

## DEEPHAVEN ELEMENTARY PTA EXECUTIVE POSITIONS AND COMMITTEE CHAIRPERSON DESCRIPTIONS

Updated May 2020

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### I. EXECUTIVE BOARD

#### 1. PTA President

The President is the lead officer of the PTA. The President is responsible for the management, supervision, and coordination of the business of the PTA throughout the entire school year, and works to ensure that all actions approved by the PTA are carried out. The President plans and presides over all PTA meetings and represents the PTA at building, District and Executive Board meetings. In addition, the President has oversight responsibility for all PTA events, and works closely with each fundraising committee to ensure positive results for the PTA. The President also meets with the school Principal and other staff leaders on a regular basis.

**Time commitment:** 20 – 30 hours per month, August to June.

#### 2. President-Elect

The President-Elect serves on the Executive Committee for the PTA. The President-Elect becomes President of the PTA the following year. The President-Elect oversees the Sunshine Fund (cards/gifts to staff and PTA members for weddings, births, family deaths and general “thank-yous”), the Enrichment Fund Program (funding for curricular enrichment as requested by parents or staff), and participates in Executive Board meetings and district-wide leadership meetings as necessary. This position also assists the President with special projects as necessary. In 2009 – 2010, the President Elect will also serve as the School Board Liaison attending monthly School Board meetings (study sessions or meetings). It will be expected that the President Elect will include a School Board report at all Deephaven PTA meetings including current School Board discussions and/or topic summaries.

**Time Commitment:** 5-10 hours per month attending meetings, 1-2 hours with other miscellaneous tasks (Enrichment and Sunshine Funds duties).

#### 3. Treasurer

The Treasurer is responsible for the day to day management of PTA Funds, including authorizing payments, making deposits and setting the annual budget. The Treasurer is responsible for reconciling the PTA account balance with the District report balance. The Treasurer authorizes payments, makes deposits and routes these items as appropriate on a weekly basis. All payment authorizations must be approved by the Principal and all deposits are sent to the bank on a weekly basis (more frequently during fundraisers e.g. book fair, gift wrap, etc.) In addition, the Treasurer is responsible for maintaining the PTA account transactions on Quicken to balance with the district each month.

**Time Commitment:** 11 hours per month, year round: 4 hours per month attending meetings, 5 hours per month doing financial transactions, and 2 hours per month balancing the PTA account on Quicken for the district.

#### **4. Secretary**

The Secretary attends all monthly PTA Meetings and Executive Board meetings. The Secretary helps set the meeting agendas, records all minutes and votes, and keeps the official records. Upon approval, the Secretary posts the meeting minutes on the PTA Bulletin Board at school and on the PTA Website.

**Time Commitment:** 4 hrs. per month attending meetings, 2 hrs. per month writing and posting minutes.

#### **5. Marketing/Communications Coordinator**

The Marketing/Communications Coordinator is responsible for developing and implementing marketing/communications strategy across the Deephaven PTA enterprise to keep our school community informed and engaged in PTA activities. Responsibilities include developing and implementing 'school level' communications through the WINDS, consulting/advising PTA Lead Volunteers to create effective marketing/communication plans for each PTA-led initiative (e.g. Parent Party, "I Love to Read Month"), and keeping the Membership Toolkit and district website up to date.

**Time Commitment:** 8-12 hours per month, year round.

#### **6. Fundraising/Sponsorship Coordinator**

The Fundraising/Sponsorship Coordinator oversees all fundraising activities for the PTA. Key responsibilities include: evaluating all existing fundraisers annually using a formal evaluation tool; working directly with the Treasurer to develop a financial model for each fundraiser; providing guidance and direction to each fundraising committee to maximize the success of each event; and submitting an annual fundraising plan to the PTA in May. In addition, this position participates in Executive Committee discussions on an as-needed basis. In 2016-17, the Fundraising/Sponsorship Coordinator will implement a new sponsorship model to more effectively ask community businesses for donations once a year (vs. separately for each event).

