

# **Indian Mills**



## **Home and School Association Handbook 2015 - 2016**

**INDIAN MILLS  
HOME AND SCHOOL ASSOCIATION  
2015 - 2016**

**Dear Parents/Guardians,**

We'd like to welcome you to the Indian Mills Home and School Association (HSA), a non-profit fundraising organization committed to your children and to strengthening the unity between our school and our community.

First, the HSA would like to welcome Barry D. Epps as our new Treasurer. The Board has been working diligently over the summer and is looking forward to implementing changes to enhance HSA communication through the use of an online membership application, and by collecting data using online surveys. Also, check out our Facebook Page under Indian Mills Home and School Association. Updates about school events and meetings are posted weekly.

By joining the HSA, you will experience a strong sense of teamwork, dedication, school spirit, and community pride. The Board will be utilizing this team concept to build a strong partnership between parents, teachers, staff, and administration. We invite you to join us at our monthly meetings held the first Monday of each month at 7pm in the IMMS library. Your participation is a great way to stay informed and involved in your child's education, plus meet and greet other parents and staff in a friendly atmosphere.

The HSA has several exciting events and programs planned for the upcoming school year. These activities will help raise funds to support "Wish List" items requested by our staff to enrich school life and to create a fun atmosphere for our schools. Monies raised through past HSA fundraisers have assisted in the purchasing of guided reading sets and books for classroom libraries, technology such as Smart Boards for our classrooms, assemblies, field trips, and so much more.

We hope you and your children have a wonderful school year! Should you have any questions, please contact any Home and School Executive Board member; we are here to help. Our email contact is [hsa@ims.k12.nj.us](mailto:hsa@ims.k12.nj.us)

**Thank you again for all your time, effort, and support. We look forward to seeing you at the meetings!**

## Overview of the HSA Organization

### **Mission Statement**

The Indian Mills Home and School Association is a highly energetic, motivated, team-oriented organization that encourages volunteerism using effective fund raising and meaningful events to promote learning experiences, strengthen communication between home and school, and enhance the educational experience of every child.

### **Executive Board**

Scott Caloiaro	President	609-902-1075	<a href="mailto:scottcaloiarolimhsa@yahoo.com">scottcaloiarolimhsa@yahoo.com</a>
Adrienne Dahms	Vice President	609-238-1093	<a href="mailto:ARL275@gmail.com">ARL275@gmail.com</a>
Barry D. Epps	Treasurer	313-590-2559	<a href="mailto:barrydepps@yahoo.com">barrydepps@yahoo.com</a>
Kim Condurso	Corresponding Secretary	609-668-4524	<a href="mailto:kcondurso@lrhsd.org">kcondurso@lrhsd.org</a>
Bridget Sawdy	Recording Secretary	609-413-2385	<a href="mailto:bsawdy@verizon.net">bsawdy@verizon.net</a>

**IMHSA Website** <http://www.ims.k12.nj.us/newsite/Parents/HomeandSchool.aspx>

**IMHSA e-mail account** [HSA@ims.k12.nj.us](mailto:HSA@ims.k12.nj.us)

### **Meeting Schedule**

General Public Meetings\* - **1st Monday of each month, 7pm, IMMS Library**

Executive Board Meetings - **1st Monday of each month, 8:30pm IMMS Library**

*\* The General Public Meeting agenda will be issued one week prior to meeting. Meeting minutes will be posted on the IMHSA website.*

### **Membership**

Parents and staff for IMS and IMMS are eligible and encouraged to become HSA members.

### **Voting Rights**

All members in good standing have voting rights if in attendance at the HSA's General Public Meetings, and there are "Wish List" items on the agenda requiring a vote. In the event a vote is required for an urgent matter before the General Public Meeting, an Executive Board vote will be held. The results of all Executive Board decisions will be disclosed at the following HSA meeting.

### **Budget**

The IMHSA will work with staff of IMS and IMMS annually to project funds needed to establish a budget to abide by throughout the school year.

