

## SPARK PTO Board Roles

<i>Role</i>	<i>Brief Description</i>	<i>Historical</i>
<p><b>Co-President</b> <b>Co-President</b></p>	<p>Lead all PTO Board communications. Oversee all PTO events/programs. Constantly looks ahead at next steps for team.</p> <ul style="list-style-type: none"> <li>● Meet with Principal as needed</li> <li>● Liaisons with all committees listed below to ensure resources and logistics are covered.</li> <li>● Collect “After Action” reports from Committee Chairs.</li> <li>● Set calendar of events and meeting agendas for year in July.</li> <li>● Liaison with SPARK Admin and teachers on all school event schedules</li> <li>● Review Financial Reports regularly with treasurer.</li> <li>● Orient new board members; Connect them with alum officer.</li> <li>● Track APS news, inform PTO Board.</li> <li>● Attend APS cluster meetings, GO Team meetings, CINS, etc.</li> <li>● Attend monthly Principal Coffees.</li> <li>● Stay connected to APS Board reps.</li> <li>● Manage list of team roles/committees.</li> <li>● Recruit new board members for following year.</li> <li>● Manage board voting process in Spring.</li> </ul>	<p>21-22 Shaili Asher, Alexis Simpson 20-21 Teresa Denny 19-20 Jenny Reiner, Carrie Pursifull 18-19: Cat Hoelker, Julie Kimble 17-18: Catherine Lewis, Steve Gregg 16-17: Karin Greeson, Jeff Anderson 15-16: Stephanie Brawner, Jen Hardwick 14-15: Karri Hobson Pape, Meredith Smith</p>
<p><b>Vice President</b></p>	<p>Lead all grant solicitation efforts on behalf of SPARK, teachers, admin and programming. Support board as needed with events and efforts throughout the year.</p> <ul style="list-style-type: none"> <li>● Lead Spiritwear program and recruit committee in early summer to help design, organize and sell. This program spans the entire school year.</li> <li>● Manage Teacher Appreciation Week and identify committee leads in summer/fall. Event is late spring.</li> <li>● Manage monthly Teacher Breakfasts and identify committee leads in early summer.</li> <li>● Book Fair (organize vendor, volunteer schedules, set up and decorations/take down). This event happens in November.</li> <li>● Ongoing Teacher appreciation efforts through cards/notes on special days, National</li> <li>● Support Fundraising Chair with Supporters program and SPAR After Dark auction.</li> </ul> <p><b>Skills Needed: Communication, planning, and networking. Strong writing background. Understanding school/teacher concerns and needs.</b> <b>Availability: Monthly PTO meetings, support for onsite SPARK events, online work (email, grant research, etc.)</b> <b>Hours: 2-3 hours per week.</b></p>	<p>21-22 Vacant (previously Grace Perryman and Sarah Canavan) 20-21 Diane Jordan 19-20 Diane Jordan 18-19: Preston Ladds 17-18: Cat Hoelker 16-17: Catherine Lewis 15-16: Shawna Mahony 14-15: Jen Hardwick</p>
<p><b>Secretary</b></p>	<p>Keeps all records for PTO.</p> <ul style="list-style-type: none"> <li>● Manages migration from SPARK PTO site to APS site. Transition will be July 1, 2020 but process will continue into 20/21 school year. This will include managing a small committee.</li> <li>● Identify new web administrator by 2020 to replace Ida Centner. Job shadow Ida and ensure institutional knowledge is captured.</li> <li>● Administers and organizes G-suite (ie Google Email, Calendar, Drive) for the full board</li> <li>● Maintains knowledge &amp; document management board members using Google drive</li> </ul>	<p>21-22 Julie Winner 20-21 Clay Warner 19-20 Clay Warner 18-19: Chad Estes 17-18: Carla Lee 16-17: Carla Lee 15-16: Jeff Anderson 14-15: Tahmida Shamsuddin</p>