**Time Commitment:** 4 – 8 hours per month, plus 4 hours per month attending meetings.

#### **7. Volunteer Coordinator**

Sends communications to all parents and recruits volunteers for Deephaven Elementary staff needs and PTA projects, programs, and fundraisers throughout the entire school year.

**Duties:** Solicit volunteers via distribution of "Volunteer Opportunities" forms (both classroom specific and school wide) in both the Fall and Spring. Compile lists of volunteers for all PTA committees and distribute to PTA chairs, office staff and teachers as appropriate. Coordinate volunteers for:

- August Office Help
- Lunchroom Helpers for September
- Ongoing PTA Event/Program volunteers
- Kindergarten Round-Up in February
- Office Projects (August – June)
- Bus Riding/Greeting the first week of school
- Picture Day in September
- Health Screening in October
- Testing Monitors in March

Work with staff to identify classroom specific volunteer needs within each grade level. Develop classroom volunteer request forms that are distributed early in the school year (Room Parent, Art

Adventure, party planning, etc.). Work with the PTA Executive Board to identify and fill school-wide volunteer needs.

**Time Commitment:** Very high time commitment in August and September (approximately 80 hours). Recruiting Volunteers for August help 4-5 hours in the summer. Organizing volunteer data base: 15-20 hours last two weeks of August, 40 hours in early September, 5-6 hours in March. Bussing organization 20 hours, lunchroom coordination 1-2 hours, Picture Day coordination 4-5 hours, Health Screening coordination 4-5 hours. Additional organization of various events and offering support to the office as needed, 1-2 hours per month. Maintaining Volunteer post in main office, 1 hour per month. Developing and distributing Volunteer Request forms, 5-6 hours in the spring.

### **8. Past-President**

The Past-President serves on the Executive Committee for the PTA. The Past-President is a transitional resource to the President and Executive Board. Elect becomes President of the PTA the following year. The President-Elect may serve as a Lead Volunteer and participates in Executive Committee meetings and districtwide leadership meetings as necessary. This position also assists the President with special projects as necessary.

**Time Commitment:** 5-7 hours per month attending meetings, 1-2 hours with other miscellaneous tasks.

### **9. Teacher/Class/Room Parent Liaison**

The Teacher/Class/Room Parent Liaison serves on the Executive Committee for the PTA. The Room Parent Liaison provides the overall guidance and direction to the individual Room Parents on class party budgets, reimbursement procedure and ongoing classroom communication. And, is a helpful communication piece for other committees when reaching out to parents of Deephaven.

**Duties:** Organize the list of all Room Parents by grade with information from the Volunteer Coordinator and or Directory Chair. Communicate with Room Parents at the beginning of the new school year and provide them a copy of the Room Parent Position Overview. Always approve overview with Bryan in case changes that need to be made before sending out. Provide ongoing guidance regarding party planning techniques, working with donated funds, reimbursement processes and other miscellaneous activities. Provide a central communication link to all Room Parents for any information as directed by the Principal or PTA.

**Time Commitment:** 5-10 hours per month attending meetings, 1-2 hours with other miscellaneous tasks.

## II. FUNDRAISING COMMITTEES

### **1. Book Fair (October)**

The book fair is an annual fundraiser held each fall. The PTA partners with Scholastic to promote and sell books and related items to Deephaven students and families.

**Duties:** The Co-chairs of the fall Book Fair plan and manage the book fair event. They develop a plan for the book fair with the vendor representatives and the director of the school's media center. In addition, they oversee and manage the recruitment of volunteers, handle volunteer scheduling and training, develop and implement a communications/PR plan, and create and install all decorations. They also manage all financial records with assistance from the Treasurer.

**Time Commitment:** Attend planning meetings in August and September, 5-7 hours total. From September to November, the chairs will spend approximately 5 hours/week on the fair in different duties. During the fair, the chairs will spend approximately 10 hours/day at the fair.

### **2. Box Tops for Education (Ongoing)**

The BT/CR Chairperson coordinates Deephaven's donations to General Mills Box Tops.

**Duties:** Encourage students and families to register and collect box tops. Launch program for e-collection of box tops. Ensure that funds are distributed to the school. Prepare copy for Weekly Winds and Facebook to market to parents.

