

# Lebanon Lutheran School

Lebanon Lutheran School – Early Childhood Center

## PTL Handbook 2017-2018



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**CONSTITUTION AND BYLAWS  
OF  
PARENT-TEACHER LEAGUE OF LEBANON LUTHERAN SCHOOL & LEBANON LUTHERN SCHOOL  
EARLY CHILDHOOD CENTER**  
(Revised June 2015)

**Name**

The name of this organization shall be Lebanon Lutheran Parent-Teacher League (PTL).

**Purpose**

- A. The purpose of this PTL is to promote open communication and understanding between parents and staff of Lebanon Lutheran School and Early Childhood Center. Our efforts serve to enhance and maximize the education of every child while aiding them in achieving their highest potential.
- B. To achieve this purpose the PTL shall seek to:
1. Help parents increasingly understand and appreciate their children and provide parents with the skills needed for Christian child training;
  2. Help teachers increasingly understand the needs of the Christian home and to extend their influence into the home;
  3. Help develop a closer relationship between home and the congregations' educational agencies, especially through closer cooperation between parents and teachers.

**Policies**

- A. In keeping with its purpose, the PTL's program shall be primarily educational and shall be developed by the group along lines compatible with the objectives of the Joint School Board (JSB) and the National Lutheran Parent-Teacher League.
- B. The PTL handbook will be reviewed annually and may be amended by a two-thirds majority of the members present at a regular meeting. The JSB must be notified of all changes made to the PTL handbook with the exception of the appendices.
- C. The JSB is the governing body of the Lebanon Lutheran School Parent Teacher League. The JSB should appoint a representative for the board as a liaison between the PTL board and the JSB. This person is required to attend the PTL Board meetings and report back to the JSB any activities of the PTL.
- D. Conflict of Interest
1. PTL members shall be fiduciaries in their relationship with Lebanon Lutheran School and Early Childhood Center. Their actions are governed by the following conditions and guidelines regarding potential conflicts of interest.

- a. No Member shall use his/her position to derive any profit or gain, directly or indirectly, by reason of their position with the School.
- b. No Member shall be interested financially in any contracts entered into by the school.
- c. No Member shall accept anything of value or services from School or use purchasing power to purchase goods for their personal use.
- d. No Member shall become involved in any business interest or transaction without disclosing such interest and shall refrain from participations where a conflict of interest is found to exist.
- e. No Member shall participate in position interviews if directly related to applicant or their children are a student in prospective applicant's classroom.
- f. Good judgment should prevail in all Member decisions if a conflict of interest is in question.

## E. Code of Ethics

1. As a representative of St Peters and Immanuel congregations, a Member is responsible for serving in the best interest of the students. In order to best do this, a Member will abide by the following Code of Ethics:
  - a. Adhere to meeting agendas for open and closed sessions
  - b. Encourage open-minded exchange of ideas and opinions in conscientious, courteous manner among fellow board members, congregations and personal.
  - c. Value opinions of others, provide adequate time for expression of opinions and respect the rights of others to disagree.
  - d. Be factual in sharing information; be consistent in communication to congregations and personal.
  - e. Honor confidentiality.
2. Model integrity in the performance of Board duties and responsibilities:
  - a. Support prevailing action of the board regardless of individual vote.
  - b. Vote on all issues unless conflict of interest exists. Declare a conflict of interest when one exists.
  - c. Address and promote genuine interest rather than personal agendas, refrain from using position for personal advantage.
  - d. Refrain from conduction of PTL business outside of posted meetings.
  - e. Be accountable for guiding and supporting the policy decision-making process that impacts students and staff.
  - f. Attend all regular PTL meetings as possible.
  - g. Be prepared for meetings.
  - h. Ask for additional information if needed.

## **Membership**

- A. Membership in the PTL shall be open to all teachers and to all parents who have children in Lebanon Lutheran School & Lebanon Lutheran School – Early Childhood Center and congregation members.

- B. All members shall be entitled to participate in all the activities of the PTL and shall have the right to vote.