	<p>to manage key documents for future years.</p> <ul style="list-style-type: none"> <li>• Maintains Google calendar administration to facilitate public and private calendars</li> <li>• Takes minutes at meetings and tracks discussion between meetings.</li> <li>• Understands parliamentary procedure, Roberts Rules of Order, to help Co-Presidents run/manage meetings.</li> <li>• Maintains master PTO calendar throughout the year. Calendar is set each July.</li> <li>• Reviews and understands PTO by-laws and leads any potential changes to be adopted.</li> <li>• Runs 2 elections per year. Budget vote (Sept) and PTO Board vote (April).</li> <li>• Develops year-end report with co-Presidents and Treasurer for Back to School Night.</li> <li>• Supports other Board members with their events/efforts.</li> </ul> <p><b>Skills Needed:</b> Detail oriented and organized. Clear communicator with ability to facilitate discussions and document key findings.</p> <p><b>Nice to have:</b> Knowledge of online document management services (Dropbox, Google Drive, etc.)</p> <p><b>Availability:</b> Monthly PTO meetings, correspondence via email, possible sub-committee meetings</p> <p><b>Hours:</b> 2-3 hours per week.</p>	
<p><b>Treasurer</b></p>	<ul style="list-style-type: none"> <li>• <b>Annual Budget:</b> Prepare budget for fiscal year, June - May; coordinates with Accounting Manager and all leads in preparation/data collection; ensures all disbursements are made in accordance with “PTO Approved” budget.</li> <li>• <b>Financial Oversight:</b> Oversees all financial efforts for PTO and its events with event chairs; coordinates with Accounting Manager on recording and properly classifying all activity; ad hoc and regular reporting of financials to board.</li> <li>• <b>Vendor management:</b> maintain records of vendors used by SPARK PTO.</li> <li>• <b>Supporters help:</b> Reconciles cash receipts with supporters records and assists fundraising with paperwork regarding matching programs.</li> <li>• <b>Partners help:</b> Oversees SPARK Partner invoices and payments.</li> <li>• <b>Cash Management:</b> Signs checks (2 signatures on all checks); makes all deposits, transfers funds between checking and money market accounts, orders checks, scans all deposits/checks and uploads to Dropbox; manages Paypal/Square deposits and transfers funds to main account; keeps the Paypal/Square devices and cash boxes.</li> <li>• <b>Insurance:</b> Handles renewal of PTO general liability insurance and adding additional coverage for SPARK events (certificate of insurance).</li> <li>• <b>Tax filing:</b> Arranges tax preparation by certified accountant and submits tax forms to IRS and GA Department of Revenue.</li> <li>• <b>Curriculum:</b> Renews all software and curriculum programs; liaises with teachers to oversee payments regarding curriculum.</li> <li>• <b>Grants:</b> Places/pays for orders for teachers’ Grade-level and Specials Grants and Innovations Grants.</li> <li>• <b>Oversees all payments/reimbursements to parents/staff:</b> AR Party, Spelling Bee, Reading Bowl, Broadcast Studio, etc; oversee distribution of checks for teachers regarding Start Up Grants, Grade-Level Grants, Specials Grants, Innovation Grants, and Holiday Gifts.</li> <li>• <b>Administrative:</b> Renews corporate registration; renews and checks PTO PO Box and pigeon hole; requests W9s from vendors.</li> </ul>	<p>21-22 Guenther Huber and Niki Armstrong  20-21 Guenther Huber  19-20 Scott Newman  18-19: Scott Newman  17-18: Susan Lin  16-17: Susan Lin  15-16: Beth McCormack  14-15: Holly Painter</p>

	<p><b>Skills Needed:</b> Familiarity with basic financial accounting and budgeting concepts. Must be comfortable with Excel, Must be able to use QuickBooks or be comfortable learning how to use it.</p> <p><b>Availability:</b> In person: Monthly PTO board meetings, handle cash and payments at PTO events, check PO box and pigeon hole, make deposits and withdrawals at Wells Fargo bank, coordinate with presidents to sign checks, distribute signed checks. Most other work can be done remotely.</p> <p><b>Hours:</b> 5+ per week.</p>		
<p><b>Communications Director</b></p>	<p>Leads all communications efforts between PTO and community, including website, e-newsletter, Facebook, Twitter, yearbook, room parent email tree and more.</p> <ul style="list-style-type: none"> <li>● Stays in close/frequent contact with Co-Presidents throughout year.</li> <li>● Crafts key messages about school activities (with PTO board).</li> <li>● Proactively reaches out to stakeholders when content for a known issue or event was not submitted.</li> <li>● Reviews, edits and approves content submissions, per rules in Parent/Student Handbook.</li> <li>● Prioritizes message placement and timing.</li> <li>● Proactively identifies places to improve SPARK’s brand, community, and operations through communications.</li> <li>● Manages 4 volunteers (web designer, SPARKe editor, marquee sign lead and room parent lead). <ul style="list-style-type: none"> <li>○ work with web designer for all updates and timely news announcements</li> <li>○ Assist team with the migration from SPARK PTO website to APS site</li> <li>○ Manage weekly SPARK-e newsletter</li> <li>○ Manage marquee signage and updates</li> <li>○ Manage room parent liaison and communication</li> </ul> </li> <li>● Post daily tweets and Facebook messages about events, updates, etc.</li> <li>● Track social media and Press releases of key partners - APS, cluster schools, Partners, school board reps,etc</li> <li>● Back to school time - make sure website is updated w/ most recent info (Partners logos, new staff hires bios).</li> <li>● Attend Room Parent Lead’s orientation with teachers (July) and room parents (Sept).</li> <li>● Oversees budgets for Communication committees.</li> <li>● Runs 2 elections per year. Budget vote (Sept) and PTO Board vote (April).</li> </ul> <p><b>Skills needed:</b> Detail-oriented and organized. Good email management. Concise writer. Intuitive sense for what audience needs/wants to hear (and how and how often). Responsible in meeting deadlines.</p> <p><b>Nice to have:</b> Understanding of how to use social media.</p> <p><b>Availability:</b> Need ability to email, take phone calls and post to social media at least 1x day.</p> <p><b>Hours:</b> 4-6 hours per week.</p>	<p>21-22 Kati Phillips  20-21 Kati Phillips  19-20 Julie Witten  18-19: Julie Witten  17-18: Julie Kimble  16-17: Traci Sinitiere  15-16: Traci Sinitiere  14-15: Stephanie Brawner  13-14: Meredith Smith</p>	
<p><b>Fundraising Director</b></p>	<p>Leads all fundraising strategy and programs to raise revenue for the PTO.</p> <ul style="list-style-type: none"> <li>● Coordinates leaders and budgets for Fundraising committees.</li> <li>● Works closely with Treasurer and Executive team</li> </ul>	<p>21-22 Andrew Sanders  20-21 Andrew Sanders  19-20 Amanda Curran</p>	

