

Lawrence Brook School PTA  
**WELCOME PACKET**  
**2020/2021**

LB: Our Connection Is Strong



Volunteer Today  
For a Better Tomorrow

Please note most forms in this packet can be emailed to  
[lawrencebrookpta@gmail.com](mailto:lawrencebrookpta@gmail.com) by scan or photo

**Lawrence Brook School PTA**  
**LB: Our Connection Is Strong**



Dear Lawrence Brook Families:

Welcome to Lawrence Brook School! Whether this is your first year, your last year, or any year in between here at Lawrence Brook, we are glad to have you join us! The purpose of the Parent Teacher Association, or PTA, is to serve as advocates for our children, support our wonderful faculty and principal, and help keep our families informed of relevant information about their children'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 children, where they can build lifetime 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 children together and create a fun learning environment. We are proud to support our school and our children.

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 event dates, and learn how you can participate in the PTA. Please follow us on Facebook and check our website regularly throughout the year, too, to stay informed of the most current information.

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

Sincerely,

Lawrence Brook School PTA Board

[LawrenceBrookPTA@gmail.com](mailto:LawrenceBrookPTA@gmail.com)

**On MemberHub you can:**

- **Pay your PTA dues (\$8/member)**
- **Contribute to class party funds (\$10/student)**
- **Make a donation of any amount to the PTA**

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

**Links will be added throughout the year for PTA events**



## How has LBS PTA supported the school?

LBS PTA is proud to support academics, athletics, arts, and technology at Lawrence Brook Elementary School. The PTA sponsors school assemblies and provides student supplies to enhance our children's educational experience. LBS PTA also works hard to build a strong LBS community by hosting several family oriented events throughout the year for our families, teachers and administration.

**Some examples of gifts made possible by the PTA in the last 3 years:**

### **Educational Programs and Software:**

- Indoor Sensory Path
- Indoor/outdoor recess materials
- "Bears Feelings Bins" and "Bears Safe Spot" Initiatives
- Over \$5,000 in books to enhance classroom libraries
- Student folders and agendas
- Buddy Bench and accompanying books
- Whiteboard kidney tables for classrooms
- Brain PoP
- One School One Book
- Culture assemblies including Author's Night

**Here are some events the PTA sponsors every year:**

- Staff Breakfast
- International Night
- Family Fun Night
- Movie Night
- Field Day T-Shirt
- Kindergarten Ice Cream Social
- Staff welcome back breakfast & appreciation gifts



### **New Technologies:**

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



2020/2021

## Lawrence Brook School PTA Calendar of Events

### August

31 - Kindergarten Orientation \*\*\*

31 - New Student Orientation \*\*\*

### September

5 – Staff Welcome Breakfast

14 – Mandatory Volunteer Meeting 7pm \*\*\*

21 – Back to School Night (grades K-2) 7pm \*\*\*

23 – Back to School Night (grades 3-5) 7pm \*\*\*

25 – Kindergarten Ice Cream Social 7pm \*\*

### October

1-5 Virtual Student FUNdraiser \*\*\*

5-9 Scholastic Book Fair \*

12 – PTA Meeting 6:30pm open forum/7pm meeting \*\*\*

16 – Picture Day \*

19-23 Theater Week, immediately after school\*\*\*

25 – Staying Connected Parent Social 2pm-5pm

American Legion Hall Milltown \*\*

30 – Halloween Class Parties \*\*\*

30 – Halloween Trunk or Treat (K-2) 6:30-7:30pm\*\*

30 – Halloween Trunk or Treat (3-5) 7:45-8:45pm\*\*

### November

30 – PTA Meeting 6:30pm open forum/7pm meeting \*\*\*

### December

4 – Picture Retake Day \*

14-18 Holiday Shop \*

23 – Winter Parties \*\*\*

### January

### February

2 – PTA Meeting 6:30pm forum/7pm \*\*\*

5 – Family Fun Night 7pm \*\*

11 – 5<sup>th</sup> Grade Valentine's Party 3:30pm

11 – Valentine's Day Snack \*

19 – Bingo (may be postponed)

### March

8-11 Scholastic Book Fair \*

### April

6 – Picture Day \*

9 – International Night 7pm \*\*

12 – PTA Meeting 6:30pm forum/7pm \*\*\*

29 – 5<sup>th</sup> Grade Basketball Game \*\*

### May

5-7 - Mother's Day Plant Sale \*

22 – Color Run (Saturday)

