

## PTO BOARD MEMBER'S ROLES & RESPONSIBILITIES

2019-2020 SCHOOL YEAR

Revised 11/12/19

ROLE	RESPONSIBILITIES
<b>President</b> <i>Cristina López-Tapia</i>	<ul style="list-style-type: none"><li>• Oversee PTO Board Members and all PTO programs</li><li>• Prepare PTO meeting agenda and preside at all PTO meetings</li><li>• Act as PTO liaison to District Administration and School Board</li><li>• Create a PTO Year End Report, with assistance from the Executive Committee, for permanent record</li><li>• Chair Executive Committee</li><li>• Chair Nominating Committee</li><li>• Chair Bedrosian Award</li><li>• Member Finance Committee</li><li>• Member Links to Learning Committee</li><li>• Member Extra for Extracurricular Committee</li><li>• Member Scott C. Guziec Volunteer of the Year Award Committee</li></ul>
<b>Vice President</b> <i>Teresa Hansen</i>	<ul style="list-style-type: none"><li>• Attend all PTO general and executive board meetings and send monthly report to Recording Secretary</li><li>• Act as aide to PTO President and assume responsibilities of President in her/his absence</li><li>• Coordinate welcome bags for newly hired D103 employees</li><li>• Develop and maintain volunteer process, google form, and database</li><li>• Manage volunteer appreciation week</li><li>• Manage monthly High Five Awards</li><li>• Chair Legislative Committee</li><li>• Chair Links to Learning Committee</li><li>• Chair Extra for Extracurricular Committee</li><li>• Chair Scott C. Guziec Volunteer of the Year Award Committee</li><li>• Member Executive Committee</li><li>• Member Finance Committee</li><li>• Member Nominating Committee</li></ul>
<b>Treasurer</b> <i>Heather Vasilenko</i>	<ul style="list-style-type: none"><li>• Attend all PTO general and executive board meetings and send monthly report to Recording Secretary</li><li>• Maintain financial documents and produce all financial reports</li><li>• Communicate reimbursement and deposit procedures to PTO Board Members</li><li>• Manage reimbursements for programs and coordinate with District Administration</li><li>• Work with Katie Reynolds to develop and manage District funded budget for PTO programs</li><li>• Manage deposits for fundraising programs</li><li>• Manage PTO budget and present report to the Board in May with current year status and proposed budget for next year</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>• Manage PTO Store and PayPal accounts</li><li>• Chair Finance Committee</li><li>• Member Executive Committee</li><li>• Member Links to Learning Committee</li><li>• Member Extra for Extracurricular Committee</li><li>• Member Nominating Committee</li></ul>

ROLE	RESPONSIBILITIES
<b>Recording Secretary</b> <i>Gustavo Guillen</i>	<ul style="list-style-type: none"> <li>Attend all PTO general and executive board meetings to transcribe and distribute meeting minutes</li> <li>Collect and consolidate board member's monthly reports</li> <li>Report minutes and monthly reports to Communications Director</li> <li>Manage PTO correspondence, including thank you cards to retiring staff members</li> <li>Maintain School Board Meeting attendance sheet &amp; remind PTO members of their commitment date</li> <li>Member Executive Committee</li> <li>Member Extra for Extracurricular Committee</li> </ul>
