

BURR ELEMENTARY SCHOOL PTA

1960 BURR STREET, FAIRFIELD, CT 06824



BURR PTA Committee Chairs and Descriptions: 2018 - 2019

Volunteer Coordinators:

Jennifer O'Connor, Laura Hoglund, Christine Yerranossian

The Burr PTA Committees fall under 5 Vice-Presidents:

- **Administration** – Erica Stapleton and Bianca Schmucker
 - **Fundraising** – Keara Brady
 - **Enrichment** – Kelly Mitchell
 - **Spirit** – Heather Garofalo
- **Communications** – Meredith & Alex Ressi

ADMINISTRATION -- ERICA STAPLETON/Bianca Schmucker

Bylaws – Administration – Every 3 years – President, Past President, President Elect

- Update the Bylaws every 3 years to ensure in compliance with national and state PTA bylaw requirements. Next review is in January 2019.
- Committee chairs' responsibilities include obtaining the recommended bylaws from the state, comparing to existing bylaws and updating the bylaws. Committee presents to PTA Board for final approval.

Classroom Coordinators – Administration – Brenda Coyne

- Classroom Coordinators (Room Parents) help the classroom teacher communicate with class families, organize special projects, class parties, field trips, etc. They also organize classroom phone chains, and make calls and email for certain advocacy issues and help coordinate activities during Teacher Appreciation Week. In addition, Classroom Coordinators are responsible for coordinating Grade-Level Parents' Nights Out – once a year – by working with all Classroom Coordinators for their grade level, to choose a date and a venue, and invite all parents in that grade.
- Committee chairs' responsibilities include recruiting volunteers, coordinating CC selection with the principal, informing teachers and CCs of their selection,

providing training, and acting as the liaison between various PTA committees and CCs.

Directory & Waivers – Administration – Kelly Mitchell, Kathy Seabrook, Marike Toothaker

- Annual publication of students' family contact information, school staff, and other important school information that is distributed in September.
- Committee chairs' responsibilities include collecting/updating/following up for/typing family listings, class lists, staff information, important phone numbers, etc; publishing, proofreading, copying and distributing the student directory. Liaising with Directory Advertising Chair. Much of the work takes place during the spring and summer prior to publication.
- Collecting Participation Waivers at the start of the year.

Fifth Grade Activities – Administration – Jennifer Covino, Jodi Berman

- This committee organizes various year-long activities for the 5th graders including off-site field day, family picnic, class t-shirts, community service project, class gift, class DVD and graduation (decorations and refreshments for ceremony).
- Committee chair responsibilities include recruiting and supervising committee sub-chairs and monitoring committee budget.

Gardening (Outdoor Beautification) – Administration – FPS, Melissa Speight, Lori Zaun

- The majority of gardening work will be completed/maintained by Fairfield Public Schools.
- This committee works primarily in the spring and fall to enhance the physical appearance of the outside of our school, as well as our interior atriums.
- Committee chairs' responsibilities include identifying projects such as landscaping, planting and maintaining gardens.

Indoor Beautification – Administration – Rebecca Press, Melissa Speight

- This ongoing Administrative committee works to enhance the physical appearance of the inside of our school.
- Committee chairs' responsibilities include maintaining PTA bulletin boards, birthday board and classroom signs. Classroom signs for new teachers are installed prior to the first day of school.

Membership – Jordan Denslow

- Goal is to maximize the number of parents and staff that join the Burr PTA membership.

- Responsibilities include conducting membership drive in the fall for the Burr PTA, maintaining membership status reports, processing payments, as well as filing reports on membership to PTA Council and State PTA.

Picture Day – Administration - Suzanne LaBella

- Individual student and class photographs are taken in the fall. This is the PTAC's annual Fundraiser.
- Committee chairs' responsibilities include assisting the photographer with the sittings, helping with collecting the orders and distributing the photos.

Staff Appreciation – Administration – Marne Denslow, Jordan Denslow

- This ongoing Administrative committee demonstrates the PTA's appreciation for the school's staff through periodic luncheons/breakfast celebrations.
- Committee chairs' responsibilities include organizing parent volunteers to provide items or monetary donations for staff appreciation luncheons the week before school starts and during Teacher Appreciation Week. Additional luncheons/breakfast celebrations are held throughout the year (ie, Holiday Luncheon).

