



## **WARREN T. JACKSON 2010-2011 PTA HANDBOOK**

### **Warren T. Jackson PTA Information**

The PTA Board consists of the members of the Executive Board, PTA chairpersons and the Principal. Current issues and future development of school policies and curriculum are discussed at Board meetings, as well as plans for upcoming PTA functions and events, The General PTA Meetings are open to all Jackson parents. These meetings are the best forums for PTA members to give their input in PTA matters. These meetings may also include performances by our outstanding students and other programs of general interest. We encourage all parents to attend and participate in these meetings, The meetings are scheduled as follows: 8/24, 9/21, 4/26. In addition, the PTA Executive Board meets on a monthly basis. The PTA Executive Board Meetings are held at the school once a month. Currently we are scheduled for: 8/17, 9/14, 10/20, 11/16, 12/4, 1/8, 2/15, 3/15, 4/20 and 5/11 at 9:30 am. These dates are subject to change.

In the winter, the Executive Board forms a nominating committee, which fills PTA committee positions for the following school year. At this time, parents can nominate themselves for a specific job or a general interest to help support the PTA's activities. There are positions for all who are interested.

**CO-PRESIDENTS:** Coordinate volunteer efforts; serve as primary link between PTA and the principal; conduct monthly Executive Board Meetings and General PTA Meetings; coordinate materials and volunteers for Celebration of Learning; represent the school through the Northside Atlanta Parents of Public Schools (NAPPS) organization; and work with Atlanta Board of Education and Atlanta Public Schools (APS) on any issues of importance to the school.

**CO- PRESIDENT CHAIRS-ELECT:** Assist the Co-Presidents at all events; participate in all Executive Board and General PTA Meetings to learn the specifics of Jackson's PTA budgeting and other related needs prior to taking office.

**1ST VICE PRESIDENT:** Oversees all fundraising efforts, including the Partners in Education Program and works with the 2nd Vice President supervising the Celebration of Learning.

**2ND VICE PRESIDENT:** Oversees non-fundraising volunteer efforts and family fun events, works with 1st Vice President supervising the Celebration of Learning; recruits volunteers throughout the school year.

**PRIMARY VICE PRESIDENT :** Helps oversee and coordinate all activities at Jackson Primary Campus.

**SECRETARY:** Attends PTA Board meetings and takes minutes for Board approval. The Secretary also coordinates the ordering and installation of school banners and teachers plaques, maintains the supplies in the PTA Workroom, and updates school bulletin board and website.

**TREASURER:** Handles the accounting of the PTA funds and the annual PTA Budget; files tax returns.

**ASSISTANT TREASURER:** Assists the Treasurer; manages the Grocery Store cards and similar fundraising efforts. All above officers are members of the PTA Executive Board.

**PARLIAMENTARIAN:** Assists the Executive Board with past experience as a PTA Co-President.

## Warren T. Jackson PTA Committees

**ANATOMY FAIR:** This committee organizes the Anatomy Fair which is held every year. The Fair provides students in 5th grade with a hands-on opportunity to learn about our amazing human bodies through the use of graphics, models and human organs.

**AUCTION:** The committee for this every other year fundraiser plans and organizes all donated items from Jackson families and the community to be auctioned off at the event. The Auction is held on a weekend evening and includes music, food and drinks.

**BACK TO SCHOOL NIGHT:** This committee kicks off our school year with a gathering at the Main Campus and Jackson Primary. Students and parents enjoy dinner at Jackson Primary.

**BINGO NIGHT:** This committee organizes a family night of Bingo, which includes games, snacks, and prizes.

**BRICK CAMPAIGN:** This committee organizes the personalized bricks on the WTJ Main Campus Amphitheatre.

**BUILDING & GROUNDS COMMITTEE:** This committee coordinates and works closely with the principal, PTA and APS to help maintain and undertake projects that enhance the building (interior and exterior) and grounds, including maintenance of all playground equipment. This committee will work at both the Main Campus and Jackson Primary.

**BUS LIAISON:** This committee assists Dr. Austin in the bus routes from APS.

**CELEBRATION OF LEARNING:** Assists the 1st, 2nd and Primary Vice-Presidents with organizing the Celebration of Learning day, which is held the Friday before school begins. This kick off celebration is a major opportunity for parents to volunteer for the many PTA Committees that serve the school all year long.

**CHALLENGE LIAISON:** This committee helps with challenge teacher / student interaction.

**CHILDREN'S ART SALE:** This committee works with the school art teacher to organize fundraisers which involve student art work. There is generally a sale in the Fall and Spring.

**CLASS GARDENS:** This committee coordinates the volunteer effort needed to maintain the garden plots in the front and back of the school. This group also oversees the Science Garden and the honorariums for the Memory Garden, which began in memory of Gregory Mix, a former Jackson parent. Each classroom is assigned a plot to plant throughout the school year.

