

Roger Sherman PTA Committee Chairperson Job Descriptions 2010-2011

The following are a listing of all current PTA committee chairperson positions and corresponding job descriptions. The descriptions are to assist the 3rd Vice President and the Nominating Committee in recruiting volunteers to fill these positions. Many of these roles are best served by more than one volunteer (co-chairpersons).

Above and Beyond: Above and Beyond is Roger Sherman Elementary's after school enrichment program for grades K-5. The Above and Beyond Coordinator is responsible for creating a schedule of classes and a program brochure for each session (fall and spring). The coordinator manages the enrollment process, parent volunteers for each class, and class cancellations and rescheduling. The coordinator is the liaison between class directors, parents, teachers and staff.

Art in the Classroom: Art in the Classroom is an art appreciation program for grades K-5 focusing on art displayed at the Metropolitan Museum of Art. The Art in the Classroom Chairperson is responsible for recruiting and training classroom volunteers. The chairperson distributes the lesson binders to volunteers and sends reminders to parents every six weeks when each lesson is to be completed (6 lessons per classroom). The chairperson occasionally updates lessons and purchases posters and art calendars to be used for display in school. The chairperson is responsible for organizing the Art in the Classroom closet and checking/replenishing supplies.

Author/Poet Visit: The Author (and/or Poet) Visit Chairperson selects an author to visit Roger Sherman Elementary. The chairperson is responsible for scheduling the date of appearance, signing the author's contract, and working with office personnel, teachers and custodial staff to organize class schedules, coordinate set/up and break down, and send communication home to parents regarding the event. The chairperson assists with the pre-selling of books (preferred) or purchasing them in advance and selling the day of the event. The chairperson plans a luncheon (usually there is a lunch break in between presentations where the author can sign pre-sold books) for approximately 10 people: the Author Visit Committee Chairperson(s), PTA co-presidents, principal, and office and library staff.

Back to School Bash/Family Picnic: The Back to School Bash is an outdoors early evening event usually held in September to reconnect with Roger Sherman Elementary families and meet new ones. The Back to School/Family Picnic Chairperson is responsible for scheduling the event through central office, and communicating the details of the event to the administration, PTA, and custodial staff. In the past, there has been a DJ, ice cream truck, and Super Duper Weenie mobile for people to purchase dinner and snacks. Families bring blankets and/or chairs and congregate on the fields while the students play. There have been no organized games except the DJ. The Family Picnic is a similar event, but it is held in June. If the Back to School Bash is cancelled due to rain, then the Family Picnic is scheduled. If the Back to School Bash is held, then the Family Picnic is not scheduled. Only one of these events is held per school year.

Bingo: Bingo is a fun family winter event held in the All Purpose Room (APR) of Roger Sherman Elementary. The Bingo Chairperson is responsible for recruiting volunteers, purchasing or soliciting prizes (previous prizes include sale items from discount retailers, gift certificates, and/or unused gifts from the holidays), organizing snacks for the concession stand, set-up and clean-up.

Birthday Books: The Birthday Books Chairperson attends Scholastic Books' Warehouse Sale twice a year (December and May) in Danbury, CT to purchase grade-appropriate paperback books for distribution to all Roger Sherman Elementary students. The chairperson creates special "Birthday Books" labels (consisting of student's name, birth date, and class) and applies them to the books. The chairperson delivers the books to the classroom teachers' mailboxes in the main office on the first day of each month. Summer Birthday Books are distributed in June.

Bluefish: The Bridgeport Bluefish are the local Atlantic League baseball team. The Bluefish Chairperson is responsible for communicating with the Bluefish representative to select a date of a home game to be attended as a PTA family outing for the Roger Sherman Elementary community. The chairperson is responsible for promoting the event, collecting ticket orders and money, and distributing the tickets. In the past, the 5th grade chorus has been invited to sing the National Anthem (or similar song) during the event. If the chorus sings, the chairperson must coordinate logistics with the school music teacher. The Bluefish game is sometimes included as a 5th grade fundraiser.

