

# **SKPS PTG Overview of Committee Responsibilities 2011-2012**

## **3C's Committee (Collections Creating Cash)**

This committee is responsible for collecting, organizing and submitting Box Tops labels, Campbell's labels, Tyson labels, and printer cartridges, among other collections, to the respective collection agencies and obtaining the reward for the school community's efforts. They also advertise the benefits of enrolling in the Target for Education and Giant Eagle Apples for Students programs. This year they will have a running collection contest for Box Tops with quarterly goals for the entire school, not individual classrooms. If the entire school community meets this group goal then a reward will be earned by the entire school. Dress down days are usually the prizes.

**2011 Chairperson**                      **Deanna Ochs**  
[3cs@saintkilian.org](mailto:3cs@saintkilian.org)

## **Catholic Schools Week**

Various activities are planned by this committee that support the theme for CSW. There is generally an all-school pep rally held during this week, along with a variety of fun spirit week events-crazy hat day, mismatched sock day, clash day, school spirit day, etc. There is typically a family project (artwork or another creation) that supports the theme. The Sunday preceding CSW is usually an open house for prospective families looking to enroll at SKPS in the following year.

**2011 Chairpersons**                      **Megan Chung and Barbara Solverson**  
[catholicschoolsweek@saintkilian.org](mailto:catholicschoolsweek@saintkilian.org)

## **Community Support**

This committee organizes outreach to the school community, either through prayer or necessary services in times of need.

**2011 Chairpersons**                      **Amy Drevna and Tracey Frazier**  
[communitysupport@saintkilian.org](mailto:communitysupport@saintkilian.org)

## **Conference Luncheons**

This committee is responsible for providing three lunches/breakfasts throughout the year for the staff, on office days, conference days or professional development days.

**2011 Chairperson**                      **Paula Schmitt**  
[conferenceluncheons@saintkilian.org](mailto:conferenceluncheons@saintkilian.org)

## **Copying Pool**

This newly formed committee is responsible for making copies for the staff three mornings a week.

**2011 Chairperson**                      **Leslie Burchianti**  
[copying@saintkilian.org](mailto:copying@saintkilian.org)

## **Cookie Bakers**

This committee organizes and provides cookies for social events such as the Christmas Musical and Spring Musical. They bake the cookies, arrange and organize the socials.

**2011 Chairpersons**                      **Megan O'Hara and Pam Weis**  
[cookies@saintkilian.org](mailto:cookies@saintkilian.org)

## **Decorating**

Provides support to other committees that are in need of assistance in creating decorations for their event. This assistance may be in bringing about ideas already determined by another committee or in both generating ideas and then bringing those ideas about. Decorating committee may also submit ideas for decoration throughout the school year not in conjunction with another committee's event. Communication of a clear plan of action is required.

**2011 Chairpersons**                      **Cecilia Porter and Pam Spalvieri**  
[decorating@saintkilian.org](mailto:decorating@saintkilian.org)

## **Field Day**

This committee is responsible for planning and executing an entirely volunteer driven field day. Field day this year will take place at the end of the school year. Chairpersons will be responsible for ordering t-shirts, obtaining and coordinating volunteers and compiling all necessary equipment, as well as organizing all teams and events and compiling detailed information regarding the schedules for children and volunteers for the day.

**2011 Chairpersons**                      **Cindy Esser and Stacey Palmer**  
[fieldday@saintkilian.org](mailto:fieldday@saintkilian.org)

## **Field Trip Coordinators**

This newly created committee will assist teachers in planning and booking their educational outings.

**2011 Chairpersons**                      **Teresa D'Appolonia(PS-2), Mary Lou Bosco, Carolyn Maerkle**  
[fieldtrips@saintkilian.org](mailto:fieldtrips@saintkilian.org)

## **Health and Safety**

This group is committed to providing programs, information and support to promote the emotional, physical, spiritual and educational health and safety of our SKPS family. Various educational programs will be offered to students, staff and parents throughout the year, with added components of environmental well being.

**2011 Chairpersons**                      **Chrissy Burke and LeeAnn McFayden**  
[healthyandsafe@saintkilian.org](mailto:healthyandsafe@saintkilian.org)

## **Homeroom Coordinators**

This group of individuals, one or two per classroom for grades PS-4, and one per grade level for 5-7, coordinates all classroom parties, classroom readers, out of class projects (cutting out décor for class, etc.), JA Day volunteers, and whatever other need the teacher may ask for. Also coordinates classroom projects. This person is responsible for assuring that all requirements for parties are followed (allergy policy, clearances for all volunteers, etc.) and that plans for the parties are submitted for approval by the head Homeroom Coordinator and the Principal 10-14 days before the party takes place.