Teacher Appreciation Week- Administration - Laura Hoglund

- A week long celebration in May to demonstrate the PTA's appreciations for the ALL the schools teachers.
- Committee chairs responsibilities include organizing daily "events", ranging from meals to notes, etc; to recognize our teachers.

Tears and Cheers - Administration - Suzanne LaBella

- This event takes place on the first day of school. Parents are encouraged to greet their children as they get off the bus. After this "greeting" parents are welcome into the cafeteria to meet new and old parents, sign up for volunteer opportunities, turn in appropriate PTA forms, etc.
- Chairs responsibilities include organizing appropriate tables for sign ups and coordinating breakfast items and coffee/tea.

Veteran's Day -- Administration -- Molly King, Kristy Delaney

- Primary responsibilities include setting up breakfast and coffee items for The Veterans who arrive an hour before the assembly.

COMMUNICATION -- MEREDITH AND ALEX RESSI

Burr Buzz – Communications - Meredith and Alex Ressi & Charlotte Vinci

- "The Buzz" is a weekly, electronic newsletter of all school-related happenings and important dates.

- Committee chairs' responsibilities include collecting article contributions via email, formatting the bulletin, and obtaining final approval from the PTA president. In addition, maintaining the annual subscription to Constant

Facebook – Communications – Meredith and Alex Ressi & Charlotte Vinci

- The Burr PTA maintains a closed group on Facebook for sharing information with parents.
- Committee chairs' responsibilities include monitoring the use of the Burr PTA closed group on Facebook, providing permission to new members.

Web Site – Communications – Meredith and Alex Ressi

- This ongoing Administrative committee provides a technical means of conveying Burr PTA information to the public through our website.
- Committee chairs' responsibilities include collecting information on all the important events happening in our school, community, and other educational web sites and providing access to flyers and paperwork used by the PTA. The web site committee will help answer questions and concerns via the web site.

ENRICHMENT -- KELLY MITCHELL

Art in the Classroom- Enrichment – Jenn O'Connor

- This ongoing Enrichment committee introduces children to the world's great artists and encourages them to express their feelings and comments about a piece of artwork. Parent volunteers make three 20-30 minute classroom presentations a year on a featured artist based on resources and materials provided for them. Volunteers are responsible for coordinating classroom visits with the teacher. Experience or knowledge of art history is not necessary!
- Committee chairs' responsibilities include recruiting volunteers, providing training and resource materials.

Author Visits – Enrichment – Kate Levieff and Laura Hoglund

- This ongoing Enrichment program is organized in conjunction with Burr's Language Arts Specialist and LMC Director, and involves children's authors presenting their books to the children.
- Committee chairs' responsibilities include finding and scheduling the authors. Responsibilities also include marketing the event (via in-school posters & the Buzz), providing in-classroom prep material and readings, coordinating and hosting the author's visit to our school/luncheon, as well as coordinating book signings and purchases for the children.

After the Bell – Enrichment – Flex Academies and Jenn Wingate

- This is an ongoing Enrichment program that runs in three eight-week sessions (fall, winter and spring). Flex Academies administers the program. Classes may include arts / crafts, sports, science, foreign language, drama, etc.
- Committee chairs' responsibilities include working with Flex to choose the classes, set the schedule, help market the program, book the rooms for the events and other activities.

Branches Literary Magazine – Enrichment – Julie Finneran & Laura Hognlund

- "Branches" is a published book of writing pieces from 4th and 5th grade students. Each student is encouraged to submit a piece of creative writing.
- Committee chairs' responsibilities include collecting & editing students work during the winter, as well as organizing page layout, formatting, typing, and coordinating the publishing of the book. Committee will also distribute the Branches book to the students at the end of the school year.

CANE (CT Audubon Nature Explorers) – Enrichment – (K - OPEN), (1st - Jenn Dalto), (2nd - Laura Horne)

- This is a K-2nd grade science Enrichment program. Parent volunteers are trained to present three programs to their child's class. Two units are presented in the classroom and include puppet shows, fun visuals and other science-based activities; culminating with an end of the year field study activity (K: schoolyard walk; 1st: Birdcraft Museum field trip; 2nd: Southport Beach field trip). Three training sessions are offered for each program through the Connecticut Audubon Society. The Audubon Society provides all research and presentation materials. Volunteers to present in the classroom three times a year. 2-3 volunteers per presentation are recommended.
- Committee chairs' responsibilities include recruiting volunteers, communicating training information to volunteers, and coordinating classroom and field visits.

