



West Bay School Parent Teacher Organization

2018-2019 Committee Volunteer List

Our mission is to support academic and personal excellence by collaborating with our school and community to meet the diverse needs of all our learners. School shall refer to the physical structures and population therein of both the elementary school and the early education center. We look forward to building Bengal Pride with you!

If you would like to volunteer for an open position or have questions please email Amy Swartz at amyscardina@yahoo.com

Responsibility	Position	Name	Phone	Email	Description	Term/Date
PTO BOARD						
President		Katy Bode	312-399-8520	katy.bode@gmail.com	Create agenda and run PTO meetings, oversee PTO committees, and act as liaison between PTO and principal, sign checks as needed, ex officio member of all committees	1 Yr. (June '18- June '19)
Vice President		Tara Arnold	402-650-4492	tara.t.arnold@me.com	Advertising/promotion of PTO, attend PTO and district GOAL meetings each month, assist PTO President, arrange for babysitting for all PTO meetings, display PTO meeting signs day of meeting	1 Yr. VP (June '18 - May '19) + 1 Yr. Pres (June '19 - May '20)
Secretary		Kate Parsons	308-940-0538	katieretzlaff@hotmail.com	Records minutes for and attends each PTO meeting and board meeting, create newsletter content and drafts and sends e-mails, send thank you notes and other correspondence as needed	2 Yr. (June '17- June '19)
Treasurer		Stacey Mathis	913-626-1012	stacey_mathis@hotmail.com	Responsible for all monetary transactions for PTO including cash disbursements/deposits/reconciling checking account/tax preparation/etc., prepare and present financial information at monthly PTO meetings, issue cash for cash boxes at fundraising events & back to school 101	2 Yr. (June '17-June'19)
Community Liaison		Amy Swartz	913-461-9655	amyscardina@yahoo.com	Oversees committees to ensure events/activities are on track, maintain committee listing, nominate volunteers for each open position on PTO board, attends all PTO and board meetings.	1 Yr. (June '18- June '19)
Principal (non-voting)		Jen Coltvet	402-289-9045	jcoltvet@epsne.org		On-going
TEACHER RECOGNITION						
Conference Food	Chair	Maria Michaelis	402-650-2667	Mmichaelismd@yahoo.com	Coordinate food/beverage during Parent/Teacher Conferences, communitie with Sign-up Genius Lead food donation needs for each day to set-up genius page, set up and clean up	October & February
	Co-Chair	Missy Rowan	402-871-6379	mzg5879@yahoo.com		
Teacher/Staff Appreciation	Chair	Jamie Agnew	402-639-9438	mymyrtle86@gmail.com	Plan a Theme and coordinate teacher meals/snacks and appreciation gifts/décor for 1 week. Compile a list of favorite items from teachers & staff.	March or April
	Co-Chair	Katie Keber	402-319-4717	kakeber@live.com		
	Co-Chair	Hava Meronk	402-686-9400	forever_red99@hotmail.com		
	Committee	Jen Ackels	469-223-4245	jenackels@yahoo.com		
	Committee	Laura Jones	402-321-1982	llkuli@cox.net		
	Committee	Jennifer Pesek	402-850-6803	jennilowe@yahoo.com		
	Committee	Missy Rowan	402-871-6379	mzg5879@yahoo.com		
COMMUNITY BUILDING						
Family Fun Nights	Chair	Liz Borkowski	605-610-7725	ljborkowski@hotmail.com	Line up monthly family fun nights that benefit West Bay with area restaurants. Communicate dates to be included in Newsletter, website and facebook. Create and distribute flyers as necessary.	July - May
	Co-Chair					
VOLUNTEERS						
Back To School 101	Chair (PTO President)	Katy Bode	312-399-8520	katy.bode@gmail.com	Create PTO flyer to go out with Back To School 101 material, set-up "booths" for PTO items (Yearbook, Directory, Volunteers, Apparel), secure volunteers, coordinate booth needs/set-up	August '18
	Co-Chair (PTO Vice President)	Tara Arnold	402-650-4492	tara.t.arnold@me.com		August '18
Apparel	Chair	Suzi Hoeft	402-672-1427	suzihoeft@gmail.com	Work with apparel printing company to create West Bay apparel (get apparel samples for Back To School 101 for sizing and apparel design sheets), promote sales and distribute to families.	May (start process to select products for the next school year) - September (finish distributing orders)
	Co-Chair	Amy Schneeberger	402-660-9061	alpschneeberger@gmail.com		
Sign-Up Genius	Chair	Katy Bode	312-399-8520	katy.bode@gmail.com	Send out Volunteer Request Form to teachers at beginning of school year, create Sign-up Genius for each classroom teacher as requested, throughout year make additional contacts to get volunteers for various activities (conference food, fundraisers, health screenings, book fairs, etc.)	July - May
	Co-Chair	Danisha Hurst	402-201-3849	danishwithana@gmail.com		

