



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

Attachments: January 8 Executive Board Meeting Minutes, January 2021 Financial Report, AGMS PTO Projection

Principal Update (Mr. Folk)

- The current planned return date to plan B in-person learning is February 22. Mr. Folk feels very certain that this date will happen as the Superintendent and school board leaders appear to fully lean in this direction. In addition, the state legislature is working to pass a bill to ensure return to in person learning. The bill states that local education agencies (LEA) must offer in person learning and may do so as either a full in-person option or hybrid model. The legislature bill states that LEAs cannot only offer full remote learning. If this bill passes, it cannot be overridden by the LEA and would go into effect immediately through the end of this school year. Mr. Folk believes the bill is likely to pass.
- At this time, CMS will retain the A-day/B-day split for K-5 students and the ABC week rotation model for middle and high school students. It is unlikely that the models will change at this point in time.
- As of right now, our teachers will return to campus February 18. AGMS is ready to open. Mr. Folk will continue to review procedures and protocols with the staff to ensure they are prepared. He anticipates the first few weeks will be rocky since this is the first return to campus in almost a year.
- Mr. Folk would like to send a reminder message to families pointing them to the letter they received prior to the January return date. The information is also currently posted on the PTO website, where we can point parents for referral if they no longer have their letter.
- Mr. Folk indicated that it will be a change for the teachers to teach remotely and in person simultaneously. His intention is that teachers will teach for 40 minutes (synchronous) and assign independent work for the remaining 35 minutes (asynchronous) so that the students attending in person will get the benefit of the live instruction while the remote students can focus on their independent work. It will be a



challenge for the teacher to answer questions during the asynchronous portion as they will have to manage questions from both in person and remote students at the same time. Denise suggested that the students use the breakout rooms so that there can be some structure that allows everyone to be engaged. Mr. Folk anticipates teachers may want to continue in full remote teaching method (where teachers are stationary and all students participate via computer, even while in the classroom) but he would like for the in person students to have a little more of an interactive experience. He will meet with the teachers to brainstorm how to adjust their teaching style prior to the students return. He also wants teachers to take this opportunity to review material with the in person students to make sure they know how the students are doing, even if this means that the remote students have more time for independent study.

- As of right now, Mr. Folk said we will be required to hold EOG testing. He hopes that the state will not use these scores against the schools. He would prefer this testing be used as a diagnostic and not as a retention/placement purpose.
- Mr. Folk reiterated that he would still like to ask for parents to serve as office and media center volunteers. Melissa responded that the committee will send out an email soliciting volunteers once we receive final word from the BOE that return to school is confirmed for Feb 22.
- Mr. Folk asked if the Executive Board could meet Feb 19 prior to the re-open to discuss any last minute questions and concerns.

Approval of January 8 Meeting Minutes (Melissa Self)

- Melissa presented the January 8 meeting minutes for approval. She asked for questions, comments or issues; no questions were raised. She moved to approve and the motion to approve was seconded by Denise. Denise asked for a vote for approval. All board members approved the minutes unanimously.

AG Fund Update (Melissa Self)

- Melissa presented the latest update from the AG Fund. As of Jan 31, we have raised \$60,000, with \$54,000 coming in from direct donations and \$6,000 in company matches. At this point in time, we have approximately \$4,000 in PayPal and checks that have not been processed, as well as \$4,000 in company matches that have not yet



cleared, making our approximate total to date \$68,000. As a reminder, our goal was to raise \$100,000 by January 31.

Financial Report (Donna McNairy)

- **Financial Report update:** Donna reported that there was very little financial activity last month since the school has been closed. Highlights include:
 - We have added a Spirit Night Events line item to track incoming funds from those events.
 - The only major expense this month was the BrainPop renewal.
 - Total Expenses to date: \$55,000..
 - As of January 31, we have \$114,000 in our bank account..
- **Financial Forecast update:** Usually the PTO uses the budget to track income/expenses and project ending carry-over during the fiscal year. However, this year is extremely unusual due to the school closure/COVID situation. It was decided to create a separate Forecast and not drastically alter the existing budget template. The budget template is used from year to year and it is important to keep it intact for next year's board to use. The Co-Presidents and Mr. Folk were consulted in preparation of this forecast.
- Highlights on the Forecast include:
 - Given the current status of the AG Fund donations, we project a total income of \$78,000 through the remainder of the year.
 - Items in pink are changes from the existing budget made by Denise and Melissa. They are happy to discuss the details behind these changes individually. As soon as the school board votes to return on Feb 22, we plan to communicate new forecasted amounts to impacted committees. Our focus will continue to be to celebrate students, to make staff feel appreciated, and to support the Inreach efforts of Mr.Folk and the counselors.
 - As of right now, we have projected carryover that is roughly equivalent to our original budget.

President's Report (Denise Pineno/Melissa Self)

- **AG Fund Recommendation:** Our original plan was to end the campaign on January 31. Donna worked with Denise and Melissa to develop a forecast spend to determine if we



should extend the campaign. Based on where our numbers stand, the current economic climate, and parent support levels, it is recommended that we wrap up the campaign at this point. Given the challenges we face this year, we are happy with the overall amount raised and feel that it is a cause for celebration and appreciation. Mr. Folk acknowledged the generosity shown by parents given that students have not yet been in school.

- **Yearbook/Stipend:** the Yearbook staff is hard at work putting together this year's copy. We are planning to have student pictures taken once students return to campus; as long as they are taken by the end of April, we will be able to meet the yearbook deadline. We will continue to pay the staff adviser the annual stipend to oversee the Yearbook preparation for this school year.
- **Grade Level Committees:** after the BOE meeting on February 9, we will reach out to the three grade level committees to communicate their remaining budget for the year and start them thinking about what we can do for our students throughout the remainder of the year.
- **Inreach Committee:** this committee has begun to work on how to spend remaining funds through the end of this year and into the summer.

Nominating Committee Update (Kathy Shields)

- Nominating is going well. The Nominating committee has representatives from all the elementary feeder schools except Pinewood. Kathy thinks we may have our Executive Board in place; just waiting on confirmation for two positions to make their decision. She feels it will be a good representation of the feeder schools. Many of our Committee Chairs have agreed to continue in their position for next year. Kathy and Trina plan to hold their first Board meeting later in February.

Other Business (Melissa Self)

- No additional business.

Action Item Review (Laura Murdock)

- Action item log has been updated and will be posted to the shared drive.

Next steps



- Work with Mr. Folk to send message to families regarding return to school - Denise/Melissa/Tracie by February 10
- Schedule interim PTO board meeting prior to re-open for Feb 19 at 9 AM - Laura by February 5
- Follow up with Beverley on the recommendation to close the AG Fund campaign - Melissa/Denise by February 12

Upcoming Dates

- PTO Executive Board Meeting: Friday, February 19 at 9:00 AM
- PTO Executive Board Meeting: Friday, March 5 at 9:00 AM