

Executive Board Meeting Minutes

AGMS PTO



September 10, 2021

Alexander Graham Middle School Media Center

Attachments: May AGMS PTO General Board Meeting minutes; AGMS PTO draft 2020-21 Budget, AGMS PTO Financial Report, Code of Conduct Form, Conflict of Interest Form

BOD Members present: Trina Cone, Kathy Shields, Brooke Koppang, Claire Marston, Denise Pineno, Shelly Cole, Kris Humphreys, Ali Hoce, Tracie Northan, Robert Folk

BOD Members Absent: None

Welcome and Introductions- *Kathy Shields*

- Board members introduced themselves and the age of their students

Principal Update -*Mr. Folk*

- Discussion of middle school development 7th graders especially into defining their roles separate from parents
- Personal introduction & background -11th year as principal, went to Selwyn, AG & MPHS, proponent of neighborhood schools all through life, Coulwood principal, 2 years in a Dean role at MPHS- strong AG connection
- Start of school went well- especially with not having a year start last year. Teachers and students knew what to do. Kids are excited to be on campus in person
- Challenges-
 - **Transportation-** buses are a challenge especially in the afternoon
 - No Covid restrictions on seating, but all kids masked
 - Working with CMS on new routes & how to best communicate to families
 - **Carpool-**
 - More carpoolers than ever
 - working through dangerous situations on Colony
 - Idea of hiring a Police Officer to help keep children safe & traffic flowing
 - **Substitutes-** accommodate when teachers are out-
 - try not to disperse, have teachers to cover during planning, ISS teacher covering classes without complaint, couple subs coming back, but it is definitely a challenge
 - Know of anyone wanting to sub- please encourage them to sign up
 - Discussion of how hard the application process is- Mr Folk suggested to revisit the application and mentioned \$250 bonus if you complete 10 days prior to October
- **COVID-**
 - Protocols going well- 2 cases without close contact, some additional home cases, parents being great about it and keeping children home
 - Nurse is checking everyone and has been super busy



- AGMS notifies in some way if close contact has occurred, the CMS letter is not required, the case just needs to be communicated
- Current policy is to send letters home to classroom only- idea of email per grade level is what Mr Folk hopes to utilize in the future
- Per CMS as long as you have a mask when exposed you don't have a quarantine
- Kids spaced out in cafeteria to accommodate social distancing-
 - Lunch is 20 minutes,
 - 15 minutes of eating time
 - Added an extra shift of lunch to allow more space
- FIT-
 - A challenge to close contact trace easily when students are outside,
 - Great time for socialization for these kids who missed it last year
- Sports are about to kickoff and will have their own Covid protocols
- **Instruction**
 - Teacher focus is not remediation, but to teach to the current grade level, but there is overlap in standards
 - Incorporate support within the core to teach to today's standards but the goal is to bring each student up to this year's standards
- **School Supplies**
 - Avid- program for notetaking
 - Created a binder system for 6th & 7th grade to create a universal system
 - Goal is to have the same supplies required within each subject area
 - Ex: have all Science teachers agree on what they need
 - Google form in homerooms,
 - 7th graders had to fill out a form in each class, suggestion to streamline that in future years
 - Talking Points is like remind- challenge to sign up unless the teacher sends the code
- **Phone call from CMS**
 - Question about phone call about security from CMS last night, shooting occurred shooting to high schoolers at Hopewell High School, targeted the schools police asked parents to get involved
 - Lockdown question- person fleeing in a car from robbery, then we would lockdown, if threat in area. MPHS bomb threats over the summer, etc that did not necessitate AGMS locking down

Approval of Minutes (May)- Trina Cone

Trina asked for a motion to vote which was moved by Tracie Northan and seconded by Claire Marston with the Board approving the minutes with a unanimous vote.

Code of Conduct and Conflict of Interest Forms- Ali Hoce



- Reviewed both forms highlighting the importance of confidentiality, support of the decisions made by the Board by the members and the importance of communication when wondering if there is a conflict of interest
- All Board members submitted signed copies of both forms.

