

PTA Executive Board Positions 2022-2023 School Year

Presidents: Maryam Mercado & Lindsay Penkower

Oversees and coordinates the work of an executive board to run a PTA effectively

- Presides at PTA board and association meetings
- Serves as the official contact, communicator and representative of a PTA
- Designated as an authorized signer for PTA checks, contracts and authorizations for payment
- Serves as ex-officio member of all committees except the nominating committee
- Works with other PTA leaders to connect families, school and community to support student success
- Attends PTA Council President Meetings directed from PTA District (monthly)
- Attends Learning Fund and Site Council Meetings to show unity & support
- Attends Principal, Site Council President & Learning Fund Fund monthly calls to promote seamless communication for all boards
- Leads and executes our Annual Fall Festival with PTA Board support

Vice President: Cori Gouveia

- Works as the primary aide to the presidents
- Helps lead a PTA towards specific goals consistent with PTA purposes and policies
- Performs president's duties in his or her absence
- Carries out other duties outlined in unit bylaws and standing rules or as assigned
- In charge of Annual Fundraising Campaign (example: Charleston Wrap)
- Assist in execution of Fall Festival
- Co-signs formal papers with Presidents: authorizations for payment, resolutions and formal letters
- Run for Education jointly with school Principal
- ❖ Leads in creating a committee for the 5th grade promotion events
- ❖ Leads in creating a committee for school picture days

- ❖ Leads in creating a committee for Staff Appreciation Week in tandem with communication with the room parent coordinator.

Secretary: Shelly Selick

- Takes minutes at board and association meetings
- Handles PTA correspondence as directed by the Presidents
- Maintains and preserves PTA records and important documents to pass on at the end of the term
- Coordinates & executes our birthday board for our school
- Assist in Fall Festival Duties
- Coordinates with Donna Grim communication for new Marquee for community weekly

Treasurer: Vong Przybylinski

- Maintains permanent records to track unit funds and financial transactions
- Chairs budget committee and prepares annual budget for adoption by the association
- Pays all PTA bills as authorized by board or association
- Prepares reports for every board and association meeting and an annual financial report
- Ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates
- Handles the budget and financial and check distribution as needed for the Fall Festival

Financial Secretary: Open

- Works closely with the treasurer and other financial officers in handling PTA funds
- Keeps a record of all PTA funds collected, deposited and disbursed
- Prepares monthly and annual financial reports

- Assists Treasurer during Fall Festival with ticketing orders and distribution

Parliamentarian: Open

- Assists the president to manage meetings and advises on parliamentary procedure
- Chairs bylaws committee to review unit bylaws each year and revise bylaws every three years
- Arranges nominating committee's first meeting, providing information on nomination and election process
- Assists in our annual Fall Festival planning and execution

Student Affairs: Beth Quadraccia

- Lunch or Dinner on the Lawn (Fall)
- Movie Night (Fall)
- Family Game Night (March)
- Family Dance/Event (Spring)
- Assists in execution of activities for Fall Festival

Student Education: Deborah Pettish

- Science Fair (winter/spring)
- Spelling Bee (Winter)
- Battle of the Books (all year)
- Assists in Annual Fall Festival planning and execution

Health and Wellness: Sapna Bahl

- Run Club (all year)
- Red Ribbon Week (fall-district event about healthy choices)
- Teen Esteem Speaker (4th/5th)
- Parent Education; Speakers on topics of interest to parents
- Field Day jointly with Coach Matt

- Assists in Annual Fall Festival planning and execution

IDC (Inclusion and Diversity Chair: Sumeyya Khan

- Words Matter Week
- Multicultural Event (Spring)
- Wishing Tree Execution/Maintenance
- Special Needs; Abilities Awareness Week
- Assists in Annual Fall Festival planning and execution

Legislation: Alex Chung

- As local officers of the largest grassroots child advocacy organization in the state, PTA legislative advocacy chairs are responsible for demonstrating leadership on children's issues at the local level by educating PTA members, community members and elected officials about PTA's issues of concern and legislative priorities and goals.
- Assists in Annual Fall Festival planning and execution

Auditor: Gina Coffey

- Audits the books and financial records of a PTA to determine their accuracy
- Presents written reports on audits to the board and the association for adoption
- Forwards copies of adopted audits to council/district PTA as indicated in unit bylaws
- Assists in Annual Fall Festival planning and execution

Communications (Colts Connection Newsletter & Social Media Channels): Bronwyn Kraus

- Colts Connection (weekly)-Manage Colts Connection weekly newsletter (sent to GV parent community every Sunday). Write and edit Colts newsletter working with school,PTA, Learning Fund, and Site Council along with district and other stakeholders.
- Facebook posts (weekly)-Manage Facebook, Instagram, and Twitter accounts for Green Valley parent community. Post PTA and general school content as needed. Typically 1-3 posts/week (will fluctuate with school calendar). Take photos at PTA/school events when possible to enhance posting.
- Work closely with other communications leads within the GV community to ensure consistency across channels (Colts, Social Media, Website, Room Parent emails, Principal, etc).
- Create Special Blasts through the colts newsletter database (as needed).
- Lead role during Fall Festival to ensure communication and marketing is sent to school to promote the Festival ticket sales and other key communication associated with Festival
- Leads in creating a committee for developing and distributing Green Valley Yearbook

Membership/Hospitality: Gina Coffey

- Acts as official host of a PTA in creating a welcoming atmosphere at meetings and events
- Works with committee and other chairman to organize and set up refreshments, food, decorations, registration, greeters and baby-sitting for PTA meetings and events
- Maintains hospitality supplies and equipment and an updated inventory for them
- Handles the food and beverage needed for Annual Fall Festival
- Committees: Led and directed by Gina Coffey
 - Back to School Social (August right before school starts)
 - Teacher Luncheons
 - Welcome Back Staff (August right before or on first day of school)
 - Holiday (December)
 - Teacher Appreciation Luncheon (Spring)
 - Principal Welcome Back Coffee (first day of school)

- Membership (Distribute PTA Membership Cards in Fall)
- New Families Outreach

Community Service: Elizabeth Peabody

- Liaison & Support for Heights Elementary representing Green Valley Elementary
- Backpack Drive (fall)
- Adopt a family (December)
- Book Drive (spring) working jointly with our Book Fair
- Garden: Coordinating student planting/harvesting with science teacher (winter/spring)
- Coordinating volunteers for maintenance (year round)
- Lost and Found Donation Drops & professional cleaning before distribution
- Coordinating and is lead liaison of our teachers and staff to volunteer during Fall Festival

Room Parent Coordinator: Celeste Marie Splan

- Coordinate communications to all room parents (all year)
- Ensures all communication is streamlined for parents/teachers, providing guidelines and documents to ensure a successful year for all teachers and staff.
- In charge of coordinating room parent budget and being point person for room parents
- Works in tandem with Vice President to ensure a successful Staff Appreciation Week
- In charge of coordinating and executing a committee for all room parent baskets for Fall Festival

Reflections Chair: Amy Mourelatos

The National PTA Reflections Program is an arts recognition and achievement program for students. The Reflections Program provides opportunities for students to express themselves creatively and to receive positive recognition for original works of art inspired by a pre-selected theme while increasing community awareness of the importance of the arts in education.

- Distribute and coordinate judging of art projects for the PTA reflections program. (fall)
- Assists in Annual Fall Festival planning and execution