will not be made unless the form is submitted and completed with receipts.
 - g. Items purchased become property of Stanwood Elementary School.
 - h. Student incentives and enrichment materials may be purchased with this allotment.
- B. Memorials and donations
- a. Fire victims - any Stanwood family experiencing a fire will receive \$100 per family.
 - b. Death of a student's parent - each Stanwood student losing a parent, primary caregiver, or immediate family will receive \$100
 - c. Death of a teacher's parent/spouse/child - PTO will donate a book to the Stanwood library in the deceased's name.
 - d. Death of a PTO chairperson's parent/spouse/child - independent collections will be accepted.
 - e. Death of a current Stanwood Student - any death of a current Stanwood student will receive \$100 payable to parent/guardian.
 - f. Exceptions to memorials and donations policies may be approved by a majority vote during any membership meeting.
- C. Retirement
- a. Retiring staff members will receive a \$50 gift card.
- D. Holiday gifts for principal, school secretary (ies), and custodians

- a. Gift certificates in the amounts of \$50 for the principal and \$50 for school secretary (or \$25 for each secretary if there are two) and \$25 for each custodian will be purchased
- E. Get well acknowledgements
 - a. Cards will be sent to any staff member during an extended illness
- F. Secretary's Day
 - a. Up to \$50 will be spent on a gift for each school secretary(ies)
- G. Staff in charge of special programs (i.e. talent show, concert, etc)
 - a. A gift will be purchased for a maximum of \$25 per person in charge.
- H. Grant Allotment
 - a. An amount to be determined by the outcome of the fall fundraiser will be allotted for educational programs, projects, or field trips. An exception will be itinerant requests, which will be considered on an individual basis.
 - i. Grant application must be submitted to the building principal before regular meeting for pre approval.
- I. Book Fair
 - a. At the district's request, all money and books earned must be donated to the school library and not to individual teachers or classrooms.
 - b. If any teacher feels that a child in his/her room cannot afford to purchase books, he/she will discuss this matter with the principal and a list of these students is to be given to the book fair chairperson. The students on the list will be able to make a total purchase at the book fair up to \$10.

Section 2: Check Signing Procedures

- A. All checks issued by Stanwood PTO shall require two (2) authorized signatures.
- B. Authorized check signers shall be limited to the following officers, with a maximum of four (4) total authorized signers:
 - a. Co-Treasurer (two authorized signers)
 - b. President (one authorized signer)
 - c. Vice President (one authorized signer)
 - d. Under no circumstances shall a check be issued with fewer than two (2) authorized signatures.
- B. No two (2) authorized check signers shall be members of the same immediate family. For purposes of this section, "immediate family" includes

spouses, parents, children, siblings, and individuals related through marriage or legal adoption.

Section 3: Depositors

- A. All funds collected on behalf of, or for the benefit of, Stanwood PTO activities shall be deposited promptly following collection and verification.
- B. Funds shall be counted and verified by at least two individuals, one of whom must be either a PTO Board Member or a school administrative official (Principal or Secretary).
- C. Deposits shall be made in accordance with the following procedures:
 - a. A Treasurer may deposit the funds immediately after the funds have been counted and verified.
 - b. If a Treasurer is unavailable, another PTO Board Member may deposit the funds after the funds have been counted and verified. In such cases, the funds shall be placed in a bank deposit bag, secured, and transported directly to the bank for deposit.
 - c. All deposits shall be made as soon as reasonably practicable following verification.

Article XIV - Amendments

These by-laws may be amended at any regular meeting of the organization by a majority vote of the members present and voting.

Amendments to by-laws per board meeting on 5/7/2020:

- A. In the case of an extraordinary event where the membership is unable to vote in person, the board can decide to hold elections for the following school year when students and staff are permitted back within the school building."
- B. Exceptions to the bylaws related to teacher reimbursements are being done due to circumstances beyond our control caused by COVID19 crisis. Teachers may submit for reimbursement without receipts, however, receipts are due within 2 weeks of return to school or teachers must repay or have the amount deducted from their following school year allotments."

Amendments to by-laws per board meeting on 8/17/2020:

A. " In the case of an extraordinary event where the membership is unable to vote in person, the board can hold nominations and elections for the following school year via an online platform."

Amendments to by-laws per board meeting on 3/9/2022:

- A. Article VI, Section 1: Removal of 2nd Vice President position and addition of Social Media Coordinator position and P.I.E. Coordinator position.
- B. Article VII: Removal of second Vice President duties description, addition of Social Media Coordinator duties description, and addition of P.I.E. Coordinator duties description.

Amendments to by-laws per board meeting on 10/11/2023:

- A. Addition of Article X, Section 4.
- B. Article XIII, Section 1, Sub-section B(b): "parent, primary caregiver, or immediate family member"
- C. Addition of (f) under Article XIII, Section 1, Sub-section B

Amendments to by-laws per board meeting on 9/12/2024:

- A. Article V, Section 1, Sub-section D: Redefined "active member"
- B. Article XIII, Section A, Sub-sections a-c: Clarified staff allotment guidelines
- C. Article XIII, Section I, Sub-section b: Updated book fair financial assistance guidelines

Amendments to by-laws per board meeting on 5/14/2026:

- A. Article VI, Section 1: Updated officer structure to clarify required officers and optional coordinator positions, including the Content Coordinator and P.I.E. Coordinator.
- B. Article VI, Section 2: Added flexibility allowing a member in good standing to be nominated if no active member is available or willing to serve.

- C. Article VII, Sections 2 and 3: Added that the Vice President assumes Content Coordinator duties if vacant, and the Secretary assumes P.I.E. Coordinator duties if vacant.
- D. Article VII, Section 4: Expanded Treasurer duties to require regular budget reports, transaction reports, supporting payment details, and documentation of spending authorization.
- E. Article VII, Sections 5 and 6: Renamed Social Media Coordinator to Content Coordinator, updated communication duties, and clarified fallback responsibility when coordinator roles are vacant.
- F. Article VIII, Section 4: Added procedures for electronic meetings and electronic votes by the Executive Committee, including consent, voting options, and recordkeeping requirements.
- G. Article VIII, Section 5: Clarified matters requiring general membership approval, including budget adoption, officer elections, by-law amendments, dissolution, and other major matters.
- H. Article XIII, Section 2: Added check signing procedures requiring two authorized signatures and limiting authorized signers to designated officers.
- I. Article XIII, Section 3: Added deposit procedures requiring funds to be counted, verified, secured, and deposited promptly.