

# Meeting Minutes

Aucilla Christian Academy PTO

Date: September 8, 2016

Location: ACA Auditorium

Meeting called to order by: President Michelle Green

Time: 2:00 pm

Attendance: Michelle Green, Ann Kennedy, Jennifer Walker, Stephanie Roland, Sandi Faglie, Nicole Russell, Michele Arceneaux, Jessica Purvis, Dina Martin, Jessica McCormick, Katie Fletcher, Jodi Mills, Richard Finlayson, Roslyn Bass, Kristy Grant, Debbie Stephens

## **Upcoming Events and Current Business**

Recap of Open House—the event went well and next year we should order at least 2 more pizzas.

### Spirit Table

- We need volunteers to sign up to work home varsity football games (set up 30 minutes before each game). Please contact Nicole Russell to sign up.
- Spirit sales have totaled approximately \$2,100 this school year.
- Considering selling during volleyball and basketball games.
- Will need extra volunteers during homecoming, October 14.
- Jenny McNeill will work the fall festival, but additional volunteers will be needed.

### Scripture Shirts

- Shirts will be ready in approximately 2 weeks. Stacey Burton, Amber Isted and Tanya Little have volunteered to sort and bag the shirts once they arrive.

### Friday Treats

- PTO provides treats to teachers and staff each Friday. Volunteers are reimbursed up to \$40. Paper products are provided. Please contact Jessica McCormick to sign up. We need to change locations to accommodate all teachers. PTO will purchase a bin to hold plates and bowls.

### Fall Festival

- Michele Arceneaux provided an update on the upcoming Fall Festival. Booth coordinators are needed for each class, and some slots have been filled. Senior class is not doing a cake walk but given that it is such a success each year, it would be great if another class would take that activity. The Junior class is selling walking tacos and Senior class is selling Chick Fil A.
- There is also a theme basket committee to coordinate the baskets. Each class is not doing a separate basket, but we will be collecting money from all ACA students to fund the baskets. Money from prior snow cone sales will also be used to pay for basket contents. We also need donations of FSU and UF sports tickets and other items for the baskets.
- PTO will need to track expenses for each booth and ticket collections for each game/booth for purposes of planning in future years.

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## Playground Expansion Committee

- Stephanie Roland provided an update from the committee: Jobs to be completed on new playground/PE area include tree removal, a rectangular fence around the field, sand build up, sod, and leveling the drain field.

## Fundraiser

- Jennifer Walker is coordinating fundraising efforts this year. The fundraiser is now closed and orders will arrive in October.

## Be Drug Free Week

- Be Drug Free Week is November 14-18. Lots of exciting changes this year and many opportunities to help. The kids will receive a message each day of that week, and TMH will give a presentation on smoking.

## Treasurer Report

- Ann Kennedy provided a treasurer's report. There is a new form for reimbursement this year and receipts and the completed form will be required for reimbursements. The treasurer's email address is: [ACAptofunds@aucilla.org](mailto:ACAptofunds@aucilla.org). There is also an additional level of approval for reimbursements, and approval will now be reviewed by the PTO treasurer and president.
- With respect to deposits on various PTO sales, Ann Kennedy has requested that an email be sent to her, to include the date of deposit, the amount, and the account to which it is attributed.

## Homeroom Mom Letter/guidelines set by teachers

- The teachers have developed a set of guidelines for PTO and classroom parents to follow regarding all parties. The letter was read out loud at the meeting, and sent to each home room parent. It provides specific instructions that must be complied with for holiday parties, end of year parties, etc.

## Anticipated PTO purchases

- The playground needs a large lockable deck box for the new toys PTO purchased.
- PTO is considering the purchase a cooler for snow cones, teacher appreciation, etc.