

# Digno de Nota

Spanish Immersion Program - Maxwell

August 18, 2008

## **Our Weekly Newsletter**

The Digno de Nota is the PTA's weekly newsletter. It contains short articles from various PTA officers and school staff to keep the parents informed and involved here at Maxwell. This first issue is multiple pages but typically it is 1 page front and back including a 2 week calendar on the back to keep you up to date with any meetings or events. If anyone has an article or event to be included it must be emailed to Amy Hall at amybhall@windstream.net by 6pm Friday for inclusion in the next Monday's newsletter.

## **Communication Folder System**

Welcome to all the new Maxwell families and welcome back to all of our returning families. Here at Maxwell we have created a communication folder system to provide each family with important information about school and PTA events. Beginning next Monday, each family will receive a plastic folder that comes home with the youngest child in the family at the beginning of each week. Please remove all contents from the folder, fill out and replace any forms it might contain, and return the folder in your youngest child's backpack. The PTA provides one folder per family if you lose your folder you may buy a replacement. If you forget to return your folder any information for that week will be stapled and sent home with a reminder notice to return your folder. If you do not receive your communication folder on Monday afternoon first ask your child. In the upper grades most teachers expect the students to be responsible for putting their own folders in their backpacks. Any information for any PTA officer or program chairperson or box tops and Campbell's labels can be sent back in the communication folder. Any communication with your child's teacher or the office should be sent directly to them. The communication folders are only emptied once a week. It takes multiple volunteers each week to prepare and distribute the folders. A detailed description of the process and how parents can help is attached to this newsletter. If you have any questions contact me at amybhall@windstream.com. Amy Hall, VP of Communications

## **WELCOME to Maxwell**

We are so excited about the new school year at Maxwell. It is going to be a wonderful year and the PTA has been working over the summer to get things organized. The PTA needs YOU! I have always loved Maxwell but I remember when my son first entered kindergarten back in 2001, I had no idea how to get involved with the PTA. When he was in 1st grade, I had a parent call me asking me to be a homeroom parent in 2002 and I have never looked back! I have been very involved in PTA and have enjoyed the friendships I have established with parents, children, and staff. It really is very rewarding. We want everyone to feel welcome and the PTA has a variety of opportunities for all parents and guardians. Soon you will be receiving information about all the upcoming PTA events, how you can be active in the school, how you can make a difference, and what opportunities are available to fit all schedules. We are sending out a PTA volunteer form soon so please fill it out and let us know what you would like to do. Also, we will send out request for specific needs throughout the year by email, Maxwell PTA Yahoo group, or in the communication folder.

Please know that the doors of Maxwell are always "open" and we want to welcome everyone. Please feel free to contact me if you have any questions or just want to volunteer for SOMETHING! We hope to have the PTA agenda posted on the website before the meetings and we want everyone to feel welcome to come to the meetings. Your input really does matter! We plan to have a suggestion "box" out very soon so that you may put your suggestions or comments in them. We will address the questions in the weekly Digno, PTA meetings, or in the communication folders.

Our PTA meetings will be on the first Tuesday of each month at 6:00. Typically they last about 1- 1 1/2 hours and we will have a hot topic discussion as the last agenda item. We will use the suggestion envelope questions or comments to start the hot topics. Principal Heather Bell will be able to address these topics as time permits. Please plan to attend the PTA meetings and see what wonderful things our school is doing and things that we are improving upon! We only have eight meetings a year!!!!

If you have questions or concerns, you may ask to discuss it at a PTA meeting or at the SBDM meeting but it will need to be on the agenda. All these meetings are open to the entire Maxwell family and we encourage you to come. We are planning on offering child care for the SBDM meetings if needed. SBDM is our school's Site Based Decision Making council. Dates and times for all SBDM meetings will be posted on the school website. Information about SBDM committees on a variety of topics was sent home in the SBDM brochure with each child on 08/15/2008 in the backpacks. We really want parents and guardians to join a committee and MAKE A DIFFERENCE.

Please mark your calendars with the following PTA meeting dates and we do offer free child care.

September 2

October 7

November 11\*

January 6

February 3

March 3

April 14

May 5

You may reach me by email at

t.margolies@insightbb.com, (H) 272-9650, and (c) 421-1140.

Sincerely,

Tammy Margolies

Maxwell Elementary PTA President

### **SBDM Update**

-Minutes from the June 3, 2008 SBDM Council meeting are available at [http://www.maxwell.fcps.net/sbdm/08-09/minutes/Minutes\\_2008-06-03.pdf](http://www.maxwell.fcps.net/sbdm/08-09/minutes/Minutes_2008-06-03.pdf)

-SPECIAL CALLED MEETING: SCHOOL BASED DECISION MAKING COUNCIL MEETING

The Maxwell Elementary School SBDM will have a special called meeting on Thursday, August 21, 2008 at 4:30 P.M. in the school library. The meeting is to discuss Day 4 Staffing Allocation. \*\*Portions of this meeting may be closed pursuant to KRS 61.810(1)(f) of the Open Meetings Act.

### **Maxwell PTA Yahoo Group**

If you are interested in joining the Maxwell e-mail list, send a message to [allison.soult@gmail.com](mailto:allison.soult@gmail.com). The list is used to post announcements, ask questions, and share information. We've averaged

~20 message per month over the past year.

