

KENMORE MIDDLE SCHOOL PTA HANDBOOK 2018-2019



**Kenmore Middle School
200 South Carlin Springs Road
Arlington, Virginia 22204
(703) 228-6800
www.apsva.us/kenmore**

Dear Kenmore Parents and Guardians:

Welcome to Kenmore Middle School for Academic Year 2018-2019!

Our PTA is a primary source of support and funding of extra educational activities through teacher grants (\$15,000 of grants during the 2017-2018 school year), assisting with student events, sponsoring the Reflections contest which showcases student art, literature and musical talent, hosting our annual Silent Auction, and supporting many of our school-wide community events. In addition, we produce the Kenmore student directory, publish the Kenmore Cougar newsletter and manage PTA communications via list serve and social media. We love our Kenmore community and we welcome you!

I hope you can take this opportunity to join the Kenmore PTA. Membership is \$20.00. We offer an online membership link found [here](#) or you may complete our [downloadable membership form](#) and pay with cash or check payable to "Kenmore PTA" (drop these by the school office). Please consider contributing a few extra dollars to help fund our ongoing activities for this school year. Your support is appreciated in order for all of our events to function smoothly. You can also buy Spirit Wear via the membership page or [this link](#).

We invite you to attend our PTA meetings and to join our [listserv](#) so you can be informed about events at school and in our community. We also send notifications via our School Directory email lists. You must OPT-IN to this on your PTA membership form.

This year we will be hosting PTA meetings in English on the second Tuesday of most months at 7:00 p.m. in the School Library. Spanish interpretation will be provided. The PTA's Hispanic Parents' Committee also hosts informational meetings in Spanish on the 4th Saturday of the month at 10:00 am. English interpretation will be provided. This meeting is also held in the School Library. PTA business will not be transacted at the Saturday meetings, merely reported. ALL ARE WELCOME AT BOTH MEETINGS! Please choose the one which works for your schedule.

Our Hispanic Parents' Committee also hosts the "Wednesday Moms", a potluck breakfast and working group every Wednesday between 8:00 and 10:00 in the morning at the school. ALL ARE WELCOME. The Wednesday Moms perform administrative tasks as requested to help out the school and staff and also host speakers on topics of interest to parents.

Our PTA goals are to foster Communication and Community Building, while still Fundraising in order to be able to provide extra support and services to Kenmore teachers, students, parents and staff. If we can have some fun while doing this, even better! I hope you and your children enjoy your time at this wonderful school.

Sincerely,

Fran Cloe
2018-2019 Kenmore PTA President

KENMORE PTA 2018-2019 OFFICERS

PTA Officers (Executive Board)

POSITION	OFFICER	TELEPHONE	EMAIL
President	Fran Cloe	(703) 862-7009	kenmoreptapresident@gmail.com
Vice President	Colleen Coyne		csc.coyne@gmail.com
Secretary	Julie Halferty		julieahalf@gmail.com
Treasurer	Kelly Krug		kellkrug@gmail.com
HPC Chair	Janeth Valenzuela		janeth2b@hotmail.com
Grants Chair	Lisa Coll		lisa_coll@yahoo.com
Principal	David McBride		david.McBride@apsva.us

Officer Roles, Major Activities and Responsibilities

The Kenmore PTA will hold regular meetings on the second Tuesday of most months, normally in the school library. All interested parties are encouraged to attend. The meeting will be conducted in English, with Spanish language interpretation. The PTA, via the Hispanic Parents' Committee, will also hold an informational/educational meeting in the library on the fourth Saturday of each month at 10:00 in the morning. This meeting will be conducted in Spanish, with English interpretation provided. PTA business will be reported, but not transacted, at the Saturday meeting.

President: The President presides at all meetings of the association, and performs such other duties as may be prescribed in the by-laws or assigned by the association. The President serves as a member ex officio of all committees except the nominating committee and coordinates the work of the officers and committees of the association. The President attends meetings or assigns designee as Arlington School Board liaison to Kenmore. The president communicates to the school community via email to the list serve and articles for the newsletter. The President responds to parents and staff concerns, resolves issues and attends school functions.

