

Mount Prospect School Committee Chair List - 2018-2019

ALL CHAIR POSITIONS WILL TAKE THE LEAD ON THESE ACTIVITIES. VOLUNTEERS MIGHT BE RECRUITED AS SUPPORT.
ACTIVITIES AND SCHEDULED DATES ARE SUBJECT TO CHANGE.

If you are interested in chairing or have questions about any event please feel free to reach out to Catherine Santaiti or
Claudine McMahon at mpspto@yahoo.com

COMMITTEE	CHAIRPERSON (S)	DESCRIPTION
Autism Awareness (APRIL)	Olivia Wintermute owintermute21@gmail.com	
Beautification / Learning Garden (YEAR ROUND)	OPEN (2)	Taking care of the upkeep of plants at the front entrance, optional to coordinate with Preschool/K/CBAP classes to weed and take care of Learning Garden.
Bingo Night / Family Game Night (NOVEMBER & MARCH)	Daniela Barreira barreira.daniela@gmail.com Pallavi Mehta mehananya@gmail.com	Sending out announcements backpack and emails. Collecting participation forms. Coordinating the evening event. Final Event is after school hours.
Book Fair (NOVEMBER)	OPEN (3)	Sending out announcements via backpack and email. Soliciting volunteers. Coordinating with librarian for set-up. Overseeing event over a period of four days. One day of the event is held after school hours. Volunteers Needed.
Box Tops (FALL, SPRING)	OPEN (2)	Preparing zip-locks with labels. Sending out backpack drops. Collecting box tops from school regularly. Counting and bagging Box Tops. Posting winners on a weekly basis during competition period.
Breakfast with a Loved One (FEBRUARY)	Catherine Santaiti santaiti@mac.com Charu Tyagi charupank@gmail.com Vineeta Koul koulvineeta@gmail.com Priya Verma vermas25@yahoo.com	To send out flyers inviting parents and students to attend the event. Soliciting volunteers and coordinating the MPS favorite breakfast morning. Volunteers Needed
Calendar (APRIL – JUNE)	Jen Bell jenwubell@yahoo.com OPEN (1)	Coordinating the calendar artwork. Transferring data to a word file. Submitting final copy to printer. Collecting printed copies.
Classroom Parent Coordinator	Linda Sue Thoman lsthoman@optimum.net	Receive interest forms from parents. Coordinate selection by Principal. Sending out selection announcements and conduct HR parent orientation meeting. Will send out sporadic emails to HR parents over the school year.
Color Run	Susan Chang bigbigsky2000@yahoo.com Kate Ruddle OPEN (2)	To send out flyers inviting parents and students to attend the event. Soliciting volunteers and coordinating the Color Run and Tricky Tray Auction. Volunteers Needed

Concert Flower Coordinator	Sheena Ravalia tweets_sheena@yahoo.com	Procuring floral bouquets for Band and Orchestra Concerts twice a year.
Dance Residency	OPEN (3)	THIRD GRADE PARENTS ONLY Solicit parent volunteers to help third grade classes follow schedule to learn International Night dance routine. Coordinate lunch for Dance Resident.
Directory & Directory Ads	Claudine McMahon csmcm3@gmail.com Catherine Santaiti santaiti@mac.com	Collect and compile school contact information for a hard copy directory. Maintain and run online directory. Solicit Ads for the directory. Update online information year round.
Display Case in Main Lobby	Mercy Reyes mercy_reyes@hotmail.com Gaby Torres magalomi@hotmail.com	Periodically decorate display case to coincide with school events or seasonal displays. Coordinate with school administration for certain events.
Field Day (JUNE)	OPEN (1) Iris Schwartz ijjs514@gmail.com Kimberly Bevevino kcwalshie5@gmail.com	Plan and coordinate with PE teacher activities for Field Day. Solicit parent volunteers to assist and coordinate their schedule. One full school day presence required. Volunteers Needed.
Fifth Grade Activities & End of Year Party Coordinators	OPEN (4)	FIFTH GRADE PARENTS ONLY Oversee the fundraising efforts for 5 th grade activities. Hold Bake Sales. This money will go toward the end of year party. Keep within budget. Work with vendors and volunteers. Oversee End of Year party, clap-out and balloons. Oversee Art activity to take place on Field Day, work with Ms. Bivona. Volunteers needed.
Fifth Grade Yearbook (SEPT. – MARCH/APRIL)	OPEN (3)	FIFTH GRADE PARENTS ONLY Work on the yearbook - online format. Will coordinate picture taking at fifth grade events, collection of pictures from K-4 events for graduating class. Collect, compile and submit final orders to company. Follow up with delivery of hard copies to school.
Fifth Grade Volleyball Game	OPEN (2)	FIFTH GRADE PARENTS ONLY Oversee the Volleyball Game & Pep Rally logistics and volunteers. Work with the Students, create T-shirts and work the game. Volunteers needed.
Fifth Grade Pep Rally	OPEN (3)	FIFTH GRADE PARENTS ONLY Choreograph a dance/ write a skit/ choose cheers. Oversee the Pep Rally after school rehearsals. Assist students perform at school assembly.
Fifth Grade Battle of the Books	OPEN (3) Kala Hariharan Kala_hhv@gmail.com	FIFTH GRADE PARENTS ONLY Sending out announcements and soliciting student participation. Conducting poster making and conferences with students. Preparing certificates etc. Reading the books selected for the Battle is suggested. Requires commitment to attend

