

## Meeting Minutes

# Polaris PTO

Monday, October 2, 2017

6:00 pm

Polaris Library

## Attendees

Colin Lamb, Chair

Jessica Sullivan, Treasurer

Melanie Chenard, Secretary

Megan Webber, past Treasurer

Anne Sterrett, Principal

Kris Heilbron, 4th Grade Teacher

Meg Freedman, Communications Chair

Nicole Getzleman, Fundraising Chair

Carrie Lamb, Jogathon Committee Chair

Noreen Zaman, 1st Grade Room Parent

## Agenda

1. Call to Order: Welcome and Introductions
2. Minutes: August 7 and August 28 meeting minutes approved
3. Board Reports:
  - a. Chair's Report:
    - STEAM funding meeting still in the works. Kris completed a draft funding request form, is working to address comments. See additional discussion under Treasurer report.
    - **ACTION ITEM:** Colin will set up a separate meeting for further discussion of STEAM funding, to include Kris, Deb, Nicole, Kara, Jessica, and Katie Ray.
    - Spanish program: A 3rd grade parent is very interested in helping initiate a Spanish language program at Polaris. Not sure if it would be an enrichment, elective, or integrated into the school curriculum. The parent is doing the necessary research and will put together a proposal to be submitted for Anne's review. PTO involvement will depend on the proposal.
      - There was a brief discussion of whether enrichments are a PTO program or a school program - they are not really either, but are individual outside programs that are coordinated by a (PTO) parent volunteer. Website updates fall under the PTO's realm.
  - b. Vice Chair's Report: none

c. Treasurer's Report:

- Deb Aruca submitted a request for funding for Digistars and Craftsman & Apprentice programs for electives. Digistars (aka Make-A-Movie workshop) is long-running program that has fallen under STEAM funding in past. Pricing continues to rise. Polaris owns the equipment and Katie Ray is available to assist with use. The group determined that Deb should make the decision on whether to fund these programs based on her management of the electives budget.
- September 2017 financial report: overall, income from annual fund is tracking well with last year. Edukits money has come in. Reporting actual numbers for FY 2017 instead of budget.
- 2017 Tax Return (report by Megan Webber): was emailed to board members and available for review. Romancing the Vine was broken out separately (required for any fundraiser exceeding \$10,000 in proceeds). Spring Showcase smaller this year due to shift in buy-a-shares, so didn't require separate reporting this year.
- Motion to approve tax return was passed unanimously.
- Electives ended up a bit over budget last year due to late submission of reimbursement requests.
- Reimbursement request for paint for staff lounge should be paid (in full) from staff appreciation fund - money is still available from concert fundraiser last year.

d. Secretary's Report:

- As part of school rebranding (logo, website), Anne had name changed to Polaris Elementary (rather than Polaris at Ebert Elementary or Polaris Program at Ebert Elementary). Melanie wants to make sure board/committee chairs are aware of the change so that messaging from the PTO drops references to Ebert.
- School calendar update: Andrea worked with DPS to get a general email address and set up a new Google calendar to replace current calendar set up under former parent email address. Ready to post new calendar to site when messaging is ready to alert parents to the change. *Post-meeting update: general email address account ([polarisoffice@dpsk12.net](mailto:polarisoffice@dpsk12.net)) appears to have been deleted with Andrea's departure - working through next steps.*

4. Principal's Report:

- a. A new secretary has been hired. She is a Polaris parent with school office experience (currently working at East High School) and will start 10/13.
- b. Last year School Performance Framework (SPF) rating changed from blue to green. Draft ratings for this year are out - final rating should be received by next meeting.

5. Committee Reports

- a. Communications:

- Website updates are complete. No progress on Facebook page yet.
  - Reminder that all communications should come through Meg first.
  - **ACTION ITEM:** Meg to schedule meeting with Anne about Facebook site.
- b. Fundraising:
- Annual Fund: Nicole would like help with the parent socials next year - was a lot of work for seemingly little benefit. Board members emphasized that the event is aimed to provide information and serve as a kickoff for the annual fund rather than a single fundraising event. There was discussion of generating a matching fund like last year as an extra incentive for contributions. Nicole should have a list of last year's participating families from Vanessa as a starting point.
  - **ACTION ITEM:** Nicole will review match fund from last year and explore putting a match pool together before Colorado Gives day.
  - Jogathon: There have been a few communication gaps. Carrie will work with Meg to get 1-2 news items posted, web page updated, and content for this week's ePost modified. Weather looks questionable - will decide on Thursday if 1 week postponement is needed. \$200-\$250 worth of prizes have been donated for incentive drawings.
  - Auction: Deposit on venue has been paid. Lyllis Emerson met with Anne and got approval to hang banners on the fence with sponsor logos and to post logos on the website.
  - Polaris gear sales: Noreen has been looking into gear sales, with an initial focus on car magnets, which were popular at her prior school. There is definite interest in gear sales, but any shirts should not overshadow the annual tradition of shirts designed by the 5th graders. (These shirts are currently in process - shift from end of year sales to earlier so they can be worn throughout the year.) Megan also expressed some concerns about carrying inventory, as this could make tax reporting more complicated.
  - **ACTION ITEM:** A separate gear committee meeting will be held to further discuss gear options, timing, and inventory issues.

