

Who's Who & What's What in the OTA

Table of Contents

Page 2-4	Job Descriptions
Page 5	Executive Board
Page 6	District OTA Positions
Page 7	Building VP Reps
Page 8	Park Directory
Page 9	Brookside Directory
Page 10	Claremont Directory
Page 11	Roosevelt Directory
Page 12	AMD Directory
Page 13	OHS Directory

Executive Board Job Descriptions

Executive Board: - Expedites the legislative and executive business of the Association - Considers all matters presented for the attention of the Association and reports recommendations to the membership - Represents the Association at public meetings of the school board - Attends monthly Cabinet meetings with district administration - Attends biweekly Executive Board meetings or as needed - Attends monthly Representative Council meetings

President - Is the chief executive and spokesperson for the Association - Presides at all meetings of the Executive Board, Board of Officers, Representative Council, and General Membership - Appoints committee members subject to approval of Executive Board - Serves as ranking delegate to all conventions - Must be in district at least three years - Relays information from NYSUT to members - Grievance Committee Member (Discusses merits of contract violations and determines appropriate action)

First Vice President - Serves on negotiating committee and grievance committee - Is actively involved with executive functions of the Association - Carries out those executive duties delegated by the President - Assumes all duties of the President upon absence or resignation of President

Second Vice President - Serves as chairperson of the grievance committee (Writes and submits grievances in a timely manner) - Meets with the Superintendent regarding grievances - Is actively involved with executive functions of the Association - Carries out those executive duties delegated by the President - Assumes all duties of the President upon absence or resignation of President and the first Vice President

Secretary - Keeps a record of all meetings - Executes all correspondence as directed by President - Is actively involved with executive functions of the Association - Carries out those executive duties delegated by the President - Grievance Committee Member (Discusses merits of contract violations and determines appropriate action)

Treasurer - Responsible for collection of Association funds and dues - Is in charge of funds in the name of OTA - Shall be bonded - Responsible along with Executive Board for formulating the annual budget and annual audit - Is actively involved with executive functions of the Association - Carries out those executive duties delegated by the President - Grievance Committee Member (Discusses merits of contract violations and determines appropriate action)

Executive Intern - Is actively involved with executive functions of the Association - Carries out those executive duties delegated by the President

Building Level Job Descriptions

Building Vice President - Represents members with building-level concerns - Accompanies members that have been received a request to meet with building administration - Mediates conflicts within the building between OTA members - Has meetings with the school administration bimonthly (may be outside of school day) - Chairs the Faculty Council in the school - Is responsible for communication between the Executive Board and the members of the school - Solicits member participation on committees and OTA functions - Attends monthly meetings of the Representative Council (one Tuesday per month after school) - Presides over monthly building meetings

Building Rep Shadow - Prepare for a near future role as a building rep by shadowing current building reps.
 - Learn and experience the role and responsibilities of OTA building reps under the guidance of a senior rep.
 - May attend rep meetings with principals regarding building concerns but not personnel matters - Help plan and participate in faculty council and building level OTA meetings- Help gather necessary information from the building

Faculty Council - Assists building Vice Presidents in maintaining policy communication between the OTA and the Association membership - First line of communication between the Representative Council and their respective building

PTA Building Liaison - Communicates with building level PTA President - Attends building level PTA meetings if possible - Relays information from PTA to building members - Encourages building members to join the PTA

New Teacher Liaison - Point person for new teachers to provide support and build union allegiance and a liaison between new teachers and building OTA reps - Help new teachers learn building protocols (i.e. discipline, procedures)
 - Help address contract related info with them (i.e. lane changes, APPR)

