



General Board Meeting

2023-08-11 MINUTES

Date and time: Friday, August 11, 2023, 10:00 AM - 11:00 AM, EST

Location: Virtual via Zoom

In Attendance: Janelle Davis, Tiffany Macomson, Catherine Laurenzi, Lisa Bailes, Christine Yarab, Sara Arris, Michelle Bartle, Katie Russell, Meg Chriscoe

1. **CALL TO ORDER:** 10:01 AM
2. **INTRODUCTIONS:** Attendees introduced themselves and their PTO or school administration role.
3. **APPROVAL OF MINUTES:** A motion to approve the [05.04.2023 General Board Meeting Minutes](#) was made by Tiffany, seconded by Katie, and approved by all.
4. **PRINCIPAL'S REPORT (Lisa Bailes):**
 - Thank you for continuing to be an extension of the school administration and teachers in the community.
 - Please continue to provide questions in advance of meetings to Ms. Bailes.
 - Please reach out directly at any time with any concerns or questions. Ms. Bailes' cell phone number was provided to the PTO Board.
 - **Student Enrollment** is currently 70 students over projection, which would allow for 2 additional teaching positions. However, until final student numbers are determined (after school starts, due to standard "no-show" students that affect final numbers), these positions will not be confirmed.
 - Current student enrollment is 840-850.
 - **Open House** format will be slightly different this year:
 - Students & Parents of 1st group will be brought into gym (rather than cafeteria) for a light introduction, then released to homerooms, as 2nd group will rotate into gym then homerooms.
 - After visiting homerooms, families will be able to visit school store and PTO tables.
 - Students will be utilized to help with Open House.
 - **School Website** will be utilized more this year and will be included in all staff email signatures for easy access. There will be a specific tab for 6th Grade Parents, including an informational slides and 6th Counselor and Admin videos.
 - **Communications:** The school will utilize a new platform this year – PARENT SQUARE – to provide a more inclusive and immediate way to send messages out to families. Implementation and training is occurring over the course of the next week.
 - **Carline** will be handled differently this year by the school – students will remain inside, drivers will have a name placard in their dashboard, staff will be stationed outside calling student names to be sent outside when their ride approaches. This should help with keeping the carline moving more quickly and to keep parents from parking in the surrounding neighborhoods.
 - **Self Contained Classrooms** – SCMS is adding two self-contained EC Classrooms for SBS (Specific Behavior Support). There will be 10 students, 5 in each classroom. Classrooms will be located where PLTW classes used to be. Students will leave for electives, lunch in cafeteria, and other activities throughout the day.
 - **Photos of students** are allowed and encouraged on PTO social media channels and website. Names of pictured students should NOT be included.



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- **Lockers** will be provided for all students:
 - 6th Grade – lockers will be required. Currently planning to have 6th Graders leave backpacks in lockers and carry to class the items needed, but Ms. Bailes is open to suggestions regarding this.
 - 7th & 8th Grade – lockers will be optional, and students will be able to keep their backpacks with them if desired.
- **Chromebook Bags** will not be utilized this year. Ms. Bailes tested to ensure security system would not alert if Chromebooks are stored inside backpacks.
- **Ed/Tech Spending** - The school recently purchased 2 integral software programs to be used by all students (IXL and Quizziz) for \$16,547. If PTO can help to reimburse this amount, we could keep Student Fees at ~\$30 to cover these costs as well as the locker and agenda fees. Otherwise, this spending will deplete most of the Instructional Funds provided to the school by the district. Ms. Bailes will let the PTO determine how to handle this.
- **Upcoming PTO volunteer opportunities** – Students are welcome to help as long as they are accompanied by a parent. High School students may help for community service volunteer hours.
- **Staff Lounge Update** is complete! There is currently a sign in the lounge acknowledging the PTO for making this happen. PTO would like to ensure that the recognition includes the work put into the project by the school administration, in addition to the PTO funding that was provided.
- **8/21 Staff Meeting** - PTO representatives are invited to speak at this meeting.