**COMMUNITY SERVICE:** This committee coordinates with grade level community service projects such as Roots & Shoots and Hop and Whirl.

**CULTURAL ARTS / IB LIAISON:** This committee is responsible for bringing plays, performances, music programs and many other cultural arts programs to the student body. These programs are popular with the students and provide important IB enrichment.

**DECORATING:** This committee is responsible for helping WTJ at both campuses look their best before events.

**DIRECTORY:** This committee produces the directory, which provides family addresses, phone numbers, and email addresses, in addition to important school information, for all Jackson families.

**ELECTION DAY BAKE SALE:** This committee coordinates our PTA sponsored Bake Sale on the first Tuesday of November during an election year in the lobby of the school. It is a small fundraiser as well as a wonderful public relations opportunity for our community.

**FATHER AND FRIENDS BREAKFAST:** This committee coordinates with grade levels to arrange breakfast for fathers and VIPS for students. Will take place 3/18 for K, 2/11 for 1st grade, 1/28 for 2nd grade, 11/19 for 3rd grade, 10/15 for 4th grade and 9/17 for 5th grade.

**FRENCH LIAISON:** This person helps coordinate items needed and requested by French Teachers.

**FIFTH GRADE FUNDRAISING, FALL PHOTOS, PROMOTION CEREMONY & VIDEO:**

This committee includes parents of fifth graders who coordinate activities in which fifth graders raise funds for various activities, projects, and class gifts for their last year at Jackson; plan and organize the promotion ceremony in May; assist the teachers in planning and organizing the annual fifth grade overnight trip to Rock Eagle; and memorialize their fifth grade year with a video.

**GRANDPARENTS/VIP DAY:** This committee plans and organizes Grandparents'/VIP Day which is usually held in late winter Or early spring,

**GREENTHINK:** This committee helps the school focus on recycling, reducing, reusing, and rethinking our habits to be more eco-friendly

**IB LIAISONS:** These individuals help our IB Coordinator with grade level activities through the year.

**JACKSON JOTTINGS:** The Jackson Jottings is a literary magazine written by the students and published. This committee is responsible for producing these publications.

**JAGUAR PAUSE:** The Jaguar Pause is the school newsletter published every other week to communicate important school news and PTA Board activities. This committee is responsible for compiling, editing, publishing and distributing this important communication tool.

**JACKSON JAMBOREE:** This committee organizes the Jamboree, a family fun event occurring in the spring and requiring more parental involvement than any other activity at Jackson. It is an outdoor carnival with inflatable activities, games, a marketplace, crafts, foods, and other fun activities.

**LOST AND FOUND:** This committee collects and organizes lost items in a central location at the school. Any items left in Lost and Found at the end of the month will be donated to a worthwhile charity.

**LUNCHROOM LIAISON:** This person facilitates needed communication between lunchroom staff, students and parents.

**MEDIA CENTER:** This committee acts as a volunteer source for the Media Specialist and coordinates volunteer activities that help the Media Specialist with shelving books, cataloging new books, etc. The committee is also responsible for assisting the Media Specialist in coordinating the Book Fair(s) and Barnes & Noble evening(s).

**MOVIE NIGHT:** This committee coordinates a school-wide family fun night by providing a big screen movie and snacks in an outdoor setting at Jackson held in the fall.

**NOTARY PUBLIC:** This person and/or committee assists at various school events which require notarized signatures such as the Kindergarten Tea and the Celebration of Learning when new students are registering.

**ONECAUSE/BOXTOPS/BRICKS:** This committee / person works on a number of fundraisers for the school, including motivating students and parents to (1) participate in the boxtop drive and (2) to sign up for Onecause so most online purchases benefit WTJ. This committee also spearheads the sale of personalized bricks to Jackson families; the bricks become a permanent fixture in Main campus' outdoor auditorium.

**PARTNERS IN EDUCATION:** This committee develops, maintains, and coordinates our relationships with local businesses in our community, invaluable partners key to the success of many activities at Jackson.

**PHYSICAL EDUCATION / FIELD DAY:** This committee coordinates field day for both campuses and acts as a liaison for the PE staff.

**PROSPECTIVE PARENTS:** This committee provides information to parents of pre-school children in our school district by scheduling weekly tours of the school for prospective parents. They also hold a Kindergarten Open House in the spring for incoming Kindergarten students.

**PTA ANNUAL FUND:** This committee is responsible for soliciting donations from Jackson families to the annual school PTA fund. These funds are essential in order for the PTA to provide family fun events, instructional support, cultural arts programs, teacher allotments, staff development and all the other "extras" parents expect at Jackson.

**PUBLIC RELATIONS/MARKETING:** This committee provides information to the community about Jackson events and accomplishments and facilitates visits with our community leaders. They also collect photographs and news clippings of event and special occasions throughout the year and works with the website coordinator to post photos on the website. They are also responsible for writing press releases to send to newspapers, television stations and other media outlets.

