

PTO Working Minutes

August 26, 2010

Called to order at 4:03pm

Held in Spanish Room at ACS

- **Board Attendance:** Misty O’Leary, Meredith Jacobs, Allyson Ford, Janet White, Michelle Barrette, Tina Cook, Bonnie Buckley, Amy Lee and Jeannie Reddan (a quorum of at least 5 executive members was present).
- **Additional Attendees:** Dean Brown, Dennis Desormeaux (Dad’s Club), Adi Sanders, Jennifer Tripp, Christa Johanson (SAC)
- Minutes from the July Working Meeting were unanimously approved.
- **President’s Report:** Misty O’ Leary discussed the option of the PTO having its own website. All PTO email blasts would originate from this site. Per the Governing Boards’ request, the PTO would NOT have access to the server at ACS.

Misty reported that the Hoodie Sale grossed about \$4100 which in turn gives ACS a profit of \$1896. It was verified that ACS would not keep any hoodie inventory on campus.

The removal of the 8th Grade Washington Trip from ACS and the PTO was made final. Their bank account was closed and the remaining \$140 was granted to the current 8th grade class.

The PTO has been researching software options for running the PTO business endeavors. One option is “PTO in a Box”. Guest speaker and CEO of PTO in a Box, Barbara Chase presented enlightening details. The cost of this program is \$167 per month or roughly \$2000 per year. Please see attached PTO in a Box printout for more details.

- **Communications Report:** Janet White reported that the PTO Newsletter will now be released the 2nd week of the month.
- **Social Report:** No new business to report, as Laura Heese was not present at the meeting.

- **Enrichment Report:** Meredith Jacobs reported that the Lego class is beginning to fill up, with 7 participants already. The Astronaut class has had a good response so far. The Art class seems to be faltering and will most likely be scrapped. The Enrichment programs are currently not open to MS students only because of lack of interest. However, it was discussed to possibly hold a Robotic or CSI forensic class just for MS students.
- **Fundraising Report:** Allyson Ford reported that the Fun Run Pancake Breakfast on Saturday August 28th will not be deemed as a true fundraiser. It will be more of a community event. It was discussed that the Dad's Club would supply approximately 10 dads to help direct participants on the race course. All volunteers are to wear the orange vests. Only the top 3 winners of each category will have a recorded score.

Also, ABC catalog sales to begin in September.

- **SAC Report:** Christa Johanson, SAC-PTO rep, reported that the next SAC meeting would be held on November 1st. She also reported that the SAC was happy with the current bulletin board situation. It was also mentioned that the CSAP was out.
- **Teacher Representatives Report:** Tina Cook, Elementary Rep and Michelle Barrett, Middle School Rep reported that teacher requests were steadily coming in. Tina is currently working on a list of the requests and will email it to the board. Tina mentioned that the teachers were grateful to the PTO of these requests. Of the \$5,000 approved for 2009-2010 teacher requests, \$2,283 was used by teachers and the remainder went to help purchase the new Science curriculum.
- **Treasurer's Report:** Bonnie Buckley reported that the sale of school supplies went well. By using a local company this year, it allowed for lost or missing supplies to be rushed to the classroom on time for the start of school. Bonnie will check with the teachers regarding the quality of the supplies. The recycling kit was mentioned as an option however it was decided against due to complications when ordering.

- **Treasurer's Report, cont'd:** Bonnie requested that all ideas for the 2010-2011 budget be forwarded to her. To date she has received:

\$70/student for a new Spanish Curriculum

\$75/year for a subscription to the Spanish weekly reader, Que-Tal

\$1500 for Smartboards—MS and Elem. Labs, IT Classroom (not including wiring and mounting)

Bonnie made note that the PTO was releases two checks: one for the Field Dedication Ceremony in the amount of \$25 and one in the amount of \$36,563 which covered the remaining portion of the Science curriculum, the second grade Pearson Books and new Walkie Talkies. The total amount paid for the Science curriculum was \$37,974.94.

It was reported that ACS PTO raised close to \$60,000 during the 2009-2010 school year. This amount does not include any specific dedicated donations.

Bonnie listed the recurring expenses for the ACS PTO as follows:

\$650 for Tax Return preparation (the 2009-2010 books will be closed at the September 2010 Budget meeting)

\$10 for re-licensure with the State

\$216 for Quickbooks (the current program used to manage the PTO business dealings)

Bonnie mentioned that to date the ACS PTO has raised approximately \$950. This includes a \$200 direct donation plus a company match, \$200 from the used uniform sales this year, and \$550 will be available for the benefit of the next Field Day.

- **Dad's Club Report:** Dennis reported that the Dad's Club held its first meeting on August 24, 2010 with 9 dads in attendance. Dennis had asked his members for ideas or goals for this year, and they are as follows:

“Honey-Do list” from the teachers

Snow Removal

Planting Trees around the campus

Chair Committee at all parent-attended assemblies

Helping with general maintenance (including the mounting of 3 outdoor cameras)

Fundraising ideas (Haunted House, Chili Cook Off, and Fall Festival)

- **Dad's Club, cont'd:** Dennis made note that the Dad's Club would like to purchase shirts for its members and decide upon a name for the club. He also mentioned that the Dad's Club would like to have its own page on the ACS website, much like that of the PTO.

Dennis will visit Meadowview's Dad's Club to see how it is managed.

It was reported that the position of Vice President was filled by Kerry Kayton and the VP of Communications was filled by Tony Durbin.

- **Dean's Report:** Dean Brown was not able to give a full report due to meeting time limits and constraints. Instead she supplied the attendants with a printout of her topics. Please see attached.
- **New Business:** Parent, Jennifer Tripp stated that she would like to help facilitate a new fundraiser at ACS. It would be a Restaurant Night to be held at Noodle & Co. in Lone Tree during Teacher Appreciation Week and/or Teacher Conferences. During this night, the students would have a chance to win a Razor Scooter in a raffle to help encourage attendance. Other restaurant options include Chipotle, Chick-fil-A, and Little Caesars Pizza. The PTO would like to limit the amount of these Restaurant Nights to ensure popularity and sales.
- **New Business cont'd:** Jennifer also mentioned the idea of selling Bricks with the family names to be placed around the school.

It was discussed to possibly have business place ads in the ACS school directory to help raise money.

- The meeting was adjourned at 5:28pm. End of meeting minutes. The next General PTO meeting is scheduled for September 23rd at 5pm in the MS Science Room.
- Minutes prepared by Jeannie Reddan, Secretary. A hard copy of all minutes are available for viewing in the PTO Minutes Book in the ACS office.