

# Park Road Montessori General PTO Meeting Minutes

9/6/2016

5:30 pm

PRM Auditorium

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## Executive Board Attendees:

Toni Emehel – *President*

**Note taker:** Michelle Gonzalez-Vigil

Emily Meeker – *Fundraising Coordinator*

Jodie Lowe – *Communications Coordinator*

Karen Delozier – *Social/Community Coordinator*

## Absent:

Vice President- *Vacant*

Secretary- *Vacant*

Kyle Kauffman – *Treasurer*

## Minutes

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**Agenda item:** Principal's Remarks **Presenter:** Martha Carpenter

### Discussion:

Welcome to parents and a brief introduction of the Primary, Upper and Lower EL teachers. Also, an introduction of Debbie Webber and Andrew Lightsey. Teachers were dismissed to their classrooms. Toni Emehel is introduced as PTO President.

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**Agenda item:** PTO Introduction **Presenter:** Toni Emehel

### Discussion:

Introduction of the PTO Executive Board members in attendance: Emily Meeker- Fundraising Coordinator, Jodie Lowe- Communications Coordinator, and Karen Delozier- Social/Community Coordinator. Kyle Kauffman is not in attendance. There are 2 vacant positions. The official voting in of the new members will occur at the next PTO meeting on September 14<sup>th</sup> at 8 am in the Media Center.

Action items	Person responsible	Deadline
✓ Voting in of New Officers at the Next PTO Meeting	PTO	September 14, 2016 8am

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**Agenda item:** Review of Communications **Presenter:** Jodie Lowe

### Discussion:

Review of the three main channels of communication: 1- the [www.parkroadmontessori.com](http://www.parkroadmontessori.com) website, 2-the E-bulletin (sign up through the website) and 3- Social media (twitter and FaceBook). Parents are reminded to call the school directly with any matters of urgency rather than relying on social media as the accounts are not continuously monitored.

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**Agenda item:** PRMCares **Presenter:** Karen Delozier

### Discussion:

PRM Cares is looking for volunteers! If you are interested in being the PRMCares Chair or on the committee, please email Karen Delozier.

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**Agenda item:** Fundraising

**Presenter:** Emily Meeker

**Discussion:**

There are 2 major fundraising campaigns during the year:

**1- Invest in Your Child**

- This year's goal is to raise **\$32,500 in 4 weeks**. 100% of the proceeds go straight back to classrooms. Donate online through [www.parkroadmontessori.com](http://www.parkroadmontessori.com) via PayPal or a major credit card. Some employers also provide matching gifts.

**2- Montessori Marathon**

- Children have fun and learn geography reaching out across all 50 states. They also decorate t-shirts and participate in a "fun run".

Additional sources of revenue for the year include:

- 1- **The Book Fair**, kicking off on Friday September 23<sup>rd</sup>
- 2- **Montessori Mornings**, Montessori Mornings offers a plethora of opportunities for your child to learn a new talent, skill, or experience a new interest Fall Session September 12- November 4. The program is offered from 8 to 9 a.m. each morning. Enroll online at [www.parkroadmontessori.com](http://www.parkroadmontessori.com)
- 3- **Spirit Wear**, with 2 major runs per year to raise money.

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**Agenda item:** 25<sup>th</sup> Anniversary Celebration

**Presenter:** Cynthia Wood and Maury Finger

**Discussion:**

Fall 2016 begins the 25th Anniversary of public access to Montessori education in Charlotte and North Carolina. It began with PRM, when it was known as AMAY JAMES in another part of Charlotte. This milestone will be commemorated with a sculpture garden, symbolizing the child's educational journey, to be located between the flagpoles at the front walk.

**Fundraising:**

In October we will start a campaign to sponsor engravable bricks that will form the path leading to the garden.

**Anniversary Gala:**

In the spring we will hold an Anniversary Gala for current families and alumni. More information will be distributed via the E-bulletin.

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**Agenda item:** 2016-17 PTO Budget

**Presenter:** Emily Meeker

**Discussion:**

This year we have a budget of just under \$130,000. The majority (81%) is dedicated to teacher/staff support. A detailed budget will be posted on [www.parkroadmontessori.com](http://www.parkroadmontessori.com) .

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**Agenda item:** Motion to Approve Budget

**Presenter:** Toni Emehel

**Discussion:**

Maury Finger is recognized by the President (Toni Emehel). Maury Finger moves that the 2016-17 Budget be approved. The motion is seconded. The President takes a vote. The ayes have it and the motion is carried. Parents are now dismissed to classrooms.

The meeting adjourned at 5:50 pm.

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## ***Other Information***

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**Next Meeting:**

Wednesday September 14, 2016 8:00 am Media Center at PRM

**Addendums:**

Proposed Budget 2016-17

2016-2017 Performance  
Act Revenue Act Expense Act Net Income

2016-2017 Proposed Budget  
Cash Carryover Bud Revenue Bud Expense Bud Net Income

Fundraising

0.00	0.00	0.00	PTO Dues		1,200.00	0.00	1,200.00
8,945.00	(6,301.00)	2,644.00	Montessori Morning		44,000.00	(28,600.00)	15,400.00
		0.00	Invest in Your Child		32,500.00		32,500.00
		0.00	Montessori Marathon		20,500.00		20,500.00
0.00	0.00	0.00	Small Fundraisers		3,200.00	0.00	3,200.00
		0.00	Merchandise		6,500.00	(5,000.00)	1,500.00
20,524.95	(5,509.57)	15,015.38	Matching Gift Fund		15,100.00	0.00	15,100.00
0.00	0.00	0.00	Spirit Nights		750.00	0.00	750.00
<b>29,469.95</b>	<b>(11,810.57)</b>	<b>17,659.38</b>		<b>Net Revenue</b>	<b>0.00</b>	<b>123,750.00</b>	<b>(33,600.00)</b>
							<b>90,150.00</b>

