

PTA Handbook

*Spring Brook Elementary School
2009-2010*



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Function

The objectives and goals for the Spring Brook Elementary School PTA will be guided by the organization of the National PTA, Illinois PTA, Indian Prairie Parents Council (IPPC*) and the Spring Brook PTA Bylaws. Robert's Rules of Order shall be used to structure meeting and procedures.

National PTA Mission Statement

1. To support and speak on behalf of children and youth in the school, in the community, and before governmental bodies and other organizations that make decisions affecting children;
2. To assist parents in developing the skills they need to raise and protect their children;
3. To encourage parent and public involvement in the public schools of this nation.

Objectives

1. To provide parent education and information;
2. To encourage parent involvement in education;
3. To support the policies and procedures of District 204 and Spring Brook Elementary School;
4. To develop, promote and support programs for the welfare of Spring Brook Elementary School;
5. To improve communications and relations between home and school.

Guidelines

The Spring Brook Elementary School PTA is defined to be a support, service and advisory group to the students, teachers and administration of Spring Brook Elementary School. The members are seen as representatives of the school community and operate cooperatively toward the attainment of common goals. The responsibilities of the PTA are best served through a climate of open communication. Programs, activities and events are to be regulated by a spirit of unity, cooperation, and active participation.

Spring Brook PTA 2009 – 2010 Goals

1. To actively and financially support ongoing PTA sponsored events, assemblies, fieldtrips, etc.
2. To encourage and promote increased involvement in the PTA by all families;
3. To provide a variety of meeting times to accommodate the varying needs of our families;
4. To provide opportunities for the general membership to participate by serving on a variety of committees, under the leadership of the committee chairperson/s;

2009 – 2010 Theme

Our 2009 – 2010 Spring Brook theme is **“Leap into Learning”**

* The Indian Prairie Parents Council (IPPC) is currently comprised of the local units (schools) within District 204. As a council of parent representatives, we work together to accomplish the goals and missions of the local, state and National PTA. Two PTA members from each school are representatives at IPPC; one being the PTA President and the other, the IPPC Representative (at Spring Brook, the 1st Vice President.)

Spring Brook Elementary School PTA Guidelines

All PTA Board Members are expected to be in attendance at each PTA meeting. If a board member/chairman cannot be in attendance, they should ask their co-chairman or a committee member to represent them at the meeting. Each month the committee chair or co-chair should prepare a brief written report for presentation at the meeting if their committee has events during that month. A copy of that report should be given to the **Secretary** at the beginning of each meeting.

Each PTA committee has a budget that is approved at the first PTA meeting. The chairman is responsible for ensuring that all expenses are valid and are within budget guidelines. The chairman should sign all vouchers. The treasurer will provide reports detailing the expenses paid under each category, as well as amounts budgeted under each category compared to actual amounts spent at each monthly meeting. If any committee needs additional funds, the request must be made to the Treasurer. The Treasurer will determine if there are funds available. If sufficient funds exist to grant the request, it must be then taken to a general membership meeting and be voted upon. Please remember to present our tax-exempt status letter (with number) when making purchases. Because of our tax-exempt status, we cannot reimburse for sales tax.

All PTA Board Members are invited and encouraged to participate in and attend all PTA-sponsored events. This includes assemblies, special school events, speakers, room parties, etc. This does not include attending field trips, unless specifically selected as a class chaperone by the Room Parent. As a courtesy, please advise Room Parent when electing to attend Room Parties.

With the honor of serving as a PTA Board Member, there is also a responsibility to maintain good judgment, keep a school-wide perspective and to exercise a high level of confidentiality. You are authorized to act collectively as a body, not as individuals.

Open, clear and constructive communication with the Administration and PTA officers is an absolute requirement. PTA Board Members, as representatives, are the eyes and ears of the community. Each is encouraged to be a good listener and to be an ambassador of good will and accurate information. As issues or concerns develop, it will be the practice of the PTA to appropriately refer, clarify and channel for proper background and information. A PTA Meeting is, generally, not the forum or opportunity for complaints, surprises or criticism. Any issues or concerns should be addressed to the principal or to an executive committee member well in advance of the PTA meeting.

