

**Park Road Montessori
PTO Executive Committee Meeting
April 7, 2016**

Teachers approached Jill about summer camps. CMS charges teachers to use the space. It was suggested to blend camps with the Montessori Mornings program. There are questions about liability, Ms. Moraglia is investigating. Each teacher negotiates the percentage to share with PTO.

Jill asked Kyle about the 2015 Supplemental Funds from last year's marathon. It has been spent. There is a June 30 deadline for Invest funds from Fall 2015.

2016 Green Marathon:

- currently at \$19,568.50 raised, expecting about \$1200 more in matching funds. There will be an e-blast to thank parents and communicate the total amount raised.
- We need information from teachers regarding how they spend their fundraiser money to share with parents. (All teacher communication goes through Anna Moraglia.)
- These funds are for fall semester materials and must be spent by the last school day in December 2016 or they will lose their funds
- The committee agreed that each classroom teacher will get \$750. Support staff will get \$250. There are other line items in the budget for media, science, field day, and cultural arts – funds from the book fair and general fund. Total amount \$20,000
- Kyle will communicate with teachers when the final MM funds are in.

There is \$23,000 of Invest funds still not spent. Kyle emailed teachers that the money must be spent by June 30 (or submit a holdover request) or the money will be put back into the general fund.

There was discussion about Upper El fundraising and trip expenses, can Invest and MM funds go toward these trips? A PTO liaison to upper el was in place this year to help with this process. There needs to be a policy in place regarding zeroing out account balances each year. All expenses must be turned in within a deadline after each trip. Excess funds could be returned to parents. Kyle will send an email to Anna Moraglia requesting Upper El field trip receipts by April 30. The fundraising account needs to be \$0 by June 30. PTO recommends that parents be refunded or left over funds be moved to the general fund. Could PTO have a budget line item for Upper El trips or let CMS handle it. These ideas will be discussed with Anna Moraglia.

Jill has 9 requests for how to spend the \$10,400 that is unallocated from the general fund.

- 1 – Sculpture \$5,000 +
- 2 – 25th Anniversary Celebration \$10,000+
- 3 – AV Equipment \$10,000
- 4 – Deep clean school \$??
- 5 – Bike Racks < \$100
- 6 – Clock repair \$2,400
- 7 – Cubbies \$800 per classroom

8 – Reserve funds

Montessori Enrichment Fund for 2016/17 is \$10,000

PTO Committee for the Sculpture/25th Anniversary celebration currently has \$1,073.87. There is \$1,500 budgeted for next year.

Decisions will be made after receiving more data regarding specific costs for each request.