

## Meeting Minutes

# Polaris PTO

Monday, February 5, 2018

6:00 pm

Polaris Library

## Attendees

Colin Lamb, Chair

Jessica Sullivan, Treasurer

Melanie Chenard, Secretary

Anne Sterrett, Principal

Annie Witwer, Teacher (4th)

Kris Heilbron, Teacher (4th)

Nicole Getzleman, Fundraising Chair

Lyllis Emerson, Auction Chair

## Agenda

1. Call to Order: Welcome and Introductions
2. Minutes: January minutes not yet distributed
3. Board Reports:
  - a. Chair's Report: requested STEAM funding update, presented by Kris Heilbron:
    - Numerous STEAM grant funding requests were submitted:
      - Apple TV (4th-Allen) \$200
      - Luau guest speaker (1st) \$1300
      - Intooba (3rd-5th) \$1030
      - 3D computer (5th) - human body, simple machines, etc. - getting quotes
      - Large format printer (schoolwide-Katie Ray) \$2422
      - 3D printer (schoolwide-Katie Ray) \$540-\$640
      - Programmable computers (electives-Deb)
      - Weather vanes (2nd)
    - Reviewed by STEAM committee - Kris, Katie Ray, Megan Dineen
    - Will revise request form to incorporate SAMR evaluation (substitution, augmentation, modification, redefinition) in future, also mission & vision statements need to include outcome for students
    - All requests fit within budget, committee intends to fund them all
    - Next round of applications will be end of September - Kris & Katie to promote in August
    - Overall, process worked well

- b. Vice-Chair's Report: (via email - presented by Chair)
    - Staff appreciation for February hosted by 3rd grade, rescheduled to 2/22. 1st grade hosting in March - may shift date away from Australian potluck
    - Community service - Haley Figueroa has project for Valentine's parties - deliver Valentines to local nursing homes
    - School garden - not sure what's happening - Catherine Forington still staff liaison? No word from parent volunteer
    - Kara still serving as room parent coordinator, still looking for volunteer to replace Stephenie Falcone. Nicole has thoughts for streamlining role.
    - Talent night - not much feedback, Anne Penner has ideas/willing to help out next year. May be a need for better A/V equipment for gym? Corilee liked idea of having more student art displays to wrap in past Arts-centered event - maybe visual booths in gym. Recommend moving event to February next year - was too soon after break.
    - Date for 5th grade continuation? Probably 2nd to last day of school, Anne will check with 5th grade teachers.
    - Grandparents Day - plan same format as last year - Anne will choose date
    - Budget line items for specials teachers - Jessica has been coordinating
    - Communication plan - Kara started list of communication channels, Anne also working on - would like posted on website, sent out to parents
    - Working on Buy-A-Shares for Auction. Need to streamline Auction asks to avoid duplicate requests.
    - Working on Ambassador program, need a volunteer to help.
  - c. Treasurer's Report:
    - Annual fund still down, counting on successful Auction
    - Purchased Polaris magnets - \$560 for 300, selling for \$5 each. List as an auction item for purchases at auction?
    - Overall need to improve fundraising
      - Emphasize ACH contributions?
      - Direct ask at Auction - emphasize current shortfall
      - Set up slideshow at Auction to show how funds are used
    - Talent show broke even
    - CO state registration fees have been paid
  - d. Secretary's Report:
    - Attended CSC meeting - topic was school budget. (see Principal's report)
4. Principal's Report:
- a. Anne doesn't have access to My School Anywhere - will coordinate with Allison Petterson
  - b. 2018-19 School Budget: overall budget pretty on par with last year. Received good bonus for green to blue growth - one-time bonus, will be less for maintaining status in future. Considering PTO fundraising difficulties, what is the right amount of money to anticipate when budgeting for next year?

- Current school year funding of \$98,000 offsets school budget (\$90,000 for paraprofessionals, \$8,000 for electives coordinator). That money is available in reserves for current school year. Para allocation covers ~60% of current para budget.
  - Anne will look at para budget for next year and determine funding level that will maintain the same ratio.
  - c. School tours almost complete - involve parents / students to help answer questions next year.
5. Committee Reports
- a. Fundraising:
    - Annual Fund: Nicole putting together new survey for parents, getting help from parent with market research background.
      - Planning to put out in spring. (Timing needs to be offset from DPS parent satisfaction survey.)
      - Survey goal: Fundraising preferences, parent involvement, communication preferences.
      - Maybe also survey new parents in fall?
    - Auction: Online auction platform is in progress, ticket sales going live Wednesday. Anne to mention in February newsletter. Test run of online auction at next PTO meeting? Student art - older grades looking at legacy projects rather than items for purchase. Younger grades - collaborative projects for sale.
      - Also coordinating with Danny Ortega - would like to do legacy project. May be pricey - hold till next year?
    - Polaris gear sales: would like to have Polaris logo t-shirts available at beginning of next school year. 5th grade t-shirt status still unknown.
6. Teacher Report: None
7. New Business: None

Meeting adjourned at 7:40.