

AGMS PTO Executive Board Meeting Minutes

October 2, 2020
9:00 AM via Zoom



Participants: Shelly Cole, Trina Cone, Jamie Curtis, Katie Davis, Robert Folk, Donna McNairy, Laura Murdock, Tracie Northan, Denise Pineno, Melissa Self, Kathy Shields, Beverley Shull

Attachments: AGMS PTO Executive Board Meeting Minutes_2020_08_21, AGMS PTO General Board Meeting Minutes_2020_09_18, Treasurer's Interim Financial Report

Topics

Principal Update - Mr. Folk

- Last night, the CMS Board of Education approved a change to the Plan B Return to School hybrid learning approach for elementary schools only. Under the revised plan, elementary students will still return to in person learning beginning November 2, but instead of a weekly A, B, C rotation (one week in person followed by two weeks remote learning), students will be placed in Group A or Group B, with Group A attending in person Mondays - Tuesdays (Group B attending via remote learning on these days), all students participating in remote learning on Wednesdays, and Group B attending in person Thursdays - Fridays (Group A attending via remote learning on these days). This change does not impact the Plan B Return to School approach or schedule for either middle or high school students.
- The change in approach raises several concerns, including the facts that:
 - based on total headcount and the percent of students who have opted into remote learning for each school, some schools will not be able to adequately implement social distance procedures.
 - students who are currently assigned to Rotation C, but need now be placed in Group A or B, may be assigned to different teachers and/or class schedules.
 - families with children in both elementary and middle/high schools will be asked to follow different in person attendance schedules.
- Masks will continue to be mandatory for staff and students.
- Denise Pineno asked Mr. Folk if there are any possible impacts to the plans for middle and high schools. Mr. Folk responded that there is a possible scenario where the current middle school three Rotation approach would be collapsed into the same two Group approach that elementary schools will now follow. If that is the case, he does not think



that we will be able to adequately implement social distancing at AGMS. He also anticipates that transportation capacity will be exceeded in this scenario.

Approval of Minutes - Melissa Self

- Melissa presented the August 21 Executive Board and September 18 General Membership meeting minutes for approval with a note that there is one edit to the 9/18 General Membership meeting minutes (date change). Melissa asked for questions and there were no questions. Melissa then made a motion to approve both the August 21 Executive Board and the September 18 General Membership meeting minutes. Kathy Shields seconded the motion. Denise Pineno facilitated the vote to approve. Both sets of meeting minutes were approved unanimously.

AG Fund Update - Beverley Shull

- Beverley and Rush Shull are the chairs for the AG Fund this year. They have a sixth grader and an eighth grader currently at the school and Rush is also an AGMS alumnus.
- Beverley met with Kathy and Trina to align the kickoff of the AG Fund with the upcoming Spirit Week communications and activities.
- She is currently drafting communications to support the AG Fund rollout and will be in touch to have the content reviewed and approved per our communications procedures.
- In addition, she is also in the process of coordinating administrative procedures to support the Fund, such as corporate matching and thank you notes to donors. Laura Murdock volunteered to help with writing thank you notes.
- Beverley emphasized that the PTO leadership is essential in setting the tone around the donation process and encouraged all members to make their pledges as soon as possible so that we can include a 100% participation rate in upcoming communications. If donors want to wait on making their payments until later in the year so that they can take advantage of their company's matching policies, Beverley indicated that a pledge is sufficient to meet our 100% participation goal.
- Mr. Folk asked if the plans for this year's AG Fund have factored in the change in Wells Fargo company matching processes into their approach and timeline. Katie Davis responded that under the new Wells Fargo policy, in order to qualify for a company match, donations must be made within the month of September. This timing presents a



challenge in that it is difficult to specifically target the Wells Fargo families in August to ask for their pledges. She recommended that this consideration be a factor in planning for future years.

- Per Donna, this year's budget accounts for the potential impact of this timing change.
- Also per Donna, she and the board believe that the AG Fund target of \$100,000 is still a reasonable goal; we will have to watch and see how things play out in this unusual year.

Financial Report - Donna McNairy

- Donna reviewed the interim treasurer's report, stating:
 - The AG Fund receipts are slightly below prior year.
 - Student Fees are also less than the prior year - likely due to the remote instructional environment. Donna suggested that we re-communicate the need to pay student fees in the Bulldog Bulletin as the return to school date approaches.
 - Expenses to date have been light because we are still in Plan C remote learning mode and because committees are being cautious.
- Donna recognized Shelly Cole for the PayPal reconciliation work she recently completed.
- Denise reported that we recently received a \$4000 refund from the Guinness World Record organization from the Centennial celebration event.