### **Audit**

The IMHSA is a non-profit organization with 501c3 status and as such will perform internal and external audits from time to time. To ensure best practices are followed, chairpersons must abide by the guidelines in the Chairperson Packet to assist in recording revenue and expenses associated with each event. Chairperson Packets will be distributed in September.

## Ways to be Involved

There are several ways to become involved in the HSA:

- ❑ **Become a Member.** The HSA members support our schools, provide ideas, and help build a strong organization that bridges the gap between home and school. Help us set a membership record this year!
- ❑ **Offer support.** Whether volunteering time, items for event planning, or monetary contributions, there are countless ways to support the HSA throughout the school year. No offer is too small!
- ❑ **Get connected.** Attend the monthly HSA meetings to hear what is going on in our schools. Read the monthly HSA newsletters distributed in the Thursday Packet. Consider signing up to be included in the School Phone Directory (The sign-up for the phone directory is included in the online HSA application form - details below). Visit our Facebook page. We want to get to know you!
- ❑ **Communicate.** Provide your feedback and ideas in the online surveys issued by the HSA. Speak up at the HSA Meetings. Ask questions. Provide constructive feedback. We want to hear from you!
- ❑ **Reach out.** The HSA Executive Board is here to serve you and our children. Feel free to reach out to any Board Member if you'd like to find out how you can get involved. We'd love to have you on our team!

## How to become an HSA Member

Becoming an HSA Member is easier than ever! Your membership options are as follows:

- 1) *Basic Membership* - \$15 per family includes voting rights, a copy of the member directory, and a magnet.
- 2) *“Opt Out” Membership* - Families may prefer to “opt out” and not be contacted to volunteer, donate, support, or participate in HSA events. You might, however, like to make a monetary donation as a token of your appreciation for the efforts of the HSA.

To join the HSA, simply complete the online application found at the web address below. On the application you will have the opportunity to choose the Basic Membership or “Opt Out” Membership.

*Payment:* You may choose to pay your membership dues online using a credit card or PayPal account. You do not need to create a PayPal account in order to pay by credit card. If you prefer, you can also pay by check. Detailed payment instructions will be provided when you complete the online application form. Membership fees and any additional donations to the HSA are tax deductible.

*Phone Directory:* Using the online application, you will also have the option to be included in the HSA member phone directory. The directory contains phone #'s, addresses, e-mails, parent/ guardian names along with children's names, grades, and teachers of participating Indian Mills families. The directory is not intended for solicitation purposes, but strictly for the convenience of the families in Indian Mills Schools. The amount of information you want listed is completely up to you. List as much or as little as you wish. Each year a new directory is compiled and printed, therefore you must complete the online application below in order to be listed this school year.

**HSA Membership Application:** <http://tinyurl.com/IMHSA15-16>

Please complete the application by **Friday, October 2nd**

## **FAQs**

### ***What does the IMHSA do with the money that is raised?***

The funds raised by the IMHSA are deposited into a bank account and drawn upon to fulfill approved "Wish List" requests from IMS and IMMS staff. Some examples of items funded by the IMHSA are smartboards, assemblies, field trips, a new kiln for the IMMS art room, IMS choral risers, scholarships, and online subscriptions such as Reading Eggs and Raz-Kids.

### ***Can anyone Chair or Co-Chair an HSA event?***

Anyone can chair an event as long as they are a member in good standing.

### ***How is the event schedule formed?***

The 2015-2016 event list was formed by analyzing past participation, profit, future funding needs, and family/staff interest.

### ***What does the word "shadow" mean in the HSA Handbook?***

The HSA has event chairpersons who volunteer to organize particular events throughout the year. These chairpersons change from year to year depending on the chairperson's availability. We like to use a "shadow" for events that are anticipated to need a new chairperson the following year to allow a new HSA member to learn about how to chair that particular event.

### ***How do I become a room parent?***

Please reference the Room Parent Guidelines distributed by Principal Moore and the IMS staff at IMS Back to School Night.

