



## Sedgefield Middle School 2019-20 PTO Board Agenda

October 25, 2019 9:30 am – 10:30 am

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- I. Call to Order 9:30 am at SMS Media Center. Attendance: Lindsay Jones, Courtney Reynolds, Kiley Thiel, Amy Watson, Meredith Murchison, Lynne McDonald, Katie Deterding, Alexis Marteslo, Chris Moeller, Erik Turner. Minutes Katie motioned to approve. Courtney seconded. Minutes passed.
- II. Empowering Extraordinary update from Meredith.
  - a. Thank you notes to be written to all donors.
  - b. T-shirts for Spirit Week are in the Parents Room and to be distributed. Ms. Allgood has teacher's t-shirt sizes; to be distributed at teacher breakfast on Monday.
  - c. All corporate sponsor signs on athletic fields.
  - d. EE spending update: Math conference in Spartan Express. Greenhouse in architectural review with CMS.
- III. Parent and student activities update from Katie.
  - a. Over 80 people attended the Tie Dye & Bingo night. Hungry Howie donated 25 pizzas; next year plan for another 10 pizzas.
  - b. Homecoming Tailgate Event starts at 3:30; football game starts at 5:00. Food trucks for pizza, taco and Kona ice. Activities include DJ, inflatable obstacle course, Parks & Rec bringing assistants to run drills with school materials tackling dummies. Art students making spirit week posters.
  - c. Katie following up with Ms. Allgood on spirit wear for the event.
- IV. Prospective families update from Lindsay.
  - a. Materials for prospective parent folders being updated. Draft to go to Mr. Turner for review on Tuesday.
  - b. Two open houses planned: November 7 8:30-9:30 am, January 8 6:00-8:00 pm. Attendance confirmed from Superintendent Winston, Margaret Marshall, and Tara Sullivan to attend. PTO Board to attend both events.
- V. Parent engagement activities with feeder schools update from Lindsay.
  - a. 12/13/19 at Dilworth - Principal coffee and alum news appearance
  - b. Event in current Sedgefield family's home with fifth grade Dilworth parents
  - c. 1/14/20 at Eastover – Sixth grade administrators and faculty have dinner at Eastover with fifth grade faculty and host Middle School 101 event with Eastover PTA
  - d. Event in current Sedgefield family's home with fifth grade Eastover parents
- VI. Treasurer update from Courtney.
  - a. Budget update \$96,000 on hand.
  - b. Check to Hoplite cut for \$3500.
  - c. Requisition form created for PTO to reimburse school as needed when a check cannot be cut in advance (for example hotel for conference attendance).
  - d. Discussion about creating a spend down calendar to spend the EE budget for Campus and Staff support. Lindsay and Courtney to develop memos for staff members who own budget items for campus and staff support to provide check request form and budget.
- VII. Nominating update from Amy.
  - a. Financial review committee slate approved via vote: Adrienne Confron, Jen Ford, Beth Moss. Alternates: Katie Deterding, Alexis Marteslo, Lynne McDonald, Meredith Murchison, Kiley Thiel.
  - b. Nominating committee to form. Amy and Lynne volunteers from current board. Need to add volunteer(s) who are not currently on the board. Consider names for next meeting.



- VIII. Marketing and communications from Alexis.
- Spartan Express goes to 94 contacts. Currently has 72% open rate.
  - PowerSchool data for expanding Spartan Express distribution under discussion.
  - PTO membership cards/staff posters are being distributed.
- IX. Healthy Active Child update from Kiley.
- HAC bags needed for elective teachers. Kiley moved to add budget line item: \$600. Meredith seconded. Approved.
  - Inside games – ask for gently used games to be included in Spartan Express. Important that the games include all parts.
- X. Hoplite from Chris.
- Discussion about use of Sedgefield athletic facilities by outside organizations. Priority is to maintain flexibility of facilities.
  - Transition in coaching staff occurring with change in bell schedule. Potential need for snacks for athletes staying after school.
  - New golf uniforms purchased. Basketball and baseball uniforms are next priority.
  - Need to improve ADA access and ambulance access to baseball field. Potential to add curb cut on left field side. Could this access be combined with walker/biker access to campus separate from bus lot.
  - Concession stand remains a priority. Need \$2500 more dollars to buy concession stand trailer.
- XI. President's update from Lindsay.
- PTO calendar distributed.
  - Safe Routes Partnership Program
  - CMS facilities requests: two basketball goals installed, painting of teachers' lounge complete, greenhouse
  - School website updated to link to PTO site to help prospective parent navigation
  - Art for Media Center/Cheap Joe's partnership underway.
  - Parent Room volunteers identified; Suzie Hood/Anna Anglemyer.
- XII. School and principal's update from Mr. Turner.
- Conference style PD offered last Wednesday. With some choice and some required units.
  - Accelerated Reader PD offered last Wednesday for all faculty members. AR to be purchased with Title 1 dollars. Arrival to 8:00 am to be reading time schoolwide.
  - Attended principal's meeting at Carmel Middle for school walk through with other central learning community middle school principals.
  - Clubs launched today; will be held every Friday 7:45-9 am.
  - District visit on 10/31.
- XIII. Closing/upcoming events
- October 28 – Staff breakfast, grounds clean up
  - October 29 – November 1 – Spirit Week
  - October 30 – Homecoming Tailgate, 3:30 – 7:00 pm
  - November 7 – Prospective Parents Principal's Coffee and Campus Tour, 8:30 – 9:30 am