

April 5, 2010

Dear Argonne Families:

Are you interested in serving in a leadership role next year at Argonne? We need your help!

As you may be aware, each school year we have elections to officially nominate a slate of officers to serve as the leadership of the Argonne PTO. The current positions are filled with volunteers who have been serving in these roles for a number of years. We are looking for new parents willing and interested in supporting Argonne and helping our school continue to flourish in the years ahead. Current parent leaders will continue their involvement and be on hand to assist as new parents transition into their leadership roles.

Here's How Argonne's Governance Works:

Argonne has a unique governing structure. According to our bylaws, all parents of children enrolled at Argonne, as well as all staff, are members of the Argonne Council of Empowerment (ACE), the name of our Parent-Teacher Organization (PTO). ACE/PTO's Board of Directors ("Linking Council" or "School Site Council") is considered the representative, managing body of ACE/PTO. The Linking Council is comprised of ACE/PTO Officers, Committee Chairs and other interested parents and teachers. There should be no fewer than 6 and no more than 24 members of the Board and there should be parity between the number of parents and teachers/staff.

What does the Board of Directors ("Linking Council" or "SSC") do? Each year the School Site Council develops an Academic Plan and sets priorities for the upcoming year. Using that plan, the SSC allocates funds from the annual school budget. The SSC is co-chaired by the principal and elected parent representatives, and the elected ACE Secretary and Treasurer are also standing members (these positions may also be shared).

ACE Committees and what they do:

- Leadership – Teacher/Principle/Parent Co-Chair coordination meetings.
- Resources and Budget ("Rebud") -- Budget and fundraising.
- Communications -- Manages the publication of the school website and newsletter.
- Curriculum and Technology (ABC) – This committee will work on social justice and technology issues at Argonne.
- Greening – New committee that will work on greening inside and outside at Argonne.
- Programming – Helps plan school community events, including community service days.
- Volunteer Coordinator – Recruits, assigns parent volunteers in coordination with other committee chairs
- ELAC – English Language Advisory Committee. Monitors and supports programs that promote English learning

Active parents are key to almost everything we value about Argonne: we manage the budget, plan the fundraisers, coordinate Art in Action, publish the newsletter, make sure there are tour guides to show off the school to new parents looking for a Kindergarten . . . the list goes on. **We need YOUR help!**

Please consider serving in one of the leadership positions listed below: Most positions/committees can be shared by two or more people to make the workload quite reasonable

Here's how to participate:

Mark the position you are interested in and list your contact information.

Position	
	ACE Co-Chairperson/SSC Member Supervises all ACE activities, assists principal in writing annual academic plan, recruits new parent leaders and serves as the "face" of the Argonne parent community. Prepares agenda for monthly Linking Council meetings and conducts weekly meetings with principal and other parent leaders.
	ACE Co-Secretary/SSC Member Arranges monthly Linking Council and semi-annual ACE meetings: publicizes meetings in newsletter, Yahoo! group, website, Tuesday Folder and school bulletin board; arranges childcare, and purchases food. At meetings, Secretary takes notes and writes them up for approval at the next meeting.
	ACE Co-Treasurer/SSC Member Oversees ACE funds and annual budget. Manages reimbursement of ACE-related expenses and maintains PTO checkbook. Prepares a budget statement for monthly PTO meetings and works with principal and ACE co-chairs to develop annual budget during Academic Planning.
	Resources and Budget Co-Chair Manages ACE fundraising activities. Oversees Fall Giving Letter and Mayfair in the Spring, as well as smaller fundraisers like Sally Foster and Scholastic Book Fair.
	ABC/Technology Co-Chair Manages school technology plan and serves as parent curriculum representative.
	Communications Co-Chair Oversees publication of school newsletter and annual parent directory; manages other communications to Argonne parent and staff community.
	Greening Co-chair New committee which will work on school greening initiatives inside and outside classroom
	Programming Co-Chair Manages ACE community events and programs
	Volunteer Coordinator Recruits, assigns parent volunteers in coordination with other committee chairs
	ELAC Monitors and supports programs that promote English learning

I don't want to serve in a leadership role this year, but I am willing to volunteer on the following committees.

NAME _____

PHONE _____

EMAIL _____

CHILD(REN)/ROOM(S) _____

RETURN TO THE OFFICE BY April 30th Questions? Contact adina safer asafer@iname.com or Phil Ginsburg pginsburg@sbcglobal.net.