**2011 Chairperson**                      **Jennifer Chvilicek**  
[hrc@saintkilian.org](mailto:hrc@saintkilian.org)

## **Photography**

Organizes a volunteer group of parent photographers to photograph school events, athletic events, extracurricular events, educational outings and class parties. These photos are utilized in preparation of the yearbook and compiled into a database.

**2011 Chairperson**                      **Jennifer Goliwas**  
[photography@saintkilian.org](mailto:photography@saintkilian.org)

## **Read Across America**

This committee is responsible for planning and implementing events surrounding Read Across America week, traditionally in February or early March of the school year. Outside speakers are typically brought in for in-school enrichment purposes. The library and downstairs corridor are decorated for the event, and guest and mystery readers usually visit throughout the week, not to mention the Cat in the Hat. Children are involved in various events throughout the week, including contests and small projects such as creating their own book jackets or other artwork and writing about their favorite books.

**2011 Chairpersons**                      **Debra Laird and Doreen Miles**  
[readacrossamerica@saintkilian.org](mailto:readacrossamerica@saintkilian.org)

## **Santa's Workshop**

This yearly event requires extensive planning to coordinate vendors, communicate with vendors and, most importantly, provide Elf Shopping Services to our students. Closely coordinated work with the decorating committee is a must.

**2011 Chairpersons**                      **Maria Cashdollar, Dana Martin, Doreen Miles**  
[hohoho@saintkilian.org](mailto:hohoho@saintkilian.org)

## **Scholastic Book Fair**

Last year was the highly successful inaugural year for this event. Requires coordination with Scholastic Books and a team of volunteers.

**2011 Chairpersons**                      **Eva Funderlich and Nancy Schreyer**  
[scholastic@saintkilian.org](mailto:scholastic@saintkilian.org)

## **Service Projects**

Students of all ages will be asked to participate in service projects throughout the year. Last year's events included, a Christmas Angel tree, a Hay Ride Benefit for Chimbote, as well as a cooperative effort with the Caring Place. A diaper drive, school supplies, Halloween candy and Easter baskets were also collected for needy individual, both locally and serving in our Nation's military.

**2011 Chairperson**                      **Lisa Schafale**  
[service@saintkilian.org](mailto:service@saintkilian.org)

## **Social**

This committee is responsible for a variety of events: The father/daughter dance, mother/son bowling, Hallowboo at Idlewild, ticket sales for Kennywood and Catholic Schools Night at the Pirate Game. Anything that isn't organized first and foremost as a fundraising event that involves families falls under this committee.

**2011 Chairpersons**                      **Melissa Kilka and Heather Vitanza**  
[social@saintkilian.org](mailto:social@saintkilian.org)

## **Staff Appreciation**

Throughout the year, this committee organizes small showings of appreciation, whether an inspirational quote, a snack, or a student prepared token of their appreciation for the staff of SKPS. May also consist of decorative displays surrounding Thanksgiving or Catholic Schools Week. The culmination of this committee's events is a Staff Appreciation Dinner, traditionally held in May, which is a semi-catered evening affair for staff and spouses, involving a full meal, adult beverages and gifts.

**2011 Chairperson**                      **Dena Koenig**  
[staffappreciation@saintkilian.org](mailto:staffappreciation@saintkilian.org)

## **Used Uniforms**

An annual used uniform sale is held, this year in June. The committee is responsible for advertising, organizing and operating this event. Partial or full proceeds benefit the PTG on each sale, as chosen by the seller. Forms are posted on the website that must be downloaded and prepared by sellers prior to the sale. Donations of unused uniforms can be made year round. Unsold uniforms are compiled into care packages to be distributed to needy students at the principal's discretion throughout the year and/or sold on Clover Corner.

**2011 Chairperson**                      **Stacye Dejulius**  
[uniformsale@saintkilian.org](mailto:uniformsale@saintkilian.org)

## **Welcoming**

This committee is responsible for organizing events that welcome pre-schoolers, kindergartners and other new students to the school community. There is also a family mentor program.

**2011 Chairperson**                      **Denise Tabacchi**  
[welcoming@saintkilian.org](mailto:welcoming@saintkilian.org)

## **Yearbook**

To help commemorate the school year, this committee is responsible for designing, editing and submitting the yearbook to Jostens for printing. They advertise, take orders and collect monies for the cost of the yearbook. They work in close conjunction with the photography committee to obtain the photos that they need. There is an annual signing day for the children held at the end of the school year. Pre-sales occur November through January.

**2011 Chairpersons**                      **Nancy Schreyer and Leslie O'Connell**  
[yearbook@saintkilian.org](mailto:yearbook@saintkilian.org)