For 2017 - 2018

Last updated 9/18/2017

Elmonica PTO

The Elmonica PTO is a non-profit community association with a 501c(3) designation as a tax-exempt, non-profit organization.

Mission

The mission of the Elmonica Parent Teacher Organization is to facilitate collaboration between families, community volunteers, staff and teachers in order to support student's educational opportunities, experiences, and environment.

PTO Board Positions

The PTO board manages the strategy and top-level activities of the PTO. The board makes decisions about the direction and activities of the group as it relates to both the non-profit community organization and the school itself. Board members communicate regularly over email and meet monthly at the school. Board members are elected at the end of the school year for the next school year. Board members are limited to two year terms in a single position.

These positions are elected by a vote of the PTO. Note: (NV) indicates a non-voting member of the board.

Position	Description
President	Mark Hutchinson president@elmonicapto.org Runs PTO meetings and ensures that PTO activities are successfully carried out. Adjusts PTO strategy to align with the changing needs of Elmonica.
Past President (NV)	Rachel Hoffman (President 2014-2016) rachel.hoffman@Qorvo.com Provides advice and support to the current president to ensure continuity of the PTO activities and decisions. Chair of the nominating committee.
President Elect (NV)	(open) Training for the role of president in the following year.
Secretary	Anna Riedel anna.l.riedel@gmail.com Keeps records of PTO decisions and manages documents including the By- Laws.
Treasurer	Anita Jain anuoswal@gmail.com The Treasurer and Assistant Treasurer are responsible for managing the PTO accounts, coordinating with the PTO accountant and providing financial reports.
Assistant Treasurer	Brad Howe brad.w.howe@intel.com Works together with the Treasurer to manage PTO accounts including deposits, payments, and reconciliations.
Volunteer Coordinator	Ginny Preslar ginny.preslar@gmail.com The VC acts as a liaison between volunteers and the PTO, the school district, and Elmonica staff. Helps to recruit and organize volunteers for activities and manages the MVP program for the PTO.
Principal (NV)	Cynthia Moffett Cynthia Lam Moffett@beaverton.k12.or.us The Principal acts as a liaison between the school and the PTO helping to

Ginny Preslar

	communicate district policy and relevant information about Elmonica.
Teacher Representative (NV)	The TR acts as a liaison between the school's faculty and the PTO helping to communicate with teachers about PTO activities.
Finance Committee (NV) (NEW)	Abby Behunin abbyjbehunin@yahoo.com Mac Margason macmargason@gmail.com Anna Riedel anna.l.riedel@gmail.com The new Finance Committee includes the President and is tasked with reviewing the PTO budget, spending, and investment accounts. The committee meets three times per school year to do its reviews and provide a report to the board. Three to five members will be confirmed by a vote of the board. The recommendations of this committee will inform the budget and guide the planning and investment of the PTO funds.

PTO Managers

The PTO managers all have ongoing roles during the school year that manage an important part of the PTO's efforts. There are a variety of roles and we are looking for dedicated individuals that can help make sure each of these activities are successful throughout the school year.

These positions are elected by a vote of the PTO board.

