

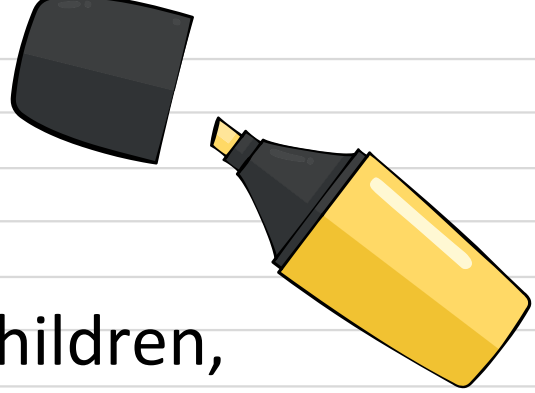
The image shows a stylized notebook cover with a light blue background. In the center is a white rectangular area with a black border and rounded corners. Inside this area, the text 'PTA' is written in large, bold, blue letters, followed by a horizontal line. Below the line, the word 'NOTEBOOK' is written in even larger, bold, blue letters, also followed by a horizontal line. At the bottom of the white area, the text 'WELCOME to the 2024-2025 School Year' is written in black, with 'WELCOME' in bold and the rest in a regular font. The background features several decorative elements: an orange pencil eraser in the top left, a blue pen in the bottom right, and a yellow envelope in the bottom left. A white sheet of lined paper is partially visible in the top right corner.

PTA

NOTEBOOK

WELCOME to the 2024-2025 School Year

The Mission of the PTA

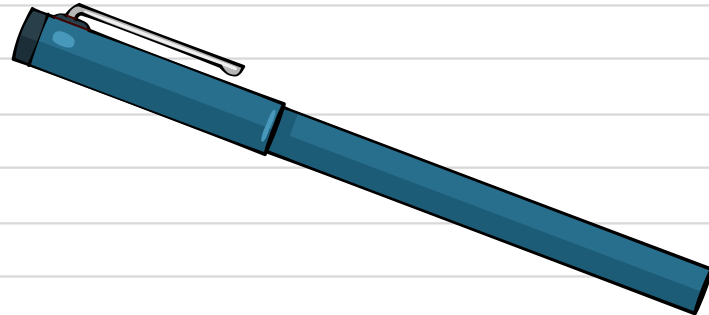
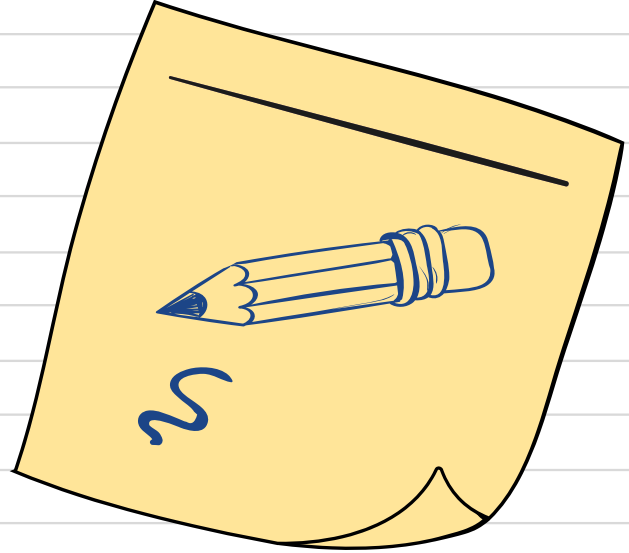



PTA is the premier legacy association for children, families, and education. PTA is invested in the whole child and advocates on their behalf. Florida PTA reaches millions of parents and families through members, coalitions and partnerships and has a history of landmark advocacy. PTA focuses on social and educational programs that inspire an importance on family engagement in all schools and communities.

WHOA!




PTA is part of the fabric of the United States' public-education system and a trusted partner to millions of parents, families, educators and community members, as it advocates for education, health and well-being of all children. PTA has been instrumental in establishing programs and services to improve children's lives.





