

**TOWNE MEADOW ELEMENTARY
PTO EXECUTIVE BOARD MEETING
February 21st, 2019**

Members Present:

Tishia Smith –President
Shaune Shelby – Vice President
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

January 17th, 2019 Meeting Minutes Approved

Treasurer's Report – Cybil Cottrell

- We paid \$5,000 up front to Scholastic Books for the book fair. The book fair made \$9,735.
- The Friend of Coyotes fund is in the hole – we need to clarify where we are at during the next meeting and figure out where things stand. We need clarification of the numbers.

TME PTO Treasurer's Notes

February 18, 2019

Bank Accounts Summary:

Numbers and activities as of 2/18/19 (Bank Statement #s as of 1/31/19)

- Total PTO Funds: **\$ 79,551.23**
Breakdown:
 - Money Market: **\$71,079.69** (\$69,687.20)
 - Checking: **\$8,128.25** (\$10,490.79)
 - Gaming: **\$343.25** (\$343.25)
- Total Funds less passthrough: **\$57,027.32 (PTO money)**
- Pass through Fund totals:
 - Picture: **\$3,672.65**
 - Book /Media: **\$9,193.52**
 - Math Club: **\$1,723.05**
 - Friends of Coyote **\$-1,064.51**
 - Chess Club: **\$527.20**
 - TOTAL: **\$14,052.37**

%YTD Income 48.88%

%YTD Expense 54.51%

Treasurer Notes / Income Highlights:

- Spirit wear: Net **\$1,447.00** (-289.40% of -\$500 budget)
 - Income: **\$3,410.00** (170.50% of \$2,000 budget)
 - Expense: **\$1,963.00** (78.52% of \$2,500 budget)
- Business Incentive Income: Total **\$1,687.41** (84.87% of \$2,000 budget)
 - Amazon smile: **\$94.86**
 - Box Tops: **\$417.40**
 - Coke Rewards: **\$29.84**
 - Kroger: **\$29.84**
 - Dine to Donate: **\$716.82**
 - Misc.: **\$45.00**
- Carnival: Net **-\$2,522.54**
 - Income:
 - Expense: **-\$2,522.54**

Treasurer Notes / Expense Highlights:

- Teacher Allocations, Enrichment & Extracurricular
 - Teachers have spent **\$4,611.96** (45.44%) of their classroom allocation money
 - Total Enrichment- **\$5,366.17** (33.43% of 16,050.00)
 - Total Extracurricular – **\$1,206.06** (48.24% of 2,500.00)
- Classroom Subscriptions spent **\$4019.46** (91.35% of 4,400.00)
- Hospitality spent **\$1288.79** (71.60% of \$1,800)
- Family Fun Night Net: pending

Treasurer Notes / Activities:

- 1099s completed
- Hotbox

Corresponding Secretary Report – Lauren Edmundson

- We gave Mrs. Stock a gift for National School Counselors week.
- Food service week is coming up next month and we will give \$15 gift cards as in previous years
- The board discussed whether we should do something for kids at home with a long-term illness. We currently only send a gift for hospital stays.
- The first Dine to Donate event at Greeks took in \$140, not \$1400 as previously reported. We are partnering with Hot Box pizza for Pizza Madness and we'll receive 20% of the sales. We'll continue our monthly dates with Greeks and Which Wich has asked to do another in March. Tishia asks if we can put Stacked Pickle back in the rotation.

President's Report – Tishia Smith

- Carnival
 - Carnival preparations are moving along. We now have volunteer co-chairs to get people in place
 - Carmel Police Department will be there to provide security
 - Prizes and lanyards have been ordered
 - The PayK12 site has been updated so we can use credit cards. We've secured six swipers but the swiper has to be paired with a newer ipad that can handle the app.
 - Marcia says the Sweet Shop is going well. She asked for a budget to do some fun decorating; we usually don't have one but Tishia asked for specifics of what she wants to do
 - Café and food are great and new this year will be snow cones. A TME parent has a professional snow cone maker. We just need to order the ice.
 - Mrs. Raasch checked with technology and there will be open access to wifi with no password needed
- Volunteering
 - We continue to need volunteers for school events and clubs and need to generate ideas of how to pull families back into PTO. Shaune suggests we have a PTO informational meeting to show parents their options for helping out.
 - The chess and math club do not have enough parent volunteers. Parents of the kids in the clubs are supposed to rotate helping out but it is not enforced.
 - If we don't have the hands from parents, we may need to look at cutting the clubs
- PTO is in need of supplies such as ipads and a wireless printer. We need to add a line item for supplies at the April budget meeting

Vice President's Report – Shaune Shelby

- Carnival
 - We are going to be making the transition from the Carnival to an adult only evening silent auction with a theme (such as 70's night).
 - The drive for the transition is that the auction is really where the money is made and we have less and less Carnival volunteers, with all the work falling on the board members
 - A lot of the other Carmel schools use the Ritz Carlton; Shaune talked to Bar Louie about hosting
 - The plan would be to do a separate event for the kids, but not on the same night as the adult event
 - We need to do our due diligence on how to plan this transition - what has worked for other schools. We also don't want to conflict with the dates other schools choose

Principal's Report – Nikki Raasch

- May 16th and 17th is kindergarten screening
- Erin Buesink, the school psychologist, is at TME 2.5 days a week and needs a more private space. The PTO is using some of the space in her office. Nikki looked for alternatives and there are two huge closets in the LGI room. She's going to have the closets cleaned out after carnival to be used as PTO space.
- School t-shirts – we would like to show parents next year's school t-shirt design by the May general meeting. We'll be using the same color across the school.
- Mrs. Fellegly had a baby and is on leave. Mrs. Moser is due at the end of March.

Next Executive Board Meeting: March 21st, 2019

Meeting adjourned.