Book Fair: The Book Fair is a weekly event for students to celebrate reading by independently shopping for books of their choice during school hours. The Book Fair Chairperson is responsible for setting a date for the fair in conjunction with Roger Sherman Elementary's art teacher (the fair coincides with Sherman's Art Show), media specialist, and vendors (previously Dinosaur's Paw and Scholastic Books). The chairperson creates a class timetable, with the help of office personnel, for previewing and purchasing books. Once the timetable is finalized, the chairperson communicates timetable to parents and teachers and recruits volunteers to help during the fair. The chairperson also prints student wish lists, teacher wish lists, and teacher book plates. The chairperson and committee are responsible for filling orders, handling sales, and set-up/clean-up.

Box Tops: The Box Tops for Education program allows schools to earn money by clipping and redeeming Box Top coupons. The Box Tops Coordinator is responsible for the collection, trimming, counting, bundling, and mailing of Box Tops to be redeemed as cash for school. The coordinator also runs collection contests, works with school teachers and staff to get classrooms involved, keeps families and students informed of their progress, and generates general enthusiasm about the program.

Buy a Book: The Buy a Book program dedicates books in the names of children to the Library Media Center (LMC). Books are purchased by the LMC, then purchased by Sherman families and dedicated to the children. Children are given the honor of borrowing their dedicated books from the LMC first. The Buy a Book Chairperson is responsible for coordinating the purchase of books with the LMC staff prior to the event, labeling books for purchase once delivered, recruiting volunteers to staff the event, and completing dedications by delivering sold books to the children in their classrooms. The time frame consists of four to five days to price and arrange books before the event, and two to three days to check out and deliver books to their classrooms after the event. The event has been successful when it coincides with fall conferences.

CANE: The Connecticut Audubon Nature Explorers (CANE) is a program offered to K-2 students in the Fairfield Public Elementary Schools by the Connecticut Audubon Society (CAS). Parent volunteers are trained to present three science enrichment programs to their child's class. Two units are presented in the classroom leading up to one end-of-the-year study activity. The training and materials are provided by CAS. Parents need to attend only 1 of 3 training days offered for each program they volunteer to teach, and no teaching or other experience is required. A CANE Coordinator is needed for grades K, 1 and 2, and they report to the CANE Chairperson, who is the CAS contact. Each grade coordinator is responsible for recruiting volunteers for their grade and reporting any problems (not enough volunteers, scheduling problems, etc.) to the CANE Chairperson.

Cub Scout Master: The Cub Scout Master maintains communication between the Boy Scout Connecticut Yankee Council and Roger Sherman Elementary. The Cub Scout Master is responsible for running Sherman Cub Pack 82 for boys in grades 1-5. The Cub Scout Master recruits leaders for the Tiger Cub Den, holds monthly pack meetings, and organizes an orientation in the fall for any boys interested in cub scouting.

Dad's Night Out: Dad's Night Out is an "Olympic" event for Roger Sherman Elementary students and their fathers, caregivers, or honorary dads. Past events have had 25 different stations throughout the school where teams play games for small prizes. The Dad's Night Out Chairperson must create a schedule of games, organize teams, recruit volunteers to staff the games, and provide snacks and drinks for the event. The chairperson must also schedule DNO through central office and communicate with the

administration, PTA, office staff, and custodial staff the details of the event. In the past, one chairperson coordinated the volunteers, and one chairperson handled the set up and the running of the games.

Daffodil Days: Daffodil Days is an American Cancer Society (ACS) fundraising program. Each spring, the ACS offers daffodils to donors in appreciation for a contribution. The Daffodil Days Coordinator is responsible for collecting and tallying orders (February), and distributing flowers (mid-March). All proceeds benefit the ACS.

Diversity Day: Diversity Day is a hands-on workshop held for fourth graders in which students experience the everyday challenges of living with learning disabilities, visual impairment, physical limitations, communication needs, allergies, etc. The date is selected in coordination with the SEPTA (Special Education Parent and Teachers Association, Inc.) liaison, usually late November or early December. The Diversity Day Chairperson is responsible for organizing the day's events (typically a morning presentation and an afternoon of 5 learning stations). Station "scripts" as well as materials are already established which can be reused or updated. The chairperson works with office personnel, 4th grade teachers and custodial staff to organize class schedules, coordinate set/up and breakdown, and send communication home to parents regarding the event.

