

Carmel Middle School PTO Executive Board Meeting

Tuesday, August 15, 2023

0900

Present: Jody, Michele, Erin, Bhavna, Claude, Sarah, Deanna

1. Welcome
 - a. Welcome and introductions
2. Principal's Report—Deanna Pitman
 - a. Update on orientation
 - i. Went well, took place earlier than previous years
 1. Will take place Aug. 1 next year, with school start date of August 5.
 - ii. Opened up to all grade levels
 1. Allowed families with multiple students to attend at one time, well received
 2. Families seemed to enjoy night hours option as well
 - iii. Utilized new tech to share PTO video
 - b. Meet the Teacher Night
 - i. 7th and 8th tonight, August 15
 - ii. 6th grade Thursday, August 17
 - iii. Will meet by "Teams"
 - iv. 6th grade will be able to meet 1st quarter elective teachers
 1. 7th and 8th grade electives to send video
 - v. Dine to Donate flyers will be passed out
 - vi. Teacher teams to include information about PTO donations-handout
 - c. NWEA testing starts today, August 15
 - i. Will take place during Core Plus block
 - d. New 6/7 Team this year
 - i. Enrollment is lower than previous years
 1. Historically have had 3 teams for each grade
 2. 6th and 7th grade currently have 2 teams, plus the combined 6/7 team
 - e. Deanna to help promote donation drive
 - i. Teachers will have slides about PTO/donation drive-flyers to hand out too
 - ii. Can have teachers email out information on how to participate
 - f. Grade level t-shirts
3. PTO President's Report—Jody Kent
 - a. Plans for tailgate-Jody to head committee

- i. 9/6, with a rain date of 9/19
- ii. After school social event
 - 1. Takes place before 8th grade home football game at the north side of the field (vs Riverside)
 - 2. Students have the opportunity to play outdoor games, hang out, eat pizza, will have photo booth and DJ
 - 3. Students will head to football game together around 5:15pm
 - 4. PTO sponsored: covers cost for pizza, DJ, photo booth
 - a. Last year's expense: \$1600-1700
 - 5. Deanna will create Google Form for permission
 - a. Plan to send out on Monday August 28th, close form on Friday, September 1
 - 6. Sign Up Genius created for volunteers
 - a. 10 volunteers currently
 - b. Will need help with set up, student check-in, game supervision, food distribution, cleanup crew
 - 7. Photo booth provided by 7th grade parent at discount
 - 8. DJ services provided by 6/7 Team teacher using CaMS sound equipment
- b. Committee updates
 - i. Staff Breakfast
 - 1. Appreciated and enjoyed by staff on 8/3
 - ii. Pantry Packs
 - 1. Deadline to register is Aug 25
 - 2. Starts Sept 1
 - 3. Committee chair meeting today (Andrea and Connie)- Bhavna available to provide help if needed
 - 4. In need of bags
 - a. In contact with Northview Church
 - i. May be able to provide bags as well as toiletry items
 - ii. Follow up to come
 - 5. Lots of interest in volunteering
 - 6. Merciful Help Center providing prepackaged bags with meals-will provide extra bags for any siblings in the home
 - 7. Donation Drive from PTO to help supplement as

- needed and provide fresh foods
 - iii. Thankful Thursdays
 - 1. Will start this month
 - 2. Committee chairs to meet soon
 - iv. Dine to Donate-Cassie
 - 1. Great way to raise funds
 - a. Receive 25-33% of profit
 - 2. 8/30 Blaze Pizza
 - 3. 9/28 Noodles & Company
 - 4. 10/23 Chipotle
 - 5. Ideas to help promote Dine to Donate days
 - a. Social media, pamphlets, principal communications
- 4. Vice President's Report–Michele Kirby
 - a. Promoting PTO and upcoming events
 - i. Upcoming calendar events:
 - 1. Tailgate
 - a. Will need parent help
 - b. Plan to communicate early and engage new families (6th grade)
 - c. Preview on social media
 - d. Highlight at upcoming general PTO meeting
 - 2. Clarification on Book Fair
 - a. Media Center event, not PTO
 - 3. Grade level Socials
 - a. Dates to be determined
 - 4. All school bingo
- 5. Treasurer's Report
 - a. Update on PTO fundraiser–Claude Warren
 - i. Collected:
 - 1. \$8254 on Square, \$200 in cash
 - 2. \$1675 for pantry packs
 - a. (about same from last year, touch lower) \$40 historically, increased to \$50 due to decreased enrollment, last few years have not met budget goal-expenses have been down though (goal is 25K)
 - ii. Goal is \$25,000
 - iii. Parent feedback:
 - 1. Wanting more info on increased suggested donation fees:
 - a. \$40 suggested donation in previous

- years vs. \$50 suggested this year (able to select donation amount that fits family)
 - b. Enrollment has decreased the past few years
 - c. Have not met budget goal, but have been able to keep expenses down
 - 2. Some inquiries about limited after school programs/clubs
 - a. School day ends later
 - b. District unable to offer late bus due to driver shortage
 - c. Clubs are initiated by students and then need to find teacher to sponsor
 - d. Unable to find teacher sponsor for Robotics and Math Counts
 - e. Deanna will check into whether parents can be club sponsor/coach to help support student interest
- b. Budget proposal–Claude Warren
 - i. Shared and reviewed rough draft of budget
 - 1. Will need to balance based off current enrollment numbers
 - 2. Will resend later this week
 - ii. Budget line items discussed:
 - 1. 5th grade transition
 - a. Budgeted less due to enrollment-will get final numbers to Claude
 - 2. Staff kick off- \$1485 for teachers
 - 3. Student assistance
 - a. Haven't used in past
 - b. OK to remove
 - 4. Student social \$1K
 - 5. Split out hospitality budget into 2 line items for better tracking:
 - a. Staff Meetings
 - b. Thankful Thursdays
 - 6. Teacher grants
 - a. Historically accounted for \$4k every year, typically spend \$2K
 - b. Ok reduce
 - 7. Team budgets
 - a. Will divide by percentage of students on each team per grade

- c. Reimbursements–Sarah Grelecki
 - i. Reimbursement forms located in the PTO cabinet
- d. Updated treasurer accounts (bank, Money Market, Square, Business Entity Report)
 - i. Business Entity Report filed this summer
 - ii. Working with accountant on filing tax return
 - 1. Due mid November
- e. Discussed differences in fundraising success/efforts between elementary school and middle school
 - i. Interested in finding ways to engage families to meet fundraising goal
- 6. Communications Report
 - a. Web changes/updates–Shanell Dominy
 - b. Social media postings–Jody Kent-
 - i. Will need volunteer to run next year
 - ii. Deanna runs CaMS Instagram, shares a lot of info/has a lot of engagement
- 7. Secretary’s Report–Erin Schaum
 - a. Process for meeting minutes
 - i. Uses Google Docs
 - b. Michele to create shared PTO Google Drive
 - i. Erin will create separate folder in drive to store all meeting minutes
- 8. Past President’s Words of Wisdom–Bhavna Thapar
- 9. Adjournment
 - a. Upcoming Meeting dates and Location
 - i. Next executive PTO board meeting on 9/19; 9:00am
 - ii. First general PTO meeting on 9/19 10:00am
 - iii. Suggestions for speakers during general meetings:
 - 1. SRO
 - 2. Hamilton County Health Board (discuss topics such as vaping)
 - 3. Student services
 - 4. Can mention town hall meetings for school referendum