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# Parent Handbook

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*A guide to parent council operations at P.S.#16,  
Cornelia F. Bradford School, Jersey City, NJ*

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***2nd Vice President: Raquel Chowanec***

***Secretary: Ravi Verma***

***Recording Secretary: Veena Pai***

***Treasurer: Erica Panchal***

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## **Mission Statement**

“The Concerned Parents Association of PS16”, also known as the “CPA of PS16” was created to promote the common good of the students of Jersey City Public School 16 (Cornelia F. Bradford School). Our purpose is to:

1. Promote the welfare of children and youth in home, school and community
2. Increase parental involvement
3. Support the education of our children at Cornelia F. Bradford (P.S.#16) school by fostering relationships among the school, parents and teachers
4. Ensure that students are educated in a safe, healthy and happy environment, enabling them to uncover their full potential and to become better students, citizens, daughters and sons

## **Legacy**

Cornelia Foster Bradford was instrumental in establishing Public School #16 in 1916, and in 1944 the school was officially named after her. As a social worker and reformer, Cornelia F. Bradford devoted herself to improving the lives of children in Jersey City and fought to ensure their right to free education. Living at the time when Historic Downtown was densely populated by poor working immigrant families, she was determined to put a stop to children working in factories and create an opportunity for them to have access to quality education.

Cornelia F. Bradford opened the first free kindergarten and the first free playground in Jersey City. Her settlement The Whittier House provided classes for children of immigrant families, extracurricular clubs for children and adults, as well as medical assistance and legal aid for the poor. She sought to remove class lines and one of her mottos was to “unite the factory girl and the university girl” in mutual empathy and understanding. She went on to become the first woman to serve on the Jersey City Board of Education, appointed to the post by Mayor Otto Whittpenn in 1912.

## **Vision**

In everything we do as Parent Council of P.S.16 we try to honor Cornelia Bradford’s legacy, as we work to provide the best possible learning environment for all our students, and supply them with the resources that will help them discover and unlock their full potential. Students at P.S.16 come from a wide spectrum of backgrounds and we believe that it is our duty to provide every one of them with the best opportunity for future success.

Just as Ms. Bradford believed that “we are all our brothers’ keepers”, we work with others and build bridges throughout the school district district, whether it is partnering with a neighboring school’s PTA on innovative projects or promote other public schools in our city via the Middle School Connection.

## 1. Function of the Parent Council

### *Roles and Responsibilities*

#### **CPA Team**

The CPA Team is elected by the parents of P.S.#16 in an election held during June CPA Meeting. The Executive Board is made up of (but is not limited to) President, Vice President(s), Treasurer, Assistant Treasurer, Secretary and Recording Secretary, as well as appointed Committee Directors.

We hold regular team meetings as a CPA board, discussing plans for the year/month and vote on budget decisions. Financial decisions (expenditures) that require a larger parent vote are brought before a parent audience at a monthly CPA Meeting.

#### **Roles**

President and Vice President(s) work directly with the school Principal throughout the year, planning and deciding CPA's participation and support in key school events and joint projects, as well as communication with the Jersey City School District executives.

The roles of the team are defined in the CPA Charter and Bylaws, however our functions can vary, based on necessity and availability of individuals. We prefer to be referred to as "Team", rather than "Board of Executives", because we operate as one volunteer family in which every individual is equally valued and respected.

#### **Responsibilities**

Responsibilities of the Parent Council cover various forms of operational and financial support of every-day school life at PS16. We work to ensure that our children and their teachers have everything they need for a positive and productive learning experience.

#### ***Student Support***

There are several ways in which we support our students on a regular basis. They include purchasing gifts for major seasonal holidays, organizing dances, parties and events, educational field trips, sponsoring creative workshops and awarding scholarships, as well as running an After School Program and Summer Program.

#### ***Staff Support***

Two major ways in which we can support teachers and staff is by continuously checking that their classroom supply needs are met. Parent assistance can fill the outstanding needs in an expedient manner. When an electric sharpener breaks unexpectedly, lined paper supply suddenly runs out, or a seat pocket rips - if those items are not immediately available in the school's stockroom - parents can step in and replace the item quickly and efficiently.