Spirit Week Update - Trina Cone and Kathy Shields

- Kathy provided the update on the tentative plan for Spirit Week activities, which she and Trina are reviewing with Mr. Folk later today:
 - **Day 1 (Tuesday)** will consist of a "drive thru" event where students are asked to wear AGMS Spirit wear or AGMS colors and visit the school to pick up their Centennial tee shirts. The plan is to have volunteers holding signs and banners with the new Centennial logo during the drive thru. The AG Fund information and forms will be available. The mascot will attend and the school rock will be painted with a Centennial related message. Mr. Folk asked if we could also include materials pickup with this event to combine the two activities. The board agreed to this idea.

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- **Day 2** students will be asked to take pictures of themselves wearing their new Centennial tee shirt and to post these pictures to social media using the hashtag #agms100 with the goal of 100 posts.
- Day 3 students can wear their favorite college shirt or cap; they should post pictures to social media using #agms100 with the goal of 100 posts.
- Day 4 students can dress up in their favorite costume, as their favorite character or as a 100 year old person, again posting pictures using #agms100 with the goal of 100 posts.
- Mr. Folk will move forward with ordering Centennial tee shirts from his vendor. All tee shirts will be a size Large and each grade will have a separate designated color.
- Mr. Folk proposed scheduling Spirit Week for the week of November 9, which is the week that teachers will return to campus to prepare for in person learning. He feels that this week would be a better option for the following reasons:
 - Teachers will physically be present and can take part in the drive through to welcome students back to campus.
 - Mr. Folk will designate the day as an asynchronous learning day, which will give families greater flexibility to stop by in person.
 - Will boost teacher morale and help generate excitement for return to school.
- The Board supported the idea of moving the dates to the week of November 9.

Communications Update - Tracie Northan

- Denise and Tracie researched the Constant Contact tool to determine how families can use it to confirm their subscription enrollment. The tool requires a response from each person that is enrolled; if a person doesn't respond, they are automatically dropped from the list. Since that method will not meet our needs, Tracie has added a notice to the next Bulldog Bulletin reviewing the different subscription options (grade level, Spanish version, etc) and advising families on how to adjust their preference settings.
- A Spanish translation of the September 18 General Membership Meeting minutes will be posted to the website this weekend. Tracie stated that she would like to find more volunteers that could help with the Spanish translation of our communications and PTO materials. If anyone knows of anyone who could help with this, please let Tracie know.



- She reiterated the importance of following the PTO marketing and communications procedures that are posted to our website and asked that Board members remind any other individuals with whom they work with on PTO activities to review and follow them as well.
- Denise recognized Sandra Barreto in the front office and Victor Rodriguez for the help they have provided in translating our materials to Spanish to date.

Other Business - Denise Pineno/Melissa Self

- Denise reported receiving many questions regarding the status of the Centennial celebration plans. Due to the continuing pandemic related restrictions, we are not able to hold any big events to celebrate. However, we continue to look for ways to incorporate a Centennial element to any event or communications as appropriate. Katie Davis shared that she has provided Kerri Porter from the Bulldog Club possible design options for 100 Year Celebration yard signs.
- Mr. Folk reported that at the moment, Prospective Parent Open House plans remain on hold. The Board and Mr. Folk brainstormed potentially using existing videos from Open House as re-purposed Prospective Parent information, holding Zoom open houses, and holding feeder school specific events. The group acknowledged that from a timing standpoint, any Prospective Parent events should wait until the students return to campus and also should align with the magnet school open house schedule.

Action Item Review - Laura Murdock

- **Code of Conduct and Conflict of Interest policy signatures:** Laura has received all but a handful of signature pages from the Full Board and will continue to pursue those that are still outstanding.
- **Office Refresh project:** Kathy provided the update that the following tasks have been completed:
 - Rug has been ordered
 - Chairs have been taken to be reupholstered
 - Accessories are in place in the office
 - Fabric to cover the bulletin board panels has been ordered
 - Still looking for a painting to place above the bookcase

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- The Office Refresh should be complete before students return on Nov 23.

Next Steps

- Send Mr. Folk the new logo for the Centennial tee shirts - Denise Pineno by 10/02
- Touch base with Kerri Porter re: Centennial yard signs - Denise Pineno/Melissa Self by 10/09
- Touch base with Mr. Folk, Greta Hord and Heather Price re: plans for Prospective Parents Open House - Denise Pineno/Melissa Self by 10/09
- Follow up with Beverley Shull re: date change for Spirit Week - Denise Pineno/Melissa Self by 10/09
- Follow up with Meredith Sorrell re: scheduling November staff luncheon during Spirit Week - Melissa Self by 10/09
- Include reminder to pay student fees in upcoming Bulldog Bulletin(s) - Denise Pineno/Melissa Self/Tracie Northan by 10/30