

## 2009-2010 Falk PTA Executive Committee

<b>PRESIDENT</b> .....	Kim Lincoln .....	412-422-8234
<b>VICE PRESIDENT</b> .....	Sheila (Sam) Frizzell.....text only	412-983-5991
<b>SECRETARY</b> .....	Patty Mareda.....	412-321-0981
<b>TREASURER</b> .....	David Sanders.....	412-421-2539
<b>TEACHER REPRESENTATIVES</b> .....	IBD (PRIMARY) TBD (INTERMEDEIATE) TBD (MIDDLE SCHOOL) IBD (SPECIALS)	
<b>NEWSLETTER TEAM</b> .....	Rob Kass .....	412-521-5096
	Sylvia Gil-Stearns .....	412-243-5666
<b>ROOM PARENT CO-CHAIRS</b> .....	Molly Denver Thayer .....	412-241-2921
	Mindy Frohlich.....	412-421-2526
<b>HANDBOOK/DIRECTORY</b> .....	Tina Levick.....	412-243-1122
	Tina Mattis.....	412-624-8020
<b>FALK FUND TRUSTEES</b> .....	Marc Brown.....	412-521-9324
	Marion Fisher .....	412-421-7787
	Michael Marks .....	412-421-2129
<b>Tina, we are deleting the EIT section</b>		
<b>ADVANCEMENT/FUNDRAISING</b>		
<b>Library</b> .....	Maureen McClelland-Mayer .....	412-371-3894
	Kim Cuddy Crawford .....	412-884-4487
<b>General Fundraising-Box Tops/Cartridges</b> ....	Sheila (Sam) Frizzell.....text only	412-983-5991
<b>Holiday Gift Shop</b> .....	Jina Kaufman.....	412-422-5920
<b>Alternative Gift Shop</b> .....	Kim Lincoln .....	412-422-8234
<b>Carnival</b> .....	Kim Lincoln .....	412-422-8234
<b>SCHOOL BOARD REPRESENTATIVES</b> .....	Betsy Levine Brown .....	412-521-9324
	Martina Wells .....	412-681-4603
	Karen Goldman .....	412-421-7919
<b>MULTICULTURAL PICNIC</b> .....	Suzanne Platt .....	412-247-1888
<b>BOOK BINGO</b> .....	Kim Lincoln .....	412-422-8234
<b>KENNYWOOD DAY</b> .....	Laura Lawson.....	412-661-4856
<b>NEW PARENT REPRESENTATIVE</b> .....	Martina Wells .....	412-681-4603
<b>ALUMNI RELATONS</b> .....	Sharon Semenza .....	412-661-4804
<b>SCHOOL DIRECTOR</b> .....	Dr. Wendell McConnaha.....	412-624-8022

# FALK LABORATORY SCHOOL

Dr. Wendell McConnaha, Director

Office: 412-624-8022

## 2009-2010 FALK PTA OFFICERS

Kim Lincoln, President	412-422-8034	<a href="mailto:josaboma@msn.com">josaboma@msn.com</a>
Sheila (Sam) Frizzell, Vice President	412-983-5991 text only	<a href="mailto:samfrizzell@verizon.net">samfrizzell@verizon.net</a>
Patty Mareda, Secretary	412-321-0981	<a href="mailto:jen8@comcast.net">jen8@comcast.net</a>
David Sanders, Treasurer	412-421-2539	<a href="mailto:david.sanders.84@alum.dartmouth.org">david.sanders.84@alum.dartmouth.org</a>

**SAVE THE DATE  
FOR OUR FIRST  
GENERAL PTA MEETING**

**Thursday, October 29, 2009**

**at 7:30 p.m.**

**at the Falk School Cafeteria**

**Hope to see you there!**

**Childcare available for Falk  
students**

# **Falk PTA Committee Descriptions**

**Alumni Relations:** Facilitating communications and relations with Falk alumni.

**Carnival:** Manage and oversee all aspects of the annual Falk Spring Carnival. This is optimally a 2 to 3 year commitment. Subcommittee volunteers are always needed as well to set up and manage the games, organize the raffle, oversee the bake sale, provide/prepare refreshments, etc.

