

APT Executive Meeting Minutes  
Held September 30, 2020 Via Skype

**Board of Directors Meeting Notes**

- I. Call to Order- 5:04 pm. Attendees: Kathy, Pat, Stephanie, Anne Elizabeth, Colleen, Irene, Laynee, Bryn, Teerin, Victoria
  
- II. President Report - Kathy
  - a. Welcome first APT meeting of 2020/2021 school year. Thank you for willingness to participate
  - b. Introduced new Executive Board Members: Anne Elizabeth as Secretary and will help as VP Volunteers until replacement is found. Pat and Stephanie as co-treasurers and Linda as VP Fundraising.
  
- III. Campus News Report- Laynee
  - a. Schedules being sent out to parents this week. Teachers getting rooms ready and set-up technically. Live and EDL starts Oct 12<sup>th</sup>. Bus schedules to include pick up/drop off instructions have not released. Kathy asked that all information be sent to APT board to post on social media and for inclusion on the APT newsletter.
  - b. Linda picked up 150 masks and gave them to Nurse. To be used for kids in need; SUSD has already supplied EACH classroom with a box of masks
  - c. Teachers in need of sanitizing wipes. Discussion took place around asking for more mask donation or wipe donations. Linda reaching out to Home Depot for wipe donation and will report back. District has supplied teachers with formula spray to be used in the classroom. Concern is that this supply is limited.
  
- IV. Treasurer Report- Pat and Stephanie
  - a. Accounts

Wells Fargo – Checking	\$81,052.15
Wells Fargo – Savings	\$33,196.43

- b. Pat stated that the APT is in a good place fiscally. Have enough funds to sustain and run 'bare bones' for 2 years without significant fundraising. Did not have a fundraiser at start of school year due to pandemic.
- c. Pat & Stephanie met with Performing Arts Teacher to discuss budget. Mr. Curry is getting paperwork to Mr. McDermont for budget.
- d. Pat has not completed taxes and Stephanie is looking for new accountant. Anne Elizabeth recommending Rachel Duckett Marotta, CPA, PC who was chosen as the new accountant for Chaparral.
- e. Pat explained/clarified the District process for check writing. Any check written over \$500 to purchase school items must go through District gifting process. This way the item purchased will be added to the insurance policy.
- f. Laynee asked for guidance on teacher reimbursement of \$250 for classroom items. Pat clarified the funds go to items that will benefit the students and will stay in the classroom (doesn't follow the teacher). Kathy committed that during the week of the 12<sup>th</sup> she will work with Pat and Stephanie to draft language and process guidelines for Laynee to share.

V. Fundraising Report: Linda

- a. Donations for Dollars Program starts on October 13<sup>th</sup> in back parking lot. Savers Donations Center will take all our school donations and pay \$0.23 per pound. Linda has scheduled the truck and posted flyers on social media to announce all drop off hours. Also posted flyer asking for volunteers. Hours are Oct 13-15<sup>th</sup> 9:30-11:30am and 5:30-7:30pm. Items must be dropped off at the truck and not the front office. Linda is picking up 900 trash bags and will attach flyer so kids to take and disperse in neighborhoods. Linda's goal is to fill the truck.
- b. Cocopah Gathers – Linda said events are booked every 2 weeks and Jason's Deli is booked first of every month (Jason's Deli-ciousness)
- c. Silent Action – Linda and Irene are taking inventory but need items and volunteers. Happy to report that the Princess Resort has donated a 2-night stay for Holiday. Planning to hold auction around Thanksgiving time.
- d. Long discussion on communication challenges between in-person and SOL parents. Kathy has asked that all information to be routed

to APT Board to post to social media. Goal is to keep all parents informed.

VI. Spirit Wear Report: Rio

- a. Some sales are coming in through the website. Items purchased will be available for pick up by the kids the week of October 12<sup>th</sup>. Once kids are back will be promoting the hoodies.
- b. Discussed idea of mask lanyards. Stephanie researched how they were purchased at Sequoya. Possible opportunity for Cocopah to sell.

VII. Site Council

- a. Survey went out asking for parents to respond if they were interested in being a Site Council Rep. Nick to advise who our reps are by grade (2 reps per grade)
- b. \$31K sitting in General Tax Credit acct (these funds are outside of Field Trips)
- c. Need to understand from Nick what clubs will be offered on campus, and the timeframe

VIII. Opens

- a. Many are not receiving the MTK newsletter; Colleen weighed in that MTK is an opt-in platform and many families will need to activate their account (again).
- b. Victoria stated that Lifetouch has sent out direct communication for student photos:
  - i. 10/15 for photos; 10/19 for makeups/retakes
- c. Rio is researching the option of mask lanyards that Cocopah would provide to students.
- d. Donate button to be added to APT website page

IX. Adjourn at 6:45 pm.

**Submitted by Anne Elizaeth Ginch**