	<ul style="list-style-type: none"> <li>Helps educate parents on SPARK budget components so community understands and is motivated to give. (% APS covers, % PTO covers)</li> <li>Assists as needed with Partners and Fun Run efforts.</li> </ul> <p>Supporters</p> <ul style="list-style-type: none"> <li>Develop “Supporters” Marketing Materials including setting new fundraising goals with the Treasurer and Co-Presidents</li> <li>Update school website to ensure message is aligned with current goals.</li> <li>Work with volunteers to compile a list of all PTO members as well as ensure all data points have been properly entered.</li> <li>Send regular updates to board, staff, and community about our progress in the campaign.</li> <li>Design and print supporter magnets</li> <li>Write, print, and mail, supporter thank you letters to new PTO members</li> </ul> <p>Spark After Dark</p> <ul style="list-style-type: none"> <li>Coordinate event including location, food, beverage, decor and entertainment.</li> <li>Lead team of volunteers in procurement and documentation of auction items</li> <li>Coordinate teachers for student art-work</li> <li>Coordinate room parents for raffle baskets.</li> <li>Maintain auction software</li> <li>Coordinate parent volunteers to help set up, check in, run, check out and clean up after auction.</li> <li>Follow up with any results or items or sold or collected.</li> </ul> <p><b>Skills Needed:</b> Fundraising experience helpful but not necessary.  <b>Availability:</b> Monthly PTO meetings and event sub-committee meetings.  <b>Hours:</b> 5-8 hours a week generally. More required leading up to and during a specific event.</p>	18-19: Amanda Curran 17-18: Suzanne Macpherson 16-17: Suzanne Macpherson 15-16: Courtney Wagner 14-15: Lisa Marie Smith 13-14: Laura Rebillot
<b>Operations Director</b>	Liaison with Assistant Principal on: operations issues related to the school infrastructure (grounds, playground, signage, building), transportation, dismissal, parking, safety, security. <ul style="list-style-type: none"> <li>Coordinates Transportation chair/bus captains throughout year for seamless communications regarding bus</li> <li>Oversees safety issues with school; coordinates with LSC, APS Security, and city officials (Public works, APD) where appropriate</li> <li>Oversees Playground maintenance updates and upgrades</li> <li>Manages FunRun annual fundraiser and works closely with fundraising and communications chair. This program is voted on each year to pursue. The FunRun would be late fall. <ul style="list-style-type: none"> <li>Coordinate dates, timing, and event details with Boosterthon team and school principal</li> <li>Act as a liaison between parents, teachers, staff and Boosterthon team.</li> <li>Attend Boosterthon events at the school including Teacher Kick-Off, Pep-Rally, and run.</li> <li>Coordinate day of volunteers and provide assistance where needed at the event.</li> </ul> </li> </ul>	21-22 Jason Holmes 20-21 Shaili Asher 19-20 Ian Stedman 18-19: Carrie Pursifull 17-18: Preston Ladds 16-17: Steve Gregg 15-16: Karin Greeson 14:15: Todd Sharp

