

Lebanon Lutheran School

Lebanon Lutheran School – Early Childhood Center

PTL Handbook 2019-2020



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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 8th grade class trip.

1. Any families that chooses to leave Lebanon Lutheran prior to being able to use the money for the 8th 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 19-20
Income	
Athletic Shirts	100
BB Tournament	2500
Box Tops	400
Christmas Store	1000
Fall Pizza Fundraiser	6000
Glenn's Brat Fry	1000
Kwik Trip	50
Red Hot Rocket Run/Walk	8000
Spirit Wear	200
Spring Pizza Fundraiser	2500
Total Income	21,750
Expenses	
5% back to families fall fundraiser	300
5/6 Field Trip per student \$50	500
5/6 Grade Trip Teacher & chaperone	200
7/8 grade teacher chaperone	600
8 th grade graduation	450
Athletic Shirts	100
Awards	300
BB Tournament	1500
Chapel Envelopes	200
Christmas Store	1000
Devotion Membership	1000
Fall Pizza Fundraiser	4500
Fast Direct	1100
Field Trip Busing	900
Grandparents Day	1000
Kindergarten Graduation	150
Library	200
Misc Thank you gifts	100
New Student Shirts	150
Olympic Day	250
Paper towels/Clorox/etc. Box Tops \$	50
Pennant Supplies	100
Run	3000
Special Occasion Events	350
Spirit wear	200
Spring Pizza Fundraiser	2000
Sunshine Committee – teacher birthdays	300

Teacher Allotment – classrooms	2200
Teacher appreciation lunch	200
Teacher convention	500
Testing	1000
Trunk or Treat	300
Vanco	360
Total Expenses	21,750

Appendix B
Officers 2019-2020

PTL Executive Board

President: Allison Batterman
Vice President: Beau Pfingston
Treasurer: Melissa Hurtgen
Secretary: Tina Sturn

Scrip Committee

Debbie Behl
Dianne Behl
Kim Zindl
Kaye Lillge
Debbie Pfeifer

Appendix C

PTL CALENDAR OF EVENTS 2019-2020

PTL Meetings are at 6:30 PM the 3rd Wednesday of each month and subject to change.

<p>September 18 St. Peters 6:30PM Box Tops, Trunk or Treat Pizza Fundraiser Spirit Wear</p>	<p>March 19 St. Peters 6:30PM *Thursday* Pizza Fundraiser 5k Run/Walk Glenn's Brat Fry</p>
<p>October 16 Immanuel 6:30PM Spirit Wear</p>	<p>April 15 Immanuel 6:30PM Olympic Day Graduation Pennants</p>
<p>Nov 20 Immanuel 6:30PM Basketball Tournament Concessions Scrip Program, Christmas Store</p>	<p>May 20 St. Peter's 6:30 PM 19-20 PTL Officer Elections 5K Run/Walk Scrip Program</p>
<p>December 18 Immanuel 6:30PM Conference Room Location</p>	<p>June 17 Immanuel 6:30PM 19-20 Budget 19-20 Calendar of Events/Fundraising</p>
<p>January 15 St. Peter's 6:30PM 5k Run/Walk Basketball Tournament Concessions</p>	<p>July 15 St. Peter's 6:30PM 5k Run/Walk School Registration</p>
<p>February 19 Immanuel 6:30PM Grandparent's Day Scrip Program</p>	

**Appendix D
List of Fundraisers for 2019-2020 School Year**

Title	Profits for	Team Captain	Dates	Other
Fall Pizza Fundraiser	5% Family Account and PTL		September 2019	
BB Tournament	PTL		January 18, 2020	
Spring Pizza Fundraiser	PTL		March 2020	
Glenn's Brat Fry	PTL	Amanda Otto	May 2020	
Red Hot Rocket 5k	PTL	All Families	July 25, 2020	
Box Tops	PTL	All families	Ongoing	Pays for paper towels, supplies
Amazon Smile	PTL	All Families	Ongoing	
Scrip	Technology	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 Celebration

- Family Halloween Dance/Trunk or Treat/Book Fair
- Olympic Day

#2 Team Basketball

- Basketball Tournament Concessions

#3 Team Grandparents Day

- Grandparent's Day

#4 Team Pizza / Brat Fry

- Fall Pizza Sale
- Spring Pizza Sale
- Brat Fry

#5 PTL Board Team

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

#6 Team Graduation

- 8th grade graduation
- 7th grade Parents

#7 Christmas Store

- Christmas Store
- Team Captain – Kristi Peirick

#8 Team Run/Walk (All LLS Families)

TEAM Celebration

Family Halloween Dance/Trunk or Treat/Fall Book Fair

When: Friday, October 11 Trunk or Treat ~ 7:30-9:00 Dance

Where: Immanuel Gym

What you need to do:

- Coordinate parents to help with set-up and cleanup of the event.
- Set-up and serve any refreshments.
- Promote event and contact new families and invite them.
- Apply for Thrivent Action Team (done for 2019)

Team Captains: Krystle Genz & Trysta Pfingston

Parent Volunteers Trunk or Treat	Phone #
Amanda Otto	920-248-9287
Katie Boehlen	920-246-1286
Krystle Genz	920-988-4999
Jessica Van Horn	920-253-8382

Olympic Day

When: May 22

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 Volunteers Olympic Day	Phone #
Lynley Gray	920-342-0633
Kristi Theder	920-285-3070
Leanne Anthen	920-988-4027

TEAM Basketball

Basketball Tournament/Game Concession Stands

When: January 18th

Where: Immanuel Gymnasium

What you need to do:

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

Team Captains: Karissa Hurtgen

Parent Volunteers	Phone #
Shawn Vogel	920-342-9429
Curt Vogel	920-342-3000
Kristi Peirick	920-988-3658
Gina Novotny	920-342-0013
Jackie Oestreich	920-988-0757
Jacob & Claire Maas	920-342-6056
Zach Ninmann	
Jeff & Tara Schwefel	920-285-9505
Karrisa Hurtgen	920-988-6523

TEAM Celebration

Grandparents' Day

When: March 6th

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.

Team Captains:

Parent Volunteers	Phone #
Dana Streich	920-248-9111
Annette Maass	920-261-3711
Ashley Haberkorn	920-988-0731
Jackie Phillips	414-737-4100
Shelly Grosenick	920-285-7899
Kristi Theder	920-285-3070

TEAM Pizza / Brat Fry

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 Truck Sale

When: March-April

What you need to do:

- Coordinate date with Lebby's Pizza. (Doris 920-925-3216)
- This year we will have a truck sale at both churches two different dates
- Coordinate and staff pizza pick-up. 3 people

Brat Fry

When: (TBD)

What you need to do:

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

Parent Volunteers – Pizza	Parent Volunteers – Brat Fry
Gina Novotny	Bridghams
Jessica Lenz	Jennifer Heiman
Jessica Thomas	Amanda Otto
	Beau Pfingsten
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Julie Fincutter
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Cyndi Grudzinski
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

TEAM Christmas Store

Christmas Store

When: December – week before Christmas

- Coordinate date with school
- Coordinate Items for purchase
- Send communication to families regarding store
- Coordinate store activities
- Coordinate volunteers

Team Captain – Kristi Peirick

Parent Volunteers	Phone #
Kristi Peirick	

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 4th – 8th

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.

School Pennants for Kindergarteners and New Families

Budget: \$100

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 29.

**TEAM Run/Walk
July 25, 2019
EVERY LLS Family**

This will be the 7th 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 2019 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 P3-8th 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: _____