

Carmel Middle School  
Executive Board Meeting Minutes  
May 28, 2020

Attendance: Deanna Pitman, Jason Rose, Claude Warren, Ann Bernard, Sarah Galante, Jessica Barrett, Laura Roth, Annie Scott, Vesper Miller

- I. Update and vote on new Board members
  - A. The Executive Board is proposed as the following:
    1. Jason Rose - President
    2. Annie Scott - Vice President
    3. Ann Bernard - Treasurer
    4. Claude Warren - Assistant Treasurer
    5. Sarah Galante - Secretary
    6. Jessica Barrett - VP of Communications
    7. Laura Roth - Board at Large
  - B. In addition, Vesper Miller and Rochelle Meisner will co-chair Pantry Packs. Jason is reaching out to Amy Stanckewiz (sp?) as potential Volunteer Chair, to oversee Bookstore, Media Center and other volunteering opportunities. President and VP will work with Deanna and Treasurers on Fundraising/Donations.
  - C. Jason will follow up on positions left to be filled.
  - D. Ann Bernard moved to approve the new board and Laura Roth seconded. ***The slate was voted on and approved by the Executive Board.***
- II. Committee Reports
  - A. Pantry Packs
    1. Prior to school closing, pantry packs packed boxes to send home. They also donated most of the food to the Carmel Youth Assistance program.
    2. Pantry packs has 20 kids signed up. There are 60 families registered for the summer program.
    3. Deanna recommends making a donation to Carmel Youth Assistance program. They didn't get to have their annual gala and have asked for help.
    4. There is currently \$2500 in pantry packs account. Will need some money to replenish the pantry and purchase new backpacks.
    5. Jason moved to donate \$1500 to Carmel Youth Assistance, Ann seconded. \$1,000 will be kept for security in the fall. ***This motion was voted on and approved by the Executive Board.***
  - B. Communications
    1. Plan to stick with Facebook and Twitter
      - a) Photos need approval, can copy Deanna and Lynn Johnson on emails to make sure kids are not on do not publish list

- b) Need a strong online presence going into the fall through FB, Twitter and the CaMS website
  - 2. Principal Communication
    - a) Deanna sends out parent emails and newsletters every 2 weeks. Will need information from PTO. A quick blurb is sufficient.
    - b) Deanna will get the schedule of these communications to the PTO
  - 3. CaMS Website
    - a) Jessica plans to refresh photos and keep the information updated
    - b) Deanna will reach out to Jessica Gilpatrick for photos
    - c) Teacher grants can be communicated to Jessica so she can post about them on the website.
  - 4. Executive Board Meeting Minutes
    - a) Meeting minutes for the previous month are approved by the Exec board at the following month's meeting.
    - b) Sarah will email the minutes to the board to review and suggest changes.
    - c) Deanna and Jason have final approval and will then forward to Jessica to post on the website.
  - 5. Jason plans to be more proactive with communications throughout the year. In addition, CaMS Village Facebook page can be used to post information, although it is not run by the school.
- C. Cougar PA's
  - 1. Jason will touch base with Todd Hornsby and Dan Perdun about this committee. The plan is for men to have a more active role in the PTO starting with the cougar tailgate.
- D. School Clubs
  - 1. Jason, Annie and Laura plan to visit each club at least once throughout the year to show PTO support and appreciation.
  - 2. Jason will follow up with Darren for the full list of clubs.
  - 3. Annie will plan to reach out to club sponsors.

### III. Principal's Report

- A. Locker clean outs went well. Still have 165 kids left to pick up stuff which is happening this week.
- B. Hot topic is what the fall will look like. Many options are being discussed.
- C. Deanna will send an email mid-July. Will need fundraiser information and updated PTO links to include.
- D. Lynn will ask for Exec Board meeting dates. Plan is to keep Tuesdays.

### IV. Treasurer's Report

- A. Ann sent an email with a financial update. We are in good shape due to the school being closed.
- B. New financial year starts July 1st.

- C. Plans for fall fundraising - do we want to keep \$25 contribution or increase it?
  - 1. Jessica suggested having a more clear donation campaign including specifics of what the money goes to. Pictures, grants, stories can be used to create the campaign.
  - 2. Goal is to maintain donations while being aware that there will be families who are unable to donate due to financial hardship.
  - 3. Most money comes in through the website after Deanna sends an email.
- D. We are still receiving money from Amazon and Kroger.
  - 1. Jessica can post about these opportunities over the summer.
  - 2. Need to have incoming 6th grade parents switch over to support the middle school v. elem school.
- E. Restaurant Nights
  - 1. Laura will look into restaurant nights.
  - 2. Ann updated budget to include \$500 coming in for restaurant nights v. \$2000 previously.
  - 3. Better communication will help get the word out.

V. Next meeting date is tentatively scheduled for July 7, 2020.

Meeting minutes respectfully submitted by Sarah Galante