### **Duties and Election of Officers and Standing Committees**

- A. The executive PTL board shall consist of a President, Vice President, Secretary and Treasurer.
- B. Election of PTL executive board members shall be held in the month of May.
1. The current PTL executive board shall act as the nominating committee. The PTL executive board shall prepare a slate of one candidate for each office to be filled. The executive board shall contact each candidate before the May meeting. PTL members may make additional nominations from the floor prior to the election.
  2. One PTL executive board member shall be a communicant member of Immanuel Lutheran Church of Lebanon and one shall be a communicant member of St. Peter's Lutheran Church of Lebanon.
- C. Elected PTL executive board members duties and terms:
1. President-The President shall preside at all meetings of the PTL. He/she shall prepare the agenda for each regular meeting. He/she shall assist in appointing standing committee chairmen and committee members. Will ensure approved meeting minutes and treasurer's reports are communicated/published.
  2. Vice President - The vice president shall generally assist the president. In the absence of the president or at his/her request, he/she shall perform the duties of the president. The vice president is a 2-year PTL term that moves to the presidency in the second year of his/her term. Will ensure all planned social activities for the school year be included in the monthly school calendar, church bulletins, newsletters, and other communication tools.
  3. Secretary - The secretary shall permanently record the proceedings of all PTL meetings and shall read all correspondence (Thank you letters) at PTL Meetings. This is a 2-year term and elected on **odd** calendar years.
  4. Treasurer - The treasurer shall receive all PTL money, shall deposit all funds in a PTL approved bank, shall disburse all funds as ordered by the PTL and shall submit a current financial report at each meeting. The treasurer shall preserve all vouchers, receipts, and bank statements and cancelled checks. This is a 2-year term and elected on **even** calendar years. \*\*When the treasurer is changed, the outgoing treasurer is responsible for obtaining and completing necessary paper work at the bank to change over signing responsibilities for the PTL checkbook.  
\*\* Treasurer will submit monthly reports to the JSB Business Manager.
- D. The executive PTL board will oversee events and subcommittees.
- E. One fundraiser will be selected each year that allows families who participate, to earn 5% of their families earnings toward a savings account that can later be used to pay for a 8<sup>th</sup> grade class trip.

1. Any families that chooses to leave Lebanon Lutheran prior to being able to use the money for the 8<sup>th</sup> grade class trip will forfeit that dollar amount and will not be paid out the balance.

F. Subcommittees duties:

1. Subcommittee members are expected to report at regularly scheduled PTL meetings as to the progress of the committee.
2. Scrip Committee
3. Special committees may be appointed at anytime in keeping with the PTL's objectives.

### **Meetings**

- A. The elected PTL executive board members prior to the beginning of each school year will determine regular meetings of the Lebanon Lutheran Parent-Teacher League. The President or Vice President will publicize the dates and times of each meeting in the monthly school calendar, church bulletins, and Tuesday Newsletter.
- B. All PTL members must be given at least 24 hours notice in writing, text, or email of additional meetings or changes to meeting dates or times.
- C. The executive board shall meet prior to the start of each school year, usually in June, to set a budget for the following school year.
- D. Regular meeting are open meetings and all parents, teachers, and congregational members are welcome to attend.

### **Participation in Fundraising**

- A. It is the expectation that all families participate in each fundraiser to help raise funds for the PTL expenses.

### **Appendices A-H**

- A. Appendix A-H will be used to help organize and guide parents as to the activities of the PTL from year to year.

### **Budget**

1. PTL monies should be used for the greater good of the school, teachers, and students. These monies should not be used to assist families in financial hardship. Families that need assistance with the cost of field trips or other school activities should contact the principal or pastor.
2. A \$10.00 memorial will be paid by the PTL when a death occurs in the immediate family of any PTL member.
3. See Appendix A for a PTL budget template
4. The number of yearly fundraisers should be approved by the JSB before the PTL approves its budget for the next school year.
5. Major expenditures for the school by the PTL should receive JSB approval to ensure efforts are not duplicated.

***Dissolution***

In the event this league shall be dissolved, all assets shall be equally divided between Immanuel Lutheran Church of Lebanon and St. Peter's Lutheran Church of Lebanon.