Another way we show the school staff our appreciation and support is by hosting an occasional pot luck or small buffet on major holidays, or at the a school year. A simple tea and coffee spread with pastries and fruit, can be a great way to lift teacher spirit .

## ***Parent Support***

One of the best ways to support our parents is to keep them informed. We do this via various means, as outlined in Chapter 5: “Parent Communication”. Whether it’s a notice of an early school closing, reminder to register for after-school activities, or hosting an information session about major exams or prospective middle schools, we try our hardest to make sure our parents are up to date on all the pertinent events and notices.

## **2. School Support Team**

### ***Parent Council & Partners***

#### **CPA Board & Appointed Directors**

The CPA Board consists of a core team of executive officers. As per the CPA of P.S.16 Bylaws the team can consist of the following positions: President, 1st Vice President, 2nd Vice President, Secretary, Recording Secretary, Treasurer, Assistant Treasurer and Committee Directors subsequently appointed by the President.

Our functions are defined in the bylaws, but we are always ready to step in for one another as needed. Together we provide support to the school, assist in student activities, keep up with the JCBOE on school related issues, keep the parents informed, handle school uniform sales, organize and oversee an after school program and the summer program, administer scholarships and awards, raise funds and more, as described in detail in following chapters.

We believe that having a united team of parents who share the same vision and are willing to work together to achieve it is absolutely essential for success. The end goals must be - work together to:

- support our children
- support their teachers
- support the parent community

Working in an environment of long established systems and regulations as unpaid volunteers, while trying to bring about changes or make improvements, can be a difficult process. It requires a lot of patience and trust building with school staff, parent community and each other. Diplomacy and tact are essential, whether we are dealing with teachers who balance a multitude of tasks every day, or numerous inquiries of concerned parents seeking reassurance their child is happy and safe.

CPA Team volunteers start out on pure enthusiasm and high goals, however, as the year progresses, it is possible to become weary and burned out. That is why team support is vital. There are always days when it seems like our efforts seem in vain or when we face a particularly complex issue, but nothing beats the feeling of accomplishment and joy when we are able to provide a great service to our children and their teachers.

## **Parent Volunteers**

Parent volunteers are the backbone of any parent organization and the CPA of PS16 is no different. When we have to pack 450-500 goodie bags, prepare a hearty buffet table for 100 adults, or decorate the auditorium hall for the Holidays, we could never do it without other moms and dads. Our school is blessed with an incredibly diverse community of parents, individuals from every imaginable part of the world and professional background. We are grateful to every parent who has answers our call for help, whether it is grant writing, research, vendor seeking, obtaining gift certificates for raffles, decorating, gift packing, preparing dishes for staff benefits and so much more. Throughout the year we ask for parent volunteer assistance (via email or Remind App) in the following areas:

- seasonal goodie bag wrapping
- seasonal decorating
- after school program volunteers
- school dance chaperones
- pot luck contributions and hosting

## **Partners & Associates**

There is a network of partners that our school works with in a course of the year. They are extracurricular instructors, entertainment vendors and local community representatives. Without their cooperation we would not be able to succeed in our work and provide the best service to the students, parents and staff. This is a list that keeps growing with time as we make new acquaintances and build new relationships. These are just a few of our current working partners and affiliates (List subject to change):

- “New Jersey Child Assault Prevention” (NJCAP) Team - workshops on student safety at home, at school and online, bullying and conflict resolution
- “Nimbus Dance Works” - extracurricular classes & creative movement workshops
- “RBC Capital Markets” - extracurricular coding classes
- “JC Taekwondo Academy” - extracurricular taekwondo classes
- “Creative Mind Art” - extracurricular art classes
- “Arena Fencing” - extracurricular fencing classes
- “FunKidz Soccer” - extracurricular soccer classes
- “Shehnaaz Dance Academy” - extracurricular dance classes
- “101 Discoveries” - extracurricular chess classes
- “Garden State Apparel” - wholesale school uniforms
- “Premier Outdoor Movies” - screen rental for the annual family outdoor movie night

