

# Andover Parent, Teacher and Community Organization (APTCO)

## Meeting Minutes for October 22, 2015

**Members in attendance**-Jill Peterson, Jessica O'Hanlon, Kira Campbell, Stacy Sullivan, Janel Gorowsky, Cathy Witte, Monica Ehalt, Sawn Esselman, Melanie Lowy, Heather Bushard, Danielle Bowker, April Lenzmeier, Marla Guenther, Gail Fessler, Laurie Klippenes, Lillian DeRung and Dustin Knudson

### 1. Welcome and Introductions

- A. Meeting started at 7:29pm (following presentation on Internet Safety which promptly began at 6:30 pm)

### 2. Guest Speakers – Internet Safety and Parent Controls

Deputy Mathisen (Liaison officer at Oak View and Andover Elementary) and Deputy Ninow (Liaison officer at Andover H.S.)

### 3. Reports - Secretary report of minutes (Janel Gorowsky)

Motion to accept minutes by Janel Gorowsky, second by Jessica O'Hanlon. Minutes Passed.

#### **Treasurer Report** (Stacy Sullivan)

- a. Walk-a-thon: \$300 over from last year!
- b. Teacher Allocations: Only 18 of them have turned in their allocations. Need to send them a reminder to do so.
- c. Staff Appreciation: conference meals, sanitizer and welcome back notes
- d. Reading Enrichment: \$1,000 from last year to buy books

#### **Assistant Principal Report** (Lillian DeRung)

- a. Third computer lab is up and running
- b. Veterans Day Celebration coming up on Nov. 11
- c. Penny Drive in November (goes towards Hope 4 Youth) students bring pennies During the month of November "Coyotes Care about Families" (the focus of the month)
- d. Curriculum Committee spot open (job opening)

## **Volunteer Services Coordinator (Cathy Witte)**

### **CURRENTLY:**

- 529 volunteers with completed paperwork (roughly 300 still waiting for the online criminal record history release form to be done)
- About 920 hours logged so far this school year.
- Received MANY thank you type emails and comments from staff for the Conference Dinners APTCO provided for them. It was appreciated!
- Volunteers at our school have been busy helping in the classrooms, making copies for teachers, chaperoning field trips, working at the book fair, and helping with our Walk A Thon.
- Walk A Thon was another success...it was a beautiful day and students/staff had a great time. 40 volunteers helped us throughout the day in many different areas! We also were lucky enough to have 10 members of the Homecoming Court from Andover High School come over and walk with our students. Special "thank you" to Kira Campbell and Patti Stay for acting as co-chairs for this event!

### **COMING UP:**

- Fall Coyote Apparel Sale – order forms will go home in Wednesday folders next week (October 28<sup>th</sup>) and will be due back to school on Wednesday November 11<sup>th</sup>. Orders will be delivered to school the first part of December. We are using Ideal Advertising in Ham Lake again this year as they have done a great job in the past and are really great for our families to work with.
- Santa's Secret Shop – Jessica O'Hanlon is the chair of this event this year. She has chosen to use a different "shop" then we have used in the past here at Andover. The Penguin Patch (?) is something she used at her previous school and had a good experience. Notices to families and a call for volunteers will go home in Wednesday folders mid-November.
- Carnival & Raffle for Reading – I am looking to set up a planning committee for this event ASAP. I have an email out to a few parents looking for a "chair" for the Carnival. Nikki Kroll has agreed to work as the chair of our Raffle again this year. Since we made the date earlier in the school year, we need to have our final "draft" of

the raffle ticket to the printers by December 7. IDEAS FOR RAFFLE PRIZES (value has to be under \$1500)

- YEARBOOK – The 2 years, we have had a volunteer “sign up” to create our yearbook. Both years, by the time the due date came fell in my lap and I ended up creating them. I can not do it again this year...creative brain is not my strong point! Last year, our yearbooks sold for \$12 a piece. We made a profit of around \$1300 for our yearbooks. That money went to the school. I am approaching APTCO with a request to provide a “stipend” to a volunteer for the creation of the yearbook. I am hoping that will give some sense of “responsibility” to the volunteer who says they will make it and that it wont get dropped again. The profit would be about the same year to year. All orders would be done online again (that worked AWESOME last year) and the money would come to APTCO rather than the school. I do have some people who indicated they would be willing to help with the creation of the yearbook, but I really am trying to get some things in place to not get burned again.

#### **4. Old Business**

##### **Conference Diners**

- a. We provided 3 days of meals (slightly short on food one day)
- b. We will do meals again in Feb if budget allows for it
- c. We can use a volunteer to coordinate meals in Feb

##### **Fundraiser Updates**

- a. Walk a thon
- b. Carnival

#### **5. New Business**

##### **Santa’s Secret Shop** (Jessica O’Hanlon is the Chair person)

- a. Need help with planning, decorations and photographer

**Next Meeting - November 19 at 6:30**

**Send agenda items to ... [andoverpto@gmail.com](mailto:andoverpto@gmail.com)**

**Motion to adjourn meeting** by Heather Bucharth, second by Danielle Bowker  
**Meeting adjourned** at 7:55pm

**Respectfully submitted** by Janel Gorowsky

