

PTO 2018-19 Structure

PRESIDENT/BOARD POSITION: Interface with Teachers and Teacher Liaison and with Administration. Lead any Board PTO meetings. Set Calendar Meeting in May for following year. Manage school facebook page and maintain social media and online communication including the DCESPTO.org email. Campus Chats. **Krista Kotsovos/Melanie Martin**

Meet the Teacher Event: Compile welcome back to school mailer to be sent home in July. Organize welcome back to school and meet the teacher event in August. **Board**

Scottsdale Parents Council Members: **Melanie Martin & Dana Neuhausen**

Kindergarten Round Up: In January, welcome incoming Kindergartners and their parents. **Krista Kotsovos/Melanie Martin**

TEACHER BOARD MEMBER: Liaison between teachers, administration and parents. Attends meetings, votes, speaks for the benefit of the teachers. Also will poll teachers for their opinions and encourage teacher participation at PTO fundraising events and school events. **Rene Suderman/Jamie McCrensky**

SPECIAL PROJECTS COORDINATOR: Work with site administration to oversee special projects including, but not limited to, the school edible garden and makers space carts. Help to coordinate volunteers for these projects and ensure continued funding and support. **Melanie Martin**

Campus Improvements: Must gather feedback from teachers and staff on which improvements need to be made. Must work with the board to determine budgetary requirements and follow through with administration and school district to obtain approval. Must solicit quotes and get work completed within the school year.

VP HOSPITALITY/BOARD POSITION: **Laura Weeshoff, Michelle Lightner**

Teacher Hospitality: Requires a couple of hours each month, with an additional week long commitment during Teacher Appreciation Week in May. Must be responsible to make sure our faculty is recognized during specific events during the year including Back to School, Holiday time in the winter, and teacher appreciation week in February, plus any end of the year celebrations. Maintain coffee supplies for teacher workroom. **Laura Weeshoff, Michelle Lightner**

Room Parent Coordinator: Responsible to maintain list of the room parents and communicate with them on a regular basis throughout the year about ongoing events and volunteer needs for the classes. Must also assist in Teacher Appreciation week, collection of class funds and party and gift planning. **Patricia Valencia**

Donuts with Dads/Muffins with Moms: In conjunction with the Fall Book Fair, this fun event gives adults and kids a reason to spend time together on campus while sales benefit the school from the book fair. One lead volunteer and a committee of volunteers to order and pick up donuts (purchased by the PTO), set up and help hand out donuts and coffee, plus tear down once the event is over. **Shea Johnson**

Back to School Breakfast/Boo-Hoo Breakfast: **Krista Kotsovos/Melanie Martin**

What's Next Breakfast (if applicable):

Welcome New Families Coordinator: Must be responsible to welcome new families on campus, help answer any questions and be available to provide information as necessary to new families. ?

VP FINANCE/TREASURER/BOARD POSITION: Budgeting/finance, Ensure funds allocated correctly, any financial reporting, submit taxes and forms for liability insurance. **Derek Wong**

Teacher reimbursements: pick up and deposit checks, collect payments at events and submit payment to teachers for PTO funding allocation. **Derek Wong**

Family Fun Events: Must secure restaurants and venues that would be willing to donate a % of proceeds of sales to DCES. Usually one event per month is secured. **Derek Wong**

Grants: Write grants that fund DCES PTO for upcoming events. Also write grants for AIR (Commission on the Arts) for DCES and find new grant sources. **Administration**

Shopper Rewards - Must coordinate organization of collecting rewards for school such as eScripts, Box tops. TARGET, ALBERSONS, FRY'S, AMAZON, GIFT CARD. **Kiki Dupey**

Spirit Wear: Must be responsible for generating DCES's T-shirt design, water bottles, key chains and coordinating ordering and delivery of school spirit wear. Orders placed twice annually.. Time commitment – 10-15 hours in the Summer/Fall. **Sarah Koshko**

