

Volunteer Opportunities WUES PTO

Thank you for your interest in a volunteer position with the West U PTO. Below are brief descriptions of all PTO positions as well as the current Officer or Chair for each. Please feel free to contact the PTO for more detailed information. Officers and Chair positions are filled in the Spring.

Elected PTO Executive Board Positions and Assigned Committees

President

Karen Yeager, Karen@nkyeager.com

Oversees and coordinates all PTO activities and general PTO meetings. Represents WUES at HISD meetings; is an ex-officio member of the WUES Shared Decision-Making Committee (SDMC) and the West U Foundation.

Grounds Chair

Morgan Warren, morgan@warrenrecruiting.com

Works with the grounds maintenance company to keep all of WUES' grounds continuously maintained. Inspects the grounds once or twice a month to monitor condition; ensures artificial turf is maintained every 6 months; oversees the maintenance of the garden, koi pond, and wildlife sanctuary; ensures trees are mulched twice a year; manages the sprinkler system; and keeps the school's front sign area looking neat.

Meeting Chair

Farha Mizra, farra786@aol.com

Coordinates the logistics of PTO meetings, including A/V, printed materials, table setup, and food. Gathers Committee and Chair updates for distribution at the meetings. Promotes meetings utilizing eblasts, website, marque and social media.

School Supplies Chair

Jamie Burress, jburress212@gmail.com

Works with school administration and the school supply vendor to ensure the correct supply packs are listed for each class. Coordinates the sale of supply packs for each grade through a website as well as oversees the delivery of supply packs to each class at the beginning of school. Promotes supply sales via the weekly eblast and Monday folders in the spring.

President-Elect

Julia Williams, julia_s_williams@hotmail.com

Presides over the PTO in the absence of the president; assists the president; is an ex-officio member of the SDMC and the WUES Foundation. Oversees New Student Orientation (WU101) and the Red Apple back-to-school sale. This is a two-year commitment.

VP Budget & Finance

Kelly Butler, Kelly.Butler@ryan.com

Oversees the PTO budgeting process; ensures compliance with non-profit regulations; monitors and reports committee expenses.

Treasurer

Amy Sahely, amywayengland@yahoo.com

The treasurer is responsible for the PTO disbursements and also administers other finance functions, including preparing monthly financial statements, reconciling bank accounts, maintaining banking and vendor relations, and assisting with tax returns and the audit. This is a two-year commitment.

Assistant Treasurer

Suzanne Faulk, suzanne_faulk@hotmail.com

The assistant treasurer is responsible for depositing and accounting for checks (sponsors, memberships, etc.) received by the PTO; assists with financial reporting and reconciling the bank accounts. This is a two-year commitment.

VP Fundraising & Membership

Alison Moorhead, alison.moorhead@gmail.com

Plans strategy and provides oversight for all the fundraising committees. Oversees the General Membership drive and works collaboratively with the Corporate Sponsor Chair. Provides fundraising and general membership updates at the General Meetings.

Corporate Sponsor Chair

Heather Curran, heather.curran.kelly@gmail.com

Oversees all outreach and management of Corporate Sponsors. Works collaboratively with VP Fundraising and all Fundraising Committees to ensure that Corporate Outreach is streamlined and never duplicated. Manages sponsorship benefits and amenities. Acts as a liaison between WUES PTO and Corporate sponsors.

Auction Co-Chairs

Aly Berlin, aly.berlin@sbcglobal.net

Mandy Robbins, mandyrobbins@comcast.net

Elizabeth Filek Vega, elizabeth.filek@gmail.com

Karen Yeager, karen@nkyeager.com

Overall development, organization and management of this fundraising event. Works with the PTO president and WUES administration on approval of dates, theme, location, and targeted fundraising initiatives. Works effectively with the Chair recruited committee for acquisition outreach. Works collaboratively with VP of Fundraising and Corporate Sponsor Chair to solicit sponsorships and underwriting to help offset expenses. This is a one-year commitment.

