

2009-2010 PTA Standard Operating Procedures / Guidelines Rev. 11/18/09

Skano visitor Sign-In /Sign-out Procedure reminder:

- Please remember to sign the visitor register when entering Skano for PTA events and meetings during school hours.
- Please be sure to take a green sticker....just because you are a PTA officer, chair, or member does not exempt you from this Skano policy.
- Be sure you have permission to go to the area you need to be in before leaving the office.
- Remember that you are not permitted to visit classrooms without prior authorization.
- Be sure to sign out when you are ready to leave the building.

Confidentiality:

- In an effort to respect each child's, and each family's privacy, please do not discuss PTA issues, problems or concerns in public areas (i.e. the lobby, the front office, etc.).
- Let's choose to conduct PTA business appropriately; with a sense of respect and professionalism, and in an appropriate setting (i.e. at PTA meetings, private meetings behind closed doors, etc.).
- Remember that PTA exists to promote the welfare of children and youth and to enhance their educational experience---don't lose sight of our purpose!

Building Use Forms:

- A building use form is a permit / license authorizing groups or individuals permission to use Shen. premises, properties, and materials. Forms can be obtained only by requesting one from the Skano Office Staff.
- Any group or individual, including PTA committees, events, members must submit a building use form if they intend to use the Skano premises; whether it be indoors, outdoors, during school hours or after school hours.
- This pertains to events, meetings, or gatherings requiring special set-ups.
- PTA chairpersons must complete and submit a building use form to the front office for approval preferably 30 days in advance of the event, meeting, gathering or special set-up.
- An approved form is necessary to officially reserve the date, and requested premises, for your event, meeting or gathering.

Skanning Skano Newsletter:

- Please provide articles of interest or advertising for your PTA event at least 10-14 days in advance of the actual event, or in a timely fashion so that it appears in the appropriate monthly newsletter.

-Please include date, time, contact info. and any other pertinent info (raindate, snowdate, etc) and forward to the Newsletter Chairperson. (Susan Skinner: srskinner@gmail.com)

-Be aware that all articles and ads will be reviewed by PTA President(s)(Laura Haley and Dana Gould), and Office Staff (Mrs. Karis / Mrs. Fitzgerald / Mrs. Amatangelo) for approval before publication takes place.

-On occasion, you may be asked to edit info. before publishing can occur.

Skano Bulletin Board (on the Skano website):

-You may wish to post info. regarding PTA events, and information on the Skano Bulletin Board since we will be using paperless communications again this year.

-All PTA postings must be reviewed and approved. Please email a copy to the PTA President(s) and Mrs. Karis / Mrs. Fitzgerald / Mrs. Amatangelo in the front office for approval and posting.

-All non-PTA postings (community events, etc.) must be approved by the District Office and Skano Office Staff before posting can occur.

PTA Photocopying Procedures:

-NOTE: Skano PTA will be using paperless communications again this year!

-Hardcopies must be deemed necessary; permission to copy must be obtained from the PTA President(s) and Mrs. Fitzgerald.

-If permission has been granted, please submit, or email a copy to the PTA President(s) and the front office staff for approval prior to copying.

-PTA copying must be performed after 3:30pm and copies are to be made on the blue PTA paper only.

-This year will require 22 packs of 25 each and 4 packs of 30 each for distribution to classrooms.

-Deliver completed copies to the front office for distribution to classrooms. Under no circumstances should you be delivering copies to classrooms without prior authorization from the front office.

PTA Purchasing Procedures:

-Vouchers - Purchase vouchers are located in the PTA mailbox (hanging file folders located in the front office on the counter to the right). Please complete a purchase voucher each time you need to be reimbursed. **NOTE: Attach original receipts to the voucher for reimbursement.** Per federal guidelines, reimbursements will only be made with original receipts not photocopies.

-Tax exempt vouchers can be obtained by contacting the treasurer. Take a tax exempt form with you whenever you are shopping for PTA items. As the PTA is a tax exempt organization, we cannot reimburse for any sales tax paid.

-Cash - Please do not mail cash or leave it in the mailbox at school. All cash must be personally handed to an officer and counted together. This is for the safety of everyone.

-For check requests, please contact the treasurer. (Kim Nemeth: kknemeth@gmail.com)

Questions related to these guidelines, or other PTA business should be directed to the PTA officers listed below:

Co-President, Laura Haley laura.haley@squiggout.com 383-8727(h), 813-6654(c)

Co-President, Dana Gould dana1971@nycap.rr.com 280-3134(h), 505-4786(c)

Vice President, Kelly Saposnick ksap@nycap.rr.com 383-4612

Treasurer, Kim Nemeth kknemeth@gmail.com, 371-7428

Secretary, Liz DWyer edwyer@nycap.rr.com, 373-9866