- “Historic Paulus Hook Association” - local development updates & park garden project
- “Jersey City Department of Cultural Affairs” - park permits for outdoor school events

### 3. Fundraising

#### *Fundraising Efforts by the Parent Council*

**\*\*\* CPA of PS16 is exempt from federal income tax under Internal Revenue Code (IRS) Section 501(c)(3). Donors can deduct contributions they make to CPA of PS16 under IRS Section 170.**

All funds raised by the CPA are used to serve the students, support the school, and build bridges with the community to broaden our children’s horizons and opportunities.

#### **Spelling Bee: “Learn & Earn”**

There are many popular and effective ways to raise funds for schools. Whether it’s bake sales, sports competitions, catalogue gift shops, or talent shows, there are many activities that can be engaging, enjoyable and productive.

After exploring several fundraising options, we have adopted what we like to call “Learn & Earn”, which is a Fundraiser based on the Great American Spell Check, a program that erases objections that many parents have to traditional fund-raisers.

It is a fundraiser that makes sure 100% of the money raised benefits our school, and is rooted in academics. We enroll our school with “SCRIPPS National Spelling Bee”, receive spelling words for the year and distribute them to the students to study. Each child studies 50 spelling words and collects pledges from family and friends for every word that he or she spells correctly on the Great American SpellCheck 50-word test. Your child improves his or her spelling skills and our school enjoys the financial benefits!

#### **Donation Drives**

We consider every parent a member of the Concerned Parents Association and do not require dues for membership. We do, however, ask parents to send in voluntary donations couple of times a year, listing specific project(s) for which funds are needed. *All donations are tax deductible.*

#### **Corporate Matching**

Company Matching is a great way to double or even triple a donation. Many companies support employee philanthropy by offering matching gift programs. By taking advantage of the matching gift program at their place of work, parents are maximizing the value of their donations to the CPA of PS16 at no additional cost.

#### **Raffles**

The school holds regular raffles throughout the year to raise money for specific field trips and student activities. **To avoid overlapping raffle collections, our parent council usually holds only one or two raffles a year**, primarily during the Open House/Parent Orientation Night.

## **Movie Night**

We embrace any opportunity to bring our families together and the outdoor Movie Night has become a community favorite. Each September we hold a family film showing in the park space adjacent to our school, where parents, children, school staff, friends and neighbors can gather for an evening of fun and enjoyment. It serves as a wonderful meet and greet for all new families and students who have recently moved to the neighborhood.

To plan a successful Movie Night, the following steps are essential:

- Inflatable Screen needs to be booked from a licensed vendor
- Special Screening License needs to be purchased
- Park Permit reservation needs to be obtained from Jersey City Dept. of Cultural Affairs (applications must be completed online 60-days prior to the event)
- School Building needs to be reserved for the use of restroom facilities
- JCPS security guard needs to be requested

Not following these steps can result in fines or other repercussions. Once all components are in place, however, everyone can sit back and enjoy the outdoor theater! Tickets are sold at the gate, as recommended donations, with all proceeds going to support our school.

## **Uniform Sales**

Our school is a uniform school, with royal blue polo tops and khaki bottoms (trousers, skirts, dresses) for every day. For gym class & field trips children wear navy blue t-shirts with the printed school logo and navy blue sweatpants. Parents can purchase most of these items from their preferred in-store or online retailers, however certain articles can be purchased at the school. Due to limited space, we keep a small stock on hand and order more as the requests from parents come in.

We try to keep a stock of the navy blue gym uniform sets with school logos, and royal blue polos in select sizes. A major sale is held at the start of the school year and then we continue to sell items throughout the year. We work with several uniform distributors in the area, always looking for the best options in quality and efficiency.

## **Showcases**

We hold several showcases throughout the year. Our after school instructors organize performances at the end of each semester to show parents what the children learned. We also organize a final performance for the “Dance-to-Learn” workshop and a Holiday Family sing-along at Christmastime.

