



Sedgefield Middle School 2019-20 PTO Board Agenda

September 27, 2019 9:30 am – 10:30 am

- I. Call to Order 9:40 am at SMS Media Center. Attendance: Lindsay Jones, Courtney Reynolds, Kiley Thiel, Amy Watson, Meredith Murchison, Lynne McDonald, Erik Turner, Evonne Peterson, Eric Tornfeldt. Minutes Kiley motioned to approve. Lynne seconded. Minutes passed.
- II. Empowering Extraordinary update from Meredith Murchison.
 - a. \$95,000 in hand; when pledges, corporate matches, and corporate gifts received, expect to meet fundraising goal of \$100,000.
 - b. Hoplite to receive 30% of corporate gifts. Cost of signs split 30% to Hoplite and 70% to PTO. Expected allocation of \$7500 to Hoplite. To invite Chris Moeller from Hoplite to next meeting to provide an update on support of student athletes.
 - c. Spartan Express thank you planned.
 - d. Meredith to collect success stories and lessons learned as campaign wraps up to include in planning for next year.
- II. School and staff activities update from Lynne McDonald.
 - a. "Woo-hoo!" cart held this morning. Takes two volunteers – one to push the cart and one to do the rolling cart. Plan to do Woo-hoo cart once a month. October 25 is next Woo-hoo cart.
 - b. Duty free lunch: 40 minute block for lunch and HAC. Discussion of parent volunteers to cover that 40 minute block. Lynne to reach out to grade level administrators and Jenny Craver to parents who volunteered to be room parent or grade level parents to figure out schedule options.
 - c. Staff lunch discussion: delivery/catering. Lynne to follow up on options for a PTO sponsored lunch. Monday would be a good day for a PTO sponsored lunch sometime this fall. If a community partner sponsors a lunch, it is most likely to be on a Wednesday. Planned absences most likely to occur on Friday.
- III. Marketing and communications from Lindsay Jones; Alexis Marteslo is out of town.
 - a. Opt-Out Form & Directory/PowerSchool data. Paper form went home this week with children.
 - b. Spartan Express: National Hispanic Heritage Month, Teacher of the Month recognition, Empower Extraordinary spotlight will be the greenhouse once it arrives. Plan is to continue regular communication about Empower Extraordinary purchases.
- IV. Parent and student activities from Lindsay Jones; Katie Deterding is absent.
 - a. Katie Deterding is coordinating volunteers and plans for Tie Dye & Bingo on Tuesday October 15 6-8 pm.
 - b. Katie Deterding is also coordinating plans for Homecoming Tailgate Event on Wednesday October 30 3:30-7.
- V. PTO bylaws vote; Amy proposed, Lindsay seconded. By-laws passed unanimously. Amy to confirm with Greg logistics for whether full membership needs to vote to approve in October PTO meeting.
- VI. Treasurer update from Courtney Reynolds.
 - a. Updated fundraising numbers \$94,529 raised from EE.
 - b. Current cash on hand \$78,276.29.
 - c. Recent acquisitions/expenses. Drop box has been purchased and installed in Parent Room.
 - d. Insurance has been purchased.
 - e. Reviewed expenses to date and 2019-20 budget plans.
 - f. Vote: Lindsay moved to pass the amended budget, Courtney seconded, passed unanimously.
- VII. President's update from Lindsay Jones sent via email due to time constraints and appended to the minutes.
 - a. PTO calendar



- b. PTO membership cards/staff posters
 - c. Volunteer recruitment, audit chair found
 - d. In-reach committee
 - e. Clubs: timing, Service Learning (staff), English/Spanish club, South Meck
 - f. CMS facilities requests: blacktop, drop box, blinds
 - g. Volunteer room management
 - h. Art for Media Center/Cheap Joe's partnership
 - i. CMS marketing support for printed materials
 - j. Spring event at Elementary Schools with SMS staff
 - k. Greenhouse
- VIII. School and Principal's update from Mr. Turner.
- a. MAP testing conducted this week. Make-ups continue.
 - b. Incentive events planned for students showing growth or whose test results are on or above grade level.
 - c. Staffing updates:
 - i. Leveling process is complete. Received an additional half ELL staff member.
 - ii. Seventh grade ELA teacher nearing completion of the HR process; she starts on 9/30 and will complete a week of orientation before starting in her classroom.
 - d. Prospective parent visit planning meeting this afternoon. To provide front office with information about tours.
- IX. Upcoming Events
- October 10 – General PTO Meeting 5:30 pm
 - October 10 – Curriculum Night, 6:00 – 8:00 pm
 - October 12 – Grounds Day, 9:00 am – 12:00 pm
 - October 15 – Tie Dye & Bingo Night, 6:00 – 8:00 pm
 - October 29 – November 1 – Spirit Week
 - October 30 – Homecoming Tailgate, 3:30 – 7:00 pm

Adjourned 10:45 am



VII President's update

- a. PTO calendar – Please review the PTO calendar, especially for October and share any updates or changes.
- b. PTO membership cards/staff posters - We have created staff membership cards for the PTO and will print those along with a flyer that staff members can hang in their rooms if they are a PTO member.
- c. Volunteer recruitment, financial review found - Amy has found a financial review person for SMS; we can perhaps find someone with past experience from MPHS or the accounting firm who helped us with our tax filings.
- d. In-reach committee - We secured nearly two dozen backpacks for our scholars during our in-reach backpack drive. Thank you to those of you who participated.
- e. Clubs: timing, Service Learning (staff), English/Spanish club, South Meck - Many parents are asking questions about when clubs start. SMS needs to provide communication via Parent Square about these opportunities. The Spanish-English conversation club is underway and will be managed by Ms. Buitrago and Ms. George. Margaret Marshall connected Lindsay with a South Meck teacher who does a similar dual-language tutoring program.
- f. CMS facilities requests: blacktop, drop box, blinds - Drop box and new blinds have been installed. Blacktop basketball goal installation is underway.
- g. Volunteer room management - Jenny Craver, our volunteer coordinator, is reaching out to our volunteer base to see if we can find a volunteer/parent room manager. If you know of someone, please let me know.
- h. Art for Media Center/Cheap Joe's partnership - After meeting with Ms. Harmon, Lindsay had an introductory conversation with Cheap Joe's about supporting a student-lead art project for the media center. The request is for them to provide 12 48x60" canvases to be painted and hung in the media center based on specific themes identified by SMS staff/Ms. Harmon. Next step is to submit an application via Cheap Joe's corporate office to secure in-kind donation.
- i. CMS marketing support for printed materials - Tara Sullivan has funds available for printing updated marketing materials for Prospective Families. Katherine Vest to secure estimate for printing items and share with Tara.
- j. Spring event at Elementary Schools with SMS staff - Molly Bilderback and Lindsay have reached out to Eastover and Dilworth Elementary schools to determine timing of Prospective Parent events at elementary feeder schools. Next step is to confirm dates.
- k. Greenhouse - The Greenhouse will be the first significant Empowering Extraordinary investment. SMS and CMS are coordinating the application/approval process to get this started. We will highlight this in the upcoming Spartan Express.