

# Andover Parent, Teacher and Community Organization (APTCO)

## Meeting Minutes for November 21, 2013

**Members in attendance**-Gina Marquez (Chairperson), Jill Peterson (Secretary), Missy Wisniak (Vice-Chairperson), Amy Reed (Administrative Intern), Cathy Witte (Volunteer Service Coordinator), Regina Pekarek (Treasurer), Brittany Chepa, Jennifer Youngquist, Laurie Klippenes, Andrea Haglund, Janine Raab, Katie Dehnicke, Ronda Tebbenkamp, Kira Campbell,

### 1. Welcome and Introductions

#### a. Meeting started at 6:29

### 2. Reports

#### a. Secretary Report- Jill Peterson

- i. Minutes for the October meeting were reviewed by members in attendance. Motion made to accept the secretary report for October 2013 meeting made by: Brittany Chepa second by: Jennifer Youngquist Motion carried.

#### b. Treasurer Report- Regina Pekarek

- i. Closing balances for month ending 10/31/2013
  1. Checking \$40,508.61
  2. Savings \$100.99
  3. Money Market \$7,552.94
- ii. Motion made to accept the treasury report for October 2013 made by: Jill Peterson second: Katie Dehnicke Motion Carried

#### c. Principal Report- Administrative Intern- Amy Reed

\* Veteran's Day was a huge success. Thank you to all the staff and community involved. There was lots of great feedback from Veteran's and families. We want to involve more of the community in the future.

\* Outdoor Learning Area- Area will be ready to go with benches and a table for classrooms to head outside and engage in learning. Bird feeders will be up in the spring.

\* Above and Beyond Awards: Families need to submit an application to nominate a teacher and/or staff by Dec. 6

\* Jacki Brickman has been training our staff in (ENVoY) "Education Non Verbal Yardsticks" By using non-verbal cues, teachers can save one hour/week of teaching time. Some teachers are choosing to become certified through Jacki Brickman as well.

#### d. Volunteer Services Coordinator- Cathy Witte

##### \* K Skillbuilders

We have 5 volunteers trained to work with Kindergarteners, someone comes in most days. Look for a link to it in action on Kare11 and how it works at a different school.

**\* Thank you for all the help with Veteran's Day**

Special thanks to the Veteran's Day committee (Ronda Tebbenkamp, Becky Millard, Karen Ferraro, Gail Johnson, Gretchen Wensman, Mark VanVoorhis)

**\* Santa's Brunch is Saturday, Dec. 7**

still looking for helpers, check with teens who may need service hours

**\* Vision/Hearing Screening is done**

Thank you to all volunteers and Advanced Eye Care of Andover who had employees come and help

**\* Spring Carnival- Looking to finalize planning committee**

We are looking for a person to chair this event

**\* Interstate Publishing will make our yearbooks this year.**

Lisa Schroeder (Andover parent) is in charge of the yearbook this year. Thank you!

**\* Lori Hinkel will be in charge of the Blitz this year.**

Ronica McGlynn will be helping, so she can take over next year.

**\* Coyote Apparel was a huge success**

Looking into parents being able to pick up apparel at Santa's Brunch. Items will be delivered to school BY Dec. 6.

**\*518 volunteers have come through the door so far this year, working just over 2600 hours! Way to go volunteers!!**

**\* Coming up December 9-13 Food Drive**

Hat/Mitten Day

Can Day

Box Day

Sack/Bag Plastic Day

Cash Day- you can wear slippers if you bring in money

**d. Systems Accountability- Janine Raab**

Presented a template of the new Anoka-Hennepin webpage, there will be a similar look with the district and school web pages. Web page will go live in the spring. If you are interested in exploring the web page early, contact Janine Raab at , and she will forward your information to the district. They will be choosing a few interested people, to come in and test run the web page.

**3. Old Business**

**a. 2013-2014 Budget**

- i. Input was gathered by APTCO, teachers, staff, specialists
- ii. There was a budget subcommittee meeting to write a skeleton budget to be presented at November meeting.
- iii. Walkthrough proposed budget:  
Some questions and changes have been made to budget and a final draft will be forwarded via e-mail to those in attendance. It was agreed that the budget will be approved by members via e-mail responses.

**4. New Business**

- a. Request to use Campbells Points for Spring Carnival prizes and Nacho Night prizes (we have close to 100,000 points), approved

**Planning for January Meeting.** Our next meeting will be January 23 at 6:30 pm in the Primary Media Center. Send agenda items to [andoverpto@gmail.com](mailto:andoverpto@gmail.com)

Motion to adjourn meeting by: Brittany Chepa second: Ronda Tebbenkamp at 7:58

Respectfully submitted by Jill Peterson