Enrichment: The Enrichment Committee selects and arranges curriculum-enhancing in-school events featuring science, arts, social studies, language arts, etc. for each grade level. An Enrichment Coordinator is needed for each grade, and they report to the Enrichment Chairperson. The coordinators, with the help of the chairperson, meet with their committee a few times a year, make phone calls and emails to book programs, and attend the program on the day of the event. Each grade coordinator is responsible for recruiting volunteers for their grade and reporting any problems (not enough volunteers, scheduling problems, etc.) to the Enrichment Chairperson.

FAY: Fairfield Arts for Youth (FAY) is a committee of the Fairfield PTA Council, dedicated to bringing cultural enrichment programs to the Fairfield schools. The FAY Representative is the liaison between the town FAY chairperson and Roger Sherman Elementary. The representative is responsible for scheduling the two live in-school performances on the school calendar and working with office personnel, teachers and custodial staff to organize class schedules, coordinate set/up and break down, and send communication home to parents regarding the event. In order to enhance the children's experience of the performances, the representative provides background information to the teachers and enlists the help of the librarian to seek out books related to the performances. The representative accommodates any technical requirements or special requests of the performers, and he/she welcomes and introduces the performers the day of the event.

Fifth Grade: Parents of fifth grade students help organize and run various fundraising events (Sherman Skates, Election Day Bake Sale, Tag Sale, Pie Sale, Pasta Dinner, Pancake Breakfast, etc.) to fund the class gift, 5th Grade yearbook, and to help offset the cost of the class trip. The Fifth Grade Committee Chairperson is responsible for managing and guiding committee members throughout the year in their fundraising efforts and providing guidelines to committee chairpersons on how to promote and manage events in accordance with PTA guidelines. The chairperson is responsible for recruiting members and volunteers, planning and maintaining the budget, working with teachers and office personnel to plan the class trip/lunch, working with the principal to determine class gift, and coordinating the events with the school and PTA calendar. The chairperson also maintains and updates the 5th Grade Committee Manual for future use. Position begins in the early spring of fourth grade and runs through fifth grade graduation.

Fuel for Learning: The Fuel for Learning Partnership (FFLP) encourages Fairfield County parents, students, teachers, food service staff, and Board of Education members to jointly pursue the common goal of serving safe, high quality, nutritional meals to the students of Fairfield. The Fuel for Learning Representative is responsible for attending one FFLP meeting a month and reporting back to the Roger Sherman Elementary PTA membership.

Gifted and Talented: The PTA Council Gifted and Talented (G&T) Services Committee's mission is to establish a dialog for information sharing and advocacy among those parties responsible for the Gifted

and Talented Program that will ensure that the needs of gifted and talented K-12 learners are met. The Gifted and Talented Representative is responsible for attending one G&T meeting a month and reporting back to the Roger Sherman Elementary PTA general membership and parents of Roger Sherman Elementary gifted students.

Girl Scout Liaison: The Girl Scout Liaison maintains communication between The Girl Scouts of Connecticut, the Dogwood Service Unit, and Roger Sherman Elementary. The liaison is responsible for recruiting new Daisy leaders for the incoming kindergarten class and helping them establish their troop, coordinating school-wide Girl Scout activities, and assisting with a Dogwood Service Unit activity during the school year.

Grant Writing: The Grant Writing Committee seeks grants and opportunities for current and future school projects. The Grant Writing Committee collaborates with committee representatives to gather information required for grant applications; completes and submits grant applications according to grant specifications; follows up with committee chairpersons for feedback on projects; and reports back to grantors (as required) on progress and outcomes of projects.

Green Committee: The Green Committee's goals are to expose the students and families of Roger Sherman Elementary to ideas on how to be more eco-friendly and to implement "green" initiatives at school. The past Green Committee Chairperson has written a weekly Green Tip for Shark Bytes and the PTA Website, organized and managed the monthly recycling drive, managed the annual "eco-education" presentation in the classrooms (3R's (recycle, reuse, reduce), composting, green living, etc.) and worked on ways to make school practices more eco-friendly (i.e. recycling in the classrooms).

Guided Reading Room: The Guided Reading Room contains the collection of books used in children's classroom reading groups. The Guided Reading Room Coordinator is responsible for scheduling and training volunteers to put away guided reading books and maintain organization.

