

Barrie Elementary

PARENT-TEACHER ORGANIZATION

PTO Handbook

Mission Statement:

The Barrie Elementary School Parent Teacher Organization supports the efforts of the parents, students and community members and provides resources that enhance and enrich the learning environment.

PTO Officers	page 2
PTO Event Chairpersons.....	page 2
Objectives of PTO.....	page 3
PTO Meetings.....	page 3
PTO Minutes & Communication	page 3
PTO Events & Fundraisers.....	page 4
2012-13 Budget.....	page 5

2015 – 2016 PTO Officers

President..... Amy Larson

Vice President..... Kiara Tuten

Treasurer Robynn Selle

Secretary..... Tara Foust

President

- Coordinate PTO meeting dates for print in the district calendar by May.
- Update PTO handbook as needed. This should be done by the end of May, beginning of June. Must be ready for print at least 2 weeks prior to school registration. See previous handbook and update, send to principal for review and then send to Barrie Secretary for printing.
- Meet with principal to discuss PTO meeting agendas.
- Contact Chairpersons as necessary to let them know expectations and make sure upcoming dates for their events are being taken care of on a timely basis.
- Preside over PTO meetings.
- Check school PTO mailbox weekly and distribute accordingly.
- Participate in Board Budget Meeting where next school year's budget will be prepared for review and approval at regular June PTO meeting.

Vice President (optional position)

- Participate in monthly PTO meetings (back-up to President in his/her absence).
- Support chair persons for upcoming events.
- Coordinate with classroom parents on any communications by PTO.
- Participate in Board Budget Meeting.

Secretary

- Record meeting minutes and send to building secretary for inclusion in school newsletter.
- Act as back-up for the president.
- Keep a monthly record of minutes for year-end in Secretary's binder.
- Report minutes at PTO meetings.
- Participate in Board Budget Meeting.
- Contact IMC Specialist at Barrie for PTO website updates.

Treasurer

- The treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the approved budget as authorized by the organization.
- The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the executive committee and shall make a full report at the annual meeting.
- Set meeting date with principal for budget preparation for next school year. This is done prior to Board Budget Meeting.
- Lead Board Budget Meeting where Board will prepare draft budget for next school year.
- At June PTO meeting the budget for the following year will be reviewed and approved.
- At June PTO meeting, the data on the closing year's budget will be available for review.

PTO Event Chairpersons

Barrie Blitz	Sue Chapman
Book Fairs	Jenny Bos, Peggy Bosart, Sue Chapman
Box Tops	Leah McKelvey
Fair Food Coordinator	Leah McKelvey
Fall Family Fun Fair	Jessica Prisk and Leah Schroeder
5 th Grade Breakfast	TBD
Learning & Art Fair	Robynn Selle & Jessica Hardwick
Plan Sale	Jenny Bos and Lorrie Godfrey
Public Relations	Sarah Crossman
Spiritwear	Richelle Rottmann
Spring Picnic	Brittany Alverado and Sarah Crossman
Staff Appreciation	Tara Foust
Talent Show	Julia Chady and Nikki Dingman
Teacher Luncheon	Kim Christl

The PTO Event Chairperson is a volunteer position by the parents of our Barrie Broncos. This volunteer coordinates the specific PTO event. If you are interested in volunteering for an event, co-chairing an event or learning more about how to get involved, please contact the

Barrie PTO at barrierto@fortschools.org.

The success of the PTO events depends on help from you.