**Time Commitment:** 3-5 hours per month

### **3. Distance for Deephaven (D4D) (September)**

D4D is annual Color Fun Run/Walk fundraiser held each fall. It is a family event that promotes exercise and community building.

**Duties:** The Co-chairs of D4D plan and manage the event. They develop a theme and plan throughout the summer. In addition, they oversee and manage the recruitment of volunteers, handle volunteer scheduling and training, develop and implement a communications/PR plan, and create and install all decorations/signs. They also work with fundraising/sponsorship to identify corporate sponsors for the event t-shirt and all signage.

**Time Commitment:** Attend planning meetings in May-August, 5-7 hours total and event prep in September, 10-12 hours.

### **4. Family Pizza Dinner (March)**

A fun community-building event organized and hosted by the Dads at Deephaven.

**Duties:** The Kid's Pizza Dinner Chair(s) plan and implement the entire Kid's Pizza Dinner event, including determining the menu, sourcing the food and beverages, and determining the pricing, games and entertainment. In addition, the Chair(s) recruit and manage volunteers, and work closely with the Treasurer to ensure a successful outcome for the PTA.

**Time Commitment:** 5 hours in the months before the event (Oct-Nov), 15 hours in the weeks leading up to the actual event, 6+ hours the night of the event.

### **5. Minnetonka Foundation/Dream Makers PJ Day**

Coordinate school wide pajama day in advance of Minnetonka Foundation Dream makers Event to raise funds for the Minnetonka Foundation. Market Pajama/Stuffed animal day to parents via Winds and Facebook. Collect funds and distribute to Foundation

**Time Commitment:** 5-10 hours in winter

### **6. Parent Party (Spring)**

An annual party held for Deephaven parents and community members each spring featuring dinner, entertainment, and a silent and/or live auction.

**Duties:** Plan and manage all aspects of the spring parent fundraising party (see below).

**Time Commitment:** This is a year-round job best divided among several people (2 Party Co-Chairs and 1 Auction Chair who manages several “category managers”).

- At the beginning of the school year, look at space for the party, book a location, develop a timeline, and begin recruiting key committee members. Approximately 10 hours.
- During the fall, 10 hours/week is spent communicating with committee members, working on estimated budgets and financial goals, developing a party theme and related communications plan, working on fundraising activities, etc.
- In the spring, 5-10 hours/week is spent with all sub-committees coordinating and finalizing all details.

### **7. Pre-Packaged School Supplies (Spring)**

A program for parents/families of Deephaven students to purchase grade level school supplies prepared and packaged by an outside vendor. All supplies are delivered to the school in preparation for the Back to School Open House in late August.

**Duties:** Work directly with school staff and the outside vendor to prepare grade-level school supply lists. Facilitate the creation and distribution of order forms in early spring and payment in late spring. Manage the distribution of the school supplies at the B.T.S. Open House in August.

**Time Commitment:** 2-4 hours/month, March – May. 6-8 hours total in late August.

### **8. Read-a-thon**

A month-long celebration of reading held in February that is enjoyed by the entire staff and student body. The Read-a-thon has 2 pillars, student participation, and fundraising.

**Duties:**

5 months before start of read-a-thon: (10 hours)

- Assemble committee and have planning meeting
- Choose theme
- Structure prizes/goals

3-4 months before: (10-20 hours)

- Work on prize sheet (solicit prizes if desired)
- Marketing & Communications plan. Work with Stephanie Pearson on any scheduling issues. (Schedule teacher meeting)
- Gym/Front display case reservations (work with Display case lead on this)
- Set up Pledgestar, confirm PayPal set-up

2 months before: (10 hours)

- Order prizes

- Finalize all decoration plan

1 month before: (20 hours)

- Attend teacher meeting and explain plan for the year
- Solidify all communication efforts(work with Stephanie Pearson on this)
- Decorate school about 2 weeks before.