Halloween Dance: The Halloween dance is a fun-filled October evening event for all students. The Halloween Dance Chairperson is responsible for recruiting volunteers, booking a DJ, decorating (APR, entrance, hallways, etc.), organizing theme-related crafts, purchasing or soliciting prizes (for costumes, dance contests, etc.), organizing pizza and snacks for the concession stand, set-up and clean-up. Donated baked goods from families are also sold for a small charge.

Health, Safety and Fitness: The Health, Safety, and Fitness (HSF) Representative is the liaison between Roger Sherman Elementary and PTA Council on wellness policy concerns. HSF relates to any wellness issue such as physical education, health curriculum, hand washing, safety of children, etc. with the exception of nutrition, school lunch, or school gardens which is addressed by the Fuel for Learning Committee. The HSF Representative is responsible for identifying and addressing wellness issues (i.e. low rates of hand washing), creating HSF programming in the school (i.e. starting a jump rope club or walk to school day), and providing and sharing wellness information with the school community.

Holiday Fair: The Holiday Fair is an annual one day event that occurs during the second week after the Thanksgiving Holiday. The goal of the fair is to allow students to exercise their independence through shopping for holiday gifts for their family and friends, as well as purchase chances for raffle baskets supplied by each classroom. The Holiday Fair Chairperson is responsible for recruiting a full committee of volunteers, consisting of fair day staff (20-30 parents), a raffle subcommittee chairperson, and a used-book sale chairperson. The committee chairperson may elect to do Craft Nights at which committee members participate in making or assembling gifts for the fair. Craft Nights should begin no later than the middle of October. Gifts are sourced through websites and local discount shops (i.e. AC Moore, Christmas Tree Shop, etc.), and sold to the children for a price range of less than \$2.50 per item.

Hospitality: The Hospitality Chairperson is responsible for providing refreshments at certain PTA and school events. The events include Tears & Cheers, both Back to School Nights, the first PTA meeting, Kindergarten Orientation, Special Person's Day, and the last PTA meeting. The chairperson determines the attendee count and purchases food and beverages accordingly. The chairperson arrives at the event

beforehand, prepares the refreshment table (table cloth, flowers, etc.) and is responsible for clean-up. The catering usually consists of cheese/fruit platters, cookies, dips/chips, water, coffee and/or juice.

Landscape: The Landscape Chairperson recruits and organizes volunteers to tend to Roger Sherman Elementary flower beds, gardens, and general school grounds. The work consists of a fall clean-up (late August or early September), spring clean-up (late April or early May) and planting in preparation of Special Person's Day (usually the Friday before Memorial Day). The clean-ups consist of tending to all flower beds and garden borders, including the internal courtyard. Grasses are cut back, spent perennials are composted, areas are weeded, beds are re-cut and mulched if necessary, annuals are planted, and garbage is removed. Occasional fundraising is needed to purchase gardening supplies, plant materials, and/or mulch.

Membership: The Membership Chairperson and Membership Committee are responsible for developing and implementing a PTA membership plan that includes attracting and retaining members. The chair and committee also help the PTA board ensure that the community-at-large understands the role of the PTA and the impact it can collectively have on the children, their families and the school. The chairperson is specifically responsible for building their committee, collecting and tracking membership dues, reporting membership progress to PTA National, and creating and distributing the PTA Directory.

Mill River: Mill River is a unique hands-on program of environmental study for grades 3-5 and is designed to teach students about their surrounding ecosystem. All elements of the program have been adopted as part of the science curriculum. The students learn the science concepts in class and then go on a field trip to the Mill River basin to see the concepts in real life. The program is dependent on parent volunteers to be the guides for the field trips. Volunteer training is provided for the study-trip guides by the River-Lab personnel. The Mill River Captain is responsible for recruiting parent volunteers, liaising with the Mill River Office and Scheduler and the 3rd, 4th, and 5th grade teachers.

Mom's Night Out: Mom's Night Out is a social evening event at a local venue usually held in May. The Mom's Night Out Chairperson is responsible for recruiting volunteers, reserving a venue, and organizing entertainment, refreshments, raffles, and/or vendors for the event.