### **JOIN THE MAXWELL 2008-2009 PTA!**

Angie Funk, PTA Membership Chair

Maxwell PTA's 2008-2009 Membership drive is gearing up! Our goal is 100% membership which means one member per each child or 530 members. This year, if you join by Sept 5, your name will be entered into a drawing for a Lexmark Z645 Inkjet Printer. Classes reaching 75% membership by Sept. 5 will win a popcorn snack.

Teachers, parents, family members and friends are invited to join. Membership is considered 1 member per child. The cost is \$6/person of which \$2.75 is paid to the KY PTA as dues and \$3.25 is kept and used by the PTA for Maxwell students. Checks or money orders made payable to "Maxwell PTA" are preferred; cash is accepted and a receipt will be sent home along with your membership card. Information regarding signups will come home next week in the communication folders. If you have any questions or want to sign up now, please email ([afunk@netzero.net](mailto:afunk@netzero.net)) or call (263-0619). THANKS!

### **Volunteers**

Welcome to the Maxwell family! There are so many ways to get involved! In accordance with state policies, all volunteers are required to have a background check before volunteering in our schools. Please visit: <https://webapps.fcps.net/volunteer/> to complete the form. You only have to complete the form once every five years. Paper copies will be sent home in your child's communication folder for those of us who do not have computer access.

Looking forward to a great volunteer year!

Jaime Nebbitt

PTA Volunteer Coordinator

### **Lost and Found**

Bins and a rack are located at the rear entrance near the cafeteria. PLEASE label the clothing your child (ren) bring to school especially: coats, jackets, gloves, sweaters, hats, and lunchboxes. Everything that is labeled can be returned to the correct owners. You also can sort through when you are at school. On the last Friday of the month I will remove all the unlabeled clothing and donate it.

Thanks for your help.

Ann McKinley

Hospitality Chair

## **Taste of Maxwell, October 4, Saturday from 2:00 - 5:00**

Taste of Maxwell (sometimes referred to as TOM) is our primary fundraiser. We will have a carnival, sample tasting of great foods from Latin American Countries, silent auction, used book sale, and plenty of FUN!!!! Please mark your calendar and plan to attend. You will be receiving information about volunteering for the event. We are in need of a person or people who would like to serve as the Chairman for the silent auction and we need committee members.

If you have a business or know of a business that would be willing to donate an item, please contact Ann McKinley at [jamck5@insightbb.com](mailto:jamck5@insightbb.com) or Tammy Margolies at [t.margolies@insightbb.com](mailto:t.margolies@insightbb.com) or 272-9650.

Jaime Nebbitt - Taste of Maxwell Chairman  
Stephanie Hamilton - Taste of Maxwell Co-Chair  
Tanya Mooney - Food Chairman  
Amy B. Hall - Carnival Chair  
Used Books - Heather Bell  
Silent auction - Tammy Margolies and Ann McKinley

## **Happy Birthday!**

We love to help you recognize your child(ren)'s birthday(s) here at Maxwell. If you choose to include friends at school there are a few suggestions/guidelines to remember.

#1. If you are going to bring a treat to share, contact the teacher so s/he is prepared. S/he will be able to tell you the best time to serve the treat. Also, there may be two or more children that have the same birthdate and the snacks may need to be coordinated.

#2. When selecting a snack please refer to the guidelines on the sheet presented at open house. Food allergies are serious business. (Take it from a mom who deals with this every day.) For this reason snacks need to come prepackaged from a store or bakery with the ingredients label on the package. This is district policy.

#3. Please mail either via email or post office any party invitations unless you are inviting the entire class. This puts teachers in a very awkward position trying to explain why Billy didn't invite Sammy. As a mom I've dealt with heartbroken children and as a teacher I've had to deal with heartbroken students. I can promise that a school directory will be coming soon.

Ann McKinley PTA Hospitality Chair

## **Visiting and Volunteering**

The district requires everyone entering the building to sign in (our sign in notebook is located outside the office window in the lobby) and wear a volunteer sticker AT ALL TIMES. This helps ensure the safety of our children. The policy is not a MAXWELL policy but a district one. When you volunteer, please put the amount of time in the notebook because we do send a report of volunteer hours to the district at the end of the year. Volunteer hours can be anytime you spend doing anything for Maxwell!

## **Live Homework Help**

Just wanted to pass along that Live Homework Help will now provide tutoring in grades K-3 in both English and Spanish. Live Homework Help is available through the Lexington Public Library website or at their branches.

## **Communication Folder Labeling**

To get the communication folders ready to go home next Monday I am looking for help labeling the folders and file boxes. We will be meeting in the PTA room in the gym next to MR. Davis' office at noon on Thursday August 21<sup>st</sup>. If you are available to help email me at [amybhall@windstream.net](mailto:amybhall@windstream.net) or just stop by. The first folder stuffing will take place on Monday August 25<sup>th</sup>. We begin at 7:45AM in the PTA room. We could use 3-5 volunteers. With 4 volunteers it usually takes between 1 and 2 hours. Help for 15 minutes or the whole time all help is appreciated.

Amy Hall, VP of Communications

# Upcoming Events

Aug. 18	Mon		
Aug. 19	Tue		
Aug. 20	Wed		
Aug. 21	Thu	12:00PM Folder Labeling 4:30PM Special Called SBDM Meeting	In PTA Room In the library
Aug. 22	Fri	No School	
Aug. 23	Sat		
Aug. 24	Sun		
Aug. 25	Mon	7:45AM Folder Stuffing	In PTA Room
Aug. 26	Tue		
Aug. 27	Wed		
Aug. 28	Thu		
Aug. 29	Fri		
Aug. 30	Sat		
Aug. 31	Sun		