

Carmel Middle School PTO Executive Board Meeting Minutes

Tuesday, January 16, 2024 (Rescheduled via Zoom due to 2hr delay)

Present: Deanna Pitman, Jody Kent, and Erin Schaum via Zoom

I. Welcome–Jody Kent

II. Principal's Report–Deanna Pitman

a. Budget request for clubs

- Not budgeted enough for this school year
 - Previous years: club enrollment has been down, probable Covid effect
- Currently over budget and just starting 2nd semester clubs
 - Higher enrollment in clubs
 - Request for E-sports
- Will need to have executive board vote to increase funds/adjust budget

b. 5th Grade Open House- January 24

- PTO info to be set up In cafeteria
 - Will have board volunteers present
 - Jody Kent, Michele Kirby, Sarah Grelecki and Erin Schaum
 - Representative of all 3 feeder schools
 - Will have TV set up with video
 - Use same video as of last year
 - Will have PTO info pamphlet to pass out
 - QR code- Michele Kirby creating
 - Link for those interested to sign up electronically
 - Will ask Michele to send QR code
- Requested use of stand utilized during orientation to hang PTO sign
- Suggestions:
 - Have printouts of brief description of each committee and time commitment/ obligation for each committee
 - Help those parents wanting to get involved an idea of where they can volunteer time and expectation of commitment

III. PTO President's Report–Jody Kent

a. Committee Updates

- Staff breakfast provided on January 10, enjoyed and appreciated

b. Upcoming Events

- Open House on Wednesday, January 24
- 8th Grade Celebration
 - Will take place last day of school
 - Discussion on scope of event:
 - Last year was a “bigger” celebration than previous years
 - Class of 2023 8th graders were Covid 5th graders- did not have a 5th grade celebration
 - PTO budget was \$1000 last year
 - Also collected \$10 from every student attending

- Provided lunch and activities- inflatable games
- Michele Kirby and Cassie Hull are co-chairs
 - Will need to start discussing plan and budget
 - Have write up from last year's chair
 - Was very detailed, provided contacts of vendors used, detailed budget report
 - Deanna will meet with co-chairs to help establish event
 - "Can do" and "can't do" (no on blowups, no dunk tanks, etc
 - Will need to have back up plan in case of bad weather
- Jody Kent will confirm budget with Claude Warren (confirmed PTO spent \$1000 last year)
- Dine to Donate
 - January 24 at Panda Express
- Pantry Pack Committee
 - Would like to onboard someone this year to start learning process
 - Need to be available Thursdays or Fridays
- March Executive Board PTO meeting
 - Will need to possibly reschedule as Deanna is unavailable

IV. Vice President's Report–Michele Kirby

- Nothing to report

V. Treasurer's Report–Claude Warren

PTO fundraiser (PTO and Pantry Pack)

- Shared updated P&L through 12/31/23
- Pantry Pack donation of \$300

Treasurer's Report

- Shared current budget report

VI. Communications Report–Shanell Dominy

- Nothing to report

VII. Secretary's Report–Erin Schaum

- Nothing to report

VIII. Adjournment