

## **Randolph Middle School PTO Board Meeting Minutes February, 2018**

The Randolph Middle School PTO held a meeting of the PTO Board on February 13, 2018 in the RMS Library. President Diane Crowther presided. Mary Rantala served as Secretary. Board members Brian Bambauer, Lia Benton, Kristin Dodd-Tarleton, Toni Emehel, Tara Howard, Margaret Huckabee, Sassy Lojko, David Slater, Jane Strader and Brendan Walsh attended. Board members Marina Badir, Cathy Click, Robin Hill, Stephanie Keating, Angie Lowe, Andee Smith and Sandy White voted their approvals in advance of the meeting by email. Parent Mary Hasty Millen also attended.

### **Call to Order**

Diane Crowther called the meeting to order at 6:00 p.m. Diane shared a thank you note from the SAC class at Randolph for the money used to purchase a new oven. The SAC class also baked some delicious valentine cookies for the Board which we all enjoyed very much.

### **Approval of Minutes**

The Board approved the minutes from the January Board meeting as presented.

### **Principal's Report**

(Principal Brian Bambauer reported.)

- **Animal Control:** Animal control has been called to address the squirrel in the gymnasium during tonight's basketball game.
- **Upcoming Dates:** February 19 is now a school day ("A" day). Report cards will go home on February 16. There will be a parent coffee event at 6 p.m. on February 22 at which Ms. Grayboyes will discuss IB in high school. The date of the upcoming 'Raider Rally' for incoming 6<sup>th</sup> graders is still TBD.
- **Date Correction:** The parent seminar by Jonathan Hetterly entitled '*Parenting in a Tech Savvy World*' will be rescheduled. Correcting eBlasts will need to go out to notify parents of this change.
- **Snow Days:** There was a brief discussion of the CMS snow day policy. Mr. Bambauer reminded the Board that extra days are built into the CMS calendar to address not only snow days but also hurricanes or other unforeseen events. CMS does have the option to adjust the schedule or 'give back' days as the year goes on if the extra days are deemed as unneeded.
- **Magnet Lottery:** The CMS Magnet lottery is complete and Randolph is full
- **Family Game Night:** Parent/Community Involvement Committee (a staff committee) is sponsoring a 'Family Game Night' on March 1 from 4:30 to 6:30 p.m. The committee is working on this to address a goal of increased community spirit and involvement. Separately, Board member Marina Badir had expressed an interest in working on a 'spring festival' this year; in her absence the Board wondered if she would like to work with this staff committee on this project instead. The Parent/Community Involvement Committee will be recruiting parent volunteers for this event. Diane will communicate with Marina.
- **School Spirit and Activities:** The Board discussed our interest in offering more 'fun' school events to bring the students and parents together at school. Mary Rantala shared that incoming president Adrienne Campolmi also has this particular interest for next year. Toni Emehel suggested that due to the constraints of our particular student body, perhaps leveraging and building upon other existing school events would be more efficient. For example, adding food trucks to a basketball game, adding on spirit events during the school day, increasing awareness of parent seminars, etc, with the goal of building upon things already in place. The Board thought these were great ideas.

## Treasurer's Report

(President Diane Crowther reported for Kim Stojkovich.)

- **Financials:** Diane discussed the financials as of January 31, 2018, including the following items of note:
  - **Budget:** The Direct Give campaign has now raised enough money that we can cover any budgetary shortfalls with our 'Unallocated Funds' line item. That difference will continue to shrink as more donations and matches come in this spring.
  - **Income- Community Partnerships:** RMS PTO received a check from Harris Teeter in January. RMS PTO still hasn't received checks from partner SmashBurger for the last three months or more. Chair Sassy Lojko will follow up gain.
  - **Expense- Teacher Grants:** Teacher Grants has distributed more money for approved grants.
  - **Expense- Beautification:** Funds were remitted related to landscaping materials for the SAC class.
- **American Airlines Support:** David Slater shared that American Airlines has a non profit financial support program targeted at cities where it has hubs. The program particularly cites supporting local public schools and PTAs. There is a deadline in two days for this year's application. The Board discussed looking into this. The deadline will probably be prohibitive. The Board should research whether this is a yearly application. David will send Mary Rantala the link to the information for us to keep.
- **Check Requests and Expense Reimbursements:** Diane reminded the Board that all request forms must be completed in full prior to putting in Kim's folder. In particular, Board members must get all required signatures themselves unless worked out with Kim in advance. It is a lot of work for her to gather the signatures on your behalf.
- **Approval:** The Board was not able to approve the financials because it did not meet the quorum required by the bylaws. The Board will solicit approval by email or the Board may wait and approve them at the next Board meeting.

## President's Report

(President Diane Crowther reported.)

