# DEEPHAVEN ELEMENTARY PTA EXECUTIVE POSITIONS AND COMMITTEE CHAIRPERSON DESCRIPTIONS

Updated April 2017

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- II. Fundraising Committees (9 positions, pages 4-5)
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# I. EXECUTIVE BOARD

## 1. PTA President

The President is the lead officer of the PTA. The President is responsible for the management, supervision, and coordination of the business of the PTA throughout the entire school year, and works to ensure that all actions approved by the PTA are carried out. The President plans and presides over all PTA meetings and represents the PTA at building, District and Executive Board meetings. In addition, the President has oversight responsibility for all PTA events, and works closely with each fundraising committee to ensure positive results for the PTA. The President also meets with the school Principal and other staff leaders on a regular basis.

Time commitment: 20 – 30 hours per month, August to June.

#### 2. President-Elect

The President-Elect serves on the Executive Committee for the PTA. The President-Elect becomes President of the PTA the following year. The President-Elect oversees the Sunshine Fund (cards/gifts to staff and PTA members for weddings, births, family deaths and general "thank-you's"), the Enrichment Fund Program (funding for curricular enrichment as requested by parents or staff), and participates in Executive Board meetings and district-wide leadership meetings as necessary. This position also assists the President with special projects as necessary. In 2009 – 2010, the President Elect will also serve as the School Board Liaison attending monthly School Board meetings (study sessions or meetings). It will be expected that the President Elect will include a School Board report at all Deephaven PTA meetings including current School Board discussions and/or topic summaries.

**Time Commitment**: 5-10 hours per month attending meetings, 1-2 hours with other miscellaneous tasks (Enrichment and Sunshine Funds duties).

## 3. Secretary

The Secretary attends all monthly PTA Meetings and Executive Board meetings. The Secretary helps set the meeting agendas, records all minutes and votes, and keeps the official records. Upon approval, the Secretary posts the meeting minutes on the PTA Bulletin Board at school and on the PTA Website. **Time Commitment:** 4 hrs per month attending meetings, 2 hrs per month writing and posting minutes.

#### 4. Treasurer

The Treasurer is responsible for the day to day management of PTA Funds, including authorizing payments, making deposits and setting the annual budget. The Treasurer is responsible for reconciling the PTA account balance with the District report balance. The Treasurer authorizes payments, makes deposits and routes these items as appropriate on a weekly basis. All payment authorizations must be approved by the Principal and all deposits are sent to the bank on a weekly basis (more frequently during fundraisers e.g. book fair, gift wrap, etc.) In addition, the Treasurer is responsible for maintaining the PTA account transactions on Quicken to balance with the district each month.

**Time Commitment**: 11 hours per month, year round: 4 hours per month attending meetings, 5 hours per month doing financial transactions, and 2 hours per month balancing the PTA account on Quicken for the district.

## 2

# 5. Fundraising/Sponsorship Co-Coordinator

The Fundraising/Sponsorship Coordinator oversees all fundraising activities for the PTA. Key responsibilities include: **e**valuating all existing fundraisers annually using a formal evaluation tool; working directly with the Treasurer to develop a financial model for each fundraiser; providing guidance and direction to each fundraising committee to maximize the success of each event; and submitting an annual fundraising plan to the PTA in May. In addition, this position participates in Executive Committee discussions on an as-needed basis. In 2016-17, the Fundraising/Sponsorship Coordinator will implement a new sponsorship model to more effectively ask community businesses for donations once a year (vs. separately for each event). **Time Commitment:** 4 – 8 hours per month, plus 4 hours per month attending meetings.

#### 6. Volunteer Co-Coordinators

Sends communications to all parents and recruits volunteers for Deephaven Elementary staff needs and PTA projects, programs, and fundraisers throughout the entire school year.

**Duties:** Solicit volunteers via distribution of "Volunteer Opportunities" forms (both classroom specific and school wide) in both the Fall and Spring. Compile lists of volunteers for all PTA committees and distribute to PTA chairs, office staff and teachers as appropriate. Coordinate volunteers for:

- August Office Help
- Bus Riding/Greeting the first week of school
- Lunchroom Helpers for September
- Picture Day in September
  - Ongoing PTA Event/Program volunteers
- Work with staff to identify classroom specific volunteer needs within each grade level. Develop classroom volunteer request forms that are distributed early in the school year (Room Parent, BRAVO, Art Adventure, Calling Tree, Party Planning, etc.). Work with the PTA Executive Board to identify and fill school-wide volunteer needs.

**Time Commitment:** Very high time commitment in August and September (approximately 80 hours). Recruiting Volunteers for August help 4-5 hours in the summer. Organizing volunteer data base: 15-20 hours last two weeks of August, 40 hours in early September, 5-6 hours in March. Bussing organization 20 hours, lunchroom coordination 1-2 hours, Picture Day coordination 4-5 hours, Health Screening coordination 4-5 hours. Additional organization of various events and offering support to the office as needed, 1-2 hours per month. Maintaining Volunteer post in main office, 1 hour per month. Developing and distributing Volunteer Request forms, 5-6 hours in the Spring.