Month of Read-a-Thon: (20 hours)

- Manage all communications several times a week
- Field emails from teachers/parents
- Manage BINGO or whatever game you choose(or get committee member to do this)
- Manage tracking board or whatever you do(or get committee member to do this)
- Manage Pledgestar
- Handout prizes if earned if you decide to do this.

Month after Read-a-Thon: (20-30 hours)

- Manage Pledgestar & PayPal – track prize winnings for reading minutes and fundraising \$
- Manage emails from teachers/parents
- Assemble and distribute individual and classroom/grade level prizes
- Organize/Plan/Manage any final in-school prize such as The Mad Science Show

### **9. Square One Art (November)**

The Square One Art fundraiser brings students’ artwork to life on products such as mugs, bags and keepsake items. Every student creates a colorful drawing and then families have the option of purchasing these products.

**Duties:** The Co-chairs of Square One Art work with the art teachers to coordinate color days. They also work with Square One Art company to meet all deadlines and responsible for financial tracking. In addition, they provide copy to promote the event to parents.

**Time Commitment:** Attend planning meetings in August and September, 5-7 hrs. Work with teachers/students Oct-Nov, 5-10 hours, and send promotional order forms home in November, 5- 7 hrs.

### **10. Tonka Pride Representative**

Tonka Pride is a District-wide program that includes representatives from all schools who focus on increasing the awareness of and pride in our school district. The committee works to form relationships between area businesses, community members and the school system.

**Duties:**

- Attend meetings (monthly district meetings during the school year, 1-2 summer meetings) and report back to the PTA as necessary. Provide the school with Tonka Pride activities as directed. Plan “welcome back” activities in the fall.
- Tonka Pride District Apparel sale: Staff/recruit volunteers to staff biannual fundraiser that offers “Minnetonka” items for sale to the students and staff. Portions of the funds raised go to the PTA. Display merchandise samples, tally and send out orders to be filled. Distribute apparel to students/staff upon arrival.
- Coordinate Tonka Pride Apparel sales at Deephaven – traditionally 2 per year – 1 in the fall, 1 during winter conferences.

**Time Commitment:** 2 weeks in the fall (set up & staff D4D table) and Tonka Pride sale (Sept/Oct). 20-30 hours over this time period. Attendance at school during this time frame is necessary. 10-20 hours in Jan-Feb coordinating and staffing Tonka Pride sale during winter conferences. 3 hours/month.

### III. VOLUNTEER COORDINATORS – SUPPORT TO SCHOOL

#### 1. District Speakers

Represent Deephaven and the PTA in the District-wide program that offers parenting information, educational opportunities, and other relevant information to all parents in the District. Develop and manage the District Speakers program throughout the year, including retaining speakers and communicating with the staff any marketing and event logistics.

**Time Commitment:** 1-2 hours/month attending meetings and/or communicating information to the PTA.

#### 2. Health Screening Lead

Consult with school nurse to select date for the screening. Coordinate approximately 30 volunteers to assist -- - volunteers use eye charts and audiometers to evaluate vision and hearing of all students.

#### 3. Laminating Lead

**Duties:** Run projects through the laminating machine that are given to you by the Deephaven Staff and PTA programs. Check with the office to keep the film supply in stock, the office does all the ordering. To keep the machine in good working condition, it is suggested that only a handful of TRAINED people do the laminating. A group of around 5 volunteers will work well so that each volunteer can come in every other week to laminate.

**Time Commitment:** Duties begin late August (the week before school starts) and continues until the last day of school. Laminating is done twice a week for the duration of the school year. Heavy workloads – Beginning of the school year, Lighthouse Publishing deadlines, Holidays, 1<sup>st</sup> Grade Mother’s Day projects

#### 4. Media Center

Offer assistance to the Media Specialist throughout the school year.

**Duties:** Develop a schedule of volunteers for the Media Center, staying in contact throughout the school year to ensure that the volunteer commitments are met.

**Time Commitment:** 10 hours total developing the schedule and contacting volunteers (September for the fall, January for the winter/spring).

#### 5. Principal’s Challenge

The parent lead for the Principal’s Challenge provides support to office staff in reviewing, and tracking student submissions. Assists in preparing for Principal’s challenge award ceremony including coordinating lists of students who have completed each level.

