

2017-2018
James C Neill
Elementary
PTO Welcome
Packet



James C. Neill Elementary Parent Teacher Organization

Dear Longhorn Families,

On behalf of the PTO, we would like to welcome everyone to the very first year of Neill Elementary! You may ask what is PTO? PTO stands for Parent-Teacher Organization, consisting of parents and teachers working together to support and enrich all students. We support school staff, help promote student self-esteem, and assist in efforts to solve school needs through volunteering and funding. We are excited about starting some great programs and new traditions with parents, teachers, and students. However, we ask for your patience as we learn, grow and create during this inaugural year.

PTO Programs & Fundraising

The Neill Elementary PTO is a non-profit organization created to enrich our children's educational experience. Our primary objective as a PTO is to provide our school with funds, programs, resources, and services that will maximize the education of every child and benefit the school. The funds raised by our organization are used to support programs and items that are not within the school budget. To meet this important objective, we fundraise. Here are a few programs that we sponsor and/or support: Fall Trunk or Treat, Boosterthon, Class Parties, Spirit Night, 5th Grade Celebration, Field Trips, Secret Pals, Directory, Yearbook, Harvest of the Month, Dads Club, School Supplies, Boxtops, VIPS, Teacher's Elves (workroom), Teacher Time Out and various other fundraisers throughout the year.

Become a Volunteer... Why YOU should get involved!

As you can see, we are a small and busy group. This is where you can come in! We need your help, and so do your children. Here at Neill, we strive for excellence and what better way than to become involved today. We are in need of growth and are seeking volunteers to help us establish the organization. We have planned some exciting events this year in hopes to get more parents involved in their children's education. Whether you are a stay at home parent or a working parent, we will have many ways for you to get involved. The PTO is a team effort in which we cannot succeed on our own. Please come and join us!

Sincerely,

Your 2017-18 PTO Executive Board,

Jessica Forray - President	Mary Rassi - Vice President
Brenda Woodbury - Treasurer	Mia Donnelly - Secretary

Neill PTO Committees

Welcome to Neil Elementary! The PTO could use fabulous parents like you to volunteer for our various committees to ensure a smooth and fun year for our children! We have structured our committees so that you know what you are signing up for and we will be instilling several communication channels so that everyone is well informed and knows what is happening. We cannot make it happen without YOU!

Our Executive Board:

President: Jessica Forray
713-515-1450
president@neillpto.org

Vice
President: Mary Rassi
vicepresident@neillpto.org

Secretary: Mia Donnelly
secretary@neillpto.org

Treasurer: Brenda Woodbury
treasurer@neillpto.org

Committee Chairs:

VIPS Coordinator: Erin Ford
vips@neillpto.org

Webmaster: Katie Woods
webmaster@neillpto.org

Teacher's Elves
(Workroom)
Coordinator: Elizabeth Edwards
teacherselves@neillpto.org

Room Parent
Coordinators:

K-1: Ashley Leverett
ashleyaleverett@gmail.com

2-4: Chika Onyema
chikky578@gmail.com

5th Grade Parent
Coordinator: Julie Johnston
julie.k.johnst@gmail.com

Neill PTO Committees

Teacher
Appreciation
Coordinator: Michelle Christopherson
teacherappreaciation@neillpto.org

Teacher Time Out
Coordinator: Crystal Jones
tto@neillpto.org

Dad's Club
Coordinators: Jason Hassialis
dadsclub@neillpto.org

Yearbook
Coordinator: Jeni Hendricks
jenihendricks83@gmail.com

Yearbook
Sales: Shilpa Ulysse
yearbooksales@neillpto.org

Box Tops
Coordinator: Jennifer Ardini-Contreras
boxtops@neillpto.org

Fall Fundraiser
(Trunk Or Treat)
Coordinators: Ketrae Hunt
trunkortreat@neillpto.org

Chiquita Ardoin
cnardoin@gmail.com

Spring Fundraiser
(Boosterthon)
Coordinator: Karen Moser
boosterthon@neillpto.org

Spirit Night
(& other small
fundraisers)
Coordinator: Elizabeth Chastain
spiritnight@neillpto.org

Spirit Wear
Coordinator: Becky Smith
spiritwear@neillpto.org

Neill PTO Committees

Directory
Coordinator: Samantha Levine
directory@neillpto.org

Harvest of the
Month
Coordinator: Saralyn McIver
harvest@neillpto.org

Pre-Order
School Supply
Coordinator: Esther Leger
schoolsupplies@neillpto.org

The 411

VIPS:

Our awesome VIPS coordinator, Erin Ford will create sign ups throughout the year for all the various volunteer opportunities throughout the year. She is also the keeper of volunteer hours. When you come to the school to volunteer, you will sign in and out. However, if you are doing volunteer work off campus, please keep track of your hours and report them back to Erin at vips@neillpto.org.

