

## PTO Board Roles and Responsibilities 2016-2017

Position	Roles/Responsibility
<b>President</b> <i>Agnès Beatty</i>	<ul style="list-style-type: none"> <li>• Oversee PTO Board members and all PTO programs</li> <li>• Prepare monthly PTO meeting agenda and preside at monthly PTO meetings.</li> <li>• Act as liaison to District Administration and School Board</li> <li>• Create a PTO Year End Report (with assistance from Executive Committee and Secretary) for permanent record.</li> <li>• Chair Executive Committee</li> <li>• Chair Nominating Committee</li> <li>• Chair Bedrosian Award</li> </ul>
<b>Vice President</b> <i>Tania Surane</i>	<ul style="list-style-type: none"> <li>• Attend all PTO meetings and send monthly report to Communications prior to meeting</li> <li>• Act as aide to President and assume responsibilities of President in her/his absence</li> <li>• Develop and Maintain Volunteer process, Volunteer Google Form and Volunteer Database</li> <li>• Manage Volunteer Appreciation Week recognition</li> <li>• Chair Links to Learning Committee</li> <li>• Chair Volunteer of the Year Committee</li> </ul>
<b>Communications Director</b> <i>Gayathri Kalyanaraman</i>	<ul style="list-style-type: none"> <li>• Attend all PTO meetings and send monthly report to Communications prior to meeting</li> <li>• Post meeting Minutes to PTO website</li> <li>• Ensure that at least 7 years of PTO history is filed and stored (GoogleDocs)</li> <li>• Coordinate Constant Contact activity</li> <li>• Update PTO, Run for D103 and 8<sup>th</sup> Grade Graduation Celebration Websites</li> <li>• Coordinate volunteers to help district with mailings, labeling, etc.</li> <li>• Manage PTO store in collaboration with Ways and Means</li> <li>• Manage PTO GoogleDocs Repository and perform semi-annual Back up</li> <li>• Provide Publicity Support for PTO programs and projects including providing weekly updates to Kim Sylvan for District newsletters for all PTO programs</li> <li>• Member of Executive Committee</li> </ul>
<b>Treasurer</b> <i>Heather Vasilenko</i>	<ul style="list-style-type: none"> <li>• Attend all PTO meetings and send monthly report to Communications prior to meeting</li> <li>• Maintain Financial Documents and Produce all Financial Reports</li> <li>• Communicate Reimbursement and Deposit procedures to PTO board</li> <li>• Manage Reimbursements for programs and coordinate with District</li> <li>• Manage deposits for Fundraising programs</li> <li>• Manage PTO Budget and present report to board in April with current year status and proposed budget for next year.</li> <li>• Chair Finance Committee</li> <li>• Member of Links to Learning Committee</li> <li>• Complete and Submit necessary IRS forms</li> <li>• Facilitate the audit process in the fall</li> <li>• Manage General Liability Policy</li> <li>• Work with Ways and Means to Manage PTO Store and Paypal accounts</li> <li>• Member of Executive Committee</li> </ul>
<b>Recording Secretary</b> <i>Angie Petschke</i>	<ul style="list-style-type: none"> <li>• Attend all PTO meetings</li> <li>• Take and Distribute Meeting Minutes, report these to Communications monthly</li> <li>• Manage PTO Correspondence including sending thank you cards to retiring teachers</li> <li>• Member of Executive Committee</li> </ul>
<b>Hospitality</b> <i>Beth Auer</i> <i>Robin Babbo</i> <i>Leslie Cornell</i> <i>Michelle Roth</i>	<ul style="list-style-type: none"> <li>• Attend all PTO meetings and send monthly report to Communications prior to meeting</li> <li>• Coordinate Fall Back to School Bash at Sprague for K-4 students and families and S'mores station at Boo Bash</li> <li>• Provide refreshments for the following events: <ul style="list-style-type: none"> <li>○ NJHS Reception</li> <li>○ 8<sup>th</sup> Grade Graduation</li> <li>○ Back to School Breakfast for Teachers</li> <li>○ 5th/6th STAR recognition events</li> <li>○ 7th/8th Meet and Greet Breakfast</li> </ul> </li> <li>• Coordinate recognition of Principal's Day, Administration Assistant Day, Custodian Day, Nurses Appreciation Day,</li> <li>• Coordinate Chili Thank You Lunch in late January for all three schools</li> <li>• Coordinate Teacher Conference Evening Snacks in Fall and Spring</li> </ul>
<b><u>Committee Chairs:</u></b>	

