



SEDGEFIELD MIDDLE SCHOOL

PTO BOARD MEETING AGENDA

September 7, 2022 | 12:00-2:00 | In-person Meeting

Meeting Participants

Molly Bilderback, Pam Blake, Susan Holloway Lindsay Jones, Ann Lambiotte, Ann-Miller Mattocks, Latoya McCants, Meredith Murchison, Laura Murdock, Cara Pearsall, Evonne Peterson, M.C. Phillips

Meeting Facilitators

Meredith Murchison and Laura Murdock, Co-Presidents

Call to Order with Welcome and Introductions

Laura Murdock, Co-President

Roll Call

Laura Murdock, Co-President

Approval of August 8, 2022 Meeting Minutes

Laura Murdock, Co-President

- Minutes were approved by the meeting participants listed above.

Budget Review

Meredith Murchison, Co-President

- Summary/overview - Snapshot to show PTO members where funds have been allocated and used.
- Budget
 - Budget is little lower than goal (goal includes Empowering Extraordinary funds that are still coming in).
 - The budgeted amount is what we need to function as a PTO with important line items listed.
 - Capital investments will continue to come in.
 - Budget was created with input from previous VPs and committee chairs. Each VP has a line item within the budget to manage. PTO will provide an update each month with how much is spent so each VP knows the status of their budget.
 - Need to discuss budget for clubs (Odyssey of the Mind will be a club this year).
 - There is a \$2,000 incidental line item for unexpected expenses.
- Family Engagement - includes Spartan Fund, Fall Fun Day, Spring Event, Student Council, 6th, 7th, and 8th Grade Committees/Events
 - Spartan Fund - Student Grant, InReach, Student Scholarship, Student Family Crisis
 - Student Family Crisis - When there is a crisis it will be capped at \$300.
- Student Support - Behavior Incentives, Academic Incentives, Spartan of Month, Hoplite Sports Banquet, School Clubs, Interactive Learning, In Class Enrichment, Field Trips/Transportation
 - Student of the Month - Lunch with Administration has been successful.
 - Hoplite/Sports Banquet - Hoplite will fund 50%.
 - In Class Enrichment - Ms. Miracle will manage this.
 - 8th grade trip to Washington is \$800 - Suggestion to look into student scholarships. Might need to increase this budget item. Idea to provide dinner for parent volunteers the night they get back.
- Staff Support - Staff Gifts, Staff Meals
 - Staff Gifts - Beginning of year gift cards were given to teachers with a handwritten note. Teachers really appreciated this! There will be a holiday gift card as well. Principal and AP appreciation will also occur.

- Staff Meals - There was a back to school luncheon with Jimmy John's (very appreciated). Other staff meals include: Holiday Luncheon, Valentine's Lunch, Staff Appreciation (lunch and breakfast), Woo-hoo Cart 6 times this year (includes all staff - feeding 72 each time) and occurs on the third Thursday of each month.
- Department Funds - Math, Science, ELA, Social Studies, Art, Band, Dance, Drama
 - Ms. Miracle and Catherine will help to manage support for each department above and beyond what's provided by CMS.
- Campus and Staff Support - Technology and Digital Learning, Professional Development, Grounds, Health and Safety
 - Technology and Digital Learning - Title 1 funding is also supporting this line item.
- Miscellaneous - Principal's Fund, President's Fund, Hospitality, Summer Funds, Incidentals
 - Principal's Fund - includes items for staff appreciation days. Administration will manage this.
 - Summer Funds - place holder for when the books close. Balance is kept at \$5,000.
- Administrative/Overhead - PayPal/Admin Fees, Charitable Solicitation License, Amazon Account, Cheddar Up, Treasurer and Secretary Supplies, Insurance, Tax Prep and Quick Books
- Marketing/Communications/Fundraising - PTO Website, Constant Contact, Marketing Support, EE Family Support, EE Corporate Support, EE Field Signs, EE T-shirts, Prospective Parents
 - EE Corporate Support - New corporate event this year at Mere's. PTO covered food.
 - EE Field Signs - Sign costs have gone up this year.
 - Prospective Parents - Bought more last year (bulk discounts). Won't need as much this year.
- Capital Investments - School Sunshade
 - Will go over the bleachers for HAC and to provide athletic spectator shade.
- PTO won't vote on the budget until the EE campaign is over and PTO has a better idea of the budget.

