

Gales Ferry School and Juliet W. Long School Parent Teacher Organization



Staff Handbook 2009-2010

What's Inside

- 2009-2010 PTO Officer Contact Info
- PTO Meeting
- Calendar of Events
- 2009-2010 Event Chairs
- PTO Classroom Contributions
- Popcorn Machine
- PTO Newsletter Submission
- Teacher Wish List
- Reimbursement Form

PTO MISSION STATEMENT

“The purpose of this organization shall be to promote the welfare of the children, to develop more understanding between parents, guardians, and teachers, and to cooperate and focus all work in the interest of the children and schools.”



2009-2010 PTO Officer Contact Info

gfsjwlpto@yahoo.com

President

Barbara Leandri 464-1919 leandri@comcast.net

Vice-President

Rebekah Maranzano 464-2114 rjmaranzano@yahoo.com

Secretary

Vita Congdon 464-2348 tori5999@aol.com

Treasurer

Maureen Brawner 464-6470 Maureen_brawner@comcast.com

Please feel free to contact us with any questions, comments or suggestions you may have. We are very accessible by phone or email.

We would like to invite you to attend any (or all) of our PTO meetings. The topics discussed and votes taken at these meetings have an effect on what the PTO provides to all of you.

PTO Meetings

Free Babysitting Provide for Meetings

2009

September 22 nd	Dessert with the PTO
October 8 th	7:00 pm
November 12 th	3:30 pm
December	No Meeting

2010

January 14 th	7:00 pm
February 11 th	3:30 pm
March 11 th	7:00 pm
April 8 th	3:30 pm
May 13 th	7:00 pm
June 10 th	Volunteer Appreciation Night

Calendar of Events

(not all dates have been set at this time)

2009	2010
<p>SEPTEMBER</p> <ul style="list-style-type: none"> - Fall Fundraiser starts/ends - PTO Membership Drive Starts - 22nd - Dessert with PTO <p>OCTOBER</p> <ul style="list-style-type: none"> - Pie Fundraiser starts/ends - 5th – 9th - Fall Book Fair - Harvest Fest <p>NOVEMBER</p> <ul style="list-style-type: none"> 6th Art Night 20th Mistletoe Market 20th Pie Pick-up <p>DECEMBER</p> <ul style="list-style-type: none"> 4th Movie Night 9th Teacher Holiday Luncheon 	<p>JANUARY</p> <ul style="list-style-type: none"> - Roller-skating <p>FEBRUARY</p> <ul style="list-style-type: none"> 5th Movie Night <p>MARCH</p> <ul style="list-style-type: none"> 19th Basket Raffle <p>APRIL</p> <ul style="list-style-type: none"> 9th Spring Fling <p>MAY</p> <ul style="list-style-type: none"> 15th Carnival - Teacher Appreciation Week <p>JUNE</p> <ul style="list-style-type: none"> 4th Roller-skating - Field Day – JWL - Field Day – GFS - Bus Driver Appreciation

2009-2010

Program	Chairperson
6th Grade T-Shirt	Lorraine Sheltry
After School Enrichment	Rebekah Maranzano
Art Night	Karen Moorehead
Basket Raffle	Tracy Lee
Box Tops	Marci Pilsbury
Bus Driver Appreciation Wk	LuAnn Perkins
Chili Cook-off	Melissa Thaxton
Copying for Teachers	Sarah Desormier
DARE Graduation	Lynette Wallace
Fall Book Fair	Maureen Brawner Vita Congdon
Fall Fundraiser	Lisa Chesnut
Field Day – GFS	Robin Loy
Field Day - JWL	Jen McCracken Melanie Grim
Gift Cards	Alisha Paul
Harvest Fest	Tracy Lee
Ice Cream GFS	Hilary Geoly
Ice Cream JWL	Mary Strelevitz
Ice Cream Social	Mary Pietrowski
Membership	Deb Schaufler
Mistletoe Market	Vendors Frosty
	Heather McCoy Sue Miglioizzi
Movie Night	Loretta Kent
Reading Incentive	Dianne Correia Deb Schaufler
Roller Skating	Shaun Farqhaur
Room Parent Coordinator	Dianne Correia
Science Fair	Hilary Geoly
Spirit Sale	Deanne Archer Angie Holland
Spring Bok Fair	Kathy Obey
Spring Fling	Vita Congdon Maureen Brawner

PTO Classroom Contributions

There is a copy of the reimbursement form on the back page of handbook, as well as the website.

Completed forms can be left in PTO mailbox.

\$60 Classroom Money

The PTO gives each teacher \$60 per year. This money may be used to purchase anything the teacher chooses for their classroom. This applies to classroom and special education teachers.

Some examples of past purchases are: Pizza and Ice Cream Parties, Videos, Holiday Decorations, T-shirts, Magazine subscription, Classroom supplies, etc.

Receipts must be in by Feb. 5th.