Communication:

We believe communication is a key to success! Our hardworking webmaster, Katie Woods, is working hard to create our website where you can find all sorts of information, including a calendar of events, forms you can submit online and more. She will also be creating monthly newsletters and weekly email blasts to keep you in the loop and remind you of upcoming events and volunteer opportunities. And don't forget our Facebook page - Neill Elementary PTO!

Teacher's Elves (Workroom):

The lovely Elizabeth Edwards is currently setting up our beautiful workroom. She will be creating a weekly schedule to let you know when you can come in and work on projects for the teachers and/or PTO. Want to help but work during school hours? Don't worry, we are working on a take home system which you can sign up for. We will send home with your child quick projects that can be done at home. You just send it back with your child by the due date.

Room Parent Coordinators:

Our wonderful team of room parent coordinators, Ashley Leverett (K-1), Chika Onyema (2-4), and Julie Johnston (5) will coordinate with all the individual room parents about class parties, silent auction baskets and anything else that is pertinent. Our 5th grade coordinator, Julie, will also be helping coordinate the end of 5th grade celebration - sneak peek - it's going to be something truly special!

Teacher Appreciation:

Our extremely dedicated Teacher Appreciation coordinator, Michelle Christopherson, has some fun things planned for this year. We are rolling out our Secret Teacher Pals program (see attached form for more information and to sign up) and we are doing Teacher Appreciation Week a bit different. We are going to do the work for you! For a minimum of a \$10 donation we will take care of everything for that week - we will have something different each day for all the faculty and staff each day that week - examples: catered lunch, ice cream, massages, and more! They will be pampered all thanks to you!

Teacher Time Out:

This is a fun tradition for you, the kids and the teachers. One day a semester per grade, the teachers get a break from lunch and recess duty and the parents take charge! It's a great chance for the teachers to eat lunch as a team (something they are unable to usually do) and for you to interact with the kids at their school! The fantastic Crystal Jones will update you with more information in the coming weeks.

Fall TTO Dates and Times: (sign up to come soon)

- Kindergarten - Wednesday, December 6th; 10:15-11:15
- 1st - Friday, November 3rd; 10:15-11:15
- 2nd - Wednesday, November 29; 10:45-11:45
- 3rd - Friday, October 13; 11:55-12:55
- 4th - Wednesday, October 4th; 11:25-12:55
- 5th: Friday, September 22nd; 12:25-1:25

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School Store:

We are planning on having a school store that will have inexpensive fun items like smencils, boo grams, spirit sticks and more. As it takes shape, we will update you of dates and times the store will be open along with a price list.

Dads Club:

We are working hard this year along with our terrific Dads Club coordinator, Jason Hassialis, to turn Dads club into a really special entity. We have some fun things in store like Tailgating at Literacy Night, Dads vs. Kids Flag Football and more!

Yearbook:

You are going to definitely want to get a copy of the Inaugural Yearbook! Jeni Hendricks, our layout guru, and Shilpa Ulysse, our sales diva, are going to create something truly special that you will want to treasure forever. See the attached form on how to take advantage of the early bird special and how to buy a dedication for your Little Longhorn!

Boxtops:

Don't forget to collect those boxtops! Our Boxtop queen, Jennifer Ardini-Contreras, will have fun competitions with cool prizes! Please see attached form for more information on the program and look for updates on the friendly challenges in the weeks to come.

Trunk or Treat:

SAVE THE DATE! Our big Fall community fundraiser will be a trunk or treat on Friday, October 27th. The very talented Ketræe Hunt and Chiquita Ardoin are working overtime to make this a spectacular event that will be fun for the whole family. Look for more details to come soon!

Boosterthon:

Our Boosterthon will be Thursday, March 1st (done during the school day). This is event that the kids LOVE and look forward to every year. This year is going to be an extra treat for the kiddos as it is going to be a GLOW run! The fabulous Karen Moser will keep you updated as we draw closer to the event.

