

**Randolph Middle School PTO
Board Meeting Minutes
September 12, 2017**

The Randolph Middle School PTO held a meeting of the PTO Board on September 12, 2017 in the RMS Cafeteria. President Diane Crowther presided. Mary Rantala served as Secretary. The meeting was attended by Board members Andrew Bell, Lia Benton, Adrienne Campolmi, Cathy Click, Catherine Dawson, Kristin Dodd-Tarleton, Colleen Dugan, Minnie Griffin-Rupert, Robin Hill, Tara Howard, Margaret Huckabee, Stephanie Keating, Sassy Lojko, Meghan Manges, Jeff Nemecek and David Slater. Additionally, the meeting was attended by parents Catherine Dawson and Janice Taylor.

Call to Order

Diane Crowther called the meeting to order at 6:00 p.m.

Introductions

All present introduced themselves and identified the committee that they represent.

Approval of Minutes

The Board approved minutes from the May 30, 2017 Board meeting and from the August 9, 2017 Board meeting.

Principal's Report

(Assistant Principal Andrew Bell reported on behalf of Principal Brian Bambauer.)

- **Volunteer Needed:** RMS is still in need of a Trip Planner (volunteer) to assist with planning and organizing the 8th grade trip. If interested, please contact Mr. Bambauer.
- **Curriculum Nights:** Curriculum nights for all grades will be held this week. Clubs will be in the cafeteria. The Book Fair, PTO, and Spirit Wear will be in the library. Students will be bringing home their schedules for their parents beforehand.
- **Early Release Date:** The December 6 early release date was omitted from prior versions of the school calendar. It will be included in future versions.
- **TD Meetings:** Meetings for parents of TD-designated students will be held in the orchestra room at 5:30 p.m. before each Curriculum Night. Mr. Bell will investigate whether meeting presentations will be available online. The TD meeting is slightly more informative for parents of 6th graders compared with 7th and 8th.

President's Report

(President Diane Crowther reported.)

- **Board Requirements:** RMS PTO Bylaws require that all RMS Board members are required to join the PTO and to execute a Code of Ethics form by the end of the October PTO meeting.
- **Open Board Positions:** The RMS PTO Board is searching for several positions that are still OPEN for this school year: PTO Membership, Parent Coffees/Seminars, President Elect, shadow-Treasurer. Diane asked that the Board make it their mission to fill these positions. She reminded us that we all represent various schools and that we know different people. We should be aware of interested parents during the upcoming Curriculum Nights and later as well. Hospitality committee volunteers will solicit interest through iPad questionnaires.

- **PTO Presentation:** Diane and Brian Bambauer have recorded an informational movie to be shown during Curriculum Nights.
- **Proposed Budget Adjustments:** Diane proposed the following increases, as discussed during a prior meeting.
 - Increase QuickBooks line item to \$180
 - Increase Student Scholarships line item to \$7,000
 - Increase Teacher Grants line item to \$10,000
 - Increase Teacher Supplies line item to \$4,000
 - Increase Website Support line item to \$400
 - Decrease the eBlast line item to \$0

Minnie Griffin-Rupert questioned the \$10,000 Teacher Grant line item increase based on her concern that the PTO monies should be used for students and not for teachers. The Board discussed the grant approval process, including the emphasis on how the students/how many students are impacted by the grant. Diane shared a thank you letter from grant recipient Robin Mitchell. The Board approved these changes.

Treasurer's Report

(Assistant Treasurer Colleen Dugan reported.)

- **P/L:** Colleen discussed the Profit and Loss statement. The loss was primarily due to cash deposits related to Spirit Wear not reflected in these figures.
- **Agendas:** Robin Hill questioned why the PTO is not breaking even on the sale of agendas. This needs to be discussed further.
- **Approval:** The Board approved the financials.

Committee Reports

(As reported by Committee Chairs)

- **Book Fair:** Stephanie Keating reported that there are still volunteer slots open for the upcoming Curriculum Nights. Please contact Stephanie if available. bookfairs@randolphpto.com
- **Staff Appreciation:** (Via email) Angie Lowe reported that the committee has served breakfast and lunch to the teachers and has given start-up gift cards and lunch boxes to the staff. All have been well received.
- **Volunteer Coordinator:** Shweta Thamatur is working to upload volunteers to the database. Diane will distribute the lists of interested volunteers to the committee chairs via email and drop box upon completion.
- **Direct Giving:** Robin Hill reported that the campaign is slightly behind this same time period last year but she is not concerned. Wells Fargo changed its procedures for matching gifts but is still a strong partner. She has not distributed tax letters yet. Most donations come in by December; 1/3 of all donations come through corporate matches.
- **eBlast:** Jeff Nemecek reported that the RMS PTO has moved to 'Benchmark' email system, a free service for any PTA or PTO in the country. They provide fantastic service, including useful 'click information.' He asked that we send any submissions to him using shortened text so that it can be read and scrolled through easily by parents. There were 50 'clicks' on the link to open PTO positions on the last eBlast. 1680 emails go out; 35% get opened; 15% click on embedded links.

Upcoming Meeting

The next Board meeting is scheduled for October 10, 2017 at 6:00 p.m.

The meeting was adjourned at 7:03 p.m.

Submitted by Mary Wright Rantala, Secretary