While most showcases related to after-school and enrichment activities take place during the school day, the Family sing-along is a part of our December parent meeting, allowing parents to attend after work. The sing-along is also a great opportunity for us to highlight the wonderful work of our music teachers.

While we do not normally sell tickets to the above mentioned events, we do so for our annual **Musical Play**. The play takes place at the end of the school year, organized by a dedicated

committee of teachers and is always a grand spectacle of of music, song, stellar student performances, creative costumes and elaborate sets. The teachers always invest a great deal of their personal time and resources to make this production a success. On the day of the final performance, we ask for a recommended donation / admission price, with all proceeds going toward the production budget for the coming year's Play.

## 4. CPA Expenditures

### *Scholarships, Awards & School Needs*

#### **Extracurricular Scholarship**

One of our functions as Parent Council is to organize and oversee a diverse after-school program where parents can sign their children up for a variety of extracurricular activities. While the classes are usually given at relatively discounted rates they are still beyond what some of our families can afford, as our school is a home to students from various backgrounds and levels of opportunity.

We strongly believe that every child deserves a chance to to have access to the best and most innovative learning methods and activities, and it is our responsibility as parent leaders to help make it possible. One of our longstanding dreams had been to establish a scholarship fund to sponsor a number of children from families in need for extracurricular learning activities, creating an opportunity for these students to uncover their creative gifts and hidden potential in new ways. At a parent meeting on March 2, 2015 parent majority vote established a recurring fund of \$600-\$1200 devoted to sponsoring a select number of children for a semester of an enrichment activity per year.

Eligible students are recommended by our school Principal and Community Aide, according to each child's interest and level of need.

#### **“Dance to Learn” Workshop**

The [Geraldine R Dodge Foundation](#) partners with Young Audiences, [Dance New Jersey](#), professional dance companies and teachers to promote the Dance to Learn experience. This program has been made possible through a joint sponsorship of the CPA and the school, and subsidized by the grant funds of Geraldine R. Dodge foundation, supplied by the wonderful teaching artists at [“Nimbus Dance Works”](#).

When “Dance to Learn” was first brought to PS16 in 2014, 2nd grade students were the initial target group for the workshop. Subsequently we were able to include 3rd grade students into the program as well. Between 180 - 200 students participate in this dance program for free annually, taught by the talented dancers of “Nimbus Dance Works”.

“Dance to Learn” is designed as an interdisciplinary and inclusive dance curriculum with the goal to advance dance education in schools and community settings. It encourages children to take precise academic knowledge they have learned in class and translate it into creative dance movement, thus effectively combining the intellectual and the physical. We love this project and thank our parents and partners whose donations and support make it possible!

## **Cornelia F. Bradford Award**

To honor the spirit of the extraordinary person our elementary school is named after, we established a grant to reward outstanding character integrity in students.

Cornelia F. Bradford was a visionary leader, a bridge builder across culture and class lines, an empathetic woman who served the less fortunate members of her community. The purpose of this award is to inspire our children to be true history makers, and remind them that growth of character is as important as academic excellence.

We allocate a \$600 grant award to be divided among six 5th Grade students who best exemplify the values represented by our school founder Cornelia F. Bradford. The values are listed below.

- At least B+ average grade.
- Leadership
- Empathy / Compassion
- Visionary / Pioneer
- Appreciation for native culture
- Bridge builder across culture and class lines
- Demonstrates participation in or initiation of social reform initiatives.
- Service to Community - those less fortunate

## **Facilities Budget**

It is not uncommon for parent groups to step in with supplying school needs, while the school's budget is used to cover academic materials and technology equipment, among other essential expenditures.

An emergency budget for a facilities-related expense may be granted by the school district administration, but in the current climate of school funding shortage, those requests are becoming more difficult to fulfill. That is when the parent council can step in to ensure expediency. It is important to remember that purchasing any industrial equipment for the school (such as an Air Conditioner) must be coordinated with the Facilities management at the Jersey City Public Schools central office, to ensure that the product is compliant with school building requirements. Once the item is purchased and delivered, a district approved labor professional will be dispatched by the district to finalize the installation. To avoid miscommunication and redundancy, any initiative in the area of school facilities must be a coordinated effort with the district management.

