

Andover Parent, Teacher and Community Organization (APTCO)

Meeting Minutes for September 18, 2014

Members in attendance-Andrea Haglund (Chairperson), Regina Pekarek (Treasurer), Jill Peterson (Secretary), Mark Van Voorhis (Principal), Cathy Witte (Volunteer Service Coordinator), Dawn Esselman, Stephanie Mars, Stacy Sullivan, Dominic Krebsbach, Shane Hendrickson, Jessica O'Hanlon, Cindy Backlund, Gail Johnson, Gena Dukowitz, Kira Campbell, Becky Skrypek, Jen Myers, Karen Ferraro, Janine Raab

1. Welcome and Introductions

a. Meeting started at 6:36

b. Why should we come to APTCO?

we are involved: fundraising, walk a thon, carnival, nacho night, lyceums

we support teachers: conference suppers, staff appreciation, funding requests

we set goals: to increase attendance, to become more aware, so we can become more involved in the classroom and our school as a whole, to make a difference at Andover Elementary, to have fun

2. Reports

a. Secretary Report- Jill Peterson

- i. Minutes for the May meeting were reviewed by members in attendance. Motion made to accept the secretary report for May 2014 meeting made by: Regina Pekarek second by: Jen Myers Motion carried.

b. Treasurer Report- Regina Pekarek

- i. Closing bank balances for month ending 5/31/2014
 1. Checking \$61,024.24
 2. Savings \$100.99
 3. Money Market \$7,553.36
- ii. Closing bank balances for month ending 6/30/2014
 1. Checking \$49,348.31
 2. Savings \$100.99
 3. Money Market \$7,553.42
- iii. Closing bank balances for month ending 7/31/2014
 1. Checking \$49,082.46
 2. Savings \$100.99
 3. Money Market \$7,553.48
- iv. Closing bank balances for month ending 8/31/2014
 1. Checking \$49,082.46
 2. Savings \$100.99
 3. Money Market \$7,553.54
- v. Budget to Actual for 2013-2014

1. Reviewed 2013-2014 budget to actual spending noting any large differences due to function changes or new fundraiser. Noted a surplus net.
2. Goal of our APTCO group in many events is to break even, not to make a profit

c. Principal Report- Mark Van Voorhis

* **Students 1318 total**, 9 sections in K, 8 sections in 1st, 9 sections in 2nd, 8 sections in 3rd, 8 sections in 4th, 8 sections in 5th

* **All day Every Day-** all K can have a free breakfast every day. It was an interesting transition to figure out how many would be taking advantage of this service

* **All teachers wrote SMART goals over the summer.** We are piloting this for the district. Going great so far.

* **Fall testing is happening now.** MAP testing for 2-5th grade, COM in kindergarten is completed, DRA testing will be completed for all students by end of Trimester 1

* **Buddy Bench-** our Kind Coyotes are trained to invite anyone to come and play with them if they are sitting on the bench or are playing alone.

***Kindness Retreat-** a day long in-school field trip for 4th grade, high school kids and Youth Frontiers come in to help students be a better friend and learn more about themselves as well.

Boomerang- "if you throw kindness out, you will get it back."
Andover Football Association is paying for 1 of the 2 days- Thank you!

* **Coyotes Care-** every month there is a different theme. September is Coyotes Care About Andover Elementary. We kicked off the year with a school-wide assembly, walk-a-thon, and Spirit Week

***Walk a thon-** Homecoming Royalty will be coming to walk with the 1st graders

***First newsletters will be coming home once all the e-mails have been entered for this year's students**

d. Volunteer Services Coordinator- Cathy Witte

***Volunteers**

355 volunteers have completed both the blue form and online form, 400 more volunteers need to still complete the online Criminal History Report. A link was sent to remind them.

*** K Skillbuilders**

Cathy is working with kindergarten teachers to get a plan for the year. She is also working on getting a training session at Andover. There will be training sessions on Sept. 25 or Sept. 26 at the ESC.

*** Field Trips**

Cathy is working with the teachers and the district office to make sure that all volunteers who would like to chaperone a field trip have been cleared to do so. It takes the district 2

weeks to make sure that the Criminal Background Check has cleared for each chaperone. Get in your paperwork!

*** Picture Day**

6 volunteers are coming in on Tuesday, Sept. 30 to help out.

*** Book Fair**

Will be open during conference dates and limited hours during the school day. Cathy Witte will be setting up a Sign Up Genius for the first time to organize volunteers. Look for it in your inbox if you volunteered to help out!

*** Looking for Parent Chairpersons**

We need YOU! Can you chair one of these great events for Andover Elementary? **Campbell's Labels, Milk Moola, Yearbooks** (publish pictures on website), **Carnival** and **Carnival Raffle**

*** Fall Apparel Sale**

Theresa Myos will be chairing this again this year. Order forms will be sent home after MEA break, and will be delivered by Thanksgiving. Think Holiday gifts! There may be a box marked "donations" so we can purchase extra clothing for those students who don't have any apparel and can't afford it.

*** Walk-a-Thon Update**

i. Patty Stay is doing an awesome job as parent coordinator. Scheduling grade levels was trickier this year so more classes are walking together. We have 40 volunteers signed up to help during the day.

ii. Many teachers and staff are getting into the dunk tank again this year. Our coyote mascot may be making an appearance to try and dunk Mr. Van Voorhis!

iii. Class participation winners: KDW, 1HC, 2MB, 3GS, 4JM, 5CV
2nd grade won top collection- the teachers get to dunk Mr. V!

3. Old Business

a. Open Vice Chair Position

i. Can be a teacher, parent or community member. Someone who would support the chairperson, and work together to make the meetings and group run smoothly

b. Technology purchase update

i. The company from last year that we had purchased our technology from went out of business. The district has found a new company and we now have fulfilled all the doc cams and remaining promethean boards for each classroom that were ordered through 2013-2014 budget.

4. New Business

a. 2014-2015 Budget Proposal

i. **The Proposed budget will be posted online through our APTCO portion of the schools webpage at least one week prior to the October meeting. Budget will be voted on at the October meeting.**

ii. Proposed budget discussed.

Due to Walk-a-thon fundraising shortfall and emphasis on technology, cuts needed to be made. Noted that once internal audit is completed, October 4, budget may be able to be fully funded with surplus savings. If not fully funded similar to last years budget additional fundraising options were discussed.

iii. Focus Projects

1. Options for Technology

- a. RAZ Kids** Requested by grades k thru 4, this is a computer program that allows students to read leveled books at school and at home where the teacher is able to keep track of progress. About \$3,200.00 for the entire school.
- b. Chrome Books** Requested by grade 4. These are computers used in the classroom. About \$320/each 12 Chrome books requested
- c. iPads** Special Education teachers request 1 per teacher. These would be used by students in the resource room who need additional techniques for learning. About \$558/each 4 requested
- d. Mobile Lab** requested by grade 4 and principal. This would be used during time that computer labs are closed during testing throughout the year, and for special classroom projects. About \$1,100.00/each, 34 requested

iv. Audit

- 1. Our annual audit is open to anyone wanting to attend. It will be on Saturday, Oct. 4 at Andrea Haglund's home. E-mail andoverpto@gmail.com if you would like to attend and need more information.

Planning for October Meeting. Our next meeting will be Thursday, October 23 at 6:30 pm in the Primary Media Center. Send agenda items to andoverpto@gmail.com

Motion to adjourn meeting by: Dominic Krebsbach second: Jen Myers at 8:08 pm

Respectfully submitted by Jill Peterson