

Scarlett Middle School PTSO



Meeting Minutes

March 11, 2024 – 6:30pm, Scarlett Library

Our Mission: To facilitate close cooperation among parents, teachers, and students in order to raise funds for a variety of enrichment opportunities and foster a strong learning community!

Attendees:

Kathy Owens, Gerald Vazquez, Karen Hulsebus, Sarah Anton, Tiffany Marra, Celia Williams, Sal Barrientes, Kinda Hunter, Shannon Dunn, Laura Schaffer, Vicki Engling, Adelaide Lancaster.

6:36 pm - Kathy Owens calls meeting to order.

President's Report - Kathy Owens

Nothing specific to report.

Principals Report - Gerald Vazquez

- Academics. We have entered Term 3 and have 11 weeks to go. New schedules went out today and that went smoothly. Challenge with the early warm weather it increases energy in the building. It's also our testing season. There are a lot of required tests. NWEA. MSTEP. Challenge is to keep kids engaged. ELL kids had weeks of additional tests. 8th graders have PSATs and finals. Assessments will likely mostly fall on Thursdays. We are ready but need to keep students engaged. Friday - report cards, and NWEA scores are being sent out.
- Fundraiser. We are close to \$13-14,000 this morning. Less than 200 kids registered. We highlight the prizes. But we need to shake the trees and spread the word. Didn't need the parents for the prep work anymore. The organization shoulders a lot of the work.
- Athletics Support. Desire to supporting uniforms and athletics from this fundraising and PTSO funds in general. Hopes PTSO considers for next year an athletics line item. We could rotate investment in different sports each year. Need to make sure our giving is equitable across teams and genders. A systematic approach will help with this. There was an old agreement across schools about how to keep sports uniforms equitable. But the amount of admin turnover has meant that knowledge has been lost. We are now in a place where other schools have upped their uniforms and by comparison Scarlett is lacking. But also many pieces of our equipment are very old, for example 25 year old wrestling equipment. Mr V is asking Dr Hayward for clarity in policy across schools. This will be an area of needed PTSO support in future. Some sports can share across seasons and sports but some (swim, wrestling, baseball, etc.) can not.

Treasurer's Report - Tiffany Marra

We've recently supported Family Fun Night and Project Lit.

Account Balances are healthy -

Closed the CD that wasn't earning interest

Savings - approx. \$13,000 about

Checking - approx. \$68,000

Checking - approx. \$29,000 Memorial Funds

Discussion about conversations with the parents of a student who passed several years ago and would be graduating this year and how they wish these funds to be used.

Yearbook prices - raised a little this year bc costs have gone up

We need to add Gerald to the Comerica account that is the designated Memorial Funds.

**** Motion to add Gerald Vazquez and Jaye Peterson Comerica 5978 Checking Account.**

Tiffany motions. Adelaide seconds. All in favor.

We need an organized plan to shift responsibilities and access and group of signers for the next board group

PTOC Update - Celia Williams

Overview of February's CyberBullying Presentation. Notes have been shared with the community via FB and email.

Other Items -

- 6th grade Tshirts are in and the admin is working on a distribution plan. (GV)
- 8th grade trip is now going to be during the day on a school day to ensure more students can attend. Contract signed today. Tentative date is last full Friday for 8th graders. (GV)
- A Nominating Committee is formed. Led by Karen, includes Sarah Anton, Adelaide Lancaster, Vicki Engling, Celia Williams, Stephanie Canada. (KH)

Bylaw Committee Update - Adelaide Lancaster on behalf of committee

There have been a lot of shifts.

Summary of shifts:

- We consolidated the content of the constitution and the bylaws. These were different governing documents that contained a lot of conflicting information.
- We reorganized it to have information more easily findable for the purposes of compliance and quick reference.
- We reduced the number of self-references so that as this gets updated it will stay more consistent over time.
- We attempted to update the position descriptions (but please take a closer look at the positions you are familiar with and make suggestions).

- We tried to include unmentioned responsibilities where they made sense - maintaining the email account for example.
- We moved the communications appointee (retitled, corresponding secretary) and fundraising chair onto the board, as these are really critical roles and that's standard best practice for most ptos.
- We clarified distinctions between membership, elected officers, appointed officers, and non-officer volunteers.
- We eliminated outdated and no longer relevant roles and positions.
- We clarified expectations of service.
- We clarified expectations of action throughout the year (when are elections, budget approval, etc.)
- We clarified the role of students/minors.
- We aligned the language (including the name) to match what is filed in the originally-filed articles of incorporation so as to ensure compliance and lessen conflict.
- We shifted the policies to better reflect what our ptso's standard practice has become.
- We eliminated policies that are burdensome and unusual and not-often followed (such as the financial audit committee and the requirement of Robert's Rules vs simpler parliamentary procedure)
- We tried to put things in plainer language

Treasurer role needs some alignment and updates per Tiffany. Adelaide will make the adjustments.

Next steps: Clean up and send to Vicki to send out in advance of the April 8th meeting.

Q&A -

Celia Williams - do parents need to hold receipts for anything donated directly to teachers

Sarah Anton - concerns re: about digital texts being exhausted and support that specific teachers need with the district and building funds are not available. PTSOs will continue to need to bridge these gaps.

Sal Barrientes - offering: PSAT tutoring after spring break, drop in Monday, Tuesday, Friday

Kathy Owens adjourns the meeting at 8:07