



FRIENDS OF  
**JAX BEACH ELEMENTARY**  
PARENT TEACHER ORGANIZATION

## PTO Fact Sheet for Faculty

Welcome to 2021-2022 school year from the Friends of Jax Beach Elementary Parent Teacher Organization (FOJBE PTO)! If you haven't joined PTO, please use the link below to register for annual membership (cost is just \$5). Thank you for those that have already renewed!

<https://friends-of-jax-beach-pto-membership.cheddarup.com>

Our goal is to create an inclusive organization that brings together our students, family, faculty and administration through monthly meetings, fun family activities, fundraising, enriching educational goals, and generally making JBE a great school for our kids, teachers, and families! The following info may be useful for you this year:

### PTO Meetings

We LOVE to have teachers attend the monthly PTO meetings whenever possible. If unable to attend, please pass along any issues, input, or questions to the PTO Teacher Representative (Mrs Brothers for SY 21-22) who can share them on your behalf. The meeting dates for this year are: Sept 3<sup>rd</sup>, Oct 1<sup>st</sup>, Nov 5<sup>th</sup>, Dec 3<sup>rd</sup>, Jan 7<sup>th</sup>, Feb 4<sup>th</sup>, Mar 4<sup>th</sup>, Apr 1<sup>st</sup>, and May 6<sup>th</sup>. Meetings are held at school (once allowed) and simultaneously via Zoom, typically at 8:45am but times may rotate monthly to accommodate various schedules.

### PTO Fundraising

PTO has two primary fundraising events each year. STEM September in the fall serves to raise money to fully fund the STEM resource program for all students. The large-scale FUNd Run occurs each spring (Feb/Mar) to raise funds for our following year's programs, and most significantly, school improvement priorities. School improvement purchases are allocated based on a survey for all stakeholders (students, teachers, families, and administration) in the fall, so input from our teacher community on that survey is very valuable in helping decide areas needing funds.

### PTO Programs

We offer 20+ programs/events throughout the school year and each is chaired by a PTO volunteer. The attached document outlines the schedule, list of chairpersons, and executive board for your information or if you have questions, ideas, or want to help.

## Teacher Favorites

Help us take care of you! Please complete the attached Teacher Favorites document and email to [snehaprasad@live.com](mailto:snehaprasad@live.com). We will be sure your Homeroom Parent receives this for sharing and use throughout the year.

## Classroom Teacher Grants

Each school year (August-May), all instructional teachers (includes classroom, ESE teachers, Speech-shared grant, and Interventionists-shared grant, does not include Resource Teachers) are eligible for a \$150 grant to directly provide books, learning materials, equipment, supplies and other such items for the educational enrichment of the students. **The reimbursement check will be made UP TO \$150.** Reimbursement check will be placed in teacher's box or mailed to home address. Basic Procedure:

1. Teachers purchase the supplies.
2. Complete the Enrichment Grant Application and attach receipt(s) or invoice(s).
3. Submit to PTO Treasurer either by email to [fojbepptreasurer@gmail.com](mailto:fojbepptreasurer@gmail.com), placing it in the Treasurer Box in PTO room (in the library), or by putting it in the general PTO lock box in the front office.

*Note: **Bonus Grants** for classroom teachers (does not apply for ESE, Speech, Interventionists, or resource teachers) of an additional \$50 may be added later in the school year upon completion of the spring fundraiser if school-wide goals are met. At the conclusion of the spring fundraiser, the PTO will amend the budget to fund this extra line item and provide notice that the bonus grants are available. The above procedures apply.*

## Enrichment Grants

Each school year (August-May), resource teachers (Art, PE, Music, Library, Guidance, STEM) are eligible for an enrichment grant to directly provide books, learning materials, equipment, supplies and other such items for the educational enrichment of the students. **Reimbursement/payment is as follows: Art UP TO \$2000; PE UP TO \$1000; Music UP TO \$1000; Library UP TO \$500; Guidance UP TO \$500; STEM UP TO \$1000.** Reimbursement checks will be placed in the resource teacher's box. Invoices will be paid directly. Basic Procedure:

