

General Board Meeting Minutes

AGMS PTO



September 24, 2021

AGPTO General Board Meeting

Kathy Shield's Home

Attachments: AGMS PTO September General Board Meeting Agenda; AGMS PTO draft 2020-21 Budget, AGMS PTO Marketing and Communications Policies and Procedures, AGMS PTO Financial Procedures, Code of Conduct Form, Conflict of Interest Form

BOD Members present: Trina Cone, Kathy Shields, Brooke Koppang, Claire Marston, Shelly Cole, Kris Humphreys, Tracie Northan, Krissy Sternberg, Betty Koo, Maggie Jamison, Sonya Snowdon, Thuy Tri, Whitney Hinson, Nickie, Honeycutt, Kim Lineberger

Welcome and Introductions- *Kathy Shields and Trina Cone*

- Board members introduced themselves, their PTO role, and the age of their students

Principal Update

- Mr. Folk has another engagement and was unable to attend. Update to come via email from Mr. Folk.

Code of Conduct and Conflict of Interest Forms- *Trina Cone*

- 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 asked to sign and submit copies of both forms.

Treasurer Report - *Shelly Cole*

- Reviewed process for check requests and funds received forms
 - PTO Funds Received Form and PTO Check Request Form are located on the AGPTO website and must be completed for all transactions.
 - Funds Received (deposits) should be placed in the PTO safe, which is located in Terrie Romaine's office.
 - Check Requests (committee reimbursement or invoice to be paid) may be submitted via email to the treasurer email address, along with a copy of the receipts or invoice.
 - If an invoice is \$100+, the PTO prefers to pay the vendor directly versus reimburse a committee member for the expense.
- Reviewed the 2021-2022 Proposed Budget and noted changes from previous year
 - Carryover is approximately \$106k
 - Higher than normal due to Covid in 2020-2021 and exceptional fundraising in 2019-2020.



- Typically have around \$50k in carryover. Treasurer recommends that the board consider projects to spend some of the excess carryover in next year or two.
- Current Projects Underway: 8 new picnic tables through an Eagle Scout Project, Media Center Refurbishment, discussion about a new mascot uniform.
- AG Fund
 - Decreased budgeted income for AG Fund Budgeted to \$85K due to the swing in actual income earned in the last two years (2019-2020: \$109k and 2020-2021: \$71k).
- ELL Support
 - New line item for English Language Learner to engage community and teachers.
 - \$1k for current year but might need to revisit in the future.
- Required Student Fees
 - Board discussion on ways to better communicate to parents what these fees are used for to increase parent donations (explanation in Bulldog Bulletin, ask each teacher to include in their parent communications along with the payment link).

NOTE: The 2021-2022 AG PTO Budget will be presented to the AG PTO General Board and membership in the Bulletin Bulldog for a vote to approve.

- 2020-2021 Audit Review
 - Performed July 8th with no significant issues discovered
 - Reach out to Shelly if you would like a copy of the report.

Audit Committee – Kathy Shields

- Introduced the 2021-2022 audit committee, which was approved by the Executive Board
 - Kris Humphreys, Claire Marston, Brooke Koppang (all executive board members), and Ryan LeValley (member at large)

Review of Procedures – Trina Cone

- **AGMS Website-Communication & Financial Procedures**
 - Board contact list, all financial forms and procedures (check requests for invoice and reimbursements), and communication procedures can be found on the AGPTO website. Board members asked to review.
- **Phishing emails/scams**
 - 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

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Calendar - *Trina Cone*

- Send people to the website and weekly Bulldog Bulletin for most updated calendar and school information.

Communications- *Tracie Northan*

- **Bulldog Bulletin**
 - Goes out weekly on Wednesday at 10am
 - Please send anything newsworthy to Tracie and Denise via their PTO email address by the Friday before and they will clean up/submit to Mr. Folk for approval.
 - Love pics for the bulletin and ask that committees write a short blurb to go along with them.

President's Report/Shout Outs - *Kathy Shields*

- Curriculum night videos can be found on the website.
- Reviewed upcoming dates
 - October 6th – early release and Chipotle Spirit Night (5:00-9:00pm)
 - October 12th – 6th grade parent coffee at 8:45am
 - October 13th – 7th and 8th grade parent coffee at 8:45am
 - October 20th – Homecoming Bulldog Bonanza (new AG event with food trucks, games, etc.)
 - November 1st – Bulldog Fund kick-off
 - November 15th-19th – Canned Food and Street Turkey Drive
 - November 19th-27th – Book Fair
- Committee Shout Outs

Meeting Wrap Up- *Trina Cone/Kathy Shields*