

MILLRIDGE PARENT TEACHER GROUP

Informational Meeting: September 5, 2018

BOARD POSITIONS

President: Meghan Conley - meghanmconley@gmail.com

Co-VP of Fundraising: Debbie Greenberg - deblgreenberg@yahoo.com

Co-VP of Fundraising: Jenna Zeolla - jenna.iosuelandscape@gmail.com

VP of Programs: Jennifer Morris - jmorris27@sbcglobal.net

Treasurer: Lori Iacovetta - lori.email.me@gmail.com

Secretary: Alli Fittipaldo - allianddavidfitt@gmail.com

PRESIDENT-MEGHAN CONLEY

Responsibilities:

- Preside over all of the monthly & Executive Board Meetings
- Prepare agenda for meetings
- Remain informed of all committee plans and important school & district issues
- Help with most or all PTG events
- Encourage involvement in the PTG
- Represent Millridge at various school district functions
- Insure the PTG handbook is distributed and available
- Sign PTG checks in the absence of the Treasurer
- Review the monthly financial statements and cash projects
- Handle public relations for the group, including social media
- Attend to numerous other small tasks during the course of the school year

TREASURER-LORI IACOVETTA

Responsibilities:

- Safekeeping of the organization's money
- Maintain accurate, complete, and up-to-date bookkeeping records
- Attend the majority of the PTG events in order to insure prompt deposit of funds
- Easily accessible to various officers and committee members who need funds
- Make timely deposits of cash receipts, writing checks for expenses, posting transactions to the ledgers, and monitoring the cash balance
- Prepare monthly bank reconciliations and financial statements

TREASURER

- Gives oral report at each meeting and provides written statements to the President
- Presents the year end financial statement and the bookkeeping records to Audit Committee for review
- Provides all financials, reports, and corresponding back-up documents to CPA for annual tax return preparation
- Prompt response and follow-up on all notices, bank inquiries, and compliance issues that may arise throughout the year

VP FUNDRAISING-DEBBIE GREENBERG & JENNA ZEOLLA

Responsibilities:

- Determines the number and type of fundraising events needed to raise adequate funds for the budgeted expenses
- Contacts companies and chooses which will provide the best service and profit
- Organize fundraiser from start to finish, including but not limited to flyers, communication, and distribution of products and prizes
- Money raised is used for the student participation in Winter Workshop, Great Readers, Field Day, Student of the Month Luncheons, offsetting cost of other events, new student shirts, school improvement, etc.

VP PROGRAMS-JENNIFER MORRIS

Responsibilities:

- Planning & Coordinating events
- Contacting performers and/or vendors
- Reserving locations
- Securing refreshments and supplies
- Publicizing events & flyers
- Scheduling Volunteers
- Oversees and supports committee heads under Programs
- Coordinates communication from committee to Board Members

VP PROGRAMS

Programs:

- Carnival
- Fall Fest
- Skating Parties
- Donuts with Dad
- Muffins with Mom
- Kalahari
- Spring Carnival
- Student of the Month
- Ice Cream Social
- Raffles

Oversees these Committees:

- Classroom Parties
- D.A.R.E & 5th Grade Party
- Staff Appreciation
- Winter Workshop
- Health & Wellness
- Great Readers
- Salad Bar

SECRETARY-ALLI FITTIPALDO

Responsibilities:

- Acts as an aid to the President
- Maintains accurate records of the monthly PTG and Executive Board meetings
- Communicates information to Board Members regarding meetings and miscellaneous events
- Assists with administrative duties such as updating PTG handbook, the preparation and distribution of meeting notices, and preparation for monthly meetings
- Coordinates volunteers, yearbook, and correspondences
- Submits minutes for PTG website and social media

2017-18 Millridge PTG Executive Board & Committees

President



- Teacher Representatives
- Membership
- Directory

VP Fundraising



- Spirit wear
- Read A Thon
- Walk A Thon
- Book Fair
- Box tops
- Shopping Coordinator
- Heinen's

VP Programs



- Ice Cream Social
- Dads & Donuts
- Moms & Muffins
- Fall Fest/Bingo Night
- Classroom Parties
- D.A.R.E./5th grade party
- Spring Carnival
- Staff Appreciation
- Winter Workshop
- Health and Wellness
- Great Readers
- Student of the Month
- Skating Party
- Kalahari
- Salad Bar

Treasurer



- Class & Playground Games
- ABC Quilts
- Art docent
- Scholarship

Secretary



- Library Volunteer Coordinator
- School kits
- Volunteer Coordinator
- Yearbook

MEMBERSHIP

Lori Iacovetta

- Collects PTG membership forms
- Create and enter information into spreadsheet

DIRECTORY

Meghan Friesen & Megan Mauceri

- Distributes Directory form and revises for information requested to be omitted
- Creates the school directory
- Distributes directory to PTG members

ABC QUILTS

Chris Berne

- Program for 5th grade students
- PTG provides money to purchase fabric and other supplies used
- Quilts are made during recess periods by students who have volunteered their time
- Quilts are donated to the parents of premature babies at the hospital and at Providence House

