



**COMMITTEE REPORT**

**BOOK REPORT BOOK SELECTION COMMITTEE – Hillary Hancock, Chair**

- Each grade level book list was given to Administration for categorizing as to book type. Book lists will be updated as soon as it is returned.
  - The committee has decided not pursue the addition of “Tikki Tikki Tembo” by Arlene Mosel to the 1<sup>st</sup> Grade and 2<sup>nd</sup> Grade lists due to the discussion by Site Council at the November 2016 meeting regarding concerns on the accuracy of the facts within the book.
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**COMMITTEE REPORT**

**COMMUNICATIONS COMMITTEE – Cindy Richards, Chair**

There are no committee items to report at this time.

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**COMMITTEE REPORT**

**COMMUNITY OUTREACH COMMITTEE – Dan Pease, Chair**

There are no committee items to report at this time.

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**COMMITTEE REPORT**

**CURRICULUM COMMITTEE – Libby Hammond, Chair**

There are no committee items to report at this time.

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**COMMITTEE REPORT**

**PIN (Parent Input Night) COMMITTEE – Karen Albers, Chair**

There were no PIN issues to discuss at the Tuesday, November 15, 2016 PIN meeting, and the meeting was cancelled.

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**COMMITTEE REPORT**

**PTO – Sandy Thompson, Chair**

Committee Report includes:

- General Meeting Minutes November 10
- Council Meeting Minutes November 1
- General Meeting Minutes October 20, 2016 - MISSING
- Council Meeting Minutes October 4, 2016

## **PTO General Meeting Minutes – November 10, 2016**

The general PTO meeting was called to order at 8:05am by Nicole Pease. There were 16 people in attendance. This included the following PTO Council members: Mirna Dahdal, Heidi Granatelli, Christie Murphy, Debbie Parker, Nicole Pease, Lisa Olson and Tabitha Wall.

### Financials

- General PTO starting balance \$26,241.06
  - Earmarked & dependent on yearly expenses
    - Taxes \$4,000
    - Playground \$10,000
    - Bricks \$5,000+
  - Account Ending Balance \$7,241.06 (-pending expenses)
- 8<sup>th</sup> Grade \$2,194.44 (43 students x \$50 + fees)

### Meeting Points:

- Welcome and Council Introductions
- Box Tops raise \$1,046 (10,803 box tops). Winner of the class contest will be announced at the 11/14 assembly.
- Teacher Appreciation Lunch: “Gobble til You Wobble” will take place Weds. Nov. 16. A Signup Genius is out.
- Norterra Earn & Learn: Check Facebook & Twitter for contests. Shop at Norterra and save receipts.
- Turf Project: Brick sales have been extended. They’ve now raised over \$5,000.
- Used Uniforms: Available for purchase in the PTO room. Today is \$5/bag.
- Volunteer Hours: Please log volunteer hours either online through the PTO page on the ATA website OR on the paper form.
- Middle School Event: JPS & ATA Middle School students and families are invited to the Dave & Busters event Saturday Nov. 12 11:30-2:30. \$20 fee and each person gets all you can eat.
- Book Fair: Runs Nov. 14-Nov. 19. We need volunteers!
- Restaurant Night: Next night is Sauce on Dec. 6<sup>th</sup>.
- Harkins Movie Fundraiser: A booth selling Harkins will be at the Fall Carnival. Purchased items will be distributed after Thanksgiving.
- Movie Night: Star Wars will be shown Dec. 19<sup>th</sup>. This is a school night. The movie starts at 5:00pm and we have a 230 seat theater reserved with the option to change theater if ticket sales require it.
- APEX FUN RUN: Will take place Dec. 16. Lead up will start Dec. 5 and Apex will drive the event.