Birthday Book Club Co-Chairs

Tracy Benner, tracymbenner@yahoo.com

Lori Naughton, lori.a.naughton@gmail.com

Promote this fundraising program utilizing School and PTO communication channels. Manage completed forms, birthday information and money received. Ensure timely publication of students' name and birth date in the weekly Pony Express. Work with Librarian to purchase needed books for the library.

Book Fair Co-Chairs

Kristin Pennington, pennswenn@hotmail.com

Ruthie MacRory, ruthiemacrorry@hotmail.com

Coordinate with Barnes and Noble to schedule the event. Secure entertainment, coordinate Spirit Nights with local restaurants work and promote the event. Create a teacher wish list with/for all teachers. Recruit and manage event volunteers. Oversee and promote Student Bookmark competition; arrange printing of bookmarks and manage sales. Organize and promote a Coffee with the Principal event. Attend and manage all three nights of the event.

Box Top Chair

Felecia Fitzgerald, feleciaf@sbcglobal.net

Organize collection events (2 – 4 times a year) and communicate with the Front Office and Grade-level reps to promote events and distribute announcements to parents. Collect and trim tops, collate into groups of 50 and ensure proper submission to the Box-Top Agency. Follows proper PTO procedures for any expenses incurred and/or for collection contents. Estimated time is 10 hours per collection event.

Carnival Co-Chairs

Alexa Burrow, alexab@greenwoodking.com

Paola Gonzalez, pgonzalez1121@gmail.com

Michelle Young, michelle.m.young@wellsfargo.com

Recruit and organize subcommittees responsible for Event Set Up, Tear Down and cleaning. Organize volunteers from each classroom for event day duties.

Solicit and organize vendors for Bazaar booths. Order and manage food, drinks, inflatables, and games for event. Work collaboratively with VP Fundraising and Corporate Sponsor Chair to obtain sponsorships and underwriting. Promote event through all PTO available channels. Ticket and food sales and management of all money received. Follow proper PTO procedures for submitting Event expenses.

Directory Chairs

Ranae Scheibner, rscheibner@gmail.com

Julie Cutrer, julie.cutrer@gmail.com

Oversee the data collection, orders, ads, production, and distribution of the printed and online WUES student directory. Includes distributing instructions for inputting data and ordering; sending reminder e-mails; updating the database to ensure it contains all current students, faculty, and staff. Obtaining ads from local businesses and ensuring they are in the correct format; working with the printer on layout and production; and distributing directories. This activity takes place August – October.

Mustang Stampede Fun Run Chair

Kourtney Coffman, kourtney.coffman@yahoo.com

Works with the president and WUES administration to select a date; solicits sponsorships; coordinates all aspects of putting on the run, pep rally and character building sessions and recruits volunteers.

Sociables Co-Chairs

Shannon Drake, shannoncdrake@gmail.com

Tiffany Jurkash, tjurkash@gmail.com

Publicize the need for sociable ideas and recruit parent sponsors. Schedule socialable to ensure they do not conflict with one another or other PTO events. Utilize the PTO website to advertise all sociables, allow for online sign-ups and send reminders. Offer support to parents sponsoring sociables.

West U Gear Co-Chairs

Brandi Metz, brandee@metz.net

Elizabeth Felik, Elizabeth.filek@gmail.com

Coordinate and order new items for the upcoming school year; store and inventory gear at your home or PTO barn (usually two racks and several plastic tubs); sell items at the Red Apple Sale in August, as well as order shirts for PTO volunteers to wear at the event; sell items at the WUES open house in the fall; work with the webmaster to maintain the online West U Gear store; monitor website for orders, fulfill the orders, and deliver on designated dates; coordinate class tshirt orders, production, and distribution with WUES administration; coordinate year-end sale.

Pavers Co-Chairs

Julia Williams, julia_s_williams@hotmail.com

Jennifer Vallone, jvallone@wm.com

Promote and sell WUES anniversary pavers; works with the engraving company to approve proofs and designs and coordinates timing of installation.

