

Serendipity Academy PTO

Board Meeting Minutes

For October 12, 2016

In Attendance: Annie Johns, Sarah Tang, Kelly Alfaro-Haugen, Kelly McPhee, Mrs. Meyers, Mrs. Draper, Roxanne McKinney, Mr. Hammargren, Mrs. Kieft, Melissa Van Gorkom

Approval of September Minutes Melissa sent out the meeting minutes. There was a motion to approve the minutes. There were no changes or discussion. The vote was unanimous to approve the minutes.

Financial Report Update with regard to Fred Meyers (\$96.77 was deposited). Will need to remind parents to renew SAPTO as their charity to continue to receive rewards. Roxanne volunteered to send something out to families. There was a reimbursement for 4th of July event supplies taken out of the account. PTO still has a good chunk of money to spend on art supplies so if teachers are interested in doing art programs, please let us know. We can also use this for Friday enrichment. Motion was made by Sarah & second by Mrs. Draper to approve the financial report. There was no further discussion. The vote was unanimous.

Upcoming Events

- Jr. Achievement - Have volunteers for all classes and some are already starting!
- Friday Enrichment Programs - Meeting on October 6, 2016. Passports have been made for the program during the school day. Working on the logistics of providing after school clubs. First classes will be on October 21st. The draft agenda will be sent out for review by the board for any potential updates or additional ideas to be provided prior to October 21st.
- Fall Carnival - Meeting on October 5, 2016. Took inventory of prizes (have enough prizes for this year). Determined which activities we will do for the booths. Still need volunteers. Need concession supplies (hot dogs, buns, water, chips), need frosting and sprinkles for cookies, rocket for and materials for bats, candy for jar, and gourds for bowling. Also may look at a small prize for coloring contest if we do one. A motion was made by Kelly to approve up to \$200 for fall carnival supplies. The motion was seconded by Sarah. There was no further discussion. The motion was approved unanimously.

5th Grade Trip to Nature Bridge

- Cost - Looking at 2 nights and 3 days in June which is \$266 for students and \$236 for teachers and chaperones. There needs to be at least 12 people (or the equivalent cost)
- PTO Requirements - a draft contract which requires 20 hours total volunteer time with at least 10 hours within the year that the student is attending the 5th grade trip was presented. The contract also outlined that there would be no guarantee for the funding, if there is less funding than the money would be split evenly among the families that qualified. If there is more money then it would roll over for future class trips. A volunteer form was also discussed as a means of tracking the volunteer hours. There was a motion to approve the 5th grade trip contract and assistance program. The motion was seconded and the vote was unanimous.
- Fundraisers - The Fall Carnival was discussed as the field trip that would be dedicated toward the 5th grade trip. Only this money will be earmarked and available for funding the 5th grade trip. If additional fundraising goes through PTO it will be brought to the board for approval.

Winter Program

Mrs. Kieft is taking the lead in planning the Winter program this year which will be held on December 8th from

6:30 - 7:30 PM at the valley. The PTO has chairs that can be used and is willing to help find volunteers if necessary. It was discussed that we don't have a video person yet for the event, everyone was going to check on whether someone at the school can video the event which could be a fundraiser. It was also discussed that we could do flowers and dinner possibly for the event again. This may be a good 5th grade fundraiser.

Dinner/Auction

- Indian Summer - Waive cost for rental of room. Serves up to 300. Tables, chairs, plates etc. included. Have availability on March 3, 2017 in the Grand Ballroom. The Food & Beverage minimum for a dinner event would be \$25 per person (see menu options).
- Water Street Cafe - can only hold 120 people at a stand up event (probably not enough room)
- Rivers Edge
- Pellegrino's Event Center - The cost to hire the whole center to include bar is \$1300. The prices on the attached menu don't include a 20% service charge or tax.
- Country Club was also raised as a potential venue. No cost estimates were provided but they do sometimes waive the rental cost for members and one of the parents was a member. It was discussed and decided to pick a venue closer to the school for this year.

After presentation of the options a motion was made by Sarah to have the Dinner/Auction at Indian Summer again on March 3rd and to earmark up to \$4,000 to pay for the downpayment and food costs for the event. The motion was seconded by Mrs. Draper. There was no further discussion. The motion was approved unanimously. Melissa will work with Indian Summer to secure the date. We will work to set up subcommittee meetings to start the planning and procurement of items.

Requests for Assistance (Tabled until next meeting)

- Assemblies?
 - Already booked planetarium assembly for February
 - What other assemblies do we want this year? (<http://www.academicentertainment.com/>)
- Play Production - Cost is \$2,900 plus it is our responsibility to provide the following:
 - **housing for two people** for 7 nights either in a homestay or motel
 - **a piano and accompanist** (the music in the show is live, and the accompanist is generally needed Wednesday-Saturday)
 - **two rehearsal spaces** (one preferably the performance space, the other at least classroom size)
 - **"playing area"** (the area in front of the set) must be at least 28'W 10'H 16'D

They currently have the following weeks available in your area with corresponding show titles and discounts:

- Oct 31-Nov 5 THE PRINCESS AND THE PEA **\$500 DISCOUNT FOR LATE BOOKING
- Nov 7-12 GULLIVER'S TRAVELS **\$500 DISCOUNT FOR LATE BOOKING
- Nov 28-Dec 3 ALICE IN WONDERLAND **\$500 DISCOUNT FOR LATE BOOKING
- Dec 5-10 GULLIVER'S TRAVELS **\$500 DISCOUNT FOR LATE BOOKING
- Dec 12-17 ALICE IN WONDERLAND **\$500 DISCOUNT FOR LATE BOOKING
- Jan 2-7 ALICE IN WONDERLAND
- Jan 9-14 RAPUNZEL
- Jan 16-21 ALICE IN WONDERLAND
- Feb 13-18 THE WIZ OF THE WEST
- April 3-8 PETER AND WENDY
- April 17-22 THE PRINCESS AND THE PEA
- April 24-29 TREASURE ISLAND
- May 1-6 ALICE IN WONDERLAND
- May 8-13 ALICE IN WONDERLAND
- May 15-20 TREASURE ISLAND

Next Meeting - November 9, 2016 @ 5:15 PM

Adjourn