**Time Commitment:** September only – heavy workload 1<sup>st</sup> month of school after submissions are received. 10-15 hours September.

## **6. Room Parent Lead Coordinator(s) (K-2 & 3-5)**

The Room Parent Lead Coordinator(s) provides the overall guidance and direction to the individual Room Parents. The Coordinator(s) serve as a touchpoint/liaison for other committees for parent outreach.

**Duties:** Organize the list of all Room Parents by grade with information from the Volunteer Coordinator and or Directory Chair. Communicate with Room Parents at the beginning of the new school year and provide them a copy of the Room Parent Position Overview. Always approve overview with Bryan in case changes that need to be made before sending out. Provide ongoing guidance regarding party planning techniques, working with donated funds, reimbursement processes and other miscellaneous activities. Provide a central communication link to all Room Parents for any information as directed by the Principal or PTA.

**Time Commitment:** 5-7 hours in September, 1-2 hours per month.

## **IV. ENRICHMENT COMMITTEES**

### **1. 5<sup>th</sup> Grade Graduation Chair**

This position works with the school Principal to oversee the planning and implementation of the 5<sup>th</sup> grade graduation ceremony and party.

**Duties:** Work with school staff and parent volunteers to plan and implement the 5<sup>th</sup> grade graduation ceremony and all-grade level party at school.

**Time Commitment:** 2-4 hours/month January – April planning and organizing the graduation ceremony (including the slide show, program, etc.) and all-grade level party (location, food, music, etc.). Additional 2 hours/week in May and early June making final arrangements.

### **2. Art Adventure**

Art Adventure is a program that encourages art appreciation within the classrooms. The students study “art sets” in class, and then visit the Art Institute to view the original pieces.

**Duties:** Coordinate the Art Adventure program with the classroom teachers and parent volunteers. Organize the field trip to the Art Institute (reserve date, fill out field trip forms, coordinate buses). Coordinate and schedule parent volunteers and room times for the art sets. Organize training sessions for the parent volunteers at the Art Institute. Work closely with the Art Specialist to identify which art pieces can be tied into grade level art projects, and coordinate volunteers to help with these projects during the students’ art sessions.

**Time Commitment:** 6-8 hours in the fall organizing schedules and classroom-specific volunteers; approximately 1 hour per week thereafter.

### **3. Art Exhibition**

The Art Exhibition is a school-wide display of student artwork held each spring.

**Duties:** Work with the Art Specialist to determine which pieces will be in the exhibition. Organize and index the ongoing labeling of art pieces throughout the school year. Organize and manage the committee for the art exhibition. Create promotional materials for The Winds/Wednesday packet. Determine the timeline and required materials, and recruit volunteers to label and display the art.

**Time Commitment:** 2 hours/week throughout the school year. Peak weeks are the four weeks prior to the exhibition; estimated 4-6 hours/week at that time. The week of the exhibition, the workload is more demanding, as the artwork must be hung throughout the school hallways.

### **4. Birthday Books**

A school-wide birthday celebration program for kids. In keeping with district policy, classroom treats on birthdays have been eliminated from the elementary schools. Instead, the Birthday Book program places the emphasis on the child through use of a classroom celebration consisting of a birthday card where the other kids write something nice about the birthday child, and a book donation program for our media center.

**Duties:** Manage, advertise, and coordinate the Birthday Book program with teachers, parents, and the Media Specialist. Update flyers as necessary to communicate with parents on how to sign up for the program. Review and refine the classroom and media center process as necessary. Work with Media Specialist to compile and report results on a semi-annual basis and review with the executive team.

**Time Commitment:** 2 hours/month throughout the school year. A bit more during spring and fall sign-ups.

### **5. Cultural Arts/Field Trip Coordinator**

To give each child the opportunity to experience literature being performed on stage, and to develop an appreciation of the fine arts. Since this is a PTA funded program there is no charge to the children. The committee chairperson plans a cultural arts event for each grade to attend. We coordinate with the teachers and venues, making the reservations, filling out all forms for payment, busing and field trip information. Kindergarten attends a play at The Old Log Theatre, first and second grade attend a play at Stages Theatre, third and fifth grade attend a play at Children's Theatre and fourth grade attend a musical performance at Orchestra Hall.

