

November 28, 2016 Exec Board Minutes

CONSENT ITEMS

October Exec Board Minutes and October Financial Statements

- Alison moved to approve, 2nd, all aye. Minutes and statements approved.

DISCUSSION ITEMS

Finance

- General Finance Update – Accounts are looking good. 5/6, Honors, STEM CSF will need to be revisited for next year to account for smaller classes. Joe Muth memorial fund is over \$1,000. New water machine in place in teacher's lounge – dedicated water line replaces bottle service. As carnival is a community builder and not a money maker, \$2000 of the budget is reallocated to Cantina Night budget.
- Mr. Dawson is very appreciative of the PTO allotment of funds for Professional Development. Staff members are able to attend beneficial classes/seminars that wouldn't be possible without PTO support. The benefit is immediately returned to the classroom and our children.

Suggestion Box Feedback

- Teacher Appreciation – Parent voiced concern over amount of requests on families to bring in coordinated items/food. It's overwhelming, and asking parents to spend their own money regularly is concerning. Bianca to meet with Hospitality and RPC and coordinate future efforts.
- Staffing – Parent requested updated staffing communication. This does not fall under PTO purview. This school year has been very unique with staffing changes. Mr. Dawson understands parental concerns and communicates all staffing changes as soon as he possibly can once notified by district.

Fundraising

- Apex planning - Committee met last week. Pep rally on Tuesday at 2pm – went through plan for event. Bianca to speak to how we are using the money, Jake spending more time on the theme than how to make phone calls. Will hold 6th grade back at the end to explain color run. Prizes given at end of school day, 3 times over the course of the program. Thursday, Monday, Wednesday and possibly Friday. Character lessons given in morning. Communication plan – lanyard information to be short & sweet. Special eblast – after the pep rally highlighting why APEX, etc? Mr. Dawson to include a blurb about APEX in Navigator.
- Cantina Night - next meeting is Thursday. Open registration around December 16th. Looking for additional décor and auction items.

Community Business Partners

- Flier in final stages, to go out before winter break. Jen to create and distribute thank you letters before end of year as well; will order new return address stamp and clear address labels.

Marketing

- E-Blast Revamp - Concern about the focus of the eblast. Suggestions about information that goes in it going forward. Good ideas and taking baby steps to change it up now that we are using Constant Contact. Want to be careful to not overstep privacy restrictions and overlap too much with administrative and

classroom communication. Bianca to get together with Mr. Dawson and Megan to coordinate a communication map.

Upcoming Events

- APEX Pep Rally 11/29
- Ambassador Friendsgiving Coffee 11/30 at 9am
- APEX Fun Run 12/8
- Cantina Night 1/28

ADJOURN – 10:15 a.m.

DRAFT