<b>Communications Director</b> <i>Gayathri Kalyanaraman</i>	<ul style="list-style-type: none"> <li>Attend all PTO general and executive board meetings and send monthly report to Recording Secretary</li> <li>Post meeting Minutes to PTO website and meeting agenda 5 days in advance of meetings</li> <li>Ensure that at least 7 years of PTO history is filed and stored in the PTO Google Drive</li> <li>Oversee Communications Team and coordinate distribution of tasks</li> <li>Manage PTO Google Docs repository and perform semi-annual back up</li> <li>Provide publicity support for PTO programs and events, including updates to Margaret Van Duch for District newsletters for all PTO programs</li> <li>Member Executive Committee</li> <li>Member Extra for Extracurricular Committee</li> <li>Member Nominating Committee</li> </ul> <p><b><u>Communications Team:</u></b></p> <ul style="list-style-type: none"> <li>Webmaster (<i>Aaron Jesser</i>)</li> <li>Constant Contacts (<i>Gayathri Kalyanaraman</i>)</li> <li>Social Media Ambassadors (<i>Gayathri Kalyanaraman, Tina Todesco, Paulina Glowacka-Tuman, Abby Jacobson, Kathy Reibel, Kari Davenport, Veronica Woolson, Carie Cohen</i>)</li> </ul>
<b>Ways and Means</b> <i>Rebecca Young - Senior</i> <i>Cristina López-Tapia - Junior</i>	<ul style="list-style-type: none"> <li>Attend all PTO general and executive board meetings and send monthly updates on fundraising activities, including committee chair reports, to Recording Secretary prior to meeting</li> <li>Act as program manager for all PTO fundraising programs</li> <li>Provide guidance and support to WM Committee Chairs</li> <li>Coordinate one-off fund raising events; i.e., culver's night</li> <li>Member Executive Committee</li> <li>Member Finance Committee</li> <li>Member Extra for Extracurricular Committee</li> <li>Member Nominating Committee</li> <li>Member Scott C. Guziec Volunteer of the Year Award Committee</li> </ul> <p><b><u>Committee Chairs:</u></b></p> <ul style="list-style-type: none"> <li>DW Pizza Sales (<i>Coordinator: Lily Farahmandpour, Day of Lead Volunteers: Denisia Anta, Prajakta Joshi</i>)</li> <li>School Supplies (<i>Robin Babbo, Tika, Harli, Divya Bhoj</i>)</li> <li>Spirit Wear (<i>Amy Hoopis, Tracie Conrad</i>)</li> <li>Membership (<i>Tiffany Etzel, Aaron Jesser, Michele Schaapveld</i>)</li> <li>Book Fair (<i>SP: Marybeth Lockwood, Maria Chan, HD: Heather Vasilenko, Rebecca Young, DW: Sandy Switzer, Teresa Hansen</i>)</li> <li>Run for D103 5K (<i>Aaron Jesser, Teresa Hansen</i>)</li> <li>Camp Fair (<i>Rebecca Young, ?</i>)</li> </ul>
<b>Sprague School VPs</b> <i>Veronica Woolson - Senior</i> <i>Tika Harli - Junior</i>	<ul style="list-style-type: none"> <li>Meet with Principal, along with PTO President &amp; VP, over the summer to review the calendar dates for all PTO programs and events at Sprague for the upcoming school year</li> <li>Attend all PTO meetings and send monthly updates, including committee chair reports, to Recording Secretary prior to meeting</li> </ul>

ROLE	RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Inform PTO President &amp; VP of any issues/changes/resolutions to all PTO programs and events at SP</li> <li>• Assign and coordinate Grade Level Coordinators and Room Parents</li> <li>• Provide guidance and support to SP Grade Level Coordinators to coordinate Family Game Nights</li> <li>• Provide guidance and support to SP Grade Level Coordinators to centralize product purchases</li> <li>• Provide guidance and support to SP Committee Chairs</li> <li>• Manage PTO holiday party budget</li> <li>• Coordinate Lunchroom Aide volunteers</li> <li>• Coordinate School Picture Day volunteers</li> <li>• Coordinate recognition of the following: Principal's, Administrative Professional's, Custodian's, &amp; Nurse's Appreciation Day</li> <li>• Coordinate volunteers and purchase water and popsicles for Sprague Diabetes Walk</li> <li>• Support an special requests for SP during the school year</li> <li>• Member Links to Learning Committee (Senior VP)</li> <li>• Member Scott C. Guziec Volunteer of the Year Award Committee (Senior VP)</li> <li>• Member Nominating