

Meeting Minutes

Polaris PTO

Monday, January 8, 2018

6:00 pm

Polaris Library

Attendees

Colin Lamb, Chair

Kara Chitwood, Vice-Chair

Jessica Sullivan, Treasurer

Melanie Chenard, Secretary

Anne Sterrett, Principal

Nicole Getzleman, Fundraising Chair

Agenda

1. Call to Order: Welcome and Introductions
2. Minutes: December minutes approved as written
3. Board Reports:
 - a. Chair's Report: Interested in how Polaris conducts school tours.
 - Anne: 1 hour in library, ½ hour in classrooms, additional questions at end. Tours given by Anne & Catherine Forington.
 - Would it be beneficial to have PTO and/or student involvement? Anne to send list of remaining tour dates - try to have a PTO member at each.
 - b. Vice-Chair's Report:
 - Room Parent coordinator: Stephenie Falcone is moving out of state. Kara will take over as room parent coordinator for the rest of the year, or until a replacement is found. Nicole set up a spreadsheet similar to the ePost for getting information out - Kara working on how best to utilize. Mapped out main communications for rest of semester.
 - Teacher appreciation week is May 7-11, day is May 8
 - Talent Night: 3rd grade providing volunteers. Trouble getting DJ - maybe change format in gym from dance party to open gym? Haven't gotten any submissions for other artwork. Trying to schedule better than in past (customize time slots to act). Maybe shift to February next year?
 - Spring showcase will be 2nd/4th grade for volunteers.
 - Community service projects for 3rd Quarter (kindness focused) and 4th Quarter (another collection/drive) are underway, working with Lisa.
 - c. Treasurer's Report:

- Review of December financials. Annual fund is down, but Jogathon was up and Auction is predicted up.
 - Provided nine-year analysis of income - definite trends in annual fund (down), Jogathon & spring event (up).
 - Forecast for remainder of year - still expect to meet budget.
 - Shift marketing focus to Jogathon, Auction since these are increasing? Keep annual fund focus more centered on Colorado Gives Day?
 - DSA - "Fill the Gap" thermometer prominent on website. "Annual fund" term is nebulous - change to something more approachable? Fill the Gap, Giving Fund, Fund the Need, ???
 - Colorado report has been filed
 - No submissions yet for STEAM funding.
 - d. Secretary's Report: None
- 4. Principal's Report:
 - a. School tours are underway - about 1 per week.
 - b. Professional development - Anne's focus is on differentiating. Difficult to do in-house, so relying more on conferences: GT conference, PBAC conference, other math conferences
- 5. Committee Reports
 - a. Communications: None
 - b. Fundraising:
 - Annual Fund: Drafted a letter to be sent out via My School Anywhere, rocket graphic will be in next ePost.
 - Auction: caterer, online auction platform, and security have all been secured
 - Polaris gear sales: haven't heard anything. Also unsure of 5th grade t-shirt status.
- 6. Teacher Report: None
- 7. New Business:
 - a. Parent satisfaction surveys from last year - communication ranked lowest. Thoughts on how to improve?
 - Parent survey
 - Write up communication plan - put on website, in Thursday folders
 - More consistency in teacher communications
 - Utilize Facebook page
 - b. Small fenced-in play area is no longer needed since school no longer has kindergarten. Thoughts on what to do with this space?
 - Form a committee to develop ideas/carry out plan
 - Opportunity for corporate funding/grants?
 - Build an elective class around planning the space?

Meeting adjourned at 7:45 pm.