**Randolph Middle School PTO**

**Board Meeting Minutes**

**August 22, 2018**

The Randolph Middle School PTO held a meeting of the PTO Board on August 22, 2018, at the home of Adrienne and Chris Campolmi. President Adrienne Campolmi resided. Brad Lindsey served as Secretary. Board members Leah Nazworth, Kristin Dodd-Tarleton, Mary Rantala, Sandy White, Chris Campolmi, Elizabeth Salmon, and Diane Crowther attended, as well as Principal Brian Bambauer.

**Call to Order**

Adrienne Campolmi called the meeting to order at 7:30 p.m.

**Approval of Minutes**

The members present voted to approve the minutes from 6/5, but there were not enough members present to achieve a quorum. Minutes will be sent out in an email for additional approvals.

**Principal’s Report**

(Principal Bambauer reported)

* A change was made to the Parent Calendar, moving the 7th and 8th grade Curriculum night to Monday, September 17.
* Reminder that Open House is tomorrow night, August 23rd
* Approximately 1225 students are enrolled this year, with 58 Elementary schools feeding into RMS, and 40 buses in operation

**Treasurer’s Report**

(Leah Nazworth reported)

* Leah and Adrienne reviewed highlights from the 2018-2019 budget
* These highlights include:
* Increase to Principal’s Discretionary Fund, Scholarships, Staff Appreciation, Teacher Grants, Teacher Supplies
* There will be a $50 gift card distributed to teachers at the beginning of the school year
* Budget will be voted on during General PTO meeting on September 12th
* Board discussed merit of increasing budget for Scholarships. All scholarship money was utilized last year, and some students were turned away due to funding
* Spirit Wear budget was discussed. There is an abundance of spirit wear, and the current plan is to sell it now and maybe have fire sale, then move to online system with some merchandise available for purchase at school (need to do research on best approach for online sales)
* Discussed ways to assist teachers without impacting budget (volunteers to make copies for teachers)
* Motion to provide pass through to Athletic Booster Club (Diane made motion, Adrienne seconded) while they work on creating 501 c 3 (Mary and Sandy recused)
* Leah to email budget for review, with comments due back by September 5th to allow time before Board vote on September 11 and General PTO vote on September 12.

**President Updates**

(as presented by President Adrienne Campolmi)

* There were budget line items without an associated PTO Role.
	+ Adrienne has listed each Role and their corresponding budget line item so that Board Members can be responsible for giving monthly status updates on each budget line item.
	+ Board Members to provide status updates to their associated Vice President each month going forward
* It was noted that everyone should be familiar with the process for expense reimbursements
* Chris Campolmi will send reminders for the weekly eBlasts each Sunday and eBlasts will to go out on Wednesdays
* We will be looking for parents to provide relief to teachers during HAC once a quarter
* We need volunteers to sell planners at front of school during the first week
* For volunteers selling planners at Open House, ask parents if they would like to donate a planner when purchasing
* Adrienne distributed job descriptions (including time commitments and the 2018-2019 budget line item amount) for review
* Upcoming dates:
	+ Staff Appreciation: August 23rd
	+ Open House 2-4: August 23rd
	+ Status Reports due to your associated VP: Sept 7th
	+ PTO Board Meeting: Sept 11th @ 6 pm
	+ 6th Grade Curriculum Night: Sept 13th
	+ 7th & 8th Grade Curriculum Night: September 17th

**Bylaw Update Proposal**

(Mary Rantala reported)

* A proposal has been made to revise the RMS PTO Bylaws to correct the difficulty we have with achieving quorums for a vote, as well as other problems in the current bylaws that needed to be addressed.
* Mary reviewed proposed changes to following areas (see the 8/21/18 email from Mary for details - “Randolph PTO Bylaws Summary.docx”):
	+ Names of Operating Entities
	+ Officers
	+ Board of Directors
	+ Quorums/Voting
	+ Voting by Proxy
	+ Audit Policy Document
* Group discussed how to address a tie in voting (President, Secretary, Treasurer to serve as tie breaking votes)
* Adrienne to draft Audit Policy Document and work with Leah to have completed by September 5th
* Mary will make additional changes to Bylaws based on feedback and will present
* Bylaws to be reviewed during September 11th Board Meeting and September 12th General PTO Meeting

The meeting was adjourned at 9:15 p.m.

Submitted by Brad Lindsey, Secretary

***Attachments:***

*Leah to email 2018-2019 PTO Budget separately*

*Mary to email suggested changes to proposed bylaw updates*