<u>District Committee/Position Chair Job Description</u>	<u>District Committee Building Representative Job Description</u>
<p>Instructional Council Chair - Submits agenda items to superintendent’s office - Introduces difficult and/or district wide issues -- Presides over bimonthly meetings that take place during the school day for ½ day - Works with the superintendent to finalize minutes to be sent out to OTA (goal is to send out within 2 weeks of meeting)</p>	<p>Instructional Council Building Representative - Meets with building Vice Presidents to compile instructional concerns unable to be solved at the building level - Brings building level instructional concerns to bimonthly, ½ day during school, meetings with the superintendent -Minutes are taken on a rotating basis</p>
<p>Political Action Chair - Coordinates phone bank and works with the Community Outreach Chair on the student vote- Attends Central Labor meetings and receives regular emails from them to know what’s going on in general labor issues - Attends Political Action training for what we can do to help get budgets passed and for endorsing board members in an election - Communicates important political action topics to the entire membership - Attends monthly OTA Representative Council meetings on a rotating basis</p>	<p>Political Action Building Representative - Works with political action chair to coordinate political action events - Relays information to building members and motivates them to participate</p>
<p>Sick Bank Chair - Coordinates sick bank enrollment and sick bank requests - Prepares and distributes an end of year statement of the Sick Bank’s activity to OTA and the district- Makes sure there is a sick bank representative at each school - Distributes sick bank by laws and enrollment forms to sick bank representatives - Receives requests from teachers if they need sick bank days - Reviews submitted medical info - Informs sick bank representatives and OTA President of the request and calls for a vote to grant days or not - Contacts staff at district office if sick bank days are granted - Completes a monthly sick bank accounting by the 15th of each month and reports it to OTA President - May attend OTA Representative Council meeting at the beginning of the school year and then only as needed</p>	<p>Sick Bank Building Representative - Relays information from sick bank chair to building members - Signs up new teachers for sick bank membership - Distributes sick bank bylaws to new members - Participates in all votes regarding granting days to members</p>

<p>VOTE-COPE District Coordinator - Organizes VOTE-COPE forms by building and retirees - Works to increase initial and recurring contributions - Communicates with all VOTE-COPE building coordinators - Creates spreadsheets stating what each member in the district donated last year and what they are donating this year - Works with the district office to report amounts and information</p>	<p>VOTE-COPE Building Representative - Collects and organizes VOTE-COPE forms in each building - Forwards information to district coordinator - Encourages members to contribute - Speaks to new hires in the district about donating to VOTE-COPE</p>
<p>Ossining Staff Development Center/Teacher Center Liaison - Communicates with Ossining Teacher Center on behalf of OTA - Attends monthly OTA Representative Council meetings on a rotating basis</p>	<p>Ossining Staff Development Center/Teacher Center Building Representative - Relays information to building members regarding Ossining Teacher Center</p>

<p><u>District Committee/Position Chair Job Description</u></p>
<p>Membership Chair - Informs NYSUT of any changes to membership as well as name and address changes - At the beginning of every school year, forwards any new membership information to NYSUT and updates any other changes such as child-rearing leave, retirement, or resignation - Reviews OTA payroll deduction list and cross references it with NYSUT membership roles to ensure dues are being taken out for all members as well as any members who have returned from a leave - If any member is not listed within our NYSUT roles, contacts the member and ask him/her to complete a NYSUT membership form and then forwards it to NYSUT (done on a monthly basis)</p>
<p>Community Outreach Chair - Coordinates OTA involvement in community events such as Village Fair, Block Parties, Student Vote, 5K Ossining Matters Walk/Run, etc - Continues existing and establishes new relationships within the community, with the PTA, and with other groups with shared interests - Communicates with the Political Action Committee and OTA Executive Board - Attends monthly OTA Representative Council meetings on a rotating basis - Organizes the Student Vote, 5K Ossining Matters Walk/Run, Village Fair, Block Parties</p>
<p>Media Chair - Works with the District to maintain OTA email groups for each building - Is responsible for updating OTA website on a monthly, or as needed basis - Is responsible for updating other social media accounts, i.e. Facebook, Twitter, Instagram in collaboration with the Executive Board - Posts information sent by OTA officers - Contacts the host provider when technical issues arise with our website - Basic website design skills are necessary requisites</p>