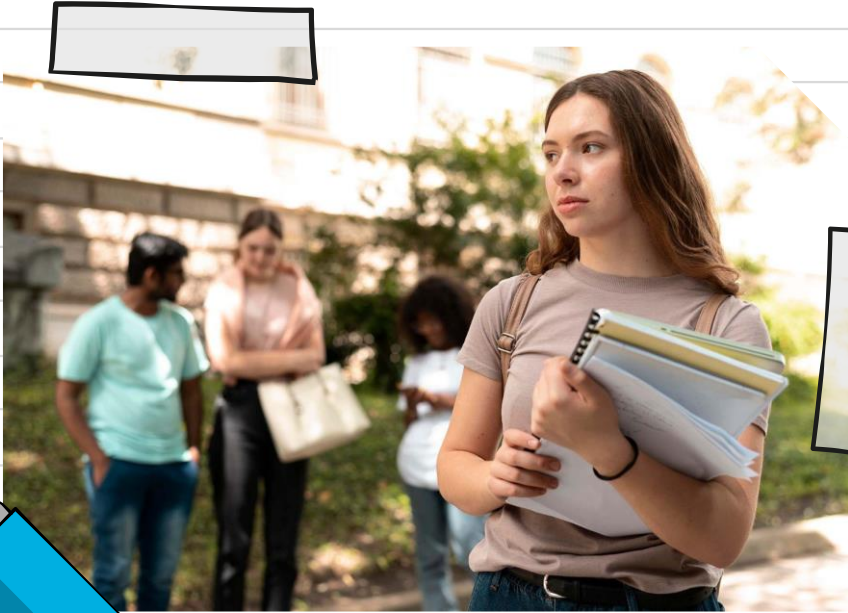
Together we will continue to be powerful voice for all children; relevant resource for parents; and strong advocate for public education. With more than 275,000 members throughout Florida, we're carrying our founders' vision – and our children's lives — into the future.



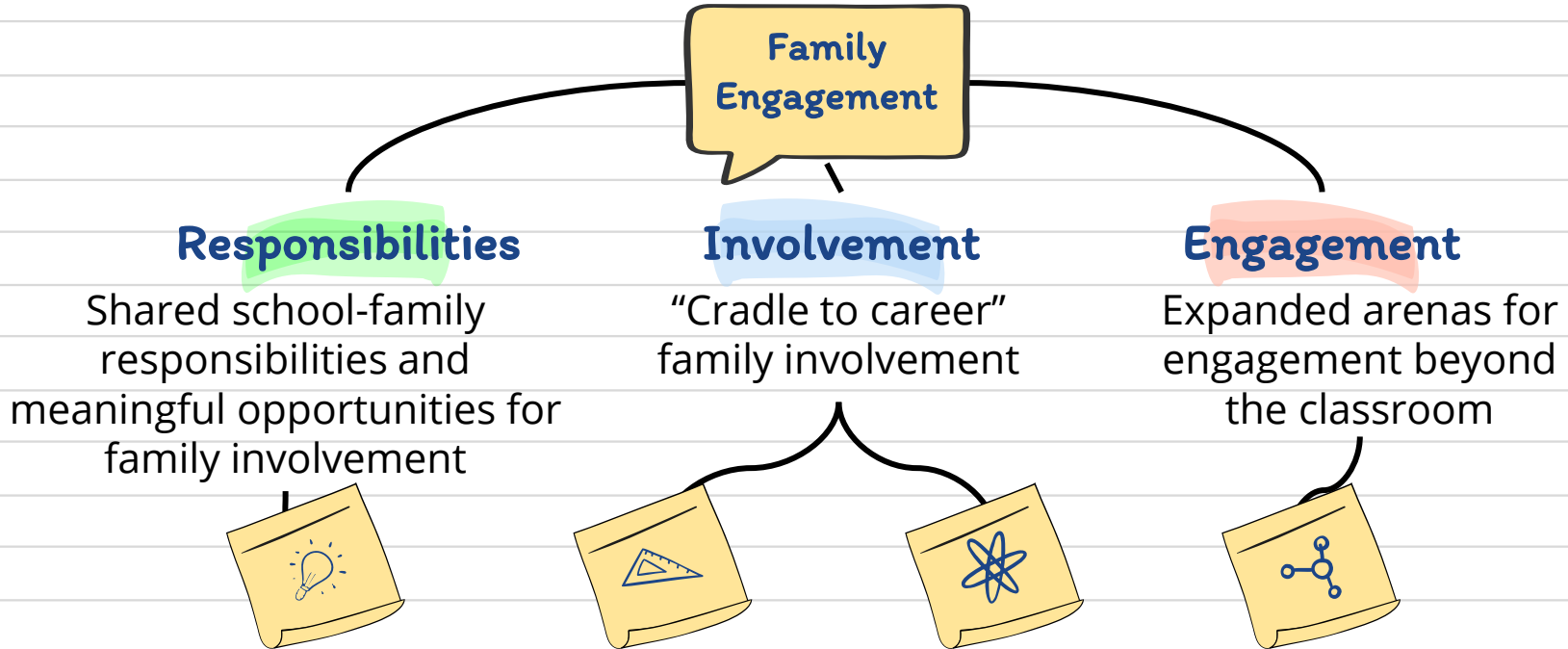
Promote Meaningful Family Engagement

Research

Research shows that there are good reasons to develop Family Engagement. Across income and background differences, students whose families are engaged are more successful. Parental engagement also has been shown to be an essential ingredient in improving schools in urban, low-income areas.

