

Charlton Heights Elementary School



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August 2011

515 Swaggertown Rd.
Glenville, NY 12302
Home: 384-1493 or Cell: 928-0820
ctrybandit@gmail.com

Dear Homeroom Representative,

Thank you for volunteering to be a Homeroom Representative for the upcoming 2011/2012 school year. I am very pleased that you have chosen to support the school community at Charlton Heights Elementary School. Your job is important because you support the communication between the parents and teachers. You are also helping to enrich the lives of our students. I look forward to working with all of you.

I welcome any questions, concerns or suggestions that you may have. Please do not hesitate to contact me at any time throughout the school year.

Sincerely,

Dee Capella
Charlton Heights Elementary School
PTA Vice President of Homerooms

Charlton Heights PTA Meeting Dates

2011 – 2012

~ Everyone is welcome
...we hope that you will be able to join us! ~

The dates for each month are listed below:

September 7th

October 5th

November 2nd

December 6th * (Tuesday)

January 4th

February 1st

March 7th

April 4th

May 2nd meeting is at 3:30 pm (CH teachers attend)

June 6th

Meetings are held in the Charlton Heights Library at 6:30 pm unless otherwise noted above.

Homeroom Representatives Orientation 2010 – 2011

Listed below are your responsibilities with the information that will guide you throughout the year.

CLASS LISTS – PROCEDURES AND TIMING

- 1 Ask your teacher for a list of all students.
- 2 The teachers will distribute a permission slip to the parents that will allow you to publish their names, etc, on the class list and in the school wide directory.
- 3 **Parents are to complete these forms and return them to the teacher by Friday September 16th.** Decide which homeroom parent will be in charge of these forms, then notify your teacher and ask that these forms be sent home via backpack mail by **Friday, September 16th.**
- 4 For those families that do not return their forms, kindly give the family a reminder call. Verbal permission is okay for the class list (written is preferred), however **written permission is required for the school wide directory.** Please make every effort to receive a form from each family.
- 5 Prepare a class list for your class that includes child's first and last name, address, phone number, email address, and parent's first names. Duplicate enough copies to distribute at Back to School Night. You may use the small Xerox machine in the school mail room (the PTA code is 2010)
- 6 For the school wide directory, check the information on the school's class list against the information on the permission form. Permission slips are assumed to be more up to date than the school's list. Please write down any corrections that need to be made to the school's class list. Leave the permission forms and the corrections in the PTA mailbox in the copy room by **Wednesday, September 21st.**

MEET WITH THE TEACHER BEFORE BACK TO SCHOOL NIGHT

- 1 Discuss what the teacher's expectations are of you. How much help does he/she want? What parties does the teacher plan? What activities are you required to organize? What role will you play?
- 2 Discuss any needs the class may have. Are there any food allergies or special considerations for some children?
- 3 Find out what amount the teacher requests for **class dues** – discuss what the dues will be used for (see separate section on class dues usage). Ask if there are any families that should not be expected to pay class dues.
- 4 Let the teacher know how to contact you (phone, email, notes home) and when the best time is to contact you. Also find out the best way for you to contact your teacher.
- 5 Let the teacher know whether you plan on covering most tasks yourself or if you will delegate duties to others. Discuss this with your co-representative as well. Ask the teacher to notify you of any new students arriving in the class and any students who leave the class.
- 6 The class list should be updated and redistributed when there are any changes to the enrollment e.g. new entrants, students leaving class.
- 7 **All special education students are assigned to a regular classroom. They are a part of the class and need to be included on your class list and in anything else that is planned for the class.**