Position	Description
Social Media Manager	Becky Fleming Fleming.rebecca@pdx.sysco.com Anbazhagan Ilangovane Ilan.Anbu@icloud.com The Social Media manager collects and posts relevant Elmonica and PTO information and pictures on the official Elmonica PTO social media channels including Facebook.
Website Manager(NEW)	Anbazhagan Ilangovane Ilan.Anbu@icloud.com The Website manager keeps the ElmonicaPTO.org website up-to-date with the calendar and other PTO information and pictures as needed.
Reader Board Manager	Brad Howe brad.w.howe@intel.com The Reader Board manager updates the main Elmonica sign near the entrance to the school with the latest announcements and dates for events.
Display Case Manager(NEW)	Amanda Johansen amanda@jjmx.net The Display Case manager updates the new (not yet installed) outdoor PTO display case. The display case will be located to the right of the main school doors. The manager will post flyers and relevant notices for the school and the PTO for display.
Bulletin Board Manager	Amanda Johansen amanda@jjmx.net The Bulletin Board manager will help organize and update the PTO bulletin board which is located inside the main doors and to the right on the wall. Information about PTO activities, board, and other relevant PTO and school flyers will be posted on the board.
Portable Manager(NEW)	Heather Margason margasonfamily@gmail.com The Portable manager will be in charge of organizing the PTO portable during the school year. The manager will also help other PTO leaders identify available resources and provide access to the portable classroom.
Landscaping Manager(NEW)	Mac & Heather Margason margasonfamily@gmail.com. macmargason@gmail.com The Landscaping manager will coordinate with the school and volunteers to identify and organize outside landscaping projects to help maintain the beauty and enjoyment of the grounds.
Supplies Manager(NEW)	Abby Behunin abbyjbehunin@yahoo.com The Supplies manager organizes and manages the PTO depot of school supplies that are stored in the PTO portable. These supplies will be distributed to classrooms and faculty to supplement the school supplies provided by students and the district during the school year.
Magic Box Manager(NEW)	Anna Riedel anna.l.riedel@gmail.com Becky Fleming Fleming.rebecca@pdx.sysco.com The Magic Box manager manages and facilitates requests and deliveries to and from the "Magic Box". The Magic Box (not yet setup) provides a safe place for students and families to make requests for food and other essential resources that the PTO will attempt to provide on a weekly basis.
Makers Space Manager (NEW)	(open) The Makers Space manager will coordinate with the school faculty to provide volunteers, ideas, projects and other management for the new Makers Space inside the Elmonica library area. This dynamic and interactive space will

	help the kids explore, connect ideas, and create amazing things in a varied and engaging way.
Production Room Manager	(open) The teachers at Elmonica often need help with assembling materials, printing worksheets and other light production activities. In the 2017-2018 the school's new production room should be running again. The Production Room manager helps to coordinate volunteers to handle teacher requested projects and to keep the production room tidy. This year round role is best suited for a volunteer that is regularly in the school and loves to be organized!
Volunteer Badge Manager (NEW)	Kelsey Rost kelsey.rost82@gmail.com The PTO is still helping the district in managing the production of badges for volunteers that help out at Elmonica. This new role is responsible for printing, assembling and organizing the volunteer badges located in the front office during the school year. This activity is a great way to meet new volunteers and is important for engaging our new volunteers.
School Directory Manager	Jonathan Moons jonathanmoons@outlook.com Each year the PTO helps to assemble a directory of students, teachers and other handy information for Elmonica families. We are now moving this effort into the digital age with a new software system this year.

PTO Fundraising Activities

The PTO raises money each year from a variety of fund raising programs and events. The funds collected provide financial resources for enhancing our kid's experience in school and the resources available to them. Each event has a team leader that is the chair of the committee for that event or activity. Some will have up to 10 people planning and executing the event and other are smaller groups. All are important for sustaining the PTO's ability to fund field trips, supply classrooms, and provide books and educational programs.

These roles carry a level of responsibility as they directly impact the ability for the PTO to provide a better educational experience for the kids. These positions are elected by a vote of the PTO board.