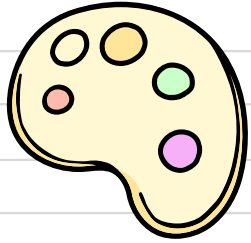


There are three critical aspects of Family Engagement:



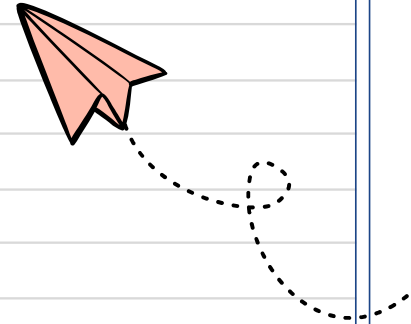
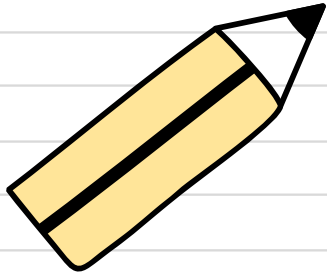
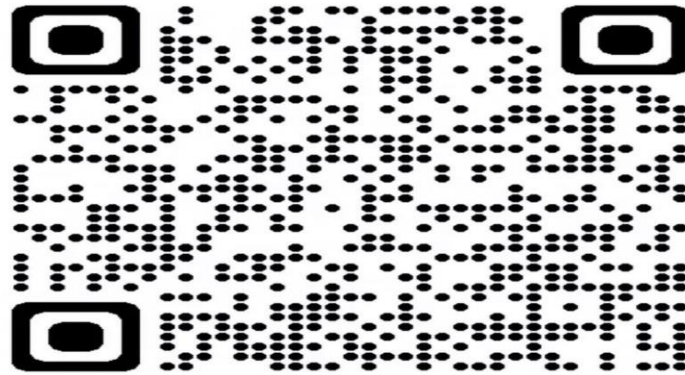


**PLEASE
JOIN
OUR
SMS PTA**



WHOA!

**JOIN the
Shenandoah Middle
PTA Today!**



Follow us on Instagram: [@shenandoah_chiefs_ptsa](https://www.instagram.com/shenandoah_chiefs_ptsa)





UNIFORM POLICY

PANTS

**KHAKI OR
BLACK PANTS**



*Pants should be Chino style.
NO shorts, leggings, tights,
jeans, nor sweatpants.*

BOOKBAGS



We highly recommend that students have a clear bookbag or clear bag (purse) starting this school year. Pictures above are just examples of what can be purchased.

POLOS

**GRAY, BLACK OR
PURPLE POLO SHIRT**



SHOES

CLOSED SHOES
(Most students wear sneakers or flats)



*Please note:
These are just examples of what students wear. We do not endorse any brand. Also, if students have physical education, they should wear appropriate shoes for outside activities. NO sandals, Crocs (or similar style) nor slides.*

SWEATER

Black, gray, purple or white sweatshirt, zip up jacket, or and/ or school sweater. NO other types of colors or sweaters/hoodies allowed.



HAVE QUESTIONS?

Please visit our school website for our Uniform Policy for more information on what students are allowed to wear and not allowed to wear.

Buying Uniforms?



*You can visit:
Ibiley Uniforms
2924 W Flagler Street
Miami, FL 33135
OR
visit another retailer that provides similar items. Ibiley also embroiders shirts.*



SCHOOL SUPPLY LIST

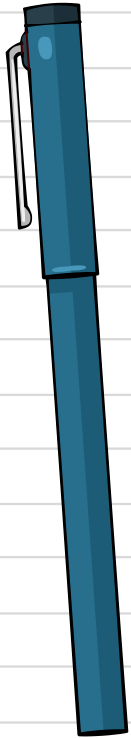
1/2

Here is a SUGGESTED school supply list
for the 24-25 School Year

- Folders (at least 3 - plastic with pockets)
 - Pencils
 - Pens (black, blue, and red)
 - Highlighters (one set)
 - Paper (lined and copy)
 - Earbuds (*important*)
 - Colored pencils and markers
 - Glue sticks
 - Erasers
 - Ruler
 - Scissors (no sharp tips)
 - Pencil pouch
- 
- 

Please note that individual teachers may ask for additional materials and supplies. Some classes also require a fee.

