

AG Middle School PTA Executive Board Minutes

January 9, 2014

The meeting was called to order at 8:40 a.m.

Those in attendance were Stephanie Leo, Mary Lunsford, Beth Moss, Kathy Dockery, Bob Folk, Catherine Hensley, Jennifer McCarthy, Ashley Hewitt and Jane O'Donoghue (Minutes). Absent: Sydney Coffin

Approval of December Minutes

Ashley Hewitt requested two corrections be made to the minutes of last meeting. (1) "A proposal to increase bounced check fees line item BY \$100, to \$250." (2) Delete line "which is posted to the website with this report." Minutes were approved with these changes.

Principal's Report

- The Technology Facilitator position has not been filled. Kevin Washburn is filling in along with others on staff until someone is hired.
- Spring Clubs – Mr. Folk is sending an email to staff to ask for facilitator for a MindCraft Club and also to fill a Spring Club Coordinator position. The Coordinator position requirements will be written up with the help of the PTA Club chair, Mary will contact them. Both positions have a stipend. It has been decided that Lego Robotics will be dropped since no parent stepped forward to help with this.
- Vocab Books for next school year – Debbie Cobb has been in touch with the vendor, they are not offering a discount at this time. Mr. Folk has asked to go back to them letting them know we are interested in purchasing 1500 books and requesting any discount. Current pricing is \$11.95 per book (two different levels) last year the discounted price was \$9/book. The board decided to increase the estimated cost for this item to \$20,000 in the budget.
- Direct School Expenses – Mr. Folk is sending a survey to all staff asking what resources or items they are in need of. He will look at the data and consider cost effectiveness and what they are being used for. He is reviewing printer inventory. It was suggested that Mr. Folk "walk the campus" with a few parents (Kathy Dockery volunteered) to get ideas about where the funds might be spent. He will bring report back to the board with suggestions.
- Security Update – Cameras on campus by February. Locks on external doors, staff has ID cards for access. Plans from CMS for students to have ID badges. New Lobby Guard has been installed for checking in at front office. Attendance Secretary will be moved across the hall (where the current supply closet is located).

Treasurer Report

Ashley Hewitt reviewed the budget and explained a reformatting of the spreadsheet pursuant to our discussion at the last meeting concerning being able to forecast where we will end up at the end of the year. In order to reflect changes to the "Approved Budget" column that occur during the year the "Revised" column will show any approved changes voted on by the Exec board. Highlighted next to any changes on a budget line will be a note concerning the change. The Balance shown at the bottom of the "Revised" column reflects any funds that have not yet been allocated by the board that are in excess of the original Approved Budget. "Percent" still reflects the percentage of "Actual" to "Approved Budget".

Ashley also reviewed the PTA Direct School Expenses Report. She has moved the "Vocab Books Expense" line item to the bottom of the Expense Section into "Next School Year Start-Up" expenses. This reflects the fact that these books are purchased in advance of the next school year. Based on a discussion later in the meeting we changed the dollar amount from \$14,000 to \$20,000 for this item. (Purchase 1500 books at approx. \$12 each = \$18000).

Other budget notes from Ashley:

PE Uniforms – New semester sales should bring in dollars, we still owe \$3000 on these uniforms.

6th Grade – They are putting together a plan to spend their excess funds before the end of year.

Yearbook advance sales were strong and Directory Ad Sales were exceptional.

Motions to change Budget Line Items Approved:

(1) Increase Bank Fees line item by \$50 to \$350 – Approved

(2) Increase Odyssey of the Mind budget (3 teams this year) per request from Mr. Washburn by \$200 to \$500 – Approved

(3) Add \$20,000 to Direct School Expense line item (Technology) to reflect additional donations from Invest campaign. Increasing this line from \$41,500 to \$61,500. Approved

(4) Add \$200 to PTA Operational Fees to cover expense of new key fobs and ID badges for Exec and PTA chairs – Approved.

Past President's Report

- Beth Moss updated the plan for transitioning to a PTO. Beth, Mary and Christy continue to work on timeline items along with the attorney. At the next Exec meeting they plan to have Bylaws, Agent Services Agreement, Summer Expense List and other items to present to the board.
- Communication Plan – (1) Q&A following March 13th PTA Chairs Meeting. (2) Q&A following General Membership Meeting in Early April. (3) Emails to parents at intervals addressing various topics to help educate the membership about the change. (4) Vote to approve change will take place at May Band Concert.

President's Report

- Name tags and passes: Each Exec Board member will be getting a key fob for easy access when signing in at the office for volunteer time. The secretary at the front desk will process us today. We will purchase a sheet of 20 fobs at a price of \$25 for Exec and specific PTA chairs who frequent school for volunteering. Mary and Stephanie will determine which chairs will get these. We discussed getting name tags in addition to the fobs. The tags cost \$5/each and come with a lanyard. We estimate needing 25. The total cost allocated for this item was \$200. We will check at the front office to see if the key fob will produce a temporary name tag and then decide if we want to spend the additional money on the Ids.
- Yearbook – 650 ordered well ahead of plan. Recognition Ads have only sold 2. Deadline January 22nd and additional email will be sent out to promote if necessary.
- Nominating Committee – time to start pulling together membership. Sharon Elder is Nominating Chair, Jen and Catherine sit on committee. Additional members should come from other feeder elementary schools.

Invest in Excellence Report

- Catherine Hensley and Jennifer McCarthy updated that as of 1/9/14, the total campaign donations are reported at \$128,601, from 334 families (25.5% participation is above last year). Sedgefield donations currently total \$6,565. Wrap up communication include: (1) thank you to recent donors, (2) stand alone email with list of ALL donors. Catherine estimates an additional \$24,000 could come from matches and unpaid pledges.

The meeting was adjourned at 10:20.

Next Meeting of the PTA Exec: February 6th, 2014.