Position	Description
Jog-a-thon Team Lead	Nina Mustafa portlandnina@gmail.com The Jog-a-thon team leader chairs the committee to run the PTO's largest fund raising event for the school year. Building upon years of materials and organization this event is fun for all of the kids and usually finishes up in October.
Write-a-Check Team Lead (NEW)	Anna Riedel anna.l.riedel@gmail.com The Write-a-Check team leader chairs the committee for this new fund raising event scheduled for the winter. Using our new donation software system, this fund raising activity should be relatively easy to organize but will require some creativity. The specific scheduling is also TBD.
Spring Fund Team Lead (NEW)	Ginny Preslar ginny.preslar@gmail.com The Spring Fund team leader chairs the committee for this fund raising campaign in the spring of the school year. Over the last several years the Silent Auction has grown and now we are looking to change the event into something with more accessibility for the families of Elmonica. A creative and collaborative team leader will help define this morphed fund raising effort.
Corporate Volunteers Lead	Jonathan Moons <u>ionathanmoons@outlook.com</u> The Corporate Volunteers team leader helps to identify and coordinate with Elmonica volunteers that work for corporations (like Nike, Intel, Microsoft, etc) that providing matching funds for the time their employees contribute to Elmonica. These "corporate matching" funds are becoming increasingly important for supporting the PTO's mission.
Community Rewards Lead (NEW)	(open) The Community Rewards team leader helps to communicate to the Elmonica families about how to connect Elmonica's PTO to the community rewards programs provided by various companies like Fred Meyer, Red Robin, Amazon, etc. The contributions from automatic, usage-based corporate programs have become a sizeable donation to the PTO's funding each year.
Box-Tops Team Lead	Erin Burns begburns@gmail.com The Box-Tops team leader coordinates with volunteers and families to communicate about the Box-Tops program and then collecting and submitting the contributed Box-Tops for reimbursement each year.
Dinners Out Team Lead (NEW)	Becky Fleming Fleming.rebecca@pdx.sysco.com Steve Bastian steve.bastian@gmail.com The Dinners Out team leader will work with a group of volunteers to coordinate four to six restaurant nights during the school year. Establishments such as Spaghetti Factory, Papa's Pizza, Burgerville, etc provide turn-key fund raising events where a portion of the evening's purchases are donated back to Elmonica. The events are fun and easy and we would like to do a lot more this next year!

PTO Event Coordinators

The PTO runs and supports a number of events each school year that are important for both the education of our kids and their enjoyment of learning and school itself. Some events are single events and some continue throughout the school year. Some are very hands-on with the kids and others are in the background. No matter how much time or how much engagement you wish to have there is something you can do to support the kids! The PTO is always open to new ideas as well so please feel free to bring your suggestions to the PTO meetings or email a board member.

These roles are assigned by the board as needed.

Position	Description
Back-to-School Packets	Rachel Hoffman rachel.hoffman@Qorvo.com Phil Nguyen pphnguyen@hotmail.com Just before school starts each year the PTO helps to print, assemble, and organize the back-to-school packets that all students receive on the first day of school. This coordinator helps to bring a group of volunteers together before school starts near the end of August to get this important work done.
Back-to-School Picnic	Mark Hutchinson mark@visionsite.com Just after school starts in September there is a back-to-school picnic that happens in the first week or two of school. This coordinator helps to organize PTO volunteers to help on the evening and provide some snacks and drinks.
Evacuation Practice Day	Caroline Coleman chaines1502@gmail.com Just as schools starts in September the school will practice evacuation drills on one or two days. The goal of the PTO is help provide volunteers and assist in coordinating the drills.
Fall Book Fair	Caroline Coleman chaines1502@gmail.com Each year Scholastic provides a book fair in collaboration with the PTO and Elmonica for the kids. This great event runs for a week and relies on daily volunteers to help the kids and manage the overall event. There is a book fair in fall and also one in the spring.
Picture Day	(open) The annual picture day will be in mid-October. The PTO provides volunteers to help coral and organize the efforts to capture the smiling faces of ours kids!
Art Lit Program	Joanna Bastian Pophamj@hotmail.com Megan Atkinson-Young meikanamarsh@hotmail.com Crystal Loman crystal.loman@gmail.com This amazing program provides art literacy education to the kids at all grade levels directly in their classrooms. Usually led by a team, this program engages with volunteers all year to help teach the kids with information about art, artists and provide hands-on learning experiences. The program coordinators set the plan and coordinate the volunteer resources throughout the school year. This is a fun and hugely impactful way to contribute at Elmonica.
Clothes Closet	(open) Elmonica helps to support the Beaverton community by contributing clothes and volunteers to the Beaverton Clothes Closet. The coordinator helps to collect the clothes coming from Elmonica and then organize the volunteers on the day that Elmonica is tasked with helping.
Mission Nutrition	(open) The mission is to improve the kids understanding of eating well and what makes a healthy meal. This program runs during the school year and

