

Linton Springs Elementary



**2023-2024 LSE PTA Standard Operating Procedures**

**PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.**

Thank you all for volunteering your time and effort! We sincerely appreciate you!

**1. Budget**

The PTA is only allowed to spend money on things that are approved by the general PTA membership in their budget. The most current budget can be found on our LSE PTA website under More Info, Agendas and Meeting Minutes: <https://www.lintonspringspta.com/Lsy/custompage.cfm?cpid=5822> Please note that you must be logged in to view it. We can always amend a budget at a general PTA meeting by voting to approve the amendment.

**2. Submitting Disbursement/Reimbursement Forms**

We're required by PTA policy to have a disbursement form completed for each payment made by LSE PTA. Disbursement forms should be submitted within 30 days of the expenditure and include a copy of the itemized receipt. The receipt should show the items purchased, not just the total amount. On the form there is a place to indicate the budget item to which the disbursement should be applied. Please place completed forms in the PTA mailbox in the main office. Checks will be sent home with a student, mailed if over \$1,000, or hand-delivered at a PTA meeting/event. The PTA can also write checks and mail them directly to a vendor or supplier – attach the itemized invoice to the disbursement.

Because we're required to have two signatures for the disbursement of funds, the PTA doesn't have a credit or debit card to pay expenses directly.

**3. Submitting Cash or Deposits**

Much like with the disbursement forms, we are required to have a cash verification form submitted for each deposit. PTA policy requires that at least two counters are responsible for counting the money at the end of each event and one must be a PTA Board member.

Please do not leave cash in the PTA mailbox. Cash deposits should be given directly to one of the PTA Board members.

If a donor needs a donation receipt letter, please contact the Treasurer and one can be provided.

**4. PTA Mailbox**

We have a PTA mailbox in the main office. The PTA mailbox can be used to submit things to PTA officers or other PTA committees. In addition, if you send a flyer home that requires students to complete and return a slip, those will be collected in the PTA mailbox for you to retrieve.

The official mailing address is:

Linton Springs Elementary School PTA, 375 Ronsdale Road, Sykesville, MD 21784

We have letterhead that you can use but must be approved by the President before sending.

Monetary items and checks should be sent to our mailing address above, as it is the address of record for official business.

**5. PTA Newsletter**

We plan to continue sending an LSE PTA newsletter via email each Friday afternoon. Please send any updates or photos you'd like added for your committee by Thursday evening to [lintonptapres@gmail.com](mailto:lintonptapres@gmail.com) and she will be happy to include them.

**6. Flyer/Handout Approval and Distribution**

All flyers and handouts need to be approved by LSE Admin before they can be distributed. To request approval, please email Mr. Messier and Mrs. Barnes with the flyer attached and copy [lintonptapres@gmail.com](mailto:lintonptapres@gmail.com). Once it is approved, it's a good idea to forward the approval email to the secretaries so that they know we have the okay for distribution in teacher's mailboxes. There is a list of the number of students in each homeroom class in our PTA mailbox for making copies.

**7. Making Copies**

Any PTA flyers should be copied onto blue paper. LSE PTA purchases its own paper separately from the school and we keep reams of the blue paper in our small PTA file cabinet in the main office – underneath the mailboxes on the right-hand side next to Mrs. Corbett's desk. Please return unused paper there and let [lintonptapres@gmail.com](mailto:lintonptapres@gmail.com) know if it's running low. Only 20-lb weight paper should be used or it can jam the duplicators. The duplicators are black ink only and simple images print best.

To make copies, use the duplicators in one of the work rooms (one in each of the 3 hallways). Insert your original face down, select make master and press 1 and start. Adjust darkness if necessary. Once acceptable, enter number of copies. Ask in the office if you have trouble as they have asked us to not troubleshoot problems/paper jams ourselves. To make double sided copies, flip over the stack and repeat the process as there is not a duplicator setting for this.

Entering the number of copies for each teacher and having the duplicator count them out is easier than making ~760 copies and counting out each class. If making double sided copies, do the back first as a large batch of 760 and then use the duplicator to print the number of the front pages for each teacher. Writing the teacher's name on the first copy makes stuffing mailboxes much easier.