We try to keep a facilities budget set aside to be able to act quickly when the need arises. In the past, the parent council has purchased air conditioners, classroom door blinds, hallway rugs, swimming pool equipment, various items of classroom furniture and other supplies our school needed. A parent group is a vital emergency resource for any school.

## **Student Appreciation**

To make the kids school life fun, as well as educational, we invest in various "pick-me-ups" in the course of the school year.

- **Seasonal prizes, goodie bags, parties and treats** - For major seasonal events such as Halloween, Thanksgiving, Christmas etc, we purchase treats and prizes for children
- **Halloween Dance** - Major school dances involve grades 3-5, and students purchase tickets to attend. Ticket price includes a professional DJ, pizza & snack.
- **Trophies, medals and certificates** - for the “Learn and Earn” Spelling Bee.
- **Box top winners** - Movie & Popcorn or special classroom stationary/supply are among popular rewards for the classroom which collects the most monthly boxtops
- **PARCC Dance** - To help the students in grades 3-5 shake off the stress of the annual PARCC test we organize a dance party for them. All the usual rules apply as the Halloween dance. Parent chaperones are encouraged in every dance.
- **Week of the Young Child** - Gifts and Ice Cream Parties to celebrate the National Week of the Young Child
- **Field Day** - a big outdoor celebration in June, celebrating an end of the school year. We reserve a DJ, and provide fun activities and games for all students. BBQ catering is provided by the school and we in turn provide ice cream cups for students and staff. (Permit for the use of the outdoor yard space next to the school is required for this event.)

### **Teacher & Staff Appreciation**

Our teachers work incredibly hard and we look for opportunities to brighten up their work day with acts of kindness and support. One doesn't need a special reason to thank a teacher or do something helpful for him/her. We found that one of the best ways to bring people together, and to show them our appreciation and thanks is with good food.

- **“Back to school” Coffee & Cookies** - takes place early in the school year, usually fully provided by parent council
- **Thanksgiving Pot Luck Buffet** - we ask the parents to contribute hearty dishes to comprise a rich pot luck buffet which we set up as an all-day event in the staff lounge.
- **Christmas Tea Party Buffet** - a light buffet of tea, coffee, sandwiches, pastries and fruit
- **Teacher Appreciation Celebration** - a pot luck brunch comprised of dishes contributed by the parents, and a special ceremony during which teachers are presented with appreciation gifts and flowers

### **Family & Community Appreciation**

- **Parent Breakfast** - To show our appreciation to the PS16 Parents we provide a catered breakfast in the auditorium on “Bring Your Parent to School Day”
- **Family Pot Luck** - A great way to bring parents, students and teachers together, with dish contributions from families and staff we set up a dinner buffet in the school cafeteria, where families can mingle and eat together.

- **Memorial Day Celebration and Breakfast for the Veterans** - a very important event for our school, where veterans are invited to attend a grand Memorial Day concert prepared by the students, and can enjoy special catered breakfast sponsored by the parent council.

## 5. Parent Communication

### *School and CPA Channels of Communication*

#### **“Remind” App**

- Smart phone app which allows parents to receive CPA Team reminders via text message. After installing the app on their phone, a parent can search for the class/group to sign up for. The app is utilized by many teachers and school departments, because it allows to send out quick reminders about homework assignments, important dates and/or emergencies. To sign up for Parent Council reminders, please **search for “PS 16CPA” and then enter code: @ps16cpa.**

#### **Email**

- We find that email is one of the most efficient ways to maintain parent communication and we use it to send out important announcements and instructions to our school families, reminding them about important school dates, events and other announcements. We welcome parent queries and try to answer them as thoroughly as we can. Our email address is [ps16cpa@gmail.com](mailto:ps16cpa@gmail.com) (Parents are encouraged to contact us in order to request to be added to the mailing list and to begin receiving important school related reminders.)

