**Memorandum**

To: GOMM Teachers, Guides, Assistants

From: GOMM PTO

Date: September 19, 2019

Subject: **GOMM PTO Montessori Training Grant Program**

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The Garden Oaks Montessori Magnet Parent Teacher Organization (GOMM PTO) has established

a fund to financially assist teachers, guides, and assistants in earning their Montessori credentials

as long as the fund allows.

**The GOMM PTO Montessori Training Grant Program** will operate under the following guidelines:

Teachers, Guides, and Assistants fill out the application on the following page. The application includes a repayment agreement.

Hand the application in to Dr. Pollock for approval. Applicants must obtain a recommendation from the GOMM Principal to be considered for a PTO Montessori Training Grant.

Applications for a grant must be submitted before or during the first year of training/course work toward the Montessori credential. PTO Grant funds may not be used retroactively.

The applicant will pay for tuition, books, supplies, travel, and other costs associated with

Montessori training. PTO Grant funds will be used to reimburse the applicant for a portion of the costs.

Grants will be paid **as funds allow** in this manner:

$1000 at application or first year of Montessori training

$1500 one year after beginning your Montessori training

$2000 two years after beginning your Montessori training

Example: You apply in August of 2020 for Montessori training and have completed the PTO Montessori Training Grant application process. You receive a $1000 check in August of 2020. In August of 2021 you receive a 2nd check for $1500. In August of 2022 you receive a 3rd check for $2000.

Should the applicant leave GOMM for any reason prior to end of a school year, reimbursements will not be paid. If the applicant leaves within 12 months of completing the training, the repayment agreement goes into effect. If the applicant starts a new training, he/she can apply and be recommended by the principal for another grant.

By my signature I agree to abide by the terms and conditions of this memorandum.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GOMM Principal PTO President Training Grant Applicant

GOMM PTO Training Grant Application

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Position/Employment Status:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of earned degrees, certifications, and teaching credentials:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of the training for which reimbursement is requested:

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Start and End Date of Training:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost of Training:

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Outcome expected as a result of this training:

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PTO Use Only:

Applicant Recommended by Principal (yes / no) (circle one).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal’s Signature

**Educational Cost Repayment Agreement**

It is important to the PTO that we put emphasis on supporting the campus and the teachers. In today’s time of tight district budgets, we feel one of the best ways to show this support is through training that supports the development of our teachers and our campus. As good stewards of not-for-profit money, we want to ensure that the school has the opportunity to benefit from the knowledge gained during training/professional development. As such we ask each recipient to commit to stay a year after training is complete or repay the cost covered by Garden Oaks Montessori Magnet PTO.

We also ask that if others can benefit from the training topic, that the recipient create a way to share the information with the other teachers. Sharing methods examples include ideas like presentation during a facility meeting or designated professional development time or a “training cliff notes” that you prepare and distribute to others. Please coordinate with Dr. Pollock to identify the best outlet.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby agree that should I voluntarily resign my employment with Garden Oaks Montessori Magnet for any reason, within 12 months of the completion of my training, I will repay Garden Oaks Montessori Magnet PTO a prorated amount of all costs relating to my educational program/training as paid by the PTO. I also agree that if I accept money and then fail to register for class per the dates submitted on my application that I will immediate re-pay amounts provided.

I understand that re-payment is expected within six months of termination. If I cannot repay the amount during this time, I will discuss alternate terms with the acting President of the PTO.

Example of Repayment:

A teacher pays $6,000 for Montessori Certification training. The teacher receives a $1,000 payment from PTO at the time of application and another $1,500 one year after the application to help offset training costs. $2,500 has been received from the PTO. If the teacher resigns 6 months after the completion of the course, $1,250 is to be re-paid because the teacher has only worked half of the 12 months that was committed.

I understand that Garden Oaks Montessori Magnet PTO is a separate legal entity from the school and has no authority over my employment. As such, I understand that nothing about this agreement shall be construed to change my employment status with Garden Oaks Montessori Magnet or in any change my at-will employment status. I have read, understand and agree to the terms of this agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teacher Name (Please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teacher Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date