

PTO General Minutes

September 23, 2010

Called to order at 5:05pm

Held in MS Science Room at ACS

- **Board Attendance:** Misty O’Leary, Meredith Jacobs, Allyson Ford, Janet White, Michelle Barrette, Tina Cook, Bonnie Buckley, Laura Heese, Deb Van Sicklin and Jeannie Reddan (a quorum of at least 10 members (parent and executive board) was present).
- **Additional Attendees:** Dean Brown, Dennis Desormeaux (Dad’s Club), Dean Persichina, Shaneen Karren (SAC), and other ACS parents (see attached sign-in sheet)
- ***Minutes from the August Working Meeting were unanimously approved.***
- **President’s Report:** Misty O’Leary reported that the PTO has purchased a PTO Software Program for \$149/year which includes a discount through the district. This will allow the PTO to better manage itself and the business dealings within the PTO. It was noted that ACS has made changes to the website to include new PTO tabs on the front or home page.

The possibility of the PTO starting its own website was also discussed. This would be a separate site from ACS; however the link to the new site would be available on the ACS website.

It was mentioned that ACS will begin selling Pride Wear in October. This is not dress code approved; however it is for parents and family members. ACS parent, Jennifer Minor has volunteered to be the new contact for ordering Pride Wear.

The selling of the reloadable King Soopers gift cards has been delayed due to the current inventory of the old King Soopers script cards. These older cards will need to be sold first before the new reloadable ones can be sold. The PTO is looking into a multiple gift card package.

Restaurant Nights will be returning to ACS on a limited basis. These nights will coincide with Parent Teacher Conferences. ACS parent, Jennifer Tripp has volunteered to coordinate these nights for ACS.

- **President's Report, cont'd:** A new position has been suggested to help manage Teacher Appreciation Week. The new Parent Event Coordinator will plan and execute the details for Teacher Appreciation Week. ACS parent, Kelly Guns has volunteered to chair this committee. The PTO will vote to amend the bylaws to include the Parent Event Coordinator as a permanent member of the PTO.

A vote to amend the PTO bylaws to include the Parent Event Coordinator under the Social Committee was unanimously approved.

The PTO participated in the CVHS carnival this month. CVHS gave the ACS PTO the option of hosting a game at their carnival with the ability to keep the proceeds from the game, less the cost of the game. This proved not to be a profitable option for the PTO as we only made \$31 during the entire day. It was decided that this was not worth doing in the future. Misty extended her gratitude to the following people who volunteered to host the ACS game: Clayton Watson, Robin Warnke, Patty Rechingac and Stephanie and Abby Fryhover.

- **Communications Report:** Janet White had no new news to report. However, the PTO members congratulated Janet on her hard work.
- **Social Report:** Laura Heese reported that the 7th grade sponsored Teacher breakfast was fabulous. She encouraged parents to keep up the great work.
- **Enrichment Report:** Meredith Jacobs reported that the Art Class has been cancelled. However it was noted that Ms. Huskins has decided to host the ACS art club after school for students.

The Astronaut Class is going well and has a great turnout.

The Lego Class has only 2 spots left and will start at the end of October.

A Cooking Class is a possibility as a one time class. And an 80's Dance class will be held in conjunction with the 80's Dance Fundraiser.

- **Fundraising Report:** Allyson Ford reported that the PTO raised \$300 from the sale of the used uniforms at Field Day last year. We have made an additional \$82 this year which brings our used uniform sales total to \$382.

- **Fundraising Report cont'd:** The Fun Run netted \$601.68. It was deemed a great success. The PTO plans to make this an annual event.

The ABC catalog sales ended today. Our goal is \$20,000.

The 80's Dance will be held in February. A committee planning meeting will be held at ACS on October 5th at 4pm. Email blasts will go out for reminders. Last school year, the Soc Hop netted \$7,281, with a gross of over \$9,000. We plan to have the same fundraising goal for this year.