	involves presenting educational materials and volunteers in the lunch room to help guide the kids to make better food choices. The coordinator helps plan the topics and organize the volunteers that work with the kids in the lunch room. Mandi Timothy will provide support and all the information you need to make this program successful.
Parent Conference Dinner	Heather Margason margasonfamily@gmail.com This event provides a fun community dinner for the families during the parent conferences in the fall.
Winter Workshop	Mark Hutchinson president@elmonicapto.org Each year just before the winter break, the PTO puts on this fun and festive winter craft workshop on a Saturday morning. The kids and families are invited to create their own "treasure" boxes and make holiday crafts to put in them. Many hands make light work as parents and volunteers help the kids explore their creative ideas.
Science Week	(open) Science can be fun and science week aims to bring the creativity, logic, and engagement of experimentation to the kids. Usually scheduled in February/March of the school year, the coordinator helps to organize the pieces and presentations and leads the volunteers to make it all happen.
Spring Book Fair	Caroline Coleman chaines1502@gmail.com Each year Scholastic provides a book fair in collaboration with the PTO and Elmonica for the kids. This great event runs for a week and relies on daily volunteers to help the kids and manage the overall event. There is a book fair in fall and also one in the spring.
Staff Appreciation Week	Heather Margason margasonfamily@gmail.com Nina Mustafa portlandnina@gmail.com In the spring, as the school year winds down, we have a staff appreciation week. The coordinator helps to line up treats and nice activities for the staff of Elmonica.
Culture Night	(open) In the spring we have a tradition of having a Culture Night where we show off the various cultures that make up the Elmonica family. The coordinator helps to set the plan for the event and organize volunteers and staff to prepare for the big night. This is a very popular event for the kids and families and bring the whole community together!
Art Night	Joanna Bastian Pophamj@hotmail.com Megan Atkinson-Young meikanamarsh@hotmail.com Crystal Loman crystal.loman@gmail.com The kids in every class level work on their art work during the spring in the Art Lit program in the classrooms. Art Night, held in conjunction with Culture Night, shows off the fine work of the students for all of the families to see. The coordinator works with the Art Lit team and the teachers to bring it all together on this special evening.
5 th Grade Party	Mark Hutchinson president@elmonicapto.org Ginny Preslar ginny.preslar@gmail.com As the 5th graders are Elmonica's graduating class each year, we work hard to give them a fun send off. The coordinator helps to plan and organize the big party in collaboration with the 5th grade teachers.
Staff Luncheon	Heather Margason margasonfamily@gmail.com As the school year comes to a close the PTO likes to put on a nice staff lunch to thank them for all of their amazing efforts during the year. The coordinator helps to plan and organize the event.
Field Day	Nina Mustafa portlandnina@gmail.com Who says school isn't fun! Field Day is the best day of the year according

	to the kids. The staff and many volunteers put on fun outdoor activities for all classes during the day just days away from the last day of the school year. From running, to soccer, to balloon toss, to whatever else we can come up in collaboration with the PE staff this coordinator helps to plan, communicate and recruit dozens of volunteers to help out on this very fun day!
Commencement	(open) The graduating 5th graders are honored by this commencement type event. The coordinator works with the faculty and volunteers to plan and run this fun event at the end of the school year for the graduating class. Rachel Hoffman has information about how this event works.

Grade/Classroom Coordinators

The PTO grade-level classroom coordinators are new positions for the 2017-2018 school year. This is an ideal role for a volunteer that likes to be in the school and classroom regularly. The main job of the coordinator is to chat with the teachers in their grade-level to find out where, when and what they might need volunteer help or other PTO support to accomplish. Our Elmonica teachers are very busy so this role is geared to help keep the classroom needs as the focus for our volunteers and the overall PTO efforts! The coordinator will communicate the needs for each grade-level to the main PTO Volunteer Coordinator so that volunteers and other resources can be organized for those classrooms.