**Appendix A  
Budget Template**

Item	Budget 2017-2018
<b>Income</b>	
BB Tournament	1000
Trivia Night	1500
Box Tops	600
Fall Pizza Fundraiser	1500
Glenn's Brat Fry	800
Spring Pizza Fundraiser	1500
Kwik Trip	50
Red Hot Rocket Run/Walk	5000
<b>Total Income</b>	<b>11,950</b>
<b>Expenses</b>	
5/6 Field Trip per student \$50	700
5/6 Grade Trip Teacher & chaperone	205
5% back to families fall fundraiser	250
7/8 grade teacher chaperone	400
8 <sup>th</sup> grade graduation	450
Awards	300
Paper towels/Clorox/etc. Box Tops \$	400
Chapel Envelopes	200
Devotion Membership	1000
Fast Direct	1100
Field Trip Busing	900
Grandparents Day	900
Kindergarten Graduation	150
Library	200
Misc Thank you gifts	100
New student shirts	100
Olympic Day	250
Pennant Supplies	50
Special Occasion Events	350
Sunshine Committee – teacher birthdays	300
Teacher Allotment – classrooms	2200
Teacher appreciation lunch	200
Teacher convention	500
Testing	900
Vanco	360
<b>Total Expenses</b>	<b>12,465</b>



## Appendix B

### Officers 2017-2018

#### **PTL Executive Board**

President: Allison Batterman

Vice President: Gina Novotny

Treasurer: Melissa Hurtgen

Secretary: Jessica Lenz

#### **Scrip Committee**

Debbie Behl

Dianne Behl

Kim Zindl

Kaye Lillge

#### **Special Assignments**

*Library*

Immanuel – Doris Nass

St. Peter's – Melissa Hurtgen

## Appendix C

### PTL CALENDAR OF EVENTS 2017-2018

PTL Meetings are at 6:30 PM the 3<sup>rd</sup> Tuesday of each month.

<p><b>August 15 Immanuel 6:30PM</b>                  Pizza Fundraiser                  5k Run/Walk Wrap-up                  Scrip Program</p>	<p><b>February 21 Immanuel 6:30PM</b>                  Grandparent's Day                  Scrip Program</p>
<p><b>September 20 St. Peters 6:30PM</b>                  Box Tops                  Halloween Dance/Book fair                  Trivia Night</p>	<p><b>March 20 St. Peters 6:30PM</b>                  Pizza Fundraiser                  5k Run/Walk</p>
<p><b>October 17 Immanuel 6:30PM</b>                  Trivia Night                  Spirit Wear</p>	<p><b>April 17 Immanuel 6:30PM</b>                  Glenn's Brat Fry                  Olympic Day                  Graduation                  Teacher Appreciation</p>
<p><b>November 21 St Peter's 6:30PM</b>                  Basketball Tournament Concessions                  Scrip Program</p>	<p><b>May 15 St. Peter's 6:30 PM</b>                  18-19 PTL Officer Elections                  5K Run/Walk                  Scrip Program                  Pennants</p>
<p><b>December 19 Immanuel 6:30PM</b></p>	<p><b>June 19 Immanuel 6:30PM</b>                  18-19 Budget                  18-19 Calendar of Events/Fundraising</p>
<p><b>January 16 St. Peter's 6:30PM</b>                  5k Run/Walk</p>	<p><b>July 17 St. Peter's 6:30PM</b>                  5k Run/Walk                  School Registration</p>

**Appendix D**  
**List of Fundraisers for 2017-2018 School Year**

<b>Title</b>	<b>Profits for</b>	<b>Organizer</b>	<b>Dates</b>	<b>Other</b>
Fall Pizza Fundraiser	5% Family Account and PTL	Team Pizza	September	
Trivia Night	PTL	Team Community	November 4, 2017	
BB Tournament	PTL	Team Spirit	January	
Spring Pizza Fundraiser	PTL	Team Pizza	March	
Glenn's Brat Fry	PTL	Team Community	Spring 2018	
Red Hot Rocket 5k	PTL	All Families	July 28, 2018	
Box Tops	PTL	All families/Jessica Lenz	Ongoing	Pays for Clorox wipes, paper towels, supplies
Amazon Smile	PTL	All Families	Ongoing	

## **Appendix E**

### **Team Listing and School Registration Sign-up Forms**

Each family should volunteer to participate in one of the following "TEAMS".

