



Ellsworth Elementary PTO

Policies and Procedures For Staff

2024-2025

Welcome to another exciting year full of optimism and success! Your PTO will strive to provide the extra support that our school needs while helping to strengthen the sense of community between students, families and staff.

To clear misconceptions and to make requesting PTO assistance a more stream-lined process, we've created this packet. Please feel free to contact us outside normal school hours if you have any questions or concerns.

Our Board and Extended Members are:

President

Lynne Snyder

ellsworthptolempto@gmail.com

Vice President

Kim Boren

vpellsworthpto@gmail.com

Secretary

Shawna Knox

secellsworthpto@gmail.com

Treasurer

Robin Fate

treasellsworthpto@gmail.com

Fundraising Chair

Kelly Davis

fundraisingellsworthpto@gmail.com

Communications Liaison

Jaci Douglas

commellsworthpto@gmail.com

Social Committee Liaison

Jenny McGuire

soccommellsworthpto@gmail.com

Social Media

Meghan Olson

mediaellsworthpto@gmail.com

General Information

Meetings

- General Monthly Meetings are usually held on the last Thursday of each month at 4:30 in the school's library. Every attempt is made to keep these meetings to approximately 45 minutes to 1 hour for the general meeting, then the board and committee members may move into executive planning.
- We ask that each grade level and specialized sections of the school have a representative at each meeting and be responsible for sharing information discussed back with their team. (We ask that this includes Title 1, ELL, Resource (SPED), Specials and all Paraprofessionals as a group.)
- In order to drive parent participation, we implore each grade-level representative personally invite a parent from their classroom to attend the monthly meeting.
- Event Committee Meetings are held with the PTO board and all others interested as the occasion calls for.
- Emergency Board Meetings are only held as needed to approve last minute event planning and funding. Please be sure to give enough time for approvals at the general meetings to avoid an emergency meeting. If the need for an emergency Board meeting arises, there must be at least 48 hours' notice to accommodate scheduling.
- If you are requesting funds and a vote is put on the agenda, you must be present at that meeting to present your request. If you are not able to attend, voting on your project will be postponed to the next general meeting.
- Please help us be more visible to our parents...Like our Facebook and Instagram Page:
 - **"Ellsworth Eagles PTO"**

Fundraising and School Events

- The types of fundraising that we do are:
 - Take home catalog sale Fall
 - Spirit Nights (Local restaurants and other venues give a percentage back to us in exchange for bringing customers to them.)
 - "Fun Friday" Food Sales during afternoon recess on the first Friday each month (Pickles, Otter pops, slushies, hot cocoa, popcorn)
 - Holiday Shop where students go and shop with low cost items in our store for their families
 - Water bottle sales
 - Color Run Spring
 - Smencils
 - Other Events hosted by PTO *these are not considered fundraisers
- Dances and Other Events
 - Fall Dance in September staff volunteers are always encouraged to sign up. We conduct a drawing with all the volunteers for the event for two gift cards of \$25 each to the winner's gift card of choice
 - Spring Dance in April staff volunteers are always encouraged to sign up. We conduct a drawing with all the volunteers for the event for two gift cards of \$25 each to the winner's gift card of choice

- Family Paver Painting Event a lost cost family event to create pavers for the playground to help promote school spirit and beautify the campus *see flyers for more information. There is an opportunity for each class to create one representing their class for this school year. Email with information is being sent
- Family Christmas Craft event opportunities for parents to have an inexpensive night to do crafts with their family
- Donuts with Grownups where families can come with their students to enjoy a free donut, coffee or juice before school once a year
- Paint with Bob Ross in the Spring and event for families to create a canvas of their own inspiration or chose from pre drawn canvases to paint

○ **Financial Assistance Teachers and Paraprofessionals Only**

PTO will reimburse up to \$50 on any classroom spending that enhances the education of their students. This includes Title 1, ELL, Resource (SPED) and Specials teachers. This must be directly for the student's education (such as TpT units, books for the class library, an online reading learning program subscription, etc.)

Long-term substitutes (at least a quarter of the school year spent in the same classroom) may also use the \$50 reimbursement, provided that the items purchased stay in the classroom or are used entirely before the substitute leaves the position.

The requesting teacher must fill out a (Teacher & Paraprofessional Yearly Stipend Request Form) and attach a photocopy of the receipts (not originals as they fade).

The requesting paraprofessional will need to have their assigned classroom teacher concur that these items are needed for the classroom, this is a change in the 2024-2025 school year.

Completed reimbursement forms MUST be placed back inside the PTO binder front pocket, or they run the risk of being lost. Please do not place forms in a mailbox. Forms can also be scanned and emailed to ellsworthempty@gmail.com preferred method.

○ **Financial Assistance for Special Request Procedure**

Requests that fall outside of the classroom reimbursement provision may be submitted at a board meeting on the Special Request Form. PTO will have up to 30 days to approve the request if it happens outside of a board meeting.

Special Requests must be voted on at the next general monthly meeting. Approval must be obtained before purchase. Please fill in all necessary information.

If denied, the same request can be resubmitted with more favorable terms.

PTO may make a amended request to be able to fulfill as many requests as funds allow.

If the requestor is unable to attend the meeting or sends someone in their place the request may be tabled until they are able to attend.

◦ Hospitality

PTO would like to thank our amazing faculty for the extra mile they go for all our students. We provide lunch and snacks on specific days.

- Parent Teacher Conference Lunches
- Teacher Appreciation Week Events
- End of Year Luncheon Celebration
- Coffee and Creamer in the staff lounge
- Christmas activities
- Quarterly Birthday Celebrations for Staff Birthday's with cake in the staff lounge
 - July, August and September will be held September 26th
 - October, November, December will be held December 16th
 - January, February, March will held March 24th
 - April, May, June will be held May 21st
- To accurately gift supplies to your classrooms and to select the most popular food options, please be sure to fill out the staff questionnaire placed in your mailbox at the beginning of the year. (We use them to convey your preferences to the students during teacher appreciation week as well.)
 - This is the favorite things form that the administrative assistant is collecting.
 - If you have **ANY** dietary restrictions or observances, **PLEASE** note that on your questionnaire. (ie: Gluten-free, Vegetarian/Vegan...etc) We want to provide a meal to all our staff but need to know ahead of events to plan accordingly to the best of our ability.

This packet will be continually added to as needed.
Staff will be notified of changes and new packets will be distributed as warranted.
Revised 08/05/2024 LMS