

PTO Working Minutes

October 28, 2010

Called to order at 4:04pm

Held in Spanish Room at ACS

- **Board Attendance:** Misty O'Leary, Allyson Ford, Janet White, Michelle Barrette, Bonnie Buckley, Stephanie Weeber and Jeannie Reddan (a quorum of at least 5 executive members was present).
- **Additional Attendees:** Dean Brown, Dennis Desormeaux (Dad's Club), Dean Persichina, and Ryan Gudmundson (Teacher) , and Amy Lee (Classroom Coordinator Rep)
- ***Minutes from the September General Meeting were unanimously approved.***
- **President's Report:** Misty O' Leary reported that Mr. Gudmmundson and Janet White's son, Hayden White, have volunteered to develop, design and maintain the new PTO website. Janet will act as a point of contact.

Restaurant Nights are coming back to ACS. Parent, Jennifer Tripp has organized the first Restaurant Night to be held at Noodles & Co. during the Spring Conferences. This will be at the Lone Tree location.

The PTO will vote to amend the by-laws to include the Parent Event Coordinator at the November General Meeting.

Parent, Sara Cook has volunteered to manage the Capri Sun returns. Thank you, Sara.

The ACS-PTO will host a Nuggets Night on November 26th. Tickets will range from \$22.25 to \$65. ACS will keep \$5 of every ticket sold. 25 kids will be selected to high-five players on the court, and we can form a tunnel. Steve Brown is the point of contact with the Nuggets.

- **Communications Report:** Janet White reported that changes are in the works with regard to all communications throughout the school. The Governing Board is reviewing communication policies to help answer concerns from the parent survey.
- **Social Report:** Laura Heese was unable to attend the meeting and submitted her report via email. Laura opted not to have a grade hosted teacher breakfast during the month of October because of the parent

- **Social Report, cont'd:** hosted Teacher dinner during the conferences and the reduced calendar of Fridays this month.

Laura also mentioned how impressed she was with the overwhelming support during the Parent Teacher conferences. There was an abundance of food that allowed for many leftovers.

- **Enrichment Report:** Meredith Jacobs was unable to attend the meeting and submitted her report via email. The Lego Engineering class began Tuesday the 26th. The class is completely full with 18 students enrolled. The PTO will be receiving a check from this class for \$180.

The “I want to be an Astronaut” class is finished and the kids had fun. The PTO should receive a check for around \$50 from this class.

Meredith and Allyson discussed holding an enrichment dance lesson class prior to the 80's Dance. A Middle School mom has volunteered to teach the MS classes the “Thriller” dance. Meredith is currently working on lining up the details for the elementary enrichment dance class, which will begin in January.

Meredith is looking into a fitness and nutrition class to be held after school at Balance Fitness with Amy Kullandar. More details to follow.

- **SAC Report:** No SAC reps were present at the meeting.
- **Teacher Representatives Report:** Stephanie Weeber inquired about the likelihood of the Mascot being purchased before November 23rd, (the first game). The Board reported that the Mascot was low on the priority list and would most likely not be here.

Michelle Barrette said that she is still waiting for some of the green sheets (Teacher Requests) to come in. She is letting the teachers know that these sheets must first be approved by the Deans and then sent to the PTO for disbursement.

The reimbursement plan for teachers was asked to be clarified. Dean Brown stated that the school will order the physical items and the PTO will reimburse the school. Yet, the teachers are to pay for the other requests, like classes, and the PTO will reimburse the teachers.

Dad's Club Report: Dennis reported that the Dad's Club will hold its 3rd meeting tonight at the Rockyard.

The Dad's Club will be hosting a Chili Cook-Off on Saturday December 4th at 12pm. It will be open to all ACS families. The charge will be \$5 per person to be able to sample the chili and have corn bread and drinks. ACS will vote on the best chili by using nickels in a jar. This additional money will be added to the club's funds. Kerry Kayton will handle the Chili Cook-Off. The Club will need money to produce flyers to go home in folders. The cafeteria will be the setting for the cook-off. The Club will have multiple football games showing on TV's around the event. Tony Durbin will send out email blasts.

The Daddy/Daughter Football Skills Game will be on Sunday November 6th, depending on field availability. It will be for all ACS girls and dads.

The staining of the preschool fence will have to wait until spring. Phil Murray has offered to donate the stain.

Sam Shumate and John Santiago mowed the ditch in front of ACS.

The Dad's Club is ready to begin installing the Smartboards as soon as they come in.

Documentation is needed to prove the validity of the Dad's Club when requesting donations from local merchants. The Board decided to create a letterhead for the Dad's Club with the PTO tax ID and to include the school's tax exempt form. In return, the PTO will need a summary of all non cash items donated and their value.

The Dad's Club will supply help with the 80's Dance. A minimum of 5 dads is needed to help set up and clean up.

The Dad's Club will inquire, from its members, about hosting chaperones for the ABC Limo Prize Ride. At least 2 people are needed.

The Dad's Club inquired as to the process of determining chaperones for the MS dances. Dean Brown stated it was estimated based on the number of kids to adult ratio.

- **Fundraising Report:** Allyson Ford reported that the ABC fundraising orders came in today. And we only had a few of the perishable items left over in the school's freezer. We surpassed our goal of \$20,000 for this sale.