### June

7 – PTA Meeting 7pm \*\*\*

18 – Donuts for Dad

22 – End of Year Class Parties \*\*\*

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*\* These events take place during school hours, remote students will have an opportunity to participate*

*\*\*Check event flyer for location details*

*\*\*\* VIRTUAL EVENT*

*All events need volunteers, Sign Up emails are sent to PTA members throughout the year. Ask a board member for details.*

**ALL EVENTS THIS YEAR ARE SUBJECT TO CHANGE**

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# BECOME A MEMBER

JOIN TODAY!

Lawrence Brook School has a wonderful tradition of parent volunteerism that helps create a fun and academically rich environment for our children. 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 children. Membership is only \$8 per person. To sign up online, please use our quick and easy Membership HUB at <https://lbs.memberhub.store/>.

If you prefer paying by check, please fill out our membership form in this packet and submit it along with your check made payable to LBS PTA to your child's teacher. Please remember to seal your envelope and mark it PTA Membership. You can also mail your payment and form directly to the school, attention: PTA.

## **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. However, it shouldn't be about the PTA needing you. When you volunteer, you will be surprised to see how excited and happy your child 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 children.

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



**Lawrence Brook School PTA Membership Form 2020 - 2021**

Please register online at: <https://lbs.memberhub.store/>

If you prefer submitting a paper membership, PLEASE PRINT your information below and have your child turn it into his/her teacher with CASH or CHECK made payable to LBS PTA, you may also mail directly to the school "Attn: PTA" to ensure we receive it

Name of 1 <sup>st</sup> Member: _____
Membership Type (please circle):    Family Member \$8        Faculty/Staff \$8
Email: _____    Phone #: _____
Name of Students(s): _____
Grade(s): _____
Teacher(s): _____

Name of 2 <sup>nd</sup> Member: _____
Membership Type (please circle):    Family Member \$8        Faculty/Staff \$8
Email: _____    Phone #: _____
Name of Students(s): _____
Grade(s): _____
Teacher(s): _____

**\*If additional memberships are needed for parents/grandparents, please submit a second page with all of 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.**

<b>MEMBERSHIP FEE \$8 PER PERSON</b>	<b>\$</b>
<b>DONATION</b> (optional & tax deductible)	<b>\$</b>
<b>TOTAL DUE</b>	<b>\$</b>

**\*Checks should be made payable to LBS PTA. \*Members will be automatically subscribed to the Lawrence Brook PTA's email communication list.**



**HOW YOU CAN VOLUNTEER? Below are various ways you can get involved. Remember that in order to be a volunteer, you must be PTA member. Please realize this year may be different than the past and we must be flexible to change throughout the year.**

**GENERAL VOLUNTEERING** Identify an event/fundraiser that you would like to work and let us know you are interested by completing the volunteer form. You can also speak with any board member or email us at [lawrencebrookpta@gmail.com](mailto:lawrencebrookpta@gmail.com). Once we hear from you, we will connect you with the appropriate chair person who will direct you from there. Also, please check your email for our SignUp.com 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 list. This is extremely important and a safety precaution. If you are not on the list, you will not be granted access to the school.

**CHAIRING EVENTS AND FUNDRIASING INITIATIVES** If you are interested in chairing an event that has no chairperson listed, or if you are interested in apprenticing to chair an event next year, please reach out to Kelly Reilly at [kreilly4522@yahoo.com](mailto:kreilly4522@yahoo.com).

**ATTEND AND WORK CLASS PARTIES** There are 3 class parties during the school year: Halloween, Winter, and End of Year. These parties have district-wide designated dates that are made available in 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 website. You will be given an opportunity to identify which class parties are most convenient for you to attend. Each class room has one Point Parent and multiple Room Parents. There is no limit to the number of people who can sign up to become a Room Parent, however, there are only three parents permitted to attend each party (\*subject to change this year). We work hard to ensure every parent in a class gets assigned the same number of parties throughout the year.

**Point Parents** are responsible for coordinating their child's 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 (time and preferred craft/activity, for example), sending parents solicitation letters for the party fund, and requesting food, supplies, and crafts/activities for each party. They also organize class gifts for teachers, and ensure food donations are compliant with district policies, etc. Point Parents track party expenses and manage the class party fund under the supervision of the Room Parent Coordinator. Point Parents must make certain that all Room Parents (including the point parent) 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 two parties 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.