## 7. Past-President

The Past-President serves on the Executive Committee for the PTA. The Past-President is a transitional resource to the President and Executive Board. Elect becomes President of the PTA the following year. The President-Elect may serve as a Lead Volunteer and participates in Executive Committee meetings and district-wide leadership meetings as necessary. This position also assists the President with special projects as necessary. **Time Commitment**: 5-10 hours per month attending meetings, 1-2 hours with other miscellaneous tasks.

- Health Screening in October
- Kindergarten Round-Up in February
- Testing Monitors in March
- Office Projects (August June)

#### 8. Teacher/Class/Room Parent Liaison

The Teacher/Class/Room Parent Liaison serves on the Executive Committee for the PTA. The Room Parent Liaison provides the overall guidance and direction to the individual Room Parents on class party budgets, reimbursement procedure and ongoing classroom communication. And, is a helpful communication piece for other committees when reaching out to parents of Deephaven. This position may also serve as one of the Room Parent Lead Coordinators for K-2 or 3-5.

**Time Commitment:** 5-10 hours per month attending meetings, 1-2 hours with other miscellaneous tasks. **Duties:** Organize the list of all Room Parents by grade with information from the Volunteer Coordinator and or Directory Chair. Communicate with Room Parents at the beginning of the new school year and provide them a copy of the Room Parent Position Overview. Always approve overview with Bryan in case changes that need to made before sending out. Provide ongoing guidance regarding party planning techniques, working with donated funds, reimbursement processes and other miscellaneous activities. Provide a central communication link to all Room Parents for any information as directed by the Principal or PTA. **Time Commitment:** 5-7 hours in September, 1-2 hours per month. March and April 10+ hours.

# **II. FUNDRAISING COMMITTEES**

#### 1. Distance for Deephaven (D4D) (September)

D4D is annual fundraiser held each Fall on Homecoming Saturday from 9a.m.-11a.m. This event is a family that promotes exercise and community building within the Deephaven students and families. In 2015 began a Color Fun Run/Walk event theme.

**Duties**: The Co-chairs of D4D plan and manage the event. They develop a theme and plan throughout the summer. In addition, they oversee and manage the recruitment of volunteers, handle volunteer scheduling and training, develop and implement a communications/PR plan, and create and install all decorations/signs. They also work with fundraising/sponsorship to identify corporate sponsors for the event t-shirt and all signate.

**Time Commitment:** Attend planning meetings in May-August, 5-7 hours total and event prep in September, 10-12 hours.

#### 2. Book Fair (October)

The book fair is an annual fundraiser held each Fall at which an outside vendor partners with the PTA to promote and sell books and related items to Deephaven students and families.

**Duties**: The Co-chairs of the fall Book Fair plan and manage the book fair event. They develop a plan for the book fair with the vendor representatives and the director of the school's media center. In addition, they oversee and manage the recruitment of volunteers, handle volunteer scheduling and training, develop and implement a communications/PR plan, and create and install all decorations. They also manage all financial records with assistance from the Treasurer.

**Time Commitment:** Attend planning meetings in August and September, 5-7 hours total. From September to November, the chairs will spend approximately 5 hours/week on the fair in different duties. During the fair, the chairs will spend approximately 10 hours/day at the fair.

## 3. Square One Art (November)

The Square One Art fundraiser brings students' artwork to life on products such as mugs, bags and keepsake items. Every student creates a colorful drawing and then families have the option of purchasing these products.

**Duties:** The Co-chairs of Square One Art work with the art teachers to coordinate color days. They also work with Square One Art company to meet all deadlines and responsible for financial tracking. In addition, they provide copy to promote the event to parents.

**Time Commitment:** Attend planning meetings in August and September, 5-7 hours and work with teachers/students October-November, 5-10 hours, and send promotional order forms home in November, 5-7 hrs.

#### 4. Family Pizza Dinner (January)

A fun community-building event organized and hosted by the Dads at Deephaven.

**Duties:** The Kid's Pizza Dinner Co-Chairs plan and implement the entire Kid's Pizza Dinner event, including determining the menu, sourcing the food and beverages, and determining the pricing, games and entertainment. In addition, the Co-Chairs recruit and manage volunteers, and work closely with the Treasurer to ensure a successful outcome for the PTA.

**Time Commitment:** 5 hours in the months before the event (Oct-Nov), 15 hours in the weeks leading up to the actual event, 6+ hours the night of the event.

## 5. Parent Party (Spring)

An annual party held for Deephaven parents and community members each Spring featuring dinner, entertainment, and a silent and/or live auction.

**Duties:** Working with the other Spring Party Co-Chairs, plan and manage all aspects of the spring parent fundraising party (see below).

**Time Commitment**: This is a year-round job best divided among several people (2 Party Co-Chairs and 1 Auction Chair who manages several "category managers"):

- A year before the event, look at space for the party, book a location, develop a timeline, and begin recruiting key committee members. Approximately 10 hours.
- During the fall, 10 hours/week is spent communicating with committee members, working on estimated budgets and financial goals, developing a party theme and related communications plan, working on fundraising activities, etc.
- In the spring, 5-10 hours/week is spent with all sub-committees coordinating and finalizing all details.