CLASS DUES

- 1 The school board has established a policy on class dues (see class dues policy attachment). It is important that we follow the guidelines established in the policy.
- 2 The Homeroom Representative and teacher determine the amount of class dues to collect at their meeting before back to school night. Class dues are to be collected at back to school night. It might be helpful to create a budget and notify parents who are doing crafts how much money they can spend.
- 3 Homeroom representatives are responsible to handle the class dues throughout the year. Please keep a list of monies paid and keep all receipts for all expenditures from class dues. Be sure to put enough money aside for the end of the year party, ask your teacher on how much to budget.
- 4 Class dues are to be used for projects and activities that benefit the children, for example, craft supplies for a party craft, party favors, and project supplies for a special curriculum project, party or picnic expenses. **Class dues are not to be used for teacher gifts. Be sure that teachers and parents asking to be reimbursed for supplies use a tax exempt form. We can't reimburse tax to anyone.**
- 5 Class dues are to be spent during the school year and should not carry over to the next year. If you find that in March or April you have a lot of unspent money talk to the teacher and find an appropriate use of the money. Ideas may include a special book for the classroom, an ice cream treat for a hot day in June, or an added curriculum project.
- 6 **A Classroom Dues Accounting Sheet is included in this folder. This form is to be completed and sent to VP of Homerooms at the end of the school year.**

Sample:

TO: Parents/Guardians of (insert teacher's name) (insert grade level) Graders
FROM: (insert homeroom parent's name), Homeroom Representatives

We will be in (insert teacher's name) classroom on Back-to-School Night, (insert date of back to school night) to sign up volunteers for various class activities and to collect class dues (insert amount).

Attached is an envelope for class dues. Please put your child's name on the envelope and enclose your payment. Cash is the preferred method of payment. Checks should be made out to cash.

Please bring your envelope to Back-to-School night and turn it in to us. We look forward to seeing you on (insert day of the week) night.

BACK TO SCHOOL NIGHT SUGGESTIONS

- 1 Please bring a baked good for the refreshment table which will be set up in the classroom.
- 2 Post signup sheets for parties and other classroom events/needs. **Your signup sheets for parties should list any food allergies and special considerations.**
- 3 Distribute the class list.
- 4 Collect class dues.
- 5 Speak briefly to the parents.

TEACHER GIFTS

- 1 We have the approval from PTA Council for you to ask parents to contribute towards a gift for your teacher if you choose to do so. ALL letters requesting donations must be approved by Tim Sinnenberg BEFORE going out to parents. In the letter it must state that the donation is OPTIONAL, you cannot ask for a specific amount and regardless of who makes a donation towards the gift it will be from ALL students.

You could start off your letter explaining what you are planning on doing on Holiday or Teacher's Appreciation day and ask for donations by saying...

Sample:

We are collecting donations to purchase a small teacher's gift (or tell them what the gift will be). If you would like to make an optional donation that would be wonderful. The entire class will sign the card and present the gift to (insert teacher's name) (as a holiday gift or when he/she returns from the Luncheon). If you choose to make a donation, feel free to place it in the attached envelope and return it through back pack mail by (insert date) to (insert homeroom parent collecting name and child's name). We appreciate all you do for the students and your support of our classroom activities.

Sincerely,

- 2 You are allowed to ask for donation of supplies to make a teachers gift.
- 3 Tim Sinnenberg, the principal, must approve any requests for donations for teacher gifts prior to their going out to the parents.
- 4 PTA also suggests if you plan on a class gift for the teacher, the appropriate time for this is Teacher Recognition Day.
(The letter that goes home to the class requesting supplies for the teacher gift must have the following stipulations included)
 - a. The gift must come from the whole class regardless of participation
 - b. The collection must be optional

TEACHER RECOGNITION DAY AND LUNCHEON

- 1 Teacher Recognition Day is held in May, check the school calendar for the exact date.
- 2 PTA provides a luncheon for all the school staff on this day. The luncheon is designed so that all the staff can attend at the same time. It is the Homeroom Representatives responsibility to arrange for two parents to watch the classroom during the time that the teacher is at the luncheon. Find out from your teacher what time frame they will need coverage in the classroom and notify them of the parents that will be present.
- 3 This is the time when most classes will prepare a gift for the teacher, usually something the class makes or puts together.
- 4 You may be asked to collect food item or donation to be used at the luncheon.

