

## AGMS PTO General Membership Meeting Minutes

September 18, 2020

9:00 AM via Zoom



**Participants:** Amelia Abbott, Elizabeth Biber, Cathy Bradley, Catherine Brasse, Brooke Brown, Shelly Butler, Kursten Callahan, Karen Carpenter, Tarvia Chiddick, Shelly Cole, Trina Cone, Beth Cory, Brian Cox, Katie Davis, Suzanne Davis, Greg Dowdeswell, Bob Folk, Jenny Fuller, Sherri Garner, Ronisha Glover, Andrea Green, Deedee Hagner, Greta Hord, Kris Humphreys, Anne Lam, Leslie Lowery, Kaylee Lundberg, Melissa Lutz\*, Shawna Knutson\*, Michele Mangan, Claire Marston, Tom McElroy, Donna McNairy, Catherine Monroe, Laura Murdock, Daralyn Nicholson, Tracie Northan, Catherine O’Neal, Sarah Paone, Christy Parbst, Denise Pineno, Rebecca Reed, Ashanti Reid, Jennifer Ricketts, Alma Romero, Natasha Scrivener, Melissa Self, Gray Setaro, Kathy Shields, Beverley Shull, Rebecca Smith, Sherese Smith, Melissa Sullivan, Laura Tenzer, Karey Tom, Kim Walters, Susie Wilcox, Kerry Winslow *\*denotes an individual who is not a current PTO member*

### Principal Update - Mr. Folk

- Mr. Folk reviewed the presentation from the September 16 CMS Board of Education meeting. A copy of this presentation will be posted in both English and Spanish to the AGMS website.
- **Review of our current situation:** the CMS school district is currently in plan C (full remote learning). The CMS Board of Education, using metrics that were defined in conjunction with local public health officials, voted at their September 16 meeting to begin moving the district to Plan B, a mix of in person and remote learning, through a phased entry plan. On September 17, Governor Cooper granted school districts permission to move K-5 students into plan A, which is full time in person learning. However, CMS has determined that the district will continue with their September 16 plan.
- Under the phased entry plan to move students into Plan B, students are assigned to a letter “track” (A, B, C or D). Tracks A, B and C refer to the rotation schedule that students will follow, where students in track A attend in person week A, then attend remotely for weeks B and C, and so forth. Students assigned to track D are enrolled in the full remote academy. These students will not come back in person at all unless parents make a different decision. Your child’s rotation letter is on the transportation schedule letter that you received in the mail the week before school started. It can also be found via PayPams as part of the CMS Eats at Home meal delivery schedule.
- The timeline for the phased entry plan is as follows:

*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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- Oct 12: pre K
- Nov 2: K-5th grades
- Nov 23: 6-8th grades
- Dec 14: 9 - 12th grades (exams)
- Jan 5: 9 -12th (rolling entry)
- Under the phased entry timeline, school staff will return to the physical campus two weeks prior to student arrival, which means that the AGMS staff will return November 9. Currently, there are 4 teachers who have been granted alternative work assignments due to special medical conditions.
- Mr. Folk pointed out that this timeline is subject to change if the established public health metrics are not met.
- Prior to reopening, all schools will be audited to ensure they are adequately prepared and equipped.
- **AGMS safety measures** include:
  - Designated entry locations for students and visitors
  - Built in time in the daily schedule that reflects extra time for restroom breaks, hand washing, sanitization, etc.
  - Restrooms and other group facilities marked with occupancy numbers to monitor usage
  - Urinals are taped off to ensure social distancing
  - Floors are marked to divide hallways into directional paths with a center “passing” lane
  - Daily classroom cleaning will occur; teachers will spray room and wipe down desks between classes
  - Contact tracing if/when cases present
  - Isolation room to be used for anyone with symptoms associated with Covid-19
  - Limitation of 24 students per bus
  - Attestation forms for every student that must be completed by the parents/guardians before students board buses
  - Temperature checks for students arriving via carpool prior to entering the buildings