**Please do not limit your participation to the class parties. We need your help!**

**Please submit your membership registration today at**

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

**Thank you!**



# VOLUNTEER SIGN UP/INQUIRY

Please fill out this form and return it to school with your child or email photo of completed form to [lawrencebrookpta@gmail.com](mailto:lawrencebrookpta@gmail.com). You can also complete the **Google Form** found in the original email with this packet.

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please check each event that you would like to volunteer for during the 2020-2021 academic year. The chair for each event that you select will reach out to you as the event day nears.**

**Thank you for your consideration.**

Scholastic Book Fair: \_\_\_\_\_ Fall \_\_\_\_\_ Spring

Picture Day: \_\_\_\_\_ Fall \_\_\_\_\_ Fall Retakes \_\_\_\_\_ Spring

Bingo: \_\_\_\_\_ Fall \_\_\_\_\_ Spring

\_\_\_\_\_ Kindergarten Ice Cream Social

\_\_\_\_\_ Family Fun Night

\_\_\_\_\_ Theater Week

\_\_\_\_\_ International Night

\_\_\_\_\_ Halloween Fun Night

\_\_\_\_\_ Holiday Shop

\_\_\_\_\_ Teacher Appreciation Flower Sale

\_\_\_\_\_ Field Day

\_\_\_\_\_ Mother's Day Plant Sale

\_\_\_\_\_ Yearbook

\_\_\_\_\_ Teacher Appreciation Luncheon

\_\_\_\_\_ Fun Run (Spring)

\_\_\_\_\_ 5<sup>th</sup> Grade Committee Assistance

\_\_\_\_\_ Donuts for Dad

\_\_\_\_\_ I can help with all events.

\_\_\_\_\_ I can help during school hours only.

\_\_\_\_\_ I can help in the evening only.

\_\_\_\_\_ I am interested in learning more about chairing an event.





**A ZOOM LINK WILL BE EMAILED TO ALL PTA MEMBERS BY  
NOON ON SEPTEMBER 14<sup>th</sup>**

**\*\*\* If you would like to participate in any PTA events, or serve as a Room Parent/Point Parent for your child's class, you must attend this meeting.\*\*\***

In order to be a volunteer, or serve as a Room Parent/Point Parent, you must be a member of the LBS PTA. Please remember that you must pay your \$8 membership dues annually to be a member in good standing. If you haven't already paid your LBS PTA membership dues for 2020-2021, please do so as soon as you can. While we will accept memberships through the end of June, you must **submit your membership payment and Room Parent/Point Parent Form no later than SEPTEMBER 18, 2020** to be eligible to serve as a Room Parent/Point Parent during academic year 2020-2021. This deadline is intentionally four days after our Mandatory Meeting in case you have questions for us before you submit your paperwork.

**DO NOT HESITATE to contact us at [LawrenceBrookPTA@gmail.com](mailto:LawrenceBrookPTA@gmail.com) with questions or to request the Zoom link if you think your paperwork will be late. Thank you for your consideration! We look forward to having you join the PTA!**

## ROOM AND POINT PARENT VOLUNTEER FORM

Please fill out and return this form to school with your child (or email a photo of this form to [lawrencebrookpta@gmail.com](mailto:lawrencebrookpta@gmail.com)) no later than September 18, 2020. One form per PTA member, per child. You may also complete the **Google Form** found in the original email with this Welcome Packet. Remember you must attend the Mandatory PTA Volunteer meeting on Monday, September 14, 2020 and have your PTA member paid by September 18, 2020 to be eligible.