#### **Duties:**

- Make reservations for each grade level.
- Each grade has a team representative (teacher) to work with. You will communicate with this person via email or phone though out the planning process and when everything is final.
- Complete all paperwork for the field trips such as permission forms, bus request. All these forms will be given to the front office (Joyce). Payment forms will of directly to the PTA treasurer.
- Check class size when making reservation and again in fall before paying, in case there are adjustments. Time Commitment: Fall 4-6 hours Winter 6 hours Spring 4-6 hours
- September/October – confirm head count all grades and complete all forms. If you have plays early September or October complete those forms first. Old Log Theatre, wants the check at time of check in 9 for play. Have PTA treasurer send check to Joyce to keep in safe at school for teacher to take with. All other venues mail checks directly to them.
- Give all teacher contacts a heads up on what date they will be attending their play. 7 to 10 days prior to each play email teacher contact with all information regarding play. Don't forget to include Margret Rosen on the 4<sup>th</sup> grade email.
- March- start contacting venues to receive performance schedules for following school year. K you can book, 1<sup>st</sup> and 2<sup>nd</sup> grade check with teacher contacts to see what plays they prefer for their grades. 3<sup>rd</sup> and 5<sup>th</sup> ask advice from children's theatre contact what is good for that age group. 4<sup>th</sup> grade, email performance schedule to Margret Rosen, music teacher and she will choose the performance that best coordinates with Bravo.

### **6. Imagination Fair**

The Imagination Fair is a day-long fair at the school providing students the opportunity to showcase projects that they have created around a central theme

**Duties:** The Co-chairs of the Imagination Fair plan and manage the Imagination Fair. They provide a theme for the students and promote the one day event. They are also responsible for the logistics of ordering and set-up of tables in the gymnasium on the day of the event as well as providing rewards such as ribbons and comment cards. They also recruit, schedule and manage volunteers as needed for the event.

**Time Commitment:** 5-6 hours in the fall organizing and preparing for the fair. They will spend approximately 2 hours setting up the gym the night before and 8-10 hours the day of the Imagination Fair.

## **7. Kindness/CARES Committee Chair & Grade-Level Ambassadors**

**Duties:** The Kindness/CARES chairman will provide leadership to grade level Kindness Ambassadors and will oversee all Kindness related activities. The Kindness Initiative reinforces Deephaven's social curriculum, "the Responsive Classroom", and the teaching of the 5 CARES traits (Cooperation, Assertion, Responsibility, Empathy, and Self-control). The chairman will make sure all 5 CARES traits are addressed in all grade levels. This position will be the liaison between Deephaven's Cares committee and all grade level Ambassadors.

**Time Commitment:** 4-6 hours creating the school year Kindness calendar in the early Fall. 2-4 hours/month meeting with grade-level Kindness Ambassadors. Note: it is preferred that this chairperson serves a two year term. Kindness Ambassador Duties (1 per grade level, K-5): Plan, direct and lead all grade-level Kindness activities throughout the school year. Communicate with Kindness volunteers on a regular basis to ensure that all Kindness activities have the proper level of material and volunteer support. Attend Kindness Committee meetings as requested by the Chair. Kindness Ambassador Time Commitment: 2-4 hours/month meeting with grade-level Kindness volunteers. 1-2 hours/month attending Kindness activities.

## **8. Lighthouse Publishing**

The mission of Lighthouse Publishing is to provide students in grades 2-5 with the opportunity to write stories outside of the school day, which are above and beyond the classroom curriculum/assignments.

**Duties:** Lead the Authors' Breakfast each month with the school Principal; direct the committee volunteers (10-15 people who help word process and bind the books); assist in selection of an Author of the Month, ensure a monthly database of student authors and titles of publications is maintained, and invitations and certificates for each author are completed.

