

Carmel Middle School
Executive Board Meeting Minutes
November 15, 2022

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

Principal's Report

- Started the food drive with student government
- Coffee Cart is Dec 12th provided by PTO
- All school bingo Dec 16th - will send a signup genius for prizes. Will be divided by grade level so there can be focused winners.
- MLL Night was held - this was the first at Carmel Middle School. 15 families of 45 attended. Representatives from PTO, Dads Club, Parks Dept, Merciful Help Center and an immigration attorney attended.
- No teacher grants
- Pantry Packs discussion
 - Pantry Packs has never been low on funds before.
 - Deanna has communicated often with the committee chairs about how to get food donations from churches and school parents
 - Given connection to Merciful Help Center
 - Stephanie Whiteside / Northview Church would like to donate - send a monthly list and they will purchase the food and send it to us.
 - Pantry Packs email from Deanna led to a parent ordering from amazon and having it shipped to school, a gift card donated and another parent who brought in two huge boxes of food
 - Chairs are using budget money to buy food v. using resources for donations
 - Concerned the funds will run out and we have the most families now than ever (this year increased from 24 backpacks to 32 backpacks)
 - Panera stopped bagel donations during the pandemic - Bhavna will stop in and ask if they have resumed
 - Chairs spent \$800 in gift cards for Thanksgiving break
 - Families will donate gift cards if we ask, increments of \$5 and \$10 to make it easier
 - Recently received an envelope of gift cards 6 \$25 Meijer, 25 \$10 Meijer and 3 \$10 Kroger
 - The chairs do ask Heather for the budget amount but she doesn't always have the current amount based on donations coming in. It would make sense for Bhavna to approve their expenses and sign off to keep everyone in the loop. There is currently no extra cross check in place.
 - Bhavna will research city contacts to find resources and talk to Andrea to find out her contacts. She will ask Andrea Flannery to be in charge of sourcing food. She asked Deanna to send her a list of resources the school has used before. She will call Gaya and send in support to help. Splitting up tasks can help alleviate stress. Bhavna will report back on her findings.
 - If pantry packs dips below \$1500 let Deanna know and families and teachers will respond.

- Giving Tree - 35 families this year. Asked them to provide one item they would like. Each team will gather items in a basket. They will be given gift cards this year to purchase items they want.

President's Report

- General Meeting - talk about Executive board roles opening up now or in the spring? VP and Secretary roles will be open. Laura suggests the earlier the better.
- Should also ask for volunteers and herd some toward pantry packs for sourcing - 2 people in addition to the chairs.

Vice President's Report

- Education Support Professionals week - recognized 45 IAs, technology and avid. They received a Starbucks gift card.
- Dine out Nov 21st at Panda Express
- All School Bingo - an email will go out soon for prize donations

Treasurer's Report

- P/L is complete through October 31 - funds go through square. Manually input into checking and savings accounts.
- Every time Deanna sends an email there is a 5-10 day spike of donations coming in
- Pantry Packs - income \$4625, expenses \$2440
- Overall budget is down related to budget goal but still doing ok. We won't spend all the budgets.
- Healthy savings account \$63K
- We are in a good place financially with a nice cushion to weather the storm.

Secretary's Report

- October meeting minutes were approved.

Communications Report

- None

Meeting minutes respectfully submitted by Sarah Galante