

KENMORE MIDDLE SCHOOL
PTA HANDBOOK
2014-2015



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

Welcome to the Kenmore PTA!

Dear Kenmore Parents and Guardians:

Welcome to Kenmore Middle School for academic year 2014-2015.

Our PTA provides many important functions including supporting educational activities through teacher grants; 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 events. In addition, we publish the Kenmore student directory, a newsletter and manage the email list serve.

I hope you can take this opportunity to join the Kenmore PTA by completing our membership form and returning it along with a check payable to "Kenmore PTA" and returning it to our PTA in-box. 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.

We invite you to attend our PTA meetings and to join our list serve so you can be informed about events at school and in our community.

Our Hispanic committee holds two meetings each month. An informational/training meeting is held on the 4th Saturday of each month, and a planning meeting is held one Monday each month. There is also a Hispanic Mother's breakfast held every Wednesday between 8:00 and 10:00 in the morning. All are welcome. Any questions can be referred to the PTA vice president, Janeth Valenzuela, at 703-419-3059 or janeth2b@hotmail.com.

I look forward to meeting you and working together to support our children and the Kenmore community. Thank you.

Sincerely,

Guia Wallace
2014-2015 Kenmore PTA President

KENMORE PTA 2014-2015 OFFICERS

PTA Officers (Executive Board)			
Position	Officer	Telephone #	E-mail Address
President	Guia Wallace	703-200-9294	guiaramos@yahoo.com
Vice President	Janeth Valenzuela	703-419-3059	janeth2b@hotmail.com
Secretary	Connie Sherman	703-979-3346	csherman22@verizon.net
Treasurer	Cathy Constantine	703-841-9229	cpconstantine@comcast.net
Grants Chair	Alissa Karton	703-521-9650	akarton@gmu.edu
Principal	Dr. John Word	703-228-6804	John.word@apsva.us

Officer Roles, Major Activities and Responsibilities

The Kenmore PTA will hold regular meetings on the second Tuesday of each month. Parents are invited to attend.

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 act as aide to the president, perform the duties of the president in the absence or inability of that officer to act, and fill 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 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 to present the committee's recommendations.

Prerequisite: Short term time frame, organizational skills are helpful. Grant request process is usually completed in two months. The grants committee is a great way to know and interact with teachers and administration and to be educated on classroom activities.

KENMORE PTA 2014-2015 COORDINATORS

Teacher Liaison	Judy Freeman	703-228-6800	Judith.freeman@apsva.us
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Webmaster	Jeff Politzer	703-228-6800	Jeffrey.politzer@apsva.us
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Student Directory

Listserves Moderator	Rick Orli	703-528-5618	orlirva@yahoo.com
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Newsletter Editor	Rachelle Naab	703-528-4191	Rnaab2000@yahoo.com
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Odyssey of the Mind	Gerri Ratliff	703-812-9138	KenmoreOOM@gmail.com
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Reflections	Karen Sosnoski	202-285-7351	krsosnoski@gmail.com
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Student and Teacher Outreach:

Hospitality	Janeth Valenzuela	703-419-3059	Janeth2b@hotmail.com
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SEPTA	Aquila Stewart	703-949-0237	stewbrew5@gmail.com
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Eighth Grade Activities	Katherine Roberts	703-516-9326	kenkatroberts@verizon.net
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Teacher Appreciation

Fundraising:

Grocery Card Links Toby Davis 703-625-6874 talgalogan@aol.com

Kenmore Nights Out

Faculty Basketball

School Supplies

Silent Auction

Representatives:

ACI Sarah Baker 703-282-2028 Sarah.er.baker@gmail.com

CCPTA Chris Ditta 202 258-1240 Chrisjenny4@comcast.net

MAJOR PTA ACTIVITIES AND COORDINATOR ROLES

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

School Directory. The Kenmore PTA produces a Kenmore School Directory to assist parents, teachers, and students in communicating with each other. The chair is responsible for compiling information, printing, and coordinates with staff for students disburse the directory.

Prerequisite: Proficiency with MS Word. Knowledge of Excel is helpful but not required. A second volunteer who is knowledgeable with MS Publisher or Corel is advised.

eGroup (listserv). The Kenmore PTA has two list serves, one for news and one for community dialogue. The moderator is responsible for maintaining and updating the PTA email list serves, including adding and unsubscribing email addresses upon request.

eScrip. The Escrip coordinates our escrip program for these following grocery stores. The time commitment is a few hours total from August-late October.

Prerequisite: Need a computer. The parent volunteer can work from home.

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.
- **Safeway:** Go to <http://www.escrip.com> and click on red checkmark on left side of the page. Kenmore's code is 6659281. If you don't know your club card number, you can call (877) 723-3929 between 10:00 am – 7:00 pm EST and they can provide your club card number to you over the phone. You will need your club card number to go online and link it to Kenmore's school code which is 6659281. The phone number for Escrip is (800) 400-7878.
- **Target:** Go to www.Target.com, If you have a Target credit card, please click on "Community" (bottom of page), then "Education", then "Take Charge of Education," then "How it works" near bottom of page. Follow the instructions. Kenmore's code is 103252.

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 messages 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. The editor appreciates any help with Hispanic translation.

Prerequisite: Have an interest in journalism, communication or publication, organizational skills, and an interest in working with Kenmore staff on a select basis. This activity is a great way to meet teachers and know what is going on in your child's classroom.

School Plan Advisory Committee. The School Plan Advisory Committee assists 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.

The PTA representatives report to the PTA to share information, as needed. Attendance of the representatives is required at the PTA meetings following a committee meeting.

Prerequisite: Time commitment to attend a few several meetings. A meeting summary message that is emailed to the Kenmore list serve would be useful and helpful.

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.

Prerequisite: 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.

Hospitality and Staff Appreciation. The PTA arranges an appreciation lunch for our hard working teachers, staff and administration in May. We welcome parent donations for this event to recognize teacher efforts, dedication and commitment to our children.

Night of the Arts and Silent Auction. Our primary fundraising activity is our combined Night of the Arts and Silent Auction held in the spring. We provide a fun filled and family evening combined with student performances from our art and music departments. This event highlights Kenmore's art, music, and dance programs. While students are performing, we display a diverse array of items for bid.

Prerequisite: If you have an interest in a small task such as list maintenance, registration, decorating baskets, serve food in cafeteria, set up or clean up, providing a silent auction donation item, or can assist for an hour or two, it helps to make this large event a success for our Kenmore community.

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.

Prerequisite: 1-2 hour total commitment in October and November. The chair collects entries and sends winning entries onto county level.

Website. Website updates are given to Kenmore webmaster for updates on minutes and newsletter.

