

Carmel Middle School PTO
Executive Board Meeting
October 16, 2018



Minutes

Present: Katie Lawson, Madhavi Pappu, Kim Frederici, Jana Swigart, Ann Bernard, Trudy Young (representing CMS Administrative Staff), Deanna Pitman (arrived at 9 am)

I. Welcome

II. Approval of September 2018 Minutes

Minutes from September were distributed via e-mail prior to the meeting. Ann made a motion to approve the September minutes, Jana seconded, motion approved.

III. Principal's Report

A. Grant Requests:

1. Hilary Machemer, 7th grade physical education teacher. Requested \$74.89 for portable screen. Kim made a motion to approve the request, Jana seconded, approved unanimously.
2. Kristin Taylor. Requested \$329.99 for a sphero charging case with lock. Ramie made a motion to approve the request, Ann seconded, motion approved unanimously.
3. Becky McElhanen, band director. Requested \$419.30 for a full set of pneumo pros. There was discussion about performing arts as a department with fundraisers asking for PTO grants. This request was tabled with a request for Trudy to learn more about how the band fundraising monies are utilized.

B. November Board Meeting. Trudy confirmed that the counseling department is prepared to present at the next (evening) board meeting on November 13th.

IV. Treasurer's Report

A. 2018-2019 Budget Update

1. In addition to the monthly report, Kim highlighted: a. \$363 was spent on fall fundraiser prize to Greeks Pizza, b. \$257.50 was received from the Old Spaghetti Factory for the earlier Restaurant Night. There were 109 evening orders, c. Nothing received yet from Papa Fetoush but PTO was excited that city government officers advertised the restaurant night and came to support—including Bruce Kimble, d. \$480 was spent on Guided After School Study Hall (GASSH) this academic year. Essentially, PTO is where we expect to be at this time of the fall.
2. Non-guided Study Hall
The board discussed the underutilization of the non-guided study hall by the end of the first quarter. The board considered if the problem was related to a stigma for attending non-guided study hall, bus transportation for students who attended non-guided study hall or whether the program needs better marketing.
The board considered: 1. Including study hall options during the Teacher Information Nights; 2. Possibly offering study halls before school from 7-7:40 am.
3. Guided After School Study Hall (GASSH) is going well. Teachers reach out to students and families who would benefit and provide recommendations.
4. After School Activities. With the transition to the new PowerSchool system PTO wonders if

these options can be visible on-line. Ideally CMS would create an info hub for parents which would include a PTO page.

V. Committee and Event Updates

A. Fall Fundraiser 2018

1. Only 5 order items left; 4 are awaiting redelivery Wed of this week. Addy will contact families once products delivered to school
2. Prize distribution on Thursday 11/15 during lunches
3. This year the PTO fundraiser came up short from goal. Randy from Red Apple contributed ~\$3K from his profit in order to boost CMS to the guaranteed \$21K.

B. Fall Fundraiser 2019

1. In light of the CMS PTO Red Apple Fundraiser shortfall and considering what other schools in the Carmel Clay District doing to raise PTO funds, the board discussed changing the major fundraising effort in 2019. Presented options included:

- Red Apple?
- Boosterthon?
- Direct Donation drive?
- Other option?

2. Katie did a thorough analysis of the CMS fall fundraising numbers and compared our efforts to the fundraising background at Clay Middle School. See accompanying documents prepared by Katie.

In summary, schools that have moved to a direct donation major fundraiser experienced a downturn in funds raised during the initial year which rebounded in subsequent years with more community awareness, better communication with students and families (early and often), incorporation into the welcome week and teacher information nights, teacher involvement and PTO highlighting efforts/offerings via video. In 2018-2019, both Clay and Creekside PTOs reached their fundraising goals via a direct donation drive. All of the CMS feeder schools are using direct donations, dues, and sales or fun runs.

3. Concerns were discussed and PTO will bring this topic for discussion to the November general board meeting. Namely:
 - a. What if CMS PTO direct donation falls short? Could we have a spring fallback (like a bubble run)? Could we have an on-line silent auction and auction off special items like parking and front row seats for athletic events and performing arts events?
 - b. Should PTO remove yearly dues and automatically enroll all families? This would involve a bylaws change. (Current bylaws state no less than \$1 must be contributed per family.) It could be that the first \$1 of each direct donation would satisfy families dues for PTO membership.
 - c. Kim, our Treasurer, pointed out that there are contingency monies that could be used to make up a shortfall difference if a low fundraising year is anticipated due to a shift in strategy.
4. Regardless of which strategy is used to fundraise in 2019-2020, PTO should reach out to parents and send a letter of donation so that they can get appropriate tax credit for non-profit donations and also reach out to parents who work at companies that will provide matching donations.

C. Bookstore

D.

E. Media Center

Carli Sauer is back on 11/7 so ideally staffing will be complete for her return.

F. Teacher Luncheons

G. Boxtops

Box Tops are starting to come in (over 200 so far). There will be a reminder in an e-mail. Thus far the most box tops were collected in Teams 6.1, 7.3, and 8.2.

H. Membership/Volunteers

I. Pantry Packs

Report by Ann Marie & Amanda. There are 3 food drives planned in early December and Carmel Elementary will be donating part of their can drive to CMS. CMS families will also be encouraged to purchase \$10 Meier and Kroger cards to be sent home with participating students during winter break. Pantry Packs currently has \$1100 in funds.

J. Dine Out Nights:

October 16: Punch Burger

November 20: City BBQ

December 4, 11,18: Boombozz Pizza

January-in communications with Scotty's on Main St.

February 19,2019: Chick-Fil-A (all day, 20% back)

March 19, 2019: Bar Louie

K. Staff Meeting Snacks. The themes are working well and having a larger quantity of fewer items is a hit.

VI. Communications

A. Website-new website coming; webmaster training scheduled

B. Social Media-Facebook at 99 "likes",



VII. Miscellaneous

A. Upcoming Dates

10/16: Punch Burger Dine Out

10/27: Ghosts and Goblins Run

11/13: Executive Board 8:15am

11/13: General Board 6:30pm; special interest topic-counseling department/mental health/stress

PTO is excited to offer an evening meeting for the first time. The PTO portion of the meeting will be 30 minutes (or less) and the counseling center will present for approximately 45 minutes. The general theme will be "What are adolescents dealing with and how is the counseling department helping students?"

B. Upcoming Newsletter Deadline: November 2

Minutes respectfully submitted by Ramie Cooney, PTO Secretary