

PTO BOARD MEMBER'S ROLES & RESPONSIBILITIES

2019-2020 SCHOOL YEAR

Revised 8/22/19

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

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

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

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

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