



PARENT HANDBOOK

We are excited about the upcoming 2018-2019 school year and invite you to join the John Shield's PTO to help make this a great year for you and your child! Please be sure to read the handbook all the way through because we have changed a few things since last year and have added some useful event date information.

The Kaneland John Shields Parent Teacher Organization (KSS-PTO) is a non-profit organization dedicated to enriching the educational experience of all Kaneland John Shields Elementary Students by providing fun, educational programs and activities during the school year. All teachers and administrators at the school, as well as all parents and guardians of John Shields students, comprise our voting membership.

The PTO meets the second Wednesday of every month at 6:30 in the teacher's lounge located just down the hall from the main office. Join us any time to become a greater part of your child's education at John Shields.

2018-2019 John Shield's PTO Meeting Dates

September 12th

December 12th

March 13th

October 10th

January 9th

April 10th

November 14th

February 13th

May 8th

2018-2019 John Shield's PTO Committees

Much of the work of the PTO is broken down into committees to help plan the events and allow more people to be involved. The following is a brief description of our current committees and the contact information of that committee chair:

Committee Name and Description	Committee Chair and Contact Information
<i>Academic Committees (Vice President, OPEN)</i>	
Back To School: Helps to promote back-to-school supply boxes at Kindergarten registration and other school events.	Heather Sharp kssptosupplies@gmail.com
Fun Lunch: Adds a little fun to our student's lunches, not to mention a day off from making lunch! The committee plans each lunch and helps out (along with many other volunteers) on the day of each Fun Lunch.	Lauren Boryc kssfunlunch@gmail.com
Spirit Week: Plans a week-long celebration of school spirit in the fall and spring.	Heather Sharp kssptospiritweek@gmail.com
Yearbook: Creates the annual yearbook. The committee takes pictures and always needs volunteers to take pictures – as many as possible!	Kim Miklavich & Jalene Werth kssptoyearbook@gmail.com
Beautification: Enhances the school outdoor space.	Rhiannon Diliberto – kssptobeautification@gmail.com
Kaneland Fine Arts Initiative Liaison: Helps promote communication with the Kaneland Fine Arts Initiative	Becky Cormier – kssptokai@gmail.com

Committee Name and Description	Committee Chair and Contact Information
Community Relations (Vice President, Estela Bosque)	
Communications: Helps communicate PTO happenings through Facebook, newsletter and other avenues.	Dana Colley - Kssptocommunications@gmail.com
Website: Maintains PTO website with up-to-date information.	Christie Bradenburg – kssptowebite@gmail.com
School Directory: Provides a phone book-type listing of student’s contact information	Ashley Warfel – kssptodirectory@gmail.com
Outreach Chairs: Helps communicate PTO happenings during a variety of school related events including Orientation & Supply Drop Off Parent-Teacher Conferences Open House Kindergarten Registration	Kristen Vitek & Kendra Letterer- kssptooutreach@gmail.com
Social Committees (Vice President, Amy Cummings)	
Hospitality: Plans and provides breakfasts, lunches, dinners, desserts and refreshments, as well as special amenities during Parent/Teacher Conferences and Teacher Appreciation Week.	Jill Fischer kssptohospitality@gmail.com
Daddy Daughter Dance: Plans a special night for Dads and their daughters including the theme, decorations and actual event.	Julie Eggleston – kssptoddd@gmail.com
Mother Son Outing: Plans a special night for Moms and their sons including the theme, decorations and actual event.	Amy Cummings kssptomsb@gmail.com
Reading Knight Liaison: Plans a fun-filled educational event to bring our school community together.	Shannon Whittington Gsw hitt14@gmail.com
Fall Family Event – Plans a carnival themed family event including games, decorations and food.	Nicole Espinoza – kssptofall@gmail.com

