

PTO General Meeting

September 23, 2009

Called to order at 6:40pm

- **Board Attendance:** Misty O'Leary, Bonnie Buckley, Allyson Ford, Michelle Barrett, Tina Cook, Deb Van Sicklin, Jeannie Reddan, Laura Heese, and Laurel Johnson
- **Additional Attendees:** Dean Brown and Dean Peters
- **Proxies Attached:** Emily Ragan and Meredith Jacobs
- Minutes from the August Working Meeting were approved.
- **President's Report:**
Misty O'Leary reported that the YMCA has offered their babysitting services at all SAC and PTO meetings, along with any additional parent volunteers.

The idea of a Dad's Club was proposed. This Club will raise money through fundraisers and take care of physical needs around the school. The Dad's Club will abide by all PTO guidelines and by-laws. All fundraisers would be a function of the PTO and all monies collected will be run through the PTO. This Club will have a non-voting member on the PTO Board or be a sub-committee of the Fundraising Committee. The PTO Board must be filled and complete in order to retain control of all funds collected, or the monies will revert to the District. Therefore, the most desirable method would be to run The Dad's Club through the Fundraising Committee, without creating a new Board Position. *A unanimous vote was recorded to approve the amending of the by-laws to add The Dad's Club to the PTO Executive Board as either a Non-Voting Board Member or a Sub-Committee of the Fundraising Committee.*

To date, the Local Value Fundraiser has netted \$450. Vendors are updated weekly. 50% of all funds collected will go to ACS.

- **President's Report, cont'd.:**

The PTO is working with Teachers and Departments to streamline all fundraisers at ACS. From this point forward, all fundraising efforts will run through the PTO. In addition, all monies raised will be funneled through the PTO and then be distributed back to the department it is representing. Fundraisers will be scheduled appropriately as to not bombard families with multiple fundraisers at one time.

- **Communications Report:**

The Chair of the Communications Committee was not present at the meeting. Misty reported that there will be a new schedule for all PTO standard communications. On the 2nd Friday of each month a separate PTO Newsletter will be published. And the PTO Corner will be published every other Friday in the ACS Newsletter.

- **Social Report:**

The Social Chair, Laura Heese, and the PTO would like to thank all parents who contributed to the August (8th grade) and September (7th grade) Teacher's Breakfast. There was a great response from both grades. There was an enormous supply of delicious food. And most importantly, the Teachers were pleased.

- **Enrichment Report:**

The Chair of the Enrichment Committee was not present at the meeting. It was reported that the Cooking Class went well and that the next enrichment class will be Abrakadoodle.

- **Fundraising Report:**

Allyson Ford reported that Movie Night was a great success. This fundraiser netted \$375. The Fundraising Committee and the PTO would like to thank all the parents who volunteered or donated for this event.

The Otis Spunkmeyer Cookie Dough fundraiser starts September 24, 2009. It will run through October 12, 2009. The student who sells the most will win a giant cookie. The cookie dough will be delivered to ACS on November 16, 2009. All

- **Fundraising Report, cont'd.:**

orders MUST be picked up that day as we are limited on refrigeration space. 40% of this fundraiser will be paid to ACS.

ACS will be selling a 15th Anniversary Cookbook. The PTO has asked for ACS families to submit one or more recipes to be included in the book. The deadline to submit the recipes is October 1, 2009. The class who submits the most recipes will win a pizza party. It was discussed to possibly include an Alumni Section in the book. Students are encouraged to submit their artwork for the cover and categories of the book. A winner will be chosen. The student who sells the most cookbooks will win a Red Robin gift certificate. We need around 250 recipes to be submitted to have a successful book. An email went out to all Teachers to remind the kids to submit recipes. The Teachers will hold the recipes in the class room to keep count. All students who submit recipes will receive a prize of candy. Order forms will be sent out in Friday Folders as well as in the weekly ACS newsletter. The Cookbooks should be available for delivery by Christmas. The books are tentatively set to cost \$10 each with a 50% profit to ACS.

Families who choose to participate in Direct Donations only will be given an Ice Cream Party as a celebration of their efforts, one in the Fall and one in the Spring.

- **SAC Report:**

Laurel Johnson reported that CSAP scores are now in and that we had increases in most of the tested areas. We are still struggling in Science. We are 6% above the state average in that area, however we are 4% below the average in Douglas County.

The Academic Advisory Committee will be returning as a part of the Governing Board. The Governing Board will establish set goals, while the SAC will monitor this committee.

