

AGMS PTO Executive Board Meeting Minutes

August 21, 2020
9:00 AM via Zoom



Zoom Information

Link: <https://us02web.zoom.us/j/7144366026?pwd=TmlrMldlejkySGx5OWRtU2tJVIR2Zz09>

Meeting ID: 714 436 6026

Password: bulldog

Attachments: May AGMS PTO General Board Meeting minutes; July AGMS PTO Exec Board Meeting minutes; AGMS PTO draft 2020-21 Budget

Participants

Stacy Beard, Shelly Cole, Trina Cone, Jamie Curtis, Katie Davis, Bob Folk, Donna McNairy, Laura Murdock, Tracie Northan, Denise Pineno, Melissa Self, Kathy Shields

Principal Update - Mr. Folk

- In general, the start of the virtual school year has gone well. The majority of our students have followed directions, paid attention to the communications, and been able to successfully join their classes online. This week, most of the teachers have been teaching from their classrooms; Mr. Folk will continue to encourage this as much as possible as being on campus provides teachers with better resources (technology, equipment etc). There are some exceptions where teachers have childcare issues, for which the administration understands and supports alternative plans.
- From an attendance standpoint, there are approximately 60 students with whom the administration has not had contact. The administration is in the process of tracking the families down to find out why the student is absent. On the 10th day of school, the state will look at our overall enrollment, which will impact our overall allotment of teachers and financial support. In order to prevent negative impact to our allotment, we need to make contact with and ensure attendance of at least 30 of these students. No action required by PTO at this point in time.
- Ensuring all AGMS students have a Chromebook is a top priority. Some incoming sixth graders were provided Chromebooks by their elementary schools, which they kept over the summer, but not all. However, all AGMS students will need a Chromebook to support virtual learning as there will be some sort of diagnostic testing that will require Chromebooks to access. Mr. Folk is working with CMS to make sure we have an adequate supply of Chromebooks for the full student population.

Approved via Zoom vote on 10/2/2020 by Cole, Cone, Curtis, Davis, Folk, McNairy, Murdock, Northan, Pineno, Self, Shields, Shull

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- Hot Spots are also a huge need for our families; currently, we have approximately 60 families that do not have adequate Hot Spot coverage available at their homes. At the moment, we have received 17 Hot Spots from CMS to address this need. The administration has prioritized distributing these to our No Show families first. Mr Folk is in touch with Moments of Hope, our community of faith partner that uses our gym for services and they will in all likelihood provide the remaining Hot Spots.
- CANVAS is the instruction platform used to support remote learning. Teachers can use Zoom, Conferences (in CANVAS), MicroSoft Teams or Google Meet for live classes. Most teachers seem to prefer Zoom or Conferences. The administration recognizes that it can be confusing for students to switch between mediums and Mr. Folk has asked that teachers clearly state on their CANVAS homepage how the students are to access the live classes. NCEdCloud was down the first couple of days this week, which did impact the taking of attendance and the delivery of several early classes. These issues appear to have been corrected. Mr Folk has made it clear to all teachers that every day, every class must have at least 30 min live instruction. That said, situations are likely to occur where a teacher cannot hold a live class; in these instances, he has asked teachers to post a comment if there is a conflict. However, if the conflict repeatedly occurs, Mr. Folk would like to know about it. Mr. Folk and other administrators are able to view what is happening on CANVAS but need parents to help hold teachers to high standards and expectations of remote learning.
- The track is still not finished; there is an issue with the ramp from the parking lot that has been fixed but that has delayed the project. Mr. Folk is following up.
- Mr. Folk received information yesterday that there will not be any athletics in middle school for the first semester for two reasons: 1) high school sports fund middle school athletics, and with the delay and limitation of high school sports, the available funding is impacted, and 2) because middle school students do not all have transportation. While we are in remote learning, Mr. Folk does not see how we could have athletics because of transportation and the equity issues presented.
- CMS has opened the exterior AGMS fields according to Community Use of Schools guidelines. The interior campus is still closed. For AGMS, this means our softball group will continue to practice, which is good because they maintain our field for us. BARCA soccer will return to the main field once we figure out the lighting issue. Mr. Folk emphasized that Community Use of School guidelines do not mean that we are a public park. He is concerned that people are accessing the fields and track despite the closure signs and that people are not appropriately social distancing while on the grounds. He



emphasized that the administration cannot be held accountable for the risk of the public using the facilities.

