

Publication of the Agenda

Section 1.

It shall be the policy of the Peirce PTO to publish an Agenda for upcoming PTO meetings, and make said Agenda available to the Peirce community no less than one week prior to the upcoming PTO meeting.

Peirce PTO Reserve Account

The Peirce PTO currently maintains a money market account (hereafter "Reserve Account") as a means to retain financial stability in the event of an unforeseen development such as non-budgeted expenditures, grant requests, and unplanned expenses arising from a project or an unexpected increase in inflation. This account is separate from the PTO checking account used to pay for budgeted expenses.

Section 2.

It shall be the policy of the Peirce PTO to keep the balance of the Reserve Account at or above a balance equivalent to one half year's fiscal budget. One half year's fiscal budget shall be determined by taking one half of the preceding year's fiscal budget.

Section 3.

Payment of Non-Budgeted Expenditures from the Reserve Account.

The following shall be the Peirce PTO Policy for payment of non-budgeted expenditures:

- 1) All requests for non-budgeted expenditures shall be submitted to the Peirce PTO using the PTO Grant Request Form. The PTO Grant Request Form shall be posted on the Peirce Elementary School Website and available for download.
- 2) Grant requests shall be approved according to amounts requested and in the following manner:
 - a) Any grant request below \$100 shall be reviewed by and may be approved by the PTO President(s).
 - b) Any grant request for amounts between \$100-\$500 must approved by a 2/3 vote of the Executive Committee. For purposes of this Section the Executive Committee shall include all PTO Officers and any Committee Heads appointed to the Executive Committee by the President(s). The Executive Committee may conduct this vote in person, via email or during a PTO meeting.
 - c) Any grant request above \$500 shall be added as an action item to the Agenda for the upcoming PTO meeting; and the Agenda shall be distributed to the Peirce community no less than one week before the meeting, in the manner outlined above.

- i) The action item on the Agenda shall state the name of the grant, the amount requested and the fact that a vote is scheduled to take place.
 - ii) The grant request shall be voted on at the meeting and require a 2/3 vote of eligible voters in attendance at the meeting. For purposes of this document, eligible voters shall include any parent of a current Peirce student, and any Peirce teacher or staff member.
 - iii) Any PTO Officers and members of the Executive Committee unable to be present at a meeting during which a vote is taken on a grant request over \$500, may email a vote on the grant request to the PTO President, and the vote shall be counted in the meeting as though the PTO Officer or Executive Committee member was in attendance.
- 3) Grants shall be open to Peirce Elementary teachers, staff, and parents of Peirce students. Peirce students who wish to apply must have a parent, teacher, or staff sponsor.
- 4) Any recipient of a grant over \$500 must report back to the PTO with progress toward the grant objective within 60 days of payment.