***Please print***

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_ Teacher's name \_\_\_\_\_

***Circle all that apply***

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

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

**Halloween Party 10/30/2020 Winter Party 12/23/2020 End of Year Party 6/22/2021**

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***Please print***

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_ Teacher's name \_\_\_\_\_

***Circle all that apply***

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

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

**Halloween 10/30/2020 Winter Party 12/23/2020 End of Year Party 6/22/2021**



## **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 your children will enjoy 3 parties: Halloween, Winter Break, and End of Year (and also a small snack provided for Valentine's Day). **These parties may be different from the past, but we promise whatever plan is executed, all students regardless of hybrid or fully remote status, will have an opportunity to participate.**

This year the PTA asks parents to contribute **\$10.00 per child** to help cover the cost of party expenses. For added convenience, the \$10 can be paid at <https://lbs.memberhub.store/>, please make your contribution to your child's grade level. Funds will be combined per grade and each student will receive the same goodies. You can also print this page and send it with **CASH or CHECK (payable to LBS PTA)** in a sealed envelope by **September 18<sup>th</sup> to the school's address "Attn: PTA"**. If sending to school with your child, please be sure to label the envelope "PTA PARTY FUND" and include your CHILD'S NAME, GRADE and TEACHER on the outside of the envelope. This money is used to provide food, crafts and fun activities for our classroom parties.

### **FOOD ALLERGIES**

In addition, if your child has ANY food allergies, please list them below. Only school approved items will be brought in for parties. Lawrence Brook is a **LATEX FREE** school. This information is necessary to ensure the safety of your child and will be passed on to the Room Parents.

Please direct questions to Jennifer Megna, Room Parent Coordinator at [jrmegna@gmail.com](mailto:jrmegna@gmail.com) or Julie Peysakhova, Room Parent Coordinator at [juliepey91@gmail.com](mailto:juliepey91@gmail.com)

For questions regarding food allergy procedures, contact the school at 732-613-6870

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Please pay online <https://lbs.memberhub.store/> or RETURN this portion to school with your child by **September 18<sup>th</sup>** in a sealed envelope marked "PTA PARTY FUND" with your CHILD'S NAME, GRADE and TEACHER on the front of the envelope or mail directly to the school's address "Attn: PTA".

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

Child's Name \_\_\_\_\_

Grade \_\_\_\_\_

Teacher \_\_\_\_\_

My child is allergic to the following foods: \_\_\_\_\_

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**PLEASE FILL OUT ONE FORM PER CHILD**



## Lawrence Brook School PTA Executive Board

Lynda Graham	President
Kelly Reilly	President Elect
Carla Caponegro	Treasurer
Brittany Barkow	Corresponding Secretary
Yarida Mendez-Bogash	Recording Secretary
Kate Blue	VP Fundraising
Stacy Blum	VP Fundraising
Sonia Kadir	VP Membership
Mandavi Kapoor	VP Cultural Arts

In addition to the LBS PTA Executive Board, there is a PTA Board of Directors, which consists of the officers named above, the Lawrence Brook School Principal, and chairs of the LBS PTA's standing committees. **The 2020-2021 LBS PTA Board of Directors consists of:**

All members of the LBS PTA Executive Board  
Elizabeth Dunn, Principal, Lawrence Brook School  
Jennifer Megna & Julie Peysakhova, Room Parent Chairs  
Jinnie Kim & Liz Abadiotakis, 5th Grade Committee Chairs  
Tara Seasonwein & Lisa Corritore, Hospitality Chairs  
Joan Russo, Yearbook  
Carla Caponegro, Community Relations

### ***PTA Event Chairpersons***

International Night - Sonia Kadir  
Halloween Fun Night - Kate Blue & Stacy Blum  
Picture Day - Fabiana Rando  
Spiritwear - Stacy Blum  
Toolbox - Stacy Blum  
Holiday Shop - Lisa Corritore  
Scholastic Book Fair - Emily Gopal

Teacher Appreciation Flowers - Lindsay Greene  
Theater Week - Rakesh Kadir  
Family Fun Night - *VACANT*  
Mother's Day/Father's Day – *VACANT*  
Bingo/Tricky Tray - Lynda Graham, Kelly Reilly,  
Kate Blue & Carla Caponegro  
Fun Run – Kate Blue





Questions: [LawrenceBrookPTA@gmail.com](mailto:LawrenceBrookPTA@gmail.com)

Like Us on Facebook: <https://www.facebook.com/LBSPTA>

LBS PTA Website: <https://www.ebnet.org/Page/6767>

Check your child's pack back and your email regularly for information about PTA events. Don't forget to stop by the PTA bulletin board in LBS lobby for various updates and join our Facebook page. **We are committed this year to stay connected as a school and as a community.** This year may change frequently and our plans may go haywire, but together as the strong parents and staff we have always been, our children will continue to make the best memories possible at Lawrence Brook Elementary School!

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