



CLASSROOM REIMBURSEMENT POLICY

Updated: May 20, 2021

The PTSA board may provide an annual allowance to designated Dickinson/Explorer staff for classroom reimbursement. The purpose of this reimbursement fund is to benefit every child and help approved staff members meet student and/or classroom needs. The total allowance amount and the manner in which the allowance is disbursed is at the discretion of the PTSA board. The allowance is based on availability of funds and is therefore not guaranteed every year.

The allowance is assessed at the end of each school year during the PTSA budget review process in April for the following school year. An updated list of certified Dickinson/Explorer staff is obtained from the school principal, including the current certificated FTE status of each staff member. Individual disbursements are made based on 1) status of each approved certificated staff member (full vs. part time), or 2) department (i.e. PE, music, library, Safety Net, ELL, Resource Room). The method of disbursement is reviewed and approved by the PTSA board on an annual basis. In general, all K-5 full time certified teachers are given this allowance in addition to certain specialists as deemed appropriate by the PTSA.

The Dickinson PTSA Board has determined that each certified teacher/program employee is allocated an annual allowance based on their employment status (full time/part time). The annual allowance is \$200.00 per K-5 FTE or per K-5 classroom (ELL, Safety Net, Resource Room) for the 2019-2020 school year.

The allowance must be monitored by the PTSA throughout the year in consideration of ongoing staff changes. Any mid-year additions of staff must be reviewed and approved by the PTSA board to determine an appropriate allowance.

Approved staff members may use their share of the allowance to purchase classroom supplies that benefit every child, i.e. books, paper, prizes, classroom decorations. Money from this budget cannot be used to purchase food, personal furniture for teachers, field trips or teacher training. If there is a need beyond what this fund covers, please ask the PTSA about grants. All reimbursement requests should be submitted to the VP of Services for review and approval and include a completed PTSA Reimbursement Form with attached receipts as proof of purchase.

The allowance is not transferable from one year to the next; any funds approved but not used by March 31st are forfeited by the staff member and will go back into the PTSA general fund. This deadline allows the PTSA to start planning for the next year's budget, which occurs in April. Allowances may be combined to purchase more expensive items, however this requires approval in advance by a VP of Services and would likely require a Restricted Donation approval by the school district. A reminder of the allowance shall be provided periodically to staff members to ensure reimbursement prior to the end of the school year.