Chess Club – Enrichment – Jeanne Galvin, Phoebe Kaylor

- Chess at Burr is a before school club that meets once a week from 8-8:45am, October thru May. New students are taught how to play through a beginners program while more experienced students play each other with the objective of moving up the ladder. There is a team that competes in local tournaments outside of school as well as our annual chess tournament with Riverfield held at Burr. Optional intermediate and advanced lessons are offered during chess club for a period of 6 weeks during the year. Finally a year-end tournament and awards breakfast celebrates the group's accomplishments with trophies for all who participate, with special recognition of those winning 1st, 2nd and 3rd.

- Committee chairs' responsibilities include attending weekly meetings, recruiting and organizing parent volunteers, organizing competitions and year-end awards ceremony.

Classroom Enrichment – Enrichment – Erin Morris

- This ongoing Enrichment committee provides administrative help to teachers who schedule High Touch High Tech curriculum programs.
- Committee chairs' responsibilities include ensuring that all the programs are scheduled during the year and that the vendor is paid on a timely basis.

Diversity Day – Enrichment – OPEN

- This is a one-day event designed to provide students with an opportunity to experience a variety of physical and learning differences that impact some of their peers. The goal is to both increase awareness of the challenges these differences present as well as teach tolerance of children who are different.
- Committee chairs must work with school staff (primarily social worker and psychologist) to schedule activities and class schedules, recruit numerous volunteers to staff the hands-on activities, and coordinate refreshments for volunteers.

Fairfield Arts for Youth (FAY) – Enrichment – OPEN

- This is a PTA Council town-wide program that brings arts to the schools.
- Committee chair's responsibilities include publicizing the scheduled performances (one - four per year) and helping performers with any staging requests, as well as providing any hospitality needed for performers on performance day.

Learning Garden – Enrichment – Molly King

- The Learning Garden is a wonderful hands-on learning lab for our students. Beds are planted and maintained during the growing seasons and the cafeteria is very happy to serve fresh produce that the garden yields.
- Committee chair's responsibilities include hands-on gardening, recruiting volunteers to help garden and water the garden.

Library Media Center – Enrichment – Rebecca Press & Christine Yerranossian

- Parent volunteers assist children in the LMC finding and checking out books; assist the librarian with checking in and shelving returned books; as well as checking in new materials. Volunteer opportunities can be a once or twice a month commitment for a 2 hour shift, throughout the year.
- Committee chairs' responsibilities include recruiting, scheduling and training parent volunteers.

- Chairs will also run the Celebrate with Books program whereby families commemorate a special event (birthday, completing a school year, etc) through the purchase and donation of pre-selected books to the LMC. Book plates are affixed to the books to recognize donors.

Publishing Student Writing – Enrichment – OPEN

- This springtime Enrichment committee publishes the students’ literary works into their own individual books.
- Committee chairs’ responsibilities include contacting and coordinating with teachers, recruiting volunteer typists (if needed), typing books (at school or home), proofreading, printing, cutting, laminating, and binding the final edition.

Odyssey of the Mind - OPEN

- Odyssey of the Mind is an international creative problem-solving competition. Teams of five to seven students are formed. The teams meet weekly from November through March, when they enter a state competition.
- Committee chair’s responsibilities include attending training workshop, coaching team by meeting once a week, completing paperwork for state competition.

One Book/One School – Enrichment – Deb Baker, Kelly Mitchell & Beth Peto

- This one-week Enrichment program is held during the spring and is designed to stimulate and energize the children with a fun-filled week focused on reading. This program is integrated with the One Book, One School Initiative.
- Committee chairs’ responsibilities include working with the staff, particularly the LMC Director, to create a fun program with activities like school-wide art, favorite book vote, flip-flop reading, and Musical Reading Express. Additional responsibilities include recruiting and organizing volunteers, decorating and removing art from bulletin board.