		pre-Battle and committee meetings during the school day. Final event will be after school hours.
Fifth Grade Visiting Poet Coordinator (SEPT.-OCT.)	OPEN (1)	FIFTH GRADE PARENTS ONLY. Require a parent for the duration of the Visiting Poet's Visit. One day a week commitment for 4-6 weeks. Will be working with VP Assemblies.
First Day of School Coffee (SEPT.)	Sheetal Alur shalur007@gmail.com Sonal Deshpande brilliantmiles32@gmail.com	To set-up and organize coffee morning for parents in the new school year. Volunteers Needed.
Holiday Staff Coffee & Cookie Exchange I(DECEMBER)	OPEN (1) Pratiti Dugad pratitid@gmail.com Shreya Panshikar shreya.panshikar@gmail.com Shubhi Khanvilkar shubhibarve@hotmail.com	Solicit and collect cookies from families for a December cookie exchange for the teachers in the teacher's lounge. Set the lounge for the day.
Giving Tree at MPS (SEPT. - DECEMBER)	OPEN (2)	Will coordinate wish lists from charitable agencies the school works with. Solicit participation by students via online sign-up and in-school set-up to fulfill wish lists. Gifts to be delivered first week December.
Ice Cream Social (JUNE)	Rippi Karda rippikarda@yahoo.com Ravi Ana ravitejaanna@gmail.com Alka Solalki hirtwins@optonline.net	Order the ice cream - coordinate with Aramark. Send home flyers. Solicit and coordinate volunteer schedule. Volunteers Needed
International Day (SEPT. – JAN.)	OPEN (1) Kala Hariharan kala_hhv@yahoo.com Catherine Santaiti santaiti@mac.com Mercy Reyes mercy_reyes@hotmail.com	See flyer
Pizza Night (SEPTEMBER)	Open (1) Ravi Ana ravitejaanna@gmail.com Madhuri Peddi madhuri309@gmail.com	Send home flyers. Place pizza order based on forms received. Solicit and coordinate volunteers. Volunteers Needed
Portrait Day (OCTOBER)	Kimberly Bevevino kcwalshie5@gmail.com Meg Donley megsenker@yahoo.com	Assisting school photographer with the smooth running of the class picture-taking schedule. Will solicit and coordinate volunteer schedule. Volunteers Needed
PTO Sign (SEPT – JUNE)	OPEN (1)	Updating the sandwich boards outside the school with school events.
Monster Mash (OCTOBER)	Swapna Deepika Kallam skallam@gmail.com Daniela Barreira barreira.daniela@gmail.com Simone Uchiyama simone.hashimoro@gmail.com	Will solicit student participation via email and backpack drop. Collect forms and monies. Arranging DJ and set up of gymnasium for the evening. Will solicit volunteers to assist with the event. Final event is held in the evening. Volunteers needed.

	Rajitha Baddam baddamrajitha@yahoo.com	
School Spirit Wear	Daniela Barreira barreira.daniela@gmail.com Simone Uchiyama simone.hashimoro@gmail.com	Selecting and ordering School Spirit wear from established vendor. Organizing sales of Spirit wear at various school family attended events. Maintain stock of spirit wear. Sales are spread through the school year and some will be conducted at events after school hours.
School Supplies (JAN – AUG)	OPEN (2)	Gathering Supply Lists from Teachers. Sending out Online Order information to students. Receiving Supplies and distributing to classrooms in August.
Staff Appreciation Week (MAY)	Liz Novello novelloe78@gmail.com Catherine Santaiti santaiti@mac.com Simone Uchiyama simone.hashimoro@gmail.com Rajitha Baddam baddamrajitha@yahoo.com	Oversee a special lunch provided to all staff at MPS. Work to decorate the teacher's lounge. Veneto's delivers. Serve the teachers with volunteers. Volunteers Needed.
STEM Career Day (APRIL)	Mukesh Shah mukesh.shah@gmail.com Charu Tyagi charupank@gmail.com Vineeta Koul Koulvineeta@gmail.com	Solicit parent volunteers with STEM careers for the purpose of presenting to students during the new STEM Career Day Volunteers Needed.
Sunshine Committee	Ritu Narsi riturani@hotmail.com	Deliver birthday greetings to staff at MPS.
Trail of Thanks (NOVEMBER)	OPEN (1) Kalpana Tiwari Kalpana.tiwari@gmail.com	Collecting cutouts with notes of thanks from students for things they are grateful for a wall display in school lobby.
Turkey Grams/ Valentine Grams (NOVEMBER, FEBRUARY)	Mercy Reyes mercy_reyes@hotmail.com	
Wizard of Words (FEBRUARY/ MARCH)	Claudine McMahon csbcm3@gmail.com Kala Hariharan kala_hhv@gmail.com	Working with Media Specialist to coordinate author's visit. Will send out announcements to participate and purchase books via email and backpack drop. Will coordinate Author's schedule with classes on day of visit. Final event is held during school hours.

Updated 5/11/18