

**Myers Park High School PTSO Executive Board Meeting**  
**September 1, 2023**  
**Minutes**

1. Call to Order - 9:08

Attendance: Ghazale Johnston, Rebecca Drendel, Katie Davis, Tammy Jones, Tracie Northan, Shelly Cole, Audrey Denham, Sherese Smith, Melissa Sullivan

2. Principal Update (Ghazale/Rebecca summary from Bob)

a. Student Numbers -

3570 (above projection, slightly below last year)  
Smooth start to the year

b. Staffing Update -

Math II - temporarily short 2 teachers (covered by qualified subs)  
Earth and Environmental - students on Ingenuity until teacher returns  
(maternity leave)  
English - one teacher out (guest teacher covering)  
Oceanography - Will be an online course this year

c. 2022-2023 School Performance -

Exceeded growth estimations, among top 5% of NC, "B" school rating,  
continue to have significant deficits in certain areas  
Mr. Folk will share a more detailed report of our report at our first  
committee meeting.

Grad Rate is 81%

d. Wellness Center Update -

Funded through the Jason Huff Memorial. Not quite finished.

e. Curriculum Night - TBD, will be virtual

f. Student Success Programs

- i. Freshman Success (new) - Run by Cortney Armstrong to support all freshmen with development of specific skills associated with success.
- ii. Credit Recovery - Run by Mr. Freeland and offered to students who have failed classes. Students can recover course credit through an online course. Graded "P/F." Program is funded by the district, taught by MPHS teachers, and serves about 100 students.
- iii. Extended Day - Mr. Lancerio ran this program in the past; as he is no longer here, someone will need to step in. The program meets after school, on campus and serves about 30 kids. Was funded by COVID monies and new funding has not been allocated as of yet. (see below)

iv. Mustangs Matter - Tutoring program run by Ms. Ledford. MPHS teachers provide instruction after-school support and students can opt-in. This program might work to absorb the Extended Day program (above).

g. New Tardy Policy -

CMS policy

Beginning next week: 5 tardies = ISS for that class period (and student is marked absent during that class –for which “recovery” is an option)

2 more tardies = 2nd ISS (admin gets involved)

Also: 10-day absence policy remains in place from years past; however, there will be a waiver process for families to argue for reasonable and specific instances.

3. Treasurer Report (Tracie)

a. 2023-24 Budget -

\$200K annual funds donation projection

Added to Outreach line item to meet needs: from \$15 to \$22

Projected to carry-over \$32K at the end of the year

Special Projects line item (in the event anything comes up for Folk that we want to help with)

Beautification - will work toward cutting back where they can

New line item: Student Success (created by relocating funds from Staff Meetings) most resources will go to the new Freshman Success program, as it serve the most students

A motion and second were made to approve the budget. Motion passed. An edit had to be made to the budget after the meeting to better reflect the funds held for Auto Tech and Culinary Arts. As such, an additional vote was held via email on 9/11 and passed.

b. Audit Report -

Michele Mangan gathered volunteers to run the audit: No issues found.

c. Grants/Items for Approval - None at this time.

d. Grant Process -

Staff grants: continuing education/certification. One time \$1000 for certification, we will pay for all renewals. Paid 2x/year: October and March deadlines.

4. Annual Fund Report (Katie and Shelly)

Mailer was revamped last year. Specific year of campaign was removed from the printable document this year so it can be used for all campaigns moving forward. Sent to the printer. Planning distribution 2nd or 3rd week of September. Have collected \$31K so far from the call in back-to-school forms and an additional \$15K in Paypal.

5. Update from other groups:

- a. SLT (Rebecca) - First meeting 9/14. Election resulted in a 3-way tie.
- b. IB Council (Tammy) - No news.
- c. Mustang Club (Melissa/Jamie) - Ultimate passes sold out in under an hour. 100% of season pass funds go to MPHS (unlike tickets at the gate). Senior banners offered for all teams this year: each sport is paying for their own banners, Cross Country passed. Ms. Richards is joining the Mustang Club as the Athletic Coordinator.
- d. MPHS Foundation (Ghazale) - First meeting next week. Foundation Luncheon will be in early October and likely held in the Wellness Center.

