



Lawrence Brook Elementary School

PTA

Welcome Packet 2023-2024





Lawrence Brook School PTA *Put Your Best Foot Forward!*

Dear Lawrence Brook Families:

Welcome to Lawrence Brook School! Whether this is your first year, your last year, or any year in between, we are glad to have you join us! The purpose of the Parent Teacher Association, or PTA, is to serve as advocates for our students, support our wonderful faculty and principal, and help keep our families informed of relevant information about their student's education.

Over the years, LBS PTA has become one of the strongest in the district, and we hope that this year is no different. Lawrence Brook families and teachers work together to build a strong community for our students, where they can build a lifetime of friendships, unforgettable memories, and the strong foundation they need for their future. Our PTA is the engine behind many programs and initiatives that bring our students together and create a fun learning environment. We are proud to support our school and our students.

This year, we have a few [SEPAG \(Special Education Parent Advisory Group\)](#) Liaisons joining our PTA. The mission of SEPAG is to provide support, guidance, and a safe, shared environment for families of students with special needs. Our liaisons are a parent-led direct link to our Special Education Department and the PTA. If you would like to be connected with a liaison with regards to students in our Special Programs, please email us at LawrenceBrookPTA@gmail.com.

In the enclosed pages, you will find a great wealth of information. You will read about gifts the PTA has given to Lawrence Brook, find out this year's events and fundraising dates, and learn how you can participate in the PTA. Please check our [PTA Website](#) and follow us on [Facebook](#) regularly throughout the year to stay informed of the most current information.

Please join us to make a difference in the lives, education, and welfare of our students. Thank you for your support!

Sincerely,

Lawrence Brook School PTA Board of Directors
LawrenceBrookPTA@gmail.com

On [Givebacks](#) (formerly MemberHub), you can:

- Pay your PTA [Membership Dues](#) (\$10/member)
- Contribute to [Class Party Funds](#) (\$10/student)
- Order [Spirit Wear](#) or shop our [Fundraisers](#)
- [Purchase tickets](#) to PTA events
- [Donate](#) any amount to the PTA

Visit <https://lbs.memberhub.com/store>



How has the LBS PTA Supported our School?

LBS PTA is proud to support academics, athletics, arts, and technology at Lawrence Brook Elementary School. We sponsor school assemblies, and provide student supplies to enhance their educational experience. LBS PTA also works hard to build a strong community by hosting several family-oriented events throughout the year for our families, faculty, and administration. **Some examples of gifts made possible by the PTA in the last five years:**

Educational Enhancements and Software:

- Playground Gazebo for outdoor learning
- Indoor/outdoor recess materials
- "Bears Feelings Bins" and "Bears Safe Spot" Initiatives
- Over \$10,000 in books to enhance classroom libraries
- Student folders and agendas
- Cultural Arts assemblies

Some events the PTA sponsors each year:

- Staff Welcome Back Breakfast and Teacher Appreciation Luncheon
- Ice Cream Social
- Picture Day
- Halloween Trunk or Treat
- International Night
- Family Fun Night
- Family Movie Event
- Field Day Student Giveaways
- Scholastic Book Fairs
- Spirit Wear Sales

New Technologies:

- Two water filtration and water bottle filling stations
- Musical playground
- Laser HD projector
- Portable Interactive White Board for Media Center



***Coming Soon ...
Communication
Board!***



Membership

Lawrence Brook School has a wonderful tradition of parent volunteerism that helps create a fun and academically-rich environment for our students. We welcome you to be a part of this tradition, and we appreciate any help you can provide, depending on your schedule and availability.

STEP 1: BECOME A MEMBER TODAY!

Just by becoming a member, you support our school and our students. Membership is only \$10 per person. There is no parent or guardian commitment when becoming a member, but it will benefit you to stay up-to-date on all the PTA happenings for your students! To join online, please use our quick and easy [Membership link on Givebacks](https://lbs.memberhub.com) at lbs.memberhub.com.

