

## Kolter PTO Committees 2011-2012

Committee (Officer Liaison)	Description	Chair
Finance & Budget/ Audit (Keith Desrosiers)	Reviews financials and ensures receipts are collected and recorded accurately and that PTO revenues and expenses are accurately presented in financial statements.	
Welcoming (Stacy Schwartzberg)	Prepare for and plan the welcoming to school events. The committee organizes Kinder Round Up, Orientation, Meet the Teacher Social, Kinder Play date & First Day Coffee/Tea.	Tamara Cohen Staci Beinart Stephanie Harrison Marilyn Porter
Prepackage School Supplies (Melissa Kalmans)	Organize school supply list with teachers for the following school year. Determine supplies, secure bids and oversee sale to parents. Distribute supplies in August.	Erica Chretien
School Store (Melissa Kalmans)	Purchase and maintain inventory of supplies and inventory or such. Ensures the maintenance of PTO's store. Maintaining consistent store hours. On line store presence.	Abbie Chuo
Student Directory & Ads (Janis Goldstein)	Produce student directory, sell advertising in directory and distribute to PTO membership.	Lei Dang Julie Handel Rhonda Gilbo
Membership (Melissa Kalmans)	Organize, coordinate, recruit and publicize membership. Capture, analyze, and report on membership to the Board.	Michelle Cohen
Fall Fundraiser (Stacy Schwartzberg)	Review, recommend & responsible for organizing school-wide fundraiser for fall.	Lisa Sutton
Book Fair (Melissa Kalmans)	Work with Librarian to organize a sale with profits benefitting Kolter Library. Coordinate volunteers to assist with sales and work with Pizza Night and Grandparent's Days Committees for events .	Julie Doyle Madrid
Book Fair Pizza Night (Melissa Kalmans)	Pizza Night is usually held the first night of Book Fair. Serving on this committee involves volunteering to help with set up, clean up, selling tickets, and serving food at event.	Anne Rodriguez Stephanie Bickart
Spring Fundraiser Event (Melissa Kalmans)	Responsible for organizing and overseeing school-wide spring fundraiser (ie- family bingo night, carnival, auction).	Candace Desrosiers
Grandparent's Days (Melissa Kalmans)	Grandparents and special friends are invited to have lunch with their child during Book Fair Week. Volunteers organize the different grade levels and their grandparent's day. Volunteers will provide grandparent's with refreshments.	Tricia Glass
Magnet Awareness (Stacy Schwartzberg)	Prospective students and teir families visit the Kolter campus. Work with Magnet Coordinator to plan and implement tours during Magnet Awareness Week and assist Magnet Coordinator that week.	Stephanie Harrison
Webmaster & Technology (CMR)	Assist with PTO technical needs as well as manage Kolter PTO website.	Shirley Hou
International Night/Cultural Arts (Stacy Schwartzberg)	Work with Principal and/or Magnet Coordinator to study, preview and reserve dates for magnet related programs such as Kolter's traditional International Night. International Night is a Kolter event sponsored by PTO where cultures around the world are represented by Kolter families. Volunteers prepare/set up tables, solicit donations from local businesses for prizes and help organize children's parade.	Mary Jacinto Lekha Kotha
Art Fundraiser (Melissa Kalmans)	Assist develop art project and coordinate with art consultant for art fundraiser. Organize and distribute fundraiser.	Karmi Irvine
Field Day (Stacy Schwartzberg)	Students participate in outdoor games and activities. Work with PE teacher to organize and plan games and activities. Volunteers organize activities and children during these events.	Abbie Chuo

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<b>Yearbook</b> <b>(Stacy Schwartzberg)</b>	Organize and publish the annual yearbook, research publishing companies, acquire bids. Recruit volunteers for selling and distribution. Work with CRC for school pictures.	Rysse Goldfarb Addie Delahoussaye
<b>Library Assistance</b> <b>(Melissa Kalmans)</b>	Assist the Librarian with clerical duties and Accelerated Reader, as well as providing volunteers for story times, bulletin boards, etc.	Courtney Cernosek
<b>Grade Level Chair</b>	The Grade Level Chairperson is the representative for all grades who will contact the grade level coordinators with any important reminders and/or information.	Janis Goldstein
<b>Kinder Coordinator</b>	Coordinator for all Kinder Room Parents	Larissa-McGinnis Lopez
<b>1<sup>st</sup> Grade Coord</b>	Coordinator for all 1 <sup>st</sup> Grade Room Parents	Pilar Hernandez
<b>2<sup>nd</sup> Grade Coord</b>	Coordinator for all 2 <sup>nd</sup> Grade Room Parents	Martha Reyes
<b>3<sup>rd</sup> Grade Coord</b>	Coordinator for all 3 <sup>rd</sup> Grade Room Parents	Michelle Cohen
<b>4<sup>th</sup> Grade Coord</b>	Coordinator for all 4 <sup>th</sup> Grade Room Parents	Terri Levitin
<b>5<sup>th</sup> Grade Coord</b>	Coordinator for all 5 <sup>th</sup> Grade Room Parents	Lorena Estrada
<b>5<sup>th</sup> Grade Promotion</b>	Work with 5 <sup>th</sup> grade teachers to organize/oversee festivities for graduating 5 <sup>th</sup> graders. Volunteers needed to help with decorations, refreshments and reservations.	Anne Hodgson
<b>Teacher Appreciation Week</b> <b>(Stacy Schwartzberg)</b>	Responsible for coordinating for week of teacher appreciation- gift baskets, food, small rewards to appreciate staff at Kolter	Vanessa Man
<b>Outdoor Beautification</b> <b>(Stacy Schwartzberg)</b>	Assist with beautification projects for Kolter's pond, prairie and courtyard.	Angela Roth Pilar Hernandez
<b>CRC- Publicity</b> <b>(Janis Goldstein)</b>	Covers school events during year to increase community recognition for Kolter. CRC needs writers and photographers. Experience helpful but not needed.	Monique Saldana &
<b>Box Tops/Retail Incentives</b> <b>(Melissa Kalmans)</b>	Collect and sort box tops throughout the year and send to company for rebate. Organize and promote all school related incentives that offer a percentage return to Kolter for purchases made.	Jennifer Clay
<b>Grant Writing</b> <b>(Janis Goldstein)</b>	Locate, write and submit grants that will benefit Kolter.	Naomi Doyle-Madrid Lisa Sullivan
<b>Birthday Marquee</b> <b>(Janis Goldstein)</b>	Oversees birthday marquee program and assists Kolter with marquee news.	Cristina Vetrano
<b>Spirit Night</b> <b>(Melissa Kalmans)</b>	Coordinates various outside school events at local venues with proceeds going to Kolter.	Gabby Goodweather
<b>Dads &amp; Granddads' Club</b> <b>(Stacy Schwartzberg)</b>	Formed to provide a community for Dads to network with each other, as well as to support the development and cultivation of the school and its students.	Jason Beinart, Andy Saldana & Chad Mansfield
<b>Volunteer In Kolter (CMR)</b>	<b>Help facilitate Volunteer In Public Schools PTO Coordinator.</b>	<b>Lisa Sutton</b> <b>??????</b>