All PTA communications, publications, flyers or notices must include the following:

- 1) date;
- 2) PTA letterhead;
- 3) PTA contact person and phone number.

All notes, flyers, publications and communications for the general school population should be submitted to the Principal prior to general distribution.

The copy machine in the workroom is available for PTA use for occasional copying of a small number of items. The best times to use the copy machine are between 9:00 and 10:00 AM, or between 2:30 and 3:15 PM. Please give priority to staff members whose time may be very limited and allow them to copy ahead of you. There is no PTA cost for using the copy machine. For all high-volume copying (150+), PTA should use the District 204 Reprographics Center. PTA will automatically be billed for all reprographic orders; a separate line item will cover these orders so individual committees will not be billed for these copying expenses. The Spring Brook Office Staff can help process reprographic requests. Please allow for plenty of turn-around time, especially during high-volume times, such as at the beginning of the school year.

From time to time, a committee may feel it is appropriate to submit news releases (concerning school events of interest to the community) to our local papers. In this event, the committee chairman should complete a district 204 **TIP SHEET** (available in the file cabinet). The completed tip sheet should then be submitted to Irene Villa, our Student Services Coordinator and Press Liaison. She will then review, approve, and submit the information to the appropriate news sources. It is very important that we submit the form to Irene Villa, as all written communication needs to be approved by the school/district. In addition, please provide our Public Relations chairmen with a copy of the tip sheet. The **TIP SHEET** needs to be submitted three weeks before an event. Please remember that it is our responsibility to submit information to the press; generally speaking, the press or the district will not be requesting information from us. Board members are urged to consider the **reason** for submitting information to the press. For example, do you have an event (such as Red Ribbon Week or Jump Rope for Heart) coming up that is important to let the community know about? Does your article educate and inform the community? Then, by all means, submit a news release. Other events are, on the other hand, "closed events" for Spring Brook families only, and are not open to the general public, such as a Family Fun Night event, and are not appropriate to advertise outside of the school.

A building use contract must be completed for all PTA events or activities by the chair. Forms are filed with the DEC and school office. Detailed descriptions of special set-up requirements should be presented to the Principal two weeks prior to the event.

The PTA office/storage closet is located across from the MPR. It should be kept locked at all times. Please obtain and return key to the office staff. Please keep the area organized and clean. All boxes and/or storage containers should be clearly labeled with the name of the committee. Items not marked are available for use by any committee. Each committee has a mail folder located in the filing cabinet in the hallway between the main office and the nurse's office. Mail will be deposited by the mail clerk in each committee's folder. All Board members should check their mail folders every 2 weeks.

The PTA bulletin board is located in the entry hallway across from the main office. The Huskie Tales newsletter, flyers, budgets, and other pertinent information should be posted. The President will maintain and remove outdated information from the bulletin board.

Executive Board Positions and Committees

The Spring Brook PTA Board consists of 5 PTA Executive Officers (the Executive Board) and numerous Committees and Sub-Committees. The Spring Brook Elementary School PTA is defined to be a support, service and advisory group to the students, teachers and administration of Spring Brook Elementary School. Listed below you will find a brief job description of all PTA positions and committees. We hope this information will help you in deciding which office/committee you would be interested in chairing or serving on as a committee member.

EXECUTIVE BOARD

PRESIDENT

The PTA President is responsible for presiding over meetings of the PTA. The President is responsible for submitting a monthly column for the "Huskie Tales" Newsletter. The President attends monthly "PTA President's Meetings" and IPPC meetings. The President must be a member ex-officio of all committees. She/he must appoint members to special committees and be responsible for other duties that are assigned to them from the organization or committees. She/he coordinates the work of the committees and the executive officers.