# 6. Pre-Packaged School Supplies (Spring)

A program in which parents/families of Deephaven students purchase grade level school supplies prepared and packaged by an outside vendor. All supplies are delivered to the school in preparation for the Back to School Open House in late August.

**Duties:** Work directly with school staff and the outside vendor to prepare grade-level school supply lists. Facilitate the creation and distribution of order forms in early Spring and payment in late Spring. Manage the distribution of the school supplies at the B.T.S. Open House in August.

**Time Commitment:** 2-4 hours/month, March – May. 6-8 hours total in late August.

## 7. Box Tops for Education (Ongoing)

The BT/CR Chairperson coordinates Deephaven's donations to the General Mills Box Tops.

**Duties:** Encourage students and families to collect and donate designated items. Set up and maintain a collection site for these items at school. Gather all items, prepare as necessary, and forward to the appropriate corporation within set deadlines. Ensure that funds are distributed to the school. Prepare copy for Weekly Winds during marketing pushes to parents.

Time Commitment: 3-5 hours per month

## 8. Tonka Pride Apparel Sale (Ongoing)

The Apparel Sale is a biannual fundraiser that offers "Minnetonka" items for sale to the students and staff. A portions of the funds raised go to the PTA.

**Duties:** Distribute order forms to students. Display merchandise samples, tally and send out orders to be filled. Distribute apparel to students/staff upon arrival.

**Time Commitment:** 2 weeks in the Fall (set up and staff D4D table in September) and Tonka Pride sale (September/October). 20-30 hours over this time period. Attendance at school during this time frame is necessary.

## 9. Tonka Pride Representative

Tonka Pride is a District-wide program that includes representatives from all schools who focus on increasing the awareness of and pride in our school district both within and beyond our borders. The committee works to form relationships between area businesses, other community members and the school system.

**Representative Duties**: Attend meetings (monthly district meetings during the school year, 1-2 summer meetings) and report back to the PTA as necessary. Provide the school with Tonka Pride activities as directed. Plan "welcome back" activities in the fall.

**Representative Time Commitment:** 3 hours per month.

# **III. VOLUNTEER COORDINATORS**

## 1. Media Center

Offer assistance to the Media Specialist throughout the school year.

**Duties:** Develop a schedule of volunteers for the Media Center, staying in contact throughout the school year to ensure that the volunteer commitments are met.

**Time Commitment:** 10 hours total developing the schedule and contacting volunteers (September for the fall, January for the winter/spring).

## 2. Health Screening Lead

# 3. Laminating Lead

**Duties:** Run projects through the laminating machine that are given to you by the Deephaven Staff and PTA programs. Check with the office to keep the film supply in stock, the office does all the ordering. To keep the machine in good working condition, it is suggested that only a handful of **TRAINED** people do the laminating. A group of around 5 volunteers will work well so that each volunteer can come in every other week to laminate.

**Time Commitment** : Duties begin late August (the week before school starts) and continues until the last day of school. Laminating is done twice a week for the duration of the school year. Heavy work loads – Beginning of the school year, Lighthouse Publishing deadlines, Holidays, 1<sup>st</sup> Grade Mother's Day projects

# 4. Room Parent Lead Co-Coordinators (K-2 & 3-5)

The Room Parent Lead Co-Coordinators provides the overall guidance and direction to the individual Room Parents. And, is a helpful communication piece for other committees when reaching out to parents of Deephaven.

**Duties**: Organize the list of all Room Parents by grade with information from the Volunteer Coordinator and or Directory Chair. Communicate with Room Parents at the beginning of the new school year and provide them a copy of the Room Parent Position Overview. Always approve overview with Bryan in case changes that need to made before sending out. Provide ongoing guidance regarding party planning techniques, working with donated funds, reimbursement processes and other miscellaneous activities. Provide a central communication link to all Room Parents for any information as directed by the Principal or PTA. **Time Commitment:** 5-7 hours in September, 1-2 hours per month. March and April 10+ hours.

# **IV. ENRICHMENT COMMITTEES**

#### 1. ACE Coordinator

**Duties**: The ACE coordinator is responsible for the Author's Circle of Excellence Program (ACE)--Deephaven's unique fifth-grade writing enrichment program -- in conjunction with Lighthouse Publishing. **Time Commitment:** The ACE program is an intensive year-long writer/mentor initiative. The ACE program is a particularly rewarding and time-intensive commitment. ACE mentors work closely with a select group of students to produce chapter books. Mentors meet with students once a week during the course of the year as the students write, revise and edit their work.

#### 2. Art Adventure

Art Adventure is a program that encourages art appreciation within the classrooms. The students study "art sets" in class, and then visit the Art Institute to view the original pieces.

Duties: Coordinate the Art Adventure program with the classroom teachers and parent volunteers.

Organize the field trip to the Art Institute (reserve date, fill out field trip forms, coordinate buses).

