**Grove Patterson PTO Meeting Agenda March 15, 2022**

**Opening**

* Welcome by Tisha Mays
* Call to Order

**Review of Prior Meeting Minutes & Approval**

* Review and Vote of the Minutes available online at [www.grovepattersonpto.org](http://www.grovepattersonpto.org)
* Business Arising from the previous Minutes

**Board Report**

* **President**  Tisha Mays
* **Vice President** Sara Marshall
* **Treasurer** Stacie Moss
* **Webmaster**  Alanna Paully
* **Parent Congress** Julie Apt
* **Secretary** Amanda Lute

**Budget Discussion**

* Stacie Moss will give a budget update

**New Business**

* Parents need to complete their 10 volunteer hours and log them through the provided link
	+ [21-22 GPA Volunteer Tracking](https://docs.google.com/forms/d/e/1FAIpQLSeJEu7bNtegsH7vNj4HuVSnDq7pVVTC5bR3OxY6X4mYpWOLDw/viewform)
* Candy Sale to begin March 9, 2022
	+ Representative will come to lunch that day to promote
	+ The sale lasts approximately 3 weeks
* 2022-2023 Board Member Selection Process
	+ Solicit new board members at March meeting
	+ Official vote at April meeting
	+ Announcement of incoming Board at May meeting
	+ Financial year to close in June
	+ Each board member has a 2 year term
		- President and Vice President are rotating positions
		- Vice President for the first year and then President for the second year
		- Job Descriptions listed at the bottom of the agenda or find them in the bylaws linked below
		- [GPA PTO Bylaws](https://www.dropbox.com/scl/fi/ilpnx3fbstf2xzjcrhyvt/2016-ByLaws_091416.docx.docx?dl=0&rlkey=meiq9zxhmzztk62q72d5vt1gr)
	+ Open board positions for the 2022-2023 school year
		- Vice President
		- Treasurer
			* This candidate needs to have intermediate excel skills.
			* The treasurer will need to commit to the position being done through computer programs.
			* This position will require training from previous treasurer
		- Add link to board position descriptions from bylaws

**Principal Report from Mrs. Johnson**

* **Please be sure to read March newsletter that was sent to the parent portal and emails**

**Guest Speaker-Dr. Durant @ 6:45**

* Discussion about career tech and TPS future

**Action Items**

* Next PTO Meeting scheduled for April 12, 2022 @ 6:30

**Proposed Agenda for the Next Meeting**

* Vote of New Board Members
* Candy Sale Update
* Project Playhouse/Habitat for Humanity update
* Dress Code Committee
* Teacher Appreciation Ideas

**Closing**

* Adjournment

Board Member Job Descriptions

Article VII – PTO Officers, Duties, and Responsibilities

1. President – Presides at all Board meetings and monthly PTO meetings.
	* Appoint all Board formed Committee Chairs and where applicable Co-Chairs.
	* Exercise supervision over committees and that of the officers in order to ascertain that the objectives and purpose of PTO are carried out in the best possible manner.
	* All events and dates have to be approved by the President and Principal.
	* Receive a copy of the organization financial information and act as a secondary fiduciary signatory.
	* The President and Treasurer must approve all money disbursement.
	* Ensure all monies collected are counted by two people who are not related.
2. Vice President – Presides at meetings of the Board and/or monthly PTO meetings in the absence of the President and otherwise assists the President in the performance of his/her duties as requested.
	* Assist the President by acting as coordinator and liaison with assigned committees.
	* Serve as an ex-officio member of all committees.
	* Act as secondary signatory, with the Treasure on all financial transactions requiring the disbursement of payment in the absence of the President.
3. Secretary – Maintain records, attendance, minutes, meeting announcements, etc.
	* Provide the monthly minutes to the PTO Board, school staff, and PTO members in a timely fashion.
	* Maintain a record of monthly agendas, minutes, and attendance of each meeting.
	* Keep an updated list of committee members with current contact information.
	* Receive and maintain financial statements.
	* Keep an updated list of membership with current contact information.
	* If there is no treasurer, act as secondary signatory along with president on all financial transitions temporarily until a treasurer is elected.
4. Treasurer – Maintain and review for accuracy and reasonableness all receipts and money disbursements throughout the academic year for the PTO organization.
	* Complete in entirety, the Grove Patterson Academy PTO Audit Worksheet.
	* Maintain and review for accuracy a general ledger of accounts.
	* Render a monthly financial statement to the President and Board members.
	* Provide a financial report at each PTO Board meeting.
	* Provide a financial report at each PTO meeting.
	* Act as a secondary signatory, with the President and/or Vice President on all financial transactions requiring the disbursement of payment.
	* Develop forms and an annual budget with input from the Board.
	* Ensure that all deposits are made within 72 hours.
5. Parent Congress Representative – Provide communication between TPS and Grove Patterson Academy.
	* Attend monthly TPS Parent Congress meetings.
	* Provide a report at monthly PTO meeting.
6. Webmaster – Maintain the Grove Patterson Academy website, Facebook page, webmail, etc.
	* Ensure timely electronic communication between the body and faculty.
	* Read and respond to email in a timely fashion.
	* Communicate information provided by the Principal and Board via the website, email, and social media sites.
	* Create and maintain master list of contacts for body and faculty.
	* Responsible for outgoing email blasts.
	* Act as approver for information submitted to be posted by body and faculty.