Movie Night: Movie Night is an evening event held in the APR of Roger Sherman Elementary featuring a movie title that is both appropriate and enjoyable for the whole family. The Movie Night Chairperson is responsible for selecting a title and securing a movie license for the featured film. The chairperson is responsible for recruiting volunteers, promoting the film, purchasing and organizing snacks for the concession stand (making sure the popcorn machine is clean and in working order), set-up and clean-up. The chairperson must also contact the Sherman School's Media Technician to ensure proper set up and use of the screen and DVD system.

Operation Hope: Operation Hope is an organization that helps individuals and families who are hungry, homeless and at risk to achieve increased stability and self-reliance. The Roger Sherman community has agreed to provide a dinner (main dish, vegetable/salad, and fruit/dessert) to this local organization's community kitchen once per month. The Operation Hope Coordinator interfaces with the Operation Hope Meal Coordinator. The coordinator is responsible for organizing meal schedules and recruiting Roger Sherman Elementary volunteers to prepare meals.

Organic School Garden: The Roger Sherman Elementary Organic School Garden is used by students, teachers, and volunteers for many educational opportunities. The garden is a tool to teach students about healthy foods, agriculture, science, math, social studies, and community. The Organic School Garden Chairperson coordinates interested classes in starting seeds indoors with the grow-cart (April) and/or planting directly into the ground (May/June). The chairperson is responsible for creating a summer schedule for watering, weeding, and harvesting (one family per week). The chairperson continues to recruit volunteers to harvest, water and weed (September), and organically fertilize (October). In off months, the chairperson orders seeds, replaces tools if necessary, applies for grants, and fundraises (such as the Easter Lily Sale) to sustain the garden.

Parent/Teacher Social: The Parent/Teacher Social Chairperson is responsible for planning and organizing a fun-filled event accessible to all Roger Sherman Elementary parents, teachers and staff. The event, usually held in May, is not a fundraising event, but an opportunity for all to socialize in a less formal environment. The chairperson is responsible for recruiting and coordinating the Parent/Teacher Social committee. Duties of the committee include reserving a venue and organizing food, theme, decorations, raffle items, entertainment, set-up and clean-up.

Picture Coordinator: The Picture Coordinator organizes the Roger Sherman Elementary student and class portraits. The coordinator, in conjunction with office staff, reserves a picture date with the photographer and posts the picture day schedule in the teacher's lounge for teachers to sign up for slots that work for their class schedule. The coordinator also reserves a make-up picture day as well as a 4th and 5th Grade Orchestra, 5th Grade Band, and Group 5th Grade picture (taken outside on the playground equipment). The coordinator recruits volunteers for Picture Day (approximately five volunteers per shift), and provides a disk of individual 5th grade student photos, 4th and 5th Grade Orchestra, 5th Grade Band, and Group 5th Grade picture to the 5th Grade Yearbook Committee.

PTA Directory: The PTA Directory is provided by the PTA as a benefit of Membership. The PTA Directory Coordinator works with the Membership Chairperson and Committee to provide a directory containing contact information for teachers, students, and families. The PTA Directory Coordinator, with the assistance of the office staff and Sherman families, is responsible for compiling updated class listings, teacher names and email addresses, student/parent information, PTA executive board and committee assignments, and the school and PTA calendar of events. Upon manual entry of new information, directories are printed through the Board of Education (BOE) for a minimal fee (check must be given to BOE prior to printing). Once all directories are printed, the directories are distributed to all paid members of the PTA.

PTA Website: The PTA Website is one of the ways the PTA communicates and shares information with its members in a timely manner. The PTA Website includes information on school, PTA, and community events, program and committee guidelines, calendar of events, volunteer opportunities, etc. The PTA Webmaster position requires familiarity with Microsoft Office products (including 2007 versions), HTML, and FTP (file transfer protocol). Duties include removing outdated information, making visual changes as desired, and updating the calendar page (before school begins). The webmaster may also decide to change/update the layout periodically to create new interest. The webmaster is responsible for making weekly changes, including posting new school, PTA, and community activities and flyers and removing past events. Flyers may need to be edited from time to time and converted to PDF format for posting.

Recess Carts: The Recess Cart Chairperson communicates with teachers to determine specific equipment needs for the classroom recess carts. The chairperson ensures that equipment is safe for the students and latex-free when necessary. The chairperson is responsible for ordering and buying new equipment as needed.

