

*YOU CAN MAKE A DIFFERENCE IN OUR SCHOOL.*

*VOLUNTEER & HAVE FUN  
WITH THE PARENTS ASSOCIATION!*

**DEAR ST. JOHN'S PARENTS:**

Each year, the Parents Association creates a nominating committee to help identify volunteers to serve on the Parents Association Council for the next year. The PA Council is comprised of event Chairs, Coordinators and Executive Committee members. The search is now on and we're looking for some fabulous volunteers to serve on the 2019-2020 PA Council.

2018-2019 Nominating Committee

Melissa Eakes

[melissaeakes@gmail.com](mailto:melissaeakes@gmail.com)

Shannon DeVilbiss

[shannon.devilbiss@gmail.com](mailto:shannon.devilbiss@gmail.com)

Brook Henry

[brook\\_henry@yahoo.com](mailto:brook_henry@yahoo.com)

Meg Berg (Middle School Representative)

[megberg@me.com](mailto:megberg@me.com)

Amanda Campbell (Lower School Representative).

[amanda.c.campbell@mac.com](mailto:amanda.c.campbell@mac.com)

Nominating Committee includes PA Parliamentarian, PA President Elect, one appointed member and a lower school and middle school member nominated and voted on by the PA Council.

Below is a list of the PA Council positions. If you would like to self-nominate or nominate someone else for consideration for a particular position, please email PA Parliamentarian Melissa Eakes at [melissaeakes@gmail.com](mailto:melissaeakes@gmail.com) or any other member of the nominating committee listed above by:

**Tuesday, November 27, 2018**

If you would like more information about a particular position, feel free to contact the person currently holding that position. Contact information for each is below.

*We are so fortunate to have such an active and warm community at St. John's. It is really one of the most special elements of this school. Part of the Parents Association's Mission is to foster this wonderful and unique community. We hope you will join us this year!*

*Sincerely,*

Melissa Eakes, 2018-2019 PA Parliamentarian

**ST. JOHN'S PARENTS ASSOCIATION**  
**2019-2020 Positions**

*Below are the basic duties associated with each Chair, Assistant Chair, Coordinator or Executive committee position. What is hard to convey is the fun, creativity and energy that each position holds. We look forward to a wonderful year!*

**BELOW ARE THE EXECUTIVE COMMITTEE POSITIONS:**  
**(Attend 5 General Council Meetings plus 4-5 Executive Committee Meetings)**

**Parliamentarian:** Advises the President on parliamentary procedural questions. Runs and coordinates all nominating committee meetings. Leads the nominating process. 2018-2019 Parliamentarian: Melissa Eakes, [melissaeakes@gmail.com](mailto:melissaeakes@gmail.com).

**Secretary:** Coordinates PA general meetings. Organizes coffee and snacks for PA general meetings and records and distributes the minutes in a timely manner to the appropriate parties. Assists the President with any summer mailings and packet development. 2018-2019 Secretary: Donna Haglin, [dkhaglin@gmail.com](mailto:dkhaglin@gmail.com).

**Treasurer/Assistant Treasurer:** The Treasurer presents a monthly budget at the PA Council meetings and works closely with the school Business Manager. Works closely with Carnival and Spring Fundraising (Auction) Chairs to develop budgets for the events. The Assistant Treasurer helps prepare the budget, helps major fundraising event chairs adhere to their budgets and is the Treasurer the next school year. 2018-2019 Treasurer/Assistant Treasurer: Joanna Brown, [brown.joanna@att.net](mailto:brown.joanna@att.net) and Jennifer Sharpe, [jennifer@wrinv.com](mailto:jennifer@wrinv.com).

**Communications Chair/ Assistant Chair:** Coordinates all communications efforts for the Parents Association. Works with the school Communications Director and PA council members to develop the communications calendar for the year. Assists chairs of fundraising and community events with their communications efforts. Provides content updates for the parent's section of the St. John's website. Assistant Communications Chair partners with the current Chair and will become the Communications Chair the next school year. 2018-2019 Communications/Asst. Communications: Erika Holland [erikaholland@gmail.com](mailto:erikaholland@gmail.com) and Suzanne Irish [suzanneirish@hotmail.com](mailto:suzanneirish@hotmail.com).

**VP Community/Assistant VP:** Assists the President in overseeing all PA Community Events and initiatives for the year. Works to enhance the PA efforts with new families and will assist with any additional community events that may be held throughout the school year. Assistant VP Community will partner with the VP to oversee and enhance PA community events and will serve as VP the next school year. 2018-2019 VP Community/Assistant VP Community: Jennifer Robinson [jennifer\\_robinson@neimanmarcus.com](mailto:jennifer_robinson@neimanmarcus.com) and Elizabeth Fritz [ejbfritz@gmail.com](mailto:ejbfritz@gmail.com).