Objectives of PTO

- To support quality education through programs, activities, and events. The Barrie PTO supports events throughout the year that go beyond the normal classroom experience for students. These may include field trips, artist-in-residence programs, labs, and other special programs and events that enhance quality education.
- To enhance student experiences through improvements to the classrooms, facilities and grounds. The Barrie PTO supports students' experiences by contributing to improvements in the school building and school grounds. This support extends beyond what the school district contributes.
- To encourage, support and enhance parent/teacher communication. Any parent/guardian of a Barrie student or staff at Barrie is a member of the PTO organization. The PTO uses volunteers from the school to run the events and activities sponsored by the PTO. Through the volunteerism of parents, guardians, staff and student family members at events and PTO meetings, the communication between parent and teacher is encouraged and enhanced.
- To organize parent/teacher/student activities. The Barrie PTO holds events at different times of the year, where all families, staff and the community are invited to attend. These events are intended to bring the Barrie community together in a fun, engaging and educational setting.
- To show appreciation to the Barrie staff and promote a fun atmosphere to work and learn. The PTO asks for contributions in the form of snacks or small food dishes to share with the Barrie staff at different times throughout the year. These small gestures from the PTO show the Barrie staff the parent's appreciation for their hard work and dedication.
- To raise funds to support the objectives of the organization. The Barrie PTO is a non-profit organization that is completely supported by the funds it receives through fundraisers and donations. The funds raised for the organization go directly to student, classroom, facility and grounds support as indicated in the current year budget.

PTO Meetings

A monthly meeting will be held the first Monday of each month at 6:30pm at Barrie. Certain months when an event is scheduled for the first week of the month, this will take the place of the monthly PTO meeting.

PTO Minutes & Communication

The PTO meeting minutes are printed in the Barrie Buzz each month. For special events, a communication will go home in students' folders and by email.

PTO Events & Fundraisers

- Fall Family Fun Fair: An evening of fun games and activities for the whole family to attend. Plan to come and eat dinner too because pizza and drinks will be sold.
- Spiritwear: Apparel and items with Barrie Elementary logo. At the beginning of the school year order forms are sent home with items that can be purchased. Items can also be purchased any time throughout the year.
- Book Fair: Twice per year (fall and spring) when teacher/parent conferences are held, books from Scholastic are displayed in the IMC where parents can purchase the books directly. Teachers make a “wish list” of books they would like for their classrooms and parents may purchase books for the classroom. During each book fair, the PTO will take some of its profits and buy books directly for the classrooms.
- 5th Grade Breakfast: A special celebration at the end of the school year where breakfast is served to all 5th grade students and their parents.
- Staff Appreciation & Teacher Luncheon: The teacher luncheon kicks off the school year with donations of prepared food brought to the school by parents for a buffet style lunch for the teachers. On the first Friday of each month, Barrie Spirit Days, snacks are brought in for the staff to the teacher’s lounge. Each grade level sponsors one Spirit Day in a school year. During teacher appreciation week in May, the PTO gives Chamber Bucks to each staff member and brings in breakfast or lunch items during the week for the staff.
- Box Tops: Students are encouraged to bring in Box Tops off food packaging. Four times throughout the year, the student council counts the Box Tops and the top three collecting classrooms receive a special treat. This fundraiser generates a lot of money for the school so please send in those Box Tops – each one counts!
- Learning & Art Fair: A non-competitive opportunity for students to make a poster board on any topic of their choice. Students in 1st – 5th grades are given time to work on their projects during lunch recess in the couple weeks leading up to the Fair with assistance from parent volunteers. Kindergarteners are welcome to participate by making their project at home. The evening of the Learning & Art Fair is a time for family, friends and the community to come to Barrie to see the display of Learning Fair posters and projects, view artwork displayed for each grade level, and listen to the Barrie orchestra and band. Make it a whole evening by eating dinner there too - pizza and drinks are available for purchase.
- Spring Picnic: At the end of the year, families, friends and the community are invited to come to Barrie for a chance to have a picnic in the grass. Picnic style food and drinks are sold. Students that received grant money sell their creations as well and the monies from the grant sales are donated directly to the charity of the students’ choice. Students also will perform a few songs. Any retiring teachers will be recognized at this end-of-the-year picnic.
- Milk Moola: Throughout the year, you can bring in your Milk Moola caps for the school to send in at the end of the year and receive money or rewards points towards school items.