

## PA Open Roles 2026 - 2027 School Year

**President** - open (2 year term)

**Vice President** - open (2 year term)

**Secretary** - open (2 year term)

**Treasurer**- Rachel Forthofer

\*\*\*\*See below for officer descriptions, as described in the PA ByLaws

**LS Coordinators** - Kevin Pullella & Laura Varbel

**MS Coordinator**- Julie Huck

**US Coordinator** - Nyree Skimin

**Grants**- Vanessa Delgado

**Flower Lead Chair** - Vicki Todd

**Flower co-chair** - open

Flower chairs are responsible for communicating calendar / delivery days with the greenhouse [Fortmeyer], distributing flyers to divisions in August and February, and finalizing orders with greenhouse. Flower Chairs will also be on campus for delivery in September and April, and print off all necessary pull sheets and inventory lists for volunteers to assemble orders

**Holiday Craft** - Lauren Givan

Lauren will manage overall logistics; contact Lauren if interested in helping with decor / craft/ gift wrap / etc

**Pizza Friday** - 2 open

Pizza Friday chairs communicate with chosen pizza company (Currently Master Pizza) for LS's weekly pizza delivery. Orders are placed at the beginning of fall and spring semesters via PA website. Chairs create an order page on PA website (or communicate with Webmaster for assistance in doing so). Chairs also create a Sign Up Genius page each semester so LS parents can sign students up for pizza. Chairs will be in touch with LRA business office to ensure that invoices are processed

**Lunch Program** - open

Lunch Program chair manages K - 12 lunch menus delivered by outside vendors. Chair uploads school calendar to LunchLink app (so parents cannot order lunch on days LRA is closed). Also responsible for emergency cancellations (snow days).

**Teacher Appreciation Spring 2027** - Open

Chair (with the help of a committee) coordinates activities during a week long Teacher Appreciation celebration. Teacher Appreciation applies to all faculty and staff on campus, Jr K - 12. Past events have included chair massages, yoga, lunch, daily snacks, bulletin board decorating, notes from students. Committee typically begins meeting before spring break, with the TA week typically falling end of April (before AP exams begin in upper school)

**Library Coordinator** - Julia Sertich

**FunDrive** - Taryn McPherson

**Webmaster** - Chaz Gatian

**Middle School Dance** - Committee TBD each year based on parents in MS. Dance typically occurs in spring with a theme. Chair of committee will work with MS Coordinator

**Conference Meals** (fall / spring) - open

Coordinates fall conference meal (Dinner) and spring conference meal (lunch). Is on campus to set up the meal. Main meal is usually ordered / catered and will be paid via PA Budget. Drinks and desserts typically donated via Sign Up Genius.

**Fall Fest / Spring Event** - TBD - waiting to hear from LRA for details / dates

**Senior Lunch / Other event for seniors** - Exact type of event TBD

\*\*\*\*As per the PA ByLaws

## **THE PA EXECUTIVE BOARD**

### **PRESIDENT**

The President has the following duties:

- Schedules and conducts monthly PA General Meetings and Executive Board Meetings
- Assumes responsibility for communication to parents at large
- Plans the calendar for the upcoming school year and maintains updates in collaboration with LRA Administration
- Assists Treasurer/Executive Board in developing annual budget
- Acts as liaison between PA and LRA Administration
- Serves as member of the Grants Committee
- Oversees the execution of PA events and endeavors
- Appoints members of the Bylaws Committee

### **VICE PRESIDENT**

The Vice President has the following duties:

- Attends all PA General Meetings
- Advises and assists the President
- Serves as the Chair of the Bylaws Committee
- Conducts meetings in absence of the President
- Assists the Treasurer/Executive Board in preparing the budget

## **SECRETARY**

The Secretary has the following duties:

- Records minutes at PA General Meetings and Executive Board Meetings
- Presents previous PA General Meeting minutes at following meeting
- Assists with organizing communication and social media
- Presides at meetings in the absence of the President and Vice President
- Assists the Treasurer/Executive Board in preparing the budget