6. New Business:

- a. Melanie has updated formatting and generated some suggested content updates to bylaws for board consideration. Colin reviewed previous discussion of expanding the board to include major committee chairs - part of this was borne out of a misconception that only board members get to vote on PTO actions. All members (which includes all parents and teachers) have a vote, so this is not an issue. Board members have fiduciary responsibility, which may be best kept limited to current board configuration.
- **ACTION ITEM:** Melanie will email suggested bylaw updates to board for review prior to next meeting.

Meeting adjourned at 7:40 pm.

Polaris at Ebert PTO  
Statement of Operations  
June 2017 Report

	Year Ended Jun 30		Approved	Approved	Comments
	FY 2016	FY 2017	FY 2017 Budget	FY 2018 Budget	
<b>INCOME</b>					
Annual Fund	\$ 61,482	\$ 67,485	\$ 80,000	\$ 70,000	ACH/CF: 4/17 \$685/603; 5/17 \$685/848; 6/17 \$535/407 (7/17 \$495/201; 8/17 \$495/73)
Jog-A-Thon (Oct 14)	21,095	24,759	15,000	20,000	
Grocery Cards, net	7,014	5,023	8,000	5,000	Reloadables \$4671, One-time use \$352 (Sp & VC)
Chinook/Ebooks	781	-	800	-	
Directory/Ads, net	1,580	(398)	1,250	(400)	
Community Dinners	534	-	1,050	500	
Edukit	1,814	2,420	1,500	2,000	
Interest	143	140	150	120	
Yearbook, net	2,358	3,426	2,000	2,000	
T-Shirts, net	390	370	-	-	
Events, net					
PAF Grade Parties, net (Sept)	1,353	-	2,000	-	
PAF Buy-a-Share	1,954	-	2,000	-	
Family Dance/Talent (Jan 26)	946	156	1,000	-	
Romancing the Vine (Apr 8)	12,987	22,466	10,000	20,000	
Love of the Arts	-	-	1,000	-	N/A in 2016-17
Spring Showcase BAS/Class (May 11)	9,475	3,155	8,000	5,000	
Misc	4,296	937	750	780	Amazon \$487, Boxtops \$322, Jamba Juice \$125
<b>TOTAL INCOME</b>	<b>128,202</b>	<b>129,939</b>	<b>134,500</b>	<b>125,000</b>	
<b>EXPENSES</b>					
Paraprofessionals	107,000	94,000	94,000	90,000	Due to DPS (3 installments)
British Primary Teachers	8,750	-	-	-	N/A in 2016-17
Other Staffing	-	-	7,000	-	
Electives	4,083	7,632	7,000	7,000	
Electives Coordinator	6,250	7,560	8,000	8,000	
Equipment Support	6,000	4,109	3,250	3,500	Water fountains (+\$6K PY), Aud wireless mic system 8 Lego WeDo kits \$1435, M-a-M workshops \$580, 2nd C&A field trip \$650
STEAM/Arts & Science	7,762	5,430	10,000	10,000	
Staff Appreciation/Volunteer Gifts	900	172	500	1,000	Concert fundraiser for staff appreciation \$800
Bank & Processing Fees	1,155	1,310	1,500	1,500	Incl USB monthly analysis, Paypal, Community First fees
Green & Garden Committee	170	301	-	-	Composting bags \$301
PTO Childcare/Meetings	345	430	300	350	Also incl PAF kickoff materials
Principal Events (Ice Cream/Coffee)	215	75	700	500	
Art	-	-	-	500	
Library	168	500	500	500	Toward new library computers
Music/Band	325	533	500	500	New musical instruments
PE/Gym	-	-	-	500	
Epost	-	-	250	-	
CAP Grant	67	-	-	-	
Other	363	219	500	650	
	<b>143,553</b>	<b>122,271</b>	<b>134,000</b>	<b>124,500</b>	
<b>NET INCOME (LOSS)</b>	<b>\$ (15,351)</b>	<b>\$ 7,668</b>	<b>\$ 500</b>	<b>\$ 500</b>	
<b>BEGINNING NET WORTH</b>		<b>\$ 185,166</b>			
Net Income (Loss)		7,668			
Other Changes		-			
<b>ENDING NET WORTH</b>		<b>\$ 192,834</b>			
<b>COMPONENTS OF NET WORTH</b>					
Operating Cash	\$	51,812			
Money Market Account		140,668			
Petty Cash		300			
Undeposited Funds		54			
<b>Ending Net Worth</b>		<b>\$ 192,834</b>			
<b>LESS: PTO Designation of the Above Net Worth</b>					
Current Year Contractual DPS Commitment		-	\$94k commit: pd \$34k 10/16, \$30k 1/17, \$30k 4/17		
Current Year Electives Commitment		-			
2017-18 Contractual DPS Commitment		(90,000)			
2017-18 Electives Commitment		(15,000)	\$8k coordinator + \$7k resources		
2017-18 STEAM Commitment		(10,000)			
Emergency operating reserve		(77,834)			
		<b>\$ -</b>			

