

**Randolph Middle School PTO
Board Meeting Minutes
January 9, 2018**

The Randolph Middle School PTO held a meeting of the PTO Board on January 9, 2018 in the RMS Library. President Diane Crowther presided. Mary Rantala served as Secretary. Board members Marina Badir, Brian Bambauer, Colleen Dugan, Toni Emehel, Robin Hill, Margaret Huckabee, Sassy Lojko, David Slater, and Sandy White, attended.

Call to Order

Diane Crowther called the meeting to order at 6:07 p.m.

Approval of Minutes and Financials

The Board was not able to approve the minutes from the December 2017 Board meeting because it did not meet the quorum required by the bylaws. Ms. Rantala will solicit approval by email or the Board may wait and approve them at the next Board meeting. There was a general discussion of whether the bylaws should be amended to allow for approvals more easily due to the difficulty of meeting the required quorum. Ms. Rantala will discuss with advisor Lia Benton as they are already working on additional updates to the existing bylaws.

Principal's Report

(Principal Brian Bambauer reported.)

- **Upcoming Dates:** There will be a Prospective Parent Open House on January 11 at 9:30 a.m. and on January 23 at 6:00 p.m. There will also be a Student Expo event for prospective students this Thursday, January 11, at 9:30 a.m.
- **Magnet Lottery:** Phase I of the CMS Magnet lottery is complete and Randolph is full after the first round with 1180 students. He will know wait list numbers after Phase II in February.

Treasurer's Report

(President Diane Crowther reported for Kim Stojkovich.)

- **Financials:** Diane discussed the financials as of December 31, 2017, including the following items of note:
 - **Income- Direct Giving:** RMS PTO received approximately \$3,300 in matching gifts from Wells Fargo. Fantastic news.
 - **Income- School Store:** School store only needs \$800 in additional sales to break even this school year. Doing well.
 - **Income- Community Partnerships:** RMS PTO still hasn't received checks from partner SmashBurger for the last two months or more. Chair Sassy Lojko will follow up gain. The Board discussed changing to a new partner since 1) folks aren't enjoying Smashburger as much as they used to 2) Smashburger is getting great publicity through our school but not following through with checks or much financial support. Harris Teeter remitted a check for \$50 to RMS PTO and Coke remitted a check of \$47.70.
 - **Expense- Teacher Grants:** Teacher Grants has distributed money for Ms. Sullivan's approved grant.
 - **Expense- Beautification:** Funds were remitted related to the last RMS Beautification workday.

- **Expense- Staff Appreciation:** Funds were remitted related to the loaves of bread from Great Harvest Bread Company given to each staff member in December. Ms. Crowther shared a beautifully hand drawn thank you card from the SAC staff for the bread.
- **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.)

- **Candy Sign Up:** Diane created a sign up genius for parents to sign up to donate candy to Mr. Bambauer's candy dish each month.
- **Vice Presidents Role:** Ms. Crowther reiterated that each RMS PTO Vice President should be communicating each month with the committee chairs that fall under their role. Vice Presidents should find out what activity is taking place, what money has been spent, and what money is still to be spent. This will assist with budget and financial planning for the year. This is critical, especially this year since the budget is very tight. Ms. Crowther distributed a handout showing the flow chart for the Executive Board (see attachment).
- **Committee Financial Oversight and Communication:** The Executive Board continued the discussion of the Vice Presidents' roles by brainstorming on how to have better financial oversight and financial communications with committee chairs. Ideas proposed included: 1) provide and review year over year monthly spending as a way to monitor what 'typical' progress might be 2) Give individualized quarterly report to each Vice President for them to use in talking to their chairs. (Assistant Treasurer Colleen Dugan and Secretary Mary Rantala pointed out that this information is provided in every monthly statement that Kim puts together; Vice Presidents would just have to look at their specific line items). 3) Mr. Bambauer was very interested in getting something tailored to his line items so that he could communicate more easily with his staff. 4) These ideas need to be discussed further and should involve the treasurer, who was absent at this meeting.
- **Budget Process:** Marina Badir asked for clarification about the budget process. We discussed the feedback that is solicited each year from committee chairs on their requested funding. Ms. Badir also asked specific questions about whether there is a need for additional scholarships for grade level trips. The Board discussed this and the general feeling is that the needs are being met. Not every student/parent wants to participate on the trips and it is believed that those who desire to go are able to do so through existing space and scholarship funding.

