

Dear Majestic Way Teachers,

Welcome to the 2020-2021 school year, the Majestic Way PTA is here to support you. With COVID19, there are many changes to our normal operations and it is important to contact us with questions. If you are not 100% clear on purchases, please contact us before you spend the money. As of 09/16/2020, the PTA budget was approved.

SY'20-21 Executive Board:

- Derek Hayes – President
- Ria Feldman – Treasurer
- Angela Sosa/Flaris – VP of Fundraising
- Katie Chung – Historian
- Asha Theebaraj – Executive VP
- Helena Curtis – Secretary
- Michelle Takauchi – VP of Communications

2020-2021 Teacher Reimbursement Guidelines

- Each teacher will start with **\$20.00** per student “Teacher Budget” to be used for classroom supplies/projects for student enrichment
- Each teacher is budgeted for **\$3.50** per student for the “End of Year” celebration and/or summer enrichment projects (Smaller SDC classes receive a flat \$100 amount)
- **All paperwork must be complete and submitted as a “Single” electronic file (Scan of the request form and legible receipt images) – PDF preferred**
- There are 2 forms attached:
 1. A standard template to use for any kind of reimbursement
 2. A modified template for the “Teacher, class enrichment budget”
- Important items to know this year:
 - All purchases over \$100.00 still need pre-approval
 - Teacher Budgets are for “Students Only” to enrich the classroom environment
 - For other funding to **support teacher needs**, please complete the Google Form Request, link below
https://docs.google.com/forms/d/e/1FAIpQLSdrxy8-DEkZuqpt1s_pbb7RW1guywJh-9E1_5Wcav2vBZJUTA/viewform?usp=sf_link
- All reimbursement forms can be found on the PTA website <http://majesticwaypta.weebly.com/> under TEACHER FORMS

With all the challenges this year, and various questions you may have, please attend the PTA General Meetings to get the quickest clarification from all the Executive Board Members and Principal during the teacher report.

Any questions, please ask! You can also reach any of us at our email ptamajesticway@yahoo.com

Best Regards,

The Majestic Way Executive Board