Committee (Junior VP)</li> </ul> <p><b><u>Committee Chairs:</u></b></p> <ul style="list-style-type: none"> <li>• Grade Level Coordinators (<i>EC: Cortney Galijasevic, K: Yue Zhao, 1st: Melissa Bretton, 2nd: Maria Peterson</i>)</li> <li>• Hospitality (<i>Polly Kim, Chrissie Sileika</i>)</li> <li>• Cultural &amp; Fine Arts Assemblies (<i>Lindsay Sweet</i>)</li> <li>• Explore the Arts (<i>Marissa Grossenbach, Maria Peterson</i>)</li> <li>• Teacher Appreciation Week (<i>Allison Coltman, Kari Davenport, Tanya Tarnoff</i>)</li> <li>• Author Visits (<i>Maria Chan</i>)</li> <li>• Winter Carnival (<i>Paula Lanni, Nicole Leannais</i>)</li> <li>• Valentine's Dance (<i>Helen Berkun</i>)</li> </ul>
<p><b>SP: Grade Level Coordinators</b>  <b><i>Cortney Galijasevic - EC</i></b>  <b><i>Yue Zhao - Kindergarten</i></b>  <b><i>Melissa Bretton - 1st Grade</i></b>  <b><i>Maria Peterson - 2nd Grade</i></b></p>	<ul style="list-style-type: none"> <li>• Send monthly updates on all grade level activities to Sprague School VPs</li> <li>• Inform PTO School VPs of any issues/changes/resolutions to grade level programs and events</li> <li>• Coordinate Family Game Nights for assigned grade level</li> <li>• Work with PTO School VPs to centralize party product purchases for each grade</li> <li>• First-line volunteer for grade level events</li> <li>• Provide guidance and support to Room Parents</li> <li>• Support PTO School VPs in coordinating recognition of the following: Principal's, Administrative Professional's, Custodian's, &amp; Nurse's Appreciation Day</li> <li>• Assist School VPs with an special requests during the school year</li> </ul>
<p><b>Half Day School VPs</b>  <b><i>Tracie Conrad - Senior</i></b>  <b><i>Amy Hoopis - Junior</i></b></p>	<ul style="list-style-type: none"> <li>• Meet with Principal, along with PTO President &amp; VP, over the summer to review the calendar dates for all PTO programs and events at Half Day for the upcoming school year</li> <li>• Attend all PTO meetings and send monthly updates, including committee chair reports, to Recording Secretary prior to meeting</li> <li>• Inform PTO President &amp; VP of any issues/changes/resolutions to all PTO programs and events at HD</li> <li>• Assign and coordinate Grade Level Coordinators and Room Parents</li> <li>• Provide guidance and support to HD Grade Level Coordinators to coordinate Family Game Nights</li> <li>• Provide guidance and support to HD Grade Level Coordinators to centralize product purchases</li> <li>• Provide guidance and support to HD Committee Chairs</li> <li>• Manage PTO holiday party budget</li> <li>• Coordinate School Picture Day volunteers</li> <li>• Work with librarians to determine their needs &amp; develop a volunteer schedule to support needs</li> <li>• Coordinate recognition of the following: Principal's, Administrative Professional's, Custodian's, &amp;</li> </ul>

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	<ul style="list-style-type: none"> <li>Nurse's Appreciation Day</li> <li>• Support an special requests for HD during the school year</li> <li>• Member Links to Learning Committee (Senior VP)</li> <li>• Member Scott C. Guziec Volunteer of the Year Award Committee (Senior VP)</li> <li>• Member Nominating Committee (Junior VP)</li> </ul> <p><b><u>Committee Chairs:</u></b></p> <ul style="list-style-type: none"> <li>• Grade Level Coordinators (<i>3rd: Barbara Hart, 4th: Angie Petschke, 5th: Maria Peterson</i>)</li> <li>• Hospitality (<i>Beth Auer</i>)</li> <li>• Teacher Appreciation Week (<i>Maria Bournas, Amy Santosuosso</i>)</li> <li>• 5th Grade Health Night (<i>Tiffany Etzel, Rilina Ghosh</i>)</li> <li>• Author Visits (<i>Katie Wolf</i>)</li> <li>• 3rd Grade Worlds Fair (?)</li> <li>• 4th Grade State Fair (<i>Julie DiFuccia, Barry Gurewitz, Rebecca Young</i>)</li> <li>• 5th Grade Fraction Cafe (<i>Monica Jiménez-Boullousa, Leah Farris</i>)</li> <li>• 5th Grade Colonial Days (<i>Yan Tan, ?</i>)</li> </ul>
