



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

Attachments: March 5 Executive Board Meeting Minutes, AG PTO Finl 3 31 2021

Principal Update (Mr. Folk)

- Mr. Folk reviewed the guidelines that the district has shared regarding 8th grade moving up/graduation events and procedures. Middle schools will be allowed to host a virtual ceremony on May 28. Students who are attending class in person that day will be able to watch the virtual ceremony and receive their certificates in their classrooms. Families and fully remote students may attend via live stream. In person grade level gathering will not be allowed. Schools may opt to have guest speakers participate in the ceremony. Mr. Folk believes that the district will cover the cost of printing certificates this year (not confirmed). In addition to a virtual ceremony, schools are allowed to host a drive thru promotion celebration, similar to last year, where promotion certificates and yearbooks could be distributed. The 8th grade committee chairs are meeting this week to discuss other celebration plans, which they will review with Mr. Folk.
- Mr. Folk hopes to hold this year's end of grade testing the week of May 17, with the goal of completing all testing by May 25 or May 26. He would like to reserve the last three days of school for end of year celebration activities. At this point in time, we are waiting on the district to inform us whether outside proctors will be allowed to assist with testing.
- Mr. Folk reported that the 6th grade will complete a screener test in math by the end of April using the Open Up curriculum. The results of this test will be used as a diagnostic and not impact the students' grades; Mr. Folk has not yet decided whether he will use the data to determine placement for next year, but regardless, it will definitely not adversely affect the student.
- Denise shared that the Inreach committee currently has a surplus in this year's budget. The committee used a portion of this surplus to purchase headphones for the Grier Heights after school program participants. The remaining surplus could potentially be used to replenish Mr. Folk's Food Lion gift card supply or rolled to next year's budget. Mr. Folk mentioned that he likes having a supply of Food Lion gift cards on hand as he can

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use them in a myriad of ways to address needs in time and that he currently has about 15 cards left from last year's fundraiser. The Board agreed to discuss as part of budget planning for next year and will follow up with Mr. Folk once a decision is reached.

- Melissa provided the update that because the Centennial party planned for Nov 2020 fell through, we have a credit with Norfolk Hall that can be used to host a staff End of Year celebration on June 2. As the current state capacity allows for a maximum headcount of 50% capacity and Norfolk Hall's capacity is 600, each staff member would be able to bring a guest. This party would replace our traditional End of Year staff luncheon and would be funded in part by the Staff Appreciation committee. Denise and Melissa reviewed our current funds this morning and think that we can accommodate the remaining cost from the PTO funds. Mr. Folk and the Board agreed to move forward with this plan. Natasha Scrivener and Meredith Sorrell (head of Staff Appreciation committee) are leading the plans for this celebration.
- Mr. Folk stated that we anticipate the following staff changes for next year: Cheri Williams (6th grade ELA) is retiring after at least 15 years at AGMS. Ashley Rich (6th grade Math) is expecting a baby in August and has decided that she will stay home for at least a year. Andrew Barron (6th grade Science) will be leaving at the end of April. Will Huntley, student teacher in 6th grade SS, will finish his certification in time to take over for Mr. Barron and finish the year. As the projected size of next year's 6th grade class is approximately 400 students, Mr. Folk is planning to pare the grade back to two full 6 teacher teams and one 3 teacher team. Mr. Folk has hired a new teacher from Chapel Hill and he is very excited to have him join the AGMS staff. He expects to hire the remaining replacements by the end of next week.
- Mr. Folk reported that Stacy Beard will be rolling off of leading the Bulldog Club at the end of this school year. He would like to find at least one, preferably two, 6th grade parents to fill this role for next year. Kathy responded that they have three suggestions that she will share with Mr. Folk.
- Mr. Folk would like to merge the PTO and the SLT into one group in order to streamline decision making and finances. He would like to partner with the Exec Board/SLT to determine the best way to do this.
- Denise confirmed with Mr. Folk that he will be able to attend the General PTO Membership meeting, which will be held virtually May 7 at 9 AM.



- Denise reminded the Board of the joint old and new Exec Board meeting scheduled for May 21 at 9 AM. The hope is that we might be able to hold that meeting in person; Denise and Melissa will work with Kathy and Trina to confirm details.

Approval of March 5, 2021 Minutes (Melissa Self)

- Melissa reviewed the March 5 Executive Board meetings and asked for questions or edits, of which there were none. She made the motion to approve the minutes, which was seconded by Kathy. Denise facilitated the vote and the Board, minus Trina who had to leave the meeting early, unanimously voted to approve.