#### **#1 Team Family**

- Family Halloween Dance/Trunk or Treat/Book Fair

#### **#2 Team Spirit**

- Basketball Tournament Concessions
- Olympic Day

#### **#3 Team Community**

- Trivia Night
- Glenn's Brat Fry

#### **#4 Team Celebration**

- Grandparent's Day
- Pennants for Kindergarten & New Families

#### **#5 Team Pizza**

- Fall Pizza Sale
- Spring Pizza Sale

#### **#5 PTL Board Team**

- Scrip Program Liaisons
- Teacher Appreciation Lunch
- Teacher's Birthdays

#### **Team Run/Walk (All LLS Families)**

# TEAM Family

## Family Halloween Dance/Trunk or Treat/Fall Book Fair

When: Oct 20<sup>th</sup> 7:00-7:30 Trunk or Treat ~ 7:30-9:00 Dance

Where: St. Peter's

What you need to do:

- Coordinate parents to help with set-up and cleanup of the event.
- Request items needed from K-2 families (popcorn/pretzels)
- Set-up and serve any refreshments.
- Promote event and contact new families and invite them.

Notes: Kristi Theder volunteered to MC and DJ. Trysta Pfingston will bring beverages.

Parents Names	Cell Phone #

# TEAM Spirit

## Basketball Tournament/Game Concession Stands

When: January weekend date

Where: Immanuel Campus

What you need to do:

- Coordinate Concession Stand & Entrance Table Staffing
- Coordinate Concession Stand Food
- Work with Athletic Director on any other tasks.

## Olympic Day

When: May 25th

Where: Immanuel Campus

What you need to do:

- Coordinate parents with set-up and cleanup of the event.
- Coordinate parents to buy food, cook food, and serve lunch.
- Coordinate parents to help run games, approximately 5-8 parents needed.
- Ask parents for desserts, cookies, and bars
- Volunteers are also invited for lunch.

Parent Names	Cell Phone #

# TEAM Community

## Trivia Night

Date: November 4<sup>th</sup>

Where: Immanuel Gym

Budget: \$1000

What you need to do:

- Pick a theme and promote the event to families, churches and community.
- Organize questions and find sponsors for each round of questions.
- Obtain door prizes and organize raffle baskets.
- Coordinate with 7/8<sup>th</sup> graders for concessions.
- Set-up before and clean-up after.

## Glenn's Brat Fry Fundraiser

Date: TBD Spring

Where: Glenn's Market

- Pick a date with Glenn's Market
- Coordinate volunteers to work the event
- Promote to families, congregations and community.

Parent's Names	Cell Phone #

# TEAM Celebration

## Grandparents' Day

When: March 16th

Budget: \$900 (Lunch and decorations)

What you need to do:

- Coordinate with school secretary to get parents to sign up and help with set-up, serving lunch and clean up, donations of desserts and breakfast items.
- Purchase decorations to coordinate with theme. Receipt to PTL Treasurer.
- Set-up and decorate gymnasium night before.

## School Pennants for Kindergarteners and New Families

Budget; \$50

What you need to do:

- Each new student to LLS receives a pennant for award pins.
- Obtain materials necessary. Pennants are made out of felt and "wonder-under." Material needs to be cut-out and ironed together. Pattern available.
- Make pennants and have to school office prior to Awards Ceremony, May 31.