Committee Name and Description	Committee Chair and Contact Information
<i>Social Committees (Vice President, Amy Cummings)</i>	
Talent Show: Organizes, plans and develops entire show including auditions, dress rehearsal, decorating and live show logistics.	OPEN
<i>Fundraising Committees (Vice President, OPEN)</i>	
Fun Run: Plans the Fun Run, promotes the run prior to the event and coordinates the actual run. This is the PTO's largest fundraising event.	Holly Stoddard & Rebecca Calkins - kssptofunrun@gmail.com
Trivia Night: Plans and organizes a fun night for adults only.	Mansoor and Sakina Bajowala – kssptotrivianight@gmail.com
Clothing and Toy Resale: Plans and holds a fall and spring sale offering gently used clothing, toys and baby gear. Proceeds are split between PTO and seller.	Megan Suchomel & Kendra Letterer & Courtney Multhaupt – johnshieldsresale@gmail.com
Family Knights Out: Plans fun-filled dinners at local restaurant approximately once a month to bring our school community together and raise funds for our school.	Ashley Warfel – kssptofamilyknightsout@gmail.com
Spirit Wear: Promotes and sells Kaneland Logo clothing	Kristen Davis - Spiritwear60554@gmail.com
Redemptions: Promotes easy and free fundraising programs. Includes: Box Tops – Jen Farmer	Jen Farmer & Lesley Myers - kssptorewards@gmail.com

2018-2019 Important PTO Dates

PTO Event Dates for 2018/2019

9/6-8/2018	Fall Clothing and Toy Resale
10/4/2018	Fun Run (rain date 10/5)
10/20/2018	Fall Family Event
10/25/2018	Reading Knight
11/16/2018	Trivia Night
2/8/2019	Mother-Son BINGO Night Out
3/2/2019	Daddy Daughter Dance
3/7-9/2019	Spring Clothing and Toy Resale
4/12/2019	Talent Show
4/21/2019	Spring Clean-Up

Fun Lunch Dates for 2018/2019

September 19	December 5 & 19	March 13
October 3 & 17 & 31	January 16 & 30	April 10 & 24
November 14	February 13 & 27	May 8 & Lasts Full Day

Family Knights Out Dates for 2018-2019

8/29/18 – Open Range	1/16/19 – Chick Fil A
9/11/18 – Mcdonald's	2/5/19 – Chipotle
9/26/18 – Portillos	2/22/19 – Paisanos
10/11/18 – Jimmy Johns	3/12/19 – McDonald's
10/22/18 – Panera	4/8/19 – Culvers
11/6/18 – Colonial Cafe	4/23/19 – Open Range
11/28/18 – Portillos	5/8/19 - Portillos
12/13/18 – Open Range	5/22/19 – Colonial

Important PTO Dates Cont.

Spirit Wear Dates for 2018/2019

2018/2019 Wear your Spirit Wear Day

Every Friday!

2018/2019 Spirit Wear Order Deadlines

August 31	September 28
November 16	March 22

Dates are subject to change

2019-2019 PTO Board Members

Co- Presidents:

Lauren Boryc & Estela Bosque –
kssptopresident@gmail.com

VP of Academic Committees: OPEN

VP of Social Committees: Amy Cummings - kssptosocial@gmail.com

VP of Community Relations: Estela Bosque -
kssptocommunications@gmail.com

VP of Fundraising Committees: OPEN

Treasurer: Rebecca Calkins – kssptotreasurer@gmail.com

Secretary: Nicole Espinoza – kssptosecretary@gmail.com

Please remember to join us for any and all PTO meetings the second Wednesday of every month at 6:30 in the John Shields Teachers' lounge.

We're looking forward to a GREAT new year and we can't do it without you!

Get Connected with



KANELAND

John Shields Elementary School



Find us on
Facebook

- To stay up-to-date on all Kaneland John Shields Elementary School PTO events and happenings, find us on **Facebook**
- Search for "Kaneland John Shields PTO," and click on the words "Join Group" on the top right portion of your screen.



NEWSLETTER

& Email
Communication
List

- To begin receiving the John Shields Elementary School PTO newsletter & e-mail communications to help keep you informed about various PTO events & happenings, send your information to **KSSPTOCommunications@gmail.com**.
- Include the following: your name & email address.

- The PTO is often looking for volunteers to help make their events run smoothly and efficiently. If you are interested in volunteering your time, please email **lboryc@hotmail.com**. Be sure to include your name, email, phone number and any events or areas that you are interested in helping out with.

