**Randolph Middle School PTO**

**Board Meeting Minutes**

**September 11, 2018**

The Randolph Middle School PTO held a meeting of the PTO Board on September 11, 2018, in the RMS Media Center. President Adrienne Campolmi resided. Brad Lindsey served as Secretary. Board members Pam Ratliff, Tara Howard, Allen Robinson, Leah Nazworth, Dave Slater, Minnie Griffin-Rupert, Janice Taylor, Marina Badir, Kara Deir, Andrea Vasaune, Sandy White, Mary Rantala, Diane Crowther, Mary Hasty Millen, attended, as well as Vice Principal Pam Ratliff.

**Call to Order**

Adrienne Campolmi called the meeting to order at 6:05 p.m.

**Approval of Minutes**

The members present voted to approve the minutes from 8/22

**(Vice) Principal’s Report**

(Vice Principal Ratliff reported)

* Gift cards and back to school breakfast very much appreciated
* Upcoming Curriculum Nights, with back up date the following Thursday for 6th grade if weather is bad on 9/13
* Tomorrow (9/12) is early release
* 9/19 Teacher Workday

**Treasurer’s Report**

(Leah Nazworth reported)

* Adrienne has met with every committee member that owns a line item
* Reminder that all money we receive comes from fellow parents and we need to be judicious in how we allocate/spend this money
* Ended last year with more money than planned ($23,153.25 Carry Over)
* Adrienne and Leah have discussed how to allocate surplus
* Scholarships will remain the same ($7000) after discussion
* Walked through proposed budget for each line item (see attached budget for individual line items)
* Question about Habitat budget item (includes trail, previous water feature was filled in due to safety last year, was certified as National Wildlife Habitat, not kept up as much as in past, discussion around bird bath as water feature is a requirement of being a National Wildlife Habitat, upkeep is needed)
* Question about Technology Support (includes maintenance/work on 3D planner, Chromebooks, smartboard lightbulbs)
* Question about Teacher Grants (how distributed) – teachers/staff submit requests, committee that follows a policy document decides. Received 21 requests last year and spent ~$9,000 (Sandy walked us through last year’s funded requests)
* Groundskeeping (fields) is not covered under Beautification, but Booster Club is working on it
* Buy a Planner/Donate a Planner update: 51 planners donated this year
* Motion made by Diane to approve budget as proposed, motion seconded by Brad. The Board voted to approve the budget.

**Secretary’s Report**

(Brad Lindsey reported)

* Membership: Mary Rantala
  + Mary has entered all the membership forms into a spreadsheet received from Open House and has supplied them to Chris Campolmi for upload to eBlast
  + Mary has collected all the membership forms submitted through school as of September 5, 2018, and will continue to do so each week
  + Mary and Malini Kumar met at the lockbox once a week to gather forms and deposit membership (and agendas and Invest donations) monies
  + QUESTION FOR BOARD: Should we distribute PTO membership forms again at upcoming Curriculum Nights? I was thinking of putting forms in each homeroom teachers’ box for distribution at back to school night. How many per classroom- same number as # of students in homeroom? Same approach for 6th grade and 7th/8th or should approaches be different?
* Volunteer: Mary Rantala
  + Mary has entered all volunteer names received as of September 5 into an excel spreadsheet and distributed to entire committee/board roster along with an explanatory email.
  + Mary has redone the English version of the volunteer information form and am nearing completion of the Spanish version. (See attached English version) with the ‘hook’ being ‘Sign up for eBlast!’ Ultimately, we want as many people to receive the eBlast as possible. We can solicit volunteers through that medium and reach a larger audience. That being said, committee heads have been asked to directly contact those volunteers who indicated specific interest in their area
  + QUESTION FOR THE BOARD: Should we distribute PTO volunteer forms again at upcoming Curriculum Nights? I was thinking of putting forms in each homeroom teachers’ box for distribution at back to school night. How many per classroom- same number as # of students in homeroom? Same approach for 6th grade and 7th/8th or should approaches be different? Or could just have a PTO table.
* eBlast: Chris Campolmi
  + We had some problems with folks receiving. Chris has been working on fixing the issue
* Website: Brandon Walsh
  + No updates at this time