Executive Board	OTA Member(s)	School	Email
President	Vanessa Vaccaro	AMD	vvaccaro@ossiningufsd.org
1st VP	Maria Carlson	Claremont	mcarlson@ossiningufsd.org
2nd VP	Erik Block	AMD	eblock@ossiningufsd.org
Treasurer	Alanna Giarrusso	Brookside	agiarrusso@ossiningufsd.org
Secretary	Tina Occhiogrossi Fink	OHS	cocchiogrossi@ossiningufsd.org
Intern	Shiloh Trotman	Park	strotman@ossiningufsd.org

District Leadership Position	OTA Member(s)	School	Email
APPR Chair	Vanessa Vaccaro	AMD	vvaccaro@ossiningufsd.org
Grievance Chair	Erik Block	AMD	eblock@ossiningufsd.org
Sick Bank Chair	Andrea Nardella	Claremont	anardella@ossiningufsd.org
Instructional Council Chair	Maria Carlson	Claremont	mcarlson@ossiningufsd.org
Ossining Staff Development Center/Teacher Center Director	Mary Catherine Hillman	Claremont	mhillman@ossiningufsd.org
Ossining Staff Development Center/Teacher Center Policy Board Chair	Lisa Bergmann	AMD	lbergmann@ossiningufsd.org
Vote Cope Chair	Jane Stormes	AMD	jstormes@ossiningufsd.org
Community Outreach	Chrissie Rosas	Park	crozas@ossiningufsd.org
Membership Dues	Loredana Dedvukaj	Brookside	ldedvukaj@ossiningufsd.org
Webmaster	Alison Bacon	AMD	abacon@ossiningufsd.org
Political Action	Anthony DeGeorge	OHS	adegeorge@ossiningufsd.org

Building VP Reps (School)	OTA Member(s)	Email
Park	Marcie Variano	mvariano@ossiningufsd.org
Park	Julie Bucci	jbucci@ossiningufsd.org
Brookside	Laura Carl	lcarl@ossiningufsd.org
Brookside	Kelly Borges	kborges@ossiningufsd.org
Claremont	Lauren Gim	lgim@ossiningufsd.org
Claremont	Wendy Bates	wbates@ossiningufsd.org
Roosevelt	Von Charpentier	vcharpentier@ossiningufsd.org
Roosevelt	Talia Ranalli	tranalli@ossiningufsd.org
AMD	Liz Blye	eblye@ossiningufsd.org
AMD	Michelle Casey	michellecasey@ossiningufsd.org
AMD	Glenn Goldberg	ggoldberg@ossiningufsd.org
OHS	Anthony DeGeorge	adegeorge@ossiningufsd.org
OHS	Kara Burns	kburns@ossiningufsd.org
OHS	Sam North	snorth@ossiningufsd.org
OHS	Gregg Ninos	gninos@ossiningufsd.org

Park

Position	Person	Email
Executive Board Intern	Shiloh Trotman	strotman@ossiningufsd.org
Building Reps	Marcie Variano	mvariano@ossiningufsd.org
	Julie Bucci	jbucci@ossiningufsd.org
Faculty Council	Cathy Ferrara	cferrara@ossiningufsd.org
	Claudia Lavado	clavado@ossiningufsd.org
	Daisy Neri	dneri@ossiningufsd.org
	Chrissie Rosas	crosas@ossiningufsd.org
	Christina Newman	cnewman@ossiningufsd.org

Position	Person	Email
APPR	Julie Bucci	jbucci@ossiningufsd.org
Sick Bank	Claudia Lavado	clavado@ossiningufsd.org
Instructional Council	Greta Ringel	gringel@ossiningufsd.org
Ossining Staff Development Center/Teacher Center	Cathy Ferrara	cferrara@ossiningufsd.org
	Daisy Neri	dneri@ossiningufsd.org
Vote Cope	Chrissie Rosas	crosas@ossiningufsd.org
Community Outreach Chair	Chrissie Rosas	crosas@ossiningufsd.org