	<ul style="list-style-type: none"> <li>• Oversees school updates such as media center, school signage, etc. Identifies committee leads for each initiative.</li> <li>• Oversees Lost and Found program and identifies program lead.</li> <li>• Oversees Registration communication to parents</li> <li>• Liaison with Asst Principal and staff about carpool issues</li> <li>• Plans and organizes Green Transportation Days</li> <li>• Dismissal and BagTag communications</li> <li>• Look into Grants related to any Operations area</li> </ul> <p><b>Skills Needed:</b> Organization, planning, communication  <b>Availability:</b> Occasional on campus (Walk to School Days, Campus walk-throughs to understand facility needs)  <b>Hours:</b> 3-5 hours per week. Flexible - more in beginning of year or if ops need/event arises (crosswalk volunteers, for example)</p>	
<p><b>Community Outreach Director</b></p>	<p>Leads all community outreach committees to improve school culture, morale, community engagement, service, and volunteering, and student transitions.</p> <ul style="list-style-type: none"> <li>• Manages SPARK Partners program with small committee to secure community partnerships and sponsorships, Most of work is done in spring/summer with networking throughout the year. <ul style="list-style-type: none"> <li>• Develops “Partner” Marketing Materials</li> <li>• Communicates and answers questions with old, new and potential partners about their donations and what they receive from the school.</li> <li>• Obtain “Partner” logos and send to website manager and spiritwear team.</li> <li>• Verify that all donations are received and accounted for.</li> <li>• Follow up with “Partners” throughout the year regarding their presence at school events, distribution of flyers for Thursday folders, and communications inthe SPARK-e</li> </ul> </li> <li>• Leads the SPARK Ambassador’s Program that helps coordinate Kindergarten entrance (Kindergarten Ambassadors, Kindergarten Experience), and 5th Grade departure program. This involved a committee of parents and teachers and the work is year-round.</li> <li>• Talent Scout - Identifies skill sets and interests of potential volunteers and connects them to opportunities to get involved. Closes the loop between interested volunteers, open positions and the committee chair who needs the volunteer. Ensures each SPARK event is adequately staffed.</li> <li>• Manages fun events like SPARK Night at the Braves, Hawks, etc. <ul style="list-style-type: none"> <li>○ This now includes a fall Movie Night and spring event.</li> </ul> </li> <li>• Oversees SPARKy the Dragon mascot</li> <li>• Manages Volunteer Appreciation Program in late spring.</li> <li>• Coordinates Volunteer Background Checks with Admin Team</li> </ul> <p><b>Skills Needed:</b> Excellent communicator as well as ability to network within the SPARK community. Organization and planning,  <b>Availability:</b> Monthly PTO Meetings. Most work can be done online/remotely (not at school). Volunteer coordination may be needed during on-site school events.  <b>Hours:</b> 3-4 hours per week.</p>	<p>21-22 Mary Peck  20-21 Mary Peck  19-20 Teresa Denny  18-19; Becca Kirby  17-18: Becca Kirby  16-17: Brooke Talley  15-16: Karen Zgonc  14-15: Ingrid Wilkerson  13-14: Tahmida Shamsuddin (when this role was combined with Enrichment)</p>

<p><b>Enrichment Director</b></p>	<p>Leads all enrichment. “Enrichment” is defined as programs, events, materials, instructional support that further intellectual development, academic excellence, learning experiences for students that is not already covered in daily teacher curriculum.. Works closely with school staff and teachers for program planning and scheduling.</p> <p>Coordinate Enrichment Events:</p> <ul style="list-style-type: none"> <li>● SPARK STEAM Week (work with SPARK Administrators, committee, budget)</li> <li>● SPARK Family STEAM Night (establish committee, budget, help plan/organize/oversee event)</li> <li>● SPARK International Night (establish committee, budget, help plan/organize/oversee event)</li> <li>● SPARK Fine Arts Night (establish committee, budget, work with SPARK Art and Music Teacher, help organize/oversee event)</li> </ul> <p><b>Skills Needed:</b> Communication and organization. Planning and coordinating events.</p> <p><b>Availability:</b> Monthly PTO meetings. On site for evening enrichment based SPARK events.</p> <p><b>Hours:</b> 3-5 hours per week with more involvement leading up to events.</p>	<p>21-22 Laura Lively  20-21 Alexis Simpson  19-20 Victoria Goya  18-19: Jenny Reiner  17-18: Meredith Lewis  16-17: Emily Heberlein  15-16: Sara Zeigler  14-15: Heather Moore</p>
<p><b>Teacher Reps</b></p>	<p>Represent the voice of teachers to PTO Board.</p> <ul style="list-style-type: none"> <li>● Reports status of PTO-funded programs (that are staff led) back to PTO Board.</li> <li>● Liaison closely with all Board members on staff coordination and scheduling.</li> <li>● Oversee PTO budgets of any committees below that receive PTO funding</li> </ul> <p><b>Skills Needed:</b></p> <p><b>Availability:</b></p> <p><b>Hours:</b></p>	<p>21-22 Ali Palmer, Jen Hagerty and Mindy Mailman  20-21 Macey Howard, Mindy Mailman  19-20 Macey Howard, Mindy Mailman  18-19: Susie Fellows, Kim Muhlheim  17-18: Susie Fellows, Kim Muhlheim  16-17: Jenny Lockwood, Mary Thurman  15-16: Jenny Lockwood, Mary Thurman</p>