- **Dean's Report:**

Dean Brown reported on the Virtue Assemblies and the new Human Bean Award. These awards will be handed out to those students who exhibit virtues or help around the school without being asked. Winners will be announced weekly and prizes will be awarded. A special T-shirt, designed by the students, will be awarded to a select few winners. This T-shirt may be worn on any Friday with their uniform pants. Each year a new color will be chosen for these T-shirts. This concept will cost around \$5-6 per T-shirt, with 50-100 T-shirts needed. Approval from the PTO for the cost and funding of these T-shirts is needed. Approval from the Governing Board is also needed for the winners to deviate from the dress code and wear these T-shirts.

- **Teacher Representative Report:**

Tina Cook, the elementary rep, reported on the School Enrichment proposals. A new line item was added to the budget to reflect this. To date, \$5,000 has been allocated for the School Enrichment Budget. The PTO decided to present all of the grade or school requests, and not the individual class requests. The individual request, made by Mrs. Runyan for the cost of transportation to the zoo, will be moved and considered under the Special Request Budget line item. This \$5,000 is designed to cover the school as a whole. The School Enrichment category will replace the donation of extra money each year (from the budget) to teachers. This could help cover some field trip costs like transportation fees. Transportation through the district, i.e. buses, is \$15 per student. See attached Enrichment Budget Chart.

Michelle Barrett, the middle school rep, had no new information to report.

- **Treasurer's Report:**

Bonnie Buckley presented the budget for the 2009-2010 School year. Each line item was presented and discussed. See attached copy of the 2009-2010 Preliminary Budget. Our fundraising goal for the 2009-2010 school year is set at \$40,000. This money will help purchase the Science curriculum. We have a total net fundraising income of \$55,500. The total recurring expenses comes to \$10,500. We also have a \$5,000 Special Request budget. This will leave us with a net total of \$40,000 needed to cover the Science curriculum costs.

The Teacher Scholarships, totaling \$5,000 for 2009-2010, are NOT included in this year's budget as they have already been paid from the surplus from the 2008-2009 year. These Scholarships are paid out on a first come, first serve basis. The PTO by-laws state there must be no more than \$5,000 rollover each year.

It was discussed to change the wording of the Books expenditure line item to Library. This would allow the Library to use the money on other necessary items. *A unanimous vote was recorded to approve the change to the wording of the Books expenditure line item, from Books to Library.*

It was noted that if the Teacher Social budget had funds left over at the end of the year, those funds will roll into the Curriculum Budget.

In the past the PTO has sponsored several parties and gifts for the teachers under the Teacher/Staff Appreciation Budget. For the 2009-2010 school year, that budget was cut considerably, from over \$2,500 for 2008-2009 to just \$750 for 2009-2010. The Teachers and Staff have been poled as to what functions they would like the PTO to sponsor in their benefit.

The PTO must, by law, file tax returns. ACS and the PTO have hired a third party to facilitate this.

- **Treasurer's Report, cont'd.:**

It was reported that there is \$5,000 allocated for Special Requests of unforeseen items. To date, \$854.93 has been utilized for the 2nd Step Bully/Violence Prevention Program for the 6-8th graders. This was requested by the School Counselor. The 3rd grade has requested 60 Rand McNally Atlases to be used among the 3 classes. The total cost for this would be \$200. This will be covered under the Special Request budget line item. Also covered under this budget item would be the request by Dean Brown for the cost of the virtue award T-shirts, \$500. It was decided to move the request of the 3rd grade teachers, for the Geography Core Books, from Enrichment to Special Requests under the budget. To date, the Special Request budget has the intent to allocate funds to cover the cost of the Bullying program, the Virtue Award T-shirts, the 3rd grade Atlases, and the 3rd grade Geography Core Books. ***A unanimous vote was recorded to approve the removal of funds, to cover the cost of the Bullying program, the Virtue Award T-shirts, the 3rd grade Atlases, and the 3rd grade Geography Core Books, from the Special Request Budget.***

It was discussed to approve the \$2,100 Enrichment Budget items (except for the individual request made by Mrs. Runyan and the other line items moved to the Special Request section) previously detailed by Tina Cook, the elementary rep. See Attached Enrichment Budget Sheet. ***A unanimous vote was recorded to approve the removal of funds from the Enrichment Budget to cover these items (see attached sheet).***

It was brought before the PTO Board and the school to approve the preliminary budget for the 2009-2010 school year. ***A unanimous vote was recorded to approve the preliminary budget for the 2009-2010 school year.***

It was noted that the PTO raised \$20,000 through Direct Donations last year.

- The meeting was adjourned at 7:45pm. End of meeting minutes. The next working session is to be held on Thursday October 29th at 4:30pm.