

## **Spending Request - CMES PTO - 2021 Scholastic Classroom Magazines**

Ms. Shafran, the CMES Principal, has requested the PTO fund Scholastic Classroom Magazine subscriptions of various types for the entire student population for the remainder of the 2021-2022 school year.

Based on a phone conversation between Ms. Shafran, this request is based on:

1. Requests/input from teachers
2. Lack of approved AACPS funding for this specific expenditure
3. Current AACPS rules that prevent the school from soliciting funds directly from parents, for any reason.

Debbie Martin from the CMES front office has supplied the CMES PTO with a quotation from Scholastic itemized for each teacher/classroom and prorated for the remainder of the 2021-2022 school year. The quote is appended to this request:

[Scholastic Quote 2021-2022 - CROFTON MEADOWS ELEM SCHOOL \(21114006\).pdf](#)

The specific products which will be purchased include:

- Let's Find Out - Kindergarten [\[Link\]](#)
- Scholastic News 1 - 1st Grade [\[Link\]](#)
- Scholastic News 2 - 2nd Grade [\[Link\]](#)
- Scholastic News 3 - 3rd Grade [\[Link\]](#)
- Storyworks - 4th Grade [\[Link\]](#)
- Scholastic News 5/6 - 5th Grade [\[Link\]](#)

The total number of subscriptions covered by this quote is 537

The total cost of the quote, including shipping and handling, is \$3,612.57

**The total funds requested, including a 5% reserve to account for any increase in student population throughout the year, is: \$3,793.20**

These funds will be applied against the Education & Enrichment line item of the approved CMES PTO 2021-2022 Annual Budget, and will consume 40% (41.5% with reserve) of the allocated \$9,125.00. [CMES PTO FY 21-22 Budget - 2021.06.10.pdf](#)

Per the current Standing Policies and Procedures for Spending, this spending request exceeds 5% of the current cash on hand (approximately \$33K), and requires a vote by the full Board of Directors. [Standing Policies and Procedures for Spending.docx](#)

On approval, these funds will be provided either by check from the PTO to CMES, or by paying the invoice directly to Scholastic with the CMES PTO Debit card, pending direction from the CMES front office.

[Google Form Link](#)

7 Board Members Approved the spending request on 10/28/21:

[Spending Request - Scholastic Classroom Magazines - 2021 10 26 - Google Forms - Results.pdf](#)