



Barron Park PTA

Volunteer Roles and Contacts

2017-2018 Executive Board	The executive board is elected by the parent community. This group meets once a month during the year to help lead the efforts of the PTA, guide programs and PTA budget.	
Co-President	Preside at all meetings of the Executive board and general membership, prepare PTA Exec Board meeting agenda. Coordinate the work of officers and committees of the PTA, and executive board and assist as needed; be the official representative at council and district meetings; serve as member of school budget committee and present PTA budget to the association; meet bimonthly with the school principal and site council chairs.	Joanna Rashid joannarashid@me.com
Co-President	Attend monthly PTA Executive Board meeting. Assist the president.	Lindsey Schroeder lindseyschroeder@gmail.com
Exec. Vice President	Attend monthly PTA Executive Board meeting. Assist the president.	Kristen Lo kristen.kaye.lo@gmail.com
Co-VP Communications	Attend monthly PTA Executive Board meeting. Oversee Yearbook editor, eNews, Webmaster for school and PTA and Konstella operations. Assist eNews with any issues and manage PTA contributions to the website. Identify ways to better circulate and distribute information school-wide and ensure PTA's needs are being met by Buzz, eNews and Website and Konstella.	Melissa Racz raczfamily@gmail.com
Co-VP Communications	Attend monthly PTA Executive Board meeting. Evaluate fund raising strategy and fund raising options to meet fundraising goals. Recruit committee chairs and organize fundraising activities (mainly the Fall Fundraising Drive and Annual Auction Fundraiser.)	Jim Godfrey jim.godfrey@mac.com
Co-VP Fundraising	Attend monthly PTA Executive Board meeting. Evaluate fund raising strategy and fund raising options to meet fundraising goals. Recruit committee chairs and organize fundraising activities (mainly the Fall Fundraising Drive and Annual Auction Fundraiser.)	Elizabeth Gardner elizabeth@pilzner.com
Co-VP Fundraising	Attend monthly PTA Executive Board meeting. Evaluate fund raising strategy and fund raising options to meet fundraising goals. Recruit committee chairs and organize fundraising activities (mainly the Fall Fundraising Drive and Annual Auction Fundraiser.)	OPEN
VP School Events	Attend monthly PTA Executive Board meeting. Lead community event planning and recruit and support each event committee chair.	Laurie Beyer lauriemillerbeyer@gmail.com

Treasurer	Help prepare budget, keep accurate records of income and expenditures. Maintain PTA bank accounts and write checks to cover expenses. Present financial reports at PTA and Executive Board meetings. Follow local and national PTA guidelines and procedures; prepare the annual income tax filing for the school.	Pearlin Yang pearl_at_home@yahoo.com
Financial Secretary	Record and deposit all PTA donations and issue receipts.	Jennifer Schmidt jenniferschmidt097@gmail.com
Secretary	Attend monthly PTA Executive Board meeting. Record and prepare minutes and distribute minutes prior to the meeting at which they are to be reviewed. Keep copies of PTA meeting minutes and treasurer's reports. Record minutes from general membership meetings and coordinate production and distribution of back to school packet.	Jennifer Sullivan jreahard@hotmail.com
Parliamentarian	Attend executive board and PTA meetings and give necessary advice on parliamentary procedure when requested. Recruit Nominating Committee members with assistance from the President. Call the first meeting of the nominating committee. Chair bylaws committee and review bylaws and standing rules every two years. Attend PTA Council general meetings (6 times a year.)	Gary Beery gtbeery@gmail.com
Historian	The historian assembles and preserves the record of activities and achievements of the PTA, and assists the president in preparing the Annual Report. Attends Executive Board meetings each month.	Mike Nanevicz mnanevicz@yahoo.com
Auditor	Audit books and records of Barron Park PTA to ensure accuracy and completeness. Review all transactions, bank	Paul Little paullittle@pausd.org