Coordinate and schedule parent volunteers and room times for the art sets. Organize training sessions for the parent volunteers at the Art Institute. Work closely with the Art Specialist to identify which art pieces can be tied into grade level art projects, and coordinate volunteers to help with these projects during the students' art sessions.

**Time Commitment:** 6-8 hours in the Fall organizing schedules and classroom-specific volunteers; approximately 1 hour per week thereafter.

#### 3. Art Display

**Duties:** Communicate with the Art Specialist on a regular basis to coordinate the hanging and removal of artwork throughout the building. Establish grade- level teams to assist with hanging and/or storing the artwork. Assist with the installation of the Art Exhibition in collaboration with the Art Exhibition Chair and the Art Specialist

**Time Commitment:** 6-8 hours in the Fall recruiting grade-level volunteers, establishing a system with the Art Specialist, etc. and 1-2 hours/week thereafter to manage all volunteers. Additional time commitment required to assist with the Art Exhibition in April.

## 4. Art Exhibition

The Art Exhibition is a school-wide display of student artwork held each Spring.

**Duties:** Work with the Art Specialist to determine which pieces will be in the exhibition. Organize and index the ongoing labeling of art pieces throughout the school year. Organize and manage the committee for the art exhibition. Create promotional materials for The Winds/Wednesday packet. Determine the timeline and required materials, and recruit volunteers to label and display the art.

**Time Commitment**: 2 hours/week throughout the school year. Peak weeks are the four weeks prior to the exhibition; estimated 4-6 hours/week at that time. The week of the exhibition, the workload is more demanding, as the artwork must be hung throughout the school hallways.

#### 5. Birthday Books

A school-wide birthday celebration program for kids. In keeping with district policy, classroom treats on birthdays have been eliminated from the elementary schools. Instead, the Birthday Book program places the emphasis on the child through use of a classroom celebration consisting of a birthday card where the other kids write something nice about the birthday child, and a book donation program for our media center. **Duties:** Manage, advertise, and coordinate the Birthday Book program with teachers, parents, and the Media Specialist. Update flyers as necessary to communicate with parents on how to sign up for the program. Review and refine the classroom and media center process as necessary. Work with Media Specialist to compile and report results on a semi-annual basis and review with the executive team.

Time Commitment: 2 hours/month throughout the school year. A bit more during spring and fall sign-ups.

# <u>6. BRAVO</u>

A music enrichment program that provides students the opportunity to learn about musical instruments, composers, musical pieces and music terminology, typically offered to all Kindergarten, 2<sup>nd</sup> and 4<sup>th</sup> grade classes. There is a separate curriculum for the Kindergarten classes and four rotating sets of curriculum for grades 1-5.

**Duties:** Attend Coordinator Meetings scheduled by the Community Resource Pool in Edina in September and May, as well as Fall & Winter volunteer trainings. Manage classroom-specific volunteers; occasionally, recruit additional volunteers or fill in for classes as necessary. In addition:

- Meet with volunteers to familiarize them with the presentation materials, answer questions, and provide study CDs, and stay in touch with them throughout the year to share presentation ideas, etc.
- Share training information with each volunteer in September and January. Remind them it is imperative that they attend these trainings.
- Take inventory of and organize the presentation materials at school. Order new commercial CDs and DVDs, posters, and other visuals as needed for presentations, changing the materials on the BRAVO cart for each of the 6 lessons.
- Meet with Music Specialist to share the Bravo curriculum and look for potential synergies between Bravo and primary music instruction.

**Time Commitment:** Peak months are September / October while recruiting and training volunteers and attending Coordinator and Volunteer trainings (2 hours each) for a total of approximately 20 hours. Approximately 1 1/2 hours each month sorting & changing presentation materials and communicating with the Bravo classroom volunteers.

# 7. CASE Liaison

This position serves as a conduit between the building PTA/O group and the district legislative action committee: Community Action for Student Education (CASE). CASE is working on behalf of Minnetonka Public Schools to make an impact at the Legislature in areas related to E -12 education. This is a role that doesn't require any previous knowledge of the legislature – just an interest!

**Duties:** The Liaison will attend one CASE meeting per quarter and report on CASE activities and goals to the PTA/O. The Liaison might conduct one activity at the building during the school year (i.e. a alert list sign up, forum, informational coffee, etc.).

Time Commitment: 10-20 hours for the year.

## 8. Cultural Arts/Field Trip Coordinator

To give each child the opportunity to experience literature being performed on stage, and to develop an appreciation of the fine arts. Since this is a PTA funded program there is no charge to the children. The committee chairperson plans a cultural arts event for each grade to attend. We coordinate with the teachers and venues, making the reservations, filling out all forms for payment, busing and field trip information. Kindergarten attends a play at The Old Log Theatre, first and second grade attend a play at Stages Theatre, third and fifth grade attend a play at Children's Theatre and fourth grade attend a musical performance at Orchestra Hall.

## Duties:

- Make reservations for each grade level.
- Each grade has a team representative (teacher) to work with. You will communicate with this person via email or phone though out the planning process and when everything is final.
- Complete all paperwork for the field trips such as permission forms, bus request. All these forms will be given to the front office (Joyce). Payment forms will of directly to the PTA treasurer.

