



Sedgefield Middle School PTO Meeting Minutes

August 17, 2021 at 10:00 am

I. Welcome and PTO Introductions (M.C. and Ann-Miller)

- a. PTO Bylaws will be emailed to all board members later this week. Bylaws need to be approved with each board members signature. Once signed, signature page can be sent via screenshot or scanned and emailed.
- b. Copy of bylaws and signatures need to be attached to the meeting minutes and forwarded to Jenny Morton for the financial review file

II. Treasurer Update (Jenny Morton)

INCOME:

- a. 2021-22 goal is \$80k (\$40k corporate giving and \$40k family giving)
- b. Expecting another \$10k in grants from Betsy Oliphant's company
- c. Sales tax refund went up considerably to \$1,700
- d. Income should be \$93k if we hit our EE goals

EXPENSES:

- e. Expenses in all categories stayed about the same on the PTO and Campus side
- f. A Cheddar Up account is being setup for upcoming online payment processing. Paying a flat fee to Cheddar Up should have a significant savings over using Paypal. With Cheddar up there will be a .45 fee on electronic checks paid for by the customer. Higher fees for credit card processing.
- g. Staff Support started in around \$5k budget last year and was increased to around \$8k
 - i. Pre-paid \$1,000 for giftcards
 - ii. \$1,323 for "nicer" staff shirts
- h. Gave Hoplite \$14k vs budgeted \$9k due to EE bringing in so much more than planned
- i. Grounds budget of \$1k was added in category last year
- j. Enrichment experiences and Interactive Learning budgets (Ms. Miracle's campus budget)
- k. Budget expense at \$93,569
- l. Budget income at \$93,100
- m. Bank Balance carryover at \$3,776
- n. Planned spending from last year's budget for marquee replacement, picnic table balance, spending for school clubs and potentially more spending of grounds funds
- o. We should have a surplus of \$3,776 which can be applied to this year
- p. We also have our \$20k PTO reserve
- q. Ms. Kimpton would like to have the Smart Music cost refunded and added to our budget. It'll be approved when this budget is voted in
- r. MOTION TO APPROVE THE PTO 2021-2022 BUDGET (the motion was made by Lindsay Jones and seconded by Tracy Algood) all PTO board members present approved

Discussions from board members:

- i. M.C. discussed adding a sunshade purchase to budget. Hoping to use leftover funds from marquee; however, those funds are still allocated to the marquee estimate



- ii. Ms. Algood updated the board on the marquee purchase. Original estimate from Sign-a-Rama was missing correct tax amount. It was corrected and Ms. Miracle approved the estimate of \$21,887.05 (\$22k was budgeted). Discussions started about how to get the deposit to the vendor quickly to start the project once a P.O. is generated. Jenny and Ms. Miracle will discuss further. Breakdown of cost estimate is \$16,485 for the marquee and \$3,605 for the installation plus applicable tax

III. Principal's Update/Comments (Ms. Miracle)

- a. \$25 gift cards were distributed to teachers
- b. SMS currently has 527 students enrolled. There were several transfers from Country Day, Piedmont, Randolph, etc.
- c. SMS has 2 staff vacancies (EC and PE teacher)
- d. 80-90 students attended the 6th grade orientation
- e. Mask mandate in place. Parents can opt their student out of the mask with a required doctor's signature
- f. CMS social distancing guidelines. Students 3' in classes and hallways and staff 6' apart at all times
- g. Students will be 6' apart in the cafeteria at 50% capacity and have assigned seating for contact tracing purposes (per CMS guidelines)
- h. SMS was chosen by CMS to receive brand new Chromebooks for every student! There are currently 550 new Chromebooks in the media center ready for distribution over the first 3 days of school
- i. Reading scores are not available yet but will share scores with the PTO once available
- j. Request bringing only one parent to the open house events next week
- k. Mr. T is working with a communications organization to develop and distribute parent surveys and questionnaire to help better serve SMS families

IV. Empowering Extraordinary (M.C. and Ann-Miller)

- a. 2021-22 goal is \$80k (40k corporate giving and 40k family giving)
- b. There is currently almost \$30k committed from corporate sponsors. Campaign ends August 31st. We have almost reached the \$40k goal!
- c. It was confirmed that last year's banner is officially missing. Meredith is unsure of the exact cost. Somewhere between \$350-\$750. Consensus was to replace that banner and display in appreciation. Suggestions to display it in front of the parent room or outside the office. Suggestions for this year's corporate sponsor banner placement were outside of the office or the blue railings outside of the media center near the parking lot.
- d. It was also suggested that the banner orders going forward require a signature on delivery
- e. Family giving campaign time will be announced soon. Possibly all of September
- f. Staff will be on board with any promotional activities!

V. Communications (Laura Murdock)

- a. Summer events for rising 6th graders were very well attended! Last event scheduled for this weekend at Sedgefield Park.
- b. Issues with new families receiving parent square communications. Ms. Etheridge is the coordinator and can be contacted to resolve any issues.
- c. Students will receive all communication through Canvas. They should not be signed up on "Parent" Square
- d. Laura will be picking up the website and keeping it updated
- e. The Spartan Express will be delivered monthly with event reminder blasts as needed



VI. Co-President's report (M.C. and Ann-Miller)

- a. Back to school events scheduled (Openhouse on 8/23 and Staff Luncheon also on 8/23)
- b. From Ms. Miracle - This year's staff theme will be "The Greatest Show" or "Taking the stage". This will give the PTO lots of tag lines to tie into snacks and themed events.
- c. Campus cleanup scheduled for this Saturday. Dr T. submitted and order with "Community Tools" and SMS will have lots of tools coming Saturday morning. He will need to purchase many yard waste bags and possibly paint for the locker rooms. Discussions on giving volunteers specific tasks on clean-up day. Would also like to see the bricks around the current marquee pressure washed before the new marquee installation.
- d. Ms. Etheridge contacted Waterman's to cater the luncheon. There will only be 2 choices available from their menu at \$8-\$9 a box. They will need 72 boxes and each lunch will include a \$10 giftcard to their restaurant! Nice surprise
- e. Parent room is cleaned is now cleaned and organized. There are lots of "Home of a Spartan" signs and t shirts available. PTO would like to have a table setup during the Openhouse to distribute "Home of a Spartan" yard signs and Spartan tshirts for free to all new families
- f. Consider partnering with Hoplite for the sunshade purchase. Total cost would be approximately \$10k
- g. PTO will be setting up a Goggle Drive/Drop box account for files
- h. The PTO events calendar should be available by 8/25. It will include PTO events and general school calendar
- i. The PTO needs to have 3 general PTO this school year. First one will be planned around Septembers curriculum night. It will be virtual
- j. Have EE flyer ready to distribute with Openhouse materials