

Myers Park High School PTSO Executive Board Meeting September 13, 2019

1. Call to Order - in attendance Catherine Hensley, Sarah Ryan, Katharine Bolt, Shelby Patrick, Kathryn Griffin, Beth Moss, Stephanie Cline, Mandy Rencher, Sherese Smith, Dawn Jeffries (IB Parent Board), Ana Aceti (IB Parent Board), Mark Bosco
2. Last meeting minutes were approved via email (June 7, 2019)
3. Principal Report
 - a. MPHS Learner Profile, Last Year's School Performance and Instructional Initiative-
 - i. Academic Achievement- we are supporting all students, through programs like AVID. Focus this year on giving all students writing assignments in all subjects with specific guidelines using MPHS Writing Guide. No shift in focus but slight adjustments.
 - ii. Performance- high growth in almost all sub-categories, B-School (4 points from being an A-School), making progress with kids in all areas, there are still enormous gaps in students from different sub-groups; AVID, Afternoon Academy, and PEAK are programs that we embrace and provide for students, corrective reading programs to help kids with the gap; focus on kids who are engaged and have work ethic who will show growth, focus on student engagement and students who are wanting to succeed.
 - iii. Enrollment - we were expecting around 3,700 students - at this point, with 10-day and 20-day counts, we're looking at 3,600 students. 204 teachers and 260 total staff including cafeteria workers. New dean of students (Summer Blount), Peets Guice (Dean of Students) will move to social worker position, hiring for another new dean
 - iv. IB Learner Profile- turning this into our school learner profile; each month there will be a learner profile focus, teachers will connect this in classrooms, Bosco Bucks, learning in school is connected to something greater. Teaching and learning will be more meaningful for students.
 - b. Front office staff - Liz James is Mr. Bosco's secretary and will keep her desk in the front office/reception area; Bev Fritts is retiring - hired

Maura Silva who is bilingual; Jane Eubanks; Kory Foreman (registrar) will be joined by Constance Chitwood as a guidance secretary;

- c. Container storage - we are maxed out with storage and Mr. Bosco is requesting another storage container (large 40 ft. pod)
- d. Auditorium lighting - old technology makes it difficult for replacements and repairs, we have multiple quotes, choosing Theatrical Design that has priced out multiple phases (6) that can slowly be integrated in. Bosco used school monies for phase 1 and 2. Asking PTSO to consider funding phases 3 (\$14,000) & 4 (\$20,000) in the coming year.
- e. Teacher grants - see below in treasurer's report for grants requested and approved
- f. Love and Logic - working to provide this training to our new teachers, can provide inhouse b/c of various counselors who are trained to instruct
- g. Patio update - Boomerang Architecture are designing the patio, work towards approval and bids by March, goal to have work done summer 2020 (\$150,000-\$200,000 project). Working to repurpose the blue stone, design will include ramps. We will get bids for both concrete pad and stamped concrete pad. PTSO has monies (\$5,000) set aside to contribute.
- h. Breathalyzer - Mr. Bosco will buy out of principal discretionary fund.
- i. Window treatments - We paid 50% for window screens that you can see out of but cannot see in for main office. They will have MPHS logo and designs. Window screens will also be in gym with mustang herd decals. Also purchased decorative treatment to go around concession stand in the gym lobby. Also, purchased some new MP swag / flags to put on flag poles and light poles.
- j. School beautification and handyman - need for someone to provide relief; school was in great shape at the start of school; this summer we had someone cleaning up trails and beds. Sarah Ryan has a contact: Mark Kemp who is considering the role. TNT cannot provide someone for this role. Campus beautification day was a big success with large turnout from students - fall sports, student council, etc. encouraged students to come.

4. Treasurer Report (Beth)

- a. Cash Balance and Income/Expenses - Cash Balance \$194,226
- b. Budget Changes/2019-2020 PTSO Budget Approval:
 - i. Accounting for PayPal Fees - Sallie Beason recommended putting all PayPal fees in one line item instead of separating them out by each fee (Sunshine fund, member fee, Annual Fund, etc). There are about \$3,000 in PayPal fees for the whole year.
 - ii. Summer Carryover - We no longer need to "save" for staff gifts, postage/printing, and annual fund expenses in August. Annual Fund donations come in earlier in August than in the past.

- c. Audit Report for 2018-19 - conducted by Sallie Beason, Ashley Hewitt, and Jane O'Donoghue. Everything passed with only one recommendations: Add procedure to report monies spent in Treasurer Role and one note that more annual fund payments/gifts and matches received in late May unexpectedly so not spent but marked in carryover. We can work to increase the forecast if it is verified online.
- d. Grant Requests
 - i. Motion to fund \$2,000 to 100 Gardens to facilities, learning environment, and to update greenhouse system. Seconded and approved. Chef can give tours of the garden, selling lettuce to MPCC, non-profit trying to grow this program, maintain enclosure and develop signage, have it looking professional, later selling produce to MPCC will generate monies. Creating curriculum to tie back into our program. Motion seconded and approved.
 - ii. Motion to fund Phase 3 Lighting for Auditorium (\$14,000). Seconded and approved. From facilities and learning environment
 - iii. Helios system - Mr. Bosco got bids for the SC building for \$6,600 and the Math building for \$7,500. Motion to fund Helios system for SC Building (\$6,600) from Safety & Security. Seconded and Approved
 - iv. Request from SRO (school resource officer) for security training. Safety & Security \$133. Motion, seconded and approved.
 - v. Request from Art teachers (Holder, Fielder, and Blaylock) asking for \$1,000 Costco gift card in order to print digital colored photographs for students. Discussion about giving gift cards, etc. Mr. Bosco will get further information about this request.
 - vi. Request from dance teacher for dance education, \$115 from Professional Development & Cont Ed, approved.
- e. Staff Gifts - Mr. Bosco and Mrs. James pick out gifts for all staff at the beginning of the year and for holidays. Collared shirt at the beginning of the year was more expensive. Not much left for holiday gift - consider giving more money for this.
- f. Staff Support - 1099 for people we pay salary to, subs to be paid out of this, keep an eye on this budget item. Bosco used for guidance staff this summer (Mr. Holt and Ms. Edington, extra weeks this summer and they are not 12-month employees.) Budget increased from last year.
- g. Motion to approve 2019-2020 budget. Seconded and approved.
- h. Senior Signs - budget will be \$1,500 instead of \$1,000. They need more signs and need to place a second order.