Committee Reports

(As reported by Committee Chairs)

- **Scholarships:** On behalf of Chair Andee Smith, Ms. Crowther reported that the scholarship awards for the Williamsburg trip went smoothly since the committee's estimate for the number of applications was accurate. Due to the PTO budget increase this year, the committee was able to provide scholarships for more students AND cover more of the trip cost this year. This year we gave out 32 scholarships covering an average 40% of trip costs; last year we gave out 25 scholarships covering an average of 35% of trip costs. She is still waiting on a few acceptance confirmations for the Williamsburg scholarships and when she has them all she will submit the final dollar allocations to the treasurer. The scholarship line item will then have a \$0 balance.

- **Parent Coffees and Seminars:** Chair Marina Badir shared that approximately fifty parents, including several without students at the school, participated in the evening program with Jonathan Hetterly from SouthEast Psyche. She asked for additional ideas for speakers. The next presentation will be with RMS Academic Facilitator and IB Coordinator. The Board suggested asking RMS staff member Ms. Feemster (former IB coordinator at Myers Park) to participate and/or Heather Lajoie (District IB coordinator) to participate as well. The Board also suggested the topic of “Screens” and “Cyber Bullying,” as well as a possible morning “Coffee with the Principal.” Mr. Bambauer agreed to the coffee but asked that he be given specific topics to discuss.
- **Prospective Parents:** On behalf of Chair Shelia Poku-Kankam, Ms. Crowther reported that over 150 families came to the first two RMS open houses. National Junior Honor Society and Student Council assisted with these. There are two more open houses coming up in January (see dates below). Parents are invited to sign up to volunteer at the following link: <https://tinyurl.com/ptosignup2018>
- **Direct Giving:** Robin Hill reiterated that matches from Wells Fargo have come in. She will now focus on bringing in the Bank of America matches. She recommends a Direct Giving fundraising goal of \$35,000 next year, not \$40,000. Direct Giving remains 17 donors less than last year. All 164 donors have received their tax letters. Toni Emehel recommended that next year we try to tie in the ‘National Day of Giving’ campaign with our Direct Giving campaign and suggested that there may be additional matching gift opportunities within that program. The “National Day of Giving” is traditionally the Tuesday after Thanksgiving.
- **Habitat:** On behalf of Chair Kristin Dodd-Tarleton, Margaret Huckabee reported that Kristin is getting a quote for how to remove the existing non-functioning Habitat pond by draining the water and filling with dirt.
- **Beautification:** Chair Margaret Huckabee reported that she will be purchasing trashcans as discussed at the prior PTO Board meeting. The Board discussed again where to put them: Softball field, baseball field, field hockey field.

Upcoming Dates:

- January 11 at 9:30 a.m. Prospective Parent Open House
- January 23 at 6:00 p.m. Prospective Parent Open House
- February 13 at 6:00 p.m. Next Board Meeting

The meeting was adjourned at 7:10 p.m.

Submitted by Mary Wright Rantala, Secretary

Attachments:

