

**Acres Green Elementary School PTO**  
**Meets on the 2nd Wednesday of each month from 6:30-7:30**  
**Meeting Agenda**

|  |                                 |
|--|---------------------------------|
| <b>Facilitator:</b> Lisa Matter        | <b>Meeting Number:</b> 3        |
| <b>Meeting date:</b> 16 October 2018   | <b>Meeting start time:</b> 6:30 |
| <b>Minutes taken by:</b> Elin Robinson | <b>Meeting end time:</b> 7:30   |

**Meeting Objectives:**

|    |  |
|----|--|
| 1. | Plan for Participation in Fall Family Night including our contribution. Could we raffle a \$5 store card for families who bring box tops to the event? |
| 2. | Fall Fundraiser Follow-up/Close out  |
| 3. | Holiday Shop   |

**Attendance:**

|   |                             |   |                         |
|---|-----------------------------|---|-------------------------|
| Lisa Matter - here                        | C Cindy Newton - here       |   | Elin Robinson - here    |
|   | L Louise Wacaser - here     | G Gina Smith - here                         | K Kirsten Braun - here  |
| R Rachel Tomblin - here<br>Rachel Zomblin | T Tracy LangJohn<br>Freeman | J John Freeman -<br>here<br>A Alison Keller | A Allison Keller - here |

**Discussion/Decision Items:**

| Topics |   |
|--------|---|
| 1.1    | Confirm contribution and people available for Fall Festival.<br>Voting on amount to spend on pizza for festival. Cindy Newton moves to approve. Idea arose for PTO to purchase all pizza. PTO will cover \$500 with option (if budget allows) to pay for all the pizzas.<br>PTO volunteers: Michelle Buntin has asked that PTO help with the cakewalk. Lisa has volunteer schedule in notes.<br>Make box top donation table exciting? Encourage families to bring box tops and milk caps and buy store cards.Fall Festival Contribution |
| 1.2    | Box Tops need to be postmarked by November 1.   |
| 1.3    | Collecting costumes - where can we keep them?   |
| 1.4    |   |
| 1.5    |   |

**Action Assignments:**

|    | Description   | Person Responsible | Due Date |
|----|---|--------------------|----------|
| 1. | Rock has been moved - need to open up purchase options - soft open - manual sign ups at Fall Festival rock--check in with Melissa--set up sign-up--could do manual sign up at Fall Festival | Melissa GrassLisa  | 10/17    |
| 2. | Confirm with Laura that PTO can pay for all the pizza at the fall festival.Update sign up with location   | Lisa and LauraLisa | ASAP     |

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| 3. | Bring baggies and sharpies for store card drawing at fall festival. FF--Do you need help distribution on the 25th??<br>Needs a communication, separate in Sway, and reminders from Marilou, parents should come at 3:30 to get the perishables | Lisa Lisa          | 10/17 |
| 4. | Create sign-up for delivery day for fall fundraiser<br>Company helps with delivery, but not volunteer sign-up follow up on the Holiday Shop--space, use of funds, need for volunteers, 2-3 in periods  | Melissa John, Gina | 11/13 |
| 5. | Reminder sent out for pickup - in Sway and separate e-mail   | Marilou and Louise |       |
| 6. | confirm location of cake walk for fall festival  | Lisa               |       |

**Next meeting:**

|                     |          |
|---------------------|----------|
| Meeting date:       | 11/13/18 |
| Meeting start time: | 6:30     |
| Meeting end time:   | 7:30     |

**Unabridged minutes:**



|    |   |
|----|---|
| 1. | Introductions Eagle Ridge--collect \$5--could collect in November 2018, plan for Halloween 2019<br><br>haloween costumes, sell for  |
| 2. | Update from Gina - nothing new to report 5:25-5:40: John Freeman<br>5:35-5:50: Lisa Matter<br>5:45-6:00: Elin Robinson<br>5:55-6:10: Alison Keller<br>6:05-6:20: Rachel Tomblin<br>6:15-6:30 Tracy Lang<br><br>Pizza at 6:30 in the Lunch/Gym area--drawing for KS/Safeway Card--need set up for collecting donations of box tops, milk lids, and coke lids--write your name on the baggie/envelope--have sharpies on the table--extra baggies/envelopes<br><br>Ask for volunteers to advertise at the PTO table--Laura, Melissa, Holly, Betty--10 Minute Shifts--could put in Cake Walk Room! Same shifts as above |

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| 3.  | Rock has been moved and painted - open to purchase John--Holiday Shop--moving to 15% from 10% proceeds from last year--could keep, fun bucks, or pay a volunteer W-Th-F set up 4th, 5, 6, 7 of December--will have to look around for a space for the sales--who else could we find for volunteers--   |
| 4.  | Update on Fire Marshall review over fall break; some items need to be fixed. Cease and desist order on some cited learning spaces.   |
| 5.  | Idea from Eagle Ridge - selling donated costumes for \$5 as a school fundraiser.   |
| 6.  | Fall Festival Volunteers: Lisa has cake walk volunteer schedule<br>Where will the PTO table be? Does it need to be facilitated? Use the cake walk room for PTO table. Need volunteers at 15-minute intervals.  |
| 7.  | Fall fundraiser update - waiting for final count; checks should be deposited soon. Fundraiser amount might be close to last year's total.<br>Materials should be in next week - October 25. Need a sign-up for delivery day.   |
| 8.  | Holiday shop reimbursement increased to 15%. Do we keep the additional 5% or use the additional money to allow underprivileged kids to shop OR use extra money to hire a classified sub to work it? Holiday shop is 12/5 - 12/7 (set up is 12/4). Looking for new space in the building for holiday shop. Also looking for volunteers to help with the holiday shop. Perhaps ask some BASE employees to help. Setup on 12/4 during school day - need 2-3 volunteers. |
| 9.  | November restaurant night - November 27 - On the Border  |
| 10. | Ideas on how to get more parental involvement and classroom incentives. Parent representative at PTO? Secretary sends out minutes to classroom parent reps; parent reps send out minutes to rest of class.   |

Notes from Michele about the Fall Festival:

I figured that from 5:30-6:30, that is 60 minutes, and we could probably do two rounds each minute, so I thought 12 dozen would be enough cupcakes. I have them already made, in my freezer. Any additional cupcakes would be great though. I agree that the extra cupcakes can be offered in the cafeteria after pizza, as dessert.

I also have a CD player, a CD of Halloween music that we can play for the "walk", and plastic cups for the winners to put their cupcake in, if they don't want to eat it right away. I also made the seat signs and found a 12 sided dice to use to pick the winner. Or I also have twelve number cards that could pulled out of a jack-o'-lantern to choose the winner.

Not sure where the Cupcake Walk will be as I haven't made the map yet. I am thinking maybe the library or the Science Lab, as the tables could be put around the room and the cupcakes could out on display to choose from, and the twelve chairs in the middle of the room.

Thanks again. :).

How can we build community through newsletter email--ways to connect--template with how to send info to the classroom

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