

## Meeting Minutes – School of Dreams Academy Parent Teacher Committee

Location: School of Dreams Academy

Date: January 10, 2016

Time: 6:00 p.m.

Attendance: Christina Ainsworth, JoLynn Chacon, Adrienne Duran, Edith Smith (see attached sign in sheet for additional attendees)

Agenda:

1. Approval of bylaws /Christina Ainsworth - motion approved to adopt bylaws with proposed changes and addendums
2. AdvancedED accreditation update/Adrienne Duran – signup sheet for parents interested in participating on interview panel was passed around
  - What is accreditation? Measure of our school's quality and allows students to gain scholarships and transfer credits to schools nationwide (other high schools as well as colleges) and internationally.
  - Parents should know our school's Mission and Vision.
  - Parents should know our school has students follow the Spartan Code
  - Accreditation will take place the first week of February and we'll be looking for a panel of parents to be interviewed by the accreditation team.
3. Staff Wish List
  - List of requested items from staff members/Adrienne Duran – presented list
  - Update on donation letter/JoLynn Chacon – presented letter with suggestion that tax write off be added. Also presented on possible grant opportunity with suggest of a marquee sign for the school.
  - Update on business mailing list/Christina Ainsworth – list of businesses ready. Necessary postage will need to be purchased.
  - Additional planning- open: How to shop for items? Signup genius for school supply items that can be easily purchased.
4. Puff Pastry Fundraiser planning – Reviewed the following information needed from Fundraise NM to print order forms:
  - Start date - Kick off presentation for the students, that includes samples, we will need an assembly time/date. Proposed start date Monday, February 27<sup>th</sup>.
  - End date- Suggestion that the fundraiser last about 2 weeks long (including 2 weekends. We also give a few extra days for late orders. Proposed end date Friday, March 10<sup>th</sup>.

- Will the students be able to collect checks in addition to cash with their orders? If so, who would checks be payable to? Once we get your total order, we will email an invoice that will need to be paid by 1 check or cash from the school.
  - Delivery day- is there a good day of the week? We will get to the school about 30 minutes before school gets out, to unload and hand out orders. Since, they are a frozen product, they will have about an hour, after they pick up to deliver them or get them back into a freezer. Tentative delivery date Thursday, March 16<sup>th</sup>.
  - What are they raising funds for? The more specific the better. (Example: Please, help us raise funds for new computers) Proposed leaving the reason for fundraiser open setting fundraiser goal instead.
  - Additional planning for fundraiser – open: May book fair Edith Smith attending additional workshop, set date for Spaghetti fundraising dinner May 19th, look into Applebee's fundraiser school gets 10% of sales.
5. Financial report/Edith Smith- \$7, 191.12 in account with upcoming invoice to Scholastic to be paid.
  6. Other/open – \$850 in Scholastic bucks from December book fair

Action Items:

1. Electronic copy of bylaws with changes/ Christina Ainsworth
2. Parent volunteer list for accreditation turned in to Mrs. Buda/Adrienne Duran
3. Signup Genius for items on staff wish list/ JoLynn Chacon
4. Donation letter sent out to businesses/ Christina Ainsworth
5. Get approval of proposed dates for Puff Pastry fundraiser/Adrienne Duran
6. Pay invoice to Scholastic/Edith Smith & Christina Ainsworth