**PUMPKIN PATCH:** This committee coordinates our Fall Festival which takes place in October, which includes a petting zoo, hay rides, pumpkins, and other fall activities.

**READ-A-THON:** This committee coordinates our reading fundraiser for Jackson which occurs in late January or early February. All students receive an extensive information packet which provides a list of books to read per grade level and a sponsor form. Students will read books during a certain time frame and raise funds according to their sponsorships.

**ROOM PARENT COORDINATORS:** This committee coordinates the Room Parents for all the classes. Room Parents provide teachers with the support they need in the classroom for enrichment. Teachers need parents to read to the students, provide an extra hand with class projects, and organize class parties. Each teacher and grade level has different needs. The PTA Room Parent Coordinators will provide sign-up sheets at Celebration of Learning for each class.

**SANTA AT PARK TAVERN:** This committee helps coordinate the Park Tavern Fundraiser to benefit WTJ.

**SPIRITWEAR:** This committee provides Jackson t-shirts, sweatshirts, bumper stickers, shorts, and other Jackson supplies for sale throughout the school year.

**SCHOOL SUPPLIES:** This committee works with the teachers to compile grade level lists of common school supplies needed for that grade and handles orders from parents for those supplies. They then assist in ordering and distributing supplies during the summer.

**SPANISH LIAISON:** The liaison assists our Spanish speaking families with interpreting and tutoring as needed throughout the school year.

**SUNSHINE FUND:** This committee sends cards and/or flowers and coordinates meals or other assistance to any Jackson family in need or crisis.

**SUTTON LIAISON:** This liaison provides a bridge of communication between Warren T. Jackson Elementary School and Sutton Middle School. This liaison helps parents and students become aware of the educational opportunities at our neighborhood middle school.

**TEACHER APPRECIATION:** This committee provides luncheons and/or breakfasts throughout the year for the faculty and staff to show our appreciation for their hard work. This committee also provides snacks for faculty meetings and coordinates Teacher Appreciation Week.

**TECHNOLOGY/WEBSITE:** This committee helps plan for the current and future computer/technology needs of Jackson students, and also appoints a manager to oversee the school website to make sure it is updated on a regular basis.

**TURKEY TROT:** This committee plans and organizes this school fun run held annually on a Saturday morning in November.

**WELCOME DESK:** Jackson has a security system, which permits entrance to the building during school hours at the front doors only. Committee members are responsible for allowing visitors to enter, greeting, and ensuring that all parents and guests sign in at the Reception Desk and wear a nametag. Volunteers also help the office staff by answering the phone and taking messages.

**WELLNESS LIAISON:** This liaison acts as a bridge of communication between the PTA and the Warren T. Jackson Wellness Committee put together by the Principal. This liaison will help parents to become aware of various “wellness” activities going on at Jackson such as Love Your Body Week and other similar events.

**YEARBOOK LIAISON:** This committee coordinates photos for a school-wide album.

## **Warren T. Jackson PTA Operating Procedures**

**VOLUNTEERING/VISTING AT SCHOOL:** To provide for the safety of all students and staff, all outside doors to Jackson are kept locked. Staff members have key cards to allow entry, and the front door has a bell and identification camera to allow volunteers and staff to “buzz” people into the building. Please bear with us as we balance security needs and hospitality. When volunteering you will have to be “buzzed” in, sign in at the reception desk, and wear a nametag in the building. Please remember that this is for our children’s safety.

**SCHEDULING AN EVENT:** Check with the PTA Co-Presidents and with Dr. Reich for approval first. This step prevents scheduling conflicts. Once the date is approved, have the office staff write the event on the large calendar in the school office and notify the PTA Secretary, so it can be posted on any applicable bulletin boards and on the website.

**SENDING FLYERS TO STUDENTS, FACULTY, STAFF:** ALL FLYERS NEED TO BE APPROVED BY ONE OF THE PTA CO-PRESIDENTS AND BY DR. REICH PRIOR TO DISTRIBUTION. PLEASE NOTE THAT THIS PROCEDURE NEEDS TO BE ENFORCED TO AVOID INCONSISTENT COMMUNICATION AND SCHEDULING CONFLICTS. A ROUTING SLIP FOR SIGNATURES IS AVAILABLE IN THE PTA WORKROOM AND SCHOOL OFFICE.

**MAKING COPIES:** If you are making copies, you may use the copier in the PTA Workroom, using the PTA code number. Instructions are posted above the machines, but if you need assistance, contact one of the PTA board members. White paper is available in the PTA Workroom, but you will have to provide colored paper. Our objective is to make copying convenient but to try and reduce the cost of using outside copying services. The Jaguar Pause and the website are the most cost-efficient ways to communicate with the entire school. Please note that Monday at 2:30 p.m. is the deadline for information to be printed for that week. Remember to include teachers and staff, who have mailboxes in the school, as it helps them to know what is going on at school.