## 2015 - 2016 HSA Event Calendar

The dates below have been reviewed with our school principals as well as the Shamong Township Board of Education. Changes may be required due to unforeseen circumstances such as inclement weather, lack of volunteerism, etc...

September	10th	IMS Back to School Night
	11th	Welcome Back Picnic
	14th to 25th	Spirit Wear Sale
	16th	IMMS Back to School Night
	28th to Oct. 12th	Kids Stuff Books
October	19th to 22nd	Fall Scholastic Book Fair (21st is Family Night!)
	23rd	Halloween Fun Night at the IMMS Gym/Cafeteria
November	20th	Kids Bingo
December	1st to 3rd	IMS Holiday Shop
	5th	Soccer Tournament (Grades 1 – 8) at the IMMS Gym
February	5th	Sweetheart Dance in the IMS Cafeteria
	9th	Designer Bag Bingo
March	21st to 24th	Spring Scholastic Book Fair (23rd is Family Night!)
April	13	IMS Family Science Night
	TBD	Golf Outing
May	2nd to 6th	Staff Appreciation
	TBD	Spring Sundae Social

Additional fundraisers will be considered if additional funding is needed and Chairpersons identified. Events under consideration include but are not limited to the following: Talent Show, Cookbook, Klutter for Kids Yard Sale, Flower Sale.

## **2015 - 2016 Event Descriptions**

A description for each of the currently scheduled events is provided below. If you are interested in assisting the HSA with an event, we encourage you to become a member. Simply complete the online [HSA Membership Application](#)!

### ***Welcome Back Picnic***

*Chairpersons - HSA Executive Board*

Join the HSA Executive Board and our school principals for a great social event to kick off the new school year. Hotdogs, hamburgers, music, and games are just a sample of the fun in store for our students, staff, and their families.

### ***School Spirit Wear***

*Chairperson - Heather Epps*

Every student needs a little school spirit! Choose from a wide variety of items available for purchase including t-shirts, shorts, car magnets, and more! The school spirit campaign will run in the fall and spring. Look for the order form to be sent home via the Thursday Packet.

### ***KidStuff Coupon Books***

*Coordinators - Darcy Hagan*

KidStuff Coupon Books are valuable, family-friendly, and available through our school! With just a few coupons you'll save more than the \$25 price for the *whole* book! You can earn one FREE book worth \$25 for every 5 books sold!

### ***Book Fairs (Fall and Spring)***

*IMS Chairpersons - Julianne Hunt, Tammy Schwartz*

*IMMS Chairpersons - Penny Dwyer, Jen Megaw (shadows needed for next year)*

The Book Fair allows students the opportunity to purchase quality books and promotes literacy. Volunteers will assist your children in making selections. The Book Fair is held at both schools during the day, and Family Night is held on Wednesday evening.

### ***Halloween Fun Night***

*Chairpersons - Kate & Ryan O'Rourke (shadow needed for next year)*

The night is full of safe and supervised **Spooktacular** activities for all children. Besides games, there is also tattoo art, face painting, and craft projects. While this event is jam packed with entertainment, it requires MANY, MANY, MANY volunteers to help provide the children with a great family evening. 8th grade students are welcome to volunteer (sign-up sheets are in the main office).

### ***Yearbook Program***

*Chairperson - Shannon Skinner and Mandy Malesich*

Each year, a Yearbook Committee of volunteers gather together to collect and assemble a pictorial compilation of our IMS children (pre-school through 4th) during many school related activities over the course of the school year.

### ***Kids B-I-N-G-O***

*Chairpersons - Melissa Durham*

Students can play to win fantastic prizes. This is also a great night for parents and staff to socialize.

### ***Holiday Shop***

*Chairpersons - Nicole Miller, Holly Robbins*

The Holiday Shop is held in early December and offers the children at IMS the opportunity to select great, inexpensive gifts for parents, grandparents, aunts, uncles, siblings, pets, and even themselves for the holiday. Volunteers are needed to help the children with their shopping and wrapping of the gifts.

