

**ACOS**  
**Meeting Notes: October 10th, 2012**

*Meeting began at 9:55am October 10th, 2012, in the Quest Portable at Hidden Creek Elementary School*

**Present:**

Maureen, Trina, Joanne, Tracy, Janet

**Topics:**

- Parent Academy #2
  - Event Staffing
    - Janet will assist at the registration table.
    - Joanne will take care of the goodie table.
    - Tracy will float and assist science presenters.
  - Event Speakers Confirmed
    - Bob Cooper - Arts (1 hour, in the lunchroom).
    - Kathy Watson - Social/Emotional (in the library).
    - Stephanie Winslow - Science (dry activities, in the Quest portable).
    - Debbie Leegard & Mary Cohen - Science (to handle overflow, if necessary; GAK in the lunchroom).
  - Impact of Attendance on Event Presentations and Set-up
    - If large numbers in attendance, Debbie and Mary will set up additional Science piece (GAK) in the lunchroom. Tracy will assist them, if necessary. They are on hold as a back-up Science presenters should the number of attendees require an extra Science piece. Will make a decision on whether or not they are needed the Monday before the event takes place (October 29<sup>th</sup>).
    - If turnout is very high, there may not be enough room in the lunchroom to house both the Arts piece and the wet Science piece; the wet Science piece may have to be set up in one of the classrooms down the hall, preferably one that can be easily isolated with portable walls to help keep people in designated areas.
  - Event Schedule
    - Staff arrives at 8:00am.
    - Presenters/vendors arrive at 8:30am.
    - Maureen arrives at 7:30am (Joanne volunteered to come in at 7:30 as well).
    - Custodian will arrive at 7:30am.
  - Participant Arrival
    - Guests can visit food table.
    - Guests can visit resource table (and vendor tables if available).
    - Discussed possible musical entertainment (“trio”).
    - Discussed setting up a kid art display (no decision reached).
  - Vendors
    - Marina Games has not responded to email or telephone call to indicate if they would like to set up a table at the event.
    - Discussed other vendor possibilities: Discovery Toys (would need to find a distributor), Usborne Books (would need to find a distributor), Teaching Toys (Gig Harbor), Learning Tree (Silverdale), and Discovery Bay Toys (Port Townsend).
    - Discussed setting up a ‘Home Show’ table.

- Maureen will look into finding a local distributor for Discovery Toys and possibly Usborne Books.
- No decision was reached in regard to inviting Learning Tree, Teaching Toys or Discover Bay Toys.
- Maureen will double-check with SKSD for vendor approval.
- Resource Table, Posters, Signs
  - Tracy suggested it would be good to provide lots of printed resources (people love them) if the printing budget allows.
  - Discussed making a poster which lists statistics regarding how the Arts positively influences education and/or posting little sign blurbs with these statistics around the room. It was suggested that the little signs might be hard to place/put up.
  - Discussed making two poster boards: a “Did You Know?” board for the resources related to how the Arts enhances education, and a “Where To Go” board for information about community classes, vendors, etc.
  - It was suggested the resource table sign could be an A-frame with information on both sides and set up in the middle of a ‘walk-around’ table.
  - Trina will make master copies of resources, which may possibly include Laura’s Science stuff from last year and Arts resources from Bob Cooper.
- Gifts for Presenters
  - Group agreed it is a good idea to give the presenters a gift card as thanks for donating their time to the event.
  - Each ACOS member agreed to pitch in \$10.00 toward the purchase of gift cards; need to figure out how to pay for the rest.
- Fundraising
  - Janet suggested a silent auction; it was not deemed practical for this event but may be looked into for the future. It would need to be cleared with district.
- Raffle
  - Joanne suggested having a raffle; decided it would be good to do as a door prize type of thing but not to charge for the tickets.
  - Discussed what types of prizes to include in the prize basket: books (Joanne will donate a “Stories with Holes”), piano lessons, Seattle Art Museum tickets, Arts theater tickets, etc. Could also include passes to next year’s Parent Academy. Decided it should be kept simple.
  - Joanne and Maureen both have baskets they could donate for the raffle.
  - It was agreed that the raffle should be held at the end of the event.
- Goodie Table
  - Will feature ‘easy’ finger foods such as cinnamon rolls, muffins, grapes, and possibly bananas. Will also have bagels and cream cheese (gives people something to do). Coffee and water for beverages; juice is too expensive.
  - Will also need napkins, paper plates, etc.
- Event Advertising
  - Joanne, Tracy and Janet confirmed that the flyers did come home in Friday folders.
  - Posters have not yet been posted at the library; Janet will follow up on these.
  - Maureen will make sure a poster goes up at the District office.

- Trina confirmed that a blurb about Parent Academy was posted on the District Website, the Port Orchard Independent, Kitsap Sun (online calendar and print request), Macaroni Kid, and Community Events Calendar.
- Trina will send an email about Parent Academy to last year's participants.
- Resource Donations
  - Discussed whether to hand deliver or mail the letters that Tracy prepared to seek resource donations from various Arts Businesses in the community. Decided to mail them.
  - Reviewed the 43 businesses that will receive the letters; they were all thought to be good choices.
- Accommodating a Large Group
  - If numbers reach 100, would need to divide the Arts group into two 50s, and the Sciences into 25s.
  - In the event of a very large group, would need to rearrange the library; would not be practical to move the tables out.
- Event Survey
  - It was suggested that a hard copy survey should be available for participants to fill out before leaving the event.

#### **Future Actions Agreed Upon**

- Tracy will work on the resource table sign(s).
- Maureen will look into resources, vendors, and get with Bob about event entertainment.
- Gather together folders, paper, pencils (Tracy), and possibly labels for folders. Also book markers or ACOS business cards to be distributed to participants.
- Group will look for good articles related to how Arts and Sciences positively impact education that can be included as resources.

#### **Next Meeting:**

October 31<sup>st</sup>, 9:45am, in the Quest Portable of Hidden Creek Elementary School (final Parent Academy preparations)

*Meeting adjourned at 10:50*

*Notes recorded by Janet.*