Vice President: The Vice-President acts as aide to the president, performs the duties of the president in the absence or inability of that officer to act, and fills in a critical committee chair position, if necessary.

Secretary: The Secretary records and maintains the minutes of all meetings of the association, maintains a current copy of the by-laws, and performs other delegated duties as assigned.

Treasurer: The Treasurer has custody of all the funds of the PTA, keeps a full and accurate account of receipts and expenditures, makes disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association and has checks or vouchers signed by two officers, preferably the treasurer and the president. The Treasurer presents a financial statement at PTA meetings and at other times when requested by the executive board. The Treasurer has accounts examined according to the auditing procedures outlined in Article VI. The Treasurer prepares and submits tax returns in a timely fashion as needed, or assigns a designee who is qualified to do so.

Grants Chair: The Kenmore PTA raises funds to provide teachers' grants for instructional needs not covered by the school budget. These grants can include funds for technology, field trips, or events to improve student learning and their educational experience. The Grants Chair leads a group of select parents and staff who recommend which projects to fund each year. The Chair will schedule committee meetings, provide copies of teachers' requests for grant proposals for the group members to review, and prepares a summary and budget dollars pre-approved by the committee. The Chair prepares a budget and summary of disbursements for the principal and the PTA to approve. The Grants Chair attends the PTA meetings as required to present the committee's recommendations.

Helpful Skills: Organizational skills are helpful. Grant request process is usually completed in one month in both the fall and spring. The Grants Committee is a great way to know and interact with teachers and administration and to be educated on classroom activities.

KENMORE PTA 2018-2019 COORDINATORS

All Coordinator positions support the three pillars of our PTA: Communication, Community Building, and Fundraising. Please consider if you can help fill any of these empty positions. Experience is never required; the "Helpful Skills" listed are merely guidelines and not prerequisites. The Executive Board and the outgoing Coordinator will assist you in learning your new role. Volunteering for a leadership position in the PTA is an excellent way to get to know the school, the teachers, and the students. There is a place for everyone and we are happy to help you find a good fit!

COMMUNICATION Positions

POSITION	NAME	EMAIL	NOTES
Newsletter Editor	EMPTY		
Webmaster	Jeff Politzer	jeffrey.politzer@apsva.us	
Membership	Kendra Anderson	schooldays.ruledays@gmail.com	

Back to School Packets	Janeth Valenzuela Gladys Buendia	<u>janeth2b@hotmail.com</u>	
Student Directory	Kendra Anderson	schooldays.ruledays@gmail.com	
Slate/Nominating	Heather Weir Tricia Tyskowski	Heather.Weir@gmail.com TriciaTyskowski@aol.com	

COMMUNICATION Coordinator Roles

Newsletter. The Kenmore PTA issues a newsletter to all parents via the list serve which can be found on our website, www.apsva.us/kenmore - PTA. The newsletter contains articles and photos from the school principal, administration and the PTA president. Teachers also provide updates on topics discussed in class. The newsletter editor collects and writes articles which are distributed to all Kenmore families.

Helpful Skills: An interest in journalism, communication or publication, organizational skills, and an interest in working with Kenmore staff on a select basis. Knowledge of Adobe InDesign publishing software helpful, but can be taught by current editor. This activity is a great way to meet teachers and know what is going on in your child’s classroom.

Webmaster. Maintains and updates Kenmore PTA website hosted by Arlington Public Schools. Not required to provide content, but merely to post provided content and to assist with website design requests from Executive Board.

Helpful Skills: Web Design

Membership. Strategizes and advertises membership drives and recruitment, primarily at the end of summer and beginning of school year. Tracks the online membership tool link. Provides and collects paper membership applications and checks. Maintains membership rolls. Ensures membership invitations are sent to all rising Kenmore 6th graders county-wide. Organizes membership sign-up tables at back-to-school events or other opportune events. Other membership activities as requested by Executive Board.