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	<ul style="list-style-type: none"> <li>• Welcome Committee (<i>Elzan Ohlwein, Daphne Dickens-King, Astha Bhattad</i>) <ul style="list-style-type: none"> <li>• Reach out to new families to the district to welcome them to the community</li> <li>• Establish a welcome committee of parents that are interested in working with new families during their transition.</li> <li>• Diversity Council: Identify parent volunteers with a second language to help in communicating with new families</li> <li>• Coordinate Family Info Fair in the Fall</li> <li>• Maintain a welcome packet of information for new families</li> <li>• Manage a welcome table at Kindergarten Registration</li> </ul> </li> <li>• Parent Education Committee (<i>Michelle Kowalski, Julie Freeman, Leah Farris</i>)</li> <li>• Teacher Appreciation Week (<i>DW- Denisia Anta, Stacy Szejbka, Nara Thompson, HD- Pauline Grant and Ali Hanes, SP- Pavi Sankaralingam, Danielle Gobble</i>)</li> </ul>
<b>Cultural and Fine Arts Coordinator</b> <i>Lisa Lewis</i> <i>Marina Becker</i> <i>Katie Wolf</i>	<ul style="list-style-type: none"> <li>• Attend all PTO meetings and send monthly report to Communications prior to meeting</li> <li>• Coordinate Explore the Arts Day at Sprague. Work closely with the teacher liaisons at Sprague.</li> <li>• Attend Showcase in Fall to identify potential assembly presenters for EAD and Cultural Arts assemblies.</li> <li>• Work with schools to determine assembly wishes/needs for Cultural Arts</li> <li>• Schedule assemblies, request payments, and act as liaison between performers and school.</li> <li>• Publicize upcoming assemblies via school newsletters and through any other sources available</li> </ul>
<b>DW School VPs</b> <i>Christine Murray- Upadhyay - Sr</i> <i>Ella Shlyak - Jr</i>	<ul style="list-style-type: none"> <li>• Attend all PTO meetings and send monthly report to Communications prior to meeting including committee chair reports</li> <li>• Coordinate Lunch Support for first few days of school</li> <li>• Provide Guidance and Support to DW Committee Chairs</li> <li>• Coordinate Library Aides and Reading Recess</li> <li>• Assist with Author Visits Chair if needed (<i>Lisa Lewis</i>)</li> <li>• In Fall, identify grade level parent coordinators for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade.</li> <li>• In Fall, identify room parents for 5<sup>th</sup> grade classes.</li> <li>• Work with 6<sup>th</sup> grade parent coordinators to plan and execute Spring Fling.</li> <li>• Work with 7th Grade on Grade level event</li> <li>• Coordinate Washington DC Trip (<i>Jen Qualley</i>)</li> <li>• Work with 8<sup>th</sup> grade parent coordinators on 8<sup>th</sup> Grade Picnic</li> <li>• Support any Special requests for DW during the school year</li> <li>• Oversee Front Office Assistance (<i>Laura Polen</i>)</li> <li>• Coordinate 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade Halloween and Winter treat days – find volunteers, purchase treats</li> <li>• Coordinate 5<sup>th</sup> grade Halloween, Winter and Valentine’s Day parties with Room Parents</li> </ul> <p><b><u>Committee Chairs:</u></b></p> <ul style="list-style-type: none"> <li>• 5<sup>th</sup> Grade Colonial Day (<i>Jodie Halazonitis, Michelle Weinstein</i>)</li> <li>• 5<sup>th</sup> Grade Fraction Café (<i>Denisia Anta, Aimee Kravets</i>)</li> <li>• 5<sup>th</sup> Grade Art Cart (<i>Danielle Gobble, Karen Borgerding</i>)</li> <li>• 5<sup>th</sup>/6<sup>th</sup> Lighted Schoolhouse (<i>Karen Borgerding</i>)</li> <li>• 6<sup>th</sup> Grade Dance Lessons (<i>Robin Babbo, Jackie Curtis, Christy Beckstrom</i>)</li> <li>• 6<sup>th</sup> Grade Spring Fling (<i>Todd Spohnholtz, Anita Spohnholtz</i>)</li> <li>• 8<sup>th</sup> Grade Dance (<i>Susanne Immell, Joanna King, Lisa Lewis</i>)</li> <li>• 5<sup>th</sup> and 8<sup>th</sup> Grade Health Events (<i>Tiffany Etzel and Rilina Ghosh</i>)</li> </ul>
<b>Half Day School VPs</b> <i>Michele Shrout - Sr</i> <i>Michelle Brooks - Jr</i>	<ul style="list-style-type: none"> <li>• Attend all PTO meetings and send monthly report to Communications prior to meeting including committee chair reports</li> <li>• Provide Guidance and Support to HD Committee Chairs</li> <li>• Assign and Coordinate 3<sup>rd</sup> grade and 4<sup>th</sup> grade room parents.</li> <li>• Coordinate Picture Day Volunteers for Half Day</li> <li>• Assist in Author Visits Chair at Half Day if needed (<i>Heather Vasilenko</i>)</li> <li>• Assist in getting volunteers and supplying snacks for Half Day Jump Rope for Heart (March)</li> <li>• Coordinate volunteers for Indoor Recess</li> </ul> <p><b><u>Committee Chairs:</u></b></p> <ul style="list-style-type: none"> <li>• Indoor Recess (<i>Tracie Conrad, Teresa Hansen</i>)</li> <li>• 3rd World's Fair (<i>Rebecca Young, Cristina Lopez</i>)</li> <li>• 4th State Fair (<i>Hazel Weaver, Heather Rich, Christy Beckstrom</i>)</li> </ul>

