**TOWNE MEADOW ELEMENTARY**

**PTO EXECUTIVE BOARD MEETING**

**November 14th, 2017**

**Members Present**:

Tishia Smith –President

Shaune Shelby – Vice President

Missy Brauer – Corresponding Secretary

Shivika Jain - Treasurer

Kim Berebitsky – Assistant Treasurer

Sharon Menachemi – Recording Secretary

Nikki Raasch - Principal

**Call to Order**

**Approval of Minutes from Prior Meeting**

October 10th, 2017 Meeting Minutes Approved

**Vice President’s Report – Shaune Shelby**

* The fall parties went well though there was some confusion with the kindergarten games. Melissa Okeley is still looking for a “point person” to remain in each pod to facilitate.
* Ghost and Goblins Run – next year we need to organize earlier and promote wearing a common color or theme to get families more excited. We should get pups running involved and it would help to have a faculty member involved.

**Treasurer’s Report** – **Shivika Jain**

* Mr. Himelick has requested additional funds for the 5th grade musical. We budgeted $1500 but spent $900 on the rights to this musical. He still needs another $500 in funds for the costumes.
  + - Motion to approve an additional $500 for the 5th grade musical
    - Motion approved

Bank Accounts Summary:

Numbers and activities as of 11/12/17 (Bank Statement #s as of 10/31/17)

* Total PTO Funds: $ 108,554.59

Breakdown:

* + Money Market: $98,074.95 ($107,899.95)
  + Checking: $10,239.59 ($5,309.87)
  + Gaming: $240.05 ($240.05)
* **Total Funds less pass through: $96,763.42 (PTO money)**
* Pass through Fund totals:
  + Picture: $3,838.93
  + Book /Media: $7,795.91
  + Math Club: $1,156.33
  + TOTAL: $12,791.17

%YTD Income 50.50%

%YTD Expense 29.21%

Treasurer Notes / Income Highlights:

1. Fall Fundraiser: Net **$25,080.50** (103.21% of $24,300 budget)
   1. Income: **$29,629** (102.17% of $29,000 budget)
   2. Expenses: **$4,548.50** (96.78% of $4,700 budget)
2. Spirit wear: Net **-$160.43** (32.09% of -$500 budget)
   1. Income: **$1,181.50** (118.15% of $1,000 budget)
   2. Expense: **$1,341.93** (89.46% of $1,500 budget)
3. Business Incentive Income: **$46** from Kroger

Treasurer Notes / Expense Highlights:

1. Teacher Allocations, Enrichment & Extracurricular

* Teachers have spent **$2,150.55** (31.63%) of their classroom allocation money
* Media has spent **$303.81** (46.74%)
* Enrichment – KG has spent **$572.43** (71.55%); 1st grade has spent **$159.18** (19.9%); 3rd grade has spent **$200** (20%)
* Field Trips – 1st grade has spent **$864** (54%)
* EC – Music Orff & Choir has spent **$274.44** (34.31%)

1. Classroom Parties spent **$211** for food for Fall parties for a total of **$380.79** (38.08% of $1,000)
2. Classroom Subscriptions spent **$3,259.96** (108.67%); Dynamath spent **$953.07** (63.54%)
3. Family Fun Night: Net **$197.48** (32.91% of $600 budget)
   1. Income: **$493** - $140 from raffle; $178 from event; $175 from Kona Ice
   2. Expense: **$690.48** - $250 for balloon artist; $290.48 for food; $150 for raffle prizes
4. Hospitality spent **$269.75** for bus driver breakfast (89.92% of $300)
5. Passthrough:
   1. Picture Money has gotten **$4,032.05** ($500 from vending machine & $3,532.05 from school’s commission from Lifetouch) and spent **$598.98** ($24.95 for clinic water, $250 for registration for spell bowl & math bowl, $294.03 for staff Fall grill day, & $30 for United Way fundraiser prizes)
   2. Book Fair has spent **$1,913.85** ($330.85 for Makerspace items, $1,392.60 for book repair machine, & $190.40 for framing art for media center)
   3. Math Club has gotten **$825** from dues

Treasurer Notes / Activities:

1. **$10,000** transferred two times from Money Market account to Checking account to maintain at least a $3,500 balance
2. **$480** added back to enrichment overflow from rebate for Kenwood radios ☺

**Corresponding Secretary’s Report – Missy Brauer**

* + - No staff gifts were purchased this month
    - We have one student that is sick and has been out for a couple of weeks

**President’s Report – Tishia Smith**

* Tishia attended the PALS meeting. This meeting is for PTO Executive Board Presidents and Vice Presidents only; no district representatives are there.
  + - They want to connect all those who have the same position on the board with one another
    - There is a group email being created for treasurers and social media contacts at all of the Carmel schools
* PTO night at Stacked Pickle made $500 and we received 20% of this. Potbelly Sandwich Shop also has a similar program and we’d make 25%. Plans are to choose a date and aim for once a month at Potbelly.
* Tishia received an email from Art to Remember, a program that allows parents to purchase items such as mugs and magnets that are personalized with their child’s artwork. Mr. Lamie coordinated it in the past but it was replaced by other fundraisers.
  + - Do we want to bring back this program – not a big moneymaker and requires a lot of manpower to make it happen
    - A volunteer will be needed to organize it and Mr. Lamie’s involvement will be needed
* Life skills teacher appreciation – a parent of a life skills student is concerned that these teachers do not get the same recognition as other classroom teachers with more students and designated room parents. Should there be a more coordinated effort.
  + - This parent asked if the Life Skills and other resource teachers could be acknowledged for Dec. 2nd Special Needs teacher day. Mrs. Raasch said we recognize all teachers during Teacher Appreciation Week and we shouldn’t have a separation in recognition days
    - There is nothing on the district calendar for Dec. 2nd
    - Tishia will work with the room parent chairs to find a room parent to support life skills

**Principal’s Report** – **Nikki Raasch**

* + Carnival Silent Auction – Mrs. Raasch has asked the teachers for ideas on how they would like to utilize the money that is raised
    - * + We have a quote from Brain Pop for $2400. Every grade has indicated that they would use it.
        + Mrs. Raasch suggested the idea of the awning and seemed to get a good response
        + Kindergarten teachers would like to add exercise options on the track and more funds for social/emotional initiatives
        + 1st grade wants more iPads, name tags for field trips, new basketball nets and tetherball
        + Shaune offered to research playground updates and have a company come out and look at the space
  + We have a new head custodian named Nicole. When we have school programs, we should give her notice of what we need.
  + We have a new secretary in the office who hasn’t started yet
  + Mrs. Whitesitt is leaving
  + Mrs. Raasch is having her first Coffee with the Principal on Friday. Possible discussion topics are to talk to new families about PTO and have Tishia and Shaune attend to assist with that. She is thinking of doing an open ended Q&A or “get to know” the principal.
  + TV Studio update – Mrs. Barrett obtained three quotes before she left. The packages are more expensive than anticipated and may require a general body vote. We don’t have another general meeting until February. We will look at the minutes to see if we voted on a specific amount. If we did, we will go back to the attendees at the last general meeting and ask for approval to spend additional funds.
    - * + Should we consider having a process in place to approve additional spending between general board meetings

Next board meeting December 19th, 2017.

Meeting adjourned.