Helpful Skills: Good organizational skills. Ability to build creative long-term “sales” strategies.

Back To School Packets. Responsible for recruiting a team to copy, put together, and distribute the Back to School packets. Late summer timeframe.

Student Directory. The Kenmore PTA directory is now electronic and distributed online. Chair is responsible for working with the vendor who creates the directory and ensuring vendor has all the names and information for directory. Responsible for distribution to PTA members including during the year as new members join. Most work is at beginning of

school year, but will also have to email directory a few times during the year as new members join.

Slate/Nominating Chair. Responsible for recommending and recruiting new PTA Committee Chairs and Coordinators in the late winter/early spring before the May election cycle. Heads the Nominating Committee required by the by-laws when a new President is to be elected.

Helpful Skills: Excellent Powers of Persuasion.

COMMUNITY BUILDING Positions

POSITION	NAME	EMAIL	NOTES
Hospitality	Amy Eckrote	Amy.Eckrote@gmail.com	
Teacher Appreciation Luncheon (Spring)	Janeth Valenzuela Gladys Buendia	janeth2b@hotmail.com	
Odyssey of the Mind	EMPTY		
Reflections	Terry Teensma	langka2@verizon.net	
Teacher Liaison	Ed Bracken	ed.bracken@apsva.us	
Kenmore 5K Run/Walk	Lori Engelken	LoriEngelken@gmail.com	
Faculty Sports Events	Kelly Krug	kellkrug@gmail.com	Bubble Soccer
8th Grade Graduation	Janeth Valenzuela Gladys Buendia	janeth2b@hotmail.com	

COMMUNITY BUILDING Coordinator Roles

Hospitality. Responsible for organizing and staffing the Back-to-School Teacher event (typically breakfast) and the luncheon for the Science Fair judges (January/February). Requires soliciting donations from grocery stores and restaurants. Other smaller tasks if deemed necessary by the Executive Board.

Teacher Appreciation Luncheon. Responsible for organizing, cooking, and staffing Teacher Appreciation luncheon in May.

Odyssey of the Mind. Creates and heads the Odyssey of the Mind program at Kenmore. Recruits parents for teams, communicates the schedules. Source of program knowledge.

Reflections. *Reflections* is a national competition sponsored by the National PTA. Each October, students are invited to produce a creative effort around a particular theme. Additional information about Reflections is issued to parents each fall. Kenmore has

traditionally maintained a high participation rate, while many of our students have won local and national recognition. The coordinator collects all Reflections entries and ensures that these entries are forwarded to the judging committee. One to two hour total commitment in October and November. The chair collects entries and sends winning entries onto county level.

Kenmore 5K Run/Walk. Organizes the Fall 5K. Reserves Bluemont Course with County. Advertises event and collects entries. Organizes water and snacks for event.

Faculty Sports Events. Kenmore faculty will play another school for athletic bragging rights. Typically bubble soccer or basketball, but could be any sport. Finds the other school (schools split the proceeds), organizes event, food for event and any special activities (band performance, cheerleading, etc) for event.

8th Grade End-of-Year Party and Promotion. The Kenmore PTA assists to financially support a portion of 8th grade graduation and offsite activities. The coordinators are responsible for coordinating the 8th grade end-of-year activity and special dinner by working with Kenmore administration.

Helpful Skills: Interest in event planning, organization skills, coordinating volunteers, a short term manageable time commitment. A helpful tip is to gather a few dedicated parents who can divide up responsibilities, tasks and workload.

FUNDRAISING Positions

POSITION	NAME	EMAIL	NOTES
Silent Auction	Kelly Alexis	kalexis76@gmail.com	
Grocery Card Links	Jill Buzby	Jillbuzby@aol.com	
School Supplies	EMPTY		Needs apprentice
Kenmore Dines Out	Anika Kwinana	anika.kwinana@gmail.com	
Spirit Gear	Monica Bonzano	bonzanom@hotmail.com	

FUNDRAISING Coordinator Roles.

