

CES PTA Volunteer Positions: Overview

WHAT DOES THE CES PTA DO?

The CES PTA is a non-profit organization that coordinates a variety of activities and works to enhance existing programs within the school. The CES PTA organizes volunteers to help in the classroom, the library, the cafeteria, etc. We also publish a weekly electronic newsletter and website to keep parents and teachers informed about all the programs and projects within and affecting the CES community. In addition, over the past years the CES PTA has raised funds that have gone toward purchasing and installing SMART Boards, building playgrounds, updating the CES Library, purchasing new books for the library, buying computers and software, fulfilling teacher wish lists and most recently to create a brand new Outdoor Classroom!

HOW DO I GET INVOLVED IN THE PTA?

If you would like to become more involved at Coleytown and involved with the PTA, please look over the list of PTA positions and let us know if you have an interest or question about any of them. In the Spring, the PTA positions for the following school year, begin to be filled through the Nominating process, when the majority of positions are filled. A Nominating Chairperson and Nominating Committee are responsible for facilitating this process. Also, at the very beginning of the school year, an online survey is sent out to all parents to fill positions. At anytime, you can contact the Nominating Chair, Presidents or any Executive Board Officer, to express your interest in a committee or activity. There is always an opportunity for you to fit your schedule and talents to PTA programs and events. There is something for everyone! We welcome your participation!

EXECUTIVE OFFICERS

All Executive Officer positions are held for two years. The Co-Presidents change terms on a rotating basis so one President has a year of experience when the second Co-President is in the first year.

Co-Presidents— Set overall direction for PTA; meet regularly with Principal to discuss issues and initiatives and provide parent/PTA support/input, provide link between school and town on all relevant issues; keep parent body informed; attend/encourage parent attendance at town, Board of Education, and other relevant meetings; conduct PTA and Executive Board meetings; set direction and provide support and guidance to Presidents' Committees. Compile and send Weekly Updates and monthly Principal Letter and Kudos and Thanks.

VP & AVP Volunteers – Recruit/organize PTA committee volunteers at beginning of year; assist board/committees with ad hoc volunteer needs throughout the year; conduct Room Rep lottery (Sept.) and provide Room Rep orientation; work with Art Smart Reps to coordinate Art Smart lottery; set direction and provide support and guidance to Community Events/Ongoing Activities Committees.

VP & AVP Ways & Means – With Exec. Board, set fundraising goals for year; develop fundraising event plan to meet goals; evaluate success/timing of prior year's events, determine need for and research fresh ideas; set direction and provide support and guidance to Fundraiser Committees.

VP & AVP Communications – With Exec. Board, set major communication objectives for year; maintain the CES PTA website; set direction and provide support and guidance to Communication Committees. Maintains and updates the PTA bulletin board located outside CES office. Current event flyers and photographs involving CES PTA events are posted on the Bulletin Board. Also, posts PTA Executive Board photos.

Treasurer & Asst Treasurer – With Exec. Board, develop PTA budget and present to membership at first PTA meeting for approval; provide monthly reporting; manage PTA bank account and check depositing/writing; manage disbursement of PTA funds to teachers per established policy; coordinate/support annual audit of PTA finances; provide annual summary of proceeds by fundraiser. Bring copies of Budget vs Actuals to Board Meetings. In addition to management of the PTA's online bank accounting program and Quick Books system, PTA Treasurers are also responsible for the management of the online payment system.

Recording Secretary – Place notice in newspapers and online media for kindergarten playground gatherings in August. Record minutes for Executive Board meetings; prepare correspondence as necessary.

Immediate Past President – Provide oversight and assistance to Co-Presidents. Oversee appointment of new Co-President at year-end. Make plans for Newcomers Event in August.

Executive Board Members rotate attendance at Board of Education, Board of Finance, RTM or other town meetings when necessary.

PRESIDENTS' COMMITTEES - CES

5th Grade Events (Winter/Spring) – This committee plans and organizes volunteers for various events throughout the year

including a celebration for graduating 5th graders.

5th Grade Yearbook/Video (Year round) – This committee creates and distributes a yearbook as well as a video for the fifth grade class as a memento of their days at CES.

Coleytown Ambassador (Year round) – Welcome new families to CES at a special event prior to the first day of school and communicate/provide information during transition period.

