



West Bay School Parent Teacher Organization

2019-2020 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		Tara Arnold	402-650-2914	tara.t.arnold@me.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 '19- June '20)
Vice President		Mikhala Fehringer	402-212-0096	fehringers2010@gmail.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 '19 - May '20) + 1 Yr. Pres (June '20 - May '21)
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 '19- June '20)
Treasurer		Lisa Fochler	402-319-0788	lisa.fochler@gmail.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 and back to school 101	2 Yr. (June '19-June'21)
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 '19- June '20)
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	Savannah Garvey	402-981-5439	smgarvey@me.com		
Teacher/Staff Appreciation	Chair	Crystal Swafford	865-771-3495	crystalswafford@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 and staff.	March or April
	Co-Chair					
	Committee	Amy Snodgrass	402-301-1526	snodgrassamy@gmail.com		
	Committee	Melissa Erdei	402-657-6031	melissavlach@hotmail.com		
	Committee	Danisha Hurst	402-201-3849	danishwithana@gmail.com		
	Committee	Lisa Fochler	402-319-0788	lisa.fochler@gmail.com		
COMMUNITY BUILDING						
Family Fun Nights	Chair	Liz Borkowski	605-610-7725	lborkowski@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						
Open House	Chair (PTO President)	Tara Arnold	402-650-2914	tara.t.arnold@me.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 '19
	Co-Chair (PTO Vice President)	Mikhala Fehringer	402-212-0096	fehringers2010@gmail.com		August '19
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	Erin O'Mara	402-415-8009	eomara81@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	Michelle Kankousky	402-779-6111	mkanousky@gmail.com		
VOLUNTEERS CONT'D						

Responsibility	Position	Name	Phone	Email	Description	Term/Date
Copier	Chair	Tara Arnold	402-650-2914	tara.t.arnold@me.com	Make copies and laminate weekly on designated 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	Pinna Da Luz	408-761-7241	pbpd2009@gmail.com		
	Volunteer - Monday	Kat Newman	402-968-1664	mccat13@yahoo.com		
	Volunteer - Tuesday	Pinna Da Luz	408-761-7241	pbpd2009@gmail.com		
	Volunteer - Wednesday	Mary Minton	402-779-1757	marynkenz@uno.com		
	Volunteer - Thursday	Tara Arnold	402-650-2914	tara.t.arnold@me.com		
	Volunteer - Friday	Katy Bode	312-399-8520	katy.bode@gmail.com		
Corporate Sponsorships	Chair	Amy Swartz	913-461-9655	amyscardina@yahoo.com	Compose Corporate Sponsorship letter, maintain sponsorship mailing list, gather sponsorship money, logos & applicable ads for directory/yearbook/banner/etc.	May - August
	Co-Chair	Danisha Hurst	402-201-3849	danshwithana@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	Michelle Kankousky	402-779-6111	mkanousky@gmail.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	danshwithana@gmail.com	Landscape weeding and maintenance. (Mowing and snow removal done by district)	August - May
	Co-Chair					
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	Danisha Hurst	402-201-3849	danshwithana@gmail.com		
Bengal Fun Run	Chair	Jenny Boll	402-570-0454	jenniferiboll@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	Nicole Schlueter	402-212-4164	nschlu@hotmail.com		
	Committee	Amy Swartz	913-461-9655	amyscardina@yahoo.com		
	Committee	Missy Rowan	402-871-6379	mz5879@yahoo.com		
	Committee	Erin Johnson	402-672-2034	erinjohnson529@gmail.com		
	Committee	Kelly Hatfield	402-880-1329	kellytorczon@gmail.com		
Fall Social	Chair	Danisha Hurst	402-201-3849	danshwithana@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.	September
	Co-Chair					
	Committee					
	Committee					
Nothing Bundt Cakes Fundraiser	Chair	Erin O'Mara	402-415-8009	eomara81@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	Melissa Erdei	402-657-6031	melissavlach@hotmail.com		
Spring Fundraiser	Chair				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	Taylor Kerschke	402-981-4242	taylorkerschke@gmail.com		
	Committee	Amy Snodgrass	402-301-1526	snodgrassamy@gmail.com		
	Committee	Danisha Hurst	402-201-3849	danshwithana@gmail.com		
	Committee	Lisa Fochler	402-319-0788	lisa.fochler@gmail.com		
	Committee	Mikhala Feringer	402-212-0096	fehringers2010@gmail.com		
	Committee	Kate Parsons	308-940-0538	katieetzlauff@hotmail.com		
Committee	Amy Swartz	913-461-9655	amyscardina@yahoo.com			
CLASSROOM ENHANCEMENT						
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 '19 - August '19
	Co-Chair	Jaime Wyant	402-880-6560	jaime517@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	danshwithana@gmail.com		
5th Grade Graduation	Chair	Michelle Foote	402-669-1047	mlefoote@cox.net	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	Amy Swartz	913-461-9655	amyscardina@yahoo.com		
	Committee	Danisha Hurst	402-201-3849	danshwithana@gmail.com		
	Committee	Joyce Sumner	402-201-5877	sumnermj@cox.net		
	Committee	Sara Pohlad	402-850-7918	sarapohlad@gmail.com		
	Committee	Shelly Fisher	402-690-4638	shellyvio@gmail.com		
	Committee	Amber Josoff	402-850-4895	ajosoff@hotmail.com		
Committee	Jennifer Pesek	402-850-6863	jennilowe@yahoo.com			