<p><b>HD: Grade Level Coordinators</b>  <b>Barbara Hart - 3rd Grade</b>  <b>Angie Petschke - 4th Grade</b>  <b>Maria Peterson - 5th Grade</b></p>	<ul style="list-style-type: none"> <li>• Send monthly updates on all grade level activities to Half Day School VPs</li> <li>• Inform PTO School VPs of any issues/changes/resolutions to grade level programs and events</li> <li>• Coordinate Family Game Nights for assigned grade level</li> <li>• Work with PTO School VPs to centralize party product purchases for each grade</li> <li>• First-line volunteer for grade level events</li> <li>• Provide guidance and support to Room Parents</li> <li>• Support PTO School VPs in coordinating recognition of the following: Principal's, Administrative Professional's, Custodian's, &amp; Nurse's Appreciation Day</li> <li>• Assist School VPs with an special requests during the school year</li> </ul>
<p><b>Daniel Wright School VPs</b>  <b>Sandy Switzer - Senior</b>  <b>Kelly Miller - Junior</b></p>	<ul style="list-style-type: none"> <li>• Meet with Principal, along with PTO President &amp; VP, over the summer to review the calendar dates for all PTO programs and events at Daniel Wright for the upcoming school year</li> <li>• Attend all PTO meetings and send monthly updates, including committee chair reports, to Recording Secretary prior to meeting</li> <li>• Inform PTO President &amp; VP of any issues/changes/resolutions to all PTO programs and events at DW</li> <li>• Provide guidance and support to DW Committee Chairs</li> <li>• Coordinate 6th grade lunch support volunteers for first few days of school (microwave)</li> <li>• Coordinate and train Front Office volunteers</li> <li>• Coordinate School Picture Day volunteers</li> <li>• Work with librarians to determine their needs &amp; develop a volunteer schedule to support needs</li> <li>• Coordinate recognition of the following: Principal's, Administrative Professional's, Custodian's, Bus Driver's &amp; Nurse's Appreciation Day</li> <li>• Coordinate volunteers and work with the school nurse to purchase Halloween &amp; Winter Break treats for students during all lunch periods</li> <li>• Work with teacher liaison and nurse to purchase snacks for 6th Gr Outdoor Ed Celebration</li> <li>• Coordinate 8th Grade EOY Breakfast volunteers</li> <li>• Support an special requests for DW during the school year</li> <li>• Member Links to Learning Committee (Senior VP)</li> <li>• Member Scott C. Guziec Volunteer of the Year Award Committee (Senior VP)</li> <li>• Member Nominating Committee (Junior VP)</li> </ul> <p><b><u>Committee Chairs:</u></b></p> <ul style="list-style-type: none"> <li>• Hospitality (<i>Aimee Adams</i>)</li> <li>• Cultural &amp; Fine Arts Assemblies (<i>Todd &amp; Anita Spohnholtz</i>)</li> <li>• Teacher Appreciation Week (?)</li> </ul>

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	<ul style="list-style-type: none"> <li>• 8th Grade Health Night (<i>Tiffany Etzel, Rilina Ghosh</i>)</li> <li>• Author Visits (<i>Katie Wolf</i>)</li> <li>• 6th Grade Social Dance (<i>Jen Prosk, Michelle Brooks, Angela Geiges</i>)</li> <li>• 6th Grade EOY Celebration - Spring Fling (<i>Kathryn Burger, Rebecca Young</i>)</li> <li>• DW After Dark (<i>Sharon Adilman</i>)</li> <li>• 7th Grade EOY Celebration - Bowling &amp; Pizza Party (<i>Chae Chang, Kathy Reibel</i>)</li> <li>• 8th Grade Washington DC Trip (<i>Robin Babbo</i>)</li> <li>• 8th Grade Graduation Dance (<i>Michelle Brooks, Melissa Gordon</i>)</li> </ul>