#### **CPA Blog**

- [ps16cpablog.wordpress.com](http://ps16cpablog.wordpress.com) is an online blog resource which allows us to effectively store helpful information for the parents. We use it to post major school events, after school calendars and links to register for after school activities, as well school staff emails and other useful information.

#### **CPA Hour**

- Some parent queries are best resolved in person. That is why we try to allocate a specific time during the week when parent council members meet with parents and try assist and answer questions. Presently this time is allocated for every **Tuesday 8:30-9:30AM, called the “CPA Hour”**, Location: Auditorium

#### **CPA Monthly Meetings**

- Every month the CPA Team hosts a parent meeting in order to provide a detailed report on accomplished goals, future planning, important budget decisions and other initiatives. Customarily monthly meetings take place on every Monday of the month, at 6:00PM

- To improve parent attendance, and to better serve PS16 families, we have expanded our regular parent meetings to host an occasional family sing-along during the holidays or an academic award ceremony. We also invite guest speakers from the school district to hold workshops and the Middle School connection, which was designed to keep our parents and students informed about other excellent public schools in our district.

### **Letters**

- CPA Team may send letters home with students to inform about important updates (CPA volunteers coordinate the content and distribution with school staff in advance)

### **“Robo-Call”**

- Principal sends a pre-recorded automated phone message to remind parents of an important event or emergency school closing.

## **6. After School Program**

### *Extracurricular Activities & Clubs*

We invest most of our resources into various extracurricular activities or educational materials that can benefit a maximum number of children, providing them with enrichment opportunities. Our school does not receive "Title 1" financial aid that public schools frequently use towards extracurricular programs. We (our parent team) have taken it upon ourselves to run these programs, and volunteer our time to make sure they go smoothly. In addition to the paid after school activities, we also sponsor activities that can reach entire grade levels at no cost to the students, and we regularly sponsor a select number of children from struggling households for a semester of a specific after-school activity per year.

### **Instructors**

We recruit local instructors to provide after school classes to the students. Individuals who usually conduct the extracurricular activities are the teaching artists and instructors from around the community.

### **EXAMPLES:**

- “Fun Kidz Soccer” provides discounted classes after school
- "Nimbus Dance Works" conducts a full semester of “Dance-to-Learn” classes for students in grades 2-3, which our organization subsidizes, so the students do not have to pay for the class or register individually, because the class gets incorporated into their regular school schedule. Nimbus Dance Works facilitates a grant from the Geraldine Dodge Foundation.
- “RBC Capital Markets”, a corporate partner, provides teaching “gurus” and equipment to teach free coding & game design classes to a select group students.

### **Facilities**

By coordinating with the school staff and facilities we allocate the instructional space, coordinate schedules and monitor attendance. Most of these classes take place after regular

school hours (and occasionally during the school day). All activities take place in the school building.

### **Class Particulars**

The selection of which classes/activities to include into the after school program is coordinated with the Principal and the After School Program Director - Mrs. Bebe Harry. We try to select classes which offer something unique and provide a form of enrichment or activity that is not included in the regular school curriculum. These can be activities that either provide an alternative or an enhancement to the existing academic program.

Basic selection of classes involve either vigorous physical movement and self-expression such as dance, which is a welcome change for children who have been sitting behind a desk all afternoon (dance, sport). In a class like fencing or Taekwondo students are taught precise movement, patience and respect for their peers. Finally we try to offer activities that provide an expanded experience into an existing special subject, such as art or chess.

### **Volunteers**

Our board members volunteer to oversee and assist in each of these classes to ensure the safety of the students and quality of learning. We spend at least 160 volunteer hours each school year on the after school enrichment program alone. All members of the Concerned Parents Association of P.S.#16 serve as unpaid volunteers.

### **Scheduling & Calendars**

An average “semester” of an after school activity takes up about 8 weekly lessons. Our job is to coordinate each activity (whether it’s a Monday’s Art lessons in the art room, Tuesday’s Soccer in the gym, or Thursday’s Dance class on the stage).

We coordinate each series of lessons around the district calendar which shows all the calendar days where schools are closed or have half-day sessions. It is also important to make sure that the school building facility/needed for each activity is available to use on the days we need it and there are no scheduling conflicts with any of the PS16 staff members.