Community Outreach (Holidays, Winter and Spring) – This committee coordinates the holiday toy drive, class contributions to the community Thanksgiving dinner, and other community service projects throughout the year.

Directory (1 Year round) - The Directory Chair is the system administrator for the Online PTA Parent Directory. He/she will help parents with registration and logon issues and will also be responsible for editing data of parents who are not PTA members. The Chair will assist in training the Membership Chair on how to navigate and use the MobileArq system. Chair is responsible for providing printed directories to feeder schools in January for use in Nominating. If the Executive Board approves the sale of a printed directory the Chair is responsible for collecting money, printing and distributing the printed directories. Before taking on this position, Chair must sign the User Acceptance Agreement as he/she will have access and editing capabilities to confidential parent information.

Membership (1 Year round) - The Membership Chair maintains the PTA membership list, collects any PTA dues that are paid by check and ensures that access to the directory is turned on/off consistent with payments received. He/she is responsible for following up on any payment issues/problems with PTA dues. In mid-October, the Chair will provide the Treasurer, Secretary, and PTA Presidents with a list of all PTA members which is used to pay CT PTSA dues and used by the Secretary for any voting purposes. Before taking on this position, Chair must sign the User Acceptance Agreement as he/she will have access and editing capabilities to confidential parent information.

Nominating (Spring) – This committee meets February-April to compile the slate of PTA officers for the following school year. They are responsible for recruiting volunteers for open positions.

Parliamentarian (Year round) – Maintain and update the CES PTA by-laws.

Sunshine/Friendship (When needed) – Extend a helping hand, offer condolences, coordinate food donations to CES families and staff in need because of illness, death, or special circumstances.

PRESIDENTS' COMMITTEES – TOWN-WIDE (Year round positions)

Cultural Arts – These representatives meet with the town-wide committee to preview and organize special cultural arts performances at the schools.

Green Committee – Work with families to help identify areas of concern and transition CES to become more “green”.

Permanent Art Collection –These volunteers represent CES on town-wide committees and monitor town art on display at CES.

Positive Youth Development – These representatives work as part of a town-wide body to provide programs for parents and children in the Westport and CES communities.

Safe School Climate Rep - Represent CES on issues dealing with the school's emotional climate.

School Security Rep - This volunteer represent CES on town-wide security issues.

Special Ed Reps – These volunteers represent CES on town-wide special education issues.

Tools for Schools Reps – Work with a team of parents, faculty, and school maintenance and facilities professionals to ensure that Indoor Air Quality (IAQ) standards are being adhered to.

Workshop Rep – Represent CES for the gifted program and represents CES on any town-wide gifted issues.

VOLUNTEER COMMITTEES

Art Smart (Year round) – The Art Smart Chairs coordinate a meeting in the fall to explain Art Smart to the classroom volunteers. Art Smart volunteers in each class work in the classroom several times a year to teach the children about artists and different forms and styles of art. He or she plans a project for children relating to an artist, culture or genre being discussed, in coordination with the classroom teacher. The Chairs coordinate the events for Museum Night, a spring showcase for class artwork. A class budget is available for supplies.

Author Study (Year round) – Works with the library media specialist to identify guest authors to bring into CES and coordinates

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the authors' visits.

Beach Party (Fall) – This committee oversees the event, including publicity and coordination with Joey's for refreshments.

CES PTA Runner's Club (Fall/Spring) – This volunteer works with the CES physical education staff and parent volunteers to sign up interested students for this before school activity; supervise them; track the runner's progress and promote a healthy habits.

CES Showcase (Spring) – This committee coordinates the performers, acts, rehearsals and parent supervisors to showcase the talents of students in grades 3-5.

Field Day (May/June) – This committee solicits volunteers for each grade level, works with gym teachers to organize the event and arranges for refreshments. This committee also organizes, designs, and orders the Field Day t-shirts provided for all students.

Food Services Rep – This volunteer represents CES on a town-wide committee that reviews menus and nutritional information at all schools.

Kindergarten:

Playdate Coordinator (Summer) – Helps organize and facilitate kindergarten playdates as well as communicates dates and information to online publications.

Bus Volunteers (Fall) – Solicits volunteers to ride kindergarten buses for first few weeks of school.

Cafeteria Volunteers (Year round) – Solicits volunteers to help children open juice boxes, unzip coats, and wipe tables in the cafeteria throughout the year.