Cultural Events

PTO budgeted amount: \$3,500 (\$120.00 per class K-6)

This money must be used in support of your Social Studies curriculum. There are a variety of ways to designate these funds:

- ❖ Teaching Tools: Videos and books, etc.
- ❖ Assemblies: Entire grade or by classroom
- ❖ Extra Field Trip

Field Trip

PTO budgeted amount \$4,700

The PTO distributes this money to the school principal

Popcorn Machine

The PTO has purchase a popcorn machine for school and/or PTO functions.

Past Uses:

Grade Level Functions
Heritage Night
Fundraising

School Wide Functions
Science Fair
Basket Raffle
Field Day
Movie Night

The PTO provides supplies to be used in this machine. We ask that you please let us know if supplies are running low at the close of your function. You are responsible for cleaning the machine after the event. The popcorn machine cannot be used during the 'typical' classroom parties. We have only 1 machine and too many classes to accommodate individual classroom use.

Please send a request to the PTO email, gfsjwlpto@yahoo.com.or in the PTO mailbox. Please include contact name and phone number, event, event date and time, and estimated number in attendance.

THANK YOU!!

PTO Newsletter Submissions

The PTO will generate a monthly newsletter. We welcome any input from the teachers.

Submissions are due the last Monday of each month for publication in the following month's newsletter. Please send the items to gfsjwlppto@yahoo.com.

Articles

We welcome articles relating to school/classroom/grade level functions, activity updates, scheduling notices and activity explanations.

“Needed for Classroom” Information

(A section in the monthly PTO Newsletter)

This section of the Newsletter is designed for the teachers and staff of our school. You can choose for the items you request to be new or slightly used. It is up to you.

These requests can include, but are not limited to:

1. Cards, Board Games, Computer Games
2. Books, Magazines, Crossword Puzzles
3. Toys, Stuffed Animals
4. Craft items for projects (yarn, buttons, etc)
5. Note cards & envelopes for letter writing workshops with pen pals
6. Volunteers to take photographs of a production
7. Volunteers to set up hallway displays of completed projects

The list goes on...it you need it, ask for it. You'd be surprised at the things families have around their homes they would be happy to donate to our schools. Please include items(s) needed and the dates you'll be accepting items.

Staff Wish List

PTO Budgeted Amount: \$3,000.00.

There will be a form on-line to request items. The completed form should be submitted to the PTO.

The PTO Board will look at a variety of factors when considering each request including (but not limited to): how it benefits the students, past Wish List submissions, how much has been spent from the fund thus far in the current year, etc.

Once the item is approved it will then be forward to Principal for final approval.

There are certain criteria that need to be met for 'Staff Wishes':

1. The item(s) must be able to be used from year to year.
2. You must have exhausted all School/Board of Ed/Town budget options.
3. The item must benefit/enhance the student's classroom environment. This could be from a variety of standpoints: educational, comfort, organizational, etc.
4. Once the PTO has approved the request it will be submitted to Principal for approval.

Staff is responsible for purchasing the item once it has been approved and will have to turn in the invoice to PTO for payment.

Any items purchased are for your use within your classroom/ area for the duration of your employment with GFS/JWL School. Upon leaving your position, any item purchased under this program becomes the property of the classroom/grade/school.

Please find Wish List form on the PTO website. Fall submissions must be received by Oct. 30th. Spring submissions must be received by April 30th.

Assemblies

PTO budgeted amount \$3,500. This money is used to sponsor events for the schools, such as Bob Dewire at GFS and Mad Science at JWL.

6th Grade “Graduation” Party

PTO budgeted amount: \$200.00

6th Grade ‘Signature’ T-shirts

PTO budgeted amount: \$300.00

Aerospace Adventures

PTO Budgeted Amount: TBD

Nurse’s Supplies

PTO Budgeted Amount: \$200.00

(\$100.00 per school)

Ice Cream

Ice Cream served – Thursdays (not ½ days)

Ice Cream will cost .50 per item

Children on Milk Assistance Receive from PTO: 1 item per day

End of the Year Class Party

PTO Budgeted Amount: \$625.00

(\$25.00 per class K-5)

DARE Graduation

PTO Budgeted Amount: \$100.00

**If you have any other ways that the
PTO can help you, please let us know.**

GFS/JWL PTO REIMBURSEMENT FORM

For reimbursement of expenses incurred for GFS/JWL PTO, please completely fill out this form, including **attaching appropriate documentation** (copies of receipts, etc.) to the back of this form.

Please photocopy your records prior to submitting to Treasurer. Completed form should be placed in the GFS/JWL PTO box.

Date: _____

Activity/Event: _____

Teacher/Chairperson(s): _____

Receipts: _____

Check payable to: _____

Phone number: _____

E-mail address for notification when check is ready:

Explanation of Expenses:

PTO Treasurer's Use Only. Check date _____ Check #
