

# Park Road Montessori PTO Meeting Minutes

9/14/2016  
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*  
Cynthia Wood, *Co-Chair 25<sup>th</sup> Anniversary Committee*  
Jill Goodrich, *PTO President 2015-2016*  
Martha Carpenter, *Interim Principal*  
Debbie Webber, *Assistant Principal*  
Laura Slesinger- *Secretary*  
Curt Frueh, *Upper EL*  
Jennifer Anderson, *Upper EL*  
Priti Aery, *Lower EL*  
Carey Montgomery, *Lower EL*  
Andrew Lightsey, *Lower EL*  
Heathir Speet- *PTO President 2014-2015*  
Tara Lynn Sullivan, *CMS Community Superintendent*

**Note taker:** Michelle Gonzalez-Vigil

## Absent:

Co-Secretary- *Melissa Merritt*

## *Minutes*

---

**Agenda item:** President's Report

**Presenter:** Toni Emehel

## Discussion:

Welcome and review of the agenda.

---

**Agenda item:** Motion to approve Past Meeting Minutes

**Presenter:** Toni Emehel

## Discussion:

Brief review of the meeting minutes from 2 prior meetings on August 22, 2016 (Executive Board) and on September 6, 2016. Motion by the President to approve the minutes. Motion seconded by Carey Montgomery. A vote is taken and the ayes have it. Motion passes.

---

**Agenda item:** Motion to correct and ratify the 2016/2017 PTO Budget and “cash on hand”      **Presenter:** Kyle Kauffman

**Discussion:**

Treasurer requests the following corrections to the PTO Budget:

- 1- Remove line items for “Lobby Renovation” as well as “Secondary Montessori Program”
- 2- Amend the “cash on hand” document to change the \$9,000 line item for monies allocated to the 25<sup>th</sup> Anniversary Fund to \$1,780.73.

President moves to correct and ratify the 2016/2017 Budget and Cash on Hand. The motion is seconded. A vote is taken and the ayes have it, with Maury Finger in opposition. Motion passes.

---

**Agenda item:** Money Handling Procedures      **Presenter:** Tara Lynn Sullivan

**Discussion:**

The question is raised if Upper EI fundraisers are under the PTO fundraising umbrella or if they instead are part of CMS fundraising. Tara Lynn Sullivan, CMS Community Superintendent is on hand to clarify this issue. Some key points:

- 1- Teachers must follow CMS receipting procedures using CMS receipt books and do strict accounting
- 2- Money should go into the PTO budget as a separate line item and the PTO may then write a check back to the teachers
- 3- Not all funds must be deposited into the school account
- 4- The process for collecting money must be standardized
- 5- There can never be more than \$250 in cash at the school overnight

Tara is working with Martha Carpenter to provide detailed procedures for the handling of money and assures the group that these procedures will be distributed to everyone as soon as possible. There is a fund raiser for Upper EI this Friday and Autobell fundraiser is also starting shortly. These fundraisers will be put on hold until money handling procedures are clarified and distributed to everyone. A suggestion is made that online-only fundraisers could be implemented which would avoid any complications associated with handling cash and provide additional convenience to contributors.

**Conclusions:**

Treasurer requests that this topic be revisited with Martha upon the conclusion of her discussions with Tara. Toni confirms that the discussion will be tabled.

Action items	Person responsible	Deadline
✓ Money handling procedures to be clarified	Tara, Martha, Kyle	TBD
✓ Procedures to be distributed to anyone responsible for handling money	Tara, Martha, Kyle	TBD

---

**Agenda item:** Motion to create 25<sup>th</sup> Anniversary Committee      **Presenter:** Kyle Kauffman

**Discussion:**

President draws attention to the PTO bylaws that govern the establishment and existence of Special Committees within the PTO and the need to take appropriate steps forward as set forth by the bylaws. This not only operates as a protection for the board members, but keeps us in compliance with insurance coverages where claims could arise in the future. Clarification is requested regarding the status of the 25<sup>th</sup> Anniversary Committee, whether special committees dissipate at the end of each year, and if the committee has been created for the current year. Motion by Kyle Kauffman to create the 25<sup>th</sup> Anniversary Committee is made. The motion is seconded by Maury Finger. A vote is taken and the ayes have it. Motion passes. Tara informs the group that any changes made to the design or scope of the project must be approved by herself in addition to Jason Van Hoy to ensure that ADA regulations are properly addressed. And that the process must comply with regulations of inspectors as required.