- **SAC Report:** Shaneen Karren, SAC-PTO rep, reported that the next SAC meeting would be held on November 1st.

She also stated that the SAC was currently working on analyzing the CSAP data to report to the Governing Board.

Shaneen inquired if the PTO had needs for any data relating to fundraising or any requests by Teachers for academics.

It was mentioned that the SAC is currently setting its academic goals (see attached sheet).

- **Teacher Representatives Report:** Tina Cook, Elementary Rep and Michelle Barrett, Middle School Rep had no new news to report other than they are currently working on the Teacher Requests.
- **Dad's Club Report:** Dennis Desormeaux reported that the Dad's Club will hold its 2nd meeting tonight at 7pm. There was a great turnout at the last meeting.

Dennis stated that 10 members of the Dad's Club, including Tony Durbin and Chris Damrow, had worked diligently to install the new security cameras throughout the school. According to Clayton Watson of the GB, the Dad's Club saved ACS around \$5,000 to \$6,000 by handling the installation. A quote of \$100,000 was given to ACS several years ago to install all cameras. The Club tried to cover all access points when configuring the installation.

The Dad's Club would like for the Teachers to devise a "Honey-Do" list of items for the Dad's Club to work on.

The Club's next job will be staining the preschool fence.

- **Dad's Club Report, cont'd:** Dennis reported that the Dad's Club will take over the mowing of the ditch in front of the school.

An instructional football day for Dads and Daughters is in the works.

The Club is looking into purchasing indentifying t-shirts.

Dennis will contact Meadowview's Dad's Club for ideas and possible support.

- **Dean's Report:** Dean Brown reported that ACS has hired a new Facility Manager, Doug Setters.

Dean Brown reported that ACS has received the approval for the Title II grant in the amount of \$6,800 for training in Science and Writing.

The new Elementary Report Cards will begin tomorrow. Students will be given a 1 if they are currently on target for the quarter and will be moving toward a 3 for the end of the year. The District and the State made these changes to show the growth of the students. ACS will still give a summary grade of A, B, C, D or F as well.

Dean Brown demonstrated the new security cameras with a look at the current feed or footage. All 13 cameras have been installed and are online.

Important Dates:

9/24 Teacher In-Service Day
9/27 GB Working Session 5:30 pm
9/30 Flu Clinic
9/30 Love and Logic Parent Class
10/8 Teacher Work Day
10/11 GB Meeting 6:00 pm
10/12-13 Parent/Teacher Conferences
10/15-24 Fall Break
10/26 Battle of the Books Parent Meeting 4:00 pm
10/28 PTO Working Session 4:00 pm
10/29 Dress of Choice Day and Harvest Parties

- **Treasurer's Report:** Bonnie Buckley began reporting on the budget for the 2010-2011 school year. She stated that expenses have incurred due to administrative needs. These items are non-voting items and will likely reoccur yearly. The PTO Manager Software program was purchased without public approval because it was less than \$500 as stated in the

- **Treasurer's Report, cont'd:** PTO bylaws. This will be a permanent line item on a yearly basis. The Field Day numbers will also be a fixed non-voting item. Other fixed and non-voting recurring line items include QuickBooks, License Fees and Tax Preparation. The Dad's Club will be added, by vote, as a fixed line item with a possible starting budget of \$500. Other fixed and recurring line items are Social (the money will be used for prizes and thank you gifts for Aids) and Box Tops (the money will be used for prizes and mailing expenses).

The 2 largest requests on the budget are the Teacher Requests (of which \$6,500 has been budgeted) and the Dean's Requests.

This year's budget was significantly reduced due to the economic times. Examples of this include reducing field trip requests by half and no teacher scholarships are budgeted this year due to approved grants. In addition to these reductions, one ACS family has purchased new walkie-talkies and balls for the school. This family makes very generous specified donations to the school on an annual basis. ACS and the PTO are extremely grateful for their generosity, and the budget numbers reflect said donations.