If it's your first time making copies, someone from the PTA can always show you how since sometimes the duplicators can be finicky.

**8. LSE PTA Facebook Page**

We have two Facebook administrators: Allison Gordon, [allisongordon14@gmail.com](mailto:allisongordon14@gmail.com), and Amy Hardesty, [lintonptasec@gmail.com](mailto:lintonptasec@gmail.com). Please email them if you wish to have something posted to Facebook about your committee.

**9. PTA Closet**

The PTA has a small exterior closet located near the community room. We have five folding tables, a pop-up canopy tent, plastic star tablecloths, some decorations and supplies in there. The custodians can unlock the PTA closet for you. Contact Lisa if there is something you need and she can help you locate it in the closet if we have it.

**10. PTA Meetings**

Committee chairs or a representative are encouraged to attend PTA meetings to share information with the PTA membership and be available to answer questions. This year the General PTA meetings will be held at 6pm in a hybrid format: both in-person in the media center or on Zoom. We plan to hold PTA Board Meetings on the months without general meetings. Committee chairs or representatives are encouraged to attend especially in the months leading up to your event(s).

**11. PTA Membership**

We encourage everyone to become a PTA member to support our mission. All Committee Chairs and those volunteering on committees should be registered LSE PTA members. Please remind your committee members that they should join the PTA. PTA memberships expire each year on June 30 and should be renewed annually. Not only do membership dues support LSE PTA, a portion goes to the National PTA and Free State PTA to fund advocacy efforts and programs. Anyone can join the PTA – it is not limited to parents with children at the school.

**12. PTA Insurance**

The LSE PTA is required to maintain insurance through AIM and we renew it each year by July 1. Please keep in mind that our activities have insurance implications. Our insurance outlines activities that are green, yellow, and red under our policy. Please see the [“AIM Playlist of Events” document](#) for a list of activities. Yellow activities are not necessarily prohibited but please contact the LSE PTA officers before proceeding. AIM has been responsive to questions so we can always reach out for clarification if needed. Red activities are prohibited under our policy through AIM.

**13. Facilities Use Request**

CCPS implemented an online system for requesting use of the school or grounds for an event or meeting. We have use of the facility free of charge but we need to complete the request and have it approved by school administrators. Please contact [lintonptapres@gmail.com](mailto:lintonptapres@gmail.com) or [lintonptasec@gmail.com](mailto:lintonptasec@gmail.com) to have a request put into the system. Once approved by school admin, the email confirmation will be forwarded to the Committee chair(s).

Prior to the event, use of facilities should be confirmed with the Building Supervisor. If tables and chairs, trash removal, restroom access, etc. are needed for events they should be on the facilities use request and plans should be confirmed with the custodians. If audio equipment, microphone, and speakers are needed, they should be arranged with Mrs. McCusker.

Per CCPS policy, exterior doors must remain locked and closed at all times. A PTA volunteer must be stationed at each exterior entrance door to monitor people entering the building. Each event should have hall monitors, bathroom monitors, and door monitors.

**14. PTA Dropbox**

We’ve set up a Dropbox that is accessible to the five PTA officers. We’ll use this to maintain our important documents, records, budgets, meeting minutes, etc. so that this information can be kept electronically and passed on to future officers. PTA policy specifies a record retention schedule. We have a folder for each Committee where we can upload records, documents, invoices, and flyers. This is especially helpful for future committees to go back and see what was done in the past. Please email documents you wish to be uploaded for your committee to our Secretary, Amy Hardesty, at [lintonptasec@gmail.com](mailto:lintonptasec@gmail.com).

### 15. MemberHub and eStore

Our MemberHub platform is a benefit of being a PTA in Maryland. We have use of an eStore as well as other benefits such as the electronic newsletter tools that were used all of last year to create mobile-friendly newsletters. We can set up specific items in our store – such as memberships, donations for the 5<sup>th</sup> grade committee, or donations to the hospitality committee. We can also use it to sell tickets for PTA events.

### 16. Officer and Committee Chair Email Accounts

The LSE PTA officers shall use the LSE PTA gmail accounts that have been established for all PTA business. When Committee Chairs are corresponding with officers, please use the LSE PTA gmail addresses.