# NOVEMBER 10, 2016



## What We Have Done so Far

EVENT	DATE(S)	LEAD
Meet the Teacher	8/3/2016	Sandy Thompson
Yearbook Pre sales	8/3/2016	Heidi Granata III
School Badges	8/3/2016	Heidi Granata III
Used Uniforms	8/3/2016	Nicole Pease
School Supply Drive	8/3/2016	Sandy Thompson
Welcome Back Breakfast	8/4/2016	Tabitha Voss-Wall
Boo HoO Breakfast	8/8/2016	Tabitha Voss-Wall
Spirit Shirts - Main Order	8/12/2016	Lisa Olson
Used Uniforms	8/11/2016	Nicole Pease
Restaurant Night - Cafe Zupa	8/23/2016	Natasha Woolery
Barnes and Noble Night	8/29/2016	Debbie Parker
Picture Day	9/7/2016	Heidi Granata III
Harkins Movie Night - The Wild Life	9/10/2016	Lisa Olson
Restaurant Night - Chipotle	9/14/2016	Natasha Woolery

## Middle School

EVENT	DATE(S)
8th Grade Fundraiser	10/24/2016
7th & 8th Grade Dance - ATA	12/9/2016
7th & 8th Grade Dance - JEFFERSON	2/10/2017
8th Grade Dinner & Dance	5/12/2017

# ATA PTO

Chair - Sandy Thompson  
 Secretary - Heidi Granatelli  
 Secretary - Christie Murphy  
 Treasurer - Mirna Dahdal  
 Council - Jamie Finn  
 Council - Christine Grange  
 Council - Christina Chong  
 Council - Chris Cowell  
 Council - Tabitha Voss Wall  
 Council - Debbie Parker  
 Council - Lisa Olson  
 Council - Nicole Pease  
 Council - Natasha Woolery

## Up & Coming Events

EVENT	DATE(S)	LEAD
Boxtops/Labels for Education	9/22/2016	Nicole Pease
Teacher Appreciation Luncheon	9/28/2016	Chris Cowell
Picture Day Retakes	10/19/2016	Heidi Granatelli
Quarterly Perfect Attendance Awards	10/31/2016	Natasha Woolery
Quarterly Honor Roll Awards	10/31/2016	Natasha Woolery
Harkins Movie Night - Dr. Strange	11/5/2016	Lisa Olson
Restaurant Night - Cafe Rio	11/9/2016	Natasha Woolery
Scholastic Book Fair	11/14/2016	Christie Murphy
Used Uniforms	11/19/2016	Nicole Pease
Fall Festival	11/19/2016	Natasha Woolery
Restaurant Night - Sauce	12/6/2016	Natasha Woolery
Harkins Movie Night - Star Wars	12/19/2016	Lisa Olson
Spirit Shirts - 2nd order	1/8/2017	Lisa Olson
Restaurant Night - TBD	JAN	Natasha Woolery
Teacher Appreciation Luncheon	1/18/2017	Chris Cowell
Quarterly Honor Roll Awards	1/23/2017	Natasha Woolery
Quarterly Perfect Attendance Awards	1/23/2017	Natasha Woolery
Boxtops/Labels for Education	1/23/2017	Nicole Pease
100 Day Celebration	1/24/2017	OPEN
Harkins Movie Nights	2/10/2017	Lisa Olson
Restaurant Night - TBD	FEB	Natasha Woolery
Picture Day - 8th pic/group/smilestones	2/22/2017	Heidi Granatelli
Scholastic Book Fair	3/6/2016	Christie Murphy
Grands Breakfast	3/10/2017	OPEN
Teacher Appreciation Luncheon	3/15/2017	Chris Cowell
Harkins Summer Movie Fun	3/1/2017	Christie Murphy
Family Bingo Night	3/9/2017	Sandy Thompson
Used Uniforms	3/13/2017	Nicole Pease
School Supply Drive	3/15/2017	Sandy Thompson
Mid Hadder Gala	4/1/2017	Lisa Olson
Quarterly Perfect Attendance Awards	4/9/2017	Natasha Woolery
Quarterly Honor Roll Awards	4/9/2017	Natasha Woolery
Talent Show	4/7/2017	Madison Harrell
Citizenship Lunch 1 - 8	TBD	
Teacher Appreciation Table	5/1/2017	Nicole Pease
Teacher Appreciation Dinner & Gift	5/8/2017	Nicole Pease
Annual Honor Roll Trip 3 - 6	5/17/2017	Natasha Woolery
Annual Honor Roll Trip 7 - 8	5/17/2017	Natasha Woolery
Yearbook	5/22/2017	Marissa
Year End Party	5/25/2017	Jamie Finn
Quarterly Perfect Attendance Awards	5/25/2017	Natasha Woolery
Quarterly Honor Roll Awards	5/25/2017	Natasha Woolery
Yearbook Signing Party	5/26/2017	Christina Chong

