



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

Attachments: November 6 AGMS PTO Executive Board Meeting Minutes pdf, AGMS PTO Financial Report pdf

Principal Update (Mr. Folk)

- Mr. Folk reviewed the school prep presentation and confirmed that the school is ready for the students return in January. He spoke to the following highlights from the presentation:
 - The school has a full supply of required PPE and cleaning supplies thanks to the PTO and the district's contributions.
 - One of the challenges will be the Symptom Screener process. Parents will have the ability to access the Symptom Screener via a QRC code that will be sent out to families via email and mailers. If a parent drives up and hasn't done the self screener, staff can ask the 3 questions at that point, but that will be time consuming. He anticipates it will take some time to work through this process.
 - Restroom breaks will be done as a class, not while students are changing classes.
 - Back to school mailer will speak to the fact that microwaves will not be available during lunch and parents will no longer be allowed to drop off lunches.
 - Teachers will create seating charts to help with contact tracing. If a positive case is detected, either a staff or a student, a Connect Ed call will go out to provide the general information that there is a positive case on campus and a follow up communication will be sent directly to the families whose student has been in close contact.
 - The school isolation room will be used for students showing symptoms. Mrs. Ahdieh, our school nurse, is prepared to triage symptoms so that the isolation room is used effectively. Based on conversations with the county health department, Mr. Folk anticipates that most cases will be asymptomatic.
- Mr. Folk shared the letter that will be sent home to families prior to the return to school in January. The letter will be individualized by student so that the accurate rotation



assignment and student transportation information is included. The student's second semester class schedule, the daily class time schedule, the QRC code for the online Symptom Screener, and a QRC code for the attestation form for bus riders are included in the mailer. A copy of the district calendar will be provided as well. Mr. Folk will work with PTO to communicate this information both electronically and to post to the PTO website.

- Parents were asked to fill out the plans for 2nd semester and the transportation survey by Nov 30 so that bus routes could be planned and drivers hired. AGMS return on that survey was about 30-40%. Families that want to make a switch between plans have been good about emailing the school their plans. As of today, whatever the parent responded on the transportation form will override what data we have at the school level. If families did not fill out the CMS surveys, they will default to the prior semester setting for what plan their student is assigned to and what level transportation they will receive. AGMS will receive our school's specific transportation information from the district by December 18. Mr. Folk will then make sure the information populates the mailer so that it can be mailed by December 21. Mr. Folk is hopeful that he will receive the data before December 18 so that he can start populating the individual letters. For now, his tentative plan is to stuff envelopes on December 18 with a back up date of December 21. He asked the PTO to help identify volunteers for this effort.
- The PTO discussed formatting the return to school information in a special edition of the Bulldog Bulletin that could be sent out the weeks of Dec 21 and Dec 28, as well as posted to the front page of PTO website. Denise, Melissa and Tracie will coordinate with Mr. Folk on this effort.
- Mr. Folk said that he has received many questions as to if we will actually return to school. His response has been that we just don't know. The issues that the district faces now are not as much related to COVID-19 positivity rates as much as staffing and support for in person learning, including bus drivers. The next school board meeting is on December 8.
- While there were multiple families who decided to change their status (either from Plan B to Full Remote or vice versa), this movement balanced out and our Full Remote Academy enrollment numbers did not really change overall.



Approval of November 6 Meeting Minutes (Melissa Self)

- Melissa presented the minutes from our November 6 Executive Board meeting. She asked for questions. No questions were received. Melissa made the motion to vote to approve the minutes; motion was seconded by Trina Cone. Denise facilitated the vote; the vote to approve the minutes was unanimous.

Financial Report (Donna McNairy)

- Donna pointed out that the current AG Fund number has not yet been updated to reflect last month. The AG Fund update will be given later in this meeting. All other income items have very little change.
- In the *Grade Level Expenses*, the Centennial t-shirts were allocated to each grade level pro rata.
- In the *Direct School Expenses* section, the *Back to School Staff Support* line item (which is shown highlighted in yellow) has reached the budgeted amount. Denise asked Mr. Folk if we will renew News ELA this year - last year this was a fairly significant expense (approx \$6000). Mr. Folk confirmed we will not renew and expects that the overall expense number for that line item to come in much lower. Denise indicated that the Educator Handbooks and School Date Books for teachers are included in this category, something new for this year. Mr. Folk responded that Educator Handbook and Staff Agendas expenses are appropriately assigned in this category.
- In *Capital Improvements*, the office renovation is mostly complete with just one more expense to be paid. It appears this will be coming in below budget.
- In *PTO Operational Fees*, the insurance (shown in yellow) has been paid and the budget spent; other expenses are ongoing.
- In *School Support*, the school has spent most of the special COVID expenses (also highlighted in yellow). Mr. Folk confirmed the school is in good shape here thanks to the PTO and the district contributions. He expects to need more of the special cleaning fluid in the next couple of months and asked if this expense could be covered as part of the *Principal Discretionary* line item. Donna said yes, or we could potentially reallocate any unspent funds from the Office Refresh project (under Capital Improvements line item) once we know the final expense amount. Denise reported that a video of the custodian using the new sprayer was included in the last Bulldog Bulletin.



- In *Student and Parent Support*, Spirit Week expenses were allocated against the Bulldog Bonanza credit (due to Guinness refund).
- Still TBD based on the fundraising effort based on where the AG Fund comes in, but we expect a direct impact to the budget for end of this year activities and the potential carryover for next year. We will continue to watch the AG Fund and discuss next steps.
- There were no other notable items in this financial report.
- As of 11/30, there was approximately \$98,000 in the checking account.
- Donna thanked the board and committee chairs for staying very budget-conscious this year and asked that they please let her know if there are any questions or requests.