**Time Commitment:** Varies from 3-12 hours/week. Peak time is the week just prior to the Author's Breakfast.

## **9. Talent Show**

The Talent Show is an annual event held in the late winter/early spring that allows Deephaven students to display their talents to family and friends in a fun and exciting atmosphere.

**Duties:** Organize all aspects of the talent show. Work with the PTA Executive Board and the school staff to select the date and venue, publicize the event to the school and to the community, develop signup forms, schedule and manage Rehearsal Night, develop and produce the Talent Show program, arrange for refreshments at the event, etc.

**Time Commitment:** 3-5 hours throughout the fall planning the Show. 3-5 hours/week two months prior to the Show; key activities include publicizing the event (posters, Winds, sign-up sheets), signing up acts, communicating with parents, etc. 4-5 hours supervising the Rehearsal night. A total of 10-12 hours making final plans for the show and attending the actual show (including directing set-up and clean-up and participating in the show).

## **10. Veteran's Day Assembly**

Plans and Executes Veteran's day assembly for student body including securing speakers.

**Time Commitment:** 5-15 hours October/November

## **11. World Culture Week**

World Culture Week is an effort to implement the District's Strategic Plan to help students gain a better awareness of the world we live in. Strategies we worked to cover are below...

- Strategy 13 – We will create a culture that prepares students to thrive in a diverse and changing world.
- 13.1 – Educate students about acceptance and diversity issues.
- Action Plan
- 13.3 – Provide student-student, student-teacher and student-parent educational opportunities regarding acceptance and diversity.
- 13.5 - Discuss diversity at assemblies and in-school announcements. • 13.6 - Display student artwork in schools that depict various diversities. Duties: Develop a plan for the week with a committee of parent volunteers. Coordinate sub-groups to work on the major aspects of the week (assembly, curriculum, outdoor classroom tours). In addition, the chair is the liaison between the committee volunteer's and the building staff (teachers, custodians, lunch, etc.). Time Commitment: Many hours...bi-weekly meetings (1 hr.); 5 hours monthly on addition tasks leading up to the event; 10 hours the week of the event – I have no idea on these, but it seems pretty fair.

## V. COMMUNITY BUILDING

### 1. Dad's Group

**Duties:** Organize social gatherings for dads, plan and execute Donuts with Dudes (2x per year), identify additional areas of interest/opportunities for dads to engage in school community.

**Time Commitment:** 1-2 hours per month

### 2. Directory

A staff and student directory distributed to each family and staff member. The estimated distribution deadline is early October.

**Duties:** Work with the Head Secretary to obtain pertinent District data required to assemble student directory. Gather student/family and school information and assemble into book form. Submit original directory to District Copy Center via school office. Sell advertising space to vendors to cover the cost of the printing. Arrange for copying of the cover and binding of directory with an outside vendor and distribute to students.

**Time Commitment:** Estimated time commitment is 80 hours total over a 6-8 week period. This covers preparing forms and labels and sorting by class in August; compiling the Student Directory information in early September, and finalizing the Directory with revised information as necessary. Also includes time spent managing volunteers who help identify a printing vendor, sell ad space, and proofread the entries.

### 3. Display Case

This position is responsible for creating and maintaining displays in the display case in the school lobby.

**Duties:** Source materials and decorate case to coordinate with themes based on time of year and/or school activities. Examples of past displays: Back to school, D4D, Book Fair, Imagination Fair, winter, I love to read month, World Culture Week. Update display as needed.

**Time Commitment:** 1-2 hours setting displays 6+ times a year.

### 4. Garden Committee

This position is responsible for creating and maintaining seasonal displays in the large pots located outside the school.

**Duties:** Source and purchase seasonally-appropriate plants, flowers, etc. for display in the fall, winter and spring. Water and/or replace materials as needed.

**Time Commitment:** 1-2 hours sourcing and planting materials 3 times a year.

### 5. Hospitality/Staff Appreciation

Plan activities and events that convey the PTA's appreciation for the staff at Deephaven. Responsible for providing light refreshments at all PTA meetings, as well as meals for the staff during fall and spring conferences. And providing refreshments at "Kindergarten Roundup" in February.