Yearbook: Responsible for yearbook production including design, taking photos, ensuring funding with the board, advertising and sales of year book. **Lanette Klinger**

Birthday Club: This program provides an opportunity to have your child's birthday recognized with a celebration in the school library. Children are recognized quarterly and parents are encouraged to attend and help during their child's celebration children are given gifts and ice cream during lunch and they are featured on the announcements . **Angie Hovore**

VP SPONSOR/PARTNERSHIP BOARD POSITION: Maria Aldrich

PawPartnerships: Must be responsible to campaign and champion the Paw Partnership Program to DCES parents. This yearly donation helps fund most of what the PTO does for the school. Tracking what people pay for and communicate with Parents prior to events about what they should receive. **Maria Aldrich**

Corporate Sponsorship: Must be responsible to gather donations from local businesses and community members whose donations would help sponsor events at the school. Responsible for gathering sponsor payment, and to send out thank you notes and tax deductible letters. Must be responsible to make sure that donors receive what is promised in exchange for their donations. Time commitment - 10-20 hours in the Summer/Fall. **Maria Aldrich**

VP COMMUNICATIONS/SECRETARY/BOARD POSITION: Ensure that all written/sent home communication and on-line communication contains the same message. Take minutes if needed. **Heather Burke/ Erin Atherton**

PawPrint: Two PawPrint newsletters monthly, E-Blasts: As needed weekly to recognize specific events. Time commitment - 5 hours/month. **Erin Atherton**

Web Master: Hosting GO Daddy, new websupport, renew links, Graphics. **Erin Atherton**

Student Directory: **Heather Burke**

Myschoolanywhere App maintenance: Annually maintain the school app, work with the communication VP, maintain

the school shop, work with various chairs to run reports and help in the execution of their jobs. **Heather Burke**

VP FALL EVENTS/BOARD POSITION: Oversee and help delegate the big events for this season as well as prepare paper calendar August -December. Report Status of all committee chairs at monthly PTO board meetings.

August: Meet the Teacher: Must organize and work with teachers, staff and PTO board to help set up the flow for the Meet the Teacher event before school starts. Must also be willing to help set up lunch for the teachers on campus (Lunch provide by PTO) and tear down after the event. **Krista Kotsovos/Melanie Martin**

All-Year School Supply Coordinator: Will be responsible to secure a company to order school supplies and also manage orders and delivery of school supplies. **Maria Stallone**

September: Family Game Night: Fun Family event that takes place on school grounds. **Kelly Brown/Heather Burke**

October: Book Fair: Will be responsible to work with the lead coordinator to help set up, help kids/parents with purchases and tear down. **Katie Peckham**

November: Amazing Race: . **Debbie Blaes/Laurie Carroll**

VP SPRING EVENTS/BOARD POSITION: Oversee and help delegate the big events for this season as well as prepare paper calendar January-May. Report Status of all committee chairs at monthly PTO board meetings. **Debbie Blaes**

March: Spring Carnival: **Shari Clenard, Allison Mandel-Stein**

April: DCES Golf Tournament & Auction: Oversee the planning of the golf tournament and auction. Must be willing to solicit donations from community businesses for online auction as well as local donations for the live Auction event. **Michelle Fortino/ Aly Ashcraft**

May: BOGO: **Katie Peckham**

May: 5th Grade Celebration: Help the 5th graders celebrate with their friends and teachers in a fun atmosphere during the school day in May. Need fun and creative ideas to help make this a memorable event for the kids. Must help with creative planning before event, setup of event, monitoring during the event and tear down. Responsible for collecting funds from parents and managing expenses. A committee of volunteers to help the 2 lead volunteers to make this event successful. **Kristi Sailand Miller/ Jamie Kar/ Lisa Ferral**