Spirit Nights:

The super hardworking Elizabeth Chastain is setting up some great Spirit Nights! Expect Spirit Nights at Il Primo, Chick-Fil-A, Chuck E Cheese, Urban Air, Papa John, and more! There will be some super fun activities that you won't want to miss out on on those days - details to come. We are also setting up rewards for us at Krogers, Randalls, and Amazon Smile - we will keep you posted as those accounts get set up and activated.

Some upcoming Spirit Nights:

- Il Primo - Fridays: 9/8, 10/13, 11/10, 12/8, 1/12, 2/9, 3/9, 4/13, 5/11
- Chick-Fil-A - Tuesdays: 10/10; 4/17

Family Nights and Parents Nights:

We are in the process of planning a parents mixer in September (along with other parents only events) and some family fun events like game night and others to be scattered throughout the year.

Spirit Wear:

The spunky and crafty Becky Smith is creating a wide variety of must-have spirit wear. You will want it all! We will be unveiling new items throughout the year!

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Directory:

The super organized Samantha Levine will be spearheading our Student Directory. Now you will be able to contact your child's BFF for a playdate! We will have a paper and online version. You will have the opportunity to opt out of the directory if that is your preference. We will have a contest amongst the students for the cover art.

Harvest of the Month:

We are in a unique position being located in Harvest Green where there is an on-site farm, complete with chickens and goats! This creates incredible learning opportunities with the children in how to live a healthy lifestyle. The spectacular Saralyn McIver will keep you in the know about the program and how you can contribute and participate.

Pre-Order School Supplies:

We are going a different direction with our pre-order school supplies for next year. The gracious Esther Leger has offered to spearhead this venture. More details to come later in the year.

Stay tuned as we have more up our sleeve!

Background Check

In order to become a FBISD volunteer (either on campus, field trips or at school sponsored events), you **MUST** have a current Criminal Background Check on file. Background checks are only good from July 1st - June 30th, so you have to submit a new one each year. It is super easy and takes 5-10 minutes.

To complete the on-line Criminal History Application:

- Go to <https://www.fortbendisd.com/Page/830>
 - Click on **Volunteer Criminal History Application**
 - Follow the directions on the website - be sure to select **Jame C, Neill** as your campus (and don't forget to select the appropriate middle and high school if that applies to you)
 - Be sure to **Submit** when you are done
 - Please note that **Active** does not mean **Approved**
-

Join our Facebook Page!

A great way to stay connected is by joining our private Facebook Page - Neill Elementary PTO. For security purposes, there are questions you need to answer to verify that you are a parent of a currently enrolled student at Neill. If you are having difficulties seeing the questions, please feel free to contact Jessica Forray at president@neillpto.org.

We will also be communicating through email blasts and our website is under construction and is coming soon!



We need your photos for the yearbook!

We are asking parents to take pictures of and school events throughout the year. We would love to be everywhere this special inaugural year, but alas our magical powers only extend so far. We would love it if you could take a variety of pictures - not just of your kiddo (even though we are sure he/she is adorable!)

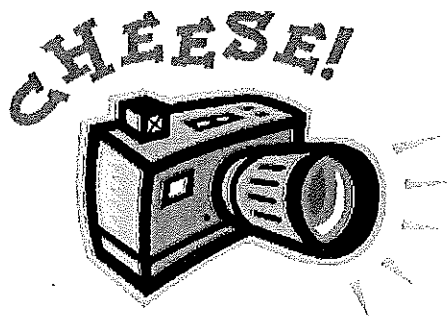
Since we almost all carry a camera with us on our smart phones, it is super easy to upload pictures to our Balfour site so that our Yearbook guru, Jeni Hendricks, can easily access them.

Go to the app store and download Image Share and create an account. Then you just input our project number, which is 824807. Once you've entered that once you won't have to ever enter it again...unless you have kids at other schools you are loading pictures for.

Thank you!

Questions?

Contact Jeni Hedricks at yearbooklayout@neillpto.org





Shhhh..... it's a secret!

It's time to launch our 1st Neill Longhorns Secret Pal Program, and we need YOU! This is a fun way to get to know the staff at our school and give them a pat on the back for all of their hard work. Here's what the program involves:

Having a Secret Pal is a fun way to remind our teachers and staff how special they are! This activity is meant to be fun and positive recognition of their hard work for our kiddos!

