

Carmel Middle School PTO  
Executive Board Meeting Minutes  
5/21/24

Present: Jody Kent, Michele Kirby, Sarah Grelecki, Deanna Pitman, Erin Schaum

I. Welcome—Jody Kent

- A. PTO leadership slate for 2024-2025, discussion and vote
  - a. Exec board slate-will need to have a General PTO board - ask Jody for slate
- B. Transition for next year, discussion
- C. PTO Google Drive
- D. PTO President checklist
- E. Leadership meeting
- F. Budget planning
  - a. Planning budget over the summer
  - b. Pantry packs

II. Principal's Report—Deanna Pitman

- A. Teacher grants- None
- B. Thank you to PTO for support over the year
- C. Working with Darren to close out books for clubs for treasurer
- D. Have 2 staff members to lead robotics club next year
  - a. Paid position by district- doesn't come out of PTO budget
  - b. Creekside and Clay Robotics club doing camp over summer- inviting CAMS students
- E. Zoom Meeting on Friday with Boosterthon
  - a. Wellness run- will take place during school day
  - b. Plan to have Social Media posts, team activities to support, prizes
- F. Communications for next school year will come out after 4th of July
  - a. Save dates for orientation- July 29th and 30th
- G. My story:
  - a. Very successful, nice to see community gather around event and learn about families gift
  - b. 3 food trucks came, set up tables and chairs outside
  - c. Had 750 people attend
- H. Looking to plan a Culture night in Fall
- I. Considering offering Food trucks at orientation: donuts in the morning, dinner truck

III. PTO President's Report—Jody Kent

- A. Committee Updates:
  - a. Dine to donate
    - i. Handles event today
    - ii. Raised \$770 total for the year
  - b. Thankful thursday

- i. This Wed- all spots full except 2
- c. Pantry pack
  - i. Will need to renew grant for Northview Church
  - ii. Last pack today

#### IV. Vice President's Report–Michele Kirby

##### A. 8th Grade Celebration

- a. 10 tables (3 for pizza, 1 chips and drink, 1 for tattoos)
- b. Would like to have ice for refill
  - i. 2 locations-will check with Darren
- c. Tents
  - i. 1 big XCC tent, will put out call out for tents
- d. Staff DJ - Teacher playing music
- e. Signup genius to front office
- f. Selfie station-photo back drop- sign gypsy
- g. Yard games
  - i. All star basketball game, stryker, golf course,
- h. Trash cans/bags
- i. Tropical snow
  - i. \$3/students
- j. Punch Cards
  - i. Students will get punch card for pizza, snow cone, drinks
  - ii. Will get raffle ticket for prizes-draw every 15-30 minutes
- k. Pizza
  - i. Pick up at 1030
  - ii. Purchasing through Papa Johns and Costco
- l. Checks to write
- m. Will dismiss 1 team at a time for 8th grade
- n. Will need a lot of volunteers
  - i. set up at 9
- o. Budget spreadsheet
- p. T-shirts
  - i. \$415 profit
- q. Keep kids within track
- r. Yearbook signing station
- s. Napkins in PTO cabinets and plates

##### B. Michele put together folders for rising 6th graders at FDE

- a. Create template for fliers, share with other elementary school
- b. Includes ways to receive information for CAMS

##### C. Will need to work through budget over the summer

#### V. Treasurer's Report–Sarah Grelecki

##### A. Budget

- a. P&L Shared
  - i. Fundraising updates
    - 1. Kroger-\$377 received (\$1593 for the year)
    - 2. \$600 from Northview for Pantry Packs
    - 3. Box Top \$39
  - ii. Account balances
    - 1. Some teams haven't used all their funds
      - a. Will put out email for reimbursement to staff
    - 2. Checking:
      - a. \$5,100
    - 3. Savings:
      - a. \$52,000
- B. Would like to suggest PTO credit card for purchases
  - a. Discussion
  - b. Treasurer will be in control
  - c. Will need to set checks and balances

#### VI. Communications Report–Shanell Dominy

#### VII. Secretary's Report–Erin Schaum

- A. Approve meeting minutes from April- Approved
- B. SRE requested to include 5th grade parent night when planning orientation for next year

#### VIII. Adjournment