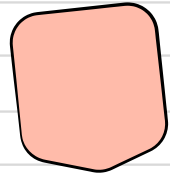




Introduction

Meet your 2023-2024 SMS PTA Board

01





YOUR PTA Board



Dr. Ana Flores
PTA Faculty Rep



Dori Guerra
PTA President



Arriete Gelany
PTA Recording Secretary



Daylin Molina
PTA Vice-President



Lynette Galleno
PTA Parent Volunteer Rep



Robert Monteagudo
PTA Treasurer



Marina Midence
PTA Corresponding Secretary



Responsibilities of Board Members:

President:

Read and become familiar with the FPTA Kit of Materials, PTA Purposes, the National PTA President's Quick Reference Guide, Robert's Rules of Order, Newly Revised, and your local unit bylaws. Discuss these at an early executive committee meeting.

Select committee chairs early, according to the bylaws.

- a. Have as many as possible attend Leadership Convention and county council workshops.
- b. Ask committee chairs to prepare plans of work to be submitted at an early executive meeting in the fall.
- c. Distribute materials from the Kit of Materials to officers and committee chairs.

$$a^2 + b^2 = c^2$$

Meet with the principal to discuss the school/PTA plans for the year and to keep the PTA apprised of school activities throughout the year. Have another elected officer attend with you.

Meet with your officers and other members of your board.

Review if your PTA has Policies & Procedures and/or Standing Rules. Each year the board should review these documents and make any necessary adjustments. These documents are approved and governed by the board and set out the operations of the board.

Hold a combined executive committee meeting with retiring and incoming officers and committee chairs.

This is also known as a turnover meeting.

Responsibilities of Board Members:

Vice-President:

As first vice president you will:

1. Assume the duties of the president in case of absence and perform other duties as assigned and as prescribed in the bylaws of your local unit.
2. Study the bylaws, the National PTA President's Quick Reference Guide, and Robert's Rules of Order, Newly Revised, in order to be familiar with parliamentary procedure and to be an able successor to the president should the need arise.

$$a^2 + b^2 = c^2$$

3. Be sure that your PTA is represented in all meetings, conferences, discussion groups and related activities. If the president is not able to attend, then the vice president should.

4. Refer to yourself as "the chair" when presiding at meetings.

Responsibilities of Board Members:

Recording Secretary:

1. Assist the president in preparing an agenda.
2. Record and retain minutes of meetings. Keep them brief and to the point.
3. Do not record opinion and discussion.
4. Act as custodian of PTA records. Keep a permanent file of all minutes, agendas, reports, the charter and an approved copy of the local unit bylaws.

$$a^2 + b^2 = c^2$$

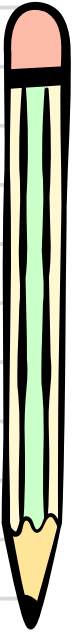
5. Carry reference material to each meeting. You never know when you're going to need: file of minutes, local bylaws, local budget, executive board list, council handbook, council and local newsletters, Florida PTA e-Newsletter, and National PTA President's Quick Reference Guide.
6. Furnish delegates with credentials when necessary.
7. Make sure officers are updated, if any changes are made, to Florida PTA via the online submission form.
8. Notify county council of names of council delegates. Keep this list up-to-date.
9. Maintain a procedure book.

Responsibilities of Board Members:

Corresponding Secretary:

1. Conduct the correspondence of the PTA as requested.
2. Keep file of all correspondence.
3. Carry copies of recent correspondence to meetings.
4. Executive committee members of meetings.

$$a^2 + b^2 = c^2$$



Responsibilities of Board Members:

$$a^2 + b^2 = c^2$$

Treasurer:

Review and print for your Treasurer's Procedure Book, Section 3, Treasurer's Guide, Dollar\$ and \$en\$e of the Florida PTA Kit of Materials. The Kit of Materials is emailed to Treasurer, Secretary, and Treasurer after the New & Returning Officers Information is received by the Florida PTA Office. This is your go-to Guide along with National PTA resources such as the National PTA Finance Quick Reference Guide.

Receive and disburse all monies prescribed in the local bylaws or as authorized by action of the association and keep a proper and accurate account of all transactions. Make all entries in the Treasurer's records in ink, and back up computer files monthly.

3. Submit membership dues to the Florida PTA Office MONTHLY when memberships are sold. Founders Day gifts, donation check, are accepted at any time. The state office forwards half the amount received (for Founders Day) to the National PTA.

4. Be familiar with all references to dues and finance in the local and state bylaws, Florida PTA Dollar\$ and \$en\$e and the National PTAs Finance Quick Reference Guide.