Recess Program – Enrichment – Suzanne LaBella

- This committee works to provide recess activities for all students, including Legos, puzzles, board games, drawing, etc. Parents are encouraged to volunteer as chaperones to lead such activities and perhaps coordinate a donation drive for new activities.
- Responsibilities include scheduling the dates and recruiting volunteers; maintaining the games / supplies and buying new supplies; and other related activities.

Reflections – Enrichment – Beth Peto

- Reflections, is a nationwide, PTA-sponsored contest open to all students. Students may enter their work in the areas of photography, musical composition, visual arts and literature.
- Committee chair's responsibilities include generating interest, promoting the program, sharing the rules, collecting the entries, and submitting the work to the state (usually in January) and national competitions. (Outside judging takes place).

River Lab – Enrichment – Pam Ryan (3rd); Julie Finneran (4th); Deirdre Ronan & Erin Morris (5th)

- This is a 3rd, 4th and 5th grade science Enrichment program in conjunction with the Mill River Wetlands Committee, to emphasize the importance of the river basin habitat. Dates vary by grade. Each grade takes one field trip a year to a part of the Mill River basin. Training is provided by River Lab personnel and requires two training sessions and three guided trips for each guide.
- Committee chair's responsibilities include recruiting volunteer guides and communicating training details to volunteers as well as being a guide for these field trips. Ideally the chairs would recruit 5 volunteers per grade, so there would be 6 guides per grade.

Running Club – Enrichment – Robin Bernier/Meghan Tetro

- This fun, non-competitive running club prepares third and fourth grade students for the one-mile run given as part of the Fitness Assessment test in the fall of 4th grade. Students will learn good running form, pace-setting, stretching and lots more. Running Club is held two mornings per week before school in the spring and fall.
- Committee chairs' responsibilities include recruiting parent volunteer helpers and attending the morning sessions.

Storytellers – Enrichment – Julie Finnera

- This program strives to preserve the tradition of storytelling while giving children the opportunity to participate. Parents pick a favorite story, supporting the grade's curriculum, and tell (not read!) the story to each class. It typically takes only one or two mornings during the year. Special training is offered to storytellers to help bring the stories to life.
- Committee chairs' responsibilities include recruiting and training volunteers.

FUNDRAISING -- KEARA BRADY

Adult Social - Fundraising - 2018-19 – Beth Peto (Auction)

- This is an annual Fundraiser held in the evening during the Spring for all Burr parents.

- Committee chairs' responsibilities include working with VP of Fundraising on strategy for reaching fundraising target. Also - determining date, location, and theme; providing decorations, food & beverages; promoting event; and managing budget and ticket sales.

Book Fair – Scholastic - Fundraising – Keara Brady, Kristie Delaney, Karen Manello and Heather Garofalo

- This Fundraising event takes place twice a year - fall and spring. Children, parents and staff are able to purchase books from Scholastic.
- Committee chairs' responsibilities include recruiting volunteers, securing date, planning merchandise delivery, advertising event, organizing teacher wish lists, helping set up/take down merchandise, assisting children with their selections, cashier.

Box Tops – Fundraising – Kathy Seabrook

- "Box Tops for Education" are collected from the students and redeemed for funds to support the PTA.
- Committee chair's responsibilities include counting and sending in the box tops to the company for redemption, and promoting this effort. This is an on-going program that runs throughout the school year.

Boon Supply – Fundraising – Kathy Seabrook

- Low-key fundraiser. Parents access and shop from the on-line store, with a percentage of the sales proceeds going to Burr. Boon Supply sells household items such as kitchen tools.
- Committee chairs' responsibilities include promoting event, distributing information; liaising with our vendor Boon Supply.

Amazon Smile – Fundraising – Kathy Seabrook

- Low-key fundraiser. Parents access and shop from the on-line store, with a percentage of the sales proceeds going to Burr.
- Committee chairs' responsibilities include promoting event, distributing information; liaising with our vendor Amazon Smile.