5. OFFICER REPORTS

- **President (Janelle Davis):**
 - Open PTO Positions include VP of Communications (Executive Board), Beautification, Spirit Wear, School Tours, and 8th Grade Team Parent. These are listed on the PTO website.
 - Open House: “Let’s Win” Theme will include game day/signing day back drop. Janelle is coordinating the materials needed for this.
 - Ms. Bailes has offered her Panthers pre-season tickets to be used as a raffle prize incentive for families paying school fees, Annual Fund donations, etc.
 - Grade Level Representatives will stand with Janelle at Open House (6th – Meg Chriscoe, 7th – Michelle Bartle, 8th – Catherine Laurenzi).
- **Treasurer (Tiffany Macomson):**
 - PTO Budget document was provided with some revisions and reformatting, based on 7/10/23 meeting with Ms. Bailes. Executive Board will discuss later today to finalize.
 - Purchase requests and approval processes were reviewed. PTO members/committees will need to request materials using the Purchase Request Form on the PTO website. Staff members will also use this same process but will be directed by school administration to first work with Ms. Yarab to determine if district funding can be utilized, before making requests to the PTO.
 - PTO purchases for certain budget categories (Hospitality, Health Room/Custodial, Teacher Supply Fund, PTO General Operating Expenses, PTO Executive Board Discretionary) will not require school administration approval.
- **Secretary (Catherine Laurenzi)**
 - PTO newsletter for Staff has been drafted and reviewed by Executive Board. Final revisions are being made and it will be passed along to Ms. Bailes to distribute to all staff.



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6. COMMITTEE REPORTS

Beginning September 2023, chairs will send their committee reports ahead of time if applicable).

Beautification (open)	Retail Rewards (Aislin Reddin)
Critical Needs/Helping Hands (Sara Arris)	School Store (Meg Chriscoe)
Grade Level Teams (6 th Meg Chriscoe/7 th Michelle Bartle/8 th TBD)	School Tours (open)
Hospitality (Katie Russell /Rebecca Sherck)	Spirit Wear (open)
Media Center/Book Fair (Lauren Stroupe)	Yearbook (Michelle Bartle)

7. MISCELLANEOUS

- Volunteer & Donation Signup Geniuses will always be posted on PTO site (currently 4 active events)
- Sponsorships: New sponsorship levels can be found on PTO website: sponsorship program
- Stock a Sponsor: Sponsors and families will be given the opportunity to donate items to stock the remodeled staff lounge with snacks, drinks, and supplies. Recognition of donation will be provided.
- Student Fees: Past student fees were \$30, to cover Chromebook Bags, Agendas, and Locker Fees. Chromebook bags are not being provided this year. The Executive Board will continue to discuss the Student Fee amount needed to collect this year, to potentially include the school’s recent \$16K+ software purchases (see above Principal’s Report) in lieu of Chromebook bags.

8. UPCOMING EVENTS:

Monthly events calendar will be posted on social media to share with SCMS families.

8/14 - Homeroom letters & Chromebook Prep Day	8/28 - 1st Day of School
8/15 - Purple Bag Assembly & Chromebook Prep Day	9/6-9/16 - Fall Book Fair
8/16 - 1st Day back for staff, Staff Breakfast (Hospitality)	9/12 – 6 th Grade Curriculum Night - 6:30 pm
8/19 & 8/21 - Campus school grounds clean-up	9/14 – 7 th & 8 th Grade Curriculum Night - 6:30 pm
8/21 - Staff Workshop, Staff Lunch (Hospitality)	9/20 - Early Release Day, Staff Lunch (Hospitality)
8/23 – OPEN HOUSE, Book Fair Pop Up	

Next SCMS PTO General Board Meeting will take place in September 2023 (exact date TBD). Details will be posted on SCMS PTO website and social media. We will rotate between in-person and virtual meetings for bi-monthly General Board meetings for the 2023- 2024 school year (5 total General Board meetings).

9. ADJOURNMENT: 11:00 AM

Minutes submitted by Catherine Laurenzi on August 11, 2023