



## Sedgefield Middle School 2020-21 PTO Board Minutes

September 29, 2020 – 12:30pm-2:15 pm

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- I. Welcome and minutes vote (Ms. Loeffler)
  - Ms. Jones motions to approve the minutes; Ms. Mattocks seconds
  - All minutes are approved
  
- II. Principal update (Ms. Miracle)
  - Update provided on remote learning; student attendance is high
  - SMS admin team is moving forward with math hire for available position
  - Update given on MAP data
    - More regression in math vs. ELA
    - 365 students were tested
    - 50-100 students need to be retested
  - School wide meeting will be held on October 13 at 6:00 pm via zoom to discuss return to school
  - Ms. Miracle reviewed how Plan B will be executed with synchronous, asynchronous and in-person learning
  - Winter MAP testing will be held in January; there will be a Spring MAP test
  - The goal will be to have future MAP testing in-person
  
- III. PTO Calendar Review (Ms. Loeffler)
  - October 9 Spartans will get an extra hour of sleep as part of Empowering Extraordinary campaign
  - October 13 at 6:00 pm will be school-wide zoom meeting
  - October 16 will be Virtual Bingo Night; pick up days will be October 14 and/or 15
  - TBD - General PTO meeting will need to be held possibly with October 13 event to approve budget
  
- IV. Empowering Extraordinary (Ms. Loeffler)
  - \$90,000 + raised to date in the campaign; total is confidential
  - Campaign set to end on Wednesday; will be extended one week to secure additional donations
  - Friday, October 9<sup>th</sup> Spartans will get an extra hour of sleep as reward for exceeding goal
  - #SpartanStrong t-shirts will be printed with corporate sponsor logos
  - PTO has started to spend funds on swvl cameras, hot spots, tents and other covid-relief items
  - Follow up to corporate partners should continue for those outstanding asks
  
- V. Treasurer Update (Ms. Morton)
  - Budget updated to reflect community partner contributions
  - PTO budget to be presented to general membership and voted on at next PTO meeting
  - PTO to create one-pager to let families know about joining the PTO, AmazonSmile and other relevant reminders; distributed via parent square and Spartan Express
  - SMS PTO expenses have primarily been for covid-related needs including hotspots, school supplies, as well as staff appreciation
  - Zoom educator account, Swivl camera, iPads are potential/incoming expenses
  - Ms. Loeffler and Ms. Miracle provide overview of Zoom Educator purchase:
    - Allows SMS include more people in zooms, transcribes what people are saying, teachers can serve as co-hosts, imbed and share links in presentations
    - CMS is negotiating contract but SMS admin team anticipates delay; purchasing now gets it into teachers' hands sooner
    - No date for CMS availability for Zoom Educator account; savings will be minimal
    - Program is beneficial for PTO meetings, parent engagement
    - Approximate cost is \$2,000 per year; valid through October 2021



- Ms. Petersen motions for approval of spending on Zoom Educator and Ms. Algood seconds; all vote for spending on Zoom Educator
  - School currently has enough hotspots (between those purchased by PTO and those provided for CMS) for students with some in reserve, as needs arise
  - Team researching high-quality webcams and microphones; board may receive an email to vote on these purchases in the coming weeks
  - Allocated \$100 per staff member retirement/promotions to come from principal's fund
  - Discussion of amount to put into PTO reserves that rolls from year to year; Jenny to provide recommendation at our next meeting
  - Start with elective teachers for webcams and swivl cameras; distribute based on need
- VI. Communications (Ms. Phillips)
- Spartan Express
    - Editor fully trained
    - Discussion around frequency of newsletter
    - Determined to send newsletter on a monthly basis
    - PTO will send out eblasts, as needed
  - Website updates – SMS and PTO
    - Website updated with new PTO board members, PTO minutes, Empowering Extraordinary campaign page and Calendar is updated
    - Ms. Murchison and Ms. Morton have updated sponsor list and logos for Empowering Extraordinary partners
    - Will hold on posting budget until voted on and approved by general PTO membership
  - Prospective Parent Planning
    - i. Volunteers and prospective parents sections need to be updated
    - ii. Prospective parent materials need to be updated with 2020 info; found in PTO google drive
    - iii. Ideas for prospective parent planning includes virtual coffees via zoom, Spartan swag bags for those registered, marketing video, meet Ms. Miracle in the park
    - iv. Mr. Robinson can help with video; Ms. Algood to connect Ms. Loeffler with Mr. Robinson
- VII. Staff Support (Ms. Blake)
- Staff appreciation and support calendar planning
    - i. Woo-Hoo cart has more individual packaging to be covid-conscious
    - ii. Pam to reach out to Food Lion contact for \$50 donation for cover costs
    - iii. Rollin' Roast Coffee Truck provided on recent teacher workday; event was a success
    - iv. Coffee truck is lined up for all teacher work days in 2020; 2021 is on hold
  - Additional support ideas
    - i. Group discussion around bathroom and lounge niceties for staff
    - ii. Other ideas discussed included a raffle drawing for staff member to receive a lunch of their choice delivered to school, snack drop with food/drinks on Fridays in mailroom, distribution of other items besides food
    - iii. Discussion around fielding survey of staff preferences; Ms. Eldridge and Ms. Morton to develop and field survey
    - iv. Ms. Eldridge coordinates quarter lunches for staff members provided through SMS Community Partner, Life Church
- VIII. Student Support (Ms. Deterding) – 5 min.
- Virtual Bingo Night - October 16, 6-7 pm
    - Ms. Algood will be bingo caller



- Team will create packaged Bingo set with copies, snacks and t-shirts available for pick up at school prior to event date likely on October 14 or 15 to coincide with school materials pick up; commit to 7 am – 6 pm for one pick up day
  - Coupons for Nothing Bundt Cakes for winners
  - Use expanded Zoom for maximum participation
  - School has a 40-50% pick up rate for items; rate was about 75% for initial back to school pick up
  - Could include Chick-fil-a coupon in pick up bags while supplies last
  - Fall Festival
    - i. Table fall festival idea right now
- IX. President's update – 5 min.
- Board provided positive feedback on remote learning experience
  - Remote learning rock star emails appreciated by staff and admin team
- X. Additional Business