1ST VICE-PRESIDENT

The 1st Vice-President acts as an aide to the President and is prepared to perform the duties of the President in his/her absence or inability to serve. She/he is the school's representative to the Indian Prairie Parent Council (IPPC). She/he also serves as the organization's legislative liaison. She/he keeps the PTA informed of any IPPC activities or legislative issues or concerns that may affect our school.

2ND VICE-PRESIDENT

The 2nd Vice-President acts as an aide to the President and 1st Vice-President. She/he also assists the 1st Vice-President in communicating legislative issues/concerns to the general membership. The 2nd Vice-President is the Room Parent Coordinator and is responsible for selecting the room parents from the list of volunteers. The 2nd Vice-President is also responsible for overseeing the Special Recognition needs of the PTA.

SECRETARY

The PTA Secretary records and distributes the minutes of all meetings of the PTA, maintains a current copy of the bylaws, current PTA Board Roster, current membership list, and conducts the correspondence of the PTA.

TREASURER

The PTA Treasurer shall receive all monies of the organization and keep an accurate record of receipts, deposits, and expenditures. A written financial statement is presented at every meeting. The Treasurer pays out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers. The Treasurer is responsible for completing and filing the appropriate tax forms for the PTA. The Treasurer is also required to present all financial records to an audit committee, elected by the executive board, at the close of the school year.

COMMITTEES

COMMUNITY SERVICE

The Community Service Committee organizes, coordinates and hosts events (such as the Blood Drive, Candy Drive, Book and Clothing Drive, etc.) in which the PTA chooses to participate in order to benefit the community outside of Spring Brook School. The committee is also responsible for coordinating volunteers to assist with Elections held at Spring Brook.

EDUCATIONAL ENRICHMENT

This committee coordinates **Art Awareness**, a hands-on instructional program, taught by parent volunteers, designed to introduce students to a variety of famous artists and artistic techniques. **Artist in Residence** coordinates the presentation of a community artist or artisans to the student population. This presentation by the artist may be in the area of fine arts, including drama, music, painting, sculpture, photography, etc. The **Children's Publishing Center** Committee is responsible for setting up a publishing center within the LMC where children's original stories could be edited, revised, illustrated, and published in a bound form. Educational Enrichment also includes the coordination of **Reflections**, a national PTA fine arts program designed to encourage students to pursue artistic expression in the areas of literature, musical composition, photography and the visual arts.

DIRECTORY/MEMBERSHIP

This committee is responsible for collecting annual PTA dues. Membership cards are then completed for each member, which facilitates payment of the appropriate portion of dues to the Illinois PTA State Office. This committee also compiles and publishes the Spring Brook Phone Directory and insures its distribution to all PTA members. This book is a most valuable resource and is available only to Spring Brook PTA members.

HEALTH AND SAFETY

This committee coordinates a variety of events, including "Red Ribbon Week" - a national drug awareness event, "Jump Rope for Heart" - a fundraiser for the American Heart Association and tied in with a jump rope unit in P.E. and "Too Good for Drugs Graduation" - a culmination of the Police Department's 5th grade drug education program. In addition, this committee coordinates the "Helping Hand" program for our community. Health and Safety provides services and support for the school health office, the safety patrol program, and county vision and hearing screening services.

HOSPITALITY

This committee organizes and hosts numerous "hospitality" programs to show the PTA's appreciation for our dedicated Spring Brook administration, faculty, and staff. They also provide welcome baskets to any new families to Spring Brook School, and provide or coordinate refreshments for school events and PTA meetings.

IPSN

This is the Indian Prairie Special Needs committee. This committee reports on issues and events from the IPSN PTA meetings. They help to keep the families of a special needs child(s) updated on ways

LMC

The LMC Committee acts as a liaison between the LMC Staff and the PTA. It coordinates and organizes LMC events (such as book fairs, author visits, reading promotions, etc.) with the LMC director and staff. This committee organizes, informs and schedules the daily parent volunteers that help in the LMC.

NEWSLETTER

The "Huskie Tales" Newsletter is a PTA communication tool used to inform parents of upcoming programs and activities, important information and the current events within Spring Brook School. The editor (or newsletter chair) compiles articles for the newsletter, and ensures timely publication and distribution.

