

# **Avoca PTC Meeting at Denise Kingwill's House**

## **Minutes for 07.06.11 at 7:00PM**

**Attendance:** Dr Jennifer Gendel, Denise Kamberis Kingwill , Heather Hester , Stephen Starr, Kathy Stein, Mary Patel & Valia Garbis.

### **I. President's Report (Denise Kingwill)**

We will do away with PTO Manager & will merge over to Google Docs.

Peter Ogden will fill in for Jennifer Stefan during her maternity leave.

F.A.N. yearly sponsorship is up & we would like to give \$300. All in favor & passed.

League of Womans Voters would like for us to sponser them & would like a donation of \$100 to continue the program. All in favor & passed.

### **II. PTC Calendar for 2011-2012**

**Back to School Luncheon for MM – August 24<sup>th</sup> Noon**

**Kindergarten Coffee – August 25<sup>th</sup> & August 26<sup>th</sup> (9am to 10am)**

**Marie Murphy Open House – September 1<sup>st</sup> 6:15pm**

**Avoca West Open House - August 30st 6:30pm** (Jennifer Stefan will put powerpoint presentation for PTC in power point to show on promethium boards)

**Ice Cream Social – September 7<sup>th</sup> 5:30pm**

**Innisbrook Giftwrap Sales – Friday September 2<sup>nd</sup>**

**Pajama Day/ Spirit Assembly – October ?**

**Halloween Party – Monday October 31st**

**Movie Night – November Friday 4<sup>th</sup> 6:15pm**

**Book Fair – November 28<sup>th</sup> thru December 2nd**

**Teacher Appreciation Fall Conferences – Oct. 19<sup>th</sup> & 20<sup>th</sup>**

**Preschool Moms Night Fundraiser - ?**

**International Night - ?**

**Snowflake Day – Dec 2<sup>nd</sup>**

**Winter Party – December 16<sup>th</sup>**

**Winter Dance – December ?**

**Girls Night – January 27<sup>th</sup>**

**Spring Conferences – February 15<sup>th</sup> & 16<sup>th</sup>**

**Valentine Party – Tuesday February 14<sup>th</sup>**

**Fun Fair – February 26<sup>th</sup>**

**Spring Dance – February**

**MM Conferences – February 15<sup>th</sup> & 16<sup>th</sup>**

**MM Book Fair – February 15<sup>th</sup> & 16<sup>th</sup>**

**Boys Night – March 16<sup>th</sup>**

**Parent's Night – April 21<sup>st</sup>**

**Teacher Appreciation Week – May 7<sup>th</sup> to May 11<sup>th</sup>**

**Art in Action Day – May**

**Jelly bean Day – May**  
**4<sup>th</sup> & 5<sup>th</sup> Grade Olympics – May**  
**8<sup>th</sup> Grade Picnic – June 7<sup>th</sup>**  
**K-5<sup>th</sup> End of Year Picnic – June 7<sup>th</sup>**

**We will discuss with Bob Brodell about arranging the quarterly Family Nights at local restaurants, for school fundraising.**

**PTC Meetings**

Oct 5<sup>th</sup> MM 7pm  
Nov 2<sup>nd</sup> AW 7pm  
Dec 7<sup>th</sup> MM 9am  
Jan 4<sup>th</sup> AW 7pm  
Feb 1<sup>st</sup> MM 7pm  
Mar 7<sup>th</sup> AW 9am  
April 4<sup>th</sup> MM 7pm  
May 2<sup>nd</sup> AW 7pm  
June 6<sup>th</sup> MM 9am

**III. Create Job Descriptions for Each Board Position**

Denise will provide a binder with tabs to give full descriptions of what your position entails. We have all year to fill it out.

**IV. Discuss 2011-2012 Budget**

We are going to try to keep it at a \$28,000 operating cost. We will need to get our Auditing Committee together by the end of the month. If you are interested in being on the committee contact Denise Kingwill.

We were on target for the End of the Year Gift this past year.

**V. Discuss Open Chair Positions**

Back to School Luncheon Chair  
Pre-Pack School Supplies  
Student Directory  
Recycling – Students/ Parent  
Box Tops – Students/ Parent  
Preschool Liason  
Art Smart  
Outdoor Classroom  
Program Enrichment for MM  
Program Enrichment for AW  
Picture Day AW  
Movie Night  
7<sup>th</sup> Grade Snowflakes  
Book Fair AW  
Preschool Moms Night Out Fundraiser  
Fun Fair

4<sup>th</sup> Grade Olympics  
Teacher Appreciation AW  
International Night

**VI. Adjournment**