## **PTO Council Meeting Minutes – November 1, 2016**

The meeting was called to order at 6:25pm. Members in attendance were Sandy Thompson, Debbie Parker, Christie Murphy, Chris Cowell, Nicole Pease, Tabitha Voss-Wall and Mirna Dahdal.

### **FINANCIALS**

Current account balance \$26,633.68, less the following earmarked expenses.

Taxes \$4,000

Playground \$10,000

Pending other expenses

8th Grade 2016-2017 Account Balance      \$2,194.44 (43 students x \$50 – fees)

#### **•Other financial notes:**

Mirna still has not been able to reach the IRS regarding the tax issue. To recap, about 4 years ago a tax return was mistakenly not filed. The PTO is a 501(c)(3) and as such does not pay taxes, but we still have to file a return. The treasurer the next year realized the error and filed a late return but a fine was levied. We are trying to get the IRS to negate the fine but haven't had any success in this effort. Ideas suggested were calling & sending a letter every day until someone responds, or contacting a state senator & having their office pursue the issue.

### **GENERAL**

It was proposed to push the meeting time back to 6:30 since most people seem to have a problem making it by 6:00. The proposal passed.

Communication: Event leads needs to give event updates throughout planning process. We need to develop more of a team environment.

### **OPERATIONS**

- Home Room Parent Coordinator: Still missing HRP's for 7 classes. We've had some reports of parents that are frustrated with a lack of communication. Chris will send out an email to the school.
- PTO Webpage: The webpage is up, although it's a little bare bones. Goal is to have it completely updated by January.
- Volunteer Hours Log: The online form is now posted on the PTO webpage. Christina has asked Mrs. Rankin to send an email blast to parents including the "ATA Volunteering FAQ Document". The PTO contact form has also been posted. Gina should be adding the FAQ Document and the Volunteer Handbook to the website.
- Emergency Kits: Cases of bottled water will be delivered to classrooms prior to Thanksgiving break.
- Fire Marshall: The Fire Marshall visited the school and we know that he found several infractions school wide. A specific list has not been sent out yet.
- Honor Roll/Perfect Attendance: PPP certificates were mistakenly counted prior to 1st Quarter Awards, so they were delivered later. Council will look for other companies that have similar programs. We need approx.. 500 per quarter.
- Boxtops/Labels for Education: A total of \$1,080.30 was collected in the Boxtop drive. This includes 339 in expired box tops that were accepted due to Costco selling Kleenex boxes with expired box tops. Apparently there were enough complaints that Boxtops agreed to accept them.
- Bricks: Only 50 bricks have been sold to date so the sale will be extended.

## **PTO General Meeting Minutes – October 20, 2016**

**Missing**

## **PTO Council Meeting Minutes – October 4, 2016**

The meeting was called to order at 6:25pm. Members in attendance were Sandy Thompson, Christina Chong, Christie Murphy, Chris Cowell, Natasha Woolery, Jamie Grange, Nicole Pease, and Heidi Granatelli. Scottee Barry & Angela Lian were also in attendance.