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	Michelle Kankousky	402-779-6111	mkankousky@gmail.com		
	Committee/photographer					
	Committee/photographer					
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	Jamie Agnew	402-639-9438	mymyrtle86@gmail.com		
	Volunteer - every Wednesday	Kelly Hatfield	402-880-1329	kellytorczon@gmail.com		
	Volunteer - every Thursday	Julianne Weiss	402-319-1211	julianneweiss@hotmail.com		
	Volunteer - every Friday	Santina Johnson	651-206-2319	srindone@hotmail.com		
School Drop Off Assistant	Chair	Danisha Hurst	402-201-3849	danishwithana@gmail.com	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					
	Volunteer - Tuesday	Crystal Swafford	865-771-3495	crystalswafford@gmail.com		
	Volunteer - Tuesday	Joyce Sumner (alternating)	402-201-5877	sumnermi@cox.net		
	Volunteer - Tuesday	Danisha Hurst (alternating)	402-201-3849	danishwithana@gmail.com		
	Volunteer - Wednesday	Amy Swartz	913-461-9655	amyscardina@yahoo.com		
	Volunteer - Wednesday	Mark Michaelis	402-917-7579	michaelismd@hotmail.com		
	Volunteer - Thursday	Tara Arnold	402-650-2914	tara.t.arnold@me.com		
	Volunteer - Thursday	Danisha Hurst	402-201-3849	danishwithana@gmail.com		
	Volunteer - Friday	Katy Bode	312-399-8520	katy.bode@gmail.com		
	Volunteer - Friday	Jill Nieuwenhuis	402-440-3312	jillneddenriep@yahoo.com		
	Volunteer - SUBSTITUTE	Danisha Hurst	402-201-3849	danishwithana@gmail.com		
	Volunteer - SUBSTITUTE	Nicole Schlueter	402-212-4164	nschlu@hotmail.com		
	Volunteer - SUBSTITUTE	Michelle Kankousky	402-779-6111	mkankousky@gmail.com		
	Volunteer - SUBSTITUTE	Mark Michaelis	402-917-7579	michaelismd@hotmail.com		
	Volunteer - SUBSTITUTE					
Volunteer - SUBSTITUTE						
Class Party	Chair	Missy Rowan	402-871-6379	mz5879@yahoo.com	Communicate with all room leads about party details (date and time), coordinate snack and classroom planned activities (craft/game)	October - Halloween & February - Valentines
	Co-Chair	Erin Hautzinger	402-810-3536	erin.hautzinger@nebraskablue.com		
	Room Lead - K - Royers	Kelly Hatfield	402-880-1329	kellytorczon@gmail.com	Plan grade level parties with same grade classroom leads. Distribute snack and lead classroom activity (craft/game). Take 10 photos and upload to the Josten's site for each party. SEE CLASSROOM PARTY GUIDELINES TO ASSIST IN PLANNING GRADE LEVEL PARTIES	
	Room Lead - K - Feldman	Amy Walter	402-689-0524	Awalt3@yahoo.com		
	Room Lead - K - Farley	Melissa Erdei	402-657-6031	melissavlach@hotmail.com		
	Room Lead - 1st - Childers	Amy Toffle	937-901-7085	amy.toffle@gmail.com		
	Room Lead - 1st - Kassmeier	Morgan Halpine	402-990-9535	morgan.mackie@gmail.com		
	Room Lead - 1st - Bortol	Lindsey Bachman	308-539-4498	lindseyhatch@yahoo.com		
	Room Lead - 1st - Limongi	Rachel Johnson	402-514-7632	rthomsenjohnson@gmail.com		
	Room Lead - 2nd - Kruger	Jaime Wyant	402-880-6560	jaim517@gmail.com		
	Room Lead - 2nd - Oligmueller	Heidi Zaversnik	402-578-6818	heidizaversnik@gmail.com		
	Room Lead - 2nd - Berger	Katy Bode	312-399-8520	katy.bode@gmail.com		
	Room Lead - 2nd - Hannibal	Jenny Boll	402-570-0454	jenniferiboll@gmail.com		
	Room Lead - 3rd - Candy	Erin Hautzinger	402-810-3536	erin.hautzinger@nebraskablue.com		
	Room Lead - 3rd - Glow	Jenny O'Dowd	402-730-3880	jennykobus@msn.com		
	Room Lead - 3rd - Peterson	Maggie Garvey	402-206-5339			
	Room Lead - 3rd - Barmettler	Erin Gleue	402-616-0693	erin.gleue@hotmail.com		
	Room Lead - 4th - Edwards	Sarah Schieber	402-660-7211	sarahschieber@yahoo.com		
	Room Lead - 4th - Hibbard	Kat Newman	402-968-1664	mcckat13@yahoo.com		
	Room Lead - 4th - Pearson	Suzi Hoeft	402-672-1427	suzihoeft@gmail.com		
	Room Lead - 4th - Jantz	Teresa Bradley	402-669-5599	tbradley@guckenheimer.com		
	Room lead - 5th - Holst	Carolyn Armstrong-Brown	720-339-7654	carolynarmstrongbrown@hotmail.com		
	Room lead - 5th - Frederick	Danisha Hurst	402-201-3849	danishwithana@gmail.com		
Room Lead - 5th - Sadowski	Mindy Valleley	402-213-1193	mvalleley@gmail.com			
Room Lead - 5th - Tosic	Cheyenne Robertson	531-466-5005	cheyenne.robertson@gmail.com			