Kindergarten Coffee (Fall) – Prepare and copy invitation/flyer, purchase food and beverages and host a coffee for parents of kindergarteners in your home.

Library Volunteers (Year round) – Works with the library media specialist to coordinate parent volunteers who help in the library with book checkout, shelving, and other areas as needed.

Rise & Read: (Year round) - Works with Library Media Specialist to plan periodic before school family reading sessions.

Room Reps (Year round) - Room Representatives are appointed parents who have regular involvement in their child's classroom. They are point people for the teacher, and help coordinate parent volunteers, class parties, etc. The Room Representative role varies with each teacher and classroom. There are 2 Room Reps per class

School Art Rep (Spring) – Coordinate volunteers and food donations for Fine Arts Week and help Coleytown's art teachers with Opening Reception and preparation, display and return art work to students after the show.

School Gardens – (Fall and Spring) This committee plants, weeds and maintains school gardens.

Staff Events:

Fall/Spring Staff Lunch (August/May) – Committee sets the menu for two special faculty luncheons. This group coordinates donations, volunteers and decorations.

Staff Holiday Gifts (December) – Coordinate and purchase gift cards for staff members during the holidays.

Teacher Conference Desserts (Nov/April) – Coordinates dessert donations and orders coffee one evening during each conference week.

Staff Recognition Committee (Year round/May) – Coordinates gifts for the music teachers given after concerts, for School Nurse Day and for Secretaries Day. They also plan Staff Appreciation Week during the first week of May.

WAYS & MEANS COMMITTEES

Art to Remember (Fall/Winter) – Publicize, handle orders and distribution of student created art items from this catalogue-type fundraiser.

Bluefish or Sound Tigers Game (Spring/Fall) – This committee oversees the event, including scheduling, publicity and ticket sales.

Book Fair (Fall/Spring) – The Chairs work closely with Scholastic Books, coordinate volunteers and help the children with book selection. They are directly involved in set up and take down.

Dads Club (Year round) - Plan events for CES Dads.

Fall Fundraiser (Fall) – The Co-Chairs will promote the sale of different items collect funds and tally orders and arrange for school-wide distribution when the orders arrive.

Family Bingo Night (Winter) – The committee chairs oversee the event, including publicity, finding “callers” and coordinating volunteers, decorations, prizes and refreshments.

Family Pictures (Fall) – Chair works with the photographer, to promote and schedule CES families for pictures. There are several family photo days in the fall.

Halloween Party (Fall) – This is a fun family event! Committee chairs coordinate ticket sales, volunteers, and activities to create a fun event for this exciting holiday—costumes, snacks, music, games/activities. Parents must accompany students to this evening event.

Ice Skating (Winter) – The Chairs arrange for use of the rink with the Westport PAL, select a theme, publicize the outing, sells tickets, secure raffle items and coordinate refreshments for this family event.

Logo Wear (Fall/Spring) – The Chairs work with the logo wear distributor to develop new products for sale in fall and spring. They will also market, collect and compile orders and distribute logo wear; sell extra inventory at school events.

Movie Night (Winter) – The Chairs arrange for use of the LLS Auditorium with the LLS administration office, select a movie, publicize the outing, sell tickets and coordinate refreshment sales with the 5th grade events committee during this family event.

Phantom Fundraiser (Spring) - This fundraiser may be held in the alternate year from the Parent/Staff Social Fundraiser. This involves the coordination, marketing, and solicitation of donations through mailings to CES parents.

School Pictures (Fall) – Chairs work with the photographer and teachers to assist in preparing children for pictures as well as coordinate volunteers. Also responsible for finding someone to help with the display of teacher/staff photos.

COMMUNICATIONS COMMITTEES

Bulletin Boards/Staff Display/PR (Year round) - The Bulletin Board Chair maintains and updates the bulletin board located in the front entry of the school. Current events or photographs involving anyone in the CES community are posted on the Bulletin Board. The Teacher/Staff Display Chair takes new pictures and updates the staff & PTA Executive Board display each fall in time for Back to School night.

Banners (Year round) – The Banner Chair sews felt banners to be professionally monogrammed with new teachers' names on them. Banners are hung outside of classrooms.

Lost and Found (Year round) – This chair maintains and organizes lost and found articles on an ongoing basis. Unclaimed items are donated at various times throughout the year.