Cake Walk/Bake Sale – Fundraising– Nicole Miranda

- This annual fundraising event takes place in conjunction with the Halloween Spooktacular Party.
- Committee chairs' responsibilities include collecting cakes, conducting a "musical chairs" like game to win a cake and the sale of cakes and other baked items as a bake sale. Committee chairs need to work closely with chairs of the Halloween Spooktacular

Direct Appeal – Fundraising – Charlotte Vinci and Keara Brady

- Fundraising by obtaining donations from parents.
- Committee chairs' responsibilities include advertising the direct appeal, tracking the progress and sending out thank you letters.

Directory Advertising – Fundraising – Bianca Schumucker

- Local businesses are given the opportunity to purchase advertisements in our hard-copy Burr PTA School Directory. The price is low given the all-year-long exposure and marketing reach these businesses will enjoy. This fundraiser extends our fundraising capabilities beyond our school community and is a win-win.
- Committee chair's responsibilities include being the point-person at Burr for solicitations – so businesses are not solicited by more than one person; doing some ad solicitations but seeking help from other Burr families who may have contacts with potential advertisers; maintaining a status spreadsheet; working with the Directory team's layout manager to monitor how much space is available; processing payments received, liaising with VP of Fundraising and Treasurer.

Gift Wrap – Fundraising – Michelle Moore

- This is a very popular and low-key Fundraiser. Parents access and shop from the on-line store, with a percentage of the sales proceeds going to Burr.
- Committee chairs' responsibilities include promoting event, distributing information; liaising with our vendor Genevieve.

Halloween Spooktacular Party – Fundraising – Caroline Ettl

- This Fundraiser and family event takes place every October and includes the children dressing in costume, a cake walk/bake sale, games, and bouncies.
- Committee chairs' responsibilities include planning and organizing event; recruiting and scheduling volunteers; securing vendors for bouncies and food; creating and organizing games and other activities; as well as promoting the event.

Spirit Wear – Fundraising – Melissa Speight and Lori Zaun

- This ongoing Fundraiser provides the sale of fun Burr logoed items (such as hats, t-shirts, blankets, bags, water bottles, etc).
- Committee chairs' responsibilities include designing, ordering and selling items at various school functions.

Stop & Shop Rewards – Fundraising – Kathy Seabrook

- Fundraising by registering Stop & Shop reward numbers for benefit of Burr.

- Committee chairs' responsibilities include gathering and submitting Stop & Shop reward numbers from parents.

SPIRIT --HEATHER GAROFALO

Bear Hugs – Spirit – Deb Baker and Christine Kobeck

- Aim is to provide support for concerns being experienced by our Burr family members. This group might also be asked to help with one-off needs of a Burr teacher (for instance, hanging Art projects) or a PTA committee or event. The Chair will liaise with the school psychologist and social worker.
- Committee chairs' responsibilities include organizing volunteers to support the needs of the families and teachers.

Book Swap – Spirit – Rebecca Press

- This is a late-afternoon family event, which typically takes place in the spring where families donate gently used books to swap. Books are collected for three days before and after school. Teachers are given an opportunity to "shop" for free books.
- Committee chairs' responsibilities include recruiting volunteers, collecting and organizing books donated by students, coordinating set up/clean up of books at the event.

Burr Dances -- Kelly Mitchell and Brenda Coyne (Mother/Son); Open (Father/Daughter)

- These are Friday night events where parents and their children are dressed up and attend the dance. There is typically a theme for each dance and the decorations coordinate with it.
- The Chair's responsibilities include organizing the event, sending out invites, managing the funds, hiring a DJ and photobooth professional and recruiting volunteers.

Burr Family Days – Spirit – Mike LaBella (Jets), Brian Mitchell (FFLD U Basketball), Kimberly Keener (Yankees), Jenn Towle/Jenn Wingate (hockey)

- Coordinate various family outings as a community.
- Committee responsibilities include organizing and promoting the event.

Family Picnic – Spirit –OPEN

- Annual Family Picnic in June - an opportunities for families and teachers to have a picnic outside at Burr, to celebrate the end of our year together. Families may purchase dinner from a vendor, or bring their own – enjoying meals on picnic blankets. A DJ and a low-key raffle added to the fun. The

intent is to keep this event simple and expend very little volunteer effort, so everyone can just enjoy!

- Committee chairs' responsibilities include hiring food vendor and ice cream truck, negotiating price, publicizing the event and taking pre-orders, hiring DJ, recruiting volunteers to work the door (monitoring kids so they don't run through the hallways).

