

**Randolph Middle School PTO
Board Meeting Minutes
April 10, 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. Robin Hill served as Secretary. Board members Brian Bambauer, Lia Benton, Adrienne Campolmi, Kristin Dodd-Tarleton, Colleen Dugan, Margaret Huckabee, Sassy Lojko, Mary Hasty Millen, Terri Ranson, David Slater, Jane Strader, Brandan Walsh, and Sandy White attended. Board Members Jeff Nemecek and Mary Rantala voted by proxy.

Call to Order

Diane Crowther called the meeting to order at 6:01 p.m.

Principal's Report

(Principal Bambauer reported)

- Report cards will go home on April 19 and that student recognition doughnut celebration will be April 26.
- Mr. Bambauer thanked the PTO for its support of the recent Raider Rally.
- The testing calendar for RMS is close to completion. Tentative dates are Friday 5/25 Social Studies, Tuesday 5/29 Science, Wednesday and Thursday 5/30 and 5/31 Math and Reading.
- The CMS strategic plan for 2022 is in process. Parents can provide input on the CMS website.

Approval of Minutes

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

Treasurer's Report

(Colleen Dugan reported)

- There are about \$30,000 in committee funds which we know will still be spent in this fiscal year.
- The Board approved the financials as presented.

Nominations Committee Chair Report

(Adrienne Campolmi reported)

- All positions of the full Executive Board have been filled, including VP positions. Only Spirit Wear committee remains vacant.
- There will be an Executive Board meeting on 5/8 at 6:00 p.m. and the Board will approve the Executive Committee slate at that meeting. There will be a General PTO meeting immediately following at 7:00 p.m. to approve the budget and to give final approval of the Executive Committee Slate.

President's Report

(President Diane Crowther reported.)

- Pond: RMS PTO has received a \$3600 quote to fill in the pond, grade it, and make it safe. This includes removing the pump and the liner. Funds would be used from the 'Unallocated Funds' line item. The Board approved the use of these funds.
- Lost and Found Racks: The Lost and Found chair has asked for 2 new racks to replace current racks. The new ones are movable and sturdier. Each rack costs \$89.99 and funds would be used from the 'Unallocated Funds' line item. The Board approved the use of these funds.
- 2018/2019 Budget: There have been budget request increases in several areas. The overall Direct Give campaign forecast is \$35,000. We will need to put

together a conservative, balanced budget that can be adjusted upward if income exceeds the projected \$35,000. Diane asked PTO Committee Chairs to contact her with questions regarding their committee budget line items for the 2018-2019 school year prior to the May 8 Executive Board/ General Membership Meetings.

Committee Reports

(As reported by Committee Chairs)

- Staff Appreciation: On behalf of Angie Lowe, Diane Crowther reported that the RMS PTO will host a 'healthy breakfast' for staff on 4/19.
- Beautification: Margaret Huckabee reported that there will be a beautification day on campus on 4/14 from 9-12. All are welcome; bring any supplies or plants to donate.
- Teacher Grants: Sandy White reported that there was a request for a Promethean Board from Ms. Ravert. The Board voted to pay for an approximately \$4500 Smart Board using a combination of funds from Unallocated Funds, Technology Support and Instructional Support since funds are still available in all three of those line items. Mr. Bambauer would get quote from CMS vendor, PTO would then write a check to RMS. The school would then initiate the purchase and pay the vendor. Finally, there was a discussion about the need for additional drainage in the athletic field bleacher area. Mr. Bambauer is going to contact Mr. Weber regarding those needs.
- Direct Give: Robin Hill reported that there are 181 total donors for the school year. The campaign has raised over \$38,000. She is still waiting for several matching gifts to come in from Bank of America. Donor tax letters for donations thorough 4/6/18 have gone out. She has ordered the graphics (flyers, envelopes, yard signs) and those will be completed by May.
- Spirit Wear: On behalf of Meghan Manges, Diane Crowther reported that spirit wear is in the black, There will be no reorder. 4/13 and 5/11 will be the last days for spirit wear to be sold through the school store.

Upcoming Dates:

- April 19 - Report Cards go home.
- April 26 - Student Recognition Doughnut Celebration
- May 8 - 6 p.m. Executive Board Meeting
- May 8 - 7 p.m. General Membership Meeting

The meeting was adjourned at 7:11 p.m.

