

PTO General Minutes

November 18, 2010

Called to order at 5:05pm

Held in MS Science Room at ACS

- **Board Attendance:** Misty O'Leary, Allyson Ford, Janet White, Stephanie Weeber, Deb Van Sicklin, Meredith Jacob and Jeannie Reddan. Proxies attached for Bonnie Buckley and Michelle Barrette (a quorum of at least 10 members [board and parent] was present).
- **Additional Attendees:** Dean Brown, Dennis Desormeaux (Dad's Club), Clayton Watson (GB), Christa Johanson (SAC) and Amy Lee (Classroom Coordinator Rep)
- *Minutes from the October Working Meeting were unanimously approved.*
- **President's Report:** Misty O' Leary stated that the bylaws need to be amended to include the Parent Event Coordinator as a sub-committee of the Social Committee.

A unanimous vote was recorded to amend the bylaws to include the Parent Event Coordinator as a sub-committee of the Social Committee.

The ACS Nuggets Night will be held on November 26th at 7pm. \$5 of every ticket sold will be donated back to ACS. The ACS basketball coaches are helping to promote the event within the team. Steve Brown of the Nuggets events sales will come to ACS and hold a rally on November 19th.

Misty reported that a teacher request from Mrs. Martinelli for cheerleading mats and spirit wear has been received. It was suggested that the money be raised by way of a paid dress down day and not through the teacher request fund.

A unanimous vote was recorded to allow the request for cheerleading mats and spirit wear to be approved by way of a paid dress down day and not through the teacher request fund.

It was mentioned that if a Teacher already had a specific dollar amount (through the Teacher Request Fund) approved by the board and was able to find a lower price for the requested item, then the Teacher was free to use the remaining approved money at his/her discretion.

- **Communications Report:** Janet White reported that the new PTO website is coming together and the test site is up for viewing. Janet will need input from the board as to the content placed on the site. She is currently looking into the possibility of using Google checkout (at 2.9% and 30 cents per transaction) to allow for an online direct donation. It was discussed to possibly include photos of all PTO Board members. Janet mentioned the idea of including a section on the Volunteer of the Month. The site will be set up to send automatic email blasts to all subscribers. Additions to the site might include teacher wish lists, visitor tracking counter and electronic teacher request forms. All PTO board members will be issued a separate PTO email instead of using a personal email. The website will also include the PTO calendar which will list all PTO sponsored events. The volunteer section allows for participants to see what is available and the time it would involve.
- **Social Report:** Laura Heese was unable to attend the meeting but sent word that all breakfasts were going well.
- **Enrichment Report:** Meredith Jacobs reported that Ms. Joy from Kids Dance would again host the dance class to support the 80's themed fundraiser dance. It will run from January 18th to February 25th (6 weeks), one day per week for 1 hour each.

Amy Kullander, ACS Parent and owner of Balance Fitness, will be holding a Preteen Fitness class (ages 11-14) on Tuesdays and Thursdays from 4:15-5:30pm. The cost is \$48 for 4 weeks for non-members and \$32 for members. 20% of the proceeds will be donated to the ACS P.E, Department and the remaining 80% will be donated to an orphanage of Mrs. Kullander's choice. Transportation not provided.

Meredith is working with Odette Springer, of Cooking with Odette at the Grange, to host a cooking class at ACS. The class will be held sometime between January and March. The cost is tentatively set at \$75 for 4 weeks, 1.5 hours per class. Allyson Ford mentioned that the PTO has a bin full of cooking supplies to use for this class.

Christa Johanson offered to host an organizational class, with all proceeds to be donated to ACS.

It was mentioned that a problem with the Lego Class has been reported by an ACS parent. There seems to be too many children in the class with only 1 adult in charge. It was discussed to have a parent volunteer to help out with this class. Amy Lee, Classroom Coordinator Rep, will send out an email requesting help.

- **Fundraising Report:** Allyson Ford reported that the ABC Fundraiser is complete. ACS made a profit of \$20,287.50. The Limo Ride went very well. The kids were well behaved and the driver did a great job. Ella Davis, ACS student, was the overall winner of the Pig Race. Each grade had a race from the available participants and the winner from each grade was sent to the final race.