If you prefer paying by cash or check, please fill out our Membership Form on the following pages, and have your student turn it in to his/her teacher. Please seal your envelope and mark it "PTA Membership".



STEP 2: VOLUNTEER!

Whether it's once a year or every event, it doesn't matter. We need you! Your time and expertise are welcomed and valued. When you volunteer, you will be surprised to see how excited and happy your student is to see you in the halls of Lawrence Brook School.

While what we do matters to the school overall, all of us are involved because of the joy that it brings to our students.

Thank you for your consideration!
We look forward to having **YOU** as a member!



Lawrence Brook School PTA Membership Form for 2023-2024

Parents! Guardians! Grandparents! Neighbors!

Anyone in the LB community can become a member for just \$10

Please join online at: lbs.memberhub.com

If you prefer submitting a paper form, please print your information below and have your student turn it in to his/her teacher with cash or check made payable to LBS PTA. You may also mail directly to school, Attn: PTA Membership, to ensure we receive it.

Name of 1st Member: _____

Membership Type (please circle): Family \$10 Faculty/Staff \$10

Email: _____ Phone: _____

Name of Student(s): _____

Grade(s): _____

Teacher(s): _____

Name of 2nd Member: _____

Membership Type (please circle): Family \$10 Faculty/Staff \$10

Email: _____ Phone: _____

Name of Student(s): _____

Grade(s): _____

Teacher(s): _____

If additional memberships are needed, please submit a second page with all the required information as outlined above, and include the additional memberships in the payment information below. This form can also be found on the [LBS PTA Website](https://lbs.memberhub.com).

** All members will be automatically subscribed to the Lawrence Brook PTA's email communication list.*

*There is no parent or guardian commitment required to be a member of the LBS PTA. **

MEMBERSHIP FEE \$10 PER PERSON	\$
DONATION (optional & tax deductible)	\$
TOTAL DUE	\$



How Can You Volunteer?

Below are various ways you can get involved. Remember that to be a volunteer, you must be an active PTA member.

GENERAL VOLUNTEERING Identify an event that you would like to volunteer for, and let us know your interest by emailing us at LawrenceBrookPTA@gmail.com. Once we hear from you, we will connect you with the appropriate chairperson who will direct you from there.

Information about our events are published in this packet and on our PTA [Website](#) and [Facebook](#) pages. You'll also find PTA information in the Principal's newsletter. Please check your email for our signup requests throughout the year. These emails will indicate specific dates and times when help is needed. You must formally sign up to volunteer so we can add you to the volunteer entry list. This is extremely important, and a safety precaution. If you were not added to this list, you cannot be granted access to the school building.

CHAIRING EVENTS AND FUNDRAISING INITIATIVES If you are interested in apprenticing to chair an event next year, please reach out to this year's PTA president at LawrenceBrookPTA@gmail.com.

ATTEND AND FACILITATE CLASS PARTIES There are four class parties during the school year: Halloween, Winter, Valentine's Day, and End of the Year. These parties have district-wide designated dates that are made available at the beginning of each school year. You may sign up to volunteer for these parties by submitting the [Room and Point Parent Volunteer Form](#) found in this packet, and on our PTA [Web site](#). You will be given an opportunity to identify which class parties are most convenient for you to attend. Each classroom has one Point Parent and may have multiple Room Parents. There is no limit to the number of people who can sign up to become a Room Parent, however, there may be a limit to how many are permitted to attend each class party. We work hard to ensure every parent in a class gets assigned at least one class party throughout the year.

POINT PARENTS are responsible for coordinating class parties. They serve as the liaison to the classroom teacher and plan and coordinate all the class parties. This includes, but is not limited to: communicating with the teacher about party details, sending parents' solicitation letters for the class buddy list and party fund, and requesting supplies, crafts, and activities. They also organize class gifts for teachers and aides, and ensure food donations are compliant with district policies (if applicable). Point Parents track party expenses and manage class party funds under the supervision of the Room Parent Coordinator. Point Parents must make certain that all Room Parents are assigned equal participation to the class parties. Additionally, Point Parents must be responsible and work closely with the Room Parent Coordinator throughout the year. If the selected Point Parent cannot carry out his/her responsibilities, the Room Parent Coordinator can reassign it to a Room Parent at any point during the school year.