Silent Auction. Our primary fundraising activity is our Silent Auction held in the spring. Recently we have been doing this online, but we are open to changing to an in-person event if the Chair is interested. You would be responsible for assembling and leading a committee to coordinate this event.

Grocery Card Links. The Chair coordinates our program for the following grocery stores. The time commitment is a few hours total from August-late October.

A small percentage of purchase at these grocery stores goes to our PTA **at no cost** to Kenmore families by linking your card number to Kenmore’s school code. These programs generated funds to Kenmore’s PTA which is an easy way to earn money for our school. Non-Kenmore families may also participate by linking their shopping cards to Kenmore’s school codes listed below. We appreciate everyone’s support. In order to enroll on-line:

- **Giant:** Sign up for Giant A+ Bonus Bucks! Go to www.giantfood.com, “Our Stores,” “Register Your Card.” Kenmore’s code is 02003. Enrollment is required every year in September-October, even if you have registered in previous years. If you don’t know your 12 digit bonuscard number, please call (877) 275-2758.
- **Harris Teeter:** Link your VIC card to the Together in Education program by going to <http://www.harristeeter.com>. Click on the Community tab, then click on "Together in Education" then "Link To Your School." Using your VIC card, follow the instructions and complete the form. Kenmore’s code is 3954. Enrollment is required every year in August-October, even if you have registered in previous years. For questions, please call (800) 432-6111.
- **Amazon:** Use [this link](#) to purchase Amazon products. The page you are directed to looks just like your normal Amazon page and there is no cost to you. Kenmore receives up to 7% back on your purchases.

School Supplies. Manages the annual school supply kit ordering and distribution. Also manages and advertises the online School Store where parents can purchase items requested by teachers.

Kenmore Dines Out. Schedules, coordinates, and mans the Kenmore Dines Out events twice a year (fall and spring) where Kenmore makes money from food sales at a local restaurant.

Spirit Gear. Manages and coordinates the sales of t-shirts, stickers, and other spirit gear. We would like to build Kenmore Pride with Spirit Gear sales (T-Shirts, Bumper Stickers, etc). Spirit Gear can also be used as student prizes for some events.

PTA Liaisons

POSITION	NAME	EMAIL
CCPTA Rep	Lisa Blackwell	blackwli@yahoo.com
SEPTA Rep	Jill Buzby	Jillbuzby@aol.com
Advisory Council on Instruction Rep	Anne Oliveira	anneandfern@gmail.com
School Plan Advisory Committee	Lisa Blackwell Heather Weir Tricia Tyskowski Fran Cloe	blackwli@yahoo.com Heather.Weir@gmail.com TriciaTyskowski@aol.com kenmoreptapresident@gmail.com

Advisory Council on Instruction. The ACI coordinator represents Kenmore at all ACI meetings and reports to the PTA on relevant issues. The coordinator may not be a School Board employee.

County Council of PTAs (CCPTA) Representative. The coordinator represents Kenmore at monthly County Council of PTA meetings, and reports to PTA any relevant updates or timely news.

School Plan Advisory Committee. The School Plan Advisory Committee assists the principal in reviewing the effectiveness of the total school program including the School Management Plan. Each committee is composed of the school principal, the PTA president, a member of the PTA Executive Board, a member of the neighboring community who does not have children currently enrolled in the Arlington Public Schools, and two other members of the school community who are not on the PTA Executive Board and one Advisory Council on Instruction representative. Members may not include more than one representative from the same household. The committee considers:

- The extent to which the goals and objectives of the management plan have been met, or are being met.
- Student performance as determined in the Plan assessment .
- Strengths and weaknesses of the school’s program including areas that should be improved, expanded, eliminated, or modified.
- Recommendations the committee may have for improvement at the school and county levels.
- Recommendations for strengthening the school’s community engagement efforts.

Attendance of the representatives is requested at the PTA meetings following a committee meeting. The Committee will also create a meeting summary for distribution to the Kenmore List Serve.