Parents Names	Cell Phone #



# TEAM Pizza

## Fall Pizza Sale

When: September-October

- Coordinate date with Lebby's Pizza. (Doris 920-925-3216)
- Update order forms with pricing. Doris will email to you.
- Distribute order forms to families, congregations and promote.
- Collect order forms and tally. Get final order to Lebby's. Payments to PTL Treasurer.
- 5% of family's sales goes into their child's 7/8 grade field trip account.
- Coordinate and staff pizza pick-up, 3 people

## Spring Pizza Sale

When: March-April

What you need to do:

- Coordinate date with Lebby's Pizza. (Doris 920-925-3216)
- Update order forms with pricing. Doris will email to you.
- Distribute order forms to families, congregations and promote.
- Collect order forms and tally. Get final order to Lebby's. Payments to PTL Treasurer.
- Coordinate and staff pizza pick-up. 3 people

Parents Names	Cell Phone #

# TEAM PTL Board

## Teacher Birthday's:

When: Periodically

Who: All staff members

Budget: \$300

What you need to do:

Have the responsibility of honoring the LLS staff. PTL has set aside money to cover the cost of birthday gifts only. Get a list of the staff birthdays from the school secretary. Coordinate \$10 scrip certificates purchase through PTL treasurer. Teachers with summer birthdays receive their gift on their ½ birthday.

## Teacher Appreciation Week Staff Lunch

When: May 7<sup>th</sup>-11<sup>th</sup>

Budget: \$200

What you need to do:

- Find out from the Principal where the staff would like to have lunch brought in from. Someone must pick it up and deliver it to the schools.

## Scrip Program Liaisons

- Contact with scrip members quarterly and reporting back to PTL.
- Updates to school secretary for school newsletters to promote Scrip use.
- Educate families on scrip use and benefits to LLS technology and tuition savings.

**TEAM Run/Walk  
July 28, 2018  
EVERY LLS Family**

**This will be the 5th annual 5K Run/Walk. Please mark your calendar. This is a huge fundraiser for PTL and requires a lot of hands the day of. Planning and organizing starts many months before.**

Final numbers from 2017 event should be out in a couple of weeks. Watch for information in your church bulletins and Rocket newsletter.

**Appendix F  
Teacher Allotment Reimbursement Form**

See PTL budget for maximum amount of money allotted per classroom.

Teacher allotment is available for P3-8<sup>th</sup> grade classrooms.

Please submit for entire allotted amount at one time if possible.

**PTL will not reimburse for items without principal approval.**

Request for reimbursements must be accompanied by a receipt or reimbursement will not be paid out.

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Check made payable to: \_\_\_\_\_

Details of request:

Principal/Director Signature approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date Request approved by PTL: \_\_\_\_\_ Amount approved by PTL: \_\_\_\_\_

++++  
To be completed by PTL treasurer and kept in records:

Reimbursement amount: \_\_\_\_\_

Check #: \_\_\_\_\_

PTL treasurer signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix G**  
**Field Trip Reimbursement Form**

**See PTL budget for amount per student allowed.**

**PTL funds cannot be used to pay for parent or teacher chaperones.**

Please submit for entire allotted amount at one time if possible.

Request for reimbursements must be accompanied by a receipt or reimbursement will not be paid out.

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Details of request:

Check made payable to: \_\_\_\_\_

Principal/Director Signature approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date Request approved by PTL: \_\_\_\_\_ Amount approved by PTL: \_\_\_\_\_

++++  
To be completed by PTL treasurer and kept in records:

Reimbursement amount: \_\_\_\_\_

Check #: \_\_\_\_\_

PTL treasurer signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix H  
PTL Check Request Form**

**PTL will not reimburse for items purchased prior to PTL approval.**

**Please review the PTL Handbook and Budget for approved expenditures.**

**Expenses greater than the approved budget amount must be discussed at a scheduled PTL meeting and must be pre-approved.**

**Purchases made prior to PTL approval may not be reimbursed.**

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Amount \$: \_\_\_\_\_

PTL Budget Line: \_\_\_\_\_

Prior approval by PTL: Yes No Date approved by PTL: \_\_\_\_\_

Check Made Payable to (include mailing address): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explanation of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach a copy of invoice/receipts.

+++++  
To be completed by PTL treasurer and kept in records:

Reimbursement amount: \_\_\_\_\_

Check #: \_\_\_\_\_

PTL treasurer signature: \_\_\_\_\_ Date: \_\_\_\_\_