



## Sedgefield Middle School 2020-21 PTO Board Agenda

October 27, 2020 – 12:30pm-2:00pm

Zoom Meeting ID: 875 031 4805

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- I. Welcome and minutes vote (Jenn) – 3 min.
  - a. Minutes Vote
    - i. Minutes APPROVED
  
- II. Principal update (Mrs. Miracle) – 20 min.
  - a. See attached principal report from Ms. Miracle
    - i. SMS currently has an 88% attendance rate
    - ii. Each grade level gained students in the 1<sup>st</sup> Quarter
    - iii. 2 new staff members have been added
      1. EC and 6<sup>th</sup> grade math teacher
    - iv. One TA open position
  - b. Updated grading policy unveiled in the coming week
  - c. Virtual Learning survey was sent out to staff and SMS families
    - i. Holistically it was all positive feedback and overall a positive experience
    - ii. Staff acknowledged and thanked PTO for ongoing support
  
- III. PTO Calendar Review (Jenn) – 5 min.
  - a. At this time there will be no on campus events due to COVID
  - b. Grounds day TBD due to no on campus events
  - c. Prospective Parent Night will be held virtually in November
  - d. Virtual Events are in the works and calendar will be adjusted accordingly
  
- IV. Empowering Extraordinary (Jenn) – 5 min.
  - a. Total raised
    - i. Just over \$104,000 raised
    - ii. Huge Success and PTO will continue to take donations
    - iii. Additional funds will be used to support school needs
  - b. Banners and t-shirts update
    - i. Banners are being printed with sponsor logos
    - ii. PTO is working with administration to distribute the T-shirts that were not picked up during the supply pick up. Hopefully we will be able to give them to the students when they are back in the building.
  - c. Thank you notes
    - i. Ms. Miracle is going to hand write thank you notes to all donors over \$1000
    - ii. Big thank you to Ms. Miracle for this kind gesture
  - d. Plans for spending –
    - i. Since the campaign was a huge success, there are areas that could use the additional funds.
      1. Produce a Professional Marketing Video
        - a. Video will be produced by Allen and will be approximately 90 seconds
        - b. It will tell the story of SMS and will have an evergreen message
        - c. Interviews of staff and SMS alumni will be included to show the rich history that exists
        - d. Video will cost \$3500. There is currently a Marketing Video line item of \$2500.
        - e. BOD voted to add \$1000 to line item to cover cost - APPROVED



- ii. Discussed possibly supporting feeder schools that do not have as much financial support from PTA/PTO
  - 1. At this time, SMS will find ways to help them internally
  - 2. Discussed possibly partnering with a school in the future and adding this as part of our fundraising efforts next year
  
- V. Treasurer Update (Jenny) – 10 min.
  - a. 2020-21 budget update
    - i. Budget was approved at General PTO Meeting
  - b. New spending since September Board meeting
    - i. 8 new PTO members
    - ii. \$104,000 raised through Empowering Extraordinary
    - iii. Cash on hand \$80,000
    - iv. Capital campaign will close at the end of December and tax letters will soon be sent out
    - v. Paypal fees are over \$800 which is the non-profit rate
      - 1. Discussed other options with lower fees
    - vi. Approx. \$8,000 outstanding in corporate sponsorships
  - c. Proposed Prospective Parent Budget and vote
    - i. Propose \$3000 line item – APPROVED
  - d. Reserves – What amount of money is necessary to keep in reserves?
    - i. Keep approximately \$20,000 (not to go below \$15,000) which is 20% of money raised. This is conservative but needed since PTO is newly established.
  - e. Check Request Form
    - i. On the website and must be filled out to receive reimbursement
  
- VI. Communications (Ann Miller/M.C.) – 10 min.
  - a. Website updates – SMS and PTO
    - i. All relative updates have been made and site will continue to be updated as needed
  - b. Prospective Parent Events
    - i. Events
      - 1. Due to no on campus events everything will be virtual
      - 2. Zoom event will be held late November for prospective families
      - 3. Swag bags (cinch bag with t-shirt and folders) will be distributed to all feeder schools
      - 4. Some smaller Q&A zoom events will be held later in the year
      - 5. Live Zoom or video of SMS staff will take place of PepRally
    - ii. Schedule
      - 1. Virtual dates to be confirmed ASAP
  
- VII. Staff Support (Pam) – 5 min.
  - a. Staff appreciation and support calendar planning
    - i. Woo-Hoo cart
      - 1. Basket in front office due to COVID restrictions
    - ii. Rollin’ Roast Coffee Truck update
      - 1. Next visit – Teacher Workday, November 3
    - iii. Welcome back gift cards and yard sign
      - 1. Propose to give classroom teacher \$50 Amazon gift cards when they return to the building as a “start-up” fund. Will help support purchasing needed classroom supplies
      - 2. Approximately 40 staff members
      - 3. Charlotte YARD Cards will put a sign out for teachers on their first day back to school.



4. T-shirts will also be distributed to teachers and staff and a community partner will be donating lunch.
5. Basic supplies needed are being evaluated and will be communicated as needed

VIII. Student Support (Katie) – 5 min.

- a. Bingo Night recap
  - i. Great success! A big thank you to Ms. Miracle and Ms. Algood
  - ii. Prizes are being mailed this week
- b. Upcoming events
  - i. Brainstorming future events for the Spring

IX. President's update (Jenn) – 5 min.

- a. Virtual learning feedback from Board members
- b. Return to school – PTO support
- c. Ongoing engagement of Spartans – ideas and planning
  - i. Trying to brainstorm ideas for our 6<sup>th</sup> graders to get together and feel a sense of community. COVID guidelines will be followed. Each grade level can do the same thing.

X. Additional Business

- a. Principal Appreciation Month - A big thank you to Ms. Miracle on behalf of the BOD and PTO