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<b>Sprague VPs</b> <b>Lauren Dardick - Sr</b> <b>Jen Prosk - Jr</b>	<ul style="list-style-type: none"> <li>• Attend all PTO meetings and send monthly report to Communications prior to meeting including committee chair reports</li> <li>• Provide Guidance and Support to SP Committee Chairs</li> <li>• Assign and Coordinate Kindergarten, 1<sup>st</sup> grade and 2<sup>nd</sup> grade room parents</li> <li>• Coordinate Picture Day Volunteers for Sprague</li> <li>• Work with Sprague librarian to determine parents volunteer needs and help (where needed) in outlining a volunteer schedule.</li> <li>• Assist in Author Visits Chair at Sprague if needed (<i>Rilina Ghosh</i>)</li> <li>• Assist in getting volunteers and supplying water for Sprague Diabetes Walk (April)</li> <li>• Coordinate with art teachers at Sprague and Half Day school to display art work in schools.</li> <li>• Provide assistance at Sprague and Half Day in creating art backdrops in spring for school musical performances if needed.</li> </ul> <p><b><u>Committee Chairs:</u></b></p> <ul style="list-style-type: none"> <li>• 2nd Pilgrim Simulation support (<i>Chris Acampora</i>)</li> </ul>
<b>Ways and Means</b> <b>Agnes Beatty</b> <b>Tania Surane</b>	<ul style="list-style-type: none"> <li>• Attend all PTO meetings and send monthly report to Communications prior to meeting including committee chair reports</li> <li>• Provide Guidance and Support to WM Committee Chairs</li> <li>• Do Summer Mailing in June to local businesses to begin marketing cycle for the year</li> <li>• Oversee all PTO Fundraising programs, manage budgets and forecasts, track overall sponsorship and provide support to Committee Chairs.</li> <li>• Manage \$103 for 103.</li> <li>• Oversee PTO Store</li> <li>• Member of Executive Committee</li> </ul> <p><b><u>Committee Chairs:</u></b></p> <ul style="list-style-type: none"> <li>• Book Fair (<i>Ana Soonthornsima, Rebecca Young</i>)</li> <li>• Membership/Directory (<i>Marylynne Tosyali, Sherri Liang-zhou, Tiffany Etzel</i>)</li> <li>• School Supplies (<i>Pavi Sankaralingam</i>)</li> <li>• Spirit Wear (<i>Michelle Schmitke</i>)</li> <li>• Run for the Fields/5K (<i>Angela Geiges, Jamie Contreras</i>)</li> <li>• DW Pizza Lunch (<i>Marybeth Lockwood</i>)</li> <li>• Camp Fair (<i>Jackie Curtis, Beth Hanna</i>)</li> <li>• Spirit Wear (<i>Brenda Cobb</i>)</li> </ul>

ALL Board Members have the following responsibilities:

- Complete End of School Year Program Evaluations and Submit Year End Program Summary Report
- Schedule and attend program transition meeting when exiting or entering a role
- Manage program in accordance with PTO and District Budgets
- Connect with program volunteers in Fall to acknowledge interest
- Recognize Volunteers during Volunteer Appreciation Week