

Carmel Middle School
Executive Board Meeting Minutes
April 23, 2020

Attendance: Deanna Pitman, Jason Rose, Claude Warren, Ann Bernard, Madhavi Pappu, Sarah Galante

I. Principal's Report

- A. May 4-8 is teacher appreciation week
 - 1. Giving \$10 gift cards to Rosati's for staff member appreciation
 - 2. Baseball hats
 - 3. Big lunch/celebration
 - 4. Students can send messages through Canvas, send gifts to the school or e-gift cards via email.
- B. 8th grade
 - 1. Receive t-shirt and a goody bag for graduating year
 - 2. 500 shirts @ \$5.50 each = \$2750
 - 3. Can PTO help with purchasing shirts? Money can come from teacher grants budget because there won't be more for this school year.
 - 4. Plan to hand out when kids clean out lockers
- C. Working as a district on plan for locker cleanout
 - 1. Logistics being discussed, ie how many people at a time, stations for returning items, etc.
- D. School families have been affected by COVID-19. Figuring out ways to help but can't provide details due to HIPAA regulations.
- E. Some uncashed checks - Ann will send list to Deanna.
- F. Ann moves to pay for 8th grade tshirts, Madhavi seconds. Motion is approved by Executive Board.
- G. Dr. B will send information about virtual school board meeting on Monday.
- H. Admin Asst and National Library Week coming up.

II. Treasurer's Report

- A. Not much activity since February
- B. All bills are paid
- C. Teacher clubs - can scan/email receipts to get reimbursed
- D. June 30th is date to file reports for 2019/2020 school year
- E. We are \$20k ahead now v. last year. Spending is down and fundraising efforts covered our shortened year. Plan to see how fall fundraising goes and discuss plans for spending surplus. It is nice to have the cushion.
- F. Next year's fundraising - not recommending any major changes, economy/COVID could impact donations. Ann is hopeful for continued donations

as well as money from Amazon and Kroger. At this point, there is no plan for the money in savings.

III. Meeting minute approval

- A. February meeting minutes were approved
- B. Sarah will send to Jessica for posting on website

IV. Committee Updates

A. Pantry Packs

- 1. The program has kept up with demand.
- 2. Asked for donations to Carmel Youth Assistance summer program. They are not able to hold their annual gala so looking for help. Summer numbers are going up (currently about 500 students signed up). CYA has a donation link that Deanna can send in an email.
- 3. Gift cards to Meijer and Kroger are a huge help to pantry packs.
- 4. Serving about 15 students each week.
- 5. \$2500 in pantry packs budget to spend as needed.

B. Miscellaneous

- 1. Need to schedule next general board meeting to approve budget and new board
- 2. Can present budget and approve later in August if needed
- 3. Ann needs to change bank signers, needs meeting minutes to reflect the change in officers
- 4. Once Jason has list of new board finalized we can post it along with the budget and do approval in August. Jason is working on the list and hoping to finalize within the next week.
- 5. Deanna spoke with Jason about next year's board and volunteers. Will set up a call to discuss further once Jason has a plan together. Considering combining some volunteer roles.
- 6. Deanna is not concerned with new board because there usually isn't push back or arguments about new board members. May have some questions about new budget.
- 7. Deanna will work on security clearances for new board members.
- 8. VP is the only executive role left to fill.
- 9. Board at large position - looking for a 6th grade parent who can stay on.
- 10. Jason will schedule next meeting in May. Will get Executive board finalized and information to Ann for banking.

Meeting minutes respectfully submitted by Sarah Galante