### **FINANCIALS**

- Sandy was finally able to access Quickbooks to pull updated numbers.
- Current account balance \$32,397.06, less the following earmarked expenses.
  - Taxes \$4,000
  - Playground \$10,000
  - Pending Spirit Shirts Expense (estimate) \$5,000
  - Pending other expenses \$4,869.18
  - Net account balance of \$8,527.88
- 8<sup>th</sup> Grade 2016-2017 Account Balance \$2,209.44 (43 students x \$50 – fees)
- Other financial notes:
  - Playground will be paid out of last years account.
  - Bricks for the new playground are not selling well, only 3-7 sold to date. Marketing Issue?
  - School Supplies profit not finalized yet.
  - Goal was to have the safe cleared by Friday every week and this hasn't been happening. We need to set a date and stick to it. We also need another person who can deposit money. Christie was selected to be that person.

### **GENERAL**

- Working together. Please speak up with ideas!
- School Event Forms. These are different from the form Sandy designed. The School Event Form is mandatory. Sandy's form is for internal PTO use and you only need to use the sections that apply to your event.
- Binders & Event Recaps. Please keep binders up to date, including recaps and the completed portions of Sandy's form. The intent is that someone new can pick up the binder and easily take over the task.
- Agendas & Minutes are in the PTO Binders in the front office of Building A. Eventually they will be on the website. Current month minutes & agendas will be on the PTO Bulletin Board.

### **OPERATIONS**

- Calendar. Heidi will send out the PTO Calendar to all parents.
- HRP's. Some classes are still missing HRP's, particularly in the upper grades. Chris will follow up with an email to those classes.
- Volunteer Hours. Christine reported that the online log is complete. The PTO Council is to start using it to test it out.
- Fall Carnival. Scottee and Natasha will be hosting 2 planning meetings for parents, both on 10/4/16: one at 8:05am and the other at 6:30pm. We are estimating 600-700 people in attendance at the Carnival, but we have never had an accurate headcount with any of our festivals before. This time, by selling wristbands instead of tickets, we will.
  - There is still a lot of discussion about wristband vs. tickets and some members voiced concern that sales will be lower as a result. Estimated cost for the wristbands will be \$12-15 for ages 3-up. For those 2 and under there will be some free activities, i.e. face painting.
  - PTO will be selling drinks
  - STUGO will be hosting the Bake Sale.
  - Other food will be provided by food trucks. Based on estimated attendance we'll need at least 4 trucks, preferably 7 with one being a "Treat" truck.

- 7<sup>th</sup>/8<sup>th</sup> Grade Dance. Angela and Jamie F. confirmed that the dance will be 12/9 at ATA in Bldg B MPR. Cost is \$3 and PTO is doing invites and decorations. Colors are red & green.
- Fundraising. Other fundraising ideas were discussed.
  - Sweet Tomatos – 40% kickback on Sunday breakfast.
  - Wrapping at Christmas
  - Pizza like Basis does. Won't work with our Chartwells agreement.
  - Jamba Juice
  - Apex Fun Run
  - We need permission to fundraise.

#### NEW BUSINESS

- Holiday House. Jamie G. brought in the sample box of items. Unanimously we agreed they were cheap goods and we weren't interested in selling them.
- Apex Fun Run will take place Dec. 16. Apex will be in the school for the 2 weeks prior to get the students excited. The run itself will have 4 division split between age groups at different times. Sandy is the point person and Nicole, Tabitha & Mirna will back her up.
- Sandy is proposing a mixer between PTO and Administration at ATA & Jefferson. We need a free site large enough for approximately 30 people. Attendees would be responsible for their own meals. Suggestions were Claim Jumper, Babbo, & Bambino's.
- Gifts to Teachers: Admin requested that PTO purchase Christmas presents for teachers on their behalf. PTO is already planning a teacher gift for Teacher Appreciation Week, so there was concern that we were going over our budget. Members present voted 7-0 to not approve the admin request but to change the Teacher Appreciation Week gift to Christmas instead.
- Chris proposed adding an additional Teacher Appreciation day. "Gobble Til You Wobble" will take place Nov. 16.
- Used Uniforms will have a \$5/bag special on Nov. 10 at our next PTO General Meeting.
- Parent/Teacher Conferences: Nothing was done for teachers this year, an oversight on our part. Next year plan for lunch one day and a teacher care package of water, aspirin & breath mints.