Brookside

Position	Person	Email
Executive Board Treasurer	Alanna Giarrusso	agiarrusso@ossiningufsd.org
Building Reps	Laura Carl	lcarl@ossiningufsd.org
	Kelly Borges	kborges@ossiningufsd.org
Building Rep Shadow	Michell Cambareri	mcambareri@ossiningufsd.org
Faculty Council	Jill Moore	jmoore@ossiningufsd.org
	Kim Cecchini	kcecchini@ossiningufsd.org
	Irene Cruz Tierney	icruz-tierney@ossiningufsd.org
	Cathy Ibanez	cibanez@ossiningufsd.org
	Katie Pauline	kpauline2@ossiningufsd.org

Position	Person	Email
APPR	Katie Carron-Tobin	kcarron@ossiningufsd.org
Sick Bank	Michell Cambareri	mcambareri@ossiningufsd.org
Instructional Council	Nancy Hopkins	nhopkins@ossiningufsd.org
Ossining Staff Development Center/Teacher Center	Katie Pauline	kpauline2@ossiningufsd.org
	Tara Reynolds	treynolds@ossiningufsd.org
Vote Cope	Jonna Hammond	jhammond@ossiningufsd.org
PTA Building Liaison	Roseanne Rocha	rrocha@ossiningufsd.org

Claremont

Position	Person	Email
Executive Board 1st VP	Maria Carlson	mcarlson@ossiningufsd.org
Building Reps	Lauren Gim	lgim@ossiningufsd.org
	Wendy Bates	wbates@ossiningufsd.org
Faculty Council	Molly DiPaola	mdipaola@ossiningufsd.org
	Vanessa Macchia	vmacchia@ossiningufsd.org
	Megan Prokopiak	mprokopiak@ossiningufsd.org
	Stephanie Altobelli	saltobelli@ossiningufsd.org
	Alley Conde	aconde@ossiningufsd.org

Position	Person	Email
APPR	Megan Prokopiak	mprokopiak@ossiningufsd.org
Sick Bank	Andrea Nardella- Chairperson	anardella@ossiningufsd.org
	Pamela Alvarez	palvarez@ossiningufsd.org
Instructional Council	Maria Carlson- Chairperson	mcarlson@ossiningufsd.org
	Emily Crampton	ecrampton@ossiningufsd.org
Ossining Staff Development Center/Teacher Center	Mary Catherine Hillman- Director	mhillman@ossiningufsd.org
	Wendy Bates	wbates@ossiningufsd.org
	Vanessa Macchia	vmacchia@ossiningufsd.org
Vote Cope	Megan Prokopiak	mprokopiak@ossiningufsd.org
PTA Building Liaison	Julia Garcia	jgarcia@ossiningufsd.org

Roosevelt

Position	Person	Email
Building Reps	Von Charpentier	vcharpentier@ossiningufsd.org
	Talia Ranalli	tranalli@ossiningufsd.org
Building Rep Shadow	Phoebe Foard	pfoard@ossiningufsd.org
Faculty Council	Samantha Dierking	sdierking@ossiningufsd.org
	Michelle Guirguis	mguirguis@ossiningufsd.org
	Kristine Hayden	khayden@ossiningufsd.org

Position	Person	Email
APPR	Pam Fischer	pfischer@ossiningufsd.org
Membership Dues	Loredana Dedvukaj	ldedvukaj@ossiningufsd.org
Sick Bank	Jenn Morris	jmorris@ossiningufsd.org
Instructional Council	Kate Albero	kalbero@ossiningufsd.org
Ossining Staff Development Center/Teacher Center	Brandon Beck	bbeck@ossiningufsd.org
Vote Cope	Phoebe Foard	pfoard@ossiningufsd.org
PTA Building Liaison	Kim Cowan	kcowan@ossiningufsd.org

