

Carmel Middle School
Executive Board Meeting Minutes
April 12, 2022

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

Principal's Report

- No grant requests.
- This week is National Librarians week. Laura will drop off the gift today.
- iLearn testing starts next week. There are two testing sessions per day with breaks and activities in between. 6th graders test for one additional day for science.
- April 27 is Administrative Assistants day (CaMS has 4).
- May 2-6 is teacher appreciation week. Planning a travel/passport theme with each day bringing a different food/treat/gift. Nacho/taco bar on Cinco de Mayo. At the end of the week, teachers will pick up their final gift from baggage claim which will be a tshirt, cup or bag. They were able to choose their gift. Lynn will talk to Laura about the PTO providing breakfast or lunch.
- May 11 is Nurse's Day
- May 16 is Policy Day (SRO appreciation was moved to February but with little notice. PTO will provide a gift on May 16)
- Teacher of the Year and Support Staff of the Year - look for announcements to come late next week. Semi-finalists are surprise announced at their schools. Elementary schools have 1 semi finalist, middle schools have 2 semi finalists and the high school has 8 semi finalists. There will be a dinner where all the semi finalists are recognized and the winners are announced.
- We are working on staffing for next year.
- 8th grade celebration - email went out in February to ask for help and about 70 people responded to volunteer or provide donations. There are 2 co-chairs and a committee who are hard at work planning and coming up with a theme. The celebration will start at 2:00pm and end at 4:30pm. This will allow kids to attend and ride a bus home if needed. Last year the kids had so much fun outside instead of a dance.
- Laura appreciates the emails about school happenings and feels like we are kept in the loop as much as possible. There was recently an incident in the 8th grade hallway that was loud. The school communicates to stop the rumor mill while also protecting identity and confidentiality. There is also district support from the central office for communications.
- Question about the first day of school - it is August 10th. Registration will be Tuesday and Thursday the week before. Laura will be at the PTO table with a QR code for donations and information about Cougar Pa's. Jess' powerpoint presentation will be running in the cafeteria.

President's Report

- We recently received an email from the Carmel Police about challenge coins. They are looking to purchase coins that can be presented to students and staff as recognition for their safety efforts. They are asking each school to donate \$205 for this program. Heather indicated she thought there was a positive response from schools so far but didn't know how many schools planned to donate. It is unclear if all the schools need to donate. There is a form to complete for interest. The executive board voted yes to respond to the email and get more information.
- Media Specialist recognition gift will be dropped off today.
- General Board Meeting is today and I plan to go through the same agenda.

- New Slate will include Bhavna Thapar as President, Jody Kent as VP and Laura Roth as Board at Large. The slate will be voted on during the general board meeting. Laura would like to invite Jody to the May executive board meeting.
- Becky will take on the staff appreciation and thankful Thursday roles.
- Overall we are in good shape for next year.
- Need to reach out to pantry packs co-chairs to see if they are interested in continuing on for next year and will also follow up with the other committee chairs.

Vice President's Report

- Bhavna asked if she would be provided with a calendar of events for next school year. Laura said she would receive a binder. Laura will submit the new slate to CCS so they will know the names, and they will begin communicating with Bhavna as new PTO president.

Treasurer's Report

- Minimal expenses and no donations for March.
- Looking great for the end of the year.
- Heather stated that pantry packs spent more last month and also purchased \$1,000 in gift cards prior to spring break. Staff appreciation and thankful Thursdays had smaller expenses.
- Stephanie (pantry pack co-chair) asked Heather if they are required to keep \$1500 in their budget for next year. The history of this was when the school did the Red Apple fundraiser and didn't have money available to spend right away at the beginning of the school year. Now donations start coming in late summer and at the beginning of the school year, so the money is available sooner. Heather will tell the pantry packs co-chairs to spend the money if needed and not worry about holding money over.

Budget Discussion

- Claude made the following proposed changes:
 - Reduced income by \$6k to be more in line with the past few years
 - Increased teacher appreciation by \$1k to reflect closer to our expenses
 - Reduced clubs from \$8k to \$3,200
 - Removed guided after school study hall \$3k
 - Added in projected expense for square fees \$1k (this was not in previous budgets)
- After school study hall budget of \$1k can also be removed. (All former study hall time is now being covered in Core+. Also no late bus for students.) Where should that budget be moved? Discussion of moving to Staff Appreciation or Pantry Packs to help with areas in which food is purchased due to higher food costs. Question came up about whether the PTO can put money directly in the Pantry Packs budget? Their budget comes from donations.
- Executive Board in agreement to increase the Student Assistance budget from \$700 to \$1200 to help cover pantry packs expenses if needed. Will also increase staff appreciation budget from \$500 to \$1000 to help cover higher food costs.
- Clarification that Thankful Thursdays falls under the Teacher Appreciation budget. Staff Appreciation is for the designated recognition weeks.
- Clarification that Students Back to School Social line item refers to the tailgate. The Cougar Kickoff is a staff retreat and Deanna will spend that budget this year for next year's event.

- \$5,000 expense for t-shirts to welcome the students back this year was placed in PTO Operating Expenses which is why it exceeded the budget. Heather was unsure of where to place this expense so it was put here. This isn't planned to be a recurring expense.
- The budget is a working guide for the year but can change as needed. We have \$60,000 in the reserve account.
- Executive Board in agreement on the changes that Claude made to the proposed budget.
- We will vote on the proposed budget during the general board meeting.

Secretary's Report

- March meeting minutes were approved and can be posted to the website.

Communications Report

- Jess will post the March meeting minutes to the website.
- Working on the powerpoint for back to school registration - waiting to see if there will be new content before finalizing.
- Dine out nights - none scheduled.
- Cluster Truck was being considered but they have moved and are now out of range for CaMS families, so they might not be the best option.

Meeting minutes respectfully submitted by Sarah Galante.