VP Service

Courtney Tsao, Courtneytsao@yahoo.com

Plans and oversees service projects with the school administration, including the Birthday in a Bag and Costume drive, Souper Bowl of Caring food drive, and the used book drive.

VP Curriculum Enrichment

Isabel Garcia, isabeltgarcia@gmail.com

Plans, oversees, and coordinates enrichment programs with teachers and school administration.

Art Night Co-Chairs

Alice Echevarria, echevarriaalice@gmail.com

Melanie Larson, mel7uk@yahoo.com

Greta Pliskin, gpliskin@gmail.com

Create a logo and theme for this Spring event for K-2 students; plan event activities; manage the budget; recruit vendors, performers, and parent volunteers; plan the layout and agenda for the event; publicize the event through school and PTO communication vehicles; coordinate class attendance contest.

Bluebonnet Co-Chairs

Amy Nanna, amy_nanna@yahoo.com

Courtney Tsao, Courtneytsao@yahoo.com

Plan and coordinate this January breakfast, which recognizes students in grades 3 – 5 who have read at least 5 books on the Texas Bluebonnet Award master list and makes students eligible to participate in a statewide vote to name the best book on the list; work with the school librarian to set a date, create an agenda, and recruit volunteers.

Recipe for Success Club Co-Chairs

Kristen Berger, kristensullivanberger@gmail.com

Allison Cunningham, allisonbech@hotmail.com

Helps children explore the science of nature, wildlife, and art in the garden; organizes weekly, 45-minute meetings after school in the inner courtyard and garden.

Hands-On Art Co-Chairs

Judy Cheng, judyic@yahoo.com

Valeria Browning, valbrowning@gmail.com

Oversee all aspects of this program, which introduces K-5 students to a variety of artists/techniques during the school day; develop 4-5 art lessons to be taught throughout the year; recruit and train lesson coordinators; order necessary supplies; work with school administration and teachers to coordinate dates/time/location; manage the Original Works program in the fall that helps fund HOA.

International Festival Co-Chairs

Enrica Vagliani, enricavagliani@hotmail.com

Plan and manage International Festival Week, which includes two days of curriculum enrichment for all grade levels and an evening event of cultural foods, dance, and dress; recruit, train, and communicate with volunteers; publicize the event; work with WUES faculty to plan the event; set up event, coordinate caterers, and attend dress rehearsals.

Math Club Co-Chairs

Steve Gomez, sgomezrobot@gmail.com

Greg Peng, gpeng@aig.com

Organize weekly, 50-minute after-school meetings of the club, where 4th and 5th grade students practice problem-solving skills; guide students using worksheets that are provided to the chairs; lead Math Olympiad contests once a month during the weekly meetings; determine the maximum number of participants for the year. Parents with a math background or a keen interest in math are exceptional leaders for the club.

Math/Science Night Chair

Marina George, marinacgeorge@gmail.com

Shanti Panicker, shans_hari@yahoo.com

Organize a combined Science and Math night event in the spring for all grades; brainstorm with the school's math teachers for activities that are fun and help students learn basic math concepts; find professionals from industry or children's organizations to participate in the event; manage the event budget.

Name That Book K-2 Co-Chairs

Natashia Miller, natashia_n_miller@yahoo.com

Monika Ummat, ummat79@gmail.com

Hold an initial meeting in September to distribute the official booklist of the HISD Name That Book Contest, which is held in March, to all interested K-2 students; coordinate two book discussions in late October and early November covering half of the booklist; administer two mock tests in November and December to select the six students who will be on the competition teams; conduct 45-minute twice-weekly after-school meetings to prepare for the contest; attend the contest with the students. The school librarian will assist the co-chairs.

Name That Book 3-5 Co-Chairs

Aaryn Silva, aarynsilva@sbcglobal.net

Coordinates NTB book club meetings with school librarian; attends weekly book discussions in the fall (Tuesdays 3-4pm) with additional Thursday meetings in the spring; communicates via email with NTB parents; helps pull quotes from the list of 30 books; and attends the NTB competition in the spring.