AG Fund update (Melissa Self)

- Melissa gave the AG Fund update as reported by Beverley Shull:
 - As a reminder, our target goal is \$100,000.
 - As of November 25, the Fund has raised \$38,000, with \$5000 of that amount pledged but not yet received. This amount does not include Giving Tuesday amount as that information is not yet available. Our goal for Giving Tuesday was \$10,000.
 - \$3200 was raised through the buckets that staff held out during the November 9 drive through event.
- Beverley continues to think through ideas for soliciting donations, including more targeted emails, on site events, class competitions, social media, etc. If anyone has other fundraising suggestions, please feel free to pass on to Beverley.
- There continues to be uncertainty of where the final numbers will end up. Our raised to date amount is slightly lower than this time last year but we aren't concerned just yet. We will stay mindful of the potential impacts to our spend ability and adjust where we can.
- Shelly reached out to Beverley, Donna and Patrick Boyle to coordinate reports from our various sources going forward. Denise asked for an update before we leave for holidays. Shelly to coordinate.

President's Report (Denise Pineno/Melissa Self)



- **Bulldog Club update (Melissa):** per Stacy Beard, the Bulldog Club is not actively campaigning to raise money for the field house at this time. They plan to resume fundraising in January. We do not have a current dollar amount for that fund. Stacy did indicate that they will need some new Bulldog Club board members next year. Mr. Folk emphasized this need, requesting specifically we recruit sixth grade parents who might be with us for a few years. Kipp Kiger, who is no longer an active parent, has agreed to stay on to support the Bulldog Club as long as needed. Mr. Folk would like two to three new parent members. Melissa responded that we will make sure to include a Bulldog Club representative to sit on the Nominating Committee to ensure volunteer asks are not duplicated by both the PTO and the Bulldog Club and that both groups secure adequate volunteers when it starts next semester.
- **Spirit Week update (Kathy).** Overall, the event was a huge success, especially considering how much of the activities had to occur virtually. The drive by really helped build community. The class with the highest representation of school spirit, shown by wearing their Centennial shirts to class, was Ms. Caudill's EC class, followed by Ms. Mitchell and Ms. Long's class. Ms. Caudill's class will receive a doughnut party next week. The other two classes will receive a sweet treat when they return to campus.
- **Staff Appreciation update (Denise):** Holiday gift cards will be handed out next week. The PTO is able to present 125 staff members with \$25 gift cards.
- **Inreach Committee update (Denise):** Cathy Bradley and committee are collecting gift cards for Walmart and Food Lion for our families in need. Guidance counselors have asked us to plan for 200 families. A ConnectEd went out last night and a second call will go out this weekend. Families can apply online; selected families will receive a gift card and a school supply pack. Anything that isn't covered by donations, we will cover with the \$5000 budget line item for Inreach activities. Donna responded that \$3000 of that line item is reserved for Bulldogs Matter (partnership with Crossroads organization). Mr. Folk clarified that this line item traditionally has covered the cost of snacks for the afterschool program; as we have not yet been able to implement this program for this year, he does not expect that we will need all of this money. Shelly responded that in the past this line item has been broken out into two \$1500 payments (one per semester) as a straight check. Mr. Folk is currently in conversation with Crossroads about this program regarding the county funds that help supplement the expenses (transportation, etc). He suggests that we hold this discussion until we know more about how the program will operate this spring. Mr. Folk still has some



gift cards from a previous collection effort that can be applied to this year's holiday outreach. He does not think the PTO will have to supplement this drive. Denise responded that the PTO still may have to supplement funding for the school supply component. Denise to follow up with Cathy to ensure the correct assumptions regarding what funding will be available to supplement the gift card purchase.

- **Canned Food Drive update (Mr. Folk):** this year's canned food drive was very successful. The canned food donations were delivered to Second Harvest Food Bank and the turkeys to Grier Heights.
- **Virtual Open House update (Denise):** Melissa, Denise, the School Tours Committee, and the Prospective Parents Committee have partnered to create a website for the Virtual Open House. The site contains a welcome message from Mr. Folk, links to forms, a "Quiz Bowl" style FAQ with students, and other important information. There are also links to video tours for 6th, 7th and 8th grade families in both English and Spanish. Mr. Folk has held virtual coffees at Selwyn and Sharon to date and will do something with MP Traditional as well. He will send information about the website to the feeder school principals and ask them to disseminate to their families. Denise checked the CMS Choice website and did not see our Virtual Open House information listed there, but that might be because these are magnet school options. Mr. Folk will follow up.
- **Book Fair update (Denise):** We do not yet have the amount raised from the committee chairs. Money will be allocated for use in the media center.

Action Item Review (Laura Murdock)

- Laura reviewed the Action Item Log with the group. The updated log will be posted to the shared drive by December 6.

Next Steps (Denise Pineno/Melissa Self)

- Solicit volunteers to help with stuffing envelopes with the return to school information on either Dec 18 or Dec 21 - Denise/Melissa by Dec 5
- Follow up with Cathy Bradley re: available funds to support family gift card purchase - Denise by Dec 11
- Coordinate with Mr. Folk to create a special Return to School Bulldog Bulletin and posting for PTO website - Denise/Melissa/Tracie by Dec 18



- Partner with Donna, Beverley and Patrick Boyle to provide financial update on AG Fund - Shelley by December 21

Upcoming Dates

- Spirit Night at Sabor (Abbey Place location): Wednesday, December 9
- PTO Executive Board Meeting: Friday, January 8 at 9:00 AM