VOLUNTEERS CONT'D

Responsibility	Position	Name	Phone	Email	Description	Term/Date
Copier	Chair	Katy Bode	312-399-8520	katy.bode@gmail.com	Make copies and laminate weekly on desingated day for teachers and staff. Chair will coordinate a time to be trained on copy machine at beginning of school year.	August - May
	Co-chair	Liz Borkowski	605-610-7725	lborkowski@hotmail.com		
	Volunteer - Monday	Katy Bode	312-399-8520	katy.bode@gmail.com		
	Volunteer - Tuesday	Jen Ackels	469-223-4245	jenackels@yahoo.com		
	Volunteer - Wednesday	Mary Minton		marynkenz@juno.com		
	Volunteer - Thursday	Tara Arnold	402-650-4492	tara.t.arnold@me.com		
	Volunteer - Friday	Linda Deegan	402-210-3692	zimdeegs@cox.net		
Corporate Sponsorships	Chair	Amy Swartz	913-461-9655	amyscardina@yahoo.com	Compose Corporate Sponsorship letter, maintain sponsorship mailing list, gather sponsorship money, logos & applicple ads for directory/yearbook/banner/etc.	May - August
	Co-Chair	Danisha Hurst	402-201-3849	danishwithana@gmail.com		
Directory	Chair	Katy Bode	312-399-8520	katy.bode@gmail.com	Responsible for coordinating directory set-up with link (sent to Website Content Chair in July), communicates process to confirm existing directory information with returning West Bay families and process to create new entry for new families, verify receipt of directory fee and grant access (Oversee booth at Back To School 101)	May - September
	Co-Chair	Stacey Mathis	913-626-1012	stacey_mathis@hotmail.com		
Website Content	Chair	Shagun Somasegaran	402-350-0571	ssomasegaran@gmail.com	www.WestBayPTO.com, maintain and update content including calendar of events, contacts, etc., maintain updated links for directory, volunteer positions and yearbook.Update PTO facebook page with events and news	August - May
	Co-Chair					
West Bay Beautification	Chair	Danisha Hurst	402-201-3849	danishwithana@gmail.com	Landscape weeding and maintenance. (Mowing and snow removal done by district)	August - May
	Co-Chair					
Trophy Case	Chair	Jamie Agnew	402-639-9438	mymrtle86@gmail.com	Create and set-up new Trophy Case displays 3 times during the school year at back to school, winter (after fun run/fall social is over) and spring (after teacher appreciation/spring fundraiser is over). (Fun Run/Fall Social, Teacher Appreciation, and Spring Fundraiser committees may ask for assistance as well.)	August - May
	Co-Chair	Hava Meronk	402-686-9400	forever_red99@hotmail.com		
	Co-Chair	Jen Ackels	469-223-4245	jenackels@yahoo.com		
FUNDRAISING						
Collections (Hy-Vee receipts, TAGG, etc.)	Chair	Michelle Fitzgibbon	402-203-7745	michelle@thefitzgibbons.com	Communicate grocery and gas receipt deadline for Newsletter. Gather HyVee receipts and assemble. Verify Student Council continuing with Box Tops (if not, PTO will do). Facilitate any other outside fundraiser (i.e. Tyson, AmazonSmile, Bakers, etc.)	August - May
	Co-Chair	Carolyn Armstrong-Brown	720-339-7654	carolynarmstrongbrown@hotmail.com		
Bengal Fun Run	Chair	Jamie Agnew	402-639-9438	mymrtle86@gmail.com	Coordinate Walk-a-Thon promotion with hired 3rd party organizer. Oversee execution and communicate with board all details. Present final wrap-up including successes, profit, and what to change.	August - October