Teachers are being encouraged to explore more affordable ways of purchasing some of their requests to help reduce costs, i.e. Craig's List, garage sales, and parent donations. Teachers are also being asked to fine tune their website posted wish lists to include these items and therefore removing them from the budget. Said items include the requested bean bag chairs and the digital video camera. It was also discussed to have the 5th grade parents pay half of the requested cost of the Ameritown Curriculum training and field trip on an annual basis. The TV requested for the Art Department had no estimated cost so it was removed from the budget.

Bonnie mentioned that the 2 requests for lab coats have different prices and need to be clarified. The most affordable method will be chosen.

The breakdown of the budget or priority of requests is as follows:

1. Administrative Expenses
2. \$6,500 Teacher Requests
3. Dean's Requests
4. All other requests

Bonnie stated that the subscriptions for the Science and Spanish publications were changed to a 2 year subscription versus a 1 year subscription as this was more fiscally sound.

- **Treasurer's Report cont'd:** Budget items must be voted on yearly and cannot be carried over from year to year. If any approved budget items increase in cost, a new vote must be held. However, if they decrease no new vote is required.

To approve the 2010-2011 Budget as a whole, all present members must vote on each item (anything over \$500) and then vote on the priority of said items.

Bonnie is currently working to revise the budget and bylaws to help cover teacher expenses before the annual budget meeting, i.e. expenses that incur over the summer or prior to the September Budget meeting. A vote is needed to approve the allocation of any money that trickles in after the school year is officially over to cover immediate teacher requests.

A vote to allocate any money that trickles in after the school year is officially over to cover immediate teacher needs or requests was unanimously approved.

A vote to approve the \$6,500 Teacher Requests was unanimously approved.

A vote to approve the \$150 Social Committee request was unanimously approved.

A vote to approve the \$500 Dad's Club starting budget request was unanimously approved.

A vote to approve the \$100 Box Tops and Campbell's Labels combined request was unanimously approved.

A vote to approve the \$15,000 Spanish Curriculum request was unanimously approved.

A vote to approve the \$26,600 Smartboards request (purchase price only, does not include installation) was unanimously approved. The request was made only for teachers who wanted them and for all labs.

A vote to REMOVE the \$5,000 Rosetta Stone request was unanimously approved.

- **Treasurer's Report cont'd:** *A vote to approve the \$14,000 Social Studies Books request was unanimously approved. (For K-6th Grades only)*

A vote to approve the \$12,000 Electronic Marquee request was DENIED by majority vote—6 in favor and 9 opposed.

A vote to approve the \$1,200 Mascot request was unanimously approved. (The Mascot is designed to help children stay connected to the school and will be a great addition for the new cheerleading group.)

The members present had some concerns regarding the priority of the order of the approved requests. The main issue was with purchasing the Smartboards before the Social Studies Books, since the likelihood of obtaining both costly items in the same year is extremely low. It was suggested that the Smartboards be moved down in the priority list or perhaps bought in smaller sections over time, i.e. in 3 separate orders, interspersing other approved items, such as Social Studies books in between the Smartboard orders. However, further research is required to determine the most cost effective way to purchase the Smartboards, since purchasing in bulk could reduce the overall cost.

A vote to approve the priority of order of everything in the approved 2010-2011 Budget except the Smartboards was unanimously approved.

The PTO and its members can revote on the priority of order at the November General Meeting. In the meantime, the PTO will clarify with the teachers and the Deans as to the priority of need and order and the most cost effective approach.

A vote to readdress the priority of order and the approved money for the Smartboards as it relates to the 2010-2011 Budget at the November General Meeting was unanimously approved.

- **New Business:** It was reported that the ACS Field Dedication Ceremony was featured in the Your Hub section of the Denver Post.
- The meeting was adjourned at 6:36pm. End of meeting minutes. The next Working PTO meeting is scheduled for October 28th at 4pm in the Spanish Room.
- Minutes prepared by Jeannie Reddan, Secretary. Hard copies of all minutes are available for viewing in the PTO Minutes Book in the ACS office.