

Policy on Seawell PTA Teacher and Staff Allocations & Reimbursements

Updated September 2025

Purpose: The Seawell PTA has an established tradition of giving Seawell teachers and staff an annual allocation to be spent on items that are helpful to the students and classroom. This policy outlines who is eligible for this benefit, the rules governing the allocations, and how teachers and staff are reimbursed.

Eligibility: All part-time and full-time teachers are eligible for the Seawell PTA teacher allocations. Also, certain non-classroom staff members are eligible for reimbursement (see below). Substitute teachers are not eligible.

To be eligible as a “new” teacher, one must be new to Seawell. If a teacher had previous professional teaching experience at a different school, but is new to Seawell, then that teacher is eligible for the “new teacher” allocation. However, if a teacher was already at Seawell, but changed roles (e.g. from Grade 2 to Grade 4, or from Grade K to Art), or if a teacher taught at Seawell at one point, left his/her employment at the school, then returned, s/he would not be considered a “new” teacher.

Allocations: The allocations are contingent on annual approval of the PTA budget. The annual allocations are as follows:

Full-time classroom teachers:

- \$250
- If a teacher is both full-time *and* new to Seawell, that teacher will be eligible to receive an additional \$150 their first year at Seawell (for a total of \$400).

Part-time classroom teachers:

- \$125
- If a teacher is both part-time *and* new to Seawell, that teacher will be eligible to receive an additional \$75 their first year at Seawell (for a total of \$200).

Specials teachers:

- Specials teachers consist of Music, Art, Library, PE, and Spanish and Technology. They will receive \$400 each.

Non-classroom teachers and staff:

- Non-classroom teachers and staff consist of ESL, EC, AIG, Interventionists, Counselor, Nurse, Social Worker, and other mental health professionals. These teachers and staff will follow the rubric laid out above for classroom full and part-time teachers.

The PTA allocations operate on a cost-reimbursement basis. Therefore, teachers must bear the upfront costs of their expenses, then submit the receipts to the PTA for reimbursement using the link below.

The allocations are per academic year and reimbursement requests must be submitted during the academic year for which the reimbursement is requested. They are a use-it-or-lose-it benefit. If a teacher does not use their full allocation during the academic year, then they forfeit the remaining balance of their allocation for that academic year. **Checks must be deposited or cashed before June 30th of the academic year the check is issued.** For example, if you receive your check on May 30, 2026 the check must be deposited or cashed by June 30th, 2026.

Reimbursement: Eligible expenses for reimbursement include items that are appropriate for and helpful to the students and classroom. Examples of reimbursable expenses are academic supplies and instructional materials, such as classroom books and writing supplies; classroom snacks for the students; hygienic items (e.g., tissues, hand sanitizer, bleach wipes); and food for a classroom pet. Professional development expenses will also be reimbursed (e.g., conferences, seminars, certifications). Personal expenses and costs that do not directly support students are ineligible. Examples of non-reimbursable items would be the cost of transportation to and from school when a teacher's car is in the shop, candy for a classroom party, or lodging for an out-of-town education conference. The purchase of gift cards will not be reimbursed. These examples are not an exhaustive list and the PTA Board retains discretion to decide on a case-by-case basis whether an item is reimbursable.

The allocation reimbursement process is electronic. Please use this link to fill out a Reimbursement Request: [Online Reimbursement Form](#). For access to the PTA budget, and other important information, please refer to the PTA website's [resource page](#). Finally, please feel free to check your allocation amount at the [tracker here](#).

Please do not include personal items, or expenses that otherwise do not conform to this policy, on your receipts or other documentation of purchase.

Reimbursement requests will be reviewed monthly by the PTA Board. Teachers will receive their reimbursement check approximately two weeks following this review. Please contact the PTA treasurer at treasurer@seawellpta.com with any questions or concerns. Thank you for your support!