5. Annual Fund Report (Stephanie, Katharine and Shelby)
 - a. Annual Fund update: 404 donors, current contributions of \$111,782 - 56% of goal.
 - b. Website is now sending an email receipt to donors. Co-presidents mail a handwritten thank you note.

6. Update from other groups:
 - a. SLT (Beth) - no meeting yet this year for SLT.
 - b. IB Parent Board (Ana and Dawn)
 - i. Writing Resource Center: Website updated with IB writing guides, Jessica Lee created a manual that is available online.
 - ii. AVID provides tutoring for one-on-one writing (Jackie ?). Can more be done that helps more students virtually? Recommending more small groups during lunch and after-school. Mark Jenkins to lead college essay workshops. Idea to create college writing center as a course. Looking for creative ideas about how to improve this program. We need to have increased demand for this program and work to make it more user friendly.
 - iii. Mr. Bosco will look for a teacher to staff AVID for 2 hours after school and pay them by the hour. Also, look for students who can volunteer (potentially as a club) in the writing center.
 - iv. Audit of IB program being conducted this year. They asked for help from PTSO to help with survey for IB audit for non-IB parents.
 - c. Mustang Club (Catherine) - Alfred Hamilton is making positive changes. They are making a profit in concession stand at this point. Sponsorships numbers are up (Bryan Crutcher is chair). Nominating committee is new and there will be a president elect. Martin Godwin is working with a company to design a new website for fundraising and communications.
 - d. MPHS Foundation (Katharine) - Board had a retreat on 9/12/18. They are raising their endowment to pay salaried social workers. Allyson Davis asked them to have AVID mentors in classrooms for 90 minutes once a week. We have two groups asking for mentors now led by Siobhan Fulton (PTSO) and Christine O'Dell (Foundation). Meeting to get groups working together.

7. Old Business:

- a. Wrap up - Back to School events (Packet stuffing, teacher goody bags, Staff Luncheon and Open Campus) - all was well received and went well
 - b. Wrap up - Back to School forms (as of Monday, 552 forms completed); Senior signs (as of Monday, sold 159); Sunshine Fund (as of Monday, 40 contributors)
 - c. First week of school/Guidance committee - they need to have a committee chair volunteering each day to lead the other parent volunteers, recommended to have a bilingual volunteer each day.
 - d. Memorial Garden and Campus Beautification - Blair Farris is working on drawing for garden. Benjamin Hager's mother likes the idea of garden bench and plaque. Goal to have a dedication ceremony before swim season.
 - e. 411 Video - 1284 views!

8. New Business:
 - a. Schedule mailing (office volunteers) - office volunteers asked to do this and it took an extraordinary amount of time. Work to make it a better process next year with volunteers and support staff. Discussion about using ADM Marketing to outsource the stuffing and mailing of these documents.
 - b. Feedback on Senior parking procedure - there were some issues this year with seniors not getting spots when junior athletes are getting them. Discussion about how to work on this for next year. You can only get parking stickers from Major Hildebrand. With larger class sizes, this will be a growing problem as we only have about 400 spaces. Asked to consider doing a lottery versus a Sign-up Genius. Mr. Bosco is setting up meetings and working on this.
 - c. Staff substitute pay changes - we will pay a flat fee rather than based on their experience/salary.
 - d. Carry Bags for student ChromeBooks - there is a need for a cinch-pack as an option. Mr. Bosco shared some design elements with a staff member who was going to create these. Beth Moss will take designs and work on this project to have a durable product. We will sell these and have some to give away. Replacement chargers will be available for purchase in the school store.

9. Other Upcoming Dates:
 - 9/17 - PTSO General Board Meeting/Curriculum Night, 6:00pm
 - 9/19 - Fall College Night, 6:00pm
 - 9/25 - Mustang Stampede (during all 5 lunches)
 - 9/27 - PTSO Committee Chair Meeting, 9:00am (Art Gallery)
 - 10/1 - 9th Grade Parent Social at Ed's Tavern, 6:00pm - 8:00pm
 - 10/2 - Staff Appreciation Event
 - 10/9 - No School, Teacher Workday
 - 10/10 - Prospective Parent Tour, 9:30am
 - 10/11 - PTSO Executive Board Meeting - Principal's Board Room, 9:00am
 - 10/17 - 10th & 11th Grade Parent Social at Selwyn Pub, 6:00pm - 8:00pm

10/18 and 10/19 - Homecoming Weekend
10/21 - Prospective Parent Tour, 9:30am
10/28 - No School, Teacher Workday