- You will be secretly paired up with a staff member and will receive a list of their "likes."
- Once a month, you'll give your Pal a small gift (anonymously). You will take the gift to the front office and ask a staff member to secretly put it in your Secret Pal's mailbox. These items should be wrapped or put in a gift bag with the recipient's name and should take into consideration the interest indicated on the interest form. These items should be relatively inexpensive and can be new, handmade, recycled, stash fabric, "dollar store" items or other creative ideas.
- Birthdays and holidays are a special times and an opportunity to do something extra special for your Secret Pal. Again, consider handmade items, recycled or new books, tapes, kits or fabrics. Be creative! Remember... it is the thought that counts!!
- At the end of the year, an informal gathering will be held to reveal your identity to your pal.

Our secret Pal Program is a simple way to show that we care. If you are interested, please fill out the bottom portion of this handout and return it to school by **Friday, September 1, 2017**. If you have any questions or concerns, please contact Michelle Christopherson at teacherappreciation@neillpto.org

Thank you!
Michelle Christopherson
Teacher Appreciation Coordinator

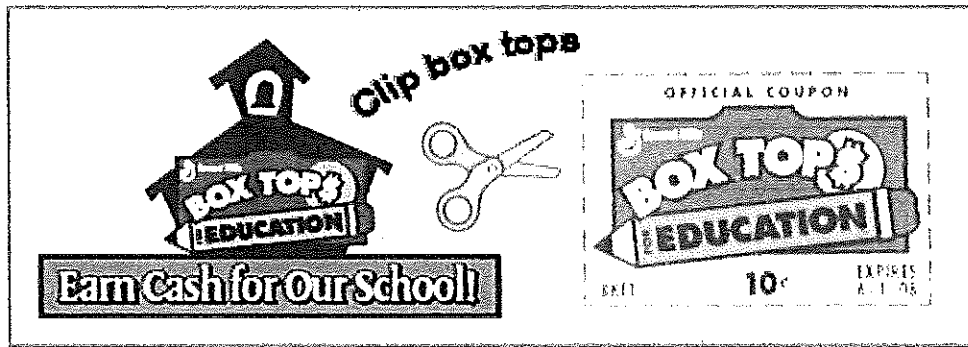
Yes!! I'd love to be a Secret Pal for someone special at Neill Elementary!

Parent's Name: _____

Email: _____

Phone: _____

Student's name(s) and grade(s): _____



James C. Neill Elementary School can earn money based on the number of Box Tops we collect and submit this year.

With your help, we can earn a great deal of cash for our school this year!

It is a very easy 3-step process:

1. Clip Box Tops from specially marked products.
2. Turn in the Box Tops to your school.
3. School receives a check.

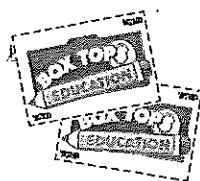
There will be collection sheets with various contests throughout the school year. If you don't have a collection sheet simply tape or glue box tops to a sheet a paper with your child's name and teacher name. Having your child's name and teacher name will ensure credit for contest and prizes. If you want to place box tops in an envelope or Ziploc bag, please mark your child's name and teacher name on or in the bag. You may turn box tops to your child's teacher or put them inside the Box Tops Mailbox in the front office.

Please trim box tops without cutting off expiration dates.

Collecting Box Tops for Neill School is very simple way to help our school grow and succeed.

- Look for the pink Box Tops coupon on hundreds of quality brands.
- Clip Box Tops from your favorite grocery products.
- Visit btfe.com for a complete list of participating brands and to learn more ways on how you can help our school.

Thank you in advance for your support!



JNE Inaugural Year Parent Contribution

As we are a brand new PTO at a brand new school, we are limited on funds. We are asking for a voluntary family contribution of a minimum of \$30. Please consider giving what you can whether it be less or more.

We are asking for:

- \$10 to cover both class parties (winter and Valentine)
- \$10 to cover teacher appreciation week
- \$10 as a inaugural contribution to help us get started

Please make checks out to Neill Elementary PTO.

Thank you!

Parents Names: _____

Address: _____

Phone: _____

Email: _____

Children(s) Names and Grades:

I am contributing to :

_____ Class Parties _____ Teacher Appreciation Week _____ PTO Contribution Fund



