

**Randolph Middle School PTO
Board Meeting Minutes
March 13, 2018**

The Randolph Middle School PTO held a meeting of the PTO Board on March 13, 2018 in the RMS Library. President Diane Crowther presided. Mary Rantala served as Secretary. Board members Lia Benton, Adrienne Campolmi, Morgan Cromwell, Colleen Dugan, Tammy Halihan, Margaret Huckabee, Sassy Lojko, Angie Lowe, Meghan Manges, Kim Stojkovich, Brendan Walsh, and Sandy White attended. Board members Cathy Click, Robin Hill, Tara Howard, and Andee Smith voted by proxy.

Call to Order

Diane Crowther called the meeting to order at 7:45 a.m.

Principal's Report

Principal Bambauer was not in attendance.

Nominations Committee Chair Report

(Adrienne Campolmi reported)

- Nominations Committee (Adrienne, Vidya Prabhakar, Kristin Dodd-Tarleton, Toni Emehel, and Mary Rantala) has had one meeting and has gotten started. Adrienne has received multiple names and if all accept we would have all positions covered. She is awaiting the confirmation of a new Treasurer, who is waiting to speak with current Treasurer Kim Stojkovich with some questions first. Adrienne participated in a video with President Diane Crowther to be shown to incoming 6th graders and their parents on March 27th encouraging involvement. Diane Crowther asked that PTO representatives attend Raider Rally to be 'present' and to identify/solicit possible parent volunteers at that event. We have also contacted the PTO/PTA presidents and TD facilitators at our top 10 feeder schools. Lia Benton said she has two possible names to share, and Diane Crowther and Meghan Manges jointly said they have one possible name to share. This needs to be discussed further.

Approval of Minutes

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

Treasurer's Report

(Kim Stojkovich reported)

- **Unspent Funds:** Kim discussed again the importance of committee heads spending their allocated budget and/or alerting Kim of money they don't need. Mary Rantala asked Kim to go over which line items she is unsure of. The Board discussed several line items but did not discuss line by line what questions are outstanding. Meghan Manges stated that what would be better policy going forward is for various Board members to 'own' each line item so that someone is keeping tabs on it throughout the year. The Board did not discuss how to allocate that ownership.
- **Unallocated Funds Line Item:** Kim stated again that any Direct Give campaign shortfall will be able to covered by the Unallocated Funds line item.
- **Habitat/Garden/Beautification:** Lia Benton clarified that it is the Habitat and Beautification line items that could possibly be combined, not the Habitat and Garden line items.
- **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.

Discussion:

- **Athletics:** In response to the discussion of potential unused PTO funds this school year, Board Member Sandy White asked us to revisit the idea of supporting RMS athletics teams. She suggested that we ask Athletic Director Matthew Weber about any critical needs and possibly funding any reasonable critical requests. Lia Benton pointed out that the PTO historically does not support RMS Athletics since the goal of the PTO is support programs supporting all students, not just a segment. Other board members pointed out the RMS athletics is an important part of RMS school spirit and that our teams represent RMS in the community. Mary Rantala asked about Academic Competitions, historically significantly funded by the PTO but potentially only participated in by a smaller portion of RMS Students. President Diane Crowther and Meghan Manges pointed out that the PTO has funded the athletics department this year through correcting the drainage problems with the soccer/football field bleachers and through funding half of the new athletic practice field. The Board discussed whether appropriate to pull in a liaison from the athletics department on the PTO Board. This needs to be discussed further.

President's Report

(President Diane Crowther reported.)

- **Budget Planning for 2018-2019:** Ms. Crowther explained the process for creating the budget for the 2018-2019 school year. Each committee chair should fill out a Budget Worksheet (attachment) stating their financial needs for next year. Outgoing Direct Give Chair Robin Hill will provide her income projections for next year. The Treasurer and President will work to create a draft budget to be presented at the April Board meeting. The General PTO Membership will vote on the budget at the May General Meeting.

Committee Reports

(As reported by Committee Chairs)

- **Direct Give:** On behalf of Chair Robin Hill, Sassy Lojko reported that the Direct Give campaign is officially over. There were 177 donors YTD compared to 193 YTD the same time last year. The campaign raised \$36,038, and is expecting \$150 in additional matching gifts to come in. There are \$1500 in matching gifts that have not been submitted by RMS parents despite Robin's multiple encouragements. She will finish remaining tax letters in March.
- **Beautification:** Margaret Huckabee gave an update on the NO LITTERING campaign from February. A number of teachers and staff took the trash bags to fill as part of the campaign, but Margaret only received photo contest submissions from two teachers: Mr. Johnson and Ms. Weisinger. Ms. Weisinger was the winner of the contest and will receive a pizza party. Margaret will send out an eBlast with photos and announcements about the results of the contest. Adrienne Campolmi suggested that going forward, all beautification events to advertised with graphics via a separate email, including information that it is eligible for community service hours. Margaret and the Board agreed with this proposal.
- **Staff Appreciation:** The Board briefly discussed the available funds and proper accounting of gift cards traditionally given to the staff and also of \$1200 traditionally used to purchase year end gifts for the teachers. The PTO agreed to add \$1200 to Back to School/Teacher Supplies for those gifts and they will be ordered by the school store chairperson since they already have that relationship with logo/gear companies.

Upcoming Dates:

- March 15 at 6:00 p.m. Parent Seminar “Parenting in Tech Savvy World”
- March 27- Raider Rally for incoming 6th Graders
- April 10 at 6:00 p.m. Executive Board meeting

The meeting was adjourned at 9:10 a.m.

Submitted by Mary Wright Rantala, Secretary

Attachments:

February 28, 2018 Financials

RMS PTO Budget Planning Worksheet