

Carmel Middle School PTO Executive Board Meeting

Tuesday, September 19, 2023

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

Start: 0905

I. Welcome—Jody Kent

II. Principal's Report—Deanna Pitman

1. 2 grants
 - a. Instructional Coach-helps support teachers, guidance on best practices
 - i. 2 teachers working on classroom management
 1. Chair pockets-\$95.99
 2. Voted to approve
 - b. Sarah Awe 7th grade English teacher
 - i. Materials for book club: \$133.83
 1. Personalize writers notebooks using washi tape
 2. Ordered more books for students
 3. Ordered graphic novel about Animal Farm to help engage student that struggles with chapter books
 - ii. Voted to approve
2. Tailgate after school today (9/19)
 - a. Expecting 470 students
 - b. 12 teachers, administration, PTO volunteers assisting at event
 - c. Several sport groups will attend together and leave early
 - i. XC (not eating), Volleyball
 - d. Looking ahead for next year:
 - i. Thinking about splitting tailgate by grade level for next year
 1. Weather concerns-needing to reschedule
 2. Spacing issues if have to move indoors
 - ii. Spreading out over school year to include different sporting events among grade levels
3. Working to get dates on calendar for Winter Socials
 - a. Will be separated by grade level
4. All School Bingo- Dec. 21 at end of day
 - a. Parent donated prizes
 - b. Have committee chair, will be meeting with admin later
5. "Pink Out" for last football game- Oct. 4
 - a. Email going out today
 - b. Selling T-shirts
 - c. Concessions for donations
6. Spirit week for Homecoming at CHS
 - a. Will participate in spirit days for half the week:
 - i. Wed: Character day
 - ii. Thurs: Space vs. Space Jam

- iii. Fri: Blue and Gold
 - 7. County competitions coming up for sports
 - 8. Musicals will take place in November
 - 9. Clubs starting to take off
 - a. Volume similar to last year-will double check on numbers
 - b. Secured a MathCounts coach
 - c. Still working on finding Robotics sponsor
 - d. Follow up from last meeting:
 - i. Parents can not lead/sponsor a club, need to have teacher sponsor
- III. PTO President's Report–Jody Kent
- 1. Hamilton County Kids Coats
 - a. Collecting donations until 10/6
 - b. Signs in parking lot to advertise
 - c. Drop boxes in front outside school, and in school
 - d. Hats, coats, gloves, boots
 - e. Accepting sizes Infant - 5XL
 - 2. Plans for tailgate (9/19)
 - a. Need Volunteers for cleanup 5-6pm
 - b. Picking up Pizza at 3:45
 - i. meet back by Educare/tennis court side
 - ii. Will have someone pick up using gator to bring food to tailgate site
 - 3. Committee update
 - a. Pantry Packs
 - i. Want to focus on 5 specific foods
 - 1. Push out on social media
 - 2. Will use money donated to purchase other items needed, such as fresher food items
 - ii. Changed donation on site to offer lower amount (\$10)
 - iii. Had first fundraising event on Sept. 6
 - 1. Done at football game
 - 2. Received feedback that it was the first they heard of Pantry Packs
 - iv. Planning "FaceBook Event"
 - 1. Will ask for donations online
 - 2. Giftcards
 - v. Seeing gaps in communication about Pantry Packs, how to get involved and how to utilize
 - b. Thankful Thursdays
 - i. August: "Spread a Little Sunshine"- received a lot of social media engagement/reach
 - ii. September: "How about those apples"- seeking donations
 - c. Dine to Donate
 - i. Communications going better this year, focus on getting the word out about upcoming events
 - ii. Blaze Pizza-\$139.25 (high amount compared to previous events)

- iii. Upcoming:
 - 1. 9/28- Noodles & Co
 - 2. 10/23- Chipotle

IV. Vice President's Report—Michele Kirby

- 1. Solar Eclipse
 - a. Visitor Parking Fundraiser as all of Hamilton County expecting big turnout
 - b. Emily Bauer helping coordinate activities
 - c. Selling parking passes online-will need someone to work the day
 - d. Outdoor restrooms will be available to use
 - e. Several schools participating
 - i. Will get profit share
 - f. Offer free parking spot to volunteers
 - g. Other school PTOs can volunteer at host sites to raise funds for their school
 - h. Distribute glasses
 - i. Will need to send tax ID (done)

V. Treasurer's Report—Claude Warren

- 1. Update on PTO fundraiser
 - a. \$13204 collected as of 9/19
 - i. Less than half of current proposed budget
 - ii. $\frac{2}{3}$ of where we were last year at this point last year
 - iii. Goal is \$24K, historically raise around \$18K
 - b. \$2775 collected for pantry packs -not budgeted line item
- 1. Plan to share more photos on social media for events put on by PTO, stating "sponsored by PTO"
- 2. Fundraising across feeder schools is down (Forest Dale)-Looking into engagement
- 3. Look into company matches for next year
 - a. Will refer to Greyhound Council to see which companies are doing it across the district

VI. Treasurer's Report

- 1. Income will not be correct, expenses will be updated
 - a. Discrepancies with Square matching up on correct dates
 - b. Will push a "space holder" deposit to be able to balance out budget and move forward with the accurate numbers
- 2. Budget proposal
 - a. Square fees-added back to print out
 - b. Combined team name corrected-left as line item
 - c. Student assistance, previously removed
 - i. Requested to add it back
 - ii. \$200-historically purchase yearbooks for 8th grade for those unable to
 - d. Grade level budget: \$4500/1065 students (4.23/student)
 - e. Current account balance:
 - i. \$55K in MM account

- ii. \$6K in checking account
- f. Amazon Smile
 - i. Will not coming back, listed as 0
- g. Kroger
 - i. Deanna will share to remind families to set up
- h. Michele to talk to CEF about fund sharing between PTOs
- i. Will need to consider rethinking budget moving forward (smaller budget) if fundraising goal not met
 - i. Haven't met \$24K in past, typically bring in ~\$18K
- j. Will need previous board member's mailing addresses for tax purposes

VI. Communications Report–Shanell Dominy

- 1. Not present
- 2. Jody went to website training

VII. Secretary's Report–Erin Schaum

- 1. Plan to send minutes to Jody, who will then post on drive/website
- 2. Requested vote on Minutes- approved

VIII. Adjournment

Upcoming:

First general PTO meeting on 9/19

- Officer Matthew Broadnax as guest speaker