



SEDGEFIELD MIDDLE SCHOOL

PTO BOARD MEETING MINUTES

September 14, 2023 | 12:00-2:00 | In-person Meeting

Meeting Attendees

Molly Bilderback, Chrissy Brown, Lauren Gomez, Susan Holloway, Ann-Miller Mattocks, Teresa McCreary, Sheena Miracle, Meredith Murchison, Laura Murdock, Cara Pearsall, Ginny Sloan, Margaret Jane Willoughby

Meeting Facilitators

Molly Bilderback and Meredith Murchison, Co-Presidents

Call to Order with Welcome and Introductions

Molly Bilderback, Co-President

- Meeting was called to order at 12:10pm.
- The meeting began with Board member introductions and welcome to all new Board members.
- Molly Bilderback shared the tragic news from MPHS. The Fleming family attended SMS and were close with many of the students and staff. Molly will let everyone know once there is anything our PTO or parents can do to support the family, students, or staff members.

Principal Update

Sheena Miracle, Principal

- State of the school
 - Enrollment is at 498. Slightly above our target but not by enough to secure another teacher.
 - SMS is fully staffed.
 - New 6th grade EC teacher (Mr. G) is starting Monday.
 - Vicky Harmon is serving as a guest teacher. Part of her responsibilities will be to help support 6th Grade ELA team.
 - The school filled a new position that is unique to SMS. The new Family Coordinator/Liaison/Interpreter will work ½ of her time with Charles H. Parker Elementary School and ½ of her time with SMS. She speaks Spanish, French and English. Her responsibilities will include supporting ELL students and families and integrating with Communities in Schools and Shermco.
 - Onboarding is under way for the new math teachers. Teachers received training on Capturing Kids Hearts which provides social and emotional support for students. The new math teachers are using archived resources (lessons plans and content) from previous math teachers to help with their planning. The teachers are also practicing teaching the lessons and receiving coaching and feedback from various staff members.
 - Each new teacher works with Chris Moore, a CMS district resource who helps with coaching.
 - ELA exceeded growth targets for the school in 2022-23 school year.
 - SMS is incorporating the iReady platform to further support students. The platform is based on NC testing standards and personalizes instruction per the student. The platform will be utilized during Spartan Time and iReady growth will be celebrated with small incentives. Currently CMS provides iReady for ELA only.
 - Renewed focus on science, targeting both growth and proficiency. Spartan Time will include a science focus for an extra 100+ hours for 8th graders.
 - Spartan time will include 2 days for math and 2 days for ELA remediation or enrichment. Friday is club/seminar day during Spartan Time. Spartan Time will be graded on

completion rate. Students receiving remediation will receive mini assignments during Spartan Time. Students receiving enrichment will be graded based on effort and engagement.

- Curriculum night is scheduled for September 21 and will be virtual (via Zoom). The schedule will include the AIG presentation at 5pm. The Title 1 presentation at 5:30. The session will include breakout rooms for each grade, beginning at 6pm
- Currently, students are having HAC together by grade level. For example, all 6th grade students are together for HAC. This schedule may have to change if overall grade schedules need to shift.
- The first behavior recognition is scheduled for next week. Students who earn the recognition will receive extra HAC time.
- Overall, SMS did not meet growth target by 1 point (approximately 4 students) – growth score was 69%, target was 70%.
- SMS School Grade is now a C and SMS has moved off the low performing school list.
- The administration team is considering intentional focus groups to help 8th grade students transition to and navigate MPHS.

Budget Review

Meredith Murchison, Co-President

- Budget
 - Meredith Murchison led the Operating Budget review discussion by reviewing each line item in the draft budget. The Final PTO budget for the 2023-24 school year will need to be approved in October at the General PTO meeting.
 - The budget was developed collaboratively with the PTO Presidents, SMS Administration and PTO committee members.
 - The goal for the school year is to ask families once for donations via Empowering Extraordinary vs. asking continually throughout the school year.
 - There was some discussion regarding continuing the use of Summer Funds in the operating budget. Meredith will check the PTO by-laws to determine if this line item is required or it can be incorporated into overall budget.
 - The operating budget for the 2023-24 school year is \$84k.
 - Meredith asked for a motion to approve the draft budget and the draft was approved.
- Empowering Extraordinary
 - Corporate Campaign
 - Goal was to raise 50K from Corporate Sponsors. To date, the campaign has raised 39K. Some of our largest corporate donors/families are graduating from SMS at the end of this year. This potential impact to corporate donations will need to be addressed for budget planning for the 2024-25 school year.
 - Family Campaign
 - To date, the Family Campaign has raised \$13,222. This is almost trending where we were last year at the same time in the campaign. Traditionally, most donations come in during last week of the overall campaign.
 - In 2022-23, family donations totaled around \$65K.
 - SMS received the Dilworth Cares grant from the Dilworth Neighborhood association. This is a 2-year grant. The PTO has received \$3800 to date and the neighborhood association would like these funds allocated towards a project to re-do the courtyard.
 - Lowe's on South Blvd. wants to engage with SMS. The PTO is seeking a Grant writer to help with the requirements from Lowe's.