1. A purchase greater than \$500 requires pre-approval: email the PTO President ([fojbepptreasurer@gmail.com](mailto:fojbepptreasurer@gmail.com)) with your list of supplies and estimated cost.
2. For approved requests (if required) and purchases less than \$500, resource teachers purchase supplies.
3. Complete Enrichment Grant Application and attach receipt(s) or invoice(s).
4. Submit to PTO Treasurer either by email to [fojbepptreasurer@gmail.com](mailto:fojbepptreasurer@gmail.com), placing it in the Treasurer Box in PTO room (in the library), or by putting it in the general PTO lock box in the front office.

## Club Grants

Each school year (August-May), teacher-run student clubs and special interest student groups are eligible for a \$100 grant to support operations/activities. This includes: 4H/Garden Club, Green Team, NEHS, Safety Patrols, Student Council, ToTs, TV Production, 100 Mile Club, Choir, Ukulele Club, etc. **The reimbursement check will be made UP TO \$100.** The reimbursement check will be placed in the teacher's box.

Basic Procedure:

1. Teachers purchase the supplies.
2. Complete the Enrichment Grant Application and attach receipt(s) or invoice(s).
3. Submit to PTO Treasurer either by email to [fojbepptreasurer@gmail.com](mailto:fojbepptreasurer@gmail.com), placing it in the Treasurer Box in PTO room (in the library), or by putting it in the general PTO lock box in the front office.

## Classroom Parent Volunteers

Parent volunteers are needed for each of the following programs. Each role can be shared by multiple parents, so parents are encouraged to team up and fill the volunteer positions jointly. All of these are great opportunities for parent volunteers to work closely with teachers and get to know the children and families in the classroom.

Please use the attached sign-up sheet during Orientation & Open House and turn into PTO lock box in front office when complete.

- **Homeroom Parent:** Homeroom parent is the point of contact between the classroom teacher, the PTO, and other parents of their class. Homeroom parent works closely with their teacher to coordinate class celebrations, enrichment activities and other events at the teacher's guidance. Homeroom Parent also leads Teacher Appreciation Week activities each May and teacher birthday celebrations. (~2-3 hours/month)
- **Wellness Parent:** Classroom Wellness parent provides monthly interactive lessons in the classroom to increase awareness in the areas of Nutrition, Physical Fitness, Mental Health, Prevention, and Hygiene. The purpose of the Wellness initiative is to educate and inspire the JBE school community in making healthy choices at school and at home. No experience is required, and volunteer will be provided with ideas, direction, and resource information. The time/commitment is flexible and is determined by the parent and teacher. (~1-2 hours/month)
- **Photography Parent:** Photography parent takes photographs throughout the year of classroom happenings (parties, projects, experiments, field trips, and anything else!) and shares them with other classroom families and yearbook staff (for inclusion in the yearbook) via closed methods (google drives, Shutterfly, etc.) to ensure privacy. (~1 hr/month)
- **Art Enrichment Parent:** Art Enrichment parent comes to the class once a month to share lessons on artists, styles, media, etc. No artistic expertise required! Parent can design lessons, get guidance (and art prints and lesson plans) from the school Art Teacher and other Art Enrichment parents, or coordinate with their teacher to build on topics addressed in class. (~1 hr/month)

## Stay in Touch

We truly rely on your involvement and invite you to reach out for anything ... you are the "T" in "PTO" and your participation is integral to FOJBE PTO's success!

- Bookmark our website: <http://fojbe.com>
- Email ANY questions/input: [fojbeptopresident@gmail.com](mailto:fojbeptopresident@gmail.com)
- Follow us on Facebook: search *Friends of Jax Beach Elementary PTO* and *Starfish Parent Connection* (parent/teacher closed group)

Supporting Documents:

PTO Events & Programs\_SY21-22  
Enrichment Grant Form FOJBE PTO  
Blank Teacher Favorites  
Classroom Parent Volunteers Sign-up Sheet

