

Meeting Minutes-Draft

Polaris PTO

Monday, August 28, 2017

6:00 pm

Polaris Library

Attendees

Colin Lamb, Chair

Kara Chitwood, Vice Chair

Jessica Sullivan, Treasurer

Melanie Chenard, Secretary

Meg Freedman, Communications Chair

Nicole Getzleman, Fundraising Chair

Anne Sterrett, Principal

Kris Heilbron, 4th Grade Teacher

Stephenie Falcone, Room Parent Coordinator

Deb Aruca, Electives Coordinator

Carrie Lamb, Jogathon Committee Chair

Lyllis Emerson, Auction Committee Chair

Cedra Goldman, Auction Committee

Brett Kramer, Auction Committee

Rachel Griffin, 1st Grade Parent

Noreen Zaman, 1st Grade Parent

Lara Dimovitz, 3rd Grade Parent

Agenda

1. Call to Order: Welcome and Introductions
2. Minutes: Minutes from the August 7th meeting have not yet been distributed.
3. **Board Reports:**
 - a. Chair's Report: STEAM budget
 - STEAM is included as a line item in the PTO budget and is part of the fundraising messaging
 - Of last year's \$10K STEAM budget, ~\$3K was spent to support the electives program (STEAM-related electives that would have otherwise stretched the electives budget). The remaining \$7K was not spent.
 - Need to make sure that funds are appropriated well and that there is a process.
 - Past funding has included tessellation project on display by office, electricity unit, STEAM-related electives, school-wide make-a-movie
 - Future funding suggestions: scholarships for 4th grade trip to Keystone Science School, field trip fees
 - **ACTION ITEM:** Kris Heilbron will complete teacher request form by next meeting.

- Results should be communicated to the school community - Anne will discuss at grade-level socials.
 - **ACTION ITEM:** Anne and Nicole to meet to discuss talking points relative to role of PTO funding
- b. Back to School Meet & Greet went well. Lists were not posted to protect privacy. Anne open to PTO providing snacks again next year (discuss in May). General discussion of school vs. PTO roles - interested in PTO participation in school events where additional community-building value is provided.

5. Committee Reports

- a. Communications:
- Four channels of PTO communication: ePost (every other Wednesday), website (shared w/ school), room parent emails (more time-sensitive information), and (future) Facebook site.
 - **ACTION ITEM:** Anne and Meg to meet about Facebook site.
 - Website is a work in progress.
- b. Fundraising:
- Use PTO logo to develop a consistent look and feel for PTO communications
 - Colorado Gives tax forms due Thursday 8/31. Need to be completed on time to participate in Colorado Gives Day.
 - Community dinners - Illegal Pete's downtown reached out - Tuesday or Wednesday, 50% of proceeds. Consider Colfax location? Market as spirit night.
 - Grade level parent socials: invites for 1st and 5th grades are out.
 - Jogathon: October 6th
 - Event-specific site on Colorado Gives?
 - **ACTION ITEM:** Jessica to look into fees on Paypal vs. Colorado Gives
 - Pursuing business sponsorships (finish line, each corner, etc.). Ok to recognize sponsors - maybe a thank you banner?
 - Need printing contacts. Discount at Ken's Reproductions, Kinkos?
 - Considering raffles to help incentivize kids
 - The Auction (formerly Romancing the Vine)
 - Venue/date selected: Redline Art Gallery, April 7th, 7-11 pm
 - Looking for caterer connection
 - Communication to parents: save-the-date, sponsorship requests, donation requests - wait until after Jogathon
 - Motion to approve venue deposit was passed unanimously

Meeting adjourned at 8:00 pm.