AMD

Position	Person	Email
Executive Board President	Vanessa Vaccaro	vvaccaro@ossiningufsd.org
Executive Board 2nd VP	Erik Block	eblock@ossiningufsd.org
Building VPs	Liz Blye	eblye@ossiningufsd.org
	Michelle Casey	michellecasey@ossiningufsd.org
	Glenn Goldberg	ggoldberg@ossiningufsd.org
Faculty Council	Alison Dunkley	adunkley@ossiningufsd.org
	Jennifer Hudson	jhudson@ossiningufsd.org
	Kristen Lena	klena@ossiningufsd.org
	Jesse Nunes	jnunes@ossiningufsd.org
	Maria Riveiro	mriveiro@ossiningufsd.org
	Meg Ryan	mryan@ossiningufsd.org
	Kristin Friscoe	kfriscoe@ossiningufsd.org
	Walter Thut	wthut@ossiningufsd.org
	Christine Ghazal	cghazal@ossiningufsd.org

Position	Person	Email
Grievance Chair	Erik Block	eblock@ossiningufsd.org
APPR	Jennifer Hudson	jhudson@ossiningufsd.org
Sick Bank	Lisa Margolis	lmargolis@ossiningufsd.org
Instructional Council	Lauren Wexler	lwexler@ossiningufsd.org
Ossining Staff Development Center/Teacher Center	Lisa Bergmann- Chairperson	lbergmann@ossiningufsd.org
	Jennifer Mann	jmann@ossiningufsd.org
Vote Cope	Jane Stormes- Chairperson	jstormes@ossiningufsd.org
	Maria Riveiro	mriveiro@ossiningufsd.org
	Glenn Goldberg	ggoldberg@ossiningufsd.org
Webmaster	Alison Bacon	abacon@ossiningufsd.org
New Teacher Liaison	Allison Dunkley	Adunkley@ossiningufsd.org
PTA Building Liaison	Dorian Burden	dburden@ossiningufsd.org

OHS

Position	Person	Email
Executive Board Secretary	Tina Occhiogrossi Fink	cocchiogrossi@ossiningufsd.org
Building Reps	Anthony DeGeorge	adegeorge@ossiningufsd.org
	Kara Burns	kburns@ossiningufsd.org
	Sam North	snorth@ossiningufsd.org
	Gregg Ninos	Gninos@ossiningufsd.org
Building Rep Shadow	Doug Albrecht	dalbrecht@ossiningufsd.org
Faculty Council	Ron Whitehead	rwhitehead@ossiningufsd.org
	Tara Davis	tdavis@ossiningufsd.org
	Omayra Gomez	ogomez@ossiningufsd.org
	Patricia Guerin	pguerin@ossiningufsd.org
	Kelly Hanrahan	khanrahan@ossiningufsd.org
	Vanessa Hurst	vhurst@ossiningufsd.org
	Marie Kretzschmar	mkretzschmar@ossiningufsd.org
	Daniela Campanelli	dcampanelli@ossiningufsd.org
	Johannah Moran	jmoran@ossiningufsd.org
	Beth Testa	etesta@ossiningufsd.org
	Anne Harrison	aharrison@ossiningufsd.org
	Diana Bennett	dbennett@ossiningufsd.org
	Francesca Davide	fdavide@ossiningufsd.org
Lauren Riccardi	lriccardi@ossiningufsd.org	

Position	Person	Email
APPR	Gregg Ninos	gninos@ossiningufsd.org
	Bob Rosenbaum	rosenbaum@ossiningufsd.org
Sick Bank	Kristen Budich	kbudich@ossiningufsd.org
Instructional Council	Katie Mannarino	kmannarino@ossiningufsd.org
Ossining Staff Development Center/Teacher Center	Danielle Jackson	djackson@ossiningufsd.org
Vote Cope	Lutvija Frljuckic	lfrljuckic@ossiningufsd.org
New Teacher Liaison	Nora Callagy	ncallagy@ossiningufsd.org
PTA Building Liaison	Francesca Davide	fdavide@ossiningufsd.org