ACS will host an ABC Holiday Shop from December 13th to December 16th. The shop will be open during lunch times and afternoon carpool. Parent volunteers are needed to help staff the shop. Amy Lee, Classroom Coordinator Rep, will send out an email requesting help.

The 80's Dance fundraiser will be held on February 25th. Committees have been formed to handle the details of the event. The committee members have been very enthusiastic and eager to get started. The next planning meeting will be held on December 2nd at 4pm. The DJ has been booked.

Tina Cooper, ACS Parent, wants to sell her used, like-new air hockey table through ACS. It will be listed as an individual Silent Auction item starting at \$100, with all proceeds to benefit ACS. The bidding will start this week.

Direct Donation forms will be sent out in Friday Folders after Thanksgiving holiday.

On December 3rd, the PTO will be selling coffee and doughnuts for Testing Day. They will also hold another used uniform sale.

- **SAC Report:** Christa Johanson reported that the next SAC meeting will be held on February 15th.

The SAC has contacted other SAC members from other Charter Schools regarding a possible collaboration of minds. It was asked if the PTO would like to do the same. Misty O'Leary reported that the PTO has explored this avenue before with little or no response from the other PTO's.

It was asked if the PTO could use any data, compiled by the SAC, to help achieve contribution goals. The board replied to allow the SAC to report the information on their own, not through PTO advertising.

The SAC inquired as to whether the Teacher Request items were academic or supplemental. It was reported that 99% of the requests were academic based.

- **SAC Report, cont'd:** The SAC is looking into the possibility of hosting a Facebook page. They will seek Governing Board approval.
- **Teacher Representatives Report:** Stephanie Weeber, Elementary School Rep, stated that the teachers were excited about the new Mascot.

Michelle Barrette, Middle School Rep, was unable to attend the meeting.

- **Dad's Club Report:** Dennis reported that the Dad's Club will hold its meeting tonight at the Rockyard at 7pm. 11 Dads attend the last meeting.

Dennis stated that the Dads and Daughters Football Skills Day was a hit. About 10 daughters and 8 dads attended the event.

The Chili Cook-off will be held on December 4th at 12pm. TV's will need to be moved into the cafeteria for the event. Dennis will check with Cindy Keeling about this. The Home Depot will donate the generator to power all 20 crockpots. Supply and paper items are needed for the event. Dennis is seeking donations of these items. The Club will need to purchase the items that are not donated. Teachers and students have been selected to be judges for the event.

- **Dean's Report:** Dean Brown reported that we reached the goal for purchasing the mascot, through the paid dress down day. \$1,190.50 was raised. The Mascot was ordered today and will arrive within 1-2 weeks. The costume is a size Medium that fits a 5'3" to 5'8" person. ACS will hold tryouts for the mascot.

The UIP (Unified Improvement Plan) will take the place of the SIP Goals. The UIP has been completed and shared with the SAC. The goals will remain the same: Writing, Science and Student Accountability.

The Teacher Apple Awards are currently running through November 23rd. Nominations can be made online through the DCSC website. ACS has 29 nominations so far. A dinner will be held for the winning Teacher on March 5, 2011.

ACS is currently receiving requests for visits with the 8th Graders by local High Schools. High Schools included in these visits are Lutheran High School, Regis High School, Castle View High School, Douglas County High School, Clear Sky High School and STEM High of Highlands Ranch.

- **Dean's Report, cont'd:** Our orchestra was invited to be a part of the Orchestra Feeder. The event was held at CVHS with a large attendance. ACS had over 20 participants.

The new Cheerleading group is open to 6th-8th graders. Teachers, Tina Cook and Mary Martinelli have volunteered to be the coaches. It is going well.

Veteran's Day was a huge success. Three Veterans were able to visit with the students and ACS held a flag ceremony in front of the school. The Veterans were so grateful for the opportunity to share their experiences. ACS received emails of gratitude that were complimentary of the students at ACS.

Important Dates:

November 19	2 nd Grade Oregon Trail
November 23	Dress of Choice Day
November 24-26	Thanksgiving Break
November 29-Dec. 3	Book Fair at the Library
December 3	Elementary Testing Day
December 9	Band/Orchestra/Choir concert 6-7pm
December 10	Author Visit with K-3 rd Grade
December 13	GB meeting 6-8pm
December 13-16	Holiday Shop
December 16	Dress of Choice Day
December 17	Teacher Work Day
December 17-Jan. 2	Winter Break

- **Treasurer's Report:** Bonnie Buckley was unable to attend the meeting; however, she submitted her report in writing (see attached sheet).