Submitted by Mary Wright Rantala, Secretary

Attachments:

March 31, 2018 Financials

Randolph Middle School PTO
As of March 31, 2018

	<u>Fiscal YTD</u> <u>Amount</u>	<u>Budget</u> <u>Amount</u>	<u>Budget</u> <u>Balance</u>
Carry Forward 2017-2018 General	\$ 28,905.68	\$28,905.68	\$ -
Carry Forward 2017-2018 IB	\$ -	\$0.00	\$ -
INCOME			
Book Fair	\$ 8,373.21	\$11,500.00	\$ 3,126.79
Community Partnerships	\$ 7.34	\$1,100.00	\$ 1,092.66
Corporate Rebates	\$ 655.84	\$500.00	\$ (155.84)
Direct Donations/Matches	\$ 37,770.43	\$40,000.00	\$ 2,229.57
Membership	\$ 2,804.00	\$4,000.00	\$ 1,196.00
Spirit Wear/School Store	\$ 7,803.77	\$3,500.00	\$ (4,303.77)
Staff Appreciation Income	\$ 110.00		\$ (110.00)
Student Planners	\$ 4,505.55	\$4,500.00	\$ (5.55)
			\$ -
Restricted Use Items			\$ -
8th Grade Fundraisers - Field Trip	\$ -	\$ -	\$ -
Global Ambassadors Fundraiser	\$ -	\$ -	\$ -
Student Activities (Student Council)	\$ -	\$ -	\$ -
TOTAL INCOME	\$ 62,030.14	\$ 65,100.00	
TOTAL FUNDS AVAILABLE	\$ 90,935.82	\$ 94,005.68	
EXPENSES			
Academic Competitions		\$1,000.00	\$ 1,000.00
Bank Charges	\$ 3.40	\$100.00	\$ 96.60
Beautification	\$ 1,719.14	\$2,000.00	\$ 280.86
Book Fair	\$ 5,689.21	\$8,500.00	\$ 2,810.79
Critical Needs	\$ 111.84	\$800.00	\$ 688.16
Direct Donations		\$850.00	\$ 850.00
E-Blast		\$0.00	\$ -
Garden		\$1,500.00	\$ 1,500.00
Goose Eradication		\$300.00	\$ 300.00
Habitat		\$1,000.00	\$ 1,000.00
Health Room	\$ 294.48	\$500.00	\$ 205.52
Hospitality		\$150.00	\$ 150.00
IB Support	\$ 106.16	\$750.00	\$ 643.84
Instructional Support	\$ 2,394.41	\$3,000.00	\$ 605.59
Insurance	\$ 465.00	\$465.00	\$ -
Marketing		\$150.00	\$ 150.00
Media Center (Subscriptions)		\$3,000.00	\$ 3,000.00
Online Fees	\$ 634.05	\$250.00	\$ (384.05)
Parent Coffees/Seminars	\$ 61.38	\$500.00	\$ 438.62
Principal Discretionary	\$ 518.13	\$1,500.00	\$ 981.87
Prospective Parents & Students		\$350.00	\$ 350.00
PTO Board Discretionary	\$ 364.81	\$1,079.60	\$ 714.79
Quickbooks	\$ 135.00	\$180.00	\$ 45.00
Scholarships	\$ 7,000.00	\$7,000.00	\$ -
Spirit Wear/School Store	\$ 6,623.80	\$3,500.00	\$ (3,123.80)
Staff Appreciation	\$ 2,709.41	\$7,000.00	\$ 4,290.59
Staff Development/Training		\$3,000.00	\$ 3,000.00
Student Planners	\$ 4,812.60	\$5,100.00	\$ 287.40
Student Recognition	\$ 585.08	\$3,500.00	\$ 2,914.92
Teacher Grants	\$ 5,389.26	\$10,000.00	\$ 4,610.74
Teacher Supplies (Back to School)	\$ 2,500.00	\$4,000.00	\$ 1,500.00
Technology Support	\$ 321.99	\$850.00	\$ 528.01
Unallocated Funds		\$ 7,731.08	\$ 7,731.08
Website Support	\$ 400.00	\$400.00	\$ -
Restricted Use Items		\$ -	\$ -
Carry Forward 2018-2019		\$14,000.00	
TOTAL EXPENSES	\$ 42,839.15	\$ 94,005.68	\$ 37,166.53
INTEREST EARNED	\$13.77		
NET INCOME (LOSS)	\$ 19,204.76		
OVERALL TOTAL	\$ 48,110.44		
TOTAL SAVINGS AND CHECKING BALANCE	\$ 48,110.44		
QUICKBOOKS BALANCE SAVINGS (AS OF March 31, 2018)	\$ 42,559.23		
QUICKBOOKS BALANCE CHECKING (AS OF March 31, 2018)	\$ 5,551.21		