

**Randolph Middle School PTO
Board Meeting Minutes
May 8, 2018**

The Randolph Middle School PTO held a meeting of the PTO Board on May 8, 2018 in David Slater's classroom. President Diane Crowther presided. Mary Rantala served as Secretary. Board members Brian Bambauer, Lia Benton, Adrienne Campolmi, Morgan Cromwell, Kristin Dodd-Tarleton, Colleen Dugan, Robin Hill, Jeff Nemecek, David Slater, Jane Strader, and Sandy White attended. Board Members Marina Badir, Cathy Click, Toni Emehel, Margaret Huckabee, Stephanie Keating, Sassy Lojko, Angie Lowe, Meghan Manges, Carrie Waller, and Brendan Walsh voted their approvals in advance. Additional General PTO members Mary Hasty Millen and Leah Nazworth also attended.

Call to Order

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

Special Presentation

Parent Caroline Humphrey presented information about a RMS Used Book Exchange. This is a Girl Scout silver award project being implemented by student Leah Powell. Students are asked to bring in any used books appropriate for middle school readers. Students will have the opportunity to get used books for summer reading from the library during the last week of school.

Approval of Minutes

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

Principal's Report

(Principal Bambauer reported)

- Randolph is accepting applications from parents for positions on the School Leadership Team (SLT). Applications are due May 15, 2018. SLT will meet twice over the summer and six or seven times during the school year. Applications are available on the Randolph website and completed applications can be emailed to randolphmiddleslt@gmail.com.
- Randolph is in need of proctors for end of year testing. Testing dates are May 25, 29, 30 and 31 and proctors are needed from approximately 9:15 a.m. to 12:30 p.m. each of those days.
- Mr. Bambauer thanked the board for staff appreciation events this week: Nothing But Bundt Cakes (Monday), Grab-n-Go Snacks (Tuesday), Improper Pig Lunch (Wednesday) and \$20 Gift Cards (Friday).
- Spring book fair is coming up.
- There will not be school on Wednesday, May 16 due to a 'Rally in Raleigh' teacher demonstration event pressing Raleigh lawmakers for better teacher compensation.
- Progress reports will go home May 17
- Report cards for sixth and seventh grade will go home June 8; report cards for 8th grade will be mailed after school ends.

Treasurer's Report

(Colleen Dugan reported)

- Direct Giving campaign has received \$38,770 in donations as reflected in our financials, plus an additional \$875 deposited today.
- PTO has purchased all envelopes and flyers for next year's Direct Give campaign. The Habitat project has used all of its budgeted funds. Money was moved to fund additional Teacher Grants, as previously approved by Executive

Board. Unallocated Funds balance is enough to cover deficit in Memberships and Corporate Partnerships.

- May 25 is the final deadline for submitting reimbursements to the PTO, with accompanying forms properly filled out and submitted.
- The Executive Board agreed to pay for lunches for guests at the school for Career Day using funds still available in the Hospitality line item.
- There was a great deal of discussion about the unspent funds still residing in multiple accounts. Are those line items going to be used and when will we know? How will we make decisions about spending remaining money? How much money is acceptable to carry over each year? It was agreed that after final reimbursements are submitted on May 25, the Kim Stojkovich (treasurer) will give final available dollar amount to Executive Committee (Officers) for discussion with Mr. Bambauer about its best use. This conversation will happen prior to the June 4 final PTO meeting so that we can vote on those expenditures.
- There was also a great deal of discussion about the "Garden" line item, which has its entire \$1500 balance remaining. It appears that this line item is shared by Garden Club, the SAC program, the Extensions program, and possibly Habitat. There is not a singular chair for that line item so information about it has not been properly disseminated or managed. In addition, Ms. Y has submitted a garden request to Teacher Grants that should more properly come out of the Garden line item. Colleen will look into upcoming known expenditures and will communicate with Diane Crowther (President) and Sandy White (Teacher Grants) so that we can properly communicate to all involved what funds are available.
- Mary Rantala shared that Jennifer Glose, cafeteria manager, has requested funding for new squeegees (for cleaning) and for making iced tea for the staff. Mary will get the associated dollar amounts and report back to the board prior to next month's meeting.
- The proposed budget for 2018-2019, based on submitted budget worksheets from our current chairs, has been compiled and was distributed for review. All edits to the proposed 2018-2019 budget should be submitted as quickly as possible- PRIOR to the June meeting.
- The Board approved the financials as presented.

Nominations Committee Chair Report

(Adrienne Campolmi reported)

- Adrienne presented the full slate of officers and committee chairs for 2018-2019 school year.
- Positions still open: President Elect, Volunteer Coordinator, Spirit Wear, Corporate Rebates/Spirit Nights, and Trip Planning.
- President Elect can be filled at a later date. The board discussed options for Trip Planning and how that position could be more effective. Spirit Wear is the most urgent position needing to be filled in preparation for the start of school.
- The Slate of Officers was presented to the Executive Board and approved:
 - President: Adrienne Campolmi
 - President Elect: Open
 - Secretary: Brad Lindsey
 - Treasurer: Leah Nazworth
 - Assistant Treasurer: Malini Kumar
 - Advisor: Diane Crowther
- It was noted that when the position of President Elect is filled, they must be approved by vote of PTO General Membership.

