



Estabrook PTO

Overview for Teachers & Staff

September 2017

We are looking forward to another wonderful year at Estabrook, where our children have such fun learning with dedicated teachers, caring staff, excellent educational resources and a friendly community of families. The Estabrook PTO's mission is to be an integral part of the Estabrook School experience.

ESTABROOK PTO GOALS INCLUDE:

- Support of innovative teaching methodologies and programs (through the funding of teacher grants and professional development)
- Community-building activities (e.g., Estafest, Pizza Picnic, Run of the Mill)
- Staff appreciation (e.g., teacher luncheons, breakfasts)

The PTO's ability to achieve these goals depends upon parent support. We rely on financial support via membership fees, donations and fundraisers and volunteer hours to organize and support the wide variety of initiatives.

OUR PARTNERSHIP WITH YOU!

The PTO also relies on teacher and staff support for its success. When teachers and staff work closely with the PTO on initiatives like selecting appropriate curriculum enrichment choices and supporting our fundraising and community building activities, the children benefit. As parents question what the PTO does and why should they support the PTO, you could help us by mentioning to parents when there is a special event in your classroom funded by the PTO. That small word will help parents make the connection to how the PTO directly benefits their children in a tangible way.

CLICK, SHOP AND DONATE

We are actively working to add vendor partnerships to increase "click revenue" to the PTO. Here is a list of vendors which you can support and send a portion of your purchase back to the Estabrook PTO. This list and the links to use can be found at estabrookpto.org. Just click on the button "Click, shop, donate". If you happen to find other vendor opportunities which might be a good fit for us, let us know!

- Stop & Shop
- Amazon
- Box Tops (collection box located in the front office)

IN THIS PACKET, YOU WILL FIND...

- Funding and application details of the stipends and grants we offer to Estabrook teachers
- Expense reimbursement form

Help the PTO continue to offer enriching programs and community events for our students by becoming a member. **Go to <https://estabrookpto.org/for-teachers/>**

On behalf of the entire parent community, thank you for all you do every day to support the education of our children. We look forward to another special and memorable year at Estabrook School!

Thank you!

Olga Shaw and Pauline Benninga, *Estabrook PTO 2017–2018 Co-Presidents*
Email us at info@estabrookpto.org or find us at www.estabrookpto.org



Estabrook PTO

Funding Programs for Teachers & Staff

September 2017

This year there are five funding programs available to Estabrook staff:

1. STAFF STIPEND PROGRAM

You will receive reimbursement of purchases for classroom supplies and materials up to the amount specified in your letter.

Please submit your receipts for the items purchased with an expense reimbursement form or itemized list to the PTO Treasurer's folder in the office. **All receipts must be submitted within 60 days of purchase, and no later than June 3, 2018.** You will be reimbursed by check. When possible, please use the PTO's or Estabrook School's tax-exempt number when making purchases. The PTO will be providing you with a card with our PTO tax-exempt number as soon as it's available.

2. NEW TEACHER STIPEND PROGRAM

Each new teacher to Estabrook School receives an additional \$50 stipend for the purchase of classroom supplies and materials to start the school year.

Please submit your receipts for the items purchased with an expense reimbursement form or itemized list to the PTO Treasurer's folder. **All receipts must be submitted within 60 days of purchase, and no later than June 3, 2018.** You will be reimbursed by check. See note above regarding tax-exempt number.

3. GRADE LEVEL GRANT

These grants are intended to enable grade-level teams of teachers to purchase items for a project that falls outside the school budget but enriches the students' classroom experience. Examples include cultural days, math projects, and science enrichment to name a few. To request a grade level grant from the PTO, please fill in the Estabrook PTO Grant Application form and follow the instructions on the form. You can find this form under the 'For Teacher's' section at www.estabrookpto.org.

4. SPECIAL EDUCATION TEAM GRANT

The PTO has allocated money to be used by the special education team, similar to a grade level grant. If you are a special educator and would like to request this grant, please fill in the Estabrook PTO Grant Application form and follow the instructions on the form. You can find this form under the 'For Teacher's' section at www.estabrookpto.org.

5. PROFESSIONAL DEVELOPMENT

The PTO has increased our funding of professional development for this year. All requests must first go through Mrs. Trach prior to submitting for reimbursement from the PTO.

We look forward to another year of successful partnering between the Estabrook PTO and the wonderful team of Estabrook teachers and support staff. Should you have any questions, please feel free to ask Olga or Pauline or email the board directly at info@estabrookpto.org.

Please note that the Grant programs have a finite budget and might get allocated before the end of the school year based on the requests we receive. Get your grant requests in early!

Sincerely,
The Estabrook PTO Board
Olga Shaw and Pauline Benninga, 2017-2018 Co-Presidents