	Co-chair	Sara Bonella	402-714-6017	stuttle8@yahoo.com		
	Co-chair	Christy Lovewell	402-689-8451	christylovewell19@gmail.com		
	Co-chair	Jennifer Boll	402-570-0454	jenniferboll@gmail.com		
	Co-Chair	Missy Rowan	402-871-6379	mz5879@yahoo.com		
Fall Social	Chair	Teresa Bradley	402-699-5599	tbradley@guckenheimer.com	Plan fundraiser activities/events/games. Obtain volunteers, purchase supplies, line up food, beverages, etc.. Secure entertainment. Create registration form, communicate event details, gather registrations and money, set-up and clean-up.	September
	Co-Chair	Katy Bode	312-399-8520	katy.bode@gmail.com		
	Committee	Nicole Schlueter	402-216-4164	nschlu@hotmail.com		
	Committee	Joanna Vanderlinden	402-415-6941	jo.vanderlinden@live.com		
Nothing Bundt Cakes Fundraiser	Chair	Katy Bode	312-399-8520	katy.bode@gmail.com	Coordinate fundraiser timeline and flyer distribution with NbC representative. Summarize orders for NbC and organize volunteers to distribute cakes at school.	February-March
	Co-Chair	Erin O'Mara	402-415-8009	eomara81@gmail.com		
Spring Fundraiser	Chair	Katy Bode	312-399-8520	katy.bode@gmail.com	Plan fundraiser activities/events/games. Obtain volunteers, purchase supplies, line up food, beverages, etc.. Secure entertainment. Create registration form, communicate event details, gather registrations and money, set-up and clean-up.	April
	Co-Chair	Suzi Hoeft	402-672-1427	suzihoeft@gmail.com		
	Co-Chair	Jenny Boll	402-570-0454	jenniferboll@gmail.com		
	Committee	Danisha Hurst	402-201-3849	danishwithana@gmail.com		
	Committee	Tara Arnold	402-650-2914	tara.t.arnold@me.com		
CLASSROOM ENHANCEMENT						
Breakfast with a Buddy	Chair	Julie Wohlers	402-203-3344	julie.wohlers@csgi.com	Order food and have delivered to school in conjunction with book fair. Recruit volunteers to help serve.	February - In conjunction with book fair
	Co-Chair	Sarah Schieber	402-660-7211	sarahschieber@yahoo.com		
School Supply Kits	Chair	Katy Bode	312-399-8520	katy.bode@gmail.com	Secure school supply kit contract, obtain school supply kit flyers to distribute to families, summarize/place order, distribute kits to student's desk morning of open house.	April '18 - August '18
	Co-Chair	Suzi Hoeft	402-672-1427	suzihoeft@gmail.com		
Winter Assembly	Chair	Tara Arnold	402-650-2914	tara.t.arnold@me.com	Identify and Propose ideas for Entertainment/Educational Program for school winter assembly to PTO Board. Secure Entertainment. Oversee assembly to greet entertainment.	December
	Co-Chair	Danisha Hurst	402-201-3849	danishwithana@gmail.com		
5th Grade Graduation	Chair	Teresa Bradley	402-699-5599	tbradley@guckenheimer.com	Organize 5th Grade Celebration after graduation on last day of school. Assist the 5thGrade teachers with planning a graduation theme if needed. Make video played at 5th Grade Graduation.	May
	Co-Chair	Katy Bode	312-399-8520	katy.bode@gmail.com		
	Committee	Amy Schneeberger	402-660-9061	alpschneeberger@gmail.com		
	Committee	Nicole Schlueter	402-212-4164	nschlu@hotmail.com		
	Committee	Linda Deegan	402-210-3692	zimdeegs@cox.net		