VP OUTREACH/VOLUNTEERING/BOARD POSITION: Responsible for obtaining volunteers for various events throughout the year. Must coordinate with committee or event chairs to assess their needs and send out sign-up genius for volunteers. Coordinates with DCMS and DCHS as well to obtain volunteers. Follow up with all volunteer committee chairs below and report to the board. **Morgan Reader**

TAVAN: **Katie Peckham**

Helping Hands: This is an outreach committee. Must maintain a group of volunteers to help out families in need for things like meals, etc. due to serious illness, tragedy, and death in the family, military deployment etc. **Katie Peckham**

Copy Cats/Calendar: Help our teachers make copies etc. and develop a schedule of volunteers so that each day is staffed. One lead volunteer and a committee of volunteers to help coordinate teacher's needs for copy requests. Also

track and distribute PTO calendar monthly for backpacks. Time commitment – 1.5 hour per month. ?

Picture Day: Fall & Spring pictures, Must help during scheduled times, making sure the children are prepared for the photos, and keeping classrooms on track with specified time schedules. **Dana Neuhausen/Morgan Reader**

Health Screen: This event takes place in the fall. **Alison Moffat**

Artist In Residency: A local artist will be chosen (and paid for by the PTO) to teach in the 3rd grade classrooms.

NEEDED: Committee of volunteers of third grade parents to work with the lead coordinator to ensure success of this program.

Art Masterpiece: This enrichment program is paid for by the PTO. No art background is necessary! A committee of volunteers to work with the lead coordinator to coordinate program activities for K-3rd grade classes. Training and support are provided for all volunteers. **Shamira Morgan**

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Campus Improvements:

Scottsdale Parents Council Members: Melanie Martin & Dana Neuhausen

Kindergarten Round Up: Krista Kotsovos/Melanie Martin

TEACHER BOARD MEMBER: Rene Suderman/Jamie McCrensky

VP HOSPITALITY/BOARD POSITION: Laura Weeshoff, Michelle Lightner

Teacher Hospitality: Laura Weeshoff, Michelle Lightner

Room Parent Coordinator: Patricia Valencia

Donuts with Dads/Muffins with Moms: Shea Johnson

Back to School Breakfast/Boo-Hoo Breakfast: Krista Kotsovos/Melanie Martin

What's Next Breakfast (if applicable):

Welcome New Families Coordinator:

VP FINANCE/TREASURER/BOARD POSITION: Derek Wong

Treasurer: Derek Wong

Family Fun Events: Dereck Wong

Grants: Administration

Shopper Rewards: Kiki Dupey (Box Tops).

Spirit Wear: Sarah Koshko

Yearbook: Lanette Klinger

FINANCIAL SPONSORSHIP COORDINATOR/BOARD POSITION: Maria Aldrich

VP COMMUNICATIONS/SECRETARY/BOARD POSITION: Heather Burke/Erin Atherton

Online Communications: Erin Atherton

PawPrint: Erin Atherton

Web Master: Erin Atherton

Student Directory: Heather Burke

App and Cub Store: Heather Burke

VP FALL EVENTS/BOARD POSITION: ?

August: Meet the Teacher: Krista Kotsovos/Melanie Martin

All-Year School Supply Coordinator: Maria Stallone

September: Dingo/Bingo: Kelly Brown/Heather Burke

November: Amazing Race: Debbie Blaes/Laurie Carroll

November: Book Fair: Katie Peckham

VP SPRING EVENTS/BOARD POSITION: Debbie Blaes

March: Spring Carnival: Shari Clenard, Alison Mandel-Stein

April: DCES Golf Tournament: Michelle Fortino/ Aly Ashcraft

May: BOGO: Katie Peckham

May: 5th Grade Celebration: Kristi Sailand Miller, Jamie Kar

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TAVAN: Katie Peckham

Helping Hands: Katie Peckham

Copy Cats/Calendar:

Picture Day: Dana Neuhausen/Morgan Reader

Health Screen: Allison Moffat

BBC: Angie Hovore

Artist In Residency:

Art Masterpiece: Shamira Morgan