

Carmel Middle School
Executive Board Meeting Minutes
September 20, 2022

Attendance: Deanna Pitman, Claude Warren, Sarah Galante, Heather Garrison, Bhavna Thapar, Jody Kent, Shanell Dominy

Special Board Update

- *On August 30, Bhavna informed the Executive Board that Jessica Barrett resigned her Communications position effective immediately. She asked the board to submit any names of individuals who might be interested in the position.*
- *On September 13, Bhavna provided the Board with an update. Shanell Dominy expressed interest in the position. Her background with running pto communications for Smoky Row elementary and having completed webmaster training were a good fit for the position. She is interested in staying in the position while her kids go through middle school.*
- *The by-laws were reviewed and Section 1.H. of the nominating committee states that “in the event a vacancy occurs in an elected office, the Executive Board of Directors shall appoint a Member to fulfill the Officer’s unexpired term.”*
- *On September 14, Claude moved to appoint Shanell to fill the Communications Director position. Bhavna seconded the motion.*
- *The motion was approved. Welcome to the CaMS PTO Executive Board, Shanell!*

Principal’s Report

- One new grant request - \$195 for 7th grade ELA teacher new to CaMS. Would like to purchase water bottle stickers as incentives for reading and 3 saucer chairs to read in. Claude moved to approve the grant request, and Heather seconded. The grant request was approved. Deanna will put the grant request with receipts in the PTO cabinet.
- The tailgate is tomorrow. There are 450 kids coming and it’s expected to be very hot. There will be lots of dads and staff supervising. It’s all hands on deck and fingers crossed for no surprise rain.
 - Heather has not received any reimbursements for this event yet.
 - Claude said the final count keeps creeping up. There were 100+ kids added over the past week. The total for pizza is a little over budget at \$1050.
 - Tailgate will be a good time for staff to interact with the kids outside of school. There has also been a good volunteer turnout for this event.
- CaMS has about 50 multilingual students. The school will use grant money to host a family event for these students on November 10th from 6:00-7:30 pm. There will be food and various resources in the building, such as Carmel Youth Assistance, Carmel Public Library and Carmel Dads Club. Deanna would like someone from the PTO to attend the meeting and set up a table to let these families know how to get involved with the school.
- Ghost & Goblins on October 22 is sponsored by the Carmel Education Foundation. Deanna has graphics for the website, and Shanell will post to the website.
 - Shanell has created a form for online postings that will be an easy way to get graphics, re-use text and tell her where to post.
- NWEA scores will be sent out via email this week.

- PTO donations total \$16,900 and Deanna will do one more email push later this week. Shanell can post to the website.
- Pantry Packs is preparing the most bags they have ever done. They typically prepare 23-25 bags and are now up to 33 bags. There are more families in need now.

President's Report

- Bhavna is on the Ghost & Goblins committee and they are offering grant money if schools post about it on their social media. Deanna confirmed it was \$500 last year for the school. This is an easy opportunity to obtain some grant money.
- The next general PTO meeting will be on November 15. We will have the Executive meeting and the general meeting will follow.
- Goal to be more active online, and Shanell is on board to be our new social media wizard. Look for an email with her introduction and the form to use for postings.
- Some volunteers post on the CaMS Village page on Facebook. A friendly reminder not to use this page and only post on sites that are sponsored by the school or PTO. We can share what Shanell posts but not in certain places.

Vice President's Report

- Committees will continue to be more active this year.
- Staff meetings - we had a welcome back spread, next one is planned for October
- Thankful Thursdays - September was "Here's to a sweet year" and next month will be a caramel apple bar
- Dine out Nights are planned at Blaze, Chipotle and Panda Express. The first couple are posted on the website.
- Budget updates - is it possible to divide teacher luncheon and staff appreciation into two budget lines? Jody would track spending of the budgets \$2075 teacher luncheon and \$1500 staff appreciation. *Update as of September 21 from Heather Garrison... instead of breaking teacher luncheon and appreciation into two separate categories, it will be kept together and name changed to Hospitality. Expenses within each area will be tracked on the side.*
- Jody asked if issues with Square were resolved. It has been worked out and a new account set up.

Treasurer's Report

- PTO donations as of the August income statement were \$16,325. Donations totaled \$16,900 as of yesterday. Pantry Packs donations are \$2,925 as of August 31 and \$3,175 as of yesterday. This doesn't include \$1,247 carryover from last year, so we are doing well in the Pantry Packs area.
- A digital copy of the tax return is available and was sent to the Board via email on September 19. The federal return is electronic, and the state return was just mailed.
- Heather has not processed many reimbursements. There has been some team money spent. A check for \$500 was cut for the accountant for taxes. There should be some expenses coming in from the tailgate. She goes to school Thursday or Friday each week, so forms can be left in the PTO cabinet. It's helpful to give her a heads up so she knows to watch out for it. Forms/receipts can also be emailed.

Secretary's Report

- August meeting minutes were emailed and approved. Sarah will send to Shanell for posting.

Communications Report

- Shanell has been familiarizing herself with the CaMS website and social media. She has access to the websites and is updating as needed for upcoming events. A form was created for postings and tested with Bhavna. She will share whatever information is needed so just let her know. Please allow 1-2 days for postings.
- Exploring Hoot Suite for Facebook and Twitter
- Would like to sit with someone to talk about the website...there is lots of outdated information and it's a good practice to review every now and then.
- Shanell asked if other people are posting to the Facebook account? Bhavna will find out who the admins are for Facebook. Jess had some posts scheduled out and that's probably what those posts are. Any questions or comments should be sent to Deanna.

Meeting minutes respectfully submitted by Sarah Galante