

ARI GUIRAGOS MINASSIAN

**PARENT TEACHER
ORGANIZATION (“PTO”)**

**GUIDE AND WELCOMING
PACKET
(2016-2017 SCHOOL YEAR)**

Welcome to Ari Guiragos Minassian (“AGM”) Armenian School’s Parent Teacher Organization (“PTO”)!!!

The PTO, in conjunction with the School Board, plays an integral role in the life of AGM. The PTO helps create a sense of community, enhanced by the fact that the school, the church and the Armenian center are all located on the same campus. Although our mission(s) may vary depending on the given year, our main objective remains constant, which is to help our school in whatever capacity that is necessary.

The PTO Executive Committee has worked hard over the summer in an effort to be able to continue the support it has provided AGM for a great number of years. In years past, the PTO has been able to help supply AGM with an instrumental program, extracurricular activities, playground equipment, and various other needed materials and/or support.

We would like to remind you that our PTO is not only a fundraising organization, but also a school supporter. Our children need to know that we take an interest in their education. There is a continuing need for parental involvement in our school. We encourage you to review the following packet, and you will find listed several areas in which volunteers are needed.

This year, the PTO has re-structured the volunteer service requirement set by AGM. Instead of asking families to sign up for 25 hours of service, each family is required to sign up to volunteer for only two (2) events throughout the year. Homeroom mom and banquet sub-committee sign ups satisfy the two event requirement for the entire year.

We are requiring that families sign up for their 2 events by October 23, 2016. Otherwise, the school office will include the \$250.00 payment in lieu of service in your November invoice. The PTO will use the monies collected to fund integral AGM projects (i.e. after school activities, instrumental programs, etc.).

In our ever-changing society, and especially in the Diaspora, we as Armenians need to be consistent in the desire to ensure our children receive the best educational resources available. With that in mind, we hope we can count on you to assist the PTO during the upcoming school year. By working together, we will be able to ensure that AGM remains the safe, educational, and fun environment we all desire for our children.

Please feel free to e-mail or contact any of the PTO Executive Committee members with concerns or questions that you may have. Best wishes on an enjoyable school year.

Jibit Cinar, Chairperson

Taleen Keshishian, Co-Chairperson

Houri Guldjian, Treasurer

Sose Matti, “Spirit” Sub-Committee Chair

Natalie Peters, Social Media and Communications Chair

Nora Jananian, Hospitality Chair
Samantha Megrin, Advisor and Banquet Sub-Committee Liaison
Mania Persekian, Advisor and Banquet Sub-Committee Liaison
Marine Agazaryan, Advisor

PTO email: pto@agminassianschool.org

PTO MEETINGS

The PTO meetings are usually run by one of the officers, the chairperson or co-chairperson. The PTO members should be composed of 7-9 members, however, this number may vary in any given year.

The PTO officially meets once a month, the third Thursday of each month, at 8:30 a.m., in the school conference room, unless otherwise noted. Any change in the meeting day or time will be given at least three (3) days in advance.

Our PTO meetings are conducted on an agenda format. If you have an issue you would like addressed at the meeting, please let us know prior to the meeting so that it can be included in the agenda.

We encourage all parents, regardless of whether or not they are on the Executive Committee, to attend the monthly PTO meetings.

PTO EXECUTIVE COMMITTEE

The members of the PTO Executive Committee shall elect officers. A PTO Executive Committee member shall have a 2-year term. A reduced term shall apply only in extraordinary circumstances. The responsibilities for each position are also identified below:

1. **Chairperson** – Runs the meeting, represents the PTO and/or is the spokesperson for the PTO functions, and is a liaison between the PTO, the principal, and the School Board;
2. **Co-Chairperson** – shares the responsibilities of the chairperson, and steps in whenever the chairperson is unable to fulfill the responsibilities of their position on any given day;
3. **Treasurer** – Keeps records of the PTO's account balances, all income or money raised, and expenses, periodically provides PTO and the School Board with the treasurer's reports, and should be prepared to answer any questions the School Board members may have regarding PTO finances;
4. **Spirit Chair** – is responsible for ordering and maintaining school spirit merchandise; coordinates School Spirit Table every 3rd Friday of the month;
5. **Social Media and Communications Chair** – in charge of promoting events and activities of the school through Instagram and/or Facebook;
6. **Hospitality Chair** – responsible for coordinating any and all events that require hospitality, including but not limited to orientation, first day of school, back to school night, school programs.

Once an Officer has completed her term, she shall step down and be replaced by another individual. The individual may continue to serve on the PTO Executive

Committee, but at least two (2) years has to pass before she may be selected as an officer once again.

ELECTION PROCESS

The election process shall be as follows:

- 1) Prior to election, an explanation of the responsibilities regarding a particular position will be provided for all incoming new PTO members;
 - 2) PTO members can nominate as many individuals as they wish for any particular position, and if the nominee(s) accepts the nomination, an open or closed vote (whichever is preferred) will be taken.
 - 3) Once all the positions have been filled for the upcoming year, the old executive committee shall help the new executive committee in making a smooth transition of responsibilities.
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VOLUNTEER OPPORTUNITIES

AGM and the PTO need parental involvement in our activities every year, including this year. The more people we have to work together, the more successful our efforts will be in assisting our school. This is a wonderful way to become involved in your child's school. Being involved in your child's school helps promote their self-confidence!

Parents are required to sign up for two (2) events throughout the year or otherwise contribute a donation of \$250 by November 1. Below are a number of volunteer opportunities at AGM. Categories of opportunities and events may be added or reduced at the PTO's discretion:

Discrete Events:

Harvest Festival
Movie Night
Christmas Boutique
Annual Banquet committee
Easter Egg Hunt and Lunch
Date Nights
Family Fundraisers
Teacher's Appreciation Week
Mother's Day Brunch
Year-End Program

Ongoing Events

Homeroom Parent – liaison between PTO/teacher and class
Hospitality – refreshments for various events

Signing up to help out with any of the above events will help contribute towards your service requirement. Please see a PTO Executive Committee member for more details on how to sign up to help out for a particular event.

PTO EVENTS

Attached you will find a calendar of events for the upcoming school year that the PTO organizes. A PTO member volunteers to head a particular event and asks for parents within the school community to join the subcommittee. This provides a wonderful opportunity for those parents who aren't on the PTO Executive Committee but may have special interests and talents they could share, to join a particular subcommittee that interests them and work on that one project. It will also give parents several opportunities to fulfill service hours every year.

IMPORTANT PHONE NUMBERS

AGM School Office: (714) 839-7831
Forty Martyrs Church Office: (714) 839-7820

PTO E-mail

pto@agminassianschool.org