Responsibility	Position	Name	Phone	Email	Description	Term/Date
CLASSROOM ENHANCEMENT CONT'D						
Yearbook	Chair	Chelsea Thomalla	402-212-6240	cmthomalla@outlook.com	Finalize contract with Jostens, plan content of pages and obtain pictures throughout year, use online program to assemble and proof pages. Hold a drawing contest for yearbook cover. Communicate deadlines for purchasing yearbook and distribute. Attend any yearbook training and working session.	August - May
	Chair - Supplement Pages					
	Committee/photographer	Jill Mullen	402-598-6892	mullen_jill@yahoo.com		
	Committee/photographer	Judith Bustard	972-998-2077	judithbustard75@gmail.com		
Library aide	Chair	Liz Borkowski	605-610-7725	lborkowski@hotmail.com	Time is flexible, but must be during the day, preferably afternoon. Same volunteer is encouraged each week for consistency, but could also rotate every other week with another volunteer.	August - May
	Volunteer - every Monday	Amy Toffle	937-901-7085	amy.toffle@gmail.com		
	Volunteer - every Tuesday	Jen Zurn	302-291-2995	izurn@msn.com		
	Volunteer - every Wednesday	Linda Deegan	402-210-3692	zimdeegs@cox.net		
	Volunteer - every Thursday	Julianne Weiss	402-319-1211	julianneweiss@hotmail.com		
	Volunteer - every Friday	Liz Borkowski	605-610-7725	lborkowski@hotmail.com		
School Drop Off Assistant	Chair	Linda Deegan	402-210-3692	zimdeegs@cox.net	Facilitate the walking club program. Obtain volunteers. Communicate walking club responsibilities.	August - May
	Co-Chair					
	Volunteer - Monday	Danisha Hurst	402-201-3849	danishwithana@gmail.com	Weekly, throughout school year, on designated day of the week, assist students and bags quickly and safely out of cars during school drop off from 7:50 - 8:20 am.	
	Volunteer - Monday	Linda Deegan	402-210-3692	zimdeegs@cox.net		
	Volunteer - Tuesday	Katy Bode	312-399-8520	katy.bode@gmail.com		
	Volunteer - Tuesday SHARE	Joyce Sumner	402-201-587	7sumnermi@cox.net		
	Volunteer - Tuesday SHARE	Krista Volzke	402-669-561	3krista_volzke@yahoo.com		
	Volunteer - Wednesday	Amy Swartz	913-461-9655	amyscardina@yahoo.com		
	Volunteer - Wednesday	Jill Nieuwenhuis	402-440-3312	jillneddeniep@yahoo.com		
	Volunteer - Thursday	Tara Arnold	402-650-2914	tara.t.arnold@me.com		
	Volunteer - Thursday	Monty Horine	402-578-4127	mjhorine@cox.net		
	Volunteer - Friday	Mark Michaelis	402-917-7579	michaelismd@hotmail.com		
	Volunteer - Friday	Linda Deegan	402-210-3692	zimdeegs@cox.net		
	Volunteer - SUBSTITUTE	Nicole Schlueter	402-212-4164	nschlu@hotmail.com	Assist students and bags quickly and safely out of cars during school drop off occasionally when the normal assigned volunteer is unable. Contact information will be given to daily walking club volunteers to reach out to subs directly.	
	Volunteer - SUBSTITUTE	Kristi Cook	402-707-3125	kcook1228@yahoo.com		
	Volunteer - SUBSTITUTE	Mark Michaelis	402-917-7579	michaelismd@hotmail.com		
	Volunteer - SUBSTITUTE	Becky Keeshan	402-953-9911	beckikeeshan@gmail.com		
	Volunteer - SUBSTITUTE	Michelle Kankousky	402-779-6111	michellelynn712@yahoo.com		
Volunteer - SUBSTITUTE						
Class Party	Chair	Jamie Agnew	402-639-9438	mymyrtle86@gmail.com	Communicate with all room leads about party details (date and time), coordinate snack and classroom planned activities (craft/game)	October - Halloween and February - Valentines
	Co-Chair	Hava Meronk	402-686-9400	forever_red99@hotmail.com		
	Room Lead - K - Royers	Amanda Gustafson	402-658-3013	amandakalyani@gmail.com	Plan grade level parties with same grade classroom leads. Distribute snack and lead classro	
	Room Lead - K - Feldman	Jamie Agnew	402-639-9438	mymyrtle86@gmail.com		
	Room Lead - K - Farley	Terra Palmquist	402-212-3101	tcurnes2005@yahoo.com		
	Room Lead - K - Goldstein	Amy Toffle	937-901-7085	amy.toffle@gmail.com		
	Room Lead - 1st - Kassmeier	Tara Arnold	402-650-2914	tara.t.arnold@me.com		
	Room Lead - 1st - Bortol	Mikhala Fehring	402-212-0096	fehringers2010@gmail.com		
	Room Lead - 1st - Limongi	Jenny Boll	402-570-0454	jenniferiboll@gmail.com		
	Room Lead - 2nd - Kruger	Taryn Sherman	402-676-0790	tarvnsheer@gmail.com		
	Room Lead - 2nd - Oligmueller	Erin Hautzinger	402-810-3536	erin.hautzinger@nebraskablue.com		
	Room Lead - 2nd - Berger	Missy Rowan	402-871-6379	mz5879@yahoo.com		
	Room Lead - 2nd - Flanagan	Aditi Chauhan	402-990-3861	aditi.chauhan@kiewit.com		
	Room Lead - 3rd - Glow	Jill Reikofski	402-968-9719	jill_reikofski@gmail.com		
	Room Lead - 3rd - Peterson	Yuki Bowers		yito01@ymail.com		
	Room Lead - 3rd - Barnettler	Suzi Hoefft	402-672-1427	suzihoefft@gmail.com		
	Room Lead - 4th - Eisenbacher	Megan Meier	402-429-1441	meganereilly@yahoo.com		
	Room Lead - 4th - Hibbard	Michelle Wilczewski	402-960-6099	mwilczewski@cox.net		
	Room Lead - 4th - Pearson	Krista Volzke	402-669-5613	krista_volzke@yahoo.com		
	Room Lead - 4th - Jantz	Michelle Foote	402-669-6099	mlefoote@cox.net		
	Room lead - 5th - Holst	Nicole Payne	402-312-0049	mtpayne@cox.net		
	Room lead - 5th - Frederick	Teresa Bradley/Keli Seder	402-699-5599	tbradley@zuckenheimer.com		
	Room Lead - 5th - Sadowski	Julie Vollmuth/Linda Deegan	402-639-0899	swanson99@hotmail.com		
Room Lead - 5th - Tosic	Amy Schneeberger / Kara Weier	402-660-9061	alpschneeberger@gmail.com			