



SEDGEFIELD MIDDLE SCHOOL

PTO BOARD MEETING AGENDA

October 12, 2023 | 12:00-2:00 | In-person Meeting

Meeting Invitees

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

Meeting Facilitators

Molly Bilderback and Meredith Murchison, Co-Presidents

Welcome and Call to Order

Molly Bilderback, Co-President

- The meeting was called to order at 12:05pm.
- The PTO Board had flowers at the meeting for Ms. Miracle to celebrate Principal Appreciation Month. The week of October 16th, the PTO has planned gift cards, lunch and letters from students and staff to continue recognizing Ms. Miracle.

Approval of September 14th Meeting Minutes

Susan Holloway, Secretary

- Susan Holloway asked for a motion to approve, and all participants voted to approve the minutes. The minutes from each PTO board meeting are posted to the PTO shared drive.

Principal Update

Sheena Miracle, Principal

- State of the school
 - To date, only 50% of families have completed the student survey/parents bill of rights.
 - The school cannot give the panorama screener or teach sexual education until there is a completed survey for every student. This CMS policy may change. On average, middle and high schools in CMS are seeing a 24% participation rate.
 - Ms. Charles is leaving and moving to CA to be with her family. Supports are in place for next week for her homeroom and classes. The open position has been posted.
 - The school is re-training how students enter the classrooms, particularly coming back from HAC and into Math 1. These small tweaks are designed to help make transitions in the building run more smoothly.
 - An additional schedule change designed to help with smooth transitions was switching the 8th grade lunch schedule with 7th grade.
 - The school received a \$5k donation for the 8th grade trip to Washington DC. Currently, the school is planning to sponsor 17 students on the trip. Administration has also been contacting community partners about helping to sponsor students.
 - Overall, instruction is going well. Teachers are responding well to feedback and coaching. Our previous media center facilitator (Ms. Harmon) is now a guest teacher and is helping to coach the block of new teachers.
 - Ms. Miracle visited Quail Hollow and saw guest, substitute, and unlicensed teachers for math. Very similar to our teacher staffing at SMS.

- Currently, we have iReady for 100 students. There is a pilot iReady professional development program Ms. Miracle is considering. SMS may partner with Quail Hollow to share the purchase cost, but the benefit would be iReady availability for all students. More details re: purchase requirements to come.
- Carnegie Tutoring is a digital tutoring program being used during Spartan Time. Math 1 and math students “on the fence” for needing additional support are receiving this online tutoring.
- The Administration is helping to calibrate assignments with teachers and working to provide clear communications to families about due dates and how to ask for extended time on assignments.
- Laura Murdock shared positive feedback re: the students she met during tour guide training. She also commented that our school is always so clean!
- The CMS plumber prioritized our school and was able to fix a blockage on the main line.
- The gym floor was stripped and waxed but the nails were not removed prior. The awning has also been fixed.
- Students participated in the Dottie Rose speed networking event. In conjunction with National STEM Day, Dottie Rose is taking a group of girls to design the plan for the new courtyard.
 - The hope is to receive the \$100k grant from Lowe’s to implement the plan.
 - The PTO is looking for a grant writer. The Lowe’s grant application is due in January.
- Quail Hollow conducts a “drive-by” MAP score distribution event. Ms. Miracle is considering something similar for SMS.
- Arts Night is scheduled for October 24, the same night as the General PTO meeting. Anticipate moving the date for Arts Night.
- Planning for the field trip to Spain is underway.

Budget Review

Meredith Murchison, Co-President

- Empowering Extraordinary - \$91,000 to date. Still waiting on corporate matching, recurring monthly payments to come in.
 - Corporate - \$39k received. The goal was \$50k. Planning for next year’s campaign, the school is losing \$12k in sponsors with graduating 8th grade families.
 - VP Engineering selected SMS as their school to support this year. Several of their employees attended SMS. 30-50 employees will be on campus Friday for their grounds day. VP Engineering is also considering a donation to the school.
 - Meredith will schedule a strategic planning meeting to focus on the goals for Empowering Extraordinary for next year.
 - Dilworth Cares donated an additional \$1500 from the Dilworth Home Tour. An additional donation from the women’s holiday party will come in later this year.
 - Conversations are continuing with Ms. Miracle on how to spend capital this year.
 - Family donations to Empowering Extraordinary totaled \$47k.
 - \$1000 raised from spirit nights
 - \$1500 raised from silent auction
 - Matching gifts: \$2300 received to date
 - A huge thank you for the Empowering Extraordinary committee chairs. Tentatively, Jenny Jordon and April Whitlock may chair the committee again next year. Anticipating the need for a larger committee next year.
 - The Parent Party was a success. Lots of 6th grade parents attended. The event was self-funded via ticket sales. No alcohol was purchased by PTO. Final total raised during the event to come.
- Revised Operating Budget
 - Two changes to budget from last meeting.
 - Removed summer funds
 - Removed athletics line item from PTO budget due to approximately \$10K in pre-purchases already made for this year.
 - Total \$68k operating budget (down \$20k with removal of summer funds and Athletics/Hoplite). The PTO has already spent \$10k this year to support fall and winter

- sports (uniforms, and equipment items, painted uprights, pulled out shrubs along fence line, mulched, provided cones and signage to help with home sporting events).
 - Athletic Booster account has funds to support spring sports.
 - PTO will support as needed throughout the year.
 - Vote to approve
 - The budget was approved unanimously by all board members in attendance and will be presented at the October General PTO Meeting for approval.