PUBLIC RELATIONS

This committee is responsible for taking and gathering photographs of PTA/school events throughout the year. These photos are included in an annual photo album and are also used in the newsletter or other appropriate publications. This committee is also responsible for promoting/advertising upcoming PTA meetings and other events. This committee coordinates press releases in conjunction with school administration.

PARENT PROGRAMS

The responsibility of this committee is to evaluate and review "parenting" topics or issues of concern within the Spring Brook community. This committee would then plan and coordinate speakers, presenters, book clubs, etc. in response to the needs of parents.

STUDENT SERVICES

The following sub-committees are designed to provide valuable services to our students and parents. **Apparel** coordinates the selection and sale of various Spring Brook Huskie apparel items as a service to our families and to promote "school spirit". **Box Top Rebates** is responsible for collecting and submitting General Mills Cereal "Box Tops for Education" forms for rebate dollars. These funds are directly used to purchase playground equipment and supplies for the children. **School Store** is responsible for organizing and administering a school supplies "store" for the students of Spring Brook. The "store" operates one morning per week from 8:50 to 9:05 AM, and is staffed by parent volunteers. **Back to School Supplies** coordinates the ordering of "Back to School Supply Kits" and disseminates the kits at the annual Back to School Celebration. **Kindergarten Pictures** are taken of each new Kindergarten student with their new teacher. These pictures are taken by parent volunteers and developed and assembled as a very special memento of their first days at Spring Brook.

SCHOOL EVENTS

These are special PTA-sponsored events designed to bring families and school closer together. These are quality events designed for parents and children to have fun together in a safe and relaxed environment. These special school events include **Back to School Celebration, Spring Event, Winter Wonderland,** and **Family Fun Nights.** These sub-committees plan, coordinate, and host these special events throughout the year.

WAYS AND MEANS

These committees are responsible for fund-raising programs that provide the PTA with the necessary funds to support the many programs, services, and events we sponsor throughout the year. The **Gift Wrap** sale in the Fall is our primary fundraiser. It requires a great deal of coordination with the vendor, with school staff, and parent volunteers. **Market Day** is also one of our primary fundraisers. Market Day is a national food cooperative. A food sale is offered once a month at Spring Brook. This committee coordinates the ordering, processing, and distributing of food items for the monthly Market Day Sale. **Dough Raising Nights** coordinates the Pizza Nights for the Spring Brook Community using a variety of *community* pizza establishments. A portion of the proceeds from the Pizza Nights goes directly back to Spring Brook PTA.

VOLUNTEER COORDINATOR

This committee works with various committees to organize volunteers for special school events and ongoing programs - from the initial notification of the volunteers to the final thank you note to show appreciation for our parent volunteers' efforts.

HABITAT FOR LEARNING

This committee will assist with maintaining and improving the exterior landscaping of our school grounds. This committee will actively involve the children and the parents of the community in the care and maintenance of the school property. Projects may include special plantings (such as trees or bulbs, Fall and/or Spring Clean Up events, etc.)

MULTICULTURAL AWARENESS

This committee's goal is to promote cultural awareness within our school and community through a variety of activities.

PTA Meeting dates for the 2009-2010 School Year

*All meetings will be held on the first Thursday of the month in the evenings at 7:00pm in the MPR (multipurpose room) or LMC.

- ✿ September 10th at 7:00pm
- ✿ October 1st at 7:00pm
 - SPEAKER: Patrick Nolten from 204's ISAT Testing
- ✿ November 5th at 7:00pm
 - SPEAKER: Natalie Hoyle, Spring Brook LMC Director
- ✿ December 3rd at 7:00pm
 - SPEAKER: Kathy Birkett
- ✿ January 7th at 7:00pm
- ✿ February 4th at 7:00pm
- ✿ March 4th at 7:00pm
- ✿ April 8th at 7:00pm
- ✿ May 6th at 7:00pm