

Carmel Middle School  
Executive Board Meeting Minutes  
August 23, 2022

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

### **Cougar Pa's Update**

- Group was started by Todd Hornsby to find ways for dads to get involved at the school.
- This year's callout meeting was attended by approximately 10 dads. Focus of the meeting was on the tailgate and leadership of the group.
- Tailgate updates:
  - Travis Severson is interested in taking the lead with the tailgate
  - Have connections with School of Rock for a free band/music
  - Food will be pizza and water
  - Games will be provided
  - Potential dates: Sept 7, Sept 14, Sept 21, Sept 28 & Oct 11
  - Sept 7 would be too quick of a turnaround. Goal is Sept 21 because there is a home football game. Sept 28 rain date.
  - Dan will work on a google form for parents to fill out
  - Jody will send the list of PTO volunteers to Dan
- Budget for Cougar Pa's
  - Claude has asked the group to put together a budget and come back to the Executive Board for review
  - The back to school budget covered the tailgate expenses last year. The plan for now is to fund the group as needed depending on what the group decides to do
  - Rough budget is \$2000 (back to school social budget \$1000, student social budget \$1000)
  - There is a separate budget \$750 for 8th grade celebration

### **Principal's Report**

- No grant requests
- Meet the Teacher nights - Wed 8/24 6th grade, Thurs 8/25 7th and 8th grades
  - 6th grade will have team meetings and then walk to electives
  - 7th and 8th grades will have team meetings and elective teachers will send videos
- Start of the year has gone well. We have approx 1130 students.
- Orientation went well and had a steady flow of students. Next year looking to have 2 days for all grades.
- We are down 5 IA positions
- Clubs will start after Labor Day, but there is still no late bus.
- CaMS Facebook page was taken down. An Instagram account was created and will be announced via email.

### **President's Report**

- Need to decide this year's general board meeting dates. Last year we had virtual meetings in November and March. Plan to pick dates around the same time. Deanna will check the meeting dates.
- There has been a request for the PTO to be more active on Twitter. Jessica said she wasn't getting any likes on Twitter and does not want to use it. A question was raised to find out if the person who made the suggestion would like to take over that role?
- Several board positions have been filled by the same person for continuous years. It was noted that the communications and secretary positions will be vacated after this school year. We should spend time finding replacements for these roles now. The person who takes over communications needs to know web coding and the back end of social media. Shanelle was mentioned as a possibility.

### **Vice President's Report**

- Many parents want to get involved with the PTO
- A sign up genius was created and sent out with various committees for people to choose from
- 47 volunteers have been identified
- Will create a zip file with information for committee heads that will include contact information, reimbursement form, Executive board contacts.
- Jody asked if it was ok to add Jess and Claude's contact information to the zip file. Both said yes this was ok to do. Deanna will also be copied on the list.

### **Treasurer's Report**

- As of last Sunday, the PTO has received \$13,745 in donations. Pantry Packs has received \$2,550 in donations. These numbers are relative to our annual budget of \$24,825.
- There were 5 transactions that came in that are not yet accounted for. Claude is waiting for the August statement from National Bank of Indianapolis so he can figure those out.
- Every time Deanna sends an email, the PTO receives about \$4,000-\$5,000 in donations.
- A question was raised about the preferred method of receiving the reimbursement form. Heather would like an email or a hard copy dropped off at school. Texts are not preferred.
- Reimbursement forms / budgets / committees
  - Heather has received questions from committees on spending their budgets. She said she isn't the best contact for these types of questions because it doesn't matter to the treasurers how the money is spent. Reimbursements will be made if the budget is available. She suggested that committee heads should be overseeing their expenses and getting board level sign off. This is a new process this year with the PTO back to having committees again.
  - Committee chairs should oversee their budgets and bring expenses to the President or VP for approval. Any spending out of the norm would go to the Executive Board for approval. Deanna provided confirmation that this is the correct procedure.
- Laura has a binder of what committees have spent in past years. She hasn't had a chance to forward it on but will text Bhavna to coordinate.
- Jody asked about the timing for the monthly budget reporting. Claude reconciles about a week after the month ends and then shares the information with the Executive Board.

### **Secretary's Report**

- May meeting minutes were emailed, approved and posted.

## **Communications Report**

- Emails help the PTO with social media likes. New likes happen after Deanna sends out an email. Jess forwarded interested volunteers to Bhavna. One random request was received from someone who wanted to attend CaMS.
- Jess updated the website and created a white day/blue day graphic. She will fix the issue with Square and share the password.
- She will do a post about Amazon and Kroger. Deanna will include this information in a parent email to try and extend the reach to new 6th grade parents.
- If someone is interested in this position, Jess will add them as a Facebook friend. This is needed to be able to add them to the school social accounts.
- Deanna created a twitter account - @carmelmiddlesch. She has been trying to get the hang of it. Comments have been turned off.
- CaMS Village Facebook page is not school approved, so please do not use it.
- We need to be mindful of what we say and share and use the appropriate school and PTO channels.
- Dine out nights - Bhavna will follow up on dates
- Heather asked if a list of committee heads and members could be sent to the Executive Board
- Jody asked about box tops in the cabinet and if there was a plan to participate in this initiative, and Deanna said we never had much success with it.

Meeting minutes respectfully submitted by Sarah Galante