

Parent Family Engagement Plan Evening

A Joint Session with PTO and SAC to review our PFEP and Compact

September 4, 2025

Sebastian Middle School

Minutes

Meeting Start:

- Called to order by Ms. Gabaldon 5:32pm
- Welcomed to overview of PTO and SAC for an evening to share our PFEP as we are a Title I school
- Introduced Pam Propst- SAC Chair
 - Provided overview of SAC and shared meeting dates for the year
 - We are trying new meeting times for this year on Wednesdays to provide the opportunity for parents to attend and then take students home or to be able to join online during work lunch break
 - Shared QR to register for interest to serve on the committee
- Ms. Cara Shaw, PTO President
 - Shared that all SMS parents are automatically members
 - Provided overview of PTO and shared annual events / fundraisers
 - Introduced PTO Board Members
 - Reviewed sample PTO Agenda
 - Shellie shared the current PTO budget
 - Invited any new business partners
 - Invited parents to participate with volunteering opportunities including concessions and monthly teacher appreciation events
 - Called for approval of budget- approved (motioned by Cara Shaw and seconded by Frances Arflin)
- Ms. Gabaldon invited parents to participate in either / both PTO and SAC virtually, if needed
- Ms. Gabaldon shared some of the supports that have been historically provided by both PTO and SAC and that when events have a charge, the groups are very mindful of the price point to make sure it is affordable- and that events are attainable for ALL
 - Questions: Frances Arflin
 - Shared that she noticed last year parent involvement was sometimes difficult to acquire- what is the appropriate / goal ratio?
 - Ms. Gabaldon shared that sometimes it's about the quality of the participation. A lot can be accomplished and provided by a few very dedicated people. It's hard to put a number on how many we *should* have- but just to appreciate those can donate time and the services they are able to provide to the students
 - Questions: Lourdes Is there a calendar of events for volunteering already available?
 - Shellie noted that the sign-up is ready
 - All sign ups, etc. are included in the weekly update
 - Ms. Gabaldon shared that she can move the PTO/SAC information to the top of the weekly message
 - Question: What is the current response when asking for donations for teacher appreciation?
 - Pretty good response either with goods or money
 - The teachers are so appreciative
 - There is an option for monetary donation on the sign up genius

- Ms. Gabaldon also shared the opportunity to serve on the STEM Advisory Board and shared a little information about STEM at SMS
- Introduced Mr. Eric Smith – the Title I Coordinator for SMS
 - Provided an overview of Title I and what it means to be a Title I school
 - Explained how Title I funding assists the school and supports student achievement growth as well as the process that participants may provide input / feedback and how information is shared
 - Explained Parent Rights
 - Explained what the Parent-School PFEP Compact is
 - Explained PFEP- Parent and Family Engagement Plan
 - Shared the SAC and PTO meeting dates
 - Both PEFP and Compact are located on the SMS website
 - Explained Accountability and Reviewed the most recent SMS student data- we are an A School!
 - These data points are collected from state assessments aligned to the BEST and other Florida academic standards
 - Please feel free to reach out with any testing questions and please get involved with SMS in any way you are available
 - Schoology, ParentSquare, and the SMS website are primary methods of communication and best ways to stay up to date
- Ms. Gabaldon shared copies of the Compact and invited any input for any possible revisions or changes
 - Any new ideas or questions may be emailed to Eric Smith – please do so by next week to allow Ms. Gabaldon and Mr. Smith to review and address in a timely manner

Meeting Adjourned 6:17pm