

Fairview Elementary Parent Teacher Organization (FPTO) Executive Board Officers

Executive Board Description

Co-Presidents

The Co-Presidents shall be the chief executive officers of the organization. One or both of them shall preside at all meetings of the membership and of the Board. They shall have general and active management of the business of the organization, and shall see that all orders and resolutions of the Board and membership are put into effect. They shall have appointive powers as outlined in the by-laws and they may serve as ex-officio members of any committee. The Co-Presidents must approve all official correspondence of the FPTO prior to publication.

Vice President

The Vice-President shall assist the co-presidents as outlined in the bylaws and shall preside at all meetings of the membership and of the Board. The Vice President shall be voted in by the board to transition to Co-President should a vacancy occur (per our by-laws).

Secretary

The Secretary attends all meetings of the membership and the Board and keeps minutes in suitable books kept for that purpose. In the absence of the Co-Presidents, she shall preside over meetings and appoint a substitute to record minutes. If she cannot attend a meeting, it is her responsibility to appoint a substitute. The Secretary shall maintain copies of all correspondence of the FPTO. It is her duty to purchase and present holiday gifts to the principal, school secretary, cafeteria staff and the custodians. She will also purchase and present gifts to the out-going co-presidents at the last annual General Membership meeting.

Treasurer

The Treasurer shall have custody of the funds of the FPTO, keep full and accurate accounts of receipts and disbursements in books kept for that purpose, and file all applicable required tax forms. He/she shall deposit all moneys in the name and to the credit of the FPTO. As approved by the Board or one of the Co-Presidents he shall disburse the moneys of the FPTO. The Treasurer shall prepare a mid-year and end-of-year financial report, a financial update (Treasurer's report) at each General Membership meeting, and present to the Board in April of each year a proposed budget for the upcoming year. He is responsible for obtaining cash, as well as counting, wrapping and depositing cash on the days of school events.

Fairview Elementary Parent Teacher Organization (FPTO) Chairs and Committee Members

Book Fair

The Book Fair chairperson, librarian, and a prominent book distributor coordinate a book sale in March to benefit the Fairview Literary Fund. Volunteers are solicited to staff the fair during class visitation times, before and after school, and during school sponsored parent events.

Box Tops & Giant Eagle Program

The chairperson is responsible for communicating the purpose of these programs to all families within the school and developing ways to maximize participation in these programs. This person is responsible for the processing of Giant Eagle points. Points are used for educational items. This person also collects the "Box Tops for Education" found on the tops of General Mills packages. These are redeemed for cash.

Bulletin Boards/Media

The Bulletin Boards/Media chairperson is responsible for maintaining the monthly birthday bulletin board in the lobby.

Chess Club

The Chess Club chairperson and committee are responsible for organizing and running the chess club, an after-school program.

Communications/Friday Folder

The Communications chairperson is responsible for distributing FPTO communications for Fairview school in the Friday Folder, on social media, etc.

Community Service

The Community Service chairperson shall be responsible for organizing, carrying out, and reporting on all projects that benefit the Fairview Community such as: Food and clothing drives, ecological projects, or other community projects. Projects are to be approved by the Board. The Chairperson shall form a committee to assist in these duties.

Directory

The Directory chairperson forms a committee to help with the fall publication of the online Fairview Directory. This includes gathering the information, compiling, editing, typing, and distributing.

District Forum

The District Forum Representative attends District Forum meetings and reports to the Board and FPTO through meetings. The representative also reports Fairview news to District Forum.

DVD Sales

The DVD Sales chairperson is responsible for organizing the DVD sale program at Fairview events (i.e. Holiday Performance).

Environmental Education

The Environmental Education chairperson is responsible for creating projects and opportunities related to the environment. Projects are to be approved by the Board.

Fifth Grade Liaison

The Fifth Grade Liaison chairperson acts as an intermediary between the FPTO and fifth grade faculty in planning any special events such as DARE graduation and the fifth grade picnic.

Friends of Fairview Families

Fundraising

Coordinates FPTO fundraising efforts of Fox Trot (held in the fall) and other events as necessary.

Fun Fair

The Fun Fair Chairperson organizes, with a committee, a fun evening of games and food for the whole family. This is usually held on an evening in June, for three hours. Parent volunteers are solicited to run booths for one hour segments. The Fundraising Chairperson forms a committee to be responsible for organizing the fundraising projects of the FPTO as deemed necessary by the Board. All fundraising projects must have Board approval.

Great Expectations

The chairperson is responsible for organizing a committee to oversee the Great Expectations program. The committee is responsible for running Great Expectations- a five week, after-school enrichment program with a wide variety of fun and exciting classes, held at Fairview Elementary after winter break. Classes are at the end of the school day from 3:55pm-5:10pm, Mondays thru Thursdays, with each class running one day a week, for 5 weeks.

Greenery Sales

Responsible for organizing and overseeing the program to sell greenery items during the holiday season.

Homecoming

The Homecoming chairperson forms a committee to help in planning the homecoming activity and the Veteran's Day celebration.

