

## CRANBERRY STATION ELEMENTARY SCHOOL PTA OFFICERS

Office Name	Description and Responsibilities	2011 – 2012 Officer
<b>President</b>	The President attends all PTA meetings and is responsible for meeting scheduling, runs meetings, and steer the PTA from month to month. During the summer before school starts, the President and PTA Officers meet to discuss the annual budget and create one that is presented to the general membership at the first meeting for approval. The President acts as the head of the organization and, as such, represents the organization at meetings outside the school if necessary. Manages each month of activities and monitors activities of each committee.	Aimee Schultz <a href="mailto:Aschult1@comcast.net">Aschult1@comcast.net</a> (410) 871-9353
<b>Vice President (or 2 Co-Vice Presidents)</b>	The Vice President(s) shall perform the duties of the President in the absence or inability of that officer to serve. May be assigned by President to have an advisory role over specific committees.	Sarah Dedmon <a href="mailto:Sdedmon@comcast.net">Sdedmon@comcast.net</a> (410) 857-2324
<b>Secretary</b>	The secretary attends all meetings, and records the meeting minutes. After the meeting, the minutes are typed and emailed to the PTA Officers. Meeting minutes shall be posted on the PTA website and link sent out monthly to parents/teachers via Alert Now.	Kim Carter <a href="mailto:kccatlb@aol.com">kccatlb@aol.com</a> (410) 259-1960
<b>Treasurer</b>	The treasurer works with members, teachers and staff, committee chairpersons, bank personnel, etc. The treasurer meets with the President as needed to get signatures and mail/disburse checks. The treasurer collects money during fundraising and other events and makes deposits. The treasurer reports on budget, financials, etc. at meetings.	Joanne Gretz <a href="mailto:jgretz@katzabosch.com">jgretz@katzabosch.com</a> (410) 871-1761

## CARROLL COUNTY BOARD OF EDUCATION COMMITTEES

Committee Name	Description and Responsibilities	2011 – 2012 Representative
<b>Community Advisory Council</b>	The Community Advisory Council serves as a forum for public concerns, advice, and communication to and from the Board of Education. In addition to providing information to the Board, the Community Advisory Council may be called upon by the Superintendent and/or Board of Education to make recommendations on matters related to the education of students in Carroll County Public Schools.	Marie McGuire
<b>Curriculum Council</b>	The Curriculum Council reviews and recommends instructional materials proposed for adoption and provides input and response to the Superintendent regarding issues facing Carroll County in its challenge to bring about continuous school improvement. Members develop a working knowledge of curriculum goals, trends, and issues and network with supervisors to communicate local concerns and issues regarding curriculum and school improvement.	Wendy Gnau
<b>Family Life and Human Development</b>	The committee shall be comprised of educators and representatives from the community. It is charged to: <ul style="list-style-type: none"> <li>• Ensure that the Family Life and Human Development component of our K – 12 health curriculum is aligned with the Maryland Content Standards and is not in conflict with the Board of Education policies;</li> <li>• Ensure that the Family Life and Human Development component of the curriculum meets students’ needs and is developmentally appropriate; and</li> <li>• Make recommendations to the Board of Education for curriculum revisions and for the adoption of new instructional materials related to Family Life and Human Development units of the curriculum.</li> </ul>	Sarah Dedmon