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- **CMS Eats at Home** will continue by pickup only, as buses will no longer be available to deliver meals.
- Mr. Folk reported that we have plenty of masks for staff and students as well as plenty of hand sanitizer and hand wipes. He confirmed that the school has digital thermometers and thanked the PTO for purchasing face shields for the staff. He said the school is in the process of receiving other supplies to make sure we have the right cleaning products for period by period, day by day cleaning.
- AGMS building HVAC systems are being worked on to increase airflow and improve filter density. Mr. Folk feels that our HVAC system is in adequate condition.
- Under Plan B, we will still have students that are enrolled in the full remote academy. We do not have a separate remote academy at AGMS; these students will stay in their current classes/teachers although we will need to move toward a traditional class schedule to accommodate students attending in person. This change may mean that students at home may have more breaks during the day. It is still yet to be determined how teachers will operate in the hybrid learning environment; in some cases, teachers will pair and work together (for example, the 7th grade Social Studies team may decide that two teachers teach in person and the 3rd teach the remote students). Another option is that teachers may teach in person and remote students at the same time using WebCams. Mr. Folk is presenting both options to the teachers.
- For any teacher with a K-8 student attending CMS, CMS will provide full time child care coverage so that the teacher will be able to teach in person.
- **Questions from meeting participants:**
  - **Question:** Will parents have to complete the attestation form before boarding the bus every day? **Answer:** yes. For carpool, CMS BOE wants to take temperatures before letting children enter the school building. Still TBD on how this will work.
  - **Question:** Under Plan B, will the schedule still be 8:30 - 3:30 PM? **Answer:** yes, from start to finish, but the block breakdown may be a little different.
  - **Question:** I read that AGMS has a building that the HVAC system did not have good airflow and doors would be propped open to provide airflow. Is this accurate? **Answer:** yes, the building in question is Building F, specifically the orchestra/chorus room. That building is the oldest one on campus and its HVAC system does not have a natural way of pulling air in from the outside. It does



have a whole wall of windows that can be opened to allow for a natural exhaust system as well as 20 foot ceilings that allow for airflow. We will not be holding chorus classes, only orchestra, and the projected number of students in that room is no more than 7 students at a time.

- **Question:** Have your teachers said that they are OK to come in every day under this plan (other than the 4 you mention)? **Answer:** Mr. Folk is currently surveying teachers and will ask them to complete an intent form. Unless a teacher has an established underlying health condition, teachers are expected to honor the job description and return to campus when students are present.
- **Question:** Are we allowed to request a different track letter week? With conflicting carpools and multiple schools. For example can we switch from C to A? **Answer:** It is unlikely that a change can be made as bus rotations are created based on these assignments. It would be very difficult to open this up to the general public.
- **Question:** Has there been any update regarding middle school athletics? **Answer:** No, not yet. Most likely first of the year.
- **Question:** I have a child at a private school, and their PTO paid for a website for parents to use daily to attest to their kid's health. Have we thought about using something like that? **Answer:** The district is looking into a similar solution.
- **Question:** For argument's sake, let's assume that after we resume in-person instruction, the public health numbers move into the "red" zone. Will school be moved back online within a set time frame? I don't want to be negative, but I want to understand the contingency plan. **Answer:** The district intends to try to manage contingency plans on a school by school basis. If cases appear to be isolated to a single school, the situation would be addressed for that specific school and other schools will be able to continue business as usual. If the caseload for the entire county spikes, the district most likely would be moved to a more restricted approach.
- **Question:** if we no longer have the letter sent in the mail at the beginning of the year, how would we find out students' rotation letter? **Answer:** Currently this information is not in PowerSchool. Mr. Folk will send out this information as part of the transportation update prior to students' return to school. If you happen to



have a PayPams account or receive information about CMS Eats at Home, your student's track will be listed there.

- **Question:** Will the drop off time be adjusted (i.e. maybe moved to 7:30 am instead of 8:00 am), so that parents can be sure to get all kids to various schools on time. Just thinking about potential long lines for drop off for temp checks, etc. **Answer:** yes, this will be factored into the revised schedule.

- **Question:** For the 100th year anniversary, will activities be moved to the spring if conditions improve? **Answer:** We will consider Centennial events as additional guidance is given by our governor, CMS, and Mr. Folk regarding attendance at school events.