**Duties:** Develop, plan, and coordinate the following activities with the assistance of Staff Appreciation committee members: They also work to ensure that all events are covered within the budget and/or with donations.

- Providing refreshments at monthly staff meetings
- Distributing small gifts for staff birthdays

- Recognizing and promoting Bus Driver Appreciation Week, Administrative Assistant Week and Para Appreciation Week. Create the schedule of events for all of the listed activities, and help recruit and manage the committee.

**Time Commitment:** 2-3 hours setting up calendar of meetings, 1 hour per month of communication with committee members, 4-5 hours procuring various gifts/food. Peak season is early fall getting calendar and committee organized, and April/May during various “Appreciation” weeks.

## **6. New Families**

Provide a warm welcome to students/families that are new to Deephaven Elementary.

**Duties:** Send welcome letters from the PTA to new families; coordinate a “New Family” Orientation Meeting. Assemble and distribute new family folders. Organize a lunch-hour party for new students and their classroom buddies. Maintain contact with new families throughout the year via periodic phone calls offering assistance and encouraging attendance at PTA meetings and other school events.

**Time Commitment:** 4-6 hours in the fall; 2-4 hours throughout the remainder of the year.

## **7. Nominating**

The Nominating Committee, working closely with President and President-Elect, is charged with recruiting Deephaven parents to serve in PTA Chair positions for the upcoming school year.

**Duties:** The Nominating Co-Chairs contact all current PTA Chairs to discuss their current positions and ask for assistance with filling the position for the coming year. They recruit new volunteers for all PTA Chair positions within a designated timeframe (February – April). In addition, they are responsible for planning the PTA Changeover Luncheon in late May at which outgoing and incoming PTA Chairs exchange information; specific duties include identifying and reserving a venue, creating and distributing invitations, making menu selections, creating decorations, etc.

**Time Commitment:** Most of the work takes place February - May. All PTA Chair positions must be filled by the last PTA meeting of the year in mid to late May. Approximately 40-50 hours total time commitment.

## **8. Scholarship**

Providing needy children within our school necessary and basic items, such as snack cart, boots, school supplies, or other materials as needed.

**Duties:** Meet with Deephaven Elementary Social Worker to identify opportunities where the PTA Scholarship Fund can help make a difference in a child’s life. Prepare a forecast/budget for the school year and track expenditures on a regular basis. Meet with Executive Committee from time-to-time to keep all abreast of the needs of children in our school.

**Time Commitment:** 1-2 hours/month attending meetings and/or communicating information to the PTA.

## **9. Tonka Service**

Tonka Service is a district wide program with a goal to inspire students to understand and serve the greater good.

**Duties:** Represent Deephaven and work to identify non-profits organizations in our community that welcome individual and groups of youth volunteers. Coordinate shift opportunities for parents, students, and staff to volunteer. One of Minnetonka Public Schools' goals is to inspire students to understand and serve the greater good.

**Time Commitment:** 1-2 hours/month attending meetings and/or communicating information to the PTA.

### **10. Yearbook**

This Yearbook Committee creates and coordinates all aspects of Deephaven's annual yearbook. Duties:

The Yearbook Chair is responsible for:

- Creating a budget and timeline for the year
- Selecting a vendor and signing a contract (if necessary)
- Developing a theme for the yearbook and designing a cover
- Coordinating volunteers for each grade/class to take and upload pictures
- Communicating with teachers regarding grade level cameras and to obtain their photos; in addition collaborating with teachers to proof portrait pages
- Learning vendor software packages and attending training if necessary
- Organizing the sale and distribution of yearbooks
- Serving as consultants/resources for the next year's Yearbook Committee

**Time Commitment:** Late Summer/early Fall: meet with last year's Chairs and develop a plan (4-6 hours);

Email communications throughout the year (12-15 hours); Time spent creating the yearbook will vary depending on software knowledge, detail level, number of pages, etc. - estimated total is 60-75 hours divided between the 2 Co-Chairs and over the course of the school year; sale and distribution of the yearbook (4-6 hours).