The After School Calendar is posted on Parent Blog ([ps16cpa.wordpress.com](http://ps16cpa.wordpress.com)) as well as on announcement boards in the school hall.

### **Registration**

We use an online service called “Sign Up Genius”, which is a popular software with parent and school organizations. It links with PayPal to process online payments and has a great report exporting tool, allowing us to generate comprehensive student lists that we share with the school main office and C.A.S.P.E.R. staff, in order to best coordinate picking up and dropping off students for the activities.

## 7. Calendar

### *Tentative Calendar of Major PS16 Events*

#### **August:**

- CPA Team Purchase Uniform stock for start of the new school year
- Reservations for September Movie Night are made
- After-school instructors are contacted and the schedule is made up for Fall semester
- CPA Team Meets with the Principal and coordinate CPA Meetings & Guest Speakers for the school year (especially Middle School Connection)
- Registration with the National Scripps Spelling Bee for the new school year. Spelling Bee Test Dates are coordinated with the Principal. Spelling word lists announced in September.

#### **September:**

- First Day of School - customarily first Thursday after Labor Day
- CPA begins collecting uniform order requests and payments. Once received the uniform orders are sent home with the students.
- CPA plans a small “back - to - school” buffet (coffee & sweets) for the staff
- A team of parent volunteers represent PS16 at the district’s “I love JC Public Schools” Festival
- Preparations for the Open House, raffle and announcements
- Family Movie Night fundraiser (customarily the Friday after Open House)
- Spelling Bee word lists & Dates are announced
- After School online registration begins
- After School Activities begin
- Preparations for October events (CPA orders Student book prizes and makes reservations for Halloween Dance, grades 3-5)
- Spelling Bee packets are sent via email and in student folders

#### **October:**

- First CPA Meeting of the Year (NJCAP - New Jersey Child Assault Prevention workshop) & Middle School Connection guest speaker
- Letters for the Fall Donation Drive go out
- Halloween Parade / Evacuation Drill

- Halloween Dance (Grades 3-5) (DJ, Pizza, snacks and water must be ordered/purchased in advance)

**November:**

- CPA Meeting (Middle School Connection speaker)
- CPA coordinates Thanksgiving Pot Luck Buffet for Teachers and Staff, parents are encouraged to contribute a dish for the staff pot luck.
- School Auditorium gets decorated for Christmas before the long weekend
- CPA Team orders Christmas Book Prizes for students

**December:**

- CPA Meeting (Holiday Family Sing-Along)
- Pictures w. Santa (CPA Team helps Santa give out book gifts to the children)
- Staff Holiday Tea Party Buffet & Cards
- Spelling Bee Written test (Tests are then graded and returned to parents w. pledge forms )
- CPA Team prepares Certificates, orders Trophies and Medals for students with Perfect Scores
- Final Spell-off dates are coordinated with the Principal and Spelling Bee Teacher Facilitators
- Fall semester of the After School program concludes

**January:**

- CPA Meeting (Spelling Bee Award Ceremony)
- Certificates to Spelling Bee Participants are distributed
- Parent Breakfast and Spring Dance are planned
- CPA Team begins planning Spring semester of After School Program (set up Sign Up Genius, coordinate calendar with instructors/vendors and school staff)
- Summer Program / Cornelia Bradford Camp registration

**February:**

- CPA Meeting (Middle School Connection Speaker)
- CPA Team hosts Parent Breakfast during “Bring Your Parent to School Day”

**March:**

- CPA Meeting (Middle School Connection Speaker)

- CPA Team orders Spring book prizes for Week of the Young Child (grades K-2) and completion of PARCC testing (grades 3-5)
- Registration for Spring After School Program
- Spring semester of the After School Program begins

**April:**

- CPA Meeting (Financial Report)
- Week of the Young Child (CPA Team sponsors activities and treats for the younger grades)
- Student Spring book prizes are distributed
- PARCC Dance for Grades 3-5
- Spring Bonnet Contest & Parade / Evacuation Walk
- CPA Team begins planning Teacher Appreciation Celebration, plan gifts and buffet, coordinated with Principal