December 2017 Financials
Executive Board Flow Chart

Randolph Middle School PTO
As of December 31, 2017

	<u>Fiscal YTD</u>	<u>Budget</u>	<u>Budget</u>
	<u>Amount</u>	<u>Amount</u>	<u>Balance</u>
Forward 2017-2018 General	\$ 28,905.68	\$28,905.68	\$ -
Forward 2017-2018 IB	\$ -	\$0.00	\$ -
INCOME			
Book Fair	\$ 4,552.44	\$11,500.00	\$ 6,947.56
Community Partnerships	\$ 7.34	\$1,100.00	\$ 1,092.66
Corporate Rebates	\$ 205.13	\$500.00	\$ 294.87
Direct Donations/Matches	\$ 29,048.62	\$40,000.00	\$ 10,951.38
Membership	\$ 2,804.00	\$4,000.00	\$ 1,196.00
Spirit Wear/School Store	\$ 5,292.77	\$3,500.00	\$ (1,792.77)
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	\$ 46,525.85	\$ 65,100.00	
TOTAL FUNDS AVAILABLE	\$ 75,431.53	\$ 94,005.68	
EXPENSES			
Academic Competitions		\$1,000.00	\$ 1,000.00
Bank Charges	\$ 3.40	\$100.00	\$ 96.60
Beautification	\$ 1,087.72	\$2,000.00	\$ 912.28
Book Fair	\$ 3,113.44	\$8,500.00	\$ 5,386.56
Critical Needs		\$800.00	\$ 800.00
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		\$500.00	\$ 500.00
Hospitality		\$150.00	\$ 150.00
IT Support	\$ 106.16	\$750.00	\$ 643.84
Instructional Support	\$ 1,397.19	\$3,000.00	\$ 1,602.81
Insurance	\$ 465.00	\$465.00	\$ -
Marketing		\$150.00	\$ 150.00
Media Center (Subscriptions)		\$3,000.00	\$ 3,000.00
Online Fees	\$ 551.18	\$250.00	\$ (301.18)
Parent Coffees/Seminars		\$500.00	\$ 500.00
Principal Discretionary	\$ 203.55	\$1,500.00	\$ 1,296.45
Prospective Parents & Students		\$350.00	\$ 350.00
PTO Board Discretionary	\$ 364.81	\$1,079.60	\$ 714.79
Quickbooks	\$ 90.00	\$180.00	\$ 90.00
Scholarships		\$7,000.00	\$ 7,000.00
Spirit Wear/School Store	\$ 6,091.90	\$3,500.00	\$ (2,591.90)
Staff Appreciation	\$ 2,224.56	\$7,000.00	\$ 4,775.44
Staff Development/Training		\$3,000.00	\$ 3,000.00
Student Planners	\$ 4,812.60	\$5,100.00	\$ 287.40
Student Recognition	\$ 292.50	\$3,500.00	\$ 3,207.50
Teacher Grants	\$ 1,077.18	\$10,000.00	\$ 8,922.82
Teacher Supplies (Back to School)	\$ 2,500.00	\$4,000.00	\$ 1,500.00
Technology Support	\$ 222.99	\$850.00	\$ 627.01
Unallocated Funds		\$ 8,831.58	\$ 8,831.58
Website Support	\$ 400.00	\$400.00	\$ -
Restricted Use Items		\$ -	\$ -
Carry Forward 2018-2019		\$12,500.00	\$12,500.00
TOTAL EXPENSES	\$ 25,004.18	\$ 93,606.18	
INTEREST EARNED	\$8.09		
NET INCOME (LOSS)	\$ 21,529.76		
OVERALL TOTAL	\$ 50,435.44		
TOTAL SAVINGS AND CHECKING BALANCE	\$ 50,435.44		
QUICKBOOKS BALANCE SAVINGS (AS OF December 31, 2017)	\$ 44,529.58		
QUICKBOOKS BALANCE CHECKING (AS OF December 31, 2017)	\$ 5,905.86		

President

Treasurer

**Assistant
Treasurer**

Secretary

**VP School &
Staff Support**

**VP Parent &
Student Support**

**VP
Fundraising**

Membership

Staff
Appreciation

Student
Recognition

Direct Giving

Volunteer
Coordinator

Beautification

Parent
Coffees/Seminars

Book Fairs

eBlast/Website

Habitat

Scholarships

Corporate
Rebates

Newsletter
(Quarterly)

Garden

Critical Needs

Spirit
Wear/School
Store

Advocacy

Arts & Culture

Spirit Events
(Pep Rallies, etc)

Community
Partnerships

Back2School
Packets

IB Liaison

Hospitality
(Back2 School &
Curriculum nights)

Office
Volunteers

Prospective
Parents (Open
Houses & School
Tours)

Student Family
Events