Reflections: The National PTA believes all children deserve a quality arts education and encourages students to pursue artistic expression through participation in its annual Arts Reflections Program. The program offers students the opportunity to create works of art for fun and recognition. The Reflections Chairperson and the Reflections Committee are responsible for organizing and implementing the National PTA Reflections Contest at the local level. The chairperson plans a kick-off "Arts Week" in early October to announce the start of the Reflections contest where parent volunteers share their talents during a week-long musical/talent festival during lunch supplemented by a visual arts show in the APR. The chairperson maintains the bulletin board in the front hall which is dedicated to Reflections for the months the contest is running. The chairperson compiles student contest entries, fills out proper paperwork, and turns over entries to an independent judging panel. Entries may or may not continue on to the state and national levels. At the contest's conclusion, the work is returned in May. The chairperson organizes a small breakfast/art show in the APR where student entries are displayed and students receive ribbons for participation and honors.

Room Parent Tea: The Room Parent Tea Coordinator, in conjunction with office staff, schedules a morning early in the school year (usually during the second week of school) in the APR to recruit Room Captains and Parents. Room Captains are the liaisons between teachers and parents to coordinate classroom needs, communicate via email, organize learning centers and parties, and ensure that all parents are given an equal opportunity to participate in classroom activities and chaperone field trips. Room Parents are those parents who wish to be involved in class activities; however, this does not mean that if someone does not sign up to be a Room Parent that they cannot assist/participate in those activities. The coordinator provides light refreshments (coffee, tea, muffins, bagels, etc.) and sign-up sheets for each class, and coordinates with the Volunteer Coordinator to also be present to get additional volunteers for school committees. After the Room Parent Tea, the coordinator collects sign-up sheets, prepares an Excel document of the information by class, and provides that information to the office staff and PTA President.

School Store: The School Store is an opportunity for children in grades K-5 to purchase school supplies. The School Store is open during lunch time and occurs two Wednesdays per month. The School Store Chairperson is responsible for all aspects of operation consisting of ordering inventory, recruiting volunteers, creating a bi-monthly School Store schedule, organizing a volunteer schedule for 2-3 people to work at the store, selling supplies, and set-up and breakdown.

SHAPE: The Sherman Health and Physical Excellence (SHAPE) Committee was formed to make the Roger Sherman Elementary community healthier by organizing fun and engaging activities and programs to spread the importance of health message. The SHAPE Chairperson is primarily responsible for all aspects of the Turkey Trot, which is held immediately following the last day of school (early dismissal) before Thanksgiving recess. The chairperson is responsible for recruiting volunteers to staff the course and promoting the event to students and families. The SHAPE Chairperson and Committee also raise health awareness through the promotion of "No TV Week".

Sound Tigers: The Bridgeport Sound Tigers are the National Hockey League's affiliate of the New York Islanders. The Sound Tigers Chairperson is responsible for communicating with a Sound Tigers representative to select a date of a home game to be attended as a PTA family outing for the Roger Sherman Elementary community. The chairperson is responsible for promoting the event (i.e. a visit from Storm the mascot), collecting ticket orders and money, and distributing the tickets. In the past, the 5th grade chorus has been invited to sing the National Anthem (or similar song) during the event. If the chorus sings, the chairperson must coordinate logistics with the school music teacher.

Spirit Wear: The Spirit Wear Chairperson coordinates the design of school embroidered/printed merchandise and orders and sells the merchandise via the PTA website and at school and PTA sponsored events.

Spring Fair: The Spring Fair is a major fundraiser and a great time for the entire family. Past fairs have included inflatables, games, prizes, food, and raffle baskets. It is an event that requires the participation of the entire school in order to be successful, since classrooms are asked to donate raffle basket items and baked goods and staff classroom games. The Spring Fair Chairperson creates a schedule of events and organizes a team to run the events. The Chairperson communicates with the administration, PTA, custodial staff and student body as needed to plan, implement, and inform them of details; communication is done mainly by email. The Chairperson must purchase, rent, or solicit items to be used or given away at the fair such as rental games, prizes, etc.

Staff Luncheons: The PTA provides two lunches per school year to the Roger Sherman Elementary staff. One luncheon is held the day before school begins, and the other luncheon occurs at the end of the school year (one of the last days in June). The Staff Luncheons are either catered or provided by family donations. The Staff Luncheon Coordinator arrives at the event beforehand to set-up, prepares the refreshment tables (table cloth, flowers, etc.), stays during the luncheon to maintain organization, and is responsible for clean-up.