- Our expenses for instructional support will change as there are a number of things that the school is not going to purchase or renew at this time (ex, vocabulary books) as these resources are not compatible with remote learning. We will continue to use these funds for BrainPOP, iXL, Study Island (6th grade science and social studies), and agendas. The agendas did not arrive on schedule and there are still a few outstanding materials in transit. Mr. Folk thinks that we should be able to hold a material/resource pick up in the next couple of weeks.
- Mr. Folk stressed that attendance in Homeroom is critical. Attendance taken in Homeroom counts for the day. If students don't attend Homeroom, parents will start to receive Connect Ed calls informing them their child was absent.
- Denise Pineno raised the question that many parents have found the Chromebooks need repairs. Mr. Folk responded that there is a Tech Help Request link on the website (and should also be on the PTO website) that parents can use to file a request. Parents will be able to trade a damaged Chromebook immediately for a new one. Mr. Folk asked that we communicate this via PTO channels, but cautioned that there is currently a backlog of requests and so PTO may want to wait to relay this information.
- Denise Pineno asked if the school will produce student IDs and lanyards for students if we return to school. Mr. Folk responded that we have the cards and lanyards, but that he thinks distributing them at this point is a lower priority given remote learning. His recommendation is to hold off on this process pending a return to campus.

Approval of Minutes (May and July) - Denise Pineno

- Denise Pineno presented the minutes from the May 29 General Board meeting and the July 16 special Executive Board meeting.
- Motion to approve May 29 General Board meeting minutes: Trina Cone made the motion, Katie Davis seconded the motion, all Executive Board members approved the minutes.
- Motion to approve July 16 Executive Board meeting minutes: Trina Cone made the motion, Katie Davis seconded the motion, all Executive Board members approved the minutes.



Code of Conduct and Conflict of Interest Forms - Laura Murdock

- Laura Murdock reviewed the process that the Exec Board will follow to sign and submit the Code of Conduct and Conflict of Interest Policies for this school year. A follow up email including attachments and instructions for signing will be sent to the group by end of day August 21; board members are asked to return their signed copies by Aug 28.

Treasurer Report - Donna McNairy

- Donna McNairy reported that the Annual Financial Review was completed by the Audit Committee (Donna McNairy, Denise Pineno, and Melissa Self) on July 15th, 2020 pursuant to the by laws and presented the findings to the Executive Board today.
- There were no irregularities, but the Audit Committee decided to make some changes with respect to record-keeping. In prior years, certain documentation was kept with the Secretary (such as conflict of interest declarations). Since most documentation has migrated to the google drive, it was decided that the Treasurer also maintain a paper file of the documents that need to be accounted for as part of the Annual Financial Review. This will streamline the process for next year.
- The Audit Committee also recommended to the incoming PTO presidents that they add a non Executive Board member to the Audit Committee for next school year. The Audit Committee for this fiscal year has to be voted on and in place by October 31, which we have not done in the past but will need to make sure we follow going forward. This item should be added to the agenda for the September 18 PTO General Board meeting.
- In addition, as part of the September 18 PTO General Board meeting agenda, the Executive Board should communicate that the prior Audit Committee has completed the financial review.
- Donna included in the attached report the financial report for July 2020. No questions were asked.
- Donna reviewed the proposed budget as of August 13, 2020, acknowledging that some expense allocation changes have occurred since then. The budget has the inherent assumption that we will resume some sort of normal on campus learning at some point this year. Donna acknowledged that there is a lot of uncertainty that may require altering



the budget through the year; as these changes occur, she will reach out to the Executive Board via email for discussion.