• Check class size when making reservation and again in fall before paying, incase there are adjustments.

Time Commitment: Fall 4-6 hoursWinter 6 hoursSpring 4-6 hours

• September/October - confirm head count all grades and complete all forms. If you have plays early September or October complete those forms first. Old Log Theatre, wants the check at time of check in

for play. Have PTA treasurer send check to Joyce to keep in safe at school for teacher to take with. All other venues mail checks directly to them.

- Give all teacher contacts a heads up on what date they will be attending their play. 7 to 10 days prior to each play email teacher contact with all information regarding play. Don't forget to include Margret Rosen on the 4<sup>th</sup> grade email.
- March- start contacting venues to receive performance schedules for following school year. K you can book, 1<sup>st</sup> and 2<sup>nd</sup> grade check with teacher contacts to see what plays they prefer for their grades. 3<sup>rd</sup> and 5<sup>th</sup> ask advice from children's theatre contact what is good for that age group. 4th grade, email performance schedule to Margret Rosen, music teacher and she will choose the performance that best coordinates with Bravo.

## 9. Directory

A staff and student directory distributed to each family and staff member. The estimated distribution deadline is early October.

**Duties**: Work with the Head Secretary to obtain pertinent District data required to assemble student directory. Gather student/family and school information and assemble into book form. Submit original directory to District Copy Center via school office. Sell advertising space to vendors to cover the cost of the printing. Arrange for copying of the cover and binding of directory with an outside vendor and distribute to students.

**Time Commitment**: Estimated time commitment is 80 hours total over a 6-8 week period. This covers preparing forms and labels and sorting by class in August; compiling the Student Directory information in early September, and finalizing the Directory with revised information as necessary. Also includes time spent managing volunteers who help identify a printing vendor, sell ad space, and proofread the entries.

# 10. 5th Grade Graduation Chair

This position works with the school Principal to oversee the planning and implementation of the 5<sup>th</sup> grade graduation ceremony and party.

**Duties:** Work with school staff and parent volunteers to plan and implement the 5<sup>th</sup> grade graduation ceremony and all-grade level party at school.

**Time Commitment:** 2-4 hours/month January – April planning and organizing the graduation ceremony (including the slide show, program, etc.) and all-grade level party (location, food, music, etc.). Additional 2 hours/week in May and early June making final arrangements.

## 11. Garden Committee

This position is responsible for creating and maintaining seasonal displays in the large pots located outside the school.

**Duties:** Source and purchase seasonally-appropriate plants, flowers, etc. for display in the Fall, Winter and Spring. Water and/or replace materials as needed.

Time Commitment: 1-2 hours sourcing and planting materials 3 times a year.

## 12. Hospitality/Staff Appreciation

Plan activities and events that convey the PTA's appreciation for the staff at Deephaven. Responsible for providing light refreshments at all PTA meetings, as well as meals for the staff during fall and spring conferences. And providing refreshments at "Kindergarten Roundup" in February.

**Duties**: Develop, plan, and coordinate the following activities with the assistance of Staff Appreciation committee members: They also work to ensure that all events are covered within the budget and/or with donations.

- Providing refreshments at monthly staff meetings
- Distributing small gifts for staff birthdays

• Recognizing and promoting Bus Driver Appreciation Week, Administrative Assistant Week and Para Appreciation Week. Create the schedule of events for all of the listed activities, and help recruit and manage the committee.

**Time Commitment:** 2-3 hours setting up calendar of meetings, 1 hour per month of communication with committee members, 4-5 hours procuring various gifts/food. Peak season is early Fall getting calendar and committee organized, and April/May during various "Appreciation" weeks.

#### 11. "I Love to Read" Month

A month-long celebration of reading held in February that is enjoyed by the entire staff and student body. **Duties**: Work with the Media Specialist to develop a calendar of events that includes activities, incentives, and rewards that encourage reading. Plan and implement a creative and fun kick off event and closing celebration for all-school assemblies.

**Time Commitment:** 3-4 meetings lasting 1-2 hours throughout the year. Three hours planning and attending each assembly.

#### 12. Imagination Fair

The Imagination Fair is a day-long fair at the school providing students the opportunity to showcase projects that they have created around a central theme

**Duties**: The Co-chairs of the Imagination Fair plan and manage the Imagination Fair. They provide a theme for the students and promote the one day event. They are also responsible for the logistics of ordering and set-up of tables in the gymnasium on the day of the event as well as providing rewards such as ribbons and comment cards. They also recruit, schedule and manage volunteers as needed for the event.

**Time Commitment**: 5-6 hours in the fall organizing and preparing for the fair. They will spend approximately 2 hours setting up the gym the night before and 8-10 hours the day of the Imagination Fair.

