



Eagle Ridge Academy Parent Teacher Organization (ERA PTO)

“Changing things up to meet the changing needs of our community.”

Engaged Parents | Supported Teachers | Fun Student Events

PTO EMAIL ADDRESS: pto.eagleridge@gmail.com

PTO FACEBOOK LINK: <https://www.facebook.com/ERAPTOMtka>

Dear ERA Families and Staff,

Thank you for the wonderful support given over the years to our PTO (Parent Teacher Organization). Eagle Ridge Academy's PTO has a long-standing reputation for creating fun events and experiences for students, families, and staff/teachers. It has been around for nearly 20 years and besides creating memorable events, it raises important funds for the school.

The PTO is seeking new members to take on responsibilities to continue the tradition of providing meaningful and interactive events, continue to support our teachers and staff, and partner with the school on endeavors to sustain the Academy into future years. Eagle Ridge Academy will celebrate its 20th anniversary next year. What better time to join us, with new creative minds leading the charge? New ideas, innovative changes for what our families want, and sustainable duties.

A new team will need to be in place by July 1, 2023, in order to have a successful year.

What events does PTO organize?

- * Rockin' the Ridge
- * Roller skating party
- * Meet the Teachers Ice Cream Social
- * Spirit Wear sales
- * Used Uniform Sales
- * Ice Cream trucks at the end of the school year

Sadly, older events like Ski Club, Party with a Purpose, and Summer Grade-Level Gatherings that have been on hold due to lack of help will not be reinstated.

The sale of PTO spirit wear, the Box Tops and Coca-Cola Redemption program, and collection of voluntary dues need manpower.

Rockin' the Ridge is a large event as it creates important revenue that supports events like Festival of Treats, teacher grants, the senior party, ERA event support, conference meals for teachers, Teacher Appreciation Week, grade-level moving up parties, back to school events and ice cream social, the annual Staff Party, refreshments for school events like graduation, senior prom support, Gryphon Garden support, and ice cream trucks the end of the year.

The PTO is looking for your involvement, time, and execution of events. These positions can be done in pairs. A strong team with many hands can make a big difference. Joining forces with another person to co-lead helps build community and add additional voices and support. Full training on each position, sharing of files and important historical information, and transitional support will be provided. The current leadership is still here at ERA and is willing to do whatever it takes to make the transition successful and streamlined. If you would like to help keep the tradition of our PTO going, please consider joining forces to make a difference.

The PTO will hold a spring election meeting at Eagle Ridge Academy on Tuesday, May 30, at 6:00 p.m. At this meeting, the PTO will elect a new Board and event representation for the 2023-24 school year. [Nominate yourself or someone you know here](#). No experience is necessary, just a desire to have fun, meet others, and serve our community! Nominations are due by Tuesday, May 15.

For additional information on what each position entails and to get more information on the PTO in general, please contact [Elena Ryabinin](#) or [Tina Loutsch](#).

Thank you for your time and consideration,

ERA PTO Board

PTO Board

ERA PTO Board members for 2022-2023 began to serve on July 1, 2022.

- **President** – Elena Ryabinin
- **Vice-President** – Ifrah Dualeh
- **Treasurer** – Tina Loutsch
- **Teacher Liaisons** – Lindsay Thomas (1st grade teacher), Carolyn Sommers Tillotson (School Librarian)
- **Community Engagement** – Cassie Bruski, Gretchen Stone, Resmy Kurian, Lindsey Wu, Doris Momanyi, Manohar Perumal, Lincy Paul

Would you like to join us? Please email us at pto.eagleridge@gmail.com.

Board Role Descriptions:

President(s):

- Preside over Board meetings
- Cooperate with the Director of Eagle Ridge Academy and the school's Board of Directors to maintain a supportive relationship between the school and the PTO
- Delegate special projects, creating committees as needed

Vice-President(s):

- Support and aide the work of the president, acting as a backup to the president when needed
- Act as a backup, signing checks, if needed, for the treasurer

Treasurer:

- Handle and maintain PTO funds, disbursing funds as decided by the board and fulfilling reimbursements in a timely manner
- Maintain control and supervision over the PTO bank account and checkbook, signing all checks
- Maintain and update budget spreadsheet
- Provide brief financial report to the board at quarterly meetings

Secretary:

- Officially record minutes of PTO meetings, submitting a copy of minutes to fellow board members via shared document file
- Maintain PTO email and manage email communications
- Manage school communications, including Eagle Eye

Volunteer Coordinators:

- Recruit volunteers as needed for PTO committees and events, maintain a list of volunteers
- Disperse volunteer lists to appropriate committee chairs

Teacher Liaisons:

- Act as advisor and liaison between faculty/staff and the PTO
- Help coordinate PTO-sponsored activities in the classroom
- Report to teachers on PTO activities

Responsibilities for all PTO Board Members:

- Attend majority of PTO meetings, notify the team if unable to attend
- Provide ideas and feedback to the team regarding PTO projects and initiatives
- Take ownership of and complete projects or tasks as assigned/agreed on at PTO Board meetings
- Communicate with the team (via email, shared Google docs, and/or private Facebook page) regarding progress, updates, or needs
- Have fun, ask for help when needed, and maintain a positive attitude!

[PTO BYLAWS](#) (Amended 3.13.14)