ROOM PARENTS are assigned to attend specific class parties and help their classroom's Point Parent with whatever is needed for every class party (including those they aren't attending) throughout the year. We strive to have Room Parents work at least one party each year. Depending on the number of Room Parents each class has, that number will vary. The Room Parent will receive all relevant information about their party assignments and party needs from their class' Point Parent.



Mandatory Meeting

PTA and Parent Volunteer Meeting

Thursday, September 21, 2023

6pm

Lawrence Brook School Cafetorium

Our meeting will be in-person only.

At this meeting, we will vote in our annual budget. Please don't delay becoming a PTA member!
[Submit your membership dues today.](#)

***** If you would like to serve as a Room or Point Parent for your student's class, it is strongly recommended that you attend this meeting. There will be a followup meeting with our Room Parent Coordinators on October 9, 2023 at 6pm in the LBS Media Center. *****

If you have an interest in volunteering to be a Room or Point Parent, **please submit your Room and Point Parent Form on the next page no later than September 22, 2023** to be eligible to serve in the 2023-2024 academic year.

To be a volunteer, or serve as a Room or Point Parent, you must be an active member of the LBS PTA, and pay your \$10 membership dues annually to be a member in good standing. If you haven't already paid your membership dues for 2023-2024, please do so as soon as you can. We will accept memberships through the end of June.

Please do not hesitate to contact us at LawrenceBrookPTA@gmail.com with questions.



Room and Point Parent Volunteer Form

**Please complete and have your student turn it in to his/her teacher,
Attn: PTA, no later than September 22, 2023.
*One form per PTA member, per student.***

Remember:

To serve as a Room or Point Parent, you must be an active member of the LBS PTA. Please submit your [Membership dues](#) as soon as possible. **It is also strongly recommended** that you attend our first PTA Meeting in the LBS Cafetorium on **Thursday, September 21, 2023 at 6pm** to be eligible.

A followup meeting for Room and Point Parents will take place in the LBS Media Center on **Monday, October 9, 2023 at 6pm.**

Please let us know if you would like to attend this meeting. We'd like to collect your questions beforehand so that we may have answers ready for you. Please email [Kelly Reilly](mailto:kellyreilly1022@gmail.com) at kellyreilly1022@gmail.com with your questions.

Please print:

Name: _____

Email: _____ Phone: _____

Student's Name: _____

Grade: _____ Teacher's Name: _____

Circle all that apply:

I would like to volunteer as a: **POINT PARENT** **ROOM PARENT**

I can attend the following parties if State and district guidelines allow:

- ☐ Halloween Party on Oct. 31, 2023
- ☐ Winter Party on Dec. 22, 2023
- ☐ Valentine's Day Party on Feb. 14, 2024
- ☐ End of the Year Party on June 12, 2024