Treasurer Report- Shelly Cole

- **Audit Review-**
 - happened in July- everything looked correct
 - Treasurer is instructed to keep hard copies of insurance, incorporation, etc., Shelly doesn't have meeting minutes. Discussion about keeping hard copies? Created action item for Denise, Shelly & Ali to follow-up on.
 - Need to elect the audit committee – at the PTO meeting. Reminder to add one non-board member per the by-laws.
 - Carryover balance has increased because of Covid restrictions limiting dollars spent. In creating this years' budget it is hard to know how best to forecast.
 - It will be a good benchmark to see what we raise this year to see what income we can raise in the future.
 - We now have 1300 students to support vs 1500 in past years. When we eliminate the excess there was \$70k raised in 2020-2021.
 - Media Center project idea was mentioned to dog ear funds to support improving the room.
 - Suggestion to have the unused funds roll over with the grade. Decided that makes the budget unpredictable also not sure if is there a need for it? T-shirts was an exception last year.
- **Financial Procedures/Check Request**
 - Forms are updated on the website.
- **Presentation of draft 2021-22 Budget –**
 - Went from \$100 to \$75 gift certificates for teachers at back to school-
 - Mr. Folk remarked it was very generous and there were no complaints from teachers
 - Yearbook funds are verified income-check in hand.
 - Took off \$500 from 8th grade year end expenses
 - Mr. Folk got hoodies & tumblers for staff for \$4k
 - Board voted unanimously to approve the 2021-2022 proposed budget
- **Required student fees-**
 - Fees are estimated to be the cost of vocab workbooks
 - We did have \$13k in fees last year.
 - This year we have seen 338 transactions on PayPal, which is down from 402 last year. We are a bit behind from where we were last year.
 - Fees went from \$30- \$35- but we have seen no complaints.
 - We will send out additional reminder to those who have not paid
 - Small percentage have paid student fees



- Wait for the agendas to arrive and send out the student fees reminder in a special Bulldog Bulletin
- We need multiple ways to pay: cash, etc.
- Homeroom competition is a great way to get the fees paid.
- Suggestion to collect monies at Open House Night
- Add a line extending back to school fee deadline to the next Bulldog Bulletin
- **ELL support line item –**
 - New line item for English Language Learner
 - Added for support – might need to revisit in the future
 - Wants to engage the community & teachers.
 - Utilized the surplus of yearbook funds
 - Ideas: Class for teachers in conversational Spanish, parent night for Spanish Speaking families, & mentorship program
 - Suggestion to try to use Wells Fargo Donors Choose grant program or other options
- **Capital improvements –**
 - **PICNIC TABLES-** \$7k- 3 eagle scouts to create 8 new picnic tables and fix the old tables- mulch- we are paying for the lumber
 - **MEDIA CENTER-**Big divider/ Classroom, Mobile wall idea
 - **New microwave** for Staff lounge (donated by parent)

Calendar/Board List/AGMS PTO Website- Trina Cone

- Send people to the website for most updated calendar, &

Communications- Tracie Northan

- Constant Contact/Spanish speakers
 - need a translator, Laura can do it once a month, using an online translator is not effective. Miss nuances
 - This will be a weekly need
 - CMS hires out the other languages for translation and has contracts with a provider to get a translator, we could look into using their contract
 - Mr Folk is hiring a person to help build the Communities in School who speaks Spanish- so hoping to add this to those responsibilities
- **Marketing and Communication Procedures**
 - Bulldog Bulletin Goes out Wed at 10a
 - Anything newsworthy please send to Tracie.
 - Love pics for the bulletin!
 - Collects all details the Friday before to send to Mr. Folk Monday for approval
 - Need to find a volunteer to cover the Spanish version to work with Tracie – Folk might have a solution in a new position.



Other Business

Email Scams- *Trina Cone*

- Spam emails people just keep phishing and sending scam emails.
- Click on the email address to see who it is coming from and verify it is NOT from Trina
- She will NOT ever ask you to wire her money

Shout Outs/Thank You's- *Kathy Shields*

- Denise & Tracie
- Shelly- WOOHOO on the budget
- Brooke and Claire and the special
- Kris on top of those people

Action Item Review- *Ali Hoce*

- Ali & Shelley : Denise to do a little research too Hard copies of minutes, etc bank requires of minutes where people are voted in, google drive
- Shelly- Elect Audit Committee at Parent Breakfast , Check the by-laws
- Tracie- add a line about extending the fee deadline, wait to send out the special bulletin when agendas arrive
- Claire and Brooke to update and meet with Folk re: Media Center
- Ali to buy microwave
- Folk- follow up with Melanie Bowers at CMS about translating the Bulletin into Spanish
- Ali- Update on website remove deadline

Meeting Wrap Up- *Trina Cone/Kathy Shields*

Upcoming Dates

- Curriculum Night(Virtual), September 23- 6:30pm
- PTO General Board Meeting/Breakfast, September 24- 9:00am Kathy's house