6. Committee Updates

- a. **Mustang Round Up:** Moved event indoors due to pouring rain which impacted attendance compared to last year (350 freshmen of a class of 1050). We were able to do 60% of the planned activities, added some new ones in and everyone still got an ice cream and shirt as they exited the auditorium.
- b. **Open Campus:** Very successful event - moving it to 2 hours (vs 3.5 last year) and doing three time slots all worked out well. Had about 15 clubs/organizations set up tables in Quad which was festive but may need to rethink setup for next year. Kona Ice and Taco Truck were popular. SWAG Wagon had record sales. Few issues to work out for next year: accessing schedules on PowerSchool which may have been specific to new LaunchPad, having a place to print schedules for extenuating circumstances. Consider pre-printing schedules for the freshmen.
- c. **Prospective Families:** Tour dates are set and on calendar. Mandatory training for new tour guides (date: TBD). Working on updating content for "green folders."
- d. **Mental Health:** Committee will host the first mental health lunch talk on September 27 in the auditorium during student lunches. Presenters from BASE will talk about Suicide Awareness. A parent talk will also be held, hopefully that evening, in person. We are working to create a list of suggestions/community contacts for student programming in the new Student Wellness Center and will share those with Mr. Folk and the

student services team in an upcoming meeting.

- e. **Guidance:** Guidance Support is off to a busy, but great start. We have had plenty of volunteers, and lovely lunches provided, to support the counselors' office during the busy first week of school. We are providing volunteer support from 7-12 every day, and lunches on Monday, Wednesday, and Friday.
- f. **AVID:** Committee met with new AVID teacher to work out details for support. We have another meeting set for September 6. She has said that she would like to set as a goal one field trip/educational experience per semester. She also likes the idea of speakers coming into the classes. She wants to first get to know the students and their interests so that we can have a better idea of relevant topics/speakers. This will be a year setting up a sustainable framework as it's different from past years. We also still need to figure out how we might use parents as academic support/mentors in the classroom.
- g. **Front Office:** Held training the week before school started and have a group of great volunteers. We are attempting to bring small tokens of appreciation to our staff each month and started with a back to school plant and orange.
- h. **Grade Level Events:** Each grade will have a day designated for a grade level treat during the week of 10/2. All grade level committees are working together on details. 9th Grade team is also working on details for a parent event in September.
- i. **Hospitality:** The next duty is providing snacks for the ACT proctors in October.
- j. **Hoof Hut:** The Hoof Hut will be open for business starting next Thursday, Sept 7th. As a reminder, it is led by 4 students, and it is open in the cafeteria on Thursdays.
- k. **Student Services (Guidance/registrar support):** Volunteers have been going in everyday this week to support the Student Services desk and the Guidance Counselors during the first week of school. Additionally, a volunteer schedule for September was created. Volunteers will go in on M/W/F each week for 2 hours at a time to support Student Support and Registrar projects.
- l. **Directory:** Kory Forman will provide the data for the Directory on the 20th day of school—Sept 25. The directory will be available (password protected) that day or the following. When available, it will be posted in Mustang Express.
- m. **Staff Appreciation:** Committee is sending out a survey to the staff to get

feedback on likes, dislikes, etc.

- n. **Teacher and Student Success Committee:** Repurposing our “Staff Meeting” committee to support early release day professional development trainings with snacks and to support Ms. Armstrong with incentives for student participation in homeroom activities.
- o. **Mustang Express:** Reminder to committee chairs to send blurbs to include in the ME when they would like communication to go out. Articles are requested by the morning before the edition if possible. (Monday for Tuesday / Thursday for Friday).

#### 7. New Business:

- a. Crime Insurance Coverage - Discussion about whether we should adjust our Policies and Procedures which currently states we should have a fidelity bond for crime in the amount of at least 50% of our “peak cash flow.” Last year we were not in compliance with the policy (we had \$10k per person per occurrence) but in prior years we paid for \$100k per person per occurrence to comply with our policy. We have a lot of checks and balances in place to protect PTSO funds. Shelly reviews bank reconciliations monthly, checks require 2 signatures and there is a year end audit to review financial records. Changing the P&P to “25% of peak cash flows” would allow us to save \$150 a year in our insurance cost. Board agrees we should amend our policies and procedures to read “ insurance coverage for fidelity / crime should be maintained at 25% of peak cash flows” and we will vote as a board to approve the new policies and procedures at our next board meeting.
- b. PTSO Back to School Updates
  - Campus Clean Up: Went great! 270 kids came (mandatory)
  - Open Campus (see above)

#### 8. Other Upcoming Dates:

- a. Sept 12/13: Senior Nights
- b. Sept 20: Early Release Day
- c. Sept 22: Committee Chair General Board Meeting
- d. Sept 25: Teacher Workday
- e. Sept 27: Mental Health Assembly
- f. Sept 27: 9th Grade Parent Event (possible change due to conflict above)

Meeting adjourned at 10:40.