Field Day – Spirit – Melissa Schacter & Erin Melson

- This school-wide spring Spirit event is a celebration of the end of the school year with fun outdoor Olympics-type games.
- Committee chair responsible for working with PE teacher Mr. Hilinski to recruit and schedule parent volunteers from all grades: K thru 5th, help locate props and set-up/clean up event and purchase ice-pops / watermelons for participants.

Green Team – Spirit – OPEN

- The Team runs 3-4 drives per year to recycle and redistribute items to our community. These include a used toy and book drive, used items for animal shelters, used eyeglasses for the needy, etc. We don't solicit anything new or that would cost money – all items are things destined for your trash. Goals include reinstating Town-wide 3-R's program, and liaising with head of recycling for the Town to ensure Burr is doing all we can for the environment.
- Committee chairs' responsibilities include promoting the drives, coordinating with charities, delivering items received.

Health & Wellness – Spirit – OPEN

- This committee works to bring Health & Wellness activities to the students at Burr, including Project ACES (All Children Exercise Simultaneously).
- Committee chairs' responsibilities include scheduling and organizing these activities.

Ice Cream Social – Spirit – Cari Weber and Jordan Denslow

- This Spirit event is held in September to welcome students and families back to school. Tickets for the purchase of ice cream from a truck are sold by the PTA. The PTA also sells bottled water.
- Committee chairs' responsibilities include some summer time work with planning and production of promotional materials; tracking RSVP's and payment; negotiating with the ice cream truck vendor, purchasing water and napkins, and recruiting and organizing volunteers to provide set-up, clean-up, work the ticket table and manage the lines.

Ice Skating Outing – Spirit – Erin Melson

- This family Spirit event usually takes place on a winter holiday/day off from school (typically Martin Luther King Day).
- Committee chair's responsibilities include securing skating rink, organizing and promoting this event.

Multicultural Committee – Spirit – Laura Hoglund & Faiqa Khalid

- The Multicultural Committee works to foster multiculturalism at Burr by exploring the rich, diverse cultures of the students and families at Burr.
- Committee chairs' responsibilities include scheduling regular meetings, planning and running events.

Outreach – Spirit – Open

- This committee is responsible for coordinating Burr's Operation Hope meal (1 to 2 meals per year, as assigned by OH). The committee also provides support to Mrs. Uliasz' project for the Cesar Batalla school – a gift drive of necessities to needy families at the CB School in Bridgeport.
- Committee chairs' responsibilities include recruiting volunteers to help cook for the Operation Hope Meal and deliveries, and also to work with Mrs. Uliasz and provide support as she needs during her December project for Cesar Batalla School.

Variety Show – Spirit – Trisha Pytko and S. Gately

- This is an annual Spirit event that showcases the children's talents during an evening performance.
- Committee chairs' responsibilities include organizing and producing a one-day performance, as well as scheduling preview and dress rehearsals, making a master copy of the music onto a CD, recruiting and coordinating parent volunteers, stage decorations, and promoting the event.

Welcome Committee – Spirit – Liz McManus & Jenn Dalto

- This ongoing Spirit committee is the PTA's primary source of welcoming new families into the Burr community.
- Committee chairs' responsibilities include organizing 2 informal playground playdates for incoming Kindergarteners – one in spring, one at the beginning of school; hosting Kindergarten Orientation Day in April; working a table and providing popsicles at Kindergarten Warmup Day (the day before school starts); coordinating along with school administration, student "buddies" for all new Burr students.

Winter Games – Spirit – OPEN

- This is a very fun and highly attended annual Spirit event held in the winter – in which parents and children are grouped into teams that rotate through a dozen or so games – friendly competition and school spirit builder

- Committee chairs' responsibilities include recruiting volunteers, selecting and organizing games, promoting and execution of the event.

Yearbook – Spirit – Deb Baker, Suzanne LaBella, Julie Finneran

- This ongoing Spirit committee produces a yearbook of photographs. Everyone in the school is encouraged to contribute photos to help make this book full of memories.
- Committee chairs' responsibilities include recruiting volunteer photographers; collecting and sorting photographs, and arranging page layouts. Additional responsibilities include working with the publisher and distributing the books at the end of the year.