

Park Road Montessori

PTO Meeting Minutes

12/14/2017

8:00 am

Media Center

Attendees:

Toni Emehel, *President*

Maury Finger, *Vice President*

Michelle Gonzalez-Vigil, *Co-Secretary*

Kyle Kauffman, *Treasurer*

Emily Meeker, *Fundraising Coordinator*

Jodie Lowe, *Communications Coordinator*

Karen Delozier, *Social/Community Coordinator*

Cindy Elliott,

Martha Carpenter, *Interim Principal*

Debbie Webber, *Assistant Principal*

Curt Frueh, *Upper EL*

Karen Fletcher, *Lower EL*

Carey Montgomery, *Lower EL*

Andrew Lightsey, *Lower EL*

Note taker: Michelle Gonzalez-Vigil

Minutes

Agenda item: Welcome

Presenter: Toni Emehel

Discussion:

Welcome and Call to Order

Agenda item: Account 7215

Presenter: Toni Emehel

Discussion:

Tara Lynn Sullivan asks that we make sure we are complying with the structure and policies for this account.

Agenda item: Treasurer's Report

Presenter: Kyle Kauffman

Discussion:

Sculpture Fund: as of last night the sculpture fund has plenty of money to cover costs based on the anticipated fund raising deadline of 2/15/2017.

Teacher Spend for Invest: the spending deadlines have not be effectively communicated to staff, therefore we recommend that an additional month is granted for spending (extending the original deadline from Christmas break to 1/31/2017).

Clarification is provided that after these funds are spent, teachers can expect to get the second deposit of the year (supplement funds vs. invest funds).

Perhaps we need to highlight the procedures for these funds and what they can be spent on. Martha will send updated policies out to teachers. Maury will update the PTO fundraising overview file for Martha.

Action items	Person responsible	Deadline
✓ Update PTO Fundraising Overview file	Maury Finger	TBD
✓ Send a communication to teachers with reminders regarding spending supplement funds	Martha Carpenter	

Agenda item: Conference Report **Presenter:** Carey Montgomery

Discussion:

The publication Montessori Public Education is going to write an article about our school and the 25th Anniversary celebrations.

It was clarified that teachers can potentially do a year of practicum and get accredited with a MACT letter. We are currently looking for a program to use as a practicum for Teresa.

It was clarified that Montessori teach programs can sign off on student rubrics because they are accredited by the department of education.

Someone should be in regular attendance at these conferences to represent our school and generate publicity and awareness.

Agenda item: New Superintendent **Presenter:** Martha Carpenter

Discussion:

We should take the opportunity to invite the new superintendent to our school to learn about the 25th anniversary celebrations.

Agenda item: Fundraising Updates **Presenter:** Emily Meeker

Discussion:

Spirit Nights

Zoe's Kitchen: \$178

Jason's Deli: \$220

We should print a sign that sits by the cash register that says "Tell your cashier you are with PRM"

Upcoming: Cantina (guaranteed \$200) and Librettos

Small Fundraisers:

We have decided to limit the number this year and we have picked the top 6. Dana and Emily will do an email blast regarding these. Including: HT, boxtops, Publix, etc.

25th Anniversary- We have tables set up at the Spirit Night events to raise awareness, and we are trying to encourage purchasing the bricks for Christmas.

Survey will be going out shortly to ask questions such as "How well do you feel we use our funds?", "What can we do better?" etc.

Additional Fundraising Considerations:

Have we considered setting larger specific goals- such as 3 year goals?

Agenda item: Communications Report **Presenter:** Jodie Lowe

Discussion:

The white board by car pool is falling apart. Perhaps we can get it into our 2017 budget for repair/replace. We will ask Heather to provide options and pricing.

Action items	Person responsible	Deadline
✓ Jodie to confirm options for white board	Jodie Lowe	TBD

Agenda item: Social Committee Report **Presenter:** Karen Delozier

Discussion:

Currently, PRM Cares will be collecting food in the lobby.
Stocking stuffers were completed in November.
Animal Control will be in February.
Bright Blessings is scheduled for March.

Agenda item: 25th Anniversary Fundraising Update **Presenter:** Maury Finger

Discussion:

Almost \$4,000 has been raised
The scope of the project has been adjusted and teachers have voted on a new sculptor which will result in a savings of half of the original price (for the sculpture in bronze) and it will now be educational (a sundial).
The committee has worked with Charlotte to design a lower impact garden using native plants. The committee has applied for a potential \$5,000 grant for the native plants project.
We are selling more bricks than expected.
Lee Herbert will be building a bench in honor of Sherri, who passed away last year, to be placed in the garden.
We have \$165 in the memorial fund of Katy and Gavin Cooper.

Agenda item: Winter Village **Presenter:** Toni Emehel

Discussion:

The PTO introduction for Winter Village will be short. Toni will make the introductions. There will be time to make a short pitch for 25th Anniversary donations. Martha will introduce Sedgefield.

Agenda item: Additional Miscellaneous Updates **Presenter:** Martha Carpenter

Discussion:

New carpet will be installed over the holidays.
We have approval to place the extra brick blocks at carpool. The property manager will assess the area and Maury will put in the work order to Laura.

Agenda item: Move to adjourn

Presenter: Toni Emehel

Discussion:

The meeting is adjourned at 8:54 am

Other Information

Next Meeting:

January 4, 2017 PTO Executive Board Meeting

January 11, 2017 PTO General Meeting