EVERETT SCHOOL APT BOARD FORM

2014-2015

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CELL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GRADES OF EVERETT CHILDREN IN FALL 2013 (Please check all that apply)

\_\_\_\_\_K \_\_\_\_\_1ST  \_\_\_\_\_2ND  \_\_\_\_3RD \_\_\_\_\_4TH

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GENERAL RESPONSIBILITIES FOR ALL POSITIONS:

* Become a member of the APT
* Participate in APT events
* Commitment to a two-year term preferred but not mandatory
* Attend Everett School APT Board Meetings (3rd Wednesday of month, 9:00 - 11:00am)
* Attend District-wide Annual APT Meeting in March
* Complete responsibilities of position, including submission and presentation of committee report on monthly basis

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APT BOARD POSITIONS:

Please check any/all position(s) you may be interested in filling. Some positions may not be available for the 2013-2014 school year as terms expire on an every other year basis. We will do our best to respect your specific request(s).

At least 2 people serve per position; you will be working alongside other Everett parents.

\_\_\_\_\_BOARD OF EDUCATION LIAISONS: Attend District 67 School Board Meetings (4th Tuesday evening of each month); attend Ed/Leg Committee Meetings (4 times/year); report to Everett APT Board..

\_\_\_\_\_CELEBRATION BOOK CLUB COORDINATORS: Promote donation of books to Everett’s Information Resource Center IRC; manage administrative responsibilities (send out student requests and thank donors).

\_\_\_\_\_CLOTHING COORDINATORS: Promote sales and manage administrative responsibilities (take orders, order clothing, and distribution) for Everett Eagle clothing.

\_\_\_\_\_COMMUNICATIONS COORDINATOR: Disseminate important and timely information and announcements, including promotion of school and District events; communicate with District level, including Executive Board Communications Secretary; maintain Everett APT website.

\_\_\_\_\_COMMUNITY SERVICE COORDINATORS: Coordinate community outreach activities (food and book drives, Earth Week) and assist parent volunteers to staff various programs, including school picture day.

\_\_\_\_\_DIRECTORY COORDINATORS: Represent Everett on District 67 Directory development activities. Coordinate Directory distribution to Everett families in the fall.

\_\_\_\_\_EMOTIONAL WELLNESS COORDINATOR: Communicate school specific emotional wellness details and promote ways to support emotional wellness at home in conjunction with the emotional wellness building mentor and principal. Attend quarterly committee meetings & monthly APT meetings to share school level details and examples. Partner with parent awareness reps to provide programs as needed at respective schools.

\_\_\_\_\_FINE ARTS/ VISITING AUTHOR COORDINATORS: Publicize and coordinate Fine Arts and Visiting Author programs, including setup and staff program evaluation.

\_\_\_\_\_FOOD SERVICE COORDINATORS: Coordinate parent volunteers for recess duty; represent Everett in meetings with Quest Food Service and Wellness Committee meetings; coordinate activities for National Nutrition Month.

\_\_\_\_\_KINDERGARTEN COORDINATOR: Communicate APT-related information to parents of Kindergartners during the summer; plan play date for Kindergartners prior to beginning of school; assist Kindergartners from buses to playground in the morning during the first week of school.

\_\_\_\_\_MEMBERSHIP/NEW FAMILY COORDINATORS: Oversee Everett annual APT membership drive; welcome new families (pair families through Buddy Program, deliver welcome packets); host New Family/Kindergarten Coffee in fall.

\_\_\_\_\_NEWSLETTER EDITORS: Gather articles from APT committees and Everett students and staff; edit, publish and distribute Eagle Eyes newsletter online; 3 issues per school year.

\_\_\_\_\_PARENT AWARENESS LIAISONS: Raise awareness of the resources available to parents.  Facilitate and create opportunities to share information with parents regarding their developing students.  Support the efforts of LEAD, District 67's Emotional Wellness Committee and Everett school administration and staff.

\_\_\_\_\_ROOM PARENT COORDINATORS: Assist in selection of class Room Parents; host Room Parent Orientation in fall; provide ongoing support and information to room parents throughout the school year; oversee the coordination of grade level Everett Evening Socials; plan and implement student projects for Teacher Appreciation Week in May.

\_\_\_\_\_SCHOOL SUPPLY COORDINATORS: Coordinate the SchoolPak School Supply Program for Everett, including order tracking and distribution of supplies in fall.

\_\_\_\_\_SPECIAL EVENTS COMMITTEE: Plan and implement student and family social events including Fall Family Picnic, Halloween Party, Winter Party and Spring Ice Cream Social.

\_\_\_\_\_TEACHER APPRECIATION COMMITTEE: Coordinate Everett staff appreciation events (Back-to-School and Conference Lunches, Holiday Cookie Exchange, Curriculum Night and Family Sharing Night staff pizza dinners); coordinate Teacher Appreciation Week activities.

\_\_\_\_\_TIME ZONE COORDINATORS: Works with teachers, parents and Executive Board Coordinator. Attends kick-off meeting at beginning of year, secures parent volunteers with the help of room parents, attends TIME Zone programs during the school days when Everett students are in attendance. Assists in the set-ups and tear downs of the materials.

\_\_\_\_\_YEARBOOK CHAIRS: Work with Yearbook Committee members to organize Everett’s yearbook for publication; coordinate yearbook sales and distribution.

\_\_\_\_\_YEARBOOK GRADE LEVEL COORDINATORS: Take pictures at classroom and school events and distribute to Yearbook Chairs and Communications Coordinator.

You will be contacted in early/late spring to discuss available positions.

Thank you for your interest in serving as an

Everett APT Board Member.