**May:**

- CPA Meeting (CPA Nominations)
- Teacher Appreciation Celebration & Pot Luck Buffet
- Memorial Day Ceremony / CPA Team sponsors Breakfast for the Veterans
- Spring Semester of the After School Program concludes
- CPA Team Plans Field Day activities

**June:**

- CPA Meeting (Elections)
- Student Field Day
- Last day of school
- Summer Program / “Cornelia Bradford Camp” begins

**July:**

- CPA Team prepares the financials for filing prior to the Nov. 15 tax form filing date

**\*\*\* Building & Side Yard Reservation**

- For all outdoor events Permit Applications can be obtained via Jersey City Department of Cultural Affairs ( [culturalaffairs@jcnj.org](mailto:culturalaffairs@jcnj.org) ) and the Building Requisition Form must be filed with the Facilities Dept. at the BOE.

## 8. BOE Communications

*Keeping updated on the work of the Jersey City Public School District*

### **JCBOE.org**

- Visit the Jersey City Public Schools official website - [jcboe.org](http://jcboe.org) to access the school calendar, schools directory, various district departments and contact information, as well as menus

### **Jersey City Public Schools on Facebook**

- Follow “The School District of Jersey City” on FB to see updates on the progress of public schools in Jersey City. (@TheSchoolDistrictOfJerseyCity)
- Jersey City Public Schools Blackboard Application on “Google Play” ([play.google.com](http://play.google.com))

### **Monthly BOE Meetings**

- Monthly Board of Education Meetings take place every 3rd Thursday of the month at P.S.#11, 6:00PM. Attending these meetings helps parents stay informed on the progress of the school district and the policies that get voted on. It also gives an opportunity to address the Board during public comment.
- Meetings are marked on Jersey City Public Schools Calendar, which can be viewed at [jcboe.org](http://jcboe.org) or picked up at the school’s main office.

### **Citywide Parent Advisory Meetings**

- Highly informative meetings, recommended for any parent who wishes to get involved or to simply understand the educational process in the Jersey City Public School District. Superintendent of Schools meets with the representatives of various parent leadership teams and covers pertinent topics such as Common Core, PARCC testing, school lunches & facilities, student life & equity, etc.
- Meetings are marked on Jersey City Public Schools Calendar, which can be viewed at [jcboe.org](http://jcboe.org) or picked up at the school’s main office

### **Office of Family & Community Engagement**

- JCPS Office of Family and Community Engagement assists parent groups in their endeavors and school support strategies. Director: Heather Martindale (201) 915-6207, [hmartindale@jcboe.org](mailto:hmartindale@jcboe.org)

## 9. CPA Initiatives

*Past, Present & Future Goals*

- **Past:** A/C Drive - parent driven fundraiser to equip the entire school with A/C units, the development and implementation of the parent-run After School Program

- **Present:** Middle School Connection, Parent Training Workshops and Parent Handbook, the development and implementation of the parent/teacher-run Summer Program / “Cornelia Bradford Camp”
- **Future:** Increase fundraising efforts via corporate sponsorships, provide academic enrichment & recreation to low-income students via corporate sponsorships, continue building bridges throughout the school district and Jersey City community, expand academic-based fundraising efforts

## 10. Class Parents

### *Roles and Responsibilities of a Class Parent*

Becoming a class parent is a great leadership opportunity for any parent who wishes to serve on the CPA Board. A class parent works closely with his/her child’s teacher to provide individual classroom support. All efforts need to be coordinated with the teacher. Here are some of the basics:

#### **Teacher Support & Classroom Fundraising Efforts**

- Lead the parent support effort based on classroom supply needs (online fundraising: amazon wish lists, [donorschoose.org](http://donorschoose.org), etc)
- Coordinate seasonal class parties and events with the classroom teacher and other parents from the class

#### **Communication**

- Set up “Remind App” for your class/group for quick and efficient messages, if needed
- Inform/remind the parents of important school changes or announcements
- Field trips chaperones, coordinate parent communication