Polaris at Ebert PTO  
Statement of Operations  
September 2017 Report  
Fiscal Year 2018

	Three Months Ended Sept 30		Approved		Comments FY 2018
	FY 2017	FY 2018	Budget FY 2018	ACTUAL FY 2017	
<b>INCOME</b>					
Annual Fund	\$ 8,115	\$ 8,495	\$ 70,000	\$ 67,485	Monthly ACH \$570
Jog-A-Thon	-	-	20,000	24,759	
Grocery Cards, net	(1,850)	(2,553)	5,000	5,023	
Directory Ads, net	(398)	(398)	(400)	(398)	
Community Dinners	-	-	500	-	
Edukit	284	2,450	2,000	2,420	
Interest	35	37	120	140	
Yearbook, net	-	-	2,000	3,426	
T-Shirts, net	-	13	-	370	
Events, net					
Family Dance/Talent (Jan)	-	-	-	156	
The AUCTION/Romancing the Vine (April)	-	(600)	20,000	22,466	1 install for space - 2nd due by 12/31/17
Spring Buy-a-Share & SA (May 11)	-	145	5,000	3,155	
Misc	83	92	780	937	Amazon/box tops, Jamba Juice
<b>TOTAL INCOME</b>	<b>6,269</b>	<b>7,680</b>	<b>125,000</b>	<b>129,939</b>	
<b>EXPENSES</b>					
Paraprofessionals	-	-	90,000	94,000	Due to DPS (3 installments)
Other Staffing	-	-	-	-	
Electives	871	37	7,000	7,632	
Elective Coordinator	-	-	8,000	7,560	
Equipment Support	3,800	-	4,000	4,109	
STEAM/Arts & Science	1,435	-	10,000	5,430	
Staff/Volunteer Gifts	-	-	1,000	172	
Bank & Processing Fees	161	118	1,500	1,310	Incl USB monthly analysis, Paypal, Community First fees
Green & Garden Committee	-	-	-	301	
PTO Childcare/Meetings	60	30	350	430	
Principal Events (Ice Cream/Coffee)	51	-	500	75	
Music/Band	-	-	500	533	
Library/Bookies	-	-	500	500	
PE/Gym	-	380	500	-	Danny Mey printer
Epost	-	-	-	-	
Other	26	114	650	219	Quicken - treasurer
	<b>6,404</b>	<b>680</b>	<b>124,500</b>	<b>122,271</b>	
<b>NET INCOME (LOSS)</b>	<b>\$ (135)</b>	<b>\$ 7,001</b>	<b>\$ 500</b>	<b>\$ 7,668</b>	
<b>BEGINNING NET WORTH</b>					
		\$ 192,834			
Net Income (Loss)		7,001			
Other Changes		0			
<b>ENDING NET WORTH</b>		<b>\$ 199,835</b>			
<b>COMPONENTS OF NET WORTH</b>					
Operating Cash		\$ 38,805			
Money Market Account		160,705			
Petty Cash		325			
Recognized in 2016/17 year		-			
<b>Ending Net Worth</b>		<b>\$ 199,835</b>			
<b>LESS: PTO Designation of the Above Net Worth</b>					
Current Year Contractual DPS Commitment		(90,000)			Three installments \$30k
Current Year Other Commitments		(15,000)			\$8k coordinator + \$7k resources
STEAM		(10,000)			
2018-2019 Contractual DPS Commitment		-			
2018-2019 Electives Commitment		-			
<b>Emergency operating reserve</b>		<b>\$ 84,835</b>			