Lawrence Brook PTA 2023-2024 Events, Fundraising and Meeting Calendar

Aug. 28, 2023	Orientation	Feb. 14, 2024	Valentine's Day Class Party
Aug. 28, 2023	Fall Mum Sale (<i>orders due 9/15</i>)		Bundt Cakes Pickup & Spirit Wear Pop Up Sale (<i>Main entrance, 3pm-6pm</i>)
Sept. 1, 2023	Staff Welcome Back Breakfast	Feb. 23, 2024	International Night
Sept. 19, 2023	Back to School Night	Feb.-May 2024	Satori Academy Fundraiser
Sept. 21, 2023	Fall Mum Sale Pickup		
Sept. 21, 2023	Mandatory PTA Meeting (Cafetorium, 6pm-8pm)	March 4, 2024	PTA Meeting (7pm)
Sept. 22, 2023	Ice Cream Social	March 6-8, 2024	Spring Scholastic Book Fair
		March 8, 2024	Murder Mystery Event
Oct. 4-6, 2023	Fall Scholastic Book Fair		Panera Dine to Donate (4-8pm)
Oct. 9, 2023	Room & Point Parent Mtg (6pm) PTA Meeting (7pm)	March 14, 2024	Pi Day Pizza Fundraiser Pickups
Oct. 13, 2023	Nature Nick Assembly	April 2, 2024	Tim Rohrer Assembly
	Special Spirit Wear Orders Due	April 17, 2024	Spirit Wear Pop Up Sale
Oct. 23-27, 2023	Theater Week		Family Movie Event Ticket Pickup (<i>Main entrance, 3pm-6pm</i>)
Oct. 30, 2023	Halloween Trunk or Treat		Family Movie Event (Sensory-Friendly)
Oct. 31, 2023	Halloween Parade & Class Party	April 20, 2024	
Nov. 1, 2023	Winter Wonderland Fundraiser	May 6, 2024	PTA Meeting (7pm)
Nov. 17, 2023	Picture Day		Elections/Voting (In-person only)
Nov. 19, 2023	Tricky Tray, Forsgate Country Club		*Must be a PTA Member to vote
Nov. 29, 2023	Winter Wonderland Pickups	May 7, 2024	Teacher Appreciation Luncheon
Nov. 29-Dec. 1, 2023	Holiday Shop	May 15-16, 2024	Spirit Wear Pop Up Sale (<i>Main entrance, 3pm-6pm</i>)
Dec. 4, 2023	PTA Meeting (7pm)	May 15-17, 2024	Spring Flower Sale
Dec. 17, 2023	Spirit Wear Sale on Facebook Live	May 22, 2024	Field Day
Dec. 17-23, 2023	Five Below Shopping Fundraiser	May 29, 2024	<i>Field Day Rain Date</i>
Dec. 19, 2023	Astrograss Assembly		
Dec. 22, 2023	Winter Class Party	June 2024	End of the Year PTA Dinner
Jan. 8, 2024	PTA Meeting (7pm)	June 10, 2024	Last PTA Meeting (7pm)
Jan. 13-14, 2024	Mr. Subs Dine to Donate	June 12, 2024	End of the Year Class Party
Jan. 17, 2024	Valentine's Day Bundt Cakes Fundraiser (<i>orders due 2/2</i>)	Postponed	Picture Retakes (<i>Clubs/4th Grade</i>)
		Postponed	Family Fun Night

ADDITIONAL EVENTS MAY BE ADDED ♦ ALL EVENTS ARE SUBJECT TO CHANGE

All events need volunteers, all volunteers must be active PTA members.

Signup emails are sent to active PTA members throughout the year.



LBS Parent Teacher Association
LawrenceBrookPTA@gmail.com

48 Sullivan Way, East Brunswick, NJ 08816
<https://www.ebnet.org/Page/6767>

Class Party Fund

Every year, Lawrence Brook School students look forward to the special class parties planned by their teachers and the PTA Room Parents. This year, our students will enjoy four parties: Halloween, Winter, Valentine's Day, and End of the Year.

This year, the PTA is asking parents to contribute **\$10 per student** to help cover the cost of party expenses. For added convenience, the \$10 can be paid at lbs.memberhub.com. Please make your contribution to your student's grade level and classroom. This money is used to provide crafts and fun activities for our classroom parties. Funds will be distributed per class.

If you prefer submitting a paper form, please print your information below and have your student turn it in to his/her teacher with cash or check made payable to LBS PTA in a sealed envelope. You may also mail directly to school, Attn: Class Party Funds, to ensure we receive it. **Please submit by October 1st.**

FOOD ALLERGIES

In addition, if your student has ANY food allergies, please list them below. This information is necessary to ensure the safety of your student and will be passed on to the Room Parents. **Please remember Lawrence Brook is a LATEX-FREE school.**

Please direct questions to [Amanda Ackerman](mailto:Amanda.Ackerman@lbs.net), Room Parent Coordinator at amanda.d.ackerman@gmail.com. For questions regarding food allergy procedures, contact the school at (732) 613-6870.