No Place for Hate Parent Liaison

Susan Dison dison.susan@gmail.com

Supports the school counselor's projects and goals for this program; serves as a conduit for communication between parents and the school about the effectiveness of the program and issues that need to be addressed; help coordinate NPFH projects.

Odyssey of the Mind Chair

Nancy Attra, nssattra@gmail.com

Organizes the student teams, recruits parent volunteers, and coordinates the competition for students who participate in this worldwide, creative, educational program. This program teaches kids to think creatively and solve problems with adult assistance. Kids learn how to brainstorm, organize, be creative with materials, work as a team, and produce and perform a team solution. Teams, which are coached by parent volunteers, consist of 5 to 7 students.

VP Volunteers

Leslie Wade, Leslietwade@yahoo.com

Train and support school volunteers, maintains Executive Board and Chair notebooks, oversees Hospitality for school events and teacher appreciation.

Hospitality Chairs

Kristen Berger, kristensullivanberger@gmail.com

Mary Ellen Bos, me.bos@att.net

Coordinate teacher appreciation events.

WU101 Chairs

Alison Moorhead, alison.moorhead@gmail.com

Helen Wright, helenwright@gmail.com

Recruit and manage volunteers for the Kindergarten Orientation. Work collaboratively with New Family Chairs, Kindergarten Rep and President Elect to facilitate an organized and informative orientation session. Work with VP Fundraising and Corporate Sponsorship to acquire donations and sponsors for the children's Welcome Bags.

New Family Coordinator

Tiffany Jurkash, tjurkash@gmail.com

Shannon Drake, shannoncdrake@gmail.com

Works collaboratively with WU101 Chairs and President Elect to organize and facilitate the New Family Orientation session. Recruits volunteers to serve on the committee, where each volunteer meets and greets new families in 1st – 5th grades at the West U 101 in August and stays in contact with 2-3 new families to answer any questions about the school or community; and organizes new family coffee gatherings in the fall and spring.

Teacher Events Coordinator

JC Al-Uqdah, jc_marquez@yahoo.com

Sue Sim, suehsim@gmail.com

Organize all teacher-catered events. Work with the VP of Fundraising and Corporate Sponsorship Chair to secure donors for food and gifts. Recruit and manage volunteers to decorate, set-up and serve at each event. Work collaboratively with Wonderful Wednesday Chair to ensure efforts and event themes/food are not duplicated.

Library Volunteer Chair

Aaryn Silva, aarynsilva@sbcglobal.net

Recruit, train, and coordinate volunteers to shelve books in the school's library.

Wonderful Wednesday Co-Chairs

Megan Bishop, meganmurphybishop@gmail.com

Susan Dison, dison.susan@gmail.com

Tracy Holst, tbholst@me.com

Allison Cunningham, allisonbech@hotmail.com

Host three luncheons a year for teachers in October, December, and February; prepare sign-up forms for room rep. binders at the beginning of the school year; send reminders to parents who are providing dessert/drinks for the event; order food for the luncheons; obtain gift cards for door prizes; decorate tables, serve lunch, and clean up.

VP Room Representative

Gail Jackson, gailjack@aol.com

Plans and coordinates the efforts of grade-level representatives and room parents; prepares room parent notebooks; and ensures that HISD and school policy are communicated to room parents.

Grade-Level Representatives (one per grade)

Kindergarten - Helen Wright, helenwright@gmail.com

Program: *Under the Sea Musical* (15-20 hours)

First Grade - Olivia Benitez, oliviajbenitez@icloud.com

Program: *Music through the Decades Musical* (15-20 hours)

Second Grade - Christina Hanson, cnahabed1229@yahoo.com

Program: *Strega Nona* (10 hours)

Third Grade - LeeAnn Payne, leeannpayne@hotmail.com

Program: *Heritage Festival* (3-5 hours)

*Fourth Grade - Nancy Attra, nsattra@gmail.com
Program: Texas State Fair (10-12 hours)*

*Fifth Grade - Jill Hord, jthord7@aol.com
Program: Graduation (15-20 hours)*

Attend Grade Level Rep meeting in August and Room Parent training meeting in September; work with the grade-level department chair (lead teacher) throughout the year to organize parties and programs; communicate with the grade-level room parents throughout the year about activities and meetings; organize the three parties the grade will have during the school year; coordinate the grade's sociables with room parents; coordinate the grade-level program (listed above) with the department head and room parents; recruit volunteers as needed.