Financial Review

Cara Pearsall, Treasurer

Teresa McCreary, Treasurer-Elect

- Financial Statement
 - Minimal spending to date as expected this time of year
 - No surprises in line items to date
 - Carryover funds will be spent this school year
 - Can we cancel PayPal? Cara to follow up.
- Financial Review Committee
 - Rachel Zeintek, Lynne McDonald, and Chris Williams – have agreed to serve on the Financial Review Committee and will complete the Financial Review in the summer of 2024.
 - The board voted to approve these committee members. The PTO General Membership will vote to approve the committee members at the winter General PTO Meeting.

PTO General Business

Molly Bilderback, Co-President

- Updated Policies and Procedures
 - Molly and Meredith have updated the PTO Board Policies and Procedures.
 - Board position descriptions were updated based on the new positions this year (Treasurer elect, CMS Communications, and At Large Community Partners/SIT Liaison roles).
 - The Board will begin looking for 2024-25 president-elect position now. Ideally, the president-elect will attend board meetings in second half of the year.
 - Elected members cannot serve in the same role for more than 2 years. The staff advisor is exempt from this term limit.
 - Added to the Policies and Procedures that there is no alcohol on school property for any event.
 - Also added that no SMS/PTO funds will be used to purchase alcohol for any event.
 - Cara requested that we add the use of Zelle to the policies and procedures.
 - Initial budget for the following school year is prepared in the spring of the previous year with a vote for approval in at the Fall General PTO meeting.
 - Updated Policy and Procedure regarding Hoplite and PTO Fundraising: *For the 2019-20 and 2020-21 school years, the PTO gifts to the Hoplite Booster Club 30% of the funds raised through corporate donations. The Hoplite Booster Club is a separate entity and is responsible for coordinating with the Principal and Athletic Director on spending these funds to support scholar athletes at SMS. For the 2022-2023 and 2023-24 school year, the PTO will maintain all funds raised by corporate donations and designated by the PTO Board for athletics. These funds will be allocated annually based on the outstanding needs of the athletic department not covered by the Hoplite Booster Club. These funds will remain a line item in the PTO Operating Budget, with the intention of the Hoplite Booster Club providing primary athletics support from its funds. The leadership of the campaign is identified during the nomination process.*
 - Policy and Procedure for Spartan Express communications to happen “bi-monthly.”
 - The board voted to approve the updates to the Policies and Procedures with the one change to elected board position language.

Round Table Updates

- Prospective Parents – Molly Bilderback, Co-President
 - Prospective family weekly tours have started.

- Yard signs have been printed for first open house.
- Logo sinch sacks with pencils and open house flyers will be distributed to 5th graders at feeder schools
- Feeder school principal and guidance counselor luncheon planned for Dec 6th
- There is a Hispanic family coming for tour. We are asking for a parent volunteer to help with Hispanic needs at tours.
- Family Engagement – Chrissy Brown, VP Family Engagement
 - Fall Festival planning is well underway. The student council is making posters. There is a sign up genius for volunteers. The DJ has been confirmed. Have reached out to Johnson and Wales for any food donations. Officer McGill is confirmed. Confirmed food trucks and will have scholarships available if needed. Meredith reminded the team that they will need cash for tips. Our standard PTO policy is \$10/hour for custodians and Officer McGill.
 - Chrissy is also serving as the parent liaison on the student council and on the to-do task force.
- Staff Support – Margaret Jane Willoughby, VP Staff Support
 - Margaret Jane Willoughby was not able to attend
- Staff Report – Evonne Peterson, Staff Representative
 - Ms. Peterson had to leave the meeting early
- PTO Communications – Lauren Gomez, VP Communications
 - The communications process is running smoothly
- CMS Communications – Ann-Miller Mattocks, VP CMS Communications
 - No new CMS Communications.
- Volunteers/Athletics – Laura Murdock, Past President
 - The “Just in Time” volunteer team is working smoothly.
 - Laura is working with Coach Tatom to have a team parent for all sports
 - Laura is also requesting any pictures from sports events that can be used during the Spring Sports Banquet.
- SIT/Community Partners – Ginny Sloan, At Large Community Partners/SIT Liaison
 - There have been 3 SIT meetings already this year.
 - Ginny and school administration have been reaching out to our community partners recruiting reading buddies, support for the teacher of the month program, etc...

Calendar Review

Meredith Murchison, Co-President

- October 18 - Early Release Day
- October 20 - Dottie Rose Event (8th Grade)
- October 20 - Fall Festival (4:00-6:00pm)
- October 24 - PTO General Meeting via Zoom (6:00pm)
- November 3 - First Quarter Ends
- November 6-7 - No School - Teacher Workdays

Miscellaneous/Action Items/Next Steps

Meredith Murchison, Co-President

- General PTO Meeting scheduled for the same time as Arts Night
- Stay tuned for any updates to the calendar regarding this scheduling conflict.

Adjournment

Meredith Murchison, Co-President

- Next Meeting November 9, 2023