Hospitality

The Hospitality Chairperson is responsible for securing, arranging, and serving refreshments at FPTO functions, as directed by the Board. These include, but are not limited to: providing refreshments for the New Family Reception, the Musical, arranging the teachers' holiday luncheon, and planning the teacher and staff appreciation luncheon. The Chairperson shall form a committee to assist in these duties.

Jingle Shop

The Jingle Shop chairperson organizes and executes a December event to allow students to do their own holiday shopping. Items are priced between \$1 - \$10 and there are gift items for family members, friends, teachers, and even pets. The chairperson organizes parents to help wrap, help children shop and be cashiers

Junior Great Books

The Junior Great Books chairperson organizes the Junior Great Book Club, a lunchtime activity that stresses the enjoyment of literature for its own sake.

Math Pentathlon

The Math Pentathlon chairperson organizes the Math Pentathlon event.

Multicultural Night

The Multi-Cultural Night Chairperson shall be responsible for organizing a family event highlighting different cultures. The Chairperson may also work with the Fox Chapel District Multicultural Committee to carry out these duties. These programs and projects shall be reported to the Board for approval.

Multiple Intelligence Day

The chairperson also is the liaison to the Fairview staff and helps to organize multiple intelligence day, which allows K-3 students to engage in activities in areas where they show strength. A team of teachers and parents plans eight different activity sets, including math games, music exploration presented by students from Duquesne University's School of Music, or nature encounters led by a local business. Students leave this day understanding that people learn in different ways.

Music Box

The Music Box chairperson will oversee the Music Box program. Music Box is a combined effort of parents, teachers, and community members with a simple goal: to help children discover and appreciate music. Three times per year, children in each classroom are introduced to a particular musical genre, composer, or musical selection by a parent, teacher, or community member. Volunteers need not be trained musicians, but rather people who simply love music and want to share this with the children. When that happens, a wonderful time of learning and sharing takes place! Music Box is also responsible for arranging one musical assembly in the spring. Coordinators of this program may take advantage of The Pittsburgh Symphony's Ambassador's Program, an opportunity to bring world class musicians into Fairview classrooms at no cost. Music Box resources are housed in the school library and are accessible to volunteers at the beginning and end of each school day.

Parent Volunteers

The Parent Volunteer Chairperson shall form a committee responsible for organizing and scheduling the parent volunteers to aid with teachers' projects, in and out of the classroom. A monthly schedule will be distributed to each volunteer informing them of their duties for that month. Projects may include copying, laminating, cutting, and library work. In the classroom, it may include assisting with special projects or speaking on areas of expertise. The Chairperson shall co-host with the librarian a "Thank You" Coffee for all parent volunteers at the end of the school year.

Room Parent Coordinator

The Room Parent Coordinator shall organize the Contact Room Parents for each class, and work with the Principal, teachers, and contact parents on planning parties throughout the year. In addition, the chairperson may be called upon to organize or assist in organizing the contact parents for other school matters or activities, such as Multiple Intelligence Day and Fun Fair.

Science Fair

The Science Fair chairperson is responsible for organizing and executing the yearly science fair. The Science Fair is a non-competitive activity intended for the students at Fairview to gain insight and experience into scientific processes. All students at Fairview are eligible to register as individuals or groups. All projects and expectations are intended to be age-specific. Kindergarten students obviously are not expected to perform rigorous writing or math activities; however, they can (usually with the help of a parent) learn many of the basic steps of the scientific method. They can learn to make observations, ask questions, and make reasoned conclusions. All students are asked to produce a poster board presentation of their work for display in the hallways at Fairview during Science Fair week. A written report may also be displayed with the poster. Friday evening, at the end of Science Fair Week, from 6-8 p.m., we will have an open house for display of the students' projects.

Square One Art & T-Shirt Sales

The chairperson is responsible for coordinating with the art teachers and the Square One company for the Square One Art Sales. This chairperson is also responsible for overseeing the sale of Fairview Elementary/Fox Chapel T-Shirt Sales. The chairperson will distribute order forms, collect and send in orders as well as distribute orders on arrival.

Technology

The Technology chairperson is responsible for maintaining the technology (i.e. Website, etc.) for the FPTO organization. Any new technology requests must have board approval.

Traveling Art Gallery (TAG)

The Traveling Art Gallery chairperson will organize a committee to oversee the TAG program. The committee is responsible for enlisting parent volunteers for the monthly (Oct. through April) presentations and assigning them to the famous artwork and classroom to which they will be presenting. An initial training program for the volunteers and the dates of the presentations will need to be scheduled. An appointee will organize the prints and maintain their folder portfolios. Note: No presentations in December.

Welcome Committee

The Welcome Committee chairperson is responsible for welcoming new/incoming families starting after the school year.

Yearbook

The Yearbook chairperson shall coordinate the assembly of the school yearbook. She will contract with a publisher and be responsible for collecting orders, ordering, and distributing the yearbook.