#### 13. Kindness/CARES Committee Chair & Grade-Level Ambassadors

**Duties:** The Kindness/CARES chairman will provide leadership to grade level Kindness Ambassadors and will oversee all Kindness related activities. The Kindness Initiative reinforces Deephaven's social curriculum, "the Responsive Classroom", and the teaching of the 5 CARES traits (Cooperation, Assertion, Responsibility, Empathy, and Self-control). The chairman will make sure all 5 CARES traits are addressed in all grade levels. This position will be the liaison between Deephaven's Cares committee and all grade level Ambassadors. **Time Commitment:** 4-6 hours creating the school year Kindness calendar in the early Fall. 2-4

hours/month meeting with grade-level Kindness Ambassadors. Note: it is preferred that this chairperson serves a two year term.

**Kindness Ambassador Duties (1 per grade level, K-5):** Plan, direct and lead all grade-level Kindness activities throughout the school year. Communicate with Kindness volunteers on a regular basis to ensure that all Kindness activities have the proper level of material and volunteer support. Attend Kindness Committee meetings as requested by the Chair.

**Kindness Ambassador Time Commitment:** 2-4 hours/month meeting with grade-level Kindness volunteers. 1-2 hours/month attending Kindness activities.

#### 14. Lighthouse Publishing

The mission of Lighthouse Publishing is to provide students in grades 2-5 with the opportunity to write stories outside of the school day, which are <u>above and beyond</u> the classroom curriculum/assignments. **Duties:** Lead the Authors' Breakfast each month with the school Principal; direct the committee volunteers (10-15 people who help word process and bind the books); assist in selection of an Author of the Month, ensure a monthly database of student authors and titles of publications is maintained, and invitations and certificates for each author are completed.

**Time Commitment:** Varies from 3-12 hours/week. Peak time is the week just prior to the Author's Breakfast.

#### 15. New Families

Provide a warm welcome to students/families that are new to Deephaven Elementary. **Duties:** Send welcome letters from the PTA to new families; coordinate a "New Family" Orientation Meeting. Assemble and distribute new family folders. Organize a lunch-hour party for new students and their classroom buddies. Maintain contact with new families throughout the year via periodic phone calls offering assistance and encouraging attendance at PTA meetings and other school events.

Time Commitment: 4-6 hours in the Fall; 2-4 hours throughout the remainder of the year.

## 16. Nominating

The Nominating Committee, working closely with President and President-Elect, is charged with recruiting Deephaven parents to serve in PTA Chair positions for the upcoming school year.

**Duties:** The Nominating Co-Chairs contact all current PTA Chairs to discuss their current positions and ask for assistance with filling the position for the coming year. They recruit new volunteers for all PTA Chair positions within a designated timeframe (February – April). In addition, they are responsible for planning the PTA Changeover Luncheon in late May at which outgoing and incoming PTA Chairs exchange information; specific duties include identifying and reserving a venue, creating and distributing invitations, making menu selections, creating decorations, etc.

**Time Commitment**: Most of the work takes place February - May. All PTA Chair positions must be filled by the last PTA meeting of the year in mid to late May. Approximately 40-50 hours total time commitment.

## 17. Scholarship

Providing needy children within our school necessary and basic items, such as snack cart, boots, school supplies, or other materials as needed.

**Duties:** Meet with Deephaven Elementary Social Worker to identify opportunities where the PTA Scholarship Fund can help make a difference in a child's life. Prepare a forecast/budget for the school year and track expenditures on a regular basis. Meet with Executive Committee from time-to-time to keep all abreast of the needs of children in our school.

Time Commitment: 1-2 hours/month attending meetings and/or communicating information to the PTA.

## 18. Talent Show

The Talent Show is an annual event held in the late Winter/early Spring that allows Deephaven students to display their talents to family and friends in a fun and exciting atmosphere.

**Duties:** Organize all aspects of the talent show. Work with the PTA Executive Board and the school staff to select the date and venue, publicize the event to the school and to the community, develop signup forms, schedule and manage Rehearsal Night, develop and produce the Talent Show program, arrange for refreshments at the event, etc.

**Time Commitment:** 3-5 hours throughout the Fall planning the Show. 3-5 hours/week two months prior to the Show; key activities include publicizing the event (posters, Winds, sign-up sheets), signing up acts, communicating with parents, etc. 4-5 hours supervising the Rehearsal night. A total of 10-12 hours making final plans for the show and attending the actual show (including directing set-up and clean-up and participating in the show).

## 19. Tonka Cares

Tonka Cares is a District-wide program that offers parenting information, educational opportunities, and other relevant information to all parents in the District.

**Duties:** Attend all meetings of the Parent Communication Network and report all items of significance to Deephaven Elementary and to the PTA. Represent the school and PTA's positions on all Parent Ed issues to the district. Develop and manage the Parent Education program throughout the year, including retaining speakers and communicating with the staff any marketing and event logistics.

Time Commitment: 1-2 hours/month attending meetings and/or communicating information to the PTA.

# 20. Tonka GREEN

**Duties:** Lead Tonka GREEN committee meetings, prepare agenda and minutes. Collect and generate ideas for green campaigns, projects and activities. Encourage involvement by students, parents, teachers, principal and staff. Maintain and update Tonka GREEN criteria status and eco profile. Represent Deephaven at the District level. Eight to ten hours per month to prepare, hold meetings, disseminate information. Two hours per month to meet with District Team.

