



PTSA Executive Board Meeting Minutes - August 6, 2020

Held via Zoom call

In attendance: Trevor Honohan, Terri Guitton, Tracy Foust, Meri Gaston, Kristin Morgan, Brittany Johnson, Kristen Reynolds, Brooke Castino, Molly Peaden, Francee Williams, Priti Shah, Wendy Coomes, Will Dukes, Abigail Roofner

- I. Call to order – by Terri Guitton at 9:15am August 6, 2020**

- II. Officer Reports**
 - A. School Report, Trevor Honohan**
 - a. School Update – Currently testing technology to make sure Launched is ready for 8/10 start**
 - b. School registration breakdown – School is 48% Launched and 47% face to face & remaining 5% selected other options; OCVS and FLVS are currently at capacity**

Currently 1,030 students are assigned to APS. The 12-day count is 9/2 and will determine budget for the remainder of the school year. Face to face is currently 10 students per classroom on average w/16 students max. at the middle school level. The school will have a walk-thru temperature scanner which has been approved to be purchased by the Falcon Fund. APS will take temperatures every day and 40 contact free thermometers have been donated to the school.
 - c. Media center mural – FL based mural is currently going up outside of the Media Center**
 - d. Calming Room – The room is ready to go**
 - e. School Needs – The school needs positive support, positive thinking and flexibility**

 - B. President, Terri Guitton**
 - a. Board appointments updates – Tracy Foust: VP of Membership, Meri Gaston: Outreach Coordinator, Will Dukes: Parliamentarian, Molly Peaden: PIE Coordinator**
 - b. Calendar of Events updates – General PTSA meeting will be held via Zoom on 9/10 at 6:30 pm. Trevor will assist with the contact list after 9/2.**
 - c. Create proposed Board Meeting Schedule – Meeting will be held the first Thursday of the month at 9:15 am via Zoom.**
 - d. 1st General meeting September 10th, 6:30pm via Zoom**

C. Treasurer, Wendy Coomes

- a. **Bank update – Income for this year \$0, Expenses \$169.53, Balance at Iberia \$15,483.64, Balance at One Florida \$30,000.00, July statements were not available at the time of this meeting. PTSA is still transitioning from Iberia to One Florida.**
- b. **Budget update/approval – Board discussed minor modifications to the proposed budget. PTSA VP of Communications moved to approve the budget and VP of Membership seconded the motion; motion is approved**

D. VP of Communications, Kristin Morgan

- a. **Social media messaging – APS school account will be the main source of communication to parents and students and will ne limited to important information.**
- b. **Back to school sign Aug 21st- PTSA President has arranged for back to school signs on 8/21; Signs will also be posted virtually so LaunchED students will have access**
- c. **MemberHub membership – PTSA will be using MemberHub for membership**
- d. **Group pic for social media**

E. VP of Fundraising, Brittany Johnson

- a. **Handbid, virtual events – Contract signed with Handbid to use in some capacity this school year; Kristen Reynolds will speak with Handbid representative to talk about our options at the September meeting**
- b. **Falcon Fling**
- c. **Falcon 5K**
- d. **Holiday Shoppe – discussed and agreed not to have Holiday Shoppe for the 20/21 school year**

F. VP Events, Priti Shah

- a. **Intro/update – Currently exploring options for having events with current COVID restrictions; Brainstorming options for cultural events**

G. VP of Membership, Tracy Foust

- a. **Membership drive through MemberHub – no further report**

H. Parent Liaison Coordinator, Francee Williams

- a. **Room Rep Interest Form distribution**
- b. **Teacher Favorite forms – Intent is to have all staff/teacher forms available in digital format**
- c. **Grade Level and Room Rep selection – Email will be sent out by teachers to classroom families and interested candidates will reply by specified deadline**
- d. **There was discussion re: provision of air purifiers for all classrooms.**

I. VP of Outreach, Meri Gaston

- a. **School Supply drive – Looking to conduct a school supply drive; no further report**

J. Past President, Brooke Castino

- a. **Spirit Store Update – This year APS will be working with Showroom 11 who is working on masks with APS logo as well as APS shirts, hair bows and lanyards. 25% of purchases will go to APS. VP of Communications will send out communication about the store. Kristen Reynolds will be reaching out re: additional merchandise options. Trevor Honohan will send out blast email to teachers and staff re: the spirit store.**

K. Falcon Fund President, Kristen Reynolds

- a. **Update on new board formed – Board includes Kristen Reynolds, Wendy Moses, Becky Junod, Margaux Quinn and Kelly Roberts**
- b. **Recap of 1st meeting – Fund is working on creating a logo, Instagram account and easier way to link Find website to APS website. Fund is trying to harvest relationships in the community and find donors.**
- c. **Fund still researching Falcon Fund initiatives started during the 2019/2020 school year (collaboration space 70k, courtyard space 100k, enhancing library space) – 51k in the budget**

III. New Business

- a. **Change of standing rules in regards to Falcon Fund Board members – Motion by Brooke Castino to remove the following language (page 2) from the Standing Rules under Executive Committee: In addition to the Executive Board responsibilities listed below and the Executive Committee responsibilities outlined in the bylaws, the Executive Committee will work together with the Falcon Fund President (appointed by school Principal) & the APS Principal determine the goals, strategy and initiative decisions for the fund. The motion was adopted.**
- b. **Temperature scans hopefully up and running by 8/21**
- c. **Discussed possible assistance by Board in carline during first week of face to face**
- d. **Next Board meeting Thursday, September 3rd 9:15 / General meeting September 10th at 6:30 via Zoom**

Meeting Adjourned – Noon 8/6/2020

