**TOWNE MEADOW ELEMENTARY**

**PTO EXECUTIVE BOARD MEETING**

**October 10th, 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**

September 19th, 2017 Meeting Minutes Approved

Mrs. Raasch introduces herself to the board. We also have a new PTO Vice President, Shaune Shelby.

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

Bank Accounts Summary:

Numbers and activities as of 10/9/17 (Bank Statement #s as of 9/30/17)

* Total PTO Funds: $ 107,016.08

Breakdown:

* + Money Market: $98,955.90 ($109,355.90)
  + Checking: $7,960.14 ($7,224.09)
  + Gaming: $100.04 ($100.04)
* **Total Funds less pass through: $96,569.13 (PTO money)**
* Pass through Fund totals:
  + Picture: $405.86
  + Book /Media: $9,709.76
  + Math Club: $331.33
  + TOTAL: $10,446.95

%YTD Income 44.43%

%YTD Expense 26.20%

Treasurer Notes / Income Highlights:

1. Fall Fundraiser: Net **$22,705.50** (93.44% of $24,300 budget)
   1. Income: **$27,254** (93.98% of $29,000 budget)
   2. Expenses: **$4,548.50** (96.78% of $4,700 budget) – Tshirts $3,951.85; Stamps $245
2. Spirit wear: Net **-$743.93** (148.79% of -$500 budget)
   1. Income: **$598** (59.8% of $1,000 budget)
   2. Expense: **$1,341.93** (89.46% of $1,500 budget)

Treasurer Notes / Expense Highlights:

1. Accountant/Tax Prep: **$305** spent on preparation of taxes (101.67%)
2. Administrative: **$194.65** - $176.65 spent on supplies for Treasurer (stamps, envelopes, printer cartridge) (97.33% of $200)
3. Teacher Allocations, Enrichment & Extracurricular

* Teachers have spent **$1,728.86** (25.42%) of their classroom allocation money
* Media has spent **$165.04** (25.39%)
* Enrichment – KG has spent **$553.29** (69.16%); 1st grade has spent **$129.56** (16.2%)
* Field Trips – Lifeskills has spent **$100** (25%); KG has spent **$555** (85.38%)
* EC – Music Orff & Choir has spent **$244.44** (30.56%); 5th grade play has spent **$910** (60.67%)

1. Classroom Parties spent **$32.87** for party bin supplies for a total of **$169.79** (16.98% of $1,000)
2. Classroom Subscriptions spent **$891.44** (29.71%); Dynamath spent **$737.78** (49.19%)
3. Family Fun Night spent **$250** for balloon artist (41.67% of $600)
4. Hospitality spent **$35.53** for teacher/staff meeting; **$36.41** for hospitality meeting; **$80.81** for reception for new principal; **$35.98** for new principal welcome for a total of **$472.89** (31.53% of $1,500)
5. Principal Discretionary has spent **$99.97** on adult treat bags, new student welcome, popcorn bar, staff meeting (10% of $1,000)
6. Assistant Principal Discretionary has spent **$34.31** on silicone mouth fidgets for special needs student (6.86% of $500)
7. Scholarship & Financial Aid has spent **$200** on free/reduced lunch and snack fund (20% of $1,000)
8. Passthrough: Picture Money has spent **$58.60** on clinic water and donuts for teachers/staff; Math Club has spent **$143.44** for website, leader training, and supplies

Treasurer Notes / Activities:

1. **$10,000** transferred from Money Market account to Checking account to maintain at least a $3,500 balance
2. Accountant has been given the okay to submit our taxes for the 2016-2017 school year.

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

* + - No student or staff gifts were purchased this month
    - The PTO sent Mrs. Barrett flowers as a farewell gift

**President’s Report – Tishia Smith**

* Move to approve Shaune as the new PTO VP. Will go to next general meeting for a vote.
* The district media coordinator Courtney approved Facebook live for general meetings. Participants will be allowed to vote. We will try it to determine whether or not it decreases attendance in the room.
* Fall fundraiser

1. Tishia is reconciling the missing shirts and addressing it with the parents.
2. Parents have asked for a school wide picture retake after all students receive a shirt. Mrs. Raasch will consider a retake.
3. Missy heard complaints that the balloon artist could not keep up and some students were turned away. Suggestion we have two balloon artists next year.
4. Shaune observed that there was nobody at the tattoo station; did we have enough volunteers? He will talk to the committee chairs about coverage so we avoid abandoned stations.
5. Some parents are dropping off their kids at school events and this is not allowed. We must emphasize no child may be present without a chaperone. At the carnival we have had students that already graduated show up just to “hang out”.
6. The pizza truck was too slow and couldn’t keep up with the demand.

* Carnival silent auction project – the committee chairs would like to let local businesses know what project they are sponsoring by donating. This project needs to be about $10-15K. The money raised at the auction is used for daily school expenses and not on any single large project. Last year the auction brought in $18K and only $4K of it was spent. Project ideas suggested are an awning on the playground for the teachers or perhaps something to beautify the school.
* Ghost and Goblins Run at Carmel High School – only four kids attended last year. Maybe we need a theme or to give the kids coyote ears to make it more appealing. Towne Meadow earns 10% of the entry fee for every 100 kids. The fee is $10 for students and $20 for non students.

1. Parents may not know the purpose of the Carmel Education Fund
2. Shaune will take charge of getting families to sign up this year
3. We should target the Pups Running Families and reach out to Jody Konow and Kate Golden
4. Perhaps TME should host our own race and tie it to wellness week.

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

* + Cafeteria update – Mrs. Raasch received the following information from Cindy Yoder.

1. Kindergarten and 1st grade may purchase extra fruits and veggies
2. 2nd and 3rd grade may go back for a 2nd entrée after they have finished the first one
3. 4th and 5th grade may purchase additional entrees their first time in line.
   1. Follow-up questions – why are we selling bottled water; if you get two veggies, why does one have to be hot and one have to be cold; do we need to sell apple juice; does the cafeteria receive any incentives for sales.
   * Media center update – Mrs. Bland has two proposal requests. Mrs. Raasch will talk to her about using her book fair account money.
   * TV station – Mrs. Raasch doesn’t know how far Mrs. Barrett got on the TV station updates. We are still missing the proposals.
   * Mrs. Raasch was approached by another school photographer interested in our account.

**Assistant Treasurer’s Report** – **Kim Berebitsky**

* Kim talked to Danielle from Cares for Chairs. Danielle is a TME alum and Carmel High School student collecting bread tags to buy chairs for underprivileged kids. This might be a good project for Mrs. Heier and the green team. Danielle will send Kim an email that can be sent to the parents explaining what this fundraiser is about.

Next board meeting November 14th, 2017.

Meeting adjourned.