



P.S. 334
The Anderson School
Accelerated Education K-8

PTA Handbook 2014-2015



Cover drawing of the facade of our building, 2009, as drawn by Jacob Kerr

THE PTA- Parent Teacher Association

All parents, legal guardians and teachers are automatically PTA members, and are encouraged to attend PTA meetings. Everyone is welcome and needed! The schedule of meetings can be found on the school's website <http://www.ps334school.org>. The PTA's primary goals at Anderson are to support our school and to build our community. The first PTA meeting of the year will be held on at 8:40 a.m. in the cafeteria and 6:15 p.m. in the auditorium. PTA meetings will provide a great opportunity to hear from our Principal and the PTA Executive Board about what's happening and what's planned for the coming months. Childcare is provided free for school-age children during evening meetings.

Most PTA officers and committee chairs are elected in June and serve a one-year term from June 30th through July 1st of the following year except where a position provides for a 2 year term. In addition to monthly general membership meetings, The PTA Executive Board meets once monthly, and those meetings are open to the entire PTA membership. At the September PTA general membership meeting, nominations for open positions will be taken, and voting will occur at the October PTA meeting. Positions on the Executive Board to be filled are:

- 2 Kindergarten Grade Representatives
- Positions on the Budget Committee are: 2 representatives each, from grade groupings K-2, 3-5, and 6-8

Fundraising

Fundraising and fun-raising events are important aspects of the PTA's responsibilities, which help greatly to support our school and build community among our families and students.

Direct Appeal

Beginning in September, all Anderson families will be asked to contribute to the Direct Appeal, in order to supplement all of the fundraisers conducted throughout the year. The Direct Appeal accounts for approximately 50% of the funds the PTA raises each year. We hope that all families will contribute in any amount. Stay tuned for more information in September. If you would like more information or have any questions please contact Seong Chun at seong@seongchun.com. We hope all families will participate in whatever way they can!

Anderson Auction

The Anderson Spring Auction, our school's biggest fundraising event, will take place on Saturday, **April 18th, 2015**. Proceeds from this community event, a fun night out for the grown-ups, go toward funding our classroom teaching assistants as well as many other enrichments for the students. This event has been tremendously successful, and is not to be missed! Joining the auction committee is a great way to meet fellow parents and give to the school even if you've never participated in an auction before. If you're interested, please contact this year's auction chairs Joli Golden or Kate Cohn at: ps334auctionchair@gmail.com. Every family will also receive an Auction solicitation packet in the fall, with information on how to solicit donations for our school.

Principal's Magazine Drive

This fundraiser kicks off in September but you can participate all year long by ordering or renewing magazine subscriptions through QSP Reader's Digest, and the School will receive a percentage of every sale. Visit <http://www.gaschoolstore.com> and click "Shop Now". Enter Anderson's Organization Online ID: 2674117 and click "Next".

Parent Involvement/How to Volunteer

Learning Leaders

Anderson is pleased to have Learning Leader volunteers working in our school. Learning Leaders is a not-for-profit organization that brings parent and community volunteers into the public schools. After completing a six-hour training course, Learning Leader volunteers obtain certification that allows them to work at the principal's request to assist teachers, administration and staff. To become a Learning Leader volunteer contact Jessica Kurtz at jessicalorek@gmail.com.

Help Out with Lunch/Recess

One of the most important jobs for Learning Leaders is to help out in the lunchroom and on the playground during recess.

Help out in School Library

Learning Leaders help out in the school library. In the past, parents have helped with shelving, book maintenance, check-in/out and processing stock for circulation.

In the Classroom

There are many ways for you to lend your time and talents to the classroom. You can serve as a Class Parent or Class Treasurer, act as chaperone on a class trip and donate books and supplies. Class Parents and Class Treasurer are selected by classroom parents at Meet the Teacher Night in early Fall. Each grade will also have one Grade Rep who oversees the Class Parents and Class Treasurers and serves as a liaison to the PTA Executive Board. Grade Reps are elected in the spring for the following year.

Class Parent

Each classroom needs up to four Class Parents. There will be one Lead Class Parent who will be primarily responsible for communicating with the teacher and with the class. Class Parent responsibilities include:

- Attend monthly PTA meetings
- Communicate with teachers directly and serve as liaison between parents of that class and teacher
- Arrange and coordinate class trip volunteers.
- Organize class activities such as potluck dinner and end of year picnic
- Keep teacher's supply Wish List current
- Organize parent volunteers for PTA fundraising activities

Class Treasurer

- Each classroom needs one Class Treasurer.
- This is a great job for someone who wants to be involved but is not available during the school day.

Journal Rep

- Take and keep track of pictures from class events throughout the year to be submitted to the journal for your class's page at the end of the school year.
- Organize the class pages for the Anderson Journal

Help Produce your Class Auction Project

- Design, buy supplies for, organize and execute a one-of-a-kind artistic project created by the students to be sold at the auction
- Coordinate with teachers and/or specialists

Parent volunteers give daytime school tours and can help host evening open houses as needed at various times of the year. There are also many opportunities to volunteer throughout the year at our many fundraising event. Parents from all grades are encouraged to volunteer.

We challenge every parent to find their niche at Anderson—their way to make a difference, large or small, in our children's lives. There are ways to help out for stay-at-home parents and for those who work out of the home. There will be many times throughout the year that you will be contacted by Class Parents, Grade Reps and/or members of the PTA to enlist your help. Please remember that “it takes a village” and be generous with your time; our children will be the beneficiaries of our efforts!

Questions? Please Contact our Vice Presidents of Parent Involvement: Dan Nemo danny2992002@yahoo.com & Wendy Reimer nywendy@nyc.rr.com.

School Leadership Team

The School Leadership Team (SLT) is a DOE-mandated committee in which parents work with the principal, teachers and staff to establish school priorities, decide how the budget is spent, and evaluate the school's progress. The SLT develops the Comprehensive Education Plan (CEP) that sets annual goals for the school in all areas and focuses on developing educational strategies for improvement. The School Leadership Team consists of the Principal, a PTA president, the UFT representative, teachers, parents, and staff members.