- **Fundraising Report, cont'd:** The 80's Dance committees have been formed with a great response thus far. Amy Lee, Classroom Coordinator Rep, will be the point of contact for the Classroom Coordinators. Parent, Jennifer Tripp will be in charge of the Silent Auction. We will not host individual class baskets this year. Instead, the PTO is asking each class to make a craft or item for the Silent Auction. This will be a class funded, school and student related item.

The Teacher/Student reward kickball game was worthwhile and fun. It was discussed to possibly hold another type of teacher/student game at the end of each quarter for the winners of the previous fundraisers, including box tops and the like.

- **Dean's Report:** Dean Brown reported that the WAN was hooked up yesterday. The High-Speed Bandwidth is up and running. Dean Brown stated that another technology item was needed and would like to add it to the budget. United Streaming would be like a You Tube for educators with discovery videos and cost the school around \$2,100.

Dean Brown mentioned that the budget's specificity hampered the ability to add on additional items as they became necessary. She asked if the budget could be retooled to include sections or sub-sections to reveal a more generic topic. For example, to include all technology related requests under the heading of Technology. The PTO Board agreed that the budget could be retooled to include subject headers for Technology, Curriculum, and School Spirit. Under each subject header would be a list of individual specific requests for public view. And at the General Disclosure Meeting in April, it will be reported what items the PTO was able to raise funds for and purchase during the school year.

It was mentioned that the State had changed its mind yet again, and the GLE system will be disbanded. The State will revert back to CORE content. This will mean more money needed by the school from the PTO for materials relating to this change.

Dean Brown stated that it is more cost effective to purchase most items in bulk, especially the Smartboards. This will hopefully answer the question many parents posed at the September Budget Meeting.

All true ACS needs will come from the Governing Board and will be supplemented by the PTO when possible. The school will not go for want on something that is truly needed.

- **Dean's Report, cont'd:** As money is raised, the PTO will disperse said money to the allocated places. The PTO will release checks monthly to cover the approved requests as the money comes in. The Dean will report at the April Disclosure Meeting where the money was spent. The PTO must remain transparent and compliant to meet state requirements.

As long as the PTO and ACS have matching financials for state compliancy, no vote is required to retool the budget for the generic subject headers and for the order of priority. The PTO will state what is being considered but will have to revote if any requests increase in dollar amounts.

Bonnie Buckley and Barbara Ireland will meet to work out the details to maintain compliancy. The IRS will request each PTO budget line item and match it to the ACS return. The PTO will pay ACS for the budgeted items and ACS will reimburse the teachers for any out of pocket expenses for the budgeted items.

- **Treasurer's Report:** Bonnie Buckley reported that the PTO has received some revisions to a few of the teacher requests as well as one new request. Only 2 of the revised/new requests required a vote.

A vote was needed to approve the 5th Grade frog dissections for the amount of \$130.35 which includes 33 frogs for 66 kids.

A unanimous vote of 7 was recorded to approve the 5th Grade frog dissections for the amount of \$130.35 which includes 33 frogs for 66 kids.

A vote was needed to approve the monetary increase for the already approved 3rd Grade Night at the Museum/You've Got Guts class from \$210 to \$396.

A majority vote of 5 over 6 was recorded to approve the monetary increase for the already approved 3rd Grade Night at the Museum/You've Got Guts class from \$210 to \$396.

PTO paid field trips have been removed from the budget per Dean request. The PTO will not pay for ½ of the requested field trips. This leaves \$493.10 still available in the Teacher Requests budget.

Direct donations, online donations through ABC fundraising and the invoice for hoodies are not included in the new budget sheet since all

- **Treasurer's Report, cont'd:** numbers are not in. Once all of the aforementioned numbers are in, the PTO can release a check for the first approved item.

Original Art Works netted \$1,223.70 for this school year. The Target percentage back program netted \$469.70 to date. The school district events (Nuggets and Avalanche nights) netted \$780.00.

The line item expense for playground balls and walkie-talkies did not require approval as this expense was covered by a specified direct donation.

Teachers need to utilize the Teacher Wish Lists online more. This can really make a difference in the budget and the classroom. Amy Lee, Classroom Coordinator Rep, will contact all Classroom Coordinators and have them email parents and teachers to encourage them to utilize these teacher wish lists.

Going forward, the PTO will have to readdress how to allocate or pool funds for ACS disposable use due to the fact that all money must flow through the PTO. Every PTO Board from this point forward will have to use this same system.

- **New Business:** Ryan Gudmundson discussed his options for creating the new PTO website. He suggested we use Google's Apps for Education. ACS is currently piloting a course for 8th Grade. Essentially this would allow the PTO to have another server by storing all files with Google. This would allow for unlimited amounts of usernames, PTO specific email accounts for all PTO Board Members and the storage of all PTO documents and files with an all-members' access. Each committee under the PTO can have its own section. The PTO can utilize the Google Docs where all members can work on a document at the same time and collaborate. This site will be PTO managed and approved. The PTO can design the layout or look of the site. This will not be a part of the school's server thus keeping with the Governing Board's compliancy requests. In theory, ACS could replace all physical servers and convert to the Google Servers at no cost. The PTO wanted to know if email blasts could be sent from this site, and Mr. Gudmundson agreed to investigate further. Ryan will send a mock-up version via email for review.

Ryan also mentioned that all class party pictures could be emailed to him or sent via picture CD for use in the yearbook.

- The meeting was adjourned at 5:36pm. End of meeting minutes. The next General PTO meeting is scheduled for November 18th at 5pm in the MS Science 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 or on the PTO bulletin board.