- **Job Descriptions:** Lia Benton asked for everyone to review their position's job description out on the RMS PTO drop box. In particular, she asked Brendan Walsh and Toni Emehel to review their positions because Lia was less familiar with their roles. Mary Rantala will follow up with Board members to ensure they have access to Drop Box.
- **Nominations Policy:** A subcommittee comprised of Mary Rantala, Lia Benton and Sandy White created a draft of a Nominations Policy which was distributed to the Board prior to the meeting for review. Toni Emehel asked to discuss the specific wording of three points (Section 2f/Sec 3b, Sec 3a and Sec 5). These were discussed and resolved. Additionally, Section 7 was reviewed for accuracy. The Nominations Policy was approved, with these three adjustments, by vote of the Executive Board.
- **Nominations Committee:** The Board discussed the status of the Nominations Committee. Chair Adrienne Campolmi (absent) and Toni Emehel are the only two members so far. ***Diane is asking all Board members to consider serving on this committee. Please let Mary Rantala know if interested.*** Toni has contacted another parent to see if interested and will follow up to let us know. Adrienne will be unavailable for a while to work on Nominations due to a family emergency. The Board discussed ways it could step up to get things rolling,

including: 1) immediately having VPs reach out to their Board members to find out who will continue in their roles next year 2) creating a Google Form to be distributed via eBlast for parents to sign up to volunteer (Diane has a sample from another school) 3) reaching out feeder elementary schools with an email blurb for inclusion in their school distributions 4) reaching out directly to feeder school PTAs to ask for known volunteers and 5) soliciting for volunteers at upcoming parent seminars using interest forms. It was noted that past PTO Board member Sarah Morgan will be returning to RMS this fall and should be contacted again.

- **Board Meeting Times:** Diane discussed with the Board whether morning meeting times would be more convenient than evening times. Our next meeting will be moved to the morning as a trial. Mark your calendars: the March 13 meeting will be at 7:45 a.m., NOT 6:00 p.m.

### **Committee Reports**

(As reported by Committee Chairs)

- **Scholarships:** On behalf of Chair Andee Smith, Ms. Crowther reported that all \$7000 in scholarship money has been awarded: 6<sup>th</sup> Grade trip to Atlanta: 10 scholarships for \$115 and 1 scholarship for \$100 (\$1250 total). 7<sup>th</sup> Grade trip to Williamsburg: 5 scholarships for \$190 (\$950 total). 8<sup>th</sup> Grade trip to Disney: 16 scholarships for \$300 (\$4800 total).
- **Critical Needs:** Jane Strader reported that she gave tshirts and m&m's to all our school counselors in recognition of Counselors Week. She continues to work with the Counselors to identify critical needs within the student body. Mr. Bambauer shared that the Counselors would be speaking with her shortly about the need for snacks for some students.
- **Direct Give:** On behalf of Robin Hill, Ms. Crowther shared that the campaign is in its final push this month. There was no advertising in January in preparation for this final push. January ended with some good matching gifts, taking us to just over \$33k mark. So far in 2018, we have added 4 donors, similar to prior years. She continues to push donors to submit to their employers for matching gifts.
- **Student Recognition:** Teri Random is coordinating the honor roll doughnut celebration for March 1. Please let her know if you are willing to help.
- **Habitat:** On behalf of Kristin Dodd-Tarleton, Margaret Huckabee shared that they have quotes on addressing the pond in the habitat. 1) Fence the pond (not including pump repair/maintenance: \$5200. 2) Fill it in: \$3600. The Board believes filling it in is the better choice. At the end of the year, the Board will see what money it has available and will vote on final action.
- **Beautification:** Margaret Huckabee shared that the committee paid \$100 for the SAC teachers to buy rock at a local landscape store for use on pathways and garden areas to assist with wheelchair accessibility. She also purchased three trash cans for various sports fields and they are installed and chained to the fence. RMS custodial staff will empty them. Margaret is also kicking off a NO LITTERING campaign on February 14. Staff is invited to have doughnuts and coffee and will be given a labeled trash bag for trash collection. Staff can use work with students or their teams to collect trash and should take photos of their full bags. Photos should be submitted to [beautification@randolphpto.com](mailto:beautification@randolphpto.com). All photos will be entered into a raffle for a pizza party. The hope is to raise awareness that this is your school and you should keep it clean. It is a poor reflection on the school when the grounds look dirty and are full of litter. In addition, Margaret will be deciding on a spring grounds day soon.

### **Upcoming Dates:**

- March 1 Honor Roll Doughnut Celebration

- March 13 at 7:45 a.m. Executive Board meeting **\*NOTE NEW TIME**

The meeting was adjourned at 7:30 p.m.

Submitted by Mary Wright Rantala, Secretary

***Attachments:***

*January 31, 2018 Financials*

*Nominations Policy*

*RMS PTO Budget Planning Worksheet*