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

**Opening**

* Welcome by Tisha Mays
* Call to Order at 6:22

**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
* We are operating on the previous year budget
* We we close out at the end of the year to make sure that we can complete an audit
* We are currently at about $21,000
* Candy sale will help refurbish funds spent from the first year of COVID
* Approved purchases:
  + Garden of Smiles $110 for mulch
  + Teacher Appreciation lunches

**New Business**

* Parents need to complete their 10 volunteer hours and log them through the provided link
  + receive 1 hour for attending the PTO meeting
  + [21-22 GPA Volunteer Tracking](https://docs.google.com/forms/d/e/1FAIpQLSeJEu7bNtegsH7vNj4HuVSnDq7pVVTC5bR3OxY6X4mYpWOLDw/viewform)
* Candy Sale to begin March 9, 2022
  + Representative came to lunch on 3/9/22 to promote
  + The sale lasts approximately 3 weeks
  + We have already given out over 200 boxes of candy
  + Parent has to sign envelope with money to receive at second box
  + Sarah Marshall will be there everyday until March 25
  + March 25th is the last day to receive a box of chocolate
  + Parents can donate $30 for their child (instead of selling) and then participate in the magic show
    - This is true for the first 3 levels of prizes
  + Incentive for staff as well: $100, $75 and $50 gift card for top selling classes
  + Sale is done by family, so if one family sells a box all child
  + Last candy sale prizes will be distributed with this year’s candy sale prizes
  + Sale extended, so money is due the last Monday in March. March 28, 2022
  + We will make about a $5,000 profit thus far
* 2022-2023 Board Member Selection Process
  + Solicit new board members for open positions 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
* Current Board members are willing to meet and discuss the responsibilities
* PTO Board Nominations for the 2022-2023 School year
  + Board unanimously nominates Tisha Mays to the secretary position

**Principal Report from Mrs. Johnson**

* **Please be sure to read March newsletters that have been sent to the parent portal and email addresses on file**
  + Great job on staying focused for iReady testing and Ohio State Tests

**Guest Speaker-Dr. Durant @ 6:45 College and Career Readiness**

* Presentation about all the opportunities that our district has to offer to our students
  + Internships that lead to employment in the local area (or worldwide).
  + Email [rdurant@tps.org](mailto:rdurant@tps.org) if you have additional questions
* ANSAT-Aviation and Natural Science Academy of Toledo
  + We have our own hanger with 3 planes and over 30 engines to learn on.
  + We have enough students now to split the academy into two full campuses.
  + Will expand to a 7-12 program
  + TPS has a partnership with Delta and Ohio State University Aviation School
  + Multiple certifications available as well as interviews with American Airlines and Delta
* Natural Science Campus is located at Toledo Botanical Gardens
  + Animal and Plant Science
  + New Greenhouses, Barn and Animal enrichment spaces have been built for student use
  + Students will be working hand in hand with the Metroparks to maintain property
  + Multiple certifications available
* Toledo Technology Academy
  + 7-12 academy for students interested in engineering and manufacturing
  + Advanced Science and Manufacturing wing that is being completed
  + 1.2 million awarded added to our Electric Vehicle department
  + Learning how to code is a must
* Pre-Med Health & Science Academy
  + First school year will be 2022-2023 with freshmen only and add a year each year
  + First year located at DeVilbiss
  + Located on the Toledo Hospital campus
  + Will graduate with at least an associates degree or 2 years towards a bachelors
  + Multiple certifications such as STNA, phlebotomy, pharmacy tech, biomedical tech
  + Pre-Nursing, Pre-Med, Pre-Biomedical, Health Career Pathways
  + Potential to skip MCAT and directly entered into UT Medical School upon graduation
* Toledo Early College High School
  + Renovation complete at the Driscoll Center at Campus Drive and Bancroft
  + UT Associate Degree Pathways
    - General studies, Communication, Criminal Justice, Health Information, Nursing, Psychology, Public Heath
    - Apply for early entry into: college of engineering, college of education, honors college, college of pharmacy
    - Most students earn 40 college credits, all the way up to 90 credits
* Jones Leadership Academy of Business
  + High School for 7-12 focused on business
  + Work towards business degree
    - Computer training on multiple programs (word, excel, etc.)
    - Bloomberg Certification
    - 24 college hours towards degree
* Schools That We Are Adding in coming years
  + Construction Trade Academy-to be located at the old Jeep plant
    - Hopefully to open 2023-2024 school year
    - 7-12 high school
    - OSHA certified and lots of other certifications
    - Trade unions have agreed to have journeyman opportunities
    - summer internships will be included as well
  + Educator Academy
    - Hopefully to open 2023-2024 school year
    - Located on University of Toledo campus
    - 7-12 High School
    - The will graduate with paraprofessional credentials
    - Priority hire status for TPS upon graduation
    - Multiple pathways to early childhood, special education, middle education, social work, psychology, adolescent & young adult education

**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 the 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.