Additional Profit due to Summer Sessions

PTO Sponsored Activities

Teacher/Staff Support

	(1,040.71)	(1,040.71)	Conferences	500.00	0.00	(12,500.00)	(12,500.00)
		0.00	Montessori Enrichment	2,700.00	0.00	(10,000.00)	(10,000.00)
		0.00	Classroom Materials (Invest)		0.00	(32,500.00)	(32,500.00)
		0.00	Supplements (Marathon)		0.00	(21,800.00)	(21,800.00)
		0.00	School Office		0.00	(750.00)	(750.00)
0.00	(1,040.71)	(1,040.71)			0.00	(77,550.00)	(77,550.00)

School Support

		0.00	25th Anniversary		0.00	(500.00)	(500.00)
		0.00	Secondary Montessori Program		0.00		0.00
		0.00	Sculpture Fund			(750.00)	(750.00)
	0.00	0.00			0.00	(1,250.00)	(1,250.00)

Teacher Recognition

		0.00	Staff Appreciation		0.00	(2,500.00)	(2,500.00)
			Bus Driver Recognition		0.00	(300.00)	(300.00)
0.00	0.00	0.00			0.00	(2,800.00)	(2,800.00)

School Events

		0.00	Earth Day Celebration		0.00	(200.00)	(200.00)
		0.00	Cultural Arts	1,955.00	0.00	(5,000.00)	(5,000.00)
		0.00	Parent Breakfast Bash		0.00	(170.00)	(170.00)
		0.00	Fall Picnic		200.00	(200.00)	0.00
		0.00	Field Day		0.00	(1,200.00)	(1,200.00)
		0.00	International Spring Picnic		1,000.00	(950.00)	50.00
		0.00	Snowflake Dance				0.00
0.00	0.00	0.00			1,200.00	(7,720.00)	(6,520.00)

Communications

		0.00	Web Domain/Host		0.00	(300.00)	(300.00)
		0.00	Yearbook		4,900.00	(4,400.00)	500.00
0.00	0.00	0.00			4,900.00	(4,700.00)	200.00

Facilities Support

0.00		0.00	Lobby Renovation		0.00		0.00
0.00		0.00	Outdoor Environment		0.00	(1,200.00)	(1,200.00)
0.00	0.00	0.00			0.00	(1,200.00)	(1,200.00)

PTO Expenses

0.00		0.00	Accounting Software		0.00	(200.00)	(200.00)
0.00		0.00	Insurance		0.00	(380.00)	(380.00)
0.00	(206.06)	(206.06)	Office Supplies		0.00	(450.00)	(450.00)
0.00		0.00	Miscellaneous Expense				0.00
		(206.06)			0.00	(1,030.00)	(1,030.00)
0.00	(1,040.71)	(1,246.77)	<b>Net Expense</b>		6,100.00	(96,250.00)	(90,150.00)
<b>29,469.95</b>	<b>(12,851.28)</b>	<b>16,412.61</b>	<b>Total PTO Funded Activities</b>		<b>129,850.00</b>	<b>(129,850.00)</b>	<b>0.00</b>

SubGroup	Carry Over Accounts	Notes
Book Fair	\$ 681.92	
2015-2016 Carryover	\$ 3,253.34	
Upper EI Fund Raising	\$ 6,553.19	
Sculpture Fund	\$ 9,000.00	includes \$750 allocated from 2015-16 budget, \$208.27 from Mrs. Charlotte outdoor budget, \$593.87 from Christine's extra Supplement money, and \$228.59 from left over invest money
Music T-Shirt		
Summer Camp - Priti		
Summer Camp - Curt		
Art Fund	\$ 790.89	
Outdoor Environment	\$ 4,000.00	Grant Money remaining
Memorial Fund	\$ 165.00	
<b>Total Cash Allocated</b>	<b>\$ 24,444.34</b>	
Checking Account Balance	\$ 38,869.50	
Savings	\$ 100.11	
School Held Funds	\$ 15,015.38	
PayPal Balance	\$ 4,245.39	
Deposit to be made	\$ 2,845.00	
Total Cash On Hand	\$ 61,075.38	
Total Available Funds	\$ 36,631.04	

Remaining to spend to Budgeted	
<b>Conferences</b>	
Montessori Enrichment	\$ (2,700.00)
Classroom Materials (Invest)	\$ -
Supplements (Marathon)	\$ (21,800.00)
School Office	\$ -
25th Anniversary	
Secondary Montessori Program	
Sculpture Fund	
Staff Appreciation	
Bus Driver Recognition	\$ -
Earth Day Celebration	
Cultural Arts	\$ (1,955.00)
Parent Breakfast Bash	
Fall Picnic	
Field Day	
Spring Picnic	
Snowflake Dance	
Web Domain/Host	
Yearbook	
Lobby Renovation	
Outdoor Environment	
Accounting Software	
Insurance	
Office Supplies	\$ (26,455.00)

Outstanding Checks	\$ 4,288.16
Savings	\$ 4,900.00
<b>Total Unallocated Funds</b>	<b>\$ 987.88</b>