



# PTA HANDBOOK

*2018-2019 School Year*

Welcome to the Saint James Elementary School Parent Teacher Association (PTA) Handbook. The following is a comprehensive outline of our program, designed to support our school, staff, and students with the involvement of our parents.

The PTA at Saint James Elementary School fosters a cooperative relationship between our parents, faculty and staff for the enrichment of our children's educational experience. Through volunteer efforts, fundraising endeavors and event planning, the PTA supports the educational, spiritual, physical and financial development of the Saint James Elementary School community.

The Handbook is divided into the following sections:

- I. Overview
- II. How do PTA funds support our school?
- III. Overview of the family PTA Requirement
- IV. Fundraisers & Events
- V. VIRTUS Training and Fingerprinting
- VI. Saint James Royals

As you read through this handbook, it becomes evident that all of the programs and events offered require dedication and commitment from everyone within our Saint James Elementary School community including our parents, volunteers, administration, teachers, church community, extended families, and countless others. Together, we can truly enhance our children's experiences at Saint James Elementary School!

## **I. OVERVIEW**

For the 2018–2019 school year, our PTA will consist of 7 Officers as required by the Diocesan PTA By-laws.

### OFFICERS

President (2)

Meghan Lupu

Tania Sarabia

Vice President (2)

Deanna Ryan

Elizabeth Sutphin

Treasurer

Jennifer Schimphf

Recording Secretary

Anita Esser

Corresponding Secretary

Marisa Saliga

EXECUTIVE BOARD

Technology (2)

Maria Rimmele  
Susan Marino

Marketing Legislative Community Relations

Molly Cimini

PTA Coordinator

Gina Rahim

Hospitality

Alina Fotache

Spirituality/Care Steps (2)

Jennifer Marlin  
Danielle Robbins

Saint James Athletic Association (SJAA)

Laura Shroba

Royals

Travis Sutphin

Fundraising / Special Events (6)

Rob Lowe  
Dana Fraznick  
Ali Farro  
Bridget Manfredi  
Allie Morrison  
Stephanie Christiano

This group will be responsible for the day-to-day duties of the PTA, ensuring that all PTA guided programs, events and fundraisers are run effectively and appropriately. However, parent volunteers are vital to the planning, coordination, and execution of each event to ensure success.

## II. HOW DO PTA FUNDS SUPPORT OUR SCHOOL?

The PTA is responsible for covering certain budgetary items as required by the Diocese of Trenton. In addition, there are several needs that are not met by tuition alone. Below, please find some examples of how your PTA dollars are used:

### Full-Time School Nurse

Saint James Elementary School annually receives funding from MOESC (*Monmouth Ocean Education Services Commission*) to subsidize having a school nurse onsite. This funding has decreased in recent years to the point that we either have a full-time nurse for part of the school year (September – January), or funding spread out to have a part-time nurse for the entire school year. For the past several years, our PTA’s fundraising efforts have ensured we have a full-time nurse onsite, five days a week for the entire school year.

### Guidance Counselor

The PTA has been funding our Guidance Counselor/Social Worker for many years. The Guidance Counselor/Social Worker is the conduit for extended resources for our families including grief counseling and facilitates educational programs including empowering oneself, getting along with others and relationship tools.

In addition to funding a full-time school nurse and guidance counselor, PTA dollars are also used to support in-school programs, technology upgrades (i.e., STEM Lab, laptops, tablets, printers) and updated curriculum and facility enhancement (i.e., classroom and infrastructure improvements).

## III. FAMILY PTA REQUIREMENT

For the 2018-19 school year, all PreK and Kindergarten through-8<sup>th</sup> Grade families enrolled at Saint James Elementary School will be required to contribute via a PTA Family Commitment. The structure is as follows:

**All families in PreK through Grade 8 have the option to pay a fee or fundraise.**

- A. **The PTA Commitment Fee** is due with your back to school packet, paid by check to Saint James Elementary School. Families must sign and return their “Commitment to Support” Contract along with their check.
  - ❖ **PreK PTA Commitment Fee is \$100**
  - ❖ **Kindergarten through Grade 8 PTA Commitment Fee is \$300**

or

**B. Agree to support specific fundraisers to contribute either \$100(for PreK) or \$300 (for Kindergarten through Grade 8).**

❖ This option allows our families to receive support from their families and friends in meeting their PTA requirements. Families must sign and return their “Commitment to Support” Contract with their back to school packet.

- Only the Progressive Raffle and the Polar Plunge can be used toward the PTA Commitment Fee.
  - For every \$1 spent on the Progressive Raffle, \$0.50 of each dollar will be credited towards the fee requirement. Because 50% of the proceeds are paid out to the jackpot winners, only 50% of raffle tickets sales can be applied to the PTA Commitment. For example, if you sell 30 Progressive Raffle tickets that are valued at \$10 each, you have satisfied \$150 of your PTA commitment.
  - For every \$1 raised on the Polar Plunge, the full \$1 will be credited towards the fee requirement. For example, if you raise \$100 for the Polar Plunge, you have satisfied \$100 of your PTA Commitment Fee.
  
- Please note when selecting this option, the only school fundraisers that satisfy the PTA commitment are the Progressive Raffle and the Polar Plunge.
  
- The Progressive Raffle ends in December and the Polar Plunge ends in January. If you have not met your PTA commitment fee by that time, the remaining balance will be due by April 15<sup>th</sup>. Checks can be sent to the business office, made out to Saint James Elementary School. If your commitment is not met, end of year materials may be withheld.

#### **IV. VIRTUS TRAINING AND FINGERPRINTING**

All parents who volunteer in the school, for and with the students, regardless of the assignment, must be fingerprinted and attend VIRTUS training. Class trip chaperones must also comply. This is a requirement of the Diocese.

Fingerprinting is valid for 4 years. VIRTUS training is only required once. Details can be found at [www.mysaintjames.com](http://www.mysaintjames.com).

## **V. FUNDRAISERS & EVENTS**

The PTA helps organize and support many events at Saint James Elementary School. Some of these events include Halloween events, After School Clubs, Breakfast with Santa, Basketball Blowout, Ice Skating Party, Adult Socials, Father-Daughter Dance, Boxtops for Education, Care Steps, and much more.

These programs are all very important to our School community. They help make us who we are. These events, which enhance our children's social and academic experience at Saint James, are not possible without the help of many parent volunteers. Please keep an eye out for announcements about opportunities to participate throughout the school year as a volunteer. There are opportunities during the school day, at night, and on the weekends. As always, if you have a suggestion, or an event that you would like to run, we are always open to new ideas.

## **VI. SAINT JAMES ELEMENTARY SCHOOL ROYALS CLUB**

The Royals Club was established to provide dads, step-dads, uncles, grandfathers and other adult males with an opportunity to participate in their children's educational experience at Saint James Elementary School.

The Royals Club organizes entertainment activities throughout the school year for all grades. Examples of these activities include the Polar Plunge, Basketball Blowout, and other special events. They also assist the PTA with various school activities.