BOOK FAIR

Celia Nardo

- Schedules book fairs three times a year
- Recruits and organizes the volunteers for the fair
- Set-up & break-down of fair
- Responsible for publicizing fair with flyers and signs
- Oversees the Scholastic Book money account
- Helps with teacher Scholastic Book money and teacher preview shopping times

SCHOOL KITS

Andrea Rininger

- Teacher supply lists are submitted to the Schoolkidz company
- Flyers and letters with ordering information are distributed
- Orders are collected and submitted to Schoolkidz
- Sort and organize school kit boxes after delivery
- School kits are picked up by students in August

BOX TOPS

Samantha Belfiore

- Sends flyers home describing the appropriate labels to save and send to school
- Ensures they are properly cut, sorted, counted, and bundled
- Keeps accurate records of money generated

WINTER WORKSHOP

Kate Cortese & Meghan Conley

- Forms a committee that includes a representative from each grade level to choose craft ideas for students to create and then intended to be given as gifts for the holidays to family members
- Recruits volunteers that can do prep work at home and/or at the school the day of the workshops
- Responsible for setting schedule for grades to attend, obtaining permit for gym reservation the night prior for set-up, and ensuring all committee members are within the allotted budget

D.A.R.E./FIFTH GRADE PARTY

Erin Melaragno

- D.A.R.E. (Drug Abuse Resistance Education) is a police officer taught program for 5th graders learning about the dangers of drug and alcohol abuse which concludes with a graduation organized by the committee
- 5th Grade Party: Committee and teachers choose a date and place for party
 - Organize food, games & entertainment
 - Design, purchase and distribute class shirt to be worn for the 5th grade panoramic picture

SPRING CARNIVAL

Debbie Greenberg

- Games, prizes, food, and entertainment are provided with the aid of volunteer parents, teachers, and students
- Determining and executing a cohesive theme for Carnival
- Responsible for reserving location, advertising, ordering food and related supplies, ensuring all games are in working order, buying prizes for redemption tables, purchasing or getting donated raffle items, securing and selling game and food tickets
- Organizing set-up and clean up, as well as ensuring the event runs smoothly

CLASSROOM PARTIES

Lisa Hammond & Anna Ketchem

- Responsible for coordinating all 4 classroom parties which include Halloween, Holiday, Valentine's Day, and end of the year cookout.
- Flyers prepared and are sent home asking for Room Parent Volunteers and Captain & Co-Captains
- Committee selects Captains & Co-Captains and holds a meeting with them to give them information needed for the upcoming parties listed above
- Committee works from a pre-approved budget to order snacks and/or treats and drinks for every classroom

SALAD BAR

Kelly Cohen

- Held two times a year: October 4 & April 11
- Children choose from a variety of vegetables, fruits, and salad toppings
- Responsible for recruiting volunteers
- Volunteers helps serve the salad to students

HEALTH & WELLNESS

Natalie Senra

- Promote health and wellness throughout the school, including physical, social, and emotional well-being
- Create programming that promotes kindness, healthy eating, exercise, sleep, and tending to mental health concerns
- Liaison between school, home, and community to create a platform to expand healthy living
- Organizes health and wellness fairs which include educational materials and experiences along with physical activities

GREAT READERS

Meghan Conley, Debbie Greenberg, & Lori Iacovetta

- Designed to promote independent reading of a variety of literature by 3rd, 4th, and 5th graders
- Students read books with assigned point values from Great Readers book list
- They review the book with parent volunteers by answering questions related to the book
- Two assemblies during the year recognize the efforts of the students with prizes
- Committee is responsible to keep book list current, organize volunteers to help, and facilitate assemblies

SCHOLARSHIP COMMITTEE

Jamie Feldman & Anna Ketchem

- An annual scholarship of \$500.00 is given to a Mayfield High School senior who attended Millridge Elementary School for a minimum of two years and who intends to pursue a secondary education
- Committee chooses the scholarship recipient based on their essay reflecting academic achievements, leadership and service to school and community
- The award is presented at the Honors Day Assembly at MHS by a representative of the Millridge PTG scholarship committee

STAFF APPRECIATION

Kate Cortese

- Creates a meaningful and special week for the staff to be recognized for their efforts at the school
- Develops creative ways to remind the staff how much we appreciate them

YEARBOOK

Jennifer Morris & Alli Fittipaldo

- Organize the photography and layout in yearbook
- Recruit people to take pictures at events and programs
- Organize a contest for 5th grade students to design the cover of the yearbook

ART DOCENT

Lisa Halberg

- Program for Kindergarten through third grade
- Docents present artist and painting to class
- Prepare an art project related to the presentation
- Lisa is attending October meeting to relay more detailed information

WHERE TO FIND INFORMATION

PTG website:

<http://www.mayfieldschools.org/ParentTeacherGroup1.aspx>

Millridge website:

http://www.mayfieldschools.org/millridgeelementary_home.aspx

Facebook page:

<https://www.facebook.com/groups/MillridgeParents/>

PayPal website: <http://millridgeptg.3dcartstores.com/>