

Nativity Elementary PTO Discernment



Nativity PTO Mission: "To enrich the quality of our children's physical, mental, social, and spiritual education."

Discernment: traditionally used to express "is now the time for you to serve?"

Think about what applies to you:



Talent - God has given each one of us talents that can be utilized and valued in PTO. This is a given, so we checked that one for you!



Desire - If the desire to be involved, meet other parents, and help our school is on your heart, PTO offers you the opportunity to do just that!



Time - Our PTO meets every 1-2 months during the school year and time requirements outside of meetings vary by position. Serving on the PTO board is a two-year commitment. In most positions, you start as Deputy and then move to the Coordinator the following year. This allows you to learn one year and then mentor the next. It also ensures new ideas are continually brought into PTO.

In the past, Nativity PTO has been responsible for large projects such as funding playground equipment and sport court, the Guided Reading library, classroom flexible seating, and teachers' supply cabinet. We also coordinate Back to School Night, various family events, school fundraising, and community involvement projects. We especially take pride in working with our teachers to ensure they feel appreciated and have the tools they need to provide an enriched, broad curriculum to our children. We are committed to working together to better our school for our teachers, staff, students and families.

We know you have talents to share with PTO. If you have the desire and choose to make the time, we have a position for you. Our next meeting will give you the opportunity to meet members of the PTO, learn more about the different positions, and determine if there is a position you feel would be a good fit for your time and talents. There is no pressure. Attending this meeting does not automatically mean you need to commit.

**Nativity PTO Discernment Meeting: Monday April 11th at 6:30 pm at Pepper's Sports Café
2510 S University Dr, Fargo**

Here are the current officers, duties for each position, and the available positions for the 2022-2023 School Year:

President - Currently held by Missy Flaherty and **will be open for Fall 2022**

The President is our leader and helps with a little bit of everything! This position works closely with our principal, Mr. Dalton, and is responsible for creating the agenda, leading each PTO meeting, and interfacing with the board members and Nativity staff.

Vice President – OPEN

The Vice President assists the President as needed and prepares newsletters for parents containing details of committees' happenings during the school year. The Vice President will serve as President next year and Past President the following year, so this is a three-year commitment.

Past President - *Currently held by Melissa Kunkel and will be held by Missy Flaherty Fall 2022*

The Past President assists the current president as needed and acts as a consultant on past PTO decisions and policies.

Secretary - *Currently held by Corie Walker*

The Secretary prepares the meeting minutes for each monthly meeting, presents the minutes for approval, and serves on the Steering Committee with those in the President and Treasurer positions. This is a two-year position.

Treasurer – *Currently held by Jenn Hulstein, Amanda Pratt will be treasurer Fall 2022*

The treasurer is responsible for writing checks and making deposits throughout the year as well as drafting a budget for the upcoming year. Knowledge of QuickBooks is required. This position is very flexible and most work can be done at home. Ideally, we have a Deputy Treasurer; however, in the absence of a Deputy, the position is filled by the Nativity School Administrative Assistant.

Volunteer – *Erin Koeppe is Coordinator, Susan Noah will be Coordinator Fall 2022, deputy open for Fall 2022*

This position works to get our Nativity families involved in various activities. Volunteer Forms and online sign-ups are created, collected, and maintained throughout the year. This position works with all PTO positions and other committees at Nativity to fill their volunteer needs throughout the school year as well as assign and communicate with Room Parents.

School Community – *Lynn Motteberg and Jenny Wambach are current Coordinators, Katie Yablonski will be Coordinator Fall 2022, deputy open for Fall 2022*

The School Community Coordinator oversees the activities of the School Community Committee, works to foster fellowship among school families, assists with efforts to show appreciation for Nativity teachers and staff, organizes PTO activities, and works with public relations. This job is to make sure our teachers and staff feel appreciated and bring Nativity families together to meet and form friendships. We organize teacher and staff gifts throughout the year and organize the Teacher Christmas Party. On a typical year we are responsible for the welcome at Back to School Night, the Family Fun Events, such as the Fall Family Dance, Piano Night, or Bingo Nights.

School Enrichment – *April Mitchell and Maria Gietzen are current Coordinators, Sarah Hoepfner will be Coordinator Fall 2022, deputy position open for Fall 2022*

School Enrichment team is responsible for organizing social awareness activities in the classrooms, work with the principal on curriculum matters and joint efforts in the classroom to enhance learning. Fill the Dome, Reading Starz and Book Clubs, Veterans Day observance, Birthday Bundles, and Mini Week are typically the big events for this team.

Fundraising – *Gina Ahlers is current coordinator, Jennifer Youngerman will be coordinator Fall 2022, deputy position open for Fall 2022*

The Fundraising Coordinator oversees the activities of the fundraising committee and is responsible for researching, managing, and coordinating the PTO's fall and/or spring fundraising activities, as well as the Nativity school carnival raffle. Some examples of past fundraising projects have been Color Run, Rake-A-Thon, and greeting card sales, as well as burdenless fundraisers like School Box, Box Tops, and Dine-to-Donate. The Fundraising Coordinator is responsible for communicating the fundraising activity to the teachers and parents, and most importantly, getting the kids excited about the fundraiser. The time required for this job varies based on the fundraisers selected for the year.