**RECEIVING MAIL:** All committees have mailboxes in the PTA Workroom. The school office will forward anything they receive to these boxes.

**SCHEDULING A MEETING AT SCHOOL:** Both conference rooms must be scheduled through the main office for any meetings/events to avoid conflicts or double bookings. Please do not assume a room is available. The PTA Conference room can be scheduled for recurring meetings through the PTA Secretary and general meetings can be scheduled on the PTA Calendar located in the PTA conference room downstairs off the cafeteria.

To use the Media Center, contact Lynn Handley, Jackson's Media Specialist.

To use the Cafeteria during school hours, please plan around lunch hours (10:30am-1:00pm) and ask a custodian for assistance with tables. Please reserve Cafeteria through the office staff.

To use the Gym, contact P.E. teacher, Lisa Alexander. Should you need to use any of these areas after school hours, please check with Dr. Reich so that the school can be open and ready for your event.

To use the PTA portable sound system, projector or other equipment, contact the PTA Secretary.

**NEEDING A CUSTODIAN:** The school office will help you locate a custodian during school hours. Should you need custodian assistance after school hours, there is an hourly fee as well as a per employee cleanup fee, Contact Patrice Austin to arrange for this help. As you plan your events, keep the custodians' needs in mind to prevent last minute scheduling conflicts.

**USING THE KITCHEN:** To use the Cafeteria kitchen, please contact the kitchen manager. She or her staff must supervise activity in the kitchen. You may use the PTA Kitchen any time for school related events.

**RECEIVING REIMBURSEMENTS FOR PTA PURCHASES:** Complete a reimbursement form located in the Treasurer's box in the PTA Workroom. Attach receipts and return to that box. You will be promptly reimbursed. Be mindful of your committee budget, and if you ever have questions, feel free to call the PTA Treasurer or the committee chairperson. **RECEIPTS MUST BE SUBMITTED WITHIN 30 DAYS FOR REIMBURSEMENTS.**

**COMMUNICATING WITH OTHER COMMITTEES:** Call or e-mail the Chairperson or leave a note in his/her mailbox in the PTA Workroom, Please check your committee mailbox regularly.

**PLACING NOTICES IN THE JAGUAR PAUSE:** The Jaguar Pause, our bi-weekly newsletter, is posted online and emailed every other Friday. ALL articles for the Jaguar Pause must be emailed to [jaguarpause@yahoo.com](mailto:jaguarpause@yahoo.com). Please include the name and phone number of the person submitting the information in case of questions. Please remember the deadline for all submissions is Monday by 2:30 p.m. of the week your notice is to be published. PTA Co-Presidents and Jaguar Pause editors will have a role in determining what can be included in the Jaguar Pause.

**STORING SUPPLIES AT SCHOOL:** Do not use the school office or the PTA Workroom as a dumpsite. Label and store items NEATLY!!! If you have supplies you no longer need, put them in the workroom so that we do not purchase duplicate supplies.

**USING HELIUM TANKS/BALLOONS:** There is a helium tank along with balloons and ribbon in the PTA workroom for all school-wide events. If you find the tank running low on helium, please notify the PTA Secretary who will have it replaced.

**GIVING A COMMITTEE REPORT AT MEETINGS:** We ask that you or a representative from your committee make reports to the PTA Board during planning stages of an event, after the event, or whenever Board input is necessary. To have your report placed on the meeting agenda, please contact the PTA Secretary or one of the Co-Presidents by the Friday prior to the meeting.

**USING THE TAX EXEMPT NUMBER:** Please contact the PTA Treasurer for the number and permission to use it. We are tax-exempt and strongly encourage the use of this number when making cash purchases. If the PTA is being invoiced for a service, the Treasurer will provide the vendor with the number when she pays the invoice.

**USING A PTA BUSINESS ACCOUNT:** We have accounts at a number of businesses in the area. Please contact the PTA Treasurer for information.

**SECURING YOUR VALUABLES:** Do not leave money or other valuables unsecured in the school or in your car. The office has a safe available if needed. Money left for Treasurer or Committee Chairs should be left in the office for safe storage.

**USING BANNERS:** If your committee hosts an event at school, please check the PTA workroom for a banner. If you cannot locate an appropriate banner, please contact the PTA Secretary, who will order one.

**RETURNED CHECK POLICY:** Unfortunately, the aggregate amount of bank charges on checks returned to the PTA for insufficient funds has risen to a significant level. Because of this, we will charge the maker of a returned check a service charge of \$10.00 in addition to the original amount of the check and the PTA will no longer accept checks from these families.

**THANK YOU FOR YOUR COOPERATION WITH THESE PROCEDURES!**