Bonnie would like to call a vote to continue using Edukit for school supplies for the 2011-2012 school year. If we commit early to using Edukit, the school will receive a 5% discount.

A unanimous vote was recorded to continue using Edukit as our supplier of school supplies for the 2011-2012 school year.

ACS has received a \$10,000 direct donation this week from Teacher Kim Pearson's parents' foundation. \$2,000 of this money is designated for tech use, the rest is Dean discretionary.

To date, the PTO was written the following checks:

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

- ACS \$4,979.99 (teacher request \$3636.29, Original Art net profit \$1,223.70, and direct donation for middle school to replace books and filing cabinet \$120.00)
- Original Art invoice \$2,522.50
- Cami Lemon shipping of Original Art \$23.80
- Denver Nuggets to hold seats for Nov. fundraiser \$200.00
- Meredith Jacobs refund for lost hoodie order \$25.00
- Bear Threads spirit wear invoice \$425.75

Fall fundraiser numbers:

- Gross ABC direct sales and our percentage of internet sales \$36,626.50
- Direct donations during ABC fundraiser \$856.00
- Invoice for direct sales **\$17,195.00**
- Net earned from fall fundraiser \$20,287.50

Paid dress down day for school mascot earned \$1,190.50.

The PTO has received a check of \$82.50 from Spacetime for the space enrichment program.

ACS Pridewear grossed \$330.00. We do not have an invoice yet.

Teacher Request fund:

- The PTO has reimbursed to the school \$3,636.29 as of 11/18/10.
- Requests that have been approved at the September Budget meeting, but the paperwork had not been completed for reimbursement, totals \$1,621.11.
- The remaining available balance of the Teacher Request fund is \$1,242.60.
- Need to remind the Teachers to complete the green request sheets with the required supportive quotes. After, the request must be submitted for Dean and Business Office approval, prior to submitting to PTO.
- Once approval from PTO has been received the PTO will:
 - Inform teacher reps that it is ok to order
 - Money will be reimbursed to the school
 - Teachers must then either pay and get reimbursement from ACS, or have the school order for them
 - Once purchase are made/paid, the PTO will need a copy of the receipt

The Tax Return for the 2009-2010 school year is nearly complete. A draft of the return has been received from the accountant. The return

- **Treasurer's Report, cont'd:** should be completed by the beginning of December. Some items concerning the 8th Grade Trip bank account still need to be resolved.

The PTO is in need of an ACS parent to sign off on the 2009-2010 financials once the return is finalized. This person cannot be on the current board, or related to anyone on the prior or present board.

Open items for payment amounts unknown:

- Tax preparation fee
- Invoice to S&S for prior school year and the hoodie/bag order for Aug/Sept 2010
- Pride wear invoice

Checks to be cut to ACS on 11/19/10 (based on info as of 11/17/10)

- Mascot \$1,190.50
- Realidades- Spanish Curriculum \$15,000

Bonnie has asked the PTO fundraising committee if they could decide on an amount of money that would be needed prior to the 80's dance.

When collecting money for the PTO, the following steps must be taken:

- For cash—you must complete the cash sheet with 2 signatures to verify the count. This sheet can be found in the PTO drawer.
 - If money has been removed for any reason it must be recorded on the cash sheet...even if it's an even exchange to make change for someone.
 - Checks—the summary of checks received does not require 2 signatures.
- **New Business:** Christa Johanson asked about the possibility of hosting a class on "How to Deal with Bullying" for parents. Angela Krautz, ACS counselor, will have her peer group come talk with the PTO at the meeting in January.
 - The meeting was adjourned at 6:30pm. End of meeting minutes. The next General PTO meeting is scheduled for January 27th at 5pm in the MS Science Room.
 - Minutes prepared by Jeannie Reddan, Secretary. Hard copies of all minutes and attachments are available for viewing in the PTO Minutes Book in the ACS office or on the PTO bulletin board.