Financial Reporting and Reimbursement Process

Cara Pearsall, Treasurer

Teresa McCreary, Treasurer-Elect

- Reimbursement process for 2023-24 expenses: PTO Co-Presidents meet with each committee lead to review their line-item budget for the year. Co-Presidents approve reimbursement requests submitted by PTO committee members. There is a Check Request Form that needs to be completed and submitted to Cara Pearsall, the PTO Treasurer. Reimbursements can be made via Zelle this year. Cara Pearsall can also pay vendors directly to get sales tax reimbursement.
- Financial Review for the 2022-23 school year was completed in late June. Cara Pearsall distributed the Financial Review documents to each Board member. The Financial Review is performed by a committee of volunteers who do not serve as Treasurer or Treasurer-Elect. Their responsibility is to confirm that all documents have been submitted with each check/reimbursement request. The PTO Board approved the Annual Financial Review document. Next, the Financial Review document will be presented to the PTO General membership to vote the document into record.
- PTO support of athletics is now a % of corporate sponsorship Empowering Extraordinary campaign funds raised.

PTO General Business

Molly Bilderback, Co-President

- Spartan Express
 - The Spartan Express is distributed every other week on Tuesdays. Lauren Gomez is coordinating Spartan Express this year. Please remember that all content needs to be submitted to Lauren “cut and paste ready.”
- Code of Conduct Policies
 - Each board member reviewed and signed the Code of Conduct policies during the meeting.

Round Table Updates

- Overview and Expectations – Meredith Murchison, Co-President
- Prospective Parents – Molly Bilderback, Co-President
 - Liz Waller and Allison Hackney have started planning for upcoming Prospective Family events.
 - The information sheet for tours has been updated.
 - Weekly tours will begin at the end of September.
 - Liz and Allison are contacting feeder elementary schools about upcoming open houses and tours. They are also putting together a welcome kit for 5th graders.
 - A suggestion was made during the meeting to invite principals and guidance counselors from feeder schools to meet at SMS for a tour.
- Family Engagement – Chrissy Brown, VP Family Engagement
 - Kicking off events for 2023-24 school year.
 - Student council votes are scheduled for tomorrow. Chrissy is working to determine a PTA liaison for Student Council.
- Staff Support – Margaret Jane Willoughby, VP Staff Support
 - Back to school staff lunch with Taco Mama was a success!
 - Taco Mama gave the school a very large discount for the staff lunch.
- Staff Report – Evonne Peterson, Staff Representative
 - Ms. Peterson was not able to attend the meeting.
- PTO Communications – Lauren Gomez, VP Communications
 - Next Spartan Express content due is due September 22.
 - Any photos can be uploaded to the PTO shared drive.
- CMS Communications – Ann-Miller Mattocks, VP CMS Communications
 - No updates to date from CMS.
- Volunteers/Athletics – Laura Murdock, Past President
 - 30 people responded to the survey asking for volunteers. Currently, most committees have 5-8 volunteers. The Prospective Family committee only has 1 volunteer and could use more.

- Laura is coordinating with Coach Tatom on how best to support our sports teams. The goal for this year is for each team to have one parent contact to help with communications, coordinating to-dos, etc.
- Lindsay Jones will coordinate the Athletics banquet again this year.
- SIT/Community Partners – Ginny Sloan, At Large Community Partners/SIT Liaison
 - First SIT meeting has happened. Updates from the meeting were included in Ms. Miracle's update to the PTO Board (see above for updates).
 - First Community partners meeting is scheduled for next week.

Calendar Review

Meredith Murchison, Co-President

- Sept 14 - PTO Board Meeting (12-2:00pm)
- Sept 18 - Spirit Night – Taco Mama (5-9:00pm)
 - *Encouraged board members to attend*
- Sept 20 - Early Release Day
- Sept 21 - Curriculum Night
- Sept 25 - No School - Teacher Workday
- Sept 26 - Spirit Night – The Crust/Local Scoop (2-9:00pm) – *time may be changing*
- Sept 26-29 - School Spirit Week – *student council coordinates with school administration*
- Sept 29 - Behavior Recognition Event – *recognition event will now include extra HAC time*
- Sept 30 - Empowering Extraordinary Ends
- Oct - School Principal Appreciation Month
- Oct 5 - Parent "Sparty" Party – Midtown Tavern(6-9pm)
- Oct 6 - Dottie Rose Speed Event
- PTO General Meeting – Oct 24 at 6pm – *waiting on confirmation from Ms. Miracle*

Miscellaneous/Action Items/Next Steps

Meredith Murchison, Co-President

Adjournment

Meredith Murchison, Co-President

- Next Meeting October 12, 2023