**School & Staff Support Report**

(Sandy White reported)

* Staff Appreciation: Jasmine Jones & Andrea Vasaune
  + Sandy met with group and plan in place
* Beautification: Allen Robinson & Judy Mayo
  + Sandy met with group and plan in place
  + Work in discussion for beautifying cafeteria
* Habitat & Garden: Kristin Dodd – Tarleton
  + Sandy met with group and plan in place
  + Adrienne added plants to front and is watering
* Teacher Grants: Sandy White & Morgan Cromwell
  + Sandy met with group and plan in place

**Parent & Student Support Report**

(Marina Badir reported)

* Student Recognition: Mary Rantala
  + Recognition for all A’s and B’s (donuts), dates in place
  + Discussed potentially switching this to something other than donuts
  + Proposed that we have a follow up discussion with Mary
* Parent Engagement: Marina Badir
* Scholarships: Vidya Prabaker
  + Awaiting budget to be finalized
  + Talking to teachers in charge of field trips to discuss scholarships
* Critical Needs: Jane Strader
  + Will be reaching out to 3 counselors to touch base on needs
  + Ask nurse if need for more clothes
* Back to School Packets: Tara Howard
  + Complete and under budget!
* Hospitality: Morgan Cromwell
  + Adrienne reviewed budget with Morgan earlier
* Prospective Parents: Natalie Cochran
  + Adrienne reviewed budget with Morgan earlier
* Lost and Found: Tammy Hallihan
  + Lost and Found Policy published in 1st eblast this year

**Fundraising Report**

(Kara Deir reported)

* Direct Give: Hasty Millen
  + To date - 40 families total of $4,700 (not including matching)
* Book Fair: Kara Deir
  + Working on volunteers for shifts
  + Created Sign-Up Genius and sent out in last week’s eblast
  + 24 of 41 slots filled
  + Going to send a reminder in this week’s eblast
* Community Partnerships:
  + Looking into various community business partnerships (IHOP, Steak n Shake)
* Corporate Rebate and Spirit: Carmen Davis
  + Adrienne and Carmen looking into more corporate partnerships
* Spirit Wear: Elizabeth Salmon
  + Solid sales at Open House
  + Looking to do Fire Sale (Wednesday mornings, noted in weekly eblast)
  + Hoodies have sold out, looking to replenish
  + Getting quotes for golf shirts with logo for faculty

**President Updates**

(as presented by President Adrienne Campolmi)

* Brian has purchased a smart board out of his discretionary fund
* Surplus – discussed with Brian about buying logo shirts for staff (getting quotes)
* Discussed that scholarships benefit 32 students but account for 50% of budget. Decided to not increase scholarship funding. Should we reduce down from 50% funding (paying for 50% of trip)
  + Discussed potential fund-raising opportunities for students that want to fund raise for trips
* Status and Budget Report Cadence
  + Update document each month with budget and status updates
* Started discussion about potential festivals we could have
* New volunteer opportunities being discussed (HAC times, making copies)

**Bylaw Amendment Approval**

(Brad Lindsey 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.
* Proposed bylaw amendments were reviewed with Board during 8/22/18 meeting
* Adrienne made motion to approval updates bylaws, Sandy 2nd. The Board voted to approve the updated bylaws.

**Conflict of Interest Policy Approval**

(Brad Lindsey reported)

* The Conflict of Interest Policy was previously incorporated into the Bylaws
* To make the Bylaws (and this policy) cleaner/more streamlined, the policy has been separated from the bylaws and is now its own document
* No wording of the Policy has changed
* There is now an acknowledgement/agreement form for Board and Committee members to sign
* Adrienne made motion to approval updates bylaws, Sandy 2nd. The Board voted to approve the Conflict of Interest policy.

**Audit Committee Policy Discussion**

(Brad Lindsey reported)

* The bylaws state that there will be an audit committee, whose activity shall be governed by an audit committee policy
* There currently is not an audit committee, and there is no audit committee policy
  + Adrienne and Leah will take point on this

The meeting was adjourned at 7:42 p.m.

Submitted by Brad Lindsey, Secretary

***Attachments:***

*2019-2019 Board-Approved Budget*