



Thursday November 1st, 2018, 6:00-8:00

Mission: The mission of the AVA PTO will be to organize, communicate and facilitate activities, fundraisers, and community outreach events that align with the school's policies, mission and vision while providing positive interaction and/or fostering support among AVA parents, teachers, staff, administration and the surrounding community.

Vision: All officers of the PTO and its committees will operate with integrity and kindness in a constructive, collaborative, and respectful manner with the volunteer coordinator, school administration, and in accordance with the AVA Community Agreement. Officers and committee members will be supportive and knowledgeable of school policy and will use only appropriate and approved channels of communication to inform and engage the AVA community on the various activities planned by the PTO throughout the school year.

Pledge of Allegiance and PTO Mission & Vision

Attendance, Approval of August Meeting Minutes, and Approval of September Agenda

- Members in attendance – Rachelle, Trisha, Jamie, Renee, Eileen, Shane, and Winter
- Guests in attendance – Kirsten Butler and Arylia Phillips
- Renee motioned to approve August and September meeting minutes. Eileen seconds, all in favor.
- Agenda additions:
 - Future Business – Budget policies (Dec)
 - Update on law enforcement assembly and dress of choice day (Dec)
 - December meeting
 - New recess cart request
 - Scholastic book fair request for funds

Financial Update

- Account Status
 - General Account - \$121,235
 - Double check second account is closed and all funds transferred
 - Wolf Shack Account – merged with main account
- Any other outstanding carnival receipts?
 - Lanyard invoice – went to Renee tonight

PTO Administrative Business

- Fundraising Sub-Committee and Community Outreach
 - Kirsten and one other person potentially interested.
- Treasurer position
 - Going to open up in January
 - Winter interested in details
- PTO Chair Position
 - No candidates yet
- Expectations for attending PTO Meetings, Committee meetings, and best practices for the buddy system
 - Fine tune as a group, then include in new by-laws
 - PTO meetings – 9 meetings per year
 - Miss more than two, removed from PTO position
 - Proposed that only when necessary, there could be an option to call in to the meeting-



- Winter motioned we adopt this policy, Jamie seconded. All approved. Rachelle will seek approval from BOD and check bylaws
- Committee meeting attendance expectations
 - Buddy's need to be committed and available for the meetings
 - Buddy's need to be active on the events
 - Re-visit who has signed up for which events on Facebook – Winter will post
 - Talk about time requirements for each event
 - Re-assign if needed
 - Dec/Jan fine-tune buddy system
- Handbid
 - Need to look at last handbid contract
 - Jamie will explore other online auction tools
- Weekly Marketing Plan for Fundraisers, Committee Events
 - Goal: develop and share with the group timelines for each of the major events that requires marketing
 - Week by week layout and plan detailing the various avenues to market the event

Marketing Sub-Committee

- Marketing update on SCRIP cards
 - Do promotion for December – start next week.
- Marketing update on Casino Night
 - One more push for last minute tickets
 - Send email on details to those who purchased tickets

Event and Activity Updates

- Event Re-caps
 - Trunk or Treat – went well
- Carnival Wrap-up Meeting Date
 - Weds November 7th, at AVA
- Middle School Socials Update
 - Looking at December 7th for a movie night
- Donuts with Dad's
 - Weds Nov 14th
- Scholastic Book Fair
 - Weds Nov 14th
 - Request for \$100 to decorate for the fair
 - Winter motions in favor of the request, Trisha seconds, all in favor
- Veteran's Day Assembly
 - Fri Nov 9th
 - 2 assemblies – one in morning and one in afternoon
 - Reaching out to Bonaventure and Castle Rock senior center
- Casino Night
 - Sold around 60 tickets
 - Last meeting is Monday Nov 5th
 - Money cutting party
 - Funny money turns into tokens at the gaming table
 - Considering doing 50/50
 - Sell tickets for a certain price, put in for drawing
 - Whoever wins drawing gets half of the total, and the school get the other half



- Fundraising packet
 - May want to put something like this together for next year
 - Send out packet at the beginning of the year
 - Now is the good time to do it – budget development time for many companies
 - Want to track who has donated to which event
- AVA Family movie night
 - December 14th
 - Need to check form and make sure school is available
 - Top movie choices: Inside Out, Big Hero Six or How to Train Your Dragon
- Volunteer Appreciation
 - Plan to choose items by Jan
 - Plan to order items by March
 - Last year \$2/item
 - This year, \$3-4 per item
- Room Parent Communication
 - Good to communicate with them before we need them
 - Rachelle will share list with Eileen of the room parents
 - Eileen will reach out to room parents and let us know what we do
- Yearbook Committee
 - Good group of volunteers
 - Divided into photographers, editors, and layout
 - Partnering with 10-12 students in journalism
 - Plan to ask journalism class if they want to design the cover this year
- Back the Blue Day
 - Jan 9th is national law enforcement day, will do an assembly
 - Dec 12 dress of choice with funds going to fallen officers fund, and issue check at assembly in January
 - Will reach out to Castle Rock dept
- December meeting
 - December 6th, offsite at Sienna

Meeting Adjourned