

# Park Road Montessori

## PTO Meeting Minutes

01/11/2017

8:00 am

Media Center

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### Attendees:

Toni Emehel, *President*

Maury Finger, *Vice President*

Michelle Gonzalez-Vigil, *Co-Secretary*

Kyle Kauffman, *Treasurer*

Jodie Lowe, *Communications Coordinator*

Karen Delozier, *Social/Community Coordinator*

Jill Goodrich, *PTO President 2015-2016*

Martha Carpenter, *Interim Principal*

Karen Fletcher, *Lower El*

Debbie Webber, *Assistant Principal*

Carey Montgomery, *Lower EL*

Andrew Lightsey, *Lower EL*

**Note taker:** Michelle Gonzalez-Vigil

## Minutes

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**Agenda item:** New Principal

**Presenter:** Toni Emehel

### Discussion:

As we search for a new principal we are asking for feedback through the new principal profile and questionnaire. Please email Tara Lynn Sullivan to get a copy. Our goal is to get these completed by the end of the week (1/13)

There will be an invitation-only meeting tonight at 6:00pm in the media center to help develop the profile. SLT, PTO and grade-level chairs are invited to be a part of the discussion. Tara Lynn will outline to process during the meeting. Parents who wish to provide feedback should be encouraged to pass that feedback along to invited attendees. Although feedback will be taken under consideration, the ultimate hiring decision lies with the Superintendent.

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**Agenda item:** Holiday luncheon as Budget Item

**Presenter:** Kyle Kauffman

### Discussion:

The issue is raised as to whether the Holiday Luncheon should be put into the budget as a line item under teacher appreciation. It is explained that this expense is actually accounted for in the budget under the "School Office Budget" category, rather than under teacher appreciation. We pay the \$750 each year, which covers the cost of the luncheon, in exchange for use of the office equipment such as printers. Because the money is technically being spent in exchange for the use of the office it is more accurate to leave the budget as-is, with the expense being listed as "School Office Budget".

### Conclusion:

The holiday luncheon expense will continue to be listed in the budget under "School Office Budget" rather than as a separate line item. Also – PTO will be formally in charge of the luncheon going forward.

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**Agenda item:** Upper El Fundraisers

**Presenter:** Kyle Kauffman

**Discussion:**

The Snowflake Dance is an upper el fundraiser for Ms. Cecilia's class. It is scheduled for February 10<sup>th</sup> from 6-8pm. Maury will send a communication to teachers reminding them to let Kyle know if they have upcoming fundraisers so that he can prepare PayPal payments and arrange for petty cash. The money handling procedures will be included in this communication as a reminder.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Send a communication to teachers with reminders regarding fundraising and money handling procedures	Maury Finger	TBD

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**Agenda item:** Fence Update

**Presenter:** Martha Carpenter

**Discussion:**

Martha talked to the property manager regarding the fence issue. The original request for repairs was denied. It has now been revisited and Martha is following up.

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**Agenda item:** New Playground at Upper El

**Presenter:** Maury Finger

**Discussion:**

A new playground which is ADA compliant is being set up in the Upper El area. This is due to a CMS wide initiative for ADA compliant facilities. It was originally scheduled to be installed in August over the summer break but it has just now been completed.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Send an email blast to let parents know	Maury Finger/Jodie Lowe	TBD

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**Agenda item:** Treasurer's Report

**Presenter:** Kyle Kauffman

**Discussion:**

Kyle is going to be implementing a new spreadsheet to try and make the budget more clear and easy to understand. We will at another point discuss why fundraising money is split up among various teachers instead of being pooled. There is also money being held by the school for each teacher in a CMS account (managed by Donald). It would be great if Donald could let teachers know how much money is available in their account on a quarterly basis. Budget for sculpture fund: \$7,657- which already includes \$4,500 from PTO and Truliant matching also this budget takes into account the money allocated to Tricia K in our prior meeting. Candace asked for \$300 to bring in an artist. We need to vote on this. Carey M. will make copies of the budget page that shows teachers remaining funds to distribute during the next staff meeting.

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**Agenda item:** Fundraising Miscellaneous

**Presenter:** Emily Meeker

**Discussion:**

Can we re-send the link for Amazon Smile to remind parent to link their purchases to the school?

Target school matching contributions for purchases is going away.

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**Agenda item:** Move to adjourn

**Presenter:** Toni Emehel

**Discussion:**

The meeting is adjourned at 8:45 am

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### ***Other Information***

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**Next Meeting:**

Wednesday, February 1, 2017 Executive Board Meeting via Conference call