



Sedgefield Middle School 2020-21 PTO Board Minutes

August 25, 2020 – 12:30pm-2:00pm

- I. Welcome and minutes vote (Jenn)
 - a. July Minutes APPROVED
 - b. Code of Ethics—if you have not yet sent your Code of Ethics and signature via email, please send to Jenn.

- II. Principal update (Ms. Miracle)
 - a. As of Friday, April 21, SMS had a 92% attendance rate!
 - b. Still working to provide technology/hot spots to any family in need.
 - c. Contact rate on Parent Square is 97%.
 - d. Total count on student roster 520-530.
 - e. Overall the first week of school went very well.

- III. PTO Calendar Review (Jenn)
 - a. For the foreseeable future, most events are TBD
 - b. Potential target events are:
 - i. August: Ice Cream truck on Monday, August 31; More specific Zooms by grade level
 - ii. September: Service Project Showcase; Woo Hoo cart; Capital Campaign begins
 - iii. October: Bingo Night, October 16th; Woo Hoo cart
 - iv. November: Prospective Parent Open House (professional video); Woo Hoo cart
 - v. December: Small group coffee for rising 5th grade families; Staff holiday lunch

- IV. Empowering Extraordinary (Jenn)—Goal is \$75,000
 - a. Corporate Giving and Family Giving assistance
 - i. Primarily September 1-30. Could be extended if needed.
 - ii. Board members are asked to talk to friends and family about supporting Empowering Extraordinary, especially identifying and engaging potential corporate sponsors, including in-kind donations.
 - iii. Trish Moody, Jenn Loeffler, Meredith Murchison, Amy Watson and Lindsay Jones are leading the Empowering Extraordinary effort.
 - iv. Letter (English and Spanish) to go home about family giving including how to donate as well as what we hope to purchase with funds.
 - v. Potential to create a video to show how capital campaign benefits SMS students and staff as well as how they can support the campaign.
 - vi. Information will also go out on Parent Square, social media, and the website.



- V. Treasurer Update (Jenny)
 - a. Please see August 25, 2020 budget report, APPROVED 8/25/20
 - b. Income around \$76,000; PTO expenses around \$21,000; Staff support expenses around \$64,000
 - c. Cash on hand \$16,000
 - d. Ongoing Covid support items – 300 school supply bags created, 20 hotspots purchased by PTO for SMS families
 - e. CMS Foundation is requesting donations of \$200 to fund additional hotspots for the district. To donate, please contact the CMS Foundation at 980-343-0399 or email info@cms-foundation.org. You can donate online at cms-foundation.org/donate. Checks may be mailed to CMS Foundation 4421 Stuart Andrew Boulevard, Suite 100, Charlotte, NC 28217.
 - f. Check reimbursement process can be coordinated online (using an updated Google Doc reimbursement form Jenny will create) as long as there are 2 signatures of approval.

- VI. Communications (Ann Miller/M.C.)
 - a. Spartan Express has been transitioned from Alexis Marteslo to M.C. and Ann-Miller and will be published every two weeks or once every three weeks based on need.
 - b. Guidelines: Friday deadline for Tuesday publication; Submissions should be print-ready including photos and links.
 - c. PTO website is in the process of being updated, especially due changes related to remote learning. Any committee information to be updated should be sent to Ann-Miller and M.C. copy-ready. LaToya McCants will help manage the website going forward.

- VII. School and Staff Support
 - a. Staff appreciation
 - i. Leadership breakfast and lunch a success! (August 3)
 - ii. Woo-Hoo cart partners are being contacted for continued donations.
 - iii. Coca Cola is a corporate sponsor and could be willing to donate cases of drinks for the Woo Hoo cart.
 - iv. Rollin' Roast Coffee Truck on teacher workdays (Sept, Oct, Nov)
 - b. Staff support notes, perhaps digital messages due to remote learning.
 - c. Other support/comfort items for staff at SMS: lotions, sharpie boxes, bottled waters, gift card drawings

- VIII. President's update (Jenn)
 - a. Document upload from former VP – Google Drive
 - b. PTO Committee Chair introductions and expectations via email
 - c. Ongoing academic engagement of Spartans including involvement in afterschool clubs. Current Board leadership and SMS staff are brainstorming ideas.



- d. After more is determined about CMS metrics for returning to school, a survey could be sent to all SMS families about potential interest in small group activities outside of the SMS campus.
- IX. Next Meeting September 22, 2020—12:30-2:00