

KCE PTO

Board Election Timeline & Intent from Current Board 2024

Election Timeline (dates are subject to change)

February PTO Meeting (2/13): The Nominating Committee will be appointed by the PTO board & Current PTO Board Members host a Q & A for interested candidates.

End of February: Current Board Members share their intent and interest for upcoming school year with the Nominating Committee Lead

Early March: Nominating Committee Lead shares information about current board members' intent

2 weeks prior to Election (3/26): Nominating Committee *requests* that all members interested in board positions express interest to the NC and provide a short bio to be shared out with all members

April PTO Meeting on 4/9: Election Day! In the event of more than 1 candidate running for a position, there will be a secret ballot vote conducted by the Nominating Committee.

Nominating Committee:

Rebecca Rocca, Laura Cobb & Qinghua (Q) Good

All information shared below is to provide as much information as possible for the upcoming PTO election. All positions are OPEN and we welcome anyone interested to run for a board position.

Below you will find information about the board positions, the current board members, and their intent for upcoming year. This is based on information shared up until 2/29/24. Each current Board Member may change their intent at any point prior to the day of the Election.

Thank you to all of the current Board Members for sharing this information. 😊

Position	Roles and Responsibilities From The Bylaws	Current Board Member and Intent for Next Year
<p>President</p>	<p>The President shall preside over meetings of the organization and executive board, serve as the primary contact for the principal(s), represent the organization at meetings, serve as an ex officio member of all committees and coordinate the work of all the officers and committees so that the purpose of the organization is served.</p>	<p>Current Board Member: Stephannie Nazzaro</p> <p>Stephannie is running for Teacher Engagement Coordinator.</p>
<p>Vice President</p>	<p>The Vice President shall assist the President and carry out the President's duties in their absence or ability to serve. The Vice President will ensure Events Coordinators are on task so that they can be successful. The Vice President may also chair a committee of their own interest. The Vice President also keeps a copy of the minutes, bylaws, rules, and any other necessary supplies, and brings them to meetings.</p>	<p>Current Board Member: Crystal McDermond</p> <p>Crystal is running for Treasurer.</p>
<p>Holiday Events Coordinator</p>	<p>The Events Coordinator shall serve as the primary point of contact for all special projects and events. Event chairpersons will provide updates to the events coordinator and engage them for assistance/approval from the board when necessary. The Events Coordinator may manage a committee as necessary. Holiday Events Coordinator will handle events such as Boo Grams, Holiday Shoppe and Heart Grams.</p>	<p>Current Board Member: Sarah Marsicek</p> <p>Sarah is running for President or Vice President.</p>

Family Events Coordinator	<p>The Events Coordinator shall serve as the primary point of contact for all special projects and events. Event chairpersons will provide updates to the events coordinator and engage them for assistance/approval from the board when necessary. The Events Coordinator may manage a committee as necessary. Family Events Coordinator will handle events such as Grandparents night, Mother/Son, and Father/Daughter.</p>	<p>Current Board Member: Cat Loeffert</p> <p>Cat is willing to run again for Family Events Coordinator, if no one else is interested.</p>
Teacher Engagement Coordinator	<p>The Teacher Engagement Coordinator shall be responsible for overseeing teacher engagement efforts. This includes serving as the primary liaison with teachers, leading broader efforts to communicate/engage with teachers and overseeing the welcome back to school lunch for teachers, teacher appreciation week and any other teacher related activities. The Teacher Engagement Coordinator may manage a committee as necessary.</p>	<p>Current Board Member: Laura Cobb</p> <p>Laura is not re-running for a board position for the 24-25 school year. <i>She is a member of the Nominating Committee!</i></p>
Volunteer Coordinator	<p>The Volunteer Coordinator shall be responsible for overseeing parent engagement efforts. This includes serving as the primary liaison with room parents, leading broader efforts to communicate/engage parents, serving as the primary point of contact for volunteer recruitment and overseeing any other volunteer related activities. The Volunteer Coordinator may manage a committee as necessary.</p>	<p>Current Board Member: Jen Musico</p> <p>Jen is not re-running for a board position for the 24-25 school year.</p>

<p>Fundraising Coordinator</p>	<p>The Fundraising Coordinator shall be responsible for overseeing the organization’s fundraising efforts. This includes setting up spirit nights, working with the school to coordinate with Partners in Education, overseeing sponsorships and donations and serving as the primary point of contact for fundraisers. The Fundraising Coordinator shall also work closely with the Event Coordinators to curate items needed for each event. The Fundraising Coordinator may manage a committee as necessary.</p>	<p>Current Board Member: Allyson Billie</p> <p>Allyson is re-running for Fundraising Coordinator.</p>
<p>Communications Coordinator</p>	<p>The communications coordinator maintains all PTO communication vehicles, such as the Facebook Page, the PTO website, email notices and text alerts. The Communications Coordinator may manage a committee as necessary.</p>	<p>Current Board Member: Kim Conte</p> <p>Kim is re-running for Communications Coordinator.</p>
<p>Community Engagement/ Outreach Coordinator</p>	<p>The community engagement coordinator helps promote platinum sponsors, spirit nights and oversees the monthly newsletter. The Community engagement coordination will also work with the President on community outreach videos.</p>	<p>Current Board Member: Melanie Johnson</p> <p>Melanie is not re-running for a board position for the 24-25 school year.</p>
<p>Treasurer</p>	<p>The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. They shall develop and monitor a</p>	<p>Current Board Member: Annie Marais</p> <p>Annie is not re-running for a board</p>

budget, present a financial statement at every meeting and other times of the year when requested by the executive board, and make a full report at the end of the year. The Treasurer is also responsible for ensuring all forms are properly filed with the State of Florida and the IRS. In addition, the treasurer is responsible for all payment accounts, such as School Pay and PaySimple.

position for the 24-25 school year.

Co-Treasurer

The Co-Treasurer shall assist with the Treasurer's duties, including receiving funds of the organization, keeping an accurate record of receipts and expenditures and paying out funds in accordance with the approval of the executive board. The Co-Treasurer will also assist with banking, including picking up cash needed for events and depositing cash collected from events in a timely fashion.

Current Board Member: Erin Novo

Erin has reached her 2 years in the Co-Treasurer position. She is open to running for other board positions or if no one else is interested, she will run again for co-treasurer.

Election Procedures (from Bylaws)

Nominations and Elections

Elections will be held at the last scheduled meeting of the organization for the school year, in either April or May. A nominating committee, consisting of either three (3) or five (5) members of the organization, shall be appointed in February. The nominating committee shall oversee the nomination process. A slate shall be presented at the general meeting unless there is more than one candidate. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken. Winner shall be determined by majority vote.

Eligibility

Any member is eligible for office, as long as they are able to receive approval by the Orange County Public Schools ADDitions coordinator. Board members should have previous experience volunteering with the organization.

Terms of Office

Officers are elected for one year, beginning July 1st and ending June 30th. Participation and attendance is expected at the majority of executive board meetings and regular meetings. Each person elected shall hold only one office at a time. Officers may continue term beyond one year if re-elected. No person shall serve more than two consecutive terms in the same office.

If a vacancy cannot be filled by a new representative, an exception can be made and the officer who had once held the position may be elected by a majority vote at the meeting.

All Board members shall read and acknowledge the Keene's Crossing Elementary Code of Conduct on an annual basis.

Thank you!

Thank you for your interest in supporting the PTO and the students of Keene's Crossing. Every item in this document is subject to change as this process is ever evolving. If you have any questions or concerns, please do not hesitate to reach out to Stephannie Nazzaro (PTO President) or Rebecca Rocca (Nominating Committee Lead.)