



AVA PTO Meeting Minutes

Date: Thursday September 5th, 2019, 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 & Values

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

- Attending: Cheryl O'Neil, Kirsten Butler, Winter Snow, Natalia Gradovich, Maaria Asif, Kristin Arabally, Maren Swayne, and Shari Allen
 - Tamara Burhenn: attended at the beginning to let us know of her resignation
 - Rachelle Nye: attended the 2nd half of the meeting to help answer questions and provide guidance
- Approved August Minutes
- Approved September Agenda

PTO Openings

- Staff Liaison
 - Maren and Rachelle will get an email to staff sent out to find a replacement
 - Maren will fill this role temporarily
- Volunteer Coordinator
 - Maaria will put an announcement in the newsletter
 - Maaria and Kristin will work together to fill this role temporarily

Financial Update

- August ending amount: \$78,062



- Budget updates discussed and approved. Cheryl/Natalia will communicate with Shari to ensure the Board has everything they need
 - Note: all staff requests must go through Mr. Barber before they can be approved.

Notes For Next Year

- BooHoo Yahoo and Last 1st day for 8th graders
 - PTO should plan to handle this (no volunteer signup)

Takeaways from discussion with PTO and Mr. Barber

- Last Friday of each month (Kirsten and Mr. Barber; any PTO is welcome)
- No additional wolf shack items at this point
- This year's fundraising efforts will go toward building a pavilion area behind the modular + outdoor playground equipment.
- Dress of Choice structure was approved. Maaria will add an announcement to the next Newsletter with an Sept 30 deadline for next quarter's charity suggestions.
- Fun Run
 - Classroom incentive agreed upon
 1. 10% kickback will be accommodated in budget
 - Principle Incentive agreed upon
 1. Maren will discuss plan with Mr. Marxen
 2. Kirsten will communicate with Mr. Barber and Fun Run folks
 - School Incentive agreed upon
 1. Kirsten will communicate with Mr. Barber and Fun Run folks

Miscellaneous (updates from August discussion)

- AVA Giving Cards
 - Planning for 6 bulk purchases instead of 3
 - 1st purchase will be soon after Sept 13 (in time for spirit night on Sept 24)
 - Kristin will talk with Gina about online Scripts Now option
 - Maaria will advertise in the next newsletter about cards will be available for Chipotle spirit night
- Memorial Bricks
 - Kristin working with Rachelle

Event updates



- Fall Carnival
 - Winter will continue to plan with parent volunteers
 - Natalia will be onsite the day of the carnival
- Treats with Grandparents
 - Assign one parent volunteer to take pictures

Fundraising Updates

- September Spirit Night
 - All set
- Shoptstravaganza
 - Plan to market this earlier next year
 - Next newsletter – mention what is included in the purchase
- Fun Run
 - Incentives already discussed and agreed upon
 - T-shirt prices included in budget
 - Sign up genius should go out soon (Maaria / Kirsten)
 - Maaria will provide Donia with what she needs with Tamara and Jamie to help if anything comes up while she's gone.
 - Details for the first events will be included: Last First Day, Boo Hoo Yahoo, Grandparents Day
 - Overall event list will be included

More Miscellaneous

- Tax for PTO purchases is not reimbursed
 - There is an Amazon Tax ID number available (ask Winter for details as needed)
 - Kirsten's SAMS account is already set up (ask Kirsten to borrow as needed)
- Holiday Shop Fundraiser
 - All fundraisers need to be approved by board; only 2 "big" fundraisers typically allowed in a year.
 - PTO can't sell wrapping paper, candy. Etc.
 - Kristin will research / can discuss in detail next month
- PTO Shirts for Events have been ordered
- Yearbook
 - Winter will "kickoff" this event
- Marketing:



- All signup genius's will contain a "picture taking" line item
- There is a new fundraiser form that requires 2 signatures – Cheryl will find this.
- We went through a spreadsheet with dates/marketing needs for all events through October. Updates will be published on Drive and shared via email.

- Middle School Family communication
 - Maaria will reach out to the Student Senate to get their input
 - No papers sent home; instead papers just included in teacher boxes

- Sub Committee Volunteers
 - Staff Appreciation
 1. None signed up yet
 2. Rachelle will cover the September one.
 3. Maaria will mention this signup in the newsletter
 4. Kristin will reach out to a possible parent volunteer

- Box Tops
 - Maaria will mention that last ditch "paper" box tops in newsletter; class incentive
 - Need to understand more about electronic box tops and market that (if it's not too confusing). More discussion can be had next meeting

Rachelle Q&A

Meeting Adjourned