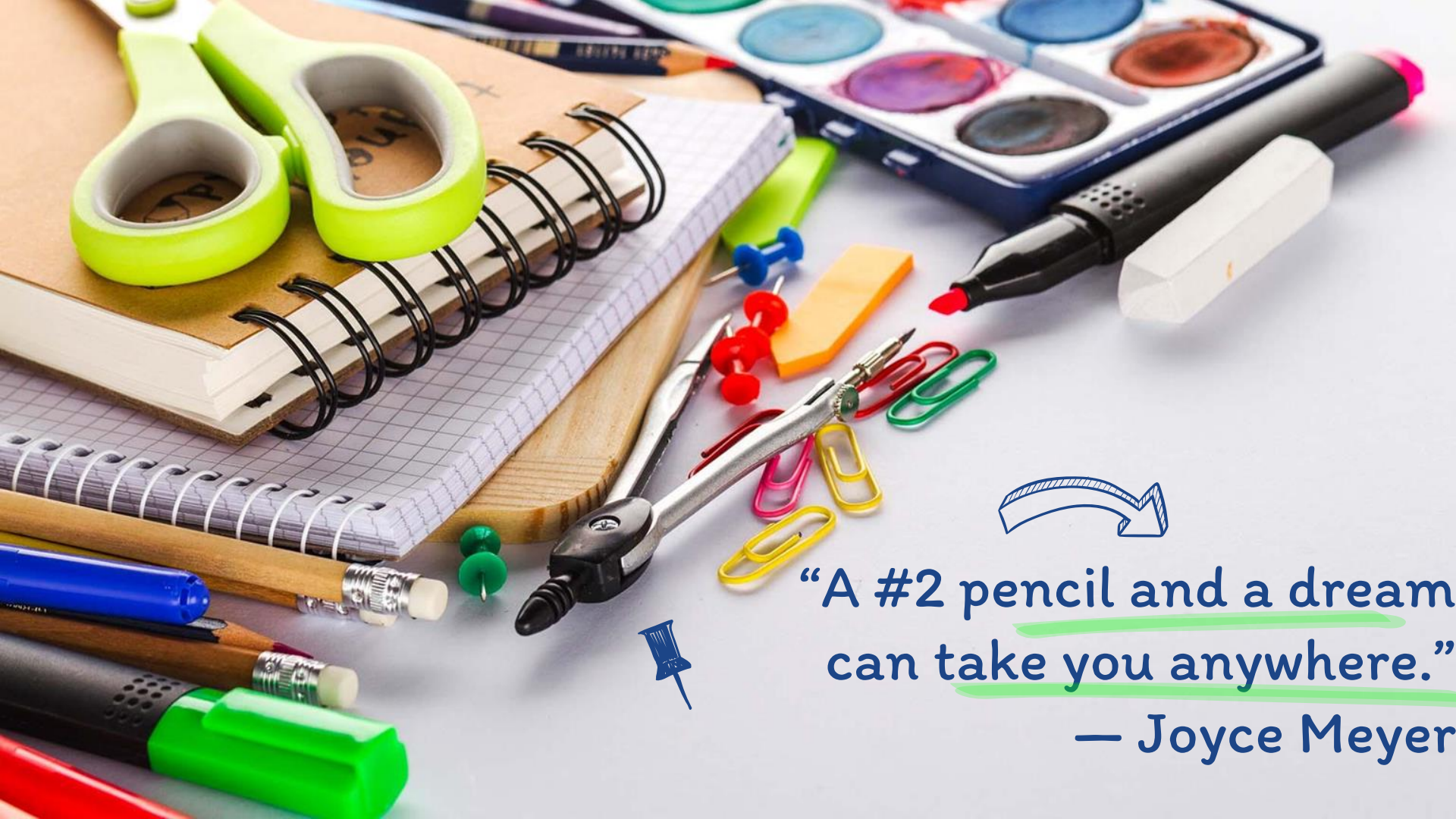
6. Prepare a budget with the committee (subject to local bylaws), present to executive board for consideration and to the general membership for approval / adoption at the first general meeting of the year.

7. Receive and deposit all money in the name of the association in a bank approved by the board and reported to the general membership. Use method of signing checks (two signatures required) as prescribed in bylaws and as on record with bank. Make and keep a duplicate copy of deposits.

8. Count money with person presenting it and issue receipt immediately for all funds received.



**Be on the lookout for our
next PTA General meeting
on September 25th**



“A #2 pencil and a dream
can take you anywhere.”

— Joyce Meyer