**VP Fundraising/Assistant VP:** Assists the President in overseeing all PA Fundraising Events. Specifically serves as a liaison between the Office of Advancement and the Fundraising Chairs. Coordinates the fundraising efforts of the PA as they pertain to corporate and major gifts. Assistant VP Fundraising will partner with the VP to support major fundraising activities and will take over as VP the next school year. 2018-2019 VP Fundraising/Asst. VP Fundraising: Lane Olson, [lanead-iar@gmail.com](mailto:lanead-iar@gmail.com) and Kiki Simpson [kikisimpson@gmail.com](mailto:kikisimpson@gmail.com).

**VP Volunteers/ Assistant VP:** Assists the President in overseeing the volunteer efforts of the PA. Reviews and coordinates the volunteer information from the online enrollment including the lottery for classroom parties. Assists PA event chairs with volunteer recruiting and coordination as needed. Assistant VP Volunteers will partner with the VP to coordinate volunteer support for major PA events and will take over as VP the next school year. 2018-2019 VP Volunteers/Asst. VP Volunteers: Becky Clarke, [rdodds10@hotmail.com](mailto:rdodds10@hotmail.com) and Amanda Campbell, [amanda.c.campbell@me.com](mailto:amanda.c.campbell@me.com).

**FOLLOWING ARE THE PA COUNCIL STANDING CHAIRS & COORDINATOR POSITIONS (Attend 5 General Council Meetings – that’s it!)**

**Book Fair Chair/Assistant Chair:** Develops the theme, promotional materials and overall coordination of the book fair. Works with the book vendor and adheres to the budget. Secures volunteers for the event and works with the school and librarian. Assistant Chair supports the chair in all aspects of planning and coordination and will become the chair the next school year. 2018-2019 Book Fair Chairs/Asst. Chairs: Tammy Buck, [buck.tammy@gmail.com](mailto:buck.tammy@gmail.com) and Elizabeth McCain, [femccoin@gmail.com](mailto:femccoin@gmail.com).

**Carpool Coordinator/Assistant Coordinator:** Coordinates the volunteers to assist the school in managing carpool on a daily basis. Carpool chair is also asked to assist with educating the community throughout the year on any carpool/parking issues. (Extra time will be needed during the first week of school.) Assistant Carpool Chair partners with the current chair and will become the Carpool Chair the following year. 2018-2019 Carpool Coord./Asst. Coord.: Dena Robinson, [dena@drdenarob.com](mailto:dena@drdenarob.com) and Lynn Golden [lynngolden@sbcglobal.net](mailto:lynngolden@sbcglobal.net).

**Christian Life Liaison:** Help continue a wonderful St. John’s tradition started by SJES parents Kathy and Reagan Stewart by creating prayer books for graduating 8<sup>th</sup> grade students as a special memento of their Christian life at St. John’s. Prayer books include prayers and songs from SJES chapel, as well as special prayers and poems submitted by St. John’s teachers. 2018-2019 Christian Life Liaison: Emily Evans [emily.evans@mac.com](mailto:emily.evans@mac.com).

**Community Initiatives Chairs (Box Tops & Grocery Cards):** Coordinates and promotes school-wide collection of Box Tops and Grocery Cards for the PA. 2018-2019 Community Initiatives Chair: Becca Schottmiller [scrapperbecca@gmail.com](mailto:scrapperbecca@gmail.com).

**Fall Carnival Co-Chairs:** Oversees the overall operation of the Fall Carnival (our largest school-wide community event and significant community fundraiser). Chairs are responsible for securing all Fall Festival committee chairs. They will adhere to a budget that is approved by the PA Executive Committee, work with the VP Community for overall direction, the Communications Chair to promote the event and with the VP of Fundraising to secure any outside underwriting of the event. This job does require some coordinating/organizing of the event over the summer or spring prior. 2018-2019 Carnival Co-Chairs: Blair Wittneben, [blair.dudley@gmail.com](mailto:blair.dudley@gmail.com) and Shannon Cahalan [shannonhcahalan@yahoo.com](mailto:shannonhcahalan@yahoo.com).

**Games Day Chair:** Works closely with the P.E. Department and Crusader Club in securing volunteers to assist with games and other activities during Games Day in the spring. Must be present and assist on Games Day in May. 2018-2019 Games Day Chair: Julie Atwell [julie.atwell@nb.com](mailto:julie.atwell@nb.com) and Shea Davis [sheafra@gmail.com](mailto:sheafra@gmail.com).

**Lunchroom Coordinator:** Provides a schedule and secures volunteers to assist in the school lunchroom. 2018-2019 Lunchroom Coordinator: Donna Vaught, [donna.r.vaught@gmail.com](mailto:donna.r.vaught@gmail.com).

