

**The Academy of Charter Schools**

**PTO Meeting Minutes**

**October 1, 2019**

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**Call to Order**

A meeting of the Academy of Charter Schools PTO was called to order on Tuesday, October 1st at 5:02 p.m. by President Brandy Lovato.

**Attendees**

Brandy Lovato - President

Sarah Ortiz – Vice President

Cisco Ortiz – Co Vice President

Karianne Klenjoski – Secretary

Ioana Makkai Dutchievici – Treasurer

Karen Marshall – Spirit Night Coordinator

Holly Wogoman – Academy Staff & PTO liaison

Four Parents – Roster on file

**Approval of Minutes**

Vice President Sarah Ortiz made a motion to approve the September 1, 2019 meeting minutes. Co-Vice President, Cisco Ortiz seconded the motion. The meeting minutes were unanimously approved.

**Officer’s Reports – Treasurer**

* Ioana Makkai Dutchievici stated expenses for the month of September totaled $6,565.78 while income equaled $7,283.44.
* Expenses:

|  |  |  |
| --- | --- | --- |
| 5K | $4833.51 | Total $5503.81 |
| Homecoming | $780 | Total: $925.32 |
| Spirit Night | $8.99 | Balloons |
| Harvest Fest | $868.70 | Wristbands and string bags |

* Income:

|  |  |  |  |
| --- | --- | --- | --- |
| 5K |  | $5766.60 | Total $5826.60 |
| Homecoming |  | $700 | t-shirt sales (needs to be investigated, 32 shirts on invoice comp to 31 in spreadsheet; XXL paid wrong amount - $3 extra; $803 potential) |
| Spirit Night |  | $674.34 | Cash back ($594.11 last year) |
| Swag |  | $142.50 | Wristbands and scrunchies |

* This year’s 5K made a profit of $322 compared to $978.61 in 2018. The money made from the tailgate party is from jersey sales.
* Makkai Dutchievici continues to work with PayPal in order for PTO to be listed as a charity organization. This will allow PTO to participate through the PayPal giving fund.
* Makkai Dutchievici shared an opportunity to receive donated tickets to Disneyworld from Points of Light for groups who volunteer. The application process takes approximately two weeks.

**Unfinished Business – Spirit Night**

* Karen Marshall announced PTO’s first spirit night of the school year was a success, bringing in $674.34. This was the largest spirit night with Chick-Fil-A since partnering with them. PTO has been invited back in the spring to host another spirit night fundraiser.
* PTO will host spirit morning at Applebee’s on 120th & I-25 on Saturday, October 19th from

7:30 a.m. – 9:30 a.m. Families can purchase tickets on PTO’s website. Four volunteers are needed to help with this event. Wogoman placed a call for action in the October newsletter and will continue to send out communication regarding this request.

* PTO will host a spirit night at Great Scotts on Wednesday, March 11, 2020. Marshall continues to research spirit night opportunities and will update as necessary.
* PTO received positive feedback from families and students who attended the tailgate party before the September 27th homecoming game. C. Ortiz recommended moving the games to the grassy area near the concession stand next year to allow for more space. It was also suggested to see if the marching band and cheerleaders could be released earlier to help kick off the tailgate party.

**5K Wrap-up:**

* This year’s fun run course wasn’t a full 5K; however, the distance between Main and North is 5K. Because there are challenges with transportation between the two campuses, Wogoman suggested individuals check in at Main and ride the bus to North allowing participants to pick up their vehicles at the end of the course at Main.
* There was a lot of positive feedback regarding the tee-shirts and face painting. 5280 didn’t sell a lot of ice cream; this may be due to several vendors handing out free popsicles and frozen yogurt. Lovato said she will make it clear to all vendors they are not allowed to give away free snacks when food trucks or restaurants are selling food at PTO events.
* Additional trash cans were needed. Wogoman suggested ordering cardboard trashcans from Waste Management for future events.
* Chick-Fil-A sponsored the key chains all participants received.

**Social Media Coordinator:**

* This agenda item will be tabled until further notice.

**New Business – Harvest Fest:**

* S. Ortiz said she would like more trunks participating at this year’s Harvest Fest. Cost for the event is $10 per child with all proceeds going back to participating school groups. Ortiz emailed 85 families to see if they would like to participate in trunk-or-treating and has only heard from 3 people. Drawstring bags and wristbands have been ordered.
* Lovato stated Chick-fil- A will host a booth and Ortiz has booked five food trucks.

**Holiday Bazaar:**

* Makkai Dutchievici stated several vendors from last year have expressed an interest in participating again this year.
* Santa has been booked.
* Breakfast will be served from 8:00 a.m. – 10:00 a.m. Wogoman said Diane McFadden (the Academy’s kitchen manager) would like to show PTO how everything works in the kitchen. McFadden will stop by after the Bazaar to ensure the kitchen is ready for school the following Monday.

**Gala Location:**

* Lovato continues to work with the Marriott regarding the contract as changes need to be made to the document. It is expected that meals will cost between $45 and $55 per person. In order for the ballroom to be comped, there must be a food and beverage minimum of $6,000.

**Event Communication:**

* Lovato asked board members to think about the way PTO events are communicated to families. Should PTO state the purpose of events so it’s more relatable to our families? The Board was in favor of making this change and will state the purpose of events moving forward to help create awareness.

**Website Update and Changes:**

* Links for the spirit breakfast and Harvest Fest have been added to PTO’s website. Makkai Dutchievici stated Square is increasing their fees in November. This increase will not affect PTO as we currently work with free processing fees via a referral link. Once this avenue is exhausted, PTO will be charged for all transactions $70 and under.

**Questions and Announcements**

* Classroom parties from last year’s Gala are being claimed; Yogurt Brothers will charge PTO $35 for each party.
* Wogoman said the Academy Board meetings in October 2019 and February 2020 are data meetings with no voting taking place from members. PTO may want to consider not attending these two meetings. During the discussion, it was decided PTO board members will attend Academy board meetings on quarterly basis

**Adjournment**

Lovato adjourned the meeting at 6:46 p.m.

Respectfully submitted by:

Karianne Klenjoski, PTO Board Secretary