**Falk Fund Trustees (3):** Manage the Falk Fund and determine its utilization (trustees should optimally have banking, investment or legal backgrounds).

**FalkTalk Newsletter:** Editors collect submitted articles, provide editing expertise and produce and coordinate distribution of the bi-monthly newsletter that serves as one of the PTA's main communication tools.

**Fundraising:** Oversee/assist established PTA fundraising activities (other than Sally Foster and Carnival) including Giant Eagle, Box Tops, ink cartridge recycling, Target, etc., identify and coordinate new efforts in consultation with Executive Committee.

**Gift Wrap:** Manage and coordinate annual Sally Foster Gift wrap fundraiser.

**Handbook/Directory:** In partnership with Falk administrative staff, assure timely completion and distribution of the annual Falk Directory.

**Holiday Gift Shop:** Manage and oversee the annual Falk Gift Shop. Purchase inventory, recruit volunteers to staff the shop, setup and clean up; account for all financial transactions.

**Interpretations:** Serves as another resource to parents who have questions/concerns, after they have contacted homeroom teachers (if a classroom issue) and before contacting the school director.

**Library Co-Chairs (2):** Assist Falk School Librarian as needed including recruitment of library volunteers for primary classroom book circulation days; sending quarterly gift book mailing and acknowledgements, etc.

**Multicultural Picnic:** Plan and manage annual multiethnic picnic, including location arrangements, publicity, activities/entertainment etc.

**New Parent Representative:** Plan and organize New Parent Coffee, serve as contact person for new families with questions or suggestion, send Spring Carnival invitation/tickets to next year's prospective families, etc.

**Room Parent Co-Chairs (2):** Ensure that there are two room parents for each homeroom by mid-September, serve as first branch of telephone tree for school closures, serve as contact point for Spring Carnival parent assignments and other duties as individual teachers may request.

**Special Activities (2):** Planning and execution of PTA sponsored school events, such as Bingo, Kennywood Day and ice Skating Party.

***This is not meant to be an exhaustive list of all PTA activities – there are always opportunities for volunteering, and the PTA will inform you of them throughout the year. If you have any ideas for new activities and events, please bring them to the attention of one of the PTA Officers! We thrive on new ideas and energy!!***

Falk Laboratory School  
2009-2010 Parent Involvement Interest Survey

The Falk School PTA is a dedicated group of parents and faculty with diverse interest, talents and backgrounds. In order to have a better idea of what our parent population has to offer, and to determine your interest in becoming involved in the Falk Community through the PTA or as a resource for our children's teachers, we ask that you please fill out this survey form and return it to the Falk School office by the first week of school. If you have any questions or concerns, please contact 2009-2010 PTA President Kim Lincoln, 412-422-8034 [josaboma@msn.com](mailto:josaboma@msn.com)

We will use this information to assist the faculty as well as the PTA as needed throughout the year.

Thank you for your willingness to contribute your time and talents to our school!

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**PROFESSION AND CONTACT INFORMATION**

Parent Name: \_\_\_\_\_

Profession: \_\_\_\_\_

Phone/E-mail-preferred method of contact?: \_\_\_\_\_

\_\_\_\_\_

Parent Name: \_\_\_\_\_

Profession: \_\_\_\_\_

Phone/E-mail-preferred method of contact?: \_\_\_\_\_

\_\_\_\_\_

**SPECIAL TALENTS/ABILITIES/HOBBIES**

Parent:

Parent:

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Do you think you might like to be involved, now or in the future, on a PTA Committee, as a Committee chair, or as an Officer in the PTA? (Officers and Committee chairs comprise the PTA Executive Committee, which meets monthly to discuss and vote on many important issues). Circle one:

Yes

No

Maybe

If yes, or maybe, do you have a particular interest? See attached description of PTA Committee/function for more information.