**Committee Member duties**: Attend committee meetings as scheduled. Provide input for new ideas and implementation of Tonka GREEN activities. Provide instruction and oversight of recycling for classrooms as well as special events, such as Book Fair, Kids Pizza Dinner, etc. (These are the times that parents and others in the community are in the building, and perhaps unaware of recycling practices. Protocol and instructions will be provided – to be communicated by Tonka GREEN member to the Event Chairs.)

**Time Commitment:** Four to six hours per month for committee work. Flexible amount of time, depending on activities pursued and # of parent/teacher volunteers recruited or involved.

## 21.World Culture Week

World Culture Week is an effort to implement the District's Strategic Plan to help students gain a better awareness of the world we live in.

Strategies we worked to cover are below...

- Strategy 13 We will create a culture that prepares students to thrive in a diverse and changing world.
- 13.1 Educate students about acceptance and diversity issues.
- Action Plan
- 13.3 Provide student-student, student-teacher and student-parent educational opportunities regarding acceptance and diversity.
- 13.5 Discuss diversity at assemblies and in-school announcements.
- 13.6 Display student artwork in schools that depict various diversities.

**Duties**: Develop a plan for the week with a committee of parent volunteers. Coordinate sub-groups to work on the major aspects of the week (assembly, curriculum, outdoor classroom tours). In addition, the chair is the liaison between the committee volunteer's and the building staff (teachers, custodians, lunch, etc.).

**Time Commitment**: Many hours...bi-weekly meetings (1 hr.); 5 hours monthly on addition tasks leading up to the event; 10 hours the week of the event – I have no idea on these, but it seems pretty fair.

## 22. Yearbook

This Yearbook Committee creates and coordinates all aspects of Deephaven's annual yearbook.

Duties: The Yearbook Co-Chairs are responsible for:

- Creating a budget and timeline for the year
- Selecting a vendor and signing a contract (if necessary)
- Developing a theme for the yearbook and designing a cover
- Coordinating volunteers for each grade/class to take and upload pictures
- Communicating with teachers regarding grade level cameras and to obtain their photos; in addition collaborating with teachers to proof portrait pages
- Learning vendor software packages and attending training if necessary
- Organizing the sale and distribution of yearbooks
- Serving as consultants/resources for the next year's Yearbook Committee

**Time Commitment:** Late Summer/early Fall: meet with last year's Chairs and develop a plan (4-6 hours); Email communications throughout the year (12-15 hours); Time spent creating the yearbook will vary depending on software knowledge, detail level, number of pages, etc - estimated total is 60-75 hours divided between the 2 Co-Chairs and over the course of the school year; sale and distribution of the yearbook (4-6 hours).

# **NON-ACTIVE PTA POSITIONS**

# Publicity/Marketing Communications + + Community Relations Chair

The Publicity/Marketing Communications Chair will evolve to the role of Community Relations Chair in 2009 - 2010/2010 - 2011. This position will participate in Executive Committee discussions and help facilitates communication across all areas of the PTA. This position involves working closely with the School Principal, the PTA President and various committee chairs to ensure that key messages are communicated to the entire community including staff, parents, students and the greater community on a timely basis. This position includes a mix of behind the scenes work as well public speaking opportunities at PTA meetings and other events. This role also includes the opportunity to promote Deephaven's activities and accomplishments to the surrounding community. The Community Relations chair will support the President Elect in 2009 – 2010 with the added role of School Board Liaison and attend monthly School Board meetings with or in lieu of the President Elect.

**Time Commitment:** 4 – 8 hours per month, plus 4 hours per month attending meetings.

## Summer Reading Fair

A book fair or program at which grade-level reading lists and books are offered to all students to encourage summer reading.

**Duties**: Work with Media Specialist and book vendor to develop the book lists and book order timing. Develop and distribute the book order form in early Spring.

Time Commitment: Approximately 20 hours total during the Spring.

# High Potential Liaison/Wings

The liaison between the School District and our school's gifted/talented program.

**Duties:** Attend monthly District meetings and report pertinent information to the PTA. Get involved with any initiatives being undertaken by the district.

**Time Commitment:** 2 hours/month attending the District meeting. Because the liaison duties can vary from year to year, the time commitment may also vary.

## Immersion Integration (Friends & Amigos Building Bridges (FABB))

A focused initiative designed to build positive and meaningful interactions between students enrolled in Immersion and English-language classes at Deephaven.

**Co-Chairperson Duties:** Work with the administration and grade level teachers, as well as parent volunteers, to plan and implement grade-wide and school-wide events and activities that celebrate Deephaven. Communicate with Immersion committee members and the entire school community on a regular basis. Lead Immersion Integration Committee meetings throughout the year. Participate in district-wide Immersion discussions as requested.

**Time Commitment:** 3-4 hours in the late Summer to plan the school year; 2-4 hours per month planning and leading committee meetings, attending events, etc.

# Math Enrichment

The Math Enrichment program is a new PTA-sponsored event that focuses students in grades 2-5 on building their math skills during the month of January.