**New Family Coordinators:** Works closely with the Admissions Director to help plan and oversee major events for new families including Ice Cream Social, New Parent Reception, Pre-K and Kindergarten summer parties and assigning “buddy families.” Should be available in the summer to answer questions and assist new families as needed. Assists the Admissions Coordinator with open houses as needed. New Family Coordinators have a Lower School and Middle School Chair. 2018-2019 New Family Coordinators: Lower school – Brook Henry [brook\\_henry@yahoo.com](mailto:brook_henry@yahoo.com) Middle school - Lindsay Loughlin [lindsaymlough@gmail.com](mailto:lindsaymlough@gmail.com).

**Social Media Chair:** Use your social media savvy to promote PA events and happenings on the Parents Association’s social media platforms, Facebook and Instagram. 2018-2019 Social Media Chair: Kristi Bare [kbare@earthlink.net](mailto:kbare@earthlink.net).

**Spirit Chairs:** Do you love St. John's? This is the position for you! Spirit Chairs are responsible for spreading Crusader Spirit on campus. Spirit Chairs coordinate back to school spirit events for the fall and an all school Pep Rally and Basketball Night in the spring. This position was new to the Parent's Association in 2016-17 and has quickly become an important part of the work of the PA. 2018-2019 Spirit Co-Chairs: Kerri Johnson [kerri.johnson@vizientinc.com](mailto:kerri.johnson@vizientinc.com) and Jenny Cooper [jale-romc@gmail.com](mailto:jale-romc@gmail.com).

**Spirit Shop Chairs:** Responsible for selecting and promoting SJES pre-order only merchandise for the SJES Crusader Shop one – two times per year. 2018-2019 Crusader Shop Co-Chairs: Kelly Morgan, [morgan@fr.com](mailto:morgan@fr.com) and Jennifer Dickerson, [rohdjen@hotmail.com](mailto:rohdjen@hotmail.com).

**Spring Fundraising/Auction Co-Chairs:** Oversees and coordinates the Parents Association Auction/Spring Fundraiser. The primary responsibilities are selecting and securing the facility, planning the party, and supervising all areas of the Auction. Auction Chairs are also responsible for securing committee chairs and managing an approved budget. Works closely with the VP of Fundraising and the SJES Parent Liaison. 2018-2019 Auction Co-Chairs: Emily Cassidy [EmilyCassady@outlook.com](mailto:EmilyCassady@outlook.com) and Julie Halverson [juliedhalverson@yahoo.com](mailto:juliedhalverson@yahoo.com).

**Sunshine Chair(s):** Coordinates volunteers to provide meals, cards or other special treats for community members. Provides a small birthday remembrance for all staff and enrichment teachers and sends reminders to volunteers. (Does not include birthdays for the Classroom and Advisory teachers.) 2018-2019 Sunshine Co-Chairs: Ashley Martin [ashleyvice78@yahoo.com](mailto:ashleyvice78@yahoo.com) and Claudia Magee [ckbmagee@yahoo.com](mailto:ckbmagee@yahoo.com).

**Tablescapes Luncheon Co-Chairs:** Plan and implement the Teacher’s Appreciation Luncheon in May of 2018. Identify a theme, plan the event and recruit volunteers to create tablescapes and

serve at the luncheon. 2018-2019 Tablescape Luncheon Co-Chairs: Amy Laczowski [alaczowski@sbcglobal.net](mailto:alaczowski@sbcglobal.net), Erin Carter [erineocarter@hotmail.com](mailto:erineocarter@hotmail.com) and Stephanie Howells [sehowells@sbcglobal.net](mailto:sehowells@sbcglobal.net).

**Teacher Appreciation Chairs:** Coordinates activities for parents to show our appreciation of teachers and staff throughout the school year. Plans and hosts lunch on teacher in-service days (includes providing a lunch for the teachers and staff the day before school starts in August), conference days, small gifts at Christmas and a Valentine's Day luncheon. (This position does not coordinate the Tablescape Luncheon.) 2018-2019 Teacher Appreciation Co-Chairs Angela Jackson [angeladecorates@gmail.com](mailto:angeladecorates@gmail.com) Allison Methvin [allisonmethvin@yahoo.com](mailto:allisonmethvin@yahoo.com) Noelle Hardin [noellehardin@yahoo.com](mailto:noellehardin@yahoo.com).

**Uniform Resale Chairs:** In charge of collecting school uniforms and attractively presenting them at the Uniform Resale which is held during the late summer and then again in January or February. Uniforms are collected in January and during the last week of the school year. 2018-2019 Uniform Resale Chairs: Melissa Martin [mmsherrill@familyplace.org](mailto:mmsherrill@familyplace.org) and Lauren Garrity [lbgarrity@gmail.com](mailto:lbgarrity@gmail.com).

**White Rock Games Chairs:** Works closely with the organizational staff at White Rock Games. Helps to promote and encourage participation in the Games within the St. John's community. 2018-2019 White Rock Games Chair: Nicole Motley [nmotley@sbcglobal.net](mailto:nmotley@sbcglobal.net).