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2017-2018 Ongoing Roles		
After School Activities Co-Chair	Organize vendors, schedule, and registration for after school activities in collaboration with the school secretary. Collaborate with the school secretary to run the PTA funded after school scholarship program.	Tish Loeb tishloeb@hotmail.com
After School Activities Co-Chair		Marlo Kitch marlokitch@gmail.com
CAC Inclusion Rep	Optional attendance at monthly board meeting to act as a voice for special needs families at Barron Park. Act as a point person for special needs families navigating the IEP and 504 process.	Tina Chow chow_tina@yahoo.com
		Vanessa Schreve vschreve@gmail.com
E-News Editor	Collect eNews announcements and format for our weekly newsletter. Edit where needed.	Adi Diner adi.diner@gmail.com
E-News Editor		Sivia Lin smlin@alumni.ucla.edu
E-News Editor		Scott Anderson scottericanderson@gmail.com
Health and Wellness	Foster a culture of health throughout the school.	Jalene Salus jmnardella@yahoo.com
Hospitality	Order, organize delivery of, food per PTA budget for staff first day lunch, BTS night staff dinner, staff appreciation lunch and coffee, principal coffees, PTA welcome coffee.	OPEN

Library Volunteer	Volunteer in the library and help our librarian schedule and coordinate with classroom parent volunteers.	Melissa Racz raczfamily@gmail.com
PIE Co-Chair	Oversee fundraising efforts at our school site as directed by PIE.	Patrick Sullivan patsulli@gmail.com
PIE Co-Chair		OPEN
PTA Council Rep	Attend Palo Alto PTA Council meetings. Report to PTA Exec Board and PTA general meetings.	OPEN
School Garden	Organize and coordinate our School Garden.	Molly Sullivan and Kat Dransfield sulliv13@gmail.com
Social Media Coordinator	Periodically post to the BP's social media accounts with photos and reminders.	OPEN
Traffic and Safety	Act as the Safe-Routes-To-School rep and communicate issues to the city and district and best practices to parents.	Michelle Coyle m_e_coyle@yahoo.com
Webmaster	Be responsible for and help maintain Barron Park's school and PTA websites.	Bryan Hampton bryan@hamptopia.net



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2017-2018 Events		
Auction Committee Chair	Support the VP School Fundraising to organize the event, solicit donations, and coordinate volunteers for our annual auction and dinner fundraiser held each March.	Elizabeth Gardner elizabeth@pilzner.com
Auction Committee Members (10+ needed) March 17, 2018		OPEN
Book Faire Fundraiser Nov 26- Dec 2, 2017	Coordinate event and organize volunteers for our week-long Scholastic book faire held each November.	Kristen Lo kristen.kaye.lo@gmail.com
Earth Day	Support the VP School Activities to organize this event and coordinate volunteers for Earth Day on April 20th.	OPEN
Family Disco Party January 12, 2018	Support the VP School Activities to organize this event and coordinate volunteers for the Family Disco Night traditionally held in January.	OPEN
Halloween Party Committee October 29, 2017	Support the VP School Activities to organize this event and coordinate volunteers for the evening Halloween Party.	<u>OPEN</u>
Heritage Potluck September 22, 2017	Support the VP School Activities to organize this event and coordinate volunteers. The Heritage Potluck is traditionally held in late September.	OPEN
Ice Skating Party	Support the VP School Activities to organize this event and coordinate volunteers for the ice skating party. This event is traditionally held in January.	Jilleen Jarrett penguinpower100@hotmail.com

<p>Latino Heritage Celebration</p> <p>May 4, 2018</p>	<p>Support the VP School Activities to organize this event and coordinate volunteers for the Latino Heritage Party that can be held on either Cinco de Mayo or Mexican Independence day- Organizers' choice.</p>	<p>OPEN</p>
<p>Pj Party Committee</p>	<p>Organize and coordinate volunteers for our 5 yearly PJ parties.</p>	<p>Tish Loeb tishloeb@hotmail.com Nakia Davis nakia.a.davis@gmail.com</p>
<p>School Play Coordinator</p> <p>12/10/17-2/10/18</p> <p>(no rehearsals during Winter Break)</p>	<p>Assist the Palo Alto Children's Theater in organizing our School play held bi-annually.</p>	<p>OPEN</p>
<p>Talent Show Assistant Director</p>	<p>Rehearsals begin in late February thru April.</p>	<p>Laurie Beyer lauriemillerbeyer@gmail.com</p>
<p>Tasting Week Coordinator</p>	<p>Help organize and coordinate parent volunteers for Tasting Week. Palo Alto Tasting Week was created by a group of Bay Area parents who believe that educating children about taste is the best way to get them to love food and at the same time fight obesity. During a week (TBD) in October, local chefs hold tasting demos in our classrooms.</p>	<p>OPEN</p>
<p>Yearbook Coordinator</p>	<p>Oversee all and manage all aspects of the yearbook creation & sales.</p>	<p>Armanda Raymond armandaraymond@gmail.com</p>