Toni Emehel objected to the order.

---

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

**Presenter:** Cynthia Wood, Maury Finger, Emily Meeker, Jill Goodrich

**Discussion:**

Maury Finger presents a Committee Recap (Addendum) illustrating the work-to-date, project forecast, and budget overview along with a detailed budget estimate and corresponding fundraising goals. The goal is to finish by April 1<sup>st</sup> with a dedication on Earth Day- April 28<sup>th</sup>. Maury requests a meeting with Tara to cover the project in further detail. Fundraising for the project is discussed and the question is raised whether this fundraising effort will conflict with existing fundraising events such as Invest in Your Child. This issue has been previously addressed by the 25<sup>th</sup> Anniversary Committee and efforts have been made to ensure that fundraising for this project does not coincide with other fund raisers. It is suggested that fundraising could be combined along with other programs- such as Invest In Your Child and a portion of the proceeds could be earmarked for the 25<sup>th</sup> Anniversary Fund. A concern is addressed regarding the possibility that the PTO could become responsible for a shortfall in funds due to underestimation of the final cost of the project or a shortfall in fundraising. It is confirmed that fundraising will be committed before ground is broken for the Community Grounds and if for any reason fundraising goals are not met, the scope of the project will be adjusted accordingly. The sculpture fabricating will begin in late September/early October. It is also noted that the estimated budget presented (Addendum) includes a 10-15% variance to account for discrepancies between estimated and actual cost.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ 25 <sup>th</sup> Anniversary Committee to meet with Tara Sullivan to review the scope of the project in detail	Tara, 25 <sup>th</sup> Anniversary Committee	TBD

---

**Agenda item:** Motion to Redirect \$6,469.27 from Supplemental Money Raised to the 25<sup>th</sup> Anniversary Fund

**Presenter:** Toni Emehel

**Discussion:**

Motion is made that \$6,469.27 be allocated to the 25<sup>th</sup> Anniversary Fund, along with \$750 which was approved from the 2016-2017 budget. In addition to the current balance of \$1,780.73 this brings the total in the fund to \$9,000. Maury moves to proceed in the reallocation of funds. The motion is seconded by Cynthia Wood. A vote is taken and the ayes have it. Motion passes.

---

**Agenda item:** Motion to Nominate Secretary

**Presenter:** Toni Emehel

**Discussion:**

Two candidates have presented themselves for the position of Secretary, Michelle Gonzalez-Vigil and Melissa Merritt. Both have agreed to share the position as co-secretaries. A motion is made by the President to appoint both individuals as secretary. The motion is seconded by Maury Finger. A vote is taken and the ayes have it. Motion passes.

---

**Agenda item:** Motion to Nominate Vice President

**Presenter:** Toni Emehel

**Discussion:**

Two candidates have presented themselves for the position of Vice President, Maury Finger and Katie Soldano. A motion is made by the President to appoint Maury Finger as Vice President. The motion is seconded by Emily Meeker. A vote is taken and the ayes have it. Motion passes. At the specific request of the President, Katie Soldano will be allowed to shadow the president position. It is agreed that she will present herself in the future for consideration to take an office if she so chooses, but she will hold no formal office this year.

---

**Agenda item:** Move to adjourn

**Presenter:** Toni Emehel

**Discussion:**

The meeting is adjourned at 9:09 am.

---

### ***Other Information***

---

**Next Meeting:**

Executive Board on September 21, 2016 via conference call

Wednesday October 12, 2016 PTO Meeting 8:00 AM @ PRM Media Center

**Addendums:**

Proposed Budget 2016-17 as amended

25<sup>th</sup> Anniversary Committee Recap

Montessori Community Sculpture Grounds Construction Budget Estimate