Return to LBS PTA, Attn: PTA Class Party Funds

Enclosed please find a \$ _____ donation for the class party fund.

Student's Name: _____

Grade: _____

Teacher(s): _____

My student is allergic to the following foods: _____



Lawrence Brook School PTA Executive Board 2023-2024

President - Sarah Brandon-Grable
President-Elect - Angela Batel
Treasurer - Lynda Graham
Corresponding Secretary - Brigitte Gladis
Recording Secretary - Kelly Reilly
VP Fundraising - Bridget Ahmed, Rose Cruz
VP Membership - Nicole Onyrscuk
VP Cultural Arts - Christina Maffa-Johnson
Interim Principal - Rachel Weitzenkorn
Principal - Elizabeth Dunn
ELECTED TWO-YEAR TERMS

In addition to the LBS PTA Executive Board, our PTA Board of Directors consists of the officers named above, and the chairs of the LBS PTA's Standing Committees.

The 2023-2024 LBS PTA Board of Directors are all members of the LBS PTA Executive Board and:

Hospitality - Tanya Hughes, Sharisse Reynoso
Room Parent Coordinator - Kelly Reilly, Amanda Ackerman
4th Grade Committee - Nicole Onyrscuk, Jacquelyn Lukjanczuk
Yearbook - Brittany Barkow, Geeta Alisha
APPOINTED BY THE PRESIDENT AND SERVE A ONE-YEAR TERM

PTA Event Chairpersons

Family Fun Night - Christina Maffa-Johnson
Field Day - Sharisse Reynoso
Spring Plant Sale - Nicole Onyrscuk
Holiday Shop - Brigitte Gladis
Ice Cream Social - Sharisse Reynoso
International Night - Lynda Graham, Bridget Ahmed
Picture Day - Kelly Vuong

Scholastic Book Fair - Sarah Brandon-Grable
Spirit Wear - Bridget Ahmed
Teacher Appreciation Flowers - Kristina Murray
Theater Week - Fabiana Rando, Ana Silveira
Tool Box - Kelly Young
Tricky Tray - Lynda Graham, Kelly Reilly
Trunk or Treat - Lisa Corritore
APPOINTED BY THE PRESIDENT AND SERVE A ONE-YEAR TERM



Questions:

LawrenceBrookPTA@gmail.com

LBS PTA Website:

www.ebnet.org/Page/6767

Follow Us on Facebook:

www.facebook.com/LBSPTA

Please check your student's backpack and your email regularly for information about PTA events. Don't forget to stop by the PTA bulletin board in the LBS lobby for various updates, check our [PTA Website](http://www.ebnet.org/Page/6767), and follow our [Facebook page](https://www.facebook.com/LBSPTA). **We are committed to staying connected as a school and as a community, and we invite you to attend our PTA meetings to be a part of us!** This year may change frequently, and our plans may go haywire, but together as the strong parents and staff we have always been, our students will continue to make the best memories possible at Lawrence Brook Elementary School!

Thank You!



INCLUDED:

LUNCH

1 DOOR PRIZE TICKET

25 LEVEL 1 TICKETS

(1 Sheet)

****CASH BAR****

AGE 18+

ADVANCE TICKETS
REQUIRED

\$45 ADMISSION

Admission Tickets

Lawrence Brook Elementary PTA

TRICKY TRAY

Sunday November 19, 2023

12pm – 4pm

Forsgate Country Club

375 Forsgate Drive

Monroe Township NJ 08831

Lawrencebrookpta@gmail.com

ATTEND

Grab your tickets here,
10 guests per table
Sponsorships available



DONATE

Amazon Wish List

