

CGS PTO Meeting – April 13, 2020

The meeting was called to order at 7:00 online via Zoom.

Members present: Michael Hart, Jennifer Grigsby, Maria Arner, Lynda Francis, Marisha Lecea, Selina Bautista, Janet Spencer, Mary Becelia, Denise Wallace, Diane O’Hara, Theresa Aberg, Mary Alice Adams

Secretary’s report: Maria Arner – Michael Hart made a motion to approve the March 9, 2020 minutes as written. Diane O’Hara seconded the motion and they were **unanimously approved**.

Treasurer’s report: Marisha Lecea

- Bank balances as of March 10, 2020
 - Checking: ~\$14,000.00
 - Money Market: ~\$10,402.00
- Will email official report to Maria for the records and for distribution.
- Used mobile deposit for the first time because of the stay at home order.
- Marisha received a quote from our insurance company, not a bill. Michael Hart will follow up.

Membership report: Denise Wallace

- No new members to report.
- Marisha Lecea has information on 4 memberships to give Denise.
- Mrs. Grigsby asked about a membership form for a North Stafford student. Check was written in January but hasn’t been cashed yet.

Director’s report: Jennifer Grigsby

- **Continuity of Instruction Plan**
 - Emails were sent to all students and parents, that Mrs. Grigsby has addresses for, with the Plan. It took a while because she’s working with multiple counties that have different plans.
- **Senior Recognition Ceremony**
 - Date has been moved to Sunday, June 28, 2020 at 4:00PM at the Expo Center.
 - Mrs. Grigsby will be able to send electronic invitations to students and parents (that have given her their information).
 - Due to the circumstances, only cake and punch will be served and there won’t be a charge for families.
 - Phone chargers have been purchased for the Seniors.
- **Cookies for the Commonwealth**
 - These events have been cancelled. They “might” be rescheduled on a smaller scale at individual schools.
- **Family Picnic**
 - Will not be held on May 8th and most likely will be cancelled; possibly will be rescheduled.
- **Senior Symposium**
 - Event was cancelled by UMW due to the facility being closed.
- **Counselor/Social Worker**
 - A full-time position has been approved. This person is more to help with mental health issues than typical counselor duties (scheduling, etc).
 - This is the first time the office staff has grown since the program began (over 20 years ago). Full time staff will grow from 3 to 4 people.

Old Business:

- **Senior Scholarship – by Maria Arner for Kevin Powell**
 - The deadline was pushed back to ensure all students had access to technology to apply.
 - Numerous applications were received. The committee will be reviewing/discussing the applications virtually.

New Business:

- **Elections/Succession Plan**
 - Michael Hart would like to have people “shadow” Board members so that they know what different positions entail.
- **Position Descriptions**
 - Maria Arner put together brief positions descriptions and sent the document to committee chairpersons on March 21, 2020. Please review your write up and let her know if you have any changes/additions.
- **Elections/Budget for 2020-2021 school year**
 - The By-laws need to be looked at to determine when we need to have elections and vote on the 2020-2021 budget. Maria Arner thinks both need to be done in May.

Committee and/or VP Reports:

- **Merchandise Chairperson: Diane O’Hara**
 - **T-shirt design contest**
 - 6 designs were received. An electronic voting form will be designed and sent to all students.
 - **Merchandise Business Plan for 2020-2021**
 - Diane shared a Power Point presentation with her plans for next year.
 - There would be cash and carry items available at different events.
 - There would be an online store where we’d make \$2/clothing item.
 - All items would be sorted by site by the company.
- **Teacher Appreciation:**
 - It was discussed that Teacher Appreciation chairs can (and should) do an end of year “thank you” for teachers. The money has been budgeted and we won’t have several expenses due to the year being shortened. The teachers are continuing to work very hard for the students and a little gift would be greatly appreciated. Marisha Lecea mentioned that digital Amazon gift cards would be a great idea and the purchaser will get a good receipt for reimbursement.

Kudos & Good News:

- None reported.

The meeting was adjourned at 8:07.

Next PTO meeting – May 11, 2020 at 7 p.m. – Most likely will be via Zoom. Mrs. Grigsby will set up a Zoom meeting. Maria Arner will let people know if the meeting will be via Zoom or in person at the library when she sends the meeting reminder on May 4, 2020.

Prepared by: Maria Elena Arner, 2019-2020 CGS PTO Secretary