### ***Soccer Tournament***

*Chairperson - Tim Carroll*

The Soccer Tournament helps support the 6<sup>th</sup> Grade Camp Ocky Experience. Students from 1st grade through 8th grade can play against teams in their grade level, while having fun with their friends.

### ***Sweetheart Dance***

*Chairpersons - Kim Lambiase and Jennifer Humphries*

The Sweetheart Dance is a fun-filled night at IMS featuring a mother/son and father/daughter theme.

### ***Designer Bag B-I-N-G-O***

*Chairpersons - HSA Executive Board*

Play to win authentic Coach, Vera Bradley, and Michael Kors handbags, as well as other designer accessories and goodies! This is a great night out and fun for everyone!

### ***IMS Family Science Night***

*Chairperson - Kim Conduro*

Students from Kindergarten through 4th grade are invited with their families to an evening full of exciting hands-on science activities and demonstrations.

### ***Golf Outing***

*Chairpersons - need volunteer(s) to chair this event*

The Golf Outing is one of the highest earning fundraisers. Held in the spring, the Golf Outing offers a full day of golf, followed by dinner, awards/prizes, silent auction, and raffles. Many volunteers are needed to make this event a success.

### ***Staff Appreciation***

*IMS Chair - chairperson needed*

*IMMS Chairs - Tiffany Grungo, Christine Fedeli*

This is the HSA's way of thanking the entire staff for their dedication to our children throughout the year. Volunteers provide treats and refreshments throughout the week.

### ***Spring Sundae Social***

*Chairpersons - Shamong Township Education Association (STEA)*

STEA provides lots of delicious ice cream and plenty of yummy toppings. Water ice is also available for those with food allergies. Come out and enjoy a great time with family and friends.

### ***School Supply Program***

*Chairperson - Ana Helvie*

Each year the HSA offers a convenient back-to-school supply kit, which includes exactly what is on your child's supply list for grades K-8. Order forms are sent to all parents before school ends and supply kits are available for pick up in August in the IMMS Library.

## **Recycling Programs**

IMHSA volunteers manage several on-going recycling programs to benefit our environment and schools. We encourage you to support these programs and welcome your recommendations for additional recycling programs - Just e-mail your suggestion to the IMHSA ([HSA@ims.k12.nj.us](mailto:HSA@ims.k12.nj.us)).

### **Terracycle Points Program**

*Coordinated by the HSA and Christine Webb*

Go *GREEN* and turn YOUR clutter into cash for OUR school! We collect the following items all year long so please send them in or drop them in the clear collection bins in the lobby of IMS and IMMS for collection. All your donations are tax deductible!

- Unwanted electronics (cell phones, laptops/notebooks, GPS devices and radar detectors, MP3 players, and digital and video cameras)
- Pens, mechanical pencils, Sharpies, and dry erase markers
- Elmer's glue sticks/Elmer's glue bottles
- All types of ink cartridges (never refilled)

### **Labels for Education**

Clipping the label from your Campbell's Soup cans and other eligible Campbell's products will help our school earn points towards educational products and equipment. You can visit <http://www.labelsforeducation.com> for more details. Send your labels in to school in an envelope marked "Campbell's Soup Labels - IMHSA."

## **FREE Money Programs**

### **Shoparoo**

Shoparoo is a free app for smartphones and tablets that lets anyone turn pictures of shopping receipts into money for our schools. Get started immediately by downloading the Shoparoo app, selecting "Indian Mills" and snapping a picture of your first receipt!

### **Take Charge of Education®**

Since 1997, Target has donated over \$387 million to K-12 schools. Support our schools by enrolling today. **Last year, the IMHSA received \$1,600 through this program** - it all adds up!!! Target is on track to give \$1 billion for education by the end of 2015. Talk about extra credit! Use your REDcard and Target will donate 1% of your REDcard purchases made at in stores and online to help our Indian Mills schools.