LIASON ROLE FROM CLASSROOM TO PTA/PARENTS

- 1 Remind the teachers that the PTA likes to print class news in the newsletter. This can be done by sending your submission to the PTA mailbox marked "Newsletter".
- 2 PTA is here to support the teachers. They are welcome at our meetings and should feel free to express their opinions. They may do so through you, the teacher representative, any officer, or in person at PTA meetings.
- 3 **New families to PTA:** Please be sensitive to **all new families** to CHS. PTA Homeroom Representatives are instrumental in welcoming these families to the school community and easing their transition. Homeroom Reps should continue to reach out to these families through the year.
- 4 PTA to Parents; you may occasionally be asked to call families with important information. You may also be asked to recruit volunteers for an event.
- 5 Parents to PTA: If you are aware of any parental issues that are pertinent to PTA please communicate them to an officer.
- 6 It is encouraged that you become a member of PTA and attend the monthly meetings. This is a great way to have a say and vote in the decisions being made and to stay in touch with all that is happening at school. A copy of the PTA Monthly Meeting Minutes will be posted monthly on the PTA Bulletin Board outside of the office. The Bulletin Board is a wonderful source of information regarding both our school and opportunities outside of our school.
- 7 **HAVE FUN!!!**

Charlton Heights Elementary School Guidelines for Homeroom Parents

- Homeroom parents will be chosen from those individuals that return the school wide volunteer sheets with the indication they would like to be considered for a Homeroom Parent position. Child's name and grade should be included for the requested homeroom parent position, as well as a listing of previous years the parent served in the capacity and for which child(ren).
- Parents may also indicate their interest to become a Homeroom Parent, in writing, to the PTA Vice President(s), to be received by August 15th, of that given year.
- It is noted that any parent will be first considered as Homeroom Parent that has not yet previously held this position for their child's classroom.
- Parents are asked to refrain from being their child's Homeroom Parent for more than 2 years consecutively.
- All effort will be made to keep parents from having to serve as Homeroom Parent for more than one classroom, per calendar year. This will alleviate the difficult task of trying to provide a holiday program in more than one classroom on any given day.
- Homeroom Parents will serve as a team of 2, within each classroom.
- Homeroom parents chosen to represent a classroom will be encouraged to meet with the classroom teacher, prior to back-to-school night, to discuss expectations for the year. Each teacher will have his/her own requirements for their classroom.
- The PTA Vice President(s) will be responsible to oversee the Homeroom Parents Program.

Charlton Heights Elementary School Classroom Dues Guidelines

- Homeroom Parents should meet with classroom teacher, prior to back-to-school night, and establish amount of classroom dues to be collected per child.
- Dues to be collected are based on activity projections for year.
- Classroom dues should be collected from parents on classroom back-to-school night. It will be the responsibility of the Homeroom Parent to collect the dues, not the teacher.
- As you will probably not collect classroom dues from everyone at back-to-school night, Homeroom Parents will need to follow-up with a reminder notice, only to those that did not turn in dues. It may be beneficial to touch base with the classroom teacher to identify any student that may find hardship in dues payment. This would eliminate a second notice of the class dues collection to that family.
- Send out one final reminder notice to those still outstanding, this will be a total of 2. If after 2 notices a parent does not send in classroom dues, assume there is a reason the family cannot pay and do not further attempt collection.
- Dues collected from the classroom are to be held by the Homeroom Parents, decide which one of you will hold the dues.
- There should be no one person holding all of the dues for the entire grade level, as each classroom will be participating in different activities, decided upon within the class.
- Dues are not to be deposited into any personal accounts, but rather held as “cash-on-hand” by the designated Homeroom Parent.
- A Classroom Dues Accounting Sheet is to be completed throughout the year, as dues are spent on classroom activities. Receipts for purchases and/or explanation of monies spent will need to be included at year’s end.
- A completed Classroom Dues Accounting sheet should be handed into the PTA Vice President(s) at the end of the year. Be sure to use up all of your classroom dues on the kids!
- Classroom dues are to be used for classroom activities and programs. Please do not use the collection dues on teacher gift items.