Sunshine: The Sunshine Committee Chairperson is responsible for all hospitality and appreciation occasions for the teachers and staff of Roger Sherman Elementary (with the exception of the Staff Luncheon). The two main events include the Holiday Luncheon and the Teacher Appreciation Week Breakfast, both of which are catered events. In the past, the committee has also worked with each class to decorate the classroom doors as a thank you gesture to the teachers for the first day of Teacher Appreciation Week (May). The Chairperson also purchases and delivers gifts and/or cards for Custodian's Day (October), Education Professionals' Day (November), Mrs. Roxbee's birthday (December), Administrative Assistants' and Nurse's Day (typically April or May), and any births, weddings, illnesses, deaths or retirements among faculty and staff. The budgets and instructional guidelines are very well laid out for all of these occasions.

Teacher Banners: The Teacher Banners Coordinator creates personalized felt banners for the staff at Roger Sherman Elementary. Each banner is engineered to include a design with a "School by the Sound" theme (i.e. beach, crab, mermaid, etc.) and a header displaying the staff member's name and grade. The banners are updated as staff changes are made. Teacher Banners are hung in the halls of the school and are readily visible outside each classroom.

Tomlinson Liaison: The Tomlinson Middle School (TMS) Liaison is responsible for communicating important news, events, and information from TMS to the Roger Sherman Elementary community and from Roger Sherman Elementary to the TMS community. Information is collected from Edline, PTA websites, and attendance at PTA meetings. All relevant information is shared at both PTA meetings. The TMS Liaison is an ideal position for a parent with children currently enrolled in both schools.

Tools for Schools: The Environmental Protection Agency developed the Indoor Air Quality (IAQ) Tools for Schools (TfS) Program to reduce exposures to indoor environmental contaminants in schools through the voluntary adoption of sound indoor quality management practices. The Tools for Schools Program is a comprehensive resource to help schools maintain a healthy environment in school buildings by identifying, correcting, and preventing maintenance problems to ensure proper indoor air quality. Roger Sherman Elementary has been given a Tools for Schools kit including videos and printed material regarding the program. The Tools for Schools Representative is a member of a committee consisting of the Building Administrator, Faculty School Nurse, and Facility maintenance personnel. The committee is responsible for collecting data on Roger Sherman Elementary, primarily by surveying the staff and performing "building walk-throughs" at least annually, and helping submit work orders to the BOE Maintenance Manager of Facilities and Tools for Schools Town Coordinator, who prioritizes the requests.

Vision Testing/Nurse Liaison: The Vision Testing/Nurse Liaison is responsible for helping the nurse with vision testing in the fall. The representative acts as the liaison between the school nurse and the PTA to identify, communicate, and address health and safety concerns regarding school and PTA-sponsored events and activities (i.e. food and latex allergy concerns at PTA events). In the past, the representative has also run the safety helmet sale and attended the annual town emergency preparedness meeting for schools and families.

Walkathon: The Roger Sherman Elementary Walkathon is a major fundraiser in which students raise money by collecting donations or pledges for walking a predetermined course around the school. The goal of the Walkathon is for children to make a visible contribution to their school, build a sense of community, promote school spirit and encourage healthy exercise. The Walkathon Chairperson is responsible for recruiting and coordinating the Walkathon Committee. Duties of the committee include soliciting sponsorships, marketing the event, managing donations and pledges, mapping and staffing the course, and hospitality the day of the event.

Writer in Residence: The Writer in Residence Program is geared towards fostering children's writing skills by introducing them to different strategies and activities as presented by a writing consultant. The Writer in Residence Coordinator is responsible for scheduling the date of appearance, reviewing the writer's contract, and working with the Language Arts Specialist, office personnel, teachers, and custodial staff to organize class schedules, coordinate set/up and breakdown, and send communication home to parents regarding the event. In the past, Roger Sherman Elementary has welcomed Donato D'Albis for

his annual two-week motivational visit to work with the 3rd-5th graders. Donato D'Albis works separately with each class 3-4 times over the two week period, giving the students homework assignments and reviewing them in the classroom.