Financial Report (Donna McNairy)

- Donna shared that the AG Fund income deposited in the bank is \$67,000 as of March 31. There are still some outstanding corporate matches in transit; Beverley Shull, the AG Fund Chair, has reported that the total expected is approximately \$78,500.
- The only significant expense incurred this month was for the Kona Ice Truck event for the return to in-person learning, which was shared among the three grade level committees.
- Donna reported that PayPal charges its fees based on a sliding scale percentage of the payment made, plus a fixed amount. Parents are charged the PayPal Fee on the website form for back to school and AG Fund charges. The website form cannot exactly charge the amount that PayPal charges due to certain limitations. Therefore, there has always been a mismatch between what PayPal actually charges and what the PTO charges parents on the PTO website. In past years, the net result was a small PayPal expense fee. This year has resulted in a very small net income amount on the expense line. It is a small number, but since it is an income amount in an expense category, Donna wanted to make sure the board understood the reason. She will make a note of this issue in the Treasurer materials for future reference.
- As of March 31, our bank account stands at approximately \$118,000.

Wells Fargo Matching/Grant Update (Shelly Cole)

- Shelly reported her research that all Wells Fargo matching donations need to go through their charitable giving portal. The Board discussed the need to make sure this is clearly

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communicated as part of the AG Fund communications next year and also on the donation page of our website.

- Shelly also shared her findings that some of the organizations we traditionally receive matches from offer to make monetary donations based on the volunteer number of hours that the donor contributes, which is also something we should include in our communications.
- In order to streamline the matching fund process, Shelly set up electronic fund transfers directly from matching companies to our bank account, which should speed up the process for accounting for these funds going forward.

President's Report (Denise Pineno/Melissa Self)

- **Staff Appreciation:** In addition to the June 2 End of Year celebration reported in the Principal Update, Melissa shared that the staff is receiving boxed lunches today (4/16). May 3 is Staff Appreciation Week and the committee has planned the following activities:
 - Monday: grab and go snack
 - Tuesday: grab and go drinks
 - Wednesday: gift cards
 - Thursday: pizza and salad lunch
 - Friday: grab and go dessert

The Staff Appreciation committee will provide breakfast for our bus drivers the week of May 17.

- **Centennial Update:** we are still planning to have some sort of Centennial celebration next year when things have (hopefully) returned to normal. New Centennial chairs have been identified to work with Kathy and Trina on these plans.
- **Inreach:** see Principal Update
- **Grade Level Committees:** Jamie, Katie and Beth are meeting next week to discuss the plans for the 8th grade end of year celebrations. The 6th and 7th committee chairs are also working on their end of year plans. Mr. Folk is encouraging all committees to focus on outdoor activities.
- **Communications Update:** Denise and Tracie reported a change to the Bulldog Bulletin process: going forward, Laura Dahlberg will translate the Bulldog Bulletin content into Spanish directly into the Constant Contact template. She will continue in this role for next



school year. Denise, Melissa and Tracie are connecting with a Montclair parent to discuss other ways we can reach our Spanish speaking families.

Nominating Committee Final Update (Trina Cone/Kathy Shields)

- Kathy shared that the full slate has been identified. The new Exec Board consists of the following:
 - Co-Presidents: Kathy Shields, Trina Cone
 - Past President: Denise Pineno
 - VP/Incoming Presidents: Claire Marston, Brooke Koppang
 - Treasurer: Shelly Cole
 - Financial secretary: Kris Humphries
 - Secretary: Ali Hoce

Other Business (Melissa Self)

- Denise reported that the Selwyn PTA president reached out this week to discuss the need for more bike racks. The Board agreed this expense is a good use of funds, especially since it will be shared with the Selwyn PTA. Denise will work with Michele Mangano to oversee purchase and installation.
- Donna requested that the PTO presidents send a reminder to submit reimbursement requests to all of the committee chairs.
- Denise reminded the group of Spirit Night at Chipotle on April 28.

Action Item Review (Laura Murdock)

- Laura reviewed the outstanding action items and adjusted the current items based on feedback. New items will be added based on this discussion and the updated log posted to the website.

Next Steps

- Send Laura the names and email information for the new PTO board - Kathy Shields
- Work with Mr. Folk to identify new Bulldog Club leads for 2021-22 - Kathy Shields/Trina Cone

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- Research and strategize possible combination of PTO and SLT entities - Denise Pineno/Melissa Self/Mr. Folk
- Send PTO committee chairs reminder to submit reimbursement requests prior to year end - Denise Pineno/Melissa Self

Upcoming Dates

- Chipotle Spirit Night: Wednesday, April 28 (5PM - 9PM)
- PTO General Membership Meeting: Friday, May 7 at 9:00 AM
- PTO Joint Executive Board Meeting: Friday, May 21 at 9 AM