LSE PTA Officer Email Addresses:

President: Lisa Maisano, [lintonptapres@gmail.com](mailto:lintonptapres@gmail.com)  
Vice President of Events: Kelly Mack, [lintonptavp@gmail.com](mailto:lintonptavp@gmail.com)  
Vice President of Membership: Lauren McDonough, [lintonptavpmem@gmail.com](mailto:lintonptavpmem@gmail.com)  
Secretary: Amy Hardesty, [lintonptasec@gmail.com](mailto:lintonptasec@gmail.com)  
Treasurer: Katie Fortwengler, [lintonptatreas@gmail.com](mailto:lintonptatreas@gmail.com)

LSE PTA Committee Email Addresses:

Advocacy Committee: Heather Keough, [LSEPTA.Advocacy@gmail.com](mailto:LSEPTA.Advocacy@gmail.com)  
Fun Run Committee: Trish Phillips, [lintonfunrun@gmail.com](mailto:lintonfunrun@gmail.com)  
5<sup>th</sup> Grade Committee: **Need a new contact**, [LSE5thGr@gmail.com](mailto:LSE5thGr@gmail.com)  
Student Directory: Lisa Maisano, [LSEstudentdirectory@gmail.com](mailto:LSEstudentdirectory@gmail.com)

### 17. Google Forms

Last year we used Google forms to track points for the Read Across America Reading Challenge. We can expand use of the forms this year if there is info that needs to be collected. Now that we have 750+ students, electronic forms are encouraged and will save paper and time! Reach out to [lintonptapres@gmail.com](mailto:lintonptapres@gmail.com) if you need help setting these up or would like us to create a Google Form for you. We can also help create QR codes for Sign-up Genius links or other websites. This is an excellent, [free QR code generator](#) online.

### 18. Feedback

If you receive negative feedback or a negative email, please let one of the LSE PTA officers know. While we understand that there will often be differences of opinion, we want to make sure that problems do not escalate out of control.

### 19. Advocacy Committee

The Advocacy Committee's role includes helping our parents/families stay informed about issues and decisions that will affect them and their child(ren)'s education. Tasks include summarizing the discussion at relevant Town Hall and other leader meetings, encouraging families to vote, and engage in letter writing to elected officials.

The Advocacy Committee may decide to write letters from time to time to the BOE, Commissioners, or other elected leaders. The Advocacy Committee's letters must express the views and opinions that are the consensus of the PTA members. The Advocacy Committee can hold meetings (special or during a General PTA meeting) and/or receive input by email or survey to determine the consensus of the

group. Letters and/or correspondence (including emails) to elected officials must reflect the consensus of the group by either:

- (1) The Advocacy Committee can present draft letters during General PTA meetings to be voted on for approval by the general membership.
- (2) The PTA can also establish a “scope” on given topics that the Advocacy Committee can address in their letters and/or email correspondence with elected leaders. This “scope” of talking points on a specific topic can be voted on at a General PTA meeting as a means of indicating the consensus of the group. The Advocacy Committee can respond to emails, particularly feedback and questions from elected leaders in previous letters, provided that (a) it is within the topic scope as approved at a general PTA meeting and (b) that at least 2 of the 5 LSE PTA board members vote to approve the correspondence. This option is to allow the Advocacy Committee to continue its efforts and dialogs with leaders during the time between General PTA meetings.

## **20. Standard Operating Procedures**

The Standard Operating Procedures are a living document and LSE PTA is instructed by Free State PTA to maintain an up-to-date copy for the reference of all members. The most recent version will be [stored on the PTA website](#) under the menus More Information, Agendas and Meeting Minutes. Changes made to the Standard Operating Procedures require an approval vote from the LSE PTA Board. The LSE PTA Board will notify all Committee Chairs via email when a new version of the Standard Operating Procedures is released. Please contact [lintonptapres@gmail.com](mailto:lintonptapres@gmail.com) if you have a suggestion for something that needs to be included in the Standard Operating Procedures.

21. Please reach out to the officers with any questions you may have! We appreciate your efforts and together we do great things for our LSE students and community!!