Room Parents (at least one per class)

Contact Gail Jackson gailjack@aol.com for more information

Organize special class activities and parties, as well as manage class funds. Specific duties have traditionally included communicating regularly with classroom parents, recruiting class volunteers to help with parties and other fun events, issuing a class roster, organizing the class project for the auction, and managing t-shirt orders and teacher gifts. Teachers personalize the duties to suit their class needs. Application forms will be distributed at the beginning of the school year, and the teacher will select one or two room parents.

VP Communications

Stephanie Kusinski, steph.kusinski@gmail.com

Coordinates communication and publicity for the organization, including the PTO website; oversees yearbook publication.

E-Blast Coordinator

Liz Boyle, familyboyle@icloud.com

Puts together the weekly PTO e-blast; serves as the communications contact for all news submissions.

Public Relations Chair

Monica Jhunjhunwala, Monica.jhunjhunwala@gmail.com

Writes and distributes news releases about WUES and PTO-sponsored events to all local publications. This includes communicating with event chairs regularly to help them plan what community support is needed.

Web Content Chair

Katherine Manuel, katherine_manuel@hotmail.com

Assists the webmaster to maintain the content of the PTO website by updating information as needed, adding links to other websites, keeping the calendar current, and formatting new pages.

Webmaster

Lori Yi, thefouryis@gmail.com

Manages and updates the content of the PTO website, coordinating with event chairs for new information; creates and updates forms for online sales transactions throughout the school year, including the Red Apple sale, West U Gear, carnival tickets, and food sales for events; and maintains the master calendar for WUES and PTO events.

Social Media

Melissa Law, lawfamily411@gmail.com

Posts PTO and school information from chairs and events for outreach through social media.

Yearbook Co-Chairs

Ami Bradley, amibradley@comcast.net

Oversee all aspects of producing the WUES yearbook, from consistency in design, formatting, and appearance to meeting all deadlines throughout the year; communicate continuously with WUES administration about content, photography, and production schedule; determine content of the book and cover design with assistance from the publishing company; work with the WUES photographer and incorporates grade-level individual photos within the book; coordinate the activities of 12 grade-level volunteers who shoot photos throughout the year and put together assigned pages; and coordinates orders and delivery to students.

Secretary

Dawnell Callahan, dawnell.callahan@gmail.com

Prepares and distributes the agendas and minutes for general PTO and executive board meetings; coordinates the printing and distribution of the first day packets; handles PTO correspondence, including notices of meetings.

Appointed PTO Executive Board Positions

Parliamentarian

Sarah McKenney, sabush47@yahoo.com

Advises on parliamentary procedures, ensures that the bylaws are upheld, and chairs the nominating committee.

HISD Liaison

Wendy Cloonan, wcloonan@houstonendowment.org

Kristen Berger, kristensullivanberger@gmail.com

Mary Ellen Bos, me.bos@att.net

Represents WUES at HISD meetings and events and communicates with the PTO membership regarding HISD activities and policies that will impact the school.

School Representative

WUES principal, John T. Threet

Other Appointed Positions

Shared Decision-Making Committee (SDMP) Representatives

Jamie Burress, jburress212@gmail.com

Kourtney Coffman, kourtney.coffman@yahoo.com

The PTO president appoints two parent members for a two-year term. The goal of this committee is to review the district's educational goals, objectives, and major district-wide classroom instructional programs.

West U Foundation Trustees

The PTO president appoints five trustees. Members serve up to a five-year term.