BURNT HILLS - HALLSTON LAKE CENTRAL SCHOOLS

To: Elementary Principals
From: Richard Longhurst
Subject: Class Dues
Date: October 18, 1999

It has come to my attention that PTAs are collecting class dues for elementary teachers ranging from \$75.00 to \$250.00 per class. Several of us met on Friday, October 15th to discuss how this money can best be distributed to teachers without violating any Board policies and without making the process cumbersome.

We are concerned with two Board policies and with Sections 801, 802 and 805 of the General Municipal Law. The issues are gifts and money in school. Under General Municipal Law, and policy P1810, school employees may not receive gifts considered as attempts to influence or gifts whose value exceeds \$75.00. Board policy P3550 also requires that cash not be left in buildings overnight.

Our discussion led to several conclusions.

1. Class dues should be collected and distributed by the PTA, thus eliminating district responsibility for management of class dues and purchases made with them.
2. To address the gift issue, we are recommending a dues distribution procedure to the PTA that places conditions on the receipt of money and accountability for its use. The procedure is intended to be simple and works as follows:
 - a) PTA collects all class dues
 - b) PTA distributes amounts collected to each teacher
 - c) Teacher signs a receipt that accepts PTA funds and agrees to spend money on those purposes identified in a letter from PTA identifying the specific amount collected.
 - d) At the end of the year, teachers provide PTA with an itemized list of expenditures made with class dues.
 - e) Teachers would agree to accept responsibility for any lost funds and would agree not to keep cash in the school building.

The system isn't perfect but we believe it is manageable and addresses the issues of compliance with Board policy.

We invite your reactions and that of your PTA. If acceptable to you, your staff and your PTAs, we will put this procedure into place immediately.

GIFTS TO SCHOOL PERSONNEL AND STUDENTS

F1810

Gifts to school personnel are not encouraged. Under no circumstances is any member of the staff to accept gifts which would be construed to be influential to the manner in which he/she performs his/her function. Excluded from this would be the common practice of tokens of appreciation by the children (and their parents). The Superintendent will be the sole judge as to whether or not any gifts received by members of the staff are either (a) tokens of appreciation, (b) attempts to influence.

The Board of Education considers gifts to students, other than those earned during the normal course of their activities, inappropriate.

Approved 1975-76
Reviewed and Renumbered from combination of 1313 and 5136
November 1991
Reviewed September 1995
Reviewed April 1997



HALLOWEEN PARTY SIGN UP SHEET

	Name	Phone Number
PLATES	_____	_____
CUPS	_____	_____
NAPKINS	_____	_____
COOKIES/ CUPCAKES	_____	_____
JUICE (2 containers please)	_____	_____
FRUIT PLATTER	_____	_____
VEGGIE PLATTER	_____	_____
DIP	_____	_____
CRAFT	_____	_____
CRAFT	_____	_____

**** Please indicate any food allergies ****



HOLIDAY PARTY SIGN UP SHEET

	Name	Phone Number
PLATES	_____	_____
CUPS	_____	_____
NAPKINS	_____	_____
COOKIES/ CUPCAKES	_____	_____
JUICE (2 containers please)	_____	_____
FRUIT PLATTER	_____	_____
VEGGIE PLATTER	_____	_____
DIP	_____	_____
CRAFT	_____	_____
CRAFT	_____	_____

**** Please indicate any food allergies ****



VALENTINE'S DAY PARTY SIGN UP SHEET

	Name	Phone Number
PLATES	_____	_____
CUPS	_____	_____
NAPKINS	_____	_____
COOKIES/ CUPCAKES	_____	_____
JUICE (2 containers please)	_____	_____
FRUIT PLATTER	_____	_____
VEGGIE PLATTER	_____	_____
DIP	_____	_____
CRAFT	_____	_____
CRAFT	_____	_____

**** Please indicate any food allergies ****