- **Curriculum Night** - This year, all teachers have recorded a video about their class curriculum, expectations and grading procedures. Parents will be directed to one site to access a welcome video from Mr. Folk, a PTO video, and the relevant teacher videos prior to the open questions call (scheduled by grade from 5 - 6 PM Monday, September 21- Wednesday, September 23). Grade level administrators and counselors will also be available for questions during these time frames. The email with this information and the link to this site went out this morning. Parents are also welcome to email teachers with any questions.
- **Materials Pick Up:** The school will hold pick up in the next two weeks. Teachers will poll families to find out if they want hard copies of materials. All materials are also available online at this time. Agendas will also be available for pickup.

#### **Code of Conduct and Conflict of Interest Forms - Denise Pineno**

- Denise reminded the PTO committee chairs to review, sign and return photos of the signature pages for the Code of Conduct and Conflict of Interest policies to Laura Murdock (laurakmurdock@gmail.com) by Monday, September 21.

#### **Treasurer Report with Vote - Donna McNairy**

- On July 15, the prior year Audit Committee, consisting of Denise Pineno, Melissa Self and Donna McNairy, conducted a financial review in accordance with the PTO by-laws. A detailed report was provided to the Executive Board on August 21, 2020. There were

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no material issues with the prior year financial reports. Should anyone wish to review this report in detail, they may contact Donna via email.

- The budget presented in today's meeting was prepared with consultation from committee heads, Mr. Folk, and prior year board members. The detailed budget has been reviewed and approved by the PTO Executive Board. The PTO by-laws require us to prepare and submit this budget at the general membership meeting for a vote to approve.
- Donna provided three components in the document shared today: a Summary Budget, a Pie Chart of Expenses, and the Detailed Budget. For discussion purposes, the presentation focused on the Summary Budget and the Pie Chart. The Detailed Budget is for the committee chairs and anyone else who would like to see all of the detailed line items.
- The following assumptions were made when preparing the budget: 1) school will return to in-person instruction at some point and 2) the PTO will be able to resume some normal activities at that point in time.
- **Income highlights (refer to Summary Report):**
  - The 2019-20 school year budget was \$100,000 and the actual was \$110,000.
  - The fundraising goal for the AG Fund is set to \$100,000 for the 2020-21 school year for the following reasons:
    - Prior and current fundraising committee guidance
    - Estimate is in line with prior year budget/actual expense
    - Informal discussions with other non-profits indicate that donation levels are not falling far behind prior year
    - It is the 100 year anniversary of the school
  - Student fees do not completely offset materials provided to the students.
  - Total net budgeted income comes to approximately \$98,000.
- **Expense highlights (refer to Pie Chart):**
  - **Grade Level Activities** account for 13% of total expenses. These are expenses specifically for each grade level, such as T-shirts. There are some minor expenses that were planned for last year and will be fulfilled this year.
  - **Direct School Expenses** account for 49% of total expenses. These are primarily educational expenses such as IXL and other teacher support items. There is



some carryover of items planned last year that are being paid for this year. These expenses are both requested by and approved by Mr. Folk.

- **PTO Operational Fees** account for 5% of total expenses. These fees refer to administration costs of the PTO such as postage, supplies, insurance, tax return preparation and technology costs such as website administration, communications vendors and Zoom.
- **Other School Support** accounts for 33% of expenses. These are non-educational support categories for the school, staff, students and parents. Staff Appreciation, InReach and Campus Beautification are the largest pieces of this category. Health Room supplies and Covid-19 PPE are among some of the other categories.
- Total expenses are approximately \$109,000.
- Our carryover from the previous fiscal year is approximately \$100,000. A normal year carryover for AGMS is typically \$40,000 - \$50,000. This unusually large amount is due to fundraising in prior years exceeding the planned expenditures slowly to increase the reserve, compounded by the shutdown in March which suspended most PTO activities and spending, including the planned expenses supporting the Centennial Campaign.
- The bottom line is that net income of \$97,569 less expenses of \$108,995 creates a deficit or loss of \$11,426, which means that the PTO plans to spend more than it receives. In a normal school year, the PTO strives to break even, but this year is different as there are some expenses that were delayed due to the shutdown that are now going to be expensed during the current fiscal year. In addition, there are now a few special budget items related to Covid-19 that are non-recurring. This deficit has the impact of slightly reducing the carryover from the previous fiscal year. We anticipate an End of Year carryover for this fiscal year of approximately \$89,000. We will be watching all financials closely and may change the budget (as the by-laws allow) as conditions change. As such, the Executive Board is asking that all committee heads stay extremely careful in making expenditures.
- **Question:** Can you provide an example of Inreach expenses? **Answer:** Cathy Bradley stated that the committee's budget of \$3000 is used to fund the annual holiday gift drive and to address needs identified by counselors (restocking clothes closet, providing supplies, etc).