**Duties:** 

- Organize, plan and implement the annual Math Mentor program, which entails soliciting volunteers and matching them with classrooms as well as the continual monitoring of mentors and teachers to ensure that the teacher's needs are being met.
- Coordinate all "Math Madness" activities, including: working with all teachers to develop tests and study tools for the school wide Math Fact competition; purchasing and/or copying study materials as requested; developing and distributing grade-level packets to staff, parents, and students; coordinating an exciting

kick-off assembly; purchasing math-related prizes for weekly drawings; promoting the event with parents and in the school. During January, duties include correcting tests, recording scores, and communicating results.

• Identify other Math Enrichment opportunities by communicating with staff throughout the year to source additional study tools, manipulatives, games, etc to reinforce math skills.

**Time Commitment:** November and December: 2-4 hours/week to plan and coordinate all Math Mentor and January Math Madness activities. January: 3-5 hours/week to assist with the kick-off assembly, correct tests, report results, etc.

#### Special Education Advisory Council (SEAC)

The representative for Deephaven Elementary on the District's Special Education Advisory Council. **Duties:** Attend all SEAC Meetings; report all pertinent information to the PTA in a timely manner. Represent Deephaven's position on all issues to the District SEAC Committee.

Time Commitment: 1-2 hours/month attending meetings and/or communicating information to the PTA.

#### Student Leadership

Student Leadership is comprised of a group of students in the upper grade levels (usually 4-5) who meet and plan extracurricular leadership events.

**Duties:** Serve as the parent liaison to the teacher who leads the group. Attend all meetings and assist with student service projects and field trips. The Student Leadership Chair is a support person to the staff and not responsible for leading the meetings or creating the agenda. The Chairperson uses the budget to pay for the cost of a service or civic project of the students' choice. Encourage students to provide a report to the PTA about their project.

**Time Commitment:** 1-2 hours at morning or after school meetings held twice a month. Outside work is minimal (for example: collect and donate items for a service project). May attend and/or organize (with the help of the teacher in charge) one or two field trips per year.

#### Volunteer Coordinator: Bus Ride

Coordinate volunteers for the 1<sup>st</sup> 5 days of school to greet and assist students in the AM as they get off the bus and to assist students getting on the correct bus after school. In the AM 2-3 volunteers are needed at the back doors to greet students as they get off the bus and to assist any children who need help finding their classrooms. 2-3 volunteers are needed at the front doors in the AM to do the same. In the AM many new Kindergarten children and their parents come through the front doors. Sometimes the parents are dropping them off so volunteers may be needed to walk the new students to their classrooms.

**Note**: Many parents who came to the front doors wanted to walk their children to their classrooms rather than have a volunteer escort. Last year the new parents were not allowed to escort their own children. A parent volunteer had to step in to say that they would do it instead. This made several parents upset. **Recommendation**: Set up a check-in table with name tags and allow parents to check in and walk their child to their classroom if they prefer. After school, one volunteer is needed to stand in front of each bus holding a sign with that bus number to make sure kids get on the right bus. The first few days we had a volunteer for each bus. Last year there were about 11 buses so we started out with 11 volunteers. By the 3<sup>rd</sup> or 4<sup>th</sup> day we had one volunteer for every two buses. Check with Mary Aune in the office to find out how many buses they will have and to pick up signs.

#### Outdoor Classroom

The Outdoor Classroom is located in the courtyard and feature elements - such as a weather station, water feature and perennial garden - which tie into each grade level's Science and Math curriculum. **Duties**: Oversee and manage the ongoing maintenance and/or improvement of the Outdoor Classroom to ensure that it is used to the maximum of its capacity. Specific responsibilities may include: working with staff to create a rotating calendar; developing a "materials" cart for ongoing usage; working with after-school activities to identify additional usage (i.e. Girl Scout Troops, Explorers); collaborating with the PTA

(specifically, the Garden Committee) to manage ongoing maintenance and upkeep; working with Student Leadership to identify ways to increase student involvement, etc.

**Time Commitment:** The position will ebb, flow, and evolve throughout the year based upon both the season and staff needs. The Chair should expect to attend 3-4 hours of meetings per month and spend an additional 1-2 hours per month on communication.

## Picture Day Lead

Fall (2 days): Work with office staff to set up sign up sheet for teachers in copy room, and send home Picture Day announcements and order forms in Wednesday packets. Determine number of cameras to be used and organize volunteers accordingly. On Picture Day, arrive early to be sure LifeTouch staff have everything they need. Keep schedule going and adjust as necessary, go to classrooms to get students (if necessary), help comb hair, and keep students organized before and after their picture time. Spring (1 day): Same as above.

#### Wednesday Packets Lead

Wednesday packets include coordinating with lead secretary each Wednesday morning on the packet information that needs to be collated, counted out and delivered to the teacher's mail boxes. Then separately assembling the kindergarten packets into their take home folders while also supplying copies for the Deephaven office and district administration. When completed, reorganizing the existing handouts kept in the front office to keep paperwork handy for parent's requests. Packet Chair creates a calendar of volunteers for the entire year to have at least two helpers each week.