

**TOWNE MEADOW ELEMENTARY
PTO EXECUTIVE BOARD MEETING
September 20th, 2018**

Members Present:

Tishia Smith –President
Shaune Shelby – Vice President
Kim Berebitsky - Treasurer
Cybil Cottrell – Assistant Treasurer
Lauren Edmundson - Corresponding Secretary
Sharon Menachemi – Recording Secretary
Nikki Raasch - Principal

Call to Order

Motion to approve minutes from prior meeting

August 23rd, 2018 Meeting Minutes Approved

Vice President's Report – Shaune Shelby

- Coordinating Council Meeting
 - Shaune and Tishia met the new superintendent Dr. Beresford at the meeting.
 - They discussed the Carmel Education Foundation Ghosts & Goblins run and really pushed schools to participate.
 1. Any school with 100 or more runners gets back 10% of the entry fees.
 2. Shaune and Mrs. Raasch are working on a theme. The board liked the idea of “Be Kind” and asking students to dress like bees in black and yellow.
 3. There will be a designated day to decorate part of the costume the week of Oct. 9th.
 - The Coats for Kids drive is Sept. 28th – Oct. 1st. They will also accept scarves, gloves and boots.
 - Carmel Schools Food Services & Catering – they are very cost friendly and do a great job.
 - There was a class on the upcoming website changes. myCCS is being replaced by a parent portal.
 - Dr. Beresford has a plan to address the big issues people are talking about, like recess and the challenge program. Mrs. Raasch says there are state mandates for instructional time that must be followed but teachers are encouraged to go outside or take breaks when they need to. Cybil asks if the LGI can be converted to additional lunchroom space because 4th grade eats so late. Mrs. Raasch says they aren't able to do that because the room is used for other things, but the students' day is broken out so that they are not stuck in the room.
- Shaune is looking for a date for a father/son kickball event “Kickin' it with Dads”. He has a dad that has volunteered to lead it. A date is also being planned for another Lunch with Dads.

Treasurer's Report – Kim Berebitsky

- The Friends of Coyotes went over budget by \$1100. The \$10 we charged per couple wasn't enough to cover the expenses.
- Some of the teachers do not submit the sales tax along with their reimbursements. Kim thinks we should send them a copy of the Tax Exempt form and let them know to expense the tax. Mrs. Raasch agrees we will reiterate we can reimburse it but it will come out of their budget.
- The 4th grade teachers asked for more field trip money – Mrs. Raasch did not communicate a final decision yet.
- The 2nd grade teachers asked for additional field trip money and it was not approved. They ended up using their enrichment money. We can discuss next spring whether to increase their budget for the following year.

- Mrs. Raasch used her principal discretionary fund to buy staff t-shirts. She also uses it for staff perks such as inviting the pizza truck during iStep time. Her budget is \$1000 however some of the other Carmel school principals have \$5-10K in their fund. Kim says we can't adjust the budget for this year but we can find the money somewhere else. Mrs. Raasch would use the additional funds for more teacher perks and for things like professional books.

TME PTO Treasurer's Notes

September 20th, 2018

Bank Accounts Summary:

Numbers and activities as of 9/17/18 (Bank Statement #s as of 8/31/18)

- Total PTO Funds: \$ 88,281.33
Breakdown:
 - Money Market: \$79,401.24 (\$86,808.23)
 - Checking: \$8,270.96 (\$12,141.26)
 - Gaming: \$100.11 (\$100.11)
- **Total Funds less pass through: \$77,467.09 (PTO money)**
- Pass through Fund totals:
 - Picture: \$1,431.41
 - Book /Media: \$9,766.75
 - Math Club: \$758.59
 - Friends of Coyote \$-1,142.51
 - TOTAL: \$10,814.24

%YTD Income 32.56%

%YTD Expense 43.58%

Treasurer Notes / Income Highlights:

1. Fall Fundraiser: Net **\$21,853.19** (91.05% of \$24,000 budget)
 - a. Income: **\$22,128.00** (76.30% of \$29,000 budget)
 - b. Expenses: **\$274.81** (5.50% of \$5,000 budget) – no shirts or yearbook expense
2. Spirit wear: Net **\$-7.00** (1.40% of -\$500 budget)
 - a. Income: **\$1956.00** (97.80% of \$2,000 budget)
 - b. Expense: **\$-1963.00** (78.52% of \$2,500 budget)
3. Business Incentive Income: Total 161.64 (8.08% of \$2,000 budget)- Kroger, Boxtops, Amazon smile.

Treasurer Notes / Expense Highlights:

1. Teacher Allocations, Enrichment & Extracurricular
 - Teachers have spent **\$2230.42** (21.97%) of their classroom allocation money
 - Total Enrichment – **1,152.83** (7.18% of 16,050.00)
 - EC – Music Orff & Choir has spent **\$182.99** (22.87% of 800.00)
2. Classroom Subscriptions spent **\$665.00** (15.13% of 4,400.00)
3. *Enrichment overflow spent **\$6,710.50** to Recreation Unlimited completing the cost for Recess Refresh.

4. Hospitality spent **\$692.58** (38.48% of \$1,800)
5. *Friends of Coyote spent **\$500.00** (100% of \$500.00), see attached sheet.

Treasurer Notes / Activities:

1. Friends of Coyote over budget, discuss plan to make up the expenses to balance the passthrough.
2. Reimbursement of sales tax, email letter of tax redemption
3. Field trip update
4. **\$10,000** transferred from Money Market account to Checking account to maintain at least a \$3,500 balance on 9/11.
5. Taxes filed for the 2018-2019 school year.
6. PayK12 -\$4602.00.00 bringing us to \$26,730 (92.17% of 29,000 income) Net 226,455.19 (110.23% of 24,000).

Corresponding Secretary Report – Lauren Edmundson

- Lauren purchased \$25 gift cards to Target for Custodial and Maintenance staff appreciation
- Going forward she will take a picture during appreciation weeks and Mrs. Raasch will tweet it with the @myccs hashtag.
- Lauren's friend owns Wich Which and offered to do a Dine to Donate night. Tishia says our Community Rewards chair is unable to fulfill the commitment but that Lauren should play a communication role on behalf of the board even once someone is found. Mrs. Raasch says we are losing money by not doing Dine to Donate monthly but Tishia says we have not had a volunteer to coordinate it. Kim says Box Tops are also very time consuming. We need a dedicated community rewards chair. We will ask Molly to add it to the website so someone can sign up.

President's Report – Tishia Smith

- We had an official ribbon cutting for the Recess & Refresh updates with representation from the district and from the Current.
- Fall fundraiser t-shirts are in and should be delivered today. We need help next week to sort them.
- We are at 75-80% family participation for fall fundraiser. A school photo day with all students wearing shirts will take place Oct. 26th.
- The paper sign ups have been difficult so we are thinking of transitioning to online only.
- All committees now have chairs and are recruiting for volunteers. There is still a need for volunteers tomorrow at the tailgate.

Principal's Report – Nikki Raasch

- There was a big turnout for Principal coffee last week. Unfortunately Mrs. Raasch could not make it so Mrs. Leckrone took over. The topic was NWEA. Mrs. Raasch would welcome ideas for future topics.
- The new technology platform is coming and we should review it at the next general meeting. Tishia thinks we should review Canvas as well.
- We are working on putting together a parent night to cover Conscious Discipline and planning on rotating stations. The SRO will cover school safety and Mrs. Stock will cover anxiety and coping mechanisms. No date is set yet but we're hoping for October.
- Custodian requests should be run through Mrs. Raasch rather than communicating directly with custodial staff.

Next Executive Board Meeting: October 18th, 2018

Meeting adjourned.