

Carmel Middle School
Executive Board Meeting Minutes
October 12, 2021

Attendance: Deanna Pitman, Laura Roth, Claude Warren, Sarah Galante, Jessica Barrett, Heather Garrison, Bhavna Thapar

Principal's Report

- Thank You for Cake Bake and Bazbeaux gift cards for National Boss Day
- 2 grant requests:
 - Glenda Strohmeier - Spanish teacher has requested a magnetic mobile dry erase board for \$139 and 2 sets of 12 dry erase boards for students to use for \$47.98. Claude motioned to approve these requests and Jessica seconded. **Motions approved.**
- NWEA results have been emailed to parents
 - Saw some NWEA drops and adjusted CORE+ time. Students can use this time for guided study hall, normal study hall and reading time. Math teachers are offering help during CORE+.
- Book rental emails have gone out - can split payments if needed
- End of Q1 report cards will be distributed next Friday
- No one attended the new family meeting on 9/22
- Tailgate - we have tried 2 times and had 460 kids registered but unfortunately had to cancel due to weather. Due to logistics with pizza order, the decision to cancel had to be made early. Water bottles were kept at the school but snacks were returned. Will touch base with Cougar Pa's group on another social opportunity.
- We are in need of 3 special ed instructional assistants, so spread the word if you know of anyone.
- Overall short on subs for this year and short about 12-14 teachers. Principals and building staff will step in as needed.

President's Report

- General Board Meeting is next month and will be Zoom format at 10:00 on 11/9. We will vote on the bylaws and have Officer Broadnax as a guest speaker.
- Blaze Dine Out Night - need to follow up on check
- Fat Dan's Dine Out Night - bad weather that night led to low turnout
- Panda Express Dine Out Night coming up on 11/11
- Choir concert was held last Friday
- Bookstore is being shut down
- Proposed Bylaw Changes & Discussion Points:
 - Article III, Section 2 - membership committee chairperson role to be filled by VP
 - Article V, Section 1 - change to 2 general board meetings
 - Article VII, Section 3 - Executive Board can vote to allow a person to fill the office for a 3rd year....suspend bylaws to vote person in, then reinstate after...this is a good rule but can be worked around depending on who volunteers
 - Article VIII, Section 1g - job descriptions - question came up as to where these are located. Confirmed they do exist in binders. Need to update binders so they can be passed on. Laura has a box of records from 2015/2016.
 - Article VIII, Section 7 - board at large position usually filled by past president...will keep.
 - Article IX - Revise section numbers as section 4 is missing.

- Article IX, Section 1 - Student enrichment opportunities refers to school clubs. Will keep.
- Amendment I, Financials, Section 6 - strike sales tax wording so there is no undue burden on volunteers. Try to use vendors with sales tax exemption when possible.
- Jessica will post the amended bylaws for review prior to the November General Board Meeting
- A vote will be taken at the November General Board Meeting

Vice President's Report

- Neighborhood holiday party in Chestwick Place would like to do a food drive to help CaMS Pantry Pack program
- Will make a post about pantry packs as the pantry has been looking pretty empty. Gear up for the Hamilton County food drive.

Treasurer's Report

- Heather and I worked to clean up the financials and reflect that spending was down during the 2020/2021 school year.
- We have received \$547 more in general PTO donations bringing the total to \$21,000. We are two-thirds of the way and trending similar to last year.
- If expenses return to normal next year on lower donations it will catch up
- Think for next year if \$21,000-\$23,000 is all we can bring in....if yes, we will need to revamp the budget accordingly.
- We haven't had a normal school year since the red apple fundraiser, so it's hard to gauge. But the budget is likely not sustainable for the coming years.
- Principal and picture money is not part of the PTO budget
- After school study hall budget can come out. It is not being offered due to no late bus and no drivers
- Currently budget is \$8,000 for clubs. Can close the budget gap if not spent
- Heather confirmed that teachers can email her if they need reimbursement. She is only at the school every 1-2 weeks.

Secretary's Report

- September minutes were emailed for review. Deanna approved. Jessica will post them to the website today.

Communications Report

- Will post a fall break reminder
- Pantry Packs post about items needed is popular
- Bylaws will be updated and posted for review

Meeting minutes respectfully submitted by Sarah Galante