- Currently, the income assumption is roughly equivalent to last year's fundraising efforts. As mentioned, there is a lot of uncertainty in this number and we will certainly have to keep modeling income as data comes in.
- Donna asked for a motion to formally present this budget to the General Board meeting on Sept 18. Denise made the motion, Katie seconded the motion, and all approved the motion.
- Donna asked that check requests are emailed to her as the fastest and safest way to initiate the reimbursement process given the safety precautions in place.

Review of Procedures - Melissa Self

- Melissa showed the Executive Board members where all procedure and policy information is stored on the PTO website (agmspto.org).
- Melissa asked that the Executive Board review the policies and procedures in order to understand and to also be prepared to answer questions they may receive from other parents.
- Any questions can be directed to Melissa or Denise.

Calendar - Melissa Self

- Melissa reported that our usual process of determining the PTO Calendar has been delayed due to the uncertainty around the school year plans. She and Denise are working to identify what activities we can continue to hold this year with the restrictions presented by the virus and by remote learning. Examples: campus beautification, Middle School Matters.
- Plan is to create a PTO Calendar and review with Mr. Folk.
- Donna suggested that we make sure we communicate what activities have been held to date to the parent community. Katie added that where applicable, a statement should be added to these updates that these activities are made possible by donations to the AG Fund.



Communications - Tracie Northan

- Tracie and Denise have been working on updating Constant Contact particularly for our Spanish speaking families. They have been able to create separate groups by grade preferred language (English and Spanish options only at this time). Intention is to eventually be able to send out Spanish versions of the Bulldog Bulletin. Also considering identifying a Spanish speaking parent to help with communications translations.
- In mid September, the plan is to send out a verification email to parents to help clean up Constant Contact lists.
- Intention is to use social media more this year as everyone is virtual. Facebook and Twitter accounts have been connected to Constant Contact so we can leverage those distribution platforms; currently working on adding Instagram.

Inreach Mentor Program - Denise Pineno

- Administration asked the Inreach Committee to pair students with mentors who will check in with them on how they are doing, if they are having trouble with access, etc.
- Cathy Bradley is working with Ms. Pettaway to coordinate this program.
- As of 8/17, there were 6 volunteers committed to the role. Ms. Pettaway hopes to have a total of 50-60.
- Once volunteers are on board, the goal is to have an orientation and start the mentoring program after Labor Day.
- Cathy and committee are sending emails to solicit volunteers and also have contacted Natasha Scrivener about leveraging the Bank of America volunteer group spreadsheet of volunteers as they come in.
- Students may volunteer as mentors or to partner with their parents as mentors.

Other Business - Denise Pineno/Melissa Self

- Denise brought up the scam emails requesting board members purchase gift cards or wire transfers. These are not valid requests and her account has not been hacked.
- Centennial update - these activities are all on hold.
- AG Fund - Denise and Melissa will meet with Rush and Beverly Shull, the co-chairs of this year's fund, in the next few weeks.

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- Office renovation - Kathy and Trina have begun work on the front office and reception area. The decision has been made to re-upholster the existing chairs vs purchasing new ones. Mr. Folk has approved the fabric for the chairs and provided input on the carpet choice. Some accessories have been purchased and placed already. The Bulldog sculpture that is currently on display will be fixed and re-painted. The boards behind the chair will be updated. We will include an announcement of office refresh as part of our activities during the Centennial year.

Meeting Wrap Up - Denise Pineno/Melissa Self

- Denise reviewed the upcoming meeting schedule.

Action Items

- Review, sign and return photo of signed copies of the Code of Conduct and Conflict of Interest policies to Laura Murdock - Exec Board members by August 28
- Follow up with Mr. Folk on communicating Tech Help Request process - Tracie Northan by August 31
- Follow up with Trina, Kathy and Shelly regarding the monthly financial review process and schedule - Donna McNairy by Aug 28
- Send any recommendations for items for the calendar to Melissa/Denise - Exec Board members by August 24
- Send Centennial update to Exec Board - Denise by August 24

Upcoming Dates

- NO Executive Board Meeting in September
- PTO General Board Meeting - Friday, September 18 at 9:00 AM
- PTO Executive Board Meeting - Friday, October 2 at 9:00 AM