



## Saint James Elementary School

30 Peters Place  
Red Bank, NJ 07701  
(732) 741-3363

Dear Fellow St. James Families,

For the 2012-2013 School Year, our Partners for Excellence (PFE) program embarked on its first major update in many years. It's been a year of growth and experiment, but overall the feedback we have received from our families has been positive. We thank everyone for their support and ongoing commitment to our school PTA. We will now begin our next phase of redesigning how the PFE program works with an online registration tool for the 2013-2014 school year.

In previous years, the entire paper PFE packet was included in the re-registration packet in January. Families were asked to commit to their volunteer responsibilities for the following school year when re-registering their children. With the move to an electronic registration process, we have held the PFE registration for a few months. We hope this later timeframe will allow our families to better gauge their own time and ability to volunteer for the following school year. It has also allowed us to fine-tune the program to the best of our ability.

**We will be emailing to all families the online registration packet and instructions on June 18, 2013. We will also post a link on our website. Please keep an eye out for this email, as it will have complete instructions on how to complete the paperwork electronically. If you aren't signed-up for our eBlasts, please visit our website at [www.mysaintjames.com](http://www.mysaintjames.com) to sign-up today. The sign-up link is located on the bottom left side of the home page. This is our main source of communication for all things St. James.**

The online sign-up tool will remain available until August 1, 2013. Please be sure to complete the process during this 6-week timeframe. We will begin to reach out during the month of August to confirm commitments and begin planning for our 2013-2014 School Year. We will re-open the online sign-up when school begins in September for all hourly volunteer opportunities.

As a reminder, here are the requirements for the 2013-2014 School Year:

**1 Hour = 1 Point**

**Each St. James Family is Required to Earn 25 Points Each School Year**

*(or Pay the \$500 Fee)*

**Can't Volunteer? No Problem.**

We fully understand for some families, volunteering just isn't an option, and they prefer to pay the fee.

Know that this is just as important to our PTA as having volunteers, and we thank you.

As stated in our communication to all families in August 2012, the fee for the 2013-2014 School Year has increased to \$500, but the due date has been extended. If you are unable to volunteer, we ask that this fee please be paid on or before August 1<sup>st</sup>, 2013. *We have removed the late payment fee with the extended time to make the payment, but if we find families are not paying the fee in a timely manner, we may be forced to add a late payment penalty.*

For our parents that are currently serving as Chairs for their Committees, we thank you for letting us know if you plan to continue with your commitments or are looking for new responsibilities. If we have not touched base, and you are interested in continuing with your role, please be sure to state this on the electronic paperwork. You are also welcome to reach out to us via email directly as well.

We have also made changes to our in-school volunteer opportunities (lunchroom aides, playground aides, nurse aides, etc.). We thank everyone for testing our tri-semester volunteering, and we thank everyone for their feedback. The consensus is – this didn't work, but we are glad we tried. After much discussion with our Administration, our parent volunteers and Committee Chairs, we are returning to a yearlong requirement for each in-school volunteer opportunity. However, it will not be a requirement to volunteer every week through the school year. The online sign-up tool will explain the details more fully, but parents will be asked to commit to only 25 hours over the school year, and we will provide a detailed schedule in late August stating which days each volunteer is required to be in attendance. A single volunteer could receive a schedule with a week on, two weeks off, two weeks on, etc. It will be personalized by individual, and this will allow fellow volunteers to assist each other in trading days for those unexpected times when coverage just isn't possible. Volunteers will still get to choose their volunteer opportunity, and their day of the week, we will just provide what weeks are needed to equal a total of 25 hours for the year. Of course, if anyone wishes to still volunteer for the entire year, and wants to have the assignment every week, we will gladly accept them with the understanding they will only earn their points for the given school year. Again, we will explain this with full detail in the electronic packet available June 18<sup>th</sup>.

Thank you everyone for your patience and assistance as we continue to improve our PFE program to meet the growing needs of our existing and new families. Please visit the St. James website for complete guidelines on our existing PFE Program. And watch your email for our 2013-2014 Registration Process.

Sincerely,

Paula Pangilinan & Maria Rimmele  
PTA Co-Presidents