

Myers Park High School PTSO Executive Board Meeting
September 6th, 2018

1. Call to Order – in attendance Kathryn Griffin, Jane Eubanks, Shelby Patrick, Katharine Bolt, Beth Moss, Catherine Hensley, Carol Giardi, Michelle Goins, Mark Bosco, Mary Tinkey, Ana Aceti (IB Parent Board), Dawn Jeffries
2. Minutes from last meeting (June 7, 2018) were approved
3. Principal Report –
 - a. Current enrollment – 3350 (higher than 3150 state projection and might get new teachers)
 - b. Everyone is hired but candidates are in different places of CMS orientation/hiring process (math, science and social studies)
 - c. Construction – in last phase, waiting to do final landscaping, punch list, etc.
 - d. Working on different parking situations and carpool procedures
 - e. Safety is major priority at start of school
 - i. Training Staff – active survivor training, doors locked, gates locked – feel safe but inconvenienced (close at 7:15, 9, 10:30, 12:50)
 - ii. Locked doors/new technology – Helios in most buildings (LA, SET, Main) and manual labor in other buildings
 - iii. Punch alert – app that goes on phone that allows staff/team to communicate in crisis – use phones as GPS locators, voice messages, videos
 - iv. Lobby guard – expanding and all visitors must log in
 - f. AVID – collection of best practices, rolled out at school in 9/10th grade, way of taking notes – 3 ring binder used in core academic classes – to ensure students are consistently writing, collaborating, organizing themselves, critical thinking
 - g. Performance – saw increases in all categories – English, biology, math, etc. improvement in proficiency - exceeded growth in all categories (except Hispanic) – indication in quality of teaching staff and effectiveness
 - h. Graduation rate went down for MPHS from 94-87%. Variety of reasons – kids transferring who are off track, if students don't show up – they show up on our books as “non graduating”.
 - i. Naviance – paid for by the district
 - j. Thanked Ana Aceti – IB Parent Board – used extra IB money to:
 - i. fund technology for all science technologies – interactive overlay on TV to make them smart boards,
 - ii. start a writing center – up and running by retired teacher, Jackie Fishman (working with IB students on peer writing counseling) – A days during 3rd block in LA building, room 210 (30 computer terminals)
 - k. Shifting Bosco bucks to learner profile – try to value IB learner characteristics (in all students, not just IB) through Bosco bucks – when student doing something recognizable – get Bosco buck
4. Treasurer Report
 - a. Cash Balance and Income / Expenses – Income is \$55, 892. Expenses are \$46, 842. Net income of \$112,099.
 - b. Budget Changes/Approval- Re-forecasted School Store Income and Expense, put Amazon Smile in “Other Income”, moved AVID out of Academic Support but put substitute teacher \$ in there, Increased facilities budget to cover Gator, take Naviance software out

of budget, moved Principal discretionary back to \$10K (since substitute \$ put in academic support), added \$16,5K to safety/security for Helios and \$7700 for Punch alert, Summer Study increased to \$7K due to more support over summer – this also increased for save for next summer, Mustang roundup cancelled but budget staying in case 9th graders get t-shirts, BTS Postage and printing reduced by \$1K due to forms online, increased staff supplies to \$18K for both current year and save for next year. Vote on budget was approved.

- c. Audit Report – approved 2017/2018 year.
 - i. Missing minutes, permanent files, etc. Will change process going forward
 - ii. Carol to send Kathryn and Jane updates to our procedures and policies to address deposits and uncleared checks
- d. Uncleared check policy needed (Policies and Procedures)
 - i. Have almost \$4K in uncleared checks that go back years.
 - 1. Carol to reach out after 60 days and ask if re-issue necessary
 - 2. If not cashed after 6 months, it will be voided
 - 3. Carol to write something to go in the Policies and Procedures
- e. Wish List Funding:
 - i. Landscaping/patio/art gallery
 - ii. Auditorium sound system (added technical program element to theatre department. CMS bought new curtains, need new lighting (LED \$100K), electrical, wireless microphone system that includes amps and cellphone technology)
 - 1. Presentation system (getting quote) – Carol moving \$7500 to facilities to cover presentation system.
- f. Pending Grant Requests – nothing reported

5. Annual Fund Report – as of 9/5 there is \$70,167.26 with 212 donors. Standalone email to go out next week with donor names and update on spending.

6. Update from Other Groups:

- a. SLT-Needed 3 new members, and only 3 applied so will vote at September General Membership meeting instead of ballot.
- b. IB Parent Board (changed from IB PAC) – focusing on improving access to information, new website, cancelled 2 IB Parent Socials and replaced with 4 IB Parent info sessions (grade specific) 9/17 media center from 5-7pm for 9th grade, 10/8 – 12th grade, 1/28 – 10th grade, 2/4 – 11th grade, very informal, parents only (no students), teachers and staff , discuss hot topics for grade, Q&A
- c. Mustang Club-Alfred Hamilton is new President of Mustang Club; Kick-off event at OMB was a success (a lot of memberships and merchandise were sold)
- d. Foundation: Currently setting budget & calendar for the year (similar parties as last year planned for 9th and 10th grades – make sure to host in spring after Annual Fund is winding down), 2 Communities in Schools employees (Foundations covers cost of both employees).

7. Old Business

- a. Teacher Survey – decided to cancel this

8. New Business:

- a. Communication
 - i. Schedules, report cards, bus numbers – not received. System is broken but Mark will look into it
- b. Online Forms/New PTSSO website /new format for minutes (Katharine Bolt)
 - i. Minutes to be complete and emailed to be approved by Sunday following meeting. Posted online by Monday after meeting.
 - ii. New PTSSO website – Jenny Primm and Cathy Bradley are handling. Constant work in progress. Let Katharine Bolt know if you have changes.
- c. Policies and Procedures updates/changes – collect changes and vote on it twice a year
- d. PTSSO General Meeting/Curriculum Night (9/20)
- e. General Board Meeting (9/27) 9am, Art Gallery
- f. Upcoming Parent Evenings:
 - i. 9th – 9/13 at 9am (art gallery) and 9/27 at 6pm (Park Lanes)
 - ii. 10th – 10/2 at 6pm – Suffolk Punch
 - iii. 11th 10/11 at 6pm - TBD
 - iv. 12th – 10/25 at 6pm - TBD

Upcoming Dates:

Sept. 12	Wednesday	CMS Early Release Day
Sept. 13	Thursday	9th Grade Parent Coffee (9am) (same program as Sept. 27)
Sept. 19	Wednesday	Teacher Workday
Sept. 20	Thursday	PTSSO Meeting and Curriculum Night (6-7:30pm)
Sept. 25	Tuesday	Fall College Night (6:00pm)
Sept. 27	Thursday	9th Grade Parent Event (6-8pm)
Sept. 29	Saturday	Fall Campus Cleanup (8am)

OCTOBER

Oct. 2	Tuesday	10th Grade Parent Social (6-8pm)
Oct. 3	Wednesday	Staff Appreciation Event
Oct. 4	Thursday	PTSSO Exec. Board Meeting (9-11am)

Notes for Next year:

- Schedule Stuffing: If not online, help from Front Office Committee
- Student packets going home via homeroom: make extra packets
- Do we need a membership chair?
- Change Sunshine Fund form to include space for teacher/staff name