President's Report

(President Diane Crowther reported.)

- Pond: The pond has been filled! The school may look into ways to make the filled area more attractive going forward.

Committee Reports

(President Diane Crowther noted that we are out of time due to General PTO meeting at 7:00 p.m.)

Upcoming Dates:

- May 10- Extensions Program Open House 10 a.m. to 12:00 p.m.
- May 11- Career Day
- May 25-31 EOG/EOC testing
- June 4- Fever Week begins
- June 5- Next PTO meeting/ Transition meeting
- April 19 - Report Cards go home.
- April 26 - Student Recognition Doughnut Celebration

The meeting was adjourned at 6:50 p.m.

Submitted by Mary Wright Rantala, Secretary

Attachments:

April 30, 2018 Financials

Randolph Middle School PTO
As of April 30, 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	\$ 9,097.21	\$11,500.00	\$ 2,402.79
Community Partnerships	\$ 83.34	\$1,100.00	\$ 1,016.66
Corporate Rebates	\$ 855.89	\$500.00	\$ (355.89)
Direct Donations/Matches	\$ 38,770.43	\$40,000.00	\$ 1,229.57
Membership	\$ 2,804.00	\$4,000.00	\$ 1,196.00
Spirit Wear/School Store	\$ 7,855.77	\$3,500.00	\$ (4,355.77)
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	\$ 64,082.19	\$ 65,100.00	
TOTAL FUNDS AVAILABLE	\$ 92,987.87	\$ 94,005.68	
EXPENSES			
Academic Competitions	\$ 130.00	\$1,000.00	\$ 870.00
Bank Charges	\$ 3.40	\$100.00	\$ 96.60
Beautification	\$ 2,000.00	\$2,000.00	\$ -
Book Fair	\$ 5,689.21	\$8,500.00	\$ 2,810.79
Critical Needs	\$ 291.82	\$800.00	\$ 508.18
Direct Donations	\$ 530.83	\$850.00	\$ 319.17
E-Blast		\$0.00	\$ -
Garden		\$1,500.00	\$ 1,500.00
Goose Eradication		\$300.00	\$ 300.00
Habitat	\$ 3,600.00	\$3,600.00	\$ -
Health Room	\$ 294.48	\$500.00	\$ 205.52
Hospitality		\$150.00	\$ 150.00
IB Support	\$ 148.42	\$750.00	\$ 601.58
Instructional Support	\$ 3,000.00	\$3,000.00	\$ -
Insurance	\$ 465.00	\$465.00	\$ -
Marketing		\$150.00	\$ 150.00
Media Center (Subscriptions)	\$ 2,911.80	\$3,000.00	\$ 88.20
Online Fees	\$ 634.05	\$250.00	\$ (384.05)
Parent Coffees/Seminars	\$ 61.38	\$500.00	\$ 438.62
Principal Discretionary	\$ 1,107.01	\$1,500.00	\$ 392.99
Prospective Parents & Students		\$350.00	\$ 350.00
PTO Board Discretionary	\$ 364.81	\$1,079.60	\$ 714.79
Quickbooks	\$ 150.00	\$180.00	\$ 30.00
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	\$ 140.00	\$3,000.00	\$ 2,860.00
Student Planners	\$ 4,812.60	\$5,100.00	\$ 287.40
Student Recognition	\$ 585.08	\$3,500.00	\$ 2,914.92
Teacher Grants	\$ 6,719.07	\$10,000.00	\$ 3,280.93
Teacher Supplies (Back to School)	\$ 2,500.00	\$4,000.00	\$ 1,500.00
Technology Support	\$ 2,326.20	\$2,326.20	\$ -
Unallocated Funds		\$ 3,654.88	\$ 3,654.88
Website Support	\$ 400.00	\$400.00	\$ -
Restricted Use Items		\$ -	\$ -
Carry Forward 2018-2019		\$14,000.00	
TOTAL EXPENSES	\$ 55,198.37	\$ 94,005.68	\$ 24,807.31
INTEREST EARNED	\$15.38		
NET INCOME (LOSS)	\$ 8,899.20		
OVERALL TOTAL	\$ 37,804.88		
TOTAL SAVINGS AND CHECKING BALANCE	\$ 37,804.88		
QUICKBOOKS BALANCE SAVINGS (AS OF April 30, 2018)	\$ 29,560.84		
QUICKBOOKS BALANCE CHECKING (AS OF April 30, 2018)	\$ 8,244.04		