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Must Staff by the end of the previous school year				
Committee	Contact Person	Contact Number	E-mail	Duties
Back to Business	Jennifer Mosca	(425) 968-8056	jennifer_mosca@hotmail.com	Coordinates event to provide information about the PTSA, it's fundraisers and activities before school starts (e.g. Membership, Volunteers, Watchdogs, After School Programs).
Emergency Preparedness	Jeannette Illsley Jen Riley	(425) 298-4639 (425) 391-4715	jet.illsley@gmail.com riley_family@comcast.net	Works with school staff to ensure the emergency supply
Explore Art	Jo Richardson Kim Bansal	(425) 802-1940 (425) 968-5684	me@jo-richardson.com kimbansal@hotmail.com	Organizes the Explore Art program and guides class volunteers throughout the year. Hosts Art Walk in February.
Health Screening	Madalena McAllen	(425) 202-7606	madalenawalsh@aol.com	Organizes the annual eye/vision screening held in early November.
Membership/Directory	Jennifer Jaddi Swarnima Aswinkumar Maui Desai	(425) 968-8866 (860) 808-6982	rjaddi@comcast.net swarnima_d@yahoo.com maulidesai@hotmail.com	Organizes PTSA membership drive, updates the state PTSA database, and publishes Student Directory.
Room Parent Coordinator	Kim Bansal	(425) 968-5684	kimbansal@hotmail.com	Creates a master list of room parents and manages communication about school events/activities.
School Pictures	Jennifer Mosca	(425) 968-8056	jennifer_mosca@hotmail.com	Works with office staff to plan school pictures in the fall and spring.
Shirt Sales	Leanne Brodzinski	(425) 868-0655	leannebrodzinski@outlook.com	Organizes sale and distribution of school spiritwear.
Staff Appreciation	Jen Riley Jen O'Donnell	(425) 391-4715 (425) 836-3821	riley_family@comcast.net donodon@msn.com	Organizes Staff Appreciation Week activities.
Volunteer Coordinator	Jeannette Illsley	425-298-4639	volunteers@smithptsa.org	Helps event coordinators line up volunteers and advocates for volunteer needs.
WatchDOGS	Cara Leitch	(425) 395-7902	watchdogs@smithptsa.org	Organizes program for the school. Schedules Dads to volunteer one day at the school. See http://www.fathers.com/watchdogs/
Welcome Committee	Ilesha Honeycutt Elaine Hill	(408) 640-9478 (425) 636-8079	leshahoneycutt@gmail.com mrsehill@gmail.com	Organizes Welcome Back events for families in September. Welcomes new families throughout the school year.
Staff by October if there is interest in having these programs				
Committee	Contact Person	Contact Number	E-mail	Duties
Community Service	Tish Linn	(425) 445-0245	tisha@pickysticky.com	Plans and coordinates outside community service projects/events for students.
Environmental Education	Andrea Ribeiro de Brito Carlos Brito	(425) 836-8491 (425) 836-8491	andreabrito@live.com carlos.de.brito@outlook.com	Helps coordinate and maintain schoolwide beautification efforts.
Math in Action	Nisha Sikaria Brigitta Vermesi	(425) 861-8481 (425) 786-6304	nisha@sikaria.com bvermesi@gmail.com	Organizes weekly math challenge program. See http://www.mathinaction.org/
Pantry Packs	Sujatha Parthasarathy	(214) 493-1317	sujap@hotmail.com	Coordinates LWSO food drive to address child hunger in the local area. http://www.lwpts.net/outreach/pantry-packs/
Parent Development	Lynn Freedman	(425) 677-7222	lynn.freedman4@yahoo.com	Organizes outside speakers to provide parent development classes/training for families 3-4 times a year.
Reflections	Allyson Wen	(425) 503-2888	Allyson.wen@gmail.com	Coordinates the Reflections Art competition for the school and tracks progress of students through to the national level. See http://www.pta.org/programs/ArtsinEducation.cfm
Social Director				Coordinates a team to host social events for families prior to Thanksgiving and in the spring. (e.g. Donuts with Dad, Tea with Mom, Bingo Night, ice creams socials)
Special Needs	Diane Ptacin	(425) 221-8082	the_ptacins@comcast.net	Attends LWSO Special Needs meetings and communicates event information to families.
Spelling Bee	Madalena McAllen	(425) 202-7606	madalenawalsh@aol.com	Works with school staff to organize school-wide spelling bee.
Student Leadership	Jessica Nangalia	(734) 276-1715	lnangalia@gmail.com	Works with school staff to organize student leadership group and activities. Program in need of definition. May be combined with Community Service?
Winter Wonderland	Jessica Nangalia Andrea Wood	(734) 276-1715 (206) 650-3442	lnangalia@gmail.com andrea_wood@live.com	Organizes this annual multicultural holiday social/shopping event. Typically hosts local craft vendors, light fare, and entertainment groups in the gym.
Must Staff by January				
Committee	Contact Person	Contact Number	E-mail	Duties
*Financial Review				Reviews the boards Financial and legal paperwork against a checklist of required and best practices set up by the WA state PTSA.
*Nominating Committee				Finds, screens, and presents potential candidates for each of the Smith PTSA board positions in the spring. 5 people are elected to this committee by vote of the general membership.
2016-17 School Supply Sale				Organizes the sale and distribution of school supply packs over the summer.
Staff by February if there is interest in having these programs				
Committee	Contact Person	Contact Number	E-mail	Duties
5th Grade Celebration	Kim Bansal	(425) 968-5684	kimbansal@hotmail.com	Organizes a 5th grade celebration event in June.
International Night	Sambhrama Mundkur	(425) 635-8916	sambhrama@gmail.com	Organizes an event to celebrate our multicultural community.
Science/Math Fair	Swarnima Aswinkumar Nisha Sikaria	(860) 808-6982 (425) 861-8481	swarnima_d@yahoo.com nisha@sikaria.com	Organizes Science Night/Fair.
Sporting Events				Plans outings to professional sporting events in the fall and spring (e.g. soccer, hockey, or baseball games on special family or school days).

Yearbook	Marzena Kawolski	(714) 325-8736	marzena.kowalski@icloud.co	Coordinates yearbook creation, sales, and distribution.																																
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