

Millersville Elementary School PTA

Listed below are the 2008-2009 PTA Officers and Committees. We need your help – can you volunteer to chair or participate in one or more committees? Filling these positions with fabulous volunteers will ensure the MES PTA will continue to fully support the faculty, staff, and ultimately all the students! Please contact Stephanie Caruso (Stephanie@carusodesigns.com) or Maria T. Murphy (maria.murphy@me.com) for more information.



2008-2009 SCHOOL YEAR

~ PTA Officers ~

President: Chairs monthly meetings, handles in-coming mail and phone calls that are PTA business and lots more. **Stephanie Caruso**

Vice President: Attends monthly meetings. Will conduct meetings, in the absence of the President. Copies PTA newsletter, make purchases as necessary when requested and approved by the PTA. Responsible for sending thank you notes. **Annie Medford**

Treasurer: Keeps an accurate and detailed account of all PTA donations received and purchases paid out. Issues checks, balance bank statements, attend meetings and gives a report on current financial status. **Jennifer Conner**

Secretary: Is responsible for keeping records of proceedings of the PTA. Records executive board monthly minutes, and presents the minutes for approval at the next monthly meeting. **Maria T. Murphy**

COMMITTEES

Awards & Recognition: Assist with nominating teachers, volunteers or community members for special recognitions and awards; complete and submit applications.

Birthday Book Club: Provides opportunity for children to select a book during their birthday month, which will be donated to the school in their name; collects book fee.

Book Fair: Organize Book Fair, during school, twice a year (Fall & Spring).

Community Service: Initiates community service projects for the entire school community; the first one is Adopt a Service Member.

Cultural Arts: Advocates improved art programs as essential school events. Investigates and schedules four cultural arts assemblies per year for the students.

Earth Day: Annual event held in April. Organize parent volunteers to do gardening around the school; coordinate with teacher liaison to assist students in planting flowers.

Fundraising: Selects and organizes fundraisers for PTA profit; One or two a year; Different chair for each.

Abitibi Paper/Ink Cartridges Recycling: Call distributor when dumpster if full or tub of used ink cartridges are ready for pick-up.

Box Tops/Tyson Chairperson: Collects, packages and sends them in for the school for profit. (new box top contest this year)

Chili Fiesta: Held annually, silent & live auctions and prizes for the top three chilis.

Family Fun Festival Chairperson: Organizes and runs event annually.

Flea Market: Annually. Held at Historic Baldwin Hall.

Safeway & Giant Receipts: Gets parents to sign up for Education profit for MES; maintains records of this.

Holiday Shop: Collects, shops and organizes the annual Holiday Shop.

Hospitality: Oversees below committees on events for teachers and staff.

Deli Days (Monthly, 1st & 3rd Fridays): Monday week of, select restaurant, provide menu in teachers lounge; take orders and payment from teachers/staff. Place order and deliver on Friday by 1100.

Teacher Appreciation Week: Annually in May. Organize a celebration for our wonderful teachers. (e.g., breakfast, luncheon, thank you gifts)

Parent Teacher Conferences: Solicit volunteers to provide items for teachers during conferences (e.g., breakfast and lunch items).

Membership: Works to ensure all parents and teachers join PTA.

Newsletter Publishing: Collects, edits and puts together the PTA Newsletter monthly.

Safety: Ensures that “shelter in place” supplies are fresh; replenishes when dates expire.

Teacher Liaison: Represents teachers at PTA meetings.

Website: Update MES PTA website with current information and upcoming events.

Yearbook Chairperson: Organizes school photographer for individual and class pictures. Designs yearbook for the school. Works with volunteers from each grade to ensure each grade is included.