Volunteer Coordinator: Ginny Preslar ginny.preslar@gmail.com

Position	Description
Kindy(NEW) Stacie Martin Becky Powell Ashley Gardiner Shyla Tollenaar Marissa Burke Georgia Hastings (ESL)	Supraja Kummitha k.supraja5@gmail.com This volunteer coordinator communicates with the kindergarten teachers to find out what they need help with and coordinates those needs with the Volunteer Coordinator. This year round role is best for a volunteer that is regularly in the school and enjoys chatting with the staff. ashley gardiner@beaverton.k12.or.us becky powell@beaverton.k12.or.us georgia hastings@beaverton.k12.or.us marissa burke@beaverton.k12.or.us shyla tollenaar@beaverton.k12.or.us stacie_martin@beaverton.k12.or.us
1st Grade(NEW) Lynne Bayles Rachel Wiseman Aimee Jones-Suematsu Simona Sava Tammy Robb Michelle McCullough (ESL)	Kinjal Shah ksshah85@gmail.com This volunteer coordinator communicates with the 1st grade teachers to find out what they need help with and coordinates those needs with the Volunteer Coordinator. This year round role is best for a volunteer that is regularly in the school and enjoys chatting with the staff. aimee jones-suematsu@beaverton.k12.or.us simona sava@beaverton.k12.or.us Alison Hower@beaverton.k12.or.us rachael wisemannelson@beaverton.k12.or.us tammy robb@beaverton.k12.or.us michelle mccullough@beaverton.k12.or.us
2nd Grade(NEW) Priscilla Paik Cynthia Bryan Stacey Schreiber/Kerri Swygard Kaycee Ojeda Jessica Strong (ESL)	Joanna Bastian Pophami@hotmail.com This volunteer coordinator communicates with the 2nd grade teachers to find out what they need help with and coordinates those needs with the Volunteer Coordinator. This year round role is best for a volunteer that is regularly in the school and enjoys chatting with the staff. cynthia bryan@beaverton.k12.or.us kaycee ojeda@beaverton.k12.or.us kerri swygard@beaverton.k12.or.us stacey schreiber@beaverton.k12.or.us priscilla paik@beaverton.k12.or.us jessica strong@beaverton.k12.or.us
3rd Grade(NEW) Kristina Chou Annie Lee Megan Stauffer Megan Valentin Deanne Weisgerber (ESL)	Lalitha Rajaraman rlalitha09@gmail.com This volunteer coordinator communicates with the 3rd grade teachers to find out what they need help with and coordinates those needs with the Volunteer Coordinator. This year round role is best for a volunteer that is regularly in the school and enjoys chatting with the staff. annie lee@beaverton.k12.or.us megan stauffer@beaverton.k12.or.us megan a smith@beaverton.k12.or.us kristina chou@beaverton.k12.or.us deanne weisgerber@beaverton.k12.or.us

4 th Grade(NEW) Dianne Dronkers Eric Gronseth Morgan Green Alison Hower Matt Brown (ESL)	Lalitha Rajaraman rlalitha09@gmail.com This volunteer coordinator communicates with the 4th grade teachers to find out what they need help with and coordinates those needs with the Volunteer Coordinator. This year round role is best for a volunteer that is regularly in the school and enjoys chatting with the staff. eric_gronseth@beaverton.k12.or.us morgan_green@beaverton.k12.or.us dianne_dronkers@beaverton.k12.or.us matthew_brown@beaverton.k12.or.us
5 th Grade(NEW) David Leahy Courtney Yeager Abigail Anderson Kelly O'Brien-Carnevale	Shelley Hutchinson shels@visionsite.com This volunteer coordinator communicates with the 5th grade teachers to find out what they need help with and coordinates those needs with the Volunteer Coordinator. This year round role is best for a volunteer that is regularly in the school and enjoys chatting with the staff. abigail anderson@beaverton.k12.or.us courtney yeager@beaverton.k12.or.us David Leahy@beaverton.k12.or.us