<p><b>Community Relations</b></p> <ul style="list-style-type: none"> <li>- <b>Hospitality</b></li> <li>- <b>Welcome Committee</b></li> <li>- <b>Parent Ed Committee</b></li> <li>- <b>Student Ed Committee</b></li> <li>- <b>TAW Committee</b></li> </ul>	<ul style="list-style-type: none"> <li>• Attend all PTO meetings and send monthly report to Recording Secretary prior to meeting</li> <li>• Inform PTO President &amp; VP of any issues/changes/resolutions to PTO events</li> </ul> <p><b><u>Hospitality Committee</u></b></p> <p><b>Hero's Night at North Park: formerly Back to School Bash (<i>Allison Coltman, Michelle Roth</i>)</b></p> <ul style="list-style-type: none"> <li>• Coordinate with Village representative PTO's involvement at Hero's Night</li> <li>• Coordinate activities for Hero's Night</li> <li>• Create PTO summer Newsletter to advertise the event, including other back to school information</li> </ul> <p><b>School Hospitality Team (<i>SP: Polly Kim, Chrissie Sileika, HD: Beth Auer, DW: Aimee Adams</i>)</b></p> <ul style="list-style-type: none"> <li>• Coordinate Back to School Breakfast for Teachers</li> <li>• Coordinate Parent-Teacher Conference dinners in November &amp; February</li> <li>• Coordinate all staff Chili Thank You Lunch in late January at all three schools</li> </ul> <p><b><u>Welcome Committee Chair: (<i>Rebecca Young</i>)</u></b></p> <ul style="list-style-type: none"> <li>• Welcome new families as they join the District</li> <li>• Maintain a welcome packet of information for new families</li> <li>• Diversity Council: Identify volunteers with a second language to help communicate with new families</li> </ul> <p><b><u>Parent Education Committee Chairs: (<i>Michelle Kowalski, Julie Freeman, Rilina Ghosh, Alissa Bencks, Yue Zhao</i>)</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate parent networking events &amp; seminars with the 103 Director of Curriculum and other Stevenson district feeder schools</li> <li>• Coordinate Kindergarten, 3rd Grade, &amp; 6th Grade Parent-Principal Coffee</li> </ul> <p><b><u>Student Education Committee Chairs: (<i>Tiffany Etzel, Rilina Ghosh</i>)</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate speakers and subject matter for 5th &amp; 8th grade health night with the 103 Director of Curriculum &amp; Health Teachers</li> <li>• Schedule and host the boy's event and girl's event</li> <li>• Purchase snacks, water, and hygiene samples for attending students</li> </ul> <p><b><u>TAW Committee Chairs: (<i>SP: Kari Davenport, Tanya Tarnoff, Allison Coltman, HD: Amy Santosuosso, Maria Bourmas, DW: ?</i>)</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate Teacher Appreciation Week activities, lunch, snacks, etc. at each school</li> </ul>
<p><b>Cultural &amp; Fine Arts Assemblies</b></p> <p><b><i>Lindsay Sweet - SP</i></b></p> <p><b><i>Maria Peterson - ETAD</i></b></p> <p><b><i>Marissa Grossenbach - ETAD</i></b></p> <p><b><i>Todd &amp; Anita Spohnholtz - DW</i></b></p>	<ul style="list-style-type: none"> <li>• Attend all PTO meetings and send monthly updates to Recording Secretary prior to meeting</li> <li>• Inform PTO President &amp; VP of any issues/changes/resolutions to any planned events</li> <li>• Work with schools to determine assembly wishes/needs</li> <li>• Attend Showcase in Fall to identify potential assembly presenters</li> <li>• Schedule assemblies, request payments, and act as liaison between performers &amp; school (as needed)</li> <li>• Explore The Arts Day: coordinate &amp; execute ETAD using past event information as a guide and work closely with teacher liaison</li> <li>• Work with PTO and District Communications to publicize assemblies</li> </ul>