- Donna made the motion to approve the budget, which was seconded by Sherese Smith. Denise Pineno facilitated the vote, which was unopposed. The presented budget was approved via Zoom vote.

#### **Audit Committee Slate - Melissa Self**

- Melissa presented the following proposed members of the 2020-21 Audit Committee: Shelly Cole, Kathy Shields, Trina Cone, and Susie Wilcox.
- Shelly, Kathy and Trina currently sit on the Executive Board as incoming Treasurer and Co-Presidents respectively. Susie represents the larger PTO membership.
- Melissa made a motion to approve the slate, which was seconded by Katie Davis. Denise Pineno asked for a vote to approve the Audit committee. No one opposed the proposed slate. The Audit Committee slate was approved via Zoom vote.

#### **Review of Procedures - Melissa Self**

- Melissa reviewed the AGMS PTO website with the audience to show where various forms and procedures, such as Fundraising Guidelines, Marketing Procedures, and Check Request forms, are located.
- Melissa emphasized that all requests need to be made electronically this year due to the coronavirus restrictions and the resulting limited access to campus.
- Melissa emphasized the fact that in our current virtual learning environment, our PTO communications are more important than ever to keep our families apprised as to what work we are doing. The Marketing and Communications Guidelines document outlines the procedures and vehicles all committees can use to promote events and/or activities.

#### **Calendar - Melissa Self**

- The calendar is accessible via the Quick Links link on the AGMS PTO website.
- Denise and Melissa reviewed with Mr. Folk the prior year calendar to determine what events and activities might still be possible to hold this year in light of the coronavirus restrictions.
- Things such as campus tours are on hold pending return to campus.
- Activities that can be held despite restrictions, such as Book Fair, Staff Appreciation, etc, have begun the planning and execution processes.



### **President's Report - Denise Pineno**

- **Mentor program:** Inreach Committee Chairs Cathy Bradley and Tarey Strickland, with assistance from Natasha Scrivener, have set up a program to help families with navigating virtual learning.
- **Spirit Night** will be held at Chipotle on October 7 (early release day) from 5 - 9 PM. Families can opt to order online or pick up at site.
- **Grounds Beautification** day is planned for October 24. Focus will be to make sure that the campus is ready for staff and student return.
- **Spirit Week** led by Kathy Shields and Trina Cone will occur the week of Oct 26.
- **Honor Roll Recognition** is being planned for Q1.
- **Candemonium/Street Turkeys** planning also underway.
- **Middle School Matters** - will be held in some format this year; exact details TBD but planning is currently underway.
- **AG Fund** will kick off in November.

### **Communications - Denise Pineno**

- Denise referred to the recurring scam email that is sent out under her supposed email address requesting purchase of gift cards/wire transfer. She reiterated that these are false requests and that if any expense is required by PTO, she or Melissa will call the individual directly.
- Tracie Northan, our VP of Communications, has set up a communications process that will ensure that a weekly Spanish version of the Bulldog Bulletins and any other PTO related communications will be sent to our Spanish speaking families. An email verification will be sent to all families in October to indicate their Bulldog Bulletin email list preference (i.e. 6th Grade English, 6th Grade Spanish, etc.)
- The deadline for marketing any events is 5 PM Friday the week before you want it to appear in the Bulldog Bulletin. This deadline allows for the item to complete the approval process and to be translated before distribution.

### **Upcoming Dates**

- PTO Executive Board Meeting - Friday, October 2 at 9:00 AM