Financial Reporting and Reimbursement Process

Cara Pearsall, Treasurer

- Income - Goal of \$100,000 (half from corporate sponsors and half from personal and matching).
- We get reimbursements from PayPal, PTO Memberships, Community Partners, Spirit Wear kick-backs, Amazon Smile (\$444.89 already received as of 6/2022).
 - Send instructions in Spartan Express on how to set up and use Amazon Smile.
- When paying vendor directly, it's tax free and tax free money adds up. If Cara can pay directly, have her instead of reimbursing individually. Not eligible for tax deductions via Amazon. PTO gets reimbursed at the end of the year for any tax paid. Put these forms in the PTO Treasurer box.
- Would like all forms, ideally, within a week of when an expense has occurred.

PTO General Business

Laura Murdock, Co-President

- Discuss Budget for Clubs
- Spartan Express - moved to twice a month (every other Tuesday). Please get content to Laura by end of day Monday (before it goes out that Tuesday). Have content ready to be published.
- Code of Conduct Policies - Were reviewed, signed, and dated and given to Secretary to keep on file.
- PTO Inbox - Will likely check twice/week and provide an auto reply to notify senders of this.
- 2021-2022 Financial Review was presented to Board. Will be presented at Oct. PTO General Meeting.
 - Committee recommends to amend cash procedure to include "signature of at least one board member" (instead of two). Also, recommends having the PTO Treasurer present at all financial reviews so the process can run efficiently.
- 2022-2023 Financial Review Committee (Jenny Morton, Lynne McDonald, Chris Williams, and Molly Bilderback) was presented to the Board and was voted on. The Board approved the 2022-2023 Financial Review Committee.
- PTO Board Meeting Dates - changed to 2nd Thursday of each month 12-2 in Media Center. With call in option. Secretary to change calendar notifications when dates are confirmed with Ms. Miracle.

Round Table Updates

- Overview and Expectations – Meredith Murchison, Co-President
 - Each VP to give a monthly update to report how committees are doing.
- Empowering Extraordinary – Meredith Murchison, Co-President

- Corp campaign has wrapped with a total of \$55,500 (\$5500 over anticipated). 30% of funds support Hoplite.
- Fence needs repaired to keep corporate banners safe.
- Family campaign kicked off this Tuesday - teacher are making videos of gratitude. If the school brings in \$10,000 for the week, Mr. Smoak and Dr. T will do 10 push-ups. Parent volunteers needed to pass out fliers (with QR code to donate) in carpool line the next two Fridays.
- Prospective Parents – Susan Holloway, VP Communications
 - Run PP event dates by Ms. Miracle
- Family Engagement – Pam Blake, VP Family Engagement
 - Need date for Fall Festival
- Staff Support – Ann Lambiotte, VP Staff Support
- Volunteers/Clubs – Lindsay Jones, Member at Large
- InReach – Latoya McCants, Member at Large
- Hoplite
 - Board expressed concerns about the lack of process and procedures with Hoplite and the need for Hoplite to enact a clear process for handling of money and a full financial audit for 21-22. This needs to take place prior to transfer of funds.
 - Unanimous board support for Jenny Morton to assist Hoplite in order to help create a system of checks and balances.
 - PTO Bylaws will likely need updated to include parameters for Hoplite. Possibly to include that the lead for Hoplite or a Hoplite representative should report at Board meetings.
 - Board feels strongly that all funds given to Hoplite are accounted for and clear financial process is developed.

Calendar Review

Meredith Murchison, Co-President

- September 12 - Empowering Extraordinary Kick-Off
- September 12 - Spirit Week
- September 20 - Curriculum, AIG Night, & General PTO Meeting (possibly the 21st and Zoom suggested)
- **September 21 - Early Release Day**
- September 22 - Woohoo Cart (3rd Thursday of the month)
- September 30 - Empowering Extraordinary Ends
- October - School Principal Month
- October 2 - School Custodian Appreciation Day

Action Items/Next Steps

Laura Murdock, Co-President

- Discuss budget for clubs
- 2021-2022 Financial Review and 2022-2023 Financial Review Committee to be presented at October general PTO meeting
- Look into Financial Review Committee recommendation to review cash procedure.
- Scholarships for 8th grade Washington trip
- Spartan Express - instructions for how to set up and use Amazon Smile
- Fence needs repaired
- Run Prospective Parent dates by Ms. Miracle
- Date for Fall Festival
- September 20 - Curriculum, AIG Night, & General PTO Meeting (possibly the 21st and Zoom suggested)
- Hoplite - See notes above under Hoplite
- Secretary to send new calendar invites when dates are confirmed with Ms. Miracle

Adjournment

Meredith Murchison, Co-President

- Next Meeting October 13th, 12:00-2:00 in SMS Media Center